

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA APRIL 14, 2000 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM \*370 ENCINAL STREET, SUITE 100\* SANTA CRUZ, CALIFORNIA

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATIONS:
  - a. Laura Martin RE: MetroBase
  - b. Linda Wilshusen RE: Bus Evaluation
  - c. Cam Pierce RE: Bus to Mt. Madonna
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 MINUTES OF REGULAR BOARD OF DIRECTORS MEETING OF 3/10/00, REGULAR BOARD OF DIRECTORS MEETING OF 3/17/00, AND PUBLIC HEARING MINUTES OF 3/29/00  
Minutes: 3/10/00 and 3/17/00 Attached  
Public Hearing Minutes will be included in Add-On Packet
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MARCH 2000  
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of : Shannon McCord. Reject the Claim as Untimely Filed and Deny the Application to File a Late Claim of: Coral Brune. Approve the Claim of: Farmer's Insurance in the amount of \$467.59 and reject it as to the balance.

\* Please note: Location of Meeting Place

Regular Board Meeting Agenda

April 14, 2000

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- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/16/00  
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/15/00  
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY  
2000 AND APPROVE BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM  
FOR FEBRUARY  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
- 7-10. CONSIDERATION OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY  
INSURANCE  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached  
**ACTION IS REQUESTED AT THE 4/14/00 MEETING**
- 7-11. REPORT ON AMERICANS WITH DISABILITIES SENSITIVITY TRAINING  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
- 7-12. CONSIDERATION OF ADOPTION OF CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (CEQA) GUIDELINES  
Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached
- 7-13. ACCEPT AND FILE BILINGUAL SCHEDULE INFORMATION AT BUS STOPS  
Presented by: David Konno, Facilities Maintenance Manager  
Staff Report: To Be Included in Add-On Packet
- 7-14. ACCEPT AND FILE STATUS REPORT - ROUTE 1W - UNIVERSITY/WALNUT  
Presented by: David Konno, Facilities Maintenance Manager  
Staff Report: To Be Included in Add-On Packet

### REGULAR AGENDA

8. PRESENTATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR BART CAVALLARO  
Presented by: Les White, General Manager  
Staff Report: Attached
9. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached
10. CONSIDERATION OF STATUS REPORT ON FINANCING OF SUMMER BEACH SHUTTLE  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
11. CONSIDERATION OF APPOINTMENT OF SHERYL AINSWORTH TO SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
12. PRESENTATION OF HIGHWAY 17 TRANSPORTATION STUDY DRAFT FINAL REPORT  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
13. CONSIDERATION OF AUTHORIZATION TO SUBMIT AB2766 GRANT APPLICATION TO THE AIR DISTRICT FOR CNG FACILITIES  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
14. CONSIDERATION OF AUTHORIZATION TO DONATE RIDES FOR SUMMER LIBRARY PROGRAM  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
15. CONSIDERATION OF AWARD OF BID FOR BUS STOP BICYCLE SECUREMENT EQUIPMENT FUNDED BY MONTEREY BAY UNIFIED AIR POLLUTION CONTROL BOARD  
Presented by: David Konno, Facilities Maintenance Manager  
Staff Report: Attached
16. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING OF UNIFORMS, FLAT GOODS, AND LAUNDRY SERVICES.  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached

**ADJOURN**

**NOTICE TO PUBLIC**

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the podium 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 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 Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

MAR 17 2000

March 15, 2000

SCMTD Board of Directors  
Administrative Services Coordinator  
Santa Cruz Metropolitan Transit District  
370 Encinal, Suite 100  
Santa Cruz, CA 95060

Dear SCMTD Board of Directors,

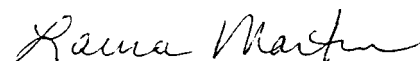
I am writing to urge you to stop any further actions toward siting the "MetroBase" in the proposed Westside location near Delaware and Swift. Surely you can find a location that is not surrounded by residential neighborhoods, schools and state parks!

It is so ironic that a public service dedicated to lessening the impact of traffic on the environment should come up with a proposal that would have a devastating impact on city residents, public schools and state parks. This plan just can't be the best solution for all involved. It will have a very negative impact on all residents in the area, as well as the environment. Just within my surrounding neighbors (just above Mission, off Western Drive), there is an elderly woman with breathing problems, a neighbor who is bound to home all day caring for a mother with alzheimers, new twin girls, etc. These residents will be exposed to health problems/risks from diesel fumes and be driven to distraction from the noise 24 hours a day. Multiply such situations by the number of surrounding neighborhoods, and you have an unacceptable proposal. An operation such as a metro consolidated operations facility has no place in residential and school areas.

It should also not be placed near state parks with fragile ecosystems or marine research. What's the point in preserving state lands on the one hand and implementing plans that will destroy them on the other? If you go forward with the Metrobase, why not just pave over Natural Bridges and be done with it?

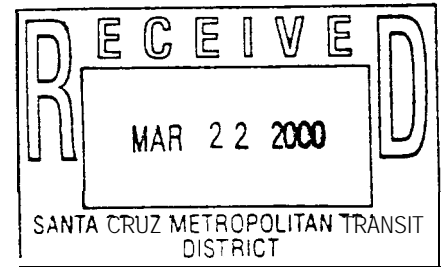
I sincerely ask that you seek better solutions to the needs of SCMTD and drop the Westside plans.

Sincerely



Laura Martin  
104 Alamo Ave  
Santa Cruz, CA 95060

Ian McFadden  
United Transportation Union  
Local 23  
903 Pacific Avenue  
Santa Cruz, CA 95060  
(phone 831 - 429-6707)



Hello Ian,

At your suggestion during our informal talk prior to the Metro Santa Cruz Board Meeting at the City Council Chambers on Friday, March 17, 2000, I'm enclosing a written summary of my recent challenging travel needs while attending a 3 day Mt. Madonna Retreat in the Watsonville Center up on Summit Road. "The Center is 1 1/4 hours from San Jose Airport and 2 hours from San Francisco Airport. Greyhound bus service is available from either airport to Watsonville or Gilroy, with taxi service available from those cities to the Center. Several airporter services are available from either airport directly to the Center...Reach us at Mt Madonna Center, 445 Summit Road, Watsonville, CA 95076. Phone: 408/847-0406, Fax: 408/847-2683. Website: [www.mountmadonna.org](http://www.mountmadonna.org) . Email: [programs@mountmadonna.org](mailto:programs@mountmadonna.org) ."

I believe you and others know that due to medical reasons I don't drive a vehicle. Thus, I generally depend on the bus to get me to and from necessary destinations in the County. (A wonderful service & terrific bus operators I may add!!) Indeed, we all need your friendly and very capable personalities. You're one neat group IMO. Too, I want to make clear that this isn't a complaint letter but a suggestion for an additional small bus to the Mount Madonna Center for the Creative Arts & Sciences. Located at 445 Summit Road, Watsonville, CA 95076. Their phone # is 408/847-0406. FAX is 408/847-2683.

My primary contact there has been a gentleman called Brajesh. He works in the registration office and has been one of several people who's been in discussion with Metro in the past about providing some bus service to the area on an ongoing basis. Evidently, with little success. This incident may have occurred about the time that Scott Galloway was the General Manager. Enclosed are portions of a letter dated 1/25/0 from Brajesh & me about the accessibility of their area for those who depend on public transportation:

Cam.

"I sense you've (Brajesh) already made some contact with Metro about the Mt. Madonna transport problem? I wonder if you could jot down several things that you feel are important in Metro taking some kind of action on this issue. I certainly don't want to see a little city originate out of this issue. It'd be interesting to do a cost analysis of what families would need to pay to travel to Mt. Madonna - gas, car maintenance, etc. I understand that school children are bused to and from their school

via the Pajaro Bus System. How many kids missed class because they couldn't get to their appropriate destination?

Braiesh:

"We've never made contact with Metro since we were told, long ago, that no service was (is) available to this area. Frankly, it's hard for me to see how Metro could justify it. We have 160 students in our school, presently brought here, for the most part, by our schoolbuses. No kids miss classes because of lack of transportation. Of course it would be great if Metro ran buses right to our door just before and just after school hours, but that doesn't seem very realistic. And there would be a certain amount of unfortunately erratic usage by program guests coming to attend programs here, as well as our staff - but I would not expect that usage to be very substantial or very consistent.. The school bus system serves the Pajaro Valley Unified School District (public schools), not private schools."

Cam.

"I wonder if Metro, being under completely new management, will have a more positive effect on this small issue. The managers are doing a good job of seeing that many areas of Santa Cruz County are being served in some way. It's a big job and requires a lot of money. I've seen some tremendous changes take place in the last couple years. The crew is doing their best to provide transport to those who especially need it. So anything's possible. Though it may not happen, I do see a potential need for some type of Metro service from Watsonville to the Mt. Madonna Resturant and your popular conference/retreat center a few miles north of the Inn. It's my guess that not many of your guests would take public transport even if it was available to them. This project may take some time and patience. But, I do see a potential for Metro to transport people, regardless of age or disability, to the the Mt. Madonna Resturant & Center. I'm personally interested in those who have to **rely** on public transport to get them from point A to point B.

I look forward to your thoughts on this issue, Ian. I appreciate your time and interest.

Sincerely,

  
Camille Pierce

134 Dakota Avenue #213

Santa Cruz, CA 95060

(83 1) 466-0341

Email - scholar@cruzio.com

cc: Santa Cruz Metro Board of Directors ✓  
Metro Accessible Services Transit Forum (MASTF)  
Metro Users Group (MUG)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**March 10, 2000**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 10, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

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

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Bruce Arthur  
Katherine Beiers  
Bart Cavallaro  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Mike Rotkin

#### **DIRECTORS ABSENT**

Jeff Almquist  
Jan Beautz (arrived at 8:53)  
Kenneth Burch  
Oscar Rios

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Paul Chandley, Human Resources Manager  
Kim Chin, Planning & Marketing Manager  
Mark Dorfman, Assistant General Manager  
Linda Fry, Service Planning Supervisor  
Margaret Gallagher, District Counsel  
Tom Hiltner, Transit Planner

David Konno, Facilities Maint. Manager  
David Moreau, Bus Operator  
LeAna Olson, H. R. Analyst  
Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Fleet Maint. Manager  
Leslie R. White, General Manager

#### **VISITORS**

Wally Brondstatter, UTU  
Jim Dong, Raymundo Engineering  
Spence Erickson, PG&E  
Naomi Guntner  
Debbie Hale, SCCRTC  
Patti Korba, SEA  
Jeff LeBlanc, MASTF  
Yolanda Lennon, Lift Line

Manny Martinez, PSA  
John Mellon, VMU  
Ian McFadden, UTU  
Cam Pierce, Bus Rider  
Bob Scott, Consultant  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC

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

- a. District Counsel reported that an item will be added to the agenda for the March 17, 2000 Board meeting which will request the Board to consider the District's



response to the Grand Jury inquiry regarding MetroBase. Counsel Gallagher distributed a draft letter of a response from the Board to the Grand Jury addressing their inquiries. Two binders of supporting documentation will be available for review at the Administrative offices.

- b. Director Gabriel expressed concern that the newer bus operators are not receiving training on how to be sensitive to wheelchair users. He requested that staff review the MASTF sensitivity training and return to the Board with a report at next month's meeting. Director Gabriel will discuss with Les White the specific problems he has encountered.

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

None

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

None

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

None

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

- a. Les White distributed a Technology Committee Bulletin from the Natural Gas Vehicle Coalition.

## **CONSENT AGENDA**

Review Consent Agenda Items 7-1 through 7-9

- 7-1. **Approve Minutes of Regular Board of Directors Meeting of 2/11/00 and Regular Board of Directors Meeting of 2/18/00**
- 7-2. **Accept and File Preliminary Approved Claims**
- 7-3. **Accept and File Passenger Lift Report for February 2000**
- 7-4. **Consideration of Tort Claims: None**
- 7-5. **Accept and File Minutes of MASTF Committee Meeting of 2/17/00**
- 7-6. **Accept and File Minutes of MUG Committee Meeting of 2/16/00**
- 7-7. **Accept and File Monthly Budget Status Report for January 2000 and Approve Budget Transfers**
- 7-8. **Accept and File Highway 17 Status Report for January**
- 7-9. **Accept and File Status Report on ADA Paratransit Program for January**

## REGULAR AGENDA

### 8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

### 9. CONSIDERATION OF APPROVAL OF FY 00/01 PRELIMINARY LINE ITEM BUDGET

#### Summary:

Elisabeth Ross presented the preliminary line item budget for the coming fiscal year to the Board. The budget needs to be submitted to the Transportation Commission with the TDA Claim by April 1<sup>st</sup>. Ms. Ross reported that there are no funds available for new programs other than the continuation of existing levels of service plus an allocation of \$150,000 for service improvements. The recommended final budget will be presented to the Board in May and will be agendized as a public hearing.

#### Discussion:

Director Rotkin inquired into having an informal meeting regarding the budget as was held in the past. Ms. Ross stated that the recommended final budget would be ready for an informal meeting either at the end of April or early May and that the Board would be notified of the date as early as possible. The sales tax revenue figure of 6% was based on year-to-date trends and State projections.

### 10. ACCEPT AND FILE PRESENTATION OF SERVICE PLANNING ISSUES RELATED TO TITLE VI CIVIL RIGHTS

#### Summary:

Kim Chin reported that the District must submit specific reporting requirements every three years to the Federal Transit Administration regarding minority and non-minority areas to ensure the District is in compliance with Title VI requirements. The staff Report highlights three areas to which particular attention must be paid: 1) improvements to routes that are below performance standards established by the District; 2) work with Cabrillo College to provide more direct service from non-minority areas to the College; 3) increase peak-hour capacity on routes having consistent overloads. Linda Fry, Service Planning Supervisor, stated that the firm of Pacific Transit Management (PTM) was hired to perform the on-board surveys, in addition to data being collected in-house. Ms. Fry will make a full presentation complete with overhead transparencies at the March 17<sup>th</sup> meeting.

#### Discussion:

Director Fitzmaurice asked what staff's recommendation is for improvements based on minority consideration for the beach area. Ms. Fry responded that the recommendation is to incorporate those routes falling below performance standards into the system redesign study. At Director Fitzmaurice's request, Ms. Fry referred to the Bus Evaluation Study which shows that the beach route is carrying thirty passengers per hour, which is slightly above the standard. This will be reviewed by staff.

## **11. CONSIDERATION OF APPROVAL OF 1999 COMPREHENSIVE BUS EVALUATION FINAL REPORT**

### **Summary:**

Kim Chin reported that the Nelson Nygaard Bus Evaluation Study is an effort to review the system's current performance. This is a two-step process: 1) to conduct a comprehensive bus evaluation study to direct and provide benchmark information about how the system is doing. This study provides staff with data compiled during a very short amount of time; 2) to use data to develop service plans in conjunction with the Transportation Commission, E&D TAC, MUG, and MASTF. The study documents where the District is currently. Linda Fry stated that there are two main elements to the study: 1) benchmarking of data, 2) on-board data collection effort. These elements will direct staff as to performance problems and where the District is doing well. Extensive outreach took place with UCSC and Cabrillo College, all user groups, staff, school districts, and the County Planning Dept. The on-board surveys covered 76% of the District service, including weekdays and weekends. Areas of concern are -- 7% of all trips exceed the load standard; 9% of all trips are running late. The next step is for staff to develop a multi-year plan in conjunction with the Transportation Commission's RTP (Regional Transportation Plan). Les White interjected that UTU service proposals will also be included as part of this discussion.

### **Discussion:**

Director Rotkin asked to what extent this data could be used to respond to the myth concerning low ridership and if staff has the ability to anticipate low or overcrowded ridership from this data. Linda Fry responded that staff can discern the maximum load point and also the low ridership point. Ian McFadden stated that this information is a snapshot taken of one day on one particular run, however, fareboxes will enable staff to average out the information needed.

Director Keogh asked about the status of the farebox project. Les White reported that staff needs to get back to this time-consuming project. As part of the solicitations from the Governor's Office and Cal Trans, staff submitted applications for the Automated Vehicle Locator (AVL) system upgrade. As a component of the AVL, there is an automated passenger counter for both doors of the buses, along with a count of passengers boarding and de-boarding by time and location.

Director Fitzmaurice expressed concern that there is no service to the new Seymour Lab and that the largest impact to Delaware St. would be from visitors to this Lab. Mr. Chin stated that the Service Review Committee would plan routes and frequency for this area within two quarters. Ian McFadden stated that possibly something could be done with the route on the Westside to accommodate this new facility as the route already runs down Western Drive.

Director Beautz inquired about the Highway 17 Express stopping in Los Gatos. Mr. White reported that staff is meeting with VTA on a regular basis and this stop would be designed by VTA. According to Mr. White, the District's challenge is how staff would split this stop out from the rest of the Highway 17 route and if this would be done simultaneously with the Highway 17 bus going to the Metro Center. Mark Dorfman added that the afternoon stop in Los Gatos,

which would take approximately 10-15 minutes, would be a problem due to timechecks. He stated that making this stop would be difficult without adding service. Mr. White further noted that the General Manager of VTA is making the Los Gatos stop a priority along with upgrading this corridor with additional destinations, however, the airport would not be one of them.

Debbie Hale of the Transportation Commission reported that their staff would be looking at the data from the evaluation study and work with District staff and the Board on what projects come out of this and how it fits into the Regional Transportation Plan (RTP). The Commission staff is looking at the corridor concept in particular. Highway 17 will factor into this very heavily. It was suggested that this study be used to publicize the fact that bus ridership is high; this may filter through for support of MetroBase. Director Almquist stated that a digest of this information, along with graphs and charts, would be good for the website.

## **12. CONSIDERATION OF AMENDING BUS ACQUISITION GRANTS TO REFLECT 40' CNG POWERED VEHICLES**

### **Summary:**

Director Rotkin informed the attendees that the Board would make a decision on this item at this meeting. Les White reported that this topic was covered extensively at the February 11<sup>th</sup> Workshop Meeting. Currently, the District has grants in place for 24 coaches to be acquired; 14 of these are 40' diesel and 10 are 60' articulated coaches. With this action, the Board would be addressing the issues of articulated coach strategy, reconfiguration of bus stops for articulated coaches, and that there are no bus manufacturers who make 60' articulated coaches in CNG. If the Board desires to move to alternate fuel and comply with the new emissions standards, staff recommends that they begin the process to amend the grants to apply for CNG powered 40' standard coaches to be delivered in November 2002. Along with this, all future bus acquisitions would be for CNG powered 40' standard coaches. The only time staff would alter from CNG would be if a new technology came forward that was cleaner than CNG. Mr. White stated that there are four grants currently in place for 24 buses. If the District converts to 40' buses, the grants would fund the purchase of 27 buses; if CNG buses were purchased, the grants would fund 23. Staff recommends that the Board approve amending the current applications to provide for 23 40' CNG powered coaches to be delivered in November 2002.

### **Discussion:**

Director Keogh is concerned with the post-combustion output of the CNG engine and requested that staff say in touch with the experts to follow up on this, as we do not understand what the exhaust of the CNG engine looks like. Jim Dong of Raymundo Engineering stated that research on CNG is on going. Patti Korba asked about the timing of receiving the CNG buses with the opening of MetroBase. Mr. White replied that if MetroBase does not come to fruition, the CNG issue would be brought back before the Board for reconsideration, as there are not fueling facilities in the County that would accommodate a fleet of buses. Jeff LeBlanc mentioned that it is important to remember that CNG is a bridge to even cleaner fuel (i.e. fuel cells). Director Fitzmaurice asked about the difference in cost for operation, maintenance, fueling and repair of CNG vehicles. Les White responded that information from Sacramento states that CNG is \$.11 to \$.12 per mile less expensive than diesel vehicles.

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

A Motion was made to authorize Metro staff to file amendments to the current bus acquisition grants to reflect the purchase of 40-foot, compressed natural gas powered buses.

Director Rotkin requested that staff produce a press release regarding this decision and to include the safety issues in order to address concerns raised in this regard. This press release should be distributed extensively to all local media.

The Motion passed unanimously with Directors Almquist and Rios absent.

**13. CONSIDERATION OF ADOPTION OF 5-YEAR OPERATING AND CAPITAL PLAN**

**Summary:**

Mark Dorfman reported that as a result of the CNG issue being passed, staff will be seeking funds from the Air District.

**14. CONSIDERATION OF AUTHORIZATION TO APPLY FOR CARL MOYER FUNDS**

**Summary:**

Mark Dorfman reported that the Air District has funds to assist in the District's transition from diesel to CNG and staff is looking at full differential funding on the bus acquisition grants. Dave Fairchild is working with the State to see if this qualifies. In the future, the District may be restricted to only the local share of the differential. Staff is attempting to obtain the full \$50,000 per bus from the Air District.

**15. CONSIDERATION OF AWARD OF RADIO SERVICES CONTRACT**

**16. CONSIDERATION OF AWARD FOR SCOTTS VALLEY TRANSIT CENTER JANITORIAL SERVICES**

**17. CONSIDERATION OF CONTRACT WITH NATIONWIDE AUCTION SYSTEM**

**ADJOURN**

There being no further business, Vice-Chairperson Rotkin adjourned the meeting at 9:44 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

Santa Cruz Metropolitan  
Transit District



March 9, 2000

Al Richard  
P.O. Box 742  
701 Ocean Street  
Santa Cruz, California 95061

RE: Grand Jury Inquiry of Santa Cruz Metropolitan Transit District MetroBase

Dear Mr. Richard:

I am in receipt of your letter dated January 20, 2000, which was directed to Leslie White, general manager, wherein you **ask** the Santa Cruz Metropolitan Transit District (Metro) to respond **to six questions** about **its MetroBase Project**. As you are aware Metro has operated public transit **services** in the County of Santa Cruz since 1969. Today Metro operates 47 routes including the highly successful Highway 17 service. To maintain these routes 106 buses, 174 **operators**, 24 mechanics, and 92 administrative personnel are required. You should be aware that the demand for transit services is increasing. On the UC Santa Cruz routes alone, Metro routinely passes students during peak periods because the demand exceeds Metro's current ability to supply transit services. It is anticipated that demand for public transit service will continue to increase. In 1999, the Santa Cruz County Regional Transportation Commission received public input on the results of a comprehensive **Major Transportation Investment Study (MTIS)** for Santa Cruz County. As a result of this study, funding was identified to support Metro providing 350,000 revenue service hours by the year 2015, an increase over its current 215,000 service hours.

In 1995, a Final Report for Santa Cruz Facilities Consolidation Study was prepared for the Metro by Gannett Fleming. The study concluded that the Metro's dispersed administrative, operations, and maintenance facilities should be consolidated on one site not only because the Metro would conserve financial resources resulting in savings of approximately 2 million dollars per year but **also because** such consolidation would better facilitate communication among the Metro departments. The current facilities (seven separate sites including two leased parking lots) are inadequate and inefficient, particularly when attempting to increase **revenue** service hours in accordance with the MTIS. The \$2 million in savings will be redirected to support the service identified in the MTIS.

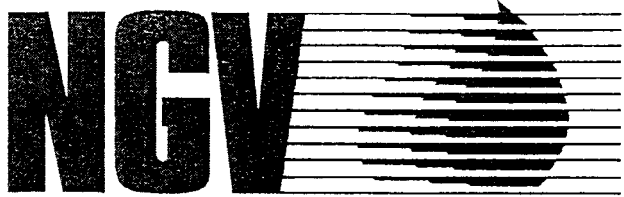
I am attaching responses to your questions together with supporting documentation. I am available to meet with you and the Grand Jury or I can provide

additional written materials **should** you request. **If** you **have** further questions or **concerns**, please do not **hesitate to contact** me.

At this time a special meeting **of** the Board **of** Directors **is** scheduled to discuss MetroBase **and to** receive **public input** regarding **issues connected to the** MetroBase Project on March 29, 2000, at 7:00 **p.m.** at the new Santa **Cruz** Police Station.

Very truly yours,

Jan Beautz  
Chair, Board of Directors  
Santa Cruz Metropolitan  
Transit District



THE NATURAL GAS VEHICLE COALITION

# Technology Committee Bulletin

September 28, 1999

## How Safe are Natural Gas Vehicles?

Natural gas is an environmentally clean, plentiful, low-cost, domestically-produced fuel for motor vehicles. But is it a safe fuel?

Any motor vehicle fuel can be dangerous if handled improperly. Fuels contain energy which must be released by burning. Gasoline is a potentially dangerous fuel, but, over time, we have learned to use it safely. The same is true of natural gas. Natural gas safely generates our electricity, heats our homes and cooks our meals. But, like gasoline, natural gas must be understood and respected to be used safely.

Natural gas is a naturally occurring fuel which requires very little processing before use. Chemically it normally consists of over 90% methane with smaller amounts of ethane, propane, butane, carbon dioxide and other trace gases. The high methane content gives natural gas its high octane rating (120-130) and clean-burning characteristics, allowing high engine efficiency and low emissions.

As with all vehicle fuels, natural gas can be used safely if simple, common sense procedures are followed. In fact, natural gas has safety advantages compared to gasoline and diesel: it is non-toxic, and has no potential for ground or water contamination in the event of a fuel release. An odorant is added to provide a distinctive and intentionally disagreeable smell which is easy to recognize. The odor is detectable at one-fifth of the gas' lower flammability limit (12)\*.

Natural gas vehicles have an excellent safety record for two primary reasons: the properties of the fuel itself and the integrity of the natural gas vehicle and its fuel delivery system.

Natural gas has a very limited range of flammability – it will not burn in concentrations below about 5% or above about 15% when mixed with air. Gasoline and diesel burn at much lower concentrations and ignite at lower temperatures. Although it takes very little energy to ignite a flammable mixture of air and natural gas, gasoline, or diesel, natural gas burns at a somewhat lower temperature.

Property	Natural Gas	Gasoline	Diesel
Flammability Limits (volume % in air)	5-15	1.4-7.6	0.6-5.5

\* Numbers in parentheses refer to References shown on page 4.



Autoignition Temperature (°F)	842	572	446
Minimum Ignition Energy in Air ( $10^{-6}$ BTU)	0.27	0.23	0.23
Peak Flame Temperature (°F)	3423	3591	3729

Source: Properties of Alternative Fuels (10)

From the gas field to the vehicle's engine, natural gas requires very little processing to make it suitable for use as a fuel. Gasoline and diesel must be processed from crude oil in large and complex oil refineries. After water vapor, sulfur and heavy hydrocarbons are removed, natural gas flows by pipeline (the safest way to transport energy) directly to the fueling station where it is compressed for use. Alternatively it may be liquefied at cryogenic temperatures on site or at a central facility and delivered by truck. Gasoline and diesel are delivered to fueling stations by tank trucks over the highway.

At a compressed natural gas fueling station the gas is compressed before being provided to vehicles at 3000 to 3600 pounds per square inch (psi). Stations can deliver a "fast fill" to vehicles in minutes or, using a "slow fill" strategy, in a few hours to overnight.

Although the use of high storage pressures might appear dangerous, compression, storage and fueling of natural gas vehicles meet stringent industry and government safety standards. Remember that high-pressure gases are used safely every day in industrial and medical applications.

Natural gas powered vehicles are designed and built to be safe both in normal operation and in crashes. New natural gas vehicles are subjected to the same crash tests as other vehicles. Natural gas vehicle fuel systems must meet Federal Motor Vehicle Safety Standards 303 and 304. Natural gas cylinders are much thicker and stronger than gasoline or diesel tanks. Industry standards require them to withstand 11,250 fill cycles, and endure far beyond normal environmental and service damage risks. Cylinders must even withstand a bonfire test and penetration by a 30 caliber bullet without rupture!

No matter what the fuel, fueling stations, indoor parking structures and repair garages must be built to ensure high levels of safety. Requirements for facilities handling natural gas and natural gas vehicles may differ from those for gasoline or diesel vehicles. For example, leaking diesel and gasoline form puddles on the floor. Natural gas normally rises toward the ceiling and disperses. Therefore the danger of fire would be greatest near the floor for liquid fuels and near the ceiling for natural gas.

Time has proven natural gas vehicles to be safe in actual operation. Based on a survey (2) of 8,331 natural gas utility, school, municipal and business fleet vehicles (NGVs) that traveled 178.3 million miles:

- The NGV fleet vehicle injury rate was 37% lower than the gasoline fleet vehicle rate.
- There were no fatalities compared with 1.28 deaths per 100 million miles for gasoline fleet vehicles
- The collision rate for NGV fleet vehicles was 31% lower than the rate for gasoline fleet vehicles
- The fleet of 8,331 NGVs was involved in seven fire incidents, only one of which was directly attributable to failure of the natural gas fuel system.

Although there are approximately 85,000 natural gas vehicles now operating in the United States, there has not been a fuel tank rupture in over two years (9). In Italy, with over 300,000 NGVs in operation, there was only one fuel tank rupture during the last three years for which data are available (8).

Even more important than statistics is the confidence that natural gas vehicle users feel. Over 20% of new transit buses are natural gas powered (3). Police in Rocky Hill, CT report "the safety record of the (NGV) cars has been excellent" (6). The Department of Energy states that "after rigorous testing... (the King County, Washington police) found their... (compressed natural gas) cars to be as safe and reliable as conventional vehicles" (16).

Not only are transit agencies and police using natural gas vehicles, more and more school buses are now powered by natural gas. In 1996 the Department of Energy worked with a major school bus supplier to develop "an ultra-safe and low-emission" natural gas powered school bus (13). School buses from that manufacturer and others, using that engine (or other natural-gas engines), are in use today.

How do natural gas vehicles behave in crashes? The strength of the natural gas cylinders and fuel system generally avoids any leakage or fire. For example:

An accident involving a CNG-powered pick-up...proved to be a testimonial to the safety of CNG tanks.

When the 1992 CNG pick-up was broadsided in Midland, Texas, the most vulnerable part of the fueling system bore the brunt of the hit. While the force drove an imprint of the tank safety valve into the side of the truck, the CNG tanks did not rupture, and driver Jimmy Oden walked away. ( 1)

And in a tragic 1998 accident, a stopped bi-fueled Honda (a vehicle which could run on either natural gas or gasoline) was impacted by another vehicle moving at nearly 100 mph and a fire fed by gasoline broke out. The 50-liter natural gas fuel tank was intact and remained secured in its support brackets (4).

Nationwide Insurance, in looking at the safety of natural gas buses in a fleet, concluded that "...the natural gas powered vehicles will be the safest vehicles in your fleet and (we) have no reservations about insuring them." (14)

In summary, technical data, appropriate safety regulations and years of experience show natural gas vehicles to be as safe as, or safer than, conventionally fueled vehicles.

## References:

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2. American Gas Association, "Natural Gas Vehicle Safety Survey – An Update," March 1992.
3. American Public Transit Association, *Transit Vehicle Data Book*, 1998
4. BC Gas Press Release, June 3, 1998.
5. Bechtold, Richard L., *Alternative Fuels Guidebook*, Society of Automotive Engineers, 1997
6. Catania, Sgt. Robert J., "Building a Strong Case," *Natural Gas Fuels*, March 1999
7. Ebasco Services, Inc., *Safety Analysis of Natural Gas Vehicles Transiting Highway Tunnels*, New York State Energy Research and Development Authority, 1989
8. International Gas Union and International Association of Natural Gas Vehicles, *Task Force Report Milan 1994, 1994*
9. Liss, Bill, "NGV Storage Update," Gas Research Institute, 1999
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11. Natural Gas Vehicle Coalition, "NGV Natural Gas Vehicle Q&A," undated
12. National Fire Protection Association, "Standard for Compressed Natural Gas (CNG) Vehicular Fuel Systems," NFPA 52, 1998 edition.
13. National Renewable Energy Laboratory, "Development of an Ultra-Safe and Low-Emission Dedicated Alternative Fuel School Bus," 12/1/96
14. Palmer, Pat, *Nationwide Insurance*, letter to Kenneth E. Bauman Bus, Inc., September 10, 1992.
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### CNG RELEASES WITHIN THE PAST SIX MONTHS

2/5/00	FuelMaker C3 VRA overpressurized CNG cylinders on delivery truck being fueled in Montreal. One of four cylinders ruptured. No fire or injuries.
12/16, 26, 27/99	Mirada Gen. 2.5 PRDs malfunctioned on Orion buses with SCI cylinders, allowing unintended CNG venting. No fire or injuries in first two incidents. Explosion and one minor injury in third incident.
12/24/99	Mirada Gen. 2.5 PRD malfunctioned on New Flyer bus with Lincoln cylinders in State College, PA, allowing unintended CNG venting. No fire or injuries.
11/23/99	High pressure release of CNG with no fire at Jackie Gleason bus garage in Brooklyn, NY. Minor injuries to three MTA NYC Transit employees at the facility who were treated and released for gas inhalation and hearing complaints.
10/31/99	Comdyne Type 3 cylinder rupture on 1996 Dodge Corp. van, Enbridge Consumers Gas Co, Toronto, ON. No injuries or fire.
10/15/99	NGV1 nozzle adapter to Hansen coupling separated (unscrewed), Laclede Gas. Minor injury, no fire.
10/8/99	Knox-Western compressor high-pressure stage failure at the Jackie Gleason bus garage in Brooklyn, NY. No injuries or fire.
10/4/99	Canco filter housing failure at the Los Angeles County MTA Division 10 bus depot. No injuries or fire.

KNOWN IN-SERVICE FAILURES OF NGV CYLINDERS (Since 1976)  
EX POWERTEC LABS/CAN (additions after 2/99 from NGVC)

Date	Place of Failure	No. of Failures	Producer	Cylinder Type	Source of Data	Cause of Failure
2000 Feb 5	Montreal, PQ Canada	1	Faber	Type 1	FuelMaker	Overpressurization caused by failure of FuelMaker CP3 pressure relief system.
1999 Oct 31	Toronto, ON Canada Enbridge/Consumers Gas Dodge B Van	one	Comdyne	Type 3	MGVC, PowerTech	Acid from inside Dodge Van leaking thru access door in van floor causing stress corrosion cracking of cyl.
1999 Feb	Lyons, France	one	?	steel	Ecole des Mines de Douai	rupture due to vehicle tire (vandalism) - no PRD, one fireman killed
1998 Mar	Argentina	one	<b>Kalvanco</b>	Uncoated E-glass fully-wrapped aluminum liner	Enargas	SCC rupture during filling
1998 Feb	Argentina	one	Kalvanco	Uncoated E-glass fully-wrapped aluminum liner	Powertech	SCC leak during filling
1997 Nov	Argentina	one	<b>Kalvanco</b>	Uncoated E-glass fully-wrapped aluminum liner	Kalvanco	SCC rupture during filling
1997 Feb	Winnipeg (New Flyer)	multiple	Lincoln	Hybrid fiber all-composite	Lincoln	Weld leaks caused by low temperature fast filling
1997 June 20	Los Angeles	one	Comdyne	Coated E-glass fully-wrapped aluminum liner	SoCal	UA vehicle (coated UA grey), <u>ruptured</u> 12" in from transition during filling
1997	North America	multiple	EDO	Carbon fiber all-composite	Powertech	leaks caused by plastic liner cracks
1996 Aug	Pennsylvania	one	EDO	Carbon fiber all-composite	CATA (Colton)	Puncture of roof cylinder which struck overpass
1996	North America	multiple	EDO	Carbon fiber all-composite	EDO	leaks caused by liner seals
1996	Argentina	one	Kalvanco	Uncoated E-glass fully-wrapped aluminum liner	Instituto del Gas Argentino	SCC rupture during filling
1996	USA (Los Angeles MTA)	one	EDO	Carbon fiber all-composite	EDO	<u>rupture</u> - likely stress rupture of composite due to impact damage
1996	Canada (private conversion - Surrey)	one	Faber	Steel	Powertech Report	<u>rupture</u> in fire caused by vandalism - PRD located in separate compartment from cylinder
1996	USA (private conversion - Houston)	one	Comdyne	Uncoated E-glass fully-wrapped aluminum liner	Cyltek	<u>rupture</u> sometime after filling - likely SCC of glass composite (under investigation)
1996	USA (Alagasco - Alabama)	one	CNG Cylinder	Uncoated E-glass hoop-wrapped aluminum liner	NGV Systems & Cyltek	<u>rupture</u> of composite damaged cylinder - likely overpressured from slow filling (under investigation)
1996	US.4 (New Flyer Buses - Grand Forks)	multiple	Lincoln	Hybrid fiber all-composite	New Flyer	leaks in plastic liners due to combination of operating practices

1995	USA	multiple	EDO	Carbon fiber all-composite	EDO recall Notice	leaks in plastic liner/end boss connections due to improper installation
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Date	Place of Failure	No. of Failures	Producer	Cylinder Type	Source of Data	Cause of Failure
1991	USA (Las Vegas)	multiple	Lincoln	Hybrid fiber all-composite	Lincoln	leaks in plastic liner. several due to flawed fusion welds
1994	Canada (Union Gas)	one	EDO	Carbon fiber all-composite	Powertech Report	leak of plastic liner due to manufacturing defect at neck
1994	USA (Minnegasco & PG&E)	two	Comdyne	Uncoated E-glass fully-wrapped aluminum liner	SWRI Report	<u>rupture</u> due to environmentally assisted cracking of glass fibres
1993	USA (SE Michigan Gas)	one	CNG Cylinder	Uncoated E-glass fully-wrapped aluminum liner	Powertech Report	<u>rupture</u> due to severe mechanical damage of glass fibre (and possible overfill)
1993	Italy	one	Faber	Steel	Faber	<u>ruptured</u> in fire after vehicle collision (no PRD)
1992	Italy	one	Faber	Steel	Faber	<u>ruptured</u> in vehicle fire caused by vandalism (no PRD)
1991	Italy	multiple	Bogap	Steel	Faber & SNAM	<u>ruptures</u> due to poor heat treatment
1989	Argentina	one	Bogap	Steel	Inflex	<u>rupture</u> due to poor heat treatment
?	Argentina	two	Inflex	Steel	Inflex	<u>ruptured</u> in vehicle fire (PRD had been altered)
1989	New Zealand	one	IMZ	Steel	DSIR Report	rupture due to improper heat treatment
1985	Italy	one	Faber	Steel	Faber	rupture due to lamination in sidewall
1976	Italy	one	Faber	Steel	Faber	rupture due to lamination in sidewall

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**March 17, 2000**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 17, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

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

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Jeff Almquist  
Bruce Arthur  
Jan Beautz  
Katherine Beiers  
Kenneth Burch  
Bart Cavallaro  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Mike Keogh  
Oscar Rios  
Mike Rotkin

#### **DIRECTORS ABSENT**

None

#### **STAFF PRESENT**

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

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

District Counsel Gallagher reported that the Closed Session Minutes of February 18<sup>th</sup> would be reviewed during Closed Session. Discussion will also take place with the Real Property Negotiator, Les White, to discuss property APN 003-032-01; APN 003-081-01; APN 003-121-01, commonly referred to as the Lipton property. The party with whom the District is negotiating is Unilever and the price and terms of payment will be discussed.

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

None

## **SECTION II: CLOSED SESSION**

Chairperson Beautz adjourned to Closed Session at 8:39 a.m. and reconvened to Open Session at 9:56 a.m.

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

**DIRECTORS PRESENT**

Jeff Almquist  
Bruce Arthur  
Jan Beautz  
Katherine Beiers  
Ken Burch  
Bart Cavallaro

Michelle Hinkle  
Tim Fitzmaurice  
Bruce Gabriel  
Mike Keogh  
Oscar Rios  
Mike Rotkin

**DIRECTORS ABSENT**

None

**STAFF PRESENT**

Bryant Baehr, Operations Manager  
Wally Brondstatter, Bus Operator  
Donna Canales, Customer Service  
Kim Chin, Planning & Marketing Manager  
Paul Chandley, Human Resources Manager  
Mark Dorfman, Assistant General Manager  
Marilyn Fenn, Asst. Finance Mgr.  
Linda Fry, Service Planning Supervisor  
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager  
Olivia Guerrero, Customer Service  
David Konno, Facilities Maint. Manager  
LeAna Olson, H. R. Analyst  
Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Acting Fleet Maint. Manager  
Randy Yagi, Sr. Customer Service Rep.  
Leslie R. White, General Manager

**OTHER ATTENDEES**

Scott Bugental, Lift Line  
Jeff LeBlanc, MASTF  
Ian McFadden, UTU President  
Debbie Hale, SCCRTC  
Patti Korba, SEA President  
John Mellon, VMU President

Cam Pierce, Bus Rider  
Bob Scott, Consultant  
Keith Sugar, S. C. Mayor  
Marion Taylor, League of Women Voters  
Candace Ward, UCSC  
Linda Wilshussen, SCCRTC

**1. REPORT ON CLOSED SESSION - District Counsel**

Counsel Gallagher reported that the Closed Session Minutes of February 18, 2000 were approved. The Board of Directors declined to take any action regarding the price and terms of the Lipton property. A special Closed Session was scheduled for 8:30 a.m. on March 30<sup>th</sup> to further discuss these issues. This special Closed Session would follow the public forum on March 29<sup>th</sup> at the Loudon Nelson Center where multiple issues regarding MetroBase will be discussed and the Board will receive public input. The Board encouraged the public to attend the 3/29/00 meeting in order to take their input.

**ITEM NO. 18 WAS MOVED OUT OF ORDER.**



**18. CONSIDERATION OF RESPONSE TO GRAND JURY INQUIRY REGARDING METROBASE**

**Summary:**

Counsel Gallagher reported that the District received a letter from Al Richard, Foreperson of the Grand Jury, who asked several questions regarding the MetroBase project. Counsel Gallagher prepared a proposed response and asked the Board to make any suggestions, changes, and/or modifications to it.

**DIRECTOR BEIERS LEFT THE MEETING AT 10:01 A.M.**

**Discussion:**

Director Rotkin surmised from the letter that the Grand Jury's concerns seem to be that decisions were made regarding the MetroBase project without an open process taking place.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST**

A Motion was made to authorize Staff's recommendation to execute and mail the cover letter by Jan Beautz, Metro Chair, to the Grand Jury to authorize the inclusion of the attached responses and supporting documentation to the Grand Jury inquiry, and for Staff to add information that clarifies the intentions of the District to conduct additional environmental work.

The Motion passed unanimously with Director Beiers absent.

Director Fitzmaurice asked if an Environmental Impact Report has been completed. Director Rotkin stated that two Negative Declarations have been done. Director Fitzmaurice further stated that he doesn't feel the Board had the public comment it should have had.

**DIRECTOR BEIERS RETURNED TO THE MEETING AT 10:06 A.M.**

Counsel Gallagher responded to Director Fitzmaurice by stating that there were public hearings at the library on 1/10/96 and 1/19/96. There were also open Board Meetings to address the Negative Declarations. Director Fitzmaurice referred to Questions #3 from the Grand Jury regarding the process for obtaining approval for the Lipton site. Director Rotkin referred to the \$89,000 study from Gannett Fleming, referred to the hearings and various site reviews and noted that the Lipton site was the only one where the entire District's operations could be consolidated. Director Fitzmaurice stated that the public would want to know how the other sites were removed from the process and how the Lipton site was ultimately chosen. Director Fitzmaurice will be given a copy of the Gannet Fleming report; copies of this report will also be distributed to each library in the County, as well as being available for review at the Administrative Office and on the District's website.

Director Fitzmaurice referred to Questions #4 regarding the traffic analysis and was informed that the buses would not utilize Delaware and that the Negative Declaration states that employee vehicles would not unduly impact the neighborhood. Director Almquist stated that the

proposed response addresses all the questions and that this is not an EIR at this point. Director Rotkin asked that information be added to the response that clarifies that the District intends to do additional environmental work.

**ACTION:**      **AMENDED MOTION:**      **DIRECTOR ROTKIN**  
                                  **SECOND:**               **DIRECTOR ALMQUIST**

The Motion was amended to add additional information to the response to the Grand Jury regarding the District's further plans with regard to environmental work.

The amended Motion passed unanimously.

**DIRECTOR ROTKIN DEPARTED THE MEETING AT 10:26 A.M.**

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

- a. Marge Sintetos, RE: MetroBase
- b. Janet Hennessey, RE: MetroBase
- c. Bea Dahl, RE: MetroBase
- d. Peter Bajorek, RE: MetroBase
- e. D. Smith, RE: MetroBase
- f. Sharon A. Galligan, RE: MetroBase
- g. Anne/Sam Singer, RE: MetroBase
- h. Rachel Kliger, RE: MetroBase
- i. William Stouffer, RE: MetroBase
- j. Director Cavallaro submitted his verbal resignation from the District's Board as of the end of March. Director Cavallaro's recommendation is for Sheryl Ainsworth to replace him on both the Transit District Board as well as the Transportation Commission. Director Almquist noted the amazing contributions made to the Transit District and Transportation Commission by Director Cavallaro's 19 years of dedication.
- k. Cam Pierce, bus rider, requested that a bus be scheduled to travel to and from the Mt. Madonna Conference Center once or twice a week, as there is currently no bus that travels that route.

## **3. LABOR ORGANIZATION COMMUNICATIONS**

None

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

Director Gabriel reported that there was a lengthy discussion on the dispatch radios in the buses, on MetroBase and on the recent City Council action regarding the ditch relocation. MUG made a recommendation that Chairperson Gabriel write a letter of support regarding MetroBase.

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

None

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

**CONSENT AGENDA:**

**ADD TO ITEM #7-4.** Consideration of Tort Claims: Deny the Claim of: Cathy Pescale  
(Claim Attached)

**REGULAR AGENDA:**

**DELETE ITEM #12** Consideration of Amending Bus Acquisition Grants to Reflect 40'  
CNG Powered Vehicles  
(Approved at March 10, 2000 Board Meeting)

**ADD TO ITEM #13:** Consideration of Adoption of 5-year Operating and Capital Plan  
(Staff Report Attached)

**ADD TO ITEM #14:** Consideration of Authorization to Apply for Carl Moyer Funds to  
Assist in Funding Costs Associated with Conversion to CNG  
(Replace Staff Report)

**ADD TO ITEM #15:** Consideration of Award of Radio Services Contract  
(Staff Report Attached)

**ADD TO ITEM #16:** Consideration of Award of Bid No. 99-13 for Scotts Valley Transit  
Center Janitorial Services  
(Staff Report Attached)

**ADD TO ITEM #17:** Consideration of Contract with Nationwide Auction System for  
Disposal of District Personal Property  
(Staff Report Attached)

**CONSENT AGENDA**

**Review Consent Agenda Items 7-1 through 7-9**

**7-1. Approve Minutes of Regular Board of Directors Meeting of 2/11/00 and Regular  
Board of Directors Meeting of 2/18/00**

**7-2. Accept and File Preliminary Approved Claims**

**7-3. Accept and File Passenger Lift Report for February 2000**

**7-4. Consideration of Tort Claims: None**

**7-5. Accept and File Minutes of MASTF Committee Meeting of 2/17/00**

**7-6. Accept and File Minutes of MUG Committee Meeting of 2/16/00**

- 7-7. Accept and File Monthly Budget Status Report for January 2000 and Approve Budget Transfers  
7-8. Accept and File Highway 17 Status Report for January  
7-9. Accept and File Status Report on ADA Paratransit Program for January

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO**

A Motion was made to accept the Consent Agenda.

The Motion passed unanimously with Director Rotkin absent.

### **REGULAR AGENDA**

#### **8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

##### **Summary:**

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

##### **TEN YEAR**

**Terry Gale, IT Manager**

##### **FIFTEEN YEARS**

**Pedro Cervantes, Upholsterer II  
Patricia Korba, Accounting Specialist  
Jean Leffler, Transit Surveyor  
John Mellon, Lead Parts Clerk  
Ken Rilling, Bus Operator  
Randy Yagi, Sr. Customer Service Representative**

##### **TWENTY YEARS**

**Wally Brondstatter, Bus Operator  
Louis Fike, Bus Operator  
Justin Hart, Bus Operator  
Ruth Jones, Bus Operator  
Ed Nelson, Transit Supervisor**

#### **9. CONSIDERATION OF APPROVAL OF FY 00/01 PRELIMINARY LINE ITEM BUDGET**

##### **Summary:**

Elisabeth Ross displayed transparencies and requested Board approval of the Preliminary Budget for FY 00/01 for review and claims purposes to submit the TDA/STA claims to the

Transportation Commission. The final draft budget will be presented to the Board in May after a meeting with the labor representatives which will take place in early May. Ms. Ross reviewed the operating revenue sources and expenses as part of this presentation. Preliminarily, the budget is \$28M for next year.

**Discussion:**

Director Fitzmaurice asked if the District receives revenue from the gas tax and was informed that it does for capital projects. Ms. Ross discussed Internet sales which could have an impact on the District's sales tax revenue since these sales are not taxed. There will be detail to the Board in May on this item.

**DIRECTOR RIOS DEPARTED THE MEETING AT 10:44 A.M.**

Director Burch asked about projections for increases in revenue from the university based on population and was informed that there will be a 2% increase in fare revenue. Ms. Ross discussed the expenses and reported that almost all of the budget is service oriented. At Director Fitzmaurice's request, Ms. Ross will supply him with the previous administrative costs from the past year. The Capital Program is currently at \$18M, however, this will be revised to reflect some carry-overs for next year.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO**

A Motion was made to approve the Preliminary Line Item Budget for FY 00/01.

The Motion passed unanimously with Directors Rios and Rotkin absent.

Les White engaged in discussion with OBIE regarding ad reconfigurations. This will also have an impact on the budget.

**10. ACCEPT AND FILE PRESENTATION OF SERVICE PLANNING ISSUES RELATED TO TITLE VI CIVIL RIGHTS**

**Summary:**

Kim Chin discussed how, in accordance with the Title VI Civil Rights Act of 1964, service is provided to minority and non-minority areas. Linda Fry reported that to comply with FTA reporting requirements, the District must submit this information every three years. Pacific Transit Management was retained to complete a part of this study and the District is required to review this report and take any actions needed to be in compliance with the Civil Rights Act. Ms. Fry presented transparencies showing a map of the minority census tract. Staff is required to utilize the 1990 census until new figures are available. Results of the study show that there are known overloads on some routes (UCSC, SLV, Santa Cruz - Watsonville) and service needs to be provided; service needs to be improved from non-minority census tracts. There needs to be an outreach to obtain minority representatives on the District's advisory groups. The top three destinations from minority census tracts are: trips to downtown Santa Cruz, trips to Green Valley Road and Freedom, trips to Cabrillo College. Staff will look into providing more service

from non-minority areas to Cabrillo College. Based on the findings of the study, Staff is recommending the following: 1) incorporate improvement for routes that fall below the established performance standards, 2) work with Cabrillo College to provide more direct service from non-minority areas, 3) look at peak hour capacity questions.

Linda Fry confirmed that opinion surveys were collected in Spanish and that the original surveys are located in her office. Director Fitzmaurice is interested in comments regarding illegible bus signs and also requested that the Route 1 schedule be corrected regarding the Walnut Street bus. Ms. Fry will look into this. Director Fitzmaurice recommended that bus signage will be posted in Spanish. Director Burch stated that the inclusion of minorities in the advisory groups should be made a part of the recommendations. Mr. Chin replied that he and Jeff LeBlanc, Chairperson of MASTF, have discussed holding meetings in the Watsonville area to increase minority involvement.

Director Fitzmaurice asked that the recommendations be amended to put signage in Spanish. Director Beautz replied that this is a budgetary item and that Staff will bring back a report on this request.

**ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR CAVALLARO**

A Motion was made to approve Staff's recommendation to direct Staff to: 1) Incorporate consideration of routes falling below District performance standards into the System Redesign Study, 2) Work with Cabrillo College as part of the development of their Transportation Management Plan to provide more direct service from non-minority areas to the campus, 3) Place a high priority on considering peak-hour capacity increases on routes that have consistent overloads, as identified in the Title VI report as well as in the forthcoming Bus Evaluation Study, when funding becomes available. Staff was also directed to include a report to the Board on acquiring signage in Spanish.

The Motion passed unanimously with Directors Rios and Rotkin absent.

**11. CONSIDERATION OF APPROVAL OF 1999 COMPREHENSIVE BUS EVALUATION FINAL REPORT**

**Summary:**

Kim Chin reported that this is a two-part process. The first part is to collect information with regard to how the District is performing system wide. This will give benchmark information to plan Part 2, which is to begin to develop multi-service plans. Development of the multi-service plan will be done in conjunction with the Regional Transportation Commission as well as MUG, MASTF, the Service Review Committee, and UTU. Consultant Doug Langille of Nelson Nygaard was present to answer any questions from the Board. Mr. Chin stated that Staff's recommendation is for the Board to adopt the results of the Bus Evaluation Study.

## **Public Hearing**

Linda Wilshusen, Executive Director of the SCCRTC, distributed a letter to the Board with comments on the Bus Evaluation Study.

### **DIRECTOR CAVALLARO LEFT THE MEETING AT 11:07 A.M.**

The Transportation Commission's concern is that the Highway 17 bus service was not covered in the study. Ms. Wilshusen was informed that this service would be evaluated separately. There were further concerns that this study was done on specific areas only and not county-wide. Ms. Wilshusen requested that in the future, the Transportation Commission be given at least one month to comment on these types of documents.

**The Public Hearing was closed at 11:10 a.m.**

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

A Motion was made to approve the Bus Evaluation Study.

### **Discussion:**

Director Fitzmaurice asked when service would be provided to the Seymour Center and was informed by Kim Chin that the Service Review Committee will reprioritize their recommendations and figure out how Staff can put resources towards providing service to this center. Director Keogh asked for Staff's response to overload conditions on the trips in the corridor between Watsonville and downtown Santa Cruz. Mr. Chin responded that additional service hours would be put into this corridor over the next 18-20 months. Director Burch expressed concern about UCSC's peak times. Mr. Chin stated that Staff is continuing to work with both UCSC and Cabrillo and that class times affect the demand on service.

**DIRECTOR CAVALLARO RETURNED TO THE MEETING AT 11:18 A.M.**

**DIRECTOR GABRIEL DEPARTED THE MEETING AT 11:19 A.M.**

The Motion passed unanimously with Directors Gabriel, Rios and Rotkin absent.

12. **DELETED**

13. **CONSIDERATION OF ADOPTION OF 5-YEAR OPERATING AND CAPITAL PLAN**

### **Summary:**

Mark Dorfman reported that this information is an update to discussions from the February 11<sup>th</sup> Workshop Meeting. Under Operating Funds, the Paratransit Expense percentage is the same from the close of the Fiscal Year to present. The affect of operating costs increasing by \$250,000 is that there is less money to spend on capital projects. Other changes noted in Revenue Objectives: As a result of the action taken to move to CNG, funds were added in from

the Air District and Carl Moyer Funds. Mr. Dorfman stated that if this 5-Year Operating and Capital Plan is approved today, over a 5-year period the District could receive approximately \$980,000. Based on the anticipated funds to the District, Staff could replace 20 40-foot buses, 13 Highway buses, and 28 paratransit vans over five years. Mr. Dorfman further reported that with an aggressive earmark strategy, Staff could replace every bus in the fleet in that 5-year period.

**Discussion:**

Director Burch noted that there are no large service improvement planned for the university for the entire five years. Mr. Dorfman responded that \$150,000 for each of the next three years will be used for service improvements, however, the plan is not specific as to where these funds will be spent. Mr. White added that bi-directional service at UCSC would be included as a major improvement, but not a major cost. Mr. Dorfman added that bi-directional service will give more capacity without adding more buses and will increase the usable seat miles to the campus. Director Burch stated that as co-author of the student measure, the intent was to deliver more funds to the Transit District for more service. Mr. White expressed the need to have a meeting with Wes Scott as Mr. Scott indicated that District Staff should not anticipate any funds from this measure. Candace Ward of UCSC indicated that there would be a meeting next week that hopefully Mr. Dorfman and Mr. White could attend. Director Beutz suggested that Mr. White report back to the Board after this meeting with UCSC. Mr. White gave his commitment that District Staff would do whatever is necessary to accommodate UCSC's needs.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ARTHUR**

A Motion was made to approve the 5-year Capital/Operating Plan and for Staff to report back to the Board with the status of discussions with the university on the sharing of transit revenues.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

**14. CONSIDERATION OF AUTHORIZATION TO APPLY FOR CARL MOYER FUNDS**

**Summary:**

Mark Dorfman requested authorization for Staff to apply for Carl Moyer funds to assist in the costs associated with conversion to CNG.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ARTHUR**

A Motion was made to authorize Staff to apply for Carl Moyer funds to assist in funding costs associated with conversion to CNG.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.



**15. CONSIDERATION OF AWARD OF RADIO SERVICES CONTRACT**

**Summary:**

Mark Dorfman stated that Staff recommends the contract for radio services be awarded to Day Wireless.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO**

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

**16. CONSIDERATION OF AWARD FOR BID NO. 99-13 FOR SCOTTS VALLEY TRANSIT CENTER JANITORIAL SERVICES**

**Summary:**

David Konno stated that Staff recommends the contract for janitorial services at the Scotts Valley Transit Center be awarded to Ampac Building Maintenance.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO**

A Motion was made to approve Staff's Recommendation and to authorize the General Manager to execute the contract with Ampac Building Maintenance of Pacific Grove on behalf of the District.

Patti Korba requested that the janitorial service be brought in-house next year.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

**17. CONSIDERATION OF CONTRACT WITH NATIONWIDE AUCTION SYSTEM FOR DISPOSAL OF DISTRICT PERSONAL PROPERTY**

**Summary:**

Mark Dorfman reported that this is a contract to allow for surplus equipment to be disposed of through Nationwide Auction Systems as it becomes available.

**ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR ALMQUIST**

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

**19. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 00-01 TRANSIT DEVELOPMENT ACT/STATE TRANSIT ASSISTANCE (TDA/STA) CLAIMS FOR OPERATING COSTS AND CAPITAL PROJECTS, RESPECTIVELY**

**Summary:**

Mark Dorfman reported that this an annual request for permission to file for STA/TDA claims based upon the budget that Staff submitted earlier.

**ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR CAVALLARO**

The Motion passed with a unanimous roll call vote for both Resolutions with Directors Gabriel, Rios and Rotkin absent.

**ADJOURN**

There being no further business, Chairperson Beautz adjourned the meeting at 11:42 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX (831) 460-3215 OR (831) 471-1290

SERVICE AUTHORITY  
FOR FREEWAY  
EMERGENCIES  
SAFE

March 15, 2000

CONGESTION  
MANAGEMENT  
AGENCY

Janet K. Beautz, Chair  
Board of Directors  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

COMMITTEE  
SOLUTIONS

RE: Comments on the 1999 *Comprehensive Bus Evaluation*, Final Report

Dear Chair Beautz:

TRANSPORTATION  
POLICY COMMITTEE

Thank you for the opportunity to review the *1999 Comprehensive Bus Evaluation* final report. Enclosed is a list of our comments. The report provides interesting and useful data which will help your staff and committees propose service changes. We hope to work closely with SCMTD as you develop proposals for service improvements.

RAIL OVERSIGHT  
COMMITTEE c 1

One overall comment concerns the review period for the report. While we understand that this report was reviewed by several of the SCMTD committees, transit service is of great interest to many other members of the community. We therefore request that in the future, Santa Cruz Metro studies of such an important nature be circulated for public review for at least one month. Our Elderly and Disabled Transportation Advisory Committee is particularly interested in such studies and would have appreciated more time to review and comment on this document.

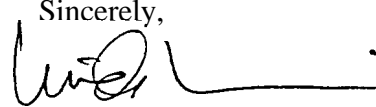
BUDGET &  
ADMINISTRATION  
PERSONNEL  
COMMITTEE c 1

The Regional Transportation Commission and its staff look forward to working with you as you revise and upgrade your service to accommodate the growing need for transportation services in Santa Cruz County.

INTERAGENCY  
TECHNICAL  
ADVISORY  
COMMITTEE

BICYCLE COMMITTEE c 1

ELDERLY & DISABLED  
TRANSPORTATION  
ADVISORY COMMITTEE

Sincerely,  
  
Linda Wilshusen  
Executive Director

cc: Leslie R. White, SCMTD  
SCCRTC

Santa Cruz County Regional Transportation Commission  
Staff Comments on  
*SCMTD 1999 Comprehensive Bus Evaluation*

1. The Regional Transportation Commission's timing for update of the twenty-year Regional Transportation Plan (RTP) coincides with the transit district's development of new service proposals. One of *the Comprehensive Bus Evaluation's* objectives, to "Summarize new service requirements for existing and proposed developments, shopping and business areas, employment centers, educational institutions and major trip generators" overlaps with several of the existing and proposed RTP policies for better serving major destinations with transit service. The Commission will be asking the transit district for its service proposals so that they can be incorporated into the RTP, which is a prerequisite for many different types of funding. Additional transit service proposals may also arise out of our RTP corridor analysis. Commission staff hopes that SCMTD will consider these proposals in its future service plans.
2. One item that appeared to be missing from the report was a survey of the Highway 17 bus service. We are pleased to learn that a follow-up survey of the Highway 17 service will be conducted in the near future and will be available as the service needs are being evaluated.
3. The report focuses on current users of transit, but the potential for attracting "choice" (i.e. non-transit dependent) riders who do not currently ride the bus should not be overlooked. In your upcoming work on new service proposals, bus service could be made more attractive to choice riders by providing more direct or more frequent bus service in key areas.
4. We were curious why newly constructed developments, such as the new senior living community on Soquel Drive in Aptos or the relatively new housing and library developments on Clares Street in Capitola, were not included in the analysis for new service.
5. Why is there only minimal analysis of the Live Oak Area or Aptos Area developments for future service needs (only in the "conceptual developments" section)? These areas are experiencing infill development to the same degree, or greater, as other urbanized areas of the county.
6. The transit district can take advantage of this service review opportunity to evaluate' the potential for modifying or integrating the service provided by low usage routes (e.g. Routes 6, 3 1, 5 1) into new or existing routes which provide more direct service. Such changes would be attractive to choice riders and could provide a higher level of service to all transit users.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
CHECK JOURNAL DETAIL B CHECK NUMBER  
ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 03/01/00 THRU 03/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VER. OF	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						68503	2/1-3/3 RODRIGUEZ ST	904.75	
						68504	2/1-3/3 RODRIGUEZ ST	138.85	
						68505	2/1-3/3 W BEACH ST	71.51	
						68506	2/2-3/4 GOLF CLUB DR	1,087.20	
						68507	2/2-3/4 GOLF CLUB DR	734.50	
						68508	2/2-3/6 RIVER ST	1,099.65	
						68509	2/2-3/4 ENCINAL ST	441.68	
						68510	2/2-3/4 ENCINAL ST	1,475.25	
						68511	2/2-3/4 111 DUBOIS	1,408.81	
						68512	2/2-3/6 111 DUBOIS	480.02	
						68513	2/2-3/4 1200 RIVER	179.33	
						68514	1/31-2/29 CNG NAT 65	31.12	
51202	03/24/00	4,819.41	013	UNIVERSAL COACH PARTS INC		68515	REV VEH PARTS	197.73	
						68617	REV VEH PARTS	569.26	
						68618	REV VEH PARTS	1,674.38	
						68619	REV VEH PARTS	1,051.25	
						68620	REV VEH PARTS	6.74	
						68621	REV VEH PARTS	101.90	
						68622	REV VEH PARTS	769.14	
						68623	REV VEH PARTS	438.31	
51203	03/24/00	55,405.37	016	SALINAS VALLEY FORD SALES		68516	FIRE EXTINGUISHER	77.70	
						68517	2 BI-FUEL PASNGR VAN	53,237.52	
						68518	REV VEH PARTS FLEET	966.96	
						68519	SMALL TOOLS - FLEET	105.17	
						68624	REV VEH PARTS	2,018.00	
51204	03/24/00	192.74	023	PACIFIC TRUCK PARTS INC.		68520	REPAIR BRAKE DRUMS	192.74	
51205	03/24/00	87.28	036	KELLY-MOORE PAINT CO INC.		68621	REPAIRS & MAINT.	87.28	
51206	03/24/00	2,182.22	039	KINKO'S INC		68625	PRINTING - ADMIN	2,077.44	
						68626	PRINTING - PLAN/MKTG	98.23	
						68627	PRINTING - LEGAL	6.55	
51207	03/24/00	114.28	040	LENZ ARTS, INC		68522	CLASS CLIP FRAMES	107.75	
						68523	PRINTING - FAC	6.50	
51208	03/24/00	1,863.01	041	MISSION UNIFORM		68524	UNIFORMS & LAUNDRY	300.05	
						68525	UNIFORMS & LAUNDRY	1,562.96	
51209	03/24/00	1,167.01	043	PALACE ART & OFFICE SUPPLY		68630	OFFICE SUPPLY- MIS	284.12	
						68631	OFFICE SUPPLY- FIN	73.96	
						68632	OFFICE SUPPLY- P/M	139.00	
						68633	OFFICE SUPPLY - OPS	158.05	
						68634	OFFICE SUPPLY - OPS	149.01	
						68635	OFFICE SUPPLY -FAC	102.46	
						68636	OFFICE SUPPLY- FAC	67.07	
						68637	OFFICE SUPPLY - FIN	193.30	
51210	03/24/00	505.47	045	ROYAL WHOLESALE ELECTRIC		68628	ELECT SUPPLIES - FAC	30.27	
						68629	ELECT SUPPLIES- FAC	475.10	
51211	03/24/00	117.09	050	FITNEY BONES INC.		68526	POSTAGE METER SUPPLY	117.09	
51212	03/24/00	578.75	056	GREEN LINE		68638	PUMP TANK/GREASE TRP	578.75	
51213	03/24/00	747.36	059	BATTERIES U.S.A. INC		68527	REV VEH PARTS FLEET	747.36	
51214	03/24/00	206.97	061	REGISTER PAJARDONIAN		68528	CLASSIFIED ADS	97.25	
						68639	LEGAL ADVERTISING	111.72	
51215	03/24/00	100.00	064	KEDGH, MICHAEL		68622	MARCH MEETINGS	100.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 CHECK JOURNAL DETAIL BY CHECK NUMBER  
 ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 03/01/00 THRU 03/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51216	03/24/00	95.00	ATLANTIC COMPUTER GROUP		68640	REPAIR TONER/PRINTER	95.00	
51217	03/24/00	100.00	CAVALLARO, BART		68679	MARCH MEETINGS	100.00	
51218	03/24/00	121.44	KENVILLE & SONS LOCKSMITH		68688	TRASH CAN LOCKS	121.44	
51219	03/24/00	50.00	ALBA-SPEYER, CONSUELO		68680	TRANSLATION SVCS	50.00	
51220	03/24/00	9,660.25	SANTA CRUZ MUNICIPAL UTILITY		68681	12/29-2/28/00 R/VER ST	2,720.00	
					7500	2/29-2/29/00 ENCINAL	902.00	
					68682	12/29-2/29/00 ENCINAL	117.60	
					68684	12/29-2/29/00 DUBOIS	1,053.23	
					68685	12/29-2/29/00 GOLF CLUB	1,252.63	
					68687	12/30-3/1/00 PACIFIC	154.99	
					68687	12/30-2/1/00 PACIFIC	49.60	
					68688	12/30-2/1/00 PACIFIC	3,711.21	
					68689	2/1-2/28/00 LANDFILL	4.20	
51221	03/24/00	2,075.00	BOARD OF EQUALIZATION		68641	90% PREPAY USE TAX	2,075.00	
51222	03/24/00	686.03	KAR PRODUCTS		68674	PARTS & SUPPLIES	602.64	
					7500	SPLIT LOOMS- FLEET	83.39	
51223	03/24/00	117.13	THYSSEN DOVER ELEVATOR		68541	ELEVATOR SERVICE-MC	117.13	
51224	03/24/00	583.01	RECOGNITION SERVICES LTD.		68542	EMP INCENTIVE GIFTS	583.01	
51225	03/24/00	188.75	CRYSTAL SPRINGS WATER CO.		68543	WATER - 120 DUBOIS	188.75	
51226	03/24/00	1,400.00	TRANSMART		68544	CUSTODIAN SERVICES	1,400.00	
51227	03/24/00	159.89	SCHMIDT PETTY CASH - OPS		68642	PETTY CASH REIMB-OPS	159.89	
51228	03/24/00	69.50	WATSONVILLE CITY WATER DEPT.		68643	2/2-2/2 SAKATA LN	65.98	
					68644	2/1-3/1 RODRIGUEZ	-8.48	
					68645	2/1-3/1 SAKATA	12.00	
51229	03/24/00	2,592.93	CUMMINS-ALLISON CORPORATION		68545	CURRENCY COUNTER	2,592.93	
51230	03/24/00	828.00	MOBILE RADIO ENGINEERS		68546	OUT REPAIR EQUIPT	828.00	
51231	03/24/00	135.00	DANDING MAN IMAGERY		68547	PHOTO SUPPLY/PROCESS	135.00	
51232	03/24/00	325.50	SAN JOSE MERCURY NEWS		68548	CLASSIFIED ADS	325.50	
51233	03/24/00	25.81	ZEE MEDICAL SERVICE		68549	SAFETY SUPPLIES	25.81	
51234	03/24/00	502.50	SANTA CRUZ SENTINEL		68550	CLASSIFIED/LEGAL ADS	502.50	
51235	03/24/00	943.16	PRINT GALLERY/TWFC		68551	UNIFORMS/LAUNDRY	943.16	
51236	03/24/00	75.00	OCEAN CHEVROLET INC		68552	REPAIR VEH NOISE	75.00	
51237	03/24/00	1,003.22	KEYSTON BROTHERS		68646	UPHOLSTERY SUPPLIES	1,003.22	
51238	03/24/00	796.44	TOWNSEND'S AUTO PARTS		68553	REV VEH PARTS/SUPPLY	796.44	
51239	03/24/00	631.50	CENTRAL WELDERS SUPPLY CO.		68647	PARTS & SUPPLIES	109.50	
					68648	EQUIPMENT RENTAL	522.00	
51240	03/24/00	2,042.44	GOLDEN GATE PETROLEUM		68554	FUELS & LUBRICANTS	2,042.44	
51241	03/24/00	150.00	AIRTOUCH PAGING		68555	EQUIP BACK/ANTENNA	150.00	
51242	03/24/00	100.00	FITZMAURICE, TIM		68680	MARCH MEETINGS	100.00	
51243	03/24/00	1,514.22	BOWMAN DISTRIBUTION		68385	PARTS & SUPPLIES	44.88	
					68556	PARTS & SUPPLIES	1,469.34	
51244	03/24/00	211.20	WORKOFFICE SOLUTIONS		68557	EQUIPT RENTAL - OPS	211.20	
51245	03/24/00	4,632.16	VEHICLE MAINTENANCE PROGRAM		68558	REV VEH PARTS 1072	1,072.10	
					68549	REV VEH PARTS	3,560.06	
					68650	REV VEH PARTS	242.90	
51246	03/24/00	100.00	ARTHUR, BRUCE		68676	MARCH MEETINGS	100.00	
51247	03/24/00	81.41	GARY'S PLASTIC PLACE		68559	BLACK ACRYLIC -FAC	81.41	
51248	03/24/00	698.00	CARLSON, BRENT D., M.D., INC.		68560	EEB PROF SERVICES	698.00	
51249	03/24/00	566.43	GRAINGER INC, W. V.		68561	CLOUD LIGHT FIXTURES	159.55	
					68562	REFRIGIT FLUSH VALVE	216.88	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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ALL CHECKS FOR PACIFIC WESTERN BANK

DATE: 03/01/00 THRU 03/31/00

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					68563	PROGRAMABLE TIMER	103.92	
					68561	MECHANICAL SUPPLIES	51.15	
51250	03/24/00	605.00	292 NORTH COUNTY RECOVERY & TOWING		68564	OUT REPAIR OTHER VEH	605.00	
51251	03/24/00	90.00	299 STANER, RICHARD		68565	REPAIR TYPEWRITERS	90.00	
51252	03/24/00	4,050.00	314 GOODWIN, EILEEN		68566	FEB PROF SERVICES	4,050.00	
51253	03/24/00	3,628.04	315 JB ASSOCIATES		68568	FEB/MAR PROF SVCS	3,628.04	
51254	03/24/00	590.33	316 WATSONVILLE AUTO SUPPLY		68567	REV VEH PARTS	590.33	
51255	03/24/00	258.70	318 WALLACE ENTERPRISES		68568	OTHER PROF SERVICES	72.00	
					68569	OTHER PROF SERVICES	162.70	
					68570	OTHER SGP SERVICES	24.00	
51256	03/24/00	215.91	331 PHIL'S SMOG		68571	OUT REPAIR OTHER VEH	215.91	
51257	03/24/00	966.59	346 DICTAPHONE CORP.		68563	YER UPGRADE-DPS	966.59	
51258	03/24/00	1,966.11	378 SIERRA DETROIT DIESEL ALLISON		68564	REV VEH PARTS	1,021.04	
					68565	REV VEH PARTS	704.40	
					68566	REV VEH PARTS	75.82	
					68567	REV VEH PARTS	43.27	
					68568	REV VEH PARTS	110.95	
51259	03/24/00	650.00	378A SIERRA DETROIT DIESEL ALLISON		68569	TRANSMISSN TRAINING	650.00	
51260	03/24/00	1,121.00	403 QUALITY AUTOMOTIVE		68572	REPAIR VEH #9600	326.64	
					68573	REPAIR VEH #907	234.76	
					68574	ENGINE SERVICE	128.21	
					68575	REPAIR VEH #804	147.28	
					68576	REPAIR VEH #902	234.11	
51261	03/24/00	91.09	436 WEST GROUP PAYMENT CTR		68660	FEB MONTHLY CHARGES	91.09	
51262	03/24/00	2,506.65	461 VULTRON INC.		68577	REV VEH PARTS	367.39	
					68578	REV VEH PARTS	335.91	
					68661	OUT REPAIR REV VEH	1,306.30	
					68662	REV VEH PARTS	497.05	
51263	03/24/00	2,056.86	480 DIESEL MARINE ELECTRIC		68579	REV VEH PARTS	2,056.86	
51264	03/24/00	93.40	534 CES		68580	DUES & SUBSCRIPTIONS	93.40	
51265	03/24/00	2,937.05	546 GRANITE ROCK COMPANY		68581	REPAIRS & MAINT	2,937.05	
51266	03/24/00	300.78	579 LAB SAFETY SUPPLY INC.		68582	SAFETY SUPPLIES	149.00	
					68663	SAFETY SUPPLIES	151.78	
51267	03/24/00	136.46	748 HYATT AT FISHERMAN'S WHARF		68664	HOTEL - M.FENN	158.46	
51268	03/24/00	33.00	884 POSTMASTER		68583	100 POSTAGE STAMPS	33.00	
51269	03/24/00	210.42	980 MCMASTER-CARR SUPPLY CO		68584	CUSTODIAL SUPPLIES	210.42	
51270	03/24/00	200.00	E081 REGAN, MICHAEL		68665	TRAVEL ADVNCE-TRAIN	200.00	
51271	03/24/00	44.00	E110 DEL PO, ROBERT		68666	REIMB DMV FEES	34.00	
					68667	DMV FEES	10.00	
51272	03/24/00	44.00	E192 SOUZA, JUDY		68668	@ : FEES	44.00	
51273	03/24/00	148.28	E323 GALE, TERRY		68669	VISIT TO VIA-TEXAS	148.28	
51274	03/24/00	22.00	E397 BALLAGHER, MARGARET		68670	INCIDENT #00-002430	7.00	
					68671	INCIDENT # 8002-0005	15.00	
51275	03/24/00	44.00	E462 ESPINOZA, MARID		68672	DMV FEES	44.00	
51276	03/24/00	44.00	E478 ALLEN, ROBERT		68673	DMV FEES	44.00	
51277	03/24/00	966.98	R317 DELGADO, JOSE		68674	SETTLEMENT # 99-0024	966.98	
999999M03/25/00		100.00	001824 GABRIEL, BRUCE		68625	JAN MEETINGS	1.00	ANNUAL
						JAN MEETINGS		

TOTAL		210,866.77	PACIFIC WESTERN BANK		TOTAL CHECKS	232	210,866.77	
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 OPERATIONS DIVISION - PASSENGER LIFT USAGE REPORT  
MARCH 2000

<u>ACCESSIBLE ROUTES:</u>	<u>CURRENT MO.</u>	<u>LAST MO.</u>
ROUTE #1/7 UCSC/BEACH	- 3 4 -	___23___
ROUTE #1/3B/4/7 - UCSC/MISSION/HARVEY WEST/ BEACH - WEEKENDS	___11___	- 4 -
ROUTE #8/1 EMELINE/UCSC - WEEKDAYS	___22___	- 8 -
ROUTE 12A/12B/UCSC/EASTSIDE "DIRECT" - WEEKDAYS	___5___	- 4 -
ROUTE #30/31/6/36 SCOTTS VALLEY/SEABRIGHT - WEEKDAYS	___69___	- 5 3 -
ROUTE #30/6/2/3A/4/6 WESTERN/MISSION ST/HARVEY WEST/SEABRIGHT - WEEKENDS	___6___	- 2 -
ROUTE #33/34 FELTON/LOMPICO/ZAYANTE - WEEKDAYS	___0___	- 0 -
ROUTE #35/35A/36 SANTA CRUZ/BOULDER CREEK	___83___	- - 1 0 0 -
ROUTE #40/41 DAVENPORT/BONNY DOON - WEEKDAYS	___0___	- 0 -
ROUTE #40/41/42 DAVENPORT/BONNY DOON - WEEKENDS	___1___	- 0 -
ROUTE #51/52/60/63/81/42 CAPITOLA/SOQUEL/ DOMINICAN - WEEKDAYS	___199___	___159___
ROUTE #54/59/60 LA SELVA/CAPITOLA/SOQUEL - WEEKENDS	___2___	- 2 -
ROUTE #2/3A/3B/4/7/65/66/67 MISSION/WESTERN/ HARVEY WEST/BEACH/LIVE OAK - WEEKDAYS	___362___	___268___
ROUTE #65/66/67 LIVE OAR - WEEKENDS	___43___	___27___
ROUTE #1/3N/54/69/69N/69W UCSC/APTOS/CABRILLO - WEEKDAYS	___346___	___243___
ROUTE #69A/69W SANTA CRUZ/WATSONVILLE - WEEKENDS	- 4 2 -	- 2 7 -
ROUTE #70/81/36 CABRILLO/SANTA CRUZ/CAPITOLA MALL/ WATSONVILLE - WEEKDAYS	___61___	___41___
ROUTE #71 SANTA CRUZ/WATSONVILLE	___315___	___266___
ROUTE #72/73/75/78/79 WATSONVILLE/LOCAL	___161___	___103___



ROUTE #91/81 COMMUTER EXPRESS/CAPITOLA MALL/  
WATSONVILLE - WEEKDAYS

- 5 7 - - 5 2 -

<u>TOTAL LIFT PASSENGERS</u>	<u>1819</u>	<u>1382</u>
NO. OF MECHANICAL FAILURES OF LIFTS IN-SERVICE	<u>0</u>	<u>0</u>
TOTAL NO. OF HOURS DROPPED DUE TO LIFT FAILURE	<u>0:00</u>	<u>0:00</u>
NO. OF PASSENGERS PASSED UP DUE TO NON-FUNCTIONING LIFT ON ACCESSIBLE ROUTES	<u>0</u>	<u>0</u>
NO. OF TIMES DISTRICT BACK-UP LIFT VAN UTILIZED	<u>0</u>	<u>0</u>

REVISED 03/16/00

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# IN GARAGE	AVG# DEAD	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	1		6	3	3	3	100%
FLYER	63	13		50	46	4	46	100%
Gillig	19	2		17	11	6	11	100%
G M C	8	2		6	3	3	3	100%
CHAMPION	4	1		3	2	1	2	100%

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

VEHICLE CATEGORY	TOTAL BUSES	AVG# IN GARAGE	AVG# DEAD	AVG# AVAIL. FOR SERVICE	AVG# IN SERVICE	AVG# SPARE BUSES	AVG# LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLXIBLE	7	n/a		n/a	2	n/a	2	100%
FLYER	63	n/a		n/a	41	n/a	41	100%
GILLIG	119	n/a		n/a	6	n/a	6	100%
GMC	18	n/a		n/a	3	n/a	3	100%
CHAMPION	4	n/a		n/a	1	n/a	1	100%

BIKE AND RIDE REPORT

	<u>THIS MONTH</u>	<u>LAST MONTH</u>
TOTAL BICYCLES CARRIED	<u>16361</u>	<u>12255</u>
*TOTAL BICYCLES CARRIED INSIDE OF BUS	<u>0</u>	<u>0</u>

THIS TOTAL IS INCLUDED IN THE TOTAL BICYCLES CARRIED ABOVE.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## LIFT REPORT (Passenger Lift Problems)

**MONTH OF MARCH 2000**

DATE	DAY	BUS #	REASON
03/01/00	WEDNESDAY	8080F	KNEEL BUTTON SLOW ON RELEASE, BARELY OOZES UP
03/01/00	WEDNESDAY	8304GM	LIFT WILL NOT STOW
03/01/00	WEDNESDAY	8089F	LIFT WON'T DEPLOY, POWER LIGHT ON
03/02/00	THURSDAY	8093F	NO POWER TO LIFT
03/02/00	THURSDAY	8083F	PROBLEM WITH LIFT
03/02/00	THURSDAY	8106GR	PASSENGER LIFT WOULD NOT LIFT OR STOW
03/03/00	FRIDAY	863GR	PROBLEM WITH LIFT
03/03/00	FRIDAY	8089F	NO LIFT
03/03/00	FRIDAY	8087F	LIFT WORKS BUT MOVES VERY SLOWLY
03/06/00	MONDAY	8056G	W/C SLOW
03/07/00	TUESDAY	8051 G	LIFT DOESN'T DEPLOY <b>ALL THE</b> WAY DOWN
03/07/00	TUESDAY	8080F	LIFT NOT STOWING, HAS <b>TO</b> BE PUSHED
03/08/00	WEDNESDAY	878G R	PROBLEM WITH LIFT
03/08/00	WEDNESDAY	8080F	LIFT NOT STOWING, HAS TO BE PUSHED
03/09/00	THURSDAY	80596	GOT STUCK TRYING TO DEPLOY LIFT
03/10/00	FRIDAY	873G R	LIFT NOT WORKING, CHANGES FROM STEP TO PLATFORM BUT BARRIER LIP <b>DOESN'T</b> COME UP & LIFT WON'T LOWER
03/12/00	SUNDAY	8087F	STEERING COLUMN & LIFT POWER BUTTON NOT ALLIGNED
03/13/00	MONDAY	8081 F	LIFT MADE THUMP SOUND
03/14/00	TUESDAY	80636	W/C DEAD
03/14/00	TUESDAY	8096F	SOMETHING WRONG <b>WITH</b> THE STOW
03/15/00	WEDNESDAY	8061 G	LIFT STUDDERS WHILE <b>RAISING</b>
03/15/00	WEDNESDAY	80596	NO HEAVY CHAIRS
03/16/00	THURSDAY	80536	PROBLEM WITH LIFT
03/16/00	THURSDAY	8094F	LIFT STICKS OUT, HARD TO STOW
03/16/00	THURSDAY	8080F	STICKS, <b>INTERMITTENT</b>
03/16/00	THURSDAY	8056G	LIFT IS LOOSE, MAKES LOTS OF NOISE
03/16/00	THURSDAY	9812LF	PASSENGER LIFT WILL NOT STOW DOWN
03/17/00	FRIDAY	8084F	LIFT WOULDN'T STOW
03/19/00	SUNDAY	8110C	W/C IN OP
03/20/00	MONDAY	8112C	PASSENGER LIFT NOT WORKING
03/21/00	TUESDAY	8057G	PROBLEM WITH LIFT
03/21/00	TUESDAY	9821 LF	LIFT WON'T DEPLOY W/SWITCH, MUST DEPLOY MANUALLY
03/21/00	TUESDAY	8084F	PROBLEM WHEN STOWING LIFT
03/27/00	MONDAY	8086F	KNEEL VERY SLOW GOING
03/29/00	WEDNESDAY	8060G	W/C BARRIER WILL NOT GO DOWN
03/29/00	WEDNESDAY	8686 R	LIFT BARRIER WILL NOT WORK
03/30/00	THURSDAY	8059G	BARRIER NOT WORKING
03/30/00	THURSDAY	80656	LIFT SLOW WHEN STOWING, 2ND USE HAD TO BE PUSHED
03/31/00	FRIDAY	8079F	W/L DOWN
03/31/00	FRIDAY	8093F	DO NOT USE
03/31/00	FRIDAY	8109C	NEED TO HOLD DEPLOY&DOWN FOR LONG TIME BEFORE LIFT COMES DOWN ALSO STOW
03/31/00	FRIDAY	9821 LF	RAMP DOESN'T STOW CORRECTLY
03/31/00	FRIDAY	8084F	LIFT WILL NOT STOW

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## LIFT REPORT (Passenger Lift Problems)

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**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**LIFT REPORT  
(Passenger Lift Problems)**

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

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



**Expenses for Shannon McCord's Accident**

<b>DATE</b>	<b>EXPENSE</b>	<b>UNITS</b>	<b>COST</b>
9/23/99	Accident with city bus		
9/23/99	Dominican Emergency Room		\$111.00
	Missed work: San Jose State University		\$157.45
9/24/99	Missed work: Pajaro Valley Unified School District		243.09
	Dr. Heckert, Chiropractor		145.00
	Childcare	4@\$10	40.00
9/26/99	Childcare	3@\$10	30.00
9/27/99	Dr. Heckert, Chiropractor		60.00
	Childcare	3@\$10	30.00
9/28/99	Dr. Heckert, Chiropractor		75.00
	Childcare	4@\$10	40.00
9/29/99	Childcare	3.5@\$10	35.00
9/30/99	Dr. Heckert, Chiropractor		92.00
	Childcare	3@\$10	30.00
10/1/99	Unused gym membership: 9/24/99-9/30/99	\$40 per mo.	10.00
10/2/99	Childcare	3@\$10	30.00
10/3/99	Childcare	3@\$10	30.00
10/4/99	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
10/5/99	Childcare	5@\$10	50.00
10/6/99	Childcare	3@\$10	30.00
	Flynn Carroll, Housecleaner	3.5@ \$15	52.50
10/7/99	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
10/8/99	Dr. Heckert, Chiropractor		60.00
	Childcare	3@\$10	30.00
10/11/99	Childcare	3@\$10	30.00
10/12/99	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
10/13/99	Childcare	3@\$10	30.00
10/14/99	Childcare	3@\$10	30.00
10/17/99	Childcare	3@\$10	30.00
10/19/99	Childcare	3@\$10	30.00
10/21/99	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
10/24/99	House Remodel Prep (Move furniture)	4@15	60.00
10/26/99	House Remodel Prep (Move furniture)	6@\$15	90.00
10/28/99	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
11/1/99	Unused gym membership: 10/1-10/31/99	\$40 per mo.	40.00
11/2	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
11/4	Childcare	3@\$10	30.00
11/5	Dr. Heckert, Chiropractor		75.00
	Childcare	3@\$10	30.00
1/10/00	Carseat		90.99
	Cumulative mileage for Dr. appointments 10 miles roundtrip	12 @ .32 per mile	38.40

111.00+  
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243.09+  
145.00+  
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30.00+  
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75.00+  
30.00+  
90.99+  
38.40+  
2,615.43\*



San José State UNIVERSITY

College of Education

Office of the Dean

One Washington Square

San José, CA 95192-0071

Voice: 408-924-3600

Fax 408-924-3713

E-mail: descobar@email.sjsu.edu

August 31, 1999

Shannon McCord
1944 Harper St.
Santa Cruz, CA. 95062

Dear Mrs. McCord:

On the recommendation of the College of Education and on behalf of the President, I am pleased to offer you a temporary appointment to the faculty of San Jose State University. The specific terms and conditions of this appointment are as follows:

APPOINTMENT PERIOD: 8/23/99-12/23/99
RANK: Lecturer A
STEP: 6
MONTHLY SALARY: \$629.80 = 4: 157.45

If this is a new appointment or reappointment after a break in service, your appointment is contingent upon your completion of all appointment documents prior to the beginning of instruction. These documents include the oath of allegiance required of all persons employed of the State of California.

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. (if the appointment is part-time, it is contingent upon sufficient budget and satisfactory enrollment in the department of your assignment. Should it become necessary to cancel course sections because of insufficient budget or enrollment, the University reserves the right to cancel or modify appointment of part-time faculty.)

This appointment expires on the date indicated above and carries no implication of reappointment. A commitment concerning reappointment can only be made in writing by the College Dean.

No temporary appointment, whether part-time or full-time, can lead to tenure, but persons holding temporary appointments may be considered for probationary or additional temporary appointments should such positions become available.

The performance of temporary faculty is carefully evaluated in order to provide students with the best instruction possible, and to assist in the careful consideration of temporary faculty for any future temporary or probationary positions for which they may be candidates.

Should there be any question about these terms, please discuss the matter with your department chairperson/division head before indicating your acceptance. If the terms are satisfactory, please sign the original of this letter and return into the Dean's Office within ten days, Please retain the green copy for your files.

Anticipating your acceptance of this offer, I wish you a most enjoyable term of appointment

[Handwritten signature of Francisco Hidalgo]

Francisco Hidalgo, Dean

cc: Associate Academic Vice President for Faculty Affairs
Division Head/Department Chair

I hereby accept the conditions of my appointment as stated above.

The California State University:
Chancellor's Office
Bakersfield, Chico, Dominguez Hills,
Fresno, Fullerton, Hayward, Humboldt,
Long Beach, Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona,
Sacramento, San Bernardino, San Diego,
San Francisco, San José, San Luis Obispo,
San Marcos, Sonoma, Stanislaus

Signature

Date



**PAJARO VALLEY UNIFIED SCHOOL DISTRICT  
CONTRACT FOR CERTIFICATED EMPLOYMENT**

1999 - 2000

<i>Last Name/First Name</i> Mc Cord, M. Shannon	<i>Next TB Test Dale</i>	9/14/02
<i>Address</i> 1944 Harper St.	<i>Home Phone</i>	(83 1) 464-7414
<i>City</i> Santa Cruz <i>State</i> CA <i>Zip Code</i> 95062-	<i>Social Security No.</i>	562-39-0699

*Position:* Teacher      *Location:* Special Services      *Status:* Tenured

<i>Class:</i> IV	<i>Yearly Salary:</i>	\$21,392
<i>Step:</i> 10	<i>Master Stipend:</i>	\$0
<i>Track:</i>	<i>PhD Stipend:</i>	\$0
<i>(If Applicable)</i>	<i>Total Base Contract:</i>	\$21,392 / 88

*Work Days:* 88  
*Total FTE %:* 100%

*= 243.09/day*

*Signature* \_\_\_\_\_  
Clem Donaldson  
Assistant Superintendent, Personnel and Employer /Employee Relations

*Sick Leave Information*

<i>Days used in 1998 - 1999</i>	<i>Balance as of 6/30/99</i>	<i>Days Allowed for 1999 - 2000</i>	<i>Balance as of 07/01/99</i>
18.5	0	5	5

- Check One:**  
 I accept employment for the 1999 - 2000 School Year  
 I do not accept employment for the 1999 - 2000 School Year

*Dale* \_\_\_\_\_ *Signature* \_\_\_\_\_

*Please sign and return to School Secretary within 10 days.*



Dominican Hospital

CHW

1555 Soquel Drive, Santa Cruz, CA 95065  
831 462 7700 Telephone  
I.O NO 94-1196187

PATIENT

MCCORD, M SHANNON

BILL TO

MCCORD, M SHANNON  
1944 HARPER ST  
SANTA CRUZ, CA 95052

ACCOUNT NO.

33031782

FINAL

40

BILLING DATE

9/29/99

ADMISSION DATE

DISCHARGE DATE

9/23/99

16.32

9/23/99

17.45

1

INSURANCE CO.

4001 BX-PRUDENT BUYER

ADMITTING M.D.

LAPID, TERRY B

CREDITS UNDER \$5.00 WILL ONLY BE REFUNDED UPON REQUEST.  
PLEASE DETACH AND MAIL THIS PORTION WITH YOUR PAYMENT.

AMOUNT ENCLOSED \$

BILL DATE	SERVICE DATE	CHARGE NO	DESCRIPTION	HOSPITAL CHARGE	PROFESSIONAL CHARGE	TOTAL CHARGE OR CREDIT (-)
		515	URGENT CARE CLINIC	33.00	78.00	111.00
			** TOTAL **	33.00	78.00	111.00
			CHARGES			111.00
			ADJUSTMENTS			.00
			PAYMENTS			.00

THIS STATEMENT IS FOR YOUR RECORDS. WE HAVE BILLED YOUR INSURANCE COMPANY. WE WILL NOTIFY YOU OF ANY OUTSTANDING BALANCE ON THIS ACCOUNT.

ACCOUNT NUMBER 330 31 782 PATIENT

PLEASE REMIT PAYMENT TO:  
MCCORD, M SHANNON

TOTAL CHARGES

111.00

THIS STATEMENT DOES NOT INCLUDE FEES FOR YOUR PERSONAL PHYSICIAN, EMERGENCY ROOM PHYSICIAN, ANESTHESIOLOGIST, OR RADIOLOGIST, FOR X-RAYS, C.T. SCAN, OR NUCLEAR MEDICINE IMAGING.

DOMINICAN HOSPITAL  
FILE NO. 4220  
P.O. BOX 60000  
SAN FRANCISCO, CA 94160-4220

ACCOUNT BALANCE

-----

Sharon Heckert, DC  
 716 Capitola Ave #E1  
 Capitola, CA 95010-2777  
 408-462-9484

S T A T E M E N T

01-22-2000

BALANCE: \$287.70

ACCOUNT NUMBER: 1000-1002

SHANNON MCCORD PI  
 1944 Harper St  
 Santa Cruz Ca 95062

LAST CLAIM: 11-09-1999  
 LAST PAYMENT:  
 LAST CHARGE: 11-05-1999

Date	Description	Code	Charge	Credit	Adjust	Balance
09-24-1999	*NP OV LIMITED	99203	85.00	.00	.00	85.00
09-24-1999	*Massage	97124	15.00	.00		100.00
09-24-1999	*cervical pillow	99070	35.00	.00		135.00
09-24-1999	*cold pack	99070	10.00	.00		145.00
09-27-1999	*OV INT.	99213	45.00	.00		190.00
09-27-1999	*MYOFASCIAL THERAPY	97124	15.00	.00		205.00
09-28-1999	*KINETIC ACTIVITY	97530	25.00	.00		230.00
09-28-1999	*MYOFASCIAL RELEASE	97140.5	25.00	.00		255.00
09-28-1999	*JOINT MOBIL	97140	25.00	.00		280.00
09-30-1999	*OV INT.	99213	45.00	.00		325.00
09-30-1999	*MYOFASCIAL THERAPY	97124	15.00	.00		340.00
09-30-1999	*Neuromusc reeducate	97112	15.00	.00		355.00
09-30-1999	*Ultrasound	97035	17.00	.00		372.00
10-04-1999	*KINETIC ACTIVITY	97530	25.00	.00		397.00
10-04-1999	*MYOFASCIAL RELEASE	97140.5	25.00	.00		422.00
10-04-1999	*JOINT MOBIL	97140	25.00	.00		447.00
10-07-1999	*OV INT	99213	45.00	.00		492.00
10-07-1999	*ULTRASOUND	97035	15.00	.00		507.00
10-07-1999	*Massage	97124	15.00	.00		522.00
10-08-1999	*OV INT.	99213	45.00	.00		567.00
10-08-1999	*MYOFASCIAL THERAPY	97124	15.00	.00		582.00
10-21-1999	*OV INT	99213	45.00	.00		627.00
10-21-1999	*ULTRASOUND	97035	15.00	.00		642.00
10-21-1999	*Massage	97124	15.00	.00		657.00
10-28-1999	*OV INT	99213	45.00	.00		702.00
10-28-1999	*ULTRASOUND	97035	15.00	.00		717.00
10-28-1999	*Massage	97124	15.00	.00		732.00
10-12-1999	*KINETIC ACTIVITY	97530	25.00	.00		757.00
10-12-1999	*MYOFASCIAL RELEASE	97140.5	25.00	.00		782.00
10-12-1999	*JOINT MOBIL	97140	25.00	.00		807.00
11-02-1999	*KINETIC ACTIVITY	97530	25.00	.00		832.00
11-02-1999	*MYOFASCIAL RELEASE	97140.5	25.00	.00		857.00
11-02-1999	*JOINT MOBIL	97140	25.00	.00		882.00

Continued...

Sharon Heckert, DC  
716 Capitola Ave #E1  
Capitola, CA 95010-2777  
408-462-9484

S T A T E M E N T

01-22-2000

BALANCE: \$287.70

ACCOUNT NUMB:ER: 1000-1002

SHANNON MCCORD PI  
1944 Harper St  
Santa Cruz Ca 95062

LAST CLAIM: 11-09-1999  
LAST PAYMENT  
LAST CHARGE: 11-05-1999

Date	Description	Code	Charge	Credit	Adjust	Balance
11-05-1999	*OV INT	99213	45.00	.00	.00	927.00
11-05-1999	*ULTRASOUND	97035	15.00	.00		
11-05-1999	*Massage	97124	15.00	.00	:00 00	942.00 957.00
11-19-1999	INS CK		.00	76.71		
11-19-1999	Ins Pd: 09-24-1999 > 1		.00	.00	:00 00	880.29 880.29
11-19-1999	INS CK		.00	192.24		
11-19-1999	<b>\$192.24-09/24-09/30</b>		.00	.00	:00 00	688.05 688.05
12-30-1999	INS CK		.00	126.76	.00	561.29
12-30-1999	Ins Pd: 10-08-1999 > 1		.00	.00	8.24	553.05
01-06-1900	INS CK		.00	115.49	.00	437.56
01-06-1900	Ins Pd: 10-12-1999 > 1		.00	.00	24.12	413.44
01-06-1900	INS CK		.00	105.74	.00	307.70
01-06-1900	Ins Pd: 11-02-1999 > 1		.00	.00	20.00	287.70
	TOTALS		<b>957.00</b>	616.94	52.36	

For proper credit, please enclose this portion with your payment.

SHANNON MCCORD  
1944 Harper St  
Santa Cruz Ca 95062

BALANCE: \$287.70  
PAY THIS AMOUNT:  
AMOUNT ENCLOSED: \_\_\_\_\_  
Please fill in blank.

DATE DUE: On Receipt

Sharon Heckert, DC Tax ID:77-0160110  
716 Capitola Ave #E1  
Capitola, CA 95010-2777

THANK YOU.

ACCOUNT NUMBER: 1000-1002

**Katherine McCamant  
375 Blair Ranch Road  
Scotts Valley, CA 95066**

**Childcare for Madison:**

**September 24, 1999- 4 hours  
September 26, 1999- 3 hours  
September 27, 1999- 3 hours  
September 28, 1999- 4 hours  
September 29, 1999- 3.5 hours  
September 30, 1999- 3 hours  
October 2, 1999- 3 hours  
October 3, 1999- 3 hours  
October 4, 1999- 3 hours  
October 5, 1999- 5 hours  
October 6, 1999- 3 hours  
October 7, 1999- 3 hours  
October 8, 1999- 3 hours  
October 11, 1999- 3 hours  
October 12, 1999- 3 hours  
October 13, 1999- 3 hours  
October 14, 1999- 3 hours  
October 17, 1999- 3 hours  
October 19, 1999- 3 hours  
October 21, 1999- 3 hours  
October 28, 1999 3 hours  
November 2, 1999- 3 hours  
November 4, 1999- 3 hours  
November 5, 1999- 3 hours**

**Total= 76.5 x \$10/hour= \$765**



Shannon McCord

10/6/99

3.5 hours general  
house cleaning.

$3.5 \times 15.00/\text{hr} = \$52.50$

Flynn Erin

466-0642

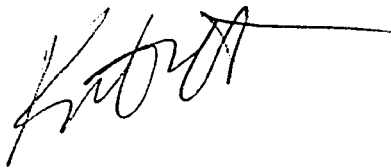
**Katherine McCamant  
375 Blair Ranch Road  
Scotts Valley, CR 95866**

**Labor- move furniture for remodel:**

**October 24, 1999      4 hours**

**October 26, 1999      6 hours**

**Total= 10 hours x \$15/hour= \$150**

A handwritten signature in black ink, appearing to read 'K. McCamant', with a long horizontal stroke extending to the right.



PACIFIC EDGE

To whom it may concern

Sharon McCord paid a total  
of \$119.<sup>70</sup> for her membership  
at Pacific Edge during Sept, Oct,  
and Nov. of 1999.

Thomas Davis  
CEO



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**  
**OFFICE OF THE DISTRICT COUNSEL**

DATE: April 3, 2000  
TO: Dale Carr, Administrative Coordinator  
FROM: Margaret Gallagher, District Counsel  
SUBJECT: April 21, 2000 Board of Directors Meeting

Enclosed you will find:

Claim #00-0007 of Coral Brune and Recommended Action for agenda of above-entitled matter

\_\_\_\_\_ File original; return file-endorsed copy in envelope provided.

\_\_\_\_\_ Retain for your records; telephone if you have any questions.

\_\_\_\_\_ For your review and comment.

\_\_\_\_\_ Upon your review, please contact Rita Wadsworth for an appointment with me.

\_\_\_\_\_ For your review and, if accurate, signature.

\_\_\_\_\_ For your information.

O K h e r : Please put the attached Claim on the Board's agenda for the above-entitled meeting. Thank you for your attention to this matter.

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

FROM: District Counsel

RE: Claim of Coral Brune  
Claim # 00-0007

Received 3/28/00  
DOI 4/13/99

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

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

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 3, 2000

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of April 21, 2000.

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

\_\_\_\_\_  
Date

Coral L. Brune

1430-5 Soquel Ave.

Santa Cruz, Ca 95062

MAR 28 2000

Board of Directors  
Santa Cruz Metropolitan Transit District  
Santa Cruz, Ca 95062  
March 26, 2000

Dear Board of Directors:

I have placed a claim with the district due to the costs from the ambulance ride from the bus to Dominican Hospital last April 13.

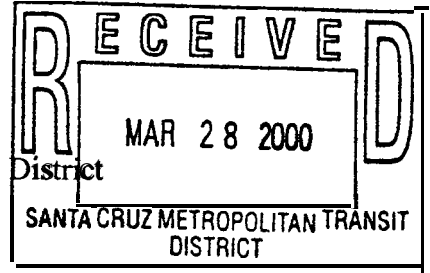
I have delayed processing a claim because I didn't receive bills for the expense until last month. I was under the impression that when contacted that the SCMTD was responsible for the costs because the supervisor would not drive me to Dominican-I suppose for insurance reasons, but the accident caused a disruption in service during the time this was reported to the driver. As stated on the claim, when the brakes were applied I was thrown forward to the next perpendicular seat and my left thumb and hand was jammed into the metal on the seat which to this day I can feel the effects. I have acquired some tendonitis.

I am asking for \$728 plus any interest for the costs incurred from the ride to Dominican emergency room from the SCMTD bus on April 13, 1999.

Cordially,



Coral L/Brune



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District  
ATTN: Secretary to the Board of Directors  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

- Company Representative's Name/Claimant's Name: Coral L Brune  
 Claimant's Address/Post Office Box: 1430 S Saquei Ave,  
Santa Cruz, Ca 95062  
 Claimant's Phone Number: 831 425 1697
- Address to which notices are to be sent: 1430-5 Saquei Ave  
Santa Cruz, Ca 95062
- Occurrence: Bus jammed brakes throwing me  
forward into next sideways seat railing where  
 Date: 4/13/99 Time: 10 am Place: City bus 70 or 71  
I jammed by hand
- General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: cost of ambulance to  
Dominican hospital from American  
Medical West
- Name or names of public employees or employees causing injury, damage, or loss, if known: \_\_\_\_\_
- Amount claimed (now) ..... \$ 128.06  
 Estimated amount of future loss, if known ..... \$ ? 500 depends on attor.  
 TOTAL ..... \$ fees if necessary
- Basis of above computations: Statement from [128.06] and interest  
asking for payment

Coral Brune  
PARENTS/CLAIMANT'S SIGNATURE or  
COMPANY REPRESENTATIVE'S SIGNATURE

3/19/00  
DATE


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

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

## **OFFICE OF THE DISTRICT COUNSEL**

**DATE:** March 21, 2000

**TO:** Dale Carr, Administrative Coordinator

**FROM:** Margare  Gallagher, District Counsel

**SUBJECT:** April 14, 2000 Board Meeting;  
Claim of Farmer's Insurance Group (Subrogation for Jude Levin)

Enclosed you will find:

Claim of Farmer's Insurance and Recommended Action for that claim

\_\_\_\_\_ File original; return file-endorsed copy in envelope provided.

\_\_\_\_\_ Retain for your records; telephone if you have any questions.

\_\_\_\_\_ For your review and comment.

\_\_\_\_\_ Upon your review, please contact Angel Baker (426-6080 ext. 123) for an appointment with me.

\_\_\_\_\_ For your review and, if accurate, signature.

\_\_\_\_\_ For your information.

--**X**----- Other:  
Please add this claim to the April 14, 2000 Board Meeting.  
Thank you for your attention to this matter.

*Santa Cruz Metropolitan  
Transit District*

**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**



TO: Board of Directors

FROM: District Counsel

RE: Claim of Farmer's Insurance Group  
Claim # 99-0034

Received 3/9/00  
D01 1/30/00

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

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$ \$467.59 and reject it as to the balance, if any.

By Margaret Gallagher  
Margaret Gallagher  
DISTRICT COUNSEL

Date: April 6, 2000

---

I, Dale Carr, do hereby attest that the above claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of April 14, 2000.

---

Dale Carr-  
Recording Secretary

---

Date



# FARMERS INSURANCE GROUP

OF COMPANIES

MAR - 9 2000

March 3, 2000

SALINAS BRANCH CLAIMS OFFICE  
2180 North Main Street  
Salinas, CA 93906  
(831) 443-6991

City of Santa Cruz- Santa Cruz Metro  
230 Walnut Ave  
Santa Cruz, CA 95060

Attention : Kendoll Kabban

RE:	Our Insured	Jude Levine
	Date of Loss	01-30-00
	Policy No.	96-012307-09-2 1
	Claim No.	B4-127203
	Location	Graham Hill Rd @ hwy 1 off ramp, santa cruz
	Your insured	Cathleen Mills
	Your Claim No.	
	Total Claim	
	w/ deduct.	\$1702-88
	Deductible	\$500.00

Our investigation has established that the above loss was caused by the negligence of your insured.

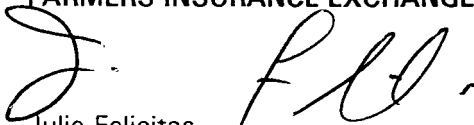
We have made payment to our insured for the damages. By virtue of our subrogation rights we request reimbursement from you for the amount shown on the attached repair bill.

Our name should appear on any check made payable to our insured in settlement of his/her damage. If you have already made a settlement with our insured, please advise us immediately.

Your prompt consideration of our claim will be appreciated.

Very truly yours,

FARMERS INSURANCE EXCHANGE

  
Julie Felicitas  
Subrogation Associate

/jf

CLAIMS CHECK

Number of Requests

1 of 1

INSURED BY Levin

INCL. NO. BU-127203 TEXAS SUB CODE \_\_\_\_\_

MENT FOR  INJURY LIABILITY  INJURY MEDICAL  MATERIAL DAMAGE  OTHER DAMAGE  PROPERTY

REPLACES CHECK NUMBER \_\_\_\_\_ DATE CHECKED \_\_\_\_\_  
NOCME CODE  
 1 NON EMPLOYEE COMPENSATION  
 4 MEDICAL PAYMENTS

ISS  YES EMPLOYER ID # OR \_\_\_\_\_  EIN IS THIS A VOK CLAIM?  YES  NO

REQUIRED?  NO SOCIAL SECURITY # \_\_\_\_\_  SSN#  YES  NO

PAYMENT \$ FOR  PD. OR COMP. NEED OR NAME RICHARD ZENK

PAYMENT ADDITIONAL PAY OR SUPPLEMENT?  YES  NO IS PAYMENT ASSOCIATED  YES  NO

IS APPLIES TO  LOSS OF USE  WAIVE UM DED.  COLL. PLUS

AUTO RENTAL REIMBURSEMENT  SPL. REPAIR COST

CLAIMANT'S NAME \_\_\_\_\_

SS OF CLAIM: 20 CAUSE OF LOSS \_\_\_\_\_

IS REPROPERT?  BUILDING  CONTENTS  FLE  OTHER

OK IDENTIFIER INFORMATION (May also be used for Payee Name's)

Charles Levin

ADDRESS

201 Lake Street

CITY AND STATE

Boulder Creek

CA

95004

PHONE 1202.88

CODE  SUB  NO SUB  PARTIAL  FULL  RETAINED BALANCE

SEND CHECK AND RETURN FILE TO CR. THANKS.

SEND CHECK AND RETURN FILE TO CR. THANKS.

[Signature]

DATE 3/1/2000

NORTHERN CALIFORNIA SERVICE CNTR

Walker

FEB 29 2000

Check Number 1012112500

Property/Auto BCS

Date 02/24/00

PAY NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE  
NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE NON-NEGOTIABLE

To the order of CHARLES LEVIN  
201 LAKE STREET  
BOULDER CREEK, CA 95006

Amount \$17,202.88\*\*\*\*



Company Exchange (Farmers-1, TCM-5, MCA-6, Truck-3): \*\*Loss Type: 20  
 Insured: LEVINE \*\*SALN: B4 127203 R 0101 \*\*Zip: 95006  
 Claimant: \*\*Pol#: 96 0123070921 0 \*\*DOL: 01/30/2000  
 Inspecting BCO#: B04 "Settling BCO#: T04

VIN: 1FABP5LD8HA102600 \*\*Mileage: 143,707  
 Vehicle#: 2HLL253 Exp date:  
 Year: 37 \*\*Make: X 3 3  
 Model: TAURUS MT 5  
 Doors: 4D \*\*Engine: J235L-FI \*\*Fuel: Gas

VEHICLE CONDITIONING  
 Mechanical: NORMAL  
 Body/Glass: NORMAL  
 Paint: MAJOR  
 Interior: MAJOR  
 Tires: NORMAL  
 LTFT /32 RTFT /32  
 LTR /32 RTR /32  
 Spare /32  
 Brand:

Company BCO 1st CR  
71100 21100 21400  
 NICS Vendor Settled  
WIA 219100 2120100  
 SUBROGATION YES NO

===== OPTIONS =====  
 J-5 SPEED TRANSMISSION PS-POWER STEERING  
 B-POWER BRAKES PW-POWER WINDOWS  
 L-POWER LOCKS AC-AIR CONDITIONING  
 D-REAR DEFOGGER TW-TILT WHEEL  
 C-CRUISE CONTROL CS-CLOTH SEATS  
 4-DUAL MIRRORS AM-AM RADIO  
 4-FM RADIO 3T-STEREO  
 A-CASSETTE SE-SEARCH/SEEK  
 N-BODY SIDE MOLDINGS BS-BUCKET SEATS  
 W-INTERMITTENT WIPERS PM-POWER MIRRORS  
 L-RECLINING/LOUNGE SEATS TG-TINTED GLASS

SETTLEMENT DETAIL SALVAGE  
 Valuation method used: CCC Location of Salvage: CRS/ 601  
 CCC Request #: 25289709 Address: WIA Sale#  
 Valuation \$ 1,630.00 Stall# 7256  
 Adjustments (-/-) \$  
 Actual cash value \$ 1711  
 Sales tax \$ 120.97  
 License fee \$ 41  
 Transfer fee \$  
 Loss of use \$  
 Spare/Luggage \$  
 Deductible \$ 500  
 Less salvage \$  
 Net total \$ 1523.94  
 Salvage Bid  
 Buyer Amount Phone  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 Advance Charges Paid by CR  
 Tow YES NC  
 Storage YES NC  
 Other YES NC

Distribution of Payments  
 Owner \$ 1202.78 Mortgagee 3 WIA Loss of Use \$ 111  
 Appraiser Adjustments:  
 Claim Representative Signature: [Signature] CR ID: 7633  
 Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Note: All fields marked \*\* are required for CR input.

1,511.00  
 0.00=  
 120.83\*+  
 TAX 120.83+  
 VALUE 1,511.00+  
 LIC. FEE 71.00+  
 1,702.83\*+

Metro Accessible Services Transit Forum (MASTF)\*  
(\* An official Advisory group to the Metro Board of Directors  
and the ADA Paratransit Program)  
Thursday April 20, 2000, 2-4 p.m.  
Louden Nelson Community Center  
301 Center Street, Santa Cruz CA

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

Cynthia Adams, Sharon Barbour, Jim Bosso, Michael Bradshaw, Scott Bugental, Lupe Cerno, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Glen Eldred, Kasandra Fox, Ed Kramer, Deborah Lane, Jeff LeBlanc, Thom Onan, Dennis Papadopulo, Laura Scribner, Caryn Simons.

---

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

- I. Call to Order and Introductions
- II. Approval of the March 16, 2000 MASTF Minutes
- III. Amendments to this Agenda
- IV. Oral Communication and Correspondence

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

V. Ongoing Business

- 5.1 Paratransit Update
  - a) Selection of MASTF Representatives for Paratransit Audit & Recertification Consultant Selection Panels
  - b) Call Backs
  - c) Paratransit Service on Christmas Day
  - d) ADA Paratransit Report Repot (Scott Bugental)
  - e) Transportation Advocacy (Thom Onan)
- 5.2 Cabrillo Transportation Letter
- 5.3 Bus Stop Announcements
- 5.4 Restrictions on Amtrak Service

COMMITTEE REPORTS

- 5.5 Training and Procedures Committee Report (Dennis Papadopulo)
- 5.6 Bus Service Committee Report (Sharon Barbour)
  - a) Metro Users Group (MUG)
  - b) Bus Evaluation Study Report
- 5.7 Bus Stop Improvement Committee Report (Jeff LeBlanc)
  - a) Bus Stop Advisory Committee (BSAC)

- 
- 5.8 U.T.U. Report (Steve Paulson)
  - 5.9 S.E.I.U. Report (Jim Hobbs)
  - 5.10 Commission on Disabilities Report (Jeff LeBlanc)
  - 5.11 Elderly and Disabled Transportation Advisory Committee Report
    - a) Four Year Regional Transportation Plan
  - 5.12 Board Working Group Session & Board Meeting Reports (Jeff LeBlanc)

VI. New Business

- 6.1 MASTF Phone Directory
- 6.2 MASTF Newsletter
- 6.3 Next Month's Agenda Items

VII. Adjournment

## 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, March 16, 2000 at the Louden Nelson Community Center, 301 Center Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Michael Bradshaw, Scott Bugental, Lupe Cerno, Ted Chatterton, Connie Day, Shelly Day, Michael Doern, Kasandra Fox, Ed Kramer, Deborah Lane, Jeff LeBlanc, Thom Onan, Dennis Papadopulo.

#### METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
Kim Chin, Planning and Marketing Department Manager  
John Daugherty, Accessible Services Coordinator  
Jim Hobbs, S.E.I.U. Representative  
David Konno, Facilities Maintenance Department Manager  
David Moreau, U.T.U. Representative  
Tom Stickel, Fleet Maintenance Department Manager

#### BOARD MEMBERS PRESENT:

Bruce Gabriel

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

None.

RELEVANT ATTACHMENTS: None.

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

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Jeff LeBlanc called the meeting to order at 2:06 p.m.

II. APPROVAL OF THE FEBRUARY 17, 2000 MASTF MINUTES

John Daugherty offered the following corrections to the Minutes:

- The wording of the Motion to Management on Pages 2 and 8 needs to be changed to show the MASTF's intent. The phrase "seurement area" needs to be replaced by "front area." The phrase "wheelchair users" needs to be replaced by "seniors and persons with disabilities." The corrected Motion reads: "MASTF recommends that signs posted in the front area of some buses that advise passengers that seniors and persons with disabilities have priority seating in the front area be posted inside all bus models."
- References to the Metro Base "program" on Page 4 should be changed to "project".
- The comment from Scott Bugental on Page 9 under item 5.8 needs to be corrected. He did not suggest that the Commission on Disabilities and the Elderly and Disabled Transportation Advisory Committee "be coordinated." Mr. Bugental suggested that the groups "coordinate their efforts."

Thom Onan shared that his recollection of Laura Scribner's comments during the January meeting – corrected by Jim Bosso on Page 2 of the February Minutes – supported the original rendition of the comments and not the correction. Mr. LeBlanc noted that Mr. Onan's recollection should stand pending Ms. Scribner's reaction to the recollection.

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

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

### III. AMENDMENTS TO THE AGENDA

Mr. LeBlanc noted that an item had been added to New Business, “6.2 MASTF Phone Directory”. He said that revised agendas with the new item were available in a stack next to himself and Mr. Daugherty.

Scott Bugental suggested that item 6.1, “Four Year Regional Transportation Plan”, be tabled until next month’s meeting so that Santa Cruz County Regional Transportation Commission Senior Planner Karena Pushnik could be present to describe the Plan.

### IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. LeBlanc reported that he had received a letter (“Attachment A”) from Kim Chin that asked for MASTF participation in the hiring of consultants to carry out the work of an audit of paratransit service and the development of a paratransit recertification program. He asked Mr. Chin to give the group an update on the status of both projects. Mr. Chin explained that requests for proposals (RFP) had been sent out for both projects. He described “pre proposal” meetings that would take place on Friday March 17<sup>th</sup>. These meetings would allow consultants preparing to respond to an RFP the opportunity to ask questions and have information added to project proposals. He emphasized the importance of community input and involvement at the pre proposal meetings, as well as when the consultants are selected and while the projects are being developed. Mr. Chin noted that MASTF has been invited to select representatives to serve on the hiring panels for both the audit consultant and the recertification consultant.

Mr. LeBlanc emphasized that he wanted the MASTF group – and not the Chairperson – to decide who the MASTF representatives would be. After Mr. Chin noted that the hiring panels would convene during the week of April 24<sup>th</sup>, Mr. LeBlanc recommended that the selection of representatives be an agenda item for the MASTF meeting next month.

## MASTF Minutes

March 16, 2000

Page Four

Kassandra Fox suggested that the MASTF group publish a MASTF newsletter. She offered to serve as the first editor for the publication. Mr. LeBlanc suggested that "MASTF Newsletter" become an agenda item for the MASTF meeting next month.

Mr. Chin thanked the group for their support of the Metro Base project. He noted that several people at the meeting had given testimony during or attended the Santa Cruz City Council meeting on March 14<sup>th</sup>. He noted that the 6 to 1 vote of the City Council to allow the ditch on the Lipton property to be moved will "keep the door open for Metro Base to proceed." He emphasized that the project was "not a done deal." He noted that the METRO Board was hosting a public forum on Metro Base and related issues on Wednesday March 29<sup>th</sup>. The forum begins at 7:00 p.m. at the Loudon Nelson Center, 301 Center Street in Santa Cruz.

Mr. Chin noted that the Transportation Think Tank has tentatively scheduled a Westside forum on Metro Base on April 6<sup>th</sup>. Mr. LeBlanc added that Think Tank members have asked MASTF and the Metro Users Group (MUG) not to co sponsor the event because both groups are perceived as pro Metro Base by some Westside residents.

Ted Chatterton noted that a lack of late night bus service prevented him from attending meetings during the evening. David Moreau noted that the meeting might be broadcast on Community Television (Channel 72) and that comments can be sent via e-mail. Bruce Gabriel observed that he is "really proud" of the accomplishments of METRO's new management group.

Ed Kramer described a problem he wanted MASTF to address. He noted that while he waited for buses in front of Cabrillo College he has noticed that after one bus pulls up and opens its front door for passengers a second bus often pulls up behind the first bus and does not wait, or waits a very short time, to allow passengers to board. Mr. Kramer stated that Federal law requires announcing bus stops. He believed that any driver who did not want to announce bus stops should resign. Mr. LeBlanc suggested that this issue be discussed under the "Bus Stop Announcements" agenda item.

Tom Stickel announced that there has been action taken on the MASTF Motion from last month that called for priority seating signage to be reinstalled. Mr. Stickel noted that signs that had fallen from their mounting on some buses have been replaced.

Michael Doern reported that he had participated in a recent sensitivity training for Lift Line staff. He noted that the training had included role-playing exercises. He stated that the training showed that Lift Line staff was moving in the “right direction” in their interactions with persons with disabilities.

Mr. LeBlanc requested a moment of silence on behalf of Geneva Montalvo. Ms. Montalvo, a long time MASTF member and transportation advocate, had died recently.

## V. ONGOING BUSINESS

### 5.1 Paratransit Update

#### a) ADA Paratransit Report (Scott Bugental)

Mr. Bugental reported that he was completing work on grants that could bring “expansion vehicles” into service for Lift Line. He noted that mini vans were the “most effective” choice since they could easily transport a mix of passengers using mobility aids.

Mr. Bugental also reported that he and representatives from sub contractors (cab companies) were continuing to develop a training curriculum for drivers. He thanked Mr. Doern and the cab drivers that participated in the recent sensitivity training.

He also reported that paratransit users were still experiencing a few “turn downs” for service. He noted that expansion vehicles could combat the capacity constraints paratransit service had been experiencing over the last few months. Mr. Chin asked Mr. Bugental for a breakdown of the number of “turn downs” between “ambulatory” customers being turned down and “non



ambulatory” customers being denied service. Mr. Bugental responded that he did not have those figures now, but that he would forward them to Mr. Chin. A discussion about the perils of overbooking paratransit rides and the recent trend of turn downs followed their exchange.

Ms. Fox reported that she a regular taxi ride that she had reserved by phone had not shown up. Discussion of the benefit of having expansion vehicles and the growth trends in paratransit use followed Ms. Fox’s remarks. Mr. LeBlanc noted that Ms. Fox not receiving a call back when her taxi ride did not show up raised a policy issue. He suggested that the issue of call backs be placed on the agenda for the MASTF meeting next month.

Mr. Bugental noted that the use of “will calls” could also be reviewed at a later date. He explained that a “will call” occurs when the time for a return trip is not specific. For example, a paratransit user will call Lift Line when the user’s appointment at a doctor’s office is finished. Mr. LeBlanc wondered how the alternatives to will calls would affect users. Bryant Baehr stated that the Americans with Disabilities Act (ADA) requires a percentage of paratransit ride capacity be available to make will calls possible. Mr. LeBlanc stated that problems with “will calls” were related to the capacity for paratransit trips. He added that this issue could be placed on a future agenda if MASTF members request it.

b) Transportation Advocacy (Thom Onan)

Mr. Onan reported that he had received phone calls, but no new complaints about Lift Line service during the last month. He noted that he has gotten “timely” responses from Lift Line staff to his inquiries.

5.2 Cabrillo Transportation Letter

Mr. LeBlanc reported that Michael and Janet Singer were preparing an outline for the letter he would complete to Cabrillo College officials on the topics raised during MASTF meetings.

### 5.3 Bus Stop Announcements

Mr. Doern reported that he has observed bus operators make bus stop announcements more often during the last few weeks.

Mr. LeBlanc reported that METRO General Manager Les White had suggested to him that a sub committee be formed to discuss issues surrounding bus stop announcements.

Bryant Baehr reported that the talking sign mechanisms available for three buses could be in operation by June. Mr. LeBlanc added that he and Mr. Baehr had participated in a route test with a sign mechanism on routes used by the #35 and #71 buses.

Mr. Kramer asked if there was a reason why every bus stop could not be called out by the sign mechanism. Mr. Baehr responded that the slow pace of the announcements and the short space between some bus stops made announcing every stop difficult. Mr. Baehr offered to bring the current list of bus stops that are required to be announced to the next MASTF meeting. Mr. Baehr added that the talking signs could be programmed to announce bus stops inside and outside the bus.

The following Motion to MASTF membership emerged from discussion:

**MASTF Motion: The Chair is authorized to join other MASTF members and meet with representatives from Management and the U.T.U. to discuss bus stop announcements.**

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

The discussion that followed the Motion included a suggestion from Dennis Papadopulo and David Moreau that passengers could report the bus operators who fail to call out bus stops to the U.T.U. itself. The group discussed the merits of this proposal.

### 5.4 MASTF Goals for the Year 2000

Mr. LeBlanc read each of the 14 goals identified last month (“Attachment B”) aloud. As he reviewed the list, several items became discussion topics.

Highlights of discussion included:

- \* Mr. Kramer noted that the portable sign system he had demonstrated at a MASTF meeting years ago would enable a passenger to identify buses as well as bus stops. He also noted that this sign system – which is triggered by infrared signals – would cost METRO thousands of dollars, instead of the millions of dollars expected to be spent for a satellite tracked sign system. Mr. LeBlanc noted that the system METRO is installing would serve other purposes besides bus stop announcements. Mr. LeBlanc suggested that this item be placed on the agenda for the MASTF meeting next month; Mr. Kramer said that he would confer with Mr. White.
- Mr. LeBlanc commented that Bruce Gabriel had seen a new Flyer bus at the Operations Yard recently. Mr. LeBlanc noted that this new bus was not advertised to or inspected by MASTF members. Mr. Baehr explained that the bus was available for less than two hours. Mr. Baehr emphasized that METRO is committed to having MASTF members inspect buses before METRO purchases them.
- Mr. LeBlanc emphasized the importance of having a MASTF representative on the Service Review Committee. He noted that MASTF must be informed in a timely fashion of service planning decisions.
- During discussion of Holiday bus service Lupe Cerno of Senior Network Services noted that her agency had difficulty helping a senior last Christmas with transportation needs. She asked if paratransit service could be extended to Christmas Day to help meet the needs of senior customers. Mr. LeBlanc suggested that the issue be placed on the agenda for the MASTF meeting next month.

The following Motion to MASTF membership concluded discussion:

**MASTF Motion: The 14 goals identified last month are adopted as MASTF Goals for the Year 2000.**

**M/S/PU: Barbour, Doern**

#### 5.5 Restrictions on Amtrak Service

Ms. Fox reported that she and Mr. Papadopulo had contacted the American Civil Liberties Union (ACLU) about the restrictions on Amtrak service that have been in place since January 1<sup>st</sup>. Ms. Fox said that ACLU representatives were interested in reviewing the situation.

Ms. Barbour reported that the San Lorenzo Valley Women's Club was considering action on this issue. Mr. Chin noted that METRO was supportive of the effort of MASTF members to loosen restrictions on Amtrak service.

### COMMITTEE REPORTS

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

Mr. Papadopulo reported that MASTF members continued to participate in the training sessions for veteran bus operators. Mr. Doern noted that the importance of calling out major bus stops and intersections was being emphasized during the training sessions.

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

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

Ms. Barbour reported that possible redesign for *Headways* was a major discussion topic. Redesign ideas include having a separate Spanish language version of *Headways* and creation of a bus system map in color.

##### b) New Bus Review

Discussed earlier during the meeting.

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c) Bus Evaluation Study Report (Linda Fry)

Tabled until the MASTF meeting next month.

5.8 Bus Stop Improvement Committee Report

During the meeting Mr. LeBlanc reported that he would be sitting in for Mike Edwards at Bus Stop Advisory Committee meetings for a few months while Mr. Edwards was unable to attend due to an employment opportunity. Mr. LeBlanc noted that he wanted to keep Mr. Edwards involved in MASTF business.

5.9 U.T.U. Report (David Moreau)

No report.

5.10 S.E.I.U. Report (Jim Hobbs)

Jim Hobbs reported that he had been among the people who testified on the Metro Base issue in front of the Santa Cruz City Council on March 14<sup>th</sup>. He told MASTF members that he and other employees “appreciate your presence there.”

5.11 Commission on Disabilities Report (Jeff LeBlanc)

No report.

5.12 Elderly and Disabled Transportation Advisory Committee Report

Ms. Barbour reported that there are vacancies on the Committee. She suggested that the current roster (“Attachment C”) be circulated to MASTF members so that they can consider joining the Committee.

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

Items discussed during these meetings were covered earlier in the MASTF agenda.

VI New Business

6.1 Four Year Regional Transportation Plan

Tabled until next month.

6.2 MASTF Phone Directory

Tabled until next month due to time constraints.

6.3 Next Month's Agenda Items

New items noted during the meeting: Selection of MASTF representatives for the Paratransit Audit and Recertification Hiring Panels, Call Backs, Paratransit Service on Christmas Day, MASTF Phone Directory, MASTF Newsletter.

VII Adjournment

**The meeting was adjourned at 4:16 p.m.**

NOTE: NEXT MAST MEETING IS: Thursday April 20, 2000 from 2:00-4:00 p.m., at the Loudon Nelson Community Center, 301 Center Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. SPECIAL BOARD MEETING/WORKSHOP IS: Friday April 14, 2000 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday  
April 21, 2000 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809  
Center Street, Santa Cruz, CA.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000

**TO:** Board of Directors

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

**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2000  
AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$17,980,810 or \$24,488 over the amount of revenue expected to be received during the first eight months of the fiscal year.
- Total operating expenses for the year to date, including pass through grant programs, in the amount of \$15,295,392, are at 57.6% of the budget. Day to day operating expenses total \$15,251,233 or 59.6% of the budget.
- A total of \$485,911 has been expended through February 29, 2000, for the FY 99-00 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 99-00 budget as of February 29, 2000. The fiscal year is 66.7% elapsed.

### A. Operating Revenues.

Revenues are \$24,488 over the amount expected to be received for the period, based on the revised budget adopted by the Board in February. Sales tax revenue is \$11,498 ahead of budget projections. General fund interest income is \$11,997 ahead of budget projections. Variances are explained in the notes following the report.

### B. Operating Expenses.

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$15,251,233 or 59.6% of the budget, with 66.7% of the year elapsed. If the paratransit program expenses were up to date, operating expenses would be at 60% of the revised budget. Variances are explained in the notes following the report.



**C. Capital Improvement Program.**

For the year to date, a total of \$485,911 has been expended on the Capital Improvement Program. Only 3.5% of budgeted purchases for the year have been completed.

**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 February, and Budget Transfers

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

Operating Revenue	FY 99-00 Budgeted for Month	FY 99-00 Actual for Month	FY 99-00 Budgeted YTC	FY 98-99 Actual YTD	FY 99-00 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 218,246	\$ 235,195	\$ 1,991,877	\$ 1,923,029	\$ 2,018,999	\$ 27,122	See Note 1
Paratransit Fares	\$ 16,667	\$ 15,700	\$ 116,667	\$ 79,628	\$ 99,222	\$ (17,445)	See Note 1
Special Transit Fare:	\$ 187,582	\$ 187,024	\$ 1,036,309	\$ 1,008,382	\$ 1,051,064	\$ 14,755	See Note 1
Purch Transp Rev/Hwy 17	\$ 68,987	\$ 64,081	\$ 528,064	\$ 457,109	\$ 496,413	\$ (31,651)	See Note 1
Advertising Income	\$ 12,000	\$ 12,000	\$ 84,000	\$ 61,667	\$ 84,000	\$ -	
Other Aux Transp Rev	\$ 958	\$ 778	\$ 6,000	\$ 7,510	\$ 8,061	\$ 2,061	
Rent Income	\$ 9,729	\$ 10,279	\$ 65,432	\$ 83,845	\$ 71,384	\$ 5,952	
Interest - General Func	\$ 51,485	\$ 76,811	\$ 554,012	\$ 430,357	\$ 566,009	\$ 11,997	
Non-Transportation Rev	\$ 200	\$ 3,061	\$ 43,065	\$ 2,167	\$ 46,356	\$ 3,291	
Sales Tax Income	\$ 1,314,000	\$ 1,270,000	\$ 9,480,039	\$ 8,971,568	\$ 9,491,537	\$ 11,498	
TDA Funds	\$ 1,168,516	\$ 1,168,515	\$ 3,505,547	\$ 2,227,564	\$ 3,505,547	\$ 1	
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding - TDP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Transit Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614	\$ -	\$ 505,614	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 39,697	\$ -	\$ 36,604	\$ (3,093)	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 3,048,369	\$ 3,043,444	\$ 17,956,322	\$ 15,252,826	\$ 17,980,810	\$ 24,488	

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

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	Percent Expended of Budget	
<b>PERSONNEL ACCOUNTS</b>						
Administration	\$ 561,863	\$ 544,477	\$ 387,695	\$ 264,239	48.5%	
Finance	\$ 519,039	\$ 521,653	\$ 258,376	\$ 262,671	50.4%	
Planning & Marketing	\$ 783,679	\$ 767,137	\$ 414,329	\$ 448,880	58.5%	
Human Resources	\$ 369,946	\$ 369,481	\$ 229,088	\$ 236,059	63.9%	
IT	\$ 214,991	\$ 216,004	\$ 114,436	\$ 132,193	61.2%	
District Counsel	\$ 289,116	\$ 274,296	\$ 135,646	\$ 121,999	44.5%	
Facilities Maintenance	\$ 900,719	\$ 901,451	\$ 444,589	\$ 526,900	58.5%	
Operations	\$ 1,520,903	\$ 1,666,453	\$ 915,410	\$ 1,008,958	60.5%	
Bus Operators	\$ 8,723,228	\$ 9,261,317	\$ 5,237,199	\$ 6,049,499	65.3%	
Fleet Maintenance	\$ 2,850,147	\$ 2,873,267	\$ 1,609,720	\$ 1,704,972	59.3%	
Retired Employees Benefits	\$ 296,711	\$ 299,839	\$ 182,936	\$ 184,637	61.6%	
<b>Total Personnel</b>	<b>\$ 17,030,342</b>	<b>\$ 17,695,375</b>	<b>\$ 9,929,424</b>	<b>\$ 10,941,007</b>	<b>61.8%</b>	
<b>NON-PERSONNEL ACCOUNTS</b>						
Administration	\$ 507,498	\$ 538,856	\$ 211,806	\$ 337,692	62.7%	
Finance	\$ 432,310	\$ 419,226	\$ 202,834	\$ 232,738	55.5%	
Planning & Marketing	\$ 200,458	\$ 221,458	\$ 82,949	\$ 103,765	46.9%	
Human Resources	\$ 84,265	\$ 94,296	\$ 35,791	\$ 56,720	60.2%	
IT	\$ 94,510	\$ 119,510	\$ 56,931	\$ 84,180	70.4%	See Note 2
District Counsel	\$ 131,605	\$ 177,605	\$ 38,731	\$ 76,163	42.9%	
Facilities Maintenance	\$ 189,287	\$ 216,684	\$ 165,529	\$ 126,834	58.5%	
Wats TC Operation	\$ 76,013	\$ 74,513	\$ 46,017	\$ 44,203	59.3%	
Santa Cruz Metro Center	\$ 205,488	\$ 211,758	\$ 108,885	\$ 153,442	72.5%	See Note 3
Scotts Valley TC	\$ 116,493	\$ 111,747	\$ 38,777	\$ 66,950	59.9%	
Paratransit Program	\$ 2,231,632	\$ 2,445,530	\$ 915,798	\$ 1,156,080	47.3%	See Note 4
Operations	\$ 1,321,600	\$ 654,947	\$ 698,077	\$ 553,573	84.5%	See Note 5
Bus Operators	\$ 2,250	\$ 2,250	\$ -	\$ 2,762	122.8%	See Note 6
Fleet Maintenance	\$ 2,215,809	\$ 2,417,132	\$ 1,007,982	\$ 1,421,708	58.8%	
Op Prog/SCCIC	\$ 21,100	\$ 21,100	\$ 31,651	\$ 80	0.4%	
Reserve for Service Additions	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Pre-Paid Expense Adjustment	\$ -	\$ -	\$ (35,633)	\$ (106,664)		See Note 7
<b>Total Non-Personnel</b>	<b>\$ 7,980,318</b>	<b>\$ 7,876,606</b>	<b>\$ 3,606,127</b>	<b>\$ 4,310,226</b>	<b>54.7%</b>	
<b>Subtotal Operating Expense</b>	<b>\$ 25,010,660</b>	<b>\$ 25,571,981</b>	<b>\$ 13,535,551</b>	<b>\$ 15,251,233</b>	<b>59.6%</b>	
Grant Funded Studies/Programs	\$ 106,340	\$ 97,500	\$ -	\$ 37,518	38.5%	
Transfer to/from Cap Program	\$ 300,000	\$ 428,519	\$ 7,812	\$ 6,641	1.5%	
Retirement to Reserves	\$ -	\$ -	\$ -	\$ -		
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
	\$ -	\$ -	\$ -	\$ -		
<b>Total Operating Expense</b>	<b>\$ 25,867,000</b>	<b>\$ 26,548,000</b>	<b>\$ 13,557,236</b>	<b>\$ 15,295,392</b>	<b>57.6%</b>	
<b>YTD Operating Revenue Over YTD Expense</b>				<b>\$ 2,685,418</b>		

**CONSOLIDATED OPERATING EXPENSE  
FEBRUARY 2000**

	FY 99-00	FY 99-00	FY 98-99	FY 99-00	YTD %	
	Final Budget	Revised Budget	Expended YTD	Expended YTD	Budget	
<b>LABOR</b>						
Operators Wages	\$ 4,670,670	\$ 4,791,437	\$ 2,733,871	\$ 3,183,673	66.4%	
Operators Overtime	\$ 469,521	\$ 669,521	\$ 315,896	\$ 505,018	75.4%	See Note 8
Other Salaries & Wages	\$ 4,949,627	\$ 4,801,279	\$ 2,638,712	\$ 2,808,670	58.5%	
Other Overtime 6	\$ 109,600	\$ 2 0	\$ 128,318	\$ 197,592	71.5%	See Note 9
	\$ 10,199,418	\$ 10,538,757	\$ 5,859,797	\$ 6,694,953	63.5%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 83,925	\$ 90,570	\$ 45,540	\$ 56,438	62.3%	
PERS Retirement	\$ 765,023	\$ 785,219	\$ 631,062	\$ 455,290	58.0%	
Medical Insurance	\$ 1,639,232	\$ 1,733,662	\$ 925,722	\$ 1,111,378	64.1%	
Dental Plan	\$ 387,494	\$ 428,907	\$ 179,794	\$ 281,167	65.6%	
Vision Insurance	\$ 101,322	\$ 106,376	\$ 54,128	\$ 73,910	69.5%	See Note 10
Life Insurance	\$ 56,010	\$ 60,266	\$ 33,201	\$ 37,032	61.4%	
State Disability Ins	\$ 26,261	\$ 38,854	\$ 22,232	\$ 24,873	64.0%	
Long Term Disability Ins	\$ 239,540	\$ 320,281	\$ 137,013	\$ 187,463	58.5%	
Unemployment Insurance	\$ 49,707	\$ 51,135	\$ 21,724	\$ 24,485	47.9%	
Workers Comp/Incurred WC	\$ 1,291,048	\$ 1,373,823	\$ 666,576	\$ 656,369	47.8%	
Absence w/Pay	\$ 2,130,594	\$ 2,130,594	\$ 1,318,224	\$ 1,258,918	59.1%	
Other Fringe Benefits	\$ 60,769	\$ 26,926	\$ 34,412	\$ 10,983	40.8%	
<b>SERVICES</b>	\$ 6,830,924	\$ 7,146,612	\$ 4,069,628	\$ 4,178,306	58.5%	
	\$					
Acctng/Admin/Bank Fees	\$ 261,550	\$ 252,834	\$ 100,471	\$ 116,134	45.9%	
Prof/Legis/Legal Services	\$ 306,448	\$ 466,081	\$ 95,771	\$ 147,420	31.6%	
Temporary Help	\$ 42,862	\$ 124,955	\$ 84,158	\$ 87,298	69.9%	See Note 11
Uniforms & Laundry	\$ 46,652	\$ 47,912	\$ 19,379	\$ 23,119	48.3%	
Security Services	\$ 274,244	\$ 274,244	\$ 118,758	\$ 189,455	69.1%	See Note 12
Outside Repair - Bldgs/Eqmt	\$ 146,157	\$ 148,762	\$ 81,198	\$ 82,996	55.8%	
Outside Repair - Vehicles	\$ 243,762	\$ 243,262	\$ 102,768	\$ 147,104	60.5%	
Waste Disp/Ads/Other	\$ 150,609	\$ 155,755	\$ 67,527	\$ 80,457	51.7%	
	\$ 1,472,284	\$ 1,713,805	\$ 670,030	\$ 873,984	51.0%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 400	\$	\$ 1,488	\$	0.0%	
Paratransit Service	\$ 2,230,032	\$ 2,293,336	\$ 914,750	\$ 1,156,080	50.4%	See Note 4
Hwy 17 Service	\$ 1,100,000	\$ 412,827	\$ 596,892	\$ 412,827	100.0%	See Note 13
	\$ 3,330,432	\$ 2,707,157	\$ 1,513,130	\$ 1,568,907	58.0%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 835,509	\$ 906,059	\$ 315,627	\$ 564,744	62.3%	
Tires & Tubes	\$ 130,000	\$ 150,642	\$ 54,755	\$ 124,716	82.8%	See Note 14
Body/Upholstery Supplies	\$ 7,500	\$ 5,650	\$ 2,047	\$ 1,295	22.9%	
Revenue Vehicle Parts	\$ 533,885	\$ 570,718	\$ 258,640	\$ 344,768	60.4%	
Inventory Adjustment	\$ -	\$ -	\$ (13,068)	\$ (74,430)		See Note 15
	\$ 1,506,894	\$ 1,633,069	\$ 618,001	\$ 961,093	58.9%	

**CONSOLIDATED OPERATING EXPENSE  
FEBRUARY 2000**

	FY 99-00 Final Budget	FY 99-00 Revised Budget	FY 98-99 Expended YTD	FY 99-00 Expended YTD	% Exp MD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 16,267	\$ 18,162	\$ 9,815	\$ 10,551	58.1%	
Printing	\$ 94,880	\$ 99,944	\$ 39,383	\$ 41,944	42.0%	
Office/Computer Supplies	\$ 56,009	\$ 58,359	\$ 29,934	\$ 43,845	75.1%	See Note 16
Safety Supplies	\$ 14,462	\$ 13,632	\$ 8,499	\$ 8,247	60.5%	
Cleaning Supplies	\$ 58,166	\$ 78,129	\$ 29,624	\$ 45,483	58.2%	
Repair & Maint Supplies	\$ 58,896	\$ 59,896	\$ 25,818	\$ 42,068	70.2%	See Note 17
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 45,801	\$ 35,086	70.2%	See Note 18
Tools/Tool Allowance	\$ 20,324	\$ 19,624	\$ 10,842	\$ 14,158	72.1%	See Note 19
Photos/Mktg/Other Supplies	\$ 17,447	\$ 17,807	\$ 7,750	\$ 4,978	28.0%	
	<b>\$ 386,451</b>	<b>\$ 415,553</b>	<b>\$ 207,466</b>	<b>\$ 246,361</b>	<b>59.3%</b>	
<b>UTILITIES</b>	<b>\$ 244,245</b>	<b>\$ 290,024</b>	<b>\$ 156,783</b>	<b>\$ 174,933</b>	<b>60.3%</b>	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 137,000	\$ 138,835	\$ 62,796	\$ 73,138	52.7%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 27,720	\$ 29,848	29.8%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (19,077)	\$ (10,374)		See Note 20
Prof/Other Services	\$ 10,500	\$ 46,500	\$ 4,767	\$ 28,236	60.7%	
	<b>\$ 259,250</b>	<b>\$ 297,085</b>	<b>\$ 76,206</b>	<b>\$ 120,848</b>	<b>40.7%</b>	
<b>TAXES</b>	<b>\$ 36,601</b>	<b>\$ 36,651</b>	<b>\$ 26,547</b>	<b>\$ 28,669</b>	<b>78.2%</b>	See Note 21
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 44,389	\$ 44,989	\$ 25,276	\$ 28,574	63.5%	
Media Advertising	\$ 46,200	\$ 46,200	\$ 5,140	\$ 8,581	18.6%	
Employee Incentive Program	\$ 12,000	\$ 12,000	\$ 7,223	\$ 8,376	69.8%	See Note 22
Training	\$ 43,500	\$ 42,050	\$ 13,038	\$ 19,678	46.8%	
Travel & Local Meetings	\$ 57,825	\$ 58,893	\$ 22,741	\$ 35,801	60.8%	
Other Misc Expenses	\$ 13,400	\$ 13,400	\$ 7,204	\$ 13,182	98.4%	See Note 23
	<b>\$ 217,314</b>	<b>\$ 217,532</b>	<b>\$ 80,622</b>	<b>\$ 114,193</b>	<b>52.5%</b>	
<b>OTHER EXPENSES</b>						
Interest Expense	\$ -	\$ -	\$ -	\$ -	0.0%	
Leases & Rentals	\$ 483,187	\$ 522,620	\$ 257,341	\$ 326,506	62.5%	
Service Reserve	\$ 150,000	\$ 150,000	\$ -	\$ -	0.0%	
Transfer to Capital	\$ 300,000	\$ 429,135	\$ 7,812	\$ 6,641	1.5%	
Pass Through Programs	\$ 450,000	\$ 450,000	\$ 13,873	\$ -	0.0%	
	<b>\$ 1,383,187</b>	<b>\$ 1,551,755</b>	<b>\$ 279,026</b>	<b>\$ 333,147</b>	<b>21.5%</b>	
<b>Total Operating Expense</b>	<b>\$ 25,867,000</b>	<b>\$ 26,548,000</b>	<b>\$ 13,557,236</b>	<b>\$ 15,295,392</b>	<b>57.6%</b>	

**MONTHLY REVENUE AND EXPENSE REPORT  
FY 99-00 CAPITAL IMPROVEMENT PROGRAM**

	<b>Final Program Budget</b>	<b>Expended in February</b>	<b>YTD Expended</b>
<b>CAPITAL PROJECTS</b>			
Consolidated Operating Facility	\$ 6,690,000	\$ 79,867	\$ 149,711
Urban Bus Replacement (CO)	\$ 220,771		\$ 15,048
Urban Bus Replacement (10)	\$ <b>3,290,694</b>		\$
Highway 17 Buses	\$ 45,000		\$ 54,217
ADA Paratransit Vehicles (7)	\$ 300,000		\$
<b>Bus Rehabilitation Project (10)</b>	\$ 1,340,453	\$ 6,530	\$ 6,530
Yield Signs for Buses	\$ 33,000		\$
Bus Stop Improvement Program	\$ <b>193,400</b>		\$ 7,921
Farebox Replacement	\$ 1,000,000		\$
MIS Computer System (CO)	\$ 410,000		\$ 126,541
Talking Bus - TDA	\$ 8,000		\$ 7,519
Benches with Bike Rack - UCSC	\$ 16,000		\$ 8,429
Benches with Bike Rack - MBUAPCD	\$ 15,000		\$
Radio Replacement	\$ 12,000	\$ 5,936	\$ 6,855
SVTC Construction (CO)	\$ 28,000		395
Metro Center Repairs (CO)	\$ 321,900		\$ 1,669
Facilities Repairs & Improvements	\$ 22,475	\$ 374	\$ 3,587
Facilities Repairs & Imp (CO)	\$ 63,840	\$ 5,002	\$ 48,117
Machinery/Equipment Repair/Impr	\$ 71,025		\$ 1,443
Non-Rev Vehicle Replacement (3)	\$ 85,000		\$ 46,235
Non-Rev Vehicle Repl - Bi-fuel (5)	\$ 155,000		\$
Office Equipment	\$ 9,000		\$ 1,694
<b>Total Capital Program Expense</b>	<b>\$ 14,041,558</b>	<b>\$ 97,709</b>	<b>\$ 485,911</b>
<b>CAPITAL FUNDING SOURCES</b>			
	<b>Final Budget</b>	<b>Received in February</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 9,889,469	\$ -	\$ 14,910
State Capital Grants	\$ 350,000	\$ -	\$ 41,612
STA Funding	\$ 781,410	\$ -	\$ 390,705
Local Capital Grants	\$ 99,000	\$ -	\$ 6,000
Transfer from Operating Budget	\$ 423,667	\$ -	\$ -
District Reserves	\$ 2,498,012	\$ 32,684	\$ 32,684
<b>Total Capital Funding</b>	<b>\$ 14,041,558</b>	<b>\$ 32,684</b>	<b>\$ 485,911</b>

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

1. Passenger fares (farebox and pass sales) are \$27,122 or 1% over the revised budget amount for the year to date. Paratransit fares are \$17,445 under the budgeted amount for the year to date since the January fares amount was not recorded by the report deadline. Special transit fares (contracts) are \$14,755 or 1% over the budgeted amount. Purchased transportation revenue/Highway 17 Express revenue is \$31,651 or 6% under the year-to-date budgeted amount. Together, all four passenger revenue accounts are under the revised budget amount for the first eight months of the fiscal year by a net \$7,219.
2. IT non-personnel expenses are at 70.4% of the budget due to one-time use of professional services.
3. Santa Cruz Metro Center expenses are at 72.5% of the budget due to the annual payment to the City of Santa Cruz for the shared officer, and for annual payment of parking and business taxes to the City.
4. Paratransit program expense is only at 47.3% of the budget because the February billing was not submitted by Food & Nutrition by the report deadline. If this month were included, the program expense would be at approximately 67% of the budget.
5. Operations non-personnel expense is at 84.5% of the budget due to the 100% expense for Highway 17 contract transportation.
6. Bus Operators non-personnel expense is at 122.8% of the budget due to the annual purchase of operator uniform patches. A budget transfer will be processed for the overrun.
7. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
8. Operator overtime is at 75.4% of the budget due to Bus Operator vacancies. Newly hired Operators have completed training, so overtime should decrease in the future.
9. Other overtime is at 71.5% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
10. Vision insurance is at 69.5% of the budget due to advance payment of March premiums in February.
11. Temporary help is at 69.9% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Administration, Human Resources, Operations and Fleet Maintenance.
12. Security services are at 69.1% of the budget due to the annual payment to the City of Santa Cruz for the shared office at Metro Center.

13. Highway 17 contract transportation expense is at 100% of the revised budget due to termination of the contract with Discovery Tours.
14. Tires and tubes are at 82.8% of the budget due to purchase of tires for the buses being rehabilitated.
15. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
16. Office supplies are at 76.4% of the budget due to volume purchase of supplies and equipment.
17. Repair and maintenance supplies are at 70.2% of the budget due to repairs at transit centers and purchase of bus stop supplies.
18. Non-inventory parts are at 70.2% of the budget due to volume purchases.
19. Tools/tool allowance expense is at 68.6% of the budget due to the annual tool allowance paid to mechanics.
20. 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.
21. Taxes are at 78.2% of the budget due to the annual payment of property assessments on the Scotts Valley Transit Center.
22. Employee incentive program expense is at 69.8% of the budget due to payment for one-time events.
23. Other miscellaneous expense is at 98.4% of the budget because accounting adjustments appear in this category.



**FY 99-00 BUDGET TRANSFERS**  
**3/1/00 - 3/31/00**

ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-044</b>		
TRANSFER FROM: 4100504515	Employee Tool Replacement	\$ (1,000)
TRANSFER TO: 4100-504311	Off ice Supplies	\$ 1,000
REASON:	To cover cost overruns and future purchases through current fiscal year for Fleet Maintenance Dept.	
<b>TRANSFER # 00-045</b>		
TRANSFER FROM: 1100-504211	Postage & Mailing	\$ (200)
TRANSFER TO: 1100-503352	Equipment Repair - Out	\$ 200
REASON:	To cover cost overruns for Administration Department.	
<b>TRANSFER # 00-046</b>		
TRANSFER FROM: 1200-503012	Admin/Bank Fees	\$ (6,000)
TRANSFER TO: 1100-504215	Printing	\$ 6,000
REASON:	To cover account overrun due to Board packet printing expense.	
<b>TRANSFER # 00-047</b>		
TRANSFER FROM: 1700-501021	Other Salaries	\$ (6,000)
TRANSFER TO: 1700-503041	Temporary Help	\$ 6,000
REASON:	To cover temp help costs in District Counsel's office during recruitment.	
<b>TRANSFER # 00-048</b>		
TRANSFER FROM: 2200-501021	Other Salaries	\$ (5,005)
2200-503352	Outside Repair - Equip	\$ (616)
2200-503363	Haz Waste Disposal	\$ (1,800)
2200-5043 19	Custodial Supplies	\$ (37)
		<u>\$ (7,458)</u>
TRANSFER TO: 2200-503041	Temp Help	\$ 5,000
2200-503361	Waste Oil Disposal	\$ 1,000
2200-504211	Postage & Mailing	\$ 800 37
2200-504511	Small Tools	\$
2200-509123	Travel	\$ 616 5
2200-514020	Machinery & Equipment	\$
		<u>\$ 7,458</u>
REASON:	To cover cost overruns in the Facilities Maintenance Department.	

**FY 99-00 BUDGET TRANSFERS**  
**3/1/00 - 3/31/00**

ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 00-049</b>		
TRANSFER FROM: 2200504215	Printing	\$ (34)
2200507201	Licenses & Permits	\$ (20)
		\$ (54)
TRANSFER TO: 2600504215	Printing	\$ 34
2600-507201	Licenses & Permits	\$ 20
		\$ 54

R E A S O N : Budget adjustments for non-funded budget accounts for the Scotts Valley Transit Center.

<b>TRANSFER # 00-050</b>		
TRANSFER FROM: 2200-503031	<b>Prof/Tech Services</b>	\$ (450)
2200-504415	Printing	\$ (20)
2500-504413	Electrical Supplies	\$ (400)
		\$ (870)
TRANSFER TO: 2500-503031	<b>Prof/Tech Services</b>	\$ 450
2500-503351	Building Repair - Outside	\$ 200
2500-504215	Printing	\$ 20
2500-504409	<b>Repair/Maint Supplies</b>	\$ 200
		\$ 870

REASON: Budget adjustments for non-funded budget accounts for the Santa Cruz Metro Center.

<b>TRANSFER # 00-051</b>		
TRANSFER FROM: 2400-503352	Outside Repair - Equip.	\$ (500)
TRANSFER TO: 2400-503351	Outside Repair - Bldg.	\$ 500

REASON: Budget adjustments for vendor material supplies for Watsonville Transit Center.

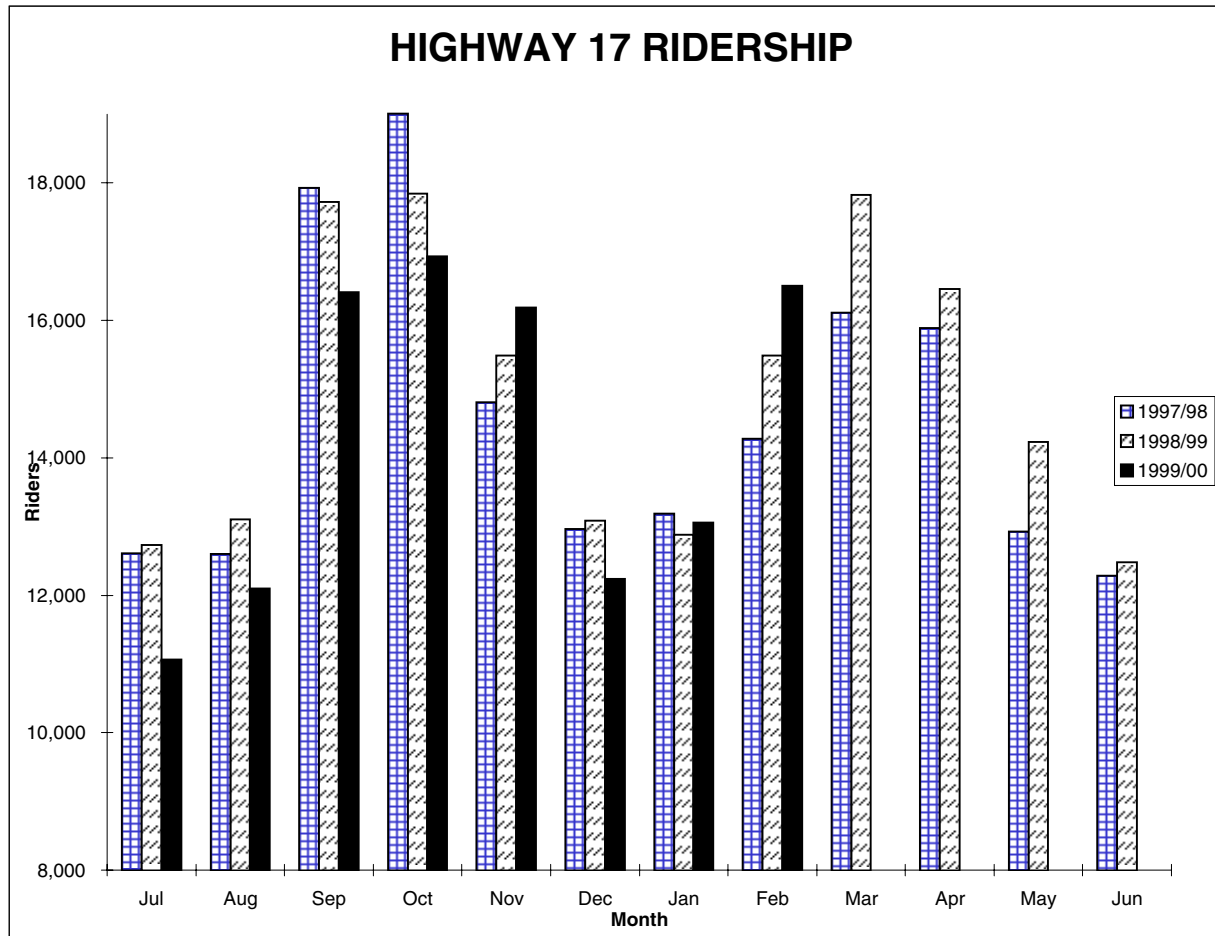
<b>TRANSFER # 00-052</b>		
TRANSFER FROM: 1200-503012	<b>Admin/Bank Fees</b>	\$ (2,716)
TRANSFER TO: 2200-503351	Outside Repair - Bldgs	\$ 2,716
REASON:	To cover replacement flooring cost at 1200 River Street.	

**FY 99-00 BUDGET TRANSFERS**  
**3/1/00 - 3/31/00**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/> <hr/>			
TRANSFER # 00-053			
TRANSFER FROM:	1300-501021	Other Salaries	\$ (8,000)
TRANSFER TO:	1300-503041	Temporary Help	\$ 8,000
REASON:	To cover overrun in Planning & Marketing due to staff shortage.		
<hr/> <hr/>			
TRANSFER # 00-054			
TRANSFER FROM:	1400-503352	Equip Repair - Out	\$ (100)
TRANSFER TO:	1400-504215	Printing	\$ 50
	1400-504217	Photo Supp/Proc	\$ 50
			<u>\$ 100</u>
REASON:	To cover overrun in Human Resources Printing & Photo accounts.		
<hr/> <hr/>			
TRANSFER # 00-055			
TRANSFER FROM:	1500-505031	Telecommunications	\$ (28)
TRANSFER TO:	1500-504211	Postage & Mailing	\$ 28
REASON:	To cover account overrn in Postage & Mailing in IT Dept.		
<hr/> <hr/>			
TRANSFER # 00-056			
TRANSFER FROM:	4100-501021	Other Salaries	\$ (10,000)
	4100-504181	Upholstery Supplies	\$ (1,850)
			<u>\$ (11,850)</u>
TRANSFER TO:	4100-503041	Temporary Help	\$ 10,000
	4100-504311	Off ice Supplies	\$ 1,850
			<u>\$ 11,850</u>
REASON:	To cover continued temporary help for Fleet Maintenance Department.		
<hr/> <hr/>			

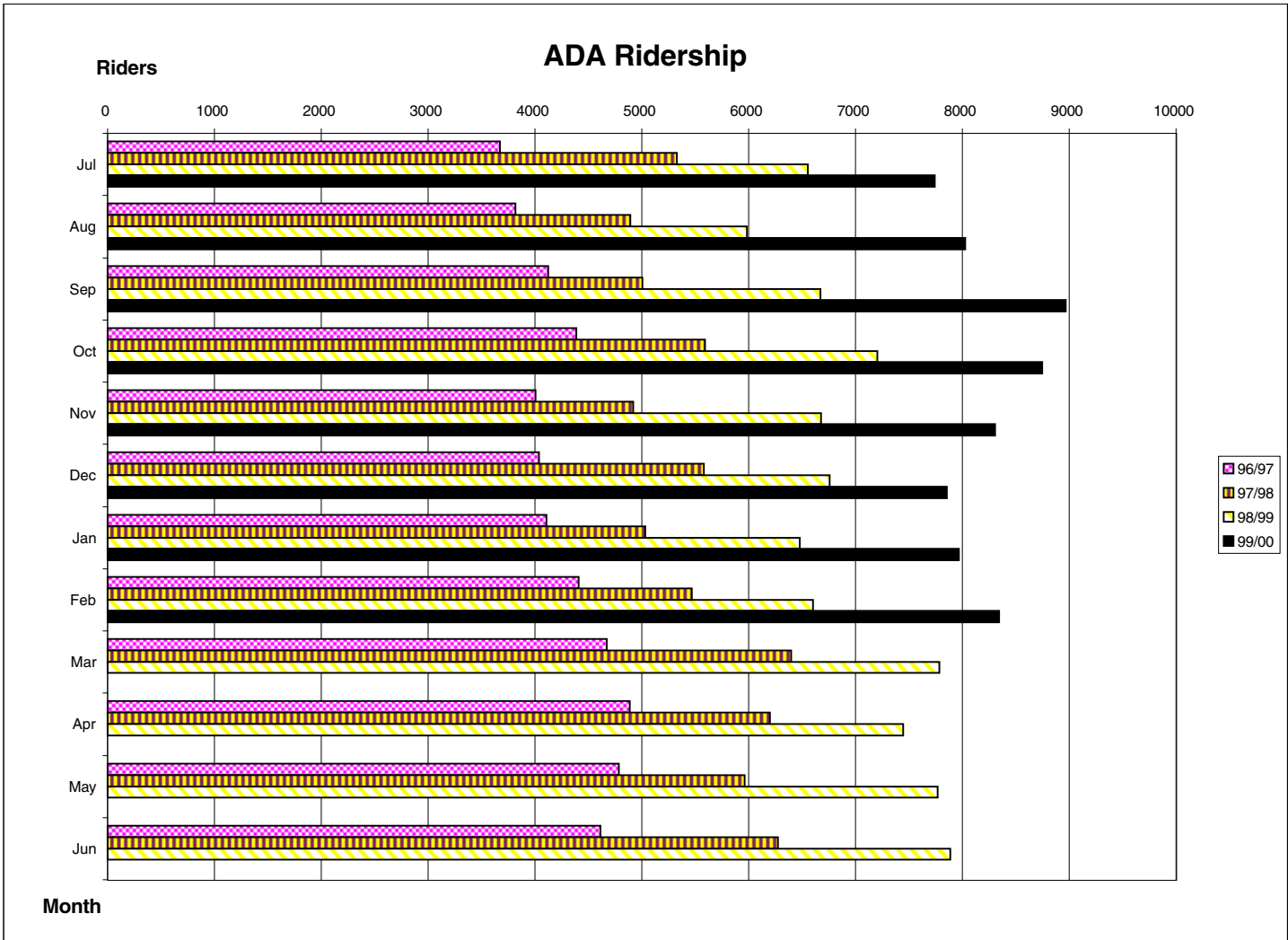
# HIGHWAY 17 - FEBRUARY 2000

	FEBRUARY			YTD		
	1999/00	1998/99	%	1999/00	1998/99	%
<b>FINANCIAL</b>						
Cost	\$ 98,289	\$ 74,719	31.5%	\$ 884,492	\$ 621,657	42.3%
Farebox	\$ 37,291	\$ 37,404	(0.3%)	\$ 271,099	\$ 275,402	(1.6%)
Operating Deficit	\$ 57,949	\$ 34,124	69.8%	\$ 597,131	\$ 329,099	81.4%
Santa Clara Subsidy	\$ 23,740	\$ 17,062	39.1%	\$ 272,146	\$ 164,550	65.4%
METRO Subsidy	\$ 34,208	\$ 17,062	100.5%	\$ 446,504	\$ 164,550	171.3%
San Jose State Subsidy	\$ 3,050	\$ 3,191	(4.4%)	\$ 16,262	\$ 17,156	(5.2%)
<b>STATISTICS</b>						
Passengers	16,506	15,493	6.5%	114,495	118,362	(3.3%)
Revenue Miles	31,421	29,925	5.0%	252,866	254,363	(0.6%)
Revenue Hours	1,222	1,164	5.0%	9,834	9,892	(0.6%)
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 5.95	\$ 4.82	23.5%	\$ 7.73	\$ 5.25	47.1%
Revenue/Passenger	\$ 2.26	\$ 2.41	(6.4%)	\$ 2.37	\$ 2.33	1.8%
Subsidy/Passenger	\$ 3.70	\$ 2.41	53.4%	\$ 5.36	\$ 2.93	83.1%
Passengers/Mile	0.53	0.52	1.5%	0.45	0.47	(2.7%)
Passengers/Hour	13.51	13.31	1.5%	11.64	11.97	(2.7%)
Recovery Ratio	37.9%	50.1%	(24.2%)	30.7%	44.3%	(30.8%)



**ADA Paratransit Program  
Monthly Status Report**

	<b>This February</b>	<b>Last February</b>	<b>% Change</b>	<b>This YTD</b>	<b>Last YTD</b>	<b>% Change</b>
Cost	\$ 188,056	\$ 145,392	29.3%	\$ 1,453,397	\$ 1,128,184	28.8%
Revenue	\$16,678	\$13,190	26.4%	\$131,828	\$105,766	24.6%
Subsidy	\$171,378	\$132,202	29.6%	\$1,321,569	\$1,022,418	29.3%
Passengers	8,339	6,595	26.4%	65,914	52,883	24.6%
Cost/Ride	\$22.55	\$22.05	2.5%	\$22.05	\$ 21.33	3.7%
Subsidy/Ride	\$20.55	\$20.05	2.5%	\$20.05	\$19.33	3.7%
Operating Ratio	8.9%	9.1%	-2.2%	9.1%	9.4%	-3.2%
% Rides on Taxi	70.6%	70.3%	0.5%	71.0%	71.9%	-1.3%
Program Registrants	6,954	5,565	25.0%	6,954	5,565	25.0%
Rides/Registrant	1.2	1.2	1.2%	9.5	9.5	-0.3%



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 14, 2000  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: APPROVAL OF RENEWAL OF EMPLOYMENT PRACTICES  
LIABILITY INSURANCE**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize employment practices liability coverage with the underwriters at Lloyd's, London, with a coverage limit of \$2,000,000 and a deductible of \$25,000 at a premium cost of \$11,638.**

## II. SUMMARY OF ISSUES

- Last year, the District obtained employment practices liability coverage through CalTIP's excess insurance broker, Aon Risk Services.
- The coverage includes discrimination, sexual harassment and wrongful termination. It covers the District, directors and officers, employees and former employees.
- Aon is offering renewal of the same coverage at a premium of \$11,638.

## III. DISCUSSION

Last year's carrier, American International Specialty Lines Insurance Company, is no longer offering this coverage. Aon has recommended a policy with the same coverage through the underwriters at Lloyd's, London at a much lower premium cost than the \$16,009 paid last year. In order to continue uninterrupted coverage, staff is requesting the Board to authorize the insurance renewal at the meeting of April 14, 2000.

## IV. FINANCIAL CONSIDERATIONS

The premium cost is included in the FY 99-00 budget.

## V. ATTACHMENTS

**Attachment A:** Premium Quotation

**EMPLOYMENT RELATED PRACTICES LIABILITY INSURANCE PROPOSAL  
2000-2001**

ATTACHMENT A

**Named Insured:** Santa Cruz Metropolitan Transit Agency

**Type of Coverage:** Employment Practices Liability Insurance

**Carrier:** Underwriter at Lloyd's, London

**Term:** March 26, 2000 to March 26, 2001

**Description of Coverage:** The Carrier agrees to pay on behalf of the Insured in excess of the applicable deductible, claims made by employees (including current and former employees) alleging discrimination as defined by Title VII., wrongful termination, harassment in the workplace. Coverage also includes the duty to defend, and full coverage for unknown prior acts.

**Policy Form:** Claims Made

**Limits of Liability:** \$2,000,000 Each Insured Event  
\$2,000,000 Total Policy Period Limit

**Deductible:** \$ 25,000 Each Insured Event/Claim

**Enhancements:** *Including but not limited to:*

- No co-pay
- Third Party Liability
- Full prior acts

**Exclusion(s):** *Including but not limited to:*

- ERISA
- Breach of Contract
- Pending and Prior Litigation
- Bodily Injury

**Annual Premium:** \$ 11,638

*While we believe this Insurance Summary fairly represents the terms, conditions and exclusions found in your insurance policies, in the event of any differences between the policies themselves and this Summary, the policy provisions will direct any resolution. This Summary is not intended to replace or supersede any of your insurance contracts.*

Prepared by: Jo Lingschit

March, 2000

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT: REPORT ON AMERICANS' WITH DISABILITIES SENSITIVITY TRAINING**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- On March 17, 2000, Director Gabriel asked that staff report to the Board of Directors the extent of bus operator training as it relates to sensitivity training.
- New bus operators are exposed to 12.5 hours of Americans with Disabilities Act (ADA) training. A major component of this training is sensitivity training and good communication skills.
- Veteran Bus Operators receive approximately 1 hour of refresher sensitivity training each year.
- Operators needing assistance are provided guidance and support from the Safety and Training Coordinator and the Transit Supervisors.

## III. DISCUSSION

On March 17, 2000 Director Bruce Gabriel asked staff to report on the sensitivity training provided to Transit District Bus Operators.

The Safety and Training Coordinator and the Metro Accessible Service Transit Forum (MASTF) provide the Sensitivity Training bus operators receive. Sensitivity training is comprised of the following:

### New Bus Operators

#### Basic Introduction to ADA

An introduction to the Americans with Disabilities Act (ADA) is conducted which includes bus operator requirements and responsibilities. This session includes a lecture and films on providing quality accessible transit services. Good communication skills are a strong focus in this session. This training is approximately 1.5 hours in length.



### Review of SCMTD Accessible Policies and Procedures

This is an in-depth review of the District's policies and procedures in the area of ADA. Subjects include call stop announcements, lift and ramp deployment procedures, securement area procedures, the District's Mobility Training Program and service animal information. This session also includes hands-on work with the District's lifts, ramps and securement equipment. This training is approximately 3 hours in length.

### Sensitivity Seminar

A sensitivity seminar is conducted with the assistance of MASTF members. Subjects include an introduction to MASTF (its history and purpose), a discussion of accessible issues in the community, the role of the Accessible Services Coordinator and a discussion of elderly customer sensitivity and needs. This seminar includes several films, and an in-depth examination of seizure disorders including actions to take when one occurs on the bus. This training is approximately 3 hours in length.

### Review Process

Near the end of new bus operator training several MASTF members, who use mobility devices, assist in two (2) field sessions which include the loading, securing and off-loading of customers who use a mobility device. The two (2) sessions cover all the various types of buses in the District's fleet and explore the different types of problems that may occur in the field when dealing with lifts, ramps and securement devices. This training is approximately 3 – 5 hours in length.

## **Veteran Bus Operators**

### Continued Training

Veteran bus operators are involved in ADA sensitivity training each year. This is accomplished through the Verification of Transit Training Program (VTT) which is training for bus operators mandated by the State of California. Every bus operator must receive a minimum of eight (8) hours of continued education to remain eligible to operate a bus in revenue service.

MASTF members help design the focus of the training and are participants in its delivery. This year the focus is on good communication skills and call stop announcements. Good communication skills are essential when interacting with people living with disabilities. This training is approximately 1 hour in length.

### Corrective Training

Should a bus operator experience trouble in dealing with a customer with disabilities, the Safety and Training Coordinator or a Transit Supervisor will spend time with the bus operator to identify and work on resolving the issues.

Positive customer interaction is the goal in all the training provided.

**III. FINANCIAL CONSIDERATIONS**

None

**IV. ATTACHMENTS**

**Attachment A: NONE**



**V. ATTACHMENTS**

**Attachment A: ADA Transportation Facilities (technical)**

**Attachment B: Spreadsheet- Bilingual signage replacement project**



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000  
**TO:** Board of Directors  
**FROM:** David J. Konno, Manager of Facilities Maintenance  
**SUBJECT: STATUS REPORT- ROUTE 1W- UNIVERSITY/WALNUT**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- *Headways* includes a Route 1B, 1H, 1L, 1W and a combined Route 1 Weekend schedules
- Route 1 schedules are combined into a 1 University/All Routes Weekday/weekend bus stop sticker
- Route 1W information is not included in 1 University/All Routes bus stop sticker

## III. DISCUSSION

The *Headways* provides route information for all University routes (1B, 1H, 1L and 1W). This information is combined into one bus stop sticker called the 1 University/All routes. However, the 1W University/Walnut (school term) information was not included in the 1 University/All Routes schedule/sticker. This omission will be corrected in September when the District reprints the bus stop stickers for the Fall Bid at the start of the school term.

## IV. FINANCIAL CONSIDERATIONS

None

## V. ATTACHMENTS

- Attachment A:** 1W University/Walnut schedule (*Headways*)  
**Attachment B:** 1 University/All Routes schedule - Weekend (*Headways*)  
**Attachment C:** 1 University/All Routes - Weekday/Weekends - Bus Stop Services (modified)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDERATION OF ADOPTION OF CEQA GUIDELINES (CALIFORNIA CODE OF REGULATIONS, TITLE 14, DIVISION 6, CHAPTER 3, SECTIONS 15000-15387 INCLUDING APPENDIX A-K) BY REFERENCE FOR SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S OBJECTIVES, CRITERIA, AND PROCEDURES FOR IMPLEMENTATION OF CEQA THROUGH THE PASSAGE OF RESOLUTION #00-4-1 WHICH IS SET FORTH AS ATTACHMENT A.**

## I. RECOMMENDED ACTION

**Consideration of Adoption of CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000-15387 including Appendix A-K) by reference for Santa Cruz Metropolitan Transit District's objectives, criteria, and procedures for implementation of CEQA through the passage of Resolution #00-4-2 which is set forth as Attachment A.**

## II. SUMMARY OF ISSUES

- Every public agency must adopt its own objectives, criteria, and procedures for implementing the California Environmental Quality Act (CEQA) in a manner consistent with CEQA statutes and Guidelines.
- Adoption may be by ordinance, resolution, rule or regulation.

## III. DISCUSSION

California State Law requires that all public agencies adopt objectives, criteria, and procedures for the evaluation of projects and the preparation of environmental impact reports and negative declarations. The objectives, criteria, and procedures must be consistent with CEQA and its Guidelines for administering its responsibilities under CEQA (Public Resources Code §21082; CEQA Guidelines §15002 subd (a). Although these requirements are mandatory, no reported court decision has invalidated a public agency action for failure to adopt a local program, as long as the actual process followed by the agency met the requirements of CEQA and the CEQA Guidelines.

The adopted implementing procedures must contain provisions for the following:

1. Identifying activities that are exempt from CEQA;
2. Conducting initial studies;

3. Preparing negative declarations;
4. Preparing draft and final Environmental Impact Reports (EIRs);
5. Consulting with, and obtaining comments from, other public agencies and the public;
6. Assuring adequate opportunity and time for public review and comment on the environmental documents;
7. Evaluating and responding to comments;
8. Assigning responsibility for determining the adequacy of EIRs and negative declarations;
9. Reviewing and considering environmental documents by the person or decision-making body that will approve or disapprove a project;
10. Filing documents required or authorized by CEQA or the Guidelines;
11. Providing adequate comments on environmental documents submitted to the public agency for review;
12. Assigning responsibility for specific functions to particular units of the public agency; and
13. Providing time periods for performing functions under CEQA.  
(CEQA Guidelines, §15022, subd. (a).)

To avoid having to draft lengthy new rules for itself, a public agency may choose simply to adopt the state CEQA Guidelines by reference and then to add provisions specifically suited to the agency's own activities. (CEQA Guidelines, §15022, subd. (d).) The Guidelines embody both the specific statutory mandates of CEQA and the nuances added thereto by the scores of judicial decisions interpreting CEQA. Since 1993, the Guidelines have been revised more frequently than had been the case in the previous 13 years. Significant revisions to the Guidelines have occurred in September 1994, May 1997, August 1998, and most extensively in October and December 1998.

Once such procedures have been adopted, failure to comply with them may render an agency's action invalid. (*Starbird v. County of San Benito* (1<sup>st</sup> Dist. 1981) 122 Cal.App.3d 657 [176 Cal.Rptr. 1490].)

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

None.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution #00-4-1 adopting by reference the CEQA Guidelines as Santa Cruz Metropolitan Transit District's objectives, criteria, and procedures for implementing the California Environmental Quality Act in a manner consistent with CEQA statutes and its Guidelines.

**Attachment B:** CEQA Guidelines Index. (The actual Guidelines can be reviewed at the District's administrative offices.)



**Attachment C:** Appendices A-K from the Guidelines

**Attachment D:** Important Guidance for Controversial Issues by Maureen F. Gorsen,  
General Counsel for the California Resources Agency (October 1998)

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: \_\_\_\_\_

ADOPTION OF CEQA GUIDELINES FOR IMPLEMENTATION OF CEQA

**WHEREAS**, California State law requires that all public agencies adopt objectives, criteria, and procedures for the implementation of the California Environmental Quality Act (CEQA) and its Guidelines;

**WHEREAS**, the adopted objectives, criteria, and procedures must be consistent with CEQA and its Guidelines for administering its responsibilities under CEQA (Public Resources Code §21082; CEQA Guidelines §15002 subd. (a));

**WHEREAS**, adoption of the state CEQA Guidelines can be made by reference to fulfill Santa Cruz Metropolitan Transit District's obligations to adopt objectives, criteria, and procedures (CEQA Guidelines, §15022, subd. (d).);

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**, that it hereby adopts by reference the CEQA Guidelines, located in the California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000-15387 including Appendixes A-K, as Santa Cruz Metropolitan Transit District's objectives, criteria, and procedures for implementing the California Environmental Quality Act in a manner consistent with CEQA statutes and CEQA Guidelines.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on April 21, 2000, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

\_\_\_\_\_  
JAN BEAUTZ  
Chairperson

ATTEST:  
\_\_\_\_\_

Board of Directors  
Page 5

LESLIE WHITE  
General Manager

APPROVED AS TO FORM:

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MARGARET GALLAGHER  
District Counsel

	Potentially Significant Impact	Less Than Significant with Mitigation Incorporation	Less Than Significant Impact	No Impact
<b>IV. BIOLOGICAL RESOURCES—Would the project:</b>				
a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations. or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>V. CULTURAL RESOURCES—Would the project:</b>				
a) Cause a substantial adverse change in the significance of a historical resource as defined in § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Disturb any human remains, including those interred outside of formal cemeteries?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VI. GEOLOGY AND SOILS—Would the project:</b>				
a) Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	c 1	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	c 1	<input type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994). <b>creating</b> substantial risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VII. HAZARDS AND HAZARDOUS MATERIALS—**

Would the project:

a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
<b>VIII. HYDROLOGY AND WATER QUALITY—Would the project:</b>				
a) Violate any water quality standards or waste discharge requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table level (e.g., the production rate of <b>pre-existing</b> nearby wells would drop to a level which would not support existing land uses <b>or</b> planned uses for which permits have been granted)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of <b>the course</b> of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the <b>rate</b> or amount of surface runoff in a manner which would result in flooding on- or off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Create or contribute runoff water which would exceed the capacity of existing or planned <b>stormwater</b> drainage systems or provide substantial additional <b>sources</b> of polluted runoff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Otherwise substantially degrade water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Place housing within a <b>100-year flood</b> hazard area as mapped on a federal Flood Hazard Boundary or <b>Flood Insurance Rate Map</b> or other flood hazard delineation map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Place within a <b>100-year flood</b> hazard area structures which would impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Inundation by seiche, tsunami, or mudflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IX. LAND USE AND PLANNING—Would the project:</b>				
a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program, or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c) Conflict with any applicable habitat conservation plan or natural community conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
<b>X. MINERAL RESOURCES—Would the project:</b>				
a) Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b) Result in the loss of availability of a locally-important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>X I. NOISE—</b>				
Would the project result in:				
a) Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>XII. POPULATION AND HOUSING—Would the project:</b>				
a) Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
c) Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
<b>XIII. PUBLIC SERVICES</b>				
a) Would the project result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:	c 1	E 1	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>XIV. RECREATION—</b>				
a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>XV. TRANSPORTATION/TRAFFIC—</b> Would the project:				
a) Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Substantially increase hazards due to a design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Result in inadequate emergency access?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Result in inadequate parking capacity?	c 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Potentially Significant Impact	Less Than Significant With Mitigation Incorporation	Less Than Significant Impact	No Impact
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XVI. UTILITIES AND SERVICE SYSTEMS—

Would the project:

- a) Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?
- b) Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?
- c) Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?
- d) Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?
- e) Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?
- f) Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?
- g) Comply with federal, state, and local statutes and regulations related to solid waste?

XVII. MANDATORY FINDINGS OF SIGNIFICANCE—

- a) Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?
- b) Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?
- c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?

NOTE Authority cited: Sections 2 1083 and 21087. Public Resources Code. Reference: Sections 21080(c), 21080.1, 21080.3, 21082.1, 21083, 21083.3, 21093, 21094 and 2 1151, Public Resources Code; *Sundstrom v. County of Mendocino*, 202 Cal.App 3d '96 (1988); *Leonoff v. Monterey Board of Supervisors*, 222 Cal App.3d 1337 (1990)

HISTORY  
1. Sew Appendix G filed 10-8-76, effective thirtieth day thereafter (Register 76, No 41). SOTE: Order designated that compliance with this appendix is authorized but not mandatory before 1-1 -77.

- 2. Amendment of subsections (n) and (o) tiled 2-2-78; effective ~~thirtieth~~ **thirtieth** day thereafter (Register 78, No. 5).
- 3. Amendment of subsections (j) and (v) and new subsections (y) and (z) tiled 5-8-80; effecuve thirtieth day thereafter (Register 80, NO. 19).
- 4. Amendment of first paragraph and subsection (c) filed 5-27-97; operative 5-27-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 22).
- 5. Repealer of former Appendix G and relettering and amendment of former Appendix I to new Appendix G filed 10-26-98; operative 10-26-98 pursuant to Public Resources Code section 21087 (Register 98, No. 44).

Appendix H

Environmental Information Form

(To be completed by applicant)

Date Filed \_\_\_\_\_

GENERAL INFORMATION

- 1. Name and address of developer or project sponsor: \_\_\_\_\_
- 2. Address of project: \_\_\_\_\_
- Assessor's Block and Lot Number \_\_\_\_\_
- 3. Name, address, and telephone number of person to be contacted concerning this project: \_\_\_\_\_
- 4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
- 5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: \_\_\_\_\_
- 6. Existing zoning district: \_\_\_\_\_
- 7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_

PROJECT DESCRIPTION

- 8. Site size.
  - 9. Square footage.
  - 10. Number of floors of construction.
  - 11. Amount of off-street parking provided.
  - 12. Attach plans.
  - 13. Propose scheduling.
  - 14. Associated projects.
  - 15. Anticipated incremental development.
  - 16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
  - 17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
  - 18. If industrial, indicate type, estimated employment per shift, and loading facilities.
  - 19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
  - 20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.
- Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- 21. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
- 22. Change in scenic views or vistas from existing residential areas or public lands or roads.
- 23. Change in pattern, scale or character of general area of project.
- 24. Significant amounts of solid waste or litter.
- 25. Change in dust, ash, smoke, fumes or odors in vicinity.
- 26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
- 27. Substantial change in existing noise or vibration levels in

- the vicinity.
- 28. Site on filled land or on slope of 10 percent or more.
- 29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- 30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- 31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- 32. Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.). intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or polaroid photos will be accepted.

CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_ (Signature)

For \_\_\_\_\_

NOTE: This is only a suggested form. Public agencies are free to devise their own format for initial studies.)

NOTE: Authority cited: Sections 21083 and 21087, Public Resources Code. Reference: Sections 21000-21176, Public Resources Code.

HISTORY

- 1. New Appendix H filed 10-8-76; effective thirtieth day thereafter (Register 76, No. 40). NOTE: Order designates that compliance with this appendix is authorized but not mandatory before 1-1-77.
- 2. Amendment filed 2-2-78; effective thirtieth day thereafter (Register 78, No. 5).

Appendix I

Notice of Preparation

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
(Responsible Agency) (Lead Agency)

\_\_\_\_\_  
(Address) (Address)

SUBJECT: Notice of Preparation of a Draft Environmental Impact Report

\_\_\_\_\_ will be the Lead Agency and will prepare an environmental impact report for the project identified below. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project.

The project description, location, and the probable environmental effects are contained in the attached materials. A copy of the Initial Study  is.  is not, attached.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date but not later than 30 days after receipt of this notice.

Please send your response to \_\_\_\_\_ at the address shown above. We will need the name for a contact person in your agency.

Project Title:

Project Applicant, if any:

Date \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

**HISTORY**

1. Repealer and new Appendix I filed 8-19-94; operative 9-19-94 (Register 94, No. 33). For prior history, see Register 80, No. 19.
2. Relettering of former Appendix I to Appendix G and relettering of former Appendix J to new Appendix I tiled 10-26-98; operative 10-26-98 pursuant to Public Resources Code section 21087 (Register 98, No. 44).

Reference: California Administrative Code, Title 14, Sections 15035.7, 15054.3, 15066.

Appendix J

Examples of Tiering **EIR's**

<p><b>FIRST TIER EIR</b> (15152)</p>	<ul style="list-style-type: none"> <li>project encompasses separate but related projects such as general plan, zoning, development</li> <li>later tiers move from general to specific analysis of projects</li> </ul>
<p><b>Later Project EIR</b></p>	<ul style="list-style-type: none"> <li>later project is consistent with general plan or zoning</li> <li>initial study must examine significant effects not covered in prior EIR</li> <li>later EIR must state lead agency is using tiering concept and must comply with section 15152</li> </ul>
<p><b>STAGED EIR</b> (15167)</p>	<ul style="list-style-type: none"> <li>one large project will require a number of discretionary approvals from govt. agencies and one of those approvals will occur more than two years before construction commences</li> </ul>
<p>Supplement to the Staged EIR</p>	<ul style="list-style-type: none"> <li>supplements to the staged <b>EIR</b> are prepared for later government agency approvals on the same overall project if information available at the time of that later approval would permit consideration of additional environmental impacts, mitigation measures or reasonable alternatives</li> </ul>
<p><b>PROGRAM EIR</b> (15168)</p>	<ul style="list-style-type: none"> <li>series of actions or activities that can be characterized as one large project and are related either:             <ul style="list-style-type: none"> <li>geographically</li> <li>as logical parts of a change of activities</li> <li>in connection with rules, regulations, plans or other general criteria governing a continuing <b>program</b></li> </ul> </li> <li>as individual activities carried out under common authority (statutory or regulatory) and having similar environmental effects which can be mitigated in similar ways</li> </ul>
<p>Subsequent Project EIR</p>	<ul style="list-style-type: none"> <li>only if subsequent activity has effects not examined in the previously certified program EIR will additional environmental documentation be required (if subsequent activity has no new effects, that activity is covered by the program EIR)</li> </ul>
<p><b>MASTER EIR</b> (15175)</p>	<ul style="list-style-type: none"> <li>alternative to project, staged, or program EIR</li> <li>can be used for:             <ul style="list-style-type: none"> <li>general plan (or gen. plan element. amendment, or update)</li> <li>redevelopment plan projects (public or private)</li> <li>project consisting of phases or smaller individual projects</li> <li>other activities described in 15 175</li> </ul> </li> <li>after live years from initial certification, adopting authority must review the Master EIR and prepare subsequent or supplemental EIR if substantial changes have occurred with respect to circumstances under which the original Master EIR was adopted</li> <li>no new EIR isrequired for subsequent projects within the <b>scope</b> of the Master EIR which cause no additional significant effect</li> </ul>
<p>Focused EIR (15177)</p>	<ul style="list-style-type: none"> <li>a subsequent. Focused EIR is required <b>only</b> where:             <ul style="list-style-type: none"> <li>substantial new/additional information shows adverse environmental effects not examined in Master EIR or more significant than described in EIR. or</li> <li>substantial new/additional information shows mitigation measures previously determined to be infeasible are now feasible and will avoid/reduce the significant effects to a level of insignificance</li> </ul> </li> </ul>

**SPECIAL SITUATIONS/EIRs**

**Multiple-family residential development/residential and commercial or retail mixed-use development (PRC 21 158.5 and Guideline § 15179.5)**

- project is multiple-family residential development up to 100 units or is a residential and commercial or retail mixed-use development of not more than 100,000 square feet
- if project complies with procedures in section 21158.5, only a focused EIR need be prepared, notwithstanding the fact that the project wasn't identified in the Master EIR

**Redevelopment Project (15 180)**

- all public and private activities or undertakings in furtherance of a redevelopment plan (public or private) constitute a single project
- the redevelopment plan EIR is treated as a program EIR
- no subsequent EIR is required for individual components of the redevelopment plan unless substantial changes or substantial new information triggers a subsequent EIR or supplement to an EIR pursuant to (sections 15 162 or 15 163)

**Housing/neighborhood commercial facilities (15 18 1)**

- a project involving construction of housing or neighborhood commercial facilities in an urbanized area
- a prior EIR for a specific plan, local coastal program, or port master plan may be used as the EIR for such a project (no new EIR need be prepared) provided section 15 18 1 procedures are complied with

**Projects Consistent with Community Plan, General Plan, or Zoning (15 183)**

- a project which is consistent with a community plan adopted as part of a general plan or zoning ordinance or a general plan of a local agency and where there was an EIR certified for the zoning action or master plan
- the EIR for the residential project need only examine certain significant environmental effects, as outlined in section 15 183

**Regulations on Pollution Control Equipment (PRC section 21159)**

- section 2 1159 requires environmental analysis of reasonably foreseeable methods of compliance at the time of adoption of rule or regulation requiring the installation of pollution control equipment
- an EIR prepared at the time of adoption of the rule or regulation is deemed to satisfy the requirement of section 21159

**Installation of Pollution Control Equipment (PRC section 21159.1)**

- a focused EIR is permitted where project 1) consists solely of installation of pollution control equipment; 2) is required by rule or regulation adopted by the State Air Resources Board, an air pollution control district or air quality management district, the State Water Resources Control Board, a California regional water quality control board, the Dept. of Toxic Substances Control, or the California Integrated Waste Management Board; and 3) meets the procedural requirements outlined in section 2 1159.1

**HISTORY**

1. New Appendix J filed 2-2-78; effective thirtieth day thereafter (Register 78, No. 5).
2. Relettering of former Appendix J to Appendix I and new Appendix J filed 10-26-98; operative 10-26-98 pursuant to Public Resources Code section 21087 (Register 98, No. 44).

**Appendix K****Criteria for Shortened Clearinghouse Review**

Under exceptional circumstances, and when requested in writing by the lead agency, the State Clearinghouse in the Office of Planning and Research (OPR) may shorten the usual review periods for proposed negative declarations, mitigated negative declarations and draft EIRs submitted to the Clearinghouse. A request must be made by the decision-making body of the lead agency, or by a properly authorized representative of the decision-making body.

A shortened review period may be granted when any of the following circumstances exist:

(1) The lead agency is operating under an extension of the one-year period for completion of an EIR and would not otherwise be able to complete the EIR within the extended period.

(2) The public project applicant is under severe time constraints with regard to obtaining financing or exercising options which cannot be met without shortening the review period.

(3) The document is a supplement to a draft EIR or proposed negative declaration or mitigated negative declaration previously submitted to the State Clearinghouse.

(4) The health and safety of the community would be at risk unless the project is approved expeditiously.

(5) The document is a revised draft EIR, or proposed negative declaration or mitigated negative declaration, where changes in the document are primarily the result of comments from agencies and the public.

Shortened review cannot be provided to a draft EIR or proposed negative declaration or mitigated negative declaration which has already be-

gun the usual review process. Prior to requesting shortened review, the lead agency should have already issued a notice of preparation and received comments from applicable State agencies, in the case of an EIR, or consulted with applicable State agencies, in the case of a proposed negative declaration or mitigated negative declaration.

No shortened review period shall be granted unless the lead agency has contacted and obtained prior approval for a shortened review from the applicable state responsible and trustee agencies. No shortened review shall be granted for any project which is of statewide, regional, or area-wide significance, as defined in Section 15206 of the guidelines.

**HISTORY**

1. New Appendix K filed 7-13-83; effective thirtieth day thereafter (Register 83, No. 29).
2. Editorial correction of 7-13-83 order redesignating effective date to 8-1-83 filed 7-16-83 (Register 83, No. 29).
3. Repealer of Appendix K and relettering of former Appendix L to new Appendix K filed 10-26-98; operative 10-26-98 pursuant to Public Resources Code section 21087 (Register 98, No. 44).

**Appendix L****Criteria for Shortened Clearinghouse Review****HISTORY**

1. New Appendix L filed 5-27-97; operative 5-27-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 22).
2. Relettering of former Appendix L to new Appendix K filed 10-26-98; operative 10-26-98 pursuant to Public Resources Code section 21087 (Register 98, No. 44).

**Chapter 4. Resources Agency-Conflict of Interest Code**

**SOTE:** It having been found, pursuant to Government Code Section 11409(a), that the printing of the regulations constituting the Conflict of Interest Code is impractical and these regulations being of limited and particular application, these regulations are not published in full in the

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

Resolution No: 00-4-2  
On the Motion of Director: \_\_\_\_\_  
Duly Seconded by Director: \_\_\_\_\_  
The Following Resolution is Adopted:

**RESOLUTION OF APPRECIATION FOR THE SERVICES OF BART CAVALLARO AS  
A MEMBER OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD  
OF DIRECTORS**

**WHEREAS**, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County; and

**WHEREAS**, the City of Scotts Valley, requiring strong representation, appointed Bart Cavallaro as a member of the Board of Directors of the Santa Cruz Metropolitan Transit District; and

**WHEREAS**, Bart Cavallaro served as a member of the Board of Directors from 1981 through 2000; and

**WHEREAS**, Bart Cavallaro provided the Santa Cruz Metropolitan Transit District with strong leadership and insightful guidance during his terms of office; and

**WHEREAS**, Bart Cavallaro served the Santa Cruz Metropolitan Transit District in the position of Chair in 1984, 1991 and 1992; and

**WHEREAS**, Bart Cavallaro was a guiding force for the Santa Cruz Metropolitan Transit District in the development of the Scotts Valley Transit Center; and

**WHEREAS**, during the time that Bart Cavallaro served on the Board of Directors, the Transit District expanded service, developed facilities, played a critical role in the recovery efforts from the 1989 Loma Prieta Earthquake, purchased new buses, developed new consolidated operating facility project, increased ridership and acquired funding for major capital and service improvements; and

**WHEREAS**, the quality of public transit service in Santa Cruz County was improved dramatically as a result of the dedication, commitment and efforts of Bart Cavallaro.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Bart Cavallaro for his efforts in the advancement of Public Transportation Service in Santa Cruz County and expresses appreciation on behalf of itself, the staff and all of the citizens of Santa Cruz County.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be sent to Bart Cavallaro and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

**PASSED AND ADOPTED** this 21st day of April 2000.

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

JAN BEAUTZ  
Chairperson

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Manager of Finance  
**SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

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

## III. DISCUSSION

The estimated current market value of all items recommended for disposal is zero. Only one item has remaining book value: a time clock with a net book value of \$39.06.

Upon the Board's declaration of the items as excess, they will be transferred to the Facilities Maintenance Department and disposed of through an organization such as Ecology Action or through a County disposal/recycling center if not accepted by Ecology Action.

## IV. FINANCIAL CONSIDERATIONS

The current net book value of the entire list of items is \$39.06. Upon disposal that amount will be recorded as a loss.

## V. ATTACHMENTS

**Attachment A:** List of Assets Designated for Disposal as of April 21, 2000.



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
Assets Designated For Disposal As Of April 21, 2000

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK V A L U E	MARKET V A L U E	R E A S O N F O R DISPOSAL
00156.00A	Typewriter	01/24/80	\$790.48	\$0.00	\$0.00	OBSOLETE
00218.00A	Chair	11/30/84	\$167.70	\$0.00	\$0.00	OBSOLETE
00248.00A	Typing Table	09/15/81	\$75.00	\$0.00	\$0.00	OBSOLETE
00529.00A	Drill	03/26/86	\$120.00	\$0.00	\$0.00	UNREPAIRABLE
00531 .00A	Scroll Saw	-----	\$0.00	\$0.00	\$0.00	UNREPAIRABLE
00533.00A	Sander	-----	\$0.00	\$0.00	\$0.00	UNREPAIRABLE
00546.00A	Skill Saw	-- ----	\$0.00	\$0.00	\$0.00	UNREPAIRABLE
00599.00A	Chain Saw	08/24/81	\$379.00	\$0.00	\$0.00	UNREPAIRABLE
00606.00A	Sander	03/17/82	\$126.00	\$0.00	\$0.00	UNREPAIRABLE
00657.00A/C	Chair	12/13/79	\$74.02	\$0.00	\$0.00	OBSOLETE
00694.00A	Radio Pack Charger	09/28/82	\$471.67	\$0.00	\$0.00	BROKEN
00779.00A	File Cabinet	08/02/83	\$179.99	\$0.00	\$0.00	BROKEN
00788.00A/D	Time Clock	02/22/85	\$663.49	\$0.00	\$0.00	OBSOLETE
00852.00A	Dictaphone	06/24/83	\$255.55	\$0.00	\$0.00	BROKEN
00941 .00A	Alert Monitor	08/11/83	\$410.95	\$0.00	\$0.00	OBSOLETE
00942.00A	Hand Held Radio	08/10/83	\$484.51	\$0.00	\$0.00	BROKEN
01117.00A	Partition	06/06/84	\$268.47	\$0.00	\$0.00	OBSOLETE
01245.00A	File Cabinet	06/15/85	\$50.03	\$0.00	\$0.00	OBSOLETE
01290.00A	Drill	10/26/84	\$119.00	\$0.00	\$0.00	UNREPAIRABLE
01819.00A	Chair <b>Wd/Arms</b> Brown	09/16/85	<b>\$86.62</b>	\$0.00	\$0.00	OBSOLETE
01972.00A	Drafting Table	01/27/87	\$119.94	\$0.00	\$0.00	OBSOLETE
02005.00A	Partition	05/09/86	\$94.73	\$0.00	\$0.00	OBSOLETE
0211 0.00A	Time Clock	11/17/86	\$319.50	\$39.06	\$0.00	OBSOLETE
02179.00A	Battery Charger	07/01/87	\$312.49	\$0.00	\$0.00	OBSOLETE
02195.00A	Chair W/Arm Gray	09/07/87	\$110.02	\$0.00	\$0.00	OBSOLETE
02302.00A	Hand Held Radio	08/15/88	<b>\$0.00</b>	\$0.00	\$0.00	BROKEN
02303.00A	Radio Pack Charger	08/15/88	\$0.00	\$0.00	\$0.00	BROKEN
02361 .00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02362.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02363.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02364.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02365.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02366.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	OBSOLETE
02367.00A	Partition 5x8 Gray	02/15/89	<b>\$362.92</b>	\$0.00	\$0.00	OBSOLETE
02368.00A	Partition 5x8 Gray	02/15/89	\$362.92	\$0.00	\$0.00	BROKEN
02406.00A	Calculator	07/28/89	\$102.24	\$0.00	\$0.00	BROKEN
02489.00A	Mobile Telephone	02/21/91	\$425.93	\$0.00	\$0.00	OBSOLETE
02490.00A	Mobile Phone	02/21/91	\$425.93	\$0.00	\$0.00	OBSOLETE
02563.00A	Camera	05/12/87	\$65.00	\$0.00	\$0.00	BROKEN
02643.00A	Answering Machine	11/08/90	\$95.01	\$0.00	\$0.00	BROKEN
02649.00A	Answering Machine	03/08/90	\$121.16	\$0.00	\$0.00	BROKEN
02660.00A	Answering Machine	08/27/96	\$129.82	\$0.00	\$0.00	BROKEN
02701 .00A	Answering Machine	12/02/93	\$113.61	\$0.00	\$0.00	BROKEN
02731 .00A	Radio Call Check	-----	\$0.00	\$0.00	\$0.00	OBSOLETE
02759.00A	Answering Machine	01/05/97	\$108.24	\$0.00	\$0.00	BROKEN
02960.00A	Hand Held Radio	-----	\$0.00	\$0.00	\$0.00	BROKEN
02964.00A	Hand Held Radio	-----	\$0.00	\$0.00	\$0.00	BROKEN
02965.00A	Rapid Charger	-----	\$0.00	\$0.00	\$0.00	BROKEN
03081 .00A	Mobile Phone	02/21/91	\$425.93	\$0.00	\$0.00	OBSOLETE
03225.00A	Calculator	12/01/94	\$92.01	\$0.00	\$0.00	BROKEN
03305.00A	Calculator	10/09/95	\$125.84	\$0.00	\$0.00	BROKEN
03387.00A	Hepa Air Filter	01/10/97	\$108.24	\$0.00	\$0.00	UNREPAIRABLE
TOTALS			<b>\$10,921.48</b>	<b>\$39.06</b>	<b>\$0.00</b>	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER SANTA CRUZ BEACH SHUTTLE PROGRAM**

## I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors authorize staff to to prepare to operate the Santa Cruz Beach Shuttle and to continue to seek other funding to make up the deficit.

## II. SUMMARY OF ISSUES

- Last year a patchwork of funding arrangements were put together to restart the operation of the Santa Cruz Beach Shuttle.
- The Beach Shuttle was a big operational success after not having run for years.
- Staff contacted funding partners from the previous year to determine participation for this year.
- Current commitments are not adequate to provide the service at the same percentages as was provided last year.

## III. DISCUSSION

Last year the Board authorized the operation of the Santa Cruz Beach Shuttle. It had not operated for a few years and there was interest in its reestablishment as a result of road reconstruction efforts during the summer. The UTU approached the Board at a late date and staff was able to secure operation of the service through a patchwork of funding arrangements.

Attachment A shows the projected cost for this year of \$35,900, with the recommended share for each of the funding partners from last year. These numbers were arrived at using the same ratios of support that were received last year. Staff has contacted all of the parties involved in the shuttle last year and attachment A also shows the commitments received as of the writing of this staff report. Since full funding of the program has not been met, staff is returning to the Board for direction. The Santa Cruz County Transportation Commission has indicated verbally that they will not be funding the Shuttle Program this year.

The Beach Shuttle will operate the same hours as last year, but with the addition of several trips so that it can operate every 15 minutes. Unfortunately, staff has been informed that the City has eliminated the Shuttle lane on Beach Street in order to provide contraflow bike lanes. This will have the effect of adding considerably to the running time for the vehicles, and will result in the

buses being stuck in the same traffic as the cars. The Shuttle is also losing the bus stop in front of Ideal Fish due to the bike lanes.

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

The current funding deficit is \$6,455. The District share of the program is \$8,257.

#### **V. ATTACHMENTS**

**Attachment A:** Financial Arrangements from Last Year

**SANTA CRUZ BEACH SHUTTLE**

	<b>Last Year</b>	<b>%</b>	<b>This Year</b>	<b>Committed</b>
Cost of Program	\$ 28,000		\$35,900	\$ 35,900
<i>Funds available</i>				\$ 29,445
City of Santa Cruz	\$ 16,000	57%	\$20,463	\$ 20,463
SCCRTC	\$ 5,000	18%	\$ 6,462	-0-
Boardwalk	\$ 495	2%	718	725
SCMTD	\$ 6,505	23%	\$ 8,257	\$ 8,257
<i>Funds Required</i>				\$ 6,455

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**DATE:** April 21, 2000  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER APPOINTMENT OF SHERYL AINSWORTH TO SCCRTC**

## **I. RECOMMENDED ACTION**

It is recommended that the Board of Directors appoint Sheryl Ainsworth to the Santa Cruz County Regional Transportation Commission (SCCRTC) representing the Transit Board.

## **II. SUMMARY OF ISSUES**

- The Santa Cruz Metropolitan Transit District has three seats on the Board of the Santa Cruz County Regional Transportation Commission.
- The three appointments this year are Boardmembers Katherine Beiers, Bruce Gabriel, and Bart Cavallaro.
- Boardmember Bart Cavallaro has resigned from the Scotts Valley City Council and is no longer eligible to serve on the Transit Board.
- Scotts Valley has appointed Sheryl Ainsworth to replace Bart Cavallaro on the Board.
- It is recommended that the Board consider appointing Sheryl Ainsworth to the SCCRTC for the remainder of Bart Cavallaro's term.

## **III. DISCUSSION**

Each year the Board of Directors appoints three members to the Board of the Santa Cruz County Regional Transportation Commission. The Board has chosen to appoint as one of the members the City that has rotated off the SCCRTC. This year that City is Scotts Valley.

Boardmember Bart Cavallaro was the District's appointee to the SCCRTC. He has since resigned from the Scotts Valley City Council, and is ineligible to serve on the SCMTD Board. The City of Scotts Valley has appointed Sheryl Ainsworth to the SCMTD Board. It is recommended that the Board appoint Sheryl Ainsworth to the SCCRTC as one of its three appointments for the remainder of Bart Cavallaro's term.

## **IV. FINANCIAL CONSIDERATIONS**

There are no financial impacts from this action.

**V. ATTACHMENTS**

**Attachment A:** NONE

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDER APPROVAL OF HIGHWAY 17 STUDY FINAL REPORT AND PUBLIC PRESENTATION**

## I. RECOMMENDED ACTION

**Receive consultant presentation and accept the *Highway 17 Transportation Improvement Study final report.***

## II. SUMMARY OF ISSUES

- In November, 1995 the Monterey Bay Unified Air Pollution Control District (MBUAPCD) awarded METRO a \$30,000 grant in the AB 2766 Emissions Reduction Program to complete a *Highway 17 Transportation Improvement Study*.
- In December, 1997, METRO transferred administration of the grant and the *Highway 17 Transportation Improvement Study* to the Santa Cruz County Regional Transportation Commission (SCCRTC).
- The consultant team headed by CCS Planning and Engineering completed the *Highway 17 Transportation Improvement Study* in March, 2000.
- As a final task, the consultants will make a presentation of the study findings. Accepting the final report will complete the *Highway 17 Transportation Improvement Study*.

## III. DISCUSSION

In November, 1995, the MBUAPCD approved a grant for \$30,000 in the AB2766 Program to complete a \$50,000 consultant study, *Highway 17 Transportation Improvement Study*. The Valley Transit Authority (VTA), the public transit operator in San Jose, agreed to fund half of the \$20,000 local match. VTA and METRO would each pay \$10,000 for the consultant study upon approval of the final report. The purpose of the study is to identify Highway 17 highway and transit conditions and recommend actions to improve traffic flow and transit ridership between Santa Cruz and San Jose.

Due to METRO staff shortages in 1997, METRO requested that SCCRTC administer the project. In December, 1997, the METRO transferred grant and administrative responsibilities to the SCCRTC. In February, 1998, the SCCRTC initiated a consultant

selection process which resulted in a contract with CCS Planning and Engineering, Inc. to lead a consultant team to complete the *Highway 17 Transportation Improvement Study*.

The consultant team completed the *Highway 17 Transportation Improvement Action Plan* in March, 2000. As a final task for the project's contract, the consultant team will present the report to the SCMTD Board of Directors for acceptance. Upon accepting *the Final Report*, the *Highway 17 Transportation Improvement Study* will be complete.

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

The financial impact to the District will be \$10,000. Upon accepting the final report, the SCCRTC will invoice SCMTD for half of the \$20,000 local match to the \$30,000 AB2766 grant. The VTA will contribute the remaining \$10,000.

#### **V. ATTACHMENTS**

**Attachment A:**        *Highway 17 Transportation Improvement Study Final Report*  
**PROVIDED TO BOARD MEMBERS ONLY**



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# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** March 21, 2000

**TO:** Board of Directors

**FROM:** Mark Dorfman, Assistant General Manager

**SUBJECT: CONSIDER A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR CNG FACILITIES**

## I. RECOMMENDED ACTION

**Adopt a resolution authorizing staff to submit an application for \$200,000 to the Air District for CNG facilities.**

## II. SUMMARY OF ISSUES

- The Air District is soliciting grant applications for the FY2000-2001 AB 2766 Motor Vehicle Emission Reduction Grant Program.
- At the March 10 meeting, the SCMTD Board of Directors adopted Compressed Natural Gas as the fuel for future bus orders.
- By applying for AB 2766 funds, the District may obtain financial assistance up to the maximum amount of \$200,000 for the construction of CNG fueling facilities.
- FY 2000-2001 AB 2766 applications are due to the Air District May 31, 2000

## III. DISCUSSION

Since 1991, the Monterey Bay Unified Air Pollution Control District (Air District) has solicited applications annually for the AB 2766 Motor Vehicle Emissions Reduction Program. This program is funded from approximately \$2 million collected by the California Department of Motor Vehicles from the \$4.00 annual vehicle registration fee in the Monterey Bay region.

In order to comply with more stringent air quality standards adopted by the California Air Resources Board, the SCMTD Board of Directors adopted Compressed Natural Gas as the alternative fuel to be used for future bus acquisitions. Furthermore, the Board of Directors authorized staff to amend existing bus replacement grants to specify CNG fuel. Currently, Santa Cruz County does not have a CNG fueling facility capable of refueling METRO's fleet overnight. The MetroBase design criteria specify CNG fueling facilities for a fleet of up to 200 buses.

An application for \$200,000 in AB 2766 funds may provide financial assistance for construction of CNG fueling facilities at MetroBase. Since a funding shortfall exists for

MetroBase, these funds would reduce the amount of funding which must be provided from other sources.

In order to be considered in this year's AB 2766 program, grant applications must be submitted to the Air District by May 31, 2000. The Air District staff will rank all applications based upon each project's contribution to air quality improvement, and the Air District Board will select projects to be funded at its August, 2000 meeting.

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

A grant award from the Air District from this application would provide up to \$200,000 for constructing CNG fuel facilities at MetroBase.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing the Filing of a grant application to the Monterey Bay Unified Air Pollution Control District.

Resolution No. \_\_\_\_\_

On the Motion of Director: \_\_\_\_\_

Duly Seconded by Director: \_\_\_\_\_

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
AUTHORIZING AN APPLICATION TO THE  
MONTEREY BAY UNIFIED AIR POLLUTION CONTROL DISTRICT  
FOR  
COMPRESSED NATURAL GAS FACILITIES**

**WHEREAS**, Assembly Bill 2766 authorizes air pollution control districts to impose a motor vehicle registration surcharge fee to be used to reduce air pollution from motor vehicles to implement the California Clean Air Act of 1988; and

**WHEREAS**, the Monterey Bay Unified Air Pollution Control District (Air District) is responsible for the administration of the surcharge fee collected on vehicles registered in Monterey, Santa Cruz and San Benito Counties; and

**WHEREAS**, the Air District has set aside the funding of the FY 2000-2001 AB 2766 Motor Vehicle Emission Reduction Program and is authorized to make grants from this set-aside; and

**WHEREAS**, it is in the interest of the Santa Cruz Metropolitan Transit District to submit an application in the maximum amount of \$200,000 to the Air District to construct Compressed Natural Gas fueling facilities at the MetroBase facility to support the public transit fleet

**NOW, THEREFORE, BE IT RESOLVED**, that the Secretary/General Manager is authorized to submit an application and execute a grant agreement with the Monterey Bay Unified Air Pollution Control District on behalf of the Santa Cruz Metropolitan Transit District for construction of Compressed Natural Gas fueling infrastructure at District facilities.

**PASSED AND ADOPTED** this 21st day of April 2000, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_

JAN BEAUTZ  
Chairperson

**ATTEST** \_\_\_\_\_

LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

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

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 1999  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: AUTHORIZATION TO DONATE RIDES FOR SUMMER LIBRARY PROGRAM**

## I. RECOMMENDED ACTION

**The purpose of this communication is to request authorization for the General Manager to work with the Santa Cruz Public Libraries to donate rides for the 2000 Summer Reading Adventure.**

## II. SUMMARY OF ISSUES

- Santa Cruz Public Libraries operate a summer reading program for young people.
- On Sunday, July 30<sup>th</sup>, at the end of the program, they have a Summer Festival of the Book at Harvey West Park for those who complete the program.
- The library has requested Day Passes for those who complete the program to get to Harvey West Park on Sunday, July 30<sup>th</sup>.

## III. DISCUSSION

The Santa Cruz Public Libraries operate a summer reading program. This program is to encourage young people to read and participate in storytelling, book arts, and natural history programs at the various branches of the library. On July 30<sup>th</sup>, the program concludes with a Summer Festival of the Book at Harvey West Park in Santa Cruz.

The library has requested Day Passes for those in the program that complete the activity. It is recommended that the District participate. The District has participated in the program for the last two years.

## IV. FINANCIAL CONSIDERATIONS

It is not known how many of the passes will be utilized, but since these will be riders that would not have used the bus, the impact on Fare Revenue will be minimal.

## V. ATTACHMENTS

**Attachment A:** Letter from Library



SANTA CRUZ • PUBLIC  
LIBRARIES  
A City County System

April 11, 2000

Mark Dorfman, Assistant General Manager  
Santa Cruz Metropolitan Transit District  
Encinal Street  
Santa Cruz, CA 95060

Dear Mr. Dorfman,

The Santa Cruz City-County Library Youth Services will be having our annual "Festival of the Book" at Harvey West Park. We would again like to ask the members of the Transit District Board if they would be willing to donate free bus passes for the children who have completed their summer reading program goals. This pass would be used by the children to take the buses to the book festival on Sunday, July 30th. I recall that we received around 1500 passes last year, which would be sufficient for this year as well.

In the past, the bus passes greatly contributed to the success of our reading program and the book fair. Our patrons have enjoyed the bus passes for the last two summers. For many of them it is their first experience on a city bus. The library system greatly appreciates this donation and will be sure to include mention of it in our summer reading program literature.

Thank you very much for your time and generosity.

A handwritten signature in black ink, appearing to read "L. Suhd".

Lauren Suhd

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 21, 2000

**TO:** Board of Directors

**FROM:** David J. Konno, Manager of Facilities Maintenance

**SUBJECT: CONSIDERATION FOR AWARD OF BID FOR BUS STOP BICYCLE SECUREMENT EQUIPMENT FUNDED BY MONTEREY BAY UNIFIED AIR POLLUTION CONTROL BOARD**

## I. RECOMMENDED ACTION

**Staff is recommending that the Board of Directors authorize the General Manager to execute the following contract on behalf of the District: 99-15 Bus Stop Bicycle Securement Equipment with Hannan Specialties**

## II. SUMMARY OF ISSUES

- During the past months the Purchasing Office received bids for the services outlined above.
- It is requested that the Board approve these awards and authorize the General Manager to execute the necessary contracts to procure these services.

## III. DISCUSSION

Project consists of improving 35 bus stops by installing a combination bench/bicycle securement equipment. Each bus stop will be able to secure up to four bicycles. Project is funded by the Monterey Bay Unified Air Pollution Control Board (MBUAPCB). Bids were first released in February 2000 and sent to seven (7) manufacturers. The District received two (2) bids. Bid amount is contained within the budget.

## IV. FINANCIAL CONSIDERATIONS

This \$20,000 project is completely funded by the MBUAPCB

## V. ATTACHMENTS

**Attachment A:** Bid Results



**BID RESULTS – 4/5/00**  
**99-15 Combination Bike/Bench Racks**

Item Description	Qty	Hannan Specialties, Inc.	Madrax, Inc.
Combination Bench and Bicycle Racks (Recycled Plastic, Black Frame)	20	\$ 11,102.40	\$ 11,372.40
Additional Combination Bench and Bicycle Racks	15	\$ 6,661.44	\$ 7,395.00
<b>TOTAL</b>		<b>\$ 17,763.84</b>	<b>\$ 18,767.40</b>

A total of 7 Bids went out on February 2, 2000.

We received 2 Bids on March 3, 2000.

Hannan Specialties, Inc. – Carmichael, CA  
Madrax, Inc. – Middletown, WI

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** April 7, 2000  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT: CONSIDERATION OF CONTRACT FOR FURNISHING OF UNIFORMS,  
FLAT GOODS AND LAUNDRY SERVICES**

## I. RECOMMENDED ACTION

**District staff is recommending that the Board authorize the General Manager to enter into a contract with Mission Linen Supply for Furnishing of Uniforms, Flat Goods and Laundry Services.**

## II. SUMMARY OF ISSUES

- The District's contract for Uniforms and Laundry services expires April 17, 2000.
- The District sent out an Invitation for Bids, 99-19, and received responses from four firms to provide Laundry Services.

## III. DISCUSSION

The District entered a contract for Uniform and Laundry Services April 17, 1995. This was a two (2) year contract, with three (3) one (1) year extensions. The Board authorized the three extensions, and the current contract expires April 17, 2000.

On March 6, 2000, an Invitation for Bid, 99-19, was mailed out to several vendors and legally advertised. Bids were received from four (4) responsive bidders. They are: Cintas Corporation, L and N Uniform, Mission Linen Supply, and Prudential Overall Supply. Mission Linen Supply was the lowest bidder. See attached bid tabulation.

## IV. FINANCIAL CONSIDERATIONS

The lowest bid total, from Mission Linen Supply, was \$24,361.22, based on the unit prices listed in IFB 99-19. Funds are allocated in the respective department budgets to pay for these services.

## V. ATTACHMENTS

Attachment A: Summary of bids, IFB 99-19

**ATTACHMENT A**

**Summary of Bids IFB 99-19**

**Group I Fleet Maintenance and Facilities Uniforms Bid Subtotals**

Mission Linen and Uniform	\$ 8,660.60
L and N Uniform	\$ 11,325.60
Prudential Overall Supply	\$ 12,802.40
Cintas Corporation	\$ 9,547.20

**Group II Fleet Maintenance Towels, Dust Mops and Floor Mats**

Mission Linen and Uniform	\$ 11,657.10
L and N Uniform	\$ 12,901.20
Prudential Overall Supply	\$ 14,574.04
Cintas Corporation	\$ 21,486.92

**Group III Facilities Maintenance Towels, Dust Mops, Vacuum Bags and Floor Mats**

Mission Linen and Uniform	\$ 4,043.52
L and N Uniform	\$ 3,562.00
Prudential Overall Supply	\$ 3,861.00
Cintas Corporation	\$ 4,069.00

**Bid Totals**

Mission Linen and Uniform, Salinas, California	<b>\$ 24,361.22</b>
L and N Uniform, San Jose, California	\$ 27,788.80
Prudential Overall Supply, Milpitas, California	\$ 31,237.44
Cintas Corporation, Gilroy, California	\$ 35,103.12