



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
FEBRUARY 24, 2017 – 8:30 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

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

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

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

BOARD ROSTER

| | |
|-----------------------------------|---------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Cynthia Chase | City of Santa Cruz |
| Director Jimmy Dutra | City of Watsonville |
| Vacant Director | County of Santa Cruz |
| Director Norm Hagen | County of Santa Cruz |
| Director John Leopold | County of Santa Cruz |
| Director Donna Lind | City of Scotts Valley |
| Director Cynthia Mathews | City of Santa Cruz |
| Director Bruce McPherson | County of Santa Cruz |
| Director Oscar Rios | City of Watsonville |
| Director Mike Rotkin | County of Santa Cruz |
| Ex-Officio Director Donna Blitzer | UC Santa Cruz |
| Ex-Officio Director Liber McKee | Cabrillo College |
| Alex Clifford | METRO CEO/General Manager |
| Julie Sherman | METRO General Counsel |

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN

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

AMERICANS WITH DISABILITIES ACT

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

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ELECT NEW CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS

4 ELECT DIRECTORS TO FILL VACANT POSITIONS ON VARIOUS BOARD STANDING COMMITTEES, ELECT DIRECTORS TO FILL VACANT POSITIONS ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) AND ELECT REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

5 ANNOUNCEMENTS

5-1 Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.

5-2 Today's meeting is being broadcast by Community Television of Santa Cruz County.

5-3 Today's City of Watsonville technician is Suryel Vasquez.

6 BOARD OF DIRECTORS COMMENTS

SECTION II: RECESS TO SANTA CRUZ CIVIC IMPROVEMENT COMMITTEE (SCCIC)

9:00AM OR AS SOON THEREAFTER AS POSSIBLE

SECTION III: RECONVENE TO METRO BOARD OF DIRECTORS MEETING

OPEN SESSION

7 COMMUNICATIONS TO THE BOARD OF DIRECTORS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 611-2-1, speakers appearing at a Board meeting

shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

8 WRITTEN COMMUNICATIONS FROM MAC (if applicable)

9 LABOR ORGANIZATION COMMUNICATIONS

10 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

11-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS

[Alex Clifford, CEO/General Manager](#)

11-02 ACCEPT AND FILE: PRELIMINARY CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2016

[Angela Aitken, Finance Manager](#)

11-03 ACCEPT AND FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF NOVEMBER 30, 2016

[Angela Aitken, Finance Manager](#)

11-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF JANUARY 27, 2017

[Alex Clifford, CEO/General Manager](#)

11-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO ADVISORY COMMITTEE MEETING OF NOVEMBER 2016

[Alex Clifford, CEO/General Manager](#)

11-06 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2016

[April Warnock, Paratransit Superintendent](#)

11-07 ACCEPT AND FILE: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY17

[Barrow Emerson, Planning and Development Manager](#)

11-08 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR OCTOBER TO DECEMBER 2016

[Thomas Hiltner, Grants/Legislative Analyst](#)

11-09 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM

[Thomas Hiltner, Grants/Legislative Analyst](#)

- 11-10 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY17 REVISED CAPITAL BUDGET**
Angela Aitken, Finance Manager
- 11-11 APPROVE: CONSIDERATION OF DECLARING THREE (3) 2003 FORD E350 CNG VANS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Angela Aitken, Finance Manager
- 11-12 ACCEPT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**
Angela Aitken, DBE Liaison Officer, Finance Manager
- 11-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO EARTHWORKS PAVING CONTRACTORS, INC. FOR EARTHWORK AND GRADING AT 135 DUBOIS STREET, SANTA CRUZ, CA 95060 NOT TO EXCEED \$33,600**
Al Pierce, Maintenance Manager
- 11-14 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8TH AMENDMENT EXTENDING THE CONTRACT FOR 10 MONTHS WITH HILL INTERNATIONAL INC. FOR PROJECT MANAGEMENT CONSULTANT SERVICES**
Alex Clifford, CEO/General Manager
- 11-15 APPROVE: CONSIDER A REVISED POSITION DESCRIPTION FOR THE SYSTEMS ADMINISTRATOR/SENIOR SYSTEMS ADMINISTRATOR POSITION, WITH NO PROPOSED SALARY SCHEDULE ADJUSTMENT**
Angela Aitken, Interim Human Resources Manager and Finance Manager
- 11-16 APPROVE: REAUTHORIZE THE PURCHASING AGENT POSITION**
Angela Aitken, Interim Human Resources Manager and Finance Manager

REGULAR AGENDA

- 12 CONSIDER A RESOLUTION SUPPORTING STATE ASSEMBLY BILL 1 AND SENATE ASSEMBLY BILL 1 TO INCREASE PUBLIC TRANSIT FUNDING IN CALIFORNIA**
Thomas Hiltner, Grants/Legislative Analyst
- 13 ACCEPT: CONSIDER MOVING A DISCUSSION OF THE FY18/19 BUDGET PLANNING PROCESS TO THE BOARD FINANCE, BUDGET & AUDIT COMMITTEE**
Angela Aitken, Finance Manager
- 14 AUTHORIZE ACTIONS RELATIVE TO THE AWARD OF CONTRACT 17-03 FOR COURIER SERVICES**
Ciro Aguirre, COO

A. Consideration of proposal protest submitted by Clutch Courier relative to METRO's intent to award the contract 17-03.

B. Pending outcome of proposal protest, possible action relative to METRO's intent to award the contract 17-03. Resolution 11-14 REJECT PROTEST AND AWARD OF A CONTRACT TO PEDX FOR COURIER SERVICES NOT TO EXCEED \$81,950

15 CEO ORAL REPORT

Alex Clifford, CEO/General Manager

16 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel

17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 24, 2017 AT 8:30AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Chair

18 RECESS TO CLOSED SESSION

SECTION VI: CLOSED SESSION

19 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code paragraph (4) of subdivision (d) of Section 54956.9 - one case.

20 CONFERENCE WITH LEGAL COUNSEL

Significant exposure to litigation pursuant to Government Code paragraph (2) of subdivision (d) of Section 54956.9 – one case

21 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager

Julie Sherman, General Counsel

Employee Organization: SEIU, Local 521

SECTION VII: RECONVENE TO OPEN SESSION

22 REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel

23 ADJOURNMENT

Chair

of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.



DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Approve Staff Recommendations for Claims for the Month of February 2017

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

METRO's Risk Department received three claims for the month of February, 2017 for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). See staff recommendations in paragraph VI.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

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

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

VI. DESCRIPTION OF CLAIMS

| Claimant | Claim # | Description | Recommended Action |
|----------------------|---------|---|--------------------|
| CSAA, Brown, Crystal | 17-0002 | Claimant alleges bus was trying to merge and hit her vehicle | Reject |
| Kelly, Larry | 17-0003 | Claimant was a passenger on bus hit by car, now alleges back problems | Reject |
| Wollman, Lee | 17-0004 | METRO van makes contact with her parked car | Reject |

Prepared by: Tom Szeszowicki, Safety Specialist

VII. APPROVAL:

Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF JANUARY 2017**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of January 2017.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of January 2017.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of January 2017 have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in January 2017 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

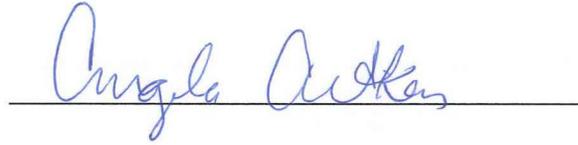
VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of January 2017

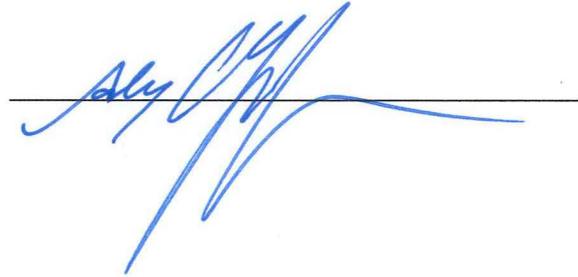
Prepared By: Holly Riley, Senior Accounting Technician

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 02/02/17 09:54

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

PAGE 1

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 51187 | 01/30/17 | B033 | -150.00 | CERVANTEZ, KARINA | | 62622 | BOD MEETING OCT 14 | -100.00 | **VOID |
| 51532 | 01/30/17 | B033 | -50.00 | CERVANTEZ, KARINA | | 62631 | BOD MEETING NOV 14 | -50.00 | **VOID |
| 53237 | 01/30/17 | B033 | -200.00 | CERVANTEZ, KARINA | | 63294 | DEC 14 BOARD MEETING | -50.00 | **VOID |
| 54255 | 01/30/17 | B033 | -100.00 | CERVANTEZ, KARINA | | 66505 | JUN 15 BOD MEETING | -200.00 | **VOID |
| 54699 | 01/30/17 | B033 | -50.00 | CERVANTEZ, KARINA | | 68468 | OCT 15 BOD MEETINGS | -100.00 | **VOID |
| 54788 | 01/30/17 | B033 | -100.00 | CERVANTEZ, KARINA | | 69092 | NOV15 BOARD MEETINGS | -50.00 | **VOID |
| 55112 | 01/30/17 | B033 | -50.00 | CERVANTEZ, KARINA | | 69325 | DEC15 BOARD MEETINGS | -100.00 | **VOID |
| 55340 | 01/30/17 | B033 | -100.00 | CERVANTEZ, KARINA | | 70022 | JAN16 BOARD MEETINGS | -50.00 | **VOID |
| 57997 | 01/09/17 | 382 | 264.00 | AIRTEC SERVICE INC. | | 70437 | FEB 16 BOD MEETINGS | -100.00 | **VOID |
| 57998 | 01/09/17 | 001348 | 4,646.33 | ATHENS INSURANCE SERVICE, INC. | | 75796 | HVAC RPR 1200B RIVER | 264.00 | |
| 57999 | 01/09/17 | 003248 | 218.25 | BAY ALARM COMPANY | | 75820 | JAN 17 TPA FEES | 4,646.33 | |
| 58000 | 01/09/17 | 478 | 399.00 | BEE CLENE INC | 0 | 75873 | 1/1-4/1 ALARM VERNON | 218.25 | |
| 58001 | 01/09/17 | 001356 | 4,435.54 | BRENCO OPERATING-TEXAS, LP | | 75874 | CARPET CLEANING | 399.00 | |
| 58002 | 01/09/17 | 616 | 3,150.00 | BROWN ARMSTRONG | | 75860 | INVENTORY ORDER | 4,435.54 | |
| 58003 | 01/09/17 | 914 | 604.65 | CALTRONICS BUSINESS SYSTEMS | | 75818 | FY16 AUDIT FINAL | 3,150.00 | |
| 58004 | 01/09/17 | 001324 | 5,250.00 | CAPITALEDGE ADVOCACY, INC. | | 75845 | OFFICE SUPPLIES | 604.65 | |
| 58005 | 01/09/17 | 001159 | 152.25 | CAITTO'S GRAPHICS, INC. | | 75847 | JAN 17 LEGISLATE SVC | 5,250.00 | |
| 58006 | 01/09/17 | 130 | 1,168.75 | CITY OF WATSONVILLE UTILITIES | | 75833 | ROUTE 35A DECALS | 152.25 | |
| | | | | | | 75877 | 12/12-12/19 WTC REST | 19.34 | |
| | | | | | | 75878 | 11/15-12/12 FIRE WTC | 50.73 | |
| | | | | | | 75879 | 12/21SOLID WASTE WTC | 802.72 | |
| | | | | | | 75880 | 11/21-12/19 WATER WT | 264.27 | |
| 58007 | 01/09/17 | 001124 | 36,839.06 | CLEAN ENERGY | | 75801 | LNG 11/28/16 | 31.69 | |
| | | | | | | 75802 | LNG 11/30/16 | 10,235.58 | |
| | | | | | | 75803 | LNG 12/02/16 | 7,433.16 | |
| | | | | | | 75804 | LNG 12/06/16 | 8,101.15 | |
| | | | | | | 75792 | FLOOR SQUEEGEE | 11,069.17 | |
| 58008 | 01/09/17 | 075 | 33.15 | COAST PAPER & SUPPLY INC. | | 75922 | RPR PIT SCISSOR LIFT | 33.15 | |
| 58009 | 01/09/17 | 003317 | 60.57 | DENCO CONTROLS INC | | 75835 | NOV 16 FINGERPRINT | 60.57 | |
| 58010 | 01/09/17 | 002567 | 192.00 | DEPARTMENT OF JUSTICE | | 75829 | RPR VEH #206 | 192.00 | |
| 58011 | 01/09/17 | 001329 | 609.90 | DOC AUTO LLC | | 75809 | SEPT16 DOT DRUG TEST | 609.90 | |
| 58012 | 01/09/17 | 916 | 420.00 | DOCTORS ON DUTY MEDICAL CLINIC | | 75896 | HCM SOFTWARE UPGRADE | 420.00 | |
| 58013 | 01/09/17 | 002953 | 87.50 | EPICOR SOFTWARE CORP | | 75828 | TEMP W/E 12/18/16 | 87.50 | |
| 58014 | 01/09/17 | 432 | 5,237.44 | EXPRESS SERVICES INC. | | 75808 | TEMP W/E 12/11/16 | 354.38 | |
| | | | | | | 75816 | TEMP W/E 12/11/16 | 248.06 | |
| | | | | | | 75834 | TEMP W/E 12/11/16 | 1,222.50 | |
| | | | | | | 75838 | TEMP W/E 12/11/16 | 2,212.50 | |
| | | | | | | 75842 | TEMP W/E 12/18/16 | 1,200.00 | |
| 58015 | 01/09/17 | 002952 | 8,313.66 | FLYERS ENERGY LLC | | 75810 | 12/1-12/15 FUEL | 2,012.31 | |
| | | | | | | 75855 | PROPANE | 29.41 | |
| | | | | | | 75856 | 12/1-12/15 FUEL PC | 6,271.94 | |
| 58016 | 01/09/17 | 001302 | 273.04 | GARDA CL WEST, INC. | | 75843 | JAN 17 SERVICES | 273.04 | |
| 58017 | 01/09/17 | 166 | 464.69 | HOSE SHOP, THE INC | | 75798 | NON INVENTORY ORDER | 56.83 | |
| | | | | | | 75811 | NON INVENTORY ORDER | 407.86 | |
| 58018 | 01/09/17 | 1117 | 251.00 | KELLEY'S SERVICE INC. | | 75867 | INVENTORY ORDER | 69.09 | |
| | | | | | | 75868 | TOOL ORDER | 15.62 | |

Attachment A

DATE 02/02/17 09:54

PAGE 2

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58019 | 01/09/17 | 001233 | 1,901.05 | KIMBALL MIDWEST | | 75869 | INVENTORY ORDER | 71.94 | |
| | | | | | | 75870 | RPR VEH #2401 PC | 54.35 | |
| | | | | | | 75871 | INVENTORY ORDER | 40.00 | |
| | | | | | | 75799 | NON INVENTORY ORDER | 68.90 | |
| | | | | | | 75800 | NON INVENTORY ORDER | 1,832.15 | |
| 58020 | 01/09/17 | 003271 | 432.00 | KJRB INC | | 75864 | TOWING VEH #9813 | 432.00 | |
| 58021 | 01/09/17 | 852 | 736.35 | LAW OFFICES OF MARIE F. SANG | 7 | 75823 | CL# 2010226708 | 181.50 | |
| | | | | | | 75824 | CL# 2004103558 | 554.85 | |
| 58022 | 01/09/17 | E993 | 183.00 | LEONARD, CHRISTOPHER | | 75836 | PRE EMPLOYMENT EXAM | 150.00 | |
| | | | | | | 75837 | DMV RETEST | 33.00 | |
| 58023 | 01/09/17 | 003059 | 156.85 | MAILFINANCE INC | | 75839 | 12/28-1/27 LEASE ADM | 156.85 | |
| 58024 | 01/09/17 | 003293 | 1,837.15 | MAKAI SOLUTIONS | | 75832 | RPR BAY #9 | 1,837.15 | |
| 58025 | 01/09/17 | 003115 | 6,272.94 | OFFICE TEAM | | 75815 | TEMP W/E 12/9/16 | 963.13 | |
| | | | | | | 75821 | TEMP W/E 12/16/16 | 1,966.04 | |
| | | | | | | 75822 | TEMP W/E 12/23/16 | 1,634.52 | |
| | | | | | | 75827 | TEMP W/E 12/09/16 | 1,709.25 | |
| 58026 | 01/09/17 | 009 | 14,462.58 | PACIFIC GAS & ELECTRIC | | 75891 | 11/23-12/22 1200B RI | 45.96 | |
| | | | | | | 75892 | 11/22-12/21 1200B RI | 2,086.51 | |
| | | | | | | 75893 | 11/22-12/21 GOLF | 7,482.02 | |
| | | | | | | 75894 | 11/23-12/22 VERNON | 4,848.09 | |
| 58027 | 01/09/17 | 043 | 895.68 | PALACE ART & OFFICE SUPPLY | | 75793 | OFFICE SUPPLIES | 230.95 | |
| | | | | | | 75840 | OFFICE SUPPLIES | 664.73 | |
| 58028 | 01/09/17 | 003307 | 241.15 | PEOPLE READY INC | | 75872 | TEMP W/E 12/4/16 | 241.15 | |
| 58029 | 01/09/17 | 050 | 146.48 | PITNEY BOWES INC. RENTAL PMT | | 75841 | 1/1-3/31 METER RENT | 146.48 | |
| 58030 | 01/09/17 | 107A | 254.19 | PROBUILD COMPANY LLC | | 75790 | RPR TILE WTC | 10.20 | |
| | | | | | | 75791 | RPR TILE WTC | 132.24 | |
| | | | | | | 75795 | RPR TILE WTC | 86.75 | |
| 58031 | 01/09/17 | R659 | 4,881.79 | RANKIN STOCK HEABERLIN | | 75831 | PAINT FUEL STATION | 25.00 | |
| | | | | | | 75897 | SC 03-15-10 | 2,497.00 | |
| | | | | | | 75898 | SC 03-15-10 | 1,038.00 | |
| | | | | | | 75899 | SC 03-15-10 | 1,346.79 | |
| 58032 | 01/09/17 | 536 | 73.72 | RIVERSIDE LIGHTING & ELECTRIC | | 75875 | LIGHTS | 73.72 | |
| 58033 | 01/09/17 | 001379 | 2,594.21 | SAFETY-KLEEN INC | | 75797 | HAZ WASTE | 2,594.21 | |
| 58034 | 01/09/17 | 002910 | 957.00 | SAGE SOFTWARE, INC. | | 75846 | 1/4-1/3/18 RENEWAL | 957.00 | |
| 58035 | 01/09/17 | 135 | 536.17 | SANTA CRUZ AUTO PARTS, INC. | | 75848 | RPR VEH #206 PC | 109.74 | |
| | | | | | | 75849 | INVENTORY ORDER | 284.92 | |
| | | | | | | 75850 | CREDIT | -0.78 | |
| 58036 | 01/09/17 | 002917 | 20,255.77 | SANTA CRUZ METRO TRANSIT W/C | | 75851 | RPR VEH #1125 PC | 63.56 | |
| | | | | | | 75852 | INVENTORY ORDER | 27.99 | |
| | | | | | | 75853 | INVENTORY ORDER | 37.17 | |
| | | | | | | 75854 | RPR VEH #501 | 13.57 | |
| 58037 | 01/09/17 | 079 | 8,514.43 | SANTA CRUZ MUNICIPAL UTILITIES | | 75817 | 12/1-12/15 W/C REPLE | 12,052.47 | |
| | | | | | | 75826 | 12/15-12/31 W/C REPL | 8,203.30 | |
| | | | | | | 75881 | 11/5-12/6 1200A RIVE | 88.76 | |
| | | | | | | 75882 | 11/5-12/6 1200B RIVE | 20.58 | |
| | | | | | | 75883 | 11/5-12/6 CED WALNUT | 952.95 | |

Attachment A

DATE 02/02/17 09:54

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

PAGE 3

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|----------------|------------|-------------------|--------------|-------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58038 | 01/09/17 | 167.59 122 | | SCMTD PETTY CASH - OPS | | 75884 | 11/5-12/6 GOLF IRRIG | 9.70 | |
| 58039 | 01/09/17 | 3,589.74 003292 | | SLINGSHOT CONNECTIONS LLP | | 75885 | 11/5-12/6 PACIFIC IR | 63.12 | |
| | | | | | | 75886 | 11/5-12/6 PACIFIC | 3,048.70 | |
| | | | | | | 75887 | 11/5-12/6 1200B RIVE | 2,628.69 | |
| | | | | | | 75888 | 11/5-12/6 GOLF CLUB | 1,244.99 | |
| | | | | | | 75889 | 11/5-12/6 VERNON | 446.24 | |
| | | | | | | 75890 | 11/5-12/6 VERNON IRR | 10.70 | |
| | | | | | | 75900 | REPLENISHMENT | 167.59 | |
| | | | | | | 75794 | TEMP W/E 12/11/16 | 1,018.71 | |
| | | | | | | 75830 | TEMP W/E 12/18/16 | 1,293.60 | |
| | | | | | | 75844 | TEMP W/E 12/25/16 | 1,277.43 | |
| 58040 | 01/09/17 | 1,500.64 003108 | | SOUND WAVES INSULTION INC | | 75814 | INVENTORY ORDER | 1,500.64 | |
| 58041 | 01/09/17 | 292.67 003268 | | TWO GO LLC DBA MONTEREY BAY | | 75812 | RPR VEH #1127 PC | 183.12 | |
| | | | | | | 75813 | RPR VEH #1125 PC | 109.55 | |
| 58042 | 01/09/17 | 274.78 003152 | | UNIFIRST CORPORATION | | 75865 | LAUNDRY SERVICE | 209.77 | |
| | | | | | | 75866 | CUSTODIAL SUPPLIES | 65.01 | |
| 58043 | 01/09/17 | 80.98 007 | | UNITED PARCEL SERVICE | | 75863 | FREIGHT | 80.98 | |
| 58044 | 01/09/17 | 2,100.56 002829 | | VALLEY POWER SYSTEMS, INC. | | 75805 | INVENTORY ORDER | 597.80 | |
| | | | | | | 75806 | INVENTORY ORDER | 7.35 | |
| | | | | | | 75807 | INVENTORY ORDER | 48.37 | |
| | | | | | | 75862 | INVENTORY ORDER | 1,447.04 | |
| 58045 | 01/09/17 | 75.00 001165 | | VU, THANH DR. MD | 7 | 75895 | DMV EXAM | 75.00 | |
| 58046 | 01/09/17 | 76.00 003290 | | WORKFORCEQA LLC | | 75819 | NOV 16 DOT DRUG TEST | 76.00 | |
| 58047 | 01/09/17 | 169.00 915 | | WORKIN.COM, INC. | | 75825 | JOB PLACEMENT AD | 169.00 | |
| 58048M01/12/17 | | 28,790.70 003302 | | RK & ASSOCIATES INC DBA ESCON | | 75956 | ADA RAMP MB OPS | 28,790.70 | VOIDED |
| 58048M01/12/17 | | -28,790.70 003302 | | ADA RAMP MB OPS | | 75956 | ADA RAMP MB OPS | -28,790.70 | **VOID |
| 58049M01/12/17 | | 28,790.70 003302 | | RK & ASSOCIATES INC DBA ESCON | | 75957 | ADA RAMP MB OPS | 28,790.70 | MANUAL |
| | | | | | | 75969 | TILE FLOOR WTC | 68.59 | |
| 58050 | 01/16/17 | 68.59 002069 | | A TOOL SHED, INC. | | 75997 | LOCKS ON DISPLAY CAB | 486.90 | |
| 58051 | 01/16/17 | 486.90 002941 | | AA SAFE & SECURITY CO | | 75857 | CREDIT | -8.16 | |
| 58052 | 01/16/17 | 1,273.36 003151 | | ABC BUS INC | | 75858 | CREDIT | -93.89 | |
| | | | | | | 75859 | CREDIT | -15.65 | |
| | | | | | | 75861 | INVENTORY ORDER | 15.65 | |
| | | | | | | 75926 | INVENTORY ORDER | 577.71 | |
| | | | | | | 75932 | INVENTORY ORDER | 305.37 | |
| | | | | | | 75933 | INVENTORY ORDER | 125.06 | |
| | | | | | | 75934 | INVENTORY ORDER | 8.16 | |
| | | | | | | 75935 | INVENTORY ORDER | 359.11 | |
| 58053 | 01/16/17 | 320.00 003089 | | ACTION AUTO GLASS DBA FOR | | 75974 | RPR VEH #1120PC | 320.00 | |
| 58054 | 01/16/17 | 198.00 382 | | AIRTEC SERVICE INC. | | 75992 | HVAC RPR SMC | 198.00 | |
| 58055 | 01/16/17 | 54.79 002828 | | ALLIED ELECTRONICS | | 75925 | TVM FAN COMPONENTS | 54.79 | |
| 58056 | 01/16/17 | 4,107.98 001D | | AT&T | | 75916 | 11/19-12/18 CEMENT | 164.13 | |
| | | | | | | 75917 | 11/19-12/18 SKY-OCEA | 279.77 | |

Attachment A

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58057 | 01/16/17 | | | | | 75945 | 11/19-12/18 CALNET3 | 3,506.33 | |
| 58058 | 01/16/17 | | 960.88 | AT&T MOBILITY | | 75996 | 11/19-12/18 ELEV OPS | 157.75 | |
| 58059 | 01/16/17 | | 26.01 | BATTERIES PLUS #314 | | 75922 | 11/24-12/23 WIFI BUS | 960.88 | |
| 58060 | 01/16/17 | | 3,677.00 | BATTERIES USA, INC. | | 75968 | BATTERIES | 26.01 | |
| 58061 | 01/16/17 | | 258.37 | CAIG LABORATORIES INC. | | 76005 | BATTERIES | 3,677.00 | |
| 58062 | 01/16/17 | | 948.66 | CAPITOL CLUTCH & BRAKE, INC. | | 75942 | INVENTORY ORDER | 258.37 | |
| 58063 | 01/16/17 | | 24.19 | CDW GOVERNMENT, INC. | | 75927 | BRAKE SUPPLIES | 948.66 | |
| 58064 | 01/16/17 | | 14,842.00 | CLEAN ENERGY | | 75948 | MONITOR WALL MOUNT | 24.19 | |
| 58065 | 01/16/17 | | 2,350.00 | COASTAL LANDSCAPING INC. DBA | | 75902 | DEC 16 MAINTENANCE | 14,842.00 | |
| 58066 | 01/16/17 | | 52.49 | COSTCO | | 75953 | TREE TRIM SMC ISLAND | 2,350.00 | |
| 58067 | 01/16/17 | | 627.56 | CREATIVE BUS SALES, INC. | | 75928 | ACCOMPLISH WORKSHOP | 52.49 | |
| | | | 3,138.11 | CUMMINS PACIFIC LLP | | 75924 | INVENTORY ORDER | 627.56 | |
| | | | | | | 75939 | RPR VEH #1304 | 1,396.80 | |
| | | | | | | 75947 | CREDIT | -70.69 | |
| 58068 | 01/16/17 | | 2,126.25 | DAY WIRELESS SYSTEMS | | 76004 | SOFTWARE RENEWAL | 1,812.00 | |
| 58069 | 01/16/17 | | 1,906.99 | DEANE INDUSTRIAL MACHINING | | 75999 | DEC 16 MAINTENANCE | 2,126.25 | |
| 58070 | 01/16/17 | | 2,632.02 | DIESEL MARINE ELECTRIC, INC. | | 76000 | RPR CYLINDER HEAD | 966.15 | |
| 58071 | 01/16/17 | | 8,574.23 | EAST BAY TIRE CO. | | 75937 | RPR VEH #2223 | 940.84 | |
| | | | | | | 76006 | INVENTORY ORDER | 2,632.02 | |
| | | | | | | 76007 | TIRES | 182.16 | |
| | | | | | | 76008 | TIRES | 493.29 | |
| | | | | | | 76009 | TIRES | 927.31 | |
| | | | | | | 76010 | TIRES | 1,018.92 | |
| | | | | | | 76011 | TIRES | 416.12 | |
| | | | | | | 76012 | TIRES | 1,275.14 | |
| | | | | | | 76013 | TIRES | 927.31 | |
| | | | | | | 76014 | TIRES | 965.64 | |
| | | | | | | 76015 | TIRES | 986.58 | |
| | | | | | | 76016 | TIRES | 482.82 | |
| | | | | | | 76017 | TIRES | 416.12 | |
| 58072 | 01/16/17 | | 329.07 | EXPRESS SERVICES INC. | | 76025 | TEMP W/E 11/6/16 | 482.82 | |
| 58073 | 01/16/17 | | 1,500.37 | FIS | | 75901 | NOV 16 MERCHANT FEES | 329.07 | |
| 58074 | 01/16/17 | | 57.36 | FRONTIER COMMUNICATIONS CORP | | 75914 | 12/13-1/12 SKY-OCEAN | 1,500.37 | |
| 58075 | 01/16/17 | | 2,240.91 | GRAINGER | | 75955 | INVENTORY ORDER | 57.36 | |
| | | | | | | 75960 | INVENTORY ORDER | 442.67 | |
| | | | | | | 75961 | MINI BLOWER | 1,094.05 | |
| | | | | | | 75966 | INVENTORY ORDER | 92.46 | |
| | | | | | | 75967 | INVENTORY ORDER | 531.53 | |
| | | | | | | 75986 | RPR VEH #2404PC | 80.20 | |
| | | | | | | 75987 | INVENTORY ORDER | 139.55 | |
| | | | | | | 75998 | INVENTORY ORDER | 14.14 | |
| | | | | | | 75943 | INVENTORY ORDER | 98.22 | |
| 58077 | 01/16/17 | | 924.22 | KEYSTON BROTHERS | | 75907 | JAN 17 EAP | 924.22 | |
| 58078 | 01/16/17 | | 668.25 | MANAGED HEALTH NETWORK | | 75915 | 11/26-12/25 TVM WIRE | 668.25 | |
| 58079 | 01/16/17 | | 1,099.98 | NEXTEL COMMUNICATIONS/SPRINT | | 75988 | RPR VEH #2404 PC | 109.98 | |
| 58080 | 01/16/17 | | 359.88 | NORTH BAY FORD LINC-MERCURY | | | | 128.41 | |

Attachment A

DATE 02/02/17 09:54

PAGE 5

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58081 | 01/16/17 | 379.18 003218 | | NVB EQUIPMENT, INC. | | 75990 | RPR VEH #1106 PC | 155.43 | |
| 58082 | 01/16/17 | 2,563.88 009 | | PACIFIC GAS & ELECTRIC | | 75923 | RPR VEH #1118 PC | 76.04 | |
| 58083 | 01/16/17 | 168.96 043 | | PALACE ART & OFFICE SUPPLY | | 75906 | TEAR DOWN CYLINDERS | 379.18 | |
| 58084 | 01/16/17 | 5,463.77 003307 | | PEOPLE READY INC | | 75970 | 11/29-12/27 PACIFIC | 2,563.88 | |
| | | | | | | 75918 | OFFICE SUPPLIES | 168.96 | |
| | | | | | | 75919 | TEMP W/E 12/4/16 | 1,295.32 | |
| | | | | | | 75920 | TEMP W/E 12/11/16 | 220.48 | |
| | | | | | | 75921 | TEMP W/E 12/18/16 | 220.48 | |
| | | | | | | 75922 | TEMP W/E 12/25/16 | 1,977.43 | |
| | | | | | | 75946 | TEMP W/E 12/11/16 | 1,750.06 | |
| 58085 | 01/16/17 | 75.50 481 | | PIED PIPER EXTERMINATORS, INC. | | 75993 | DEC 16 PEST WTC | 75.50 | |
| 58086 | 01/16/17 | 38,851.40 002939 | | PREFERRED BENEFIT | | 75909 | JAN 17 DENTAL | 38,851.40 | |
| 58087 | 01/16/17 | 629.66 882 | | PRINT SHOP SANTA CRUZ | 7 | 75971 | PROPERTY RECEIPTS | 629.66 | |
| 58088 | 01/16/17 | 52.83 107A | | PROBUILD COMPANY LLC | | 75903 | BUS STOP STICKERS | 52.83 | |
| 58089 | 01/16/17 | 158.04 003266 | | REFLECTIVE APPAREL FACTORY INC | | 75911 | RAIN SUITS | 79.00 | |
| | | | | | | 75912 | RAIN SUITS | 79.04 | |
| 58090 | 01/16/17 | 686.12 135 | | SANTA CRUZ AUTO PARTS, INC. | | 75975 | CREDIT | -4.08 | |
| | | | | | | 75976 | INVENTORY ORDER | 3.37 | |
| | | | | | | 75977 | INVENTORY ORDER | 90.38 | |
| | | | | | | 75978 | INVENTORY ORDER | 15.67 | |
| | | | | | | 75979 | INVENTORY ORDER | 90.38 | |
| | | | | | | 75980 | RPR VEH #501 | 153.74 | |
| | | | | | | 75981 | RPR VEH #504 | 53.16 | |
| | | | | | | 75982 | INVENTORY ORDER | 95.06 | |
| | | | | | | 75983 | RPR VEH #504 | 94.81 | |
| | | | | | | 76001 | CREDIT | -58.27 | |
| | | | | | | 76002 | CREDIT | -90.35 | |
| | | | | | | 76003 | RPR VEH #707 | 242.25 | |
| 58091 | 01/16/17 | 496.87 079 | | SANTA CRUZ MUNICIPAL UTILITIES | | 75952 | 11/10-12/12 PARACRUZ | 496.87 | |
| 58092 | 01/16/17 | 188.64 002459 | | SCOTT'S VALLEY WATER DISTRICT | | 75904 | 10/7-12/5 WATER SVT | 142.94 | |
| | | | | | | 75905 | 10/7-12/5 WATER SVT | 45.70 | |
| 58093 | 01/16/17 | 1,034.88 003292 | | SLINGSHOT CONNECTIONS LLP | | 75949 | TEMP W/E 1/1/17 | 1,034.88 | |
| 58094 | 01/16/17 | 182.88 001232 | | SPECIALIZED AUTO AND | | 75991 | RPR VEH #315 | 182.88 | |
| 58095 | 01/16/17 | 356.41 001976 | | SPORTWORKS NORTHWEST, INC. | | 75936 | INVENTORY ORDER | 356.41 | |
| 58096 | 01/16/17 | 151.29 002245 | | STAPLES CONTRACT & COMM INC | | 75954 | OFFICE SUPPLIES | 151.29 | |
| 58097 | 01/16/17 | 619.88 003242 | | THE JANEK CORPORATION | | 75940 | RPR FAREBOX | 619.88 | |
| 58098 | 01/16/17 | 1,052.41 003285 | | TRANSIT HOLDINGS INC | | 75929 | RPR VEH #2226 | 80.02 | |
| | | | | | | 75930 | REBUILD DIFFERENTIAL | 1,077.19 | |
| | | | | | | 75931 | INVENTORY ORDER | 141.08 | |
| | | | | | | 75938 | CREDIT | -245.88 | |
| 58099 | 01/16/17 | 1,814.49 002207 | | TY CUSTOM DESIGN | 0 | 75910 | BUS OPERATOR PATCHES | 1,548.29 | |
| 58100 | 01/16/17 | 7,564.67 057 | | U.S. BANK | | 75913 | SUPERVISOR BADGES | 266.20 | |
| 58101 | 01/16/17 | 76.84 003082 | | ULINE INC | | 75958 | *****-****-5056 | 2,548.32 | |
| 58102 | 01/16/17 | 463.60 003152 | | UNIFIRST CORPORATION | | 75959 | *****-****-1518 | 5,016.35 | |
| | | | | | | 75941 | INVENTORY ORDER | 76.84 | |
| | | | | | | 75950 | CUSTODIAL SUPPLIES | 6.99 | |

Attachment A

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|-------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58103 | 01/16/17 | 9,792.04 002829 | | VALLEY POWER SYSTEMS, INC. | | 75963 | LAUNDRY SERVICE | 14.64 | |
| | | | | | | 75964 | CUSTODIAL SUPPLIES | 39.42 | |
| | | | | | | 75965 | MATS | 6.48 | |
| | | | | | | 75984 | CUSTODIAL SUPPLIES | 65.01 | |
| | | | | | | 75985 | LAUNDRY SERVICE | 331.06 | |
| | | | | | | 76018 | RPR VEH #2227 | 2,866.11 | |
| | | | | | | 76019 | RPR VEH #2221 | 6.25 | |
| | | | | | | 76020 | RPR VEH #2227 | 339.40 | |
| | | | | | | 76021 | RPR VEH #2223 | 118.89 | |
| | | | | | | 76022 | INVENTORY ORDER | 57.86 | |
| | | | | | | 76023 | INVENTORY ORDER | 241.52 | |
| | | | | | | 76024 | INVENTORY ORDER | 6,162.01 | |
| 58104 | 01/16/17 | 950.25 434 | | VERIZON WIRELESS | | 75944 | 11/13-12/12 WIFI BUS | 950.25 | |
| 58105 | 01/16/17 | 10,378.52 001043 | | VISION SERVICE PLAN | 0 | 75908 | JAN 17 VISION | 10,378.52 | |
| 58106 | 01/16/17 | 375.00 001165 | | VU, THANH DR. MD | 7 | 75951 | DMV EXAM | 75.00 | |
| | | | | | | 76026 | DMV EXAM | 75.00 | |
| | | | | | | 76027 | DMV EXAM | 75.00 | |
| | | | | | | 76028 | DMV EXAM | 75.00 | |
| | | | | | | 76029 | DMV EXAM | 75.00 | |
| 58107 | 01/16/17 | 163.18 002291 | | WINCHESTER AUTO | | 75972 | CREDIT | -64.63 | |
| 58108 | 01/16/17 | 165.84 147 | | ZEE MEDICAL SERVICE CO. | | 75973 | INVENTORY ORDER | 227.81 | |
| 58109 | 01/23/17 | 198.00 382 | | AIRTEC SERVICE INC. | | 75994 | FIRST AID KIT 1200A | 52.20 | |
| 58110 | 01/23/17 | 30.58 002861 | | AMERICAN MESSAGING SVCS, LLC | | 75995 | FIRST AID KIT GOLF | 113.64 | |
| 58111 | 01/23/17 | 28.10 002928 | | ANDRES LANDSCAPING | 7 | 76100 | RPR HVAC 1200B RIVER | 198.00 | |
| 58112 | 01/23/17 | -28.10 002928 | | ANDRES LANDSCAPING | 7 | 76134 | JAN 17 PAGER | 30.58 | |
| 58113 | 01/23/17 | 5,696.26 001844 | | BRINKS INCORPORATED | | 76156 | INVENTORY ORDER | 28.10 | VOIDED |
| 58114 | 01/23/17 | 50.44 003319 | | CHIEF ENTERPRISES INC | | 76030 | DEC 16 1200B SERVICE | -28.10 | **VOID |
| 58115 | 01/23/17 | 4,769.47 001346 | | CITY OF SANTA CRUZ-FINANCE | | 76031 | DEC 16 1200B SERVICE | 1,614.41 | |
| 58116 | 01/23/17 | 40.67 130 | | CITY OF WATSONVILLE UTILITIES | | 76164 | INVENTORY ORDER | 50.44 | |
| | | 47,922.94 001124 | | CLEAN ENERGY | | 76055 | 3RD QTR PARK DEF FEE | 649.50 | |
| 58117 | 01/23/17 | 295.00 367 | | COMMUNITY TELEVISION OF | | 76056 | 3RD QTR PARK DEF FEE | 637.50 | |
| 58118 | 01/23/17 | 24,908.50 003116 | | CUMMINS PACIFIC LLP | | 76098 | COOP RETAIL MGMT | 3,482.47 | |
| 58119 | 01/23/17 | 174.18 002949 | | DEANE INDUSTRIAL MACHINING | | 76097 | 12/19-1/6 FINAL WTC | 40.67 | |
| 58120 | 01/23/17 | 64.00 002567 | | DEPARTMENT OF JUSTICE | | 76102 | LNG 12/08/16 | 9,620.05 | |
| | | | | | | 76103 | LNG 12/12/16 | 10,808.39 | |
| | | | | | | 76104 | LNG 12/14/16 | 9,003.56 | |
| | | | | | | 76105 | LNG 12/16/16 | 7,498.40 | |
| | | | | | | 76106 | LNG 12/20/16 | 10,992.54 | |
| | | | | | | 76065 | 11/18 BOARD MEETING | 118.00 | |
| | | | | | | 76066 | 10/31 BOARD MEETING | 177.00 | |
| | | | | | | 76078 | RPR VEH #2803 | 19,161.66 | |
| | | | | | | 76079 | RPR VEH #2226 & 2223 | 2,873.42 | |
| | | | | | | 76080 | RPR VEH #2226 & 2223 | 2,873.42 | |
| | | | | | | 76118 | RPR VEH #2223 | 174.18 | |
| | | | | | | 76148 | DEC16 FINGERPRINTING | 64.00 | |

Attachment A

DATE 02/02/17 09:54

PAGE 7

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58121 | 01/23/17 | 916 | 375.00 | DOCTORS ON DUTY MEDICAL CLINIC | | 76151 | DEC 16 DOT DRUG TEST | 375.00 | |
| 58122 | 01/23/17 | 003274 | 1,469.40 | EAST BAY TIRE CO. | | 76162 | TIRES | 986.58 | |
| | | | | | | 76163 | TIRES | 482.82 | |
| 58123 | 01/23/17 | 003322 | 325.87 | EUGENE B MOULERS | | 76131 | RPR REFRIG ALI WTC | 325.87 | |
| 58124 | 01/23/17 | 432 | 3,610.14 | EXPRESS SERVICES INC. | | 76069 | TEMP W/E 12/25/16 | 960.00 | |
| | | | | | | 76093 | TEMP W/E 1/8/17 | 420.19 | |
| | | | | | | 76143 | TEMP W/E 12/25/16 | 349.32 | |
| | | | | | | 76144 | TEMP W/E 1/1/17 | 455.63 | |
| | | | | | | 76152 | TEMP W/E 1/1/17 | 390.00 | |
| | | | | | | 76153 | TEMP W/E 12/25/16 | 1,035.00 | |
| 58125 | 01/23/17 | T270 | 60.00 | FIRST FRIDAY SANTA CRUZ | | 76059 | 2/3 FIRST FRIDAY EVE | 60.00 | |
| 58126 | 01/23/17 | 002952 | 7,080.62 | FLYERS ENERGY LLC | | 76113 | 12/1-12/15 FUEL | 1,852.11 | |
| | | | | | | 76166 | 12/16-12/31 FUEL PC | 5,228.51 | |
| 58127 | 01/23/17 | 647 | 3,356.56 | GENFARE A DIV OF SPX CORP | | 76068 | COIN CASHBOX | 2,418.29 | |
| | | | | | | 76081 | RPR PEM MACHINE HD | 76.61 | |
| | | | | | | 76159 | RPR PEM MACHINE | 472.50 | |
| | | | | | | 76160 | INVENTORY ORDER | 136.67 | |
| | | | | | | 76161 | INVENTORY ORDER | 252.49 | |
| 58128 | 01/23/17 | 003310 | 150.00 | GOVERNMENT PAYMENT CONSULTING | | 76108 | TVM PINPAD S/W UPDAT | 150.00 | |
| 58129 | 01/23/17 | 546 | 9.29 | GRANITEROCK COMPANY | | 76050 | RPR FAN WTC | 9.29 | |
| 58130 | 01/23/17 | 001097 | 1,428.49 | GREENWASTE RECOVERY, INC. | | 76039 | DEC 16 WASTE SVTC | 259.94 | |
| | | | | | | 76040 | DEC16 WASTE MTHFR/SV | 20.27 | |
| | | | | | | 76041 | 1/1-3/31 WASTE GVR/C | 69.27 | |
| | | | | | | 76042 | 1/1-3/31 WASTE SOQ/C | 69.27 | |
| | | | | | | 76043 | 1/1-3/31 SOQ/COTTON | 138.36 | |
| | | | | | | 76044 | 1/1-3/31 WASTE FREED | 69.27 | |
| | | | | | | 76045 | 1/1-3/31 FREE/BOWKER | 69.27 | |
| | | | | | | 76046 | 1/1-3/31 HWY17/BC | 207.81 | |
| | | | | | | 76047 | 1/1-3/31 AIR/FREEDOM | 138.54 | |
| | | | | | | 76048 | 1/1-3/31 BIG BASIN | 69.27 | |
| | | | | | | 76049 | 1/1-3/31 LOMOND/HWY9 | 69.27 | |
| 58131 | 01/23/17 | R678 | 15,000.00 | GREGORY REEVE-WILSON, KIRA | | 76092 | DEC 16 WASTE PC | 247.95 | |
| 58132 | 01/23/17 | 166 | 45.14 | HOSE SHOP, THE INC | | 76032 | 15CV00179 | 15,000.00 | |
| 58133 | 01/23/17 | 1117 | 108.14 | KELLEY'S SERVICE INC. | | 76119 | INVENTORY ORDER | 45.14 | |
| | | | | | | 76091 | INVENTORY ORDER | 75.43 | |
| | | | | | | 76109 | INVENTORY ORDER | 57.72 | |
| | | | | | | 76110 | CREDIT | -25.01 | |
| 58134 | 01/23/17 | 001400 | 108.00 | KIPLINGER LETTER | | 76137 | ANNUAL RENEWAL | 108.00 | |
| 58135 | 01/23/17 | 852 | 1,254.00 | LAW OFFICES OF MARIE F. SANG | 7 | 76147 | CLI600136 2697 6778 | 1,254.00 | |
| 58136 | 01/23/17 | 003017 | 14,877.88 | MANSFIELD OIL CO OF GAINSVILLE | | 76165 | DIESEL 12/27/16 | 14,877.88 | |
| 58137 | 01/23/17 | 003273 | 1,943.59 | MGP XI REIT LLC | | 76169 | FEB 17 RENT | 1,943.59 | |
| 58138 | 01/23/17 | 003061 | 200.00 | NEOFUNDS BY NEOPOST DBA | | 76058 | ****-***-**-1598 | 200.00 | |
| 58139 | 01/23/17 | 004 | 3,629.55 | NORTH BAY FORD LINC-MERCURY | | 76114 | RPR VEH #1116 PC | 155.14 | |
| | | | | | | 76115 | RPR VEH #1108 PC | 3,474.41 | |
| 58140 | 01/23/17 | 003115 | 3,313.03 | OFFICE TEAM | | 76146 | TEMP W/E 12/30/16 | 1,661.02 | |
| | | | | | | 76150 | TEMP W/E 1/6/17 | 1,652.01 | |

Attachment A

DATE 02/02/17 09:54

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

PAGE 8

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58141 | 01/23/17 | 7,322.07 009 | | PACIFIC GAS & ELECTRIC | | 76051 | 12/4-1/4 SVT WTC PNR | 3,014.15 | |
| | | | | | | 76052 | 12/3-1/3 SVT TVM | 57.07 | |
| | | | | | | 76053 | 11/29-12/27 1200ARIV | 4,116.87 | |
| | | | | | | 76170 | 12/7-1/6 PARACRUZ | 133.98 | |
| 58142 | 01/23/17 | 182.44 023 | | PACIFIC TRUCK PARTS, INC. | | 76071 | INVENTORY ORDER | 91.22 | |
| | | | | | | 76072 | INVENTORY ORDER | 91.22 | |
| 58143 | 01/23/17 | 19.24 043 | | PALACE ART & OFFICE SUPPLY | | 76061 | OFFICE SUPPLIES | 19.24 | |
| 58144 | 01/23/17 | 1,485.00 002947 | | PEDALERS EXPRESS | 7 | 76064 | DEC 16 COURIER SVC | 1,485.00 | |
| 58145 | 01/23/17 | 881.92 003307 | | PEOPLE READY INC | | 76101 | TEMP W/E 1/1/17 | 881.92 | |
| 58146 | 01/23/17 | 65.00 481 | | PIED PIPER EXTERMINATORS, INC. | | 76135 | JAN 17 PEST GOLF | 65.00 | |
| 58147 | 01/23/17 | 1,146.11 107A | | PROBUILD COMPANY LLC | | 76120 | INVENTORY ORDER | 20.53 | |
| | | | | | | 76121 | RPR WTC FLOORS | 3.60 | |
| | | | | | | 76122 | RPR WALL BETTYS | 378.90 | |
| | | | | | | 76123 | RPR WALL BETTYS | 115.65 | |
| | | | | | | 76124 | SANDBAGS | 224.68 | |
| | | | | | | 76125 | SANDBAGS | 15.44 | |
| | | | | | | 76126 | CREDIT | -20.66 | |
| | | | | | | 76127 | RPR BUSSTOP GRVLY RD | 7.81 | |
| | | | | | | 76128 | RPR BUSSTOP GRVLY RD | 48.93 | |
| | | | | | | 76129 | RPR WALL BETTYS | 351.23 | |
| 58148 | 01/23/17 | 150.30 003020 | | QUEST DIAGNOSTIC INC. | | 76145 | DEC 16 DOT DRUG TEST | 150.30 | |
| 58149 | 01/23/17 | 659.70 003024 | | RICOH USA, INC CA | | 76154 | 10/1-12/31IMAGES OPS | 659.70 | |
| 58150 | 01/23/17 | 265.82 215 | | RICOH USA, INC. TX | | 76070 | 12/26-1/25 RENEWAL | 265.82 | |
| 58151 | 01/23/17 | 125.41 135 | | SANTA CRUZ AUTO PARTS, INC. | | 76086 | INVENTORY ORDER | 54.61 | |
| | | | | | | 76087 | CREDIT | -26.64 | |
| | | | | | | 76088 | INVENTORY ORDER | 13.67 | |
| | | | | | | 76089 | INVENTORY ORDER | 11.46 | |
| | | | | | | 76090 | INVENTORY ORDER | 37.25 | |
| | | | | | | 76167 | INVENTORY ORDER | 35.06 | |
| 58152 | 01/23/17 | 9,361.88 002917 | | SANTA CRUZ METRO TRANSIT W/C | | 76149 | 1/1-1/15 W/C REPLEN | 9,361.88 | |
| 58153 | 01/23/17 | 320.00 001292 | | SANTA CRUZ RECORDS MNGMT INC | | 76130 | DEC 16 SHREDDING | 320.00 | |
| 58154 | 01/23/17 | 407.70 149 | | SANTA CRUZ SENTINEL | 0 | 76099 | LEGAL AD AUCTION | 407.70 | |
| 58155 | 01/23/17 | 2,500.00 002267 | | SHAW / YODER / ANTIWIH, INC. | | 76067 | JAN 17 LEGISLATE SVC | 2,500.00 | |
| 58156 | 01/23/17 | 2,037.42 003292 | | SLINGSHOT CONNECTIONS LLP | | 76033 | TEMP W/E 1/8/17 | 743.82 | |
| | | | | | | 76034 | TEMP W/E 12/4/16 | 1,293.60 | |
| 58157 | 01/23/17 | 1,820.00 002067 | | SOILCONTROL LAB | | 76132 | 4TH QTR WATER SAMPLE | 910.00 | |
| | | | | | | 76133 | 4TH QTR SAMPLE OPS | 910.00 | |
| 58158 | 01/23/17 | 14,469.87 001075 | | SOQUEL III ASSOCIATES | 7 | 76168 | FEB 17 RENT | 14,469.87 | |
| 58159 | 01/23/17 | 121.70 001232 | | SPECIALIZED AUTO AND | | 76116 | SMOG VEH #2404 PC | 79.95 | |
| | | | | | | 76117 | SMOG VEH #708 | 41.75 | |
| 58160 | 01/23/17 | 373.77 080A | | STATE BOARD OF EQUALIZATION | | 76094 | OCT-DEC16 DIESEL TAX | 373.77 | |
| 58161 | 01/23/17 | 2,261.75 002871 | | STATE ELECTRIC GENERATOR | | 76107 | RPR EMERGENCY LIGHT | 2,261.75 | |
| 58162 | 01/23/17 | 1,138.61 003285 | | TRANSIT HOLDINGS INC | | 76082 | INVENTORY ORDER | 930.70 | |
| | | | | | | 76083 | INVENTORY ORDER | 207.91 | |
| 58163 | 01/23/17 | 1,639.90 002207 | | TY CUSTOM DESIGN | 0 | 76142 | PARATRANSIT ID PATCH | 1,639.90 | |
| 58164 | 01/23/17 | 731.57 003037 | | TYCO INTEGRATED SECURITY | | 76037 | 12/9 SERVICE CALL | 328.00 | |

Attachment A

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------|------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58165 | 01/23/17 | 346.05 003152 | | UNIFIRST CORPORATION | | 76038 | 2/1-4/30 MONITOR MMF | 403.57 | |
| | | | | | | 76063 | LAUNDRY SERVICE | 14.64 | |
| | | | | | | 76111 | LAUNDRY SERVICE | 213.51 | |
| | | | | | | 76112 | LAUNDRY SERVICE | 65.01 | |
| | | | | | | 76136 | MATS TOWELS | 6.99 | |
| | | | | | | 76138 | CUSTODIAL SUPPLIES | 39.42 | |
| | | | | | | 76139 | MATS | 6.48 | |
| 58166 | 01/23/17 | 67.15 007 | | UNITED PARCEL SERVICE | | 76084 | FREIGHT | 14.32 | |
| | | | | | | 76085 | FREIGHT | 32.49 | |
| | | | | | | 76096 | FREIGHT | 20.34 | |
| 58167 | 01/23/17 | 1,859.08 002829 | | VALLEY POWER SYSTEMS, INC. | | 76073 | CREDIT | -271.88 | |
| | | | | | | 76074 | CREDIT | -145.45 | |
| | | | | | | 76075 | CREDIT | -135.94 | |
| | | | | | | 76076 | RPR VEH #2227 | 195.80 | |
| | | | | | | 76077 | RPR VEH #2227 | 1,274.82 | |
| | | | | | | 76155 | RPR VEH #2223 | 297.51 | |
| | | | | | | 76157 | INVENTORY ORDER | 489.27 | |
| | | | | | | 76158 | INVENTORY ORDER | 154.95 | |
| | | | | | | 76060 | OFFICE SUPPLIES | 873.44 | |
| 58168 | 01/23/17 | 873.44 003294 | | VARIDESK LLC | | 76035 | 12/2-1/1 TELECOMM PC | 308.94 | |
| 58169 | 01/23/17 | 638.61 434 | | VERIZON WIRELESS | 0 | 76054 | 12/2-1/1 PUSH2TALK | 329.67 | |
| | | | | | | 76095 | DMV EXAM | 75.00 | |
| 58170 | 01/23/17 | 75.00 001165 | | VU, THANH DR. MD | 7 | 76095 | DMV EXAM | 75.00 | |
| 58171 | 01/23/17 | 143.50 E526 | | WARNOCK, APRIL | | 76062 | PARKING EXPENSE | 143.50 | |
| 58172 | 01/23/17 | 2,154.14 003321 | | YORK RISK SERVICES GROUP INC | | 76036 | NOV 16 SERVICES | 2,154.14 | |
| 58173 | 01/23/17 | 232.74 147 | | ZEE MEDICAL SERVICE CO. | | 76057 | SAFETY SUPPLIES PC | 31.22 | |
| | | | | | | 76140 | FIRST AID WTC | 47.35 | |
| | | | | | | 76141 | SAFETY SUPPLIES SMC | 154.17 | |
| 58174 | 01/30/17 | 41.96 003151 | | ABC BUS INC | | 76193 | INVENTORY ORDER | 41.96 | |
| 58175 | 01/30/17 | 77.65 E662 | | ALVEY, ERRON | | 76177 | TRAVEL REIMBURSEMENT | 77.65 | |
| 58176 | 01/30/17 | 1,375.76 001356 | | BRENCO OPERATING-TEXAS, LP | | 76187 | INVENTORY ORDER | 1,375.76 | |
| 58177 | 01/30/17 | 817,474.86 502 | | CA PUBLIC EMPLOYEES' | | 76252 | FEB 17 MEDICAL | 817,474.86 | |
| 58178 | 01/30/17 | 64.02 914 | | CALTRONICS BUSINESS SYSTEMS | | 76247 | RPR FMLASER PRINTER | 64.02 | |
| 58179 | 01/30/17 | 102.49 M022 | | CAPELLA, KATHLEEN | 0 | 76230 | FEB 16 RETIREE SUPP | 102.49 | |
| 58180 | 01/30/17 | 176.45 001159 | | CATTO'S GRAPHICS, INC. | | 76278 | BUS STOP DECALS | 176.45 | |
| 58181 | 01/30/17 | 2,834.08 909 | | CLASSIC GRAPHICS | | 76246 | RPR VEH #1118 PC | 2,834.08 | |
| 58182 | 01/30/17 | 32,784.51 001124 | | CLEAN ENERGY | | 76185 | LNG 12/30/16 | 8,444.27 | |
| | | | | | | 76186 | LNG 12/28/16 | 10,649.41 | |
| | | | | | | 76188 | BALL VALVE | 1,127.40 | |
| | | | | | | 76189 | HOSE ASSY DUAL | 903.70 | |
| | | | | | | 76190 | TRANSMITTER & SENSOR | 488.77 | |
| 58183 | 01/30/17 | 2,890.00 003034 | | COASTAL LANDSCAPING INC. DBA | | 76239 | LNG 12/23/16 | 11,170.96 | |
| 58184 | 01/30/17 | 3,109.52 003116 | | CUMMINS PACIFIC LLP | | 76294 | JAN 17 LANDSCAPING | 2,890.00 | |
| | | | | | | 76201 | RPR VEH #1203 | 825.16 | |
| | | | | | | 76202 | RPR VEH #2806 | 841.03 | |
| 58185 | 01/30/17 | 51.24 M039 | | DAVILLA, ANA MARIA | 0 | 76279 | RPR VEH #2802 | 1,443.33 | |
| | | | | | | 76224 | FEB 16 RETIREE SUPP | 51.24 | |

Attachment A

DATE 02/02/17 09:54

PAGE 10

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

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|------------------|--------------------------------|-------------|----------------------|---------------|-------------------------|--------------------|---------|
| 58186 | 01/30/17 | 1,150.00 916 | DOCTORS ON DUTY MEDICAL CLINIC | 76221 | NOV 16 DOT DRUG TEST | 1,150.00 | | | |
| 58187 | 01/30/17 | 654.54 E985 | EMERSON, WILLIAM BARROW | 76184 | TRAVEL REIMBURSEMENT | 654.54 | | | |
| 58188 | 01/30/17 | 133.00 298 | ERGOMETRICS& APPLIED PERSONNEL | 76232 | BUS OPERATOR TESTING | 133.00 | | | |
| 58189 | 01/30/17 | 231.92 003322 | EUGENE B MOULDS | 76262 | RPR THERMOSTAT WTC | 231.92 | | | |
| 58190 | 01/30/17 | 495.00 003324 | EXPRESS FENCE LLP | 76235 | 12/7-6/7 FENCE 1217R | 495.00 | | | |
| 58191 | 01/30/17 | 516.38 432 | EXPRESS SERVICES INC. | 76223 | TEMP W/E 1/15/17 | 111.38 | | | |
| | | | | 76237 | TEMP W/E 1/1/17 | 405.00 | | | |
| 58192 | 01/30/17 | 51.24 001172 | FERGUSON ENTERPRISES INC. #795 | 76213 | RPR BATHROOM HANDLE | 51.24 | | | |
| 58193 | 01/30/17 | 500.00 003323 | FIRST AMERICAN TITLE COMPANY | 76234 | CLTA TITLE PNR | 500.00 | | | |
| 58194 | 01/30/17 | 171.91 003279 | FRONTIER COMMUNICATIONS CORP | 76181 | 1/13-2/12 SKY-OCEAN | 57.15 | | | |
| | | | | 76236 | 1/16-2/15 SKY-RIVER | 57.40 | | | |
| | | | | 76238 | 12/16-1/15 SKY-RIVER | 57.36 | | | |
| 58195 | 01/30/17 | 90.00 001189 | GARY KENVILLE LOCKSMITH | 76208 | LOCK ON ROOF SMC | 90.00 | | | |
| 58196 | 01/30/17 | 51.24 M041 | GOUVEIA, ROBERT | 76225 | FEB 16 RETIREE SUPP | 51.24 | | | |
| 58197 | 01/30/17 | 4,706.30 282 | GRAINER | 76211 | FAN STEAM CLEANER | 1,194.32 | | | |
| | | | | 76212 | RPLC ROOF FAN WTC | 2,987.17 | | | |
| | | | | 76287 | INVENTORY ORDER | 75.20 | | | |
| | | | | 76288 | INVENTORY ORDER | 74.07 | | | |
| | | | | 76289 | INVENTORY ORDER | 7.00 | | | |
| | | | | 76290 | INVENTORY ORDER | 198.88 | | | |
| | | | | 76291 | INVENTORY ORDER | 56.17 | | | |
| | | | | 76297 | DIGITAL HYGROMETER | 58.74 | | | |
| | | | | 76298 | GRAFFITI REMOVAL | 54.75 | | | |
| 58198 | 01/30/17 | 16,556.10 001745 | HARTFORD LIFE AND ACCIDENT INS | 76250 | JAN 17 LTD | 10,567.10 | | | |
| | | | | 76251 | JAN 17 AD&D | 5,989.00 | | | |
| 58199 | 01/30/17 | 60,550.80 003178 | HILL INTERNATIONAL INC | 76268 | DEC 16 MB PROJ MGMT | 60,550.80 | | | |
| 58200 | 01/30/17 | 26.58 E021 | HILTNER, THOMAS | 76178 | TRAVEL REIMBURSEMENT | 26.58 | | | |
| 58201 | 01/30/17 | 947.08 166 | HOSE SHOP, THE INC | 76195 | INVENTORY ORDER | 67.97 | | | |
| | | | | 76196 | INVENTORY ORDER | 652.07 | | | |
| 58202 | 01/30/17 | 2,394.75 002979 | HUNT & SONS, INC. | 76292 | INVENTORY ORDER | 227.04 | | | |
| | | | | 76194 | INVENTORY ORDER | 1,193.50 | | | |
| 58203 | 01/30/17 | 79.98 1117 | KELLEY'S SERVICE INC. | 76244 | RPR VEH #807 | 16.58 | | | |
| | | | | 76245 | RPR VEH #505 | 63.40 | | | |
| 58204 | 01/30/17 | 280.00 002990 | KISMET | 76253 | CPR FIRST AID CERT | 280.00 | | | |
| 58205 | 01/30/17 | 195.00 003249 | MAXIMUM OIL SERVICE LLC | 76256 | WASTE OIL PICKUP | 195.00 | | | |
| 58206 | 01/30/17 | 1,669.10 001052 | MID VALLEY SUPPLY INC. | 76209 | CUSTODIAL SUPPLIES | 1,669.10 | | | |
| 58207 | 01/30/17 | 125.00 001454 | MONTEREY BAY SYSTEMS | 76248 | RPR LEXMARK 5170XM | 125.00 | | | |
| 58208 | 01/30/17 | 1,952.52 003115 | OFFICE TEAM | 76231 | TEMP W/E 1/13/17 | 1,952.52 | | | |
| 58209 | 01/30/17 | 16.00 T299 | ORSOLINI, LIANA | 76174 | 4 TICKETS @ \$4/EA | 16.00 | | | |
| 58210 | 01/30/17 | 213.27 043 | PALACE ART & OFFICE SUPPLY | 76255 | OFFICE SUPPLIES | 36.62 | | | |
| | | | | 76277 | OFFICE SUPPLIES | 157.46 | | | |
| | | | | 76280 | OFFICE SUPPLIES | 19.19 | | | |
| 58211 | 01/30/17 | 51.24 M109 | PEREZ, CHERYL | 76226 | FEB 16 RETIREE SUPP | 51.24 | | | |
| 58212 | 01/30/17 | 302.00 481 | PIED PIPER EXTERMINATORS, INC. | 76259 | JAN 17 PEST BETTYS | 58.00 | | | |
| | | | | 76260 | JAN 17 PEST METROMKT | 53.50 | | | |

Attachment A

DATE 02/02/17 09:54

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

PAGE 11

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|---------------------|--------------------------------|-------------|---------------|-------------------------|--------------------|---------|
| 58213 | 01/30/17 | 1,649.35 | 107A | PROBUILD COMPANY LLC | | 762611 | JAN 17 PRST VERNON | 190.50 | |
| | | | | | | 76214 | GAS SPOUT VERNON | 29.64 | |
| | | | | | | 76215 | SIGNAGE LETTERS WTC | 8.34 | |
| | | | | | | 76216 | ANGLE BAR OPS | 5.37 | |
| | | | | | | 76217 | INVENTORY ORDER | 14.83 | |
| | | | | | | 76263 | TARP FOR RPR GOLF | 103.51 | |
| | | | | | | 76264 | RPLC RECEPTACLES WTC | 13.84 | |
| | | | | | | 76265 | SANDBAGS FOR STORM | 190.20 | |
| | | | | | | 76266 | EXHAUST FAN | 41.98 | |
| | | | | | | 76267 | RPR SINK HOLE GOLF | 551.56 | |
| | | | | | | 76271 | RPR SINK HOLE GOLF | 25.94 | |
| | | | | | | 76272 | RPR SINK HOLE GOLF | 331.58 | |
| | | | | | | 76273 | RPR SINK HOLE GOLF | 259.38 | |
| | | | | | | 76274 | RPR SINK HOLE GOLF | 73.18 | |
| 58214 | 01/30/17 | 1,935.00 | 003304 | RENNE SLOAN HOLTZMAN SAKAI LLP | | 76218 | NOV16 HARASS TRAININ | 1,935.00 | |
| 58215 | 01/30/17 | 444.94 | 001153 | REPUBLIC ELEVATOR COMPANY INC | | 76299 | JAN17 ELEVATOR MAINT | 444.94 | |
| 58216 | 01/30/17 | 6,750.71 | 904 | RNL/INTERPLAN, INC. A CA CORP | | 76269 | PROF SVC THRU 12/31 | 6,750.71 | |
| 58217 | 01/30/17 | 102.49 | M085 | ROSSI, DENISE | 0 | 76227 | FEB 16 RETIREE SUPP | 102.49 | |
| 58218 | 01/30/17 | 51.24 | M030 | ROWE, RUBY | | 76228 | FEB 16 RETIREE SUPP | 51.24 | |
| 58219 | 01/30/17 | 259.69 | 135 | SANTA CRUZ AUTO PARTS, INC. | | 76240 | TOOLS | 173.99 | |
| | | | | | | 76241 | CREDIT | -13.01 | |
| | | | | | | 76270 | INVENTORY ORDER | 29.64 | |
| | | | | | | 76281 | INVENTORY ORDER | 8.24 | |
| | | | | | | 76282 | INVENTORY ORDER | 2.18 | |
| | | | | | | 76283 | CREDIT | -0.78 | |
| | | | | | | 76284 | INVENTORY ORDER | 59.43 | |
| 58220 | 01/30/17 | 10,616.14 | 977 | SANTA CRUZ TRANSPORTATION, LLC | | 76293 | DEC 16 SERVICE | 10,616.14 | |
| 58221 | 01/30/17 | 575.00 | 003175 | SAP REFERRAL SERVICES LLC | | 76233 | REFERRAL SERVICES | 575.00 | |
| 58222 | 01/30/17 | 194.97 | 122 | SCWTD PETTY CASH - OPS | | 76182 | REPLENISHMENT | 194.97 | |
| 58223 | 01/30/17 | 2,295.78 | 003292 | SLINGSHOT CONNECTIONS LLP | | 76173 | TEMP W/E 11/13/16 | 1,074.94 | |
| | | | | | | 76249 | TEMP W/E 1/15/17 | 1,220.84 | |
| 58224 | 01/30/17 | 171.36 | 002245 | STAPLES CONTRACT & COMM INC | | 76175 | OFFICE SUPPLIES | 145.39 | |
| | | | | | | 76183 | OFFICE SUPPLIES | 25.97 | |
| 58225 | 01/30/17 | 501.00 | 080 | STATE BOARD OF EQUALIZATION | | 76222 | OCT-DEC 16 SALES TAX | 501.00 | |
| 58226 | 01/30/17 | 441.70 | 002675 | THOMSON REUTERS BARCLAYS WEST | | 76176 | DEC 16 SERVICES | 441.70 | |
| 58227 | 01/30/17 | 5,091.77 | 003285 | TRANSIT HOLDINGS INC | | 76203 | INVENTORY ORDER | 276.81 | |
| | | | | | | 76204 | INVENTORY ORDER | 99.60 | |
| | | | | | | 76205 | INVENTORY ORDER | 1,289.81 | |
| | | | | | | 76206 | INVENTORY ORDER | 634.12 | |
| | | | | | | 76207 | INVENTORY ORDER | 1,194.69 | |
| | | | | | | 76242 | INVENTORY ORDER | 1,505.24 | |
| 58228 | 01/30/17 | 740.83 | 003037 | TYCO INTEGRATED SECURITY | | 76243 | INVENTORY ORDER | 91.50 | |
| 58229 | 01/30/17 | 391.21 | 003152 | UNIFIRST CORPORATION | | 76191 | 2/1-4/30 1200A RIVER | 740.83 | |
| | | | | | | 76254 | MATS TOWELS PC | 6.99 | |
| | | | | | | 76257 | MATS OPS | 6.48 | |
| | | | | | | 76258 | CUSTODIAL SUPPLIES | 39.39 | |

Attachment A

DATE 02/02/17 09:54

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

PAGE 12

DATE: 01/01/17 THRU 01/31/17

| CHECK NUMBER | CHECK DATE | CHECK VENDOR | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|----------------|------------|--------------|--------------|---|-------------|---------------|-------------------------|--------------------|--------------|
| 58230 | 01/30/17 | 003200 | 288.00 | UPS STORE #1128 | | 76275 | MATS TOWELS | 6.99 | |
| | | | | | | 76276 | LAUNDRY SERVICE | 14.64 | |
| | | | | | | 76285 | CUSTODIAL SUPPLIES | 65.01 | |
| | | | | | | 76286 | LAUNDRY SERVICE | 205.81 | |
| | | | | | | 76295 | MATS | 6.48 | |
| | | | | | | 76296 | CUSTODIAL SUPPLIES | 39.42 | |
| | | | | | | 76219 | NOV16 FINGERPRINTING | 224.00 | |
| | | | | | | 76220 | DEC16 FINGERPRINTING | 64.00 | |
| 58231 | 01/30/17 | 002829 | 6,055.65 | VALLEY POWER SYSTEMS, INC. | | 76172 | INVENTORY ORDER | 28.10 | |
| | | | | | | 76197 | INVENTORY ORDER | 594.60 | |
| | | | | | | 76198 | INVENTORY ORDER | 9.21 | |
| | | | | | | 76199 | INVENTORY ORDER | 2,090.32 | |
| | | | | | | 76200 | INVENTORY ORDER | 3,333.42 | |
| 58232 | 01/30/17 | 434 | 478.56 | VERIZON WIRELESS | 0 | 76171 | 12/2-1/PUSH2TALK PC | 478.56 | |
| 58233 | 01/30/17 | 001165 | 150.00 | VU, THANH DR. MD | 7 | 76179 | DMV EXAMS | 75.00 | |
| | | | | | | 76180 | DMV EXAM | 75.00 | |
| 58234 | 01/30/17 | M088 | 51.24 | YAGI, RANDY | 0 | 76229 | FEB 16 RETIREE SUPP | 51.24 | |
| 58235M01/30/17 | | 014A | 5,000.00 | CABRILLO COLLEGE EXTENSION SUPERVISOR CLASSES | | 76300 | SUPERVISOR CLASSES | 5,000.00 | MANUAL |
| TOTAL | | | 1,512,376.06 | ACCOUNTS PAYABLE | | | TOTAL CHECKS | 249 | 1,512,376.06 |



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL
REPORT AS OF NOVEMBER 30, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the Year to Date Monthly
Financial Report as of November 30, 2016.**

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of November 30, 2016."
- Staff recommends that the Board of Directors accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of November 30, 2016. The fiscal year has elapsed 42%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of November 30, 2016

Slide 2

FY17 Operating Revenue and Expenses for the Month Ending November 30, 2016

- Operating Revenues for the month are favorable by \$99K
- Operating Expenses
 - Labor Regular - favorable by \$99K
 - Labor OT - unfavorable by \$179K
 - Fringe Benefits – favorable by \$171K

- Non-Personnel - favorable by \$40K
- Total Operating Expenses – favorable by \$131K
- Total Budget to Actual Variance - favorable by \$230K

Slide 3

FY17 Operating Revenue and Expenses Year to Date as of November 30, 2016

- Operating Revenues Year to Date are favorable by \$20K
- Operating Expenses
 - Labor Regular - favorable by \$151K
 - Labor OT - unfavorable by \$785K
 - Fringe Benefits - favorable by \$572K
 - Non-Personnel - favorable by \$291K
- Total Operating Expenses –favorable by \$229K

Total Budget to Actual Variance - favorable by \$249K

Slide 4

FY17 Operating Revenue by Major Funding Source - Year to Date as of November 30, 2016

- Passenger Fares- actual is \$3,818K while budget is \$4,352K
- Sales Tax Revenue- actual is \$8,379K while budget is \$8,167K
- TDA- actual and budget are both \$1,675K
- Other Revenue- actual is \$215K while budget is \$247K
- Fuel Tax Credit- actual is \$309K while the budget is \$0
- STA Op Assistance- actual is \$151K while the budget is \$0
- STIC Op Assistance- actual is \$2,084K while the budget is \$2,125K
- Federal Op Assistance- actual is \$4,203K while the budget is \$4,247K

Slide 5

Favorable/ (Unfavorable) Revenue Variance to Budget Year to Date as of November 30, 2016

- Passenger Fares variance to budget is unfavorable by \$534K primarily due to:
 - Passenger Fares – Bulk Purchase and the decrease in bulk purchases of discounted passes from Cabrillo College. Additionally system-wide ridership year to date as of November 30, 2016 decreased 5% year-over-year due to the service reduction implemented after September 8, 2016.

- Special Transit Fares and the anticipated budgeted increase from the contract with Cabrillo College. The FY17 Special Transit Fares Budget currently includes \$944K for Cabrillo oriented services (12-month commitment from Cabrillo College). The funding commitment, however, was subsequently aligned with the school year, hence will cover a 10-month period of the 2016 – 17 school year (Fall and Winter semester).
- Decreased Highway 17 Ridership as a result of increased fares (in the fall of 2015); lower fuel prices; reduced on-time performance due to increased congestion, as well as the service reduction implemented September 8, 2016.
- Sales Tax Revenue variance to budget is favorable by \$213K due to higher than anticipated sales.
- Other Revenue variance to budget is unfavorable by \$32K primarily due to
 - Seasonal fluctuations in the Advertising Income, while the budget has been straight-lined.
 - Other Operating Assistance – AMBAG Funding and the Bus of Shoulder Study grant budgeted, but not awarded.
- Fuel Tax Credit variance to budget is favorable by \$309K as the total budget for Fuel Tax Credit is entered at the end of the fiscal year. Fuel Tax Credit is transferred to Reserves at year-end.
- STA Op Assistance variance to budget is favorable by \$151K as it is an adjustment for STA payments for the prior fiscal year, FY16.
- STIC Op Assistance variance to budget is unfavorable by \$42K due to lower allocations. Updated budget projections were available after the FY17 Final budget was finalized and were not captured in the final budget document.
- Federal Op Assistance variance to budget is unfavorable by \$44K due to lower allocations.

Slide 6

FY17 Operating Expenses by Major Expense Category Year to Date as of November 30, 2016

- Labor - Regular- actual is \$6,606K while budget is \$6,757K
- Labor – OT - actual is \$1,464K while budget is \$679K
- Fringe Benefits - actual is \$8,042K while budget is \$8,614K
- Services - actual is \$1,074K while budget is \$1,269K
- Mobile Materials & Supplies - actual is \$1,177K while budget is \$1,171K
- Other Expenses - actual is \$834K while budget is \$935K

Slide 7

FY17 Operating Expenses by Major Expense Category Year to Date as of November 30, 2016

- Labor – Regular variance to budget is favorable by \$152K due to
 - 14 vacant funded positions, of which 5 are on hold
 - Extended unpaid leaves of absence
- Labor – OT variance to budget is unfavorable by \$785K due to vacant positions and extended leaves of absence in various departments.
- Fringe Benefits variance to budget is favorable by \$573K primarily due to the 14 vacant funded positions and extended unpaid leaves of absence.
- Services variance to budget is favorable \$195K due to Prof & Tech Fees and Repair – Rev Vehicle under budget.
- Mobile Materials & Supplies variance to budget is unfavorable by \$6K.
- Other Expenses are favorable by \$102K primarily due to lower Settlement Costs and Miscellaneous expenses.

Slide 8

FY17 Capital Budget Spending Year to Date as of November 30, 2016

- Total Capital Projects spending year to date is \$895K; FY17 budget is \$5.2M
 - Construction Related Projects account for 90.5% of the spending

Slide 9

FY17 Capital Budget – Excludes MetroBase Project – JKS Ops Bldg. - Spending Year to Date as of November 30, 2016

- Total Capital Projects spending year to date is \$134K; FY17 budget without JKS Ops Bldg. is \$2.3M. Spending percentages are as follows:
 - Construction Related Projects (excluding-JKS Ops Bldg) are 36.5%
 - Facilities Projects are 59.0%
 - Misc Projects are 4.0%
 - IT Projects are 0.5%

Slide 10

(Cover Sheet) – Metrobase Phase II Operations Building Life of Project – Budget Adopted January 27, 2017

Spending as of February 10, 2017

Slide 11

MetroBase Phase II - Life of Project - Spending as of February 10, 2017

- Total Project Budget is \$27.3M; spending is at \$26.3M; remaining is \$1.0M; project is 96% spent

Slide 12

(Cover Sheet) - Additional Information

Slide 13

Additional Information for the Month of November 2016

- Unemployment Rate % in Santa Cruz County is 6.1%
- \$ Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$2.75
- Monthly Ridership - Without UCSC (Highway 17 and Fixed Route) has decreased in November to approximately 217K riders.

Slide 14

FY17 Operating Expenses Year to Date as of January 31, 2017: Preliminary

- Operating Expenses
 - Labor Regular - favorable by \$420K
 - Labor OT - unfavorable by \$1,084K
 - Fringe Benefits - favorable by \$680K
 - Non-Personnel - favorable by \$784K
- Total Operating Expenses - favorable by \$800K

IV. FINANCIAL CONSIDERATIONS/IMPACT

Total Budget to Actual Variance for the month and year to date is favorable, by \$230K and \$249K, respectively.

V. ALTERNATIVES CONSIDERED

- There are no alternatives to consider, as this is an accept and file Year to Date Monthly Financial Report.

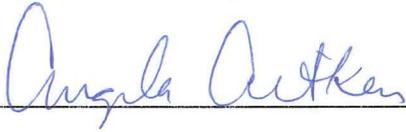
VI. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of November 30, 2016 Presentation

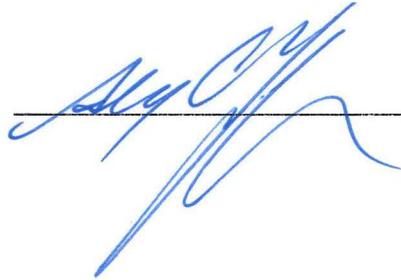
Prepared By: Kristina Mihaylova, Sr. Financial Analyst

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager





Year to Date Monthly Financial Report as of November 30, 2016

Santa Cruz METRO Board of Directors

February 24, 2017

Angela Aitken, Finance Manager

FY17 Operating Revenue and Expenses For the Month Ending November 30, 2016

42% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual |
|---|----------------|----------------|-------------------------|
| Operating Revenue: | \$2,952 | \$2,853 | \$99 |
| Operating Expenses: | | | |
| Labor - Regular | \$1,252 | \$1,351 | \$99 |
| Labor - Overtime | \$315 | \$136 | (\$179) |
| Fringe Benefits | \$1,552 | \$1,723 | \$171 |
| Non-Personnel Expenses | \$621 | \$661 | \$40 |
| Total Operating Expenses: | \$3,740 | \$3,871 | \$131 |
| Operating Budget Favorable/ (Unfavorable): | | | \$230 |

11-03A.2



FY17 Operating Revenue and Expenses Year to Date as of November 30, 2016

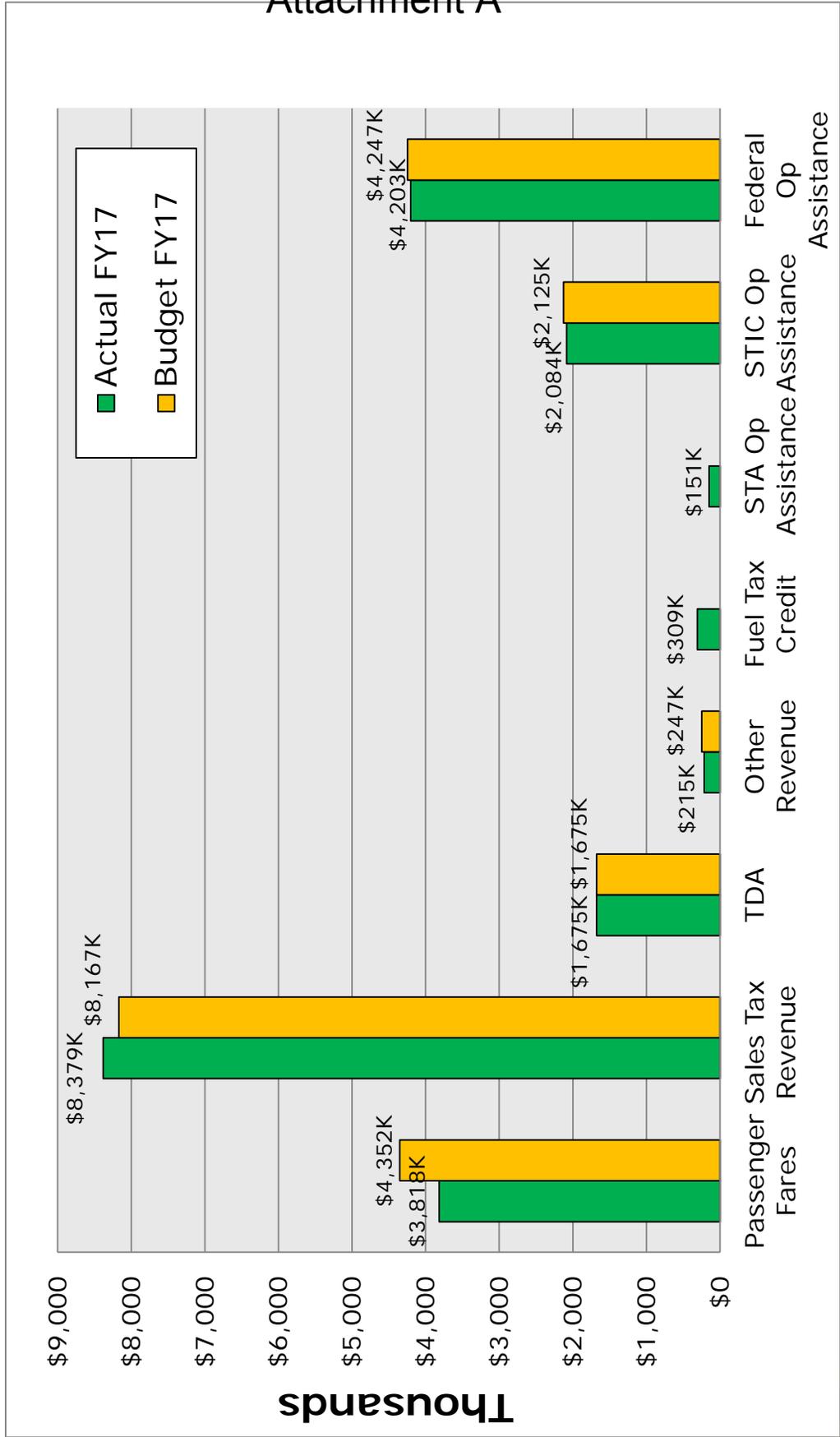
42% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual |
|---|-----------------|-----------------|------------------|
| Operating Revenue: | \$20,833 | \$20,813 | \$20 |
| Operating Expenses: | | | |
| Labor - Regular | \$6,606 | \$6,757 | \$151 |
| Labor - Overtime | \$1,464 | \$679 | (\$785) |
| Fringe Benefits | \$8,042 | \$8,614 | \$572 |
| Non-Personnel Expenses | \$3,084 | \$3,375 | \$291 |
| Total Operating Expenses: | \$19,196 | \$19,425 | \$229 |
| Operating Budget Favorable/ (Unfavorable): | | | \$249 |

11-03A.3

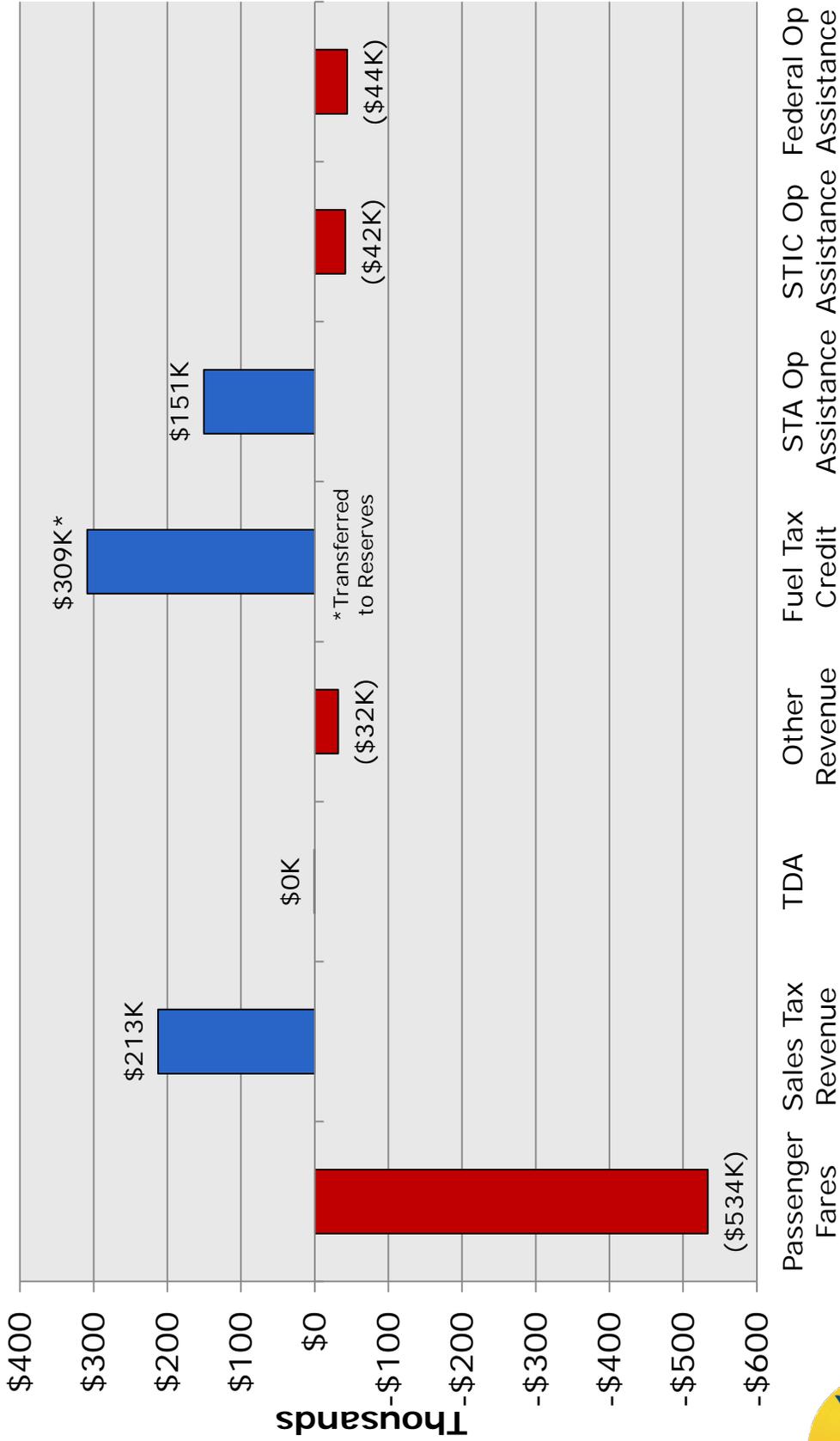


FY17 Operating Revenue by Major Funding Source
Year to Date as of November 30, 2016
 42% of Fiscal Year Elapsed



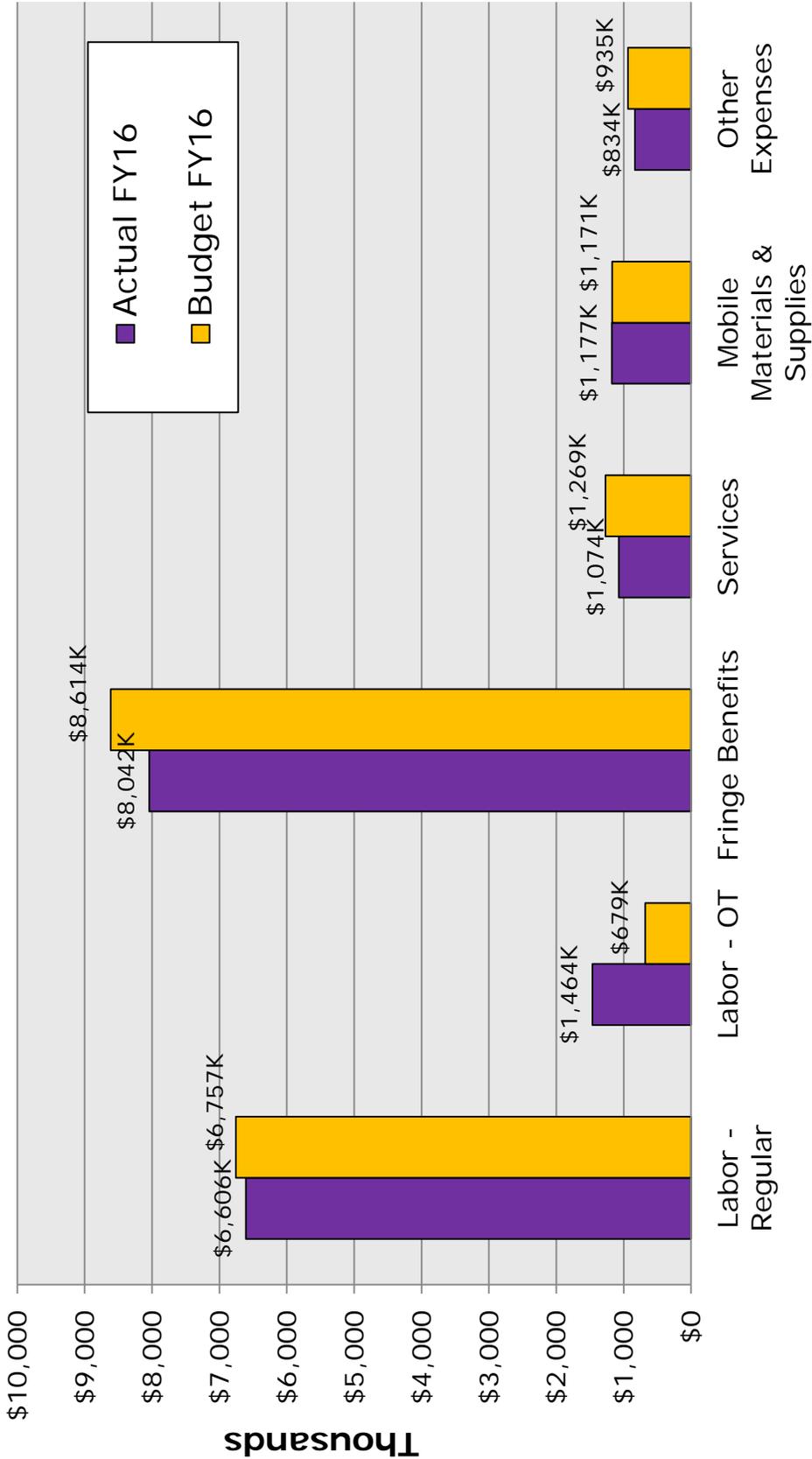
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed



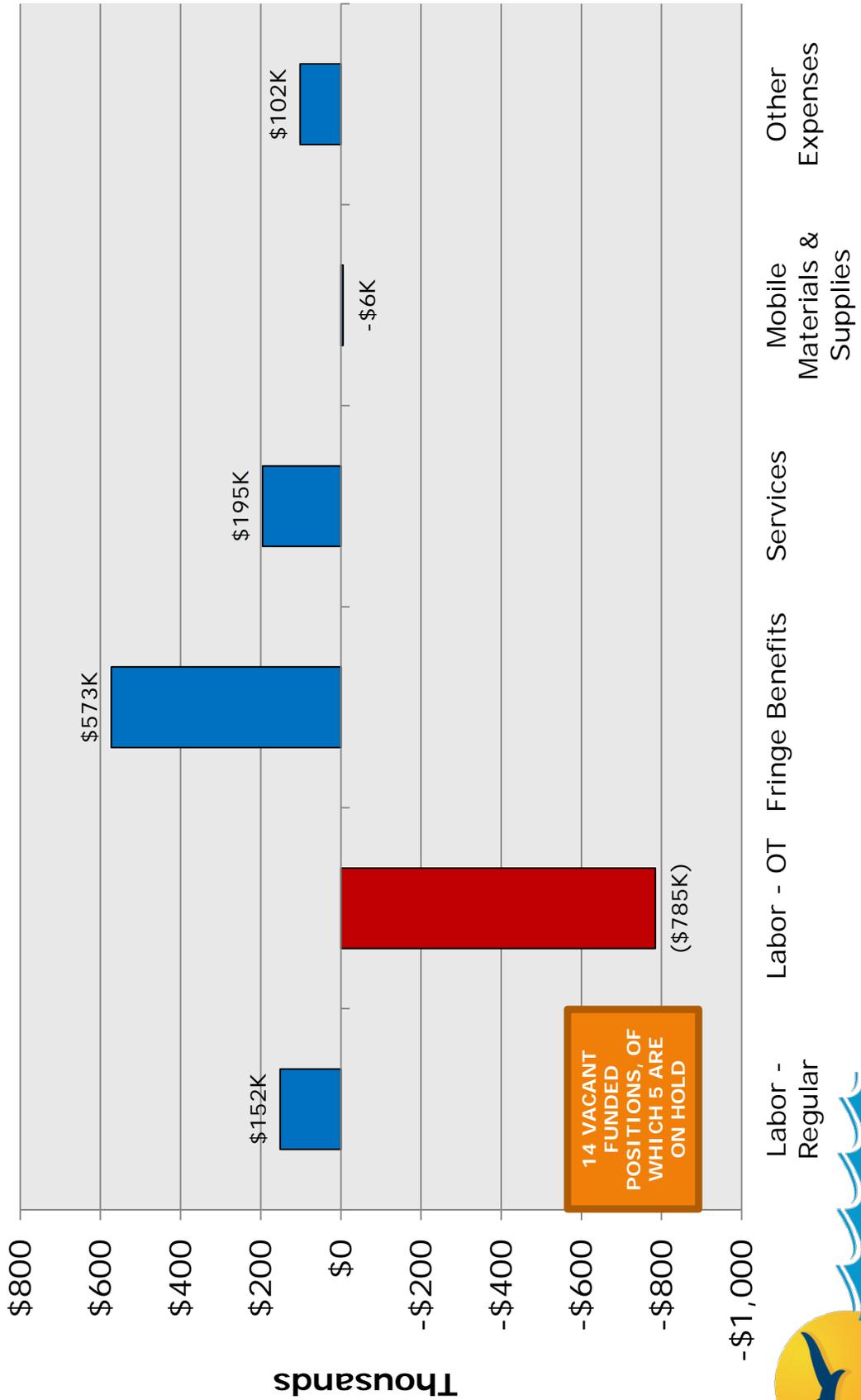
FY17 Operating Expenses by Major Expense Category
Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed



Favorable/(Unfavorable) Expense Variance to Budget Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed



11-03A.7

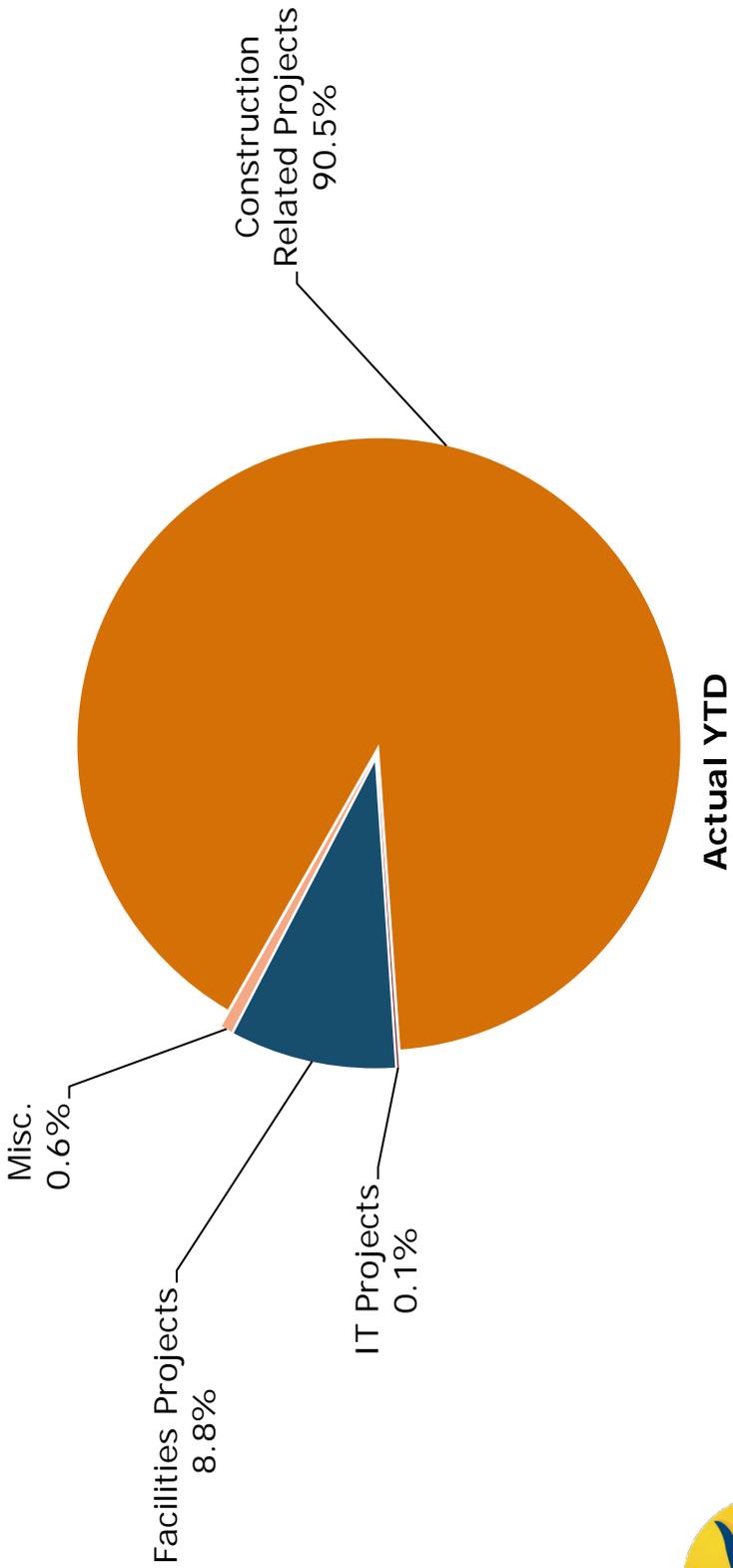


FY17 Capital Budget

Spending Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed

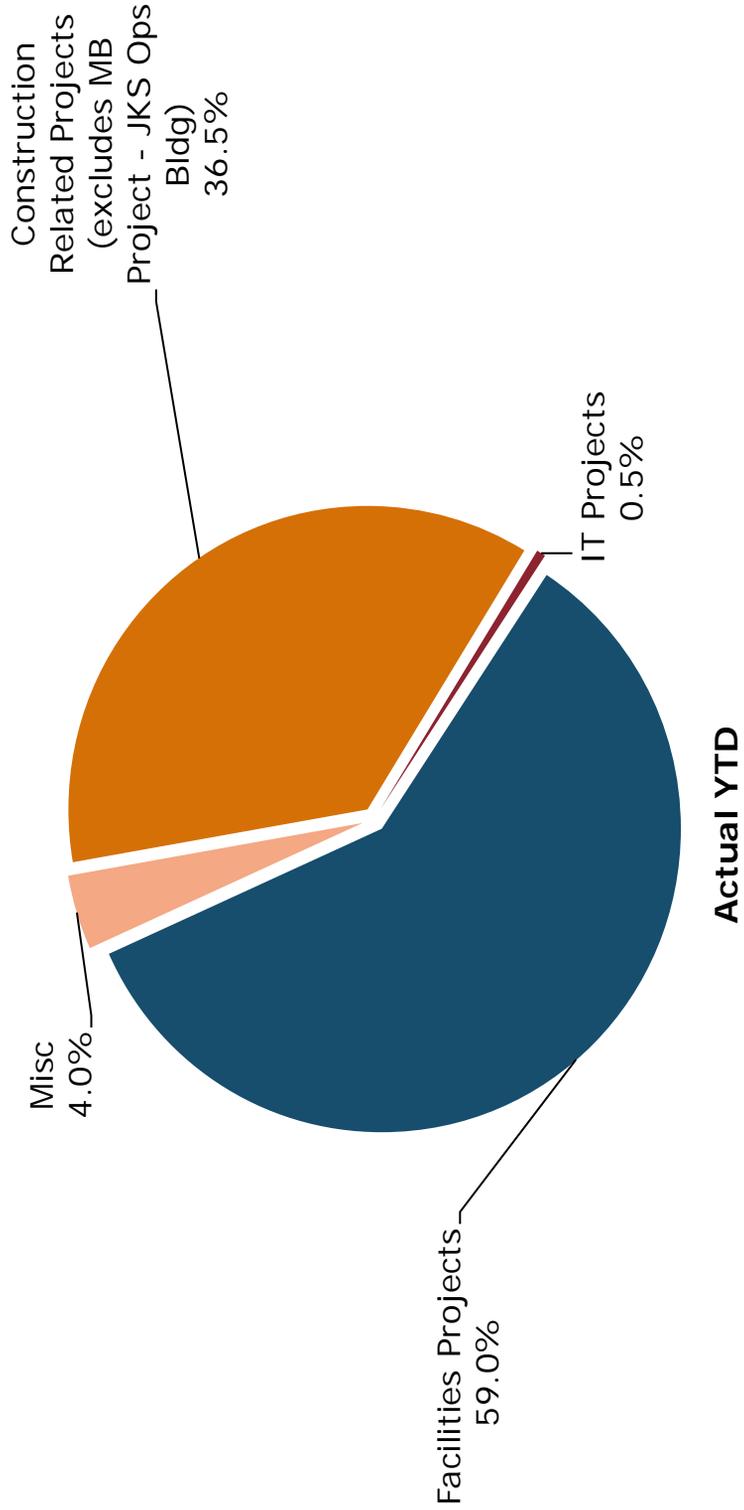
| | Actual YTD | Total FY17 Budget | % Spent YTD |
|--------------------------------|------------------|--------------------|-------------|
| Total Capital Projects: | \$895,435 | \$5,210,832 | 17% |



FY17 Capital Budget - Excludes MetroBase Project - JKS Ops Bldg.
Spending Year to Date as of November 30, 2016

42% of Fiscal Year Elapsed

| | Actual YTD | Total FY17 Budget | % Spent YTD |
|--------------------------------|-------------------|--------------------------|--------------------|
| Total Capital Projects: | \$133,599 | \$2,340,832 | 5.7% |



**MetroBase Phase II
Operations Building
Life of Project
Budget Adopted January 27, 2017
Spending as of February 10, 2017**

MetroBase Phase II - Life of Project

Spending as of February 10, 2017

Attachment A

| \$ In Thousands | Budget | Actual | Remaining | % Spent |
|---|-----------------|-----------------|----------------|------------|
| LCN – Prime Construction Contract | \$13,572 | \$13,513 | \$59 | 100% |
| Construction Contract Contingency | \$2,272 | \$2,141 | \$131 | 94% |
| In-House Project Management | \$653 | \$650 | \$3 | 100% |
| Consultant Costs (Hill Int'l., TRC and RNL) | \$6,902 | \$6,757 | \$145 | 98% |
| Non-Construction Contingencies | \$0 | \$0 | \$0 | 0% |
| Contracted Professional Services – prior to 9/26/14 | \$150 | \$150 | \$0 | 100% |
| Additional Cost and Services (VSWs, Security, Dubois, etc.) | \$3,802 | \$3,120 | \$683 | 82% |
| Total: | \$27,350 | \$26,329 | \$1,021 | 96% |

11-03A.11

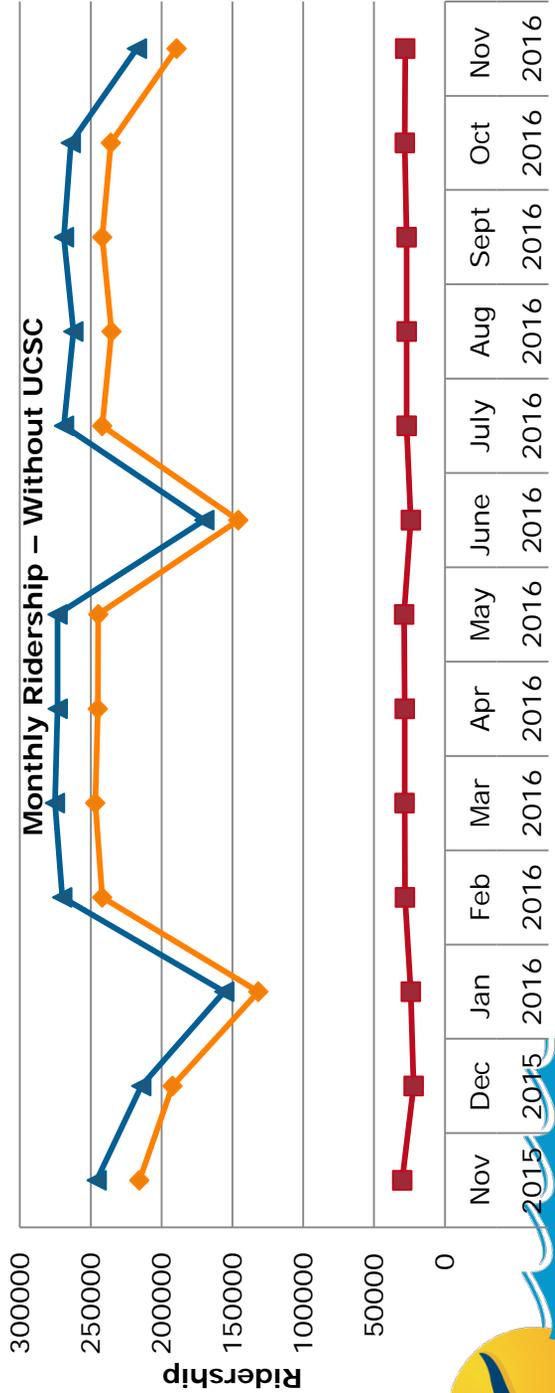
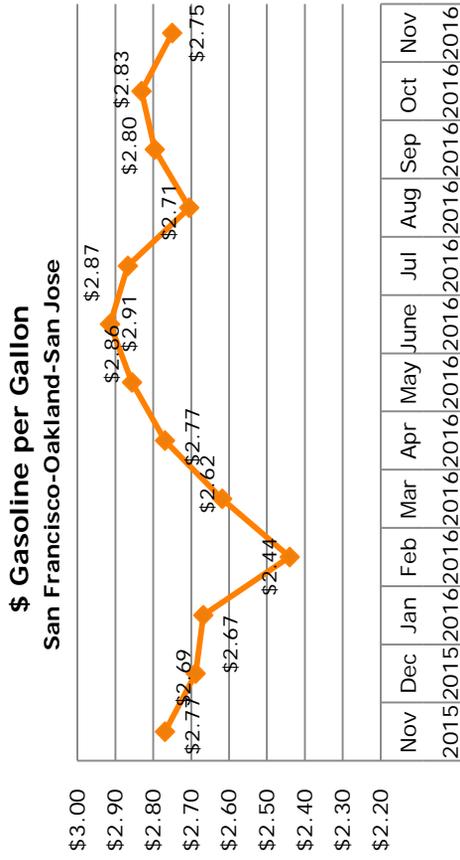
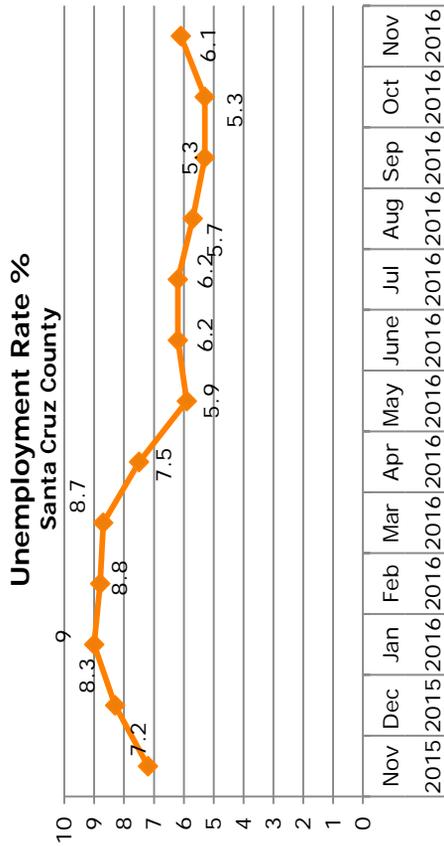


Additional Information

11-03A.12



Additional Information



FY17 Operating Expenses

Year to Date as of January 31, 2017: PRELIMINARY

58% of Fiscal Year Elapsed

| \$ In Thousands | Actual | Budget | Budget to Actual Favorable/ (Unfavorable) |
|---------------------------|----------|----------|---|
| Operating Expenses: | | | |
| Labor - Regular | \$9,040 | \$9,460 | \$420 |
| Labor - Overtime | \$2,035 | \$951 | (\$1,084) |
| Fringe Benefits | \$11,380 | \$12,060 | \$680 |
| Non-Personnel Expenses | \$3,948 | \$4,732 | \$784 |
| Total Operating Expenses: | \$26,403 | \$27,203 | \$800 |

Questions



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF JANUARY 27, 2017**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of January 27, 2017

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of January 27, 2017.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

None

VI. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of January 27, 2017

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS AGENDA MEETING MINUTES JANUARY 27, 2017 – 8:30 AM METRO ADMIN OFFICES 110 VERNON STREET SANTA CRUZ, CA 95060

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, January 27, 2017 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

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

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

SECTION I: OPEN SESSION

- 1 CALL TO ORDER at 8:41AM by Chair Rotkin.**
- 2 The following Directors were sworn in by the Honorable Denine Guy, Presiding Judge of Santa Cruz County:**
 - New Directors:
 - Donna Lind, representing City of Scotts Valley
 - Cynthia Mathews, representing City of Santa Cruz
 - Oscar Rios, representing City of Watsonville
 - New Ex-Officio Director Liber McKee, representing Cabrillo College
 - New term for Director Ed Bottorff, representing City of Capitola
 - New term for Ex-Officio Director Donna Blitzer, representing UCSC

Chair Rotkin thanked Judge Guy and welcomed the new Board Members.

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

| | |
|--|------------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Donna Lind | City of Scotts Valley |
| Director Oscar Rios | City of Watsonville |
| Director Cynthia Chase | City of Santa Cruz |
| Director Jimmy Dutra, Vice Chair | City of Watsonville |
| Director Norm Hagen | County of Santa Cruz |
| Director Cynthia Mathews | City of Santa Cruz |
| Director John Leopold | County of Santa Cruz |
| Director Bruce McPherson | County of Santa Cruz |
| Director Mike Rotkin, Chair | County of Santa Cruz |
| Ex-Officio Director Donna Blitzer | UC Santa Cruz |
| Ex-Officio Director Liber McKee | Cabrillo College |

Director Friend was absent.

DRAFT

11-04A.1

Attachment A



STAFF PRESENT:
Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Angela Aitken, METRO
Erron Alvey, METRO
Andre Campbell, Hanson Bridgett
Rhonda Carter, METRO
Leslyn K. Syren, METRO

Antonio Castillo, VMU
David Gehrig, Hanson Bridgett
Delvis Seda, METRO
Suzanne Silva, METRO

4 ANNOUNCEMENTS

Chair Rotkin introduced Carlos Landaverry and his Spanish Language Interpretation services and continued with the following announcements and this meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Chris Ivens, on channel 26.

5 BOARD OF DIRECTORS COMMENTS

Director Leopold announced that as of yesterday's Santa Cruz Board of Supervisors meeting, Director Fiend will be stepping down from his post as METRO Board Director. Chair Rotkin added that the indications are his position will be replaced by a citizen representative of the County.

Director McPherson inquired as to the impact of the recent storms to METRO operations. CEO Clifford said the storms created a lot of challenges for METRO and our customers. Our teams across the agency did a fabulous job of preparing for the first wave of storms. Many sandbags were put into place at the CNG River Street facility and other locations. Members of the Facilities team took their vehicles home overnight to be on call 24 hours. In some cases, they patrolled Watsonville and the Judy K. Souza Operations facility every 2 hours to ensure functionality. The river did rise, but did not breach. On several occasions, the water rose over the outflow pipe. We had anticipated this so that buses were parked out of the danger area and on side streets. This will continue to be a concern as the Judy K. Souza Operations facility is built on a flood plain. Our Bus Operators did a phenomenal job dealing with the numerous street conditions, which caused re-routing. At one time, 100 people were stranded at Diridon. Our Bus Operators spent 3 hours taking alternate routes to transport everyone; we left no one stranded. We are proud that the Agency rose to the challenge and got the job done! COO Aguirre provided additional information and commended the Operators.

Chair Rotkin asked if alternatives to the outflow pipe have been considered. CEO Clifford stated these types of storm conditions were taken into consideration when the facility was designed.

Hearing no further comments, Chair Rotkin moved to the next agenda item.

6 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Suzanne Silva, Assistant HR Manager, informed the assembly that she would be resigning from METRO and thanked everyone for the opportunities afforded her during her tenure.

Hearing no further comments, Chair Rotkin moved to the next agenda item.

Attachment A

7 COMMUNICATIONS FROM MAC

Having none, Chair Rotkin moved to the next item.

8 LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, representing the Bus Operators and Paratransit staff, welcomed the new Board Members. He also complimented METRO's staff for their energy and contributions, which enabled us to get our customers to their destinations during the recent storms.

9 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Chair Rotkin announced the following items were distributed to Board Members and are available at the back of the room for public viewing:

- Item 10-04A: The second paragraph of Item 12 on Page 4 of the 12/9/16 METRO Board Meeting Minutes has been **corrected** to read, "The 2017 MAC Chair will be Michael Pisano, Vice Chair will be Joseph Martinez both for a **one two** year term, **with the option to run for a second term.**"
- News clips of interest

CONSENT AGENDA

10-01 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS

10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF DECEMBER 2016

10-03 ACCEPT AND FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF OCTOBER 31, 2016

10-04 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF DECEMBER 9, 2016

10-05 ACCEPT AND FILE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR EXCESS WORKERS COMPENSATION INSURANCE AND BROKER SERVICES

10-06 ACCEPT AND FILE: CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR EMPLOYEE VISION CARE SERVICES

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH NEW BOARD MEMBERS ABSTAINING FROM ITEM 10-04.

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 7 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, McPherson and Rotkin). Directors Lind, Mathews and Rios abstained. Director Friend was absent.

Attachment A

REGULAR AGENDA

11 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ANGELA AITKEN, MARIO ARELLANO, JON BARTHOLOMEW, RHONDA CARTER, MICHAEL COTRONEO, HARLAN GLATT, BRIAN McHALE, JUSTINA O'HAGIN AND DELVIS SEDA,

Chair Rotkin thanked all of the following METRO employees for their contributions and presented those present with Certificates.

- Angela Aitken, Finance Manager & Interim HR Manager, 10 years of service with METRO. Ms. Aitken thanked the assembly, saying it's been a great ride.
- Jon Bartholomew, Bus Operator, 15 years of service with METRO thanked everyone for the opportunities.
- Delvis Seda, Bus Operator, 15 years of service with METRO thanked the Board and said it all began as a "day job".

The following employees were not present:

- Mario Arellano, Bus Operator, 15 years of service with METRO
- Rhonda Carter, Bus Operator, 15 years of service with METRO
- Michael Cotroneo, Operator, 15 years of service with METRO
- Harlan Glatt, Sr. Database Administrator, 10 years of service with METRO
- Brian McHale, Bus Operator, 15 years of service with METRO
- Justina O'Hagin, Bus Operator, 15 years of service with METRO

12 RESOLUTION OF APPRECIATION, RETIREES: FRANK JACINTO, ROBYN D. SLATER, LESLYN SYREN

Chair Mike Rotkin spoke of his working relationship with District Counsel Syren and her history with METRO overseeing various departments in addition to the Legal Department. He thanked her for her hard work.

Ms. Syren said it had been her pleasure to serve as District Counsel since 2012. She expressed her pride in the development of many METRO staff members who have gone on to become exceptional employees throughout the industry. She also thanked her partner, Dawn, and Ms. Slater, the first METRO employee she had the pleasure of working with.

Chair Rotkin thanked Robyn Slater for her contributions to METRO. Ms. Slater said she had enjoyed her time with METRO and spoke of beginning as a contractor in the Assistant HR Manager function. When the HR Manager left one week later, she rebuilt the HR department. She thanked her co-workers in the HR and other departments.

Vice Chair Dutra thanked all the retirees for their commitment to METRO.

Chair Rotkin thanked Mr. Jacinto for his 30 years of service.

ACTION: MOTION TO APPROVE THE RESOLUTIONS OF APPRECIATION FOR FRANK JACINTO, ROBYN SLATER AND LESLYN SYREN AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR CHASE

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

DRAFT

11-04A.4

Attachment A

13 APPROVE: RESOLUTIONS OF APPRECIATION FOR FORMER BOARD MEMBERS, DENE BUSTICHI, KARINA CERVANTEZ AND DON LANE

In their absence, Chair Rotkin thanked former Board Directors, Dene Bustichi and Karina Cervantez, for their contributions to METRO over the years. He then presented former Director Don Lane with a recognition resolution and thanked him for his years of service to the City of Santa Cruz and METRO.

ACTION: MOTION TO APPROVE THE RESOLUTIONS OF APPRECIATION FOR FORMER BOARD MEMBERS, DENE BUSTICHI, KARINA CERVANTEZ AND DON LANE AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

Public comment:

Ms. Liseth Guizar, welcomed new board members and congratulated friends who are retiring, in particular Leslyn Syren.

Mr. Erich Friedrich spoke of his experience working with Ms. Syren and thanked her.

Ms. Carolyn Derwing said she had been privileged to work with Ms. Syren during her 19 year tenure with METRO.

Mr. Eduardo Montesino thanked everyone for their contributions during their respective tenures.

Director Hagen thanked the retirees and METRO for making his way of life a positive experience.

14 ACCEPT FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016

Angela Aitken, Finance Manager, spoke of the recent audit and the fact that no findings have been discovered in the 10 years she's been with METRO. She expressed her appreciation for the contributions of the finance team. Chair Rotkin agreed it was an impressive audit and to have no findings is amazing! Director McPherson thanked Ms. Aitken and Ms. Debbie Kinslow, adding he appreciated their professionalism.

ACTION: MOTION TO ACCEPT THE FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2016 AS PRESENTED.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

Attachment A

15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER, OR HIS DESIGNEE, AND GENERAL COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST SANTA CRUZ METRO

Angela Aitken, Finance Manager and Interim HR Manager, provided background to the staff request to allow the CEO/General Manager and General Counsel to have a \$50,000 limit to approve claims. She added that the claims have reduced dramatically over the past 10 years; i.e., the number of claims has decreased, but the amounts have increased. She reiterated that any amount over \$50K would be presented to the Board for disposition.

Director Leopold noted that the Board of Supervisors had recently increased their limits and, with the good management in claim handling, it seems appropriate to do so here.

Director Rios asked if this is a tactic to delay resolution of a claim. Ms. Aitken responded not at all; it is helpful in being able to resolve claims quickly.

Chair Rotkin added this request is needed due to the board meeting timing in that it allows time to resolve the claim rather than waiting until the next board meeting. Ms. Aitken concurred and referenced the financial section of the staff report for specifics.

ACTION: MOTION TO APPROVE CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER, OR HIS DESIGNEE, AND GENERAL COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST SANTA CRUZ METRO AS PRESENTED.

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

16 Chair Rotkin announced that Item 16 was removed from the agenda as it was addressed previously. APPROVE: CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT AUTHORITY OF THE CEO/GENERAL MANAGER OR HIS DESIGNEE AND GENERAL COUNSEL TO \$50,000

AT CEO CLIFFORD'S REQUEST AND CHAIR ROTKIN'S CONCURRENCE, ITEMS 17 AND 18 WERE COMBINED TO BE DISCUSSED AND APPROVED AS ONE.

17 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT TOTAL BY \$96,300 FOR AS-NEEDED LEGAL SERVICES

18 APPROVE: REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN

Alex Clifford, CEO/General Manager, spoke of the staff report. Director Leopold agreed this was necessary to address the work to be done to close out the project.

ACTION: MOTION TO APPROVE ITEMS 17 AND 18 AS ONE: 17) AUTHORIZING THE CEO TO EXECUTE A 2ND AMENDMENT WITH HANSON BRIDGETT LLP TO

Attachment A

INCREASE THE CONTRACT TOTAL BY \$96,300 FOR AS-NEEDED LEGAL SERVICES; AND, 18) REVISED METROBASE PHASE II (OPERATIONS BUILDING) LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN AS PRESENTED

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bottorff, Chase, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rios and Rotkin). Director Friend was absent.

19 APPROVE: CONSIDERATION OF NOMINATING DIRECTORS TO SERVE AS BOARD OFFICERS, NOMINATING DIRECTORS TO FILL VACANT POSITIONS ON VARIOUS BOARD STANDING COMMITTEES, NOMINATE DIRECTORS TO FILL VACANT POSITIONS ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC), & NOMINATING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

Chair Mike Rotkin explained the process, noting that alternate slates can be presented up to the time of the vote. The new citizen member from the County Board of Supervisors may be added to any Committee after their appointment.

See the attached slates for presented nominations.

The elections will be held at the next Board meeting, which is scheduled for Friday, February 24, 2017 at the Santa Cruz City chambers, 809 Center Street, Santa Cruz.

20 ACCEPT: CEO ORAL REPORT

Alex Clifford, CEO/General Manager, provided an update on the Frazier/Beall transportation bills. In terms of the Federal opportunities, everyone seems to be waiting to see what will happen with the new administration. President Trump has discussed airport, highway and train infrastructure, but omitted any mention of transit to date. We are trying to encourage transit to become a part of this conversation. CEO Clifford asked for Board support of transit in any discussions/meetings they may have with our legislators.

Director Leopold suggested METRO take an official position on AB1 and SB1 at next month's board meeting. Chair Rotkin asked that staff prepare materials to present to their legislators. CEO Clifford said materials would be provided at the February board meeting.

Director McPherson said everyone should be proud of the long list of accomplishments and emphasized his appreciation to the drivers and employees for their contributions to the success of Measure D, the Cabrillo measure, etc. This would not have been successful without everyone's assistance. He also thanked Director McKee for his efforts with passing Cabrillo's student fee. These are valuable contributions to maintain services. However, challenges remain, particularly in capital improvements.

There were no public comments.

21 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

General Counsel Sherman announced the closed sessions as listed below in Items 22 and 23. She did not anticipate a need to report out after the closed session.

Attachment A

Board of Directors Meeting Minutes
January 27, 2017
Page 8 of 8

22 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9 (b) – one case

23 CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE SECTION 54957.6)

Agency Negotiators: Alex Clifford, CEO/General Manager

Julie Sherman, General Counsel

Employee Organization: SEIU, Local 521

There were no public comments.

24 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, FEBRUARY 24, 2017 AT 8:30AM, SANTA CRUZ CITY CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA

Chair Mike Rotkin announced the next meeting as above.

25 ADJOURNMENT

Chair Mike Rotkin adjourned the meeting at 9:51AM

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

11-04A.8

BOARD OFFICERS AND APPOINTMENTS



Board Nominated Slate(s) – January 27, 2017

Elect Board Chair (2016: Mike Rotkin)

Nominee:

1. Jimmy Dutra

Nominated by:

Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Elect Board Vice Chair (2016: Jimmy Dutra)

Nominee:

1. Bruce McPherson

Nominated by:

Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Replace 1: Current Capital Projects Standing Committee Member (Dene Bustichi)

3 Total Members

Remaining Members: Cynthia Chase & Bruce McPherson

Nominee:

1. Donna Lind
2. Cynthia Chase
3. Bruce McPherson

Nominated by:

- Mike Rotkin
Currently in place
Currently in place

SLATE 1

Nominee:

1. Ed Bottorff
2. Cynthia Chase
3. Bruce McPherson

Nominated by:

- Cynthia Chase
Currently in place
Currently in place

SLATE 2

BOARD OFFICERS AND APPOINTMENTS



Replace 3: Finance, Budget and Audit Standing Committee Members (Karina Cervantez, Zach Friend & Don Lane)

4 Total Members

Remaining Member: Ed Bottorff

Nominee:

1. Ed Bottorff
2. John Leopold
3. Oscar Rios
4. Cynthia Mathews

Nominated by:

- Currently in place
- Mike Rotkin
- Mike Rotkin
- Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS



**Replace 3: Personnel/Human Resources Standing Committee Members
(Current (2016) Board Chair, Mike Rotkin; Current (2016) Board Vice Chair,
Jimmy Dutra; and, Immediate Past (2015) Board Chair, Dene Bustichi,)**

5 Total Members

**Committee Requires Current Board Chair, Current Board Vice Chair and Immediate Past Board
Chair as members**

Remaining Members: Norm Hagen, John Leopold

SLATE 1

Nominee:

Nominated by:

- | | |
|---|--------------------|
| 1. Nominee Current Board Chair, Jimmy Dutra (2017) | Mike Rotkin |
| 2. Nominee Current Board Vice Chair, Bruce McPherson (2017) | Mike Rotkin |
| 3. Mike Rotkin, Immediate Past Chair (2016) | Automatic |
| 4. Norm Hagen | Currently in place |
| 5. John Leopold | Currently in place |

BOARD OFFICERS AND APPOINTMENTS

Attachment A



Replace 4: SCCIC Representatives
(Terms end Feb 2017) President, Zach Friend; Vice President,
Don Lane; Secretary, Mike Rotkin; and, Treasurer, Ed Bottorff
5 Total Members
Remaining Director: Norm Hagen (term ends Feb 2018)

Nominee:

1. Bruce McPherson
2. Norm Hagen
3. Cynthia Chase
4. John Leopold
5. Oscar Rios

Nominated by:

- Mike Rotkin
- Currently in place
- Mike Rotkin
- Mike Rotkin
- Mike Rotkin

SLATE 1

BOARD OFFICERS AND APPOINTMENTS



Replace 3: SCCRTC Representatives (2016 Reps: Karina Cervantez, Cynthia Chase & Ed Bottorff) 3 Total Representatives

Nominee:

1. Cynthia Chase
2. Ed Bottorff
3. Norm Hagen

Nominated by:

- Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

Nominee:

1. Cynthia Chase
2. Ed Bottorff
3. Oscar Rios

Nominated by:

- John Leopold
John Leopold
John Leopold

SLATE 2

BOARD OFFICERS AND APPOINTMENTS



Replace 3: SCCRTC Alternates (in order)
(2016 Alternates: Dene Bustichi, Mike Rotkin, Norm Hagen)
3 Total Representatives

Nominee:

1. Mike Rotkin
2. Oscar Rios
3. Donna Lind

Nominated by:

- Mike Rotkin
Mike Rotkin
Mike Rotkin

SLATE 1

Nominee:

1. Mike Rotkin
2. Norm Hagen
3. Donna Lind

Nominated by:

- John Leopold
John Leopold
John Leopold

SLATE 2



DATE: February 24, 2017
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY
COMMITTEE (MAC) MEETING OF NOVEMBER 16, 2016**

I. RECOMMENDED ACTION

**That the Board of Directors accept and file the minutes for the METRO
Advisory Committee (MAC) Meeting of November 16, 2016.**

II. SUMMARY

- Staff is providing minutes from the MAC Meeting on November 16, 2016.
- Each quarter staff will provide the minutes from the previous MAC meeting.

III. DISCUSSION/BACKGROUND

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

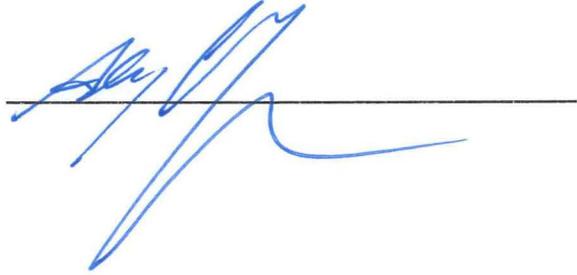
IV. ATTACHMENTS

Attachment A: Approved Minutes for the MAC Meeting of
November 16, 2016

Prepared By: Donna Bauer, Administrative Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", is written over a solid horizontal black line. The signature is stylized and extends to the right of the line.

MINUTES

MAC MEETING OF NOVEMBER 16, 2016



The METRO Advisory Committee (MAC) met on Wednesday, November 16, 2016 in the Judy K. Souza Operations Facility Training Room located at 1200 River Street in Santa Cruz, California.

1 CALL TO ORDER

Meeting was called to order at 6:00 PM

ROLL CALLMEMBERS PRESENT

Veronica Elsea, Chair
Naomi Gunther, Vice Chair
Joseph Martinez

Michael Pisano
Becky Taylor

MEMBERS ABSENT

Donald Peattie - Excused
Ernestina Saldana - Excused

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

Ciro Aguirre, METRO
Barrow Emerson, METRO
Harlan Glatt, METRO
April Warnock, METRO

Daniel Zaragoza, METRO
Julie Knight, Member of Public
Susan Mason, Member of Public

2 ORAL/WRITTEN COMMUNICATION

Mr. Pisano mentioned that TAPS brought Slug Stop online at UCSC. Slug Stop is an app for the iPhone or Android. It gives live visual of the shuttles moving between bus stops on campus. UCSC has been working with a professor on campus to get GPS locations on their buses. Mr. Pisano suggested that METRO connect with UCSC and see if they can include METRO in their study program. Chair Elsea inquired who is paying to equip the buses with GPS. Mr. Pisano thought the professor had received grant money for this venture. He said there is another app called Slug Route but is not sponsored by TAPS; however, UCSC's website has a link for it. Mr. Barrow Emerson, Planning and Development Manager, and Mr. Harlan Glatt, Sr. Database Administrator, said they'd check with Larry Pageler, UCSC Director of Transportation and Parking Services, to learn more details.

3 ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF AUGUST 17, 2016

MOTION: ACCEPT & FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF AUGUST 17, 2016

MOTION: PISANO

SECOND: TAYLOR

MOTION: CARRIED - UNANIMOUS

Attachment A

4 COMMUNICATIONS FROM METRO ADVISORY COMMITTEE

None

5 RECEIVE AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY16

Mr. Emerson referred the Committee to the August 26, 2016 METRO Board of Directors Item #13-07 (see attachment) which is the ridership report that the Planning Department provides to the Board of Directors quarterly. A recap of the Fourth Quarter and FY16 vs. FY15 reports included:

- Attachment A:
 - For Fiscal Year 2015-16, system ridership was down 1% compared to the previous fiscal year. This is due primarily to the drop in the Highway 17 ridership (11% overall drop) which is attributed to the September 2015 fare increase and low gas prices.
 - Use of discounted fares and passes is up 5%.
- Attachment B:
 - For the fiscal year UCSC ridership was up 2% due to increased enrollment and more weekend trips. The slight drop in the quarter is related to students using TAPS vehicles around campus.
- Attachment C:
 - Mr. Emerson emphasized a change to this document. Instead of reporting the total riders on each route for the quarter, his department is now reporting the quarterly figures as “Average Riders Per Trip” for each route and will do so going forward.

Mr. Emerson handed out the Fall Ridership by Route report (see attachment) which shows Average Boardings per Trip by Route. This covers the period since the service reduction (9/8/16 through 10/26/16), which is included in the October 28, 2016 METRO Board of Directors Agenda Packet that is posted on the METRO website. He explained that this is the first snapshot of ridership since the Fall Schedule took effect and has been expanded to include a breakdown of UCSC ridership on the weekdays and weekends. In the future, this report will include the Cabrillo ridership as well.

Mr. Emerson also provided a sheet (see attachment) summarizing the changes in service levels since the 9/8/16 service reduction showing the change in trips, daily span of service, and frequency. In addition, he mentioned that the first few pages of the Headways Bus Rider’s Guide explains in lay person terms what changes have occurred to the new schedule.

6 WINTER 2016/2017 SERVICE CHANGE UPDATE

Mr. Emerson started off with an update on the Fall Service Changes effective September 8, 2016. The primary problem experienced has been on time performance. The reasons for this are fewer trips, overcrowding, slow boarding, and paying with cash. This has caused missed connections. METRO is responding to public input and the Bus Operators’ feedback.

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 3 of 8

Vice Chair Gunther voiced her concerns about the Fall Service Changes:

- Based on her conversations with Bus Operators, the lack of on-time performance is due to a change in time points and some of those time points are not realistic. She mentioned her morning commute has been terrible, so much so that she has had to shift her schedule.
- In September data she collected, she recorded 10 trips on the same bus at the same time of day and found the morning inbound 69 was late 10-24 minutes every time. This made connecting to another bus really difficult and hard to be on time for work.
- In October, she recorded 12 trips at the same time of day. Again, none were on time.
- There is a lot of frustration/anger from riders that is being taken out on the Bus Operators. Morale is very low.
- The time points are off. She has been a bus rider for about 25 years and feels this is the worst it has ever been. It is unfair to the riders and Bus Operators.

Mr. Emerson segued into the Winter Service changes that will take effect on December 15, 2016 and announced that the travel times have been adjusted on many of the routes for the reasons that Vice Chair Gunther mentioned previously as well as feedback from our Bus Operators and the public. The main change was increasing travel times on most routes using the data our Interns have been collecting.

Mr. Pisano wanted to know if there has been any more movement on the Scotts Valley Center. Mr. Emerson said that his department has been talking with Director Larry Pageler and, without justification for more service, it's difficult for METRO to add more minutes and hours of service at this time due to financial constraints. However, we are trying to figure out approaches to 35A's routing and we are trying to see if we have the ability to work the 17 into inbound local service. The problem with the Kaiser/UCSC situation is that those two destinations have to show us the evidence to justify a route.

Mr. Pisano commented that the landlord of the Scotts Valley/Borland site was going to supply shuttles back and forth between the campus and the buildings but then decided not to go with shuttles. They plan to use Uber and provide two Zip cars at the location. Mr. Emerson acknowledged and apologized that METRO does not have the resources to attract people before their travel behaviors are set.

7 DISCUSS MARKETING IDEAS

Mr. Emerson reminded the Committee that METRO does not have a Marketing Department but he is available to listen to ideas. However, due to limited resources, we cannot act on them at this time and gave some examples of ideas that are being considered:

- Cabrillo College has contacted METRO about buying external ads on the buses to encourage people to go to college. Cabrillo has a small marketing department and the concern is that they can't get much value for their money. This becomes a policy issue for the METRO Board of Directors to address.

11-05A.3

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 4 of 8

- KSCO has been talking to us about trading advertising on the Hwy. 17 bus for letting us sponsor their over-the-hill traffic report every 15 minutes. Two problems arise: (1) the only place on a bus going over Hwy. 17, that would be of any value to them, would be on the back end. We currently do not have space available on these particular vehicles for a billboard, and (2) policy dictates the types of advertising we can do.
- Comcast – the PSA in Spring 2016 was "Please come and give your input on the upcoming service change." In Fall 2016 we ran another PSA thanking riders for their patience. We are considering running that PSA again to maintain our presence and thank riders for their continued support as we go through ridership changes. They are not very expensive for 15 second slots and sometimes we benefit from getting additional slots free when Comcast hasn't sold all of their ad air time.
- Ms. April Warnock added that one of METRO's Bus Operators designed the button "Support Public Transit and Keep Santa Cruz County Moving." These buttons have been handed out at Open Streets Santa Cruz, are in our main lobby, and Bus Operators wear them. The same bus operator designed posters "Support Public Transit" that are posted at the transit centers.
- Ms. Warnock also mentioned the art contest held for children in Santa Cruz County. There were eight entries and they all won. The first place winner's artwork is on the cover of Headways; two second place winners' artwork is displayed on the sides of eight buses. The rest of the contest entries will have their artwork placed inside the buses. Mr. Glatt mentioned that all of the entries will be posted on METRO's website when we go to the Winter Schedule.

Chair Elsea urged everyone to keep thinking about these types of ideas. Mr. Emerson encouraged others to do as Vice Chair Gunther has done in providing data on the routes they ride. Even though we have the Interns riding various routes and collecting data, it still is only a sampling.

Mr. Pisano thought someone had volunteered their group months ago to do bus surveys. Mr. Emerson said a group did come forward but because they didn't follow our survey protocol, the information they gathered had no value.

Vice Chair Gunther asked if Mr. Emerson could provide the survey forms to interested Committee members. Mr. Emerson was enthusiastic about Committee members participating in collecting data and replied that he'd send an email letting them know the information needed so that survey forms could be created for their specific routes requested.

Mr. Pisano would like name tags created for Committee members. Chair Elsea said that this was brought up a few months ago. The goal is to create tags identifying them as a "METRO Advisory Committee Member" without specific names on them. This would allow the public to identify them as an information/complaint conduit. Mr. Emerson said he'd look into this.

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 5 of 8

8 DISCUSS CURRENT ONLINE FORM MODIFICATIONS THAT WERE MANDATED BY THE 2016 TRIENNIAL REVIEW AND OFFER EDITS TO MAKE THEM MORE USER-FRIENDLY

Using the METRO website, Mr. Glatt reminded everyone to check the METRO News Bulletin link and Quarterly Service Changes to review the Winter Service changes. From there you can hone in on the route schedules and route maps using the provided links. He also reviewed the features of Schedule By Stop.

Mr. Glatt also previewed an example of what the new bus stop signs will look like. Each bus stop sign will have a custom Stop ID. By using the Stop ID, you can obtain information on every stop in the system. The Board of Directors approved this signage change at the October 28, 2016 meeting (see attachment). The signs are being printed and will be installed in December/January.

Mr. Glatt pulled up the Customer Service screen on METRO's website and gave a brief background on the findings of the Triennial review. One of the results of the review was to make the ADA and Title VI policies and forms more accessible and user-friendly. There are now five different categories for the public to file compliments, suggestions, or complaints about METRO's services. In reviewing each of the five website categories, the following recommendations were made:

- **Title VI Discrimination Complaint:**

Recommendation: Chair Elsea was concerned that the Priority Level was set to "High" and the Disability Level was set to "Low." She felt that sent the wrong message to someone with a disability and requested these levels be changed to "Normal." Vice Chair Gunther agreed with her.

Action: Mr. Glatt will make that change.

Recommendation: Chair Elsea suggested adding a "Disability" and "Other" check boxes in the source of discrimination section because not everything is covered under age, sex, sexual orientation, and gender identity. Vice Chair Gunther agreed there should be a check box for "Disability" and Ms. Taylor thought "Other" was a good idea just to cover anything else.

Action: Mr. Glatt will add a check box for "Disability" and "Other" with a text box to elaborate.

- **ADA 504 Complaint:**

Recommendation: Change form or break out into additional forms to cover all ADA complaints. Discussion began with Chair Elsea pointing out that this form refers to a 504 complaint and was wondering if METRO only wanted to list the one area since ADA can include other areas as well (e.g., 508). Mr. Glatt said this was modeled after our "pdf" version of the policy. Vice Chair Gunther concurred that this form only accepts a 504 complaint so if there was a 508 complaint, it suggests you would need a different form. However, since there is only one form, that option is not available.

Attachment A

Minutes – METRO Advisory Committee

November 16, 2016

Page 6 of 8

Action: Mr. Glatt suggested that a meeting with METRO's General Counsel would be appropriate to see if the policy needs to be updated to include the other areas.

- **Accessible Information Request:**

Recommendation: Chair Elsea and Vice Chair Gunther requested that the "Attachment" section be removed. By having it on the form, it suggests the user needs to attach a document. They felt this was confusing.

Action: Mr. Glatt agreed that "Attachments" should be turned off and will change the configuration so that it does not appear on the form.

- **Lost & Found Report:**

Recommendation: Chair Elsea suggested adding the "bus number (if known)" to this form since it is on all of the other forms.

Action: Mr. Glatt will add the option to the form.

Vice Chair Gunther questioned if the email address is required and what would you put in that box if you don't have an email address. Mr. Glatt replied that any text or NA would be acceptable; the text does not have to be in email format.

Recommendation: Chair Elsea suggested changing the subject line to "Lost and Found" for this form. Mr. Glatt responded that certain default fields are generated when a new form is created and he is not able to alter them. This is different from a custom field that he creates and has control over.

Action: Mr. Glatt will look at the programming code and see if the subject line can be altered to automatically fill with "Lost and Found."

- **Customer Service Report:**

Recommendation: Chair Elsea suggested that the "preferred method of contacting you" option that appears on the regular Customer Service Report should be added to all of the forms, making them more user-friendly.

Action: Mr. Glatt will add "preferred method of contacting you" to all of the forms.

Recommendation: Chair Elsea described an incident where a Customer Service Representative (CSR) was not able to give her information about a route and wanted to report this so that the newer CSR's could get additional training. In filling out the form she discovered that the "Choose Location" box required a street name--it wouldn't allow just any text. Since she was calling from home, it pertained to a telephone call versus an issue on a bus or at a bus stop. Mr. Glatt agreed that the form was geared more for reporting an incident. Ms. Taylor suggested creating a separate form for problems with a CSR on the telephone. Mr. Aguirre recommended adding a drop box to "Choose Location" that says: "Street and Cross-Street", and "Other" with a text box to elaborate.

Attachment A

Action: Mr. Glatt will add a drop box to "Choose Location" and include the following options: "Street & Cross-Street (enter below)", "By Telephone", "At Transit Center", "On METRO Bus", "At Bus Stop (enter Stop ID below)", and "Other Location" (enter below). He will include a text box to provide more information.

Chair Elsea was grateful to Mr. Glatt for attending the meeting and listening to the Committee's input. She suggested the Committee and Mr. Glatt touch base at the next meeting on the improvements made.

9 ESTABLISH AND APPROVE THE METRO ADVISORY COMMITTEE (MAC) 2017 MEETING SCHEDULE

MOTION: Approve 2017 MAC Meeting Schedule:

February 15
May 17
August 16
November 15

MOTION: GUNTHER

SECOND: PISANO

MOTION CARRIED: UNANIMOUS

10 ELECT THE METRO ADVISORY COMMITTEE (MAC) CHAIR AND VICE CHAIR FOR 2017 TERM

MOTION: ELECT CHAIR MICHAEL PISANO FOR A ONE-YEAR TERM (January 1 – December 31, 2017)

MOTION: MARTINEZ

SECOND: ELSEA

MOTION: CARRIED – UNANIMOUS

MOTION: ELECT VICE CHAIR JOSEPH MARTINEZ TO A ONE YEAR TERM (January 1 – December 31, 2017)

MOTION: TAYLOR

SECOND: PISANO

MOTION CARRIED: UNANIMOUS

11 COMMUNICATIONS TO THE SANTA CRUZ METRO CEO

None

12 COMMUNICATIONS TO THE SANTA CRUZ METRO BOARD OF DIRECTORS

None

13 ITEMS FOR NEXT MEETING AGENDA

- Winter Service – A status update on the changes made to the time points to see if that is improving on-time performance.
- Discuss marketing ideas (i.e., Wi-Fi on buses and in transit centers, contact Cruzio to see if they are willing to exchange Wi-Fi for having their name on the bus) and ask Barrow to give a regular presentation in this area.
- Discuss timeliness of the route alerts so that people can more easily make adjustments to their route plans.

14 DISTRIBUTION OF VOUCHER

Distributed by Ciro Aguirre, COO

15 ADJOURNMENT

Meeting adjourned at 7:49 PM by Chair Elsea.

Respectfully submitted,
Donna Bauer
Administrative Assistant



DATE: August 26, 2016
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY16

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the fourth quarter (Q4) of FY16 (April 1 – June 30, 2016).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide ridership statistics for Q4 of FY16, while making comparisons with Q4 and Year-to-Date (YTD) totals for FY16 and FY15. This report also displays the use of Discounted Fares and Pass Usage by seniors and people with disabilities.

- Q4 and YTD system-wide ridership decreased 2.8% and 1.1%, respectively
Reason(s) that Fixed-Route quarterly and YTD ridership decreased include:
 - Reduced on-time performance, primarily a result of increased congestion
 - Decreased Hwy 17 ridership
- Hwy 17 quarterly and YTD ridership decreased 16.8% and 11.2%, respectively.
Reason(s) that Hwy 17 quarterly and YTD ridership decreased include:
 - Increased fares
 - Reduced on-time-performance, primarily a result of increased congestion
- Quarterly and YTD Discounted Fare and Pass totals increased 4.6% and 5.0%, respectively.
Reason(s) that quarterly and YTD discounted fare and pass usage increased include:
 - Increased ridership by seniors and those with disabilities on our fixed route service
 - Greater utilization of passes system-wide

11-05A.9

13-07.1

Attachment B shows UCSC ridership and revenue statistics for Q4 of FY16. The report makes comparisons between FY16 and FY15 Q4 and YTD UCSC ridership.

- UCSC ridership decreased 0.4% in Q4 of FY16, while YTD UCSC ridership increased 1.8%. UCSC quarterly revenue decreased 1.9%; YTD revenue increased 0.3%

Reason(s) that quarterly UCSC ridership and revenue decreased include:

- Increased usage of UCSC shuttle service for transportation on campus

Reason(s) that YTD UCSC ridership and revenue increased include:

- Increased UCSC enrollment in FY16
- Additional supplemental trips paid for by UCSC

Attachment C shows average ridership per trip for all weekday and weekend routes in Q4 of FY16. System-wide, there are 21 riders per trip on weekdays and 24 riders per trip on weekends.

- The weekday and weekend route with the highest ridership average is route 16.
 - This route serves UCSC via Laurel East.
 - During their school term UCSC pays for eight supplemental weekend 16ST trips to attempt to meet this high demand.
- The weekday route with the lowest ridership average is route 34.
 - This route serves South Felton during the SLVUSD school term.
- The weekend route with the lowest ridership average is route 79.
 - This route serves the East Lake area in Watsonville.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY16 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Quarterly Ridership Summary for FY16 Q4 (April 1 – June 30, 2016)

11-05A.10

13-07.2

Attachment B: Quarterly UCSC Ridership and Discounted Fare Summary for FY16 Q4 (April 1 – June 30, 2016)

Attachment C: Quarterly Ridership by Route Report for FY16 Q4 (April 1 – June 30, 2016) Q4 (April 1 – June 30, 2016)

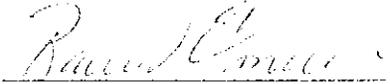
Prepared By: Cayla Hill, Administrative Specialist

11-05A.11

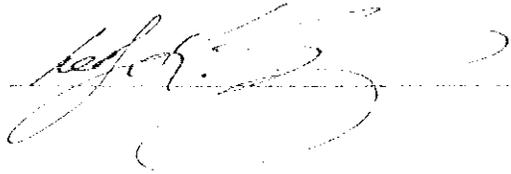
13-07.3

VII. APPROVALS:

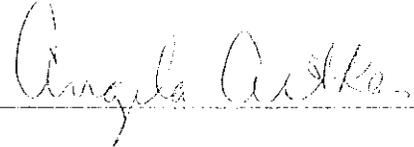
Barrow Emerson,
Planning and Development Manager



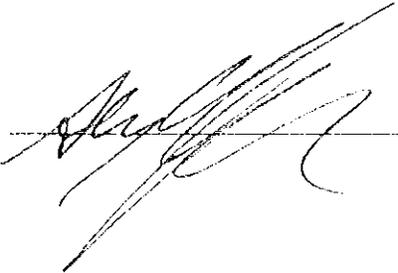
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



11-05A.12

Quarterly Ridership Summary

FY16 Q4 (April 01, 2016 - June 30, 2016)

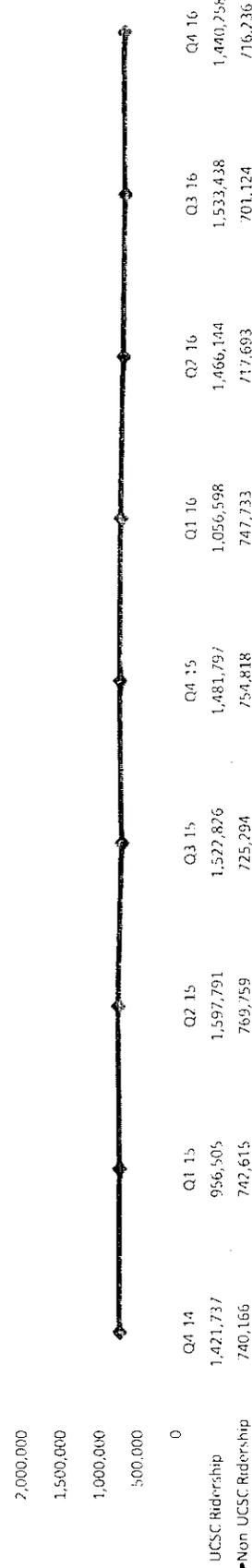
Calendar Operating Days Discounted Fare and Pass Usage

| | This Year | | Last Year | | Quarterly Totals (Q4) | | | Year To Date Totals (Q1, Q2, Q3, Q4) | | | | |
|---|-----------|----|-----------|----|-----------------------|----------------|--------------|--------------------------------------|----------------|----------------|---------------|-------------|
| | 65 | 65 | 65 | 65 | This Year | Last Year | Difference | % Change | This Year | Last Year | Difference | % Change |
| Weekdays | 13 | 13 | 13 | 13 | 66,856 | 58,399 | 8,457 | 14.5% | 258,677 | 221,362 | 37,315 | 16.9% |
| Saturdays | 13 | 13 | 13 | 13 | 6,670 | 6,909 | -239 | -3.5% | 26,192 | 25,988 | 204 | 0.8% |
| Sundays | 13 | 13 | 13 | 13 | 128,104 | 127,466 | 638 | 0.5% | 500,064 | 500,495 | -431 | -0.1% |
| Total Dis. Fare & Pass Usage | | | | | 201,630 | 192,774 | 8,856 | 4.6% | 784,933 | 747,845 | 37,088 | 5.0% |

Quarterly System Totals

| | This Year | | Last Year | | Quarterly Totals (Q4) | | | Year to Date Totals (Q1, Q2, Q3, Q4) | | | | |
|--------------------|-----------|-----------|-----------|--------|-----------------------|-----------|------------|--------------------------------------|-----------|-----------|------------|----------|
| | 1,359,254 | 1,384,483 | -25,229 | -1.8% | This Year | Last Year | Difference | % Change | This Year | Last Year | Difference | % Change |
| Local Fixed Route | 81,004 | 97,314 | -16,310 | -16.8% | 336,809 | 379,205 | -42,396 | -11.2% | 5,159,629 | 5,179,714 | -20,085 | -0.4% |
| Highway 17 Express | 1,440,258 | 1,481,797 | -41,539 | -2.8% | 5,496,438 | 5,558,919 | -62,481 | -1.1% | 5,496,438 | 5,558,919 | -62,481 | -1.1% |

Quarterly Ridership - System Totals



* Previous year statistics may have been updated since last year's ridership report was produced

11-05A.13
13-07A.1

- THIS PAGE INTENTIONALLY LEFT BLANK -

UCSC Revenue and Ridership Summary

FY16 Q4 (April 01, 2016 - June 30, 2016)

Calendar Operating Days

| | This Year | Last Year |
|------------------|-----------|-----------|
| School Term Days | 49 | 49 |
| Weekdays | 65 | 65 |
| Weekend Days | 26 | 26 |

UCSC Quarterly Revenue (Q4)

| Quarterly Totals (Q4) | This Year | Last Year | \$ Difference | % Change |
|-----------------------|-----------------------|-----------------------|---------------------|--------------|
| Student Billing | \$952,134.29 | \$973,699.04 | -\$21,564.75 | -2.2% |
| Staff Billing | \$50,851.47 | \$52,374.96 | -\$1,523.49 | -2.9% |
| Route 16ST | \$2,732.62 | \$0.00 | \$2,732.62 | N/A |
| Route 20D | \$17,470.92 | \$17,255.15 | \$215.77 | 1.3% |
| Total | \$1,023,189.30 | \$1,043,329.15 | -\$20,139.85 | -1.9% |

UCSC Quarterly Ridership Totals

| Quarterly Totals (Q4) | This Year | Last Year* | Difference | % Change |
|-----------------------|----------------|----------------|---------------|--------------|
| Students | 687,261 | 689,590 | -2,329 | -0.3% |
| Staff & Faculty | 36,761 | 37,389 | -628 | -1.7% |
| Total | 724,022 | 726,979 | -2,957 | -0.4% |

UCSC Annual Revenue

| Year to Date Totals (Q1, Q2, Q3, Q4) | This Year | Last Year | \$ Difference | % Change |
|--------------------------------------|-----------------------|-----------------------|-------------------|-------------|
| Student Billing | \$3,358,676.30 | \$3,364,292.24 | -\$5,615.94 | -0.2% |
| Staff Billing | \$197,754.20 | \$206,141.64 | -\$8,387.44 | -4.1% |
| Route 16ST | \$9,953.75 | \$0.00 | \$9,953.75 | N/A |
| Route 20D | \$58,141.21 | \$44,994.23 | \$13,146.98 | 29.2% |
| Total | \$3,624,525.46 | \$3,615,428.11 | \$9,097.35 | 0.3% |

UCSC Annual Ridership Totals

| Year to Date Totals (Q1, Q2, Q3, Q4) | This Year | Last Year* | Difference | % Change |
|--------------------------------------|------------------|------------------|---------------|-------------|
| Students | 2,469,649 | 2,417,993 | 51,656 | 2.1% |
| Staff & Faculty | 144,003 | 148,440 | -4,437 | -3.0% |
| Total | 2,613,652 | 2,566,433 | 47,219 | 1.8% |

11-05A.15
10-07B.1

*Previous year statistics may have been updated since last year's ridership report was produced

- THIS PAGE INTENTIONALLY LEFT BLANK -

ATTACHMENT
Quarterly Ridership by Route

Attachment C

| APRIL 1, 2016 - JUNE 30, 2016 | | Weekday | Weekend |
|--|--------------------------------|-----------------------------|-----------------------------|
| Route | Corridor | Avg. Riders per Trip | Avg. Riders per Trip |
| 3 | Mission/Beach | 13 | 10 |
| 4/4W | Harvey West/Emeline | 15 | 6 |
| 8 | Emeline | 6 | |
| 10 | UCSC via High St. | 47 | 43 |
| 12 | UCSC East Side District | 34 | |
| 15 | UCSC via Laurel West | 35 | |
| 16 | UCSC via Laurel East | 49 | 64 |
| 16ST | UCSC via Laurel East Supp. | | 46 |
| 19 | UCSC via Lower Bay | 54 | 61 |
| 20 | UCSC via West Side | 55 | 55 |
| 20D | UCSC via West Side Supp. | 45 | |
| 30 | Graham Hill/Scotts Valley | 6 | |
| 33 | Lompico SLV/Felton Faire | 7 | |
| 34 | South Felton | 0.3 | |
| 35/35A | Santa Cruz/Scotts Valley/SLV | 18 | 17 |
| 40 | Davenport/North Coast | 22 | |
| 41 | Bonny Doon | 16 | 14 |
| 42 | Davenport/Bonny Doon | 10 | 13 |
| 54 | Capitola/Aptos/La Selva Beach | 8 | 5 |
| 55 | Rio Del Mar | 13 | |
| 56 | La Selva Beach | 8 | |
| 66/66N | Live Oak via 17th | 16 | 12 |
| 68 | Like Oak via Broadway/Portola | 15 | 11 |
| 69A | Capitola Road/Watsonville | 39 | 25 |
| 69W | Cap. Road/Cabrillo/Watsonville | 21 | 25 |
| 71 | Santa Cruz to Watsonville | 29 | 26 |
| 72 | Corralitos | 11 | |
| 74 | Ohlone Parkway/Rolling Hills | 8 | 3 |
| 75 | Green Valley Road | 15 | 15 |
| 77 | Civic Plaza / Pajaro | 4 | |
| 79 | East Lake | 7 | 4 |
| 91X | Santa Cruz/Watsonville Express | 16 | |
| Hwy 17 | Hwy 17 Express/AMTRAK | 16 | 19 |
| System-wide Average Riders per Trip | | 21 | 24 |

11-05A.17

*Previous year statistics may have been updated since last year's ridership report was produced

13-07C.1

DISTRIBUTED AT 8/26/16 BOARD OF DIRECTORS MEETING

ATTACHMENT Fall Ridership by Route

| September 8, 2016 - October 26, 2016 | | Weekday | Weekday | Weekend | Weekend |
|--|---------------------------------|----------------------|---------------------------|----------------------|---------------------------|
| Route | Corridor | Avg. Riders per Trip | Avg. UCSC Riders per Trip | Avg. Riders per Trip | Avg. UCSC Riders per Trip |
| 3 | Mission/Beach | 16 | 3 | 12 | 5 |
| 4 | Harvey West/Emeline | 15 | 1 | | |
| 10 * | UCSC via High St. | 64 | 61 | 69 | 65 |
| 15 * | UCSC via Laurel West | 61 | 59 | | |
| 16 * | UCSC via Laurel East | 69 | 67 | 83 | 78 |
| 16ST * | UCSC via Laurel East Supp. | | | 25 | 24 |
| 19 * | UCSC via Lower Bay | 63 | 59 | 61 | 57 |
| 20 * | UCSC via West Side | 54 | 46 | 79 | 71 |
| 20D * | UCSC via West Side Supp. | 62 | 61 | | |
| 33 | Lompico SLV/Felton Faire | 10 | 0 | | |
| 34 | South Felton | 0.5 | 0 | | |
| 35/35A | Santa Cruz/Scotts Valley/SLV | 19 | 1 | 20 | 1 |
| 40 | Davenport/North Coast | 23 | 1 | | |
| 41 | Bonny Doon | 12 | 3 | | |
| 42 | Davenport/Bonny Doon | 17 | 3 | 16 | 4 |
| 55 | Rio Del Mar | 18 | 0 | 7 | 0 |
| 66 | Live Oak via 17th | 18 | 3 | 26 | 6 |
| 68 | Like Oak via Broadway/Portola | 16 | 3 | 15 | 4 |
| 69A | Capitola Road/Watsonville | 17 | 2 | 30 | 5 |
| 69W | Cap. Road/Cabrillo/Watsonville | 33 | 3 | 30 | 4 |
| 71 | Santa Cruz to Watsonville | 36 | 2 | 38 | 2 |
| 72 | Watsonville Hospital/Pinto Lake | 15 | 0 | 11 | 0 |
| 74S | PVHS/Watsonville Hospital | 26 | 0 | | |
| 75 | Green Valley Road | 21 | 0 | 20 | 0 |
| 79 | Pajaro/East Lake | 8 | 0 | 12 | 0 |
| 91X | Santa Cruz/Watsonville Express | 23 | 1 | | |
| Hwy 17 | Hwy 17 Express/AMTRAK | 18 | 0 | 22 | 0 |
| System-wide Average Riders per Trip | | 16 | 8 | 37 | 18 |

* UCSC 2016 Fall quarter began on September 22nd. Ridership data for these routes ranges from September 22 - October 26.

ATTACHMENT

| Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall | Spring | Fall |
|-------------|--------|----------|----------|------------|-------------|----------------|----------------|----------|----------|-------------|-------------|----------------|----------------|
| Route | Route | WD Trips | WD Trips | WD Span | WD Span | WD Freq. (hrs) | WD Freq. (hrs) | WE Trips | WE Trips | WE Span | WE Span | WE Freq. (hrs) | WE Freq. (hrs) |
| 3 | 3 | 12 | 6 | 6:50-17:50 | 7:50-17:50 | 1 | 2 | 5 | 5 | 9:50-17:50 | 9:50-17:50 | 2 | 2 |
| 4 | 4 | 11 | 10 | 6:45-16:45 | 7:25-16:25 | 1 | 1 | | | | | | |
| 4W | | 0 | | | | | | 5 | | 8:55-16:45 | | 2 | |
| 8 | | 1 | | 7:35 | | 1x/day | | | | | | | |
| 10 | 10 | 27 | 26 | 6:50-19:20 | 7:22-19:20 | 0.5 | 0.5 | 10 | 8 | 8:50-17:50 | 9:50-16:50 | 1 | 0.5 |
| 12 | | 1 | | 7:10 | | 1x/day | | | | | | | |
| 15 | 15 | 44 | 49 | 6:40-20:50 | 7:07-19:42 | 0.2 | 0.2 | | | | | | |
| 16 | 16 | 72* | 76**** | 6:25-23:59 | 6:37-00:07 | 0.2 | 0.2 | 34 | 35 | 7:00-23:00 | 8:10-23:07 | 0.5 | 1 |
| 17 OB | 17 OB | 32** | 26**** | 4:45-21:35 | 4:40-21:30 | 0.2 | 0.3 | 15 | 14 | 7:55-21:05 | 6:52-21:05 | 1 | 1 |
| 17 IB | 17 IB | 29 | 29 | 5:55-22:45 | 5:55-22:35 | 0.3 | 0.3 | 16 | 15 | 9:00-22:55 | 8:10-22:10 | 1 | 1 |
| 19 | 19 | 27 | 27 | 7:30-23:30 | 7:25-23:25 | 0.5 | 0.5 | 19 | 10 | 10:00-19:00 | 10:00-19:00 | 0.5 | 0.5 |
| 20 | 20 | 20 | 20 | 7:20-22:20 | 7:15-22:15 | 1 | 1 | 13 | 10 | 8:20-20:20 | 11:20-20:20 | 1 | 1 |
| 20D | 20D | 9 | 9 | 7:20-18:25 | 7:15-22:15 | 1 | 1 | | | | | | |
| 30 | | 4 | | 6:45-15:05 | | 4x/day | | | | | | | |
| 33 | 33 | 2 | 2 | 6:53-14:50 | 6:53-14:50 | 2x/day | 2x/day | | | | | | |
| 34 | 34 | 2 | 2 | 7:25-15:30 | 7:25-15:30 | 2x/day | 2x/day | | | | | | |
| 35 OB | 35 OB | 5 | 5 | 6:52-14:50 | 6:58-14:50 | 0.25 | 0.5 | | | | | | |
| 35 IB | 35 IB | 32 | 32 | 5:43-21:23 | 5:30-22:30 | 0.5 | 0.5 | 24 | 13 | 7:02-22:23 | 9:30-22:00 | 0.5 | 1 |
| 35A | 35A | 28 | 28 | 6:30-23:00 | 6:30-23:00 | 0.5 | 0.5 | 23 | 14 | 7:30-23:00 | 8:30-22:00 | 0.5 | 1 |
| 40 | 40 | 2 | 2 | 6:40-15:25 | 6:40-8:10 | 4x/day | 2x/day | 2 | | 8:30-16:30 | | 2x/day | |
| 41 | 41 | 2 | 2 | 5:50-17:30 | 5:50-8:00 | 4x/day | 2x/day | 1 | | 9:30 | | 1x/day | |
| 42 | 42 | 3 | 3 | 8:30 | 15:30-20:30 | 1x/day | 3x/day | 1 | 7 | 18:00 | 8:30-16:30 | 1x/day | 3x/day |
| 54 | | | | 17:35 | | 1x/day | | 3 | | 8:00-18:40 | | 3x/day | |
| 55 | 55 | 10 | 10 | 7:30-16:30 | 8:30-17:30 | 1 | 1 | | 2 | | 8:30-13:30 | | 1 |
| 56 | | | | 8:00-13:55 | | 2x/day | | | | | | | |
| 66 OB | 66 OB | 15 | 15 | 6:45-20:30 | 6:45-22:00 | 1 | 1 | 14 | 12 | 6:45-19:55 | 8:00-21:00 | 1 | 1 |
| 66 IB | 66 IB | 16 | 16 | 5:55-21:10 | 5:55-10:40 | 1 | 1 | 14 | 13 | 7:00-20:25 | 8:45-21:40 | 1 | 1 |
| 66N OB | | | | 22:00 | | 1x/day | | 2 | | 21:00-22:10 | | 1 | |
| 66N IB | | | | 22:40 | | 1x/day | | 2 | | 21:35-22:40 | | 1 | |
| 68 OB | 68 OB | 12 | 12 | 6:15-18:30 | 7:15-18:15 | 1 | 1 | 11 | 6 | 8:15-18:30 | 11:00-16:00 | 1 | 1 |
| 68 IB | 68 IB | 13 | 13 | 6:30-18:40 | 6:30-18:30 | 1 | 1 | 10 | 6 | 8:30-17:35 | 11:40-18:30 | 1 | 1 |
| 69A OB | 69A OB | 12 | 12 | 7:07-18:00 | 7:07-18:00 | 1 | 1 | 11 | 11 | 8:07-18:00 | 8:30-18:30 | 1 | 1 |
| 69A IB | 69A IB | 12 | 12 | 6:45-18:50 | 6:50-17:50 | 1 | 1 | 11 | 11 | 8:50-18:50 | 8:30-18:30 | 1 | 1 |
| 69W OB | 69W OB | 15 | 15 | 6:37-20:37 | 6:45-20:45 | 1 | 1 | 13 | 10 | 8:37-20:37 | 9:00-18:00 | 1 | 1 |
| 69W IB | 69W IB | 16 | 16 | 6:20-20:50 | 6:30-21:25 | 1 | 1 | 13 | 11 | 7:50-20:50 | 9:00-18:00 | 1 | 1 |
| 71 OB | 71 OB | 32 | 32 | 6:10-23:45 | 6:40-23:45 | 0.5 | 0.5 | 31 | 17 | 7:15-23:45 | 7:45-23:45 | 0.5 | 1 |
| 71 IB | 71 IB | 33 | 33 | 5:00-23:00 | 5:34-23:00 | 0.5 | 0.5 | 30 | 15 | 6:05-21:30 | 6:10-20:10 | 0.5 | 1 |
| 72 | 72 | 12 | 12 | 5:45-18:45 | 6:45-17:45 | 1 | 1 | | | | | | |
| 72W | 72W | 0 | 0 | | | | | | 5 | | 9:25-17:25 | | 2 |
| 74 | | | | 6:10-18:10 | | 1 | | 13 | | 6:45-18:45 | | 1 | |
| 74S | 74S | 2 | 2 | 7:00-15:10 | 7:00-15:10 | 2x/day | 2x/day | | | | | | |
| 75 | 75 | 13 | 13 | 5:15-19:15 | 6:15-18:15 | 1 | 1 | 15 | 11 | 5:15-19:15 | 6:05-17:45 | 1 | 1 |
| 77 | | | | 6:30-18:30 | | 1 | | | | | | | |
| 79 | 79 | 11 | 11 | 7:00-18:00 | 7:25-17:25 | 1 | 1 | 12 | 3 | 7:30-18:30 | 8:00-15:00 | 1 | 1 |
| 91X OB | 91X OB | 22 | 22 | 6:25-17:45 | 6:55-17:25 | 0.5 | 0.4 | | | | | | |
| 91X IB | 91X IB | 20 | 20 | 5:55-17:40 | 5:57-16:20 | 0.5 | 0.5 | | | | | | |
| Total Trips | | 692 | 620 | | | Total Trips | | 373 | 259 | | | | |

*Route 16: 70 trips on T-TH ** Hwy 17: 37 trips on F Route Removed
 Route 16: 74 trips on T-TH *Hwy 17: 31 trips on F Trip does not occur on WD/WE

ATTACHMENT
Attachment A

SAMPLE OF REDESIGN

(sign bolt is shown in grey at top)
Santa Cruz METRO Branding Sticker (12" x 12")
Printed on 3M reflective material with anti-graffiti laminate.

Note: In the November Board meeting, staff will propose an update of our current 2007 No-Smoking policy to modify "within 40' of bus stop" to the adhere to the CNG bus regulations of "within 50' of any bus stop" as shown in these sticker designs.

Link to No-Smoking policy:
http://scmtd.com/images/departament/legal/policies/no_smoking_policy.pdf

Information / Información
(831)425-8600
scmtd.com

SANTA CRUZ **METRO**
Bus Stop

Bus Stop ID:
1046 **Clifford Ave & Lassen Way**

Schedule By Stop
Today's Schedule at this Location via web or text message
scmtd.com/stop/1046
Or Text Message "SCM 1046" to 468-311
• Use a "space" between scm and 1046
• Message and data rates may apply

Horario por Parada
Horario de Hoy en este lugar via internet o mensaje de texto
scmtd.com/es/parada/1046
O Mensaje de Texto "SCM 1046" to 468-311
• Use un "espacio" entre scm y 1046
• Cargos de mensaje y data pueden aplicar

Buses are accessible
Autobuses son accesibles

Bus bike racks hold 3 bikes
Autobuses tienen 3 portabicicletas

No smoking or vapor devices on buses or within 50 Feet of Bus Stop
Se prohíbe fumar o usar aparatos de vapor en el autobús o dentro de 50 Pies de la Parada

11-05A.20

14A.3



DATE: February 24, 2017
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2016

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for October, November, and December 2016

II. SUMMARY OF ISSUES

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

III. DISCUSSION/BACKGROUND

Comparing September 2016 statistics to October 2016, ParaCruz rides increased by 61 rides.

Comparing October 2016 statistics to November 2016, ParaCruz rides decreased by 404 rides.

Comparing November 2016 statistics to December 2016, rides decreased by 815. December 2016 had the lowest ridership over the course of a month during the last decade.

Comparing the monthly statistics of FY15-16 to the monthly statistics of FY16-17:

- In October the number of ParaCruz rides decreased by 1,221.
- In November the number of ParaCruz rides decreased by 347.
- In December ParaCruz number of rides decreased by 1,200.

On-time performance continued to decline for the months of October, November, and December, as Santa Cruz Transportation continues to struggle with their ability to retain Operators. Lyft and Uber operations in Santa Cruz County have steadily eroded SCT's revenue stream, thus causing their Operators to look for work elsewhere.

Fortunately, ParaCruz has recruited and hired four new Operators, who have been released into revenue service and hopefully will begin to improve our on-time performance.

In addition to tracking and recording missed trips and denied trips, the chart on Attachment B now has a line for tracking excessively long trips. The Federal Transit Administration has released a circular (FTA C 4710.1) explaining how on-time performance regulations are expected to be interpreted by transit agencies for paratransit operations. A trip on paratransit is considered excessively long if it exceeds the comparable time it would take a rider on fixed route service. The elements considered when determining comparability in travel times includes:

- Walking time to the stop/station from the origin address
- Waiting time
- In-vehicle time (for all trip segments)
- Transfer times (if any)
- Walking time from the final stop /station to the destination address.

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

IV. ALTERNATIVES

- Not applicable.

V. COORDINATION

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

VI. FINANCIAL CONSIDERATIONS

There are no financial considerations for this report.

VII. ATTACHMENTS

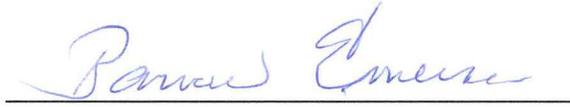
Attachment A: ParaCruz On-time Performance Charts for October, November and December 2016

Attachment B: Comparative Operating Statistics Tables for October, November and December 2016

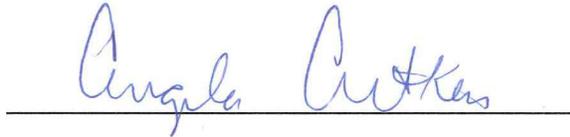
- Attachment C:** Number of Rides Comparison Chart
- Attachment D:** Shared vs. Total Rides Chart
- Attachment E:** Mileage Comparison Chart
- Attachment F:** Monthly Eligibility Assessment

VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

Board Meeting February 24, 2017

ParaCruz On-time Performance Report

| | October 2015 | October 2016 |
|--|---------------------|---------------------|
| Total pick ups | 8,077 | 6,856 |
| Percent in "ready window" | 89.43% | 82.41% |
| 1 to 5 minutes late | 4.36% | 5.73% |
| 6 to 10 minutes late | 2.65% | 4.30% |
| 11 to 15 minutes late | 1.45% | 2.83% |
| 16 to 20 minutes late | .93% | 1.76% |
| 21 to 25 minutes late | .43% | 1.15% |
| 26 to 30 minutes late | .30% | .64% |
| 31 to 35 minutes late | .17% | .50% |
| 36 to 40 minutes late | .19% | .26% |
| 41 or more minutes late (excessively late/missed trips) | .10% | .36% |
| Total beyond "ready window" | 10.57% | 17.55% |

During the month of October 2016, ParaCruz received one (1) Customer Service Report. It was a valid complaint.

| | November 2015 | November 2016 |
|--|----------------------|----------------------|
| Total pick ups | 7,986 | 6,452 |
| Percent in "ready window" | 88.54% | 82.69% |
| 1 to 5 minutes late | 4.22% | 6.20% |
| 6 to 10 minutes late | 2.75% | 4.09% |
| 11 to 15 minutes late | 1.98% | 2.88% |
| 16 to 20 minutes late | .94% | 1.69% |
| 21 to 25 minutes late | .71% | .88% |
| 26 to 30 minutes late | .41% | .51% |
| 31 to 35 minutes late | .23% | .29% |
| 36 to 40 minutes late | .19% | .22% |
| 41 or more minutes late (excessively late/missed trips) | .03% | .54% |
| Total beyond "ready window" | 11.46% | 17.31% |

During the month of November 2016, ParaCruz received one (1) Customer Service Report. The report was not verifiable.

Attachment A

Board Meeting February 24, 2017

| | December 2015 | December 2016 |
|--|----------------------|----------------------|
| Total pick ups | 6,837 | 5,637 |
| Percent in “ready window” | 89.09% | 85.79% |
| 1 to 5 minutes late | 4.42% | 4.52% |
| 6 to 10 minutes late | 2.84% | 3.48% |
| 11 to 15 minutes late | 1.54% | 2.18% |
| 16 to 20 minutes late | .83% | 1.53% |
| 21 to 25 minutes late | .50% | .89% |
| 26 to 30 minutes late | .39% | .76% |
| 31 to 35 minutes late | .18% | .35% |
| 36 to 40 minutes late | .18% | .30% |
| 41 or more minutes late (excessively late/missed trips) | .04% | .20% |
| Total beyond “ready window” | 10.91% | 14.21% |

During the month of December 2016, ParaCruz received one (1) Customer Service Report. The report was a valid complaint.

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through October 2016.

| | October 2015 | October 2016 | Fiscal 15-16 | Fiscal 16-17 | Performance Averages | Performance Goals |
|---|---------------------|---------------------|---------------------|---------------------|-----------------------------|----------------------------------|
| Requested | 8,728 | 7,624 | 34,105 | 28,488 | 7,506 | |
| Performed | 8,077 | 6,856 | 31,168 | 25,664 | 6,587 | |
| Cancel | 18.89% | 19.7% | 19.51% | 20.16% | 22.05% | |
| No Shows | 2.69% | 3.50% | 3.08% | 3.42% | 3.29% | Less than 3% |
| Total miles | 61,097 | 54,257 | 246,079 | 154,111 | 53,343 | |
| Av trip miles | 5.57 | 5.99 | 5.78 | 6.0 | 5.86 | |
| Within ready window | 89.43% | 82.45% | 89.16% | 85.88% | 88.52% | 92.00% or better |
| Call center volume | 4,957 | N/A | 24,493 | N/A | N/A | |
| Hold times less than 2 minutes | 87.5% | N/A | 91.8% | N/A | N/A | Greater than 90% |
| Distinct riders | 761 | 757 | 1297 | 1206 | 740 | |
| Most frequent rider | 50 rides | 54 rides | 205 rides | 162 rides | 51 rides | |
| Shared rides | 63.4% | 67.7% | 63.7% | 67.7% | 61.72% | Greater than 60% |
| Passengers per rev hour | 1.97 | 1.97 | 1.94 | 1.97 | 1.87 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 6.65% | 9.16% | 5.45% | 7.55% | 3.52% | No more than 25% |
| Vendor cost per ride | \$23.39 | \$21.35 | \$23.27 | \$23.63 | \$24.66 | |
| ParaCruz driver cost per ride (estimated) | \$29.54 | N/A | \$25.37 | N/A | N/A | |
| Rides < 10 miles | 63.98 | 63.51% | 65.80% | 63.87% | 65.65% | |
| Rides > 10 | 36.02 | 34.49% | 34.20% | 36.13% | 34.52% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |
| Missed Trips | 8 | 25 | 18 | 48 | 5.08 | |
| Excessively Long Trips | N/A | 3 | N/A | 3 | N/A | Started Tracking October 2016 |

Attachment B

Board Meeting February 24, 2016

Comparative Operating Statistics through November 2016.

| | November 2015 | November 2016 | Fiscal 15-16 | Fiscal 16-17 | Performance Averages | Performance Goals |
|---------------------------------------|--------------------------|--------------------------|-------------------------|-------------------------|---------------------------------|----------------------------------|
| Requested | 7,943 | 7,545 | 42,048 | 36,033 | 7,473 | |
| Performed | 6,799 | 6,452 | 37,967 | 32,116 | 6,558 | |
| Cancel | 23.87% | 24.04% | 20.33% | 20.97% | 22.06% | |
| No Shows | 2.98% | 3.29% | 3.07% | 3.39% | 3.32% | Less than 3% |
| Total miles | 54,813 | 52,009 | 300,892 | 261,916 | 53108 | |
| Av trip miles | 5.75 | 6.07 | 5.77 | 6.02 | 5.89 | |
| Within ready window | 88.84% | 82.69% | 89.10% | 85.23% | 88.01% | 92.00% or better |
| Call center volume | 4,676 | N/A | 31,428 | N/A | N/A | |
| Hold times less than 2 minutes | 91.4% | N/A | 92.1% | N/A | N/A | Greater than 90% |
| Distinct riders | 737 | 727 | 1,367 | 1,285 | 739 | |
| Most frequent rider | 48 rides | 50 rides | 211 rides | 213 rides | 52 rides | |
| Shared rides | 62.8% | 67.4% | 63.5% | 64.7% | 62.10% | Greater than 60% |
| Passengers per rev hour | 1.89 | 1.96 | 1.93 | 1.96 | 1.87 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 2.91% | 7.68% | 4.92% | 7.58% | 3.92% | No more than 25% |
| Vendor cost per ride | \$31.18 | \$22.27 | \$24.04 | \$23.34 | \$23.92 | |
| ParaCruz driver cost/ride (estimated) | N/A | N/A | N/A | N/A | N/A | |
| Rides < 10 miles | 66.41% | 61.98% | 65.91% | 63.49% | 65.28% | |
| Rides > 10 | 35.59% | 36.13% | 34.09% | 36.51% | 34.57% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |
| Missed Trips | 2 | 35 | 20 | 83 | 7.83 | |
| Excessively Long Trips | N/A | 5 | N/A | 8 | N/A | Started Tracking October 2016 |

Attachment B

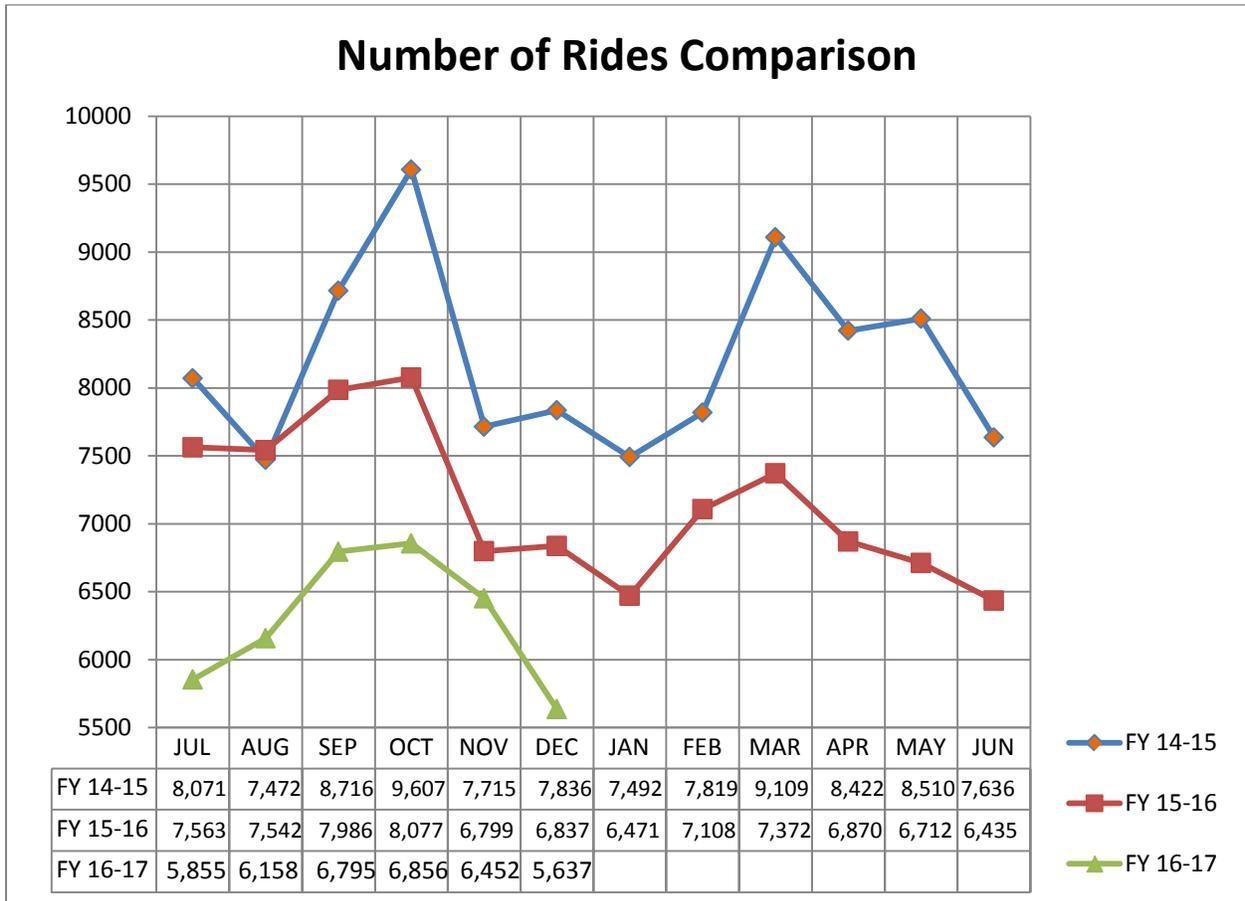
Board Meeting February 24, 2016

Comparative Operating Statistics through December 2016.

| | December 2015 | December 2016 | Fiscal 15-16 | Fiscal 16-17 | Performance Averages | Performance Goals |
|--------------------------------------|---------------|---------------|--------------|--------------|----------------------|----------------------------------|
| Requested | 8,005 | 6,680 | 50,053 | 42,713 | 7,363 | |
| Performed | 6,837 | 5,637 | 44,804 | 37,753 | 6,459 | |
| Cancels | 24.26% | 24.15% | 20.96% | 21.47% | 22.05% | |
| No Shows | 3.95% | 3.47% | 3.21% | 3.40% | 3.28% | Less than 3% |
| Total miles | 55,974 | 47,522 | 356,866 | 309,438 | 52,405 | |
| Av trip miles | 5.86 | 6.02 | 5.78 | 6.04 | 5.90 | |
| Within ready window | 89.09% | 85.79% | 89.10% | 85.32% | 87.73% | 92.00% or better |
| Call center volume | 5,484 | N/A | 31,428 | N/A | N/A | |
| Hold times less than 2 minutes | 91.4% | N/A | 92.1% | N/A | N/A | Greater than 90% |
| Distinct riders | 764 | 701 | 1464 | 1348 | 734 | |
| Most frequent rider | 42 rides | 45 rides | 239 rides | 240 rides | 52 rides | |
| Shared rides | 61.3% | 64.2% | 63.2% | 64.6% | 62.34% | Greater than 60% |
| Passengers per rev hour | 1.80 | 1.86 | 1.91 | 1.86 | 1.88 | Greater than 1.6 passengers/hour |
| Rides by supplemental providers | 4.29% | 6.38% | 4.73% | 7.38% | 4.10% | No more than 25% |
| Vendor cost per ride | \$24.73 | \$24.52 | \$24.12 | \$23.51 | \$23.90 | |
| ParaCruz driver cost/ride (estimate) | N/A | N/A | N/A | N/A | N/A | |
| Rides < 10 miles | 64.44% | 64.70% | 65.68% | 63.67% | 65.30% | |
| Rides > 10 | 35.56% | 35.40% | 34.32% | 36.33% | 34.56% | |
| Denied Rides | 0 | 0 | 0 | 0 | 0 | Zero |
| Missed Trips | 3 | 11 | 23 | 94 | 8.50 | |
| Excessively Long Trips | N/A | 5 | N/A | 13 | N/A | Started Tracking October 2016 |

- THIS PAGE INTENTIONALLY LEFT BLANK -

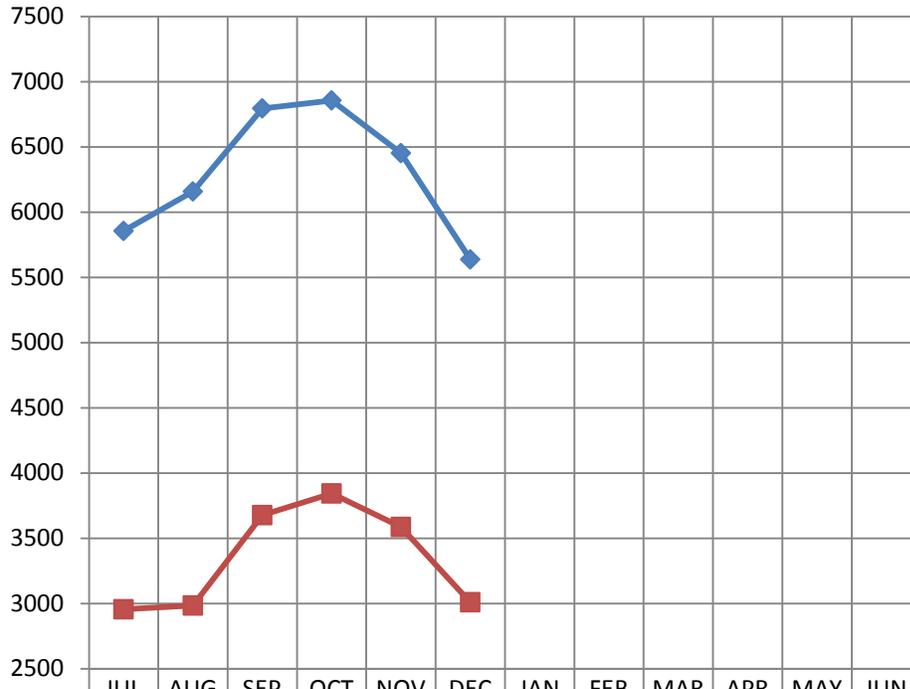
Attachment C



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment D

Total Ride vs. Shared Ride Count



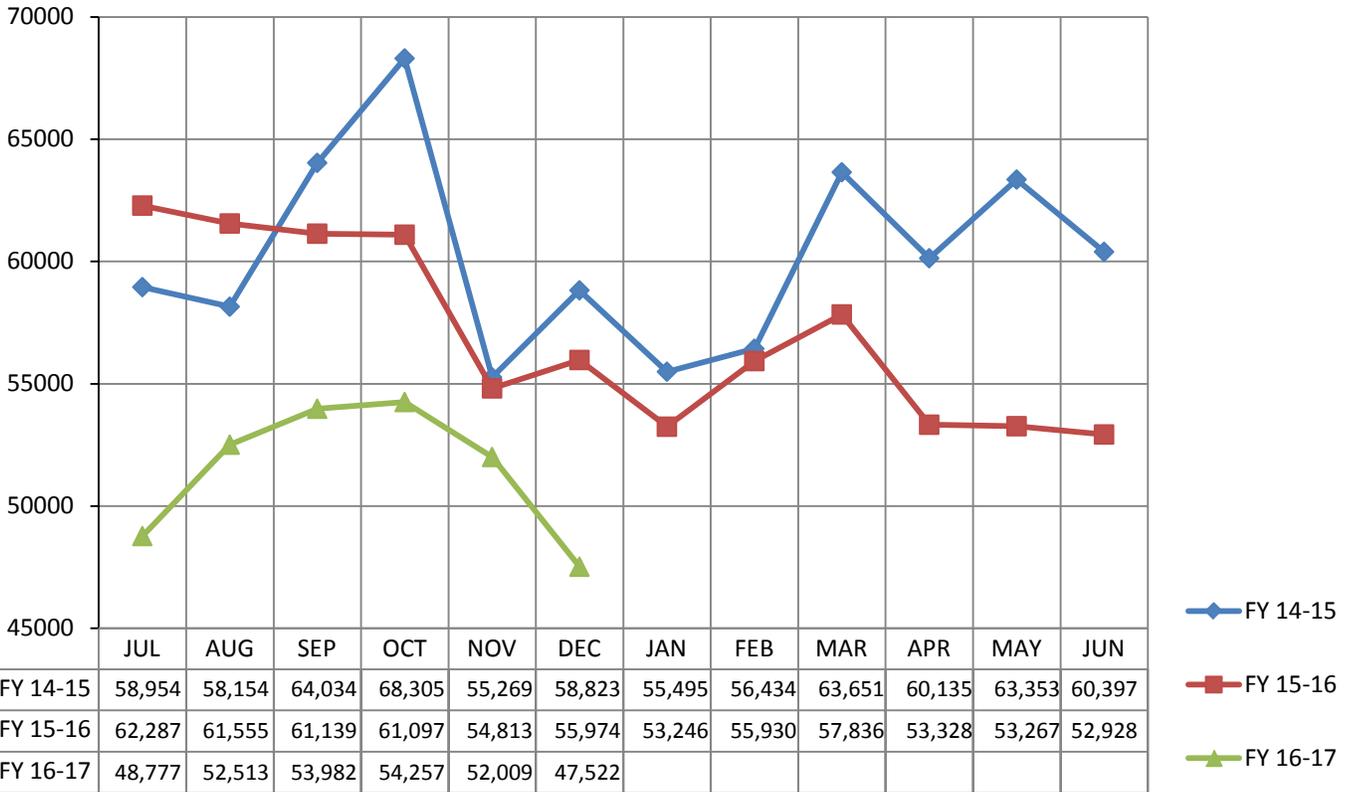
◆ Ride Count
■ Shared Rides

| | | | | | | | | | | | | |
|--------------|-------|-------|-------|-------|-------|-------|--|--|--|--|--|--|
| Ride Count | 5,855 | 6,158 | 6,795 | 6,856 | 6,452 | 5,637 | | | | | | |
| Shared Rides | 2,955 | 2,984 | 3,677 | 3,843 | 3,586 | 3,009 | | | | | | |

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment E

Annual Miles Comparison



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment F

Board Meeting February 24, 2017

Monthly Assessments

| MONTHLY ASSESSMENTS | | | | | | |
|---------------------|--------------|---------------------------|----------------------------|-----------|--------|-------|
| | UNRESTRICTED | RESTRICTED CONDITIONAL | RESTRICTED TRIP BY TRIP | TEMPORARY | DENIED | TOTAL |
| JANUARY 2016 | 45 | 0 | 1 | 11 | 1 | 58 |
| FEBRUARY 2016 | 41 | 0 | 1 | 1 | 0 | 43 |
| MARCH 2016 | 51 | 2 | 0 | 5 | 1 | 59 |
| APRIL 2016 | 32 | 0 | 2 | 3 | 0 | 37 |
| MAY 2016 | 38 | 0 | 1 | 3 | 0 | 42 |
| JUNE 2016 | 37 | 1 | 1 | 5 | 1 | 45 |
| JULY 2016 | 43 | 1 | 1 | 4 | 2 | 51 |
| AUGUST 2016 | 40 | 2 | 3 | 6 | 0 | 51 |
| SEPTEMBER 2016 | 28 | 0 | 1 | 5 | 0 | 34 |
| OCTOBER 2016 | 53 | 0 | 2 | 2 | 0 | 57 |
| NOVEMBER 2016 | 24 | 0 | 1 | 3 | 0 | 28 |
| DECEMBER 2016 | 28 | 0 | 0 | 3 | 0 | 31 |

Number of Eligible Riders for the month of October 2016 = 3,703

Number of Eligible Riders for the month of November 2016 = 3,699

Number of Eligible Riders for the month of December 2016 = 3,721

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Barrow Emerson, Planning & Development Manager
SUBJECT: ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY17

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains ridership summaries and ridership by route for Santa Cruz Metropolitan Transit District (METRO) fixed route bus service for the second quarter (Q2) of FY17 (October 1 – December 31, 2016).
- Quarterly ridership reports are provided to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends.

III. DISCUSSION/BACKGROUND

Attachment A shows system-wide and UCSC ridership statistics for Q2 of FY17, while making comparisons with Q2 of FY16. This report also displays the use of Discounted Fares and Pass Usage by seniors and people with disabilities as well as full price pass usage.

- Q2 system-wide ridership decreased 9.7%
Reason(s) that system-wide quarterly ridership decreased include:
 - Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
 - Decreased Hwy 17 ridership contributed to overall system reduction; Hwy 17 comprises approximately 6% of Q2 ridership
 - Decreased UCSC ridership, UCSC staff and students encompass approximately 47% of Q2 ridership
 - Significant ridership loss in December 2016 was in part due to dropped and delayed trips resulting from mechanical failures, short staffing, and weather induced traffic incidents and forced detours

- Hwy 17 quarterly ridership decreased 8.4%
Reason(s) that Hwy 17 quarterly ridership decreased include:
 - Fare was increased in September 2015; weekday ridership has since declined every month, for 16 consecutive months
 - Service reduction implemented in September 2016 decreased Hwy 17 trips approximately 9%
 - Gas prices have continued to remain low since the fare increase in 2015; average gas prices in California fell 2% in Q2 of FY17 compared to Q2 FY16
 - Reduced on-time performance due to higher incidents of mechanical failures and congestion, and an increase in dropped or delayed trips due to weather conditions, traffic incidents and short staffing

- UCSC ridership decreased 4% in Q2 of FY17
Reason(s) that quarterly UCSC ridership decreased include:
 - 50% reduction in instructional days in December FY17 resulting in an 18% decrease in UCSC ridership compared to December FY16
 - Service reduction implemented in September 2016 decreased overall trips on UCSC routes by 3%
 - Reduced on-time performance resulting from an increase in dropped or delayed trips exacerbated by weather conditions, traffic incidents and short staffing

- Quarterly Discounted Fare and Pass totals decreased 15.5%
Reason(s) that quarterly discounted fare and pass usage decreased include:
 - Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
 - Possible increased use of alternative transportation for seniors and people with disabilities, such as Lift Line

- Quarterly Pass totals decreased 30.8%
 - Service reduction implemented after September 8th decreased overall trips operated system-wide by 13%
 - Due to implementation of the Cabrillo Student Bus Pass Program in Fall 2016 approximately 650 less passes were sold on campus and through their Ticket Vending Machine (TVM) this quarter

- Loss of discretionary riders after September 2016 service reduction; it is highly probable that these discretionary riders were a large portion of our pass usage in FY16

Attachment B shows average ridership per trip for all weekday and weekend routes in Q4 of FY16. System-wide, there were 33 riders per trip on weekdays and 30 riders per trip on weekends.

- The weekday and weekend route with the highest ridership average is route 16
 - This route serves UCSC via Laurel East
- The weekday route with the lowest ridership average is route 34.
 - This route serves South Felton during the SLVUSD school term. This route had the lowest ridership average in Q1 FY17, as well
- The weekend route with the lowest ridership average is route 79
 - This route serves Watsonville Hospital and Pinto Lake

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY17 operating budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

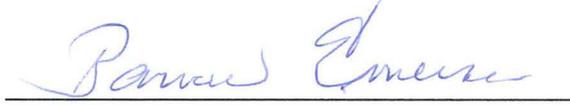
Attachment A: Quarterly System Ridership Summary for FY17 Q2 (October 1 – December 31, 2016)

Attachment B: Quarterly Average Ridership by Route Report for FY17 Q2 (October 1 – December 31, 2016)

Prepared By: Cayla Hill, Administrative Specialist

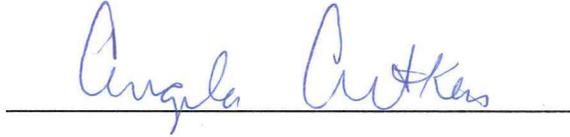
VII. APPROVALS:

Barrow Emerson,
Planning and Development Manager



A handwritten signature in blue ink, reading "Barrow Emerson", written over a horizontal line.

Approved as to fiscal impact:
Angela Aitken, Finance Manager



A handwritten signature in blue ink, reading "Angela Aitken", written over a horizontal line.

Alex Clifford, CEO/General Manager



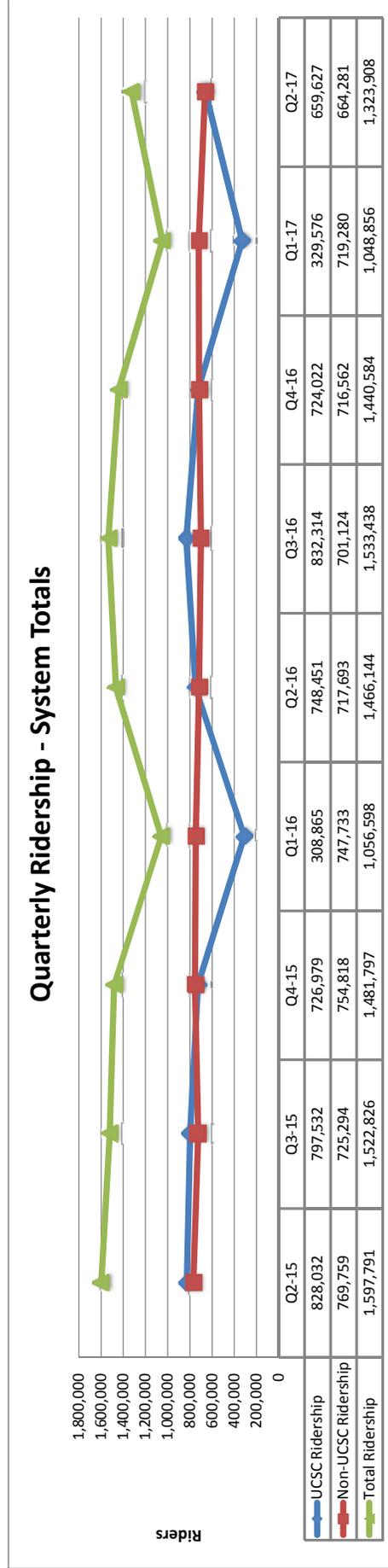
A handwritten signature in blue ink, reading "Alex Clifford", written over a horizontal line.

Quarterly System Ridership Summary

FY17 Q2 (October 1, 2016 - December 31, 2016)

| Calendar Operating Days | | Discounted Fare and Pass Usage (Senior/Disabled) | | | Full Price Pass Usage | | |
|------------------------------------|-----------|--|---------------|----------------|-----------------------|-----------------------|---------------|
| This Year | Last Year | Quarterly Totals (Q2) | | This Year | Last Year | Quarterly Totals (Q2) | |
| | | Local Single Cash Fare | % Change | | | Local Pass Usage | % Change |
| 65 | 67 | 52,430 | -8.7% | 116,498 | 178,506 | -62,008 | -34.7% |
| 27 | 26 | 6,063 | -2.9% | 23,448 | 25,986 | -2,538 | -9.8% |
| 46 | 48 | 100,157 | -19.3% | 11,520 | 14,416 | -2,896 | -20.1% |
| Total Fare & Pass Usage | | 158,650 | -15.5% | 151,466 | 218,908 | -67,442 | -30.8% |

| Quarterly System Totals | | Quarterly UCSC Totals | |
|-------------------------|------------------|-----------------------|----------------|
| This Year | Last Year | This Year | Last Year |
| 1,247,094 | 1,382,325 | 656,047 | 681,329 |
| 76,814 | 83,819 | 31766 | 34708 |
| 1,323,908 | 1,466,144 | 687813 | 716,037 |
| % Change | | % Change | |
| -9.8% | -8.4% | -25282 | -2942 |
| -9.7% | -4% | -28,224 | -4% |



- THIS PAGE INTENTIONALLY LEFT BLANK -

Quarterly Average Ridership by Route Report

| October 1 - December 31, 2016 | | Average Weekday Ridership per Trip | | | | Average Weekend Ridership per Trip | | | | | |
|---|---------------------------------|------------------------------------|-------------|-----------------|------------------------------|------------------------------------|--------|-------------|-----------------|------------------------------|--------------------|
| Route | Corridor | Riders | UCSC Riders | Cabrillo Riders | Discount Fare and Pass Usage | Regular Pass Usage | Riders | UCSC Riders | Cabrillo Riders | Discount Fare and Pass Usage | Regular Pass Usage |
| UCSC | | | | | | | | | | | |
| 10 | UCSC via High St. | 53 | 51 | 0 | 1 | 1 | 49 | 46 | 0 | 1 | 1 |
| 15 | UCSC via Laurel West | 56 | 54 | 0 | 1 | 1 | | | | | |
| 16 | UCSC via Laurel East | 60 | 57 | 0 | 1 | 0 | 73 | 68 | 0 | 0 | 0 |
| 16ST | UCSC via Laurel East Supp. | | | | | | 71 | 68 | 0 | 1 | 1 |
| 19 | UCSC via Lower Bay | 49 | 45 | 1 | 1 | 1 | 60 | 55 | 0 | 1 | 1 |
| 20 | UCSC via West Side | 43 | 36 | 1 | 1 | 2 | 55 | 21 | 0 | 0 | 0 |
| 20D | UCSC via West Side Supp. | 57 | 56 | 0 | 0 | 0 | | | | | |
| Intercity | | | | | | | | | | | |
| 35/35A | Santa Cruz/Scotts Valley/SLV | 19 | 1 | 1 | 4 | 7 | 18 | 1 | 1 | 5 | 5 |
| 69A | Capitola Road/Watsonville | 28 | 2 | 2 | 9 | 5 | 27 | 4 | 1 | 7 | 4 |
| 69W | Cap. Road/Cabrillo/Watsonville | 31 | 2 | 6 | 7 | 6 | 27 | 3 | 2 | 7 | 5 |
| 71 | Santa Cruz to Watsonville | 32 | 2 | 6 | 8 | 6 | 31 | 1 | 2 | 9 | 6 |
| 91X | Santa Cruz/Watsonville Express | 22 | 1 | 10 | 3 | 3 | | | | | |
| Rural | | | | | | | | | | | |
| 33 | Lompico SLV/Felton Faire | 10 | 0 | 0 | 0 | 5 | | | | | |
| 34 | South Felton | 1 | 0 | 0 | 0 | 0 | | | | | |
| 40 | Davenport/North Coast | 23 | 1 | 0 | 2 | 11 | | | | | |
| 41 | Bonny Doon | 11 | 2 | 1 | 2 | 4 | | | | | |
| 42 | Davenport/Bonny Doon | 16 | 2 | 0 | 2 | 5 | 14 | 3 | 0 | 4 | 3 |
| Local | | | | | | | | | | | |
| 3 | Mission/Beach | 14 | 3 | 1 | 4 | 3 | 11 | 3 | 1 | 4 | 1 |
| 4 | Harvey West/Emeline | 16 | 1 | 1 | 9 | 4 | | | | | |
| 55 | Rio Del Mar | 16 | 0 | 7 | 4 | 2 | 6 | 0 | 0 | 3 | 1 |
| 66 | Live Oak via 17th | 18 | 3 | 1 | 5 | 4 | 12 | 2 | 1 | 4 | 2 |
| 68 | Like Oak via Broadway/Portola | 15 | 3 | 1 | 4 | 3 | 11 | 3 | 1 | 4 | 2 |
| 72 | Watsonville Hospital/Pinto Lake | 14 | 0 | 1 | 4 | 3 | 9 | 0 | 0 | 4 | 1 |
| 74S | PVHS/Watsonville Hospital | 21 | 0 | 1 | 1 | 5 | | | | | |
| 75 | Green Valley Road | 19 | 0 | 2 | 7 | 3 | 16 | 0 | 1 | 6 | 2 |
| 79 | Pajaro/East Lake | 8 | 0 | 0 | 3 | 1 | 4 | 0 | 0 | 1 | 1 |
| Highway 17 | | | | | | | | | | | |
| Hwy 17 | Hwy 17 Express | 37 | - | - | 3 | 16 | 20 | - | - | 1 | 2 |
| System-wide Avg. Riders per Trip | | 33 | 17 | 2 | 4 | 4 | 31 | 10 | 1 | 3 | 2 |

12 Weeks of SJSU
 11 Weeks of Cabrillo
 10 Weeks of UCSC

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
SUBJECT: ACCEPT AND FILE QUARTERLY STATUS REPORT OF ACTIVE GRANTS, GRANT APPLICATIONS AND OPPORTUNITIES FOR OCTOBER - DECEMBER 2016

I. RECOMMENDED ACTION

That the Board of Directors receive and file the status report on grants and applications. This is for information only. No action is required

II. SUMMARY

- The October through December quarter typically experiences lower level grant activity, and no new grant awards were announced.
- Staff submitted three new applications for formula capital funds to improve rolling stock and facilities.
- Santa Cruz Metropolitan Transit District (METRO) has active applications for \$19,907,466 in operating and capital assistance.
- A list of METRO's grant applications (Attachment A), active grants (Attachment B) and a grant-funding outlook (Attachment C) are provided quarterly in order to apprise the Board of the status of grants funding.
- No action is required; this report is for information only.

III. DISCUSSION/BACKGROUND

Typically, the last quarter of the calendar year has less grants activity than other quarters due to holiday breaks and the transition from one federal fiscal year to the next. Additionally, the lack of a FY17 federal budget and the transition to the new presidential administration has delayed initiation of federal grant programs.

Staff submitted three new applications for formula funds from fiscal year 2016 programs and continued to monitor project progress implementing active grants in order to maintain compliance with grant guidelines.

METRO currently has grant applications in progress seeking \$19,907,476 from discretionary and formula grant programs for capital improvements and operations.

During the next three months, staff will prepare grant applications for the Low Carbon Transit Operations Program and FY17 operating assistance.

This staff report apprises the Board of new grant applications in progress (Attachment A), the awarded grants that fund METRO's operations and capital improvements (Attachment B) and foreseeable opportunities for new grant solicitations (Attachment C) based upon cyclical funding and pending legislation, which may produce new grant programs.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Current grant applications (Attachment A) request \$19,907,466 for new projects. When grants are awarded, staff will request amendments to the operating and capital budgets as needed.

The unspent balance of active grants is \$7,896,536.

V. ALTERNATIVES CONSIDERED

This is for information only and there are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Grant Applications as of February 2017

Attachment B: Active Grants as of February 2017

Attachment C: Future Grant Opportunities as seen in February 2017

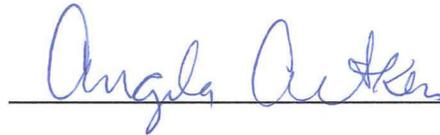
Prepared By: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

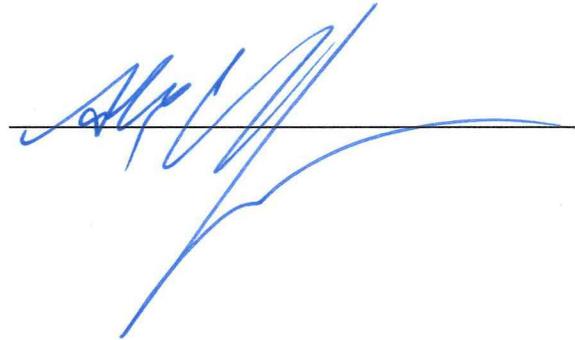
Barrow Emerson, Planning
and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

Santa Cruz METRO
Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|---|--|---|------------------|--------------|--|--|
| 1 | FY18 fixed-route and paratransit operating and capital assistance program. | FY18 SCCRTC TDA-STA formula allocation Application: 4/1/17 Award: 6/30/17 | \$ 1,973,468 | \$ 1,973,468 | Operating/Cap Assistance None | FY18 draft Operating and Capital Budgets in Progress for BOD review in March. 20% of STA (\$789,427) designated for capital improvement. |
| 2 | FY18 fixed-route and paratransit operating assistance program. | FY18 SCCRTC TDA LTF formula allocation Application: 4/1/17 Award: 6/30/17 | \$ 13,402,326 | \$ 6,701,163 | Operating Assistance Sales Tax, Fares | FY18 draft Operating Budget in Progress for BOD review in March. FY16 Transit Fact Sheet available. |
| 2 | Expand ADA eligibility service to Watsonville. Integrate ParaCruz reservations w/customer service. | FY17 FTA 5310 <i>expanded</i> Application: 3/1/17 Award: 6/30/17 | TBD | TBD | \$ - | Request support letters. Blanket resolution |
| 3 | Improve paratransit access by improving service quality and reliability. | FY17 FTA 5310 <i>expanded</i> Application: 3/1/17 Award: 6/30/17 | TBD | TBD | [toll credits] \$ - | Request support letters. Blanket resolution |

11-08A.1

Attachment A

Santa Cruz METRO Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|---|--|--|------------------|-----------------------------------|----------------------------|--|
| 4 | Feasibility Study for Mobility Management Center | FY17 FTA 5310 expanded Application: 3/1/17 Award: 6/30/17 | \$ 150,000 | \$ 150,000 | \$ - [toll credits] | Request support letters. Blanket resolution |
| 5 | Purchase expansion ParaCruz Vans | FY17 FTA 5310 expanded Application: 3/1/17 Award: 6/30/17 | \$ 300,000 | \$ 300,000 100% | \$ - [toll credits] | ADA capital project. Request support letters. Blanket resolution |
| 6 | Purchase Electric Bus to serve Watsonville | FY17 - FY20 Low Carbon Transit Operations Program Formula funds Application: 3/30/17 Award: 6/1/17 | \$ 1,000,000 | \$ 243,290 FY17 Allocation | \$ - NA | Roll-forward FY17 Low Carbon Transit Operations Program Formula funds to accrue \$1 million by FY20 for e-Bus. |
| 7 | FY17 Urbanized Area transit operating assistance | FY17 FTA 5307 Urbanized Area Operating Assistance Formula Application: 1/19/20 Award: + 90 days | \$ 7,399,028 | \$ 3,699,514 Sales Tax | \$ 3,699,514 | 7/12s apportionment published 1/19/17. Submit application 3/2 for partial application. |

Attachment A

Santa Cruz METRO
Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|----|--|---|------------------|--------------|----------------------|--|
| 8 | Comprehensive Security and Surveillance to purchase CCTV, lighting, fences at all METRO facilities | FY17 Proposition 1B California Transit Security Program(CTSGP) Fixed Formula to METRO Application: 6/30/2017 Award: 9/30/2017 <i>[Program Expires 3/30/2019]</i> | \$ 352,404 | \$ 352,404 | \$ - | This is the final installment from the Prop 1B CTSGP of 2006. |
| 9 | 3 Electric replacement buses for Highway 17 Express | FTA FY16 \$5339(c) LoNo Expiration: none | \$ 4,936,512 | \$ 3,810,348 | None \$ 1,126,164 | Pre-Award authorized as of 7/26/16. Project kick-off w/CTE,BYD,Momentum 1/26/17. 1675-2017-3 in Trams. \$ Grant Balance 2/7/17 |
| 10 | 12 ParaCruz Vans; Facilities Improvements | FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days | \$ 816,000 | \$ 816,000 | \$ - Toll Credit | Application in FTA review: #1675-2017-02. Needs Attorney PIN. |
| 11 | Bus Stops; Facilities Improvements | FTA FY15/FY16 5339(a) Bus and Bus Facilities Formula Program Application: 6/30/2020 Award: +90 days | \$ 73,380 | \$ 73,380 | \$ - Toll Credit | Application in FTA review: #1675-2017-02. Needs Attorney PIN. |

Attachment A

Santa Cruz METRO
Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|----|-------------------------------------|--|------------------|------------|---|---|
| 12 | Vouchers for 3 Lo No electric buses | CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous | \$ 3,046,162 | \$ 303,000 | \$ 2,743,162 LoNo; Alt Fuel Tax | Draft Voucher request is to be submitted by vendor when METRO issues PO. |
| 13 | Voucher for LCTOP electric bus | CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous | \$ 1,067,795 | \$ 101,000 | \$ 966,795 PTMISEA [\$256,216]; LCTOP [\$709,292] | Draft Voucher request is to be submitted by vendor when METRO issues PO. |
| 14 | Exhaust Evacuation System | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 8,000 | \$ 6,400 | \$ 1,600 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |
| 15 | Propane Mule | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 58,253 | \$ 46,602 | \$ 11,651 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |

11-08A.4

Attachment A

Santa Cruz METRO Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|----|--|--|------------------|------------|--------------------------|---|
| 16 | Bus Mid-Life Overhaul, 7 @ \$39,513.70 ea. | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 276,596 | \$ 221,277 | \$ 55,319 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |
| 17 | Bucket truck | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 94,148 | \$ 75,318 | \$ 18,830 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |
| 18 | Bus Repaint, 36 @ 3,628.10 ea. | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 131,834 | \$ 105,467 | \$ 26,367 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |
| 19 | Relocate Mechanics Sink | FY14 FTA 5339 Formula Allocation Application: 11/30/16 Award: 2/28/17 | \$ 9,548 | \$ 7,638 | \$ 1,910 STA | Pre-award spending authority date: 3/10/14. Grant 1675-2017-01 in TrAMS 11/23/16. Needs Attorney PIN. |
| 20 | Transit Signal Priority Feasibility Study | Caltrans FY2017-18 Sustainable Transportation Planning Grant Program Application: 11/4/16 Award: 3/31/17 | \$ 179,091 | \$ 158,549 | \$ 20,542 UCSC \$4.14 | Application submitted 11/4/16. |

Attachment A

Santa Cruz METRO Grant Applications February 2017

| # | Project Description | Grant Funding Source | \$ Project Total | \$ Grant | Local Match/ Source | Project Status |
|----|--|--|----------------------|----------------------|------------------------|---|
| 21 | O-D + Customer satisfaction survey, model | Caltrans FY2017-18 Sustainable Transportation Planning Grant Program Application: 11/4/16 Award: 3/31/17 | \$ 173,279 | \$ 153,404 | \$ 19,875 | Application submitted 11/4/16. |
| 22 | FY16 Rural area operating assistance | FY16 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/16 Award: 2/28/17? [Program expires: 3/30/19] | \$ 305,132 | \$ 168,738 | Reserves \$ 136,394 | Caltrans approved application. Need Standard Agreement from Caltrans [OVERDUE]. |
| 23 | Comprehensive Security and Surveillance CCTV, Lighting, fences, generators at any facility | FY16 CA Transit Security Grant Program (CTSGP) funds from Cal-OES Application: 1/15/16 Award: PAST DUE | \$ 440,505 | \$ 440,505 | Sales Tax \$ - | Application complete. Needs advance payment [OVERDUE]. |
| | | Total | \$ 36,193,461 | \$ 19,907,466 | None | |

11-08A.6

Attachment B

Santa Cruz METRO
Active Grants February 2017

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|---|---|--|------------|---------------------------|---------------|------------------|---------------------|-----------------|--|
| 1 | 1 CNG Bus AI | SCCRTC FY17 Surface Transportation Block Grant program Obligate funds: 6/1/18 Expiration: none | \$ 500,000 | \$ 70,000 | \$ 570,000 | \$ 500,000 | \$ 70,000 | \$ 570,000 | SCCRTC start notice on 9/1/16. NFI Excelsior selected. \$ Grant Balance 2/10/17 |
| 2 | Battery-electric bus for Watsonville Disadvantaged Community and new downtown circulator service Erron | FY16 Cap & Trade Low Carbon Transit Operations Program Formula Expires: 6/13/19 | \$ 709,292 | \$ 357,216 PTMISEA | \$ 1,066,508 | \$ 709,292 | \$ 357,216 | \$ 1,066,508 | Award: 6/13/16. Advance payment received. BYD options available in Gardena and Long Beach. \$ Grant Balance 2/10/17 |
| 3 | Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility Ciro | FY13 Prop 1B California Transit Security Grant Program (CTSGBP) from Cal-OES Expires 3/31/18 | \$ 440,505 | \$ - None | \$ 440,505 | \$ 158,745 | \$ - | \$ 158,745 | Cal-OES granted a project deadline extension until 3/31/18. Bowman Williams designing emergency generator pads. \$ Grant Balance 2/10/17 |

11-08B.1

Attachment B

Santa Cruz METRO
Active Grants February 2017

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|---|---|---|--------------|--------------------|---------------|------------------|---------------------|-----------------|---|
| 4 | Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility | FY14 Prop 1B California Transit Security Grant Program (CTSGP) from Cal-OES Expires 3/31/18. | \$ 440,505 | \$ - | \$ 369,468 | \$ 369,468 | \$ - | \$ 369,468 | Received advance payment in full on 10/2015 and project is active. \$ Grant Balance 2/10/17 |
| | Ciro | None | | None | | | None | | |
| 5 | Comprehensive Security and Surveillance: CCTV, Lighting, fences, generators at any facility | FY15 Prop 1B California Transit Security Grant Program (CTSGP) from Cal-OES Expires 3/31/18 | \$ 440,505 | \$ - | \$ 440,505 | \$ 440,505 | \$ - | \$ 440,505 | Received advance payment in full on 10/2015 and project is active. \$ Grant Balance 2/10/17 |
| | Ciro | None | | None | | | None | | |
| 6 | MetroBase: Judy K. Souza Operations Facility construction | Proposition 1B State and Local Partnership Program (SLPP) California Transportation Commission Expires: 2/28/17 | \$ 5,812,000 | \$ 5,812,000 | \$ 11,624,000 | \$ - | \$ - | \$ - | All SLPP grant funds have been spent. Detail delay or submit a final report by 2/28/17. \$ Grant Balance 12/31/16 |
| | Erron | | | Sales Tax | | | Sales Tax | | |

11-08B.2

Santa Cruz METRO
Active Grants February 2017

Attachment B

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|---|---|--|---------------|-----------------------|---------------|------------------------|-----------------------|-----------------|---|
| 7 | MetroBase development, Judy K. Souza Operations Facility Erron | FY10 - 13, FY15 Public Transportation, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20 | \$ 13,421,394 | \$ - None | \$ 13,421,394 | \$ 1,411,247 UPDATE | \$ - None | \$ 1,411,247 | FY15 PTMISEA CAP added \$1,411,247 on 10/23/16. METRO to submit a final report by 2/28/17. \$ Grant Balance 1/17/17 |
| 8 | Pacific Station right-of-way acquisition and Construction Barrow | FY15 Public Transportation, Infrastructure and Service Enhancement Act (PTMISEA) Expires: 6/30/20 | \$ 3,576,333 | \$ - None | \$ 3,576,333 | \$ 3,576,333 | \$ - None | \$ 3,576,333 | Corrective Action Plans approved 10/19/16: MetroBase (\$1,411,247); Rolling Stock and Facilities Improvement (\$1,002,244) \$ Grant Balance 2/10/17 |
| 9 | Pacific Station expansion and renovation architectural services Barrow | FY06 FTA 5309 CA-04-0021 No Expiration | \$ 396,000 | \$ 99,000 Reserves | \$ 495,000 | \$ 91,581 | \$ 22,895 Reserves | \$ 114,476 | Produce SCCEHS Work Plan by 4/30/17. Consider existing roof/window/CSR redesigns. Expend funds by 9/30/17. \$Grant Balance as of 2/10/17. |

11-08B.3

Santa Cruz METRO
Active Grants February 2017

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|----|---|--|------------|--------------------|---------------|------------------|---------------------|-----------------|---|
| 10 | Pacific Station expansion and renovation architectural services | FY08 FTA 5309 CA-04-0102 No Expiration | \$ 490,000 | \$ 122,500 | \$ 612,500 | \$ 67,245 | \$ 16,811 | \$ 84,056 | Produce SCCEHS Work Plan by 4/30/17. Consider existing roof/window/CSR redesigns. Expend funds by 9/30/17. \$Grant Balance as of 2/10/17. |
| | Barrow | | | Reserves | | | Reserves | | |

Attachment B

11-08B.4

Attachment B

Santa Cruz METRO
Active Grants February 2017

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|----|---|---|------------|--------------------|---------------|------------------|---------------------|-----------------|--|
| 11 | ParaCruz Van Replacements | SCCRTC Surface Transportation Improvement Program (STIP) Expires 2/21/18 | \$ 345,000 | \$ 86,000 | \$ 431,000 | \$ 251,484 | \$ 86,000 | \$ 337,484 | Procurement contracted 4 ParaCruz vehicles. Two have been accepted and paid. Two vans on order. 12 months remain to obligate the balance in a new purchase contract. \$ Balance as of 2/10/17. |
| AI | | | | Reserves | | | Reserves | | |
| 12 | Purchase One ParaCruz Expansion Van for Elderly/Disabled program beyond ADA requirements. | FY15 Caltrans FTA 5310 Elderly & Handicapped mobility program Expires: 3/1/26 | \$ 63,000 | - | \$ 63,000 | \$ 63,000 | \$ - | \$ 63,000 | Grant contract executed w/Caltrans 3/15/16. Specs for Ford Transit to procure from the State bid list. \$ Grant Balance as of 12/20/16. |
| | AL | | | Toll Credits | | | | | |
| 13 | Non-Revenue Vehicles. | FY13 Caltrans 5339 Formula Allocation Expires: NA | \$ 171,023 | \$ 42,756 | \$ 213,779 | \$ 171,023 | \$ 42,756 | \$ 213,779 | SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17 |
| AI | | | | STA | | | | | |

11-08B.5

Attachment B

Santa Cruz METRO
Active Grants February 2017

| # | Project Description | Funding Source | \$ Grant | Local Match Source | Project Total | \$ Grant Balance | Local Match Balance | Project Balance | Project Status/ Legislation |
|----|--|--|---------------|--------------------|---------------|------------------|---------------------|-----------------|--|
| 14 | Repaint 20 Buses | FY13 Caltrans 5339 Formula Allocation Expires: NA | \$ 58,453 | \$ 14,613 | \$ 73,066 | \$ 14,613 | \$ 58,453 | \$ 73,066 | SA 64GC17-00352 contract approved 10/21/16. Purchasing has source of options. \$ Grant Balance 2/10/17 |
| | AL | | | STA | | | | | |
| 15 | Repair Transit Center Roof | FY13 Caltrans 5339 Formula Allocation Expires: NA | \$ 12,000 | \$ 3,000 | \$ 15,000 | \$ 12,000 | \$ 3,000 | \$ 15,000 | SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17 |
| | AI | | | Reserves | | | Reserves | | |
| 16 | Resurface Scotts Valley, Vernon, Soquel P&R Lots | FY13 Caltrans 5339 Formula Allocation Expires: NA | \$ 60,000 | \$ 15,000 | \$ 75,000 | \$ 60,000 | \$ 15,000 | \$ 75,000 | SA 64GC17-00352 contract approved 10/21/16. \$ Grant Balance 2/10/17 |
| | AI | | | Reserves | | | Reserves | | |
| 17 | Collaborate with MST, Caltrans, CHP to study bus operations on state highway shoulders to give travel time advantage to transit. | AMBAGFY16 FHWA Planning Funds Bus on Shoulder Feasibility Study Expires: 6/30/2018 | \$ - | \$ 9,079 | \$ 9,079 | \$ - | \$ 9,079 | \$ 9,079 | MST contract w/CDM Smith on 10/1. Project kick-off held. MST administers grant and will invoice local share from METRO. \$ Grant Balance 2/10/17 |
| | Barrow | | | Reserves | | | Reserves | | |
| | | Total | \$ 26,936,010 | \$ 6,631,164 | \$ 33,496,137 | \$ 7,896,536 | \$ 681,210 | \$ 8,577,746 | |

11-08B.6

Attachment C

Santa Cruz METRO Future Grant Opportunities as seen February 2017

| # | Proposed Project | Funding Source | \$ Grant Request | Local Match Amount/Source | Project Status/ Legislation | Stakeholders Supporters |
|---|---|--|------------------|-----------------------------|--|-------------------------|
| 1 | Bus and van replacements | FTA FY17 \$5339(a) Bus and Bus Facilities Competitive Application: TBD Award: TBD | \$ 450,000 | \$ - | 1/19/17 verbal NOFO w/30-day window. Look for publication; scope project. Toll Credit | BOD; Finance; CEO |
| 2 | Bus and van replacements | FTA FY17 \$5339(b) Bus and Bus Facilities Competitive Application: TBD Award: TBD | \$ 3,880,000 | \$ - | 1/19/17 verbal NOFO w/30-day window. Look for publication; scope project. Toll Credit | BOD; Finance; CEO |
| 2 | 3 Electric replacement buses for Highway 17 Express | FTA FY17 \$5339(c) LoNo Application: TBD Award: TBD | \$ 4,936,512 | \$ - | 1/19/17 verbal NOFO w/45-day window. Look for publication; scope project. Toll Credit: \$1,126,164 | BOD; Finance; CEO |
| 3 | FY17 Rural area cap/ops assistance - discretionary | FY17 FTA 5311(f) Rural discretionary program administered by Caltrans Application: 4/15/17? Award: 9/30/17 | TBD | TBD | No project solicitation as of 2/6/17 | BOD; Finance; CEO |
| 4 | FY17 Rural area operating assistance | FY17 FTA 5311 Rural Operating Assistance Formula administered by Caltrans Application: 4/15/17? Award: 9/30/17 | ~\$178,000 | Alt Fuel Tax? ~\$143,881 | No project solicitation as of 2/6/17 | BOD; Finance; CEO |
| | | | | Sales Tax | | |

Attachment C

Santa Cruz METRO Future Grant Opportunities as seen February 2017

| # | Proposed Project | Funding Source | \$ Grant Request | Local Match Amount/Source | Project Status/ Legislation | Stakeholders Supporters |
|---|---|--|---------------------------------|---------------------------|--|--|
| 5 | Electric Buses for AMTRAK Bus Feeder network from Santa Cruz to San Jose | FY18 Transit & Intercity Rail Capital Program (TIRCP) Application: 4/5/2018 | \$ 8,000,000 | \$ - | | SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB |
| 6 | Discounts for electric bus purchase | CARB Heavy-duty zero-emission Vehicle Incentive Program (HVIP) Application: Continuous | ~\$100,000 per new electric bus | None | Solicitation is open. Requires committed funds for bus purchase. | SCCRTC; AMBAG; Legislative Coalition |
| 7 | Affordable housing, Pacific Station or Watsonville; Expanded transit service w/electric buses | Cap & Trade: Affordable Housing and Sustainable Communities Program (AHSC); \$150 Million Statewide Proposal: Jan '18 Application: Jun '18 | \$1,000,000 - \$8,000,000 | None | Form partnership w/affordable housing non-profit. Requires new/expanded transit service. | Watsonville City Council; Santa Cruz Economic Development Department; Chamber of Commerce; Planning, Public Works; Jimmy Dutra; METRO BOD; AMBAG; RTC; County Economic Development |
| 8 | FY18 Urbanized Area transit operating assistance | FY18 FTA 5307 Urbanized Area Operating Assistance Formula Application: 2/28/18 | ~\$6,200,000 | None | Submit when FY18 apportionment is known. | BOD; Finance; CEO |
| | | | | Sales Tax | | |

Attachment C

Santa Cruz METRO Future Grant Opportunities as seen February 2017

| # | Proposed Project | Funding Source | \$ Grant Request | Local Match Amount/Source | Project Status/ Legislation | Stakeholders Supporters |
|----|--|--|---------------------------|---|--|--|
| 9 | Purchase electric buses and associated charging infrastructure for revenue service. | California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program Application: 4/30/17 | \$2,000,000 - \$5,000,000 | Unknown | Monitor | MBUAPCD; AMBAG; SCCRTC; CTA; ResourceConservation District of Santa Cruz County; CARB; Santa Cruz County Public Works; Legislative Coalition |
| 10 | Purchase electric buses and associated charging infrastructure for revenue service. | SB 862 Low Carbon Transit Operations Program, \$25 Million Statewide Application: 3/1/2018 | \$ 500,000 | TBD | METRO apportionment based upon statewide allocation of \$50 million. | SCCRTC; TAMC; MST; Caltrans; AMBAG; MBUAPCD; CARB |
| 11 | Pacific Station renovation | FY18 US DOT TIGER program \$500 Million Nationwide Pre-Proposal: 3/4/2018 Application: 6/5/2018 | \$ 12,000,000 | \$ 3,000,000 | Nationwide budget est. ~\$500 million | Santa Cruz Planning /Public Works; Downtown Business Association; Greyhound; Pacific Station Tenants; FTA; Chamber of Commerce |
| 12 | FY19 fixed-route and paratransit operating assistance and capital improvement program. | FY19 SCCRTC TDA STA and LTF formula allocations | ~\$9,000,000 | Reserves; Partnership; AHSC ~\$9,000,000 | Operating/Capital Assistance | BOD; Finance; CEO |
| | | | | Sales Tax | | |

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE
AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION FOR THE
LOW CARBON TRANSIT OPERATIONS PROGRAM**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution designating the CEO as the Authorized Agent to submit a grant application and execute all agreements necessary to receive funds from the Low Carbon Transit Operations Program.

II. SUMMARY

- The California Greenhouse Gas Reduction Fund has allocated revenue from the sale of carbon emission credits to the Low Carbon Transit Operations Program (LCTOP) for transit projects that reduce greenhouse gas emissions.
- For FY2016 - 2017, the State Controller's Office allocated \$243,290 to Santa Cruz County, \$121,681 to the Santa Cruz County Regional Transportation Commission and \$121,609 to the Santa Cruz Metropolitan Transit District (METRO) to implement an LCTOP project.
- Due to the relatively low amount allocated this year, compared to the amount allocated in the previous two years, staff recommends rolling-over this year's allocation until METRO can accumulate sufficient funds to buy a battery-electric replacement bus for the Watsonville service area.
- METRO will request an LCTOP allocation amount of \$243,290 and bank the advance payment in a separate, interest-bearing account.
- Staff recommends that the Board adopt a resolution designating the CEO as the Authorized Agent to submit an application and to execute all agreements and take all other actions, including executing the Certifications and Assurances, necessary to receive the LCTOP funds.

III. DISCUSSION/BACKGROUND

In 2006, Governor Swartzenegger executed the California Global Warming Solutions Act of 2006 (AB 32), landmark legislation that set targets to reduce greenhouse gas emissions to 1990 levels by 2020. AB32 spawned trailing legislation that created new programs and designated various state agencies to administer them. In 2014, Governor Brown signed the Transit, Affordable

Housing and Sustainable Communities Program (SB 862), which distributed revenue from the sale of carbon emission credits to projects that could improve access between housing and employment to increase transit ridership and reduce overall travel demand. SB 862 established the Low Carbon Transit Operations Program (LCTOP) to distribute Cap-and-Trade revenue to regional transportation planning agencies and public transit operators for new services and infrastructure, which would reduce greenhouse gas emissions.

For FY2016 - 2017, the LCTOP allocated a total of \$243,290 to Santa Cruz County, significantly less than the amount allocated in the first two years of the program. Last year, the Santa Cruz County Regional Transportation Commission (RTC) passed 100% of its LCTOP allocation to METRO, and METRO will request that the RTC again contribute its allocation this year to METRO for a qualifying project.

The California Air Resources Board, the State Transportation Agency, the California Environmental Protection Agency and the California Department of Transportation (Caltrans) developed the project criteria, which Senate Bill 824 (SB 824) of 2016 subsequently modified. SB 824 allows an LCTOP recipient to accumulate annual LCTOP allocations for up to four years to implement a more substantial project than would otherwise be possible. Due to the relatively low LCTOP allocation this year, staff recommends that the Board approve rolling-over this year's funds and combining it with up to three years' additional allocations in order to accumulate sufficient revenue to purchase a battery-electric replacement bus, which would benefit a defined Disadvantaged Community in Watsonville.

The deadline to submit the FY2016 - 2017 application is 3/30/17. The application requires a Board resolution authorizing the CEO as the Authorized Agent to submit an application, execute agreements and receive funds. Caltrans will pay the funds in advance of project implementation.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to:

1. Authorize execution of the Certifications and Assurances required to participate in the Low Carbon Transit Operating Program (Attachment B);
2. Designate the CEO as the Authorized Agent (Attachment C) to submit an application and execute all agreements and take any other actions necessary to receive LCTOP funds from Caltrans; and
3. Authorize the CEO to request that the SCCRTC pass its allocation of LCTOP funds to METRO (Attachment D).
4. Approve the rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient

funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO would receive a combined total of \$243,290 from the FY2016 - 2017 LCTOP allocation to Santa Cruz County. METRO will deposit these funds into a segregated, interest-bearing account until they are expended on a battery-electric replacement bus, as described in detail above.

V. ALTERNATIVES CONSIDERED

- Do not receive the FY2016 - 2017 LCTOP allocation. Staff does not recommend this alternative because METRO would lose critically needed revenue to purchase a replacement bus.

VI. ATTACHMENTS

- Attachment A:** Resolution designating the CEO as the Authorized Agent and authorizing execution of Certifications and Assurances for the Low Carbon Transit Operating Program
- Attachment B:** Certifications and Assurances
- Attachment C:** Authorized Agent Form
- Attachment D:** Letter to RTC requesting its LCTOP transfer to METRO

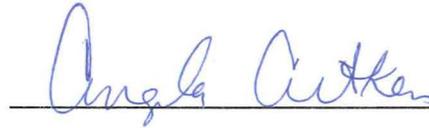
Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

Barrow Emerson, Planning
and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING THE EXECUTION OF CERTIFICATIONS AND ASSURANCES AND
DESIGNATING ALEX CLIFFORD, CEO/GENERAL MANAGER, AS THE
AUTHORIZED AGENT TO EXECUTE ALL AGREEMENTS AND TAKE ALL ACTIONS
NECESSARY TO RECEIVE FUNDS FROM THE LOW CARBON TRANSIT
OPERATIONS PROGRAM**

WHEREAS, California Governor Brown enacted the Transit, Affordable Housing and Sustainable Communities Program (SB 862) in 2014 to reduce greenhouse gas emissions from the transportation sector; and

WHEREAS, SB 862 established the Low Carbon Transit Operations Program (LCTOP) to receive revenue from the sale of emission allowances in California's Cap-and-Trade program and distribute these funds to transit operators and regional transportation planning agencies for projects which increase transit ridership; and

WHEREAS, SB 862 designated the California Department of Transportation (Caltrans) as the administrative agency to implement monitor and establish Guidelines for the Low Carbon Transit Operations Program (LCTOP); and

WHEREAS, the Santa Cruz Metropolitan Transit District is an eligible project sponsor and may receive funds directly from the LCTOP and from other sponsors to which the LCTOP also allocates funds; and

WHEREAS, the Santa Cruz Metropolitan Transit District staff recommends to rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville; and

Attachment A

Resolution No. _____
Page 3

WHEREAS, the Santa Cruz Metropolitan Transit District staff recommends the Board authorizes submittal of the following allocation request to the California Department of Transportation for FY2016-17 LCTOP funds:

Project Name: Battery-Electric Replacement Bus for Watsonville Service

LCTOP Funds Requested: Santa Cruz County FY2016-17 allocation: \$243,290

Short Description: Rollover of FY2016 – 2017 LCTOP funds for up to four years in order to accumulate sufficient funds to purchase a battery-electric bus for the Watsonville service area.

Contributing Sponsor: Santa Cruz County Regional Transportation, \$121,689

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and the applicable statutes, regulations and guidelines for the LCTOP; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby designates Alex Clifford, CEO/General Manager, or designee, as the Authorized Agent to execute all agreements and take all actions necessary to receive funds from the LCTOP; and

BE IT FURTHER RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby authorizes Alex Clifford, CEO/General Manager, or designee, to request that the SCCRTC pass its allocation of LCTOP funds to METRO, and authorizes staff to rollover the FY2016 - 2017 LCTOP funds allocated by the State Controller's Office until a subsequent LCTOP cycle when sufficient funds accumulate to purchase a new battery-electric replacement bus to serve Watsonville.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24th Day of February 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

Attachment A

Resolution No. _____
Page 3

APPROVED AS TO FORM:

JULIE SHERMAN
District Counsel

11-09A.3

- THIS PAGE INTENTIONALLY LEFT BLANK -

Lead Agency: Santa Cruz Metropolitan Transit District

Project Name: Purchase a Battery-Electric Bus for Watsonville

Prepared by: Alex Clifford, CEO/General Manager

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, project lead must comply with these terms and conditions.

A. General

1. The project lead agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The project lead must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

B. Project Administration

1. The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The project lead certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The project lead certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.
8. The project lead must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).
9. Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
10. Funds must be encumbered and liquidated within the time allowed

C. Reporting

1. The project lead must submit the following LCTOP reports:
 - a. Semi-Annual Progress Reports by May 15th and November 15th each year.
 - b. A Final Report within six months of project completion.
 - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
2. Other Reporting Requirements: ARB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARB's funding guidelines, including reporting on greenhouse gas reductions and benefits to

D. Cost Principles

1. The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
 - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
 - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

A. Record Retention

FY 16-17 LCTOP
Certifications Assurances

1. The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the “Project Closeout” report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead’s external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead’s contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
3. The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with

F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor’s LCTOP funded projects at Caltrans’ discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Alex Clifford

(Print Authorized Agent)

Executive Director

(Title)

(Signature)

(Date)

- THIS PAGE INTENTIONALLY LEFT BLANK -



**Low Carbon Transit Operations Program (LCTOP)
AUTHORIZED AGENT**

AS THE Board Chair
(Chief Executive Officer / Director / President / Secretary)

OF THE Santa Cruz Metropolitan Transit District
(Name of County/City Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

Alex Clifford, CEO/General Manager OR
(Name and Title of Authorized Agent)

Angela Aitken, Finance Manager OR
(Name and Title of Authorized Agent)

(Name and Title of Authorized Agent)

(Print Name) Chair, Santa Cruz Metropolitan Transit District
(Title)

(Signature)

Approved this 24th day of February, 2017

Attachment: Board Resolution approving Authorized Agent

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment D

Santa Cruz Metropolitan Transit District



February 27, 2017

Mr. George Dondero, Executive Director
Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue
Santa Cruz, CA 95060-3911

RE: Request for SCCRTC to Sponsor METRO's FY2016 - 2017 Low Carbon Transit Operations
Allocation Request

Dear George:

The Santa Cruz Metropolitan Transit District (METRO) requests that the Santa Cruz County Regional Transportation Commission (SCCRTC) delegate its FY2016 - 2017 allocation of Low Carbon Transit Operations Program (LCTOP) funds to METRO for a public transit project to reduce greenhouse gas emissions. The LCTOP guidelines allow a recipient to contribute its allocation to another eligible recipient which would then be responsible for project implementation in accordance with all guidelines.

The State Controller's Office allocated FY2016 – 2017 LCTOP funds to regional transportation planning agencies and transit operators using the same distribution formula specified for STA funds under Public Utilities Code 99313 and 99314 (§99313 and §99314). Accordingly, the SCCRTC will receive \$121,681 and METRO will receive \$121,609 in FY2016 - 2017 LCTOP funds. If the SCCRTC concurs, METRO will submit an allocation request for the combined total of \$243,290 allocated to Santa Cruz County for FY2016 - 2017.

Due to the relatively small apportionment in this cycle, METRO proposes to rollover Santa Cruz County's FY2016 – 2017 LCTOP allocation for up to four years in order to accumulate sufficient funds to buy a battery-electric bus for the Watsonville Disadvantaged Community.

The METRO Board of Directors will consider a resolution authorizing this project at their 2/24/17 meeting. The application is due to Caltrans by 3/30/17; therefore, I would request that the SCCRTC consider authorizing the sponsored project at its 3/2/17 meeting.

If the SCCRTC authorizes sponsorship of METRO's FY2016 – 2017 LCTOP project, please provide a letter to METRO which specifies that SCCRTC is a contributing sponsor of \$121,681 in FY2016 - 2017 LCTOP §99313 funds for the project. The SCCRTC Executive Director will then be asked to sign the application as a contributing sponsor.

Please call me if you would like to discuss any part of this proposal.

Thank you.

Sincerely,

Alex Clifford
CEO/General Manager

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117

METRO online at <http://www.scmtd.com>

11-09D.1

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY17 REVISED CAPITAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY17 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors adopted the FY17 Capital Budget on June 24, 2016.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending, and removal of projects that are no longer needed.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY17 & FY18 Operating and FY17 Capital Budget on June 24, 2016.

This will be the second revision to the FY17 Capital Budget since it was adopted; the first revision was approved at the August 26, 2016 BOD meeting.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY17 Revised Capital Budget (Attachment B)

A Reconciliation by Project as of February 24, 2017 (Attachment C) is provided; this reconciles the (current) FY17 Revised Capital Budget against the (original) Final FY17 Capital Budget adopted on June 24, 2016.

This revision adds, reduces and adjusts several capital projects.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY17 Capital Budget adopted June 24, 2016 totals \$5,195,832.

- Revision 1 – August 26, 2016 – this revision adds one (1) capital project; Ticket Vending Machine Cash Devices and Components funded with Cash Reserves (\$15,000). This revision is a net increase of \$15,000, for a FY17 Revised Capital Budget balance of \$5,210,832.
- Revision 2 – February 24, 2017 – this revision adds, reduces and adjusts several projects. See attachment C for complete details. This revision is a net increase of \$10,498,010, for a FY17 Revised Capital Budget balance of \$15,693,842.

The Reconciliation by Project as of February 24, 2017 (Attachment C) lists the detail of all changes by project since adoption on June 24, 2016, and includes an explanation for the action. The year to date change is a net increase of \$10,498,010.

V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. If the revised budget is not approved, important capital improvements and capital projects may be delayed or cancelled.

VI. ATTACHMENTS

- Attachment A:** FY17 Capital Budget Resolution
- Attachment B:** FY17 Revised Capital Budget as of February 24, 2017
- Attachment C:** FY17 Revised Capital Budget – Reconciliation by Project as of February 24, 2017

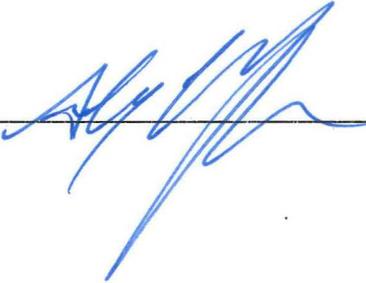
Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -



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

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

**A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY17 CAPITAL BUDGET**

WHEREAS, the Board of Directors approved the FY17 Capital Budget on June 24, 2016; and it is necessary to revise the adopted FY17 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the capital budget.

NOW, THEREFORE, BE IT RESOLVED, the FY17 Capital Budget is hereby amended per Attachment B to this resolution.

PASSED AND ADOPTED this 24th day of February 2017, by the following vote:

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

Approved _____
Board Chair

ATTEST _____
ALEX CLIFFORD,
CEO/General Manager

APPROVED AS TO FORM:

JULIE A. SHERMAN
General Counsel

- THIS PAGE INTENTIONALLY LEFT BLANK -

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY17 (REVISED) CAPITAL BUDGET
 AS OF FEBRUARY 24, 2017

11-10B.1

| PROJECT/ACTIVITY | RESTRICTED FEDERAL FUNDS | RESTRICTED SAKATALAW SUIT PROCEEDS | RESTRICTED PTMISEA (1B) | RESTRICTED PTMISEA (1B) + INT-PAC STATION PLACEHOLDER | RESTRICTED CAL-OES PROP 1B - TRANSIT SECURITY | RESTRICTED STIP | RESTRICTED LCTOP | RESTRICTED CAPITAL RESTRICTED STA | FY17 STA (XFR 1/5 FROM OPER BUDGET) | UNRESTRICTED (ALT) FUEL TAX CREDIT (XFR FROM OPER BUDGET) | TOTAL |
|--|--------------------------|------------------------------------|-------------------------|---|---|-----------------|------------------|-----------------------------------|-------------------------------------|---|---------------|
| | | | | | | | | | | | |
| Estimated Cash Balance on Hand (if applicable) | | \$ 120,000 | \$ 340,000 | \$ 5,991,793 | \$ 1,090,000 | N/A | \$ 709,292 | \$ 45,000 | \$ - | \$ 1,257,342 | \$ 9,563,427 |
| Amount Available if not Cash on Hand | \$ 5,746,168 | | | | | \$ 247,950 | | | \$ 370,000 | | \$ 6,364,118 |
| Construction Related Projects | | | | | | | | | | | |
| 1 Metrobase Project - Judy K. Souza - Operations Bldg. | \$ - | \$ 460,000 | \$ 553,753 | \$ 1,411,247 | \$ 445,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,870,000 |
| 2 Transit Security Projects | \$ 168,822 | | | \$ 3,576,333 | \$ 630,000 | | | | \$ 42,205 | | \$ 630,000 |
| 3 Pacific Station/Metro Center - Conceptual Design / MOU | \$ 168,822 | \$ 460,000 | \$ 553,753 | \$ 4,987,380 | \$ 1,075,000 | \$ - | \$ - | \$ - | \$ 42,205 | \$ - | \$ 3,787,360 |
| Subtotal | | | | | | | | | | | \$ 7,287,360 |
| IT Projects | | | | | | | | | | | |
| 4 HR Software Upgrade (cont.) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 18,000 | \$ - | \$ - | \$ 18,000 |
| Subtotal | | | | | | | | | | | \$ 18,000 |
| Facilities Repair & Improvements | | | | | | | | | | | |
| 5 Repair Watsonville Transit Center (FTA 5339a FY13) | \$ 63,040 | | | | | | | \$ 15,760 | \$ 15,000 | \$ - | \$ 78,800 |
| 6 Reseal, Restripe Parking Lots (FTA 5339a FY13) | \$ 60,000 | | | | | | | | | | \$ 75,000 |
| 7 Bus Stop & Fac Improve, TBD (FTA 5339a FY15/16) | \$ 73,380 | | | | | | | | \$ 30,000 | | \$ 73,380 |
| 8 Maintenance Bldg. Structural Upgrade | | | | | | | | \$ 3,000 | | | \$ 30,000 |
| 9 Repair Roof at Pacific Station (FTA 5339a FY13) | \$ 12,000 | | | | | | | | \$ 1,910 | | \$ 15,000 |
| 10 Relocate Mechanics Sink-Golf Club (FTA 5339a FY14) | \$ 7,638 | | | | | | | | \$ 1,600 | | \$ 9,548 |
| 11 Upgrade Exhaust Evac.-Golf Club (FTA 5339a FY14) | \$ 6,400 | | | | | | | \$ 18,760 | \$ 48,510 | \$ - | \$ 8,000 |
| Subtotal | \$ 222,458 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 18,760 | \$ 48,510 | \$ - | \$ 289,728 |
| Revenue Vehicle Replacement & Campaigns | | | | | | | | | | | |
| Electric Bus (3) + Infrastructure & Project Mgmt. (FTA 5339c FY16) | \$ 3,810,348 | | | \$ 576,997 | | | | | | \$ 549,167 | \$ 4,936,512 |
| 13 Electric Bus (1) - Watsonville ZEB Circulator (FY15/16) | \$ - | | | \$ 357,216 | | | \$ 709,292 | | | | \$ 1,066,508 |
| 14 Paracruz Van Replacements (12) (FTA 5339a FY15/16) | \$ 816,000 | | | | | | | | | | \$ 816,000 |
| 15 Paracruz Van Replacements (2 - 2, purch in FY16) | \$ 221,277 | | | \$ 247,950 | | | | | \$ 87,786 | | \$ 335,736 |
| 16 Mid-Life Bus Engine Overhaul (7) (FTA 5339a FY14) | \$ 105,467 | | | | | | | | \$ 55,319 | | \$ 276,596 |
| 17 Bus Repaint Campaign (36) (FTA 5339a FY14) | \$ 58,453 | | | | | | | | \$ 26,367 | | \$ 131,834 |
| 18 Bus Repaint Campaign (20) (FTA 5339a FY13) | \$ 50,400 | | | | | | | | \$ 14,613 | | \$ 73,066 |
| 19 FTA Section 5310-(1) Paratransit Vehicle (TBD) | \$ 5,061,945 | \$ - | \$ - | \$ 934,213 | \$ - | \$ - | \$ 709,292 | \$ - | \$ 196,685 | \$ 549,167 | \$ 6,300,000 |
| Subtotal | \$ 5,061,945 | \$ - | \$ - | \$ 934,213 | \$ - | \$ - | \$ 709,292 | \$ - | \$ 196,685 | \$ 549,167 | \$ 7,689,252 |
| Non-Revenue Vehicle Replacement | | | | | | | | | | | |
| 20 Replace 11 Non-Revenue Vehicles (FTA 5339a FY13) | \$ 171,023 | | | | | | | | \$ 42,756 | | \$ 213,779 |
| 21 Replace High Lift Bucket Truck (FTA 5339a FY14) | \$ 46,602 | | | | | | | | \$ 18,830 | | \$ 94,148 |
| 22 Propane Fueled Tow Motor (FTA 5339a FY14) | \$ 292,943 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 11,651 | \$ - | \$ 58,253 |
| Subtotal | \$ 466,568 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 73,237 | \$ - | \$ 582,805 |
| Fleet & Maint Equipment | | | | | | | | | | | |
| 23 High Weight Capacity Low Profile Axle Jack | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Office Equipment | | | | | | | | | | | |
| 24 None at this time | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Misc. | | | | | | | | | | | |
| 25 Ticket Vending Machine-SLV-Installation Costs | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | \$ 9,045 | \$ - | \$ 17,045 |
| 26 Ticket Vending Machine-Cash Devices & Components | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 27 Ticket Vending Machine-Software/Pin Pad Upgrade | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | \$ 9,045 | \$ - | \$ 17,045 |
| Subtotal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,000 | \$ 9,045 | \$ - | \$ 32,045 |
| TOTAL CAPITAL PROJECTS | \$ 5,746,168 | \$ 460,000 | \$ 553,753 | \$ 5,921,793 | \$ 1,075,000 | \$ - | \$ 709,292 | \$ 44,760 | \$ 369,682 | \$ 549,167 | \$ 15,693,842 |
| CAPITAL PROGRAM FUNDING | | | | | | | | | | | |
| Federal Sources of Funds: | | | | | | | | | | | |

**FY17 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF FEBRUARY 24, 2017-2ND REVISION**

Attachment C

| FY17 FINAL CAPITAL BUDGET ADOPTED JUNE 24, 2016: | | | | \$ 5,195,832 |
|---|-------------------|--------------|-------|--------------|
| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL | |
| Add: Ticket Vending Machine - Cash Devices & Components | RESERVES | \$ 15,000 | | |
| Reason: Purchasing these components will allow Maintenance and Security to do a once a month maintenance on the TVM machines and pull the monetary components for Finance to do the financial balancing and deposits of monthly revenue from the TVM machines. | | | | |
| Increase: Pacific Station/Metro Center Conceptual Design | PTMISEA | \$ 3,576,333 | | |
| Reason: Add PTMISEA funds authorized by the BOD for this project | | | | |
| Reduce: Repaint Watsonville Transit Center | FTA 5339a FY13 | \$ (22,592) | | |
| | STA | \$ (5,648) | | |
| Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA | | | | |
| Add: Bus Stop & Facilities Improvements TBD | FTA 5339a FY15/16 | \$ 73,380 | | |
| Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits) | | | | |
| Add: Electric Bus (3) + Infrastructure & Project Mgmt. | FTA 5339(c) LoNo | \$ 3,810,348 | | |
| | PTMISEA | \$ 576,997 | | |
| | ALT FUEL TAX | \$ 549,167 | | |
| Reason: FTA 5339(c) LoNo grant awarded for the purchase of 3 Electric buses + infrastructure and project management | | | | |
| Add: Electric Bus (1) Watsonville ZEB Circulator | LCTOP | \$ 709,292 | | |
| | PTMISEA | \$ 357,216 | | |
| Reason: Add LCTOP project awarded 5/27/16 | | | | |

**FY17 CAPITAL BUDGET
RECONCILIATION BY PROJECT
AS OF FEBRUARY 24, 2017-2ND REVISION**

Attachment C

| CAPITAL PROJECT | SOURCE | AMOUNT | TOTAL |
|--|--------------------------|-----------------------|----------------------|
| Add: Paracruz Van Replacements (12) @ \$68K | FTA 5339a FY15/16 | \$ 816,000 | |
| Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits) | | | |
| Increase: Mid-Life Bus Engine Overhauls (7) | FTA 5339a FY14 STA | \$ 31,611 \$ 7,903 | |
| Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA | | | |
| Adjust: Bus Repaint Campaign (56) | FTA 5339a FY13/14 STA | \$ 1,381 \$ 345 | |
| Reason: Funds reallocated between the FTA 5339 (a) 13/14 and 15/16 projects when the FY15/16 allocation was reassigned from Caltrans to FTA | | | |
| Add: High Weight Capacity Low Profile Axle Jack | RESERVES | \$ 1,277 | |
| Reason: FTA 5339a FY15/16 project award (Local match for this project is provided by Toll Credits) | | | |
| | | ALT FUEL TAX | \$ 549,167 |
| | | Cal-OES | \$ - |
| | | FTA | \$ 4,710,128 |
| | | LCTOP | \$ 709,292 |
| | | PTMISEA | \$ 4,510,546 |
| | | RESERVES | \$ 16,277 |
| | | SAKATA | \$ - |
| | | STA | \$ 2,600 |
| | | STIP | \$ - |
| TOTAL CAPITAL BUDGET REVISIONS THROUGH 2/24/17: | | | \$ 10,498,010 |
| FY17 REVISED CAPITAL BUDGET AS OF FEBRUARY 24, 2017: | | | \$ 15,693,842 |



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF DECLARING THREE (3) 2003 FORD E350 CNG VANS AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring three (3) Ford E350 CNG Vans as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, 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.
- Three (3) 2003 Ford E350 CNG Vans have all exceeded their useful life and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) has surpassed its useful life expectancy.

- The vehicles are 14 years old, with significant defects that are not cost effective to repair. The costs to repair the vans outweigh their value; therefore, the vehicles are recommended for disposal. The vehicles are fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposals.

Disposal of these assets has been coordinated with management and staff in processing them for disposal and auction if appropriate.

Staff recommends that the Board of Directors approve a resolution (Attachment A) and declare the items listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The combined estimated gross market value of the vehicles is approximately \$4,500; they have reached the end of their useful life and are in poor condition. There is no financial impact as a result of these disposals.

Any revenue generated from the sale of these vehicles will be recorded as income in the current fiscal year's operating budget to 'Gain / Loss Disposal on Assets' budget account 407090-100.

V. ALTERNATIVES CONSIDERED

- Store the vehicles - This alternative is not recommended because the vans have exceeded their useful life, they are cost prohibitive to repair.

VI. ATTACHMENTS

Attachment A: Resolution to Approve for the Disposal or Auction of Excess Property

Exhibit A: Excess Vehicle & Equipment Listing—as of February 24, 2017

Prepared By: Debbie Kinslow, Assistant Finance Manager
Al Pierce, Maintenance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

WHEREAS, the Santa Cruz Metropolitan Transit District (District), receives federal financial assistance from the Federal Transit Administration (FTA) to acquire real property, equipment and supplies, and rolling stock; and

WHEREAS, all such assets must be managed, used, and disposed of in accordance with applicable laws and regulations; and

WHEREAS, the FTA prescribes the method and delivers guidance to public transit operators to comply with grant management requirements in accordance with the regulations in *Title 49 Code of Federal Regulations, part 24 (49CFR 24)* and FTA Circular 5010.1D; and

WHEREAS, the fair market value of each item identified as excess is less than \$5,000; and

WHEREAS, the District has determined that it is necessary to either dispose of the property, and/or to place the items up for auction.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 02/24/17, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) 2003 E350 Van CNG, vehicle no. 301";
 - b. "One (1) 2003 E350 Van CNG, vehicle no. 302";
 - c. "One (1) 2003 E350 Van CNG, vehicle no. 304";

Attachment A

Resolution No. _____
Page 2 of 3

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on February 24, 2017, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____
Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/24/17

(Attached)

Exhibit A

| SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EXCESS VEHICLE & EQUIPMENT LISTING AS OF 02/24/2017 | | | | | | | | | | |
|---|------------------------|------------------|-----------|--------------------------|----------------|-------------------|---------------------|-----------|-------------------|-----------|
| Vehicle or Asset Tag # | Description | Acquisition Date | Cost | Accumulated Depreciation | Net Book Value | Est. Market Value | Reason for Disposal | Condition | VIN / SN | License # |
| 301 | 2003 E350 VAN/CNG FORD | 3/13/2003 | \$ 26,209 | \$ 26,209 | \$ - | \$ 1,500.00 | END USEFUL LIFE | POOR | 1FDNE31MX3HA85716 | E-1161798 |
| 302 | 2003 E350 VAN/CNG FORD | 3/13/2003 | \$ 26,209 | \$ 26,209 | \$ - | \$ 1,500.00 | END USEFUL LIFE | POOR | 1FDNE31M13HA85717 | E-1161797 |
| 304 | 2003 E350 VAN/CNG FORD | 3/13/2003 | \$ 26,209 | \$ 26,209 | \$ - | \$ 1,500.00 | END USEFUL LIFE | POOR | 1FDNE31M53HA85719 | E-1161795 |



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, DBE Liaison Officer, Finance Manager
**SUBJECT: A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S
DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

I. RECOMMENDED ACTION

That the Board of Directors receive a Semi-Annual Report on the status of METRO's Disadvantaged Business Enterprise Program

II. SUMMARY

- As a recipient of federal funds, Santa Cruz Metropolitan Transit District (METRO) participates in the Federal Disadvantaged Business Enterprise (DBE) Program as specified in Title 49, Code of Federal Regulations, Part 26.
- The Federal Transit Administration (FTA) requires METRO to recalculate its DBE goal triennially and to report goal attainment semi-annually as a requirement to receive federal funds.
- METRO's recently revised goal for DBE participation is 1.5% of all federally funded procurements with competitive contract bidding opportunities.
- A semi-annual report is being provided to the Board in compliance with the FTA reporting schedule and per METRO's DBE Policy.
- Staff recommends that the Board receive this semi-annual status report on the DBE Program for the second half of Federal Fiscal Year 2016, April 1, 2016 – September 30, 2016.

III. DISCUSSION/BACKGROUND

The Department of Transportation established a Disadvantaged Business Enterprise (DBE) Program in 1980 to ensure that firms competing for federally funded contracts are not subject to unlawful discrimination. DBEs, as defined by the US Department of Transportation, are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.

The FTA requires qualified recipients of more than \$250,0000 annually in federal funds to implement a DBE program, recalculate a DBE goal triennially, and report its goal attainment semi-annually, as specified by Title 49 of the Code of Federal Regulations, Part 26 (49 CFR 26). METRO received approximately \$5.6 million from the FTA in FY16 and, therefore, must maintain a DBE Program.

It is important to acknowledge the restrictions placed on DBE goal setting, attainment, and reporting:

- Only competitively biddable contracts with federal funding are counted in the procurement opportunities in which DBEs can participate.
 - METRO received approximately 12% of its FY16 operating revenue from the Federal Transit Administration and the majority of this is used to pay labor costs and fringe benefits.
- Several large expenses have no contract opportunities:
 - Utilities, leases and rent payments, subscription services, membership costs, travel.
- Only certified DBEs can be included for the purposes of setting goals and measuring attainment.
 - Many businesses are owned by minorities and women, but not all of these owners register as DBEs in the statewide program.

IV. DBE STATUS

METRO's current DBE goal is 1.5% as reflected in METRO's DBE semi-annual report for the period covering April 1, 2016 – September 30, 2016 provided as Attachment A. METRO's DBE attainment during this period was 2.5%.

METRO's DBE attainment in the semi-annual report for the period covering October 1, 2015 – March 31, 2016 was 2.2% (see Attachment B). METRO's DBE attainment for the entirety of FTA's FFY16 is 2.3 % (see Attachment C).

V. FINANCIAL CONSIDERATIONS/IMPACT

The DBE Program has direct expenses of less than \$850 for publishing ads and public hearing notices. Failure to update the goal and submit semi-annual reports would jeopardize METRO's receipt of over \$5.6 million in federal financial assistance in FY16.

VI. ALTERNATIVES CONSIDERED

There is no alternative, as staff is required to provide this information semi-annually to inform the Board of this important program per METRO's DBE Policy, Art. III § 3.304(G).

VII. ATTACHMENTS

Attachment A: December 1, 2015 DBE Semi Annual Report (April 1, 2016 – September 30, 2016)

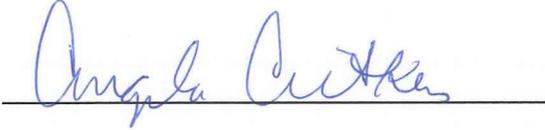
Attachment B: June 1, 2015 DBE Semi-Annual Report (October 1, 2015 – March 31, 2016)

Attachment C: FFY16 DBE Annual Report (October 1, 2015 – September 30, 2016)

Prepared by: Cayla Hill, Administrative Specialist

VIII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS

Please refer to the instruction sheet for directions on filling out this form

| | | | |
|---|--|--|--|
| 1 Submitted to (check only one) | <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number: 1675 | | |
| 2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients): | CA-04-0021-00 | CA-04-0102-00 | CA-90-Z267-00 |
| 3 Federal Fiscal year in which reporting period falls | FY 2016 | 4. Date This Report Submitted: 5/6/2016 | |
| 5 Reporting Period | <input type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31) | <input checked="" type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30) | <input type="checkbox"/> FAA annual report due Dec 1 |
| 6 Name and address of Recipient: | | | |
| 7 Annual DBE Goal(s): | Race Conscious Projection: 0.00% | Race Neutral Projection: 1.5% | OVERALL Goal: 1.5% |

Awards/Commitments this Reporting Period: April 1, 2016 - September 30, 2016

| A | AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period) | A | B | C | D | E | F | G | H | I |
|----|---|-----------------|--------------|-------------------------|------------------------|--|---------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| | | Total Dollars | Total Number | Total to DBEs (dollars) | Total to DBEs (number) | Total to DBEs/Race Conscious (dollars) | Total to DBEs/Race Conscious (number) | Total to DBEs/Race Neutral (dollars) | Total to DBEs/Race Neutral (number) | Percentage of total dollars to DBEs |
| 8 | Prime contracts awarded this period | \$ 2,254,569.00 | 20 | \$ 17,000.00 | 1 | | | \$ 17,000.00 | 1 | 0.8% |
| 9 | Subcontracts awarded/committed this period | \$ 1,440.00 | 1 | \$ 1,440.00 | 1 | \$ 1.00 | 0 | \$ 1,440.00 | 1 | 100.0% |
| 10 | TOTAL | | | \$ 18,440.00 | 2 | \$ 1.00 | 0 | \$ 18,440.00 | 2 | 0.8% |

| B | BREAKDOWN BY ETHNICITY & GENDER | A | | | B | | | C | | | D | | | E | | | F | | |
|----|---------------------------------|------------------------------|-------------|--------------|-----|---|---|-------|---|---|-----------------------|---|---|-----|---|---|-------|---|--|
| | | Total to DBE (dollar amount) | | | | | | | | | Total to DBE (number) | | | | | | | | |
| | | Women | | | Men | | | Total | | | Women | | | Men | | | Total | | |
| | | | | | | | | | | | | | | | | | | | |
| 11 | Black American | \$ - | \$ 1,440.00 | \$ - | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 12 | Hispanic American | \$ - | \$ - | \$ - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 13 | Native American | \$ - | \$ - | \$ - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 14 | Asian-Pacific American | \$ - | \$ - | \$ - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 15 | Subcontinent Asian Americans | \$ - | \$ - | \$ - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 16 | Non-Minority | \$ 17,000.00 | \$ - | \$ 17,000.00 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 17 | TOTAL | \$ - | \$ 1,440.00 | \$ 17,000.00 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

Payments Made this Period: April 1, 2016 - September 30, 2016

| C | PAYMENTS ON ONGOING CONTRACTS | A | B | C | D | E | F |
|----|---|---------------------------|--------------------|-------------------------------------|-----------------------------|--------------------------------|-----------------|
| | | Total Number of Contracts | Total Dollars Paid | Total Number of Contracts with DBEs | Total Payments to DBE firms | Total Number of DBE firms Paid | Percent to DBEs |
| 18 | Prime and subcontracts currently in pro | 6 | \$ 442,436.00 | 4 | \$ 223,975.00 | 2 | 50.6% |

| D | TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD | A | B | C | D | E |
|----|---|-------------------------------|---|---|-----------------------------------|-----------------|
| | | Number of Contracts Completed | Total Dollar Value of Contracts Completed | DBE Participation Needed to Meet Goal (Dollars) | Total DBE Participation (Dollars) | Percent to DBEs |
| 19 | Race Conscious | 0 | \$ - | \$ - | \$ - | 0.0% |
| 20 | Race Neutral | 8 | \$ 182,820.00 | \$ - | \$ 4,535.00 | 2.5% |
| 21 | Totals | 8 | \$ 182,820.00 | \$ - | \$ 4,535.00 | 2.5% |

| | | |
|-----------------------------|-----------------------------|--------------------------------|
| 22 Submitted by: Cayla Hill | 23. Signature: Not Required | 24. Phone Number: 831-420-6080 |
|-----------------------------|-----------------------------|--------------------------------|

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment B

| UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS | | | | | | | | | | | | | | | | | | | | |
|--|---|---|------------------------------------|--|---|--|---|--|---|--|--|-------|---|---|-----|---|---|-------|---|---|
| **Please refer to the instruction sheet for directions on filling out this form** | | | | | | | | | | | | | | | | | | | | |
| 1 Submitted to (check only one) <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number: 1675 | | | | | | | | | | | | | | | | | | | | |
| 2 AIP Numbers (FAA Recipients); Grant Number (FTA Recipients): | | CA-04-0021-00 | | CA-04-0102-00 | | CA-90-Z267-00 | | | | | | | | | | | | | | |
| 3 Federal Fiscal year in which reporting period falls | | FY 2016 | | | 4. Date This Report Submitted: 5/6/2016 | | | | | | | | | | | | | | | |
| 5 Reporting Period | | <input checked="" type="checkbox"/> Report due June 2 (for period Oct 1-Mar 31) | | | <input type="checkbox"/> Report due Dec 1 (for period April 1-Sep 30) | | | <input type="checkbox"/> FAA annual report due Dec 1 | | | | | | | | | | | | |
| 6 Name and address of Recipient: | | | | | | | | | | | | | | | | | | | | |
| 7 Annual DBE Goal(s): Race Conscious Projection: 0.00% Race Neutral Projection: 1.5% OVERALL Goal: 1.5% | | | | | | | | | | | | | | | | | | | | |
| Awards/Commitments this Reporting Period: October 1, 2015 through March 31, 2016 | | | | | | | | | | | | | | | | | | | | |
| A | AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD <small>(Total contracts and subcontracts committed during this reporting period)</small> | | A Total Dollars | B Total Number | C Total to DBEs (dollars) | D Total to DBEs (number) | E Total to DBEs/Race Conscious (dollars) | F Total to DBEs/Race Conscious (number) | G Total to DBEs/Race Neutral (dollars) | H Total to DBEs/Race Neutral (number) | I Percentage of total dollars to DBEs | | | | | | | | | |
| | 8 Prime contracts awarded this period | | \$ 3,621,629.99 | 15 | \$ - | 0 | | | \$ - | 0 | 0.00% | | | | | | | | | |
| | 9 Subcontracts awarded/committed this period | | \$ - | 0 | \$ - | 0 | \$ - | 0 | \$ - | 0 | - | | | | | | | | | |
| | 10 TOTAL | | | | \$ - | 0 | \$ - | 0 | \$ - | 0 | 0.00% | | | | | | | | | |
| | BREAKDOWN BY ETHNICITY & GENDER | | | | | | | | | | | | | | | | | | | |
| | | | A | | | B | | | C | | | D | | | E | | | F | | |
| | | | Total to DBE (dollar amount) | | | | | | Total to DBE (number) | | | | | | | | | | | |
| | | | Women | | | Men | | | Total | | | Women | | | Men | | | Total | | |
| | 11 Black American | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 12 Hispanic American | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 Native American | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 14 Asian-Pacific American | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 15 Subcontinent Asian Americans | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 16 Non-Minority | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 17 TOTAL | | \$ - | \$ - | \$ - | - | - | - | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Payments Made this Period: October 1, 2015 through March 31, 2016 | | | | | | | | | | | | | | | | | | | | |
| C | PAYMENTS ON ONGOING CONTRACTS | | A Total Number of Contracts | B Total Dollars Paid | | C Total Number of Contracts with DBEs | D Total Payments to DBE firms | | E Total Number of DBE firms Paid | F Percent to DBEs | | | | | | | | | | |
| | 18 Prime and subcontracts currently in | | 10 | \$ 29,028.09 | | 7 | \$ 29,028.09 | | 3 | 100.0% | | | | | | | | | | |
| D | TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD | | A Number of Contracts Completed | B Total Dollar Value of Contracts Completed | | C DBE Participation Needed to Meet Goal (Dollars) | | D Total DBE Participation (Dollars) | E Percent to DBEs | | | | | | | | | | | |
| | 19 Race Conscious | | 0 | \$ - | | \$ - | | \$ - | 0.0% | | | | | | | | | | | |
| | 20 Race Neutral | | 8 | \$ 254,493.10 | | | | \$ 5,580.16 | 2.2% | | | | | | | | | | | |
| | 21 Totals | | 8 | \$ 254,493.10 | | | | \$ 5,580.16 | 2.2% | | | | | | | | | | | |
| 22 Submitted by: Cayla Hill | | | | 23. Signature: Not Required | | | | 24. Phone Number: 831-420-6080 | | | | | | | | | | | | |

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment C

| UNIFORM REPORT OF DBE COMMITMENTS/AWARDS AND PAYMENTS | | | | | | | | | | |
|---|---|--|---|---|-----------------------------------|--|---------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| 1 Submitted to (check only one) <input type="checkbox"/> FHWA <input type="checkbox"/> FAA <input checked="" type="checkbox"/> FTA - Recipient ID Number 1675 | | | | | | | | | | |
| 2 FTA Grant Number(s): | | CA-04-0225 | | CA-04-0021 | | CA-04-0102 | | CA-90-z210 | | |
| 3 Federal Fiscal year in which reporting period falls: | | 10/1/2015 through 9/30/2016 | | | | 4. Date This Report Submitted: | | 12/1/2016 | | |
| 5 Reporting Period: | | <input checked="" type="checkbox"/> Period Oct 1-Mar 31 | | | | <input type="checkbox"/> Period April 1-Sep 30 | | | | |
| 6 Name and address of Sub-recipient: | | Santa Cruz Metropolitan Transit District, 110 Vernon St., Santa Cruz, CA 95060 | | | | | | | | |
| 7 Annual DBE Goal(s): | | Race Conscious Projection: | | | Race Neutral Projection: 1.5% | | | OVERALL Goal: 1.5% | | |
| Awards/Commitments This Reporting Period: FFY16 (October 1, 2015 - September 30, 2016) | | | | | | | | | | |
| A | AWARDS/COMMITMENTS MADE DURING THIS REPORTING PERIOD (Total contracts and subcontracts committed during this reporting period) | A | B | C | D | E | F | G | H | I |
| | | Total Dollars | Total Number | Total to DBEs (dollars) | Total to DBEs (number) | Total to DBEs/Race Conscious (dollars) | Total to DBEs/Race Conscious (number) | Total to DBEs/Race Neutral (dollars) | Total to DBEs/Race Neutral (number) | Percentage of total dollars to DBEs |
| 8 | Prime contracts awarded this period | \$ 5,876,198.99 | 35 | \$ 17,000.00 | 1 | | | \$ 17,000.00 | 1 | 0.3% |
| 9 | Subcontracts awarded/committed this period | \$ 1,440.00 | 1 | \$ 1,440.00 | 1 | \$ - | 0 | \$ 1,440.00 | 1 | 100% |
| 10 | TOTAL | | | \$ 18,440.00 | 2 | \$ - | 0 | \$ 18,440.00 | 2 | 0.3% |
| B | BREAKDOWN BY ETHNICITY & GENDER | Total to DBE (dollar amount) | | | Total to DBE (number) | | | | | |
| | | Women | Men | Total | Women | Men | Total | | | |
| 11 | Black American | \$ - | \$ 1,440.00 | \$ 1,440.00 | 0 | 1 | 1 | | | |
| 12 | Hispanic American | \$ - | \$ - | \$ - | 0 | 0 | 0 | | | |
| 13 | Native American | \$ - | \$ - | \$ - | 0 | 0 | 0 | | | |
| 14 | Asian-Pacific American | \$ - | \$ - | \$ - | 0 | 0 | 0 | | | |
| 15 | Subcontinent Asian Americans | \$ - | \$ - | \$ - | 0 | 0 | 0 | | | |
| 16 | Non-Minority | \$ 17,000.00 | \$ - | \$ 17,000.00 | 1 | 0 | 1 | | | |
| 17 | TOTAL | \$ 17,000.00 | \$ 1,440.00 | \$ 18,440.00 | 0 | 1 | 2 | | | |
| Payments Made This Reporting Period: FFY16 (October 1, 2015 - September 30, 2016) | | | | | | | | | | |
| C | PAYMENTS ON ONGOING CONTRACTS | A | B | C | D | E | F | | | |
| | | Total Number of Contracts | Total Dollars Paid | Total Number of Contracts with DBEs | Total Payments to DBE firms | Total Number of DBE firms Paid | Percent to DBEs | | | |
| 18 | Prime and subcontracts currently in progress | 16 | \$ 471,464.09 | 11 | \$ 253,003.09 | 5 | 53.66% | | | |
| D | TOTAL PAYMENTS ON CONTRACTS COMPLETED THIS REPORTING PERIOD | A | B | C | D | E | | | | |
| | | Number of Contracts Completed | Total Dollar Value of Contracts Completed | DBE Participation Needed to Meet Goal (Dollars) | Total DBE Participation (Dollars) | Percent to DBEs | | | | |
| 19 | Race Conscious | 0 | \$ - | \$ - | \$ - | 0.0% | | | | |
| 20 | Race Neutral | 16 | \$ 437,313.10 | | \$ 10,115.16 | 2.3% | | | | |
| 21 | Totals | 16 | \$ 437,313.10 | | \$ 10,115.16 | 2.3% | | | | |
| 22 | Submitted by: Cayla Hill | 23. Signature: Not Required | | | | 24. Phone Number: 831-420-6080 | | | | |

Attainment vs. Goal: METRO made 2.3% of its prime and subcontract contract payments to DBEs in FFY16 with a goal of 1.73%; therefore, no shortfall analysis is required.

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Al Pierce, Maintenance Manager
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT TO EARTHWORKS
PAVING CONTRACTORS, INC. FOR EARTHWORK AND GRADING AT
135 DUBOIS STREET, SANTA CRUZ, CA 95060 NOT TO EXCEED
\$33,600**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract with Earthworks Paving Contractors, Inc. for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060 in an amount not to exceed \$33,600

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) requires the services of a licensed excavating contractor to provide regrading of the property at 135 Dubois Street, Santa Cruz.
- A competitive procurement was conducted to solicit bids from qualified firms. One firm submitted a bid for METRO's review.
- Staff has reviewed the submitted bid and is recommending that the Board of Directors authorize a contract with Earthworks Paving Contractors, Inc.

III. DISCUSSION/BACKGROUND

METRO used the property at 135 Dubois Street for a portion of the depot parking for a fleet of 115 Fixed Route buses during construction of the Judy K. Souza Operations Facility. Daily use of the property involved the deployment and return of over 85 buses in a 24 hour period. Once buses returned and were parked by their drivers, fleet bus Servicers took the buses to the METRO fueling facility at 1200 B River Street and returned them within the hour. The compounding of bus traffic in and out of the sloped facility added to the displacement of gravel and base soil.

METRO is contractually required to return the property to its original graded condition.

In August, 2016, the Board authorized staff to issue an Invitation for Bids for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060.

On November 18, 2016, METRO legally advertised and distributed Invitation for Bids (IFB) No. 17-02 and received no bids. A bidder's poll was conducted and it was revealed by prospective bidders that due to scheduling conflicts and the holidays, no bids were submitted. The IFB was then re-bid after the holidays on January 12, 2017. The bid package was sent to fifty six (56) firms, thirteen (13) builders' exchanges, one hundred fourteen (114) DBE firms, posted notice on its website, published in the local paper, published on E-Bid Board and published to GovDelivery subscribers. On January 27 2017, a bid was received and opened from one (1) firm. Purchasing Staff have reviewed the bid and Earthworks Paving Contractors, Inc. has been determined to be a responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the CEO to execute a contract on behalf of METRO, with Earthworks Paving Contractors, Inc. for Earthwork and Grading at 135 Dubois Street, in an amount not to exceed \$33,600.00. Earthworks Paving Contractors, Inc. is a local vendor. The Contractor will provide all equipment and materials meeting all METRO's specifications and requirements of the contract. Al Pierce, METRO Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$33,600.00. Funds to support the resulting contract are included in the MetroBase Life of Project Budget.

V. ALTERNATIVES CONSIDERED

- None. METRO is contractually obligated to return this property to its original graded condition.

VI. ATTACHMENTS

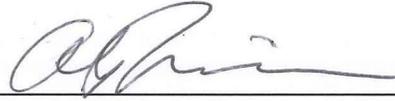
Attachment A: Contract with Earthworks Paving Contractors, Inc.

Note: A full copy of the Contract is available on request.

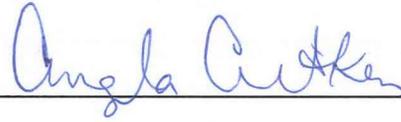
Prepared By: Alex Strudley, Purchasing Assistant

VII. APPROVALS:

Al Pierce, Maintenance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

ATTACHMENT A

CONTRACT FOR EARTHWORK AND GRADING AT 135 DUBOIS STREET, SANTA CRUZ, CA 95060 No. 17-02

THIS CONTRACT is made effective on March 1, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (“Santa Cruz METRO”), a political subdivision of the State of California, and **Earthworks Paving Contractors, Inc.** (“Contractor”).

1. RECITALS

1.01 Santa Cruz METRO’s Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO’s Need For Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060

Santa Cruz METRO requires Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. In order to obtain said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060, Santa Cruz METRO issued an Invitation for Bids, dated January 12, 2017, setting forth specifications for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor’s Bid Form

Contractor is a licensed general contractor desired by Santa Cruz METRO and whose principal place of business is 310A Kennedy Dr. Capitola, CA 95010. Pursuant to the Invitation for Bids issued by Santa Cruz METRO, Contractor submitted a bid for Provision of said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On February 24, 2017, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms “Contractor” and “supplier” are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

The documents below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties’ Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Part III, Section 13.14 of the General Conditions of the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids No. 17-02" dated January 12, 2017, including Addendum numbers 1 thru 1.

b) Exhibit B (Bid Form)

Contractor's submitted bid to Santa Cruz METRO for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060 as signed by Contractor.

2.02 Conflicts

In the event of conflict between requirements contained in different components of the Contract Documents, provisions set forth in Part VI (FTA Requirements for Construction Contracts) shall prevail over all other provisions. Provisions set forth in Parts I (Instructions to Bidders), III (General Conditions of the Contract) and V (Sample Contract) shall prevail over all remaining Contract Documents. In resolving other conflicting requirements among the Contract Documents, the order of precedence shall be as follows: 1. Change Orders, 2. Addenda or Letters of Clarification, 3. Part IV (Special Conditions of the Contract), and 4. Part VII (Construction Specifications).

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

The work under this Contract shall be completed within 45 calendar days after the date of commencement specified in the Notice to Proceed, unless modified by the parties under Part III, subsection 13.14 of the General Conditions to the Contract or terminated pursuant to Part III, Section 2.

3.02 Term

The term of this Contract shall commence upon the execution of the Contract by Santa Cruz METRO. Issuance of a Notice to Proceed shall remain in force until Final Acceptance as provided by Part VII, Section 11.3 of this Contract.

3.03 Acceptance of Terms

Execution of this document shall be deemed as acceptance of all of the terms and conditions as set forth herein and those contained in the Instructions to Bidders, the General Conditions, the Special Conditions, the FTA Requirements for Construction Contracts, the Specifications for Work and all attachments and addenda, which are incorporated herein by reference as integral parts of this Contract.

4. SCOPE OF WORK

4.01 Contractor shall furnish Santa Cruz METRO all supervision, labor, equipment, supplies, material, freight, transportation, tools and other work and services as specified in and in full accordance with the Invitation for Bids (IFB) No. 17-02 dated January 12, 2017 for Earthwork and Grading at 135 Dubois Street, Santa Cruz, CA 95060. The Contractor shall provide a complete project in conformance with the intent shown on the drawings and specified herein and as provided for and set forth in the IFB.

4.02 Contractor and Santa Cruz METRO agree to comply with and fulfill all obligations, promises, covenants and conditions imposed upon each of them in the Contract Documents. All of said work done under this Contract shall be performed to the satisfaction of Santa Cruz METRO or its representative, who shall have the right to reject any and all materials and supplies furnished by Contractor which do not strictly comply with the requirements contained herein, together with the right to require Contractor to replace any and all work furnished by Contractor which shall not either in workmanship or material be in strict accordance with the Contract Documents.

5. COMPENSATION

5.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor Earthworks Paving Contractors, Inc. as identified in the Bid Form, Exhibit B, not to exceed \$33,600.00, for satisfactory completion of all work, including all costs for labor, materials, tools, equipment, services, freight, insurance, overhead, profit and all other costs incidental to the performance of the services specified under this Contract, under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if they exceed the \$33,600.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Release of Claims

Payment by Santa Cruz METRO of undisputed contract amounts is contingent upon Contractor furnishing Santa Cruz METRO with a Release of All Claims against Santa Cruz METRO arising by virtue of the part of the Contract related to those amounts.

5.03 Retention of progress payments

Santa Cruz METRO will retain five (5%) percent of the contract price from each progress payment made pursuant to the Contract through the completion of the Contract. The retention shall be released, with the exception of 150 percent (150%) of any disputed amount, within 60 days after the date of completion of the work. Pursuant to Section 22300 of the Public Contract Code, Contractor may substitute a deposit of securities in lieu of Santa Cruz METRO withholding any monies to ensure Contractor's performance under the Contract, or alternatively, request that Santa Cruz METRO make payment of retentions earned directly to an escrow agent at the expense of Contractor. The provisions of Public Contract Code Section 22300 are incorporated herein by reference as though set forth in full, and shall govern the substitution of securities and/or escrow account. If a Stop Notice is filed, Santa Cruz METRO will retain 125% of the amount set forth in the Stop Notice from the next progress payment made to Contractor.

5.04 Change in Contract Price

5.04.01 General

- A. The Contract price constitutes the total compensation payable to Contractor for performing the work. All duties, responsibilities, and obligations assigned to or undertaken by Contractor to perform the work shall be at Contractor's expense without change in the Contract price.
- B. The Contract price may only be changed by a change order. Any request for an increase in the Contract price shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the amount of the request with supporting data shall be delivered within 45 days after the date of the occurrence, unless the Contract Administrator allows

an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the amount requested covers all amounts (direct, indirect, and consequential) to which the Contractor is entitled as a result of the occurrence of the event. No request for an adjustment in the Contract price will be valid if not submitted in accordance with this Article.

- C. The value of any work covered by a change order or of any request for an increase or decrease in the Contract price shall be determined in one of the following ways:
 - 1. Where the work involved is covered by unit prices contained in the Contract documents, by application of unit prices to the quantities of the items involved; or
 - 2. By mutual acceptance of a lump sum, which may include an allowance for overhead and profit not necessarily in accordance with Article 5.04.04; or
 - 3. On the basis of the cost of work (determined as provided in Articles 5.04.02 and 5.04.03) plus a Contractor's fee for overhead and profit (determined as provided in Article 5.04.04).

5.04.02 Cost of Work (Based on Time and Materials)

- A. General: The term "cost of work" means the sum of all costs necessarily incurred and paid by Contractor for labor, materials, and equipment in the proper performance of work. Except as otherwise may be agreed to in writing by Santa Cruz METRO, such costs shall be in amounts no higher than those prevailing in the locality of the project.
- B. Labor: The cost of labor used in performing work by Contractor, a subcontractor, or other forces, will be the sum of the following:
 - 1. The actual wages paid plus any employer payments to or on behalf of workers for fringe benefits, including health and welfare, pension, vacation, and similar purposes. The cost of labor may include the wages paid to foremen when it is determined by the Contract Administrator that the services of foremen do not constitute a part of the overhead allowance.
 - 2. There will be added to the actual wages, as defined above, a percentage set forth in the latest "Labor Surcharge and Equipment Rental Rates" in use by the California State Department of Transportation which is in effect on the date upon which the work is accomplished. This percentage shall constitute full compensation for all payments imposed by State and Federal laws including, but not limited to, workers' compensation insurance and Social Security payments.
 - 3. The amount paid for subsistence and travel required by collective bargaining agreements.
 - 4. For equipment operators, payment for the actual cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the work, or in the absence of such labor, established by collective bargaining agreements for the type of workers and location of the extra work, whether or not the operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein in accordance with the provisions of subsection 2 of Article 5.04.02 B herein, which surcharge shall constitute full compensation for payments imposed by State and Federal laws, and all other payments made to on behalf of workers other than actual wages.

- C. Materials: The cost of materials used in performing work will be the cost to the purchaser, whether Contractor or subcontractor, from the supplier thereof, except as the following are applicable:
1. Trade discounts available to the purchaser shall be credited to Santa Cruz METRO notwithstanding the fact that such discounts may not have been taken by Contractor.
 2. For materials secured by other than a direct purchase and direct billing to the purchaser, the cost shall be deemed to be the price paid to the actual supplier as determined by the Contract Administrator. Markup, except for actual costs incurred in the handling of such materials, will not be allowed.
 3. Payment for materials from sources owned wholly or in part by the purchaser shall not exceed the price paid by the purchaser for similar materials from said sources on extra work items or the current wholesale price for such materials delivered to the work site, whichever price is lower.
 4. If, in the opinion of the Contract Administrator, the cost of material is excessive, or the Contractor does not furnish satisfactory evidence of the cost of such material, then the cost shall be deemed to be the lowest current wholesale price for the quantity concerned delivered to the work site, less trade discount. Santa Cruz METRO reserves the right to furnish materials for the extra work and no claim shall be made by the Contractor for costs and profit on such materials.
- D. Equipment: The Contractor will be paid for the use of equipment at the rental rate listed for such equipment specified in the current edition of the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates" which is in effect on the date upon which the work is accomplished. Such rental rates will be used to compute payments for equipment whether the equipment is under the Contractor's control through direct ownership, leasing, renting, or another method of acquisition. The rental rate to be applied for use of each item of equipment shall be the rate resulting in the least total cost to Santa Cruz METRO for the total period of use. If it is deemed necessary by the Contractor to use equipment not listed in the foregoing publication, the Contract Administrator will establish an equitable rental rate for the equipment. The Contractor may furnish cost data that might assist the Contract Administrator in the establishment of the rental rate.
1. The rental rates paid, as above provided, shall include the cost of fuel, oil, lubrication supplies, small tools, necessary attachments, repairs and maintenance of all kinds, depreciation, storage, insurance, and all incidentals. Operators of equipment will be separately paid for as provided in subsection 4 of Article 5.04.02 B.
 2. All equipment shall be in good working condition and suitable for the purpose for which the equipment is to be used.
 3. Before construction equipment is used on the extra work, Contractor shall plainly stencil or stamp an identifying number thereon at a conspicuous location, and shall furnish to the Contract Administrator, in duplicate, a description of the equipment and its identifying number.
 4. Unless otherwise specified, manufacturer's ratings and manufacturer-approved modifications shall be used to classify equipment for the determination of applicable rental rates. Equipment which has no direct power unit shall be powered by a unit of at least the minimum rating recommended by the manufacturer.

5. Individual pieces of equipment or tools having a replacement value of \$500 or less, whether or not consumed by use, shall be considered to be small tools and no payment will be made therefore.

E. Owner-Operated Equipment: When owner-operated equipment is used to perform work and is to be paid for as extra work, Contractor will be paid for the equipment and operator as follows:

Payment for the equipment will be made in accordance with the provisions in Article 5.04.02 D, "Equipment."

Payment for the cost of labor and subsistence or travel allowance will be made at the rates paid by Contractor to other workers operating similar equipment already on the project, or, in the absence of such other workers, at the rates for such labor established by collective bargaining agreement for type of worker and location of the work, whether or not the owner-operator is actually covered by such an agreement. A labor surcharge will be added to the cost of labor described herein, in accordance with the provisions in subsection 2 of Article 5.04.02 B, "Labor."

To the direct cost of equipment rental and labor, computed as provided herein, will be added the markup for equipment rental and labor as provided in Article 5.04.04, "Contractor's Fee."

F. Equipment Time: The rental time to be paid for equipment on the work shall be the time the equipment is in productive operation on the work being performed and shall include the time required to move the equipment to the new location and return it to the original location or to another location requiring no more time than that required to return it to its original location; except that moving time will not be paid if the equipment is used on other than the extra work. Loading and transporting costs will be allowed, in lieu of moving time, when the equipment is moved by means other than its own power. No payment will be made for loading and transporting costs when the equipment is used at the site of the extra work on other than the extra work. The following shall be used in computing the rental time of equipment on the work:

1. When hourly rates are listed, any part of an hour less than 30 minutes of operation shall be considered to be ½-hour of operation, and any part of an hour in excess of 30 minutes will be considered 1-hour of operation.
2. When daily rates are listed, operation for any part of a day less than 4 hours shall be considered to be ½-day of operation.
3. Rental time will not be allowed while equipment is inoperative due to breakdowns or Contractor-caused delays.

G. Cost of Work Documentation: The Contractor shall furnish the Contract Administrator Daily Extra Work Reports on a daily basis covering the direct costs of labor and materials and charges for equipment whether furnished by Contractor, subcontractor, or other forces. Santa Cruz METRO will provide the Daily Extra Work Report forms to Contractor. The Contractor or an authorized agent shall sign each Daily Extra Work Report. The Daily Extra Work Report shall provide names and classifications of workers and hours worked; size, type, and identification number of equipment; and the hours operated. Copies of certified payrolls and statement of fringe benefit shall substantiate labor charges. Valid copies of vendor's invoices shall substantiate material charges.

The Contract Administrator will make any necessary adjustments. When these reports are agreed upon and signed by both parties, they shall become the basis of payment for the work performed, but shall not preclude subsequent adjustment based on a later audit.

The Contractor shall inform the Contract Administrator when extra work will begin so that the Santa Cruz METRO inspector can concur with the Daily Extra Work Reports. Failure to conform to these requirements may impact the Contractor's ability to receive proper compensation.

5.04.03 Special Services

Special services are defined as that work characterized by extraordinary complexity, sophistication, or innovations, or a combination of the foregoing attributes that are unique to the construction industry. The following may be considered by the Contract Administrator in making estimates for payment for special services:

- A. When the Contract Administrator and the Contractor, by agreement, determine that a special service is required which cannot be performed by the forces of the Contractor or those of any of its subcontractors, the special service may be performed by an entity especially skilled in the work to be performed. After validation of invoices and determination of market values by the Contract Administrator, invoices for special services based upon the current fair market value thereof may be accepted without complete itemization of labor, material, and equipment rental costs.
- B. When Contractor is required to perform work necessitating special fabrication or machining process in a fabrication or a machine shop facility away from the jobsite, the charges for that portion of the work performed at the offsite facility may, by agreement, be accepted as a special service and accordingly, the invoices for the work may be accepted without detailed itemization.
- C. All invoices for special services will be adjusted by deducting all trade discounts offered or available, whether the discounts were taken or not. In lieu of the allowances for overhead and profit on labor, materials, and equipment specified in Article 5.04.04 herein, a single allowance of ten (10) percent will be added to invoices for special services.

5.04.04 Contractor's Fee

- A. Work ordered on the basis of time and materials will be paid for at the actual and necessary cost as determined by the Contract Administrator, plus allowances for overhead and profit, which allowances shall constitute the "Contractor's Fee," except as provided in subparagraph B of this Article. For extra work involving a combination of increases and decreases in the work, the actual necessary cost will be the arithmetic sum of the additive and deductive costs. The allowance for overhead and profit shall include compensation for superintendence, bond and insurance premiums, taxes, all field and home office expenses, and all other items of expense or cost not included in the cost of labor, materials, or equipment provided for under Articles 5.04.02 B, C, D, and E herein. The allowance for overhead and profit will be made in accordance with the following schedule:

| Actual Necessary Cost | Overhead and Profit Allowance |
|-----------------------|-------------------------------|
| Labor | 33 percent |
| Materials..... | 15 percent |
| Equipment | 15 percent |

- B. Labor, materials, and equipment may be furnished by the Contractor or by the subcontractor on behalf of the Contractor. When a subcontractor performs all or any part of the extra work, the allowance specified in subparagraph A of Article 5.04.04 shall only be applied to the labor, materials, and equipment costs of the subcontractors, to which the Contractor may add 5 percent of the subcontractor's total cost for the extra work. Regardless of the number of hierarchical tiers of subcontractors, the 5 percent increase above the subcontractor's total cost, which includes the allowances for overhead and profit specified herein, may be applied one time only for each separate work transaction.

5.04.05 Compensation for Time Extensions

Adjustments in compensation for time extension will be allowed only for causes in Article 5.05.01 B.1 through Article 5.05.01 B.3 computed in accordance with Article 5.04 and the following. No adjustments in compensation will be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently or for causes in Article 5.05.01 B.4 through Article 5.05.01 B.5.

Compensation for idle time of equipment will be determined in accordance with the provisions in Article 5.04.02.F and Section 8-1.09 of the State Specifications.

5.05 Change of Contract Time

5.05.01 General

- A. The Contract time may only be changed by a change order. Any request for an extension of the Contract time shall be based on written notice delivered by the Contractor to the Contract Administrator promptly, but in no event later than 10 days after the date of the occurrence of the event giving rise to the request, and shall state the general nature of the request. Notice of the extent of the request with supporting data shall be delivered within 45 days after the date of such occurrence, unless the Contract Administrator allows an additional period of time to ascertain more accurate data in support of the request, and shall be accompanied by the Contractor's written statement that the adjustment requested is the entire adjustment to which the Contractor has reason to believe it is entitled as a result of the occurrence of said event. No request for an adjustment in the Contract time will be valid if not submitted in accordance with the requirements of this Article.

The Contract time will only be extended when a delay occurs which impacts a controlling item of work as shown on the work schedules required in the Special Provisions. Time extensions will be allowed only if the cause is beyond the control and without the fault or negligence of the Contractor. Time extensions will also be allowed when Santa Cruz METRO-caused delays to a controlling item of work and Contractor-caused delays to a controlling item of work occur concurrently. The Contractor will be notified if the Contract Administrator determines that a time extension is not justified.

- B. The Contract time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if a request is made therefore as provided in this Article. An extension of Contract time will only be granted for days on which the Contractor is prevented from proceeding with at least 75 percent of the normal labor and equipment force actually engaged on the said work, by said occurrences or conditions resulting immediately therefrom which impact a controlling item of work as determined by the Contract Administrator. Such delays shall include:

1. Changes.
2. Failure of Santa Cruz METRO to furnish access, right of way, completed facilities of related projects, drawings, materials, equipment, or services for which Santa Cruz METRO is responsible.
3. Survey error by Santa Cruz METRO.
4. Occurrences of a severe and unusual nature including, but not restricted to, acts of God, fires, other force majeure events, and excusable inclement weather. A force majeure event includes an earthquake, flood, cloudburst, cyclone or other cataclysmic phenomena of nature beyond the power of the Contractor to foresee or to make preparation in defense against, but does not include ordinary inclement weather. Excusable inclement weather is any weather condition, the duration of which varies in excess of the average conditions expected, which is unusual for the particular time and place where the work is to be performed, or which could not have been reasonably anticipated by the Contractor, as determined from U.S. Weather Bureau records for the preceding 3-year period or as provided for in the Special Provisions.
5. Act of the public enemy, act of another governmental entity, public utility, epidemic, quarantine restriction, freight embargo, strike, or labor dispute. A delay to a subcontractor or supplier due to the above circumstances will be taken into consideration for extensions to the time of completion.

5.05.02 Extensions of Time for Delay Due to Excusable Inclement Weather

- A. The Contract time will be extended for as many days in excess of the average number of days of excusable inclement weather, as defined in Article 5.05.01 B.5, as the Contractor is specifically required under the Special Provisions to suspend construction operations, or as many days as the Contractor is prevented by excusable inclement weather, or conditions resulting immediately therefrom, from proceeding with at least 75 percent of the normal labor and equipment force engaged on critical items of work as shown on the schedule.
- B. Should the Contractor prepare to begin work at the regular starting time at the beginning of any regular work shift on any day on which excusable inclement weather, or the conditions resulting from the weather, prevents work from beginning at the usual starting time and the crew is dismissed as a result thereof, the Contractor will be entitled to a 1-day extension whether or not conditions change thereafter during said day and the major portion of the day could be considered to be suitable for such construction operations.
- C. The Contractor shall base the construction schedule upon the inclusion of the number of days of excusable inclement weather specified in the Article titled "Excusable Inclement Weather Delays," of the Special Provisions. No extension of the Contract time due to excusable inclement weather will be considered until after the said aggregate total number of days of excusable inclement weather has been reached; however, no reduction in Contract time would be made if said number of days of excusable inclement weather is not reached.

5.06 Changed Site Conditions

If any work involves digging trenches or other excavations below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify Santa Cruz METRO in writing of any:

- A. Material that Contractor believes may be a regulated material which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.
- B. Subsurface or latent physical conditions at the site differing from those indicated in this Contract.
- C. Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

Santa Cruz METRO will promptly investigate the condition and if it finds that the conditions do materially so differ, or do involve regulated material, and cause a decrease or increase in the Contractor's cost of, or the time required for, performance of any part of the work, Santa Cruz METRO will issue a change order under the procedures described in this Contract. For regulated materials, Santa Cruz METRO reserves the right to use other forces for exploratory work to identify and determine the extent of such material and for removing regulated material from such areas.

In the event that a dispute arises between Santa Cruz METRO and the Contractor on whether the conditions materially differ or on the Contractor's cost of, or time required for, performance of any part of the work, the Contractor shall not be excused from any scheduled completion date provided for by this Contract but shall proceed with all work to be performed under the Contract. The Contractor shall retain any and all rights provided either by this Contract or by law, which pertain to the resolution of disputes and protests between the contracting parties.

5.07 Waivers and Releases

Contractor is required to provide unconditional waivers and releases of stop notices in accordance with California Civil Code §3262(d)(2). Santa Cruz METRO agrees to pay Contractor within 30 days after receipt of an undisputed and properly submitted payment request from Contractor. If Santa Cruz METRO fails to make such payments in a timely manner, Santa Cruz METRO shall pay interest to Contractor equivalent to the legal rate set forth in Subdivision (a) of Section 685.010 of the Code of Civil Procedure. For purposes of this section, "progress payment" includes all payments due Contractor, except that portion of the final payment designated by the Contract as retention earnings. Any payment request determined not to be a proper payment request suitable for payment shall be returned to Contractor as soon as practicable, but not later than seven days after receipt. A request returned pursuant to this paragraph shall be accompanied by a written explanation of why the payment request is not proper. The number of days available to Santa Cruz METRO to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which Santa Cruz METRO exceeds the seven-day return requirement set forth above. A payment request shall be considered properly executed if funds are available for payment of the payment request and payment is not delayed due to an audit inquiry by Santa Cruz METRO's financial officer.

6. NOTICES

All notices under this Contract shall be in writing and shall be effective when received, if delivered by hand, or three (3) days after posting, if sent by registered mail, return receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO/General Manager

CONTRACTOR

Earthworks Paving Contractors, Inc.
310A Kennedy, Dr.
Capitola, CA 95010

Attention: Stephanie Straus, President

7. ENTIRE AGREEMENT

7.01 This Contract represents the entire agreement of the parties with respect to the subject matter hereof, and all such agreements entered into prior hereto are revoked and superseded by this Contract, and no representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

7.02 This Contract may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Contract shall be void and of no effect.

8. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

9. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

Signed on 2/8/17

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
Earthworks Paving Contractors, Inc.

Stephanie Straus, President

Approved as to Form:

Julie A. Sherman, District Counsel

Stephanie Straus

[Signature]

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017

TO: Board of Directors

FROM: Alex Clifford, CEO/General Manager

**SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE AN 8TH
AMENDMENT EXTENDING THE CONTRACT FOR 10 MONTHS WITH
HILL INTERNATIONAL, INC. FOR PROJECT MANAGEMENT
CONSULTANT SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute an 8th amendment extending the contract for ten (10) months with Hill International, Inc., through December 31, 2017, for Project Management Consultant Services

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a contract with Hill International, Inc. (Hill) for Project Management Consultant Services that is due to expire on February 28, 2017.
- METRO requires the services of Hill International, Inc. to assist with dispute resolution, as well as to attend mediation/arbitration to assist METRO's dispute resolution team.
- Staff recommends extending the contract with Hill International, Inc. for ten (10) months, through December 31, 2017. No additional funds are being requested.

III. DISCUSSION/BACKGROUND

METRO entered into a contract with Hill for Project Management Consultant Services for the new Judy K. Souza Operations Facility (Project) on September 15, 2014. This contract is due to expire on February 28, 2017.

While the Occupancy Permit has now been granted, METRO still has open disputes with the general contractor that need to be resolved. METRO requires the services of Hill International, Inc. to assist with dispute resolution, as well as to attend mediation/arbitration to assist METRO's dispute resolution team.

A summary of contract amendments is as follows:

| Amend. No. | Date | Description | Time Extension | \$ Amount |
|-------------------|-------------|--|-----------------------|------------------|
| 1 st | 12/15/14 | Additional staffing due to cancellation of Construction Management contract | — | \$1,092,385 |
| 2 nd | 10/26/15 | Extending time and adding funds in connection with extension of Project completion date | 3 mo. | \$ 133,000 |
| 3 rd | 2/15/16 | Extending time and adding funds in connection with completion of items removed from General Contractor's contract | 3 ½ mo. | \$ 350,000 |
| 4 th | 5/18/16 | Adding additional funds in connection with completion of outstanding items and to assist with obtaining the Final Occupancy Permit | — | \$ 285,000 |
| 5 th | 7/1/16 | Extending time only in connection with completion of outstanding items and to assist with obtaining the Final Occupancy Permit | 3 mo. | — |
| 6 th | 10/1/16 | Extending time and adding funds in connection with extension of Project completion date. | 3 mo. | \$198,000 |
| 7 th | 1/1/17 | Extending time and adding funds in connection with extension of Project completion date. | 2 mo. | \$125,000 |

In order to maintain continuity of services with the Project Management Consultant through mediation/arbitration, staff recommends that the Board of Directors authorize the CEO to execute an Eighth Amendment to the Contract with Hill to extend the term for ten (10) additional months, through the end of this year. Erron Alvey, Purchasing Manager, will continue to serve as the Contract Administrator and ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

At the end of February, Hill staff will cease day-to-day operations, and Santa Cruz METRO will not incur any charges until Hill provides assistance in preparation for any dispute resolution proceedings. It is forecasted that there will be approximately \$30,000 in contract authority and budgeted funding.

This amendment is for a contract time extension only. No additional funding is being requested.

V. ALTERNATIVES CONSIDERED

- Do not extend this contract. Staff does not recommend this option, as the continued services of the Project Management Consultant are critical through the dispute resolution process.

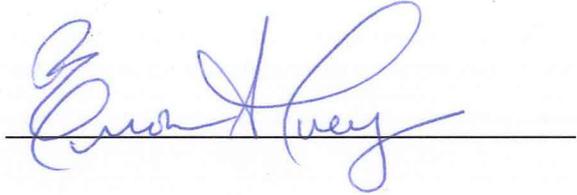
VI. ATTACHMENTS

Attachment A: Contract Amendment with Hill International, Inc.

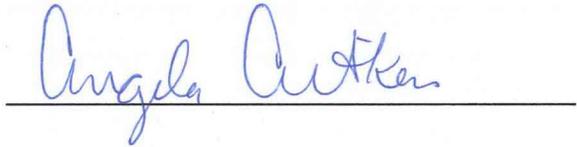
Prepared By: Joan Jeffries, Administrative Specialist
Erron Alvey, Purchasing Manager

VII. APPROVALS:

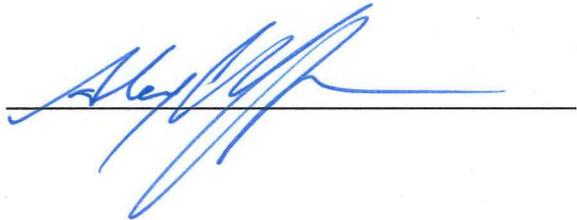
Erron Alvey, Purchasing Manager
and Contract Administrator



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT EIGHTH AMENDMENT TO CONTRACT NO. 15-04 FOR PROJECT MANAGEMENT CONSULTANT SERVICES

This Eighth Amendment to Contract No. 15-04 for Project Management Consultant Services is made effective February ____, 2017 between the Santa Cruz Metropolitan Transit District (“Santa Cruz “Metro”), a political subdivision of the State of California, and Hill International, Inc. (“Consultant”).

I. RECITALS

- 1.1 Santa Cruz Metro and Consultant entered into a Contract for Project Management Consultant Services (“Contract”) on September 15, 2014.
- 1.2 The Contract and all amendments/extensions are due to expire on February 28, 2017.
- 1.3 The Contract allows for extension upon mutual written consent.
- 1.4 Santa Cruz Metro and Consultant desire to amend the Contract to extend the Contract term.

Therefore, Santa Cruz Metro and Consultant amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is replaced in its entirety by the following:

The term of this Contract shall be from September 15, 2014 to August 31, 2017.

Santa Cruz Metro and Consultant may extend the term of this Contract at any time for any reason upon mutual written consent.

III. COMPENSATION

- 3.1 Article 6.01 is amended to include the following language:

Under the terms of the Seventh Amendment, the Contract total not-to-exceed amount was increased by \$125,000. This raised the Contract not-to-exceed amount to \$3,683,382. The parties anticipate the Scope of Work outlined in Section IV required under this Eighth Contract Amendment will not require additional funds. Should Consultant require an increase in the budget it will make a written request to Metro.

Consultant understands and agrees that if they exceed the \$3,683,382 maximum amount payable under this Contract, it does so at its own risk.

Attachment A

IV. SCOPE OF WORK

- 4.1 This Eighth Contract Amendment provides for an extension of time for Consultant to perform the following work: support Metro in the dispute resolution process currently taking place between Metro and Lewis C. Nelson & Sons, Inc. (“Nelson”). This support includes attendance at up to three total meetings (including mediation sessions) and up to 10 hours of reviewing of project documents. Consultant’s support includes applying its knowledge of the relevant project to support Metro in its dispute with Nelson, not formulating resolution plans or advising on settlement terms. Consultant will not perform project management services as a part of this Eighth Contract Amendment. Consultant will not provide any other services unless agreed to in writing.

V. REMAINING TERMS AND CONDITIONS

- 5.1 All other provisions of the Contract that are not affected by this Amendment shall remain unchanged and in full force and effect.

VI. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

- 6.1 The parties agree that this Eighth Contract Amendment, agreements ancillary to the Contract, and related documents to be entered into the Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature.

Each party further agrees that this Eighth Contract Amendment may be executed in two or more counterparts, all of which constitute one and the same instrument.

VII. AUTHORITY

- 7.1 Article 8 is amended to include the following language:

Each party has full power to enter into and perform this Eighth Contract Amendment and the person signing this Eighth Contract Amendment on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Eighth Contract Amendment, understands it, and agrees to be bound by it.

*****The rest of this page was intentionally left blank*****

Attachment A

Signed on _____

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

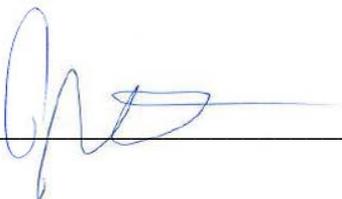
Alex Clifford, CEO/General Manager

HILL INTERNATIONAL, INC.

Michael B. Smith, Senior Vice President

Approved as to Form:

Julie Sherman, General Counsel



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim Human Resources Manager & Finance Manager
SUBJECT: CONSIDER A REVISED POSITION DESCRIPTION FOR THE SYSTEMS ADMINISTRATOR/SENIOR SYSTEMS ADMINISTRATOR POSITION, WITH NO PROPOSED SALARY SCHEDULE ADJUSTMENT

I. RECOMMENDED ACTION

That the Board of Directors approve a revised position description for the Systems Administrator/Senior Systems Administrator position, with no proposed salary schedule adjustment

II. SUMMARY

- Management requested a position reclass of the Systems Administrator/Senior Systems Administrator position.
- Staff met with SEIU-SEA representatives and created a new position description for the Systems Administrator/Senior Systems Administrator position.
- Staff surveyed peer agencies, of which Systems Administrator and Senior Systems Administrator positions were determined to be “match” positions or “No Comparable”.
- Santa Cruz Metropolitan Transit District (METRO) staff followed a benchmark compensation strategy that calculates Step 1 at five percent below the median of the peer agencies that responded, for each position.
- These findings were presented to SEIU-SEA representatives.
- Staff recommends that the Board approve the changes to the Systems Administrator and Senior Systems Administrator position description, and leave the current salary schedule in place.

III. DISCUSSION/BACKGROUND

Management requested a position reclass of the Systems Administrator/Senior Systems Administrator position. Staff met with SEIU-SEA representatives and created a new position description for the Systems Administrator/Senior Systems Administrator position.

To complete a salary schedule survey on the new position description, Staff collected data from the following agencies (Agencies):

- Santa Clara VTA
- AC Transit
- Santa Cruz County
- City of Santa Cruz
- Monterey Salinas Transit (MST)
- San Joaquin RTD
- Bakersfield Transit
- Central Contra Costa Transit
- Riverside Transit
- SamTrans
- Santa Barbara Transit

All of the surveyed Agencies use different salary schedule ranges. METRO staff followed a benchmark compensation strategy that calculates Step 1 at five percent below the median of the Agencies that responded with a comparable classification for each position.

Using this strategy, it was established that METRO's Systems Administrator/Senior Systems Administrator position is currently being paid above the benchmark compensation.

These findings were presented to SEIU-SEA representatives on February 13, 2017. Staff is recommending that the Board approve the changes to the Systems Administrator and Senior Systems Administrator position description, and leave the current salary schedule in place.

IV. FINANCIAL CONSIDERATIONS/IMPACT

- There is no incumbent in the Systems Administrator/Senior Systems Administrator position.
- No additional costs to the Operating Budget will be incurred.

V. ALTERNATIVES CONSIDERED

- Do nothing; however, this is not recommended as the current position description is out dated and does not properly reflect the duties needed in this position.

VI. ATTACHMENTS

Attachment A: New Position Description for Systems Administrator/Senior Systems Administrator

Prepared by: Angela Aitken, Interim HR Manager and Finance Manager

VII. APPROVALS:

Angela Aitken, Interim HR Manager &
Finance Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



SYSTEMS ADMINISTRATOR SENIOR SYSTEMS ADMINISTRATOR

DEFINITION

Under the direction of the IT Manager, this individual administers LINUX/UNIX and Windows based systems and analyzes and resolves system operation problems at all levels. These can include security, user accounts, networking, and computer hardware problems and performs other related duties as required. This person may work on high-level long-term projects to implement new networking, operating system and software technologies.

DISTINGUISHING CHARACTERISTICS

The differences between the Systems Administrator and the Sr. Systems Administrator depend on the knowledge and hands-on experience with operating systems, performance tuning, troubleshooting, networking and systems security.

- **Systems Administrator**
The junior person may have familiarity with fewer operating systems, advance networking and system security and may require more direction, training and experience.
- **Sr. Systems Administrator**
The senior person will have a more thorough, advanced knowledge of and experience with multiple operating systems and variations, advanced networking concepts and system security and be able to independently research and solve complex problems.

EXAMPLES OF DUTIES

- **Software Install and Maintenance**
Maintains system and network security; Configures and maintains virtualization systems; Evaluates requirements and applies system level patches to operating systems and firmware; Configures, installs and maintains operating systems; Tests new or modified applications; Maintains database and system backup/recovery; Reviews software products, recommends modifications and improvements and consults with contractors to resolve programming and technical problems; Installs and maintains email systems.
- **System Hardware Install and Maintenance**
Installs and configures servers and workstations; Configures, tests and installs network devices such as switches, routers and firewalls; Installs and configures UPS systems and devices; Installs and tests network cabling; Maintains and repairs computer hardware, peripheral equipment and data communication links.
- **Task Automation**
Develops, modifies and writes shell scripts to monitor system resources including but not limited to; disk usage, memory usage, backup status, system up time, network performance; Develops backup scripts.
- **Technical Support and Troubleshooting**
Provides training and technical assistance to employees in the use of software applications; Troubleshoots email and internet connectivity; Diagnoses and resolves user profile issues; Assists users with password and logon issues; Troubleshoots networking issues.

Attachment A

- Documentation and Procedure Writing
Writes departmental and agency wide software usage procedures; Documents network topology; Documents server rack power distribution; Creates backup and restore procedures; Prepares system and software specifications; Formulates and implements procedures to ensure data security; Confers with team members to determine the feasibility of implementing applications, resolving procedural difficulties and formulating software objectives.

EMPLOYMENT STANDARDS

Knowledge of:

- LINUX, UNIX or other similar operating systems
- Standard LINUX/UNIX utilities available through Bourne, C, or Korn shells
- Windows based operating systems
- Citrix XenApp and XenServer
- Microsoft Exchange Server
- Sendmail
- Apache and IIS
- VOIP
- TCP/IP networking
- Microsoft Office Suite and other related applications
- Statistics, technical reporting, documentation, and instructions for computer software and hardware

Ability to:

- Analyze system architecture and recommend and implement improvements based on new technologies
- Work independently to analyze hardware and software problems in maintenance of equipment, and utilize manual dexterity to perform repairs to computer components
- Analyze and maintain computer and networking equipment
- Install hardware, software and system upgrades
- Write user instructions and procedures
- Establish and maintain cooperative working relationships with Metro employees and the public

Training and Experience:

Any combination of training and experience equivalent to:

Bachelor's degree from an accredited college in computer science or a related field and two years professional level experience in Windows, LINUX/UNIX or a similar operating system environment for the Systems Administrator I position. Experience which demonstrates substantial knowledge and abilities pertinent to specific job functions may be substituted for the required education on a year-for-year basis.

An incumbent in the Senior Systems Administrator position will fulfill all of the above requirements at an expert level while a more junior person will fulfill only a subset with a lesser degree of

2022417 Systems Administrator Job Description ATT A

Final

11-15A.2

Attachment A - REVISED

expertise. For promotion to the Senior level, the incumbent must have worked two years or more in a Systems Administrator classification.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls such as a computer keyboard and a computer mouse. The employee is occasionally required to bend and twist at the neck, reach with hands and arms, stand and walk. Limited overhead reaching and lifting up to 20 pounds is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

Special Requirements

Possession of a valid Class C California driver's license and a safe driving record.

- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Interim Human Resources Manager
SUBJECT: REAUTHORIZE THE PURCHASING AGENT POSITION

I. RECOMMENDED ACTION

That the Board of Directors reauthorize the Purchasing Agent position.

II. SUMMARY

- Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current SEIU Memorandum of Understanding (MOU).
- Staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing Department operating budget.
- Purchasing has an employee who is qualified to be promoted to Purchasing Agent.
- Staff is requesting that the Board reauthorize the Purchasing Agent position so that the proposed ladder for Sec 8.5.4 can be acted upon.

III. DISCUSSION/BACKGROUND

Staff has been working with SEIU to create a side letter agreement that would include the Purchasing Assistant/Purchasing Agent ladder within Sec 8.5.4 Promotion by Qualification until the end of the current MOU.

Through this process, it was discovered that staff had inadvertently removed the authorized Purchasing Agent position within the Purchasing department operating budget during a past budget revision.

Purchasing has an employee who is qualified to be promoted to Purchasing Agent, but due to the position unintentionally being removed from a past budget, we are unable to move forward with the promotion. This promotion will be funded with money already funding the Purchasing Assistant, and other savings within the Purchasing department.

Staff is requesting that the Board reauthorize the Purchasing Agent position so that staff can negotiate a side letter agreement for Sec 8.5.4 of the MOU.

IV. FINANCIAL CONSIDERATIONS/IMPACT

No financial impact for this action. Current funding for the existing Purchasing Agent position and savings within the Purchasing department will fund this action.

V. ALTERNATIVES CONSIDERED

- Wait until the FY18 & FY19 Operating budget is adopted in June. This is not recommended as staff and SEIU are in agreement with the concept of a side letter agreement addressing a temporary change to Sec 8.5.4 of the current MOU.

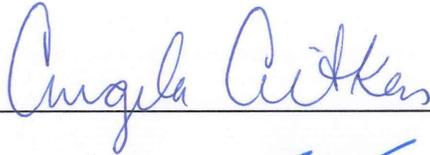
VI. ATTACHMENTS

None

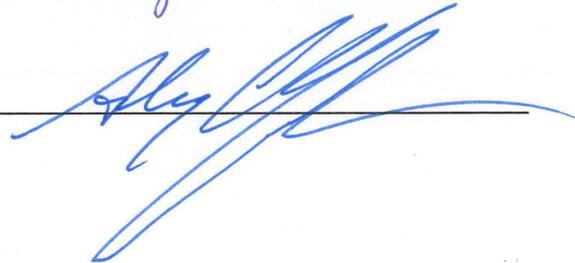
Prepared by: Angela Aitken, Interim HR Manager and Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Thomas Hiltner, Grants/Legislative Analyst
**SUBJECT: CONSIDER A RESOLUTION SUPPORTING STATE ASSEMBLY BILL 1
AND SENATE ASSEMBLY BILL 1 TO INCREASE PUBLIC TRANSIT
FUNDING IN CALIFORNIA.**

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution in support of Assembly Bill 1 (AB 1) and Senate Bill 1 (SB 1) and transmit the resolution to members of the State Legislature

II. SUMMARY

- The State of California transportation infrastructure has a tremendous backlog of deferred maintenance and diminished operating capacity and needs new revenue from user fees to sustain the state's transportation network.
- In 2016, State Assemblymember Frazier and Senate Member Beall led committees in special sessions of the Assembly and Senate, respectively, to legislate new revenue sources to support all transportation modes.
- The bills did not pass out of subcommittee before the 2016 legislative session ended, and companion bills AB 1 (Frazier) and SB 1 (Beall) have been introduced into the regular 2017 legislative session to continue the effort to enact a new transportation funding bill.
- The Senate Transportation and Housing Subcommittee and the Assembly Transportation Subcommittee will hold public hearings on AB 1 and SB 1 in late February in preparation for a vote.
- Staff recommends that the Board indicate its strong support for both of these bills by adopting a resolution favoring the bills and transmitting it to the State Legislature.

III. DISCUSSION/BACKGROUND

The State of California has an estimated \$59 billion backlog in transportation infrastructure improvement costs, with an annual funding gap of \$5.7 billion more. Traditional sources of transportation funding revenue, such as statewide sales tax, taxes on motor fuels and vehicle registration, have not kept pace with rising costs, resulting in deferred capital improvements. In turn, operating costs increase as aging infrastructure requires more extensive maintenance and repair to remain functional. The impact on Santa Cruz Metropolitan Transit District

(METRO) has resulted in a \$200 million backlog of unfunded capital improvements over the next ten years and an operating structural deficit, which required a 15% service reduction in fall 2016.

California needs a new statewide funding plan to increase revenue for transportation infrastructure and, in 2016, Governor Brown created a special legislative session to develop a new transportation funding bill, which would equitably fund the state's extensive transportation system by increasing user fees. Assemblymember Frazier and Senator Beall led transportation infrastructure committees in each house to draft a new transportation funding legislation. Unfortunately, no bill advanced to the floor of either house for a vote, and the legislation died at the end of 2016.

Assemblymember Frazier and Senator Beall are both strong advocates for legislating additional revenue for public transportation; and, in 2017 they introduced a new set of companion bills, Assembly Bill 1 (AB 1) and Senate Bill 1 (SB 1), into the regular legislative session. These bills present a solution for the perennial transportation funding shortfall by generating approximately \$6 billion annually in new revenue from user fees, of which approximately \$583 million annually would go to public transit. Transportation revenue previously borrowed for the General Fund prior to 2010 would be repaid, more Cap and Trade revenue would go to public transit; and increased vehicle registration fees, weight fees, excise taxes and sales tax would be allocated to both the highway network and public transit.

The Assembly Transportation Committee and the Senate Transportation and Housing Committee will hold public hearings on these bills in their respective houses in late February. The California Transit Association has worked diligently to ensure that public transit would derive a fair share of the revenue from the package and that these bills would come to a vote in 2017. They deserve METRO's emphatic support.

Staff recommends that the Board of Directors adopt a resolution (Attachment A) to express its strong support for AB 1 and SB 1 and transmit it to the Legislature to encourage all members of the Assembly and Senate to support it.

IV. FINANCIAL CONSIDERATIONS/IMPACT

If the bills pass, METRO could anticipate receiving approximately \$2.4 million in increased revenue annually for transit operations and capital improvements.

V. ALTERNATIVES CONSIDERED

- Do not support the bills. The California Transit Associate and State Legislators have worked tirelessly at METRO's request on these bills and staff recommends supporting them.

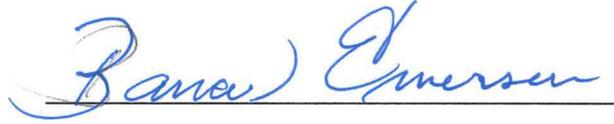
VI. ATTACHMENTS

Attachment A: Resolution in Support of AB 1 and SB 1

Prepared by: Thomas Hiltner, Grants/Legislative Analyst

VII. APPROVALS:

Barrow Emerson, Planning
and Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT IN SUPPORT OF CALIFORNIA ASSEMBLY BILL 1 (AB 1) AND SENATE BILL 1 (SB 1) TO INCREASE STATE PUBLIC TRANSIT REVENUE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) was established to provide public transit service in Santa Cruz County, California and plays a key role in the economic vitality of the region and in greenhouse gas emissions reduction; and,

WHEREAS, METRO relies heavily upon local, state and federal funding for operating and capital assistance in order to provide an affordable transportation alternative in Santa Cruz County; and,

WHEREAS, state funding for public transit declined precipitously during the "Great Recession" and has not kept up with increasing costs since then; and,

WHEREAS, METRO had a FY17 operating structural deficit, which required a 15% service reduction in September 2016; and,

WHEREAS, over the next ten years, METRO has a \$200 million backlog of unfunded capital improvements; and,

WHEREAS, Proposition 1B of 2006, which provided substantial capital funding, is exhausted after 10 years and METRO requires new sources of both operating and capital funding assistance to preclude future service cuts.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District strongly supports AB 1 (Frazier) and Senate SB 1 (Beall) of 2017 to support statewide transportation infrastructure

Attachment A

Resolution No. _____
Page 2

improvements and operations, including approximately \$563 million annually for public transit operating and capital support.

BE IT FURTHER RESOLVED, that this resolution be transmitted to the State Legislature to encourage all members of the Assembly and Senate to support AB 1 and SB 1.

PASSED AND ADOPTED this 24th Day of February 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Board Chair

ATTEST _____
ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

Julie Sherman
District Counsel



DATE: February 24, 2017
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: CONSIDER MOVING A DISCUSSION OF THE FY18/19 BUDGET
PLANNING PROCESS TO THE BOARD FINANCE, BUDGET AND AUDIT
COMMITTEE**

I. RECOMMENDED ACTION

That the Board of Directors ask the Board Finance, Budget and Audit Committee to review the upcoming budget process and assumptions for the FY18/19 budget, including Measure D assumptions, and report their recommendations back to the full Board at their April 28, 2017 Board meeting

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has created a 5-year Budget plan
- Staff is in the process of creating the FY18 & FY19 Operating Budget, as well as the FY18 Capital Budget
- Staff recommends that the Board ask the Board Finance, Budget and Audit Committee to review the budget process and assumptions for the FY18/19 budget, including Measure D assumptions, and report their recommendations back to the full Board at their April 28, 2017 Board meeting.

III. DISCUSSION/BACKGROUND

METRO Staff has created a 5-year Budget plan, and is in the process of creating the FY18 & FY19 Operating Budget, and the FY18 Capital Budget for Board approval in June.

Staff recommends that the Board ask the Board Finance, Budget and Audit Committee to review the FY18/19 budget process and assumptions, including Measure D assumptions, and to make their recommendations back to the full Board at the Board's April 28, 2017 Board meeting

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no fiscal impact to this recommendation.

V. ALTERNATIVES CONSIDERED

- Do nothing. This is not recommended since the Board determined that such tasks would be within the scope of the newly created Board Finance, Budget and Audit Committee.

VI. ATTACHMENTS

None

Prepared by: Angela Aitken, Finance Manager

VII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -



DATE: February 24, 2017
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer
**SUBJECT: AUTHORIZE ACTIONS RELATIVE TO THE AWARD OF CONTRACT
17-03 FOR COURIER SERVICES**

I. RECOMMENDED ACTION

That the Board of Directors reject the protest submitted by Clutch Courier and authorize the CEO to execute a contract with PedX for Courier Services in an amount not to exceed \$81,950.00 for a 5-year period

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has a need for Courier Services.
- A formal request for proposals was conducted to solicit proposals from qualified firms. 3 firms submitted proposals for METRO's review.
- A 3-member evaluation team comprised of METRO staff reviewed and evaluated the proposals, and is recommending an award to PedX, the highest ranked proposer.
- A timely protest was submitted by Clutch Courier. The protest was evaluated by staff and General Counsel and rejected. Clutch Courier has indicated its intent to appeal the rejection of its protest.

III. DISCUSSION/BACKGROUND

The District has had an informal agreement in place for Courier services. In recent years, Santa Cruz METRO has allowed two local firms (PedX and Clutch Courier) to perform this work. To promote equal opportunity and competition, the district has alternated between these two firms every few years in an informal fashion.

On August 26, 2016, the Board of Directors authorized the initiation of a formal procurement for these services. On October 27, 2016 Santa Cruz METRO formally solicited proposals for Courier Services. By securing a formal contract for these services, Santa Cruz METRO benefited by promoting fair and open competition, reducing METRO's liability, and aiding in accurately forecasting anticipated spending levels while satisfying FTA contracting requirements.

Proposals were received from the following 3 firms:

Clutch Courier, Santa Cruz, CA
Gold Rush Express, San Jose, CA
PedX, Santa Cruz, CA

The evaluation team used the following criteria as contained in the Request for Proposals:

| Evaluation Criteria | Points |
|---|---------------|
| Contractors' Qualifications and Recent Experience | 30 |
| References | 20 |
| Cost Proposal | 30 |
| Total Points Possible | 80 |

A timely protest was submitted by Clutch Courier challenging staff's recommendation of the award of the contract to PedX. Having carefully evaluated the protest and all information provided by Clutch Courier and procurement staff, staff and General Counsel have determined that Clutch Courier's arguments are without merit. Therefore, staff recommends the protest be rejected.

Furthermore, staff is recommending that the Board of Directors authorize the CEO to execute a 5-year contract on behalf of METRO, with PedX for Courier Services in an amount not to exceed \$81,950.00. PedX, is a local Santa Cruz based firm. This firm had the highest score based on evaluation criteria set forth in the RFP and has previously provided excellent services to METRO. PedX will provide all services meeting all METRO's specifications and requirements of the contract. Ciro Aguirre, will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The base value of the contract is \$81,950.00 for 5 years which equates to approximately \$16,390.00 per fiscal year. Funds to support this contract are included in the Administration FY17 Professional and Technical Services (acct #503031) Operating Budget. clutch Courier's bid was for \$58,705 over five years,

V. ALTERNATIVES CONSIDERED

- Reject all proposals and re-solicit the subject services. This alternative is not recommended because the procurement process resulted in full and open competition and was run in accordance with the evaluation procedures set forth in the RFP.

VI. ATTACHMENTS

Attachment A: Contract with PedX

Attachment B: Authorizing Resolution

Note: A full copy of the Contract and correspondence pertaining to the protest are available on request.

Prepared By: Ciro Aguirre, Chief Operations Officer

VII. APPROVALS:

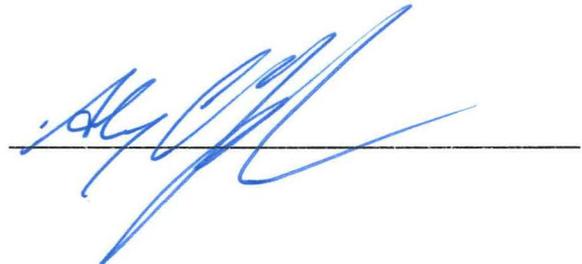
Ciro Aguirre, Chief Operations Officer



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

PROFESSIONAL SERVICES CONTRACT FOR COURIER SERVICES (17-03)

THIS CONTRACT is made effective on January 2, 2017 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and PedX ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO's Need for Courier Services

Santa Cruz METRO has the need for Courier Services. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated October 27, 2016, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Proposal

Contractor is a firm/individual qualified to provide Courier Services and whose principal place of business is 703 Pacific Avenue, Santa Cruz, CA 95060. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Contractor submitted a proposal for Courier Services, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On November 29th, 2016, Santa Cruz METRO selected Contractor as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Courier Services described herein. This Contract is intended to fix the provisions of these services.

1.05 Selection of Contractor and Intent of Contract

On December 1st, 2016, Santa Cruz METRO and Consultant completed negotiations on the General Conditions to the Contract and Consultant's Price Proposal. These final negotiated and agreed upon terms and conditions are attached hereto as Exhibit C.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 11.15 of the General Conditions to the Contract.

Attachment A

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated October 27, 2016, including Addendum No. 1 dated November 7, 2016.

B. Exhibit B (Contractor's Proposal)

Contractor's Proposal to Santa Cruz METRO for Courier Services, signed by Contractor and dated November 18, 2016.

C. Exhibit C

The final negotiated and agreed upon terms and conditions dated December 1st, 2016, which includes a revised Contractors' Cost Proposal.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B and C. Where in conflict, the provisions of Exhibit C supersede Exhibits A and B. The provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

- 3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Part IV, Section 11.15 of, the General Conditions to the Contract.
- 3.01.02 CONTRACTOR - The Contractor selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued October 27, 2016.
- 3.01.03 CONTRACTOR'S STAFF - Employees of Contractor.
- 3.01.04 DAYS - Calendar days.
- 3.01.05 OFFEROR - Contractor whose proposal was accepted under the terms and conditions of the Request for Proposals issued October 27, 2016.
- 3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.
- 3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

Attachment A

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **five (5)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

Upon satisfactory performance of services, Santa Cruz METRO may extend this agreement beyond the initial term when mutually agreed to in writing by the parties.

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Contractor's written invoice for said work. Contractor understands and agrees that if they exceed the \$81,950.00 maximum amount payable under this Contract, they do so at their own risk.

5.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

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

Attention: Alex Clifford, CEO

CONTRACTOR

PedX
703 Pacific Avenue
Santa Cruz, CA 95060

Attention: Zachary Wolinsky

Attachment A

7. ACCEPTANCE OF ELECTRONIC SIGNATURES AND COUNTERPARTS

The parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into this Contract will be considered executed when the signature of a party is delivered by scanned image as an attachment to electronic mail. Such scanned signature must be treated in all respects as having the same effect as an original signature. Each party further agrees that this Contract may be executed in two or more counterparts, all of which constitute one and the same instrument.

8. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

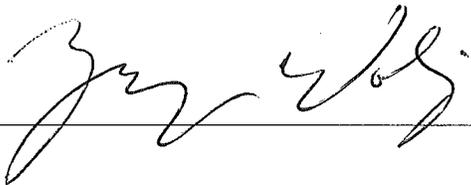
Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

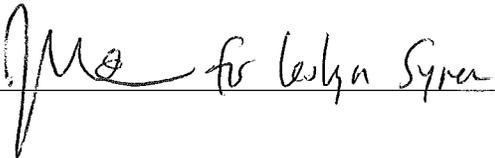
Contractor –
PedX

Zachary Wolinsky, General Partner



Approved as to Form:

Leslyn Syren, District Counsel



Attachment B



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

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

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REJECTING THE PROTEST SUBMITTED BY CLUTCH COURIER AND AWARDED A CONTRACT TO PEDX FOR COURIER SERVICES

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) has solicited competitive proposals for courier services pursuant to RFP No. 17-03; and

WHEREAS, in response to METRO's solicitation, three proposals were received;
and

WHEREAS, an evaluation team scored the proposals in accordance with the solicitation's evaluation criteria; and

WHEREAS, PedX was determined to be the highest ranked proposer; and

WHEREAS, staff has carefully considered a timely protest submitted by one proposer, Clutch Courier, and has recommended that the protest be rejected; and

WHEREAS, Clutch Courier has indicated its intent to appeal the rejection of its protest to the Board of Directors; and

WHEREAS, staff recommends that the protest filed by Clutch Courier be rejected and a five-year contract be awarded to PedX, in the amount of \$81,950.00.

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

THAT, the bid protest filed by Clutch Courier is rejected.

THAT, a Contract for Courier Services as described in RFP No. 17-03 is awarded to PedX, for a five-year term in the amount of \$81,950.00.

Attachment B

Resolution No. _____
Page 2 of 2

THAT, the CEO/General Manager, or his designee, is authorized to execute a contract on behalf of METRO with PedX, in full conformity with the terms and conditions of RFP No. 17-03.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District this 24th day of February, 2017 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Board Chair

Attest:
Alex Clifford, CEO/General Manager

Approved as to form:
Julie Sherman, General Counsel

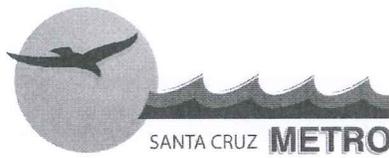
VERBAL PRESENTATION ONLY

CEO ORAL REPORT

- THIS PAGE INTENTIONALLY LEFT BLANK -

- ADDITIONAL MATERIALS DISTRIBUTED
AT BOARD MEETING -

- THIS PAGE INTENTIONALLY LEFT BLANK -



**SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) AGENDA
ANNUAL BOARD OF DIRECTORS MEETING**

**February 24, 2017
9:00 AM or As Soon Thereafter As Possible**

**MEETING LOCATION:
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA**

BOARD OF DIRECTORS APPOINTEES:

President Vacant – to be elected 2/24/17

Vice President Vacant – to be elected 2/24/17

Secretary Vacant – to be elected 2/24/17

Treasurer Vacant – to be elected 2/24/17

Director Director Donald Norm Hagen

1. Call to Order / Roll Call
2. Oral and Written Communications
3. Additions and Deletions to the Agenda
4. Consideration of Appointing METRO Directors to Serve as Santa Cruz Civic Improvement Corporation (SCCIC) Board Officers (Attachment A)
5. Approve Prior Year Minutes of February 26, 2016 (Attachment B)
6. Acceptance of Financial Statements for FY16 (Attachment C)
7. Adjourn to the next SCCIC Board of Directors meeting

The Santa Cruz Civic Improvement Corporation does not discriminate on the basis of disability. The SCCIC Board of Directors meeting is held in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should call 831-426-6080 as soon as possible in advance of the SCCIC Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call 831-426-6080. Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment A

*Santa Cruz Metropolitan
Transit District*



DATE: February 24, 2017
TO: SCCIC Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: CONSIDERATION OF APPOINTING METRO DIRECTORS TO SERVE AS SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) BOARD OFFICERS

I. RECOMMENDED ACTION

That the Board of Directors appoint four (4) METRO Directors to serve in the positions of President, Vice President, Secretary and Treasurer for the Santa Cruz Civic Improvement Corporation (SCCIC)

II. SUMMARY

- Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the METRO Board of Directors shall appoint METRO Directors to the SCCIC Board of Directors. Each SCCIC Director shall hold office for a term of two (2) years from the date of appointment.
- Article III, Section 3.05 of the SCCIC Bylaws provides that the SCCIC Board of Directors shall hold an annual meeting in February for the purpose of organization, selection of Directors and officers, and the transaction of other business, as necessary.
- There are five (5) authorized Director seats on the SCCIC Board of Directors. The only Director currently serving on the SCCIC Board is Donald Norm Hagen; all other Director positions have termed-out and are vacant. Four appointees are needed for four (4) vacant positions: President, Vice-President, Secretary, and Treasurer.
- Elections for the positions referenced in this staff report are scheduled to be held during the February 24, 2017 METRO Board of Directors meeting.

III. DISCUSSION/BACKGROUND

SCCIC is a non-profit public benefit corporation organized under the Non-Profit Benefit Corporation Law of the State of California to provide financial assistance to METRO by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for use, benefit and enjoyment of the public served by METRO.

Attachment A

Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the METRO Board of Directors shall appoint METRO Directors to the SCCIC Board of Directors. Each Director will hold the office for a term of two (2) years.

The terms of the officers and appointees of the Board of Directors in the positions of President, Vice President, Secretary, and Treasurer expired in January 2017. The SCCIC Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the METRO Board of Directors appoint four (4) METRO Directors to serve on the Board of SCCIC in the positions of President, Vice President, Secretary, and Treasurer.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Although funding support for SCCIC is contained in the adopted METRO FY17 Operating Budget, the election of SCCIC officers has no direct financial impact on METRO.

V. ALTERNATIVES CONSIDERED

None. As a public non-profit corporation, SCCIC is required to identify and maintain a Board of Directors.

Attachment A: SCCIC Roster 2016 - 2017

Attachment B: SCCIC Bylaws

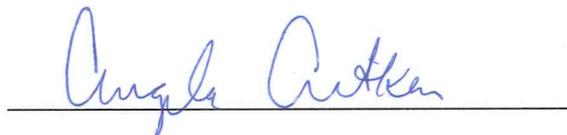
Prepared By: Lorraine Bayer, Accountant II

Attachment A

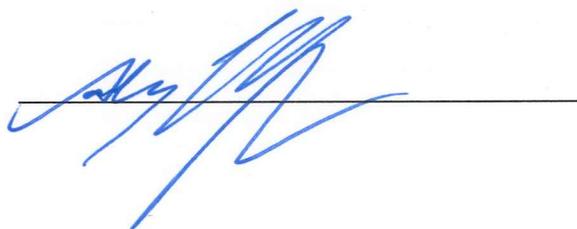
Board of Directors
February 24, 2017
Page 3 of 3

VI. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager

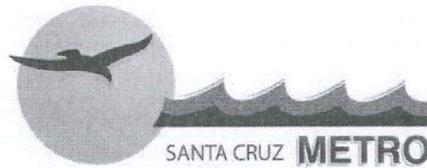


Alex Clifford, CEO/General Manager



- THIS PAGE INTENTIONALLY LEFT BLANK -

Exhibit A



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2016 - 2017

| | YEAR TERM BEGAN | YEAR TERM ENDS |
|------------------------------------|-----------------|----------------|
| Zach Friend, President | 2015 | 2017 |
| Don Lane, Vice President | 2015 | 2017 |
| Mike Rotkin, Secretary | 2015 | 2017 |
| Ed Bottorff, Treasurer | 2015 | 2017 |
| Donald Norm Hagen, Director | 2016 | 2018 |

Alex Clifford, Chief Executive Officer

Each Director holds office for a term of two (2) years from the date of appointment. The Board of Directors holds an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board are held on the fourth Friday of February. The meetings are held in the same venue as the Santa Cruz METRO Board of Directors meeting.

- THIS PAGE INTENTIONALLY LEFT BLANK -

Exhibit B

BYLAWS
OF THE
SANTA CRUZ CIVIC
IMPROVEMENT
CORPORATION

110 Vernon Street, Santa Cruz, California

Amended December 7, 2012

4A.Exhibit B.1

Exhibit B

ARTICLE I.

Name, Organization, Purpose and Limitations, Principal Office, Seal

Section 1.01: Name: The name of this corporation is SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (hereinafter referred to as the "Corporation").

Section 1.02: Organization, Purpose and Use of Funds: The Corporation is a nonprofit public benefit corporation organized under the Nonprofit Public Benefit Corporation Law of the State of California to provide financial assistance to the Santa Cruz Metropolitan Transit District (the "District"), by acquiring, constructing and financing various public facilities, land and equipment and the leasing of facilities, land and equipment for the use, benefit and enjoyment of the public served by the District (herein "Facilities"). The activities of the Corporation shall be limited to the activities described in its Articles of Incorporation. No gains, profits or dividends shall be distributed to any of the Directors or officers of the Corporation; and no part of the net earnings, funds or assets of the Corporation shall inure to the benefit of any Director or any other person, firm or Corporation excepting only the District.

This corporation is organized exclusively for charitable purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on

- (i) by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law);
- (ii) by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 1.03: Property Limitations: The property, assets profits and net income are dedicated irrevocable to the purposes set forth in Section 1.02 above. No part of the profits or net earnings of this corporation shall ever inure to the benefit of any of its Directors, trustees, officers, members (if any), employees, or to the benefit of any private individual.

Section 1.04: Principal Office: The principal office of the Corporation is hereby fixed and located at 110 Vernon Street, Santa Cruz, California 95060. The Board of Directors is hereby granted full power and authority to change said principal office from one location to

Exhibit B

another in the County of Santa Cruz. Any such change shall be noted by the Secretary opposite this section, but shall not be considered an amendment to these Bylaws.

Section 1.05: Seal: The corporate seal of the Corporation shall set forth the name of the Corporation and shall have inscribed thereon the words "Incorporated 1986."

ARTICLE II

No Members

Section 2.01: No Members: Pursuant to Section 5310 of the Nonprofit Public Benefit Corporation Law the bylaws of a nonprofit corporation may provide that the corporation shall have no members. The Corporation shall have no members.

ARTICLE III

Directors

Section 3.01: Powers: Subject to limitation of the Articles of Incorporation of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to the duties of Directors as prescribed by these Bylaws, all powers of the Corporation shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors. No Director shall be responsible for any error in judgment or for anything that he or she may do or refrain from doing in good faith. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:

- a) To select and remove all the other officers, agents and employees of the Corporation, prescribe such powers and duties for them as may not be inconsistent with law or the Articles of Incorporation or Bylaws, fix their compensation and require from them security for faithful service;
- b) To conduct, manage and control the affairs and business of the Corporation and to make such rules and regulations therefor not inconsistent with law or the Articles of Incorporation or Bylaws, as they may deem best; and
- c) To borrow money and incur indebtedness for the purposes of the Corporation, and to cause to be executed and delivered therefor, in the name of the Corporation, promissory notes, bonds, certificates of participation, debentures, deeds of trust, mortgages, pledges, hypothecation or other evidences of debt and securities therefor.

Section 3.02: Number and Qualification of Directors: The authorized number of Directors shall be five (5) until changed by amendment of the Articles of Incorporation or by amendment of the Bylaws.

Exhibit B

Section 3.03: Selection and Term of Office: The initial Directors shall be appointed by the Board of Directors of the Santa Cruz Metropolitan Transit District; provided, however, that pending such appointment, the incorporator of the Corporation, in accordance with Section 5134 of the Nonprofit Public Benefit Corporation Law of the State of California, may designate such Directors, subject to ratification by the Directors of the Santa Cruz Metropolitan Transit District (hereinafter referred to as "District"). Except as hereinafter provided, each Director shall hold office for a term of two (2) years from the date of appointment. Unless a vacancy in the office occurs as herein provided, the Director appointed shall hold office until the expiration of his/her term and until a successor has been designated and has accepted the office. The members of the Board of Directors of the District may, with or without cause, remove any Director from office.

Section 3.04: Vacancies: Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any Director may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of death, resignation, or removal of any Director, the end of their term on the Santa Cruz METRO Board of Directors, or if the authorized number of Directors is increased.

Vacancies in the Board shall be filled in the same manner as the Director whose office is vacant was selected. Each Director so selected shall hold office until the expiration of the term of the replaced Director and until a successor has been selected and has accepted the office.

Section 3.05: Organization and Annual Meetings: The Board of Directors shall hold an annual meeting for the purpose of organization, selection of Directors and officers, and the transaction of other business. Annual meetings of the Board shall be held on the fourth Friday of February provided, however, should said day fall upon a holiday observed by the Corporation at its principal office, then said meeting shall be held at the same time on the next day thereafter ensuing which is a full business day. The meetings shall be held in the same venue as the Santa Cruz METRO Board of Directors meeting.

Section 3.06: Regular Meetings: The Board of Directors by resolution may provide for the holding of regular meetings and may fix the time and place of holding such meetings.

Section 3.07: Special Meetings, Notice Waiver: A special meeting of the Board of Directors shall be held whenever called by the President or by a majority of the Directors. Written notice of each such meeting shall be delivered personally or by telegram to each Director at least twenty-four (24) hours before the time of such meeting and to each local newspaper of general circulation, radio, or television station who has requested such notices in writing. The call and written notice shall signify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings by the Board of Directors.

Exhibit B

The call and notice shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is fully accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to any action on the item. The written notice may be dispenses with by any member of the Board of Directors, who at or prior to the time the meeting convenes, files with the President of the Corporation a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispenses with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

Section 3.08: Adjourned Meetings; Notice of Adjournment: The Board of Directors may adjourn any annual, regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes.

Section 3.09: Quorum: A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction business. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present, shall be regarded as the act of the Board of Directors unless a greater number be required by law or by the Articles of Incorporation.

Section 3.10: Fees and Compensation: Directors shall receive no compensation or expenses for their services as Directors.

Section 3.11: Ralph M. Brown Act: Notwithstanding any of the provisions of these Bylaws to the contrary, all meetings of Directors shall be subject to the Ralph M. Brown Act, commencing at Section 54950 of the Government Code of the State of California.

Section 3.12: Conduct of Meetings: The President or, in his absence, the Vice President, or a Chairperson chosen by a majority of the Directors present, shall preside.

Section 3.13: Public Addressing the Board: Each person addressing the Board may but is not required to give his/her name and address in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more than five people wish to address the Board of Directors on any one issue, each individual speaker shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the President and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the President. No question shall be asked of a

Exhibit B

Board member except through the President. Additionally, any person may submit written materials to the Board of Directors for its consideration.

ARTICLE IV

Officers

Section 4.01: Officers: The Officers of the Corporation shall be President, a Vice President, a Secretary and a Treasurer. The Corporation may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be appointed by the Board of Directors. One person may hold two or more offices, except that the offices of President and Secretary or President and Treasurer may not be combined.

Section 4.02: Election: The officers shall be chosen annually by the Board of Directors and each shall hold office until the officer shall resign, be removed, or otherwise disqualified to serve, or the officer's successor shall be elected and qualified.

Section 4.03: Removal and Resignation: Any officer may resign, or may be removed, with or without cause, by the Board of Directors at any time. Vacancies caused by death, resignation or removal of any office may be filled by appointment by the Board of Directors, or by the President until such appointment by the Board of Directors.

Section 4.04: President: The President shall be the executive officer of the Corporation and, subject to the control of the Board of Directors, shall have general supervision, direction and control of the affairs of the Corporation. The President shall preside at all meetings of members and meetings of the Board of Directors.

Section 4.05: Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or by the Bylaws.

Section 4.06: Secretary:

- (i) The Secretary shall keep at the principal office of the Corporation a book of minutes of all meetings of Directors, with the time and place of holding, how called or authorized, the notice thereof given, and the names of those present at Directors' meetings. The Secretary shall also keep, or cause to be kept, at the principal office of the State of California, a copy of the Articles of Incorporation and Bylaws as amended to date.
- (ii) The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The

Exhibit B

Secretary shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board or the Bylaws.

Section 4.07: Treasurer: The Treasurer shall be the chief financial officer and shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the Corporation, and an account of its cash and other assets, if any. Such books of account shall at all reasonable times be open to inspection by any Director.

The Treasurer shall deposit all moneys of the corporation with such depositories as are designated by the Board of Directors, and shall disburse the funds of the Corporation as may be ordered by the Board of Directors, and shall render to the President or the Board of Directors, upon request, statements of the financial condition of the Corporation.

Section 4.08: Subordinate Officers: Subordinate officers shall perform such duties as shall be prescribed from time to time by the Board of Directors or the President.

ARTICLE V

Committees

Section 5.01: Committees of the Board: The Board, by resolution adopted by a majority of the Directors then in office, may create one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. Appointments to committees of the Board shall be by majority vote of the Directors then in office. The Board may appoint one or more Directors as alternate members of any such committee, who may replace an absent member at any meeting. Any such committee shall be advisory only, and shall report to the Board the work it has done together with its recommendations.

Section 5.02: Meetings and Actions of the Committees: Meetings and action of committees of the Board shall be governed by, held and taken in accordance with the provisions of Article V of these Bylaws, concerning meetings and other action of the Board, except that the time for regular meetings of such committees and the calling of special meetings thereof may be determined either by resolution of the Board or, if there is no Board resolution, by resolution of the committee of the Board. Minutes shall be kept of each meeting of any committee of the Board and shall be filed with the corporate records. The Board may adopt rules for the government of any committee not inconsistent with the provision of these Bylaws or in the absence of rules adopted by the Board, the committee may adopt such rules.

Exhibit B

ARTICLE VI

Staff

Section 6.01: Staff: The Secretary/General Manager of the District shall act as the Chief Executive Officer of the Corporation and shall manage the day to day operation of the corporation at the direction of the Board of Directors subject to the approval of the District Board of Directors. The Secretary/General Manager shall be assisted by District staff as needed.

ARTICLE VII

Miscellaneous

Section 7.01: Execution of Documents: The Board of Directors may authorize any officer or officers as agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances and unless so authorized by the Board of Directors, no officer, agent or other person shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 7.02: Inspection of Bylaws: The Corporation shall keep in its principal office the original or a copy of these Bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the public at all reasonable times during office hours.

Section 7.03 Annual Report: The annual report referred to in Section 6321 of the Nonprofit Public Benefit Corporation Law of the State of California is expressly dispensed with.

Section 7.04: Fiscal Year: The fiscal year of the Corporation shall begin July 1 and end June 30 of each year, except for the first fiscal year which shall run from the date of incorporation to June 30, 1987.

Section 7.05: Dissolution: In the even of dissolution of the Corporation in any manner and for any cause, after the payment or adequate provision for the payment of all of its debts and liabilities, all of the remaining funds, assets and properties of the Corporation shall be paid or distributed to the District.

Section 7.06: Construction and Definitions: Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the Nonprofit Public Benefit Corporation Law of the State of California shall govern the construction of these Bylaws. If any section, subsection, sentence, clause or phrase of these Bylaws, or the application thereof, is contrary to the Nonprofit Public Benefit Corporation Law of the State of California, the provisions of that law shall prevail. Without limiting the generality of the foregoing the

Exhibit B

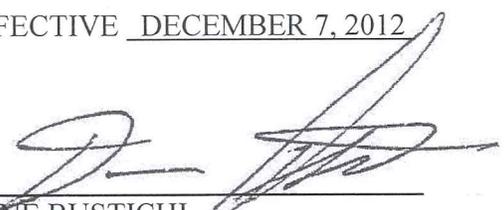
masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a corporation as well as a natural person.

ARTICLE VIII

Amendments

Section 8.01: Power of Directors: New Bylaws may be adopted or these Bylaws may be amended or repealed by a majority vote of the Board of Directors. No amendment to these Bylaws shall be effective until approved by the Board of Directors of the District.

EFFECTIVE DECEMBER 7, 2012



DENE BUSTICHI
PRESIDENT

- THIS PAGE INTENTIONALLY LEFT BLANK -

Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION BOARD OF DIRECTORS

Minutes - Board of Directors Annual Meeting

February 26, 2016

A meeting of the Board of Directors of the Santa Cruz Civic Improvement Corporation (SCCIC) was convened on the above date. The meeting was held at the Watsonville City Council Chamber, 275 Main Street, in Watsonville, California.

1. CALL TO ORDER / ROLL CALL

At Director Friend's request, Director Rotkin called the meeting to order at 9:00 a.m.

The following members indicated they were present:

| | |
|-----------------------------------|-------------------------------------|
| Director Zach Friend, President | <input checked="" type="checkbox"/> |
| Director Don Lane, Vice President | <input checked="" type="checkbox"/> |
| Director Mike Rotkin, Secretary | <input checked="" type="checkbox"/> |
| Director Ed Bottorff, Treasurer | <input checked="" type="checkbox"/> |
| Director, Vacant | <input type="checkbox"/> |

Support Staff Present:

Leslyn K. Syren, District Counsel
Angela Aitken, Finance Manager

2. ELECTION OF OFFICERS

Director Rotkin, read aloud the list of nominees presented at the January 11, 2016 METRO Board Meeting to fill the Director position, which had been vacated by Director Deborah Lane in April 2015: Donald Norm Hagen was nominated by Directors Bustichi and Leopold.

Action: Motion to affirm Donald Norm Hagen's appointment to the SCCIC Board of Directors
MOTION: Director Lane SECOND: Director Rotkin
Motion passed unanimously with none absent.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. ORAL AND WRITTEN COMMUNICATIONS

None.

5. APPROVE MINUTES OF FEBRUARY 27, 2015

Action: Motion to approve the minutes of February 27, 2015 as presented.
MOTION: Director Lane SECOND: Director Bottorff
Motion passed unanimously with none absent.

DRAFT

4B.1

Attachment B

SCCIC Minutes
February 26, 2016
Page 2

6. ACCEPTANCE OF FINANCIAL STATEMENTS FOR FY15

Angela Aitken, Finance Manager, presented the financial statements for fiscal year 2015.
Action: Motion to approve the financial statements for fiscal year 2015 as presented.
MOTION: Director Bottorff SECOND: Director Rotkin
Motion passed unanimously with none absent.

7. ADJOURNMENT

There being no further business, Secretary Rotkin adjourned the meeting at 9:05 a.m.

Respectfully submitted,

Gina Pye
Executive Assistant

Attachment C

SANTA CRUZ CIVIC IMPROVEMENT CORPORATION STATEMENTS OF FINANCIAL POSITION June 30, 2016 and 2015

| | 2016 | 2015 |
|---|------|------|
| TOTAL ASSETS | \$ - | \$ - |
| TOTAL LIABILITIES | - | - |
| NET ASSETS | | |
| Invested in Capital Assets, Net of Related Debt | - | - |
| Restricted Net Assets | - | - |
| Unrestricted Net Assets | - | - |
| Total Net Assets | - | - |
| TOTAL LIABILITIES & NET ASSETS | \$ - | \$ - |

SANTA CRUZ CIVIC IMPROVEMENT CORPORATION STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS June 30, 2016 and 2015

| | 2016 | 2015 |
|---|-----------|-----------|
| OPERATING REVENUES | | |
| Interest Income | \$ - | \$ - |
| Filing Refund - | \$ - | \$ - |
| Other Revenue | 250.00 | 270.00 |
| Total Operating Revenues | \$ 250.00 | \$ 270.00 |
| OPERATING EXPENSES | | |
| Accounting & Audit Fees | \$ 250.00 | \$ 250.00 |
| Administrative & Bank Fees | | |
| SI-100 Statement of Information Filing Fee | - | 20.00 |
| CA Form 199 Filing Fee | - | - |
| RRF-1 Registry of Charitable Trusts Renewal Fee | - | - |
| Postage | - | - |
| Total Operating Expenses | \$ 250.00 | \$ 270.00 |
| Net Operating Loss/Decrease in Net Assets | - | - |
| Total Net Assets, Beginning of Year | - | - |
| Total Net Assets, End of Year | \$ - | \$ - |

- THIS PAGE INTENTIONALLY LEFT BLANK -

SLIDE SHOW PROJECTED PRIOR TO 2/24/17

BOARD MEETING CALL TO ORDER

- THIS PAGE INTENTIONALLY LEFT BLANK -



Articulated Bus "Field Trip"

February 24, 2017





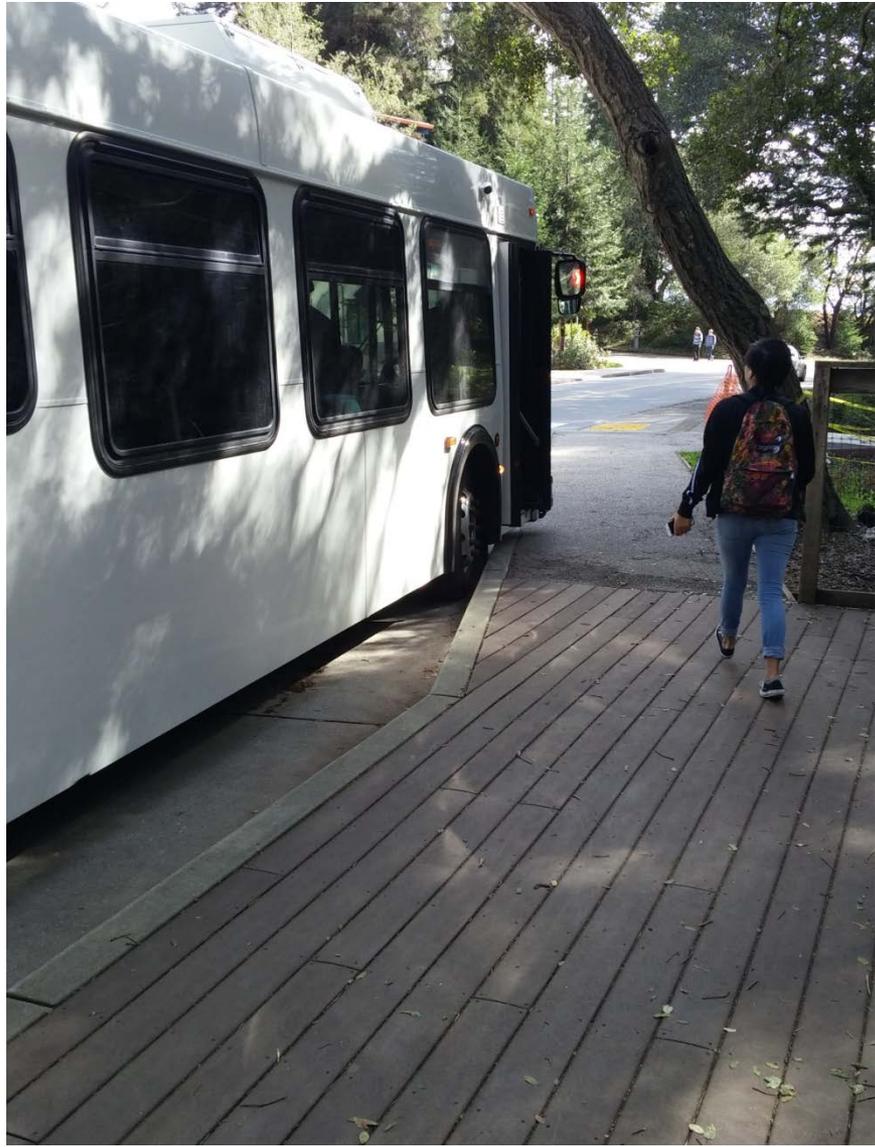




























Jonathan Gonzalez
UCSC Students

Thursday · 🌐

Is this the future?

👍 Like 💬 Comment

🌐 🗣️ 🗣️ You, Melissa Ott and 60

View previous comments



Doreen Kwan · UCSC '15 '16

Like · Reply · 15 hrs

👍 4 · 🗣️ 10 hrs



Lane Lenzel · Kiyama Mitsu

Like · Reply · 15 hrs

👍 1 Reply



Bill Stuberston · Back in the

Disney people mover type circulating. It was a power unpowered one. It was yell

Like · Reply · 🌐 2 · 15 hrs



Leanna Mai · Tracy Nguyen

Like · Reply · 15 hrs



Lacey Elizabeth · Cartoon I

note and sat in the street definitely the highlight of m

Like · Reply · 🌐 2 · 12 hrs



Cameron Schaeffer · Daniel

carry any bikes?

Like · Reply · 15 hrs



Write a comment...

- THIS PAGE INTENTIONALLY LEFT BLANK -



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

February 13, 2017

Erron Alvey, Purchasing Manager
Santa Cruz METRO
110 Vernon Street
Santa Cruz, CA 95060

Subject: Response to letter dated January 10, 2017 Re: Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services.

Dear Mr. Alvey,

Thank you for your letter dated January 10, 2017, and we'd like to confirm receipt of your letter and additional documentation regarding the procurement process and scoring system regarding RFP 17-03. This letter is to address your explanations and seek additional information based on new information since our appeal December 22, 2016. In submitting our bid for RFP 17-03, we intended to provide METRO with an alternative and eco-friendly bicycle courier service geared towards consistency and excellent customer service - at a substantial cost savings compared to current provider, Ped-X. We currently seek to strengthen our bids for future METRO Requests for Proposal - to provide METRO with outstanding professional courier services that are most advantageous to METRO in cost *as well as* qualifications, experience and references. To do this we need to understand what we have been scored on for RFP 17-03 in categories of references as well as qualifications and experience, as these appear to be the determining factors in awarding RFP 17-03 to Ped-X, so that we may continue future bids with all information above board.

Reference Checks for RFP 17-03

Your letter dated 1-10-17 said that regarding the scoring of references, "Santa Cruz METRO reviewed the vendor reference information. In addition, Santa Cruz METRO itself had recent experience with the top two ranked firms. This experience was also considered for the purpose of scoring in the reference category". Are you saying that "recent experience" was a determining factor for "references", when "qualifications and recent experience" was itself a separate scoring category? Please provide additional information regarding the "recent experience" used by the evaluation team for scoring category references (in lieu of contacting references), as we have not done interoffice mail contracted courier services for METRO since 2010. We would like this information so that we may address, clarify or seek to remove by misattribution specific markings in our "vendor reference information" file that may have negatively affected our scoring in both "References" and "Contractor's Qualifications and Recent Experience" categories.



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

Background of Clutch Courier's Service to METRO

As further explanation, our interoffice mail contracted courier services provided for METRO went from December 2008 to December 2010. Contrasting that is the entry in the 8-26-16 METRO Board of Directors Meeting Agenda, written by METRO C.O.O. Ciro Aguirre, which states "METRO has alternated between these two firms [Ped-X and Clutch Courier] every few years in an informal fashion". Were Ciro Aguirre and/or other METRO staff under the impression that Clutch Courier was performing interoffice mail contracted courier services for METRO after 2010, and were marks made in our vendor reference information file after 2010 regarding interoffice mail contracted courier services? On or around July 2014 we received a strongly worded voicemail from a member of METRO Staff between 8-9am explaining that an important same-day interoffice delivery was not made and wondering when the delivery would be made. When we called the METRO Staff member back, they explained that the call to us was by mistake and meant for "the other courier" ie the current courier services provider in July 2014, Ped-X. Was a demerit placed in our "vendor reference information" file for this and not removed when the mistake was realized?

To date, we have never received any information from METRO that would indicate that we were derelict or unsatisfactory in our contracted courier service duties performed from December 2008 to December 2010. In giving background to RFP 17-03 and regarding our bid, Clutch Courier has been described by METRO Staff as "fit to perform this work" (Ciro Aguirre, 8-26-2016) and "responsive and responsible" (Angela Aitken, 12-16-2016). For RFP 17-03, we were the lowest, responsible bidder. For Solicitation #06242014, an informal RFP sent to us by Alex Strudley (for courier services), we were again credited as the lowest bidder. "You guys are low bidder. We are just ironing out some details" (Alex Strudley, 8-8-2014). For Clutch Courier, it seems that securing a RFP contract has proven to be more challenging than being the lowest, responsible bidder. We would like to change that with the next RFP, but need to know how the scoring processes deviate from awarding a RFP to a contractor other than being both responsible and offering substantial savings – all to the direct benefit of METRO. When we reached out to our references to see if they had been contacted regarding RFP 17-03, they all said they had not been contacted but were prepared to give us rave reviews. We traverse the county each day for them, rain or shine, with smiling faces and a professional demeanor. We hope to soon provide the same quality of service to METRO, while allowing the savings from courier service cost decreases to ease budget constraints in times of persistent budgetary crises.

Thank you for your time and attention to this.

Sincerely,

Richard Graves

Michael Donohue

Brandon Bailey

Co-Owners/Operators – Clutch Courier LLC

*Santa Cruz Metropolitan
Transit District*



January 10, 2017

Brandon Bailey
Clutch Courier
P.O. Box 358
Santa Cruz, CA 95061

Subject: Response to letter dated December 22, 2016 Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services

Dear Mr. Bailey:

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is in receipt of your letter dated December 22, 2016, in which you indicate your decision to appeal the decision of the Finance Manager to reject your firm's protest and support staff's recommendation to award the above referenced contract to Ped-X. This letter is to provide you with additional information and documentation, as requested.

Reference Checks

In evaluating all procurements, Santa Cruz METRO contacts proposer references at its discretion. The purpose of providing references is to allow an evaluation of vendor past performance. Here, Santa Cruz METRO reviewed the vendor reference information. In addition, Santa Cruz METRO itself had recent experience with the top two ranked firms. This experience was also considered for the purpose of scoring in the reference category.

Further Explanation of the Scoring Process

It appears that you are misunderstanding the scoring content and process. As stated previously and in the RFP, the evaluation criteria listed a total of 80 points possible:

| Evaluation Criteria | Points |
|--|---------------|
| 1. Contractor's qualifications and recent experience | 30 |
| 2. References | 20 |
| 3. Cost proposal | 30 |
| Total Points Possible | 80 |

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO On-line at <http://www.scmtd.com>*

*Santa Cruz Metropolitan
Transit District*



Each proposal is evaluated by a team of evaluators, and each evaluator uses the criteria and scoring levels set forth above. In this instance, there were 3 evaluators. These scores are then totaled and tallied. Since there is an evaluation team of 3 people, 3 x 80 points = a total of 240 points possible. The information that was previously provided to you (same as below) represents the **cumulative results**. Therefore, there was no deviation from the RFP's stated evaluation and scoring process.

| Proposal Evaluation Criteria | TOTAL POSSIBLE POINTS | Clutch Couriers Totals | Ped-X Totals | Gold Rush Express Totals |
|--|-----------------------------|----------------------------------|---------------------|---------------------------------------|
| 1. Contractor's Qualifications and Recent Experience | 90 | 70 | 80 | 70 |
| 2. References | 60 | 56 | 60 | 55 |
| 3. Cost Proposal | 90 | 85 | 75 | 30 |
| Totals | 240 | 211 | 215 | 155 |

Copies of the other proposals received

Accompanying this letter, you will find a copy of proposal of each of the other responding firms, of which there were two. With regard to your request for additional evaluation information, including the names of the evaluation panel members, this information is exempt from disclosure pursuant to Government Code section 6255 and will not be provided.

Explanation of the Bid Protest Process and the Board's Role

In the event a bid protest is received, Santa Cruz METRO has ten (10) working days to respond to the protest. In the event of a pre-award bid protest that is already on the Board's agenda, the item will be pulled from the agenda so that Santa Cruz METRO is able to fully evaluate the protest.

The decision to pull this item was made immediately upon receipt of the protest; however, due to the standard protocol with which the Board handles business, removal of the item was not announced publicly until the meeting started. This is standard practice and has no bearing on the current protest evaluation process. Furthermore, it was coincidental that you received our courtesy notice that the item was removed from the agenda at the same time you were attending the Board meeting. Purchasing staff was not aware you were at the Board meeting, as the timing of the Board meeting was only two days after your firm's protest had been received and the Protest Procedure (i.e., ten working days for Santa Cruz METRO to evaluate the proposal and issue its decision) had not run its due course.

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO On-line at <http://www.scmtd.com>*

*Santa Cruz Metropolitan
Transit District*



The next step

As per the Protest Procedure, Clutch Couriers will be provided with at least 72-hour notification of when the Board of Directors will hear its appeal. In the event that your firm continues to pursue its appeal, it will have an opportunity to address the Board. At that time, the Board will hear from your firm, Ped-X, and staff before issuing its final decision.

Sincerely,

Erron Alvey, Purchasing Manager

Enc: FedEx and Gold Rush Express Proposals

cc: Angela Aitken, Finance Manager

Alex Clifford, CEO



910 Bern Court, Suite 135 • San Jose, CA 95112 • 408-292-7300
800-352-9461 • Fax: 408-292-8002

November 3, 2016

RFP Submitted by:
Gold Rush Express Delivery
JR Dicker
910 Bern Ct #135
San Jose, CA 95112

We are thrilled with the opportunity to serve the Santa Cruz Metro. The scope of your work is what we do and what we have done for the last 30 years.

Gold Rush Express Delivery is a full service courier company, running 24/7/365, with a volume of more than 5,500 deliveries per month from small envelopes to a crate on a box truck. We have experience doing interoffice routes from our beginning. We serve Santa Cruz County Bank with interoffice routes for the last 15 years and have served Bay Federal Credit union for over 20 years. We do Post Office pick up and deliveries for these firms and more. We understand the sensitivity with your Board of Directors packets. We have done this for decades Santa Clara County VTA.

We are a family owned and operated business that is located in San Jose with the President residing in Aptos and a Santa Cruz County resident for over 30 years. JR Dicker is the owner and someone who cares about getting the job done right with all the I's being dotted and the T's being crossed. We have a wealth of experience and are known for quality. Gold Rush Express Delivery has full-time employees and contracts with Independent Contractors. We would use employees most likely so we can control Santa Cruz Metro's overall experience.

Gold Rush Express delivery is a leader in the industry as JR Dicker is a former President of the California Delivery Association and also has been a board member of the Association for many terms. Our industry and the rest of the world is changing and we have and will be at the forefront of that change.

We have all insurance requirements and more. We also have an interactive state of the art website and is linked to industry software that affords our customers transparency and much more. We appreciate the opportunity and consideration to serve you.

Sincerely,

A handwritten signature in black ink, appearing to read "Rachelle Dicker", written over a horizontal line.

Rachelle Dicker
General Manager

Please Visit Our WebPage @ www.goldrushexpress.com

Distributed at 2/24/17 Board Meeting

14.6

3.2 Qualifications, Personnel, Experience, and References:

3.2.1 We have customers that have been with our company for far more than 5 years. The Santa Clara Valley Transit Authority has been a customer of Gold Rush Express Delivery since 1998. Bay Federal Credit Union of Capitola has been a satisfied customer since 1990. We have also served Santa Cruz County Bank since 2004.

3.2.2 We have partnered with BBSI who acts as an enhancement to our HR department. They provide background checks and drug screening before a driver is added to our team. All employees receive safety material along with a employee handbook listing all policies and procedures, including safety and security of our clients products. Below members of our personnel team are noted.

JR Dicker - President and CEO
Rachelle Dicker - Accounting and General Manager
Edward Gutierrez - Operations Manager
Kevin Milward - Dispatch and client services
Frank Ortiz - Dispatch and client services
Rori Dicker - Business Development and client services

3.2.3 References:

Bay Federal Credit Union
Micah Arnold - Facilities Coordinator
831-477-8531
marnold@bayfed.com
Micah became our contact in July of 2015.

Heritage Bank of Commerce
Michael Chatwin - Senior Central Services Rep
408-792-4035
michael.chatwin@herbank.com
Michael has been in charge of their interoffice route since 2005.

3.3 Subcontractors:

No subcontractors are foreseen to be used for this scope of work.

3.4 Past, Present, and Pending Legal Actions:

Not applicable

3.5 Required Forms:

Enclosed

3.6 Cost Proposal:

| | |
|------------------------------------|------------------------------------|
| Interoffice Mail Courier Route | \$4,290.00 per month |
| Post Office Mail Route | \$440.00 per month |
| Board of Directors Packet Delivery | \$96.00 per month (once per month) |
| Additional BOD Packets | \$96.00 per day |



703 Pacific Avenue
Santa Cruz, CA 95060
831-426-BIKE (2453)
www.pedxsc.com
coop@pedxsc.com



Santa Cruz Metropolitan Transit District
c/o Alex Strudley and Erron Alvey
Purchasing Department
110 Vernon Street
Santa Cruz, CA 95060

RE: Request for Proposals for Courier Services

Dear Santa Cruz Metropolitan Transit District (SCMTD),

PedX Courier & Cargo is a worker-owned bicycle courier service that has been operating since 1994. Through exclusive use of bicycles, and accessory cargo carrying equipment, we deliver documents and miscellaneous items all across Santa Cruz County. We are passionate about doing this work in rain or shine. We strive to get things where they need to go in a fast, affordable, and professional manner. For five years, we have provided the SCMTD with courier services and interdepartmental mail delivery.

There are several reasons why we are interested in continuing to do this work for the SCMTD. First, we appreciate the opportunity to serve an organization that works for the quality of our local public transportation system. All of us at PedX use the bus system and know its importance for getting around. We believe in our local transportation system and it's ability to provide access and connect our community.

Second, we believe that through our business we can provide a model that combines environmental stewardship with local delivery service. Each year, we save approximately 900 gallons of oil from use, preventing roughly 18,000 lbs of carbon dioxide from entering the atmosphere. In 2014, the Monterey Bay Area Certified Green Business Program awarded us Green Business Certification for our delivery methods and office design. As a local business and long-time Think Local First member, we provide empowering jobs for our couriers while contributing positively to the Santa Cruz economy.

Third, we sincerely enjoy working with the staff at the SCMTD. On a daily basis we interact with the administration staff, the maintenance crew, the paratransit staff, operations staff and the bus drivers. Consistently we are greeted with friendliness and treated with respect. The people we work with make this job worthwhile.

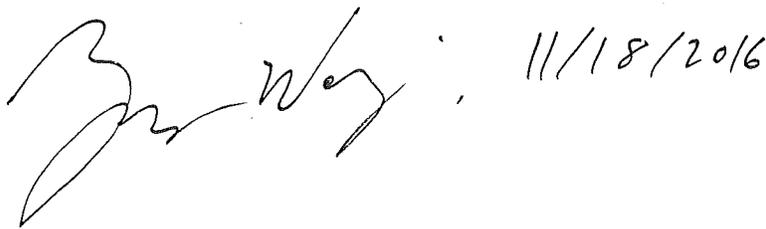
We understand the requirements of the work and make the success of our clients our goal. Our couriers are reliable, consistent and friendly. We handle delivery items with care and pay keen attention to detail. At the same time, we are always open to improvement and look for ways to better serve our clients and community.

In the following RFP, we have included information about our team of couriers, business references, and a cost proposal for courier services. You will also find included the required documents from Part II of this RFP, as well as copies of our current General Liability and Worker's Compensation certificates of insurance.

I am the primary contact person for this RFP. If for any reason you should have any questions, please contact me using the information below and I will be happy to assist you.

Thank you for this opportunity to submit an RFP and for your consideration. We look forward to your response.

Kind regards,

A handwritten signature in cursive script, followed by a date "11/18/2016" written in a similar cursive style.

Zachary Wolinsky

--

PedX Courier & Cargo
703 Pacific Ave.
Santa Cruz, CA 95060
www.pedxsc.com
coop@pedxsc.com
831-426-BIKE(2453)
cell: 805-338-9738

Qualifications, Personnel, and References

Offeror's Qualification

PedX Courier & Cargo has been in business for more than 20 years. The longest serving current courier has been working at PedX for five and a half years. During this time, countless successful deliveries have been made of interoffice mail and other miscellaneous items. In addition to interoffice mail delivery, we offer the following services: Legal filing, document retrieval, service of process, medical sample delivery, P.O. Box pick-up and delivery, grocery delivery, restaurant and bakery delivery, furniture moving, newspaper and publication delivery and flower delivery.

Personnel and Project Team

All PedX couriers are experienced cyclists. Upon being hired, couriers are required to participate in a series of training rides to test their ability to safely ride a bicycle for prolonged periods. Our current schedule consists of at least two couriers riding 40 to 50 miles a day, Monday through Friday, year round.

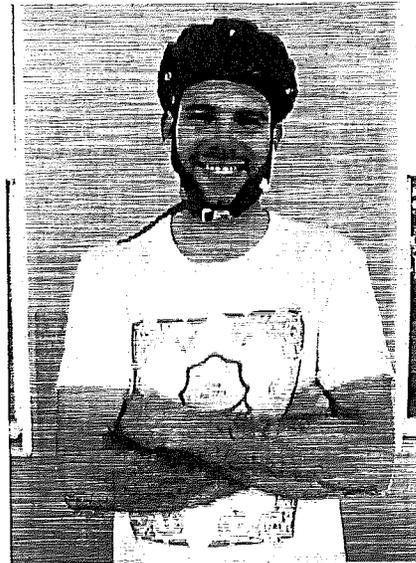
In addition to physical ability, our couriers are trained in the following areas:

- Safety and Visibility
- California Traffic and Vehicle Laws
- Bicycling in Traffic
- Accident Protocol
- Basic and Advanced Bicycle Maintenance
- Clear and Courteous Communication
- Customer Service
- Nondiscrimination Awareness
- Confidentiality
- Financial Accounting and Bookkeeping
- Recordkeeping

The PedX Couriers



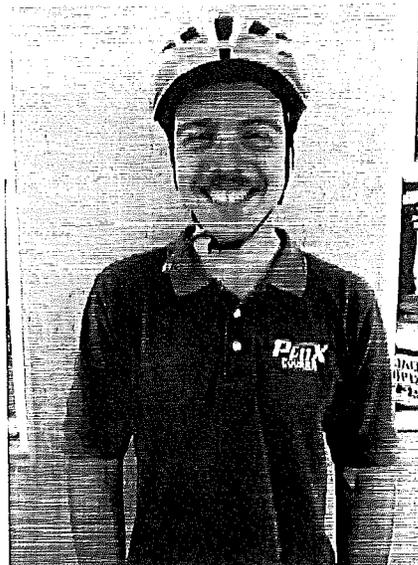
Zachary Wolinsky



Joe Doucette



Heather Kinross



Zav Hershfield

References

Agency Name: Salud Para La Gente
Contact Name & Title: Dan Sedenquist, Director of Business Operations
Email Address: dsedenquist@splg.org
Phone Number: cell: 831-818-0412
Date Services Provided: 2010-Present

Agency Name: Santa Cruz Community Health Centers
Contact Name & Title: Mark Reader, Finance Specialist
Email Address: mreader@schealthcenters.org
Phone Number: 831-427-3500 ext. 167
Date Services Provided: 4/11/2014-Present

Agency Name: City of Santa Cruz, Department of Planning and
Community Development
Contact Name & Title: Maggie Schwarb, Administrative Assistant II
Email Address: mschwarb@cityofsantacruz.com
Phone Number: 831-420-5147
Date Services Provided: 2004-Present

Agency Name: City on a Hill Press
Contact Name & Title: Lizzet Garcia, Business Manager
Email Address: business@cityonahillpress.com
Phone Number: 831-459-4350
Date Services Provided: 2005-Present

Agency Name: CalNonprofits Insurance Services
Contact Name & Title: Kim Patterson, Administrative Assistant
Email Address: kim@cal-insurance.org
Phone Number: 831-427-5222
Date Services Provided: 2010-Present

Subcontractors

PedX Courier & Cargo does not hire subcontractors. In unusual circumstances, we employ couriers part time in order to fulfill our contracts. Temporary couriers are hired as employees. PedX remains responsible for and maintains all payroll and worker's compensation insurance liabilities for hired temporary employees.

Past, Present and Pending Legal Actions

There have not been any claims or legal actions related to the services of PedX Courier & Cargo within the last ten years.

Cost Proposal

1. For daily Monday through Friday inter-office mail delivery services to the METRO's five (5) facilities, including pick-up of pre-metered mail by 4:30 p.m. to be delivered on the same day to the United States Postal Service (USPS) office located at 850 Front Street, in Santa Cruz California. Billing rate of \$65.00 per day of service.
2. For periodic pick-up and delivery of nine (9) board packets to eight (8) locations. Billing rate of \$15.00 per board packet delivered.

PART II

GENERAL INFORMATION FORM

COURIER SERVICES
RFP No. 17-03

(To be completed by the offeror and placed at the front of your proposal)

PedX Courier & Cargo 11/18/2016
 Legal Name of Firm Date

703 Pacific Ave, Santa Cruz, CA, 95060
 Firm's Address

831-426-BIKE(2453) N/A
 Telephone Number FAX Number

coop@pedxsc.com
 Email Address

Partnership 77-0430147
 Type of Organization (Partnership, Corporation, etc.) Tax ID Number

22 years
 Age of Firm

Annual Gross Receipts:
 < \$500,000
 \$500,000 - \$10,000,000
 \$10,000,000 - \$22,000,000
 > \$22,000,000

Offeror understands and agrees that, by his/her signature, if awarded the contract for the project, he/she is entering into a contract with Santa Cruz METRO that incorporates the terms and conditions of the entire Request for Proposals package, including the General Conditions section of the Request for Proposals. Offeror understands that this proposal constitutes a firm offer to Santa Cruz METRO that cannot be withdrawn for one hundred and twenty (120) calendar days from the date of the deadline for receipt of proposals. If awarded the contract, offeror agrees to deliver to Santa Cruz METRO the required insurance certificates within ten (10) calendar days of the Notice of Award.

Zachary Wolinsky
 Signature of Authorized Principal

Zachary Wolinsky, General Partner
 Name of Principal-in-Charge and Title

Zachary Wolinsky, General Partner / Courier
 Name of Project Manager and Title

Zachary Wolinsky, GP/Courier, coop@pedxsc.com. 831-426-2453
 Name, Title, Email Address and Phone Number of Person to whom Correspondence should be Directed

P.O. Box 427, Santa Cruz, CA 95061
 Address Where Correspondence should be Sent

Courier Services
 Areas of Responsibility of Prime Contractor

**CERTIFICATION OF PROPOSED CONTRACTOR REGARDING DEBARMENT,
SUSPENSION AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION**

(Contractor) PedX Courier & Cargo certifies to the best of its knowledge and belief that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

Have not within a three year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposed Contractor is unable to certify to any of the statements in this certification, it shall attach an explanation to this certification.

(Contractor) PedX Courier & Cargo CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET. SEQ. ARE APPLICABLE THERETO.

Bry Woj, General Partner
Signature and Title of Authorized Official

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

| Name of Additional Insured Person(s) Or Organization(s): | Location(s) of Covered Operations |
|--|-----------------------------------|
| ANY PERSON OR ORGANIZATION AS REQUIRED BY WRITTEN CONTRACT WITH THE INSURED. | |

- A. SECTION II -WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such a person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured (s) at the location(s) designated above.

A persons or organizations status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

- B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

Additional Insured Contractual Liability

"Bodily injury" or "property damage" for which the "additional insured(s)" are obligated to pay damages by reason of the assumption of liability in a contract or agreement.

Finished Operations or Work

"Bodily injury" or "property damage" occurring after:

- (1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization.

Negligence of Additional Insured

"Bodily injury" or "property damage" directly caused by or resulting from the negligence of the "additional insured(s)".

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED

This endorsement is effective on the inception date of the policy unless otherwise stated below. (The information below is required only when this endorsement is issued subsequent to preparation of the policy).

Policy Number: CIP248646

Named Insured: PEDX COURIER & CARGO

Endorsement Effective date: 08/06/2015



P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 08-28-2016

GROUP:
POLICY NUMBER: 9110683-2016
CERTIFICATE ID: 2
CERTIFICATE EXPIRES: 08-28-2017
08-28-2016/08-28-2017

CITY OF SANTA CRUZ
877 CEDAR ST STE 100
SANTA CRUZ CA 95060-3947

NA

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #1700 - WOLINSKY, ZACHARY EVAN - EXCLUDED.

ENDORSEMENT #1700 - DOUCETTE, JOSEPH FRANCIS - EXCLUDED.

EMPLOYER

WOLINSKY, ZACHARY EVAN (PARTNER) AND DOUCETTE,
JOSEPH FRANCIS III (PARTNER)
PO BOX 427
SANTA CRUZ CA 95061

[P15,HO]



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

December 22, 2016

Angela Aitken, Finance Manager
110 Vernon St, Santa Cruz, CA 95060

Subject: Re: Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services

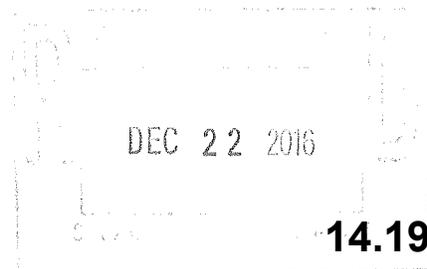
Dear Angela,

We greatly appreciate your letter (received 12-19-16), and providing the Evaluation Team's scores for RFP 17-03 has shed some light on the decision to award Ped-X with a higher total overall score. The intent of this letter is to formally state our dissatisfaction with this Decision and your concurrence with the Purchasing Manager, and Appeal this Decision based on three issues of contention discovered by Clutch Courier (the Protester) after we submitted our Pre-Award Protest on December 7, 2016.

- 1) It appears our references listed in our bid for RFP 17-03 were never contacted. We were scored by the evaluation team at 56 points on Proposal Evaluation Criteria Category #2, References, 4 points lower than the highest scorer, (Ped-X, 60 points). Our total score ended up being 211, or 4 points under the highest score, (Ped-X, 215 total score)*. Since all other categories scores added up even between the two bids, this is the entire determining factor in the award of a higher overall score to Ped-X. However, no reason or criteria was given for the determination of these scores, as we formally requested in our Pre-Award Protest letter on 12/07/16.

On December 8, 2016, the day before the Board of Directors December 9, 2016 8:30am meeting to approve Ped-X as winning bidder for RFP 17-03, we contacted each of the references we listed in our bid for RFP 17-03 asking if they had been contacted by anyone representing Santa Cruz Metropolitan Transit District or any other individual or entity regarding inquiries into services provided to them by Clutch Courier. Each of our references stated that they had not been contacted by phone, email, or mail regarding any of our services provided.

It is our belief that the evaluation team did not attempt to contact any of our references by phone, email, or mail. If Santa Cruz METRO staff has contacted any of our references, we formally request an accounting of this correspondence, including the dates, times, and who was contacted, as well as copies of any emails sent to our references listed. If none of our references were contacted during the evaluation process, we would like to know why, and we again formally request an accounting of any alternative criteria (other than contacting references) the Evaluation Committee used to generate these scores.





PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

We also formally request, in lieu of contacting our listed references, a written accounting of any specific or general information that can be provided as to how references for ourselves and the other bidders were evaluated. If the evaluations for references were based on advice from outside source(s), we formally request the name(s) of the source(s) of this information and/or any other corroborating evidence upon which this score was based.

*This issue has been discovered by us after we submitted our Pre-Award Protest on December 7, 2016.

- 2) The Proposal Evaluation Scoring System explicitly stated to be used in evaluating bidders and listed in RFP 17-03 Part III, number 4.5, with 80 total points possible (below - Exhibit A) was not used by the evaluation team. Per letter to Clutch Courier from Angela Aitken dated December 16, 2016 titled: "Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services", the evaluation team instead used a Proposal Evaluation Scoring System (below – Exhibit B) with no stated total points possible for each category or overall*.

RFP 17-03 Part III, number 4.5 clearly states that for Proposal Evaluation Criteria, there are 80 total points possible: 30 points possible for Contractor’s Qualifications and Recent Experience, 20 points possible for References, and 30 points possible for Cost Proposal – (below - Exhibit A).

Exhibit A – RFP 17-03 Point System

| Evaluation Criteria | Points |
|--|--------|
| 1. Contractor's Qualifications and Recent Experience | 30 |
| 2. References | 20 |
| 3. Cost proposal | 30 |
| Total Points Possible | 80 |

The letter to Clutch Courier from Angela Aitken dated December 16, 2016 titled: "Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services" shows that the Evaluation Team used a different Proposal Evaluation Scoring System for Proposal Evaluation for RFP 17-03, with no total points possible listed for each category or overall total points possible listed (below - Exhibit B).



PO Box 358
 Santa Cruz, CA 95061

(831)466-0560
 www.clutchcourier.com

Exhibit B – Point System Used by Evaluation Team – provided by Angela Aitken

| Proposal Evaluation Criteria | Clutch Courier Totals | Ped-X Totals | Gold Rush Express Totals |
|--|--------------------------|-----------------|--------------------------------|
| 1. Contractor's Qualifications and Recent Experience | 70 | 80 | 70 |
| 2. References | 56 | 60 | 55 |
| 3. Cost Proposal | 85 | 75 | 30 |
| Totals | 211 | 215 | 155 |

Clutch Courier would like to formally inquire as to *why* the evaluation team used a different scoring system than the system which was explicitly stated to be used in RFP 17-03 Part III, number 4.5?

Similarly, we inquire as to how many total points were possible in the Proposal Evaluation Scoring System that was actually used by the Evaluation Team when evaluating bids for RFP 17-03 (Exhibit B)? Lastly, we ask that the Evaluation Team, or individuals or entity *independent* of the Evaluation Team, provide Clutch Courier with a revised Proposal Evaluation Scoring for all 3 bidders (Clutch Courier, Ped-X, and Gold Rush Express) using the Proposal Evaluation Scoring System which was explicitly stated would be used in RFP 17-03 Part III, number 4.5 (Exhibit A).

If our competitor's score in this category was determined by contacting their references listed, we request an accounting of who was contacted, and an explanation as to why we were not evaluated by the Evaluation Committee in the same manner. At this time, we formally request the names of all SC METRO Staff members on the Evaluation Team for RFP 17-03.

*This issue has been discovered by us after we submitted our protest on December 7, 2016.

3) It is our contention that Santa Cruz METRO Policy was not followed during the entire Request, Evaluation, and Pre-Award Protest process, dating back to mid-2014, when we were informed by SC METRO that we were awarded a Contract for courier services with a Purchase Order being generated for a start date on or around 1/15/15.



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

Regardless of being informed repeatedly over the course of six months by SC METRO staff that we were to begin *Contracted* work, we again submitted a proposal to RFP 17-03 in November 2016, on the expectation and understanding that it would be evaluated on its merits and the point system outlined in RFP 17-03.

According to the letter received by us on 12/19/16 from Angela Aitken, the point system was changed from the original, (see Exhibit A and Exhibit B above) and no new "total points possible" are given. In addition, our request for explanation of the criteria used for determining the points given or deducted (see Formal Pre-Award Protest letter) was not responded to, contrary to SC METRO Protest Procedure, which states:

"The Decision of the Finance Manager must be in writing and shall include a response to each substantive issue raised in Protest."

It has also been made aware to us by email from Santa Cruz METRO Staff at 8:39am on December 9, 2016, that the Agenda item pertaining to the contract in question was removed from vote for automatic approval of Staff Recommendation *after* the beginning of the Board of Director's meeting at 8:30am, more than one full business day after our Pre-Award Protest was received by METRO Staff.

In the interest of fairness and transparency in the Protest and Review process, we formally request an accounting of which (if any) Santa Cruz METRO Board of Directors were informed of Clutch Courier's formal Pre-Award Protest prior to the beginning of the meeting of December 9th, 2016.

If none, or only some of the SC Board of Directors were informed prior to the meeting, we request that an explanation be given for *why* the entire SC METRO Board of Directors was not informed, and whether it was the intention of SC METRO Staff to allow some or all of the SC METRO Board of Directors to vote for blanket approval of SC METRO Staff Recommendations without being informed of our Pre-Award Protest, circumventing their authority to oversee and review SC METRO Procurement Procedure.



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

*This issue has been discovered by us after we submitted our protest on December 7, 2016.

With due respect, it is Clutch Courier's sole intention that Santa Cruz METRO procurement process provides for fair and open competition in compliance with Federal and State Laws and METRO Policies as stated. The above issues of contention show that the procurement and evaluation process for RFP 17-03 was neither fair nor open. Clutch Courier was deducted points on references that were never contacted, and RFP 17-03's specified system for scoring bidders was later disregarded in favor of a different system with "total points possible" hidden.

In the letter to Clutch Courier from Angela Aitken dated December 16, 2016 titled: "Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services", Angela Aitken states "I have reviewed conducted a careful analysis of the procurement file, the arguments set forth in your protest letter dated December 7, 2016 and the ground rules set forth in the RFP".

Clutch Courier would like to formally state our dissatisfaction with the review/analysis of the procurement file conducted by Angela Aitken which resulted in concurring with the recommendation of the Purchasing Manager to award Ped-X to be the highest scoring bidder, and Request an Appeal of this Decision before the Santa Cruz Metro Board of Directors. Clutch Courier also asks to view all documentation from all 3 bidders regarding RFP 17-03.

In addition, we formally request that the issues raised both in our Pre-Award Protest letter, and in this letter - be responded to in writing, and that all requested information be supplied to Clutch Courier before any date is set for Appeal before the Santa Cruz METRO Board of Directors.

In times of persistent budget crises, service fee hikes, and route cuts, SC METRO would be best served by choosing Clutch Courier, a firm determined by the Evaluation Team to be both "responsive and responsible", and whose Cost Proposal would save METRO \$23,245 over the 5 year contract which is recommended for award. Docking Clutch Courier 4 points on references that were never contacted and awarding a 5 year contract to Ped-X by a 4 point margin is to the detriment of not only Santa Cruz METRO, but to it's customers, and our community.

We look forward to your future correspondence.

Sincerely,

Richard Graves
Michael Donohue
Brandon Bailey
Co-Owners/Managers
Clutch Courier LLC

Santa Cruz Metropolitan
Transit District



December 16, 2016

Brandon Bailey
Clutch Courier
P.O. Box 358
Santa Cruz, CA 95061

Subject: Determination of Pre-Award Protest in regards to RFP 17-03 for Courier Services

Dear Mr. Bailey:

The Santa Cruz Metropolitan Transit District (Santa Cruz METRO) is in receipt of your letter dated December 7, 2016, in which you are protesting the recommendation of the Purchasing Manager, Erron Alvey, to award the contract referenced above to Ped-X.

The RFP states *"Santa Cruz METRO reserves the right to contract with any single firm or joint venture responding to this RFP (without performing interviews), based solely upon its evaluation and judgment of the firm or joint venture in accordance with the evaluation criteria."* However, in order to address your concerns and protest, this letter will attempt to explain our selection process and make a final determination as to this protest pursuant to Section I-20 of the RFP.

Evaluation

In accordance with the evaluation and selection process set forth in the RFP, each proposal submitted was evaluated by an evaluation team based on the Evaluation Criteria set forth in the RFP. Section III, page 3, number 4 of the RFP, as follows:

| Evaluation Criteria | Points |
|--|--------|
| 1. Contractor's qualifications and recent experience | 30 |
| 2. References | 20 |
| 3. Cost proposal | 30 |
| Total Points Possible | 80 |

The quality of all firms that submitted proposals were excellent. All firms submitting proposals, including Clutch Couriers, were determined to be responsive and responsible. Your letter argued that your Cost Proposal was more advantageous than the cost proposal submitted by Ped-X. According to the scoring team's evaluation results listed below, your Cost Proposal was evaluated to be more advantageous to Santa Cruz METRO, which is reflected in the points given Clutch Couriers for the cost criteria. However, as set forth above, the Cost Proposal is only one of three selection criteria used to evaluate each proposal. Proposals are judged and scored based on a summation of

110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO On-line at <http://www.scmtd.com>

*Santa Cruz Metropolitan
Transit District*



points and evaluation criteria specified in the RFP. Ped-X had a higher total score overall. In accordance with the terms of the RFP, the award of the contract is based on the highest scoring firm, not the firm that had the lowest cost. The evaluation team's scores are as follows:

| Proposal Evaluation Criteria | Clutch Couriers Totals | Ped-X Totals | Gold Rush Express Totals |
|--|---------------------------------------|-------------------------|---|
| 1. Contractor's Qualifications and Recent Experience | 70 | 80 | 70 |
| 2. References | 56 | 60 | 55 |
| 3. Cost Proposal | 85 | 75 | 30 |
| Totals | 211 | 215 | 155 |

Determination

Santa Cruz METRO appreciates your proposal as a response to the RFP. In accordance with Santa Cruz METRO's protest procedures, I have reviewed conducted a careful analysis of the procurement file, the arguments set forth in your protest letter dated December 7, 2016, and the ground rules set forth in the RFP.

I concur with the recommendation of the Purchasing Manager and find Ped-X to be the highest scoring firm based on the criteria set forth in the RFP and therefore concur with staff's recommendation of an award of contract for Courier Services to Ped-X.

In the event you are unsatisfied with this decision, you may appeal this decision to the Board of Directors. Your appeal must be filed within five (5) days of receipt of this decision. Your appeal must be based on the issues included in your protest letter – no new issues may be introduced or considered by the Board, unless discovered by you after you submitted your protest. If you have any questions, please contact me at the number listed below.

Sincerely,

Angela Aitken, Finance Manager

cc: Erron Alvey, Purchasing Manager
Alex Clifford, CEO

*110 Vernon Street, Santa Cruz, CA 95060 (831) 426-6080, FAX (831) 426-6117
Santa Cruz METRO On-line at <http://www.scmtd.com>*

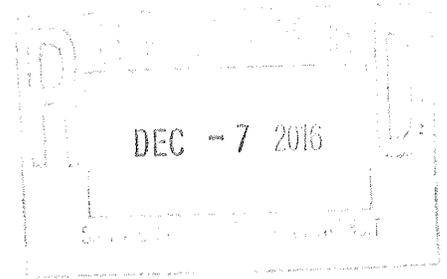


PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

December 7th, 2016

Finance Manager
Santa Cruz Metropolitan Transit District
110 Vernon St,
Santa Cruz, CA 95060



Dear Finance Manager:

This letter is to respectfully inform you that Clutch Courier is formally submitting a pre-award protest in regards to the Request for Proposal 17-03, as well as a formal request for clarification on the evaluation process.

The Request for Proposal states that the METRO will award the contract to "the responsible Offeror whose proposal is most advantageous to Santa Cruz METRO" (RFP Part 1, Item 14, Line 2).

Clutch Courier submitted a bid for \$11,741.00 per year, or \$58,705 over the course of five years. The most recent Board of Directors Agenda Packet (for the 12-9-16 meeting) states that the contract has been recommended by the evaluation committee to be awarded to Ped-X for the amount of \$81,950.00 over five years or roughly \$16,390.00 per year.

Our cost proposal is clearly more financially advantageous to METRO, to the tune of \$4,649.00 per year, or a \$23,245.00 cost savings over the course of five years. In a time of budget cuts and route eliminations we would like to know why it is advantageous to METRO to award a contract that will cost the METRO \$23,245.00 more than our submitted proposal.

Our bid was based on saving METRO money from its current courier service provider Ped-X, which was paid between \$858 and \$1058 per month from May 2014 to May 2016, as recorded in the Metro Board Agenda minutes during that time. Our proposed monthly rate came in at \$983.50 per month - including packet deliveries, so we would like clarification as to why the contract is being recommended to a firm charging \$382.33 more per month than Clutch Courier.

In addition, the current RFP asks for a cost basis proposal for delivery of board agenda packets once a month, rather than the current twice a month contract with Ped-X. This means that by recommending the award of bid to Ped-X, the evaluation committee is suggesting that METRO should offer Ped-X twice as much money over what is currently being paid for agenda packet deliveries. We would like to know specifically how this is explained to be financially advantageous to METRO.

We understand the evaluation criteria includes Contractor Qualifications and Recent Experience and References. We know our references and qualifications to be impeccable, and we have never received any information from METRO that would indicate we were derelict or unsatisfactory in our duties when we provided all courier services for METRO between 2008-2010.



PO Box 358
Santa Cruz, CA 95061

(831)466-0560
www.clutchcourier.com

If Clutch Courier is not chosen due to the Evaluation Criteria stated in the RFP 17-03, we would like to know why. Please provide us with the score for our company and the scores of our competition, as well as the criteria that was used to generate these scores. If there are concerns or problems with our company that you have based your scores on, we would appreciate being informed of these issues, so we can improve our service going forward.

Clutch Courier also requests copies of the Ped-X and Gold Rush Express submitted proposals which would be available now as per RFP 17-03 Part 1, Section 19.E "Submitted proposals will remain confidential until a Notice of Intent to Award is issued by Santa Cruz METRO".

We request that the evaluation board revise their recommendation to award the bid outlined in RFP 17-03 to Clutch Courier, which we believe to be the more advantageous choice for METRO based on the numbers and any objective criteria, as stated in your procurement policies.

If we have been disqualified or deemed irresponsible due to a previous experience, or any other information considered during the evaluation process, we formally request to be given any specific and/or general examples of this. We would greatly appreciate the opportunity to address any concerns with METRO staff and board members before the final award of this contract.

Thank you for your time, and we look forward to your response.

Team Clutch Courier,

Richard Graves

Brandon Bailey

Michael Donohue

[831-466-0560](tel:831-466-0560)

www.clutchcourier.com

- THIS PAGE INTENTIONALLY LEFT BLANK -

NEWS CLIPS

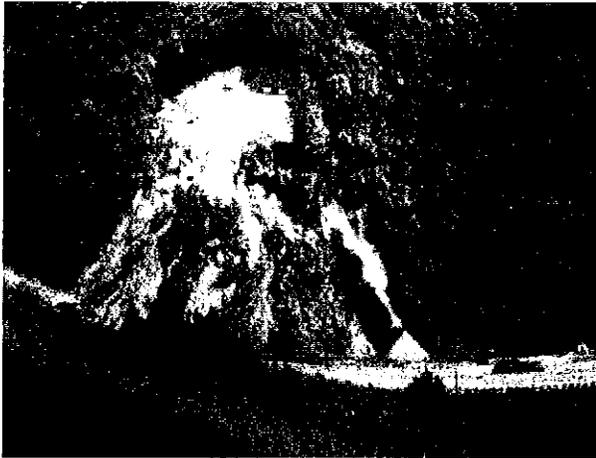
January 27, 2017 – February 24, 2017

**SANTA CRUZ
COUNTY
ARTICLES**

Press Banner

Posted: Friday, February 17, 2017 2:37 pm
By David Leland

Echoes Of 1989 Quake



Highway 17 in 1989 - Aerial photo shows mudslide on Highway 17 after Loma Prieta quake.

For old-timers and relative newcomers alike, it's helpful to remember just how bad traffic can be after a natural disaster.

Shortly after 5 p.m., on Tuesday, Oct. 17, 1989, a 6.9-magnitude earthquake shook the San Andreas Fault, 10 miles northeast of Santa Cruz. During the next 8–15 seconds, TVs went black for those watching the third game of the World Series between the Giants and A's at Candlestick Park. Beachgoers enjoying the unusually warm fall day ran for cover. Nerves jangled.

Building collapsed in Santa Cruz, Capitola and Watsonville. Seventy miles away, a segment of the Bay Bridge collapsed, and homes in San Francisco's Marina District pancaked.

And many of Santa Cruz County's roads buckled under the intense pressure.

Four major landslides and pavement damage closed Highway 17 completely, a bridge on Highway 1 over Harkins Slough collapsed, three bridges on major local arteries suffered structural damage and were shut down, many rural roads, including alternate routes over the hill, were no longer passable.

With about 59,000 daily commuters traveling to Silicon Valley (that number had risen to 69,000 in 2015), restoring Highway 17 was deemed a priority.

In the days following the earthquake, local officials pressured Caltrans to open Highway 17 on a limited access. Six days after the earthquake Highway 17 was opened to carpools of three or more. Convoys of about 100 cars were led over the hill by CHP officers.

Traffic was directed one lane in either direction, with a speed limit of 35 miles per hour. Heavy trucks were allowed only between 8 p.m. and 5 a.m. Buses, mountain residents with a pass, emergency vehicles and construction workers were allowed at any time.

The first week was chaos. CHP enforcement was inconsistent, the number of drivers with a mountain resident pass seemed to multiply a hundred fold. Road repairs were hampered by the volume of traffic, and alternative routes were jammed.

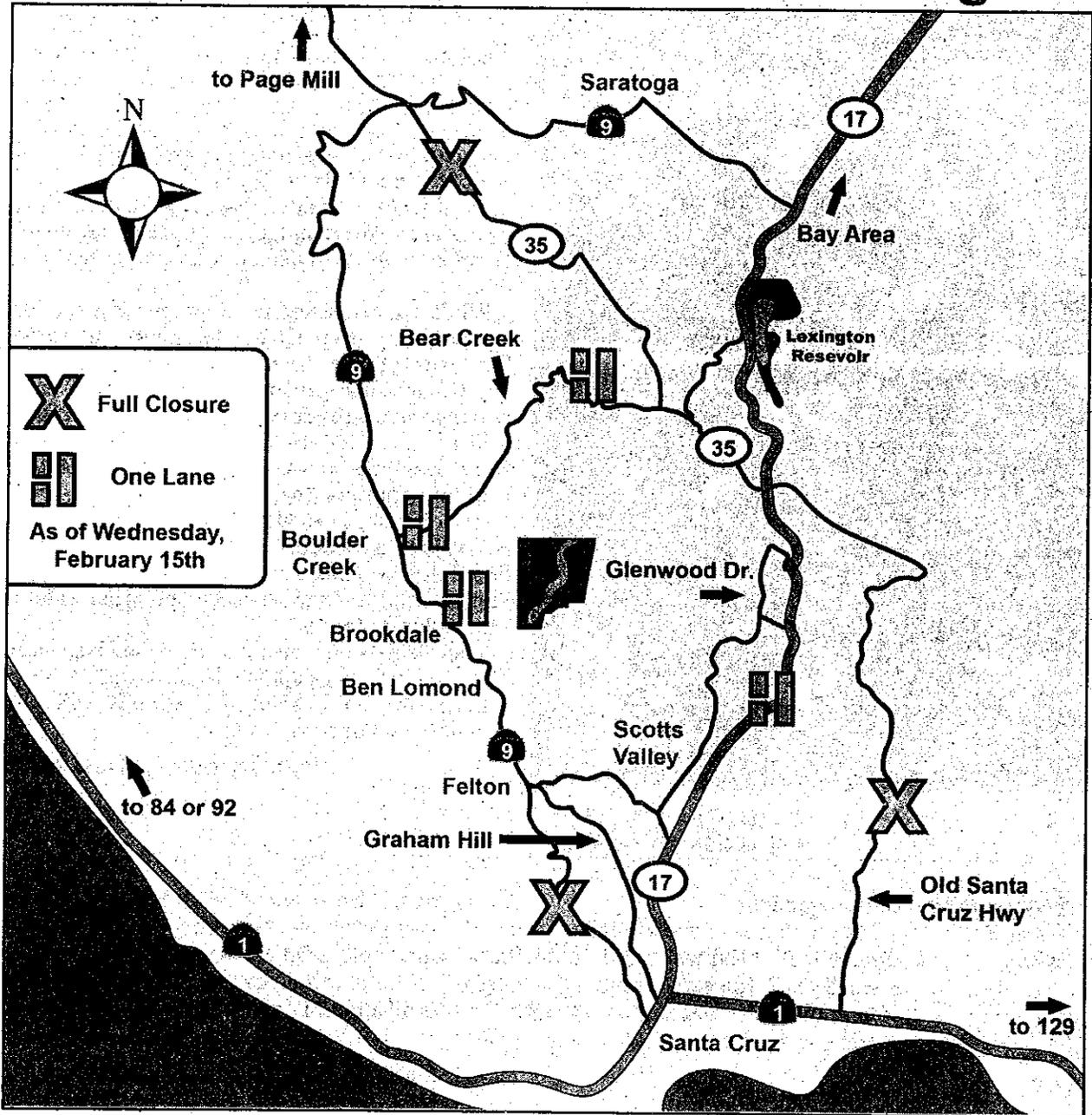
The 40-minute commute often turned into a four-hour nightmare.

After a week of insanity, local and state officials reduced the carpool requirement to two people, but only from 5 a.m. to 9 a.m. and 3 p.m. to 7 p.m., while other restrictions remained in place.

Highway 17 was restored to normal operations a month after the earthquake. The Highway 17 Express, which began as a direct result of the quake, still operates.

Carpooling, a necessity in the weeks after Oct. 17, quickly sank in popularity. An informal survey by the Santa Cruz County Regional Transportation Commission revealed that 43 percent of the respondents stopped ridesharing over Highway 17 after it reopened.

Commuters' alternatives dwindling



Highway 17 'Express' is now anything but, with some routes 3 hours, some canceled

By David Leland
Press Banner

County road closures are wreaking havoc with the Santa Cruz METRO fleet of buses carrying riders to and from San Jose.

The Highway 17 closure and subsequent lane reductions force bus drivers to spend hours circumventing various detours that can take up to three hours round trip.

The Highway 17 Express begins at the Metro Center in downtown Santa Cruz, and then travels to the Cavallaro Transit Center in Scotts Valley to pick up riders.

But the delays caused by the mudslides at Vine Hill Road have forced METRO planners to come up with new routes that bypass Highway 17.

As of this week, METRO drivers on the Highway 17 Express back-track after leaving Scotts Valley on Highway 17 to Highway 1 south and proceed to San Juan Road (Highway 129) east.

After connecting to Highway 101 north, the bus then connects with Highway 280 north in San Jose to the metro center at Diridon Station.

Going home, the bus takes the same laborious route unless conditions worsen.

At one point this week, there was a closure on Highway 101 north that resulted in buses being detoured onto Santa Teresa Boulevard before completing the Highway 101 part of their journey.

At that point the 3-hour trip increased by an hour.

By having to spend twice as much time on the route, drivers reach their allotted work day maximum after about three trips. Overtime personnel then takes over the route.

The problem with that is there are no personnel to operate some of the local service routes.

"We dropped three Route 35 trips over the last three weeks," said Cayla Hill, METRO administrative specialist.

"Route 35 was affected by these closures with delayed times of their own, then road closures in SLV delayed Route 35 schedules even further."

Riders are encouraged to sign up for a service-alert subscription to receive notices for specific routes, delays, detours and dropped trips at <http://tinyurl.com/httwq2g>.

*To receive notices
for specific routes,
delays, detours and
dropped trips, go to
[http://tinyurl.com/
httwq2g](http://tinyurl.com/httwq2g)*

— Santa Cruz METRO

First Friday Santa Cruz

Google Alert Dated 2/14/17

Santa Cruz METROpolitan Transit District

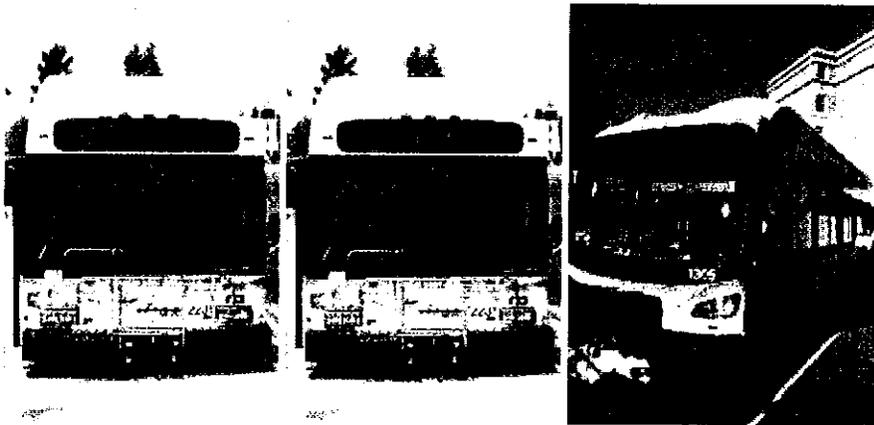


110 Vernon Street, Santa Cruz

Public transportation is a cornerstone of local economies in urban, suburban and rural communities. In fact, public transportation helps to make a community economically prosperous and competitive. Every \$1 invested in public transportation generates approximately \$4 in economic returns, powering community growth and revitalization*. Santa Cruz METRO encourages everyone to save money, help our economy prosper and reduce our carbon footprint by riding public transit.

Santa Cruz METRO is proud to provide fixed-route and Highway 17 commuter service to Santa Cruz County, transporting approximately 5.5 million passenger trips a year. METRO also provides paratransit service to Santa Cruz County with its ParaCruz service, providing about 98,000 trips per year.

*Source: American Public Transportation Association



Press Banner

By David Leland Posted: Friday, February 10, 2017 2:23 pm

Wettest January in 80 years



Kayak in the storm -Felton Grove. in Felton. during Feb. 7 flood.

The record-setting rains that pummeled Ben Lomond and the San Lorenzo Valley this winter have pushed the county's soggy infrastructure to its limits. And the wet winter is not even half over.

Ben Lomond has received almost 68 inches since Oct. 1. An astounding 32.74 inches fell in January, alone, the most in that month since 1936 -1937, according to Jan Null at Golden Gate Weather Services.

Scotts Valley (68.55 inches), Felton (69.3 inches) and Boulder Creek (58.22 inches) are all far ahead of last year's entire season (Oct. 1 – Sept. 30) rainfall totals of roughly 50 inches.

And though sunny skies are forecast for this weekend, with temperatures in the high 60s, stormy weather is expected again by the end of next week.

"Another impressive eastward extension of the Pacific jet stream will probably bring the storm track right to our doorstep," said Daniel Swain, UCLA climate scientist.

“It looks like there could be the potential for strong wind events in addition to heavy rainfall. That would most likely raise the specter of significant flood concerns once again.”

Meanwhile, the county is attempting to restore some sense of normalcy before rains strike again. Here were the latest road conditions as of Wednesday morning:

- Two lanes of Highway 17 were reopened early Wednesday, one lane northbound and one lane southbound. A mudslide in the northbound lane at Vine Hill Road had closed the main commuter thoroughfare between Santa Cruz and Silicon Valley since 10 a.m. on Feb.7.
- Highway 9 in Boulder Creek was limited to one after a mudslide and fallen tree destroyed a guardrail and buckled the northbound lane just north of the Brookdale Lodge.
- San Lorenzo Valley schools were closed the afternoon of Feb. 7, and remained closed all day Wednesday because of numerous road closures in the mountain school district.
- Santa Cruz Metro suspended Route 33 buses that travel to and from Lompico, because flooding and mudslides again closed Lompico Road.
- Felton Grove residents were evacuated at about 11 a.m., Tuesday, Feb. 7, when the San Lorenzo River breached its banks and overran the covered bridge. Members of the Ben Lomond Fire Protection District’s Swift Water Rescue Team paddled from house to house in an orange inflated raft looking for people who were trapped. Some residents chose to stay in their homes and wait for the river to recede.
- PG & E reported that 470 subscribers lost power in the communities of Scotts Valley, Brookdale, Felton, Boulder Creek and Ben Lomond.
- Valley Churches United in Ben Lomond reported some flooding in its basement storage facility. The office is located next to Love Creek.
-

Serving Our Community For 25 Years • Capitola, Soquel, Live Oak, Pleasure Point

Capitola Soquel Times

February 2017 • Vol 22 No. 2 • www.tpsonlinedaily.com

Technical Columnists

Measure D: Next Steps in our Transportation Funding

By Zach Friend



In November county voters generously supported Measure D to provide a local, reliable funding source for local transportation needs. With its passage I've received a lot of questions about what the funding will be used for and the timeline of work. The following provides an overview of the funding measure and the anticipated timeline for implementation.

What Does Measure D Fund?

The aim of the tax measure was to include a balanced mix of projects. Projects would be geographically dispersed and focus on everything from road and highway improvements to bus, pedestrian, bike and school safety investments. Here is a more specific (but not fully comprehensive) list of projects to give you an idea of what will be funded with the approved measure.

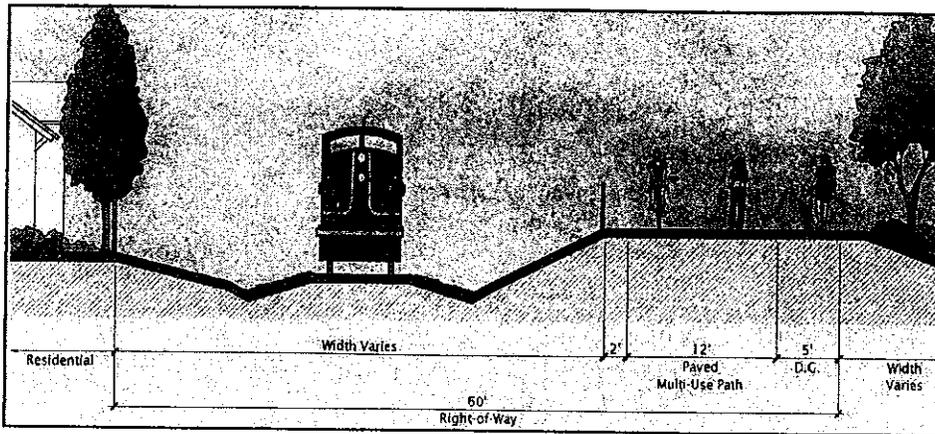
Neighborhood Projects — The largest amount of the measure goes toward neighborhood projects. Specifically, this element will maintain local streets and roads and fund safety improvements for children walking and biking to school. Public Works departments from the County and cities are working on five-year plans for targeted investment. Some Public Works depart-

ments have indicated that they hope to start roadwork in fall with shovel ready projects on their targeted lists.

Highway Corridors — Highway one related projects will receive approximately \$97 million over thirty years. Funding will create three sets of auxiliary lanes between 41st Ave to Soquel Dr, Bay/Porter to Park Ave, and Park Ave to State Park. The timeline to finalize the EIR, do the design and utility work is approximately 3 years. This means the construction of the first auxiliary lane (Soquel-41st) could be begin as early as 2020. In addition, two bicycle/pedestrian crossings including finishing the long-awaited crossing at Mar Vista (to help connect Seacliff to the school and Soquel). The Mar Vista crossing is currently under design with environmental due in 2018. Construction could begin as early as 2019. Traveler information including real-time traffic conditions and safety programs for Highway 17 are other items funded.

Mobility Access — One of the key funding elements of the measure is for mobility access services to help maintain senior and disabled transit service. This funding includes Santa Cruz METRO's ParaCruz service and Community Bridges Lift Line service as well as general funding for the METRO (bus) system. Funding will





be available for these services beginning in late summer.

Coastal Rail Trail — Approximately \$62 million is provided for the coastal rail trail, which includes funding for survey, title work and drainage as well as construction and operation of the bike and pedestrian trail along the rail corridor. Additional funds are included in the measure for maintenance of the trail. While it doesn't provide funding for the entire trail having these funds will also allow for application of matching grants for additional segments. Work on design and pre-construction elements on some of these segments has already begun.

Rail Corridor — This is the smallest portion of the measure and it will receive approximately \$30 million over thirty years. The funding will go toward environmental and economic analysis of the line and on-going maintenance and repair of the corridor, including drainage improvements and vegetation/graffiti/trash control. No new passenger rail service is funded by the measure. Environmental and economic analyses of transportation uses on the corridor were asked to be expedited by the RTC at our December meeting. Planning for this should begin soon.

What are the Next Steps?

The actual sales tax will go into effect on April 1st. However, the first tax receipts won't be available to local governments until later this summer. RTC staff is currently working on the administration and fiscal system associated with the tax (agreements with the Board of Equalization etc.) and the transparent oversight components promised in the measure. The RTC is working with local agencies on five year and thirty year plans associated with

spending the measure. Local agencies (such as Public Works departments and the Santa Cruz METRO) are prioritizing projects for these lists.

Additionally, now that this tax measure is in place our county is eligible for applying for funding through the state and federal government that requires a local match. These funds are above and beyond the sample projects listed above and would expand our ability to improve local roads and other transportation needs. ■

•••

As always, I'd love to hear your thoughts and answer any questions you may have. Please feel free to call me at 454-2200.



Weather

By Ryan Masters, Santa Cruz Sentinel
Posted: 02/08/17, 9:51 AM PST

Batten down the hatches: Next winter blast to arrive Thursday



The San Lorenzo River floods over Highway 9 north of Santa Cruz Tuesday afternoon. A new storm is expected to bring an additional 5 inches to the Santa Cruz Mountains Thursday. (Shmuel Thaler -- Santa Cruz Sentinel file)

SANTA CRUZ >> Santa Cruz County's reprieve from heavy rain will be short. The next "atmospheric river" storm should arrive about 10 a.m. Thursday and is expected to dump 5 more inches of rain in the saturated mountains and roughly half that along the coast.

"The bulk of the rain should be done by 4 a.m. Friday," said Steve Anderson of the National Weather Service. "So expect a good 18 hours of rain."

Thursday's storm is another "Pineapple Express" direct from Hawaii. It will be accompanied by winds with gusts up to 50 mph, Anderson said.

Once again, storm-weary county residents will have to cope with a hazardous commute, possible school closures, flooding, mudslides and potential infrastructure problems.

On Tuesday, the San Lorenzo Valley School District dismissed students from all three of its schools due to flood evacuations in nearby Felton and warnings that road conditions on Highway 9 were worsening.

"We released the students just before Highway 9 was closed at Brookdale," said superintendent Laurie Bruton. "We took some heat from parents for that, but it was the right call at the time. The road failed sooner than Public Works had expected."

As a result, two groups of students from San Lorenzo Valley High School and San Lorenzo Valley Middle School were stuck on campus. Santa Cruz Metro sent extra buses to transport the high school students up the valley. The middle school students were loaded on a school bus and escorted through the road failure at Brookdale by a Caltrans vehicle.

San Lorenzo Valley schools were closed Wednesday at the recommendation of Public Works, which requested less traffic on the affected roads while they attempt repairs in the window before Thursday's storm.

Bruton said it is undecided whether school will be closed Thursday.

"We're in contact with Caltrans, Public Works, the Santa Cruz County Sheriff's Department and local fire agencies. If they tell us we're putting children or the community at risk by holding class, we won't do it," said Bruton.

According to Santa Cruz County communications manager Jason Hoppin, Tuesday's deluge resulted in more than 90 incidents that required either an alert or a road's partial or full closure. It also shut down every major artery into the county and flooded numerous communities along the San Lorenzo River.

"We believe this next storm will be creating a very similar situation across the county so we're asking people not to drive tomorrow unless it's absolutely necessary," Hoppin said.

He also urged the public to not drive across flooded roadways and to check the county's road closure list for updates.

However, Santa Cruz County is expected to get a break from the rain this weekend, when temperatures may climb into the low 70s, Anderson said.

"Sunny skies this weekend," Anderson said. "It'll be dry in the sense that there won't be any rain falling from the sky. The ground, of course, will still be soaked through."

Mayor Johnson names City Council committee assignments

By David Leland
Press Banner

Every two years, after the General Election, the Scotts Valley City Council elects a new mayor. Then the newly appointed mayor selects individual council members to serve on "interjurisdictional" committees, standing local committees, and project-specific subcommittees.

Standing local committees are publicly noticed committee meetings that fall under the Brown Act (open government laws) and are open to the public.

Project specific subcommittee meetings are not subject to Brown Act and therefore are not open to the public and do not require advance notice.

This is because project-specific subcommittee meetings are of a limited duration and meet infrequently.

Subcommittees are designed to be formed for one year or less depending on the subject matter. Typically, these meetings include the appointed council representative, staff, and if needed, external individuals.

Council members include: Mayor Randy Johnson, Vice Mayor Jim Reed, and council members Donna Lind, Jack Dilles, and Stephany Aguilar.

For information about agendas and meeting times for the public committee, call City Clerk Tracy Ferrera, 831-440-5600.

Interjurisdictional

(Representative/Alternate)

Criminal Justice Council, Lind/Dilles

Criminal Justice Executive, Lind

Regional Transportation, Johnson/
Lind

Santa Cruz Metro, Lind/Dilles

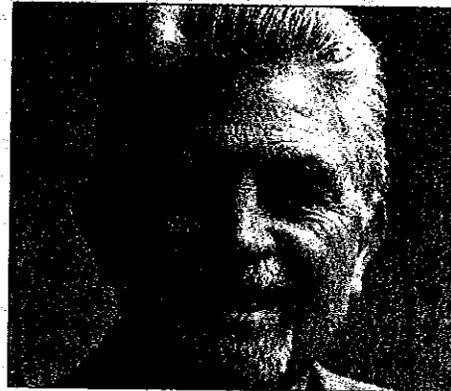
Waste Management, Dilles

School District, Reed/Johnson

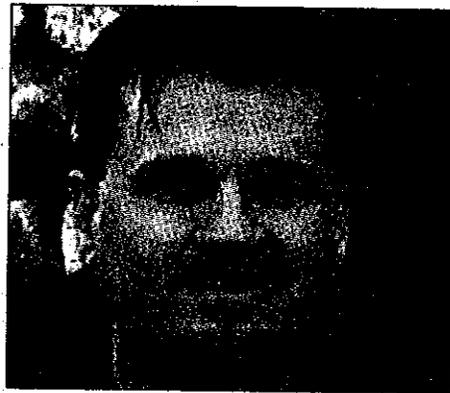
AMBAG, Aquilar/Dilles

LAFCO, Lind

City Selection, Johnson



MAYOR RANDY JOHNSON



VICE MAYOR JIM REED

League of CA Cities, Aquilar

Standing Local Committees

Traffic Safety, Lind and Aquilar

Economic Development, Johnson and Reed

Affordable Housing, Aquilar and Johnson

Project-Specific Committees

Town Center, Johnson and Reed

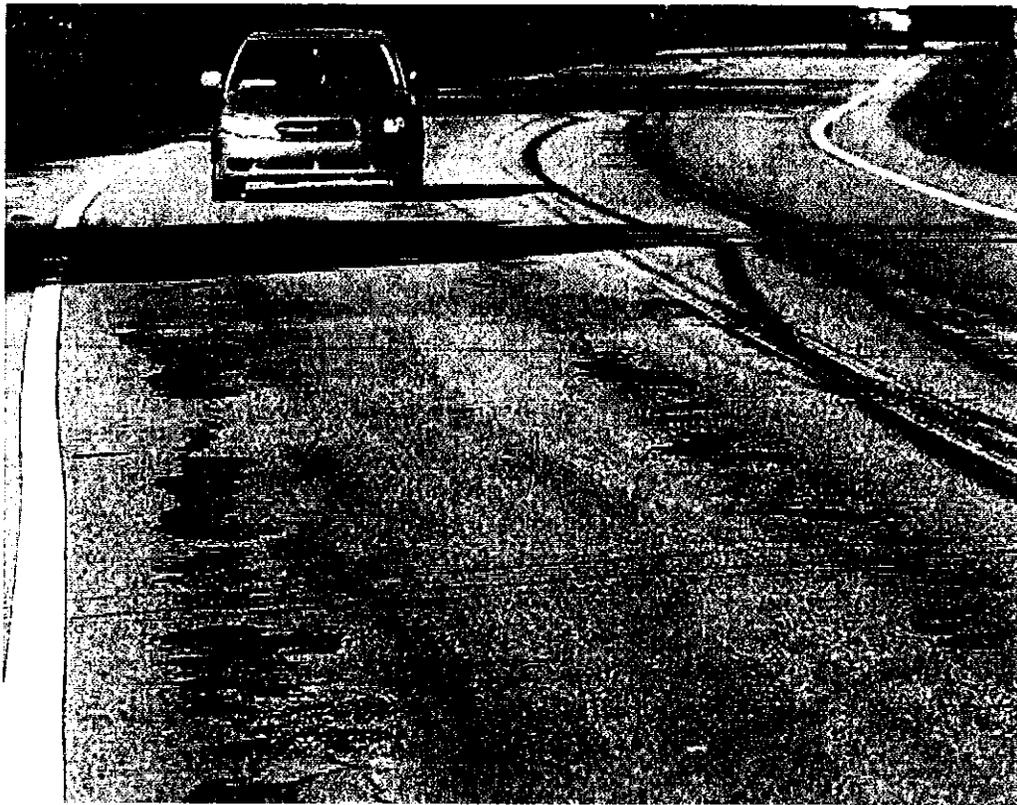
Glenwood Open Spaces, Aquilar and Reed

Budget, Johnson and Reed

Santa Cruz Sentinel

Transportation

Planning underway while Santa Cruz County awaits Measure D sales tax revenue



By Jessica A. York, Santa Cruz Sentinel Posted: 02/02/17, 4:48 PM PST

WATSONVILLE >> Though impacts of Santa Cruz County’s new voter-approved “self-help” transportation tax have not yet translated into a bustling regional rail trail or filled-in potholes, Regional Transportation Commission staff members said Thursday that much is going on behind the scenes.

Revenue from the new tax will not begin flowing in to Regional Transportation Commission coffers until July, and the county Elections Office and Board of Equalization will take their cuts of the profit first.

Retail customers countywide will see their sales at the register increase in price by one half of 1 percent beginning in April and continuing for the next 30 years.

With an estimated 10 percent or more of the estimated \$200 million in storm-related damage experienced statewide in recent weeks reported in Santa Cruz County, some local leaders have begun asking if some early fiscal relief might come from the tax's proceeds, said RTC Executive Director George Dondero.

"We're exploring possibilities on that, we've been in discussion with your staff on that," Dondero told the RTC board. "However, we'd like to caution that you explore those federal and state emergency fund sources first, because, owing to the size of the damage — just for example, the county gets about \$2.5 million a year — you don't want to borrow too far out into the future to repair today's storm damage. So, you should proceed carefully on that."

Local jurisdictions and service providers are not due to receive their portions of the proceeds, set by a formula laid out in the Nov. 8 Measure D ballot measure, until each have approved their own five-year priority projects plan, which will be subject to public comment.

"We're developing guidelines and agreements with the direct recipient agencies to ensure that the funds increase or expand transportation projects and services and do not simply supplant existing funding," Dondero said. "At the cities and the county, you will hold public hearings on how that money is to be spent. That will not happen here at the RTC."

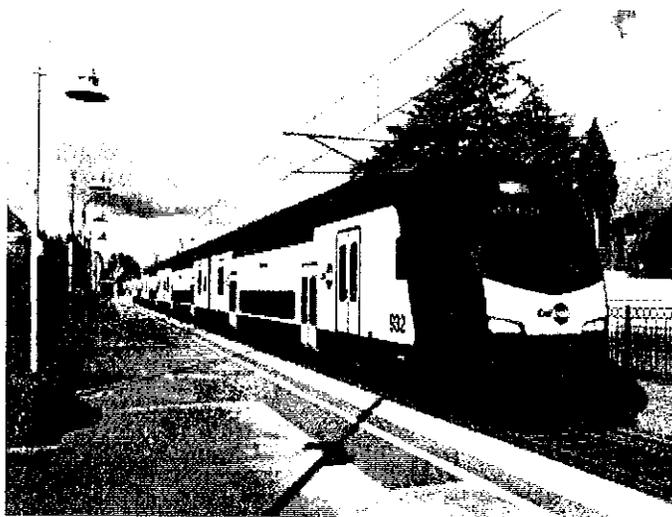
Capitola, Santa Cruz, Scotts Valley, Watsonville, Santa Cruz County, Santa Cruz Metro and Community Bridges will have until June 30 to complete their five-year plans, then need to publicly update the documents annually thereafter, Dondero said. The RTC board will undergo a similar process for large-scale regional projects such as Highway 1 widening, Highway 9 corridor improvements and rail trail work. The RTC board also will need to appoint five community members to a public oversight committee that will be tasked with reviewing how Measure D funds were spent in each previous year. That committee's creation, while important, is on a back burner for now, said RTC senior transportation manager Karena Pushnik.

The board also heard an update on Segment 7 of the Rail Trail, a 2.2-mile stretch from Natural Bridges Drive to the Municipal Wharf in Santa Cruz. The project expanded from an estimated at \$4.5 million to \$5.3 million and will be broken into two phases while the city seeks additional funding sources.

Other Transit Related Articles

USDOT Defers Caltrain Electrification Funding

Written by Keith Barrow, Associate Editor, International Railway Journal



Caltrain has warned that the viability of its project to electrify the 52-mile San Jose-San Francisco corridor may be in jeopardy after newly appointed United States Transportation Secretary Elaine Chao ordered the Federal Transit Administration to defer federal funding.

The FTA says a decision on whether to proceed with the \$US 647 million Full Funding Grant Agreement (FFGA) for the Peninsula Corridor Electrification Project (PCEP) will be deferred until the Trump Administration develops its Fiscal Year 2018 budget.

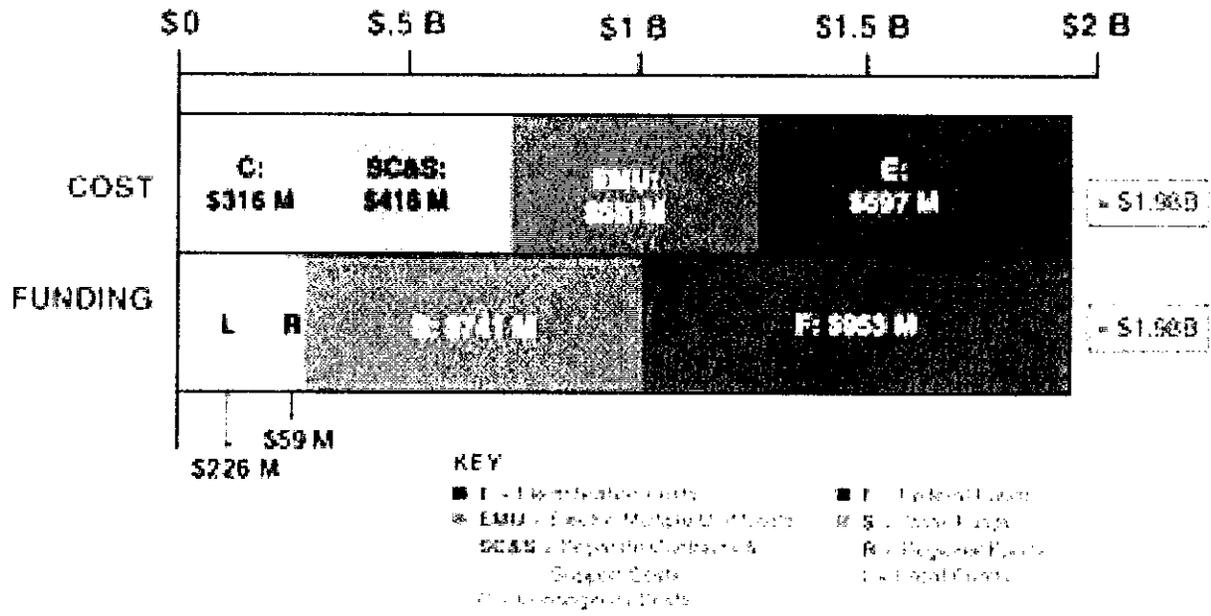
In September 2016, Caltrain awarded Balfour Beatty a \$697 million contract to electrify the route, while Stadler Rail was selected for a \$551 million contract to supply 16 six-car double-deck EMUs. Both are currently preparing for the project under a limited notice to proceed, Caltrain says a notice to proceed must be issued to the two contractors by March 1, but it cannot take this vital step without the FFGA. Deferral of the decision to execute the FFGA will prevent Caltrain from issuing the notice by this date and “may jeopardize the viability of the project itself.”

In a statement issued Feb. 17, Caltrain said it is “evaluating options for maintaining a viable project in the face of uncertainty about the timing of FFGA approval and the question about whether it will be approved at all.”

The project has secured \$1.3 billion in local, regional and state funding and with federal funding would be ready for the start of construction. Caltrain says it has worked with FTA officials for two years to complete a thorough project evaluation, including intensive engineering assessments and federal vetting. Following the completion of this process the project was rated positively and met all of the statutory requirements needed to qualify for an FFGA.

Caltrain says federal investment in electrification of the commuter rail line will create more than 9,600 jobs both in California and other states including Utah, Florida, Virginia, Wisconsin and Colorado.

Editor's note: The FTA's funding deferral was announced just days after House Railroad Subcommittee Chair Jeff Denham (R-Calif.) and the state's Republican Congressional Delegation sent a letter to Chao demanding that PCEP funding be killed. Denham's letter is widely believed to be a thinly disguised attempt to stop the unrelated California High Speed Rail program, which he strongly opposes as a “waste of taxpayer dollars.” Some industry observers feel Denham's tactics are reprehensible. — William C. Vantuono



NOTE: 2016 Bids with 20% contingency

Gilroy Dispatch

Posted on Feb 20, 2017

By Roseann Hernandez-Cattani

Bus Cuts Proposed For Gilroy



Gilroy is set to lose three bus lines, fifty percent of its total coverage area, if a proposed network redesign is approved by the VTA board of directors in April.

“This is why we need local leaders to be more involved in regional issues,” said Gilroy Councilman Dan Harney, who sits on the transit authority’s Policy Advisory Committee.

Harney was also disappointed that only 12 community members attended the public information meeting about the proposed changes in Gilroy last week, and is planning a follow-up meeting with VTA and Morgan Hill officials later this month.

“It doesn’t mean we will get anything but they need to know the impact this will have on our community,” said Harney.

Proposed transit changes in Gilroy include eliminating routes 17, 19 and 14, and replacing them with one new Route 96, which will form a loop and

serve many of the stops the three eliminated routes serviced, but not all. Sixty of the network's 70 routes are set to be modified in some way.

"All the new growth on west side of Santa Teresa, south of 10th street and Glen Loma - none of those areas are covered in the new proposal," said Harney. "The eastside of Gilroy - the line through Murray Avenue and IOOF will get eliminated. Now riders will have to walk to Leavesley or the Transit Center."

Last November, less than two weeks after south county voters helped pass Measure B, the 30-year countywide sales tax increase that will collect an estimated \$6.5 billion for transportation improvements, including \$500 million earmarked for transit operations, the VTA Board of Directors voted to change the focus of its bus service and increase transit service in dense, walkable areas and decrease or discontinue transit service in low-ridership areas to make the network more cost effective and better integrate with BART when it reaches Santa Clara County by the end of this year.

According to VTA, high-ridership routes record 30 to 40 boardings per hour of service and low-ridership routes record as few as 8 boardings per hour. VTA spends about \$2 per ride on high-ridership routes and up to \$15 per ride on low-ridership routes.

"VTA's mission is to get people where they need to go while being responsible to the taxpayers who fund us," said VTA spokesman Stacey Hendler Ross.

One of the network's lowest performing routes, averaging just seven riders per hour, according to the VTA, is Gilroy's current Route 17, which serves the city's eastside, traveling along Railroad, Forest Avenue and Murray Streets on its way to St. Louise Regional Hospital before circling back to the Transit Center.

On weekdays, the route also serves the local social services office and the Compassion Center in Tomkins Court. The new substitute route 96 will not stop in this area.

With its new focus on routes with high ridership versus low ridership, Route 17 was a logical candidate for discontinued service, according to the VTA.

Harney does not see it this way.

“Those that are the most vulnerable won’t be able to get to the Compassion Center or retraining center or social services,” said Harney. “If people need to access social services in San Jose they are required to take three buses and pay each way if they don’t have a pass.”

This, according to the city councilman is an added hardship to those who are already struggling to get by.

Harney is also concerned about VTA’s decision to introduce bus route 185, which runs from the Gilroy transit center to San Antonio and Casey Avenues in Mountain View via the Morgan Hill transit center during the early morning and afternoon commuting hours weekdays.

“It is designed to increase bus coverage in Gilroy but only five people take it,” said Harney. “One of the reasons why people are not taking it is it leaves at exactly the same time as Caltrain. Why would you do that? My concern is they will cut it because of low-ridership, but why would you schedule a bus to compete with the train?”

VTA senior planner, Adam Burger said the proposed changes in Gilroy will mean local riders will have to walk more to get to a bus stop.

“In Gilroy it is very difficult to walk to these bus stops because of a lack of safe pathways and sidewalks, which impacts non-ambulatory and disabled riders in particular,” said Harney, who is also concerned about the impact the changes will make on senior riders.

THE MERCURY NEWS

By Katy Murphy | kmurphy@bayareanewsgroup.com &
Jason Green | jason.green@bayareanewsgroup.com

PUBLISHED: February 17, 2017 at 4:11 pm | UPDATED: February 18, 2017 at 9:58 am

Feds Delay Caltrain Electrification Money, Potentially Derailing Project

California's Republicans In Congress Had Asked The Trump Administration To Block The Funds



Gary Reyes/Bay Area News Group

In a major blow to a 15-year-long effort to modernize Caltrain, federal transit officials on Friday said they are withholding \$647 million the agency was counting on this month to start work on a project to electrify the train line between San Francisco and San Jose.

The decision by the Federal Transit Administration comes just weeks after California's Republicans in Congress asked the Trump administration to block the funds in an effort to halt one of California's most controversial public works projects: high-speed rail.

In a letter Friday to the board that runs Caltrain, the FTA said it needed "additional time to complete review of this significant commitment of Federal resources," and would make a final decision after President Donald Trump releases his budget for the 2018 fiscal year, which starts on Oct. 1.

Caltrain officials say the delay could have dire consequences for the \$2 billion electrification project as they needed the funding by March 1. Replacing the line's diesel trains with cleaner electric ones would allow the agency to run longer and more frequent trains and boost daily riders from 65,000 to 110,000.

"Deferral of the decision to execute the (grant) will prevent Caltrain from issuing the notice by this date and may jeopardize the viability of the project itself," the statement said.

The delay comes on the heels of a request from California's GOP delegation to block the funds pending an audit of the bullet train from San Francisco to Los Angeles, which would use the electrified train's infrastructure. The California High-Speed Rail Authority has invested \$700 million in Caltrain's electrification project.

"Here's the irony," said Carl Guardino, CEO of the Silicon Valley Leadership Group that has long championed the electrification project. "This opposition was intended to stop high-speed rail. It's only a flesh wound to high-speed rail, but it could be a mortal wound in our efforts to electrify Caltrain."

Without the electrification project, congestion on Bay Area roads will continue to build and there could be far-reaching economic impacts, said Guardino, adding that the companies along the 45-mile Caltrain corridor generate 14 percent of the state's GDP. It's also where 43 percent of the country's venture capital is invested.

Supporters of the project say it also will achieve one of President Trump's major initiatives: create jobs. Caltrain has estimated the project would create 9,600 jobs in the Bay Area and throughout the country. For example, they say, a plant would be built in Salt Lake City to assemble the new rail cars.

Congressman Tom McClintock, R-Roseville, could not be reached Friday evening for comment on the FTA's decision. But last week, when asked about the delegation's request to block funding for the electrification project, he responded with an email about the high-speed rail project.

"This has never made any sense," he said, referring to the high-speed rail project. "I have never supported a dollar of state funding going for this project and would never support a dollar of federal funding."

The electrification and high-speed rail projects are intertwined but they are also distinct, as determined by a judge and the state Legislature, Guardino said. It's a point he and other backers will look to drive home in the coming weeks.

"We will continue to try to replace dogma with data," he said, "but we're also going to engage the FTA, the secretary of transportation, the new presidential administration and our Republican congressional delegation as to why the electrification of Caltrain needs to be separated from a different project they don't like."

The grant proposal to transform Caltrain's aging diesel fleet had been under review for two years, received a medium-high rating, and awaited a signature from the Secretary of Transportation, typically a pro-forma step.

The decision to defer funds drew a sharp rebuke from Congresswoman Anna Eshoo.

“I never imagined that the electrification of a train would be subjected to such brutal, partisan politics,” said Eshoo, D-Palo Alto, in a statement. “This is not a Democratic project nor is it a Republican project. It is about the modernization of an outdated commuter system that is the spine of the transportation system of the Peninsula and the Silicon Valley region.”

Montreal Gazette

SOURCE: New Flyer Industries Inc. 2/13/2017

California Climate Investments Provides Funding to Deploy 20 New Flyer Fuel Cell Electric Transit Buses

ST. CLOUD, MINNESOTA, Feb. 13, 2017 /CNW/ - (TSX: NFI) (TSX: NFI.DB.U) New Flyer of America Inc., a subsidiary of New Flyer Industries Inc. ("New Flyer" or the "Company"), the largest transit bus and motor coach manufacturer and parts distributor in North America, announced today that it will supply 20 fuel cell electric 40-foot Xcelsior[®] XHF40 transit buses to transit agencies in California.



NEW FLYER[®]

New Flyer is a partner of the Fuel Cell Electric Bus Commercialization Consortium to deploy 20 fuel cell electric buses - 10 with Alameda-Contra Costa Transit District (AC Transit) and 10 with the Orange County Transportation Authority (OCTA).

The project is funded by the California Air Resources Board's Low Carbon Transportation and Air Quality Improvement Program. Program support also includes sponsorship from the Bay Area Air Quality Management District and South Coast Air Quality Management District. The Center for Transportation and Environment (CTE), a nonprofit member-based organization, is providing project management and oversight.

New Flyer, the market leader in zero-emission buses, is the only North American transit bus manufacturer offering all three types of zero-emission propulsion systems including: hydrogen fuel cell electric, battery-electric and trolley-electric buses. "We acknowledged early on in the development of zero emission buses that every operator and every mission profile is different which requires flexibility in propulsion and energy generation approaches" explained Wayne Joseph, President of New Flyer Transit Bus. "Our response was to evolve our electrification roadmap providing choice to customers, but doing so on a proven heavy-duty transit bus platform - the New Flyer Xcelsior".

Hydrogen has the potential to solve two major energy challenges in transportation: reducing dependence on petroleum and reducing pollution and greenhouse gas emissions. The New Flyer Xcelsior® electric buses for this program will utilize fuel cells from Ballard Power Systems. The fuel cell replaces an internal combustion engine by generating electricity to power an electric drive motors. Fuel cell electric buses have operating ranges over 300 miles with zero tailpipe emissions and re-filling hydrogen can be accomplished in only a few minutes, without the need for overnight plug-in battery recharging.

Paul Smith, Executive Vice President of Sales, Marketing and Customer Programs of New Flyer noted, "The potential for hydrogen derived from renewable sources, like solar and wind, as an alternative fuel and zero-emission solution for public transit remains strong. This important program provides New Flyer and our electric propulsion suppliers the production volume to gain efficiencies and drive costs down."

After delivery of the fleet in 2018, New Flyer's California-based Ontario, California Service Center and Fresno Parts Center teams will support the operation of the fuel cell electric buses into every day transit service.

Mr. Smith concluded: "New Flyer is very proud to partner with AC Transit and OCTA – both are leading transit agencies in Northern and Southern California respectively. It's an honor to have our zero-emission technology and innovation is helping California lead the nation in tackling climate change."

This Fuel Cell Electric Bus Commercialization Consortium project is part of California Climate Investments, a statewide program that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment — particularly in disadvantaged communities. The cap-and-trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling and much more. At least 35 percent of these investments are made in disadvantaged and low-income communities. For more information, visit <https://arb.ca.gov/caclimateinvestments>.

About The Company

The Company is the largest transit bus and motor coach manufacturer and parts distributor in North America with fabrication, manufacturing, distribution and service centers in Canada and the United States and employs approximately 5,000 team members.

Through its Canadian and U.S. subsidiaries, New Flyer Industries Canada U.I.C and New hybrid, electric-trolley and now battery-electric. New Flyer actively supports over 42,000 heavy-duty transit buses (New Flyer, NABI and Orion) currently in service.

Through its Canadian and U.S. subsidiaries, Motor Coach Industries Limited and Motor Coach Industries, Inc., the Company is North America's leader in motor coaches, offering the MCI

J4500, which is the industry's best-selling intercity coach for 11 consecutive years, and the MCI D-Series, the industry's best-selling coach line in North American motor coach history. MCI is also the exclusive distributor of Setra S417 and S407 in the United States and Canada. MCI actively supports over 28,000 motor coaches currently in service and offers 24-hour roadside assistance 365 days a year.

The Company also operates North America's most comprehensive aftermarket parts organization providing support for all types of transit buses and motor coaches. All buses and coaches are supported by an industry-leading comprehensive warranty, service and support network.

Further information is available on the Company's websites at www.newflyer.com and www.mcicoach.com. The common shares and convertible unsecured subordinated debentures of the Company are traded on the Toronto Stock Exchange under the symbols NFI and NFI.DB.U, respectively.

Forward-Looking Statements

This press release may contain forward-looking statements relating to expected future events and financial and operating results of the Company that involve risks and uncertainties. Although the forward-looking statements contained in this press release are based upon what management believes to be reasonable assumptions, investors cannot be assured that actual results will be consistent with these forward-looking statements, and the differences may be material. Actual results may differ materially from management expectations as projected in such forward-looking statements for a variety of reasons, including market and general economic conditions and economic conditions of and funding availability for customers to purchase buses and to purchase parts or services, there may be no sustained customer demand for this type of fuel cell electric buses, the expected benefits for customers operating this type of fuel cell electric bus may not be realized, customers may not exercise options to purchase additional buses, the ability of customers to suspend or terminate contracts for convenience and the other risks and uncertainties discussed in the materials filed with the Canadian securities regulatory authorities and available on SEDAR at www.sedar.com. Due to the potential impact of these factors, the Company disclaims any intention or obligation to update or revise any forward-looking statements, whether as a result of new information, future events or otherwise, unless required by applicable law.

Yahoo Finance

Ballard in Consortium With New Flyer to Deploy 20 Zero-Emission Fuel Cell Electric Buses in CA

Ballard Power Systems Inc. February 13, 2017 5:00 PM

VANCOUVER , Feb. 13, 2017 /CNW/ - Ballard Power Systems (NASDAQ: BLDP; TSX: BLDP) today announced the Company's membership in the "Fuel Cell Electric Bus Commercialization Consortium" (FCEBCC), a large-scale project for which funding has now been committed to support deployment of 20 zero-emission hydrogen fuel cell electric buses at two California transit agencies. Ten (10) buses are to be deployed with Alameda Contra-Costa Transit District (AC Transit) and 10 buses are to be deployed with the Orange County Transportation Authority (OCTA).



The FCEBCC project is funded and sponsored by: the California Air Resources Board (CARB) through the California Climate Investments program; the Bay Area Air Quality Management District (BAAQMD); and the South Coast Air Quality Management District (SCAQMD). The Center for Transportation and Environment (CTE), a non-profit member-based organization, is providing project management and oversight.

Ballard will be providing 20 of its FCveloCity®-HD 85-kilowatt fuel cell engines to New Flyer of America Inc., a subsidiary of New Flyer Industries Inc. ("New Flyer"), the largest transit bus and motor coach manufacturer and parts distributor in North America . Ballard's engines will power New Flyer 40-foot Xcelsior XHE40 fuel cell buses, which are planned to be delivered and in-service with AC Transit and

OCTA by the end of 2018. The buses are to be supported by advanced hydrogen fueling infrastructure provided by The Linde Group.

Karim Kassam , Ballard's Vice President – Commercial said, "This program represents an important next step in the broader adoption of fuel cell buses in the U.S. market. The consortium's work will result in the largest deployment of fuel cell buses to this point in the United States . Ballard looks forward to supporting AC Transit and OCTA in their use of clean energy fuel cell buses to help reduce dependence on petroleum and to reduce pollution and greenhouse gas emissions in California ."

The New Flyer Xcelsior buses, powered by Ballard engines, have a range of approximately 500 kilometers (over 300 miles), can be refueled in less than 10-minutes without the need for overnight plug-in battery recharging, can replace conventional buses without compromising operational performance, and generate zero tailpipe emissions.

Ballard has powered buses for over a cumulative 10 million kilometers (6.2 million miles) in revenue service – more than any other fuel cell company – and New Flyer has been very active in the North American fuel cell electric bus market. These efforts have contributed to improving the durability and reliability of these buses while demonstrating fuel economy 1.4x higher than diesel buses and 1.9x higher than CNG buses (refer to page viii of NREL report – <http://www.nrel.gov/docs/fy17osti/67097.pdf>).

This Fuel Cell Electric Bus Commercialization Consortium is part of California Climate Investments, a statewide program that puts billions of cap-and-trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment—particularly in disadvantaged communities. The cap-and-trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investment projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling and much more. At least 35 percent of these investments are made in disadvantaged and low-income communities. For more information, visit California Climate Investments, <https://arb.ca.gov/caclimateinvestments>.

About Ballard Power Systems

Ballard Power Systems (NASDAQ: BLDP; TSX: BLDP) provides clean energy products that reduce customer costs and risks, and helps customers solve difficult technical and business challenges in their fuel cell programs. To learn more about Ballard , please visit www.ballard.com.

This release contains forward-looking statements concerning anticipated product performance, customer benefits and market demand for our products. These forward-looking statements reflect Ballard's current expectations as contemplated under section 27A of the Securities Act of 1933, as amended, and Section 21E of the Securities Exchange Act of 1934, as amended. Any such forward-looking statements are based on Ballard's assumptions relating to its financial forecasts and expectations regarding its product development efforts, manufacturing capacity, and market demand.

These statements involve risks and uncertainties that may cause Ballard's actual results to be materially different, including general economic and regulatory changes, detrimental reliance on third parties, successfully achieving our business plans and achieving and sustaining profitability. For a detailed discussion of these and other risk factors that could affect Ballard's future performance, please refer to Ballard's most recent Annual Information Form. Readers should not place undue reliance on Ballard's forward-looking statements and Ballard assumes no obligation to update or release any revisions to these forward looking statements, other than as required under applicable legislation.

This press release does not constitute an offer to sell or the solicitation of an offer to buy securities. The Ballard Common Shares have not been registered under the United States Securities Act of 1933, as amended, or the securities laws of any other jurisdiction and may not be offered or sold in the United States absent registration or an applicable exemption from registration requirements.

L.A. Times

February 8, 2017, 1:51 p.m.

California budget California politics State government

By Patrick McGreevy

California Submits a \$100-Billion Wish List of Infrastructure Projects to Trump for Federal Funding

CalTrans inspectors assess the condition of the westbound bridge on Interstate 10 between Coachella and the Arizona border after a flash flood. (Los Angeles Times).

With President Trump pledging \$1 trillion for infrastructure, California officials on Wednesday took a break from their feud with the new administration to propose a list of \$100 billion in projects for possible federal funding to help rebuild the Golden State's system of crumbling roads and bridges and improve transit and water storage.

Any federal money for the 51 projects would be in addition to money California is hoping to raise for its aging infrastructure, wrote Nancy McFadden, the governor's executive secretary, in a letter to the National Governors Assn.

"In the short-term, these projects will benefit businesses up and down the state and put thousands to work — many in communities with the highest rates of unemployment," McFadden wrote. "Long-term, this investment will have lasting, expansive economic benefits by moving goods and people faster, protecting vulnerable communities from flooding, bolstering emergency response capabilities, saving and storing more water and improving energy reliability."

The list of priority projects includes roads, levees, bridges, ports, train and public transit systems, water storage and recycling projects, and energy, military, veterans and emergency operations facilities and services.

The state faces a \$136-billion backlog of necessary repairs on state highways and local roads, and Gov. Jerry Brown has proposed in his new budget to increase spending on transportation \$4.3 billion a year for the next decade.

Gov. Brown's office said Wednesday it had agreed with legislative leaders to an April 6 deadline for any transportation funding deal.

“To prepare for the future — and complement federal investments — California is doing its part by working on legislation to ensure a permanent and sustainable funding stream is in place to further support road, highway and other critical infrastructure construction and improvements — part of a 10-year transportation investment plan,” McFadden wrote.

While California Democrats have feuded with Trump over issues including immigration, state officials have voiced encouragement about his pledge to put \$1 trillion dollars into infrastructure projects.

“We will build new roads and highways and bridges and airports and tunnels and railways all across our wonderful nation,” Trump said during his inauguration.

In his State of the State address last month, Brown welcomed the president’s attention.

“And I say, ‘Amen to that, man. Amen to that, brother.’ We’re there with you!” he said.

State Transportation Agency Secretary Brian Kelly told reporters he plans to meet soon with new federal Transportation Secretary Elaine Chao to discuss the wish list.

Asked about whether tensions between California and Trump over other issues might hurt the state’s requests, Kelly said the state has had a “very functional and good relationship” with federal officials. “We expect that to continue and we are going to work hard towards making that continue,” he said.

Kelly also defended the inclusion of high-speed rail projects on the list, despite opposition from 14 Republican members of Congress. He said the high-speed rail proposal is “important and transformative,” which is the standard used to decide which projects to put on the list.

Projects on the priority list released Wednesday include:

- Widen and replace interchanges of the 710 Freeway serving the ports of Los Angeles and Long Beach.
- Strengthen the Otay Mesa Mexican border security with a new port of entry for efficient crossings.
- Construct 16 miles of express lanes along major commute corridors on the 405 Freeway in Orange County.

- Build express lanes along the 15 Freeway in Riverside County and the 10 Freeway in San Bernardino County.
- Replace the Gerald Desmond Bridge in Long Beach.
- Expand and improve the Los Angeles Metro Transit system, including the Purple and Orange lines, to benefit commuters and the 2024 Olympic bid.
- Modernize and replace the Los Angeles Metro rail fleet.
- Expand the ongoing Central Valley high-speed rail construction to include service from San Jose to San Francisco, and provide improvements for high-speed rail from Burbank to Anaheim.
- Construct a Los Angeles Regional Recycled Water project to purify water currently being discharged into the ocean for recharging groundwater basins.
- Build an early-warning earthquake system.
- Construct a Southern California Regional Emergency Operations Center at the Joint Forces Training Base in Los Alamitos to serve as the central operations base for the National Guard.

Updated at 2:49 pm to include comments from State Transportation Agency Secretary Brian Kelly.

AP Explains: Can Trump deny funds to sanctuary cities?

TULSA WORLD - Associated Press

Posted: Tuesday, February 7, 2017

WASHINGTON (AP) — President Donald Trump is threatening to punish cities and other municipalities that shelter immigrants living in the country illegally by denying them federal dollars.

Can a president do that?

Most taxpayer money is beyond Trump's control. But a relatively small portion of the federal budget involves grants distributed by agency and Cabinet department heads appointed by Trump, and those programs could be affected.

WHAT IS TRUMP THREATENING?

Through a recent executive order and, on Sunday in an interview with Fox's Bill O'Reilly, Trump threatened to "defund" so-called sanctuary cities by taking away their federal grants. Those are cities and other municipalities that, generally speaking, shelter immigrants in the country illegally by refusing to help the federal government enforce immigration laws.

Among the sanctuary cities are New York, Chicago and Los Angeles, as well as smaller jurisdictions like Takoma Park, Maryland, Cambridge, Massachusetts, and Chapel Hill, North Carolina.

"I don't want to defund anybody. I want to give them the money they need to properly operate as a city or a state," Trump told O'Reilly. "If they're going to have sanctuary cities, we may have to do that. Certainly that would be a weapon."

Just how big of a weapon isn't clear. Trump's threat was enough to prompt Miami-Dade County Mayor Carlos Gimenez, a Republican, to abandon its sanctuary status. But many other sanctuary cities are vowing to fight.

WHAT MONEY WOULD TRUMP CUT OFF?

As for Trump's defunding threat, the first thing to know is that the largest sources of federal funds are exempt from Trump's edict. Payments to individuals, such as Social Security or health benefits from Medicare, Medicaid or the Affordable Care Act are off the table. Other large pots of federal money — set by formula — such as highway funding and aid to disadvantaged schools are also exempt, as well as other programs like subsidized housing vouchers, heating subsidies for the poor and food stamps.

What is left are discretionary grant programs. The order decrees that sanctuary jurisdictions "are not eligible to receive federal grants, except as deemed necessary for law enforcement purposes."

That wording is very broad and could conceivably include grant programs that cities and states apply for and are distributed at the discretion of agency heads.

Such funds include sewer and water grants distributed by the Environmental Protection Agency, money to help communities buy equipment for first responders such as firefighters, and special transportation grants established under President Barack Obama's 2009 economic stimulus bill.

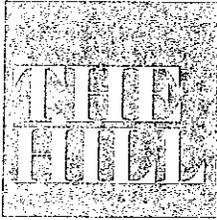
On the other hand, there's legal precedent that says the federal government has to establish a concrete tie between the funding it may cut off and what it is demanding of the states — in other words, the punishment is supposed to fit the crime. If applied so narrowly, the ban on funding for sanctuary cities could be limited to a handful of smaller programs within the departments of Justice and Homeland Security.

Such more narrowly targeted programs include grants for justice assistance, police hiring and funds for programs combating violence against women. Another program partially reimburses state and local governments for the costs of keeping unauthorized immigrants in jail.

WOULD THERE BE LEGAL CHALLENGES?

Yes.

The administration hasn't given detailed guidance on how the order will be enforced, but legal challenges are certain once it is used against a city or state. For one thing, critics say the order ignores legal precedent that holds that the federal government can't force the employees of local jurisdictions to enforce federal laws. For instance, a 1997 Supreme Court decision held that the feds can't force states to "enact or administer a federal regulatory program."



GOP Senator floats new highway funding bill

BY MELANIE ZANONA · 02/02/17 12:42 PM EST

12 SHARES

Just In...

Vermont's US attorney resigns, quotes Sally Yates

NEWS — 05 AGO

Sanders reopens Dem primary wounds

CAMPAIGN — 05 AGO

Trump's Holocaust statement was tragically incomplete

CONTRIBUTORS — 55 AGO

Bars and liquor stores have to compete: Why shouldn't banks?

CONGRESS BLOG — 65 AGO

Iran bars US team from wrestling World Cup

INTERNATIONAL — 13M 50S AGO

The case against Neil Gorsuch

CONTRIBUTORS — 20M 75 AGO

Lawmakers set up bipartisan 'Problem Solvers Caucus' for new Congress

FLOOR ACTION — 20M 375 AGO

At Berkeley, the damage to free speech not easily undone

CONTRIBUTORS — 25M 75 AGO

[VIEW ALL](#)



A rural Republican senator is floating a new idea to pay for federal highway aid and boost other transportation projects around the country.

Sen. Deb Fischer (R-Neb.), chairwoman of Senate's surface transportation subcommittee, unveiled legislation this week that would temporarily take freight cargo and passenger revenue from Customs and Border Patrol and funnel it towards the ailing Highway Trust Fund.

The fund is financed by the federal gasoline tax and pays for road construction, maintenance and other transportation projects throughout the nation. By 2026, the Congressional Budget Office estimates that the fund will be facing a \$107 billion funding gap.

But President Trump, who has vowed to move a massive infrastructure package through Congress, hasn't signaled whether he plans to address highway funding in his infrastructure bill. So far, Trump has shown a strong preference for private funding tools that may benefit urban areas over rural regions.

"Funding challenges and the burdensome federal regulatory approval process have delayed infrastructure projects across America for decades," Fischer said. "It's time for a new approach."

Her Build USA Infrastructure Act would divert \$21.4 billion annually for five years in order to plug the projected money shortfalls in the fund.

Lawmakers passed a five-year highway bill funding highway coffers in December 2015, but the financing came through a series of budgetary gimmicks.

Even Fischer's bill would only serve as a temporary solution, underscoring the challenge for lawmakers in coming up with long-term funding solutions.

The legislation also aims to get transportation projects off the ground quicker by allowing states to exchange some of their federal highway funding for greater regulatory control over how transportation projects are approved under federal standards. Ten percent of the money that states remit would then go to the trust fund.

"The Build USA Infrastructure Act is a responsible, forward-looking proposal to strengthen roads, bridges, and highways for the benefit of the American families and workers who use them every day," Fischer said.

Trump will likely need the support of rural Republicans to pass his infrastructure bill, especially if fiscal conservatives prove reluctant to back massive federal spending on transportation.

But the proposal he has floated on the campaign trail would offer federal tax credits to private investors, which would likely favor urban and high-traffic areas that can recoup their investment costs through a revenue stream.

Rural GOP senators raised those concerns during Transportation Secretary Elaine Chao's confirmation hearing last month. And Business leaders and organized labor called for Trump's infrastructure proposal to include a sustainable funding source for the highway trust fund in a [House hearing](#) on Wednesday.

While the White House is expected to be in the lead on an infrastructure bill, GOP lawmakers overseeing the nation's transportation programs will likely have a major role in shaping the package.

"We're going to be working with the administration very closely. They can shape things downtown at the White House, but it's got to come up here to pass," Rep. Bill Shuster (R-Pa.), chairman of the Transportation and Infrastructure Committee, told reporters on Wednesday. "We have a significant role in that. We already started to talk to them about the various issues."

TAGS DEB FISCHER



The Washington Post

Transportation

Trump transportation secretary pick Elaine Chao confirmed in Senate, with some top Democrats balking

By Michael Laris January 31

Republican leaders made their hopes clear last month. Sitting at a long Senate dais, Sen. Roy Blunt (Mo.) held up four fingers, noting that Elaine Chao had made her way through the confirmation process multiple times over the years “without a dissenting vote on the Senate floor.”

On Tuesday, Chao was confirmed as transportation secretary, bringing extensive government experience to a Trump administration seeking to spur a major infrastructure effort and shake up Washington’s ways. It was a big step for a familiar Washington figure with friends on both sides of the aisle.

But unanimity was not to be.

Senate Minority Leader Charles E. Schumer (N.Y.) voted no, as did his fellow Democratic senators Kirsten Gillibrand (N.Y.), Jeff Merkley (Ore.), Elizabeth Warren (Mass.) and Cory Booker (N.J.), and Bernie Sanders (I-Vt.).

President Trump’s executive order to temporarily block people from seven majority-Muslim countries and refugees from entering the United States undercut the chummy atmosphere that prevailed during Chao’s confirmation hearing before the Senate Committee on Commerce, Science and Transportation, which voted unanimously last week in support of her nomination.

On Monday, Sen. Bill Nelson (D-Fla.) sent a letter asking Chao if she agreed with the order, whether her advice had been sought on it, and how she, as secretary, would approach “any further travel restrictions” and the resulting disruptions, among other questions.

Nelson said Tuesday that he waited all day Monday for an answer but did not receive one. So he called her and “lo and

behold, the transition team for the secretary of transportation had not even given her the questions,” he said.

Given “the chaos that occurred in the airports over the weekend,” Nelson said, he thought that Chao “would have to be concerned about the administration of those airports when such an unusual order had come down.”

“What I found out in the conversation was the nominee to be secretary of transportation had not been consulted by the White House, not in advance, not during, not after the implementation” of Trump’s order, Nelson said.

Still, Nelson, the ranking Democrat on the Commerce, Science and Transportation Committee, recommended that his colleagues vote for her.

“We need Secretary Chao as someone who has the experience and has common sense and will be in a position to offer levelheaded, good, experience-based advice to the government going forward,” he said.

The vote was 93 to 6, with one senator voting present.

For Chao, who didn’t speak English when she came to the United States from Taiwan at age 8 and later made her way through Harvard Business School, Tuesday’s vote cements her latest stint in the highest reaches of American government at a time of tumult and opportunity.

Chao’s husband, Senate Majority Leader Mitch McConnell (R-Ky.), had noted that her ascension makes her the second Kentuckian to be a Cabinet secretary since World War II. Chao was also the first, McConnell said at her confirmation hearing, when President George W. Bush appointed her to head the Labor Department.

Among her key jobs will be trying to help Trump live up to promises for vast infrastructure improvements, despite skepticism from conservatives and liberals alike. Many on the right have warned against heavy new spending, while those on the left have dismissed Trump’s campaign pledge to lure private investment with \$137 billion in tax breaks.

The details of Trump’s plans — what projects might be targeted, and with what mix of resources — remain unclear. In response to Trump’s talk of a \$1 trillion effort, Democrats have outlined a similarly sized plan of their own. Whether leaders of the two parties can find a compromise on infrastructure, an area many said they hoped to team up on, also is uncertain.

Funding unsurprisingly remains a crucial sticking point. Answering questions from the Senate, Chao had noted that “with or without a new infusion of funds,” much work is needed. A later follow-up noted that she would be well positioned to “help forge the collaboration needed” between Congress, the White House and others to help execute Trump’s “major infrastructure initiative.” Pressed by Democrats in the hearing to say whether she and Trump support direct new investments in infrastructure, she said: “I believe the answer is yes.”

Chao emphasized during her confirmation process that a key goal would be to remove government impediments to private investment, although she declined a request to outline which regulations she hoped to see rolled back. Chao, who once worked as a transportation banker, said there are “trillions in capital that equity firms, pension funds and endowments can invest.”

Local Headlines newsletter

Daily headlines about the Washington region.



“She tends to come at problems with the view that if there’s a market-based way to achieve the same goal, she’d rather pick that one,” said Cameron Findlay, the general counsel for agriculture giant Archer Daniels Midland who served as deputy secretary when Chao headed the Labor Department.

Chao has pointed to a big role for public-private partnerships, although such projects often rely on tolls, which can be deeply unpopular. “In order to take full advantage of the estimated trillions in capital that equity firms, pension funds and endowments can invest, these partnerships must be allowed to participate with a bold new vision,” Chao said during her confirmation, though she did not provide specifics.

She said in ethics disclosures that, upon confirmation, she would resign from a number of corporate board positions.

Those include a post as director of News Corp., part of Rupert Murdoch’s media empire, where her director fees were listed as \$228,000. Chao also listed \$232,000 in fees as director of Wells Fargo, and \$212,000 for her work on the board of Ingersoll Rand, a global industrial giant, among other positions.

Chao said she would forgo, during her time as transportation secretary, the discounted airfare she receives on Delta Air Lines, a legacy of her former position as a director of Northwest Airlines. Those airlines merged in 2008.

Mike Laris came to Post by way of Los Angeles and Beijing. He’s written about the world’s greatest holstein bull, earth’s biggest pork producer, home builders, the homeless, steel workers and Italian tumors. 🐦 Follow @mikelarlis



AC Transit Reopens Bus Facility In Richmond

By Jerold Chinn
January 29, 2017

The Alameda-Contra Costa County Transit District on Friday reopened its Division 3 bus facility in Richmond on MacDonald Avenue.

AC Transit board members closed the bus facility in 2011 because of hard economic times, but cost-effective controls have led the transit district to rehab the facility for \$18 million.

The rehabilitation of facility was mostly funded by the transit district's operating funds with help from the state and the Federal Transit Administration, said Robert Lyles, media relations manager for AC Transit.

AC Transit Board President Elsa Ortiz said it was difficult decision for the board to close the Division 3 bus facility in 2011:

“But much like the mythological Phoenix arose renewed, so has Division 3. Now we have a bus division that returns jobs to Richmond.”

Transit officials said the reopening of the bus facility will play a crucial role in expanding service.

Last July, the transit district officials launched AC Transit Go — a yearlong plan to increase bus service by nearly 14 percent.

When fully launched, the rehabilitated bus facility will add 105 bus operators, 71 operating routes and 18 mechanics, according to AC Transit.

The facility will have 15 maintenance bays, inspection pits and number of eco-friendly water systems including a low-flow bus wash system that is able to recycle and reuse the water used to wash the buses.

AC Transit's General Manager Michael Hursh said in a statement:

“Reopening Division 3 helps alleviate capacity concerns at other bus divisions and is a positive advancement toward meeting our goal to respond to increasing ridership district wide.”

The transit district said staffing and service additions will occur in two different phases starting on Feb. 6 and the second phase starting sometime in late March.

METRO FOR TRANSIT & MOTORCOACH BUSINESS

Management & Operations

Profile: Nuria Fernandez - GM/CEO Santa Clara Valley Transportation Authority

Posted on January 26, 2017 by By Laura Lee Huttenbach



Photo: Laura Lee Huttenbach

Profile: Nuria Fernandez

GM/CEO for Valley Transportation Authority (VTA) in San Jose, Calif.

Interview location: VTA Headquarters in San Jose, Calif.

In one word, she describes herself as “fearless.”

When Nuria Fernandez was growing up in Panama, water was a big part of her world. In addition to living by the water, she spent a couple summers interning at one of the canal locks of the Panama Canal, a feat of engineering that her great-grandfather had helped to construct. “But for some reason I’ve always been in surface [transportation],” she says. “I’ve never thought of pursuing a career in the maritime field.”

We are sitting in her office at the Santa Clara Valley Transportation Authority (VTA) in San Jose, Calif., the heart of Silicon Valley. Oracle has their headquarters here. Regional corporate neighbors include Google and LinkedIn in Mountain View; Facebook in Menlo Park; and Apple in Cupertino. We are at the center of the tech

universe, a far cry from Nuria's Central American childhood. As the GM of VTA, she's responsible for keeping the Valley running. Nuria is the middle child between two brothers. During her childhood in Panama, her family had only one car. "School didn't start until 7:30, but we had to be up at the crack of dawn," she recalls. Before dropping her off at school, her father had to drive her mother to work. It was easier when she was old enough to walk the mile to a main street, where she could catch a bus.



Photo: Nuria VTA GM speaking at the 2014 VTA Board Meeting. Photo: VTA

Photo: VTA

I ask what public transit was like in the Panama of her childhood. "Anyone that wanted to operate a bus could just buy one and then go to the government and get a license," she says. She notes that this was not an efficient system, "because as an independent owner you would always choose the route that's going to give you the most profit." Consequently, many parts of the country were underserved or totally excluded from public mobility options. But Nuria concedes

that this realization didn't come to her until college, when she went to study engineering at Bradley University in Peoria, Ill. Growing up, "We thought it [the bus system in Panama] was great," she says, laughing. "We knew people who owned buses. Everyone was an entrepreneur."

When she saw public transit in Peoria, she was impressed. The buses looked the same and ran on a schedule. They didn't break down all the time. Drivers wore uniforms. There was a fare and a farebox, and she didn't have to haggle with a conductor over what to pay. All of it was new to her, but she says this is one great benefit of studying and traveling abroad: to witness how other systems work (or don't) and then to take that knowledge back home. "I thought, 'You know what? There's a better way to do this.' I wouldn't have paid this much attention to bus service if I had not used it. And it wasn't looking at what was happening in Santo Domingo or Colombia, but all the way in the United States, in this small city."

After college, Nuria took jobs at Chicago Transit Authority, moving to the Washington Metropolitan Area Transit Authority, the U.S. Department of Transportation before eventually working in the private sector as a consultant in an Englewood, Colo. (Denver-area) engineering firm. In 2010, an assignment brought her home to Panama, to provide program management support to the Panama Canal Authority. Additionally, the firm ended up working to help Panama update its public transportation system, and by the time Nuria returned to the U.S., Panama had a transit plan for the country. Nuria emphasizes, however, that implementation of a new system has to be introduced sensitively. "When you have individuals that for generations have been running buses — you can't just turn that spigot off," she says, because, "their livelihood is put in jeopardy." Two years ago, Nuria is happy to report, Panama launched the country's first light rail system. "I wish my parents had been alive to experience it," she says. "We didn't have that growing up."

"The great lesson of the public sector," she says, "is you make decisions that directly and indirectly impact many people

that you will never get to know. So it's very important to be thoughtful and inclusive when making these decisions."

From the private sector, she transitioned back into public service, as chief of operations for the New York State Metropolitan Transportation Authority, before taking the helm at VTA in Silicon Valley. Respecting her high-level positions in both the private and public sectors, I ask her the main difference she's found between the two. "The great lesson of the public sector," she says, "is you make decisions that directly and indirectly impact many people that you will never get to know. So, it's very important to be thoughtful and inclusive when making these decisions."

It's a lot of pressure to run a cutting edge transit agency in Silicon Valley. Private companies like Google and Facebook, whose young workforce prefers to live in a big city like San Francisco, have been coming up with their own ways to bring employees from home to the office. Often, these company shuttles are sleek, comfortable, and efficient, and come with wireless internet and laptop chargers.

"We are the congestion management agency, in addition to providing transportation."

But Nuria isn't fazed when I bring up the subject. She looks at what some people may see as her potential competition like this: "Every bus with 40 people in it is 40 fewer cars on our highway." VTA, she tells me, is responsible for providing funding and planning for cities to improve traffic, roads, and transportation in Santa Clara Valley. "We are the congestion management agency, in addition to providing transportation," she says. So full buses, whether they're owned by VTA or Google, mean fewer cars clogging the roads. Nuria actively pursues relationships with technology companies to find out how VTA's routes can better serve their employees. "The bottom line," she says, "is this: there's enough room for public transportation and private buses to work and function within this space." Sometimes the private transportation companies are picking up employees that live beyond Santa Clara County, which Nuria sees as an obvious benefit: "We don't operate outside of Santa Clara County." The thing she wants to avoid is running the same routes

at the same time. “Where there’s a potential for duplication,” she says, “then we want to have that conversation about what can we do to improve our own schedule or routes so that we can serve that ridership.”



Photo: VTA

By the end of this year, she tells me, passenger service will begin for the first part of VTA’s Silicon Valley extension of Bay Area Rapid Transit (BART), the popular transit agency that manages 109 miles of railway currently serving the cities of San Francisco and Oakland. Back in 2000, Santa Clara voters approved a measure designating a half-cent of their sales tax toward designing and building the extension.

From the new Warm Springs Station south of Oakland (which is currently undergoing its last phase of pre-service testing), VTA is building a 16-mile extension in two phases to San Jose — the “South Bay.” The first phase, which includes two new stations over 10 miles, began construction in 2012 at a cost of \$2.5 billion. Nuria proudly reveals the project is ahead of schedule and under budget, with plans to open at the end of this year.

“Bringing BART service all the way down to Santa Clara County is going to change the mobility game.”

Last November, voters in Santa Clara overwhelmingly approved another half-cent sales tax to finish the last six miles of the

extension, which takes passengers through East San Jose, downtown San Jose to the Santa Clara stop, right by Santa Clara University — and costs \$4.7 billion. “You’re going to say, ‘It’s only six miles — why is it so much more?’” predicts Nuria, before explaining that the last six miles will be underground — San Jose’s first subway — and therefore is more expensive. To fund it, the voter-approved sales tax measure will provide \$1.5 billion, which improves the chances of attracting \$1.5 billion in federal grants. The rest of the funding will come from 2000 Measure A tax receipts, state funding and Cap and Trade proceeds.

Such big numbers have a tendency to overwhelm me. “It’s a lot of money,” says Nuria, “but I can tell you that this is going to be transformational. Bringing BART service all the way down to Santa Clara County is going to change the mobility game.”

In order to cater to, and take advantage of, the sharp minds in Silicon Valley, VTA has also opened an Innovation Center, which creates a space for researchers to collaborate with transit professionals. “I reached out to our local universities — Stanford, San Jose State — and to the major tech companies and said, ‘If you are designing or researching anything on transportation, please use us as your test site,’” says Nuria “That’s the call we’ve put out.” And it’s working. She says VTA has entered into partnerships with companies and research centers alike to pilot programs such as electric bikes and real-time informational signage.

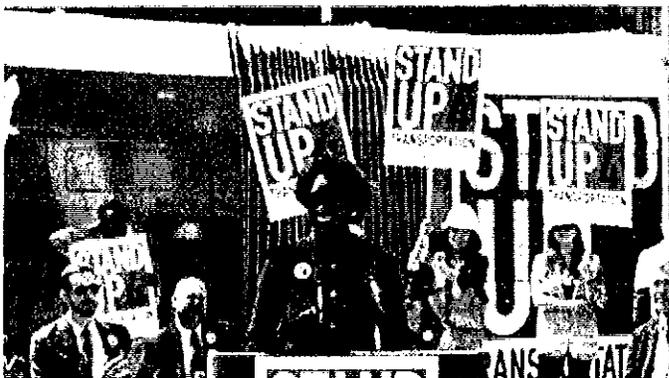


Photo: VTA

One such innovative experiment was a pilot to test the viability of an on-demand transit service and the software to support it. The program was intended to meet the challenges of first/last mile mobility. (The “first-mile, last-mile” refers to a passenger’s distance from their home/work to a transit option, which the industry has been trying to solve for a while.) VTA developed an “on demand” service, called “FLEX” collaborating with the developers of a smartphone app, to allow a passenger to request a ride on a smaller “community bus” within a particular zone, combining rides along similar routes. Their credit card was charged two or three dollars (depending on time of day), and the passenger received a picture of the driver coming to pick them up, with a real time notification of when the driver would arrive. “It was not door to door,” she says. “It was kind of like Uber or Lyft, only we used buses to allow more people to travel at the same time.”

They had predicted ten riders per hour but during the pilot program had only 40 users a day. While the ridership fell short of initial goals, Nuria says the innovative project allowed her team to learn a great deal about opportunities that exist to customize technology to transit needs. Now, they’re surveying the people who registered to see how the Flex Program could be improved. “We know public transit can take advantage of technology to adapt to changing needs,” says Nuria, “We just have to find the right recipe for Silicon Valley commuters.”

Ultimately, Nuria finds it exciting to be in Silicon Valley, rubbing elbows with tech superstars. “Personally, I don’t see it as a threat,” she says. “It’s an opportunity.” She wants the area’s public transit to reflect the local community. “This is where creativity is changing not only our region but the world,” she says. “When people come to Silicon Valley and get on our trains, that experience that they have is different from any other experience in the United States.” I tell her that, based on my limited experience with public transit in San Jose, it appears that she is succeeding. Inside the white VTA light rail, the cars are quiet, comfortable, smooth, and clean — with free Wi-Fi.

Her dream project, however, has yet to be realized. Ideally, she'd like VTA to develop an app that lets the user point her smartphone toward a bus shelter and have the transit information automatically beamed to her screen. "Wouldn't it be nice if there were this beacon and you could go like this," she says, pointing an imaginary cell phone toward the window. "From right across the street! And then you know, 'Okay, I can go and grab a coffee because the bus won't be here for another 10 minutes.' We're not quite there yet," she says. "But that's where we need to be."

When she started out in engineering at Bradley University, Nuria was one of four female students in her class. It could've been an isolating experience, but she says she was used to being outnumbered as the only daughter in her family and competing with her brothers in school. "That was not alien to me," she says. "I felt very comfortable asking questions and challenging my classmates. I never once questioned why I was there or if I would succeed as a woman . . . It was like, I'm here. I'm gonna get a degree. And I'm gonna find a job."

I ask where her confidence came from, and she doesn't hesitate. "My mother," she says. Her mother was the eldest of twelve, and one of only five to graduate from college. She went on to become an accountant. Her influence made Nuria believe that she could do anything she set her mind to doing.

Now, she says, she's proud that she's one of many female professionals in transportation doing big things. As a nearly three-decade member of Women's Transportation Seminar (WTS) she is able to inspire and be inspired. Through WTS, she participates in mentorship programs, which she thinks is more important now than ever. "About 40 percent of our employees [in the public transit sector] could retire today," she says. If the wisdom and know-how of these veterans isn't passed down to newer employees, men and women, it will be lost.



Nuria Mendez, VTA's first female president, is seen here celebrating with fellow cyclists during a ride in the San Francisco Bay Area. Photo: VTA

Photo: VTA

For the last two years, she has participated in “Mentorship Day,” an event sponsored by the *Silicon Valley Business Journal*, which she describes as “kind of like speed dating.” On Mentorship Day, Nuria sits in front of 10 different young people who are seeking advice on career advancement or professional development. “It’s give and take,” she says. “Not only am I able to share my own knowledge but I’m able to learn so much about what people are doing.” She tells me about one young lady who wanted to start her own business. “What a brave woman,” recalls Nuria. “She was fearless, and I was like, ‘You know what? That’s the attitude, because if you don’t ask the question, the answer will always be no.’”

The role of a mentor, she says, is not “to design something and say, ‘Here, this is the trajectory you should follow and call me when it’s done.’” Instead, she hopes that she can encourage her mentees to “put down on paper what they would like to do and where they would like to be.” From there, they can work together to create a plan that will help them realize these goals.

As we wrap up, I ask Nuria to walk me through her office, which contains many tangible reminders of her professional successes. On the wall hangs a poem Nuria wrote, entitled, “The Great Equalizer.” The words came to her while riding the New York subway on her way to work as COO of the New York State Metropolitan Transportation Authority:

*Rich,
Poor,
or short of cash
Heading uptown, downtown, or on a shuttle dash
You are bound to be crammed, shoved, and elbowed in the side
On a New York City subway ride!*

A framed picture shows Nuria when she was serving as deputy administrator of the Federal Transit Administration (FTA). Alongside her stand five colleagues — all administrators of multimodal agencies at the U.S. Department of Transportation, and all women. In another photo, she is standing next to former Secretary of Transportation Norm Mineta, whose board at the Mineta Transportation Institute she currently chairs. She is most proud of the frame containing a certificate of the Elizabeth Cady Stanton Award for Amazing Women, which she received in 1999 at the White House, when she was working at the FTA. “Even though I have never run for office,” she says, “I want to get women excited about it.”

When we finish at the office, Nuria walks me to the nearest light rail stop. In the parking lot, she mentions her dream app again. “From here, I wish I could just point my phone there,” she says, nodding to the tracks, “and know exactly when your train is arriving. She smiles broadly. Wouldn’t that be cool?”

People Who Move People is a web series profiling individuals who have made an impact in public transit. This profile, was originally published by, and is part of a series initiated and funded by Atlanta-based [RouteMatch Software](#).

Palo Alto Online

By: Gennady Sheyner/Palo Alto Weekly

Uploaded: Tue, Jan 24, 2017, 1:57 pm

In New Bus Plan, VTA Looks To Retain Paratransit Service In Palo Alto

Santa Clara County transit officials prepare to change policy for providing service to riders with disabilities



The 88 bus, which currently serves Gunn High, would be disbanded and replaced with two new routes that only run during bell times under a new plan from the Santa Clara VTA. File photo by Veronica Weber.

As the Santa Clara Valley Transportation Authority prepares to redraw the bus map throughout the county, Palo Alto is bracing for several unwelcome changes, including the disappearance of Route 88, which services Gunn High School.

But in a nod to local concerns, VTA officials signaled their intent Monday night to maintain existing paratransit services, which were slated to disappear along with the "fixed" transit routes that are on the chopping block as part of the agency's Next Network plan. Instead, the VTA is now looking to change its policy to retain access for riders with disabilities who depend on paratransit services, said Adam Burger, the agency's senior transportation planner.

In addition, VTA staff indicated Monday that they would be willing to work with the Gunn High community to obtain more information about students' needs and potentially alter their current proposal based on the new data.

The two concessions by the county agency aim to address two of the biggest concerns that Palo Alto officials, residents and transit advocates have been expressing since the

bus plan was released last year. They did not, however, allay the general disappointment among some council members about the proposed cuts in bus routes.

In Palo Alto, the new program means the disappearance of Routes 35 (which goes from Stanford Shopping Center to Mountain View) and 89 (between California Avenue and the Palo Alto VA Hospital). It also means that Route 88, which goes along Middlefield, Louis, and Charleston roads en route to Gunn High, will be disbanded and replaced with two other routes -- 288A and 288B -- which will only serve Gunn during bell times.

Palo Alto is also slated to get a new bus line -- Route 21 -- which will connect downtown Palo Alto to Mountain View, Sunnyvale and Santa Clara. It will replace existing Route 35.

In pursuing the changes, the VTA is aiming to shift resources from "coverage-oriented" services to "ridership-oriented," which effectively means adding more buses to routes with the greatest density and demand. This comes at the expense of areas where there are fewer riders, even if those riders have unique needs and few other options for getting around.

Currently, the VTA spends about 70 percent of its operating budget on ridership-oriented service and 30 percent on what it calls "unproductive coverage-oriented service." The new plan would shift the balance to 85-15, according to a report from Carolyn M. Gonot, VTA's interim director for planning and program development.

"This reallocation of coverage-oriented service to ridership-oriented service is how the plan can offer significant benefits while not increasing the total cost of service," the report states.

"The areas that would lose service under the draft plan are generally areas that lack the transit-supportive characteristics such as dense, walkable, pedestrian-oriented spaces that are necessary for transit to be productive."

Burger noted on Monday that the shift leads to several "difficult choices." Is it more important, he asked, to carry a Gunn student at 5 p.m. or to use the same cost to carry three, four or five other people in a different part of the county?

Some council members didn't buy the argument. Councilwoman Liz Kniss, a former county supervisor, pointed to Palo Alto's long history of contributing far more in tax revenues than it gets back from the county in services. The new service cuts are part of that pattern, she argued.

"I don't think we're bad at sharing, but I don't remember a time when the VTA came to us and said, 'We really need to increase bus service,'" Kniss said. "In my recollection, as far back as I can recall, the tendency has been to cut, especially at either end of the county and on the edges."

Others shared her sentiment. Councilman Greg Tanaka asked city staff what Palo Alto can do to get its fair share of service from the county. And Councilwoman Karen Holman lamented the fact that the cuts are coming in the immediate aftermath of the passage of Measure B, a sales-tax increase that was spearheaded by the VTA and that is expected to bring in more than \$6 billion in revenue for transportation projects over the next 30 years.

"It's really frustrating to have been supportive of Measure B and then have these cuts come across to reduce service to Palo Alto residents," Holman said. "For us to be able to represent to our voting population that we support the VTA measure and then VTA comes along with cuts in service to our residents is frustrating."

"It's embarrassing and it makes me feel like I've been game a little bit."

Others offered more specific critiques. Penny Ellson, a longtime champion of improving bike routes and transit options near schools, said that the existing 88 bus route eliminates about 100 car trips to Gunn High during the morning bell time. She argued that the VTA analysis is based on limited data and asked transit officials to consider the data from a new survey that the school has issued to gauge students' transit needs.

Ellson said that a new survey of students indicates that the proposed 288 bus will "negatively impact student ridership because its schedule will not serve students' after-school academic and extracurricular needs."

Burger said the agency would be happy to work with the school community to further evaluate options for servicing students. The VTA, he said, wants to be there to serve the students. The problem is the other times of the day, when ridership is "so low that we have a difficulty justifying that service, when there are so many compelling needs elsewhere in the county."

- THIS PAGE INTENTIONALLY LEFT BLANK -