

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

AUGUST 9, 2002 (Second Friday of Each Month)

*SCMTD ENCINAL CONFERENCE ROOM

370 ENCINAL STREET, SUITE 100

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 11:00 a.m.

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. David Konno, Grid Rock RE: Wharf-to-Wharf Race
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF JULY 12 AND JULY 26, 2002
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE JULY 2002 RIDERSHIP REPORT
Report: Attached
Page 1 will be included in the Add-On Packet
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: AAA Ins. (subro. Watkins),
Claim #02-0023; Cecilia Sosa, Claim #02-0024
Claims: Attached
ACTION REQUIRED AT THE AUGUST 9TH BOARD MEETING.
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF JULY 18, 2002

* Please note: Location of Meeting Place

- Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF JULY 17, 2002
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JUNE 2002;
APPROVAL OF BUDGET TRANSFERS; DESIGNATION OF EXCESS SALES TAX
FUNDS IN THE AMOUNT OF \$300,000 FOR LIABILITY INSURANCE RESERVES,
\$150,000 FOR WORKERS' COMPENSATION RESERVES; \$550,0000 FOR
CARRYOVER IN THE FY 02-03 BUDGET, AND THE REMAINDER, IF ANY, FOR
CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS
Staff Report: Attached
- 7-8. ACCEPT AND FILE STATUS REPORT ON PARACRUZ PARATRANSIT PROGRAM
FOR MAY 2002
Staff Report: Attached
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: To be included in the Add-On Packet
- 7-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 7-12. CONSIDERATION OF NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION –
GARY SHIRK VS. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Staff Reports: Attached
- 7-13. ACCEPT AND FILE RESPONSE TO THE 2001 AUDIT NOTE REGARDING
COMPUTER SECURITY
Staff Report: Attached

REGULAR AGENDA

8. CONSIDERATION OF RENEWAL OF CONTRACT FOR STATE LEGISLATIVE
SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
9. CONSIDERATION OF RENEWAL OF CONTRACT FOR FEDERAL LEGISLATIVE
SERVICES

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

10. CONSIDERATION OF APPROVAL OF BOARD OF DIRECTORS MEETING SCHEDULE FOR 2003.

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

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

12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

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

a. Name of Case: Ramon Martinez vs. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

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

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

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr 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 METRO regarding special requirements to participate in the Board meeting.

Sheryl Ainsworth, Chair -Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal St. Ste 100
Santa Cruz, Ca 95060

July 30, 2002

Re: Wharf to Wharf- Roadshow

Dear Chairperson Ainsworth,

We would like to express our appreciation to the Board of Directors for supporting our participation in this year's 30th anniversary Wharf to Wharf Roadshow. Each year, over 40 musical venues volunteer to provide entertainment for both the runners and spectators along the 6 mile course. Since we had the District's portable generator, we were able to set up on the cliffs overlooking the Capitola Wharf, and provide a "rocking" diversion for the runners as they raced for the finish line.

Playing for 14,000+ participants was a great experience for the band. And the Band proudly displayed the Metro logo. Again thanks for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Gale" or similar, with a stylized flourish at the end.

GRID ROCK

Terry Gale
Harlan Glatt
Jim Hobbs
David Konno
Ian McFadden
Wil Willis

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

July 12, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, July 12, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Tim Fitzmaurice
Michelle Hinkle
Dennis Norton
Ana Ventura Phares
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Sheryl Ainsworth
Jeff Almquist (arrived after roll call)
Jan Beautz
Mike Keogh
Ex-Officio Mike Rotkin
Marcela Tavantzis

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Linda Clayton, SEA
Bonnie Morr, UTU
Jeff North, UTU

Carolyn O'Donnell, TMA
Karena Pushnik, SCCRTC
Will Regan, VMU
Candace Ward, UCSC

DIRECTOR ALMQUIST ARRIVED.

2. ORAL AND WRITTEN COMMUNICATION

a. Central Coast Center for Independent Living RE: Personnel Issue

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr informed the Board that the new CNG bus was parked outside for viewing. She expressed concern about the height difference with the CNG tanks on top of the bus as it relates

to the 14' clearance on roadways. Ms. Morr asked for the Board's support to speak with the Public Works Departments in their jurisdictions and with Caltrans to make sure trees are trimmed up to the appropriate height to accommodate the CNG tanks.

Ms. Morr also discussed the PERS health care issue as it relates to the Santa Cruz Medical Center and how the legislation would eliminate the PERS members' ability to contract with an HMO in the Santa Cruz area to supply medical provisions. She asked the Directors to write to the legislators to address the issues with PERS and to ensure that rural communities are protected. Les White added that PERS will drop two HMO providers in January and will only retain Blue Shield. Staff is currently in discussions with the City and County in an attempt to get a large enough group together so it could be competitive to go out for services. Mr. White will meet with both SEIU and UTU on this issue later today.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Director Spence informed the Board that there would be a demonstration of the recertification process at the MASTF meeting on July 18th. The recertification process should begin on August 1st. All MASTF meetings will now be held at the NIAC building, 333 Front St. This facility is completely accessible for wheelchairs and disabled individuals and is available at no cost.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

2) ORAL AND WRITTEN COMMUNICATION

b. Susan Alford RE: Service Changes

10) CONSIDERATION OF AMENDMENT TO BLANKET PURCHASE ORDER WITH THERMOKING

Add Blanket Purchase Order

11) CONSIDERATION OF CHANGE ORDER TO CHANGE COACH IN. CONTRACT FOR CNG TROLLEY BUS

Add Contract Amendment

The above additional documentation was distributed to the Board and will also be included in the Add-On Packet for the July 26th Board meeting.

VICE-CHAIRPERSON REILLY TOOK THE ACTION ITEMS OUT OF ORDER.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of Peter Schiebel, Claim # 02-0014;
ACTION REQUIRED AT JULY 12TH BOARD MEETING**

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Deny the Claim.

Motion passed unanimously with Directors Ainsworth, Beautz, Keogh and Tavantzis being absent.

Deny the Claims of: Sabine Garry, Claim #02-0021; Autoworld Sales & Leasing, Claim #02-0019; Theodore McLean, Claim #02-0022.

No questions or comments.

**9. CONSIDERATION OF ADOPTION OF FINAL RESOLUTION TO APPROVE AN AMENDMENT TO THE CALPERS CONTRACT TO PROVIDE SECTION 21354.4 (2.5% @ 55 FULL FORMULA) AND SECTION 21022 (PUBLIC SERVICE CREDIT FOR PERIODS OF LAYOFF)
ACTION REQUIRED AT JULY 12TH BOARD MEETING**

Summary:

Elisabeth Ross reported that this is the final step in the process to amend the CalPERS contract. She is asking the Board to adopt the final resolution that provides for the new 2.5% @ 55 formula and two years service credit. Eighty percent of the employees responded in favor of the changes to the contract. Several letters of retirement have been submitted already.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Adopt the final resolution to approve an amendment to the CalPERS contract to provide Section 21354.4 (2.5% @ 55 full formula) and Section 21022 (Public Service Credit for periods of layoff).

Motion passed by a roll call vote with Directors Ainsworth, Beautz, Keogh and Tavantzis being absent.

**10. CONSIDERATION OF AMENDMENT TO BLANKET PURCHASE ORDER WITH THERMOKING
ACTION REQUIRED AT JULY 12TH BOARD MEETING**

Summary:

Tom Stickel reported that the Thermoking blanket purchase order is to purchase services, parts and supplies for the air condition units on the buses. The costs have exceeded the purchase order; therefore, an amendment is needed.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE

Authorize the General Manager to execute a revision to the blanket purchase order with Thermoking to add an additional \$5,806 to the blanket purchase order for expenditures during the month of June.

Motion passed unanimously with Directors Ainsworth, Beautz, Keogh and Tavantzis being absent.

**11. CONSIDERATION OF CHANGE ORDER TO CHANCE COACH INC. CONTRACT FOR CNG TROLLEY BUS
ACTION REQUIRED AT JULY 12TH BOARD MEETING**

Summary:

Mark Dorfman attended a pre-production meeting with Chance Coach and is requesting a change order, which would reduce the cost of the CNG trolley by approximately \$2,000.

Discussion:

Director Reilly would like to be included in any meetings to determine the route(s) where the trolley would run. Mr. Dorfman added that the manufacturer recommends that every three to four years the wood be replaced. The trolley would be sent back to the manufacturer for this to be done. The trolley should arrive in the beginning of October and will be deemed “advertising free”.

ACTION: MOTION: DIRECTOR PHARES SECOND: DIRECTOR ALMQUIST

Authorize the General Manager to execute a change order with Chance Coach for the production of one CNG trolley bus.

Motion passed unanimously with Directors Ainsworth, Beautz, Keogh and Tavantzis being absent.

VICE-CHAIRPERSON REILLY RETURNED TO THE CONSENT AGENDA AT THIS TIME.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 14 AND JUNE 21, 2002

No questions or comments.

7-2. APPROVE PRELIMINARILY APPROVED CLAIMS

Mark Dorfman clarified two expenditures: \$71.98 for technical services in the IT Dept. and \$6,450 for assistance in setting up the Infuse System for the IT Dept.

7-3. ACCEPT AND FILE JUNE 2002 RIDERSHIP REPORT

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF JUNE 20, 2002

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF JUNE 19, 2002

No questions or comments.

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

The UCSC revenue is 2% under budget due to the bi-directional service not bringing in as much revenue as anticipated. Les White added that staff is meeting with UCSC on July 19th to discuss new service in the fall and to evaluate the bi-directional service which is impacted by how much the on-campus shuttle is utilized.

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

No questions or comments.

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

No questions or comments.

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

No questions or comments.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Les White stated that this report would be on the agenda each month and reflects the elimination of the Plantronics property from the proposed Phase 2 sites. He added that \$1,781,822 in federal earmarked funds would lapse on September 30, 2002 unless they are redirected to another project that could be obligated by that time. Also, another \$1.5 million would lapse if the MetroBase project cannot move forward by September 30, 2003.

VICE-CHAIRPERSON REILLY TOOK ITEM #18 OUT OF ORDER AT THIS TIME.

18. CONSIDERATION OF DIRECTING 2000 FEDERAL CAPITAL EARMARK FUNDS TO BUS PROCUREMENT FROM THE METROBASE PROJECT

Summary:

Mark Dorfman informed the Board that in order to retain the \$1,781,822 in federal funds that are currently earmarked for the MetroBase project, they would need to be moved into an approved grant project. Staff recommends replacing three of the old Champion buses. The remainder of the funds would be put into the purchase of paratransit vehicles. Of the twenty-two paratransit vehicles to be purchased, only five of them are replacement vehicles. The remaining vehicles are for expansion of the paratransit fleet and will be used for ADA paratransit service only.

Les White informed the Board about Congressman Sam Farr's visit on Saturday, July 20th, to meet with METRO and the Regional Transportation Commission. Mr. White added that an EIR for the MetroBase project needs to be certified no later than the December Board meeting, and the last date to transfer the \$1.5 million would be around May 2003 or these funds would be lost. Mr. White will supply the Board with the exact date.

7-12 ACCEPT AND FILE QUARTERLY CALL STOP PROCEDURE UPDATE

Bryant Baehr reported that operators are at 96% compliance for last quarter as it relates to calling out stops. The problem that created the 4% non-compliance has been handled. The next quarter's audit will begin within two weeks.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

No questions or comments.

12. CONSIDERATION OF CONTRACT AMENDMENT WITH ITT HARTFORD FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

Summary:

Tom Stickel stated that the staff report and contract would be in the Add-On Packet for the July 26th Board meeting.

13. CONSIDERATION OF AMENDMENT OF CONTRACT WITH VISION SERVICE PLAN FOR EMPLOYEE VISION CARE COVERAGE

Summary:

Tom Stickel reported that the contract with Vision Service Plan (VSP) is a multi-year contract. VSP expressed interest in amending the contract for an additional two years with a 5.4% increase over the two-year period. Staff is recommending that the contract be amended.

Discussion:

Bonnie Morr asked if there would be an increase in the provisions, specifically, to provide glare coating on glasses or sunglasses. Mr. Stickel will discuss this with Robyn Slater, Interim Human Resource Manager. Mr. White added that no request has been made to add this provision to the contract and that there will need to be discussions on this.

14. CONSIDERATION OF AMENDMENT TO COPIER LEASE WITH IKON OFFICE SOLUTIONS

Summary:

Tom Stickel commented that the copy machine at the Operations Department has numerous maintenance issues. Ikon Office Solutions offered to replace it with a digital copier at the same lease price without entering into a new contract. The full contract will be included in the Add-On Packet for the July 26th Board meeting.

ACTION: MOTION: DIRECTOR PHARES SECOND: DIRECTOR NORTON

Move to Items 12, 13 and 14 to the Consent Agenda for the July 26th Board meeting.

Motion passed unanimously with Directors Ainsworth, Beautz, Keogh and Tavantzis being absent.

15. CONSIDERATION OF AMENDING PARACRUZ CUSTOMER'S GUIDE AND ADOPTING AN ELIGIBILITY APPEALS PROCESS

This staff report will be included in the Add-On Packet for the July 26th Board meeting.

16. CONSIDERATION OF ADOPTION OF ACCESSIBILITY POLICIES AND PROCEDURES OF SANTA CRUZ METRO'S PROGRAMS, SERVICES AND ACTIVITIES, INCLUDING A GRIEVANCE PROCEDURE

Summary:

Margaret Gallagher stated that this item was on past agendas, however, the advisory groups needed additional time to review the proposed Policies and Procedures. MUG and MASTF's comments were incorporated into the procedures. By adopting these Accessibility Policies and Procedure, METRO would be reaffirming its commitment to the Americans with Disabilities Act (ADA) and 504 procedures. The Board would review any alleged ADA/504 violations.

Discussion:

There was discussion regarding outside groups who could accept complaints in the event the complaint concerns a member of management. Ms. Gallagher explained provision 6.09 which would ensure that METRO retains all grievance documentation in order to review the history of improvements and commitment.

The following changes were either made by Ms. Gallagher or requested by the Board:

- a. Devise a side agreement with MASTF and CCCIL stating that they would convey those complaints to the Board. Further discussion reflected the desire to have all complaints come to District staff and the Board.*
- b. Obtain a letter from MASTF and MUG confirming that each entity signed off on the Policies and Procedures.
- c. Ms. Gallagher confirmed that grievances would go before the Board in Open Session; however, the grievance could be referred to Closed Session for discussion.
- d. Add to the Policies and Procedures that the grievant would not be referred to by name in matters of personnel or litigation in order to maintain privacy.
- e. Designate the timeframe for response to the grievance as being either five days or the next Board meeting.
- f. The Complaint Form and the Notice Under the Americans with Disabilities Act will be printed together so the grievant can review the Notice when filing a complaint.
- g. Ms. Gallagher will ensure that the “retaliation” clause is consolidated with the “coercion” sentences.
- h. Add a line for the grievant’s signature, date of complaint and to which organization the complaint was delivered. *
- i. Devise a protocol as to how the other “receiving” organization would convey the complaint to staff. *
- j. Remove the reference to “oral complaints” being accepted.
- k. Include date the grievance was received by METRO.
- l. Include on the complaint form what steps would be taken next so the grievant will know that the complaint is being addressed.

***All these items relate to whether complaints are submitted to District staff or to another entity.**

*Director Phares asked Ms. Gallagher to consult the ADA assistant in Washington, DC regarding a grievant submitting a complaint to an outside agency.

17. CONSIDERATION OF SERVICE CHANGES FOR FALL 2002

Summary:

Mark Dorfman reported that these changes would return or modify approximately \$100,000 of service on the streets. Ian McFadden itemized some of the service returning and stated that the OATies service (Operations Action Team) would be listed on the UCSC schedule as permanent service. Staff will contact Susan Alford regarding her concerns on Route 91. There will be “rider alerts” regarding the improved UCSC service.

19. CONSIDERATION OF DESIGNATING MEMBERS OF THE BOARD OF DIRECTORS TO PARTICIPATE IN THE PUBLIC OUTREACH PROCESS FOR THE SANTA CRUZ METRO CENTER DESIGN

Discussion:

Director Reilly asked that this item be discussed when all Directors are present. Les White reported that there would be a series of public meetings beginning this fall to work with the stakeholders on the renovation of the Metro Center.

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

Ms. Gallagher reported that the Board would be discussing the Lane/Loya litigation in Closed Session.

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice-Chairperson Reilly adjourned to Closed Session at 10:33 a.m. and reconvened to Open Session at 11:50 a.m.

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

There was nothing to report at this time.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:51 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

July 26, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, July 26, 2002, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:06 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Emily Reilly
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz
Dennis Norton
Ana Ventura Phares (arrived after roll call)
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Francisco DeVillires, Interpreter
Olivia Diaz, Ticket/Pass Specialist
Mark Dorfman, Asst. General Manager
Eileen Hiltner, Paratransit Coordinator

Ian McFadden, Transit Planner
Steve Paulson, Paratransit Administrator
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Scott Bugental, Seniors Council
Linda Clayton, SEA
Dianna Dunn, SEIU
Kasandra Fox, MASTF
Bonnie Morr, UTU

Will Regan, VMU
Sam Storey, Community Bridges
Marion Taylor, League of Women Voters
Candace Ward, UCSC
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- | | | |
|----|---|--------------------------|
| a. | Central Coast Center for Independent Living | RE: Personnel Issue |
| b. | Susan Alford | RE: Service Changes |
| c. | Scott Bugental, Chair, E&D TAC | RE: Paratransit Vehicles |

Oral:

Bonnie Morr of UTU expressed her gratitude on the smooth transition with the recent reduction in service and employee layoffs. Due to confirmed retirements, bus operators who had been laid off are beginning to return to work. Ms. Morr gave a special thanks to Les White for all the support he offered through this trying time.

Ms. Morr attended the recent meeting at RTC with Sam Farr and Earl Blumenauer and suggested that at some time in the future, the same group meet to prioritize the issues discussed as well as to work on new projects as they come up.

Mr. White added that with the retirements, all the bus operators who were laid off would be returning to work by August 29th. There have also been additional retirements on the clerical side.

DIRECTOR PHARES ARRIVED.

3. LABOR ORGANIZATION COMMUNICATIONS

Nothing to report at this time.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Kasandra Fox read two motions that were passed at their recent MASTF meeting:

- 1) MASTF has seen the latest edition (July 2002) of the ParaCruz Customer's Guide and has had input on it.
- 2) MASTF approved of the three-position panel put forward in the proposed paratransit appeals process.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION I:

ADD TO ITEM #2

- b. Susan Alford RE: Service Changes
- c. Scott Bugental, Chair, E&D TAC RE: Paratransit Vehicles
(Insert Written Communication)

CONSENT AGENDA:

ADD TO ITEM #7-1

APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 14
AND JUNE 21, 2002
(Insert Minutes of June 21, 2002)

- ADD TO ITEM #7-3** ACCEPT AND FILE JUNE 2002 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)
- ADD TO ITEM #7-5** ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING
OF JUNE 20, 2002
(Add Minutes)
- ADD TO ITEM #7-8** ACCEPT AND FILE PARACRUZ STATUS REPORT FOR APRIL
2002
(Add Status Report)
- ADD TO ITEM #7-10** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ
SERVICE UPDATE
(Add Staff Report)
- ADD TO ITEM #7-13** CONSIDERATION OF RENEWING THE HARTFORD INSURANCE
POLICY FOR EMPLOYEE LIFE AND ACCIDENTAL DEATH &
DISMEMBERMENT INSURANCE
(Add Staff Report which has original numbering as Item #12)
- ADD TO ITEM #7-14** CONSIDERATION OF AMENDMENT OF CONTRACT WITH
VISION SERVICE PLAN FOR EMPLOYEE VISION CARE
COVERAGE
**(Add Contract to Staff Report which has original numbering as
Item #13)**
- ADD TO ITEM #7-15** CONSIDERATION OF AMENDMENT TO COPIER LEASE WITH
IKON OFFICE SOLUTIONS
**(Add Contract to Staff Report which has original numbering as
Item #14)**

REGULAR AGENDA:

- DELETE ITEM #9** CONSIDERATION OF ADOPTION OF FINAL RESOLUTION TO
APPROVE AN AMENDMENT TO THE CALPERS CONTRACT TO
PROVIDE SECTION 21354.4 (2.5% @ 55 FULL FORMULA) AND
SECTION 21022 (PUBLIC SERVICE CREDIT FOR PERIODS OF
LAYOFF)
(Action taken at the July 12, 2002 Board Meeting)
- DELETE ITEM #10** CONSIDERATION OF AMENDMENT TO BLANKET PURCHASE
ORDER WITH THERMOKING
(Action taken at the July 12, 2002 Board Meeting)
- DELETE ITEM #11** CONSIDERATION OF CHANGE ORDER TO CHANCE COACH
INC. CONTRACT FOR CNG TROLLEY BUS
(Action taken at the July 12, 2002 Board Meeting)

- ADD TO ITEM #15** CONSIDERATION OF REVISED PARACRUZ USERS GUIDE AND ELIGIBILITY AND APPEALS PROCESS
(Add Staff Report)
- DELETE ITEM #16** CONSIDERATION OF ADOPTION OF ACCESSIBILITY POLICIES AND PROCEDURES OF SANTA CRUZ METRO'S PROGRAMS, SERVICES AND ACTIVITIES, INCLUDING A GRIEVANCE PROCEDURE
(Deferred to a future Board Meeting)
- ADD TO ITEM #17** CONSIDERATION OF SERVICE CHANGES FOR FALL 202
(Add UCSC School-Term Service Attachment)
- ADD TO ITEM #20** CONSIDERATION OF AWARD OF CONTRACTS FOR RESIDENT BUS INSPECTOR SERVICES
(Add Staff Report) NOTE: Contract Attachments will be distributed to the Board only.
- ADD TO ITEM #21** CONSIDERATION OF APPROVAL OF LEASE FOR SCOTTS VALLEY TRANSIT CENTER TENANT
(Add Staff Report)
- ADD TO ITEM #22** CONSIDERATION OF ADOPTION OF RESOLUTION RECOGNIZING THE PASSAGE OF THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990
(Add Staff Report)

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 14 AND JUNE 21, 2002

Director Spence questioned a statement in the June 21st Board Minutes regarding allocation of rides by Community Bridges. Les White responded that staff would check the contract and clarify this statement. A correction was made to the June 21st Board Minutes changing "the Vernon Street site" to read "the Harvey West Blvd. site" as it relates to the Plantronics' lot that METRO is currently leasing for bus parking.

- 7-2. APPROVE PRELIMINARILY APPROVED CLAIMS**
7-3. ACCEPT AND FILE JUNE 2002 RIDERSHIP REPORT
7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of Sabine Garry, Claim #02-0021; Autoworld Sales & Leasing, Claim #02-0019; Theodore McLean, Claim #02-0022.
7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF JUNE 20, 2002
7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF JUNE 19, 2002
7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MAY 2002, AND APPROVAL OF BUDGET TRANSFERS

- 7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR APRIL 2002
7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2002
7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
7-11. ACCEPT AND FILE METROBASE STATUS REPORT
7-12. ACCEPT AND FILE QUARTERLY CALL STOP PROCEDURE UPDATE
7-13. CONSIDERATION OF RENEWING THE HARTFORD INSURANCE POLICY FOR
EMPLOYEE LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE
(Moved to Consent Agenda at the June 12, 2002 Board Meeting. Staff report retained original numbering as Item #12)
7-14. CONSIDERATION OF AMENDMENT OF CONTRACT WITH VISION SERVICE PLAN
FOR EMPLOYEE VISION CARE COVERAGE
(Moved to Consent Agenda at the June 12, 2002 Board Meeting. Staff report retained original numbering as Item #13)
7-15. CONSIDERATION OF AMENDMENT TO COPIER LEASE WITH IKON OFFICE
SOLUTIONS
(Moved to Consent Agenda at the June 12, 2002 Board Meeting. Staff report retained original numbering as Item #14)

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR PHARES

Approve Consent Agenda.

Motion passed with Directors Almquist, Beautz and Norton being absent.

Scott Bugental, Chair of E&D TAC spoke regarding the use of the paratransit vehicles by the Consolidated Transportation Services Agency (CTSA) and the goal of maximizing efficiencies with the multiple use of all vehicles to keep costs down for the users. He expressed his hope to discuss ride consolidations with METRO staff.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The following employees were acknowledged with longevity certificates for their years of service:

TWENTY YEARS

Douglas A. Center, Bus Operator
Olivia Diaz, Ticket & Pass Program Specialist

TWENTY-FIVE YEARS

Fred Dakiwag, Vehicle Service Worker II

9. DELETED

10. DELETED

11. **DELETED**
12. **MOVED TO CONSENT AGENDA AS ITEM #7-13**
13. **MOVED TO CONSENT AGENDA AS ITEM #7-14**
14. **MOVED TO CONSENT AGENDA AS ITEM #7-15**
15. **CONSIDERATION OF THE REVISED PARACRUZ USERS GUIDE AND ELIGIBILITY AND APPEALS PROCESS**

Summary:

Bryant Baehr reported that when the Board last saw the User's Guide, it was in raw form and did not include the Appeals Process, which was still being worked on at the time. Mr. Baehr worked with the Chair, Vice Chair and Executive Committee of MASTF on this document. He acknowledged the tremendous contribution that Director Spence made to these two documents as well. Staff is ready to begin the Recertification process and there are currently 100 people scheduled for appointments. The contract with Orthopaedic Hospital goes into effect on August 1, 2002. Mr. Baehr confirmed that policy decisions would be brought back to the Board, however, Staff is authorized to make minor verbiage changes as needed.

Complaints, concerns or comments regarding service will be directed to METRO staff who will hold the vendors responsible for service provided to the customer. The appeals panel was discussed and staff recommended that each of the three panel members receive \$25.00 per hearing, unless they are District employees. Director Reilly asked staff to come up with a plan based on a "minimum/maximum" payment to panel members who would be reimbursed. The goal is to have several hearings scheduled for the same day. Staff anticipates hearings to last 30 minutes each. Current clients who are denied eligibility will continue to receive service throughout their appeals process. However, people who are not existing clients and who are denied eligibility, will not receive service during the appeals process.

Discussion:

Applicants will be informed within seven business days whether they are eligible, conditionally eligible or ineligible. Director Phares pointed out that the Spanish sentence on the front of the guide contains a misspelling. Also, include "Complementary Paratransit Program" in Spanish. Director Fitzmaurice suggested that the customer be notified early in the guide of what will happen if they are late for their pickup and what they should do once they discover they will be late. There was also discussion regarding what a customer should do if the driver is late and it was suggested that a phone number be included in the guide of where the customer could call in this instance.

Staff was encouraged to visit the areas where this service would be used most to give a comprehensive overview of the guide and appeals process. Staff was directed to have a person whom has never seen this documentation before review it for clarity. The phone numbers and hours to call should be listed on each page of the guide. A committee will be formed to

determine the best way to make this information available to the public. Both the guide and the appeals process will be reviewed with each person who goes through the recertification process. Director Reilly expressed interest in visitors to the community being able to utilize this service as well. Mr. Baehr clarified that visitors can use this service for 21 days per year before they need to be certified. METRO's website, the Chamber of Commerce and the Visitors Bureau will all have information regarding this service and the latter two organizations will also have the quick guides available. Staff is talking with Monterey-Salinas Transit (MST) to ensure a smooth transition between the two systems for all customers. METRO is required to provide transportation to the eligibility meetings for all applicants. These funds have been included in the budget. Director Spence informed Bryant Baehr of some outdated cards which are posted in some of the Lift Line vehicles which state that complaints should be directed to CCCIL. Mr. Baehr will take care of this immediately. Director Fitzmaurice asked for clarification on what the "penalty" is for a customer being later than his/her scheduled pickup time. It was further suggested that the word "penalized" not be used.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Approve the revised ParaCruz Users Guide and Eligibility and Appeals Process. Authorize staff to make the necessary minor corrections to the User's Guide and supply the Board with a copy indicating the corrections.

Motion passed with Directors Almquist, Beautz and Norton being absent.

16. DEFERRED TO A FUTURE BOARD MEETING

17. CONSIDERATION OF SERVICE CHANGES FOR FALL 2002

Discussion:

Mark Dorfman reported that staff cut 128 trips from the 1,385 trips operated on a daily basis. These cuts were determined through a joint labor/management committee, service planning review committee and with the unions. The changes proposed in the staff report reflect minor corrections to some of the routes that were recently changed.

DIRECTOR SPENCE LEFT THE MEETING.

Discussion:

Ian McFadden explained the route changes that were an issue for Susan Alford. He added that the on-time performance is still a factor and that once this area is reviewed, he would be able to fully address her concerns.

ACTION: MOTION: DIRECTOR PHARES SECOND: DIRECTOR HINKLE

Approve proposed service changes for implementation in the Fall of 2002.

Director Reilly reminded the Board of a concern from a previous Board meeting that involved restoring the reserves rather than proposing additional service on the streets. Fare adjustments

will be necessary in order to sustain the current service. Director Fitzmaurice commented that the Scotts Valley service to the schools was good work. Director Phares thanked the staff for restoration of the service on Route 69 from Watsonville to Capitola and from Watsonville to Santa Cruz.

Motion passed with Directors Almquist, Beautz, Norton and Spence being absent.

DIRECTOR SPENCE RETURNED TO THE MEETING.

18. CONSIDERATION OF DIRECTING 2000 FEDERAL CAPITAL EARMARK FUNDS TO BUS PROCUREMENT FROM THE METROBASE PROJECT

Summary:

Mark Dorfman reported that \$1.7 million in federal grant funds will lapse because there is no certified Environmental Impact Report (EIR) for the MetroBase project. Staff took steps to save these funds by moving them into some bus projects to purchase 2 CNG buses, 3 gas-powered under 30' fixed route buses, 5 mid-size paratransit gas-powered cutaway-type vehicles, and 17 paratransit gas-type van-type vehicles. He also cautioned the Board that as of September 30, 2003, an additional \$1.5 million in federal grant funds for the MetroBase project are in danger of lapsing as well.

Discussion:

In response to Director Keogh's query, Mr. Dorfman stated that purchasing of paratransit vehicles would give the District flexibility and more control of the paratransit system. Mr. Dorfman added that the 3 gas-powered under 30' buses would be converted to CNG. METRO can only buy 2 CNG vehicles due to the limitations of the interim fueling facility that is being built. There are 10 fueling stations, 8 of which will be used for the CNG buses recently received, leaving only 2 stations for additional CNG buses purchased. The CNG trolley will also need to be fueled but not as often as a fixed route bus. The interim fueling facility should be on-line by October 2002. Regarding the need to trim the trees on streets to accommodate the CNG tanks on top of the buses, Director Reilly asked for input from the bus operators since they are aware of the problem areas around the county. Mr. Dorfman agreed that staff could compile that list and also submit a list to the City and County officials of where the buses run to ensure all trees are trimmed as needed.

There was discussion on the analysis needed to bring paratransit service in-house. Les White confirmed that staff is working on this analysis but that it is not a commitment that this service would be brought in-house, only that the analysis would be done.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR PHARES

Ratify staff action to save the Year 2000 earmark capital funds by shifting them to bus procurement from the MetroBase project where they are scheduled to lapse on September 30, 2002 if no action is taken.

Motion passed with Directors Almquist, Beautz and Norton being absent.

19. CONSIDERATION OF DESIGNATING MEMBERS OF THE BOARD OF DIRECTORS TO PARTICIPATE IN THE PUBLIC OUTREACH PROCESS FOR THE SANTA CRUZ METRO CENTER DESIGN

Summary:

Les White commented that staff is moving forward in the design process of the Metro Center and right-of-way acquisition process. The Board contracted with the City of Santa Cruz to manage the project. Roma Design Group is under contract for this project and they are ready to begin the public outreach process to receive input into the design development. The Redevelopment Agency staff asked for Board member participation in the outreach process over the next eight months. Initially, there would be six evening meetings over the next 4-6 months. Director Fitzmaurice added that the City Council and the Redevelopment Agency will decide about the City Council's involvement in these meetings. Mr. White will inform Ceil Cirillo that Chairperson Ainsworth would like a schedule of those meetings.

The following Directors will be on the outreach committee: Directors Fitzmaurice, Reilly, Keogh and Ainsworth. Director Fitzmaurice suggested the Director Norton be contacted to determine if he is interested.

20. CONSIDERATION OF AWARD OF CONTRACTS FOR RESIDENT BUS INSPECTOR SERVICES

Summary:

Les White recommended to the Board that the discussion regarding inclusion of vendor contracts in the Board packets be held when Director Beautz is present. Tom Stickel reported that federal regulation requires that buses be inspected through the manufacturer. Four submittals were received in response to staff's Request for Proposals for resident bus inspector services. Staff recommends a split award between First Transit, Inc. for inspection of the high-floor Orian buses and J&S Maintenance Professional Services, Inc. for the low-floor New Flyer buses. Going forward, bidder ranking sheets will be provided to the Board and will show how bidders compared to each other in the ranking.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR PHARES

Authorize the General Manager to execute two contracts for resident bus inspection services for two separate bus procurements with First Transit, Inc. and J & S Maintenance Professional Services, Inc.

Motion passed with Directors Almquist, Beautz and Norton being absent.

21. CONSIDERATION OF APPROVAL OF LEASE FOR SCOTTS VALLEY TRANSIT CENTER TENANT

This was deferred to the August Board Meeting.

22. CONSIDERATION OF ADOPTION OF RESOLUTION RECOGNIZING THE PASSAGE OF THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Summary:

Les White reported that today is the 12th anniversary of the enacting of the Americans with Disabilities Act (ADA) on July 26, 1990 by President Bush.

Discussion:

There was discussion regarding a cartoon which was distributed at the last MASTF meeting regarding ADA and the Call Stops. Director Fitzmaurice expressed his hope that the Board would authorize the Chair to write a letter to MASTF expressing the Board's dismay at this cartoon. In the future Director Fitzmaurice will tell the bus operators when they do not announce the call stops. Bonnie Morr stated that the cartoon is 1-2 years old and that it does not reflect the feelings or thoughts of any of the drivers. She assured the Board that no driver distributed this cartoon anywhere at all and that UTU is and has been committed to the MASTF Committee since its inception. Director Reilly asked that a letter be sent to CCCIL as well in this regard.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR AINSWORTH

Adopt a resolution recognizing the passage of the Americans with Disabilities Act of 1990 on the 12th anniversary of its Enactment.

Motion passed with a roll call vote and with Directors Almquist, Beautz and Norton being absent.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 11:44 a.m.

Respectfully submitted

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 07/01/02 THRU 07/31/02

CHECK NO	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	TRANSACTION COMMENT
7258	07/03/02	243.41	DEL SLABASS	79128		PARTS/SUPPLIES	243.41	
7259	07/03/02	5,506.32	U.S. BANK	79128		4251-2400-0574-2697	720.00	
				79129		4251-2400-0554-7229	4,786.32	
7260	07/03/02	161,637.79	PUBLIC EMPLOYEES'	79130		JULY MEDICAL INS.	161,637.79	
7261	07/03/02	294.04	DELTA AUTO GLASS	79134		OUT REPAIR OTHER VEH	294.04	
7262	07/12/02	9,568.68	VISION SERVICE PLAN	79135		JULY VISION INS.	9,568.68	
7263	07/12/02	29.70	BRINK'S TROPHY SHOPPE	79136		NAME PLATES	29.70	
7264	07/12/02	1,886.80	ABBOTT STREET RADIATOR	79137		REPAIR RADIATOR	943.40	
				79138		REPAIR RADIATOR	943.40	
7265	07/12/02	192.43	WASTE MANAGEMENT OF S C	79139		JUNE-MT HERMON RD	67.17	
				79140		JUNE -KINGS VLG RD	125.26	
7266	07/12/02	71,603.83	DEVCO OIL	79141		JUNE FUEL	71,603.83	
7267	07/12/02	2,456.18	CITY OF SANTA CRUZ	79142		PARKING DEF FEES/ASM	1,182.30	
				79143		2002-03 COOP RETAIL	1,273.88	
7268	07/12/02	2,349.00	EVERGREEN	79144		HAZ WASTE DISPOSAL	80.00	
				79145		HAZ WASTE DISPOSAL	1,975.00	
				79146		HAZ WASTE DISPOSAL	294.00	
7269	07/12/02	1,570.00	SANTA CRUZ MEDICAL CLINIC	79147		M Y MEDICAL EXAMS	1,570.00	
7270	07/12/02	37,822.08	UNUM	79148		JULY LTD INS.	37,822.08	
7271	07/12/02	15.52	MOHAWK MFG. & SUPPLY CO.	79149		REV VEH PARTS 1&	15.52	
7272	07/12/02	4,660.64	ITT HARTFORD	79150		JULY LIFE/AD&D INS	4,660.64	
7273	07/12/02	7,333.00	EOS CLAIMS SERVICES, INC.	79151		7/24-8/26 W/C SVC F E	7,333.00	
7274	07/12/02	1,944.68	PACIFIC BELL/WORLDCOM	79172		JUNE PHONE LINE	52.14	
				79173		JUNE PHONES	1,852.54	
7275	07/12/02	34.71	TRANSIT RESOURCES, INC.	79152		REV VEH PARTS	34.11	
7276	07/12/02	122.17	WESTCOAST LEGAL SERVICE	79153		PROF SVCS SC06-99-06	122.17	
7277	07/12/02	5,199.66	AMERICAN SUPPLY COMPANY	79154		CLEANING SUPPLY	4,583.63	
				79155		CLEANING SUPPLY	616.03	
7278	07/12/02	113.58	KIM SUPPLY, INC	79156		PARTS/SUPPLIES 88	113.58	
7279	07/12/02	9,449.94	BAY EQUIPMENT & REPAIR	79157		OUT REPAIR REV VEH	5,943.60	
				79158		OUT REPAIR REV VEH	3,506.34	
7280	07/12/02	711.07	T.Y. CUSTOM DESIGN	79159		UNIFORMS - OPS	711.07	
7281	07/12/02	960.00	CONFLICT RESOLUTION PROGRAM	79160		SUPERVISORY COACHING	960.00	
7282	07/12/02	3,178.77	SSI CORP.	79161		REPAIRS/MAINT	3,178.77	
7283	07/12/02	6,548.95	CALIFORNIA SERVICE EMPLOYEE	79275		JULY MEDICAL INS.	6,548.95	
7284	07/12/02	1,885.42	SCOTT, CELIA	79162		3/7-6/21 PROF SVCS	1,885.42	
7285	07/12/02	3,750.00	CHANEY, CAROLYN & ASSOC., INC.	79163		JULY LEGISLATIVE SVC	3,750.00	
7286	07/12/02	480.00	EOLARI RANCH	79164		OUT REPAIR BLDG/IMP	480.00	
7287	07/12/02	662.49	SCOTTS VALLEY WATER DISTRICT	79165		4/9-6/10 KINGS VLG	29.09	
				79166		4/9-6/10 KINGS VLG	633.40	
7288	07/12/02	340.00	LEADERSHIP DIRECTORIES, INC.	79167		CONGR. YELLOW BOOK	340.00	
7289	07/12/02	379.52	CLEANSOURCE	79168		CLEANING SUPPLIES	379.52	
7290	07/12/02	253.80	IQS CAPITAL	79169		7/22-8/21 CANON RENT	253.80	
7291	07/12/02	24,000.00	USL FINANCIALS	79170		PRDB MODIFIC. USL	24,000.00	
7292	07/12/02	948.24	WESTERN HIGHWAY PRODUCTS, INC.	79171		REPAIR/MAINT SUPPLY	948.24	
7293	07/12/02	211.36	UNITED PARCEL SERVICE	79174		FREIGHT OUT	211.36	
7294	07/12/02	1,542.75	PACIFIC GAS & ELECTRIC	79175		5/31-7/1 BEACH ST.	105.80	
				79176		5/31-7/1 RODRIGUEZ	1,386.54	
				79177		5/31-7/1 RODRIGUEZ	18.68	
				79178		5/29-6/28 SAKATA LN	10.80	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 07/01/02 THRU 07/31/02

CK SER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR, TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
				79277	5/29-6/28 SAKATA LN	105.0	
				79278	4/30-5/31 CNG FUEL	10.33	
7295	07/12/02	615.07 013	NCI SERVICE PARTS, INC.	79179	REV VEH PARTS	118.45	
				79180	REV VEH PARTS	335.92	
				79185	REV VEH PARTS	160.70	
7296	07/12/02	935.25 039	KINKO'S INC.	79181	JUNE PRINTING	935.25	
7297	07/12/02	2,634.21 041	MISSION UNIFORM	79182	JUNE UNIFORM/LAUNDRY	1,984.46	
				79183	JUNE UNIFORMS/LAUNDR	649.75	
7298	07/12/02	2,820.27 043	PALACE ART & OFFICE SUPPLY	79184	JUNE OFFICE SUPPLIES	2,820.27	
7299	07/12/02	507.15 045	ROYAL WHOLESALE ELECTRIC	79186	REPAIR/MAINT SUPPLY	587.15	
7300	07/12/02	9,267.04 060A	CITY OF SANTA CRUZ	79187	APR-JUN POLICE-METRO	9,267.04	
7301	07/12/02	533.41 075	COAST PAPER & SUPPLY INC.	79188	CLEANING SUPPLY	533.41	
7302	07/12/02	15,311.41 079	SANTA CRUZ MUNICIPAL UTILITY	79189	5/1-6/27 PACIFIC	67.04	
				79190	5/1-6/27 PACIFIC	7,237.00	
				79191	5/1-6/27 GOLF CLUB	1,501.94	
				79192	5/1-6/27 ENCINAL ST	1,552.20	
				79193	5/1-6/27 ENCINAL	171.37	
				79194	5/1-6/27 RIVER ST	3,503.45	
				79195	5/1-6/27 DUBOIS	1,278.40	
7303	07/12/02	2,251.67 080A	STATE BOARD OF EQUALIZATION	79196	APR-JUN FUEL TAX	2,251.67	
7304	07/12/02	18,130.94 0 %	DIXON & SON, INCORPORATED	79197	OUTREPAIR REV VEH	1,765.25	
				79198	JUNE TIRES/TUBES	16,365.69	
7305	07/12/02	217.75 090	CRYSTAL SPRINGS WATER CO.	79199	MAY WATER FLEET	217.75	
7306	07/12/02	445.47 107	SAN LORENZO LUMBER CO., INC.	79200	PARTS/SUPPLIES	38.48	
				79201	JUNE SUPPLIES	14.56	
				79202	JUNE SUPPLIES	392.43	
7307	07/12/02	55.11 113	SCMTD PETTY CASH - FLEET	79203	PETTY CASH REIMBURSE	55.11	
7308	07/12/02	2,510.25 117	GILLIG CORPORATION	79204	REV VEH PARTS	775.23	
				79205	REV VEH PARTS	522.69	
				79206	REV VEH PARTS	173.38	
				79207	REV VEH PARTS	107.12	
				79208	REV VEH PARTS	931.83	
7309	07/12/02	1,190.00 120	OFFICE DYNAMICS INC.	79209	OUT REPAIR EQUIPT	595.00	
				79210	OUT REPAIR EQUIPT	595.00	
7310	07/12/02	1,070.77 135	SANTA CRUZ AUTO PARTS, INC.	79211	REV VEH PARTS/SUPPLY	1,070.77	
7311	07/12/02	252.50 135	DANCING MAN IMAGERY	79212	PHOTO SUPPLY/PROCESS	262.50	
7312	07/12/02	358.18 147	ZEE MEDICAL SERVICE	79213	SAFETY SUPPLIES	119.99	
				79214	SAFETY SUPPLIES	238.19	
7313	07/12/02	2,345.76 156	PRINT GALLERY, THE	79215	PRINTING	2,345.76	
7314	07/12/02	1,546.96 166	HOSE SHOP, INC., THE	79216	SMALL TOOLS	500.48	
				79217	REV VEH PARTS/SUPPLY	912.16	
				79218	REPAIRS/MAINT	134.32	
7315	07/12/02	1,084.67 167	KEYSTON BROTHERS	79219	BODY SHOP SUPPLIES	1,084.67	
7316	07/12/02	29,560.00 174	SAYLOR & HILL COMPANY	79220	02/03 PROPERTY INS.	29,560.00	
7317	07/12/02	1,358.07 191	GOLDEN GATE PETROLEUM	79221	MAY FUEL - FLEET	1,358.07	
7318	07/12/02	4,139.72 221	VEHICLE MAINTENANCE PROGRAM	79222	REV VEH PARTS 1416	1,415.80	
				79223	REV VEH PARTS 2724	2,723.92	
7319	07/12/02	233.28 282	GRAINGER INC, W. W.	79224	REV VEH PARTS	233.28	
7320	07/12/02	52.88 288	MUNCIE RECLAMATION & SUPPLY	79225	PARTS/SUPPLIES	22.59	
				79226	REV VEH PARTS	30.29	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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CK SER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
7321	07/12/02	316.71 294	ANDY'S AUTO SUPPLY	79227	REV VEH PARTS/SUPPLY	316.71	
7322	07/12/02	368.71 319	SIX COUNTIES FIRE AND SAFETY	79228	REPLACE SPRINKLERS	368.71	
7323	07/12/02	1,375.93 378	STEWART & STEVENSON	79229	REV VEH PARTS	1,347.19	
				79230	REV VEH PARTS	28.74	
7324	07/12/02	1,132.92 389	KENS AUTO PARTS, INC.	79231	REV VEH PARTS/SUPPLY	1,132.92	
7325	07/12/02	202.00 394	APPLIED DIGITAL SOLUTIONS	79232	OUT REPAIR EQUIPT	202.00	
7326	07/12/02	262.44 409	MULTIWAVE DIRECT	79233	COMPUTER SUPPLIES	262.44	
7327	07/12/02	2,506.56 410	TRANSIT INFORMATION PRODUCTS	79234	GRAPHIC SVCS	2,506.56	
7328	07/12/02	3,726.52 418	COUNTY OF SANTA CRUZ	79235	OCT-APR CNG FUEL	3,726.52	
7329	07/12/02	2,171.29 433	AMPAC BUILDING MAINTENANCE	79236	JUNE SERVICE	2,171.29	
7330	07/12/02	295.53 434B	VERIZON CALIFORNIA	79281	CONNECT MT BIEWLASKI	295.53	
7331	07/12/02	160.00 481	PIED PIPER EXTERMINATORS, INC.	79237	JUNE SERVICE	160.00	
7332	07/12/02	27,890.00 497A	AMERICAN PUBLIC TRANSPORTATION	79238	7/02-6/03 FT ASSESMT	12,500.00	
				79239	7/02-6/03 MEMBERSHIP	15,390.00	
7333	07/12/02	240.00 497B	AFT,;	79240	DBE FY 03 ADVERTISMT	240.00	
7334	07/12/02	417.77 511	LUMINATOR	79241	OUT REPAIR REV VEH	175.00	
				79242	OUT REP REV VIII 210	242.77	
7335	07/12/02	66.22 527	RECARD NORTH AMERICA, INC.	79244	REV VEH PARTS 60	56.22	
7336	07/12/02	183.70 534	REGENTS OF UNIVERSITY OF CALIF	79243	BOV LIABILITY 4TH ED	90.77	
				79245	CA TORTE GUIDE 3RD E	92.93	
7337	07/12/02	257.52 570	SCMTD PETTY CASH - PLANNING	79246	REIMB PETTY CASH	257.52	
7338	07/12/02	311,298.00 588	CALTIP	79247	02/03 LIABILITY INS.	297,752.00	
				79248	02/03 VEH PHYSICAL D	23,546.00	
7339	07/12/02	190.00 635	MAGDALENO, CARMEN	79249	INTERPRETING SVCS	190.00	
7340	07/12/02	1,175.00 650	CENTRAL COAST LANDSCAPE	79250	LANDSCAPING SVCS	1,175.00	
7341	07/12/02	775.66 664	BAY COUNTIES PITCOCK PETROLEUM	79251	MAY FUEL - FLEET	775.66	
7342	07/12/02	9,167.43 782	BLMYER ENGINEERS INC.	79252	DESIGN SVC CNG VEH	1,152.49	
				79253	DESIGN SVCS C N E FUEL	8,014.94	
7343	07/12/02	243.13 782'	SCMTD PETTY CASH - FINANCE	79254	REIMB PETTY CASH	243.13	
7344	07/12/02	275.20 794	MORRIS & ASSOCIATES	79255	PROF SVCS SC04-01-02	275.20	
7345	07/12/02	34,867.13 800	DELTA DENTAL PLAN	79256	JULY DENTAL INS.	34,867.13	
7346	07/12/02	58,000.00 804	ORTHOPAEDIC HOSPITAL	75257	ELIGIBILITY SOFTWARE	58,000.00	
7347	07/12/02	327.54 807	BAY FLEET & SUPPLY	79258	REV VEH PARTS	327.54	
7348	07/12/02	628.77 820	PACIFICARE/CALPERS MAS TEAM	79279	COBRA MEDICAL-AUGUST	419.18	
				79280	COBRA MEDICAL-AUGUST	209.59	
7349	07/12/02	2,221.66 820A	PACIFICARE OF CALIFORNIA	79259	COBRA PREMIUMS	2,221.66	
7350	07/12/02	240.00 832	SCOTT, MIKE	79260	BO SIGNS	240.00	
7351	07/12/02	49.95 843	FENTON TECHNOLOGY MEDIA	79261	SQL SERVER MAGAZINE	49.95	
7352	07/12/02	52.12 844	VISIBLE	79262	TAX FORMS - 1099	52.12	
7353	07/12/02	1,679.56 845	BLUE SHIELD OF CALIFORNIA	79253	COBRA PREMIUMS	1,679.56	
7354	07/12/02	1,123.76 850	HEALTH WET	79264	COBRA PREMIUMS	1,123.76	
7355	07/12/02	253.98 855	PERS CHOICE	79265	COBRA PREMIUMS	253.98	
7356	07/12/02	105.90 E002	STICKEL, TOM	79266	EMPLOYEE INCENTIVE	105.90	
7357	07/12/02	45.48 E077	PEREZ, RICARDO	79267	EMPLOYEE INCENTIVE	45.48	
7358	07/12/02	162.88 E088	O'DONNELL, SHAWN	79268	EMPLOYEE INCENTIVE	162.88	
7359	07/12/02	10.00 E121	MEJIA, INDELISA	79269	DMV/VTT FEES	10.00	
7360	07/12/02	1.50 E140	CARLSON, JACOB	79270	LIFE INSURANCE PREM.	1.50	
7361	07/12/02	7.99 E269	RYLANDER, REED	79271	O.T. MEALS PER MOU	7.99	
7362	07/12/02	10.00 E305	BRADFORD, THOMAS	79272	DMV/VTT FEES	10.00	
7363	07/12/02	47.25 E345	JACINTO, FRANK	79273	DENTAL INSURANCE PRM	47.25	

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7364	07/12/02	124.50 M020	PERS CHOICE	79274	MEDICAL PREMIUM	124.50	
7365	07/12/02	24,000.00 R378	SHIRK, GARY	79275	SETTLEMENT CLAIM	24,000.00	
7366	07/19/02	1,030.18 001	PACIFIC BELL/SAC	79355	JULY LINE - IT	620.72	
				79384	JULY PHONE LINE	409.46	
7367	07/19/02	22.00 001025	COUNTY OF SANTA CRUZ	79356	JUNE DUMP FEES	22.00	
7368	07/19/02	687.34 001052	MID VALLEY SUPPLY	79232	CLEANING SUPPLIES	373.29	
				79283	CLEANING SUPPLIES	314.05	
7369	07/19/02	1,430.04 001063	NEW FLYER INDUSTRIES LIMITED	79284	REV VEH PARTS 1430	1,430.04	
7370	07/19/02	1,019.80 001230	CAPITOL CLUTCH AND BRAKE, INC	79357	REV VEH PARTS/SUPPLY	1,019.80	
7371	07/19/02	523.00 001257	DOMINICAN HOSPITAL O F S C	79335	MAY DRUG TESTING	523.00	
7372	07/19/02	275.10 001315	WASTE MANAGEMENT OF S C	79286	JUL-SEP LOMOND ST/HW	34.80	
				79287	JUL-SEP BIG BASIN/HW	34.80	
				79288	JUL-SEP AIRPORT/FREE	205.50	
7373	07/19/02	6.90 001346	CITY OF SANTA CRUZ	79385	POLICE REPORTS	6.90	
7374	07/19/02	790.00 001j23	SANTA CRUZ MEDICAL CLINIC	79358	JUNE MEDICAL EXAMS	790.00	
7375	07/19/02	379.02 001589	STATEWIDE RENT-A-FENCE INC.	79290	6/28-9/27 RENTAL	379.02	
7376	07/19/02	203.80 001704	SURTEC SYSTEM, INC	79291	GRAFFITI REMOVER	203.80	
7377	07/19/02	39.53 001733	STODDLEY'S SMALL ENGINE SERVIC	79292	VACUUM SWEEPER PARTS	39.53	
7378	07/19/02	6,932.14 001799	DILLINGHAM TICKET CO.	75359	PRINT DAY PASSES	3,494.06	
				79360	PRINT DAY PASSES	3,438.08	
7379	07/19/02	835.40 001856	BAY COMMUNICATIONS	79293	JUNE PHONEREPAIRS	835.40	
7380	07/19/02	492.22 001936	WORLD COM TECHNOLOGIES, INC.	79386	JUNE LONG DISTANCE	492.22	
7381	07/19/02	10.00 001944	SANTA CRUZ COUNTY LAW LIBRARY	79361	APRIL-JUNE COPY	10.00	
7382	07/19/02	1,071.00 001991	BAY STAFFING	79294	TEMPS PLANS id/E 6/16	427.00	
				79295	TEMPS PLANS W/E 6/24	336.00	
				79296	TEMPS PLANS W/E 6/26	308.00	
7383	07/19/02	1,670.68 002028	WESTCOAST LEGAL SERVICE	79297	JUNE PROF SVCS	1,670.65	
7384	07/19/02	76.32 002063	COSTCO	79298	PHOTO PROCESS OPS	5.18	
				79299	PHOTO PROCESS OPS	30.75	
				79300	PHOTO PROCESS OPS	14.10	
				79387	PHOTO PROCESS-LEGAL	26.29	
7385	07/19/02	533.50 002069	A TOOL SHED, INC.	79301	EQUIPT RENTAL	533.50	
7386	07/19/02	320.90 002161	APPLIED INDUSTRIAL TECH	79502	REPAIRS/MAINT.	320.90	
7387	07/19/02	312.02 002240	RILEEN-RITE	79362	SEAM CLEANER WTC	312.02	
7388	07/19/02	66.54 002247	DINERS CLUB	79363	3888-300190-3702	66.54	
7389	07/19/02	2,000.00 002267	SHAW & YODER, INC.	79364	JUNELEGISLATIVE	2,000.00	
7390	07/19/02	1,153.88 002346	CHANEY, CAROLYN & ASSOC., INC.	79365	JAN-JUN EXPENSES	1,153.85	
7391	07/19/02	217.56 002504	TIFCO INDUSTRIES	79303	PARTS & SUPPLIES	217.56	
7392	07/19/02	65.97 002627	CD:1 GOVERNMENT, INC.	75366	COMPUTER SUPPLY	20.51	
				79367	COMPUTER SUPPLY	45.46	
7393	07/19/02	325.75 002707	PITNEY BOWES CREDIT CORP	79304	6/30-2/30 RENTAL	325.75	
7394	07/19/02	1,011.76 002713	SANTA CRUZ AUTO TECH, INC	79305	REPAIR HEATER CORE	372.59	
				79306	REPAIR VEH #8035	281.12	
				79307	REPAIR VEH #8027	58.00	
				79308	REPAIR VEH #707	300.05	
7395	07/19/02	436.17 004	NORTH BAY FORD LINC-MERCURY	79309	REV VEH PARTS	27.37	
				79310	REPAIR VEH #8014	408.80	
7396	07/19/02	33.63 007	UNITED PARCEL SERVICE	79388	FREIGHT OUT	33.63	
7397	07/19/02	10,815.19 009	PACIFIC GAS & ELECTRIC	79311	6/6-7/8 PACIFIC AVE	723.82	
				79312	6/6-7/8 PACIFIC AVE	1,350.95	

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				79313	6/6-7/6 PACIFIC AVE	99.93
				79314	6/3-7/2 RIVER ST	28.73
				79315	6/3-7/2 RIVER ST	2,058.72
				79316	6/3-7/2 GOLF CLUB	39.25
				79317	6/3-7/3 ENCINAL ST	49.86
				79318	6/3-7/3 ENCINAL ST	3,497.99
				79319	6/3-7/3 111 DUBOIS	129.84
				79320	6/3-7/3 111 DUBOIS	875.95
				79321	6/3-7/3 HARVEY WEST	31.09
				79322	6/3-7/2 GOLF CLUB	1,929.06
7398	07/19/02	17.00 014	CABRILLO COLLEGE	79368	JUNIFINGERPRINTING	17.00
7399	07/19/02	3,122.79 018	SALINAS VALLEY FORD SALES	79369	REY VEH PARTS	34122.79
7400	07/19/02	83.55 042	ORCHARD SUPPLY HARDWARE	79323	FLASHLIGHTS - OPS	72.32
				79370	REPAIRS/MAINT	11.23
7401	07/19/02	68.69 061A	REGISTER PAJARONIAN	79324	CLASSIFIEDAD	68.69
7402	07/19/02	110.44 067	ROTO-ROOTER SEWER/PLUMBING	79325	PLUMBING SVCS	110.44
7403	07/19/02	266.25 090	CRYSTAL SPRINGS WATER CO.	79326	JUNE WATER FLEET	266.25
7404	07/19/02	74,019.27 101	EOS CLAIMS SERVICES, INC.	79327	JUNE TRUST ACCOUNT	74,019.27
7405	07/19/02	95.06 130	WATSONVILLE CITY WATER DEPT.	79289	6/3-7/1 RODRIGUEZ	9.06
				79328	6/3-7/1 SAKATA LANE	73.20
				79329	6/3-7/1 SAKATA LANE	12.80
7406	07/19/02	1,158.77 144	ROSS MANUFACTURING CO.	79330	MISC GLOVES-FAC/STC	1,158.77
7407	07/19/02	530.54 149	SANTA CRUZ SENTINEL	79331	JUNE ADVERTISING	530.54
7408	07/19/02	100.00 150	U.S. REGENTS	79332	JUNE ROOM RENTAL	100.00
7409	07/19/02	5,163.48 163	COMMUNITY PRINTER, INC.	79333	PRINT DISCOUNT PASS	1,291.66
				79334	PRINT MONTHLY PASSES	3,871.80
7410	07/19/02	283.82 172	CENTRAL WELDERS SUPPLY, INC.	79335	SAFETY & PARTS SUPPL	283.82
7411	07/19/02	2,053.85 191	GOLDEN SATE PETROLEUM	79371	JUNE FUEL FLEET	2,053.85
7412	07/19/02	16.21 195	NEOPART	79336	REY VEH PARTS	16.21
7413	07/19/02	342.52 196	LIFT-U-INC.	79372	REY VEH PARTS	342.52
7414	07/19/02	1,539.06 225	MISSION PRINTERS	79337	PRINT BUS PASSES	1,539.06
7415	07/19/02	55.00 271	CARLSON, BRENT D., M.D., INC.	79373	JUNE DRUG TESTING	55.00
7416	07/19/02	625.00 292	NORTH COUNTY RECOVERY & TOWING	79338	OUT REPAIR REV VEH	625.00
7417	07/19/02	101.64 372	FEDERAL EXPRESS	79374	JUNE MAILINGS	63.81
				79375	JUNE MAILINGS	37.83
7418	07/19/02	24.99 394	APPLIED DIGITAL SOLUTIONS	79389	COMPUTER SUPPLY 25	24.97
7419	07/19/02	7,153.16 395	APPLIED GRAPHICS, INC.	79339	FEINTDAYPASSCOUP	966.00
				79340	PRINT LETTERHEAD	115.59
				79341	PRINT F/O FORK	704.14
				79342	METRO LOGO BAGS	408.84
				79343	PRINT LETTERHEAD	677.75
				79344	PRINT PARATRANSIT	1,628.98
				79376	PRINTING-CHECK SHEET	2,651.86
7420	07/19/02	473.20 413	COUNTY OF SANTA CRUZ	79377	APR-MAY LNG FUEL	473.20
7421	07/19/02	155.44 434	VERIZON WIRELESS-PAGERS	79378	JULY PAGERS	155.44
7422	07/19/02	340.67 447	FERRIS HOIST & REPAIR INC.	79345	OUT REPAIR EQUIPT	345.6j
7423	07/19/02	4,189.32 480	DIESEL MARINE ELECTRIC	79346	REV VEH PARTS	4,189.32
7424	07/19/02	23,456.26 500	PAIGE'S SECURITY SERVICES, INC	79347	JUNE SECURITY	23,456.26
7425	07/19/02	191.92 510	ASCOM HASLER LEASING	79379	AUG EQUIPT RENTAL	191.92
7426	07/19/02	336.96 546	GRANITE ROCK COMPANY	79348	REPAIRS/MAINT	135.27

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7427	07/19/02	416.73	566 CALISTOGA SPRING WATER CO:	79349	CONCRETE MIX	201.69
				79350	JUNE WATER PLANNING	67.75
				79380	JUNE WATER - ADMIN	348.98
7428	07/19/02	1,047.00	575 JAQUA OF CAL IFORNIA	79351	20 BENCH ENDS	1,047.00
7429	07/19/02	8,845.00	616 BROWN ARMSTRONG	79331	ACCTING&AUDIT FEES	8,845.00
7430	07/19/02	767.23	664 BAY COUNTIES PITCOCK PETROLEUM	79332	JUNE FUEL - FLEET	767.23
7431	07/19/02	250.00	721 D & H ADVERTISING	79352	JUNE ADS	250.00
7432	07/19/02	2,347.51	779 STAR MACHINE & TOOL CO.	79353	REV VEH PARTS 1979	2,014.76
				79354	REV VEH PARTS 310	332.55
7433	07/19/02	33.53	346 DEWITT, ROBERT L. & ASSOC INC.	79390	BLUEPRINTS	33.53
7434	07/19/02	44.00	E304 BRIDINGER,CHRIS	79391	DMV/VTT FEES - OPS	44.00
7435	07/19/02	36.09	E397 GALLAGHER, MARGARET	79383	COPIES & FAX FEES	36.09
7436	07/19/02	16.00	E521 HERNANDEZ, JAIME	79392	OVERTIME MEAL-HOU	16.00
7437	07/19/02	72.27	E522 CARR, DALE	79393	OFFICESUPPLY/50DHT	72.27
7438M	07/19/02	253.98	855 PERS CHOICE	79464	AUGCOBRAPREMIUM	253.98
						MANUAL
7439	07/26/02	1,469.47	001 AUGUST COBRA PREMIUM	79394	JULY PHONE LINES	339.59
				79395	JULY PHONELINES	339.5;
				79396	JULY PHONE LINES	790.29
7440	07/26/02	1,366.07	001119 MACERICH PARTNERSHIP, LP, THE	79397	AUGUST-CAPITOLA MALL	1,366.07
7441	07/26/02	107.08	001206 DELTAGLASS	79398	PARTS/SUPPLIES	107.08
7442	07/26/02	131.95	001230 CAPITOL CLUTCH AND BRAKE, INC	79399	REV VEH PARTS	131.95
7443	07/26/02	183,462.14	001762 COMMUNITY BRIDGES	79458	JUNE ADA PARATRANSIT	183,462.14
7444	07/26/02	5,805.66	001800 THERMO KING OF SALINAS, INC	79400	OUT REPAIR/PARTS	5,805.66
7445	07/26/02	133.77	002028 WESTCOASTLEGAL SERVICE	79401	PROF/TECH SVCS	138.77
7446	07/26/02	29,768.12	002116 HINSHAW, EDWARD & BARBARA	79402	AUGUST- 370 ENCINAL	23,701.79
				79403	AUGUST- 120 DUBOIS	6,066.33
7447	07/26/02	10,529.37	002117 IULIANO,NICK	79404	AUGUST- 111 DUBOIS	10,529.37
7448	07/26/02	291.05	002504 TIFCO INDUSTRIES	79405	FARTS&SUPPLIES	291.05
7449	07/26/02	2,328.16	002610 FREDERICELECTRONICSCORP.	79406	AUGUST- 375 ENCINAL	2,328.16
7450	07/26/02	299.16	002639 NEXTEL COMMUNICATIONS	79407	PHONES LINES MAY-JUN	299.16
7451	07/26/02	538.73	009 PACIFIC GAS & ELECTRIC	79408	6/12-7/12 KINGS VLG	14.99
				79409	6/12-7/12KINGSVLG	11.23
				79410	6/12-7/12 KINGS VLG	453.05
				79459	5/31-6/30 CNG	59.46
7452	07/26/02	1,203.00	017 SUN MICROSYSTEMS, INC.	79411	7/1-9/30 SVCS	1,203.00
7453	07/26/02	331.26	020 ADT SECURITY SYSTEMS,	79412	JULY ALARMS	331.26
7454	07/26/02	202.18	034 BLUEPRINT EXPRESS	79413	CNG- OPS	202.18
7455	07/26/02	105.36	067 ROTO-ROOTER SEWER/PLUMBING	79414	OUT REPAIR/BLG & IMP	105.36
7456	07/26/02	2,178.00	080 STATE BOARD OF EQUALIZATION	79415	APR-JUN USE TAX	2,178.00
7457	07/26/02	123.00	083 THYSSENKRUPP ELEVATOR -042	79416	JULY ELEVATOR SVC	123.00
7458	07/26/02	2,238.60	110 TRANSMART	79417	AUGUST CUSTODIAN SVC	2,238.60
7459	07/26/02	1,911.04	130 WATSONVILLE CITY WATER DEPT.	79418	5/1-7/1 RODRIGUEZ	565.65
				79419	CONTAINER RODRIGUEZ	1,230.00
				79420	5/1-7/1 RODRIGUEZ	57.56
				79421	5/1-7/1 RODRIGUEZ	57.83
7460	07/26/02	2,216.16	156 PRINT GALLERY, THE	79422	PRINTING-PLANNING	2,216.16
7461	07/26/02	211.20	215 IKON OFFICE SOLUTIONS	79423	JULY MAINTENANCE	211.20
7462	07/26/02	1,650.00	351 BEI CORPORATION	79424	OUT REPAIR EQUIPT	1,650.00
7463	07/26/02	1,250.00	376 MULT ISYSTEMS, INC	79425	OUT REPAIR EQUIPT	1,250.00

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7464	07/26/02	606.00	394 APPLIED DIGITAL SOLUTIONS		79460	JUL-SEPT PRINTER MNT	606.00	
7465	07/26/02	507.46	418 COUNTY OF SANTA CRUZ		79461	JUNE CNG FUEL	507.46	
7466	07/26/02	108.78	436 WEST GROUP PAYMENT CTR		79426	JUNE ACCESS CHARGES	108.78	
7467	07/26/02	1,043.89	461 VULTRON INC.		79427	REV VEH PARTS	1,043.89	
7468	07/26/02	8.10	534 REGENTS OF UNIVERSITY OF CALIF		79428	INTERNET-CA LAWYERS	8.10	
7469	07/26/02	1,500.00	563 AMBAG		79429	CENTAL COAST REPORT	1,500.00	
7470	07/26/02	757.19	664 BAY COUNTIES PITCOCK PETROLEUM		79462	JULY FUELS -FLEET	757.19	
7471	07/26/02	1,740.00	705 BUSTICHI CONSTRUCTION, INC.		79430	BUS STOP IMPROVEMNTS	1,740.00	
7472	07/26/02	900.00	ZL JETER, GRADY L.		79431	PROF SVCS 6/24/02	900.00	
7473	07/26/02	5,179.10	782 BLYMYER ENGINEERS, INC.		77432	JUNE PROF SVCS	3,884.52	
					79433	JUNE PROF SVCS	1,294.58	
7474	07/26/02	900.00	840 BOUCHARD, BRENT		79434	AUGUST-VERNON LOT	900.00	
7475	07/26/02	2,220.00	E 387 FLAGG, PAULA R.		77437	POSTAGE-ADA MAILING	2,220.00	
7476	07/26/02	13.45	E067 SWART, RANDY		79435	OT MEAL, MOU	13.45	
7477	07/26/02	43.80	E103 LONGNECKER, LLOYD		79436	MILEAGE-LIVERMORE	43.80	
7478	07/26/02	10.00	E132 STEVENSON DANIEL		71437	DMV/VTT FEES - OPS	10.00	
7479	07/26/02	37.54	E174 BROGDON, ROY		79438	GLOVES-REV COLLECT.	37.54	
7480	07/26/02	100.00	E404 WILSON, BONNIE		79463	RETIREMENT BBQ	100.00	
7481	07/26/02	306.00	M001 HORTON, JOSEPH		79440	AUG MEDICAL PREMIUM	306.00	
7482	07/26/02	306.00	M002 RACKLEY EARL		79441	AUG MEDICAL PREMIUM	306.00	
7483	07/26/02	153.00	M003 WYANT, JUG I		79442	AUG MEDICAL PREMIUM	153.00	
7484	07/26/02	153.00	M005 ROSS, EMERY		79443	AUG MEDICAL PREMIUM	153.00	
7485	07/26/02	397.00	M006 VAN DER ZANDE, ED		79444	AUG MEDICAL PREMIUM	397.00	
7486	07/26/02	298.00	M007 BLAIR-ALWARD, GREGORY		79445	AUG MEDICAL PREMIUM	298.00	
7487	07/26/02	298.00	M008 CAMPOS, ARVILLA		79446	AUG MEDICAL PREMIUM	298.00	
7488	07/26/02	567.00	M009 FREEMAN, MARY		79447	AUG MEDICAL PREMIUM	567.00	
7489	07/26/02	170.00	M010 SHORT, SLOAN		75443	AUG MEDICAL PREMIUM	170.00	
7490	07/26/02	178.00	M011 LAWSON, LOIS		79449	AUG MEDICAL PREMIUM	178.00	
7491	07/26/02	178.00	M012 ROSE, JACK		79450	AUG MEDICAL PREMIUM	178.00	
7492	07/26/02	170.00	M013 JAHNKE, EILEEN		79451	AUG MEDICAL PREMIUM	170.00	
7493	07/26/02	50.00	M015 HETH, KATHRYN		79452	AUG MEDICAL PREMIUM	50.00	
7494	07/26/02	25.00	M016 HICKLIN, DONALD KENT		79453	AUG MEDICAL PREMIUM	25.00	
7495	07/26/02	25.00	M017 FORTILLA, EARLENE		79454	AUG MEDICAL PREMIUM	25.00	
7496	07/26/02	25.00	M018 SANDRETTI, ALFRED		79455	AUG MEDICAL PREMIUM	25.00	
7497	07/26/02	42.00	M019 WILLIAMS, ROBERT		79456	AUG MEDICAL PREMIUM	42.00	
7498	07/26/02	4,842.15	R379 MERCURY INSURANCE GROUP		79457	SETTLEMENT - CLAIM	4,842.15	
3L		1,406,794.06	COAST COMMERCIAL BANK			TOTAL CHECKS	24,406,794.06	

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

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	2	5	4	1	4	100%
FLYER/LOW FLOOR - 40'	12	3	9	9	0	9	100%
FLYER/LOW FLOOR - 35'	18	3	15	15	0	15	100%
FLYER/HIGH FLOOR - 35'	25	5	20	19	1	19	100%
GILLIG/SAM TRANS - 40'	10	3	7	4	3	4	100%
GILLIG/FOOTHILL - 40'	20	3	17	3	14	3	100%
GILLIG/REGULAR - 35'	4	2	2	1	1	1	100%
GILLIG/SHORT BUS - 30'	3	0	3	0	3	0	100%
GMC/HIGHWAY 17 - 40'	8	2	6	3	3	3	100%
CHAMPION	4	2	2	1	1	1	100%

Service Interruption Summary Report
Lift Problems
07/01/2002 to 07/31/02

AM Peak Hour/Mile	Midday Hour/Mile	PM Peak Hour/Mile	Other Hour/Mile	Weekday Hour/Mile	Saturday Hour/Mile	Sunday Hour/Mile
00:00/0	00:00/0	00:00/0	00:00/0	00:00/0	00: 0010	00:00/0

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF JULY, 2002

DATE	DAY	BUS #	REASON
07/01/02	MONDAY	8080F	Lift won't work unless you jiggle the power switch
07/01/02	MONDAY	9802LF	Lift failed
07/02/02	TUESDAY	8076F	Barrier does not go down all the way
07/02/02	TUESDAY	98346	Barrier for ramp does not hold position
07/03/02	WEDNESDAY	9835G	Too long coming up from kneel, too noisy
07/03/02	WEDNESDAY	8093F	Lift vibrates very badly when loaded and lowering
07/05/02	FRIDAY	8081 F	Lift bounces on the way out
07/08/02	MONDAY	8080F	W/C ramp starting to squeak
07/10/02	WEDNESDAY	98386	W/C lift would not deploy
07/11/02	THURSDAY	8091 F	Wheelchair lift needs service
07/11/02	THURSDAY	8305GM	Lift not working
07/12/02	FRIDAY	98336	No power to lift
07/16/02	TUESDAY	8081 F	Lift chatters, (starts & stops with passenger on it)
07/16/02	TUESDAY	98336	Lift inoperable
07/17/02	WEDNESDAY	8087F	No W/C lift
07/18/02	THURSDAY	8086F	No lift
07/18/02	THURSDAY	98406	Kneel takes forever to raise
07/19/02	FRIDAY	8080F	W/C ramp will sometimes not activate
07/19/02	FRIDAY	8082F	Passenger lift not to be used
07/22/02	MONDAY	8052G	Lift is dead
07/22/02	MONDAY	8082F	No lift
07/22/02	MONDAY	8086F	No lift
07/23/02	TUESDAY	8076F	Kneel releases on it's own
07/23/02	TUESDAY	8082F	No lift
07/25/02	WEDNESDAY	98336	No lift
07/30/02	TUESDAY	8081 F	Extremely slow lift
07/31/02	WEDNESDAY	8108F	Lift would not deploy. Coach stays in kneel too long to use

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

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

GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: AAA Ins. (subro. Watkins) Received: 07/15/02 Claim #:02-0023
Date of Incident: 06/06/02 Occurrence Report No. : SC 06-02-05

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

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

By Herb Palacios for Margaret Gallagher Date: July 25, 2002
Margaret Gallagher
DISTRICT COUNSEL

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 9, 2002.

Dale Carr
Recording Secretary

Date

MG/hp

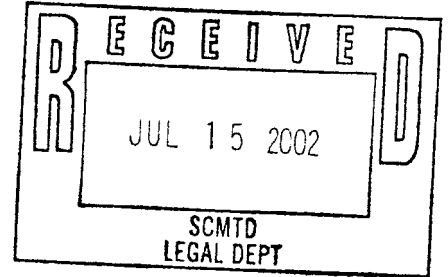


California State
Automobile Association
Inter-Insurance Bureau

P.O. Box 920
Suisun City, CA 94585-0920

July 11, 2002

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
370 ENCINAL ST. STE 100
SANTA CRUZ, CA 95060
ATTN: LEGAL DEPARTMENT/HERBERT PALACIOS



RE: Your Insured/Driver: CITY BUS/ARTHUR MUNIZ
Your Claim No.: UNKNOWN
Our Insured: Kathilee Or Floyd Garcia
Our Claim No.: 12-F753 18-6
Date of Loss: 06/06/2002

Dear Legal Department/Herbert Palacios:

This will confirm our subrogation interest arising from this loss. We have settled the claim with our insured and request payment directly to **California State Automobile Association Inter-Insurance Bureau:**

Documentation to support our claim is enclosed. Please issue payment of \$323 1.10 for the following expenses:

Repair Bill	\$2,731.10
Deductible	\$250.00
Loss of Use	\$250.00

TOTAL	\$3,231.10
--------------	-------------------

Please be advised that any payment in an amount less than that set forth in this letter that is forwarded to CSAA without its prior authorization as described below **will not constitute a full and final settlement and will be accepted as partial payment only.** Since payments received in the mail are processed by clerical staff and deposited as a matter of course without examination, unauthorized payments for less than the full amount demanded may be processed inadvertently. Although such payments may be demarked as "payment in full" or have other words of similar meaning written on them, their processing will not constitute an accord and satisfaction, as CSAA has not agreed to acceptance of such payments. Only an authorized Subrogation Specialist may communicate, orally or in writing, CSAA's specific agreement to accept an amount less than that demanded in this letter.

Sincerely,

Marivic R. Custodio
Subrogation Specialist
888-222-1839 extension 5035
Enclosure

RECEIVED BY CSAA 07/04/2002

CHECK NO: 704 L314258-9-R

DATE: 07-04-2002

NAME AND ADDRESS INFORMATION:

HERTZ LOCAL EDITION
PO BOX 268825
OKLAHOMA C I TV OK 73126-8825

INSURED: GARCIA, KATHILEE OR FLOYD
DATE OF LOSS: 06-06-02
CLAIM NO.: 12-F75318-6
CLAIMANT: GARCIA, KATHILEE OR FLOYD
PAYEE: HERTZ LOCAL EDITION
AMOUNT: \$250.00
IN PAYMENT OF: HLE/FRP RA A16195793
ADJUSTER: ADINA TROTT
ADJUSTER NO.: 33899
KIND OF LOSS: XLU

PAYMENT INFORMATION/DESCRIPTION:

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 704 L314258-9-R

DATE OF LOSS 06-06-02	CLAIM 12-F75318-6	INSURED'S NAME GARCIA, KATHILEE OR FLOYD		DATE 07-04-2002
POLICY TYPE AUTO	KIND OF LOSS XLU	SUFFIX 02F	CLAIMANT'S NAME GARCIA, KATHILEE OR FLOYD	PAY \$250.00
D.O. LRW	ADJUSTER NO. 33899	IN PAYMENT OF HLE/FRP RA A16195793		BANK OF AMERICA Commercial Disbursement Account Northbrook, IL

TIN: 13-1938568

PAY *TWO HUNDRED FIFTY 00/100*

TO THE ORDER OF

HERTZ LOCAL EDITION

This check must be properly endorsed on the reverse side by all payees.

James R. Boulet

⑈ 704314258 ⑈ ⑆ 071923284 ⑆ 87655⑈01768⑈

RECEIVED BY CSAA 07/03/2002

REMIT TO:
HERTZ LOCAL EDITION
PO BOX 268825
OKLAHOMA CITY, OK 73126-8825
UNITED STATES'



Rental Agreement No: A16195793
Invoice Date: 2002-07-02
Document: 609026020421
Account No.: 099075012692 HCC
Reservation ID:
CDP NO.: 1274117
CDP Name: HLE CSAA - FRP ONLY
NO. 1 Club:

TAX Id: 13-1938568

LESLYE KOMET
CSAA - FRP ONLY
*ATTN CLAIMS DEPT
PO BOX 920
SUISUN CITY, CA 945850920

RENTAL DETAILS

Renter: ALLISON WATKINS
Car Description: 4RIB892

Group: Charged
Rented YB
Reserved C

Rate Plan In: CNVC Rate Plan Out:

Rented On: 2002-06-10 10:50

07278-01 SANTA CRUZ-WEST

Returned On: 2002-07-01 16:06

07278-01 SANTA CRUZ-WEST

Miles In/Out/Driven: 23,873 - 22,963 = 910

Miles Allowed/Charged:

TR-X Miles Driven:

RENTAL CHARGES

DAYS 22 @ 250.00
SUBTOTAL 250.00

FRP AMOUNT DUE 250.00 USD

BILLING INFORMATION

Claim No: 12F753186
Policy No: F753186
Date of Loss: 2002/06/06
Type of Loss:
Repair Facility:
Authorized Rate:
Authorized Days:
Adjuster: KOMET/LESLYE
Insured: WATKINS, ALLISON

PER THE AGREEMENT BETWEEN HERTZ AND THE INSURANCE COMPANY, THE FLAT RATE AMOUNT DUE LISTED ON THIS INVOICE SUPERSEDES ANY DAILY RATE AMOUNTS CONTAINED IN THE ORIGINAL RENTAL AGREEMENT.

AMOUNT DUE 250.00 USD

THANK YOU FOR RENTING FROM HERTZ

Billing Inquiries:

Phone: 1-888-777-3700

FAX: 405-280-5008

E-mail: CUSTOMERBILLING@HERTZ.COM

Please Pay: 250.00 USD

CHECK NO.: 704 L296194-8-R

DATE: 06-26-2002

NAME AND ADDRESS INFORMATION:

SANTA CRUZ AUTO BODY INC
324 A RIVER ST
SANTA CRUZ CA 95060

INSURED: GARCIA, KATHILEE OR FLOYD
DATE OF LOSS: 06-06-02
CLAIM NO.: 12-F75318-6
CLAIMANT: GARCIA, KATHILEE OR FLOYD
PAYEE: SANTA CRUZ AUTO BODY INC
AMOUNT: \$798.78
IN PAYMENT OF: SUPPLEMENT
ADJUSTER: CINDY GIANOPOULOS
ADJUSTER NO.: 31315
KIND OF LOSS: COL

PAYMENT INFORMATION/DESCRIPTION:

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 704 L2961 94-8-R

DATE OF LOSS 06-06-02		CLAIM 12-F75318-6		INSURED'S NAME GARCIA, KATHILEE OR FLOYD		DATE 06-26-2002	
POLICY TYPE AUTO	KIND OF LOSS COL	SUFFIX 01s		CLAIMANT'S NAME GARCIA, KATHILEE OR FLOYD		PAY \$798.78	
D.O. SJQ	ADJUSTER NO. 31315	IN PAYMENT OF SUPPLEMENT				BANK OF AMERICA Commercial Disbursement Account Northbrook, IL	

TIN: 77-0311473

PAY

SEVEN HUNDRED NINETY EIGHT 78/100

TO THE ORDER OF

SANTA CRUZ AUTO BODY INC

This check must be properly endorsed on the reverse.

James R. Paulist

⑈704296194⑈ ⑆071923284⑆ 87655⑈01768⑈

RECEIVED BY CSAA 07/03/2002

CHECK NO: 704 L312615-2-R

DATE: 07-03-2002

NAME AND ADDRESS INFORMATION:

SANTA CRUZ AUTO BODY INC
324 A RIVER ST
SANTA CRUZ CA 95060

INSURED: GARCIA, KATHILEE OR FLOYD
DATE OF LOSS: 06-06-02
CLAIM NO: 12-F75318-6
CLAIMANT: GARCIA, KATHILEE OR FLOYD
PAYEE: SANTA CRUZ AUTO BODY INC
AMOUNT: \$58.00
IN PAYMENT OF: SUPPLEMENT
ADJUSTER: CINDY GIANOPOULOS
ADJUSTER NO: 31315
KIND OF LOSS: COL

PAYMENT INFORMATION/DESCRIPTION:

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 7 0 4 L312615-2-R

DATE OF LOSS 06-06-02	CLAIM 12-F75318-6	INSURED'S NAME GARCIA, KATHILEE OR FLOYD	DATE 07-03-2002
POLICY TYPE AUTO	KIM OF LOSS COL	SUFFIX 01s	CLAIMANT'S NAM GARCIA, KATHILEE OR FLOYD
D.O. SJQ	ADJUSTER NO. 31315	IN PAYMNT OF SUPPLEMENT	PAY \$58.00
TIN: 77-0311473			BANK OF AMERICA Commercial Disbursement Account Northbrook, IL

PAY *FIFTY EIGHT 00/100*

TO THE ORDER OF

SANTA CRUZ AUTO BODY INC

This check must be properly endorsed on the reverse side by all payees.

James R. Coulist

⑈ 704312615⑈ ⑆ 071923284⑆ 87655⑈ 01768⑈

CHECK NO.: 704 L276113-2-R

DATE: 06-18-2002

NAME AND ADDRESS INFORMATION:

SANTA CRUZ AUTO BODY INC
324 A RIVER ST
SANTA CRUZ CA 95060

INSURED: GARCIA, KATHILEE OR FLOYD
DATE OF LOSS: 06-06-02
CLAIM NO.: 12-F75318-6
CLAIMANT: GARCIA, KATHILEE OR FLOYD
PAYEE: SANTA CRUZ AUTO BODY INC
AMOUNT: \$1,874.32
IN PAYMENT OF: COL REP-DED ALLISON WATKINS
ADJUSTER: CINDY GIANOPOULOS
ADJUSTER NO.: 31315
KIND OF LOSS: COL

PAYMENT INFORMATION/DESCRIPTION:

16610799

DETACH AND RETAIN FOR YOUR RECORDS

No. 704 L276113-2-R

DATE OF LOSS 06-06-02	CLAIM 12-F75318-6	INSURED'S NAME GARCIA, KATHILEE OR FLOYD	DATE 06-18-2002
POLICY TYPE AUTO	KIM OF LOSS COL	SUFFIX 01F	CLAIMANT'S NAM GARCIA, KATHILEE OR FLOYD
D.O. SJQ	ADJUSTER NO. 31315	IN PAYMNT OF COL REP-DED ALLISON WATKINS	PAY \$1,874.32
T IN: 77-0311473			BANK OF AMERICA Commercial Disbursement Account Northbrook, IL

PAY

ONE THOUSAND EIGHT HUNDRED SEVENTY FOUR 32/100

SANTA CRUZ AUTO BODY INC

This check must be properly endorsed on the reverse side by all payees.

TO THE ORDER OF

James R. Poulist

⑈ 704 276113⑈ ⑆ 071923284⑆ 87655⑈ 01768⑈

Date: 7/2/02 08:49 AM
Estimate ID: 12-F75318-6
Estimate Version: 3
Supplement: 3 (F) 7/2/02 08:49:12 AM
Profile ID: CUSTOMIZED

RECEIVED BY CSAA 07/02/2002

CALIFORNIA STATE AUTOMOBILE ASSOC.

P.O. BOX 920 SUI SUN CITY, CA 94685
(831) 461-0671
Fax: (707) 863-9052

Damage Assessed By: Cindy Gianopoulos
Supplemented By: Cindy Gianopoulos

Type of Loss: Collision
Date of Loss: 6/1/02
Deductible: 250.00
Policy No: F75318-6

Claim Number: 12-F75318-6

Insured: ALLISON WATKINS
Address: 516 EMELINE AVE SANTA CRUZ, CA 95060
Telephone: Work Phone: (831) 458-2555 Home Phone: (831) 469-4730

Mitchell Service: 915130

Description: 1999 Honda Civic EX Vehicle Production Date: 6/99
Body Style: 4D Sed Drive Train: 1.6L Inj 4 Cyl SM
VIN: 2HGGEJ8542XH578234 License: 4GNT767 CA
Mileage: 61,204
OEMWALT: A Search Code: CAP
Color: SILVER
Options: AIR CONDITIONING, POWER STEERING, ELECTRIC DEFOGGER, AM-FM STEREO

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Number	Dollar Amount	Labor Units
1	500020	BDY	OVERHAUL	FRT COVER ASSY			0.9
2	504375	BDY	REMOVE/REPLACE	FRT BUMPER COVER	Remanufactured	122.00	INC
3	AUTO REF		REFINISH	FRT BUMPER COVER			c 1.9
S2 4	500258	BDY	REMOVE/REPLACE	L FRT BUMPER CUP	71144-SR3-A00	1.00	INC
S1 5	504370	BDY	REMOVE/REPLACE	FRT BUMPER IMPACT CUSHION	** AFTERMARKET PART	34.00	INC
6	504410	BDY	REMOVE/REPLACE	GRILLE	71121-S04-003	70.58	0.4 #
S1 7	600055	BDY	CHECK/ADJUST	HEADLAMPS			0.4
8	500058	BDY	REMOVE/INSTALL	L FRT COMBINATION LAMP			INC #
S1 9	504417	BDY	REMOVE/REPLACE	L H/LAMP LENS & HOUSING	** AFTERMARKET PART	167.00	INC #
10	500089	REF	BLEND	HOOD OUTSIDE			c 1.0
11	504457	BDY	REMOVE/REPLACE	L FENDER PANEL	60261-S01-A10ZZ	154.96	3.1 I
12	AUTO REF		REFINISH	L FENDER OUTSIDE			C 1.8
13	AUTO REF		REFINISH	L FENDER EDGE			c 0.5
S1 14	502721	BDY	REMOVE/REPLACE	L FENDER SIDE MOULDING	75321-S04-A11ZD	33.25	INC
15	504465	BDY	REMOVE/REPLACE	L FENDER LINER	ORDER FROM DEALER	47.76	0.2 #
S1 16	505866	BDY	REMOVE/REPLACE	WHEEL COVER	44733-S04-A10	22.00	0.3 #
17	500374	MCH	ALIGN	FRONT SUSPENSION			1.3
S1 18	503645	B D Y	REMOVE/INSTALL	R FRT W/SHIELD WASHER NOZZLE	Existing		0.2* #
S1 19	503848	B D Y	REMOVE/INSTALL	L FRT W/SHIELD WASHER NOZZLE	Existing		0.2* #
S1 20	501100	REF	REFINISH	L HINGE PILLAR			c 1.0
S3 21	504819	BDY	REPAIR	L FRT OOR OPENING FRAME	-S Existing		4.0'
22	501278	BDY	REPAIR	L FRT DOOR REPAIR PANEL	Existing		1.5* #
23	AUTO REF		REFINISH	L FRT DOOR OUTSIDE			c 1.6
24	501282	BDY	REMOVE/INSTALL	L FRT BELT MLDG			0.5 #

ESTIMATE RECALL NUMBER: 6/17/02 18:06:16 12-F75318-6

Mitchell Data Version
UltraMate Version:

JUN_02_A
4.8.009

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Date: 7/2/02 08:49 AM
 Estimate ID: 12-F75318-6
 Estimate Version: 3
 Supplement: 3 (F) 7/2/02 08:49:12 AM
 Profile ID: CUSTOMIZED

i1 26	503827	BDY	REMOVE/REPLACE	L FRT DOOR MOULDING	75322-S04-A11ZD	95.65 *	0.2
26	502899	BDY	REMOVE/REPLACE	L FRT DOOR WWER MIRROR	76250-S01-A25ZD	168.30	INC
27	501388	BOY	REMOVE/INSTALL	L FRT DOOR TRIM PANEL			INC
28	502644	BDY	REMOVE/INSTALL	L FRT DOOR HANDLE			0.6 #
i1 29	501825	BDY	REMOVE/REPLACE	L ROOF DRIP RAIL MOULDING	72460-S01-A01	164.58 *	0.5
i1 30	900500	FRM	REPAIR	SET UP & MEASURE	Existing		1.0
i1 31	900500	BDY	REPAIR	PULL LT A PILLAR	Existing		1.0*
32	AUTO	REF	ADD'L OPR	CLEAR COAT			2.0
33	933003	REF	ADD'L OPR	TINT COLOR			0.5*
34	933018	BDY	ADD'L OPR	MASK FOR OVERSPRAY		5.00 *	0.1'
35	AUTO		ADD'L COST	PAINT/MATERIALS		236.90 *	
36	AUTO		ADD'L COST	HAZARDOUS WASTE DISPOSAL		3.00 *	

* - Judgement Item
 # - Labor Note Applies
 ** AFTERMARKET PART - See Disclosure Statement and Warranty Information at end of Estimate.
 C - Included In Clear Coat Calc

SJ TRADING COMPANY, INC.
 2038 CONCOURSE DRIVE
 SUITE B
 SAN JOSE
 CA 95131
 (408) 434-9222 (800) 660-6069

FAITH BUMPER SERVICE
 1085 DIGUILIO AVENUE
 SANTA CLARA
 CA 95050
 (800) 8757007 (408) 986-1228

5	** H6036	34.00	2	.*HO1000184	122.00
9	** 18056	167.00			

I. Labor subtotals	Units	Rate	Add'l Labor Amount	sublet Amt,00t	Totals	II. Part Replacement Summary	Amount
Body	14.1	58.00	5.00	0.00	822.80	Taxable Parts	1,082.08
Refinish	10.3	58.00	0.00	0.00	597.40	Sales Tax @ 8.000%	89.57
Frame	1.0	Ea.00	0.00	0.00	58.00	Total Replacement Parts Amount	1,168.65
Mechanical	1.3	58.00	0.00	0.00	75.40		
Non-Taxable Labor					1,553.60		
Labor Summary					28.7		1,553.60
III. Additional Costs					Amount	IV. Adjustments	Amount
Taxable Costs					236.90	Insurance Deductible	250.00-
Sales Tax @ 8.000%					18.95	Customer Responsibility	250.00-
Non-Taxable Costs					3.00		
Total Additional Costs					258.85		
					I. Total Labor:	1,553.60	
					II. Total Replacement Parts:	1,168.65	
					III. Total Additional Costs:	258.85	
					Gross Total:	2,981.10	

ESTIMATE RECALL NUMBER: 6/17/02 18:06:18 12-F75318-6

Mitchell Data Version:
 UltraMate Version

JUN_02_A
 4.8.009

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Date: 7/2/02 08:49 AM
Estimate ID: 12-F75318-6
Estimate Version: 3
Supplement: 3 (F) 7/1 2/02 08:49:12 AM
Profile ID: CUSTOMIZED

N.	Total Adjustments:	250.00-
	Net Total:	2,731.10
	Less Original Net Total:	1,874.32
	Net Supplement Amount:	856.78
	81: Cindy Glanopoulos	797.70
	S2: Cindy Glanopoulos	1.08
	S3: Cindy Glanopoulos	58.00

*Paid
7/2/02
cb*

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

Inspection Site: SANTA CRUZ AUTO BODY INC.
Address: 324 A RIVER ST.
SANTA CRUZ, CA
Inspection Date: 6/17/02

Body Shop: SANTA CRUZ AUTO BODY
Address: 324 RIVER STREET
SANTA CRUZ, CA 95060
Telephone: (831) 423-6321
Fax Phone: (831) 423-8920
State Lic. No.: 779311473

NOTE: YOU HAVE THE RIGHT TO SELECT YOUR REPAIR FACILITY.

THIS IS NOT AN AUTHORIZATION BY CSAA FOR REPAIRS. PRESENT THIS ESTIMATE TO THE REPAIR FACILITY BEFORE YOU AUTHORIZE REPAIRS. THE LABOR RATE IS ADJUSTABLE TO THE SHOPS HOURLY RATE. ALL SUPPLEMENTS OR CHANGES MUST BE APPROVED BY CSAA BEFORE REPAIRS ARE STARTED.

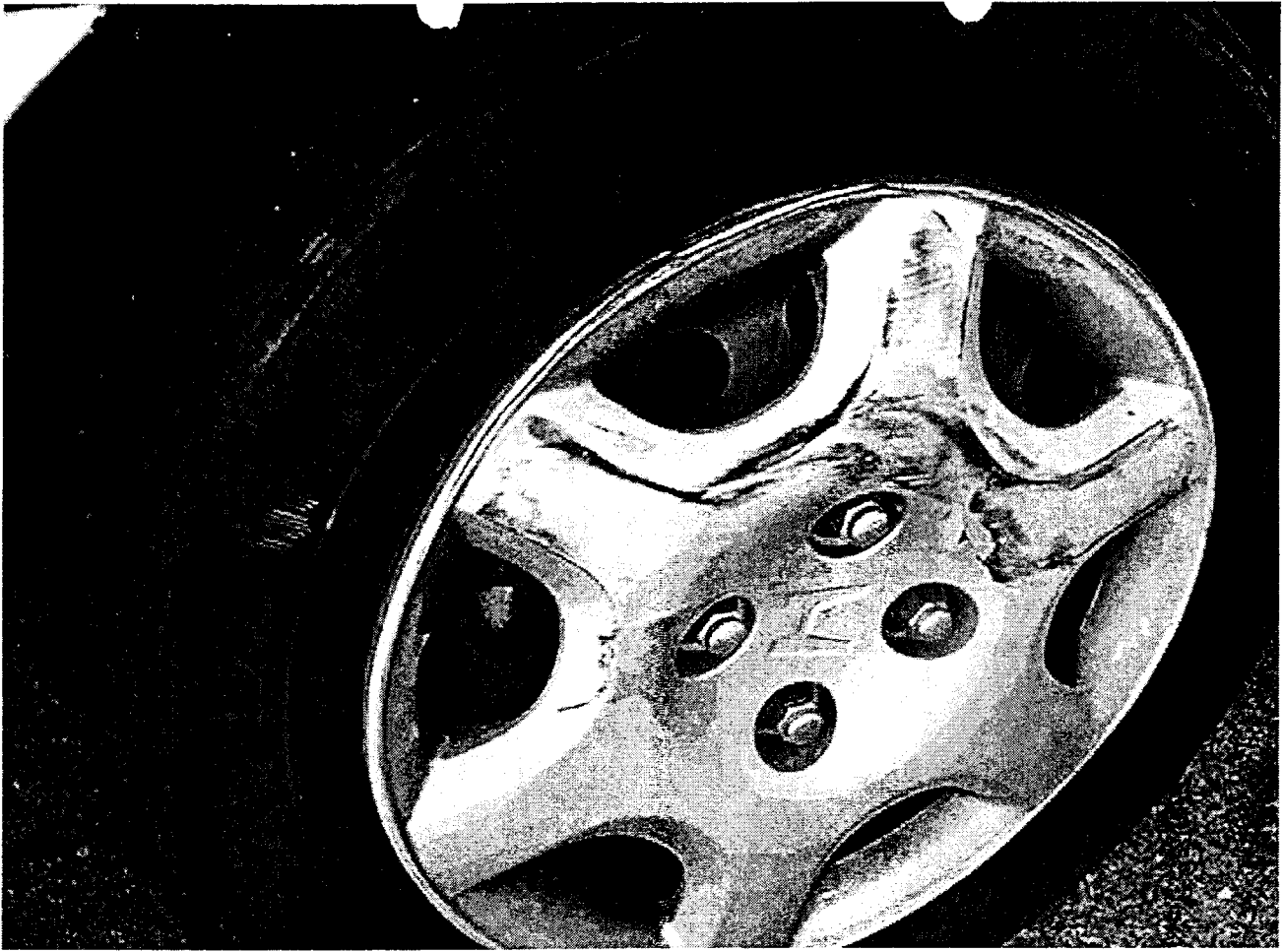
WARNING: Accidental air bag deployment is possible. Personal injury may result. Avoid area near steering wheel and instrument panel even if air bags have deployed. Dual-stage air bag modules may be present that could contain an undeployed stage. When disposing of a deployed dual-stage air bag, always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

ESTIMATE RECALL NUMBER: 6/17/02 18:06:16 12-F-75318-6

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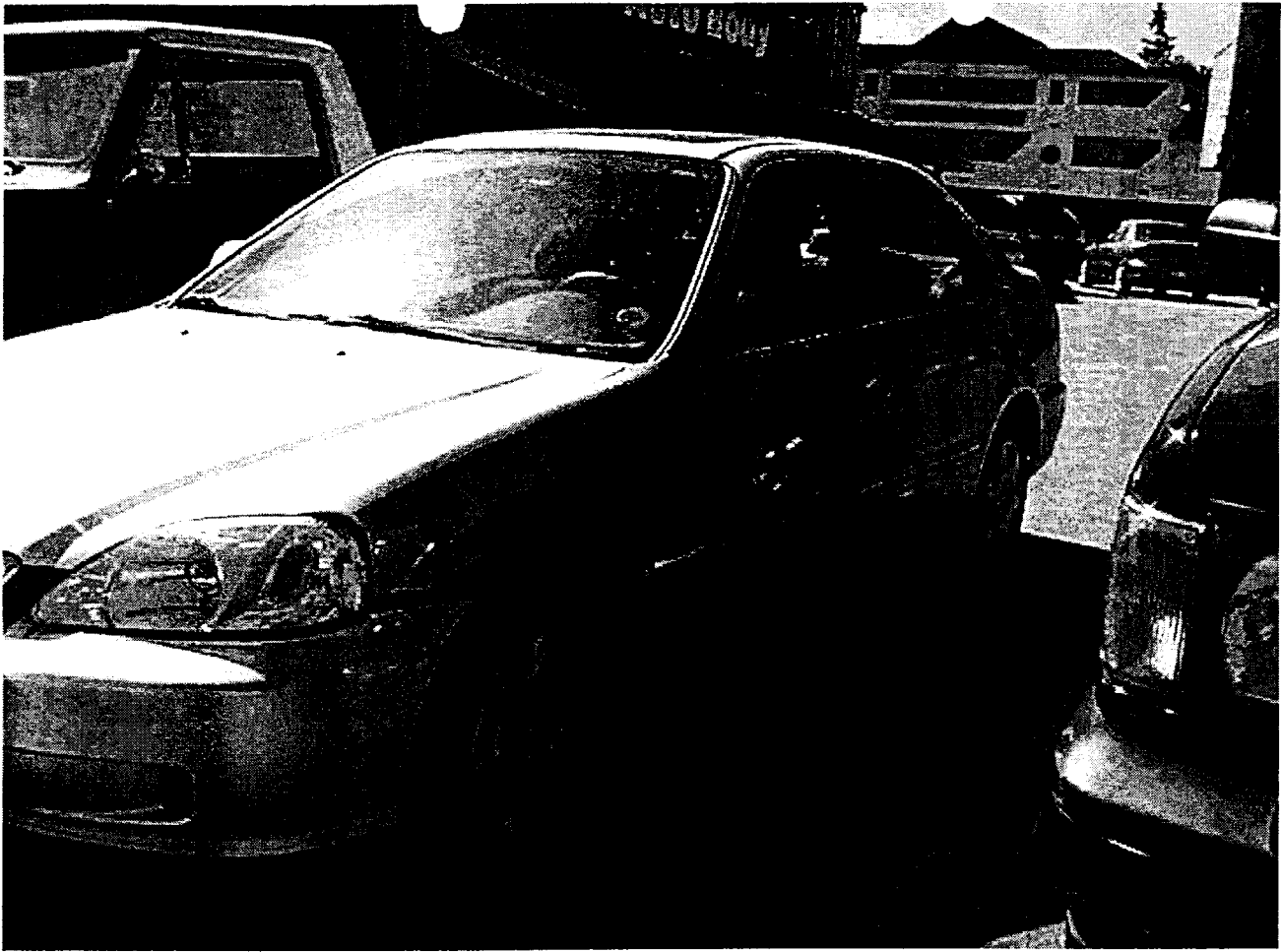
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California State
Automobile Association
Inter-Insurance Bureau

P.O. Box 920
Suisun City, CA 94585-0920



July 9, 2002

Santa Cruz Metropolitan Transist Dist: Attn: Legal
370 Encinal St, Suite 100
Santa Cruz. CA 95060

Re: Insured: Kathilee Or Floyd Garcia
Claim No.: 12-F75318-6
Date of Loss: 06/06/2002

Dear Santa Cruz Metropolitan Transist Dist: Attn: Legal :

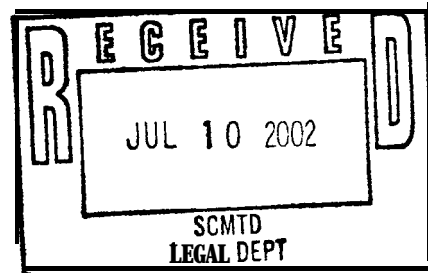
We are investigating this loss which occurred as follows: The driver of your bus hit our insured's parked vehicle causing property damage, When we have concluded our insured's claim, we intend to recover damages for the loss from you.

A return envelope is enclosed for your convenience.

Sincerely,

Leshye Komet

Claims Coordinator 1
888-582-3008 extension 7146



GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Cecilia Sosa Received: 07/23/02 Claim #: 02-0024
Date of Incident: 05/30/02 Occurrence Report No.: SC 05-02-26

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

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

By Herbert Palacios for Margaret Gallagher Date: July 25, 2002
Margaret Gallagher
DISTRICT COUNSEL

I, Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of August 9, 2002.

Dale Carr
Recording Secretary

Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)
Claim # 02-0024

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Cecilia Sosa

Claimant's Address/Post Office Box: 1955 Paiaro lane, #1 10, Paiaro, CA 97075

Claimant's Phone Number: (83 1) 728-7 169

2. Address to which notices are to be sent: None

3. Occurrence: _____

Date: 05/30/02 Time: 5:30 Place: Freedom Blvd.

Circumstances of occurrence or transaction giving rise to claim: Iniured right knee and waist

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Medical bills, ambulance, and medication

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

6. Amount claimed now. \$1,727.96

Estimated amount of future loss, if known \$0.00

T O T A L \$1,727.96

7. Basis of above computations: Cost receipts

Cecilia Sosa

07/23/02

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

DATE

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

RECLAMO CONTRA EL DISTRITO METROPOLITANO DE TRANSITO DE SANTA CRUZ
(Según Sección 910 y Segundo de Código de Gobernación)

Reclamo # 217

AL: CONSEJO DE DIRECTORES, Distrito Metropolitano de Tránsito de Santa Cruz

Atención al: Secretario del Consejo de Directores
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

- Nombre de demandante Cecilia Jose
Dirección de demandante 155 Doran Pl NE 1 1 0
Número de teléfono de demandante 728 7169
Caja postal donde se pueden mandar las noticias Ninguna
- Incidente
Fecha 05-30-02 Tiempo 5:30 Lugar Freedom Blvd.
- Circunstancias del incidente o transacción que resultó de este reclamo: Lesiones en la rodilla derecha y cintura
- Descripción general tocante a sus deudas, obligaciones, lastimaduras, daños o pérdidas que ha sufrido hasta la fecha: Gastos medicos, Ambulancia y Medicinas
- Nombre(s) de empleado(s) público(s) quien han causado lastimaduras, daños, o pérdidas si son reconocidas por el demandante: Se desconoce
- Cantidad reclamada hasta la fecha \$ 1,727.96
Estimación de pérdida futura (si se sabe) \$ 0.00
Total \$ 1,727.96
- Razones de tales calculaciones Recibos de Cobros

Cecilia Jose

7-23-02

Firma de Demandante o
Firma de Representivo de la Compañía o
Firma del Padre de Demandante Joven

Fecha

Nota Especial: Este reclamo tiene que ser presentado al Consejo de Directores del Distrito Metropolitano de Tránsito de Santa Cruz

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting
on July 18, 2002 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Richard Camperud, Ted Chatterton, Raymon Daniel,
Karen Davis, Michael Doern, Michael Edwards, Tim Fitzmaurice, Norm Hagen, Michelle Hinkle,
Shannon Holmes, Art Hulscher, Ed Kramer, Deborah Lane, Kurtis Lemke, Colleen McFadden, Jan
McGinniss, Thom Onan, Pop Papadopulo, Camille Pierce, Laura Scribner, Patricia Spence, Sam Storey,
Adam Tomaszewski, Richard Weiner and John Wood.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
A. John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Beverly Edwards, UTU Representative
Peggy Gallagher, METRO District Counsel
Eileen Hiltner, Paratransit Eligibility Coordinator and SEA/SEIU Representative
David Konno, Facilities Maintenance Department Manager
Ian McFadden, Transit Planner
Bonnie Morr, UTU Local 23 Chapter President
Steve Paulson, Paratransit Administrator

BOARD MEMBERS PRESENT:

Tim Fitzmaurice
Michelle Hinkle
Patricia Spence

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

- 1) MASTF has seen the latest edition (July 2002) of the ParaCruz Customer's Guide and has had input on it.
- 2) MASTF approves of the three-position panel put forward in the proposed paratransit appeals process.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:09 p.m.

II. APPROVAL OF THE JUNE 20, 2002 MASTF MINUTES

**MASTF Motion: That the June 20, 2002 MASTF Minutes be approved as submitted.
M/S/PU: Kramer, Spence**

III. AMENDMENTS TO THE AGENDA

Bryant Baehr asked that the order of two New Business items be reversed. Since there was no objection to his request, "MASTF Recommendations on Changes to ParaCruz Customer's Guide" was discussed before "Demonstration of ParaCruz Recertification Process".

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Patricia Spence described a letter, authorized by the MASTF Executive Committee last month, which she had written and sent to the County Public Works Department. The letter (Attachment A) is addressed to Assistant Director John Presleigh. The letter is a "request that the Public Works Department investigate achieving a transportation goal for people with disabilities. This particular goal is to assist Pleasant Care residents at the corner of Soquel and Paul Minnie in gaining access to public transit."

Ms. Spence acknowledged the assistance of Steve Paulson in obtaining the map that accompanies the letter. She also thanked Ian McFadden for his information on the routes that serve Pleasant Care.

John Daugherty reported that MASTF had received a copy of a letter sent by the Central Coast Center for Independent Living (CCCIL) to the METRO Board of Directors. The letter (Attachment B) was sent to "request confirmation that the position of Accessible Services Coordinator (ASC) will be retained in Metro's 2002-2003 fiscal year budget."

Sam Storey requested participation from MASTF in the hiring process for the next Transportation Director for Lift Line. Mr. Storey noted that MASTF might want to appoint a representative to a screening panel. He shared that he could discuss the matter in greater detail with Ms. Lane after the meeting.

Michael Doern shared his impression that the new MASTF meeting room had "a great location." He also shared that during his ride yesterday at 3:30 p.m. on a Route 55 bus, the driver did "an excellent job on call stops."

Pop Papadopulo circulated the yellow "Metro Wants to Know" comment forms to the group. Mr. Papadopulo wanted those comment forms available at MASTF meetings so that persons could fill out the yellow forms to report complaints or praise. "'You don't have to put your name on them,'" he stated.

V. ONGOING BUSINESS

As noted on the Agenda for this meeting, items under this heading were tabled until the MASTF meeting on August 15, 2002.

VI NEW BUSINESS

6.1 Celebration of The 12th Anniversary of the Americans with Disabilities Act

Ms. Lane reminded everyone that there was cake to share in honor of the upcoming anniversary of the signing of the ADA. While cake was cut and distributed, Mr. Daugherty read aloud a celebration of the ADA. It was an essay (Attachment C) written ten years ago by novelist and poet June Jordan. The ADA, she wrote, “is the best anything to emerge from the U.S. Congress since I don’t know when.”

Ms. Lane praised the “beautiful language” of the Final Rule implementing Department of Transportation (DOT) regulations. She believed the language captured the intent of the ADA.

6.2 MASTF Recommendations on Changes to ParaCruz Customer’s Guide

Bryant Baehr introduced this topic by providing background information. He noted that the Customer’s Guide is “90% done.” Changes to the document, Mr. Baehr noted, include:

- 1) Resolving “identity issues” and establishing the METRO ParaCruz identity in the document.
- 2) Placing policy changes into the Guide, such as the requirements for child seats changing to require seating for children 6 years old and weighing up to 60 pounds.
- 3) Inserting phone numbers into the Guide, so people know whom they would call.
- 4) Creation of a separate new Customer’s Quick Guide that puts across the METRO ParaCruz identity and alerts customers to changes ahead for the program.
- 5) A proposed Appeals process that includes an appeals panel. “We’re not proceeding with the recertification right now until we get the appeals process worked out,” Mr. Baehr noted, “Because you have to have an appeals process once you start the recertification.”
- 6) Mr. Baehr also noted that he appreciated the feedback from Ms. Lane, Sharon Barbour and Ms. Spence he received on the proposed appeals panel and process. He shared that he would assemble a working group to help decide how METRO would get the new Guide out to customers.

His remarks were followed by discussion of METRO ParaCruz and paratransit details. Highlights of discussion included:

- 1) Ms. Spence noted another policy change in the new Guide: That cancellation of the first leg of a round trip did not automatically cancel the second leg of a trip.

This policy change was also discussed later in the meeting when Laura Scribner noted that METRO needed to convey the policy change to riders because riders would assume that the second trip cancellation takes place. She noted that “no shows” resulting from this policy might be beyond the control of a rider. Steve Paulson responded that riders could contact him to “ask for that (no show) to be forgiven.”

- 2) Ms. Lane noted that the proposed appeals process language requires a customer to provide information to support the request for an appeal. She suggested that the request for supporting documentation be made for “information purposes” instead. Mr. Baehr noted that the change could be made.
- 3) Adam Tomaszewski shared that he was hard of hearing. He noted that the presence of a microphone would assist his (and other persons) participation in discussion.

He also asked the question, “What is the difference between paratransit and Lift Line?” He noted that other seniors beside himself would ask that question. Mr. Baehr responded by noting that METRO ParaCruz and Lift Line were separate programs. “We’re paying the bill,” he shared, “but they’re doing the work.”

- 4) Camille Pierce asked if persons living with invisible disabilities were also accounted for among those persons who could be eligible for paratransit. Mr. Baehr noted that it was a person’s functional abilities, and not disabilities, that are noted during assessment. Ms. Pierce asked if the Elderly and Disabled Transportation Advisory Committee (E&D TAC) would also receive a presentation on the recertification process. Mr. Baehr said that information would be shared with E&D TAC.
- 5) A Motion from MASTF to the Board was made by John Wood and seconded by Ted Chatterton. Thom Onan shared concern that MASTF members have not had a chance to review what was being discussed. Mr. Onan stated: “I am not comfortable, CCCIL is not comfortable, giving the Board the impression that MASTF approves a Customer’s Guide we have not seen...We realize Metro’s been working long hours to get the Guide together. We think they should, perhaps, be more prepared to present it to us in a timely fashion to review as a finished document, before the Board gets the impression that MASTF approves it.”

Norm Hagen “called the question” to close debate on the Motion.

MASTF Motion: To call the question
Motion Carried (Four votes in favor, two votes opposed)

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF has seen the latest edition (July 2002) of the ParaCruz Customer’s Guide and has had input on it.
M/S/C: Wood, Doern (Three votes in favor, two opposed and two abstentions)

Mr. Baehr explained that the proposed appeals panel would consist of three members: One person picked by the General Manager (or his designee), one person appointed by MASTF and one person (knowledgeable of disability issues) appointed by appropriate METRO personnel. Mr. Baehr also noted that alternates for each member should be selected and that all panel members would receive training from METRO. He also shared the proposal allows for compensation of each panelist (\$25 per hearing) who is not a METRO employee.

Ms. Lane noted that since “80%” of persons being recertified are seniors, an absence of an advocate for seniors on the appeals panel concerned her. Richard Weiner noted that each constituency could not be represented. He believed that the expertise of members was the most important consideration in panelist selection.

Mr. Baehr clarified that he wanted “buy in to the composition to the panel” from MASTF. Ms. Lane responded that the action item on the Agenda – “MASTF Appointments to ParaCruz Appeals Panel” -- could be tabled until the meeting next month.

The following Motion emerged from discussion:

MASTF Motion: MASTF approves of the three-position panel put forward in the proposed paratransit appeals process.

M/S/C: Hagen, Chatterton (Five votes in favor, none opposed and two abstentions)

6.3 Demonstration of ParaCruz Recertification Process (Art Hulscher)

Art Hulscher described his organization, Disabled Services of Othopaedic Hospital in Los Angeles, and how his organization was preparing to conduct eligibility assessments for METRO. His description of the paratransit recertification process accompanied a Power Point presentation (Attachment D) shown to the group.

Highlights of discussion included:

- 1) Mr. Hulscher stated: “The goal of the eligibility program ... is to ensure that those who qualify for paratransit eligibility are granted eligibility. So, we’re not here to screen people off. I just want that message to be loud and clear.”
- 2) Mr. Tomaszewski sought assurance that information gathered in the eligibility process would not be sold to another company. Mr. Hulscher pointed out that the computer system holding customer information is closed off to other computer systems. He could “guarantee” to Mr. Tomaszewski that the information gathered would not be sold to another company.
- 3) Mr. Hulscher introduced Shannon Holmes to the group. After sharing details of her background, Ms. Holmes described highlights of eligibility criteria she would check during a person to person eligibility assessment. She offered her direct phone number, (831) 423-9387, for use by anyone with questions for her.
- 4) During discussion , the following Motion was approved:

MASTF Motion: To extend the end of meeting time by 15 minutes.

M/S/PU: Spence, Kramer

- 5) Karen Davis asked whom persons being recertified should contact. Mark Dorfman and Mr. Baehr responded that persons ready to schedule an appointment for recertification could phone Ms. Holmes

at the office located at 200 Washington Street in Santa Cruz at (831) 423-9380. Persons with questions about METRO ParaCruz could phone Eileen Hiltner, the METRO Eligibility Coordinator, at (831) 425-4664. Mr. Dorfman emphasized that persons did not have to schedule an appointment for recertification until they are contacted by METRO.

Note: An article written by Ms. Davis on the recertification process (Attachment E) is included in the MASTF meeting packet for the August 15, 2002 MASTF meeting.

6.4 MASTF Appointments to ParaCruz Appeals Panel – Action Item

This item was tabled until the meeting next month.

6.5 MASTF Recommendations on Fall 2002 Bus Service Changes

This item was tabled due to time constraints.

VII ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

M/S/PU: Papadopulo, Lemke

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

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday August 15, 2002 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday August 9, 2002 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday August 23, 2002 at 9:00 a.m. in the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

July 17, 2002

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m., Wednesday, July 17, 2002, at the Santa Cruz Area TMA Conference Room, 333 Front Street, NIAC Building, Santa Cruz.

MEMBERS PRESENT

G. Ted Chatterton, Transit User
Connie Day, Transit User
Shelley Day, Transit User
Michelle Hinkle, Chair, Board Member
Carolyn O'Donnell, Cabrillo, SC TMA

SCMTD STAFF PRESENT

Bryant Baehr, Operations Mgr
Margaret Gallagher, District Counsel
David Konno, Facilities Maintenance Mgr
Ian McFadden, Transit Planner
Tom Stickel, Fleet Maintenance Mgr

VISITORS PRESENT

None

MUG MOTIONS TO METRO BOARD OF DIRECTORS

None

MUG MOTIONS TO METRO MANAGEMENT

None

1. CALL TO ORDER AND INTRODUCTION

Chair Hinkle called the meeting to order at 2:13 p.m.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Bryant Baehr confirmed with Carolyn O'Donnell that MUG would be able meet in the present location (NIAC Building) permanently.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of June MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of June Board of Directors Meeting

ACTION: MOTION: Carolyn O'Donnell
APPROVE CONSENT AGENDA

SECOND: Connie Day
Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Bryant Baehr reported that the items significant to MUG would be covered on today's MUG agenda.

5b) Review of *Headways* Redesign Issues

Ian McFadden reported that all UCSC school term routes would be included in the next *Headways* and that redesign is on hold.

5c) Service and Planning Update

Ian McFadden passed out and reviewed the Fall 2002 Service Plan and UCSC school term service schedule, which are attached as a part of these minutes.

5d) Marketing

Ian McFadden reported that rider alerts have been posted on buses regarding the upcoming fall service changes and that the website is currently being updated. Mr. McFadden also reported that stickers with updated schedule information were being looked into to replace outdated information on the Cabrillo "Come & Go" pamphlets. Carolyn O'Donnell offered to have students put the stickers on.

5e) Cabrillo College

Carolyn O'Donnell reported that this fall, staff and faculty would continue to be offered a bus pass with the parking permits. Ms. O'Donnell said there had been an increase in the number of staff and faculty who took advantage of both and that a survey was being conducted to compare usage of bus passes vs. parking permits.

5f) Bus Procurement

Tom Stickel reported that the District had just taken delivery of the 8 new CNG buses. The buses will not be put into service until completion of the CNG fueling station. In the meantime, radios and fareboxes will be installed. Mr. Stickel also reported that the 29 convertible low floors are expected to arrive in late November or early December, at which time, the Foothill buses will be retired. Tom Stickel replied that one of the buses had engine failure on delivery and that it was being covered by the manufacturer under the engine warranty. Bryant Baehr explained that the new CNG buses are highly computerized and if a problem is detected, they shut down automatically as a safety feature. Ian McFadden added that the new CNG buses have very comfortable seats, which is a major improvement.

6. UPDATES

6a) Paratransit Issues

Bryant Baehr reported that the updated versions of the recertification appeals process and the Customers' Guide would be presented to MASTF tomorrow for their review. These documents will go before the Board on the 26th and if approved, recertification is

scheduled to begin on August 1st. Mr. Baehr went on to say the Paratransit department had gone through training this week with Orthopaedic Hospital and Nelson Nygaard on the recertification software and process, new ADA developments and how the District can provide better service to its customers. The new Paratransit contract with Community Bridges began on July 1, 2002 and next week a "Quick Guide" in large print, also available in Spanish and tape recorded format, will be mailed out. The Quick Guide is a "How To" on applying for and using Paratransit services, including contact phone numbers. Orthopaedic Hospital and Nelson Nygaard will be giving a presentation to MASTF tomorrow on the recertification process.

6b) Bus Stop Signs

David Konno reported that the June bid schedule stickers that go on the bus stop signs were printed without the lines indicating roads on the maps. They were reprinted and are being installed.

Bryant Baehr reported that a tree next to a bus stop on Green Valley is a safety hazard and needs to be removed. David Konno replied that it was on the list.

Ted Chatterton commented that he believed the schedule stickers at each stop should be limited to show the route from that particular stop on, instead of showing the entire route. Bryant Baehr acknowledged that was a good point but that the District currently spends approximately \$4,000.00 per year on these stickers, with all stops on each route having the same sticker. For each of the 1300 stops to have its own individual unique sticker would cost substantially more.

Ted Chatterton stated that he believes a lot of extra *Headways* are thrown away each time a new one comes out, wasting money. Connie Day added that she sees young teenage "punks" grab and tear up handfuls of *Headways* on the buses. David Konno replied that the printing is done in bulk by the publisher's quote and the extras are counted and recycled after every bid.

Bryant Baehr reported that there had been a problem with the schedule inserts for the rolling canister signs (Transit Tubes), so the signs came down. He asked for MUG's opinion on spending \$140.00 per insert (\$500.00 - \$1,000.00 total) to put the signs back up. The committee responded that they did not feel it was worth it.

David Konno reported that the Capitola Mall has done the required ADA accessibility improvements. However, the Capitola building inspector determined the improvements are not in compliance with ADA regulations. The Mall will go back to their contractor to see if they will redo the work, and if not, it will become a legal matter. During construction, the Transit Center will most likely be moved to the 41st Avenue Mervyn's entrance, as before. Bryant Baehr reported that when this happens, passengers will be notified and there will be someone stationed there to direct passengers.

6c) MetroBase

Margaret Gallagher reported that the EIR is being prepared and the Administrative Draft is expected in August, which is approximately 2 weeks behind the scheduled timeline.

7. NEW BUSINESS

7a) ADA/504 Accessibility Policies & Procedures

Margaret Gallagher reported that the Board had reviewed the policy and that revisions, mostly to the grievance section, had been made. Ms. Gallagher explained that the Board's main concerns were that complaints could be made orally to the District, MASTF or CCCIL and that complaints made to third parties may violate confidentiality and/or be delayed in being forwarded to the District. Recommended revisions to reflect the Board's concerns have been incorporated into the policy. If the revisions are approved, all complaints must be in writing and made directly to the District. Ms. Gallagher stated that the whole point of the policy is for the District to become aware of a violation as soon as possible and if it is a confirmed violation, that corrections be made right away. The revised complaint forms have the grievance procedure on the reverse side. Ms Gallagher asked MUG to review the policy and make suggestions.

7b) Paratransit Eligibility Appeals Process

Bryant Baehr reported that Paratransit applicants would be found either eligible, conditionally eligible or ineligible. They can appeal ineligibility, but previously there was a question as to who would be on the appeals panel. The recommendation of a panel consisting of a person appointed by MASTF, a person who has experience working with disabled people and the General Manager's designee is going to be presented to MASTF and the Board. The panel could not involve anyone making the decision being appealed. As mentioned before, with the Board's approval of the appeals process, recertification would begin on August 1st.

7c) Membership in MUG

Chair Hinkle reported that signage on the buses promoting MUG membership is being looked into.

8. OPEN DISCUSSION

None

9. ADJOURNMENT

Chair Hinkle adjourned the meeting at 3:01 p.m.

Respectfully submitted,

CINDI THOMAS
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 23, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Manager of Finance

SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JUNE 2002; APPROVAL OF BUDGET TRANSFERS; DESIGNATION OF EXCESS SALES TAX FUNDS IN THE AMOUNT OF \$300,000 FOR LIABILITY INSURANCE RESERVES, \$150,000 FOR WORKERS' COMPENSATION RESERVES, \$550,000 FOR CARRYOVER IN THE FY 02-03 BUDGET, AND THE REMAINDER, IF ANY, FOR CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of July 1-31, 2002; designate additions to reserves from sales tax revenue for liability insurance in the amount of \$300,000, for workers' compensation expense in the amount of \$150,000, \$550,000 for carryover in the FY 02-03 budget, and designate the remainder of available sales tax revenue for allocation to capital reserves; and adopt the attached schedule of reserve accounts.

II. SUMMARY OF ISSUES

- The attached monthly revenue and expense report represents the status of the District's FY 01-02 revised budget, as of June 30, 2002, the end of the fiscal year. The numbers in the report are preliminary, since all accounting adjustments have not yet been completed.
- Operating revenue for the year (preliminary) totals \$29,699,852 or \$265,868 under the amount of revenue expected to be received during the fiscal year based on the revised budget.
- Total operating expenses for the year to date (preliminary) in the amount of \$28,669,986, are at 92.9% of the budget.
- A total of \$3,403,579 has been expended (preliminary) for the FY 01-02 Capital Improvement Program.
- Since liability insurance costs and workers' compensation costs are projected to be slightly under budget for the year, it is recommended that the projected savings be allocated to reserves for those purposes, as the Board directed last year. Staff further recommends that additional funds be allocated to these two insurance reserves to meet potential future expenses, and the balance of excess sales tax revenue, if any, be allocated to capital reserves, in accordance with the schedule of reserve accounts (Attachment B).

- The amount of revenue received exceeds total expenses by \$1.0 million in this preliminary report. Of this, \$550,000 is required to be carried forward to the FY 02-03 budget. Although several accounting adjustments are still required in preparation for the final audit, the amounts recommended for retirement to reserve accounts should be available. The final reserve balances will be reported in the audited financial statements for the fiscal year.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 01-02 budget as of June 30, 2002. The fiscal year is 100% elapsed.

A. Operating Revenues.

Operating revenue is \$265,868 or 1.0% under the amount expected to be received for the fiscal year, based on the revised budget adopted by the Board in February. Operating revenue variances are discussed in the attached notes to the report. The largest variance is TDA funds, which are \$152,788 under the budgeted amount for the year.

The other operating revenue shortfalls are in passenger revenue accounts. Special transit fares, including UCSC and Cabrillo contract revenue, are \$59,753 or 3.3% under the amount expected to be received for the year. Paratransit fares are under budget only because the number of trips taken did not meet projections. The District saw a corresponding savings in expense due to this fact.

Other apparent shortfalls in FTA operating assistance in the amount of \$70,000 are actually grant funds for studies which were not conducted so there is a corresponding savings of \$70,000 in operating expenses.

B. Operating Expenses.

Total operating expenses are at 92.9% of the revised budget for the year (preliminary). There are no significant departmental budget overruns. All overruns are explained in the attached notes. Total expenses are within the budgeted amount for the year.

Several accounting adjustments are yet to be entered which may increase expenses, including depreciation.

C. Capital Improvement Program

Expenses for the capital improvement program total \$3,403,579 for the year. The majority of capital projects will be carried over to FY 02-03. A total of \$1,573,996 in District reserves was required for the District share of capital expenses in FY 01-02. The State Transit Assistance

(STA) funding is an estimate since the allocations for the 3rd and 4th quarters have not yet been received.

D. Allocation to Reserves.

For the past four years, the Board of Directors has designated excess sales tax revenue at year end for various reserves. Based on preliminary year end figures, it appears that there will be excess sales tax revenues in FY 01-02 since expenses came in under budget. In several key areas, operating expenses did not reach budgeted levels, including salary and retirement expense (\$458,000 under budget), professional/administrative services (\$214,000 under budget) and diesel fuel expense (\$321,000 under budget). These savings are all of a one-time nature, primarily due to personnel vacancies and a hiring freeze effective in March 2002. In addition, the contract transportation expense for the paratransit program was \$574,000 under budget for the year, due to fewer trips than projected.

Staff proposes that funds be allocated to the reserve accounts in accordance with the schedule of reserve accounts (Attachment B). Staff is recommending a minimum balance for each reserve as explained on the chart, to meet the needs of the District outside of the current operating budget. The column entitled "Outstanding Obligations" notes the funds committed for either projects or expenses, depending on the reserve. After recognizing the outstanding obligations, the only reserve funds that meet the recommended minimum balance are the cash flow reserve and the capital reserve. However, while the capital reserve shows an available balance of \$168,589, the FY 02-03 budget includes "borrowing" \$1,200,000 in capital reserves to fund ongoing operating expenses. Therefore, if the \$1,200,000 is not repaid, the reserves would be short by \$1,031,411 to fund approved projects. Since the final accounting adjustments have not yet been completed, the final amounts for the reserves may change slightly, in particular, the capital reserve. The final amounts will be available upon completion of the financial audit later this calendar year.

IV. FINANCIAL CONSIDERATIONS

Based on the preliminary numbers, FY 01-02 revenues exceed expenses (excluding depreciation) by \$1.0 million and should allow for the required carryover to FY 02-03 and the recommended allocations to insurance reserves and capital reserves.

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

V. ATTACHMENTS

- Attachment A:** Revenue and Expense Report for June, and Budget Transfers
- Attachment B:** Schedule of Reserve Accounts

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - JUNE 2002**

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTD	FY 00-01 Actual YTD	FY 01-02 Actual MD	YTD Variance from Budgeted	
Passenger Fares	\$ 264,396	\$ 247,978	\$ 3,106,966	\$ 3,170,525	\$ 3,107,604	\$ 638	
Paratransit Fares	\$ 19,353	\$ 18,702	\$ 228,770	\$ 203,608	\$ 217,854	\$ (10,916)	
Special Transit Fares	\$ 66,830	\$ 43,101	\$ 1,823,327	\$ 1,670,204	\$ 1,763,574	\$ (59,753)	
Highway 17 Revenue	\$ 69,101	\$ 66,144	\$ 915,728	\$ 867,180	\$ 880,638	\$ (35,090)	
Subtotal Passenger Rev	\$ 419,680	\$ 375,925	\$ 6,074,791	\$ 5,911,517	\$ 5,969,670	\$ (105,121)	See Note 1
Advertising Income	\$ 15,000	\$ 15,000	\$ 174,000	\$ 156,000	\$ 172,385	\$ (1,615)	See Note 2
Other Aux Transp Rev	\$ 1,000	\$ 719	\$ 12,000	\$ 11,902	\$ 10,229	\$ (1,771)	
Rent Income	\$ 11,874	\$ 11,874	\$ 143,367	\$ 144,200	\$ 146,122	\$ 2,755	
Interest - General Fund	\$ 46,412	\$ 42,709	\$ 737,000	\$ 1,199,158	\$ 735,838	\$ (1,162)	
Non-Transportation Rev	\$ 150	\$ 310	\$ 1,800	\$ 13,163	\$ 49,368	\$ 47,568	See Note 3
Sales Tax Income	\$ 1,305,039	\$ 1,521,228	\$ 15,290,422	\$ 16,018,895	\$ 15,310,941	\$ 20,519	See Note 4
TDA Funds	\$ -	\$ 168,009	\$ 6,185,705	\$ 6,410,211	\$ 6,032,917	\$ (152,788)	See Note 5
MBUAPCD Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Local Funding	\$ -	\$ -	\$ -	\$ 27,000	\$ -	\$ -	
State Guideway Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other State Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5303	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ (70,000)	See Note 6
FTA Op Asst - Sec 5307	\$ 1,229,934	\$ 1,229,934	\$ 1,229,934	\$ 505,614	\$ 1,229,934	\$ -	
FTA Op Asst - Sec 531 1	\$ -	\$ -	\$ 46,701	\$ 39,697	\$ 42,448	\$ (4,253)	
Other Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 3,099,089	\$ 3,365,699	\$ 29,965,720	\$ 30,437,357	\$ 29,699,852	\$ (265,868)	

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

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 575,825	\$ 481,158	\$ 577,159	100.2%	See Note 7
Finance	\$ 544,423	\$ 524,166	\$ 441,383	\$ 480,184	91.6%	
Planning & Marketing	\$ 928,464	\$ 890,584	\$ 668,931	\$ 863,613	97.0%	
Human Resources	\$ 472,659	\$ 404,797	\$ -	\$ -	97.6%	
Information Technology	\$ 355,728	\$ 343,531	\$ 321,875	\$ 394,977	96.5%	
District Counsel	\$ 317,568	\$ 302,107	\$ 314,820	\$ 285,146	94.4%	
Facilities Maintenance	\$ 1,033,696	\$ 1,035,082	\$ 788,636	\$ 972,667	94.0%	
Paratransit Program	\$ 147,345	\$ 37,642	\$ -	\$ -	0.0%	See Note 8
Operations	\$ 1,883,433	\$ 1,875,174	\$ 1,626,393	\$ 1,773,810	94.6%	
Bus Operators	\$ 11,273,632	\$ 11,266,468	\$ 9,992,035	\$ 11,216,962	99.6%	
Fleet Maintenance	\$ 3,883,760	\$ 3,668,093	\$ 2,920,844	\$ 3,373,148	92.0%	
Retired Employees Benefits	\$ 433,892	\$ 430,801	\$ 364,619	\$ 449,851	104.4%	See Note 9
Total Personnel	\$ 21,864,930	\$ 21,354,270	\$ 18,144,730	\$ 20,715,376	97.0%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 594,487	\$ 520,956	\$ 523,973	88.1%	
Finance	\$ 524,400	\$ 512,800	\$ 377,865	\$ 484,073	94.4%	
Planning & Marketing	\$ 219,901	\$ 263,493	\$ 183,924	\$ 247,920	94.1%	
Human Resources	\$ 105,117	\$ 172,214	\$ 112,901	\$ 118,934	69.1%	
Information Technology	\$ 122,125	\$ 134,803	\$ 104,519	\$ 105,851	78.5%	
District Counsel	\$ 159,405	\$ 269,483	\$ 108,624	\$ 188,232	69.8%	
Facilities Maintenance	\$ 489,234	\$ 521,426	\$ 683,302	\$ 437,509	83.9%	
Paratransit Program	\$ 3,445,805	\$ 3,445,915	\$ 2,569,521	\$ 2,781,495	80.7%	See Note 10
Operations	\$ 435,240	\$ 491,445	\$ 237,324	\$ 471,285	95.9%	
Bus Operators	\$ 6,040	\$ 5,318	\$ 6,225	\$ 4,538	85.3%	
Fleet Maintenance	\$ 3,633,153	\$ 3,010,653	\$ 2,718,654	\$ 2,589,482	86.0%	
Op Prog/SCCIC	\$ 2,445	\$ 2,695	\$ 6,529	\$ 1,317	48.9%	
Reserve for Repower Project	\$ -	\$ -	\$ 462,000	\$ -	0.0%	
Prepaid Expense	\$ -	\$ -	\$ 1,031,572	\$ -	0.0%	
Total Non-Personnel	\$ 9,747,070	\$ 9,424,730	\$ 9,123,916	\$ 7,954,610	84.4%	
Subtotal Operating Expense	\$ 31,612,000	\$ 30,779,000	\$ 27,268,649	\$ 28,669,986	93.1%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 533,449	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 27,839,090	\$ 28,669,986	92.9%	
YTD Operating Revenue Over YTD Expense				\$ 1,029,866		

**CONSOLIDATED OPERATING EXPENSE
JUNE 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 5,984,840	\$ 5,284,468	\$ 5,895,334	98.5%	
Operators Overtime	\$ 1,001,812	\$ 1,055,812	\$ 928,450	\$ 1,100,032	104.2%	See Note 11
Other Salaries & Wages	\$ 6,297,182	\$ 5,686,150	\$ 4,695,584	\$ 5,301,517	93.2%	
Other Overtime	\$ 254,900	\$ 380,581	\$ 270,295	\$ 285,150	74.9%	
	\$ 13,392,734	\$ 13,107,383	\$ 11,178,797	\$ 12,582,032	96.0%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 105,369	\$ 129,831	98.4%	
PERS Retirement	\$ 954,700	\$ 927,598	\$ 763,788	\$ 847,844	91.4%	
Medical Insurance	\$ 2,056,360	\$ 2,035,025	\$ 1,771,832	\$ 2,008,489	98.7%	
Dental Plan	\$ 507,311	\$ 465,272	\$ 459,607	\$ 440,639	94.7%	
Vision Insurance	\$ 114,499	\$ 112,991	\$ 106,892	\$ 112,711	99.8%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 50,572	\$ 53,376	88.0%	
State Disability Ins	\$ 137,494	\$ 149,994	\$ 85,665	\$ 130,631	87.1%	
Long Term Disability Ins	\$ 499,190	\$ 483,193	\$ 379,176	\$ 433,572	89.7%	
Unemployment Insurance	\$ 27,692	\$ 29,742	\$ 26,803	\$ 28,638	96.3%	
Workers Comp	\$ 1,438,541	\$ 1,298,541	\$ 991,812	\$ 1,252,290	96.4%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 2,200,979	\$ 2,671,449	105.9%	See Note 12
Other Fringe Benefits	\$ 28,408	\$ 29,532	\$ 23,440	\$ 23,873	80.8%	
	\$ 8,472,195	\$ 8,246,886	\$ 6,965,933	\$ 8,133,343	98.6%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 367,444	\$ 263,659	91.7%	
Prof/Legis/Legal Services	\$ 376,400	\$ 391,469	\$ 188,397	\$ 176,919	45.2%	See Note 13
Temporary Help	\$ 19,340	\$ 168,192	\$ 228,856	\$ 148,499	88.3%	
Uniforms & Laundry	\$ 34,496	\$ 39,336	\$ 41,375	\$ 36,471	92.7%	
Security Services	\$ 277,438	\$ 327,438	\$ 350,919	\$ 317,588	97.0%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 206,920	\$ 147,588	\$ 181,250	87.6%	
Outside Repair - Vehicles	\$ 272,600	\$ 260,386	\$ 210,227	\$ 260,755	100.1%	
Waste Disp/Ads/Other	\$ 168,947	\$ 219,295	\$ 142,542	\$ 174,441	79.5%	
	\$ 1,669,702	\$ 1,900,622	\$ 1,677,349	\$ 1,559,580	82.1%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ -	\$ 176	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 2,389,786	\$ 2,723,353	82.6%	See Note 10
	\$ 3,297,905	\$ 3,297,605	\$ 2,389,962	\$ 2,723,353	82.6%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,257,979	\$ 1,169,459	\$ 910,918	72.4%	See Note 14
Tires & Tubes	\$ 160,000	\$ 160,518	\$ 148,666	\$ 160,518	100.0%	
Other Mobile Supplies	\$ 8,500	\$ 9,158	\$ 7,590	\$ 8,983	98.1%	
Revenue Vehicle Parts	\$ 745,000	\$ 726,765	\$ 713,778	\$ 717,637	98.7%	
	\$ 2,794,630	\$ 2,154,420	\$ 2,039,493	\$ 1,798,057	83.5%	

CONSOLIDATED OPERATING EXPENSE
JUNE 2002

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 20,925	\$ 17,345	\$ 18,299	87.5%	
Printing	\$ 113,031	\$ 115,426	\$ 88,214	\$ 108,987	94.4%	
Office/Computer Supplies	\$ 76,495	\$ 79,913	\$ 81,484	\$ 69,225	86.6%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 18,129	\$ 21,723	68.5%	
Cleaning Supplies	\$ 86,556	\$ 60,556	\$ 57,873	\$ 60,504	99.9%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 110,087	\$ 65,015	84.0%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 57,509	\$ 53,345	92.0%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 19,097	\$ 12,628	46.0%	
Promo/Photo Supplies	\$ 19,355	\$ 21,379	\$ 13,124	\$ 14,506	67.9%	
	\$ 505,543	\$ 492,783	\$ 462,860	\$ 424,232	86.1%	
UTILITIES						
	\$ 335,310	\$ 333,253	\$ 263,062	\$ 310,484	93.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 125,678	\$ 215,334	100.1%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 49,330	\$ 61,951	62.0%	See Note 15
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (8,270)	\$ (13,275)	0.0%	See Note 16
Prof/Other Services	\$ 30,000	\$ 140,000	\$ 15,906	\$ 109,930	78.5%	
	\$ 356,950	\$ 466,950	\$ 182,645	\$ 373,941	80.1%	
TAXES						
	\$ 45,280	\$ 45,280	\$ 36,744	\$ 37,342	82.5%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,843	\$ 39,676	\$ 52,841	89.8%	
Media Advertising	\$ 50,000	\$ 37,476	\$ 25,283	\$ 31,462	84.0%	
Employee Incentive Program	\$ 15,892	\$ 10,992	\$ 12,892	\$ 9,832	89.4%	
Training	\$ 45,615	\$ 48,615	\$ 28,735	\$ 19,164	39.4%	
Travel & Local Meetings	\$ 74,354	\$ 66,564	\$ 52,390	\$ 38,567	57.9%	
Other Misc Expenses	\$ 13,500	\$ 10,600	\$ 15,181	\$ 12,100	114.2%	See Note 17
	\$ 245,454	\$ 233,090	\$ 174,158	\$ 163,966	70.3%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,729	\$ 537,887	\$ 563,656	98.8%	
Repower Project Reserve	\$ -	\$ -	\$ 462,000	\$ -	0.0%	
Transfer to Capital	\$ -	\$ -	\$ 533,449	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
	\$ 566,298	\$ 570,729	\$ 1,560,336	\$ 563,656	98.8%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 26,931,339	\$ 28,669,986	92.9%	

MONTHLY REVENUE AND EXPENSE REPORT
FY 01-02 CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	Program Budget	Expended in June	YTD Expended
Grant Funded Projects			
Consolidated Operating Facility	\$ 7,948,083	\$ 3,195	\$ 179,849
Jrban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 21,892	\$ 2,357,759
ADA Paratransit Vehicles	\$ 149,000		\$ 143,236
Computer System	\$ 115,000	\$ 24,000	\$ 24,000
CNG Facilities for SCM, Ops	\$ 632,000	\$ 9,167	\$ 127,316
Farebox Replacement (CO)	\$ 60,000		\$ 63,751
Metro Center Renovation Project	\$ 200,000		
	\$ 20,387,555		
District Funded Projects			
Bus Stop Improvements	\$ 375,622		\$ 54,118
ADA Recertification Program	\$ 65,000	\$ 58,000	\$ 58,788
Ridecheck Upgrade Project	\$ -		
Facilities Repair & Improvements	\$ 229,950		\$ 221,651
Machinery/Equipment Repair/Impr	\$ 66,500		\$ 52,728
Non-Revenue Vehicle Replacement	\$ 54,000		\$ 54,644
Office Equipment	\$ 5,000		\$ 3,179
IT Projects	\$ 90,000	\$ 6,450	\$ 39,541
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 85,143		
SVTC Tenant Improvements	\$ -		
Metro Center Improvements	\$ 50,000		
Reserve for CNG Conversion	\$ -		
Contingency for District Funded Projects	\$ 1,070		
Transfer to Operating Budget	\$ 848,280		
	\$ 1,905,565		
TOTAL CAPITAL PROJECTS	\$ 22,293,119	\$ 122,704	\$ 3,403,579
CAPITAL FUNDING SOURCES			
	Budget	Received in June	YTD Received
Federal Capital Grants	\$ 14,561,939		\$ 411,772
State Capital Grants	\$ 200,000	\$ -	\$ -
STA Funding	\$ 1,407,650	\$ -	\$ 1,407,650
Local Capital Grants	\$ 719,631		\$ 10,161
District Reserves	\$ 5,155,399	\$ 122,704	\$ 1,573,996
Transfer from Bus Stop Improvement Reserv	\$ 248,500	\$ -	\$ -
TOTAL CAPITAL FUNDING	\$ 22,293,119	\$ 122,704	\$ 3,403,579

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

1. Passenger fares (farebox and pass sales) are \$638 over the revised budget amount for the year. This revenue source decreased by 2.0% from last year. Paratransit fares are \$10,916 or 5% under budget for the year because ridership is below projected levels. A total of 114,385 trips were forecast while 108,089 were actually taken, with some advance tickets sold.

Special transit fares (contracts) are \$59,753 or 3% under the budgeted amount. UCSC contract revenue is \$54,061 under the projected revenue for the year or 10% over the revenue collected in the previous fiscal year. Cabrillo College contract revenue is \$13,810 under the projected revenue for the year and 21% below the revenue collected in FY 00-01. The employer bus pass program revenue from the Seaside Company, Dominican Hospital, City of Santa Cruz, County of Santa Cruz and Seagate is \$1,947 under the budgeted revenue and .07% under last year's revenue.

Highway 17 Express revenue is \$35,090 or 4% under the budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the fiscal year by a net \$106,797 or 2%.

2. Advertising income is \$1,615 under the revised budget for the year due to a charge by OBIE for buses out of service.
3. Non-transportation revenue is \$47,568 over budget largely due to a refund from Community Bridges for overcharges in the last fiscal year in the amount of \$36,268, and a class action settlement in the amount of \$2,451.
4. Sales tax income is \$20,519 over the revised budget for the year.
5. TDA funds are \$152,788 below budget due to a reduction in the funding levels from the Santa Cruz County Regional Transportation Commission.
6. Federal Transit Administration (FTA) financial assistance for planning studies was not received in FY 01-02 since neither project was begun.
7. Administration personnel expense is at 100.2% of the budget or \$1,334 over budget due to the payment of more vacation cash-outs than budgeted which results when employees do not take all of the vacation earned for the period.
8. Paratransit program personnel expense is at 0% of the budget since program staff were not hired until the end of the fiscal year.
9. Retired employee benefit expense is at 104.4% of the budget due to more retirees this year than projected. This represents an overrun of \$19,050.
10. Paratransit program expense is only at 80.7% of the budget because ridership totals were well below projections for the year. A total of 114,385 rides were budgeted and 108,089 were billed. Also, no program personnel were hired during the year, and the recertification program was delayed until FY 02-03.

11. Operations overtime expense is at 104.2% of the budget or \$44,220 over budget for the year due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
12. Absence with pay is at 105.9% of the budget or \$149,023 over budget due to more vacation cash-outs than budgeted.
13. Professional services are only at 45.2% of the budget primarily because the two grant-funded planning studies were not performed and the paratransit recertification program was delayed until FY 02-03.
14. Fuels and lubricants are at 72.4% of the budget for the year. Diesel fuel ranged from a high of \$1.15 per gallon in June 2002 to a low of \$0.65 in December 2001. On June 30th, the price was \$1.11 per gallon and the average for the entire year was \$1.03. Effective June 17, 2002, the diesel fuel price increased by approximately twelve cents per gallon due to the required use of the ultra low sulphur diesel product.
15. Settlement costs are at 62% for the year or \$38,049 below the budgeted amount of \$100,000. The balance is recommended to be retired to liability reserves.
16. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year, but some repairs have yet to be charged to the account.
17. Other miscellaneous expense is at 114.2% of the budget due to write-offs of uncollectable debts. However, this represents an overrun of only \$1,500.

**FY 00-01 BUDGET TRANSFERS
7/1/02-7/31/02**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-062			
TRANSFER FROM:	503162-3300	Uniforms/Laundry	\$ (400)
TRANSFER TO:	502251-3300	Physical Exam - Renewals	\$ 400
REASON:	To cover account overruns in the Bus Operators Department for the remainder of FY 01-02.		
TRANSFER # 02-063			
TRANSFER FROM:	503162-3300	Uniforms/Laundry	\$ (724)
TRANSFER TO:	502251-3300	Physical Exam - Renewals	\$ 724
REASON:	To cover account overruns in the Bus Operators Department for the remainder of FY 01-02.		
TRANSFER # 02-064			
TRANSFER FROM:	504012-4100	Fuels & Lubricants	\$ (57,351)
TRANSFER TO:	503162-4100	Uniforms & Laundry	\$ 563
	503352-4100	Equipment Repair - Out	\$ 10,759
	503353-4100	Rev Veh Repair - Out	\$ 7,706
	504021-4100	Tires & Tubes	\$ 5,518
	504161-4100	Other Mobile Supplies	\$ 658
	504191-4100	Rev Veh Parts	\$ 31,765
	504211-4100	Postage & Mailing	\$ 3
	50431 I-41 00	Office Supplies	\$ 299
			\$ 57,351
REASON:	To cover account overruns for FY 01-02 year end in the Fleet Maintenance Department.		

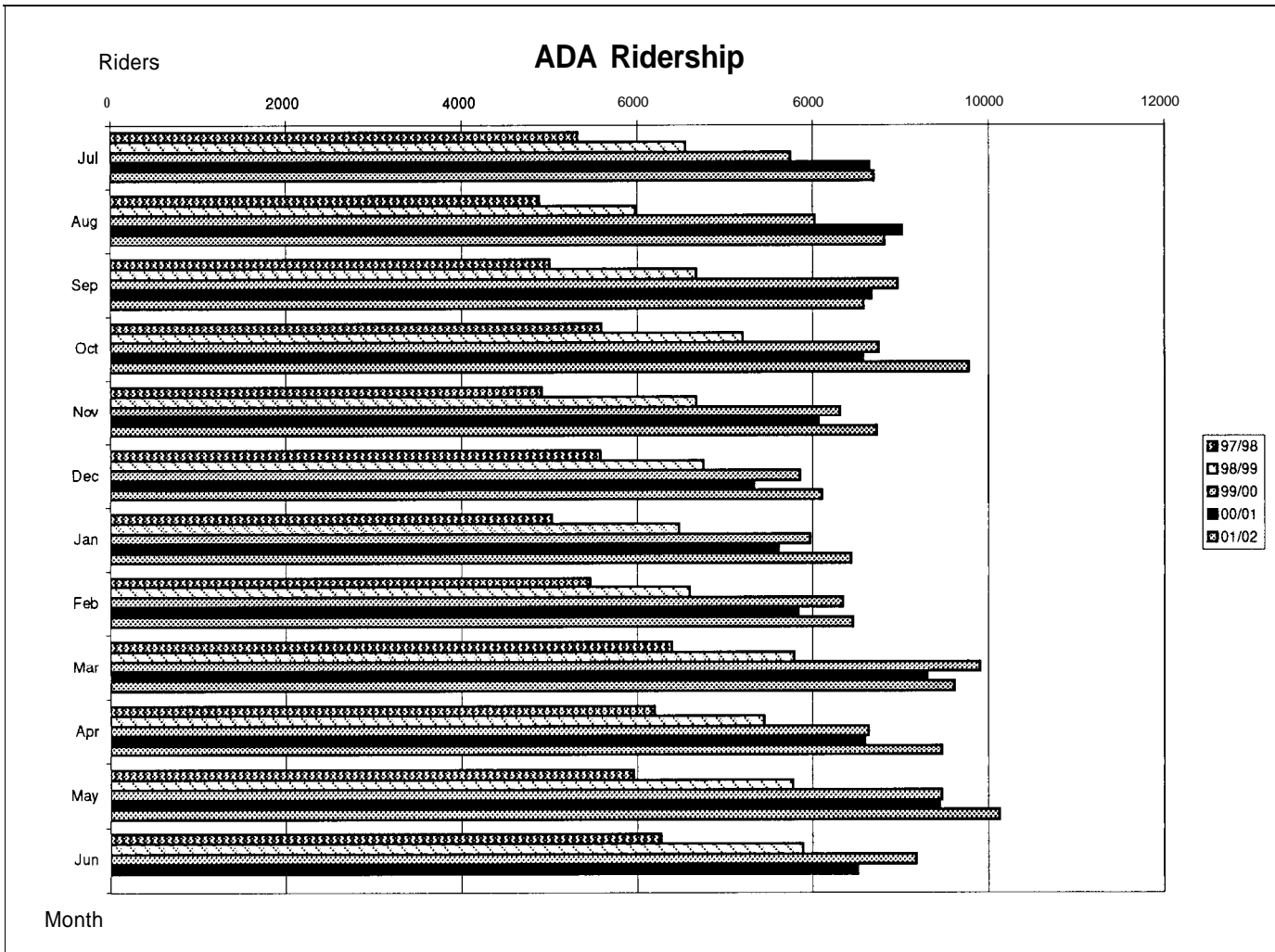
**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SCHEDULE OF RESERVE ACCOUNTS
JUNE 30, 2002**

	Recommended Minimum Balance	Reason	Balance at 6/30/01	Rec Addition	Outstanding Obligations	Available Balance at 6/30/02
Liability insurance Reserve	\$ 600,000	\$250,000 SIR <i>plus estimated liability on outstanding cases</i>	\$ 600,000	\$ 300,000	\$ 480,000	\$ 420,000
Workers Compensation Reserve	\$ 2,869,840	<i>Long term portion of workers compensation liability per 6/30/01 audit</i>	\$ 1,170,000	\$ 150,000	\$ 2,869,840	\$ (1,549,840)
Bus Stop Improvement Reserve	\$ 400,000	<i>To provide a dedicated source of funding for ADA improvements at bus stops</i>	\$ 400,000	\$ -	\$ 400,000	\$
Alternative Fuel Conversion Fund	\$ 3,222,600	<i>Board-approved program of allocating \$462,000 per year for six years plus interest to convert buses to alternative fuel</i>	\$ 462,000	\$ -	\$ 3,222,600	\$ (2,760,600)
Cash Flow Reserve	\$ 2,600,000	<i>To cover one month's payroll and accounts payable</i>	\$ 2,600,000	\$ -	\$ -	\$ 2,600,000
Capital Funding Reserve	\$ 14,385,000 *	<i>To cover District's share of capital project costs in the District's five year plan, plus MetroBase</i>	\$ 14,553,589	\$ - *	\$ 14,385,000 *	\$ 168,589 .

* Estimated

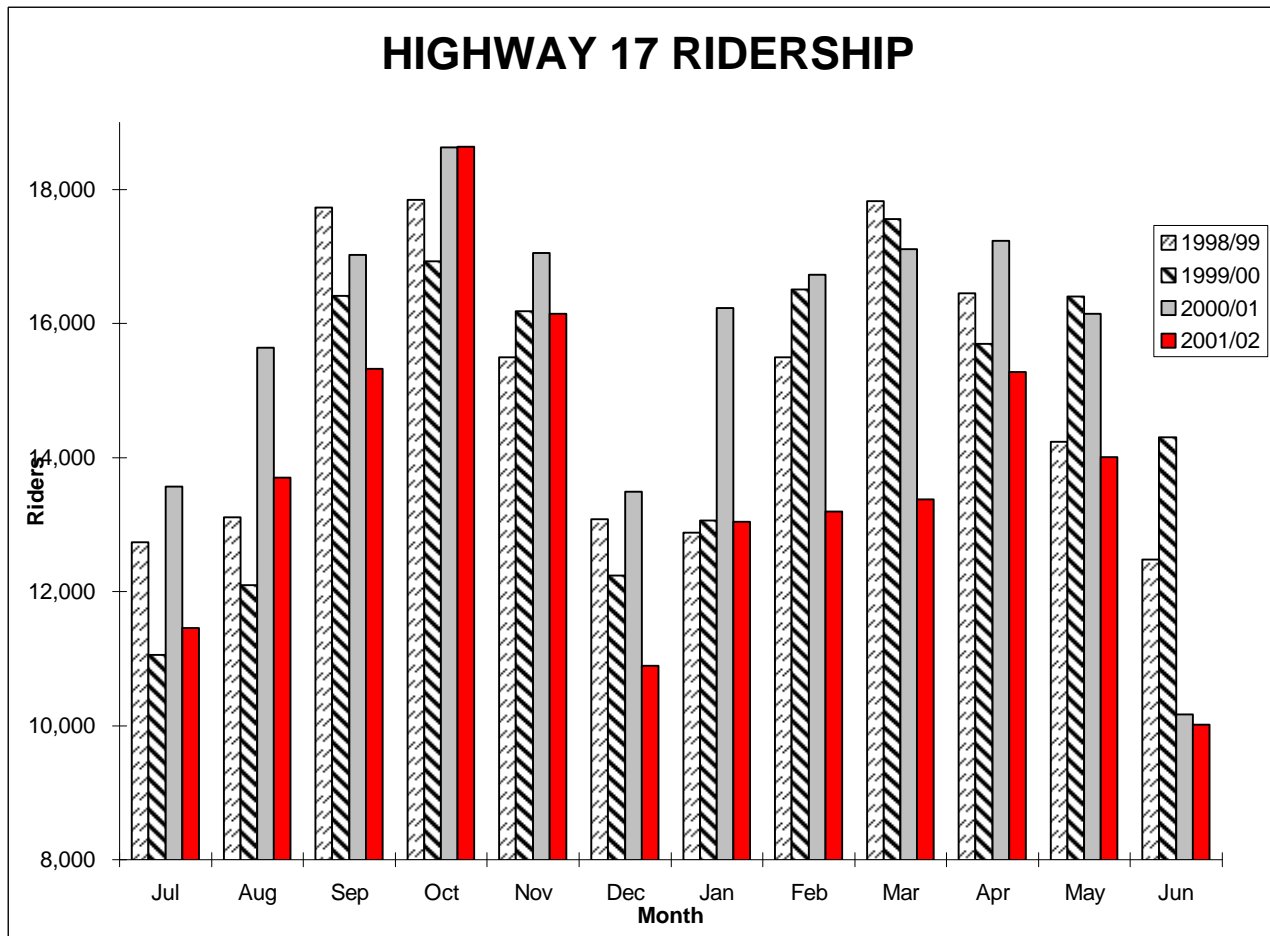
**ADA ParaCruz Program
Monthly Status Report**

	This May	Last May	% Change	This YTD	Last YTD	% Change
Cost	\$ 263,588	\$ 220,717	19.4%	\$2,477,751	\$ 2,182,960	13.5%
Revenue	\$20,236	\$18,592	8.8%	\$197,476	\$186,046	6.1%
Subsidy	\$243,352	\$202,125	20.4%	\$2,280,275	\$1,996,914	14.2%
Passengers	10,118	9,296	8.8%	98,738	93,023	6.1%
Cost/Ride	\$26.05	\$23.74	10.6%	\$25.09	\$ 23.47	7.6%
Subsidy/Ride	\$24.05	\$21.74	10.6%	\$23.09	\$21.47	7.6%
Operating Ratio	7.7%	8.4%	-8.9%	8.0%	8.5%	-6.5%
% Rides on Taxi	65.6%	67.2%	-2.4%	67.7%	67.5%	0.3%
Program Registrants	9,173	8,415	9.0%	9,173	8,415	9.0%
Rides/Registrant	1.1030	1.1047	-0.2%	10.7640	11.0544	-2.6%



HIGHWAY 17 - JUNE 2002

	June			YTD		
	2001/02	2000/01	%	2001/02	2000/01	%
FINANCIAL						
Cost	\$ 97,203	\$ 111,211	(12.6%)	\$ 1,331,116	\$ 1,286,869	3.4%
Farebox	\$ 26,372	\$ 29,391	(10.3%)	\$ 395,475	\$ 423,788	(6.7%)
Operating Deficit	\$ 70,831	\$ 81,820	(13.4%)	\$ 909,649	\$ 839,946	8.3%
Santa Clara Subsidy	\$ 35,415	\$ 40,910	(13.4%)	\$ 454,825	\$ 419,973	8.3%
METRO Subsidy	\$ 35,415	\$ 40,910	(13.4%)	\$ 454,825	\$ 419,973	8.3%
San Jose State Subsidy	\$ -	\$ -		\$ 25,992	\$ 23,135	12.3%
STATISTICS						
Passengers	10,011	10,168	(1.5%)	165,062	189,014	(12.7%)
Revenue Miles	29,925	31,421	(4.8%)	381,544	381,544	0.0%
Revenue Hours	1,164	1,222	(4.8%)	14,838	14,838	(0.0%)
PRODUCTIVITY						
Cost/Passenger	\$ 9.71	\$ 10.94	(11.2%)	\$ 8.06	\$ 6.81	18.4%
Revenue/Passenger	\$ 2.63	\$ 2.89	(8.9%)	\$ 2.40	\$ 2.24	6.9%
Subsidy/Passenger	\$ 7.08	\$ 8.05	(12.1%)	\$ 5.67	\$ 4.57	24.1%
Passengers/Mile	0.33	0.32	3.4%	0.43	0.50	(12.7%)
Passengers/Hour	8.60	8.32	3.4%	11.12	12.74	(12.7%)
Recovery Ratio	27.1%	26.4%	2.7%	29.7%	32.9%	(9.8%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 23, 2002
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: METROBASE PROJECT STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept the status report on the Metrobase Project.

II. SUMMARY OF ISSUES

- Due to repeated failures of the METRO computer system this report could not be generated.

III. DISCUSSION

IV. FINANCIAL CONSIDERATIONS

V. ATTACHMENTS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: August 23, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification of Actions Taken in Closed Session Regarding the following Claim on the Dates Indicated:

1. Settlement with Gary Shirk on June 21, 2002 (Dismissal filed 7/17/02)

1. Settlement with Gary Shirk:

On March 15, 2002, in closed session the Board of Directors authorized a settlement for all claims, including personal injury and property damage in an amount not to exceed twenty-five thousand dollars (\$25,000.00), for an accident that occurred on September 30, 2000, in Santa Cruz, California. The following directors authorized the settlement: Ainsworth, Beautz, Fitzmaurice, Hinkle, Keogh, Norton, Reilly, Spence and Krohn. Director Almquist opposed the settlement. Director Phares was absent. Pursuant to this direction, fully executed releases were received from the claimant on June 21, 2002, for complete settlement in this matter for the sum of \$24,000.00. A District warrant was issued in accordance with this direction. The Request for Dismissal was filed with the court on July 17, 2002.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 9, 2002
TO: Board of Directors
FROM: Terry Gale, Information Technology Manager
SUBJECT: 2001 AUDIT NOTE: COMPUTER SECURITY

I. RECOMMENDED ACTION

This report is for information relating to computer security and budgets for annual audits. No action is required.

II. SUMMARY OF ISSUES

- Increasing dependence on internet connections and email requires increasing efforts to secure the District's computer resources from external and internal forces.
- This report looks at responses to an earlier security audit and summarizes the direction of continued efforts by IT.
- An item has been added to the 2002-2003 budget for IT to have an external security audit. This is expected to be an annual expense.

III. DISCUSSION

The original impetus for this Staff Report was to answer questions raised by an annual financial audit by Grant Thornton in 2000 (see attached) which included an external security scan (also known as a Vulnerability Assessment) of scmttd.com.

By the time that IT was shown the results of the audit, all of the "high and medium risk vulnerabilities" had been resolved as part of the normal course of reviewing security, but it did highlight the need to have regular independent vulnerability assessments. As stated in the attached Client Advisory: "Management should consider having its internal and external network security periodically tested to provide a reasonable, but not absolute, assurance that network controls operate effectively..." We have addressed this issue by adding a \$4,000 item in this year's budget to have the computers scanned for vulnerabilities.

The third issue in the Client Advisory was a recommendation that "Management should develop, document and test a comprehensive disaster recovery plan covering information technology as soon as possible..." IT has had a basic disaster recovery plan in place for years consisting of weekly off-site storage of complete backup tapes which would be used to rebuild and restore data in the event of a disaster that destroyed the central computers at the district (such as a fire or severe flood). A truly comprehensive plan would include at least one server of a remote location with at least one of each type of server configured exactly as their counterpart at the central IT

location. While this is an excellent concept, there is insufficient budget at this time to create such a configuration.

IV. FINANCIAL CONSIDERATIONS

A \$4,000 line item has been added to the IT budget specifically to have an external Vulnerability Assessment run.

V. ATTACHMENTS

Attachment A: Security Response from Wil Willis, Sr. Systems Administrator

Attachment B: Grant Thornton Client Advisory from 2/16/01 Board Packet

Network Security at SCMTD July 11, 2002

In November of 2000 a document entitled Network Host Assessment Report was generated as a result of a security scan performed against the District's computer network (LAN) by Grant Thornton in the course of their financial audit. This report was provided to the District's Finance department on January 17, 2001.

This security audit was not brought to the attention of the District's I.T. Department (Information Technologies) until some time later. Between the time the security audit was run and when I.T. was made aware of it, much had been done to upgrade both server performance and network security to include a complete rebuild of one of the principle servers in the District's LAN.

These upgrades, while not rendering Grant Thornton's audit completely irrelevant, did render the audit less applicable as an indication of the security of the District's LAN. Vulnerabilities of a high-risk nature indicated in the audit were nonetheless addressed by myself and supervised by the I.T. department's manager, Terry Gale.

The relevance of any security audit or as they are typically referenced, Vulnerability Assessments (VA) are ephemeral due to the transitory nature of the task of providing network security against the vast and constantly evolving variety of electronic attacks launched against networks throughout the world by "script kiddies" (youths invoking canned programs found on the internet that launch attacks against networks) and various groups of network hackers commonly referred to as Black Hats.

To compound the issue new vulnerabilities are discovered and exploited almost daily in software applications used routinely throughout networks. Organizations such as CERT exist to provide alerts to these vulnerabilities as they are found, and fixes known as security patches are distributed. Implementing security patches to address new vulnerabilities has become a more time-consuming part of the Systems Administrator position.

As part of the ongoing work to maintain computer security, on November 7th of 2001 Wide Area Management Services (WAMS) conducted a Vulnerability Assessment of our network at my request. As a result of this scan newer high-risk vulnerabilities were identified and subsequently addressed by I.T.

Recently we have installed on our LAN an appliance that scans for virus and Trojan attacks that could be contained in email, web pages and file transfers. This appliance is inside of our LAN, positioned just after a firewall appliance, to further protect against "Land Attacks" on networks designed to degrade performance.

While at any point in time some vulnerability somewhere in any LAN can be identified for the reasons mentioned above we feel that the District's computer network is reasonably secure from attacks.

Continuous vigilance and due diligence by I.T. is required to maintain security and performance in our network.

Wil Willis
Sr. Systems Administrator
SCMTD

7/11/2002

Santa Cruz Metropolitan Transit District

Client Advisory Comments

Year ended June 30, 2000

Fixed Assets

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

Furthermore, the fixed asset physical count portion that has been completed appears to lack certain controls to assure an accurate and complete count. The procedures in which the District follows are the following: they print out the fixed asset sub-ledger by department and hand it to the managers in each department. The manager is then responsible for tracing the items on the report to the warehouse and check off each item. Using this methodology for counting the fixed assets allows too much reliance and freedom to the manager, which has both, custody of the fixed assets and is responsible for counting the fixed assets.

As required by the Circular A- 133, the District should complete the fixed asset count every two years at a minimum. Furthermore, the District should employ better controls over the physical count process. The accounting department has indicated that they are willing to perform spot tests on the results that are brought back from the department managers. These spot checks will serve as an appropriate compensating control over the physical count of fixed assets.

Management Information System

We have reviewed the District's computer network and related controls in connection with the audit. The following recommendations are a by-product of this review

- Management should correct all high- and medium-risk vulnerabilities found in our attack-and-penetration study as soon as possible (see the detailed attack-and-penetration study attached).
- Management should consider having its internal and external network security periodically tested to provide a reasonable, but not absolute, assurance that network controls operate effectively within the framework of the Organization's documented information systems policies and procedures and that potential external and internal network vulnerabilities are minimized.
- Management should develop, document and test a comprehensive disaster recovery plan (DRP) covering information technology as soon as possible to mitigate the risk of loss of data due to a system failure or *force majeure*.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 23, 2002
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF CONTRACT EXTENSION WITH SHAW/YODER, INC. FOR STATE LEGISLATIVE SERVICES

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to enter into a one-year contract extension with Shaw/Yoder, Inc. for state legislative services in an amount not to exceed \$24,000 per year.

II. SUMMARY OF ISSUES

- METRO has had a contract with Shaw/Yoder for the past seven (7) years.
- On August 18, 2000 the Board of Directors approved a one-year contract with Shaw/Yoder, Inc. with the option for four (4) one-year contract renewals.
- Last year the Board exercised one of these options, leaving three years remaining.
- Shaw/Yoder, Inc. has effectively represented Santa Cruz METRO at the state level for the past year.

III. DISCUSSION

METRO has utilized the services of a professional firm for state legislative services for over six (6) years. On August 18, 2000 the Board of Directors authorized the General Manager to execute a one-year contract with the option for four (4) one-year extensions with Shaw/Yoder, Inc. for professional legislative services. Last year the Board of Directors authorized exercising one of these options, leaving three years remaining.

The selection of Shaw/Yoder, Inc. was based upon a request for proposals process which was issued June 26, 2000 and sent to fifteen (15) firms. A sub-committee of the Board of Directors interviewed the top three (3) firms and recommended the selection of Shaw/Yoder, Inc. to represent METRO.

In the past year Shaw/Yoder has done an excellent job of representing the interests of METRO at the state level. Shaw/Yoder has been effective in maintaining open lines of communication with members of the Assembly and the Senate as well as the Office of the Governor. Shaw/Yoder, Inc. was instrumental in preserving funds made available under the Traffic Congestion

Reduction Plan sponsored by Governor Davis so that METRO would be able to proceed with the acquisition of new vehicles as well as Phase I of the METRO Center Project. Based upon the performance of Shaw/Yoder, Inc., Staff recommends that the General Manager be authorized to execute a one-year extension with Shaw/Yoder, Inc. in an amount not to exceed \$24,000 per year.

IV. FINANCIAL CONSIDERATIONS

Funds necessary to support the contract with Shaw/Yoder, Inc. are included in the 2002/03 Budget.

V. ATTACHMENTS

Attachment A Letter from Shaw/Yoder, Inc.

Attachment B: Contract Extension with Shaw/Yoder, Inc.



SHAW / YODER, *inc*
LEGISLATIVE ADVOCACY

July 30, 2002

Lloyd Longnecker
District Buyer
Santa Cruz Metropolitan Transit District
120 Du Bois Street
Santa Cruz CA 95060

RE: CONTRACT FOR STATE LEGISLATIVE SERVICES (99-35)

Dear Mr. Longnecker:

I am pleased to accept and agree to the offer from the District to extend our contract for state legislative services for one more year, from October 1, 2002 through September 30, 2003. I further understand and agree that this extension will be pursuant to the same terms, conditions and reimbursement as defined in the current contract. I propose no modifications to the original contract.

We at Shaw / Yoder, Inc. truly appreciate the opportunity to continue serving the District. Please do not hesitate to contact me should you need further information.

Sincerely,

Joshua W. Shaw
Partner

cc: Les White, General Manager, SCMTD
Paul Yoder, Partner, Shaw / Yoder, Inc.



TEL: 916.446.4656

FAX: 916.446.4318

1414 K STREET, SUITE 320

SACRAMENTO, CA 95814

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 99-35
FOR STATE LEGISLATIVE SERVICES**

This Second Amendment to Contract No. 99-35 for State Legislative Services is made effective October 1, 2002 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Shaw/Yoder, Inc. ("Contractor").

I. RECITALS

1.1 District and Contractor entered into a Contract for State Legislative Services ("Contract") on October 1, 2000.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This contract shall continue through September 30, 2003. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
SHAW/YODER, INC.

By _____

Joshua W. Shaw
Partner

Approved as to Form:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 23, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF CONTRACT EXTENSION WITH CAROLYN C. CHANEY & ASSOCIATES FOR FEDERAL LEGISLATIVE SERVICES.

I. RECOMMENDED ACTION

It is recommended that the Board of Directors authorize the General Manager to enter into a contract extension with Carolyn C. Chaney & Associates for Federal Legislative Services in an amount not to exceed \$45,000.00 per year plus up to \$4,000.00 for expenses.

II. SUMMARY OF ISSUES

- The District has had a contract with Carolyn C. Chaney & Associates for the past seven years.
- The current contract was approved by the Board of Directors on October 20, 2000 for a term of one year with four options for renewal for one year each.
- Last year the Board authorized a one year extension, leaving three year options available.
- Carolyn C. Chaney & Associates has effectively represented the District in Washington, DC over the course of the past year and therefore, a contract extension is recommended.

III. DISCUSSION

METRO has utilized the services of a professional firm for legislative representation at the federal level for six years. METRO has been successful in getting federal earmarks and having language beneficial to METRO included in legislation. The firm that has had the contract for the past six years is Carolyn C. Chaney & Associates.

On October 20, 2000, the Board of Directors authorized the execution of a contract with Carolyn C. Chaney & Associates for a one-year period of time with four one-year extensions as an option. The selection of Carolyn C. Chaney & Associates was the result of a Request For Proposals (RFP) process which was issued on August 28, 2000 and distributed to 65 firms. Nine firms responded to the RFP and a selection committee of the Board of Directors screened the top three firms and selected Carolyn C. Chaney & Associates.

Last year the Board of Directors approved a one year contract extension with Carolyn C. Chaney & Associates, leaving three one year extensions remaining on the contract.

Over the past year the quality of service provided by Carolyn C. Chaney & Associates has been excellent and the District has had effective representation with regard to major legislative issues. In the coming year, the issues of Federal Authorization and Federal Regulatory Issues will require the continuation of a firm located in Washington, DC to represent METRO. Staff recommends that METRO exercise the option for a one-year extension with Carolyn C. Chaney & Associates for an amount not to exceed \$45,000.00 plus reimbursement of up \$4,000.00 for expenses incurred as a part of the contract. Eligible expenses would include long distance telephone charges, photocopying, postage, courier, overnight mail and other types of expenses appropriate to representation of the District. Staff further recommends that the Board of Directors authorize the General Manager to sign the one-year contract extension on behalf of METRO.

IV. FINANCIAL CONSIDERATIONS

Funds are included on the 2002-03 budget necessary to support this contract.

V. ATTACHMENTS

Attachment A: Letter from Carolyn C. Chaney & Associates

Attachment B: Contract Extension with Carolyn C. Chaney & Associates

**CAROLYN C. CHANEY & ASSOCIATES, INC.**

LOCAL GOVERNMENT CONSULTANTS

July 31, 2002

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

Dear Les:

Please consider this a formal request for a twelve **month renewal** of the **contract** (Purchase Order #2205 15-A) between Santa Cruz Metro and Carolyn C. Chaney & Associates, Inc. for federal advocacy **and** information services. We would suggest this renewal be considered under the same terms of our **current contract**.

Preparations for next year's reauthorization of the Transportation Equity Act for the 21st Century (TEA-2 1) have made this a particularly crucial **time** for **transit agencies** such as Santa Cruz Metro. As a result of your leadership, we have **made** great strides in raising the **profile** of the "high intensity transit communities" issue in Congress, with the Bush Administration, and the American Public Transportation Association. (APTA). APTA is now close to completing their TEA-21 **reauthorization** principles, and the issue is all but certain to be in the final product We will now focus our **efforts** on the Bush Administration, which **hopes** to send a **proposal** to Congress before the end of the **year**.

We would very much like to continue our relationship with Santa Cruz Metro, and it has been a pleasure serving you, your staff and the Board of Directors **this** year. If you have **any** questions about our contract, **please** feel free to contact us at your **convenience**.

Sincerely,

Carolyn C. Chaney
Washington, Assistant

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 00-04
FOR FEDERAL LEGISLATIVE SERVICES**

This Second Amendment to Contract No. 00-04 for Federal Legislative Services is made effective November 1, 2002 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Carolyn C. Chaney & Associates, Inc. ("Contractor").

I. RECITALS

1.1 District and Contractor entered into a Contract for Federal Legislative Services ("Contract") on November 1, 2000.

1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 4.01 is amended to include the following language:

This contract shall continue through October 31, 2003. This Contract may be mutually extended by agreement of both parties.

III. REMAINING TERMS AND CONDITIONS

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

IV. AUTHORITY

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

SIGNATURES ON NEXT PAGE

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CAROLYN C. CHANEY & ASSOCIATES, INC.

By _____

Carolyn C. Chaney
President

APPROVED AS TO FORM:

Margaret R. Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: August 23, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF 2003 REGULAR BOARD MEETING SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached schedule for the regular meetings of the Board of Directors.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month.
- Attached is a specific schedule of the dates and locations of the Board of Directors' regular meetings for the 2003 year.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month. For planning and scheduling purposes, Dale Carr, the Administrative Services Coordinator, has prepared a specific schedule detailing the actual dates and locations of the Board of Directors' regular meetings for the 2003-year.

The meetings scheduled for the second Friday of the month will be located in the Santa Cruz Metropolitan Transit District's administrative offices and the meetings scheduled for the fourth Friday of the month will usually be held at the Santa Cruz City Council Chambers. However, the Bylaws were recently amended to allow for regular meetings in Capitola (May) and Watsonville (November) once a year.

IV. FINANCIAL CONSIDERATIONS

The local jurisdictions whose facilities are used by the Transit District for meeting purposes do not charge a fee.

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Board of Directors' meetings 2003

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETINGS
2003**

January Meetings

- January 10, 2003 - SCMTD Administrative Offices, 370 Encinal St., Santa Cruz, CA
- January 24, 2003 - Santa Cruz City Council Chambers*

February Meetings

- February 14, 2003 - SCMTD Administrative Offices
- February 28, 2003 - Santa Cruz City Council Chambers*

**Santa Cruz City
Council Chambers
809 Center St.
Santa Cruz, CA*

March Meetings

- March 14, 2003 - SCMTD Administrative Offices
- March 28, 2003 - Santa Cruz City Council Chambers*

April Meetings

- April 11, 2003 - SCMTD Administrative Offices
- April 25, 2003 – Santa Cruz City Council Chambers*

May Meetings

- May 9, 2003 - SCMTD Administrative Offices
- May 23, 2003 – **Capitola City Council Chambers** →

*Capitola City Council
Chambers
420 Capitola Avenue
Capitola, CA*

June Meetings

- June 13, 2003 - SCMTD Administrative Offices
- June 27, 2003 - Santa Cruz City Council Chambers*

July Meetings

- July 11, 2003 - SCMTD Administrative Offices
- July 25, 2003 - Santa Cruz City Council Chambers*

August Meetings

- August 8, 2003 - SCMTD Administrative Offices
- August 22, 2003 – Santa Cruz City Council Chambers*

September Meetings

- September 12, 2003 - SCMTD Administrative Offices
- September 26, 2003 - Santa Cruz City Council Chambers*

October Meetings

- October 10, 2003 - SCMTD Administrative Offices
- October 24, 2003 – Santa Cruz City Council Chambers*

November Meetings

- November 14, 2003 - SCMTD Administrative Offices
- November 28, 2003 – **Watsonville City Council Chambers** →

*Watsonville City
Council Chambers
250 Main St.
Watsonville, CA*

December Meetings

- December 12, 2003 - SCMTD Administrative Offices
- December 26, 2003 - Santa Cruz City Council Chambers*

NOTE: ALL MEETINGS BEGIN AT 9:00 A.M.