



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
SEPTEMBER 24, 2021– 9:00 AM**

DUE TO COVID-19, THE SEPTEMBER 24, 2021 SANTA CRUZ METRO BOARD OF DIRECTORS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-210-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The public may participate remotely via the Zoom website [at this link](#) and following the instructions or by calling 1-669-900-6833 Meeting ID 851 2982 6108

Public comment may be submitted via email to boardinquiries@scmttd.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Board’s correspondence that is posted online at the board meeting packet link.

The Board of Directors Meeting Agenda Packet can be found online at www.SCMTD.com.

The Board may take action on each item on the agenda. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the Board of Directors.

BOARD ROSTER

Director Jimmy Dutra	City of Watsonville
Vacant	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Kristen Petersen	City of Capitola
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College
Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

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

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

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 ANNOUNCEMENTS**
 - 3-1. Today's meeting is being broadcast by Community Television of Santa Cruz County.
- 4 BOARD OF DIRECTORS COMMENTS**
- 5 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**
- 6 LABOR ORGANIZATION COMMUNICATION**
- 7 METRO ADVISORY COMMITTEE (MAC) WRITTEN COMMUNICATION**
- 8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

CONSENT AGENDA

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

- 9.1. ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2021**
Chuck Farmer, CFO
- 9.2. ACCEPT AND FILE: MINUTES OF THE AUGUST 18, 2021 METRO ADVISORY COMMITTEE (MAC) MEETING, THE AUGUST 27, 2021 BOARD OF DIRECTORS MEETING, THE SEPTEMBER 10, 2021 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING, THE SEPTEMBER 10, 2021 CAPITAL PROJECTS STANDING COMMITTEE MEETING, AND THE SEPTEMBER 10, 2021 PERSONNEL/HR STANDING COMMITTEE MEETING**
Alex Clifford, CEO/General Manager
- 9.3. ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 2ND QUARTER OF FY22**
Carolee Curtin, Interim Purchasing Manager
- 9.4. ACCEPT AND FILE:**
 - A. THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2021; AND, ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES**

- B. THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2021**
Chuck Farmer, CFO
- 9.5 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Chuck Farmer, CFO
- 9.6 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY22 REVISED CAPITAL BUDGET/PORTFOLIO**
Chuck Farmer, CFO
- 9.7 APPROVE: AUTHORIZE AND FUND A REVENUE ACCOUNT PROGRAM MANAGER POSITION**
Dawn Crummié, HR Director
- 9.8 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO USE THE CALIFORNIA ASSOCIATION FOR COORDINATED TRANSPORTATION (CALACT)/MORONGO BASIN TRANSIT AUTHORITY (MBTA) PURCHASING COOPERATIVE CONTRACT 18-01 FOR THE PURCHASE OF TWO BUSES FROM GILLIG, LLC.**
Eddie Benson, Maintenance Manager
- 9.9 APPROVE: AUTHORIZE THE CEO TO EXECUTE A SOLE SOURCE CONTRACT WITH N/S BUS WASHER CORPORATION**
Margo Ross, COO
- 9.10 ACCEPT AND FILE: THE METRO PLANNING AND DEVELOPMENT ANNUAL STATUS REPORT**
John Urgo, Planning and Development Director

REGULAR AGENDA

- 10 RETIREE RESOLUTION OF APPRECIATION: MARTIN GILBERT**
Donna Lind, Board Chair
- 11 APPROVE: CONSIDERATION OF APPROVING THE AUTHORIZATION TO ENGAGE A MUNICIPAL ADVISOR, BOND COUNSEL AND BOND UNDERWRITER TO MOVE FORWARD WITH THE ISSUANCE OF A PENSION OBLIGATION BOND**
Chuck Farmer, CFO
- 12 COMMITTEE ASSIGNMENTS**
Donna Lind, Board Chair
- 13 CEO ORAL REPORT / COVID-19 UPDATE**
Alex Clifford, CEO/General Manager

14 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 22, 2021 AT 9:00 AM, VENUE (TELECONFERENCE OR PHYSICAL) TO BE DETERMINED
Donna Lind, Board Chair

15 ADJOURNMENT
Donna Lind, Board Chair

Accessibility for Individuals with Disabilities

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Public Comment

If you wish to address the Board, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the Board and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.



DATE: September 24, 2021
TO: Board of Directors
FROM: Chuck Farmer, CFO
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF AUGUST 2021**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of August 2021

II. SUMMARY

- This staff report provides the Board of Directors (Board) with a preliminary approved Check Journal Detail for the month of August 2021.
- The Finance Department is submitting the check journals for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

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

All invoices submitted for the month of August 2021 have been processed, the checks have been issued and signed by the Deputy Finance Director.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns to METRO's Financial Stability, Stewardship & Accountability strategic plan.

V. FINANCIAL CONSIDERATIONS/IMPACT

The check journal present the invoices paid in August 2021 for Board review, agency disclosure and transparency.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

None.

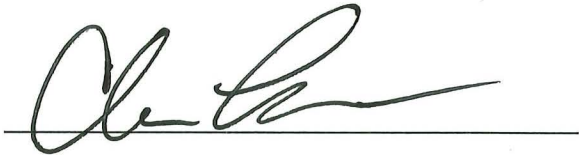
VIII. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of August 2021

Prepared by: Holly Alcorn, Accounting Specialist

IX. APPROVALS

Chuck Farmer, CFO



Alex Clifford, CEO/General Manager



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Attachment A

DATE 09/02/21 11:13

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

PAGE 1

DATE: 08/01/21 THRU 08/31/21

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
73732	08/02/21	E253	120.00	ARELLANO, MARIO		108877	MEC EXAMINATION	120.00	
73733	08/02/21	449.42 001D	449.42	AT&T		108945	6/19-7/18 OCEAN-LG	283.26	
73734	08/02/21	001348	4,106.00	ATHENS INSURANCE SERVICE, INC.		108946	6/19-7/18 DAVENPORT	166.16	
73735	08/02/21	E1034	1,000.00	CAMPOS, ARACELI		108972	AUG 21 TPA FEES	4,106.00	VOIDED
73736	08/31/21	E1034	-1,000.00	CAMPOS, ARACELI		108928	TRAVEL ADVANCE	1,000.00	VOIDED
73737	08/02/21	001159	308.09	CATTO'S GRAPHICS, INC.		108970	TRAVEL ADVANCE	-1,000.00	**VOID
73738	08/02/21	003320	13,097.52	CENTER FOR TRANSPORTATION AND		108954	LOGO DECALS	308.09	
73739	08/02/21	56.53 130	56.53	CITY OF WATSONVILLE UTILITIES		108967	4/1-6/30PROJ 19-0037	13,097.52	
		001124	22,771.14	CLEAN ENERGY		108921	6/16-7/14 FIRE SVC	56.53	
						108922	LNG 7/6/21	6,556.02	
						108923	LNG 7/13/21	8,814.52	
73740	08/02/21	001025	1,150.19	COUNTY OF SANTA CRUZ PUB WORKS		108955	LNG 7/9/21	7,400.60	
73741	08/02/21	003116	175.92	CUMMINS PACIFIC LLP		108911	6/30 PROJ 19-0001	1,150.19	
						108912	RPR VEH #4201	80.76	
						108930	INVENTORY ORDER	18.68	
						108931	INVENTORY ORDER	32.78	
						108932	INVENTORY ORDER	16.39	
73742	08/02/21	003341	2,875.55	DYNAMIC SECURITY TECH INC		108933	INVENTORY ORDER	27.31	
73743	08/02/21	003274	2,189.90	EAST BAY TIRE CO.		108973	RETENTION 19-0006A	2,875.55	
						108906	REVENUE TIRES	1,232.65	
						108907	REVENUE TIRES	126.30	
						108934	REVENUE TIRES	107.31	
						108935	REVENUE TIRES	616.33	
						108936	REVENUE TIRES	107.31	
73744	08/02/21	001174	400.00	ESRI		108951	7/1-6/30/22 MAINT	107.31	
73745	08/02/21	001297	3,259.80	FASTENAL COMPANY INC		108916	INVENTORY ORDER	3,051.71	
						108937	INVENTORY ORDER	208.09	
73746	08/02/21	003279	57.79	FRONTIER COMMUNICATIONS - 3025		108968	7/16-8/15 SKY-RIVER	57.79	
73747	08/02/21	003418	57.79	FRONTIER COMMUNICATIONS - 6145		108896	7/13-8/12 SKYLINE	57.79	
73748	08/02/21	117	718.13	GILLIG LLC		108915	RPR VEH #2001	36.71	
						108917	INVENTORY ORDER	231.16	
						108938	RPR VEH #4204	44.27	
						108939	RPR VEH # 4201 4202	405.99	
						108925	COVID SUPPLIES	499.27	
73749	08/02/21	003499	499.27	GLOBAL HEALTHCARE PRODUCT LLC		108918	INVENTORY ORDER	614.45	
73750	08/02/21	003553	614.45	IMD FLUID SYSTEM TECHNOLOGIES		108948	JOB PLACEMENT AD	390.00	
73751	08/02/21	133	390.00	JOBS AVAILABLE, INC		108969	8/1-10/31 OPS	796.39	
73752	08/02/21	003442	796.39	JOHNSON CONTROLS INC		108908	NON INVENTORY ORDER	42.75	
73753	08/02/21	1117	428.81	KELLEY'S SERVICE INC.		108909	INVENTORY ORDER	58.81	
						108910	INVENTORY ORDER	284.50	
73754	08/02/21	001052	1,542.99	MID VALLEY SUPPLY INC.		108940	INVENTORY ORDER	42.75	
73755	08/02/21	041	622.64	MISSION UNIFORM		108898	INVENTORY ORDER	1,542.99	
						108893	UNIFORMS & COVERALLS	326.39	
						108894	TOWELS FUELING STATI	156.00	
						108895	WG UNIFORM LOSS/DAMA	27.00	
						108897	TOWELS/MOPS	41.75	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
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PAGE 2

DATE: 08/01/21 THRU 08/31/21

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
73756	08/02/21	003156	36.20	OCEAN HONDA		108913	RPR VEH #1213	36.20	
73757	08/02/21	364	2,144.85	OVERHEAD DOOR CO. OF SALINAS		108902	RPR BAY 3 DOOR	2,144.85	
73758	08/02/21	023	270.30	PACIFIC TRUCK PARTS, INC.		108878	INVENTORY ORDER	39.00	
73759	08/02/21	043	551.14	PALACE ART & OFFICE SUPPLY		108879	INVENTORY ORDER	231.30	
						108900	OFFICE SUPPLIES	154.63	
						108901	OFFICE SUPPLIES	38.73	
						108903	OFFICE SUPPLIES	133.72	
						108904	OFFICE SUPPLIES	92.59	
						108943	OFFICE SUPPLIES	131.47	
73760	08/02/21	003059	157.62	QUADIENT LEASING USA, INC.		108952	7/28-8/27 LEASE ADM1	157.62	
73761	08/02/21	003024	155.11	RICOH USA, INC CA		108899	7/14-8/13 MAINT PC	66.76	
						108919	7/12-8/11 OPS COPIER	88.35	
73762	08/02/21	215	267.66	RICOH USA, INC. TX		108929	8/3-9/2 LEASE C/S	267.66	
73763	08/02/21	003154	394.65	ROMAINE ELECTRIC CORP		108926	INVENTORY ORDER	394.65	
73764	08/02/21	E1074	152.99	SABNIS, MANASI		108971	TRAVEL REIMBURSEMENT	152.99	
73765	08/02/21	079	9,025.87	SANTA CRUZ MUNICIPAL UTILITIES		108956	6/8-7/8 PACIFIC ISLA	77.47	
						108957	6/8-7/8 1200 RIVERB	3,196.81	
						108958	6/8-7/8 GOLF CLUB	1,412.33	
						108959	6/8-7/8 VERNON	469.50	
						108960	6/8-7/8 PACIFIC	1,915.70	
						108961	6/8-7/8 BETTY LOCURK	53.12	
						108962	6/8-7/8 1200A RIVER	619.31	
						108963	JUN 21 VERNON IRRIG	104.25	
						108964	JUN 21 1200B IRRIG	114.95	
						108965	6/8-7/8 CED-WALNUT	1,050.60	
						108966	6/8-7/8 GOLF IRRIG	11.83	
73766	08/02/21	001307	2,025.85	SANTA CRUZ STAFFING, LLC		108950	TEMP W/E 7/18/21	992.00	
						108974	TEMP W/E 7/25/21	1,033.85	
73767	08/02/21	003314	50.30	SOUTHWEST COMMERCIAL PROD INC.		108924	INVENTORY ORDER	50.30	
73768	08/02/21	366	1,114.88	TENNANT COMPANY		108933	7/9/21 SERVICE CALL	1,114.88	
73769	08/02/21	003285	6,045.24	THE AFTERMARKET PARTS CO LLC		108880	RPR VEN #2215	8.32	
						108881	RPR VEH #1202	25.15	
						108882	RPR VEH #2215	8.32	
						108883	INVENTORY ORDER	4,935.28	
						108884	INVENTORY ORDER	61.53	
						108885	INVENTORY ORDER	89.74	
						108886	INVENTORY ORDER	109.31	
						108887	INVENTORY ORDER	338.31	
						108888	INVENTORY ORDER	48.51	
						108889	CONN BUS LED LAMPS	2.84	
						108890	CONN BUS LED LAMPS	14.96	
						108891	CREDIT 82394034	-1,299.67	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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PAGE 3

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CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						108892	INVENTORY ORDER	1,299.67	
						108941	RPR VEH #2809	28.16	
						108942	RPR VEH #2809	195.39	
						108944	RPR VEH #2809	179.42	
73770	08/02/21	3,725.06 434	3,725.06	VERIZON WIRELESS	0	108927	6/13-7/12 WIFI BUSES	3,725.06	
73771	08/02/21	72.00 003290	72.00	WORKFORCEQA LLC		108947	DOT DRUG TESTING	72.00	
73772	08/09/21	5,450.00 003593	5,450.00	AD+, INC.		109062	AD CAMPAIGNS BUSES	5,450.00	
73773	08/09/21	6,672.73 002802	6,672.73	BATTERY SYSTEMS INC.		109000	INVENTORY ORDER	6,672.73	
73774	08/09/21	1,201.76 001159	1,201.76	CATTO'S GRAPHICS, INC.		109019	BUS STOP SIGNAGE	1,147.13	
						109020	BUS STOP SIGNAGE	54.63	
73775	08/09/21	31,265.45 001124	31,265.45	CLEAN ENERGY		108994	7/16 LNG CHARGES	7,310.65	
						108995	7/20 LNG CHARGES	8,179.51	
						108996	7/2 LNG CHARGES	8,239.78	
						108997	7/23 LNG CHARGES	7,535.51	
						109001	PPE SUPPLIES	1,099.96	
73776	08/09/21	1,099.96 003592	1,099.96	CLICK INDUSTRIES, LLC		109001	MILEAGE REIMB	200.48	
73777	08/09/21	200.48 E957	200.48	CLIFFORD, ALEX		109055	GRAMMER/FUNCT COURSE	150.00	
73778	08/09/21	150.00 002872	150.00	COOPERATIVE PERSONNEL SERVICES		109051	INVENTORY ORDER	228.12	
73779	08/09/21	14,926.04 003116	14,926.04	CUMMINS PACIFIC LLP		109002	INVENTORY ORDER	544.08	
						109003	INVENTORY ORDER	213.30	
						109004	INVENTORY ORDER	130.22	
						109005	INVENTORY ORDER	72.64	
						109006	INVENTORY ORDER	3,651.11	
						109007	VEH# 1004 REPAIRS	5,631.24	
						109008	INVENTORY ORDER	1,176.24	
						109009	INVENTORY ORDER	3,206.45	
						109010	INVENTORY ORDER	72.64	
						109011	INVENTORY ORDER	6,162.00	
73780	08/09/21	6,162.00 001219	6,162.00	D&B POWER ASSOCIATES, INC		109063	8/20-8/19/22 MAINT	30.22	
73781	08/09/21	30.22 003087	30.22	DAY MANAGEMENT CORPORATION DEA		109043	INVENTORY ORDER	50.00	
73782	08/09/21	50.00 003546	50.00	DEES & ASSOCIATES, INC.		109050	ENG SVC PROJ 19-0001	295.00	
73783	08/09/21	295.00 003407	295.00	ENDEAVOR BUSINESS MEDIA LLC		109045	JOB PLACEMENT ADV	11,227.27	
73784	08/09/21	11,227.27 002953	11,227.27	EPICOR SOFTWARE CORP		109064	7/1/21-6/30/22 MAINT	7,029.57	
73785	08/09/21	7,029.57 001302	7,029.57	GARDA CL WEST, INC.		109048	AUG 21 VAULT SERVICE	127.16	
73786	08/09/21	337.00 282	337.00	GRAINGER		108999	INVENTORY ORDER	100.04	
						109012	A/C MACHINE REPAIR	109.80	
						109013	NON INVENTORY ORDER	29,501.32	
73787	08/09/21	29,501.32 001323	29,501.32	GRANICUS, LLC		109013	RENEWAL 7/1-6/30/22	1,500.00	
73788	08/09/21	1,500.00 003468	1,500.00	KANEKO AND KRAMMER CORP		109046	CLASS & TOTAL COMP	94.13	
73789	08/09/21	94.13 1117	94.13	KELLEY'S SERVICE INC.		109014	INVENTORY ORDER	100.00	
73790	08/09/21	100.00 003450	100.00	LANGUAGE LINE SERVICES INC		109057	JUL 21 TRANSLATE SVC	595.00	
73791	08/09/21	595.00 852	595.00	LAW OFFICES OF MARIE F. SANG	7	109037	CL# 15007787	41.75	
73792	08/09/21	1,049.20 041	1,049.20	MISSION UNIFORM		108998	TOWELS/MOPS/MATS MMF	156.00	
						109015	COVID/FUEL ST TOWELS	326.39	
						109016	COVID/UNIFORM SUPPL	156.00	
						109017	COVID/FUEL ST TOWELS	333.31	
						109018	COVID/UNIFORM SUPPL		

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

DATE: 08/01/21 THRU 08/31/21

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
73793	08/09/21					109022	LAUNDRY/CUSTODIAL	25.25	
73794	08/09/21	120.00 E1075	120.00	MOJICA-GARCIA, RODRIGO		109053	TOWELS/MATS PRC	10.50	
73795	08/09/21	150.00 003542	150.00	NATALIE NIEMAN		109042	DMV RENEWAL EXAM	120.00	
73796	08/09/21	91.28 002721	91.28	NEXTEL COMMUNICATIONS/SPRINT		109034	METRO PIN DESIGN	150.00	
		391.97 043	391.97	PALACE ART & OFFICE SUPPLY		108990	6/26-7/25 OPS	91.28	
						108991	FLEET OFFICE SUPPL	12.61	
						108991	FLEET OFFICE SUPPL	83.23	
						109032	OFFICE SUPPLIES	12.44	
						109033	OFFICE SUPPLIES	181.68	
						109060	OFFICE SUPPLIES	16.30	
						109061	OFFICE SUPPLIES	85.71	
73797	08/09/21	600.00 003061	600.00	QUADIANT FINANCE USA INC		109058	JUL 21 POSTAGE 1598	600.00	
73798	08/09/21	293.48 135	293.48	SANTA CRUZ AUTO PARTS, INC.		108984	INVENTORY ORDER	64.09	
						108985	NON INVENTORY ORDER	17.20	
						108986	INVENTORY ORDER	29.08	
						108987	INVENTORY ORDER	7.21	
						108988	INV/NON INV ORDER	98.40	
						108989	INV/NON INV ORDER	77.50	
73799	08/09/21	39,801.75 002917	39,801.75	SANTA CRUZ METRO TRANSIT W/C		109052	JUL 21 REPLENISH W/C	39,801.75	
73800	08/09/21	2,292.40 001307	2,292.40	SANTA CRUZ STAFFING, LLC		108976	TEMP W/E 7/25	1,350.00	
						109035	TEMP W/E 7/18	302.25	
						109036	TEMP W/E 7/21	69.75	
						109056	TEMP W/E 8/1	570.40	
73801	08/09/21	2,075.00 001277	2,075.00	SJB GLOBALNET, INC.		109059	AUG 21 IT SUPPORT	2,075.00	
73802	08/09/21	5,792.33 003292	5,792.33	SLINGSHOT CONNECTIONS LLP		108977	TEMP W/E 7/18 428090	897.60	
						108978	TEMP W/E 7/18 428088	631.13	
						108979	TEMP W/E 7/18 428086	1,122.00	
						108980	TEMP W/E 7/18 428089	1,122.00	
						108981	TEMP W/E 7/18 428087	897.60	
						108982	TEMP W/E 7/18 428091	1,122.00	
73803	08/09/21	673.68 001976	673.68	SPORTWORKS NORTHWEST, INC.		109023	INVENTORY ORDER	673.68	
73804	08/09/21	22,800.62 003595	22,800.62	STAPLES INC		109065	FLOOR SCRUBBER	22,800.62	
73805	08/09/21	120.00 E534	120.00	SULLIVAN, CHRISTOPHER		109041	DMV RENEWAL EXAM	120.00	
73806	08/09/21	12,888.89 057	12,888.89	U.S. BANK		109054	***-***-***-5971	12,888.89	
73807	08/09/21	262.31 002829	262.31	VALLEY POWER SYSTEMS, INC.		108992	VEH# 2235 PARTS	140.31	
						108993	INVENTORY ORDER	122.00	
73808	08/09/21	587.50 001223	587.50	WATSONVILLE CADILLAC, BUICK,		109021	VEH# 505 PARTS	587.50	
73809	08/09/21	1,033.86 003574	1,033.86	WCAF, LLC		109026	VEH# 714 REPAIRS	625.86	
						109027	VEH# 502 SMOG	56.00	
						109028	VEH# 003 SMOG	56.00	
						109029	VEH# PC1124 SMOG	60.00	
						109030	VEH# PC1105 SMOG	60.00	
						109031	VEH# PC1101 SMOG	60.00	
						109038	VEH# 804 SMOG	60.00	
						109039	VEH# 801 SMOG	56.00	
73810	08/09/21	312.25 915	312.25	WORKIN.COM, INC.		109040	JOB PLACEMENT AD	312.25	

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73811	08/09/21	003550	360.00	WORKWELL MEDICAL PROF. CORP.		109024	DMV RENEWAL EXAMS	240.00	
73812	08/09/21	003530	978.22	ZORO TOOLS, INC.		109025	DMV RENEWAL EXAM	120.00	
73813	08/09/21	009	1,044.65	PACIFIC GAS & ELECTRIC		108983	OPTICAL HEADLIGHT	978.22	
						109067	6/15-7/14 PRC	2,066.79	
						109068	CORRECTION ACCT 3514	-2,066.79	
73814	08/16/21	002941	23.43	AA SAFE & SECURITY CO		109069	6/15-7/14 PRC	1,044.65	
73815	08/16/21	148	508.43	ACUTY SPECIALTY PRODUCTS, INC		109165	KEYS	23.43	
73816	08/16/21	382	416.00	AIRTEC SERVICE INC.		109138	PARTS WASHER SOAP	508.43	
73817	08/16/21	002861	33.07	AMERICAN MESSAGING SVCS, LLC		109159	QRTLY PREV MAINT WTC	416.00	
73818	08/16/21	001D	7,095.26	AT&T		109164	AUG 21 PAGER SVC	33.07	
						109107	6/19-7/19 OPS ELEV	155.99	
						109108	6/19-7/18 MAIN ACCT	4,528.97	
						109109	6/13-7/12 VER/SMC	1,831.75	
						109146	7/1-7/30/21 WTC/VER	578.55	
73819	08/16/21	003105	997.02	AT&T MOBILITY		109103	6/24-7/23 WIFI BUSES	997.02	
73820	08/16/21	588	822.87	CALTIP		109166	JUL 21 CODE=5100	822.87	
73821	08/16/21	001324	10,500.00	CAPITALEDGE ADVOCACY, INC.		109148	JUL 21 LEGISLATE SVC	5,250.00	
						109149	AUG 21 LEGISLATE SVC	8,014.91	
73822	08/16/21	001124	29,577.52	CLEAN ENERGY		109081	7/27LNGCHARGES 4236	6,720.61	
						109082	7/30 LNG CHARGES	14,842.00	
						109161	JUL 21 MAINT	1,199.96	
73823	08/16/21	003592	1,799.96	CLICK INDUSTRIES, LLC		109179	COVID 19 SUPPLIES	600.00	
73824	08/16/21	075	872.47	COAST PAPER & SUPPLY INC.		109180	COVID 19 SUPPLIES	180.92	
						109135	INVENTORY ORDER	691.55	
73825	08/16/21	003034	2,890.00	COASTAL LANDSCAPING INC. DBA		109115	AUG 21 LANDSCAPING	2,890.00	
73826	08/16/21	002814	150.87	CREATIVE BUS SALES, INC.		109160	INVENTORY ORDER	150.87	
73827	08/16/21	003116	6,525.12	CUMMINS PACIFIC LLP		109100	INVENTORY ORDER	673.57	
						109101	INVENTORY ORDER	14.13	
						109102	INVENTORY ORDER	4,169.59	
73828	08/16/21	002943	9,616.88	DON CHAPIN COMPANY, INC.		109119	INVENTORY ORDER	1,667.83	
73829	08/16/21	432	2,113.92	EXPRESS SERVICES INC.		109169	FIRE EGRESS PROJ CM	-1,541.55	
						109170	FIRE EGRESS PROJ FR	11,158.43	
						109078	TEMP W/E 7/18	1,022.04	
						109079	TEMP W/E 7/4 1727	1,100.11	
73830	08/16/21	001297	1,686.14	FASTENAL COMPANY INC		109080	CREDIT INV 25691727	-8.23	
						109086	INVENTORY ORDER	1,350.33	
						109087	INVENTORY ORDER	175.00	
73831	08/16/21	039	523.53	FEDEX OFFICE		109088	INV/NON INV ORDER	160.81	
73832	08/16/21	001302	395.02	GARDA CL WEST, INC.		109072	OUTDOOR BANNER C/S	523.53	
73833	08/16/21	647	1,201.85	GENFARE A DIV OF SPX CORP		109125	AUGUST 21 SERVICES	395.02	
						109131	INVENTORY ORDER	753.39	
						109132	INVENTORY ORDER	64.93	
						109133	INVENTORY ORDER	212.60	
73834	08/16/21	117	1,394.32	GILLIG LLC		109134	VEH# 9805/1202 PARTS	170.93	
						109085	INVENTORY ORDER	827.55	

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73835	08/16/21	120.00 E1073		GLAGOLA, DANIELLE		109089	INVENTORY ORDER	37.50	
73836	08/16/21	275.00 003316		GLOBAL WATER TECHNOLOGY INC		109090	INVENTORY ORDER	123.28	
73837	08/16/21	867.82 282		GRAINGER		109091	VEH# 4201/4202 PARTS	405.99	
						109147	REIMB COSTCO MEMBER	120.00	
						109155	JUL 21 CHEM TEST OPS	275.00	
						109084	NON INVENTORY ORDER	170.68	
						109117	INVENTORY ORDER	253.50	
						109118	INVENTORY ORDER	253.50	
						109162	INVENTORY ORDER	190.14	
						109144	AUG 21 LIFE AD&D	4,331.17	
73838	08/16/21	15,150.04 001745		HARTFORD LIFE AND ACCIDENT INS		109145	AUG 21 LTD	10,818.87	
73839	08/16/21	2,828.98 003577		HEREDIA, KEN R.		109092	VEH# 0103 REPAIRS	2,828.98	
73840	08/16/21	255.42 1117		KELLEY'S SERVICE INC.		109093	INVENTORY ORDER	127.71	
73841	08/16/21	357.00 852		LAW OFFICES OF MARIE F. SANG	7	109094	INVENTORY ORDER	127.71	
73842	08/16/21	2,549.26 003362		LUMINATOR TECHNOLOGY GROUP INC		109126	CL#1999103213	357.00	
73843	08/16/21	5,051.73 003293		MAKAI SOLUTIONS		109096	INVENTORY ORDER	2,354.95	
73844	08/16/21	21,812.50 003017		MANSFIELD OIL CO OF GAINSVILLE		109150	QRTLY LIFT INSP MMF	5,051.73	
73845	08/16/21	120.00 E510		MENDOZA, URIEL		109127	7/30 DIESEL FUEL	21,812.50	
73846	08/16/21	10.50 041		MISSION UNIFORM		109182	DMV RENEWAL EXAM	120.00	
73847	08/16/21	250.00 003542		NATALIE NIEMAN		109106	TOWELS/MATS PARACRUZ	10.50	
73848	08/16/21	300.00 003565		NOREGON SYSTEMS, INC.		109112	SUMMER BUS ADS	250.00	
73849	08/16/21	926.59 004		NORTH BAY FORD LINC-MERCURY		109113	7/26-7/26/21 SUB#2	300.00	
73850	08/16/21	7,025.39 003156		OCEAN HONDA		109116	VEH# PCI708 REPAIR	909.55	
73851	08/16/21	25,161.18 009		PACIFIC GAS & ELECTRIC		109130	INVENTORY ORDER	17.04	
						109171	VEH# 501 REPAIRS	7,025.39	
						109172	6/24-7/25 1122 RIVER	3,365.15	
						109173	6/24-7/25/21 MMF	5,945.19	
						109174	6/24-7/25/21 VERNON	6,955.80	
						109175	6/25-7/26 1122 RIVER	29.35	
						109176	6/29-7/28/21 SMC	3,881.44	
						109177	6/29-7/28/21 OPS	4,218.37	
						109121	6/30-7/29 RIVER CHG	765.88	
73852	08/16/21	1,809.18 023		PACIFIC TRUCK PARTS, INC.		109110	INVENTORY ORDER	1,809.18	
73853	08/16/21	74.71 043		PALACE ART & OFFICE SUPPLY		109178	OFFICE SUPPLIES	33.87	
73854	08/16/21	1,725.00 002947		PEDX COURIER AND CARGO	7	109167	OFFICE SUPPLIES	40.84	
73855	08/16/21	225.50 481		PIED PIPER EXTERMINATORS, INC.		109151	JUL 21 COURIER SVC	1,725.00	
						109152	JUL 21 PEST SMC CTR	65.00	
						109153	JUL 21 PEST SMC MKT	55.50	
						109154	JUL 21 PEST SMC TAQ	40.00	
						109128	JUL 21 PEST VER	65.00	
73856	08/16/21	101,881.34 942		PROOFPOINT, INC.		109168	7/31/21-7/30/24	101,881.34	
73857	08/16/21	383.25 003020		QUEST DIAGNOSTIC INC.		109120	7/27 DOT DRUG TESTS	383.25	
73858	08/16/21	2,214.52 003154		ROMAINE ELECTRIC CORP		109120	INVENTORY ORDER	1,848.53	
73859	08/16/21	85.71 135		SANTA CRUZ AUTO PARTS, INC.		109124	INVENTORY ORDER	365.99	
						109122	INVENTORY ORDER	120.23	

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73860	08/16/21	001307	2,728.09	SANTA CRUZ STAFFING, LLC		109123	CREDIT 14508-414153	-17.20	
73861	08/16/21	003292	2,580.60	SLINGSHOT CONNECTIONS LLP		109136	CREDIT 14508-410233	-21.85	
73862	08/16/21	115	206.36	SNAP-ON INDUSTRIAL		109156	INVENTORY ORDER	4.53	
73863	08/16/21	002137	6,358.00	TERRY W BOYD		109070	TEMP W/E 5/23	1,033.85	
73864	08/16/21	003285	205.08	THE AFTERMARKET PARTS CO LLC		109104	TEMP W/E 8/1	776.25	
73865	08/16/21	007	175.80	UNITED PARCEL SERVICE		109114	TEMP W/E 8/8	917.99	
73866	08/16/21	002829	2,766.52	VALLEY POWER SYSTEMS, INC.		109073	TEMP W/E 7/25 428094	112.20	
73867	08/16/21	115	206.36	SNAP-ON INDUSTRIAL		109074	TEMP W/E 7/25 428095	224.40	
73868	08/16/21	434	1,023.27	VERIZON WIRELESS	0	109075	TEMP W/E 7/25 428092	224.40	
73869	08/16/21	003574	60.00	WCAF, LLC		109076	TEMP W/E 7/25 428217	897.60	
73870	08/16/21	003530	461.00	ZORO TOOLS, INC.		109077	TEMP W/E 8/1 428340	1,122.00	
73871	08/16/21	192	368.27	ALWAYS UNDER PRESSURE		109129	COOLING SYSTEM TESTR	206.36	
73872	08/16/21	616	2,000.00	BROWN ARMSTRONG ACCOUNTANCY		109163	REPLACE DOOR WTC	6,358.00	
73873	08/16/21	667	92.98	CITY OF SCOTT'S VALLEY		109111	INVENTORY ORDER	205.08	
73874	08/16/21	130	1,466.99	CITY OF WATSONVILLE UTILITIES		109099	FREIGHT	175.80	
73875	08/16/21	003526	109.00	EDPO		109097	VEH# 2230 PARTS	418.67	
73876	08/16/21	003249	210.00	MAXIMUM OIL SERVICE LLC		109098	VEH# 2224 PARTS	52.95	
73877	08/16/21	001052	2,126.09	MID VALLEY SUPPLY INC.		109140	INVENTORY ORDER	222.56	
73878	08/16/21	003542	550.00	NATALIE NIEMAN		109141	INVENTORY ORDER	563.48	
73879	08/16/21	481	65.00	PIED PIPER EXTERMINATORS, INC.		109142	INVENTORY ORDER	1,159.80	
73880	08/16/21	107A	30.25	PROBUILD COMPANY LLC		109143	INVENTORY ORDER	349.06	
73881	08/16/21	001379	4,151.73	SAFETY-KLEEN SYSTEMS INC		109105	ERGONOMICS SEATING	2,433.54	
73882	08/16/21	002459	685.57	SCOTT'S VALLEY WATER DISTRICT		109181	7/2-8/1 PARACRUZ	308.88	
						109183	7/2-8/1 PARACRUZ	714.39	
						109158	VEH PC 1126 SMOG	60.00	
						109137	INVENTORY ORDER	269.81	
						109139	INVENTORY ORDER	191.19	
						109198	SVC CALL LANDA TRL	368.27	
						109185	21 AUDITWORK IN PROG	2,000.00	
						109197	5/16-7/15 SVT	92.98	
						109192	7/21/21 WASTE WTC	1,011.22	
						109193	6/21-7/19 WTC	213.42	
						109194	6/21-7/19 WTC	87.66	
						109195	6/21-7/19 WTC	154.69	
						109205	PROPANE FOR GEN TANK	109.00	
						109199	USED OIL PICKUP MMF	210.00	
						109186	INVENTORY ORDER	1,563.67	
						109203	INVENTORY ORDER	428.26	
						109204	INVENTORY ORDER	134.16	
						109202	SUMMER PROMO BUS ADS	550.00	
						109188	MAY 21 PEST SVT	65.00	
						109189	BUNGEE REM	4.71	
						109190	HANDI TREAD VER	19.65	
						109191	CONDUIT SEF	5.89	
						109200	HAZWAT RECOVERY/WASH	4,151.73	
						109196	7/1-7/31 KINGS VILL	685.57	

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73883	08/16/21	738.00 003465	SWIFT CONSULTING SERVICES INC	109184		7/30 PRC FAC PROJ	738.00		
73884	08/16/21	609.85 003492	TRENTMAN CORP	109201		RED MARKING PAINT	609.85		
73885	08/16/21	65.55 434	VERIZON WIRELESS	0		7/2-8/1 PAGERS MMF	65.55		
73886	08/17/21	1,161.97 001097	GREENWASTE RECOVERY, INC.	109206		JUL 21 AIRPORT/FREED	63.28		
				109207		JUL 21 HWY1/BOULDER	186.56		
				109208		JUL 21 FREED/BOWKR	63.28		
				109209		JUL 21 FREEDOM	339.87		
				109210		JUL 21 SVT	382.42		
				109211		JUL 21 PRC	63.28		
				109212		JUL 21 GREEN VALLEY	1,089.08		
73887	08/23/21	2,982.05 003151	ABC BUS INC	109275		INVENTORY ORDER	55.55		
				109276		INVENTORY ORDER	1,837.42		
				109309		INVENTORY ORDER MMF	460.72		
73888	08/23/21	885.71 003089	ACTION AUTO GLASS DBA FOR	109253		VEH#805 WINDOW RPR	424.99		
				109254		VEH# PC1127 REPAIR	752.00		
73889	08/23/21	1,226.24 382	AIRTEC SERVICE INC.	109311		CLEAN COILS SMC	474.24		
				109312		INSTALL THERMOSTAT	39.32		
73890	08/23/21	294.68 003596	AMAZON CAPITAL SERVICES, INC.	109327		VEH# 714 PARTS	82.95		
				109328		LABEL MAKER	172.41		
				109329		BELT TENSION TESTER	933.35		
73891	08/23/21	933.35 001D	AT&T	109246		7/10-8/9 INTERNET	120.00		
73892	08/23/21	120.00 E388	AXTON, RHIANNON	109331		DMV RENEWAL EXAM	3,406.29		
73893	08/23/21	3,406.29 003199	B & H FOTO & ELECTRONICS CORP	109278		LAPTOPS PROJ19-0048H	31.61		
73894	08/23/21	31.61 002363	BATTERIES PLUS #314	109295		BATTERIES OPS	2,042.76		
73895	08/23/21	2,042.76 001159	CATTO'S GRAPHICS, INC.	109271		CSR UNIFORMS	1,100.00		
73896	08/23/21	1,100.00 002109	CITY OF SANTA CRUZ/PARKING	109325		SEPT 21 PARK PERMIT	652.50		
73897	08/23/21	652.50 733	CLAREMONT EAP	109321		SEPT 21 EAP PREMIUM	6,551.17		
73898	08/23/21	14,351.25 001124	CLEAN ENERGY	109268		8/6 LNG CHARGES	7,800.08		
				109270		8/3 LNG CHARGES	2,185.87		
73899	08/23/21	2,378.15 075	COAST PAPER & SUPPLY INC.	109247		INVENTORY ORDER MMF	192.28		
				109282		INVENTORY ORDER MMF	790.43		
73900	08/23/21	790.43 163	COMMUNITY PRINTERS, INC.	109229		COLORPLAST SIGNS	80.30		
73901	08/23/21	80.30 002814	CREATIVE BUS SALES, INC.	109288		VEH# PC1703 PARTS	464.25		
73902	08/23/21	601.08 003116	CUMMINS PACIFIC LLP	109213		VEH# 1209 PARTS	55.94		
				109258		VEH# 2806 PARTS	26.55		
				109259		VEH# 2806 PARTS	25.14		
				109265		VEH# 1209 PARTS	29.20		
				109267		VEH# 1209 PARTS	264.60		
73903	08/23/21	264.60 003317	DENCO CONTROLS INC	109292		INVENTORY ORDER	118.98		
73904	08/23/21	622.51 001020	EMEDCO INC.	109232		NEW SIGNAGE SVT	186.69		
				109233		NEW SIGNAGE SVT	316.84		
73905	08/23/21	64.00 298	ERGOMETRICS & APPLIED	109234		SIGNS FOR SMC	64.00		
73906	08/23/21	2,322.35 432	EXPRESS SERVICES INC.	109319		TRANSIT OP TESTS	2,322.35		
73907	08/23/21	7,372.84 001297	FASTENAL COMPANY INC	109290		TEMP W/E 7/25/21	6,338.25		
				109214		INVENTORY ORDER	380.17		
				109215		NON INVENTORY ORDER			

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73908	08/23/21	120.00 E1077		FERNANDEZ, JUAN		109283	TOOL REPLACEMENT CL	150.97	
73909	08/23/21	462.10 002962		FIS		109283	INVENTORY ORDER	503.45	
73910	08/23/21	25,004.26 002952		FLYERS ENERGY LLC		109326	DMV RENEWAL EXAM	120.00	
						109284	JUL 21 MERCHANT FEES	462.10	
						109285	7/16-7/31NONREV FUEL	2,611.50	
						109286	8/1-8/15 REV FUEL	9,700.21	
						109289	7/16-7/31 REV FUEL	9,952.10	
						109274	8/1-8/15 NONREV FUEL	2,740.45	
73911	08/23/21	1,056.01 647		GENFARE A DIV OF SPX CORP		109216	INVENTORY ORDER	1,056.01	
73912	08/23/21	2,832.28 117		GILLIG LLC		109217	INVENTORY ORDER	598.01	
						109218	INVENTORY ORDER	1,212.53	
						109221	INVENTORY ORDER	36.35	
						109222	VEH# 1901 PARTS	314.96	
						109223	INVENTORY ORDER	7.62	
						109224	INVENTORY ORDER	1,035.69	
						109255	CREDIT INV# 40827057	33.11	
73913	08/23/21	392.25 282		GRAINGER		109219	NON INVENTORY ORDER	-405.99	
						109220	NON INVENTORY ORDER	210.84	
						109306	NON INV ORDER	61.46	
73914	08/23/21	32,923.90 003109		HANSON BRIDGETT LLP		109296	M# 032117.006034	119.95	
						109297	M# 032117.006033	247.80	
						109298	M# 032117.006001	371.70	
						109299	M# 032117.004001	4,826.80	
						109300	M# 032117.001001	895.00	
						109301	JUL 21 RETAINER	82.60	
73915	08/23/21	5,256.00 001144		HARTFORD FIRE/FLOOD INS CO		109324	9/1-8/31/22 FLOOD	26,500.00	
73916	08/23/21	67.90 166		THE HOSE SHOP, INC		109325	NON INVENTORY ORDER	5,256.00	
73917	08/23/21	8,478.59 002979		HUNT & SONS, INC.		109266	INVENTORY ORDER	67.90	
73918	08/23/21	268.00 003284		KEISH ENVIRONMENTAL PC CORP		109242	JUL 21 OUTFALL MITIG	8,478.59	
73919	08/23/21	407.37 1117		KELLEY'S SERVICE INC.		109226	INVENTORY ORDER	268.00	
						109227	INV/NON INV ORDER	75.96	
73920	08/23/21	2,248.49 003273		MGP XI REIT, LLC		109302	INVENTORY ORDER	56.19	
73921	08/23/21	2,070.63 001052		MID VALLEY SUPPLY INC.		109313	SEPT21RENT CAPITOLA	275.22	
						109241	INVENTORY ORDER	2,248.49	
73922	08/23/21	267.76 041		MISSION UNIFORM		109248	INVENTORY ORDER MMF	1,222.68	
						109314	LAUNDRY/CUSTODIAL	847.95	
						109315	TOWELS/MOPS/MATS	110.51	
						109316	TOWELS/MOPS/MATS	41.75	
						109317	EMBLEMS MMF	41.75	
						109318	EMBLEMS MMF	32.78	
73923	08/23/21	149.78 001178		N/S CORPORATION		109318	INVENTORY ORDER MMF	40.97	
73924	08/23/21	50.00 003542		NATALIE NIEMAN		109264	METRO LOGO	149.78	
73925	08/23/21	934.22 001627		NEW PIG CORPORATION		109228	INVENTORY ORDER	50.00	
73926	08/23/21	229.42 003326		NIDAL HALABI & NADA ALGHARIB		109291	INVENTORY ORDER	934.22	
73927	08/23/21	238.21 004		NORTH BAY FORD LINC-MERCURY		109249	19-0048H NAME WEDGES	229.42	
						109231	VEH# PC4219 PARTS	36.27	

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73928	08/23/21	256.96 023		PACIFIC TRUCK PARTS, INC.		109287	VEH# PC1710 PARTS	172.90	
73929	08/23/21	764.50 481		PIED PIPER EXTERMINATORS, INC.		109308	VEH# PC1702 PARTS	29.04	
						109273	INVENTORY ORDER	256.96	
						109260	AUG 21 PEST OPS PARK	212.50	
						109261	AUG 21 PEST SBFCREEK	255.00	
						109262	AUG 21 PEST MMF	217.50	
						109293	AUG 21 PEST WTC MKT	79.50	
73930	08/23/21	33.54 107A		PROBUILD COMPANY LLC		109244	STRONG BOLT 2 ANCHOR	5.55	
						109245	PAINT SUPPLIES SMC	27.99	
73931	08/23/21	285.36 003024		RICOH USA, INC CA		109322	5/1-7/31 COPIES C/S	175.19	
73932	08/23/21	4,453.73 003154		ROMAINE ELECTRIC CORP		109323	8/1-8/31 LEASE OPS	110.17	
73933	08/23/21	232.43 135		SANTA CRUZ AUTO PARTS, INC.		109251	INVENTORY ORDER	1,848.55	
						109252	INVENTORY ORDER	2,605.18	
						109235	NON INVENTORY ORDER	30.55	
						109236	INVENTORY ORDER	54.37	
						109307	INVENTORY ORDER	147.51	
73934	08/23/21	11.88 848		SANTA CRUZ ELECTRONICS, INC.		109230	VEH# 0220 PARTS	11.88	
73935	08/23/21	55.00 001292		SANTA CRUZ RECORDS MNGMT INC		109280	8/6 SHREDDING PC	55.00	
73936	08/23/21	3,071.25 001307		SANTA CRUZ STAFFING, LLC		109250	TEMP W/E 8/8	1,822.50	
						109320	TEMP W/E 8/15	1,248.75	
73937	08/23/21	660.13 003545		SCHINDLER ELEVATOR CORPORATION		109243	AUG 21 MAINT MULTI	660.13	
73938	08/23/21	6,228.50 003285		THE AFTERMARKET PARTS CO LLC		109237	VEH# 1005 PARTS	2.00	
						109238	INVENTORY ORDER	219.72	
						109239	INVENTORY ORDER	3,175.08	
						109240	INVENTORY ORDER	368.68	
						109256	VEH# 2224 PARTS	1,621.23	
						109257	VEH# 2224 PARTS	841.79	
73939	08/23/21	295.48 002829		VALLEY POWER SYSTEMS, INC.		109272	VEH# 2224 PARTS	295.48	
73940	08/23/21	2,490.90 221		VEHICLE MAINTENANCE PROG INC		109277	INVENTORY ORDER	2,490.90	
73941	08/23/21	51.08 434		VERIZON WIRELESS		109279	7/2-8/1 CUST SERV	51.08	
73942	08/23/21	240.00 003574		WCAF, LLC		109269	VEH# 601 SMOG	60.00	
						109303	VEH# 0103 SMOG	60.00	
						109304	VEH# PC1111 SMOG	60.00	
						109305	VEH# 714 SMOG	60.00	
73943	08/23/21	1,189.00 915		WORKIN.COM, INC.		109310	JOB PLACEMENT AD	1,189.00	
73944	08/23/21	91.54 147		ZEE MEDICAL SERVICE CO.		109281	FIRSTAID SUPPLIES PC	31.97	
						109294	FIRSTAID RESTOCK OPS	59.57	
73945	08/23/21	3,549.85 001075		SOQUEL III ASSOCIATES	7	109333	SEPT21 RENT RESEARCH	3,549.85	
73946	08/24/21	31,840.36 002929		72 HOUR LLC	7	109385	VEH# 7022 PURCHASE	31,840.36	
73947	08/30/21	474.75 002828		ALLIED ELECTRONICS		109337	INVENTORY ORDER	474.75	
73948	08/30/21	604.08 003596		AMAZON CAPITAL SERVICES, INC.		109442	ERGONOMIC EQUIPMENT	349.34	
						109443	WHEEL DOLLY FOR SHOP	254.74	
73949	08/30/21	120.00 E260		CARTER, RHONDA		109440	DMV RENEWAL EXAM	120.00	
73950	08/30/21	49.16 001159		CATTO'S GRAPHICS, INC.		109369	CODEOFCONDUCTSIGNS	49.16	
73951	08/30/21	4,949.82 003592		CLICK INDUSTRIES, LLC		109422	COVID/PPE SUPPLIES	1,099.96	
						109444	COVID/PPE SUPPLIES	1,649.94	

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73952	08/30/21	003353	3,000.00	COMMUNITY TRANSPORTATION ASSOC		109445	FLEET COVID/PPE SUPP	2,199.92	
73953	08/30/21	002814	54.45	CREATIVE BUS SALES, INC.		109441	TUITION CTAA PROGRAM	3,000.00	
73954	08/30/21	003116	2,816.10	CUMMINS PACIFIC LLP		109374	VEH# PC1715 PARTS	54.45	
						109378	VEH# 2806 PARTS	51.51	
						109379	VEH# 2806 PARTS	14.14	
						109380	CREDIT INV# Y9-58692	-68.28	
						109381	CREDIT INV#Y9-49374	-68.28	
						109382	CREDIT INV# Y9-39837	-68.28	
						109383	VEH# 2333 PARTS	1,634.33	
						109387	VEH# 1203 REPAIRS	1,320.96	
73955	08/30/21	003210	2,481.00	DEPARTMENT OF FORESTRY & FIRE		109434	7/1-6/30/22LOWAPRIET	2,481.00	
73956	08/30/21	003274	5,227.06	EAST BAY TIRE CO.		109338	REVENUE TIRES	432.77	
						109339	NON REVENUE TIRES	249.25	
						109340	NON REVENUE TIRES	81.94	
						109341	REVENUE TIRES	616.33	
						109342	REVENUE TIRES	107.31	
						109343	REVENUE TIRES	107.31	
						109344	REVENUE TIRES	432.77	
						109345	REVENUE TIRES	616.33	
						109346	NON REVENUE TIRES	119.16	
						109347	REVENUE TIRES	603.29	
						109348	REVENUE TIRES	127.31	
						109349	REVENUE TIRES	590.67	
						109350	REVENUE TIRES	216.39	
						109351	REVENUE TIRES	53.65	
						109352	REVENUE TIRES	321.90	
						109353	REVENUE TIRES	214.59	
						109354	NON REVENUE TIRES	119.70	
						109355	REVENUE TIRES	216.39	
73957	08/30/21	003209	14,824.00	ELECTRONIC DATA MAGNETICS INC.		109424	INVENTORY ORDER	3,052.00	
73958	08/30/21	432	4,455.36	EXPRESS SERVICES INC.		109425	INVENTORY ORDER	11,772.00	
						109391	TEMP W/E 7/18	979.20	
						109392	TEMP W/E 8/8	930.24	
						109393	TEMP W/E 8/1	1,762.56	
						109394	TEMP W/E 8/15	783.36	
73959	08/30/21	001297	256.22	FASTENAL COMPANY INC		109372	INV/NON INV ORDER	256.22	
73960	08/30/21	002295	48,408.90	FIRST ALARM SECURITY & PATROL		109334	JULY 21 SECURITY	48,408.90	
73961	08/30/21	003418	57.79	FRONTIER COMMUNICATIONS - 6145		109436	8/13-9/12 SKYLINE	57.79	
73962	08/30/21	117	582.23	GILLIG LLC		109373	INVENTORY ORDER	582.23	
73963	08/30/21	282	64.56	GRAINGER		109358	NON INVENTORY ORDER	37.29	
73964	08/30/21	003577	3,625.14	HEREDIA, KEN R.		109388	NON INVENTORY ORDER	27.27	
73965	08/30/21	003553	611.57	IMD FLUID SYSTEM TECHNOLOGIES		109419	VEH# PC4119 REPAIRS	1,262.36	
73966	08/30/21	1117	657.36	KELLEY'S SERVICE INC.		109420	VEH# 1405 REPAIRS	2,362.78	
						109364	INVENTORY ORDER	611.57	
						109359	VEH# 1950 PARTS	245.26	
						109409	INVENTORY ORDER	98.53	

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73967	08/30/21	23,627.38 003366	23,627.38	KEY GOVERNMENT FINANCE INC		109410	NON INVENTORY ORDER	54.74	
73968	08/30/21	17,106.72 003391	17,106.72	MARK THOMAS & COMPANY INC		109411	VEH# 2224 PARTS	16.02	
73969	08/30/21	1,012.43 041	1,012.43	MISSION UNIFORM		109421	VEH# 2224 PARTS	242.81	
						109390	AUG 21 LEASE PAYMENT	23,627.38	
						109431	6/30 PROJ#19-0001	17,106.72	
						109408	LAUNDRY/CUSTODIAL	20.75	
						109412	COVID19/FUEL TOWELS	156.00	
						109413	COVID/UNIFORM SUPPL	339.23	
						109414	TOWELS/MATS PRC	10.50	
						109417	COVID19/UNIFORM SUPP	329.95	
						109418	COVID19/FUEL TOWELS	156.00	
73970	08/30/21	4,668.00 003219	4,668.00	MSDS ONLINE INC.		109432	RENEWAL 7/16-7/15/22	4,668.00	
73971	08/30/21	175.00 003542	175.00	NATALIE NIEMAN		109335	RIBBON CUTTING FLYER	175.00	
73972	08/30/21	1,118.36 009	1,118.36	PACIFIC GAS & ELECTRIC		109426	7/15-8/15 PRC	1,118.36	
73973	08/30/21	819.72 023	819.72	PACIFIC TRUCK PARTS, INC.		109401	INVENTORY ORDER	819.72	
73974	08/30/21	446.23 043	446.23	PALACE ART & OFFICE SUPPLY		109361	FLEET SUPPLIES	65.71	
						109368	OFFICE SUPPLIES	12.45	
						109371	OFFICE SUPPLIES	189.29	
						109384	OFFICE SUPPLIES	116.86	
						109406	OFFICE SUPPLIES	61.92	
73975	08/30/21	42,226.50 002939	42,226.50	PREFERRED BENEFIT		109395	AUG 21 DENTAL	34,014.00	
						109396	AUG 21 VSP	8,212.50	
73976	08/30/21	8.84 107A	8.84	PROBUILD COMPANY LLC		109405	SAFETY HASP VERNON	8.84	
73977	08/30/21	146,000.00 003443	146,000.00	PROFERRA INC		109447	1YR ONSITE TECH SUPP	146,000.00	
73978	08/30/21	215.77 882	215.77	RANDY & LARAE WEST	7	109407	FUEL CARDS FLEET	215.77	
73979	08/30/21	155.11 003024	155.11	RICOH USA, INC CA		109423	8/12-9/11 RIVER	88.35	
						109439	8/14-9/13 PRC	66.76	
73980	08/30/21	122.32 135	122.32	SANTA CRUZ AUTO PARTS, INC.		109362	INVENTORY ORDER	7.15	
						109363	NON INVENTORY ORDER	39.13	
						109376	INVENTORY ORDER	22.68	
						109402	NON INVENTORY ORDER	53.36	
73981	08/30/21	1,270.61 001307	1,270.61	SANTA CRUZ STAFFING, LLC		109336	TEMP W/E 8/15	441.75	
						109370	TEMP W/E 8/15	828.86	
73982	08/30/21	2,500.00 002267	2,500.00	SHAW YODER ANTWHI		109386	AUG 21 LEGISLATE SVC	2,500.00	
73983	08/30/21	131.03 003595	131.03	STAPLES INC		109437	WIRELESS MOUSE	131.03	
73984	08/30/21	2,212.31 002812	2,212.31	STRONGHOLD SECURITY INC.		109438	SECURITY TOKENS	2,212.31	
73985	08/30/21	321.15 001040	321.15	TERRYBERRY CO., LLC		109377	ANNIVERSARY AWARD	321.15	
73986	08/30/21	1,175.04 003285	1,175.04	THE AFTERMARKET PARTS CO LLC		109360	VEH# 1205 PARTS	182.34	
						109397	VEH# 1005 PARTS	63.80	
						109398	INVENTORY ORDER	32.47	
						109399	INVENTORY ORDER	261.87	
						109400	VEH# 1202 PARTS	40.48	
						109415	VEH# 2224 PARTS	223.21	
						109427	INVENTORY ORDER	11.21	
						109428	INVENTORY ORDER	34.90	
						109429	INVENTORY ORDER	85.52	

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73987	08/30/21	254.39 166	THE HOSE SHOP, INC			109430	INVENTORY ORDER	239.24	
						109356	VEH# 2224 PARTS	159.04	
						109357	NON INVENTORY ORDER	70.10	
						109404	VEH# 2224 PARTS	23.45	
						109416	O RINGS MMF	1.80	
73988	08/30/21	3,890.50 001800	THERMO KING OF SALINAS, INC			109375	INVENTORY ORDER	3,890.50	
73989	08/30/21	93.18 007	UNITED PARCEL SERVICE			109367	FREIGHT	93.18	
73990	08/30/21	616.30 002829	VALLEY POWER SYSTEMS, INC.			109365	INVENTORY ORDER	161.69	
						109366	CR INV# K 93542	-4.71	
						109403	INVENTORY ORDER	459.32	
73991	08/30/21	3,725.10 434	VERIZON WIRELESS		0	109389	7/13-8/12 WIFI BUSES	3,725.10	
73992	08/30/21	4,150.00 003524	YORKE ENGINEERING, LLC			109433	2021 ERGONOMICS	4,150.00	
73993	08/30/21	18.53 003544	ZOOM VIDEO COMMUNICATIONS, INC			109435	AUG 21 SUBSCRIPTION	18.53	
73994	08/30/21	5,945.72 003530	ZORO TOOLS, INC.			109446	DRAIN SNAKES FOR FAC	5,945.72	
73995	08/26/21	84.56 M148	ABACHERLI, ARLETTE			9003405	MEDICAL SUPPLEMENTAL	84.56	
73996	08/26/21	19.06 M149	ADAMS, ELLEN			9003406	MEDICAL SUPPLEMENTAL	19.06	
73997	08/26/21	15.58 M150	ALLEN, ROBERT			9003407	MEDICAL SUPPLEMENTAL	15.58	
73998	08/26/21	17.50 M333	ANDERSON, WILLIAM			9003582	MEDICAL SUPPLEMENTAL	17.50	
73999	08/26/21	84.56 M151	ANDRADE, GERALD			9003408	MEDICAL SUPPLEMENTAL	84.56	
74000	08/26/21	19.06 M334	ANDRADE, OSCAR			9003583	MEDICAL SUPPLEMENTAL	19.06	
74001	08/26/21	19.17 M152	ANN, DORICE			9003409	MEDICAL SUPPLEMENTAL	19.17	
74002	08/26/21	15.58 M153	ARCHIBEQUE, ELEANOR			9003410	MEDICAL SUPPLEMENTAL	15.58	
74003	08/26/21	38.12 M154	ARCHIBEQUE, JUANITA			9003411	MEDICAL SUPPLEMENTAL	38.12	
74004	08/26/21	35.00 M155	ASPESI, JOHN			9003412	MEDICAL SUPPLEMENTAL	35.00	
74005	08/26/21	35.00 M156	BAILEY, EDWIN			9003413	MEDICAL SUPPLEMENTAL	35.00	
74006	08/26/21	17.50 M157	BAKER, DALE			9003414	MEDICAL SUPPLEMENTAL	17.50	
74007	08/26/21	38.34 M158	BAN, MARK			9003415	MEDICAL SUPPLEMENTAL	38.34	
74008	08/26/21	121.66 M159	BARNES, SCOTT			9003416	MEDICAL SUPPLEMENTAL	121.66	
74009	08/26/21	15.58 M335	BARRY, BARTHOLOMEW			9003584	MEDICAL SUPPLEMENTAL	15.58	
74010	08/26/21	17.50 M336	BARTZ, GLENN			9003585	MEDICAL SUPPLEMENTAL	17.50	
74011	08/26/21	17.50 M160	BASS, BETTY			9003417	MEDICAL SUPPLEMENTAL	17.50	
74012	08/26/21	103.36 M161	BAUER, FRANK			9003418	MEDICAL SUPPLEMENTAL	103.36	
74013	08/26/21	15.58 M162	BLAIR, GARY			9003419	MEDICAL SUPPLEMENTAL	15.58	
74014	08/26/21	19.06 M163	BLAIR-ALWARD, GREGORY			9003420	MEDICAL SUPPLEMENTAL	19.06	
74015	08/26/21	17.50 M164	BLAKE, GENEVA			9003421	MEDICAL SUPPLEMENTAL	17.50	
74016	08/26/21	35.00 M165	BLIGHT, KAREN			9003422	MEDICAL SUPPLEMENTAL	35.00	
74017	08/26/21	46.79 M166	BOOTON, EMMA			9003423	MEDICAL SUPPLEMENTAL	46.79	
74018	08/26/21	38.12 M167	BOYD, MICHAEL			9003424	MEDICAL SUPPLEMENTAL	38.12	
74019	08/26/21	15.58 M169	BREGANTE, BATTISTA			9003425	MEDICAL SUPPLEMENTAL	15.58	
74020	08/26/21	19.06 M337	BRONDSATTER, CHERYL			9003586	MEDICAL SUPPLEMENTAL	19.06	
74021	08/26/21	64.29 M170	BROWN, ERNEST			9003426	MEDICAL SUPPLEMENTAL	64.29	
74022	08/26/21	64.29 M171	BROWN, KENNETH			9003427	MEDICAL SUPPLEMENTAL	64.29	
74023	08/26/21	17.50 M338	BRYANT, KATHLEEN			9003587	MEDICAL SUPPLEMENTAL	17.50	
74024	08/26/21	19.06 M172	BURKET, JANET			9003428	MEDICAL SUPPLEMENTAL	19.06	
74025	08/26/21	15.58 M173	BYTHEWAY, MARY			9003429	MEDICAL SUPPLEMENTAL	15.58	
74026	08/26/21	32.45 M339	CANALES, DONNA			9003588	MEDICAL SUPPLEMENTAL	32.45	

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74027	08/26/21	84.56 M174	CAPELLA, KATHLEEN	9003430	MEDICAL SUPPLIMENTAL	84.56			
74028	08/26/21	15.58 M175	CARLSON, MERRYL	9003431	MEDICAL SUPPLIMENTAL	15.58			
74029	08/26/21	17.50 M176	CARR, DALE	9003432	MEDICAL SUPPLIMENTAL	17.50			
74030	08/26/21	15.58 M177	CASANEGA, RICHARD	9003433	MEDICAL SUPPLIMENTAL	15.58			
74031	08/26/21	31.16 M178	CAVATAIO, PASQUALE	9003434	MEDICAL SUPPLIMENTAL	31.16			
74032	08/26/21	15.58 M340	CENTER, DOUGLAS	9003589	MEDICAL SUPPLIMENTAL	15.58			
74033	08/26/21	15.58 M179	CERVANTES, GLORIA	9003435	MEDICAL SUPPLIMENTAL	15.58			
74034	08/26/21	15.58 M341	CHAVARRIA, JOHNNY	9003590	MEDICAL SUPPLIMENTAL	15.58			
74035	08/26/21	35.00 M342	CILIBERTO, ANTHONY	9003591	MEDICAL SUPPLIMENTAL	35.00			
74036	08/26/21	17.50 M343	CLARKE, PATRICIA	9003592	MEDICAL SUPPLIMENTAL	17.50			
74037	08/26/21	15.58 M180	CLAYTON, MICHAEL	9003436	MEDICAL SUPPLIMENTAL	15.58			
74038	08/26/21	32.45 M344	CODD, FREDERICK	9003593	MEDICAL SUPPLIMENTAL	32.45			
74039	08/26/21	100.81 M181	COLWELL, ARLAN	9003437	MEDICAL SUPPLIMENTAL	100.81			
74040	08/26/21	35.00 M345	CONKLIN, CAROLYN	9003594	MEDICAL SUPPLIMENTAL	35.00			
74041	08/26/21	17.50 M182	CONTRERAS-NAVARRO, FRANCISCO	9003438	MEDICAL SUPPLIMENTAL	17.50			
74042	08/26/21	38.01 M183	COON, RICHARD	9003439	MEDICAL SUPPLIMENTAL	38.01			
74043	08/26/21	46.28 M184	COTRONEO, MICHAEL	9003440	MEDICAL SUPPLIMENTAL	46.28			
74044	08/26/21	17.50 M346	COUSINS, DOROTHY	9003595	MEDICAL SUPPLIMENTAL	17.50			
74045	08/26/21	46.95 M185	COWELL, RICHARD	9003441	MEDICAL SUPPLIMENTAL	46.95			
74046	08/26/21	58.50 M347	CRAIG, CRAIG	9003596	MEDICAL SUPPLIMENTAL	58.50			
74047	08/26/21	19.06 M186	CRAMBLETT, LAWRENCE	9003442	MEDICAL SUPPLEMENTAL	19.06			
74048	08/26/21	38.01 M376	CRANDELL, DANA	9003624	MEDICAL SUPPLEMENTAL	38.01			
74049	08/26/21	17.50 M187	CRAWFORD, FLOYD	9003443	MEDICAL SUPPLIMENTAL	17.50			
74050	08/26/21	13.09 M348	CRAWFORD, TERRI	9003597	MEDICAL SUPPLIMENTAL	13.09			
74051	08/26/21	19.06 M188	CRUISE, RICHARD	9003444	MEDICAL SUPPLIMENTAL	19.06			
74052	08/26/21	35.00 M190	CRUTCH, SHELTON	9003445	MEDICAL SUPPLIMENTAL	35.00			
74053	08/26/21	15.58 M349	CUMMINGS, CYNTHIA	9003598	MEDICAL SUPPLIMENTAL	15.58			
74054	08/26/21	38.34 M191	CUMMINGS, PATRICIA	9003446	MEDICAL SUPPLIMENTAL	38.34			
74055	08/26/21	35.00 M192	CUMMINS, MAJOR	9003447	MEDICAL SUPPLIMENTAL	35.00			
74056	08/26/21	46.79 M193	DAKIWAG, FRED	9003448	MEDICAL SUPPLIMENTAL	46.79			
74057	08/26/21	46.79 M194	DANIEL, REBECCA	9003449	MEDICAL SUPPLIMENTAL	46.79			
74058	08/26/21	38.34 M195	DAVIDOSKI, PATTI	9003450	MEDICAL SUPPLIMENTAL	38.34			
74059	08/26/21	15.58 M196	DAVILLA, ANA	9003451	MEDICAL SUPPLIMENTAL	15.58			
74060	08/26/21	13.09 M351	DEAN, RONALD	9003599	MEDICAL SUPPLIMENTAL	13.09			
74061	08/26/21	15.58 M373	DEL PO, CAROLYN	9003621	RETIREE SUPPLEMENTAL	15.58			
74062	08/26/21	46.95 M197	DEVIVO, WILLIAM	9003452	MEDICAL SUPPLIMENTAL	46.95			
74063	08/26/21	31.16 M198	DOBBS, GLENN	9003453	MEDICAL SUPPLIMENTAL	31.16			
74064	08/26/21	15.58 M199	DRAKE, JUDITH	9003454	MEDICAL SUPPLIMENTAL	15.58			
74065	08/26/21	15.58 M200	ELIA, LARRY	9003455	MEDICAL SUPPLIMENTAL	15.58			
74066	08/26/21	35.00 M201	ESCARCEGA, MIGUEL	9003456	MEDICAL SUPPLIMENTAL	35.00			
74067	08/26/21	40.68 M202	FALLAU, NICHOLAS	9003457	MEDICAL SUPPLIMENTAL	40.68			
74068	08/26/21	40.68 M203	FLAGG, PAULA	9003458	MEDICAL SUPPLIMENTAL	40.68			
74069	08/26/21	15.58 M352	FLOREZ, ROSIE	9003600	MEDICAL SUPPLIMENTAL	15.58			
74070	08/26/21	13.09 M353	FLYNN, CHRISTINA	9003601	MEDICAL SUPPLIMENTAL	13.09			
74071	08/26/21	17.50 M204	FREEMAN, MARY	9003459	MEDICAL SUPPLEMENTAL	17.50			
74072	08/26/21	46.79 M205	GABRIEL, RICHARD	9003460	MEDICAL SUPPLEMENTAL	46.79			

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74073	08/26/21	M354	15.87	GABRIELE, BERNARD		9003602	MEDICAL SUPPLIMENTAL	15.87	
74074	08/26/21	M355	15.87	GABRIELE, CATHLEEN		9003603	MEDICAL SUPPLIMENTAL	15.87	
74075	08/26/21	M206	15.58	GARBEZ, LINDA		9003461	MEDICAL SUPPLIMENTAL	15.58	
74076	08/26/21	M207	15.58	GARBEZ, MANNY		9003462	MEDICAL SUPPLIMENTAL	15.58	
74077	08/26/21	M208	38.01	GARCIA, DANIEL		9003463	MEDICAL SUPPLIMENTAL	38.01	
74078	08/26/21	M209	15.58	GARCIA, HELEN		9003464	MEDICAL SUPPLIMENTAL	15.58	
74079	08/26/21	M210	103.36	GARCIA, SAMUEL		9003465	MEDICAL SUPPLIMENTAL	103.36	
74080	08/26/21	M211	15.58	GOSE, JOHN		9003466	MEDICAL SUPPLIMENTAL	15.58	
74081	08/26/21	M041	58.50	GOUVEIA, ROBERT	0	9003403	MEDICAL SUPPLIMENTAL	58.50	
74082	08/26/21	M213	84.56	GRANADOS-BOYCE, MARIA		9003467	MEDICAL SUPPLIMENTAL	84.56	
74083	08/26/21	M214	15.58	GROEMAN, BRUCE		9003468	MEDICAL SUPPLIMENTAL	15.58	
74084	08/26/21	M215	31.16	GROSEJAN, DOUGLAS		9003469	MEDICAL SUPPLIMENTAL	31.16	
74085	08/26/21	M216	15.58	HALL, SHIRLEY		9003470	MEDICAL SUPPLIMENTAL	15.58	
74086	08/26/21	M217	15.58	HAMM, CAROLYN		9003471	MEDICAL SUPPLIMENTAL	15.58	
74087	08/26/21	M218	19.06	HAMMER, ALLYNE		9003472	MEDICAL SUPPLIMENTAL	19.06	
74088	08/26/21	M219	38.34	HERNANDEZ, JUAN		9003473	MEDICAL SUPPLIMENTAL	38.34	
74089	08/26/21	M220	15.58	HERNANDEZ, MARGARITO		9003474	MEDICAL SUPPLIMENTAL	15.58	
74090	08/26/21	M221	46.95	HERSHEY, ANDREA		9003475	MEDICAL SUPPLIMENTAL	46.95	
74091	08/26/21	M222	17.50	HILL, ANDREW		9003476	MEDICAL SUPPLIMENTAL	17.50	
74092	08/26/21	M380	170.68	HILTNER, THOMAS		9003626	MEDICAL SUPPLEMENTAL	170.68	
74093	08/26/21	M223	15.58	HINDIN, LENORE		9003477	MEDICAL SUPPLIMENTAL	15.58	
74094	08/26/21	M224	35.00	HOBBS, JAMES		9003478	MEDICAL SUPPLIMENTAL	35.00	
74095	08/26/21	M225	55.51	HOLCOMB, MICHAEL		9003479	MEDICAL SUPPLIMENTAL	55.51	
74096	08/26/21	M226	99.71	HOLONICK, JAMES		9003480	MEDICAL SUPPLIMENTAL	99.71	
74097	08/26/21	M227	38.12	HORTON, JOE		9003481	MEDICAL SUPPLIMENTAL	38.12	
74098	08/26/21	M356	17.50	HOWARD, CAROL		9003604	MEDICAL SUPPLIMENTAL	17.50	
74099	08/26/21	M228	64.29	HOWARD, WARD		9003482	MEDICAL SUPPLIMENTAL	64.29	
74100	08/26/21	M229	64.29	HYMAN, JOE		9003483	MEDICAL SUPPLIMENTAL	64.29	
74101	08/26/21	M230	38.34	JACINTO, FRANK		9003484	MEDICAL SUPPLIMENTAL	38.34	
74102	08/26/21	M231	19.06	JAHNKE, EILEEN		9003485	MEDICAL SUPPLIMENTAL	19.06	
74103	08/26/21	M232	31.16	JENSEN, MERAL		9003486	MEDICAL SUPPLIMENTAL	31.16	
74104	08/26/21	M357	15.58	JUSSEL, PETE		9003605	MEDICAL SUPPLIMENTAL	15.58	
74105	08/26/21	M233	38.12	KALE, RICKY		9003487	MEDICAL SUPPLIMENTAL	38.12	
74106	08/26/21	M235	15.58	KELLY, ELOISE		9003488	MEDICAL SUPPLIMENTAL	15.58	
74107	08/26/21	M236	35.00	KOREA, PATRICIA		9003489	MEDICAL SUPPLIMENTAL	35.00	
74108	08/26/21	M237	19.06	LANTHIER, BURT		9003490	MEDICAL SUPPLIMENTAL	19.06	
74109	08/26/21	M238	17.50	LAWHON, JACK		9003491	MEDICAL SUPPLIMENTAL	17.50	
74110	08/26/21	M239	19.06	LAWSON, LOIS		9003492	MEDICAL SUPPLIMENTAL	19.06	
74111	08/26/21	M240	64.29	LEE, HENRY		9003493	MEDICAL SUPPLIMENTAL	64.29	
74112	08/26/21	M241	19.06	LEFFLER, JEAN		9003494	MEDICAL SUPPLIMENTAL	19.06	
74113	08/26/21	M242	81.36	LEGORRETA, PETE		9003495	MEDICAL SUPPLIMENTAL	81.36	
74114	08/26/21	M243	19.06	LOGUDICE, FRED		9003496	MEDICAL SUPPLIMENTAL	19.06	
74115	08/26/21	M244	38.12	LONGNECKER, LLOYD		9003497	MEDICAL SUPPLIMENTAL	38.12	
74116	08/26/21	M379	83.80	LORENZANO, JAMES		9003625	MEDICAL SUPPLEMENTAL	83.80	
74117	08/26/21	M245	15.58	LUCIER, MARILYN		9003498	MEDICAL SUPPLIMENTAL	15.58	
74118	08/26/21	M246	38.12	LYNCH, GLENN		9003499	MEDICAL SUPPLIMENTAL	38.12	

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74119	08/26/21	52.01 M247	MAHAN, DAVID	9003500	MEDICAL SUPPLIMENTAL	52.01			
74120	08/26/21	19.17 M248	MALPHRUS, BRENDA	9003501	MEDICAL SUPPLIMENTAL	19.17			
74121	08/26/21	38.01 M249	MARCUS, STEVEN	9003502	MEDICAL SUPPLIMENTAL	38.01			
74122	08/26/21	35.00 M250	MARTIN, DAWN	9003503	MEDICAL SUPPLIMENTAL	35.00			
74123	08/26/21	123.80 M251	MARTINEZ, MANUEL	9003504	MEDICAL SUPPLIMENTAL	123.80			
74124	08/26/21	65.45 M252	MARTINEZ, MARK	9003505	MEDICAL SUPPLIMENTAL	65.45			
74125	08/26/21	28.33 M254	MCDONALD, JANIE	9003506	MEDICAL SUPPLIMENTAL	28.33			
74126	08/26/21	15.58 M255	MCDONALD, KEVIN	9003507	MEDICAL SUPPLIMENTAL	15.58			
74127	08/26/21	19.06 M358	MCFADDEN, IAN	9003606	MEDICAL SUPPLIMENTAL	19.06			
74128	08/26/21	31.16 M359	MCGINNIS, POLLY	9003607	MEDICAL SUPPLIMENTAL	31.16			
74129	08/26/21	35.00 M374	MCHALE, BRIAN	9003622	MEDICAL SUPPLEMENTAL	35.00			
74130	08/26/21	17.50 M360	MEJIA, INDELIISA	9003608	MEDICAL SUPPLIMENTAL	17.50			
74131	08/26/21	15.58 M361	MELLON, JOHN	9003609	MEDICAL SUPPLIMENTAL	15.58			
74132	08/26/21	15.58 M256	MESECK, MARGARITA	9003508	MEDICAL SUPPLIMENTAL	15.58			
74133	08/26/21	15.58 M362	MILLER, FOREST	9003610	MEDICAL SUPPLIMENTAL	15.58			
74134	08/26/21	46.28 M257	MILLER, MARY	9003509	MEDICAL SUPPLIMENTAL	46.28			
74135	08/26/21	52.01 M258	MITCHELL, LISA	9003510	MEDICAL SUPPLIMENTAL	52.01			
74136	08/26/21	52.01 M259	MITCHELL, TODD	9003511	MEDICAL SUPPLIMENTAL	52.01			
74137	08/26/21	17.50 M261	MORGAN, JEANETTE	9003512	MEDICAL SUPPLIMENTAL	17.50			
74138	08/26/21	38.34 M262	MORR, BONNIE	9003513	MEDICAL SUPPLIMENTAL	38.34			
74139	08/26/21	122.64 M263	MULLIS, MICHAEL	9003514	MEDICAL SUPPLIMENTAL	122.64			
74140	08/26/21	19.06 M264	MUNGIOLI, LARRY	9003515	MEDICAL SUPPLIMENTAL	19.06			
74141	08/26/21	31.16 M265	MUNGUIA, GUSTAVO	9003516	MEDICAL SUPPLIMENTAL	31.16			
74142	08/26/21	17.50 M266	NAUKKARINEN, JUUKA	9003517	MEDICAL SUPPLIMENTAL	17.50			
74143	08/26/21	15.58 M267	NELSON, EDWARD	9003518	MEDICAL SUPPLIMENTAL	15.58			
74144	08/26/21	35.00 M268	NELSON, RICHARD	9003519	MEDICAL SUPPLIMENTAL	35.00			
74145	08/26/21	31.16 M269	NIETO, MANUEL	9003520	MEDICAL SUPPLIMENTAL	31.16			
74146	08/26/21	93.58 M270	NJAA, N	9003521	MEDICAL SUPPLIMENTAL	93.58			
74147	08/26/21	84.56 M271	NORTH, JEFFREY	9003522	MEDICAL SUPPLIMENTAL	84.56			
74148	08/26/21	52.01 M272	NORTHON, M	9003523	MEDICAL SUPPLIMENTAL	52.01			
74149	08/26/21	38.12 M273	O'DONNELL, SHAWN	9003524	MEDICAL SUPPLIMENTAL	38.12			
74150	08/26/21	19.06 M274	O'HAGIN, JUSTINA	9003525	MEDICAL SUPPLIMENTAL	19.06			
74151	08/26/21	19.06 M277	O'MARA, KATHLEEN	9003528	MEDICAL SUPPLIMENTAL	19.06			
74152	08/26/21	35.00 M275	OJEDA, ROBERTO	9003526	MEDICAL SUPPLIMENTAL	35.00			
74153	08/26/21	47.38 M276	OLANDER, MARTIN	9003527	MEDICAL SUPPLIMENTAL	47.38			
74154	08/26/21	17.50 M278	ORTEGA, MANUELA	9003529	MEDICAL SUPPLIMENTAL	17.50			
74155	08/26/21	84.56 M279	OWENS, ROLAND	9003530	MEDICAL SUPPLIMENTAL	84.56			
74156	08/26/21	19.06 M280	PARHAM, WALLACE	9003531	MEDICAL SUPPLIMENTAL	19.06			
74157	08/26/21	35.00 M281	PENDRAGON, LINDA	9003532	MEDICAL SUPPLIMENTAL	35.00			
74158	08/26/21	31.16 M282	PEREZ, ANTONIO	9003533	MEDICAL SUPPLIMENTAL	31.16			
74159	08/26/21	58.50 M109	PEREZ, CHERYL	9003404	MEDICAL SUPPLIMENTAL	58.50			
74160	08/26/21	17.50 M284	PETERS, TERRIE	9003534	MEDICAL SUPPLIMENTAL	17.50			
74161	08/26/21	15.58 M285	PHILLIPS, THOMAS	9003535	MEDICAL SUPPLIMENTAL	15.58			
74162	08/26/21	15.58 M286	PICARELLA, FRANCIS	9003536	MEDICAL SUPPLIMENTAL	15.58			
74163	08/26/21	56.91 M287	POLANCO, JOSE	9003537	MEDICAL SUPPLIMENTAL	56.91			
74164	08/26/21	50.40 M288	PONS, JUAN	9003538	MEDICAL SUPPLIMENTAL	50.40			

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74165	08/26/21	50.40 M289	POTEETE, BEVERLY	9003539	MEDICAL SUPPLIMENTAL	50.40			
74166	08/26/21	15.58 M363	PRECIADO, MARY LOU	9003611	MEDICAL SUPPLIMENTAL	15.58			
74167	08/26/21	38.12 M290	PRICE, HARRY	9003540	MEDICAL SUPPLIMENTAL	38.12			
74168	08/26/21	19.06 M291	PRINCE, DEBRA	9003541	MEDICAL SUPPLIMENTAL	19.06			
74169	08/26/21	84.56 M292	PRINCE, PETER	9003542	MEDICAL SUPPLIMENTAL	84.56			
74170	08/26/21	35.00 M293	PRUDDEN, RICHARD	9003543	MEDICAL SUPPLIMENTAL	35.00			
74171	08/26/21	19.06 M294	RACKLEY, BOBBIE	9003544	MEDICAL SUPPLIMENTAL	19.06			
74172	08/26/21	16.22 M295	RAMIREZ, MANUEL	9003545	MEDICAL SUPPLIMENTAL	16.22			
74173	08/26/21	131.05 M296	RAMOS, ROSALIO	9003546	MEDICAL SUPPLIMENTAL	131.05			
74174	08/26/21	15.58 M364	READ, TIMON	9003612	MEDICAL SUPPLIMENTAL	15.58			
74175	08/26/21	84.56 M297	REGAN, MICHAEL	9003547	MEDICAL SUPPLIMENTAL	84.56			
74176	08/26/21	38.12 M298	RHODES, BRUCE	9003548	MEDICAL SUPPLIMENTAL	38.12			
74177	08/26/21	19.17 M299	ROCHA, SHERRI	9003549	MEDICAL SUPPLEMENTAL	19.17			
74178	08/26/21	17.50 M300	RODGERS, MARILYN	9003550	MEDICAL SUPPLIMENTAL	17.50			
74179	08/26/21	19.06 M365	ROGERS, SYLVIA	9003613	MEDICAL SUPPLIMENTAL	19.06			
74180	08/26/21	38.34 M301	ROSSI, DENISE	9003551	MEDICAL SUPPLIMENTAL	38.34			
74181	08/26/21	64.73 M302	ROWE, RUBY	9003552	MEDICAL SUPPLIMENTAL	64.73			
74182	08/26/21	19.06 M303	ROY, ARLEN	9003553	MEDICAL SUPPLIMENTAL	19.06			
74183	08/26/21	84.56 M304	RUIZ, ESTEVAN	9003554	MEDICAL SUPPLIMENTAL	84.56			
74184	08/26/21	31.16 M305	RYLANDER, REED	9003555	MEDICAL SUPPLIMENTAL	31.16			
74185	08/26/21	38.34 M306	SALGUEIRO, MICHAEL	9003556	MEDICAL SUPPLIMENTAL	38.34			
74186	08/26/21	17.50 M307	SANDOVAL, ANGEL	9003614	MEDICAL SUPPLIMENTAL	17.50			
74187	08/26/21	92.56 M307	SCARGILL, RAYMOND	9003557	MEDICAL SUPPLIMENTAL	92.56			
74188	08/26/21	17.50 M308	SCILLA, JOSEPH	9003558	MEDICAL SUPPLIMENTAL	17.50			
74189	08/26/21	84.56 M309	SERRATO, JUAN	9003559	MEDICAL SUPPLIMENTAL	84.56			
74190	08/26/21	15.58 M367	SILVIA, EDUARDO	9003615	MEDICAL SUPPLIMENTAL	15.58			
74191	08/26/21	15.58 M310	SLOAN, SUZANNE	9003560	MEDICAL SUPPLIMENTAL	15.58			
74192	08/26/21	39.16 M311	SMITH, DONNA	9003561	MEDICAL SUPPLIMENTAL	39.16			
74193	08/26/21	35.00 M368	STRICKLAND, JAMES	9003616	MEDICAL SUPPLIMENTAL	35.00			
74194	08/26/21	31.16 M369	SWART, RANDY	9003617	MEDICAL SUPPLIMENTAL	31.16			
74195	08/26/21	35.00 M312	TAYLOR, JAMES	9003562	MEDICAL SUPPLIMENTAL	35.00			
74196	08/26/21	15.58 M370	TAYLOR, THOMAS	9003618	MEDICAL SUPPLIMENTAL	15.58			
74197	08/26/21	26.18 M371	TERESI, JAMES	9003619	MEDICAL SUPPLIMENTAL	26.18			
74198	08/26/21	35.00 M313	THOMAS, RUSSELL	9003563	MEDICAL SUPPLIMENTAL	35.00			
74199	08/26/21	77.57 M314	TICHENOR, KENNETH	9003564	MEDICAL SUPPLIMENTAL	77.57			
74200	08/26/21	15.58 M315	TOLINE, DONALD	9003565	MEDICAL SUPPLIMENTAL	15.58			
74201	08/26/21	17.50 M316	TOVAR, SERENA	9003566	MEDICAL SUPPLIMENTAL	17.50			
74202	08/26/21	19.17 M317	TRENT, VICKI	9003567	MEDICAL SUPPLIMENTAL	19.17			
74203	08/26/21	64.29 M318	TUTTLE CALLIS, CHERI	9003568	MEDICAL SUPPLIMENTAL	64.29			
74204	08/26/21	38.34 M319	VALDEZ, JOSE	9003569	MEDICAL SUPPLIMENTAL	38.34			
74205	08/26/21	92.37 M320	VAN DEER VEER, JOHN	9003570	MEDICAL SUPPLIMENTAL	92.37			
74206	08/26/21	38.01 M321	VAN DYKE, CURTIS	9003571	MEDICAL SUPPLIMENTAL	38.01			
74207	08/26/21	19.06 M375	VEST, SHELLY	9003623	MEDICAL SUPPLEMENTAL	19.06			
74208	08/26/21	19.06 M323	VONWAL, YVETTE	9003572	MEDICAL SUPPLIMENTAL	19.06			
74209	08/26/21	15.58 M324	WADSWORTH, RITA	9003573	MEDICAL SUPPLIMENTAL	15.58			
74210	08/26/21	31.16 M325	WALTER, KEVIN	9003574	MEDICAL SUPPLIMENTAL	31.16			

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74211	08/26/21	M326		WHITNEY, LUCERE		9003575	MEDICAL SUPPLIMENTAL	35.00	
74212	08/26/21	M327		WILLIAMS, CHRISTOPHER		9003576	MEDICAL SUPPLIMENTAL	17.50	
74213	08/26/21	M372		WILSON, BONNIE		9003620	MEDICAL SUPPLIMENTAL	35.00	
74214	08/26/21	M328		WOODBRIIDGE, ELIZABETH		9003577	MEDICAL SUPPLIMENTAL	84.56	
74215	08/26/21	M329		WU, PETER		9003578	MEDICAL SUPPLIMENTAL	46.28	
74216	08/26/21	M330		YAGI, RANDY		9003579	MEDICAL SUPPLIMENTAL	15.58	
74217	08/26/21	M331		YANCY, TERRY		9003580	MEDICAL SUPPLIMENTAL	17.50	
74218	08/26/21	M332		ZENKER, JEFFREY		9003581	MEDICAL SUPPLIMENTAL	40.68	
TOTAL				ACCOUNTS PAYABLE			TOTAL CHECKS	488	1,145,795.71



DATE: September 24, 2021
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: **ACCEPT AND FILE MINUTES OF THE AUGUST 18, 2021 METRO ADVISORY COMMITTEE (MAC) MEETING, THE AUGUST 27, 2021 BOARD OF DIRECTORS MEETING, THE SEPTEMBER 10, 2021 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING, THE SEPTEMBER 10, 2021 CAPITAL PROJECTS STANDING COMMITTEE MEETING AND THE SEPTEMBER 10, 2021 PERSONNEL/HR STANDING COMMITTEE MEETING**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes of the August 18, 2021 METRO Advisory Committee (MAC) Meeting, the August 27, 2021 Board of Directors Meeting, the September 10, 2021 Finance, Budget & Audit Standing Committee Meeting, the September 10, 2021 Capital Projects Standing Committee Meeting and the September 10, 2021 Personnel/HR Standing Committee Meeting

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) August 18, METRO Advisory Committee (MAC) Meeting, the August 27, 2021 Board of Directors Meeting, the September 10, 2021 Finance, Budget & Audit Standing Committee Meeting, the September 10, 2021 Capital Projects Standing Committee Meeting and the September 10, 2021 Personnel/HR Standing Committee Meeting.
- Each meeting staff will provide minutes from the previous METRO Board and Committee meetings.

III. DISCUSSION/BACKGROUND

The Board requested that staff include, in the Board Packet, minutes from previous METRO Board and Committee meetings. Staff is enclosing the minutes from these meetings.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's Stewardship and Accountability responsibility.

V. FINANCIAL CONSIDERATIONS/IMPACT

None.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Draft minutes for the METRO Advisory Committee (MAC) Meeting of August 18, 2021

Attachment B: Draft minutes for the Board of Directors Meeting of August 27, 2021

Attachment C: Draft minutes for the Finance, Budget & Audit Standing Committee Meeting of September 10, 2021

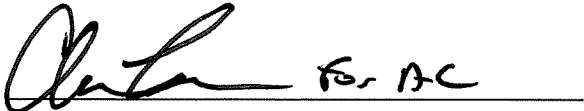
Attachment D: Draft minutes for the Capital Projects Standing Committee Meeting of September 10, 2021

Attachment E: Draft minutes for the Personnel/HR Standing Committee Meeting of September 10, 2021

Prepared by: Donna Bauer, Administrative Specialist
Gina Pye, Executive Assistant

IX. APPROVALS

Alex Clifford, CEO/General Manager



A handwritten signature in black ink, appearing to read "Alex Clifford", is written over a horizontal line. To the right of the signature, the initials "AC" are written in a similar cursive style.

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MINUTES*

MAC MEETING OF AUGUST 18, 2021



The METRO Advisory Committee (MAC) met on Wednesday, August 18, 2021. The meeting was held via teleconference. *Minutes are "summary" minutes, not verbatim minutes.

1. CALL TO ORDER at 6:02 PM.

2. ROLL CALL - The following MAC Members were present via teleconference, representing a quorum:

James Von Hendy, Chair	Veronica Elsea
Joseph Martinez, Vice Chair	Michael Pisano
James Cruse	Becky Taylor
Jessica de Wit AR 6:05 PM	

Additional METRO staff and presenters:

Alex Clifford, CEO/General Manager	Curtis Moses, Safety, Security, & Risk Management Director
Margo Ross, Chief Operations Officer	Brandon Freeman, Bus Operator
Isaac Holly, IT and ITS Director	Donna Bauer, Administrative Specialist
John Urgo, Planning & Development Director	

3. COMMUNICATIONS TO THE METRO ADVISORY COMMITTEE

Vice Chair Martinez asked if the Accessible Services Coordinator position is being filled because he was approached by a Bus Operator to train someone on how to use a wheelchair on the METRO bus system. Alex Clifford, CEO, said the individual needing assistance should call Customer Service and we will make arrangements for the training. We are currently reviewing the job description and the needs of METRO. Mr. Cruse added that ParaCruz is very good at helping people in wheelchairs.

4. RECEIVE AND FILE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF APRIL 21, 2021

MOTION: ACCEPT AND FILE THE MINUTES FROM THE METRO ADVISORY COMMITTEE MEETING OF APRIL 21, 2021 AS PRESENTED

MOTION: ELSEA

SECOND: PISANO

MOTION PASSED WITH 7 AYES: Von Hendy, Martinez, Cruse, de Wit, Elsea, Pisano, and Taylor

5. COMMUNICATIONS FROM METRO ADVISORY COMMITTEE (MAC)

Chair Von Hendy attended the June 25, 2021 Board of Directors meeting and reported on MAC's last two meetings of 2021. He spoke highly of MAC's contributions and dedication to METRO and felt MAC was well received and appreciated by the Board.

6. COVID-19 UPDATE

CEO Clifford reported on the following:

- METRO had a fully vaccinated employee test positive for COVID-19 two weeks ago. METRO continues to monitor information from the CDC, Cal/OSHA, county and state health agencies and make the necessary adjustments to protocols (e.g., CDC currently recommends face masks be worn inside an office environment, whether vaccinated or not).
- METRO is launching a mask mandate and weekly COVID testing in four METRO departments which have a substandard fully vaccination level.

Attachment A

Minutes – METRO Advisory Committee

August 18, 2021

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- The management team continues to evaluate an all-employees vaccination mandate.
- Governor Newsom has indicated that his executive order waiving the open meeting requirements may end September 30, 2021. Starting in October 2021, all meetings that fall under the Ralph M. Brown Act, which include MAC meetings, will have to be held in person.

Ms. Elsea asked if there was any news about Santa Clara County allowing METRO to increase the capacity on the Hwy. 17 buses. CEO Clifford responded that there is no update.

Ms. Elsea asked if the public can enter the Pacific Station lobby on hot days to get out of the heat. CEO Clifford said METRO is not allowing people to congregate in small areas. However, the restrooms are open to the public.

7. UPDATE ON INFORMATION TECHNOLOGY SYSTEMS (ITS)

Isaac Holly, IT and ITS Director, said METRO has been working hard to make the intelligent transportation system project succeed but the vendor has failed us. We just sent a letter of default to them. If certain requirements are not met (including the audio/visual enunciation system that Ms. Elsea mentioned earlier) within 30 days, METRO has legal grounds to release them from the contract and choose another vendor to complete the project. He added that METRO wants a stable, reliable system for its riders. MAC members thanked Director Holly for his efforts and dedication.

8. SERVICE PLANNING UPDATE

a. Quarterly Ridership Report

John Urgo, Planning & Development Director, gave an update on the ridership for the Fourth Quarter of FY21 and stated the full report would go to the Board of Directors on August 27, 2021. Ridership continues to rise every week and we are approaching about 50% pre-COVID ridership levels. More student services are expected to return this fall. Even though SJSU has started classes, most employers in the San Jose region have extended remote working. We are not expecting Hwy. 17 to rebound. Chair Von Hendy expressed concern about the low ridership on the Hwy. 17 buses but understands METRO is bound by whatever directive comes from Santa Clara County. Director Urgo said we are stuck with the current capacity limits, but our pass bys have gone down.

Ms. Elsea asked if METRO will be increasing Route 18 service in the fall. Director Urgo said that service will remain the same. UCSC service (Routes 15 and 22) will return to pre-COVID levels as students return to campus.

b. Bus Stops

b.i. Bus Stop Sign Improvement

Director Urgo said the bus stop improvement project is being implemented. Approximately half of the signs have been installed at our 800 bus stop locations.

Ms. Elsea asked if any research had been done on the Braille component. Director Urgo responded that METRO has done research and found some of the options were outside of our means to implement. One option may be to place a marker on the pole to identify the Bus Stop ID. Ms. Elsea said the Bus Stop ID would be helpful; with the ID, one can access route information.

Mr. Pisano and Chair Von Hendy both commented that they have seen the new signs and they look great.

Attachment A

Minutes – METRO Advisory Committee

August 18, 2021

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b.ii. Add/Adjust Bus Stops at Santa Cruz County Government Building in Watsonville

Director Urgo said we will study this and work with Santa Cruz County. Currently, it would be challenging to add service anywhere given the work force shortages we are experiencing.

b.iii. Adjust Route 69W for Kaiser Facility on Soquel Avenue

Director Urgo said we do not have the resources to redirect Route 69W to the Kaiser facility. Pete Rasmussen, Transportation Planner II, is working with Kaiser and looking at a possible shuttle service model provided by Kaiser.

b.iv. Add Bus Stop for Capitola Library

Director Urgo said METRO doesn't have the resources to deviate service to the Capitola library at this time.

b.v. Maintenance of Simme-Seats at Bus Stops

Facilities is visiting every METRO bus stop and noting their condition, especially the Simme-Seats. We will come up with a plan to refurbish any that need maintenance.

c. Other Projects

c.i. ParaCruz and On-Demand Microtransit Trips

Director Urgo reported we are about six months into this one-year pilot project. We are seeing very low demand for this service—under 10 trips per day. We will continue to evaluate it. As ParaCruz rides increase, on-demand trips will be impacted.

Mr. Cruse asked if ParaCruz can pick up wheelchairs with the microtransit trips. Director Urgo replied yes, as long as there is wheelchair capacity on the ParaCruz van.

c.ii Increase Bicycle Capacity on Buses

In response to MAC's earlier request, METRO staff reviewed literature on this issue and even contacted their peers for information. The biggest advancement over the last 10-15 years is the three-position bike rack.

There are van-type services with trailers (i.e., UCSC and Caltrans) but METRO is not going to hitch a trailer to a bus nor install rear bike racks. We were potentially looking at procuring a zero-emission, electric, commuter coach for the Hwy. 17 service that would have allowed bikes to be stored in the undercarriage. However, the range of the vehicle was not sufficient to travel the Hwy. 17 corridor. We recognize the limitations so will work with our City and County partners to encourage more bike racks, bike lockers and bike-share programs that would allow people to connect to transit with bikes.

9. SANTA CRUZ COUNTY FAIR – SEPTEMBER 15 - 19, 2021

COO Ross announced METRO will extend Route 79 service and provide ParaCruz service to the Santa Cruz County Fair. Discussion followed regarding the information that will be displayed on the flyers to be posted at the bus stops on Route 79. METRO will also man a booth at the fairgrounds with first responders and have on display a new electric bus and new ParaCruz van. Chair Von Hendy thanked METRO for making it possible to take the bus to and from the fairgrounds.

10. COMMUNICATIONS TO THE METRO CEO

Ms. Elsea asked if METRO is going to reinstate the disabled passenger training she participated in as part of the Bus Operator training. Margo Ross, COO, said METRO had to suspend that aspect due to COVID for safety reasons but that ADA training is part of the syllabus. Concern was

Attachment A

Minutes – METRO Advisory Committee

August 18, 2021

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expressed over the loss of this practice. Brandon Freeman, Bus Operator, added that COO Ross and Director Moses have improved the training program and recognize the people component is important; however, for now, COVID precautions have to be followed. Chair Von Hendy acknowledged Ms. Elsea's concerns that something might be lost and thanked COO Ross, Director Moses and Mr. Freeman for their reassurances to continue training to fully serve our community. Ms. Taylor thanked Ms. Elsea for all of her years of dedication to so many in the community.

Discussion ensued on who should be contacted while METRO is reviewing the Accessible Services Coordinator position.

11. COMMUNICATIONS TO THE METRO BOARD OF DIRECTORS

None.

12. ITEMS FOR NEXT MEETING AGENDA

- COVID-19
- Information Technology Systems
- ParaCruz and On-Demand Microtransit Trips
- Bus Stop Sign Improvement
- Maintenance of Simme-Seats at Bus Stops

13. DISTRIBUTION OF VOUCHERS

Donna Bauer, Administrative Specialist, will mail out the vouchers on Thursday, August 19, 2021 to all members in attendance at this meeting.

14. ADJOURNMENT

The next MAC meeting is scheduled for Wednesday, October 20, 2021 at 6:00 PM.

Meeting adjourned at 6:55 PM.

Respectfully submitted,

Donna Bauer
Administrative Specialist

Attachment B



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) BOARD OF DIRECTORS MEETING MINUTES* AUGUST 27, 2021– 9:00AM MEETING HELD VIA TELECONFERENCE

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, August 27, 2021, via teleconference.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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

- 1 CALL TO ORDER** at 9:04AM by Board Chair Lind.
- 2 ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Jimmy Dutra	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
Director Shebreh Kalantari-Johnson	City of Santa Cruz
Director Manu Koenig	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Bruce McPherson	County of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Kristen Petersen	City of Capitola
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UC Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College

Additional METRO staff:
Alex Clifford
Julie Sherman

CEO/General Manager
General Counsel

- 3 ANNOUNCEMENTS**
Today’s meeting is being broadcast by Community Television of Santa Cruz County.
- 4 BOARD OF DIRECTORS COMMENTS**
Director Dutra invited his fellow board members to attend the electric bus ribbon cutting ceremony at the Watsonville Transit Center on September 7, 2021.

Attachment B

Hearing nothing further, Chair Lind moved to the next agenda item.

5 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Mr. Saba, owner of METRO Market located at Pacific Station, provided a brief history of his business, noting the severe financial impact caused by COVID-19 and the resultant lobby closure in March 2020. On June 15, 2021, a second door at the station was opened to permit customer access, which increased his sales. Then, without any notice, METRO constructed a permanent obstruction to limit customer entry from the exterior only. To date, Mr. Saba believes he has acted in good faith and does not feel he has received a satisfactory response from METRO regarding additional access.

Expressing his personal opinion, Director Rotkin agreed there appears to be a hardship. However, public health is paramount and METRO's decision to close the lobby was the correct action. He understands METRO has offered shared expense options, including improved signage. Speaking as a board member, he does not think opening the lobby or creating a new public space and/or new pathway is a good idea.

Director McPherson agreed no action can be taken today. He would like to see METRO continue negotiations with Mr. Saba along the lines of those started already.

CEO Clifford referred the Board to the generous wayfinding and signage offers in his August 3, 2021 letter to Mr. Saba (attached).

Having nothing further, Chair Lind moved to the next agenda item.

6 LABOR ORGANIZATION COMMUNICATIONS

On behalf of the entire union, Brandon Freeman thanked Margo, Anna Marie and Curtis for the improved communications through a variety of COVID-related issues. The Operators have a concern regarding the egress and potential emergency situation with the one way in/one way out at Pacific Station. Behind the METRO Market there is an alleyway that could serve as an appropriate emergency shelter location. The hallway option would provide an additional exit.

Having nothing further, Chair Lind moved to the next agenda item.

7 METRO ADVISORY COMMITTEE (MAC) WRITTEN COMMUNICATION

Having none, Chair Lind moved to the next agenda item.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CEO Clifford's August 3, 2021 letter to Mr. Saba is being included for the Board's easy reference.

Hearing nothing further, Chair Lind moved to the next agenda item.

CONSENT AGENDA

- 9.1 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF JUNE AND JULY 2021
- 9.2 ACCEPT AND FILE: MINUTES OF THE JUNE 25, 2021 BOARD OF DIRECTORS MEETING, AUGUST 13, 2021 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING & AUGUST 13, 2021 PERSONNEL/HR STANDING COMMITTEE MEETING
- 9.3 ACCEPT & FILE: YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2021

Attachment B

Board of Directors
August 27, 2021
Page 3 of 6

- 9.4 APPROVE: FY22 RENEWAL OF PROPERTY INSURANCE COVERAGE WITH ZURICH AMERICAN INSURANCE COMPANY AND EMPLOYMENT PRACTICES LIABILITY COVERAGE WITH QBE SPECIALTY INSURANCE COMPANY
- 9.5 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A PROJECT LIST AND EXECUTE AGREEMENTS TO RECEIVE CALIFORNIA STATE OF GOOD REPAIR FUNDS
- 9.6 APPROVE: CONSIDER ADOPTING A RECOMMENDATION TO SUPPORT ASSEMBLY BILL 418 (VALLADARES) AND TRANSMIT POSITION STATEMENTS TO ASSEMBLY MEMBER VALLADERES
- 9.7 APPROVE: CONSIDER ADOPTING A RESOLUTION THAT APPROVES A GRANT APPLICATION TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY21 AREAS OF PERSISTENT POVERTY PROGRAM TO DEVELOP A MASTER PLAN FOR THE SOUTH COUNTY ZERO-EMISSIONS OPERATING AND MAINTENANCE FACILITY
- 9.8 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO EXECUTE ALL REQUIRED DOCUMENTS TO CLAIM FUNDS AWARDED THROUGH THE FY21-22 CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM
- 9.9 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE FOURTH QUARTER OF FY21
- 9.10 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL, MAY AND JUNE 2021
- 9.11 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS
- 9.12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH ALLIED UNIVERSAL DBA FIRST ALARM SECURITY & PATROL, INC. TO INCREASE THE CONTRACT TOTAL FOR SECURITY GUARD SERVICES
- 9.13 APPROVE: METRO ADVISORY COMMITTEE (MAC) VACANCIES
- 9.14 APPROVE THE AMENDED MANAGEMENT COMPENSATION POLICY
- 9.15 APPROVE: CONSIDERATION OF RATIFICATION OF THE PURCHASE OF THREE NON-REVENUE VEHICLES
- 9.16 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO/GM TO EXECUTE A LEASE AGREEMENT BETWEEN METRO AND SHUTTLE BUS LEASING FOR FOUR ARTICULATED BUSES FOR USE ON FIXED ROUTES SERVICING UCSC

There were no public comments.

ACTION: MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED

9.2B.3

Attachment B

Board of Directors
August 27, 2021
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MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 9 AYES (Directors Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Pageler, Petersen, Rothwell & Rotkin) Directors Gonzalez and Meyers were not present.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARD: LES BECK (25 YEARS)

Chair Lind read a short bio, recognizing Mr. Beck in absentia.

There was no public comment.

11 RETIREE RESOLUTION OF APPRECIATION: JOHN OTTO

Director Rotkin read a short bio, recognizing Mr. Otto's contributions to METRO in absentia.

There was no public comment.

ACTION: MOTION TO APPROVE THE RETIREE RESOLUTION AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 9 AYES (Directors Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Pageler, Petersen, Rothwell & Rotkin) Directors Gonzalez and Meyers were not present.

12 ACCEPT AND FILE: YEAR TO DATE KEY PERFORMANCE INDICATORS (KPI) REPORT FOR QUARTER FOUR AS OF JUNE 30, 2021

Kristina Mihaylova, Finance Deputy Director, spoke to the presentation with department heads addressing their specific areas of responsibility.

There was some discussion among the assembly regarding funding federal restrictions based on ridership or farebox revenue. CEO Clifford reassured the Board that METRO is not in any harm of adverse findings. And, in response to Director McPherson's inquiry, added it is difficult to compare agencies' farebox revenue levels due to fare program differences and ridership metrics.

There was no public comment.

13 APPROVE: CONSIDERATION OF AUTHORIZING AND FUNDING TWO PARTS & INVENTORY CLERK POSITIONS

Chuck Farmer, CFO, spoke to the staff report.

Public Comment:

Joan Jeffries, Purchasing Department employee, spoke of her experience with the short staffing and impact on the department in terms of inventory and time management.

ACTION: MOTION TO AUTHORIZE AND FUND TWO PARTS & INVENTORY CLERK POSITIONS AS PRESENTED

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 9 AYES (Directors Dutra, Kalantari-Johnson, Koenig, Lind, McPherson, Pageler, Petersen, Rothwell & Rotkin) Directors Gonzalez and Meyers were not present.

Attachment B

14 ACCEPT AND FILE: METRO RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY21

John Urgo, Planning and Development Director, spoke to the agenda item. Discussion ensued among the assembly regarding UCSC and Cabrillo remote learning and anticipated ridership.

Director Henderson cautioned against predicting an outbreak. In the event of an outbreak, UCSC will react according to their vaccine protocol.

15 CEO ORAL REPORT / COVID-19 UPDATE

CEO Clifford welcomed the new hires and congratulated the promoted employees:

- Jaron West, Promoted to Sr. Database Administrator
- Virginia Vaquero, Promoted to Administrative Supervisor
- Sean Witt, Facilities Maintenance Worker II New Hire
- Katrina Gibbs, Dispatcher/Scheduler New Hire
- Norma Chavez Reyes, Paratransit Operator New Hire
- Veronica Hoover, Paratransit Operator New Hire
- Robert Foster, Bus Operator New Hire
- Terry Johnson, Bus Operator New Hire
- Duane Davis, Bus Operator New Hire

CEO Clifford went on to provide the following updates:

- COVID updates:
 - Two new cases tested positive in August; the test results of a third are pending.
- Agency vaccination rate is at 75%; majority of departments are at 80%. Four departments are below 85%.
- METRO is replicating Santa Cruz County protocol – all unvaccinated employees must be tested weekly. Onsite COVID testing continues. There is a meeting next week to potentially reduce the cost of onsite testing through individual insurance billing.
- Discussion among the assembly regarding communication, union engagement ensued.
- FTA public transit mask mandate will continue through January 2022.
- METRO is planning to hold in-person board and committee meetings in October 2021 unless Governor Brown extends the Brown Act abeyance, potentially to 2024. An announcement is anticipated September 14, 2021.
- There is a phone call today with Region 9 FTA personnel to discuss purchasing three ZEB Proterra buses using 2016 lo/no grant funding.
- The FTA is currently reviewing COVID drawdowns in the absence of the traditional Triennial three-year cycle. We do not anticipate any issues.
- A notice of default was sent to Syncromatics regarding their work with the AVL.
- Updates on various community events.
- In an effort to recruit more Bus Operators, METRO will initiate a sign-on bonus to be paid out incrementally.
- The Pacific Station grant application has been accepted. Two phases remain before the final award.
- John Urgo will provide Director Rotkin with a Route 18 map.
- Funding updates from the various federal and state legislative bodies.

CEO Clifford will provide a summary of his comments to Director Kalantari-Johnson as requested.

Attachment B

Public comments.

Brandon Freeman said the Union is cautiously optimistic of increased vaccination rates with Pfizer's recent full approval and he thanked METRO management for their decision to provide additional testing options for the unvaccinated. Mr. Freeman also assured Director Henderson that the authorized area on the buses (the "line") would move from the front of the wheel well to the back. Mr. Freeman also thanked Isaac Holly for his support through the Syncromatics journey. CEO Clifford and Mr. Holly both thanked Mr. Freeman for his tireless dedication and efforts.

Holly Alcorn, SEA Vice President, thanked the Board and METRO staff for approving the two new Parts and Inventory Clerk positions.

16 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

General Counsel Sherman announced the closed session item as below. She did not anticipate any reportable action out after the closed session.

There was no public comment.

17 ANNOUNCEMENT OF NEXT MEETING: SEPTEMBER 24, 2021

Chair Lind announced the next meeting on September 24, 2021 and reminded the assembly to check the SCMTD website for venue updates, as we remain dependent upon the public health orders in place at the time.

RECESS TO SECTION III: CLOSED SESSION AT 11:14AM

18 CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6

Agency Designated Representative: Alex Clifford, CEO/General Manager

Employee Organizations: SEIU, Local 521

SMART, Local 23 Fixed Route & ParaCruz Operation

RECONVENE TO PUBLIC SESSION AT 11:42AM

General Counsel Sherman announced there were no reportable actions taken in today's closed session.

19 ADJOURNMENT

Chair Lind adjourned the meeting at 11:43AM

Respectfully submitted,

Gina Pye
Executive Assistant

Attachment B

*Santa Cruz Metropolitan
Transit District*



August 3, 2021

Ahmed Saba
Via email
RE: Metro Market – Lobby Closure

Dear Mr. Saba:

I am in receipt of your email to the METRO Board of Directors dated July 19, 2021. The purpose of this letter is to provide some background on pandemic related events that have impacted your business; refresh our recollection of METRO's assistance to its tenants; and to respond to the claims made by you in your email to the Board of Directors.

First, on behalf of METRO I want to thank you for being a loyal tenant at Pacific Station since you assumed the lease of the Metro Market space in December 2008. In recognition of this long-term relationship, METRO has strived to work with you as best as possible through the pandemic, which first hit in March 2020.

As you may recall, in response to state and county COVID-19 orders, METRO had to direct you to temporarily close your business effective 6:00pm on March 17, 2020. At some point thereafter METRO referred you to investigate possible state and federal assistance that might be available to assist small businesses in offsetting their loss of income resulting from the pandemic and nationwide business closures. In addition, METRO tried to do our part by charging you only a half-month rent for March 2020 and no rent for the months of April 2020 – September 2020. Additionally, METRO did not increase your rent (3.2 Periodic Cost-of-Living Adjustment) in June 2020 and in May of 2021, we negotiated a new five-year lease without increasing the Base Rent. METRO also offered you the opportunity to pay half your rent from August 2020 through December 2020, with the other half deferred into 2021. You declined this offer. I should also point out that when the pandemic hit you were also leasing separate space at the same facility for a business called Java Cruz. Following a brief attempt at reopening, on June 9, 2020 you notified METRO that you had decided "...to keep the coffee shop closed until things change." Later, you requested that METRO let you out of your lease, which was not scheduled to expire until September 2023. METRO agreed to allow you to terminate your lease early, effective August 7, 2020, and returned your deposit without any deductions or penalties for early cancellation.

As soon as businesses were allowed to partially reopen, METRO worked with you to find a solution that would provide public access to Metro Market given the continued and expected extended closure of the Transit Center lobby and restrooms. Following at least one unsuccessful attempt, METRO continued to work with you to come up with a solution that you accepted in late August 2020 in which you identified a "construction barrier" and you agreed to purchase and install this temporary barrier (fence) in the lobby at your expense. This solution allowed your customers to access your market from only the Pacific Avenue

Attachment B

*Santa Cruz Metropolitan
Transit District*



double doors, the same as today. According to one of your emails during this period, you accomplished this and you opened the market on September 14, 2020. As noted above, METRO did not restart your rent until October 2020.

METRO is not at this time planning to reopen the lobby to the public because the pandemic continues and is expected to continue into the indefinite future. The recent increase in COVID positives in our county and elsewhere serve to further support the need to be cautious in the reopening of our facilities. The most urgent need was the reopening of the restrooms, which have been closed since March 2020. The glass walls we installed help ensure that we can safely reopen the restrooms without inviting the opportunity for people to congregate. As you may be aware, METRO relocated the customer service ticket booth access from the lobby to an exterior window facing the bus lanes and we relocated the ticket vending machine from the lobby to the outside of the building. All of these safety precautions were intended to keep employees and customers safe by reducing the possibility of COVID transmission at the transit facility.

In your letter, you have asserted that "Metro Transit Section 5.2.6 Rules and Regulations/Common Area" provides you "...the non-exclusive right to...use the Common area...for pedestrian ingress, egress and access." In response, please allow me to point out that the lease does not include a requirement that METRO keep the Common Area open, especially when safety considerations require otherwise. If the Common Area were open, without question you would have the right to use it, as confirmed in section 5.2.6. However, the lobby is closed for safety reasons. This same section confirms the primary purpose of the premises is for transit services, and the primary duties of the landlord are to "operate transit services **safely**." In addition, the force majeure clause found in Section 20.1.4.1, expressly excuses any obligation that is made impossible or reasonably impracticable due to causes beyond the parties' control, such as a pandemic.

It is our greatest hope that the modifications we made to the facility that provided the opportunity for you to reopen will help you begin the journey towards business recovery, while at the same time protecting all who pass through this facility.

In closing, I was disappointed to hear that you rejected our offer to allow you to place a larger and more prominent sign on the entry overhead structure on Pacific Avenue. Further, you rejected our offer to provide you a display case near the bus lanes in which you could place a Metro Market sign and an arrow directing potential customers to the Pacific Avenue entrance. We also offered to have METRO's Marketing Director work with you to brainstorm Metro Market visibility ideas, including possible banners and a larger and more professional looking sandwich board. Again, you rejected this offer.

As we endeavor to do our part to help you succeed, these offers remain on the table. In addition, I would like to also offer that METRO is willing to consider sharing in the cost of the suggested new Pacific Avenue Metro Market signage. Further, I would like to offer to

Attachment B

*Santa Cruz Metropolitan
Transit District*



reimburse you for receipted expenses related to your purchase of the "constructions barrier." Upon reflection, METRO should have paid for that barrier.

I hope you will reconsider these generous offers. I look forward to hearing from you soon.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Clifford".

Alex Clifford, CEO
Santa Cruz Metropolitan Transit district

cc: METRO Board of Directors

DRAFT

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Attachment C



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES* SEPTEMBER 10, 2021 – 8:00AM MEETING HELD VIA TELECONFERENCE

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, September 10, 2021, via teleconference.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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

1 **CALL TO ORDER** at 8:05 AM by Chair Lind

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

Director Shebreh Kalantari-Johnson	City of Santa Cruz AR 8:07AM
Director Manu Koenig	County of Santa Cruz
Board Chair Donna Lind	City of Scotts Valley
Director Mike Rotkin	County of Santa Cruz

Julie Sherman

METRO General Counsel

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

Chuck Farmer

METRO CFO

Kristina Mihaylova

METRO Finance Deputy Director

3 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

Hearing none, Director Lind moved to the next agenda item.

4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Having none, Director Lind moved to the next agenda item.

5 **MONTHLY FINANCIAL UPDATE**

Kristina Mihaylova, Finance Deputy Director, spoke to the month ending June 30, 2021 presentation, representing financial status as of the end of FY21.

Director Rotkin asked the team to revise the “buckets” presentation slide to indicate the totals in each Operating Reserve bucket. Ms. Mihaylova said she will make that change; adding a more detailed explanation of each bucket will be provided at the Board of Directors (Board) meeting.

Attachment C

Chuck Farmer, CFO, added commentary to the month ending August 31, 2021 presentation, representing month to date financial status.

Committee members requested HR provide information regarding the current vacancies. Dawn Crummié, HR Director, responded: The current vacancies are 18 Operators, recruiting now. A television commercial is being developed to promote back-to-back recruitments. Other openings are down to 10; there were 12.

Sandi Woods, Project Manager, added commentary to the capital projects slides.

There were no public comments.

6 PENSION FOLLOW-UP DISCUSSION

Chuck Farmer, CFO, added commentary to the presentation, outlining future plans/options and historical bond/note issuances by METRO. Discussion among the assembly ensued regarding the expenses associated with issuing a bond. Mr. Farmer requested the Committee recommend the Board approve hiring various consultants to assist in the issuance of a bond on METRO's behalf.

Addressing Director Rotkin's inquiry regarding CalPERS' returns, Mr. Farmer highlighted the investment risks and returns.

Committee members agreed that it would be prudent to move as quickly as possible.

MOTION: MOTION TO RECOMMEND THE BOARD OF DIRECTORS APPROVE HIRING VARIOUS CONSULTANTS TO ASSIST IN THE ISSUANCE OF A BOND ON METRO'S BEHALF AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KOENIG

MOTION PASSED UNANIMOUSLY BY COMMITTEE MEMBERS KALANTARI-JOHNSON, KOENIG, LIND AND ROTKIN.

There were no public comments

7 CEO ORAL REPORT / COVID-19 UPDATE

In the absence of CEO Clifford, Margo Ross, COO, provided the following brief update:

There have been no COVID-19 positive test results for the past two weeks. METRO continues to test unvaccinated employees. We are working with legal counsel to fully understand the latest Biden administration ruling regarding vaccinated/testing employees.

There were no public comments.

8 ADJOURNMENT

Director Lind adjourned the meeting at 9:07AM.

Respectfully submitted,

Gina Pye

Executive Assistant

Attachment D



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES* SEPTEMBER 10, 2021 – 10:30AM MEETING HELD VIA TELECONFERENCE

A regular meeting of the Capital Projects Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, September 10, 2021, via teleconference.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 CALL TO ORDER** at 10:36PM by Director McPherson
- 2 ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Bruce McPherson
Director Donna Meyers
Director Larry Pageler

County of Santa Cruz
City of Santa Cruz
County of Santa Cruz

Julie Sherman

General Counsel

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

None

- 3 ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Having none, Director McPherson moved to the next agenda item.
- 4 ORAL AND WRITTEN COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE**
Having none, Director McPherson moved to the next agenda item.
- 5 RECOMMEND APPROVAL AUTHORIZING THE CEO TO EXECUTE A SOLE SOURCE CONTRACT WITH N/S BUS WASHER CORPORATION**
Director McPherson introduced the agenda item and solicited committee/public comment.

There was no public comment.

MOTION: MOTION TO RECOMMEND BOARD APPROVAL AUTHORIZING THE CEO TO EXECUTE A SOLE SOURCE CONTRACT WITH N/S BUS WASHER CORPORATION AS PRESENTED

MOTION: DIRECTOR MEYERS

SECOND: DIRECTOR PAGELER

Attachment D

Capital Projects Standing Committee Agenda
September 10, 2021
Page 2 of 2

Motion passed unanimously by Directors McPherson, Meyers and Pageler.

6 ADJOURNMENT

Director McPherson adjourned the meeting at 10:40AM.

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

Attachment E



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO) PERSONNEL/HR STANDING COMMITTEE MEETING MINUTES* SEPTEMBER 10, 2021 – 1:00PM MEETING HELD VIA TELECONFERENCE

A regular meeting of the Personnel/HR Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, September 10, 2021, via teleconference.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 **CALL TO ORDER** at 1:02PM by Director Lind.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Jimmy Dutra
Director Donna Lind, 2021 Board Chair
Director Bruce McPherson, 2021 Board Vice Chair
Director Kristen Petersen
Director Mike Rotkin, Immediate Past Board Chair

City of Watsonville *AR 1:05PM*
City of Scotts Valley
County of Santa Cruz
City of Capitola
County of Santa Cruz

Julie Sherman

METRO General Counsel

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

Dawn Crummié

METRO HR Director

- 3 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Having none, Director Lind moved to the next agenda item.
- 4 **ORAL AND WRITTEN COMMUNICATIONS TO THE PERSONNEL/HR STANDING COMMITTEE**
Having none, Director Lind moved to the next agenda item.
- 5 **REVIEW REQUEST FOR AUTHORIZATION AND FUNDING OF A REVENUE ACCOUNT PROGRAM MANAGER**
HR Director Crummié spoke to the agenda item emphasizing the new level of responsibility added to the position. In response to Director Dutra’s inquiry regarding union feedback, Ms. Crummié confirmed the union supports the proposal.

There was no public comment.

Attachment E

Personnel/HR Standing Committee Agenda
September 10, 2021
Page 2 of 2

MOTION TO RECOMMEND BOARD APPROVAL OF THE REVENUE ACCOUNT PROGRAM MANAGER AS PRESENTED

MOTION: DIRECTOR DUTRA

SECOND: DIRECTOR McPHERSON

**MOTION PASSED UNANIMOUSLY BY DIRECTORS PRESENT: DUTRA, LIND, McPHERSON
AND PETERSEN**

6 ADJOURNMENT

Director Lind adjourned the meeting at 1:11PM.

Respectfully submitted,

Gina Pye

Executive Assistant

DRAFT



DATE: September 24, 2021
TO: Board of Directors
FROM: Carolee Curtin, Interim Purchasing Manager
**SUBJECT: ACCEPT AND FILE THE QUARTERLY PROCUREMENT REPORT FOR
2ND QUARTER OF FY22**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Quarterly Procurement Report for the 2nd quarter of FY22

II. SUMMARY

- This staff report provides the Board of Directors (Board) with a Quarterly Procurement Report for the 2nd quarter of FY22, covering the months of October through December 2021.
- Each quarter staff will provide a Quarterly Procurement Report listing anticipated formal procurements within the upcoming quarter that are not being presented to the Board separately.

III. DISCUSSION/BACKGROUND

The purpose of this report is to provide the Board an opportunity to review and comment on upcoming formal procurements before they are ready for award.

Formal procurements are defined as construction valued at \$10,000 or more, and goods, materials and professional services valued at \$50,000 or more. Formal procurements related to major projects will be presented to the Board separately in stand-alone Staff Reports.

Attachment A details the regular formal procurements the Purchasing Department is planning on issuing during the 2nd quarter of FY22 (October through December 2021).

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

See Attachment A.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

N/A

VIII. ATTACHMENTS

Attachment A: FY22 2nd Quarter Anticipated Procurements Listing

Prepared by: Joan Jeffries, Purchasing Agent

IX. APPROVALS

Carolee Curtin, Interim Purchasing
Manager

Carolee Curtin

Approved as to fiscal impact:
Chuck Farmer, CFO

Chuck Farmer for CFO

Alex Clifford, CEO/General Manager

Alex Clifford

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Anticipated Procurement Listing

FY22: 2nd Quarter

Month Anticipated to be Issued	Description	Purpose	Department	Funding Source	Anticipated Value	Project No.
Expiring Reoccurring Professional Services Contracts						
November	Maintenance of LCNG Fueling Station	Preventative maintenance, annual testing, and on-call repair services for LCNG fueling station	Facilities Maintenance	Operating	\$ 750,000 (initial 3-year term)	n/a
One-Off Contracts						
October	Barriers, Sneeze Guards, and Installation Services	Additional protection against COVID-19 for drivers and passengers on buses	Fleet/Operations	FEMA-reimbursable	\$ 350,000	21-0002
November	Golf Club Parts Washers	To replace non-functional parts washers	Facilities Maintenance	FTA FY18 5339a + Capital Reserves	\$ 132,000	21-0004

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DATE: September 24, 2021

TO: Board of Directors

FROM: Chuck Farmer, Chief Financial Officer

SUBJECT: ACCEPT AND FILE THE FISCAL YEAR END MONTHLY BUDGET STATUS REPORTS FOR JUNE 30, 2021; AND ADOPTION OF THE PRELIMINARY SCHEDULE OF RESERVE ACCOUNT BALANCES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Monthly Financial Report as of June 30, 2021 and Adoption of the preliminary schedule of reserve account balances

II. SUMMARY OF ISSUES

- An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors (Board_ regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.
- This staff report is the web-accessible companion document to the attached Power Point presentation titled "Year to Date Financial Report as of June 30, 2021."
- The attached pre-audit monthly FY21 Operating Revenue and Expense reports (Attachment B), and FY21 Capital Budget spending report (Attachment C) represent the status of the FY21 Operating and Capital Budgets, as of June 30, 2021, the end of the fiscal year. The numbers presented in these reports are preliminary; and could change if there are any accounting adjustments, as per the final audit due later this calendar year.
- The Preliminary Schedule of Reserve Account Balances (Attachment D) is based on the pre-audit monthly operating revenue and expense reports (Attachment B), as well as the monthly capital budget report (Attachment C). In FY21 revenues exceeded expenses resulting in a favorable operating surplus of \$12,533K, some of which was budgeted and anticipated and will be transferred to the Bus Replacement (\$2,461K) and Operating & Capital Reserve Fund (\$254K). The preliminary reserve schedule reflects the following additional transfers of the remaining operating surplus:
 - \$2,000K to be transferred to the UAL/OPEB Fund
 - \$3,300K to be transferred to the Operating Sustainability Reserve Balance, as per Board policy
 - \$4,518K to be transferred to the COVID Recovery Fund

The balances provided in the Schedule of Reserve Account Balances are preliminary pending completion of the financial audit later this calendar year. If the Schedule of Reserve Account Balances change significantly following the final audit, it will be brought back to the Board.

- The final audited financial statements will be presented to the Board at the conclusion of the audit.
- Staff recommends that the Board accept and file the attached year-end budget status reports as of fiscal year end June 30, 2021 and adopt the preliminary schedule of reserve account balances.
- This report is required per Board Bylaws Article 16.01(e) and Public Utility Code (PUC) § 98145, to be presented to the Board within 90 days from the end of each fiscal year.

III. DISCUSSION/BACKGROUND

An analysis of METRO’s budget status is prepared monthly in order to inform the Board of Directors regarding METRO’s actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue and expense reports represent the preliminary status (unaudited) of METRO’s FY21 fiscal year-end budget as of June 30, 2021. The fiscal year has elapsed 100%

A. Operating Revenue and Expenses

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of June 30, 2021 (Attachment A).

Slide 1

(Cover) Year to Date Financial Report as of June 30, 2021

Slide 2

(Cover) FY21 Pre-Audit Financials

Slide 3

FY21 Operating Revenue and Expenses Year to Date as of June 30, 2021

- Operating Revenues, net favorable by \$4,252K
 - Passenger Fares – actual is \$4,899K while budget is \$10,255K; variance to budget is unfavorable by \$5,356K primarily due to reduced ridership across all categories as a result of the COVID-19 pandemic along with a six month reduction of fares from March through September.

- Sales Tax/including Measure D – actual is \$28,707K while budget is \$25,889K; variance to budget is favorable by \$2,818K due to higher than anticipated receipts sales
- Federal/State Grants – net unfavorable by \$1,702K
 - TDA – actual is \$7,097K while budget is \$7,629K; variance to budget is unfavorable by \$532K, due to the slow recovery of diesel fuel tax during the pandemic.
 - Federal Op Assistance – actual is \$4,772K while budget is \$4,775K; variance to budget is unfavorable by \$3K
 - STA – Op Assistance – actual is \$3,425K while budget is \$4,494K; variance to budget is unfavorable by \$1,069K primarily due to slow recovery of diesel fuel tax received at the state level
 - STIC – Op Assistance – actual and budget are both \$2,703K, there is no variance
 - Fuel Tax Credit – actual is \$254K while budget is \$351K; variance to budget is unfavorable by \$97K
- COVID Relief Assistance – net favorable by \$8,931K
 - CARES Acts (COVID) FTA 5307/5311 – actual is \$2,634K related to the final reimbursements for operating expenses incurred in July and August 2021 which was not budgeted in FY21
 - CRRSAA (COVID) FTA 5307 – actual is \$6,297K related to drawdowns from the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 which was not budgeted in FY21
- Other Revenue – actual is \$729K while budget is \$1,168K; variance to budget is unfavorable by \$439K primarily due to reduced Advertising and lost rental revenues as a result of the pandemic, partially offset by Other Non-Transportation Revenues related to the CSAC-EIA Dental Dividend for 2021 in the amount of \$88K, and a contract with Apple, Inc. for the lease of parking spaces at the Scotts Valley Transit Center.
- Operating Revenue Variances, by line item, are provided in more detail (amounts and percentages) in Attachment B
- Operating Expenses, net favorable by \$6,016K
 - Labor, Regular – actual is \$15,928K while budget is \$18,752K; variance to budget is favorable by \$2,824K due to vacant funded positions along with extended unpaid leaves of absence

- Labor, OT – actual is \$946K while budget is \$1,558K; variance to budget is favorable by \$612K primarily due to significant reduction in overtime across the agency
- Fringe Benefits – actual is \$23,171K (*of which \$4,782K is the total Retirement Expense YTD which includes the prepayment of the CalPERS UAL of \$4,434K in FY21, which resulted in savings of \$153K*) while budget is \$25,056K; variance to budget is favorable by \$1,885K primarily due to reduced retirement and medical insurance costs as a result of vacant funded positions
- Non-Personnel – net favorable by \$695K
 - Services – actual is \$3,916K while budget is \$3,811K; variance to budget is unfavorable by \$105K primarily due to spending on Temporary Help (to back fill vacant positions), increased spending on Repairs (Building Improvements, Equipment, Non-revenue vehicles); partially offset by lower than anticipated spending for Professional & Tech fees, Admin & Bank fees, and Repairs to Revenue Vehicles.
 - Mobile Materials & Supplies – actual is \$2,175K while budget is \$2,856K; variance to budget is favorable by \$681K primarily due to lower spending on Fuels & Lube Revenue Vehicles
 - Other Expenses – actual is \$2,847K while budget is \$2,966K; variance to budget is favorable by \$119K, primarily due to decreased utilities costs interest expense, employee training, and travel; these decreases are partially offset by expenses related to COVID-19 safety protocols.
- Operating Expense Variances, by line item, are discussed in more details (amounts and percentages) in Attachment B.
- Transfers, net favorable by \$10,268K
 - Transfer to Capital Budget (2016 Net Sales Tax Measure D and STA) – actual is \$2,461K while budget is \$2,265K, variance is favorable by \$196K due to higher than anticipated Measure D Sales Tax
 - Transfer to UAL & OPEB – actual is \$2,000K, while budget was \$0
 - Transfer to Operations Sustainability Reserve Fund – actual is \$3,300K, while budget was \$0
 - Transfer to Operating & Capital Reserve Fund – actual is \$254K, while budget is \$0
 - Transfer COVID Recovery Fund – actual is \$4,518K while budget is \$0. This is consistent with the commitment by METRO to reinvest the funds into the FY22 and future Operating Budgets to sustain services to the greatest extent possible during the economic recovery or until these funds

are exhausted. The source of the funding transferred to the COVID Reserves is comprised of METRO's 1979 Local Sales Tax and 2016 Measure D Sales Tax, TDA-STA, TDA-LTF, and Farebox Revenues, as presented to the Board on June 25, 2021

- Operating Balance is \$0

Slide 4

FY21 Capital Budget Spending Year to Date as of June 30, 2021

- Total Capital Projects spending year to date is \$6,350K, or 22.9%, of \$27,789K budget
 - Construction Related Projects spending is \$171K for the following projects:
 - New METRO-owned ParaCruz facility
 - Pacific Station/METRO Center redevelopment, conceptual design
 - Facilities Repair & Improvements spending is \$868K for the following projects:
 - Maintenance facility roof replacement – project completed
 - Maintenance facility exterior painting
 - Maintenance yard security/access control – project completed
 - Maintenance yard expanded parking
 - Fuel management system – project completed
 - Bus stop improvements
 - Golf Club Drive fire egress – project completed
 - Awning at fueling station
 - Asphalt Repair – Pacific Station
 - Watsonville Bus Shelter
 - Revenue Vehicle Replacement & Campaigns spending is \$594K for the following projects:
 - Principal lease payment on three new Flyer replacement buses
 - AVL/ITS
 - Completion of cameras on six buses
 - ParaCruz replacement vans (3) – project complete

- Revenue Vehicle Replacement Electrification Projects spending is \$4,405K for the following projects:
 - ZEB deployment and fleet planning
 - FY18 STIP – 2 ZEBs, 2 Electric Buses (Watsonville Circulator & Service) – project complete
 - Bus wraps
- Non-Revenue vehicle replacement spending is \$1K
 - Replace custodial support vehicle
 - Bus yard scrubber/sweeper
- Fleet & Maintenance Equipment spending is \$8K for the following project:
 - Transmission Jack – VTA Gillig buses
- Miscellaneous spending is \$303K for the following projects:
 - Laptops for Marketing
 - WTC Server and security cameras (3 new, 3 replacement)
 - Four folding machines
 - Four METRO ParaCruz cameras
 - Vapor compressor replacement @ fueling station – project completed
 - Furniture for Customer Service
 - Security Radios
 - Zoom System for Santa Cruz Conference Room
 - Hardware for Bus Stop redesign

Slide 5

FY21 Capital Budget Spending Year to Date (by Funding Source) as of June 30, 2021

- Total Capital Spending year to date is \$6,350K; FY21 budget is \$27,789K
 - Low Carbon Transit Operations Program (LCTOP) spending is \$1,518K
 - Transfers from Operating Budget (Measure D) spending is \$1,066K
 - Local Partnership Program (LPP) spending is \$786K
 - State Transportation Improvement Plan (STIP) spending is \$778K
 - Federal Capital Grants (FTA) spending is \$778K
 - Operating and Capital Reserve Fund spending is \$653K

- State – PTMISEA (1B) spending is \$357K
- STA – SB1 spending is \$212K
- Surface Transportation Block Grant (STBG) spending is \$200K
- State Transit Assistance (STA) Prior Years spending is \$1K

B. Non-Operating Expenses

- Non-cash accounting entries will be included as part of the annual Audited Financial Statements, although they are not presented in these financial reports. Non-operating expenses are non-cash accounting entries that Santa Cruz METRO is required to record.
 - Incurred but not Reported (IBNR) Worker’s Compensation Losses – In accordance with Governmental Accounting Standards Board (GASB) Statement #10, the annual accounting entry for the workers’ compensation IBNR was an increase of \$114,428. GASB Statement #10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and estimated unreported worker’s compensation claims.
 - “Other post-employment benefits” (OPEB) Cost – GASB 75 – (replaced GASB 45) - In accordance with GASB Statement #75 the net effect of the annual accounting entry was \$5,666,924 in additional OPEB expenses for retiree medical benefits. Briefly, benefits include subsidized medical, dental, vision and life insurance coverage for eligible retirees.
 - Net Pension Liability – GASB 68 - Santa Cruz METRO implemented GASB 68 in FY15 and is now required to recognize a pension liability on the financial statements. The effect of the annual accounting entry was a \$1,360,717 increase to retirement expenses.
 - Annual Depreciation of grant and district funded capital assets will be included as part of the annual Audited Financial Statements; effective with the FY18 financial close, grant funded depreciation is now combined with district funded depreciation to comply with GASB Statement No. 33.

The non-cash accounting entries are all required and therefore will be incorporated into the annual Audited Financial Statements; they are not included in the reports presented here.

C. Schedule of Reserve Account Balances

Reporting of Fund Balances (defined as the excess of assets over liabilities) is guided by complying with Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. GASB 54 defines five separate components of Fund balance, each of which identifies the extent to which

METRO is bound to honor constraints on the specific purposes for which amounts can be spent:

- **Nonspendable** fund balance (not in spendable form such as inventories, prepaids, long-term receivables, or non-financial assets held for resale).
- **Restricted** fund balance (extremely enforceable limitations on use such as debt covenants, grantors, contributors, or laws and regulations of other governments).
- **Committed** fund balance (constrained to specific purposes by a formal action of the Board, such as an ordinance, resolution, or policy).
- **Assigned** fund balance (limited to the Board's intent to be used for a specific purpose, but not Restricted or Committed).
- **Unassigned** fund balance (residual net resources, either positive or negative, in excess of the other four fund balance components). Unassigned amounts are available for any purpose with Board approval.

All of METRO's Reserve Funds, with the exception of the Bus Replacement Fund which is funded from Measure D Sales Tax and STA-SGR Grants, are funded with surplus or "carryover" of unrestricted operating funds.

Adequate Reserve Funds are built over time. The goal of maintaining adequate reserves is to ensure that there are appropriate levels of working capital in the Reserve Funds for unanticipated situations such as a sudden increase in expenses, significant one-time unbudgeted expenses, unanticipated loss in funding, economic downturns, or uninsured losses, and to ensure continuity of service.

Reserve Funds may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as payment of grant funded expenses prior to being reimbursed by the awarding grant entity, matching dollars for grants, capital and operating expenditures that might not otherwise have a grant funding source or qualify for grant funding.

Balances in the various Reserve categories are aligned with METRO Reserve Fund policy (revised and adopted by the Board on Nov 15, 2019).

Slide 6

The Preliminary Schedule of Reserve Account Balances is based on the pre-audit monthly operating revenue and expense reports, as well as the monthly capital budget report. In FY21 revenues exceeded expenses resulting in a favorable operating surplus of \$12,533K, some of which was budgeted and anticipated and will be transferred to the Bus Replacement (\$2,461K) and Operating & Capital Reserve Fund (\$254K), as per prior Board adopted commitments. The preliminary reserve schedule reflects the following additional transfers of the remaining operating surplus:

- \$2,000K to be transferred to the UAL/OPEB Fund
- \$3,300K to be transferred to the Operating Sustainability Reserve Balance

- \$4,518K to be transferred to the COVID Recovery Fund

Additionally, at fiscal year-end the following transfers are necessary between the Operating and Capital Reserve Fund and the Workers' Compensation and Liability Insurance Reserve Funds, as required by GASB#10 in order to align their balances with actuarial valuations and minimum target balances:

- \$114K transfer to the Workers' Compensation Reserve Fund
- (\$70K) transfer (from) the Liability Insurance Reserve Fund

An overview of the Reserves Funds as of 06/30/2021 is provided below:

- **Workers' Compensation Reserve Fund**
 - Classified as a committed fund balance; GASB#10 requires METRO to accrue a liability on its financial statements for the ultimate costs of claims and expenses associated with all reported and unreported workers' compensation claims.
 - Target minimum amount are based on a bi-annual study of potential liability areas and risk. The long-term portion of the worker's compensation liability as of 06/30/2021 is \$2.3M (estimate) as per Actuarial Review of the Self-Insured Workers' Compensation Program report dated April 12, 2019. In FY21, \$114K is transferred from the Operating and Capital Reserve Fund to the Workers' Compensation Reserve Fund to align the year-end balance with the actuarial valuation.
 - Workers' Compensation Reserve Fund estimated balance is \$2.3M and is fully funded
 - Should not be used for recurring expenses
- **Liability Insurance Reserve Fund**
 - Classified as a committed fund balance and required by GASB#10
 - Target minimum amount will be calculated annually based on the 5- year rolling average of outstanding claims at fiscal year-end. The minimum balance in the reserve account is equal to the Self – Insured Retention (SIR) of \$250K each for the liability and physical damage claims program (CalTIP) and the employment practices liability (EPL) program plus the 5-year rolling average of outstanding claims at year end (\$143K, at the end of FY21). In FY21, \$70K is transferred back to the Operating Capital Reserve Fund from the Liability Insurance Reserve Fund to align the year-end balance with the target minimum amount, calculated at year-end.
 - Liability Insurance Reserve Fund target balance is \$0.6M and is fully funded
 - Should not be used for recurring expenses

- **Operations Sustainability Reserve Fund**
 - Classified as a committed fund balance
 - Sometimes referred to as the “rainy day fund”.
 - Target minimum is equal to three months of average operating expenses for the most current fiscal year’s budget, as per most recent changes to the Reserve Fund Policy, approved by the Board on November 15, 2019. Additionally, the Operations Sustainability Reserve Fund shall be fully funded within three years of the adoption of the policy (November 15, 2019), or by the end of FY22.
 - Operations Sustainability Reserve Fund balance is \$10.8M (after the proposed transfer of \$3.3M of operating surplus funds), in accordance with the Board adopted commitment to fully fund the reserve fund within three years of the adopted revisions to the Reserves Policy in November 2019. Estimated target balance is \$14.2M and will be adjusted annually through the budget process. It is anticipated that the target will be met at the end of FY22.
 - Should not be used for recurring expenses
- **Cash Flow Reserve Fund**
 - Classified as a committed fund balance
 - The Cash Flow Reserve Fund balance is \$3M and is fully funded.
 - Target minimum amount will be set annually through the budget process, and is calculated based on a review of all current reimbursable grants, a revenue flow analysis, and invoice payments.
- **Operating and Capital Reserve Fund**
 - Classified as an unassigned fund balance
 - Funded by carryover, alternative fuel tax credits, excess sales tax revenue, and other fungible revenues
 - Operating and Capital Reserve Fund estimated balance is \$2.0M and has no target minimum. The estimated balance reflects actual spending for capital purchases in FY21 and required transfers to and (from) the Workers’ Compensation and Liability Insurance Reserve Funds, as well as FY22 Capital Budget commitments.
 - This fund would be a source for various Capital purchases and for use as local match for State and Federal grants
 - Should not be used for recurring expenses

- **UAL & OPEB Fund – New and not currently included in the Reserve Fund Policy**
 - Classified as a committed fund balance
 - Used to pay down the CalPERS Unfunded Accrued Liability and OPEB
 - UAL & OPEB Fund balance is \$2M and has no target minimum
 - Minimum annual allocation of \$2M, as per Board adopted commitment (with the adoption of the FY20 Budget on June 28, 2019) to initiate transfers of dedicated amounts to address the large and growing UAL and OPEB liabilities. Transfers were delayed due to the anticipated impact of the labor negotiations and resulting budget overages, as well as the COVID pandemic in 2020.

- **Bus Replacement Fund – New and not currently included in the Reserve Fund Policy**
 - Classified as an assigned fund balance
 - Consistent with FY18 Capital Budget funding strategy adopted by the Board that results in a minimum \$3M annual commitment funded by:
 - Measure D 2016 Net Sales Tax – transfer from Operating budget
 - STA-SB1 – transfer from Operating budget
 - STA-SGR – paid directly to the Capital Budget
 - Provides funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles and maintain assets in a state of good repair
 - Bus Replacement Fund estimated balance is \$11.2M with \$1.6M uncommitted for use in FY22
 - The uncommitted balance reflects funds available for use in FY22 after actual FY21 capital spending, as well as FY22 Capital budget commitments and budget transfers to the fund.
 - Unspent Measure D and STA-SGR funds will ‘accumulate’ in the Bus Replacement Fund until they are allocated to specific projects and spent on new replacement buses and vans
 - No target minimum amount designated
 - Should not be used for recurring expenses

- **COVID Recovery Fund – New and not currently included in the Reserve Fund Policy**
 - Classified as an unassigned fund balance

- METRO will reinvest the funds into future Operating budgets to sustain services to the greatest extent possible during the economic recovery, or until funds are exhausted, as per Board adopted policy statement regarding FY20 carryover to the FY21 and FY22 Operating Budget (adopted on June 26, 2020).
- Source of funds is carryover comprised of METRO's 1979 Local Sales Tax, TDA-STA, TDA-LTF and Farebox revenues. Excludes impact from additional COVID related reimbursements.
- COVID Recovery Fund balance is \$22.6M (after the proposed transfer of \$4.5M of operating surplus funds)
- No target minimum amount designated

Staff recommends that the Board accept and adopt the:

- Year to Date Monthly Financial Report as of June 30, 2021 Presentation (Attachment A)
- FY21 Operating Revenue & Expenses Year to Date as of 06/30/21 (Attachment B)
- FY21 Capital Budget Report for the month ending 06/30/21 (Attachment C)
- FY21 Preliminary Schedule of Reserve Account Balances (Attachment D)

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO's Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contributed to higher than anticipated funds available for transfer.

VI. CHANGES FROM COMMITTEE

Some of the preliminary numbers were minimally adjusted due to year-end related entries. Numbers presented in these reports are preliminary, and could change if there are any accounting adjustments, as per the final audit later this calendar year.

VII. ALTERNATIVES CONSIDERED

The Board could choose to not accept this report although that is not recommended. This report is required per the Board Bylaws Article 16.01(e) and

Public Utility Code (PUC) § 98145, to be presented to the Board within 90 days from the end of each fiscal year.

VIII. ATTACHMENTS

- Attachment A:** Year to Date Monthly Financial Report as of June 30, 2021
- Attachment B:** FY21 Operating Revenue and Expenses, for the month and year ending 06/30/21
- Attachment C:** FY21 Capital Budget, for the month and year ending 06/30/21
- Attachment D:** FY21 Preliminary Schedule of Reserve Account Balances

Prepared By: Cathy Downes, Sr. Financial Analyst

IX. APPROVALS:

Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer



Alex Clifford, CEO/General Manager





Year to Date Financial Report as of June 30, 2021

Board of Directors
September 24, 2021

Chuck Farmer, Chief Financial Officer

FY21 Pre-Audit Financials

FY21 Operating Revenue and Expenses

YTD June 30, 2021

	Actual	Budget	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 4,899	\$ 10,255	\$ (5,356)
Sales Tax/including Measure D	28,707	25,889	2,818
Federal/State Grants	18,250	19,952	(1,702)
COVID Relief Grants	8,931	-	8,931
All Other	729	1,168	(439)
Total Revenue	\$ 61,516	\$ 57,264	\$ 4,252
Operating Expense			
Labor - Regular	\$ 15,928	\$ 18,752	\$ 2,824
Labor - OT	946	1,558	612
Fringe	23,171	25,056	1,885
Non-Personnel	8,938	9,633	695
Total OpEx	\$ 48,983	\$ 54,999	\$ 6,016
Operating Surplus/(Deficit) before Transfers	\$ 12,533	\$ 2,265	\$ 10,268
Transfers			
Bus Replacement Fund*	\$ (2,461)	\$ (2,265)	\$ 196
SAJ/OPEB Fund	(2,000)	-	2,000
Operating & Capital Reserve Fund	(254)		254
Operations Sustainability Reserve Fund	(3,300)		3,300
COVID Recovery Fund	(4,518)		4,518
Operating Surplus/(Deficit) after Transfers	-	-	-

- Preliminary pre-audit year end financials
- Revenues favorable due to higher Sales Tax revenues and unbudgeted COVID related grants
- Actuals include \$8.9M drawdown of CARES/CRRSAA funds
- Expenses favorable due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence
- Bus Replacement Fund favorable due to higher than expected Measure D sales tax
- Changes from last month
 - \$2,056K increase to Revenue – Sales Tax true up, Cabrillo payment, STA Grant
 - \$7K increase to Expenses

* Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax (\$2.3M) and STA-SGR (\$0.7M)

FY21 Capital Budget Spend

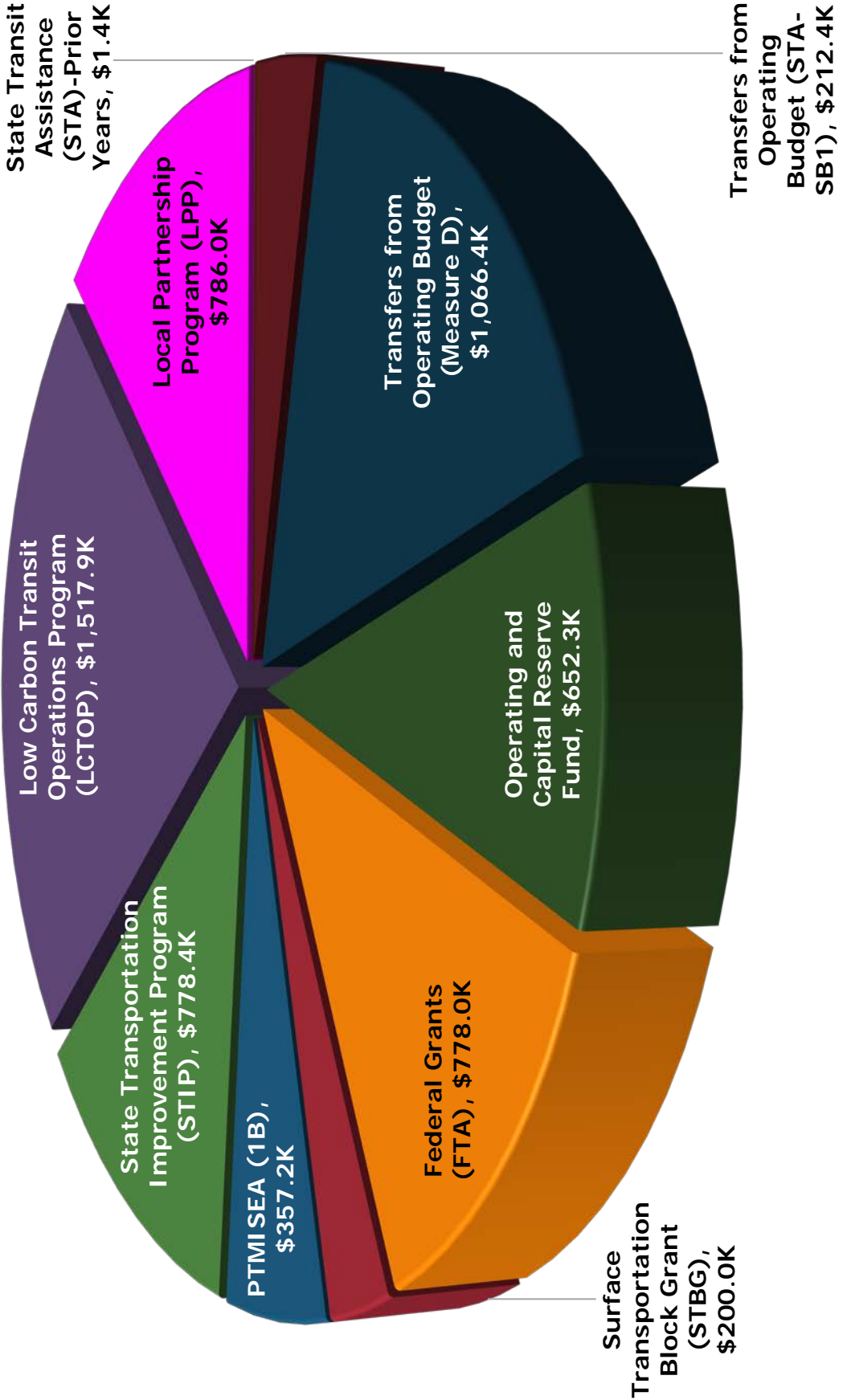
Project Category:	Full Year Spending*	Full Year Budget	% Spend
Construction Related Projects	\$ 171	\$ 4,434	3.9%
IT Projects	-	800	0.0%
Facilities Repair & Improvements	868	2,487	34.9%
Revenue Vehicle Replacement	594	8,954	6.6%
Revenue Vehicle Electrification Projects	4,405	10,170	43.3%
Non-Revenue Vehicle Replacement	1	254	0.6%
Fleet & Maintenance Equipment	8	133	5.8%
Misc.	303	558	54.3%
Total	\$ 6,350	\$ 27,789	22.9%

A few key projects that were completed in FY21

- 4 Proterra electric buses accepted, will be put into service Fall 2021
- 3 ParaCruz vans put into service in June 2021
- Maintenance Facility roof replacement and access control
- Golf Club Dr. fire egress
- Fuel management system
- Vapor compressor system

FY21 Capital Portfolio Spending by Funding

Source* \$6,350K



\$2.3M



Fully Funded

\$0.6M



Fully Funded

\$10.8M



80% Funded

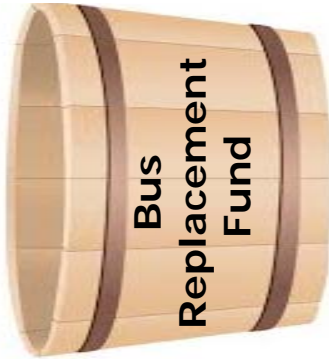
\$3.0M



Fully Funded

No minimum Balances for these Funds

\$1.6M



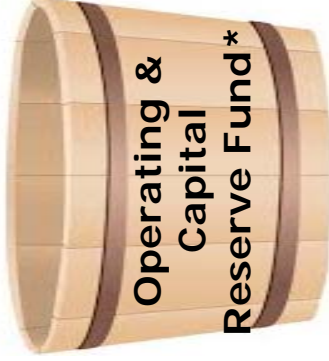
\$2.0M



\$22.6M



\$2.0M



9.4A.Att A.6

*Balances in the various Reserve categories are aligned with METRO Reserve Fund policy (revised and adopted by the Board on Nov 15, 2019)
 Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax and STA-SGR, uncommitted balance shown
 UAL & OPEB – Minimum \$2M annual commitment

Questions?

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Attachment B



FY21

Operating Revenue & Expenses Year to Date as of June 30, 2021

	Year to Date				YTD Year Over Year Comparison				
	Actual		Budget		Actual		FY20		% Var
	\$	%	\$	%	\$	%	\$ Var		
Revenue:									
Passenger Fares	\$ 4,898,901		\$ 10,254,772		\$ (5,355,871)		\$ 7,733,702		-52%
Other Revenue	\$ 728,715		\$ 962,950		\$ (234,235)		\$ 1,041,108		-24%
Sales Tax Revenue	\$ 24,836,116		\$ 22,388,476		\$ 2,447,640		\$ 21,587,491		11%
Sales Tax Revenue Measure D	\$ 3,871,334		\$ 3,500,617		\$ 370,717		\$ 3,376,695		11%
Transp Dev Act (TDA) - Op Asst	\$ 7,096,904		\$ 7,628,850		\$ (531,946)		\$ 7,930,060		-7%
Federal Op Assistance	\$ 4,771,732		\$ 4,774,696		\$ (2,964)		\$ 4,623,379		0%
COVID (FTA 5307/5311)	\$ 8,930,901		\$ -		\$ 8,930,901		\$ 18,511,226		100%
Other Op Assistance/Funding	\$ -		\$ 205,000		\$ (205,000)		\$ -		-100%
STA - Op Assistance	\$ 3,425,215		\$ 4,494,411		\$ (1,069,196)		\$ 4,346,687		-24%
STIC - Op Assistance	\$ 2,702,626		\$ 2,702,626		\$ -		\$ 2,619,113		0%
Fuel Tax Credit	\$ 253,765		\$ 351,000		\$ (97,235)		\$ 826,532		-28%
Total Revenue	\$ 61,516,209		\$ 57,263,398		\$ 4,252,811		\$ 72,595,993		7%
Expenses:									
Labor - Regular	\$ 15,928,354		\$ 18,751,562		\$ (2,823,208)		\$ 15,874,885		-15%
Labor - Overtime	\$ 945,890		\$ 1,557,536		\$ (611,645)		\$ 2,804,026		-39%
Fringe Benefits	\$ 23,171,009		\$ 25,056,231		\$ (1,885,223)		\$ 23,655,751		-8%
Services	\$ 3,915,844		\$ 3,810,626		\$ 105,217		\$ 4,021,857		3%
Mobile Materials & Supplies	\$ 2,175,392		\$ 2,856,000		\$ (680,608)		\$ 2,519,540		-24%
Other Materials & Supplies	\$ 813,367		\$ 461,090		\$ 352,277		\$ 617,188		76%
Utilities	\$ 583,357		\$ 649,000		\$ (65,643)		\$ 597,599		-10%
Casualty & Liability	\$ 912,302		\$ 1,004,607		\$ (92,305)		\$ 800,601		-9%
Taxes	\$ 41,634		\$ 60,000		\$ (18,366)		\$ 44,249		-31%
Purchased Transportation	\$ -		\$ -		\$ -		\$ -		0%
Miscellaneous	\$ 217,099		\$ 391,443		\$ (174,344)		\$ 251,477		-45%
Interest Expense	\$ 24,346		\$ 174,346		\$ (150,000)		\$ 32,097		-86%
Leases & Rentals	\$ 254,620		\$ 225,970		\$ 28,650		\$ 221,587		13%
Total Expenses	\$ 48,983,216		\$ 54,998,411		\$ (6,015,195)		\$ 51,440,857		-11%
Transfers:									
Transfers to Operating & Capital Reserves	\$ (2,714,761)		\$ (2,264,987)		\$ (449,774)		\$ (2,277,191)		20%
Transfer to Operations Sustainability Reserve Fund	\$ (3,300,000)		\$ -		\$ (3,300,000)		\$ (826,532)		100%
Transfer to UAL/OPEB	\$ (2,000,000)		\$ -		\$ (2,000,000)		\$ (826,532)		100%
Total Transfers	\$ (8,014,761)		\$ (2,264,987)		\$ (5,749,774)		\$ (3,930,256)		254%
Operating Surplus/(Deficit)	\$ 4,518,232		\$ -		\$ 4,518,232		\$ 17,224,880		100%
Transfers (to) / from COVID Reserve Fund	\$ (4,518,232)		\$ -		\$ (4,518,232)		\$ (18,051,412)		100%
Operating Balance	\$ -		\$ -		\$ -		\$ (826,532)		0%
							\$ 826,532		-100%

Attachment B



FY21
Operating Revenue
Year to Date as of June 30, 2021
 Percent of Year Elapsed 100.0%

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	\$ Var	% Var
100%									
Passenger Fares									
Passenger Fares	\$ 55,755	\$ 156,387	-64%	\$ 856,879	\$ 2,371,000	-64%	\$ 1,853,675	\$ (996,797)	-54%
Paratransit Fares	\$ 9,399	\$ 21,791	-57%	\$ 114,807	\$ 291,566	-61%	\$ 217,664	\$ (102,857)	-47%
Cruz On-Demand Fares	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Special Transit Fares - Contract	\$ 392,040	\$ 465,400	-16%	\$ 3,190,854	\$ 5,584,803	-43%	\$ 4,059,315	\$ (868,461)	-21%
Highway 17 Fares	\$ 18,319	\$ 115,162	-84%	\$ 204,022	\$ 1,489,600	-86%	\$ 1,068,136	\$ (864,114)	-81%
Highway 17 Payment	\$ 44,920	\$ 41,477	8%	\$ 532,339	\$ 517,803	3%	\$ 534,911	\$ (2,572)	0%
Subtotal Passenger Revenue	\$ 520,434	\$ 800,217	-35%	\$ 4,898,901	\$ 10,254,772	-52%	\$ 7,733,702	\$ (2,834,800)	-37%
Other Revenue									
Commissions	\$ -	\$ 208	-100%	\$ 512	\$ 2,500	-80%	\$ 1,509	\$ (996)	-66%
Advertising Income	\$ 6,828	\$ 28,646	-76%	\$ 109,335	\$ 343,750	-68%	\$ 195,532	\$ (86,197)	-44%
Rent Income - SC Pacific Station	\$ 3,837	\$ 9,983	-62%	\$ 34,832	\$ 119,795	-71%	\$ 84,621	\$ (49,789)	-59%
Rent Income - Watsonville TC	\$ 2,514	\$ 3,767	-33%	\$ 25,982	\$ 45,205	-43%	\$ 35,945	\$ (9,953)	-28%
Rent Income - Scotts Valley	\$ -	\$ -	0%	\$ 2,200	\$ 2,200	100%	\$ -	\$ 2,200	100%
Interest Income	\$ 19,591	\$ 22,917	-15%	\$ 260,806	\$ 275,000	-5%	\$ 456,082	\$ (195,275)	-43%
Other Non-Transp Revenue	\$ 12,084	\$ 14,725	-18%	\$ 295,038	\$ 176,700	67%	\$ 267,420	\$ 27,618	10%
Subtotal Other Revenue	\$ 44,855	\$ 80,246	-44%	\$ 728,715	\$ 962,950	-24%	\$ 1,041,108	\$ (312,394)	-30%
Sales Tax Revenue									
1979 Gross Sales Tax (1/2 cent)	\$ 2,973,526	\$ 1,848,168	61%	\$ 24,836,116	\$ 22,388,476	11%	\$ 21,587,491	\$ 3,248,625	15%
2016 Net Sales Tax (Measure D)	\$ 465,630	\$ 296,778	57%	\$ 3,871,334	\$ 3,500,617	11%	\$ 3,376,695	\$ 494,639	15%
Subtotal Sales Tax Revenue	\$ 3,439,156	\$ 2,144,945	60%	\$ 28,707,450	\$ 25,889,093	11%	\$ 24,964,186	\$ 3,743,264	15%
Transp Dev Act (TDA) - Op Asst									
Subtotal TDA Op Assistance	\$ 2,368,413	\$ 1,907,213	24%	\$ 7,096,904	\$ 7,628,850	-7%	\$ 7,930,060	\$ (833,156)	-11%
Federal Op Assistance									
FTA Sec 5307 - Op Asst	\$ -	\$ -	0%	\$ 4,579,386	\$ 4,582,912	0%	\$ 4,441,297	\$ 138,089	3%
FTA Sec 5307 - Op Asst CARES/CRRSAA Act	\$ 6,297,033	\$ -	100%	\$ 8,546,655	\$ -	100%	\$ 18,310,795	\$ (9,764,140)	-53%
FTA Sec 5311 - Rural Op Asst	\$ 191,234	\$ 191,234	0%	\$ 191,234	\$ 191,234	0%	\$ 180,962	\$ 10,272	6%
FTA Sec 5311 - Rural Op Asst CARES Act	\$ 384,246	\$ -	100%	\$ 384,246	\$ -	100%	\$ 200,431	\$ 183,815	92%
Medicare Subsidy	\$ 60	\$ 550	-89%	\$ 1,112	\$ 550	102%	\$ 1,120	\$ (7)	-1%
Subtotal Federal Op Assistance	\$ 6,872,573	\$ 191,784	3483%	\$ 13,702,633	\$ 4,774,696	187%	\$ 23,134,605	\$ (9,431,971)	-41%
Other Op Assistance/Funding									
AMBAG Funding (FTA 5304)	\$ -	\$ 17,083	-100%	\$ -	\$ 205,000	-100%	\$ -	\$ -	0%
LCTOP Grant	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
Subtotal Other Op Assistance/Funding	\$ -	\$ 17,083	-100%	\$ -	\$ 205,000	-100%	\$ -	\$ -	0%
STA - Op Assistance	\$ 883,726	\$ 2,247,206	-61%	\$ 3,425,215	\$ 4,494,411	-24%	\$ 4,346,687	\$ (921,472)	-21%
STIC - Op Assistance	\$ -	\$ -	0%	\$ 2,702,626	\$ 2,702,626	0%	\$ 2,619,113	\$ 83,513	3%
Fuel Tax Credit	\$ 128,174	\$ 100,839	27%	\$ 253,765	\$ 351,000	-28%	\$ 828,532	\$ (572,767)	-69%
Total Revenue	\$ 14,257,330	\$ 7,489,533	90%	\$ 61,516,209	\$ 57,263,398	7%	\$ 72,595,993	\$ (11,079,784)	-15%



FY21
Operating Revenue
Year to Date as of June 30, 2021
 Percent of Year Elapsed 100.0%

	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	\$ Var	% Var
Transfers to Capital Budget									
Transfers to Capital Budget (2016 Net Sales Tax Measure D)	\$ (348,102)	\$ (174,190)	100%	\$ (2,460,996)	\$ (2,090,279)	18%	\$ (2,064,437)	\$ (396,559)	19%
Transfers to Capital Budget (TDA - STA - Operating, includes SB1)	\$ -	\$ (174,708)	-100%	\$ -	\$ (174,708)	-100%	\$ (212,754)	\$ 212,754	-100%
<i>Subtotal Transfers to Capital Budget</i>	\$ (348,102)	\$ (348,898)	0%	\$ (2,460,996)	\$ (2,264,987)	9%	\$ (2,277,191)	\$ (183,805)	8%
Transfers to Operating and Capital Reserve Fund									
Transfers to Operating and Capital Reserve Fund (Fuel Tax Credit)	\$ (253,765)	\$ -	100%	\$ (253,765)	\$ -	100%	\$ (826,532)	\$ 572,767	-69%
Transfer to Operations Sustainability Reserve Fund	\$ (3,300,000)	\$ -	100%	\$ (3,300,000)	\$ -	100%	\$ -	\$ (3,300,000)	100%
Transfer to UAL/OPEB	\$ (2,000,000)	\$ -	100%	\$ (2,000,000)	\$ -	100%	\$ -	\$ (2,000,000)	100%
<i>Subtotal Transfers to Reserves</i>	\$ (5,553,765)	\$ -	100%	\$ (5,553,765)	\$ -	100%	\$ (826,532)	\$ (4,727,233)	572%
Total Transfers	\$ (5,901,868)	\$ (348,898)	1592%	\$ (8,014,761)	\$ (2,264,987)	254%	\$ (3,103,724)	\$ (4,911,038)	158%
Total Operating Expenses	\$ 3,819,038	\$ 4,213,682		\$ 48,983,216	\$ 54,988,411		\$ 51,440,857		
Operating Surplus/(Deficit)	\$ 4,536,425	\$ 2,926,952		\$ 4,518,232	\$ 0		\$ 18,051,412		
Transfers (to) / from COVID Reserve Fund				\$ (4,518,232)	\$ -		\$ (18,051,412)		
Operating Balance	\$ 4,536,425			\$ -	\$ 0		\$ (0)		

Attachment B

FY21 Consolidated Operating Expenses Operating Revenue & Expenses



	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	\$ Var	% Var
Labor									
501011 Bus Operator Pay	\$ 617,958	\$ 813,017	-24%	\$ 7,649,634	\$ 9,756,207	-22%	\$ 7,775,128	(125,494)	-2%
501013 Bus Operator Overtime	\$ 85,686	\$ 83,333	3%	\$ 527,960	\$ 1,000,001	-47%	\$ 2,078,980	(1,551,020)	-75%
501021 Other Salaries	\$ 651,529	\$ 749,613	-13%	\$ 8,278,720	\$ 8,995,355	-8%	\$ 8,099,757	178,963	2%
501023 Other Overtime	\$ 37,260	\$ 46,461	-20%	\$ 417,931	\$ 557,535	-25%	\$ 725,046	(307,115)	-42%
Total Labor -	\$ 1,392,432	\$ 1,692,425	-18%	\$ 16,874,244	\$ 20,309,097	-17%	\$ 18,678,911	(1,804,667)	-10%
Fringe Benefits									
502011 Medicare/Soc. Sec.	\$ 25,819	\$ 29,616	-13%	\$ 302,367	\$ 355,395	-15%	\$ 338,342	(35,975)	-11%
502021 Retirement	\$ 163,737	\$ 255,063	-36%	\$ 6,462,506	\$ 7,494,975	-14%	\$ 5,886,183	576,322	10%
502031 Medical Insurance	\$ 793,478	\$ 909,243	-13%	\$ 10,219,019	\$ 10,910,916	-6%	\$ 9,921,793	297,226	3%
502041 Dental Insurance	\$ 34,211	\$ 37,119	-8%	\$ 407,403	\$ 445,429	-9%	\$ 420,698	(13,295)	-3%
502045 Vision Insurance	\$ 8,140	\$ 8,936	-9%	\$ 97,293	\$ 107,227	-9%	\$ 102,260	(4,966)	-5%
502051 Life Insurance	\$ 4,068	\$ 4,253	-4%	\$ 52,888	\$ 51,039	4%	\$ 55,956	(3,067)	-5%
502060 State Disability	\$ 23,107	\$ 20,575	12%	\$ 226,432	\$ 246,897	-8%	\$ 224,240	2,192	1%
502061 Disability Insurance	\$ 10,806	\$ 12,594	-14%	\$ 131,264	\$ 151,126	-13%	\$ 128,915	2,349	2%
502071 State Unemp. Ins	\$ 140	\$ 3,402	-96%	\$ 36,520	\$ 40,824	-11%	\$ 42,602	(6,082)	-14%
502081 Worker's Comp Ins	\$ 53,696	\$ 79,724	-33%	\$ 698,725	\$ 956,683	-27%	\$ 1,128,486	(429,761)	-38%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
502101 Holiday Pay	\$ 75,675	\$ 58,270	30%	\$ 500,833	\$ 699,240	-28%	\$ 511,892	(11,060)	-2%
502103 Floating Holiday	\$ 83,467	\$ 9,613	73,854	\$ 112,825	\$ 115,351	-2%	\$ 108,516	4,309	4%
502109 Sick Leave	\$ 45,530	\$ 89,366	-49%	\$ 646,537	\$ 1,072,392	-40%	\$ 870,796	(224,259)	-26%
502111 Annual Leave	\$ 180,501	\$ 179,422	1,079	\$ 2,392,107	\$ 2,153,060	11%	\$ 2,372,598	19,509	1%
502121 Other Paid Absence	\$ 32,788	\$ 13,657	19,131	\$ 741,273	\$ 163,885	352%	\$ 1,465,306	(724,033)	-49%
502251 Physical Exams	\$ 4,650	\$ 924	3,726	\$ 14,305	\$ 11,083	29%	\$ 8,064	6,242	77%
502253 Driver Lic Renewal	\$ 166	\$ 251	(85)	\$ 1,263	\$ 3,011	-58%	\$ 3,306	(2,043)	-62%
502999 Other Fringe Benefits	\$ 15,321	\$ 6,475	8,846	\$ 127,449	\$ 77,700	64%	\$ 65,799	61,649	94%
Total Fringe Benefits -	\$ 1,555,300	\$ 1,718,501	-9%	\$ 23,171,009	\$ 25,056,231	-8%	\$ 23,655,751	(484,742)	-2%
Total Personnel Expenses -	\$ 2,947,731	\$ 3,410,926	-14%	\$ 40,045,253	\$ 45,365,329	-12%	\$ 42,334,662	(2,289,409)	-5%

FY21 Consolidated Operating Expenses Operating Revenue & Expenses



	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	\$ Var	% Var
Services									
503011 Acctg & Audit Fees	\$ 50,491	\$ 8,200	516%	\$ 93,643	\$ 98,402	-5%	\$ 86,712	\$ 6,931	8%
503012 Admin & Bank Fees	\$ 15,926	\$ 39,027	-59%	\$ 269,161	\$ 488,321	-43%	\$ 370,843	\$ (101,681)	-27%
503031 Prof & Tech Fees	\$ 35,343	\$ 58,739	-40%	\$ 229,193	\$ 704,864	-67%	\$ 571,162	\$ (341,968)	-60%
503032 Legislative Services	\$ 7,750	\$ 8,417	-8%	\$ 93,000	\$ 101,000	-8%	\$ 93,000	\$ -	0%
503033 Legal Services	\$ 25,028	\$ 33,333	-25%	\$ 419,044	\$ 400,000	5%	\$ 370,190	\$ 48,853	13%
503034 Pre-Employ Exams	\$ 1,440	\$ 621	132%	\$ 6,516	\$ 7,450	-13%	\$ 6,048	\$ 467	8%
503041 Temp Help	\$ 55,149	\$ -	100%	\$ 778,138	\$ -	100%	\$ 647,923	\$ 130,215	20%
503161 Custodial Services	\$ -	\$ 750	-100%	\$ 3,160	\$ 9,000	-65%	\$ 5,940	\$ (2,780)	-47%
503162 Uniform & Laundry	\$ 3,553	\$ 2,133	67%	\$ 30,216	\$ 25,600	18%	\$ 22,687	\$ 7,529	33%
503171 Security Services	\$ 70,703	\$ 50,649	40%	\$ 636,733	\$ 607,789	5%	\$ 575,894	\$ 60,839	11%
503221 Classified/Legal Ads	\$ 2,294	\$ 1,600	43%	\$ 15,217	\$ 19,200	-21%	\$ 8,974	\$ 6,243	70%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
503225 Graphic Services	\$ -	\$ 4,167	-100%	\$ 26,473	\$ 50,000	-47%	\$ 26,088	\$ 385	1%
503351 Repair - Bldg & Impr	\$ 12,099	\$ 6,083	99%	\$ 154,640	\$ 73,000	112%	\$ 96,588	\$ 58,052	60%
503352 Repair - Equipment	\$ 66,602	\$ 59,417	12%	\$ 751,823	\$ 713,000	5%	\$ 749,237	\$ 2,586	0%
503353 Repair - Rev Vehicle	\$ 37,662	\$ 37,500	0%	\$ 316,782	\$ 450,000	-30%	\$ 270,336	\$ 46,445	17%
503354 Repair - Non Rev Vehicle	\$ 5,035	\$ 1,667	202%	\$ 42,273	\$ 20,000	111%	\$ 23,276	\$ 18,997	82%
503363 Haz Mat Disposal	\$ 17,745	\$ 5,250	238%	\$ 49,833	\$ 63,000	-21%	\$ 96,959	\$ (47,127)	-49%
Total Services -	\$ 406,820	\$ 317,552	28%	\$ 3,915,844	\$ 3,810,626	3%	\$ 4,021,857	\$ (106,013)	-3%
Mobile Materials & Supplies									
504011 Fuels & Lube Non Rev Veh	\$ 5,245	\$ 6,333	-17%	\$ 53,820	\$ 76,000	-29%	\$ 53,389	\$ 431	1%
504012 Fuels & Lube Rev Veh	\$ 114,391	\$ 133,333	-14%	\$ 1,009,360	\$ 1,600,000	-37%	\$ 1,298,960	\$ (289,600)	-22%
504021 Tires & Tubes	\$ 8,907	\$ 15,000	-41%	\$ 107,038	\$ 180,000	-41%	\$ 208,885	\$ (101,847)	-49%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 90,388	\$ 83,333	8%	\$ 1,005,174	\$ 1,000,000	1%	\$ 958,306	\$ 46,869	5%
Total Mobile Materials & Supplies -	\$ 218,931	\$ 238,000	-8%	\$ 2,175,392	\$ 2,856,000	-24%	\$ 2,519,540	\$ (344,148)	-14%

FY21 Consolidated Operating Expenses Operating Revenue & Expenses



	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	\$ Var	% Var
Other Materials & Supplies									
504205 Freight Out	\$ 353	\$ 667	(314) -47%	\$ 5,796	\$ 8,000	-(2,204) -28%	\$ 4,475	\$ 1,321	30%
504211 Postage & Mailing	\$ 816	\$ 860	(45) -5%	\$ 8,425	\$ 10,320	-(1,895) -18%	\$ 6,941	\$ 1,485	21%
504214 Promotional Items	\$ 4,785	\$ 2,083	2,702 130%	\$ 11,044	\$ 25,000	-(13,956) -56%	\$ 11,647	\$(603)	-5%
504215 Printing	\$ 32,392	\$ 4,663	27,730 595%	\$ 95,421	\$ 55,950	39,471 71%	\$ 46,453	\$ 48,968	105%
504217 Photo Supply/Processing	\$ -	\$ 167	(167) -100%	\$ 483	\$ 2,000	-(1,517) -76%	\$ 2,977	\$(2,494)	-84%
504311 Office Supplies	\$ 13,473	\$ 6,050	7,423 123%	\$ 64,675	\$ 72,600	-(7,925) -11%	\$ 69,648	\$(4,973)	-7%
504315 Safety Supplies	\$ 663	\$ 2,385	(1,722) -72%	\$ 27,264	\$ 28,620	-(1,356) -5%	\$ 18,629	\$ 8,635	46%
504316 COVID-19	\$ 8,458	\$ -	8,458 100%	\$ 385,644	\$ -	385,644 100%	\$ 242,694	\$ 142,950	59%
504317 Cleaning Supplies	\$ 5,103	\$ 5,050	53 1%	\$ 42,612	\$ 60,600	-(17,988) -30%	\$ 55,545	\$(12,933)	-23%
504409 Repair/Maint Supplies	\$ 4,318	\$ 10,000	(5,682) -57%	\$ 96,534	\$ 120,000	-(23,466) -20%	\$ 107,383	\$(10,849)	-10%
504417 Tenant Repairs	\$ 269	\$ 833	(565) -68%	\$ 11,014	\$ 10,000	1,014 10%	\$ 2,247	\$ 8,768	390%
504421 Non-Inventory Parts	\$ 3,458	\$ 4,167	(708) -17%	\$ 41,531	\$ 50,000	-(8,469) -17%	\$ 26,542	\$ 14,989	56%
504511 Small Tools	\$ 2,306	\$ 1,250	1,056 85%	\$ 22,236	\$ 15,000	7,236 48%	\$ 20,854	\$ 1,381	7%
504515 Employee Tool Rplcmt	\$ -	\$ 250	(250) -100%	\$ 688	\$ 3,000	-(2,312) -77%	\$ 1,154	\$(466)	-40%
Total Other Materials & Supplies -	\$ 76,394	\$ 38,424	\$ 37,969 99%	\$ 813,367	\$ 461,090	\$ 352,277 76%	\$ 617,188	\$ 196,179	32%
Utilities									
505010 Propulsion Power	\$ 521	\$ -	521 100%	\$ 2,682	\$ -	2,682 100%	\$ -	\$ 2,682	100%
505011 Gas & Electric	\$ 25,942	\$ 26,000	(58) 0%	\$ 310,377	\$ 312,000	-(1,623) -1%	\$ 296,309	\$ 14,068	5%
505021 Water & Garbage	\$ 11,766	\$ 15,000	(3,234) -22%	\$ 139,739	\$ 180,000	-(40,261) -22%	\$ 163,166	\$(23,427)	-14%
505031 Telecommunications	\$ 18,191	\$ 13,083	5,107 39%	\$ 130,559	\$ 157,000	-(26,441) -17%	\$ 138,123	\$(7,564)	-5%
Total Utilities -	\$ 56,420	\$ 54,083	\$ 2,337 4%	\$ 583,357	\$ 649,000	-(65,643) -10%	\$ 597,599	\$(14,241)	-2%
Casualty & Liability									
506011 Insurance - Property	\$ 6,068	\$ 5,553	515 9%	\$ 72,517	\$ 66,630	\$ 5,887 9%	\$ 70,647	\$ 1,870	3%
506015 Insurance - PL & PD	\$ 65,024	\$ 62,563	2,460 4%	\$ 753,222	\$ 750,761	\$ 2,460 0%	\$ 691,491	\$ 61,730	9%
506021 Insurance - Other	\$ 4,365	\$ 3,101	1,264 41%	\$ 48,602	\$ 37,216	\$ 11,386 31%	\$ 29,951	\$ 18,650	62%
506123 Settlement Costs	\$ (15,914)	\$ 12,500	(28,414) -227%	\$ 72,159	\$ 150,000	-(77,841) -52%	\$ 36,006	\$ 36,153	100%
506127 Repairs - Dist Prop	\$ (14,393)	\$ -	(14,393) 100%	\$ (34,197)	\$ -	34,197 100%	\$(27,495)	\$(6,702)	24%
Total Casualty & Liability -	\$ 45,150	\$ 83,717	-(38,567) -46%	\$ 912,302	\$ 1,004,607	-(92,305) -9%	\$ 800,601	\$ 111,701	14%
Taxes									
507051 Fuel Tax	\$ 1,177	\$ 1,250	(73) -6%	\$ 12,345	\$ 15,000	-(2,655) -18%	\$ 13,704	\$(1,359)	-10%
507201 Licenses & permits	\$ 3,898	\$ 2,000	1,898 95%	\$ 21,363	\$ 24,000	-(2,637) -11%	\$ 20,772	\$ 592	3%
507999 Other Taxes	\$ -	\$ 1,750	(1,750) -100%	\$ 7,926	\$ 21,000	-(13,074) -62%	\$ 9,774	\$(1,848)	-19%
Total Taxes -	\$ 5,075	\$ 5,000	\$ 75 2%	\$ 41,634	\$ 60,000	-(18,366) -31%	\$ 44,249	\$(2,616)	-6%

FY21 Consolidated Operating Expenses Operating Revenue & Expenses



	Current Period			Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	Budget	% Var	FY20	% Var	% Var
Purchased Transportation									
503406 Contr/Paratrans	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
Total Purchased Transportation -	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
Miscellaneous									
509011 Dues & Subscriptions	\$ 5,143	\$ 8,339	-38%	\$ 98,102	\$ 100,067	-2%	\$ 90,355	7,747	9%
509081 Advertising - Dist Promo	\$ 4,647	\$ 1,250	272%	\$ 7,468	\$ 15,000	-50%	\$ 2,570	4,898	191%
509101 Emp Incentive Prog	\$ 374	\$ 2,042	-82%	\$ 3,833	\$ 24,500	-84%	\$ 6,265	(2,431)	-39%
509121 Employee Training	\$ 24,680	\$ 8,673	185%	\$ 59,841	\$ 104,076	-43%	\$ 69,852	(10,011)	-14%
509122 BOD Travel	\$ -	\$ 1,083	-100%	\$ -	\$ 13,000	-100%	\$ -	-	0%
509123 Travel	\$ 4,678	\$ 9,221	-49%	\$ 37,748	\$ 110,650	-66%	\$ 58,180	(20,432)	-35%
509125 Local Meeting Exp	\$ 150	\$ 962	-84%	\$ 478	\$ 11,550	-96%	\$ 9,121	(8,643)	-95%
509127 Board Director Fees	\$ -	\$ 1,050	-100%	\$ 8,550	\$ 12,600	-32%	\$ 6,700	1,850	28%
509150 Contributions	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
509197 Sales Tax Expense	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
509198 Cash Over/Short	\$ 304	\$ -	100%	\$ 1,079	\$ -	100%	\$ 3,589	(2,510)	-70%
509999 Other Misc. Expenses	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 4,844	(4,844)	-100%
Total Misc -	\$ 39,977	\$ 32,620	23%	\$ 217,099	\$ 391,443	-45%	\$ 251,477	(34,377)	-14%
Interest Expense									
511102 Interest Expense	\$ 1,727	\$ 14,529	-88%	\$ 24,346	\$ 174,346	-86%	\$ 32,097	(7,751)	-24%
Total Interest Expense -	\$ 1,727	\$ 14,529	-88%	\$ 24,346	\$ 174,346	-86%	\$ 32,097	(7,751)	-24%
Leases & Rentals									
512011 Facility Rentals	\$ 19,982	\$ 17,914	12%	\$ 244,450	\$ 214,970	14%	\$ 206,717	37,733	18%
512061 Equipment Rentals	\$ 831	\$ 917	-9%	\$ 10,170	\$ 11,000	-8%	\$ 14,870	(4,700)	-32%
5122200 OP Lease Expense	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	-	0%
Total Leases & Rentals -	\$ 20,813	\$ 18,831	11%	\$ 254,620	\$ 225,970	13%	\$ 221,587	33,033	15%
Total Non-Personnel Expenses -	\$ 871,306	\$ 802,757	9%	\$ 8,937,963	\$ 9,633,082	-7%	\$ 9,106,195	(168,232)	-2%
TOTAL OPERATING EXPENSE -	\$ 3,819,038	\$ 4,213,682	-9%	\$ 48,983,216	\$ 54,998,411	-11%	\$ 51,440,857	(2,457,641)	-5%

** Expenses do not include year-end Depreciation, W/C IBNR, GASB 45 OPEB adjustments, or GASB 68 Pension adjustments.

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 (REVISED) CAPITAL BUDGET
BOARD APPROVED BUDGET ON APRIL 23, 2021
SPENDING AS OF JUNE 30, 2021

	YTD Actual	FY21 Budget	Remaining Budget	% of Spend YTD
Construction Related Projects				
New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))	\$ 164,953	\$ 2,285,539	\$ 2,120,586	7.2%
Pacific Station/Metro Center Redevelopment w/ City of SC	-	2,000,000	2,000,000	0.0%
Pacific Station/Metro Center-Conceptual Design/MOU (5309)	7,008	148,291	141,283	4.7%
Subtotal Construction Related Projects	\$ 171,961	\$ 4,433,830	\$ 4,261,869	3.9%
IT Projects				
ERP Consultant (\$50K Consulting) & System	\$ -	\$ 800,000	\$ 800,000	0.0%
Subtotal IT Projects	\$ -	\$ 800,000	\$ 800,000	0.0%
Facilities Upgrades & Improvements				
Maint Yard-Security Hardening/Expanded Parking	\$ 23,382	\$ 910,570	\$ 887,188	2.6%
Access Control for Maintenance Facility	57,511	63,262	5,751	90.9%
Maintenance Facility Roof Replacement (FTA 5339a FY19)	300,119	300,119	0	100.0%
Fuel Management System (FTA 5339a FY17 & FY18)	100,958	102,210	1,252	98.8%
Bus Stop Improvements (FTA 5339a FY18)	104,445	124,725	20,280	83.7%
Gate Control at JKS Bus Entry (FTA 5339a FY18)	11,313	100,000	88,687	11.3%
JKS Facility - Bus Wash Rehab (FTA 5339a FY19)	-	100,000	100,000	0.0%
JKS Facility - Upper Security Gates	-	100,000	100,000	0.0%
138 Golf Club Fire Egress (FTA 5339a FY17 & FY19, Reserves)	247,163	269,368	22,205	91.8%
Paint Exterior-Maint. Facility (FTA 5339a FY18)	1,036	128,659	127,623	0.8%
Awning @ Fueling Station A&E only (FTA 5339a FY18 & Reserves)	2,481	9,667	7,186	25.7%
Admin Bldg. Engineering & Renovations	-	20,000	20,000	0.0%
Asphalt Repair-Pac Station Layover (FTA 5339a FY18)	3,584	3,638	54	98.5%
Watsonville Bus Shelter	15,544	15,554	10	99.9%
Awning @ Fueling Station - Construction Phase (FTA 5339a FY20)	-	238,908	238,908	0.0%
Subtotal Facilities Upgrades & Improvements	\$ 867,537	\$ 2,486,680	\$ 1,619,143	34.9%

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 (REVISED) CAPITAL BUDGET
BOARD APPROVED BUDGET ON APRIL 23, 2021
SPENDING AS OF JUNE 30, 2021

Attachment C

	YTD Actual	FY21 Budget	Remaining Budget	% of Spend YTD
Revenue Vehicle Purchases, Replacements & Campaigns				
Replace Six (6) CNG Buses (PTMISEA)	\$ -	\$ 4,136,017	\$ 4,136,017	0.0%
Refrub 4 Buses @ ~ \$254K (FY18 STIP, Measure D)	-	171,213	171,213	0.0%
FY18 STIP - AVL/ITS (STIP, Measure D)	52,622	688,163	635,542	7.6%
7 Replacement Paracruz Vans (FY19 LPP, Measure D)	-	605,131	605,131	0.0%
3 New Flyer Repl. Capital Lease - Year 4 of 6 Prin Only - (Measure D) Interest funded in Operating Budget \$32K	259,182	259,182	0	100.0%
Paracruz Van Replacement (3) (STBG FY19 via RTC)	261,851	259,342	(2,509)	101.0%
Completion of Cameras on Buses (6 buses)	20,008	27,235	7,227	73.5%
2 35' CNG Buses (FY19 Caltrans Discretionary FTA 5339; Bus Replacement Fund)	-	1,360,000	1,360,000	0.0%
2 35' CNG Buses (Bus Replacement Fund: FY19 & FY20 SGR, PTMISEA, Measure D)	-	1,447,701	1,447,701	0.0%
Subtotal Revenue Vehicle Purchases, Replacements & Campaigns	\$ 593,663	\$ 8,953,984	\$ 8,360,321	6.6%
Revenue Vehicle Purchases, Replacements & Campaigns-Fleet Electrification Projects				
FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K) BUS #0320 & #0420	\$ 2,065,262	\$ 2,168,601	\$ 103,339	95.2%
Electric Bus (3) + Infra & Proj Mgmt_LONO (FTA 5339c FY16) PMC & STAFF TRAIN=15%, INFRASTRUCTURE=10%, BUS=30%	49,243	4,655,276	4,606,033	1.1%
Electric Bus (1) - Watsonville Circulator DAC (FY15/16 LCTOP) - (Memo Only - HVIP = \$150K) #0120	1,033,606	1,107,349	73,743	93.3%
Electric Bus (1) - Watsonville Service (FY17/18 LCTOP) #0220	1,028,079	1,094,945	66,866	93.9%
Completion of JKS Facility-ZEB Yard Charging Infrastructure	-	262,500	262,500	0.0%
ZEB Deployment & Fleet Planning (CTE)	212,380	303,300	90,920	70.0%
Bus Wrap Electric Buses	15,960	52,000	36,040	30.7%
Drivers Barriers	-	526,060	526,060	0.0%
Subtotal Revenue Vehicle Purchases, Replacements & Campaigns-Fleet Electrification Projects	\$ 4,404,530	\$ 10,170,031	\$ 5,765,501	43.3%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 (REVISED) CAPITAL BUDGET
BOARD APPROVED BUDGET ON APRIL 23, 2021
SPENDING AS OF JUNE 30, 2021

	YTD Actual	FY21 Budget	Remaining Budget	% of Spend YTD
<u>Non-Revenue Vehicle Purchases & Replacements</u>				
Replace Custodial Support Vehicle (1) (FTA5339a FY18)	\$ 49	\$ 2,539	\$ 2,490	1.9%
Bus Yard Scrubber/Sweeper (FTA 5339a FY18)	1,364	1,364	(0)	100.0%
Non-Revenue Electric Vehicles (FTA 5339a FY20)	-	100,000	100,000	0.0%
Service Truck (FTA 5339a FY20)	-	150,000	150,000	0.0%
Subtotal Non-Revenue Vehicle Purchases & Replacements	\$ 1,414	\$ 253,903	\$ 252,489	0.6%
<u>Fleet & Maint Equipment</u>				
Floor Scrubber (1) for Maint. Shop (FTA 5339a FY18)	\$ -	\$ 45,000	\$ 45,000	0.0%
Transmission Jack (VTA Gillig buses, vehicles 4201-4210)	7,659	7,700	41	99.5%
Golf Club Part Washers (FTA 5339a FY20)	-	80,000	80,000	0.0%
Subtotal Fleet & Maint Equipment	\$ 7,659	\$ 132,700	\$ 125,041	5.8%
<u>Miscellaneous</u>				
Misc Capital Contingency-\$800K - 11/15/19 BOD	\$ -	\$ 151,426	\$ 151,426	0.0%
WTC - Server and Security Cameras (3 new, 3 replacement)	44,094	44,529	435	99.0%
Laptop - Marketing	3,477	3,200	(277)	108.7%
Folding Machines (4)	12,083	12,500	417	96.7%
METRO ParaCruz Camera Additions (4)	12,630	13,450	820	93.9%
EOC Equipment	-	10,400	10,400	0.0%
Vapor Compressor replacement (at Fueling Station)	152,334	162,134	9,800	94.0%
Furniture (Customer Service - Anton)	4,200	4,300	100	97.7%
Security Radios	1,939	2,000	61	97.0%
Zoom System for Conference Room	4,046	5,500	1,454	73.6%
Radio Console Upgrade	-	41,800	41,800	0.0%
Maintstar Upgrade	-	37,000	37,000	0.0%
Hardware for Bus Stop Redesign	68,401	70,000	1,599	97.7%
Subtotal Miscellaneous	\$ 303,205	\$ 558,239	\$ 255,034	54.3%
Total Capital Projects	\$ 6,349,969	\$ 27,789,367	\$ 21,439,399	22.9%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FY21 (REVISED) CAPITAL BUDGET
BOARD APPROVED BUDGET ON APRIL 23, 2021
SPENDING AS OF JUNE 30, 2021

Attachment C

	YTD Actual	FY21 Budget	Remaining Budget	% of Spend YTD
Capital Funding				
Federal Grants (FTA)	\$ 777,996	\$ 6,458,331	\$ 5,680,335	12.0%
Surface Transportation Block Grant (STBG)	200,000	200,000	-	100.0%
PTMISEA (1B)	357,216	4,826,571	4,469,355	7.4%
State Transportation Improvement Program (STIP)	778,412	1,413,953	635,542	55.1%
Low Carbon Transit Operations Program (LCTOP)	1,517,906	1,428,184	(89,722)	106.3%
Local Partnership Program (LPP)	786,000	1,088,000	302,000	72.2%
State Transit Assistance (STA)-Prior Years	1,402	175	(1,227)	800.9%
Transfers from Operating Budget (STA-SB1)	212,380	263,583	51,203	80.6%
STA-SGR (SB1)	-	882,754	882,754	0.0%
Transfers from Operating Budget (Measure D)	1,066,394	5,983,885	4,917,491	17.8%
Operating and Capital Reserve Fund	652,264	5,243,932	4,591,668	12.4%
Total Capital Funding	\$ 6,349,969	\$ 27,789,367	\$ 21,439,399	22.9%

Attachment D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FY21 SCHEDULE OF RESERVE ACCOUNT BALANCES-PRE-CLOSE PRE-AUDIT AS OF 6/30/21

Fund Title	Explanation and Use:	Post Audit Balance at 6/30/20 Before FY21/22 Capital Commitments	ESTIMATED Additions/ (Withdrawals) in FY21 + FY22 Capital Commitments & Additions	ESTIMATED Available Balance at 6/30/21	Board Adopted Minimum or Target Level	% Funded	Surplus / (Deficient)	Suggested Guidelines:	Board A dopted Recommendation:
Operating and Capital Reserve Fund (formerly - Operating / Capital Reserves)	Liquid and unrestricted assets that an organization can use to support its operations in the event of an unanticipated loss of revenue or increase in expenses. Includes Alternative Fuel Tax Rebates transferred from the Operating Budget and any excess revenues above actual expenses	\$ 5,971,832	\$ (3,955,306)	\$ 2,016,526	N/A	N/A	N/A	Any use of Operating and Capital Reserves above CEO executive authority will be brought to the BOD for consideration. To be used as the local match for capital grants.	There is no Board Adopted Minimum Balance established, this fund shall not be used to support recurring operating expenditures.
Operations Sustainability Reserve Fund (formerly - Operating Reserves)	Funds set aside to protect the organization's essential services and funding requirements during periods of economic downturn or natural disasters. Target = two month's operating expenses (Payroll and Accounts Payable).	\$ 7,500,000	\$ 3,300,000	\$ 10,800,000	\$ 14,200,000	76%	\$ (3,400,000)	GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.	Fund Operations Sustainability Reserve Fund to target level that equals three (3) months of the average operating expenses for the most current fiscal year's budget, to be adjusted annually through the budget process (adopted Revised Reserves Policy on Nov. 15 2019; Target Minimum Balance to be met within three (3) years of the Adoption of the Revised Reserves Policy)
Cash Flow Reserve Fund (formerly - Cash Flow Reserves)	Funds set aside to "cash flow" capital and/or operating expenses incurred before receiving reimbursements from various funding sources (Annual FTA 5307 (& STIC), STA, etc).	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 3,000,000	100%	\$ -	Staff will manage flexibility of Cash Flow Reserve Fund, according to project levels and capital needs as they fluctuate from year to year.	Fund Cash Flow Reserve Fund to minimum or target levels; set annually through the budget process.
COVID Recovery Fund (estimated balances, not currently included in the Reserves Policy)	The current FY20 Operating budget is expected to have a carryover at the end of the fiscal year due to reimbursement of FTA qualifying operating expenses related to the CARES act and FEMA reimbursements in FY20	\$ 18,051,412	\$ 4,518,232	\$ 22,569,644	N/A	N/A	N/A	METRO will reinvest the funds into the FY22 Operating budget and beyond, to sustain services to the greatest extent possible during the economic recovery, or until these funds are exhausted	-
Bus Replacement Fund (estimated balances, not currently included in the Reserves Policy)	METRO's new capital budget strategy was adopted by the Board that results in \$3M per year being dedicated to the annual capital budget. This new strategy created the "Bus Replacement Fund" and establishes consistent annual transfers of STA funds and Measure D funds to the capital budget that are needed to provide funding and stability for the required local match for obsolete fixed-route buses and Paratransit vehicles.	\$ 11,370,607	\$ (9,762,359)	\$ 1,608,248	N/A	N/A	N/A	Annual Unspent Measure D, STA, and SGR funds will accumulate in the Bus Replacement Fund until they are allocated to specific replacement buses and vans and improvements.	\$3M per year being dedicated to the annual capital budget
UAL & OPEB Fund (estimated balances, not currently included in the Reserves Policy)	Used to Pay down the CalPERS Unfunded Accrued Liability	\$ -	\$ 2,000,000	\$ 2,000,000	N/A	N/A	N/A	N/A	\$2M per year being dedicated to the fund
Workers Compensation Reserve Fund (formerly - Workers Compensation Reserves)	Funds set aside to finance the (discounted) long term portion of workers' compensation liability, as of the end of the fiscal year.	\$ 2,219,526	\$ 114,428	\$ 2,333,954	\$ 2,333,954	100%	\$ -	GASB#10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported workers' compensation claims.	Fund Workers' Comp Reserves to minimum or target levels; a bi-annual study of potential liability areas and risk shall be the basis for determining minimum reserves.
Liability Insurance Reserve Fund (formerly - Liability Insurance Reserves)	Funds set aside to pay the cost of outstanding liability and physical damage liability claims. (Self Insured Retention - SIR - \$250K each program)	\$ 713,325	\$ (68,965)	\$ 643,360	\$ 643,360	100%	\$ -	GASB#10 requires Santa Cruz METRO to accrue a liability on its financial statements for the ultimate cost of claims and expenses associated with all reported and unreported liability and physical damage claims.	Fund Liability Insurance Reserves to minimum or target levels; calculated annually based on the 5-year rolling average of outstanding claims at fiscal year end + \$250K each SIR.
		\$ 48,826,702	\$ (3,854,970)	\$ 44,971,732			\$ (3,400,000)		

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DATE: September 24, 2021
TO: Board of Directors
FROM: Chuck Farmer, Chief Financial Officer
SUBJECT: ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2021

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Year to Date Monthly Financial Report as of August 31, 2021

II. SUMMARY OF ISSUES

An analysis of Santa Cruz Metropolitan Transit District's (METRO) financial status is prepared monthly in order to inform the Board of Directors (Board) regarding METRO's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year.

This staff report is the web-accessible companion document to the attached PowerPoint presentation titled "Year to Date Monthly Financial Report as of August 31, 2021."

Staff recommends that the Board accept and file the attached report.

III. DISCUSSION/BACKGROUND

Below are the written explanations of the various charts and graphs in the attached Year to Date Monthly Financial Report as of August 31, 2021. The fiscal year has elapsed 17%.

Slide 1

(Cover) Year to Date Monthly Financial Report as of August 31, 2021

Slide 2

August 2021 Key Financial Highlights

- Service
 - Fixed Route (inc Hwy 17) Cost per Revenue Service Hour is \$276 vs Target of \$378
 - 4 canceled trips, all due to no operators
 - ParaCruz Cost per Trip is \$86 vs Target of \$103
 - Non-Student/Hwy 17 Passengers is 109,834 vs Target of 136,280

- YTD Financials (excluding all COVID related revenue/costs)
 - Revenue of \$7.0M is \$1.2M favorable to budget due to Sales Tax revenues
 - Expenses of \$8.5M is \$0.7M favorable to budget due to reduced spending in Services and lower Settlement costs
 - Net Operating Surplus/(Deficit) of (\$1.5M) is \$1.9M favorable to budget
- YTD Capital
 - Capital spend is \$161K of \$168K budget
 - MaintStar upgrade completed
 - Non-Revenue electric vehicle purchased
 - Letter of Intent placed for 3 Proterra buses
 - Kick off meeting held for ERP project
- Personnel
 - 290 Active Personnel vs 321 Funded Personnel
 - 31 Vacancies at end of August, 19 related to Paratransit and Bus Operators
 - Current class of 3 Operators expected to graduate in early October; recruitment for another 12 with anticipated class start in mid-November

Slide 3

(Cover) August 2021, YTD Pre-Close Financials

Slide 4

August 31, 2021 Monthly Operating Revenue and Expenses

- Operating Revenues, net favorable by \$2,643K - due to higher Sales Tax revenues and unbudgeted COVID related grants
 - Passenger Fares – unfavorable by \$85K
 - Sales Tax/including Measure D – favorable by \$629K
 - Federal/State Grants – no variance
 - COVID Relief Grants – favorable by \$2,096K
 - All Other Revenues – favorable by \$3K
- Operating Expenses, net favorable by \$267K - due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT costs
 - Labor Regular – favorable by \$255K

- Labor OT – unfavorable by \$101K
- Fringe Benefits – favorable by \$83K
- Non-Personnel - favorable by \$30K
- Bus Replacement Fund – favorable by \$74K - due to net Measure D sales tax revenues of \$350K (less average of five Bus Operators' compensation)
 - Bus Replacement Fund – \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)
- Operating Balance – favorable by \$2,836K

Slide 5

August 31, 2021 YTD Operating Revenue and Expenses

- Operating Revenues, net favorable by \$5,401K – due to higher Sales Tax revenues and unbudgeted COVID related grants
 - Passenger Fares - unfavorable by \$115K
 - Sales Tax/including Measure D – favorable by \$1,318K
 - Federal/State Grants – no variance
 - COVID Relief Grants – favorable by \$4,191K
 - All Other Revenues – favorable by \$7K
- Operating Expenses, net favorable by \$6,094K – due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence along with reduced spending in Services; partially offset by higher OT costs
 - Labor Regular – favorable by \$530K
 - Labor OT – unfavorable by \$206K
 - Fringe Benefits – favorable by \$239K
 - Non-Personnel – favorable by \$130K
- Bus Replacement Fund – favorable by \$176K – due to net Measure D sales tax revenues of \$764K (less average of five Bus Operators' compensation)
 - Bus Replacement Fund – \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)
- Operating Balance – favorable by \$6,270K

Slide 6

August YTD FY22 Revenue Actual vs. Budget

- Actuals are \$5.4M higher than budget
 - Passenger Fares – lower by \$115K, Ridership is still below pre-pandemic levels

- Sales Tax Revenue (including Measure D) – higher by \$1,318K due to higher than anticipated receipts
- COVID Relief Grants – higher by \$4,191K due to Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) drawdown
- All Other Revenues – higher by \$7K

Slide 7

August YTD FY22 Expense Actual vs. Budget

- Actuals are \$0.7M lower than budget
 - Labor, Regular – lower by \$530K, due to funded/vacant positions
 - Labor, OT – higher by \$206K, increased overtime for Bus Operators
 - Fringe Benefits – lower by \$239K due to retirement and medical insurance savings from funded/vacant positions
 - Non-Personnel – lower by \$130K due to reduced spending in Services related to professional/tech fees, equipment repairs, and repairs for revenue vehicles

Slide 8

(Cover) Capital Spending & Project Completion

Slide 9

August 31, 2021 Capital Budget Spend

Total Capital Projects spending month to date is \$64K against budget of \$80K

- Construction Related Projects – no spending against budget of \$1K
 - IT Projects – no spending against budget of \$20K
 - Facilities Repair & Improvements – no spending, no budget
 - Revenue Vehicle Replacement – spending of \$22K against budget of \$22
 - Revenue Vehicle Electrification Projects – no spending, no budget
 - Non-Revenue Vehicle Replacement – spending of \$32K against budget of \$32
 - Fleet & Maintenance Equipment – spending of \$6K against budget of \$0, new project added
 - Miscellaneous – spending of \$4K against budget of \$5K

Total Capital Projects spending year to date is \$161K against budget of \$168K, which is 1.2% of \$13,665K annual budget

- Construction Related Projects – spending of \$1K against budget of \$1K, which is 0.1% of \$672 annual budget

- IT Projects – no spending against budget of \$20K, which is 0.0% of \$549K annual budget
- Facilities Repair & Improvements – spending of \$6K against budget of \$6K, which is 0.4% of \$1,709K annual budget
- Revenue Vehicle Replacement – spending of \$44K against budget of \$44K, which is 0.6% of \$7,351K annual budget
- Revenue Vehicle Electrification Projects – no spending, no budget, or 0.0% which is \$2,690K annual budget
- Non-Revenue Vehicle Replacement – spending of \$32K against budget of \$32K, which is 12.8% of \$250K annual budget
- Fleet & Maintenance Equipment – spending of \$29K against budget of \$23K, which is 23.2% of \$125K annual budget
- Miscellaneous – spending of \$49K against budget of \$42K, which is 15.4% of \$319K annual budget

Spending of \$161K vs \$168K budget

Revised FY22 Spending Budget will be submitted at the September Board meeting

Monthly budget spending still being finalized

Slide 10

FY22 Capital Project Completion – Fire Egress

Purpose of project – To give egress access from conference room exiting at Vernon Street

Projected costs \$269,368

Budget Source – FY17 FTA 5339(a), \$97,523; FY19 FTA 5339(a), \$116,943; Ops Reserve, \$32,697

Projected timeline for completion – Aug 2020 to Dec 2020

Risks – will weather affect construction timing; Material delays due to impacted manufacturing companies

Slide 11

FY22 Capital Project Completion – Fire Egress

Results of project – Final product meets METRO's Scope of Work

Actual costs - \$247,163

Actual timeline for completion – construction Aug 2020 thru April 2021, with final acceptance on Aug 5, 2021

Hurdles to overcome – Delay with drawing approvals/permits; delays with request and reviews of design changes and construction corrections; delays to

have quality of product corrected to meet METRO's expectations and scope of work; challenges in obtaining Buy America certifications.

Slide 12

FY21 Capital Project Completion – Vapor Compressor

Purpose of project – Unrepairable vapor compressor caused CNG to vent to atmosphere due to over pressurization

Projected costs \$162,134

Budget Source –Operating and Capital Reserves

Projected timeline for completion – June 14, 2021

Risks – timing for materials

Results of project – installed compressor is operational

Actual costs - \$152,334

Actual timeline for completion – June 11, 2021 installation complete

Hurdles to overcome – Delays in quote negotiations; two months to manufacture once PO is issued

Slide 13

FY21 Capital Project Completion – Vapor Compressor

Pictures

Slide 14

FY21 Capital Project Completion – 3 ParaCruz Vans

Purpose of project – Replace expiring ParaCruz vans

Projected costs \$259,342

Budget Source –

- STGB FY19 via RTC, \$200,000
- Measure D, \$52,132
- Cap Reserves, \$7,210

Projected timeline for completion – March 29, 2021

Risks – potential delay in production time

Slide 15

FY21 Capital Project Completion – 3 ParaCruz Vans

Results of project – 3 ParaCruz vans outfitted to METRO's specs

Actual costs - \$261,851, (over budget \$2,509)

Actual timeline for completion – in Service May 2021

Hurdles to overcome – Installation of cameras, radios, and fire extinguisher

Slide 16

(Cover) Questions?

Slide 17

(Cover) Additional Information

Slide 18

Pre/Post Close Variance Reconciliation – Month of July 31, 2021

- Operating Revenues, net unfavorable by \$18K – no line item variance greater than \$100K
 - Passenger Fares - favorable by \$13K
 - Sales Tax/including Measure D - unfavorable by \$11K
 - Federal/State Grants – no variance
 - COVID Relief Grants – unfavorable by \$24K
 - All Other Revenues - favorable by \$4K
- Operating Expenses, net unfavorable by \$303K – Non-Personnel expenses variance is due to higher than anticipated costs for Revenue Vehicle Fuels, Lube, and Parts along with higher than expected Gas & Electric costs
 - Labor Regular – no variance
 - Labor OT - unfavorable by \$5K
 - Fringe Benefits – unfavorable by \$28K
 - Non-Personnel - unfavorable by \$270K
- Bus Replacement Fund – unfavorable by \$10K
 - Bus Replacement Fund - \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)
- Operating Balance – unfavorable by \$311K

Slide 19

Economic Indicators & Ridership as of July 2021

- Unemployment Rate %
 - Santa Cruz County is 6.6%
 - State of California is 7.9%
 - National is 5.4%
- Gasoline per Gallon for the San Francisco-Oakland-San Jose area is \$4.38;
Diesel is \$4.20

- Ridership YTD as of July 2021 changed as follows, year-over-year (FY22 – FY21):
 - 92.9% increase in Total ridership
 - 197.7% increase in Highway 17 ridership
 - 87.9% increase in Local ridership
 - 181.6% increase in UCSC ridership – students and faculty are returning for in person learning
 - 415.2% increase in Cabrillo ridership – students and faculty are returning for in person learning
 - 83.9% increase in Non-Student ridership
- Ridership recovery is 114,539 total passengers in July 2021 compared to 36,113 total passengers at the start of the COVID-19 pandemic in April 2020

Slide 20

FY22 & Beyond Capital Portfolio Funding \$27.2M

- Transfers from Operating Budget (Measure D) – \$7.8M
- Federal Capital Grants – \$5.8M
- Operating and Capital Reserve Fund –\$5.6M
- PTMISEA – \$4.5M
- State Transportation Improvement Plan (STIP) – \$1.4M
- Local Partnership Program (LPP) – \$1.1M
- Transfers from Operating Budget (STA-SB1) – \$0.9M
- Surface Transportation Block Grant (STBG) – \$0.2M
- Capital Restricted STA – \$0.03M

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO’s Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Favorable budget variances in Operating Revenues and Expenses contribute to favorable budget variance in Operating Balance, Year to Date as of August 31, 2021.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

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

VIII. ATTACHMENTS

Attachment A: Year to Date Monthly Financial Report as of August 31, 2021
Presentation

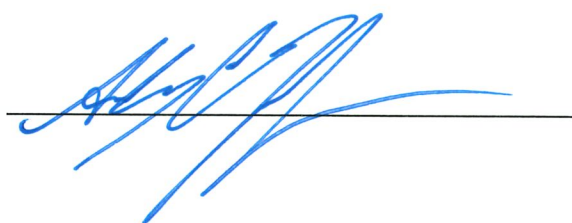
Prepared by: Cathy Downes, Sr. Financial Analyst

IX. APPROVALS

Chuck Farmer, Chief Financial Officer



Alex Clifford, CEO/General Manager





Year to Date Monthly Financial Report as of August 31, 2021

Board of Directors

September 24, 2021

Chuck Farmer, Chief Financial Officer

August 2021 Key Financial Highlights

	<ul style="list-style-type: none"> • Fixed Route (including Hwy 17) Cost per Revenue Service Hour is \$276 vs Target of \$378 <ul style="list-style-type: none"> • 4 canceled trips, all due to no operators • ParaCruz Cost per Trip is \$86 vs Target of \$103 • Non-Student/Hwy 17 Passengers is 109,834 vs Target of 136,280
YTD Financials*	<ul style="list-style-type: none"> • Revenue of \$7.0M is \$1.2M favorable to budget due to Sales Tax revenues • Expenses of \$8.5M is \$0.7M favorable to budget due to reduced spending in Services and lower Settlement costs • Net Operating Surplus/(Deficit) of (\$1.5M) is \$1.9M favorable to budget
YTD Capital	<ul style="list-style-type: none"> • Capital spend is \$161K of \$168K budget • MaintStar upgrade completed • Non-Revenue electric vehicle purchased • Letter of Intent placed for 3 Proterra buses • Kick off meeting held for ERP project
Personnel	<ul style="list-style-type: none"> • 290 Active Personnel vs 321 Funded Personnel • 31 Vacancies at end of August, 19 related to Paratransit and Bus Operators • Current class of 3 Operators expected to graduate in early October; recruitment for another 12 with anticipated class start in mid November

* Excludes all COVID related revenues/costs

August 2021, YTD Pre-Close Financials

August 31, 2021

Monthly Operating Revenue and Expenses

	<u>August 31, 2021</u>		
\$ 000's	Actual*	Budget	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 726	\$ 811	\$ (85)
Sales Tax/including Measure D	2,594	1,965	629
Federal/State Grants	-	-	-
COVID Relief Grants	2,096	-	2,096
All Other	45	42	3
Total Revenue	\$ 5,461	\$ 2,818	\$ 2,643
Operating Expense			
Labor - Regular	\$ 1,322	\$ 1,577	\$ 255
Labor - OT	185	84	(101)
Fringe	2,000	2,083	83
Non-Personnel	839	869	30
Total OpEx	\$ 4,346	\$ 4,613	\$ 267
Operating Surplus/(Deficit) before Transfers	\$ 1,115	\$ (1,795)	\$ 2,910
Transfers			
Bus Replacement Fund*	\$ (232)	\$ (158)	\$ (74)
Operating Surplus/(Deficit) after Transfers	\$ 883	\$ (1,953)	\$ 2,836

- Revenues favorable due to higher Sales Tax revenues and unbudgeted COVID related grants

- Expenses favorable due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence; partially offset by higher OT costs

- Bus Replacement Fund favorable due to net Measure D sales tax revenues of \$350K (less average of five Bus Operators' compensation)

* Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)

August 31, 2021

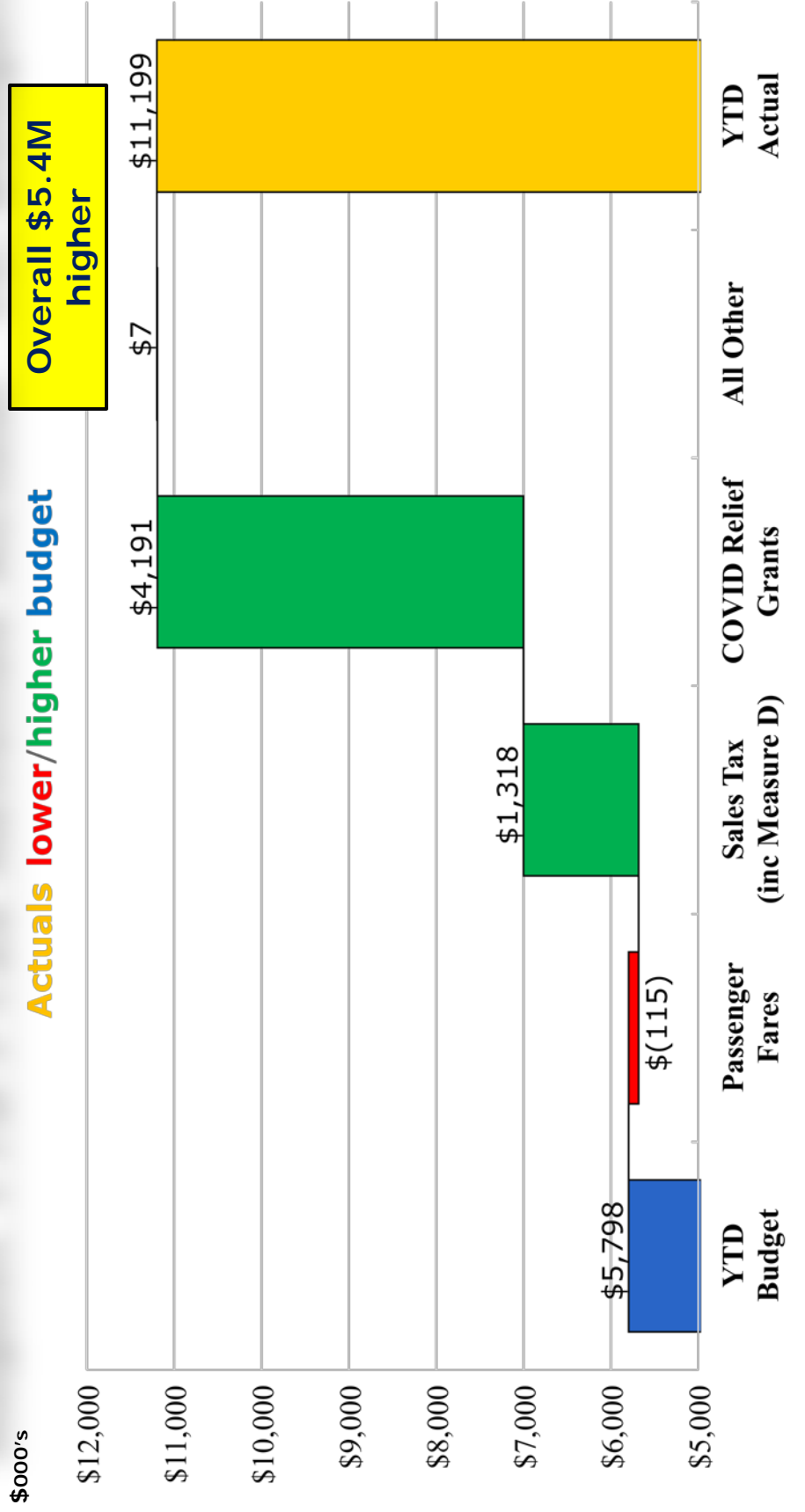
YTD Operating Revenue and Expenses

	<u>YTD as of August 31, 2021</u>		
\$ 000's	Actual*	Budget	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 1,253	\$ 1,368	\$ (115)
Sales Tax/including Measure D	5,665	4,347	1,318
Federal/State Grants	-	-	-
COVID Relief Grants	4,191	-	4,191
All Other	90	83	7
Total Revenue	\$ 11,199	\$ 5,798	\$ 5,401
Operating Expense			
Labor - Regular	\$ 2,624	\$ 3,154	\$ 530
Labor - OT	351	145	(206)
Fringe	3,983	4,222	239
Non-Personnel	1,555	1,685	130
Total OpEx	\$ 8,513	\$ 9,206	\$ 693
Operating Surplus/(Deficit) before Transfers	\$ 2,686	\$ (3,408)	\$ 6,094
Transfers			
Bus Replacement Fund*	\$ (529)	\$ (353)	\$ 176
Operating Surplus/(Deficit) after Transfers	\$ 2,157	\$ (3,761)	\$ 6,270

- Revenues favorable due to higher Sales Tax revenues and unbudgeted COVID related grants
- Expenses favorable due to lower labor/fringe costs as a result of vacant positions and extended unpaid leaves of absence, along with reduced spending primarily in Services; partially offset by higher OT costs
- Bus Replacement Fund favorable due to net Measure D sales tax revenues of \$764K (less average of five Bus Operators' compensation)

* Bus Replacement Fund - Minimum \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)

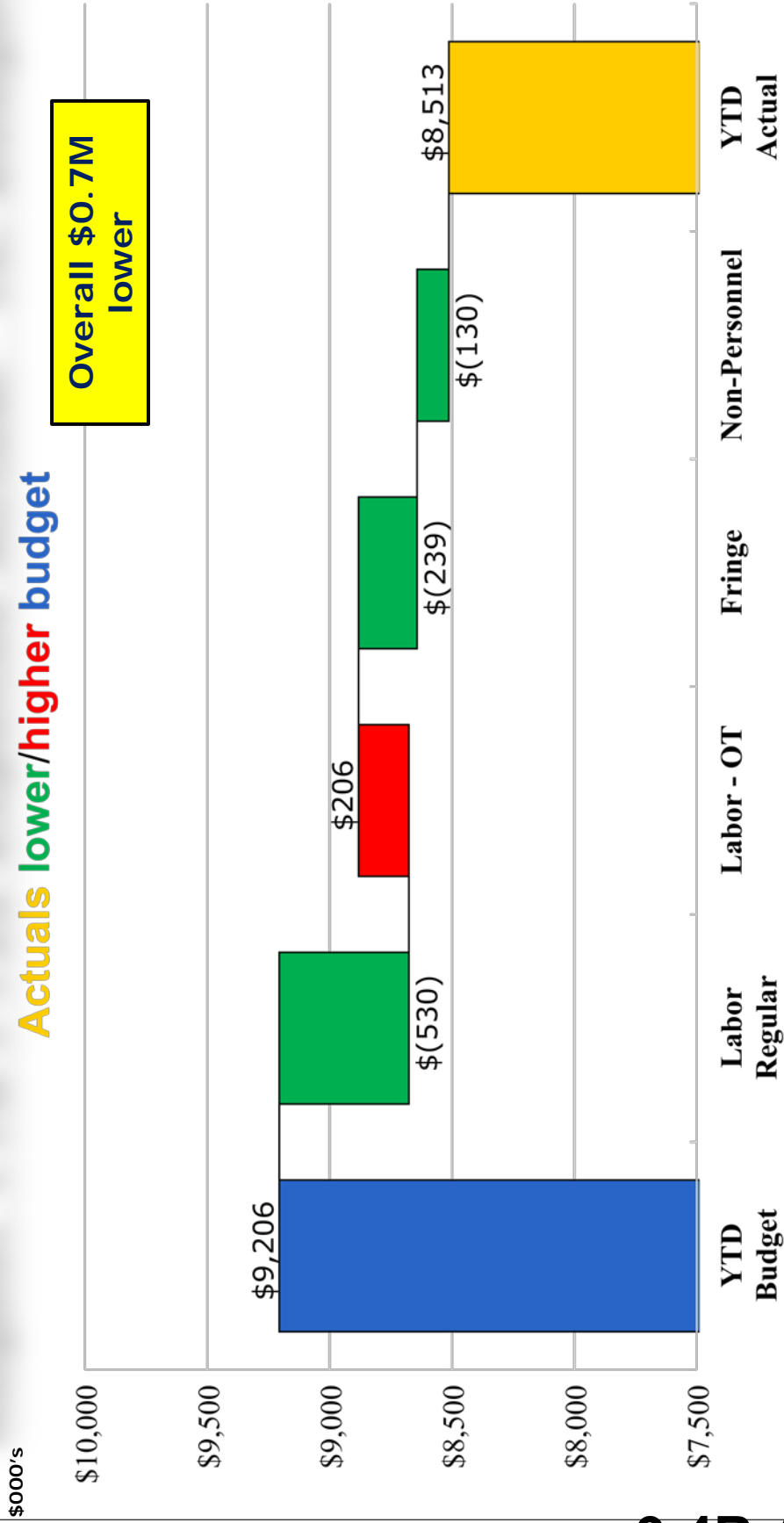
August YTD FY22 Revenue Actual* vs. Budget



- Ridership is still below pre-pandemic levels
- Sales tax higher than anticipated
- Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) drawdown

* Pre-close financials, subject to adjustments post close; excludes Transfers, includes COVID revenues

August YTD FY22 Expense Actual* vs. Budget



- Personnel lower due to funded/vacant positions; fringe savings is retirement and medical insurance costs
- Non-Personnel lower due to reduced spending in Services, related to professional/tech fees, equipment repairs, and repairs for revenue vehicles

Capital Spending & Project Completion

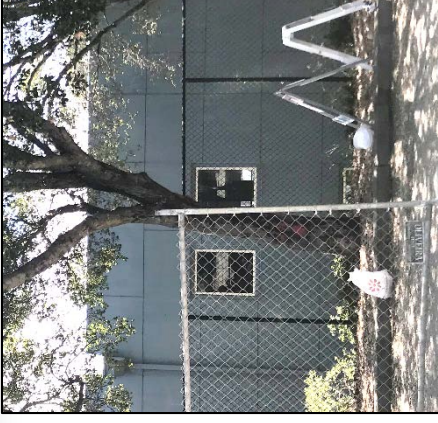
August 31, 2021 Capital Budget Spend

Project Category:	Month to Date		Year to Date		Full Year	
	Actuals*	Budget	Actuals*	Budget	Budget	% Spend
Construction Related Projects	\$ -	\$ 1	\$ 1	\$ 1	\$ 672	0.1%
IT Projects	-	20	-	20	549	0.0%
Facilities Repair & Improvements	-	-	6	6	1,709	0.4%
Revenue Vehicle Replacement	22	22	44	44	7,351	0.6%
Revenue Vehicle Electrification Projects	-	-	-	-	2,690	0.0%
Non-Revenue Vehicle Replacement	32	32	32	32	250	12.8%
Fleet & Maintenance Equipment	6	-	29	23	125	23.2%
Misc.	4	5	49	42	319	15.4%
Total \$	64 \$	80 \$	161 \$	168 \$	\$ 13,665	1.2%

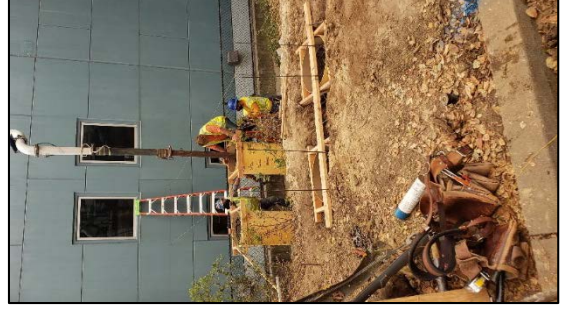
- Spending of \$161K vs \$168K budget
- Revised FY22 Spending Budget will be submitted at the September Board meeting
- Monthly budget spending still being finalized

FY22 Capital Project Completion

Project: Fire Egress



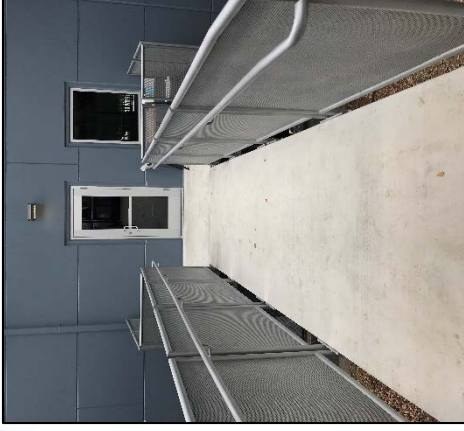
19-0017	Purpose
Purpose of project	To give egress access from conference room exiting at Vernon Street
Projected costs	\$269,368
Budget source	FY17 FTA 5339(a) - \$97,523 FY19 FTA 5339(a) - \$116,943 Ops Reserves - \$32,697
Projected timeline for completion	Aug 2020 to Dec 2020
Risks	Will weather affect construction timing Material delays due to impacted manufacturing companies



FY22 Capital Project Completion

Project: Fire Egress

19-0017	Results
Results of project	Final product meets METRO's Scope of Work
Actual costs	\$247,163
Actual timeline for completion	August 2020 to April 2021 for construction Final Acceptance Aug 5, 2021
Hurdles to overcome	<ul style="list-style-type: none">• Delay with drawing approvals and permit.• Delays with requests and reviews of design changes and construction corrections.• Delays to have quality of product corrected to meet METRO's expectations and scope of work.• Challenges in obtaining Buy America certifications.



FY21 Capital Project Completion

Project: Vapor Compressor

19-0048j	Purpose
Purpose of project	Unrepairable vapor compressor caused CNG to vent to atmosphere due to over pressurization
Projected costs	\$162,134
Budget source	Operating and Capital Reserves
Projected timeline for completion	Project acceptance June 14, 2021
Risks	Timing for materials

19-0048j	Results
Results of project	Installed Compressor is Operational
Actual costs	\$152,334
Actual timeline for completion	June 11, 2021 Installation Complete
Hurdles to overcome	Delays in quote negotiations Two months to manufacture once PO is issued

FY21 Capital Project Completion Project: Vapor Compressor

Attachment A



9.4B.Att A.13

FY21 Capital Project Completion

Project: 3 ParaCruz Vans

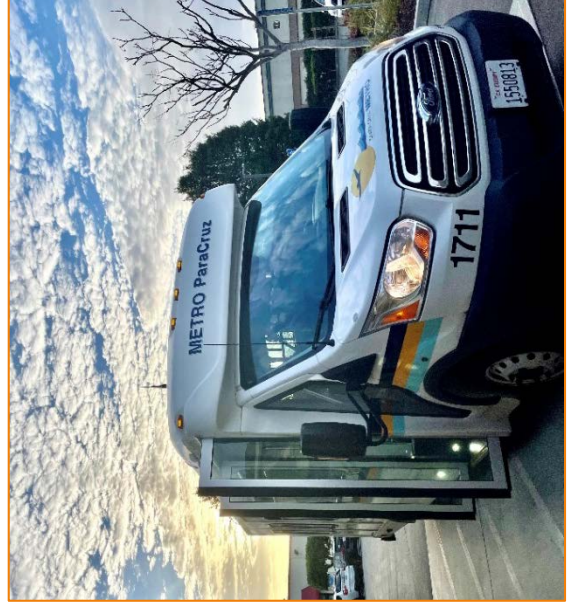


19-0033	Purpose
Purpose of project	Replace expiring ParaCruz Vans
Projected costs	\$259,342
Budget source	STGB FY19 via RTC, \$200,000 Measure D, \$52,132 Cap Reserves, \$7,210
Projected timeline for completion	3/29/2021
Risks	Potential delay in production time

FY21 Capital Project Completion

Project: 3 ParaCruz Vans

19-0033	Results
Results of project	3 ParaCruz Vans outfitted to METRO's specs
Actual costs	\$261,851 (over budget \$2,509)
Actual timeline for completion	In Service May 2021
Hurdles to overcome	Installation of cameras, radios, and fire extinguisher



Questions?

Additional Information

Pre/Post Close Variance Reconciliation

	Month of July 31, 2021		
	Post Close Actual	Pre-Close Actual	Fav / (Unfav)
Operating Revenue			
Passenger Fares	\$ 527	\$ 514	\$ 13
Sales Tax/including Measure D	3,071	3,082	(11)
Federal/State Grants	-	-	-
COVID Relief Grants	2,096	2,120	(24)
All Other	45	41	4
Total Revenue	\$ 5,739	\$ 5,757	(18)
Operating Expense			
Labor - Regular	\$ 1,302	\$ 1,302	\$ -
Labor - OT	165	160	(5)
Fringe	1,983	1,955	(28)
Non-Personnel	717	447	(270)
Total OpEx	\$ 4,167	\$ 3,864	(303)
Operating Surplus/(Deficit) before Transfers	\$ 1,572	\$ 1,893	(321)
Transfers			
Bus Replacement Fund*	\$ (297)	\$ (307)	\$ (10)
Operating Surplus/(Deficit) after Transfers	\$ 1,275	\$ 1,586	(311)

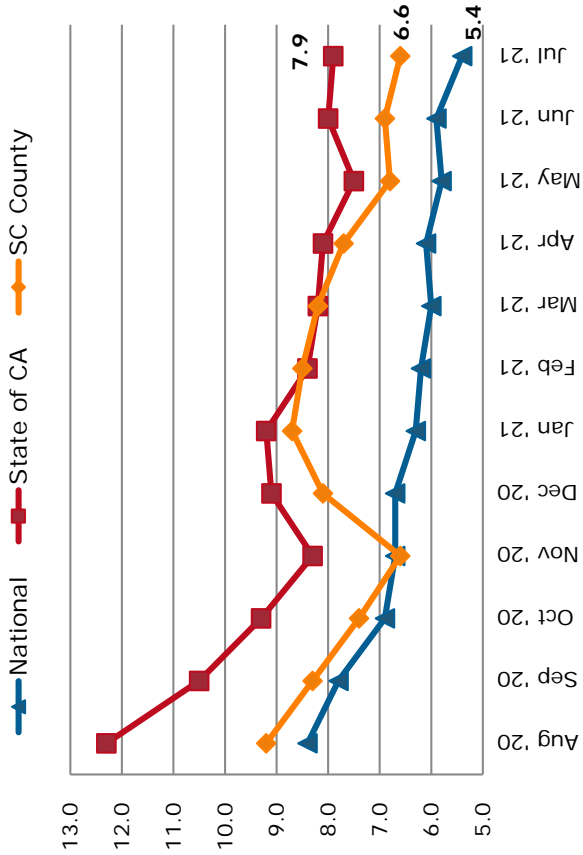
Variances > \$100K

- Non-Personnel expenses unfavorable due to higher than anticipated costs for Revenue Vehicle Fuels, Lube, and Parts along with higher than expected Gas & Electric costs

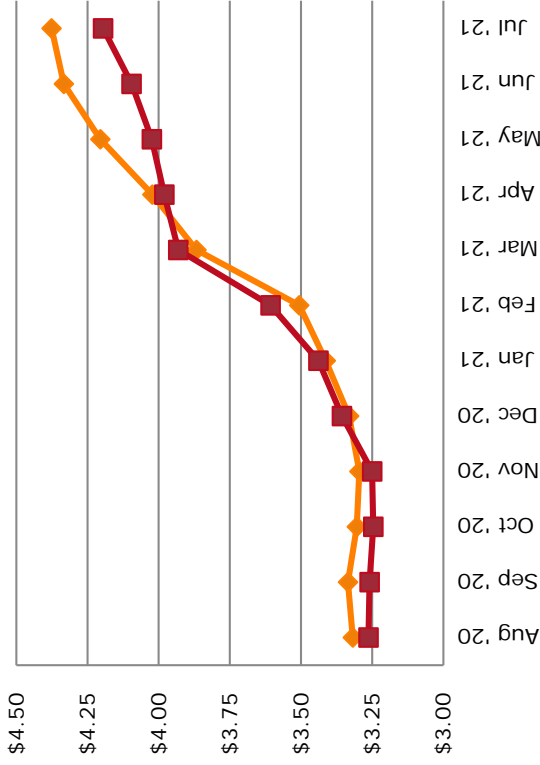
* Bus Replacement Fund – Minimum \$3M annual commitment from Measure D sales tax (\$2.2M) and STA-SGR (\$0.8M)

Attachment A

Unemployment Rate %



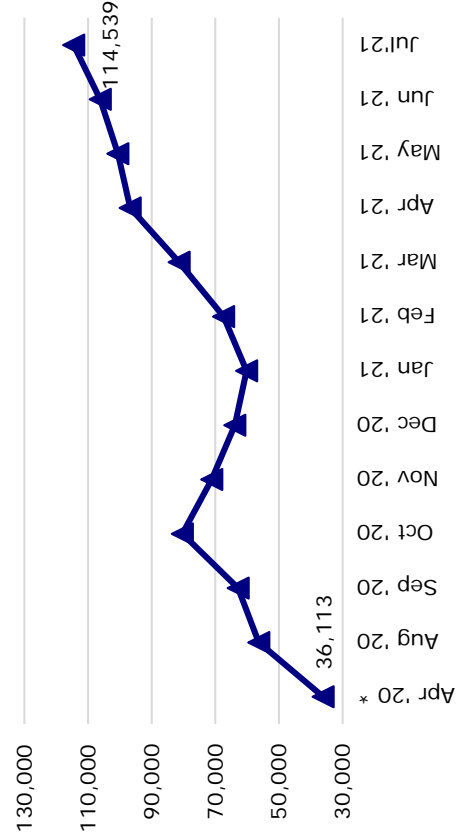
\$ Diesel/Gasoline per Gallon San Francisco – Oakland – San Jose



FY22-21 Ridership: July YTD

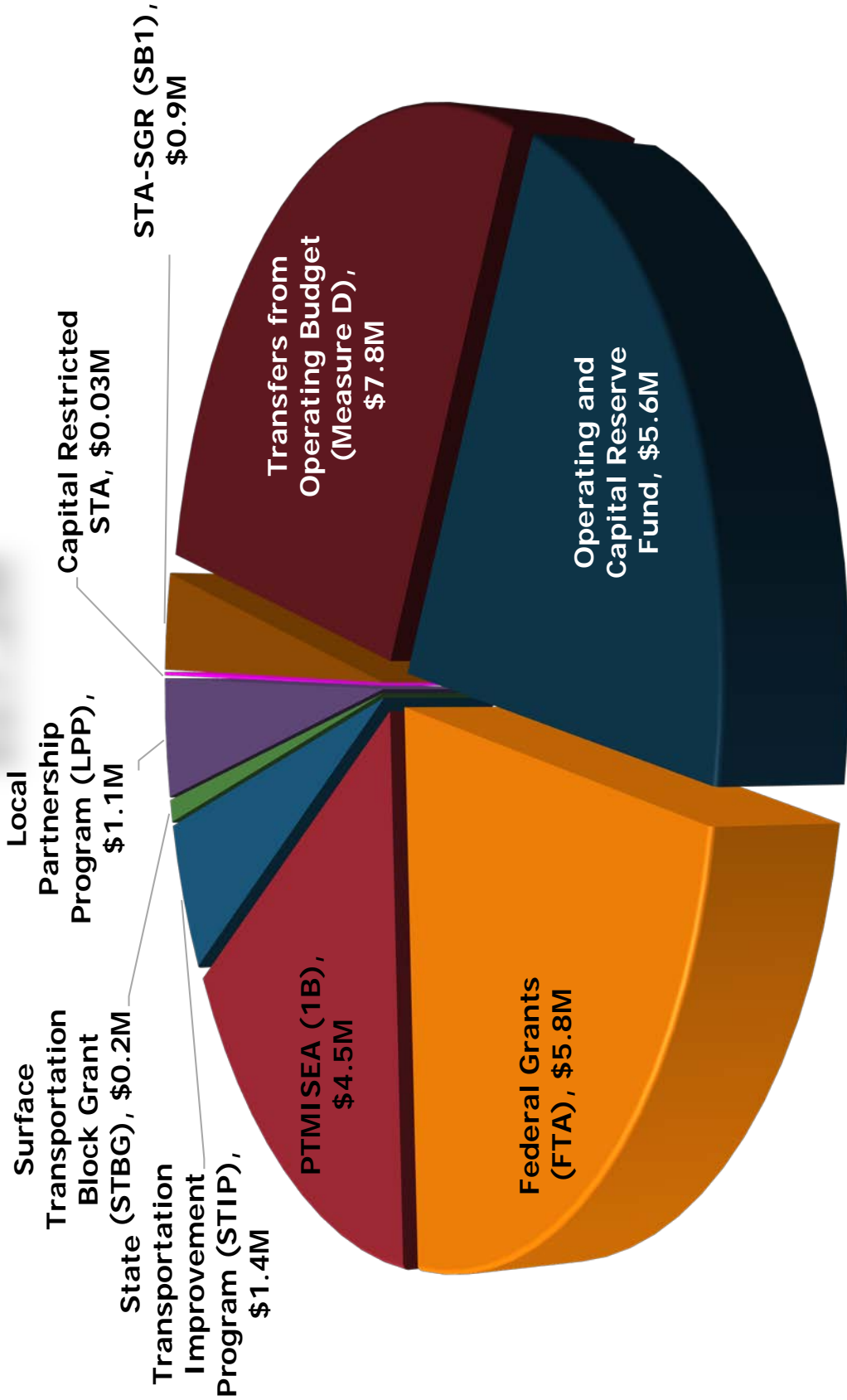
Ridership	FY22	FY21	% Change
Total	114,539	59,371	92.9%
Hwy 17	8,031	2,698	197.7%
Local	106,508	56,673	87.9%
UCSC	14,021	4,979	181.6%
Cabrillo	778	151	415.2%
Non-Student	99,740	54,241	83.9%

Post Pandemic Ridership Recovery



FY22 & Beyond Capital Portfolio Funding*

\$27.2M





DATE: September 24, 2021

TO: Board of Directors

FROM: Chuck Farmer, CFO

**SUBJECT: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT
AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**

I. RECOMMENDED ACTION

That the Board of Directors approve a resolution declaring vehicles and/or obsolete equipment as ready for disposal or auction and direct the CEO to dispose of the surplus items in conformance with METRO's Administrative Policy Number AP-2020 - Fixed Assets and Inventoried Items.

II. SUMMARY

- In accordance with Santa Cruz Metropolitan Transit District's (METRO) policy on disposal of fixed assets, at least once per year Finance Department management shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Vehicles and/or equipment have exceeded their useful lives and are no longer needed by METRO.
- Staff recommends that the Board of Directors approve the resolution for the disposal or auction of excess property (Attachment A) and declare the item(s) listed in Exhibit A as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION/BACKGROUND

The following vehicles/equipment identified in the Excess Vehicle & Equipment Listing (Exhibit A) have become obsolete and surpassed their useful life expectancy:

- One (1) H3C MSR 30-20 Router, no. 5008
- One (1) 2003 New Flyer Bus no. 2221

The vehicle recommended for disposal is fully depreciated, so there is no financial obligation to a granting agency with regard to the recommended disposal. METRO no longer has a need for these assets listed above; therefore, it is recommended that they be disposed of at this time.

The disposition of these assets has been coordinated with management and staff in processing them for disposal, recycling or auction, if appropriate.

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

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to Financial Stability, Stewardship, & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

The estimated gross market value of the vehicle included in the disposal list is approximately \$-0-. All vehicles/equipment items have reached the end of their useful life and are obsolete. There is no financial impact as a result of these disposals.

Any revenue generated from the sale of vehicles, equipment or inventory is recorded in the District's general ledger to account 407090-100 "Gain/Loss on Disposal of Assets."

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

Keep the vehicle and equipment in capital asset inventory. Staff does not recommend this alternative because the items have exceeded their useful life and/or are cost-prohibitive to repair and are no long in use.

VIII. ATTACHMENTS

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

Exhibit A: Excess Vehicle & Equipment Listing—as of September 24, 2021

IX. APPROVALS:

Approved as to fiscal impact:
Chuck Farmer, CFO



Alex Clifford, CEO/General Manager



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Attachment A



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

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

RESOLUTION TO APPROVE THE DISPOSAL OR AUCTION OF EXCESS ASSETS

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

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

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

WHEREAS, the acquisition cost of each item identified as excess is greater than \$5,000; and

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

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

1. The following assets are declared excess property on the Excess Vehicle & Equipment Listing as of 09/24/2021, "Exhibit A" and may be disposed of or auctioned as such:
 - a. "One (1) H3C MSR 30-20 Router, no. 5008";

Attachment A

Resolution No. _____
Page 2 of 3

b. "One (1) 2003 New Flyer , no. 5620";

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on September 24, 2021, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

ABSTAIN: DIRECTORS –

Donna Lind, Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

JULIE SHERMAN
General Counsel

Attachment A

Resolution No. _____
Page 3 of 3

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

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 09/24/2021

(Attached)

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT										
EXCESS VEHICLE & EQUIPMENT LISTING AS OF 9/24/2021										
Vehicle or Asset Tag #	Description	Acquisition Date	Cost	Accumulated Depreciation	Net Book Value	Est. Market Value	Reason for Disposal	Condition	VIN /SERIALNO	License #
5008	H3C MSR 30-20 ROUTER	10/1/2009	\$ 10,030	\$ 10,030	\$ -	\$ 50	DECOMMISSION	FAIR	210235A328B08C00001	N/A
B2221	2003 NEW FLYER D35LFC	4/7/2003	\$ 490,222	\$ 490,222	\$ -	\$ -	TOTAL LOSS	POOR	5FYD2GL022U024716	1161767



DATE: September 24, 2021
TO: Board of Directors
FROM: Kristina Mihaylova, Deputy Finance Director
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY22 REVISED CAPITAL BUDGET/PORTFOLIO

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY22 Revised Capital Budget/Portfolio, as presented in Attachment B

II. SUMMARY

- The Board of Directors (Board) adopted the FY22 Capital Budget/Portfolio on June 25, 2021.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, spending adjustments and removal of projects that are no longer active.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY22 & FY23 Operating and FY22 Capital Budget/Portfolio on June 25, 2021.

Periodically, capital budget revisions are required to add new projects, revise project balances and funding sources, update project descriptions, etc. This will be the first revision to the FY22 Capital Budget/Portfolio since adoption.

Staff requests that the Board adopt a resolution (Attachment A) to approve the FY22 Revised Capital Budget/Portfolio (Attachment B).

A Reconciliation by Project as of September 24, 2021 (Attachment C) is provided; this reconciles the (current) FY22 Revised Capital Budget/Portfolio against the (original) Final FY22 Capital Budget/Portfolio adopted on June 25, 2021.

This revision impacts multiple projects.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This pertains to METRO's Financial Stability, Stewardship & Accountability

V. FINANCIAL CONSIDERATIONS/IMPACT

The original FY22 Capital Budget/Portfolio adopted June 25, 2021 totals \$27,189,096.

- Revision 1 – September 24, 2021 – This revision added three (3) projects, removed two (2) projects; revised the available budget balances for ten (10) existing projects; added additional funding to one (1) existing project, and revised the description on one (1) project. This revision resulted in a net decrease of \$2,434,839, for a Revised FY22 Capital Budget/Portfolio balance of \$24,754,257.

The Reconciliation by Project as of September 24, 2021 (Attachment C) lists the detail of all changes by project since adoption on June 25, 2021, and includes an explanation for the action. The year to date change is a net decrease of \$2,434,839.

The estimated balance of the Operating and Capital Reserve Fund after this revision is an accrued balance of approximately \$2M. Reminder: The Operating and Capital Reserve Fund is comprised of Alternative Fuel Tax Rebates from prior years, and any excess revenues above actual expenses (carryover) transferred from the Operating Budget. Note that the estimate provided here includes deductions for approved capital projects *and* commitments (the required local match) against grants that may *not* yet have been awarded; those un-awarded projects are *not* included in the attached revised budget. If or when those grants are awarded, the capital budget will be revised accordingly.

VI. ALTERNATIVES CONSIDERED

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

VII. ATTACHMENTS

Attachment A: FY22 Capital Budget/Portfolio Resolution

Attachment B: FY22 Revised Capital Budget/Portfolio as of September 24, 2021

Attachment C: FY22 Revised Capital Budget/Portfolio – Reconciliation by Project as of September 24, 2021

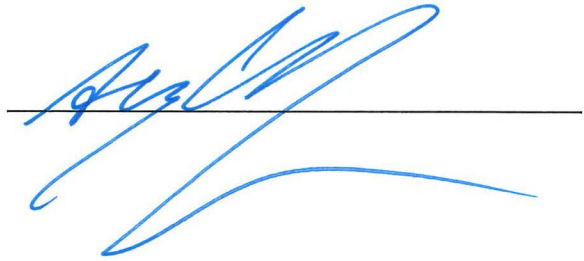
Prepared by: Kristina Mihaylova, Deputy Finance Director

VIII. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO



Alex Clifford, CEO/General Manager



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Attachment A



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

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

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING A REVISION TO THE FY22 CAPITAL BUDGET/PORTFOLIO

WHEREAS, the Board of Directors approved the FY22 Capital Budget/Portfolio on June 25, 2021 with a total budget of \$27,189,096; and

WHEREAS, it is necessary to revise the adopted FY22 Capital Budget/Portfolio by \$2,434,839;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Santa Cruz Metropolitan Transit District hereby amends the FY22 Capital Budget/Portfolio per Attachment B to this resolution for a total FY22 Revised Capital Budget/Portfolio of \$24,754,257.

PASSED AND ADOPTED this 24th day of September 2021, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved _____
DONNA LIND, Board Chair

ATTEST _____
ALEX CLIFFORD
CEO, General Manager

APPROVED AS TO FORM

JULIE A. SHERMAN
General Counsel

9.6A.1

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY22 (REVISED) CAPITAL BUDGET/ANTICIPATED SPENDING
 AS OF SEPTEMBER 24, 2021

PROJECT/ACTIVITY	RESTRICTED	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	CAPITAL RESTRICTED STA	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	MEASURE D (XFR FROM OPER BUDGET)	BUS REPLACEMENT FUND		TOTAL
											\$3M PER YEAR (MEASURE D + SB1 STA&SGR)	RESTRICTED	
CAPITAL PROGRAM FUNDING													
Federal Sources of Funds:													
Federal Grants (FTA)	\$ 1,063,526												\$ 1,063,526
Surface Transportation Block Grant (STBG)	\$ -												\$ -
State Sources of Funds:													
PTMISEA (1B)		\$ 4,469,355											\$ 4,469,355
Slate Transportation Improvement Program (STIP)				\$ 635,541									\$ 635,541
Low Carbon Transit Operations Program (LCTOP)					\$ -								\$ -
Local Partnership Program (LPP)					\$ 302,000								\$ 302,000
Slate Transit Assistance (STA)-Prior Years						\$ 28,255							\$ 28,255
Transfers from Operating Budget (STA-SB1)													\$ -
STA-SGR (SB1)								\$ 882,754					\$ 882,754
Transfers from Operating Budget (Measure D)										\$ 1,456,311			\$ 1,456,311
Local Sources of Funds:													
Operating and Capital Reserve Fund												\$ 1,884,787	\$ 1,884,787
TOTAL CAPITAL FUNDING BY FUNDING SOURCE													
	\$ 1,063,526	\$ 4,469,355	\$ 635,541	\$ -	\$ 302,000	\$ 28,255	\$ 28,255	\$ -	\$ 882,754	\$ 1,456,311	\$ 1,884,787	\$ 10,722,529	
Restricted Funds	\$ 1,063,526	\$ 4,469,355	\$ 635,541	\$ -	\$ 302,000	\$ 28,255	\$ 28,255	\$ -	\$ 882,754	\$ 1,456,311	\$ 1,884,787	\$ 8,837,741	
Unrestricted Funds													\$ 1,884,787
TOTAL CAPITAL FUNDING													
	\$ 1,063,526	\$ 4,469,355	\$ 635,541	\$ -	\$ 302,000	\$ 28,255	\$ 28,255	\$ -	\$ 882,754	\$ 1,456,311	\$ 1,884,787	\$ 10,722,529	
* NOTE: The amounts listed here represent the amounts committed against awarded grants and projects, and therefore will not equal the \$3M allocated to the Bus Replacement Fund in any given year.													

9.6B.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 FY22 (REVISED) CAPITAL BUDGET/PORTFOLIO
 AS OF SEPTEMBER 24, 2021

PROJECT/ACTIVITY	RESTRICTED	PTMISEA (1B)	STIP	LCTOP	LPP	CAPITAL RESTRICTED STA	STA-SB1 (XFR FROM OPER BUDGET)	STA-SGR (SB 1)	BUS REPLACEMENT FUND		OPERATING & CAPITAL RESERVE FUND	TOTAL
									RESTRICTED	RESTRICTED		
Construction Related Projects												
1 19-0001 New METRO Owned Paracruz Facility-FY20 LPP (Grant Match for 5339(b))												
2 19-0002 Pacific Station/Metro Center Redevelopment w/ City of SC												
3 19-0003 Pacific Station/Metro Center-Conceptual Design/MOU (5309)	\$ 113,028					\$ 28,255					\$ 2,120,586	\$ 2,120,586
Subtotal	\$ 113,028					\$ 28,255					\$ 2,120,586	\$ 2,120,586
IT Projects												
4 19-0004 ERP Consultant & System												
5 22-0001 Secondary Virtualization System												
Subtotal	\$ -					\$ -					\$ 1,650,000	\$ 1,650,000
Facilities Upgrades & Improvements												
6 19-0006 Maint Yard-Security Hardening/Expanded Parking												
7 19-0006b Demolition of two structures & repair of sinkhole												
8 19-0006c Three automated gates & installation												
9 19-0010 Bus Stop Improvements (FTA 5339a FY18)	\$ 20,280											
10 19-0011 Gate Control at IKS Bus Entry (FTA 5339a FY18)	\$ 88,687											
11 19-0012 JKS Facility - Bus Wash Rehab. (FTA 5339a FY19)	\$ 100,000											
12 19-0013 JKS Facility - Upper Security Gates												
13 19-0016 Paint Exterior-Maint. Facility (FTA 5339a FY18 and FY19)	\$ 127,623											
14 19-0018 Awning @ Fueling Station A&E only (FTA 5339a FY18 & Reservd \$ -												
15 19-0020 Admin Bldg. Engineering & Renovations												
16 19-0018a Awning @ Fueling Station - Construction Phase (FTA 5339a FY20)	\$ 238,908											
Subtotal	\$ 575,488					\$ -					\$ 1,026,965	\$ 1,602,463
Revenue Vehicle Purchases, Replacements & Campaigns												
17 19-0024 Replace Six (6) CNG Buses (PTMISEA)		\$ 4,036,017									\$ 100,000	\$ 4,136,017
18 19-0027 FY18 STIP - AVLITS (STIP, Measure D)			\$ 635,541									\$ 635,541
19 20-0001 7 Replacement Paracruz Vans (FY19 LPP, Measure D)			\$ 302,000									\$ 302,000
20 19-0032 3 New Flyer Repl. Capital Lease - Year 4 of 6 Prin Only - (Measure D) Interest funded in Operating Budget \$32K												
2 35' CNG Buses (FY19 Caltrans' Discretionary FTA												
2 35' CNG Buses (Bus Replacement Fund)	\$ 1,088,000											
5339: Bus Replacement Fund: FY19 & FY20		\$ 433,338										
SGR, PTMISEA, Measure D)		\$ 4,469,355										
Subtotal	\$ 1,088,000	\$ 4,469,355	\$ 635,541	\$ 302,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 852,754	\$ 131,609	\$ 1,447,701
												\$ 8,992,537

**FY22 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF SEPTEMBER 24, 2021- 1st REVISION**

Attachment C

FY22 FINAL CAPITAL BUDGET/PORTFOLIO ADOPTED JUNE 25, 2021: **\$ 27,189,096**

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Revise Project Budget Balance: New METRO Owned Paracruz Facility	19-0001	OP & CAPITAL RESERVE	\$ (73,000)	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance: Pacific Station/Metro Center-Conceptual Design/MOU (5309)	19-0003	FTA STA	\$ (4,906) \$ (1,228)	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance: Main Yard-Security Hardening/Expanded Parking	19-0006	OP & CAPITAL RESERVE	\$ 4,611	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance: Bus Stop Improvements (FTA 5339a FY18)	19-0010	FTA	\$ (98,595)	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance: Gate Control at JKS Bus Entry (FTA 5339a FY18)	19-0011	FTA	\$ (11,313)	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance and Project Description: Paint Exterior-Maint. Facility (FTA 5339a FY18 and FY19)	19-0016	FTA	\$ (1,036)	
Reason: Adjust available budget based on prior year spending and Project description				
Revise Project Budget Balance: FY18 STIP - 2 ZEBs (STIP, LPP, HVIP = \$300K)	19-0026	STIP LPP MEASURE D	\$ (720,899) \$ (786,000) \$ (553,472)	
Reason: Adjust available budget based on prior year spending				
Remove: Paracruz Van Replacement (3) (STBG FY19 via RTC)	19-0033	MEASURE D OP & CAPITAL RESERVE STBG	\$ (52,132) \$ (7,210) \$ (200,000)	
Reason: Project Completed in prior year.				
Revise Project Budget Balance: Electric Bus (3) + Infra & Proj Mgmt.	19-0037	MEASURE D FTA	\$ (5,116) \$ (28,991)	
Reason: Adjust available budget based on prior year spending				

**FY22 CAPITAL BUDGET/PORTFOLIO
RECONCILIATION BY PROJECT
AS OF SEPTEMBER 24, 2021- 1st REVISION**

Attachment C

CAPITAL PROJECT	PJT#	SOURCE	AMOUNT	TOTAL
Remove: Zoom System for Conference Room	19-0048m	OP & CAPITAL RESERVE	\$ (4,046)	
Reason: Project Completed in prior year.				
Revise Project Budget Balance: Misc Capital Contingency-\$800K -	19-0048	OP & CAPITAL RESERVE	\$ 10,493	
Reason: Adjust available budget based on prior year spending				
Revise Project Budget Balance: Hardware for Bus Stop Redesign	21-0007	OP & CAPITAL RESERVE	\$ (68,401)	
		OP & CAPITAL RESERVE	\$ 18,000	
Reason: Adjust available budget based on prior years spending and add additional funding in FY22				
Add project: Facilities Maintenance Equipment	22-0002	FTA	\$ 22,199	
Transfer Funds: Funds needed for new project	19-0045	FTA	\$ (22,199)	
Reason: FTA Funds available after the completion of project 19-0045				
Change Description Only: Secondary Virtualization System	22-0001	OP & CAPITAL RESERVE	\$ -	
Reason: Title change				
Add Funds: 2 35' CNG Buses (FY19 Caltrans Discretionary FTA 5339; Bus Replacement Fund)	20-0002	MEASURE D	\$ 148,382	
Reason: Additional funds needed for Project 20-0002 (as per SR 09-24-2021)				
Add project: Timekeeping system - upgrade	19-0048q	OP & CAPITAL RESERVE	\$ 14,900	
Transfer Funds: Funds needed for new project	19-0048	OP & CAPITAL RESERVE	\$ (14,900)	
Reason: Needed Upgrade for the Timekeeping system				
Add project: Financial system ABS - upgrade	19-0048r	OP & CAPITAL RESERVE	\$ 10,000	
Transfer Funds: Funds needed for new project	19-0048	OP & CAPITAL RESERVE	\$ (10,000)	
Reason: Needed Upgrade for the Financial system				
			\$ (2,434,839)	
FUNDING SUMMARY:				
		OP & CAPITAL RESERVE	\$ (119,553)	
		FTA	\$ (144,841)	
		LCTOP	\$ -	
		LPP	\$ (786,000)	
		MEASURE D	\$ (462,338)	
		PTMISEA	\$ -	
		STA	\$ (1,228)	
		STA-SGR	\$ -	
		STBG	\$ (200,000)	
		STIP	\$ (720,899)	
TOTAL CAPITAL BUDGET REVISIONS THROUGH 09/24/21:			\$ (2,434,839)	

FY22 REVISED CAPITAL BUDGET/PORTFOLIO AS OF SEPTEMBER 24, 2021:

\$ 24,754,257



DATE: September 24, 2021

TO: Board of Directors

FROM: Dawn Crummié, Human Resources Director

SUBJECT: AUTHORIZE AND FUND A REVENUE ACCOUNT PROGRAM MANAGER POSITION

I. RECOMMENDED ACTION

Authorize and fund a Revenue Account Program Manager in the Finance Department

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) is in need of a full-time dedicated Revenue Account Program Manager professional.
- METRO contracted with Koff & Associates (hereinafter “K&A”) to conduct a total classification and compensation study in July 2021.
- Due to the workload of our Customer Service and Finance Departments, staff is asking to create a Revenue Account Program Manager position to manage, coordinate, evaluate, develop, implement fare media programs, revenue services, and ticket and pass sales program.
- For reporting structure purposes, the Revenue Account Program Manager position will be reporting to the Finance Department.
- METRO staff and Service Employees International Union Local 521 (SEIU) representatives met and discussed the needs of the organization. It was agreed that the previous SEIU represented position of Revenue Account Coordinator be unfunded and removed from SEIU representation and that a Revenue Account Program Manager position be created and unrepresented as a management position.
- On September 10, 2021, the Human Resources Director requested that the Personnel/HR Standing Committee (Committee) review and recommend the full Board of Directors approve this position. The Committee voted unannusously to recommend approval to the full Board of Directors (Board) with no additions.
- Staff is recommending Board approve the Revenue Account Program Manager position.

III. DISCUSSION/BACKGROUND

In June 2021, the Revenue Account Coordinator resigned from METRO employment. At that time, METRO contracted with K&A to evaluate the needs of the agency. A total analysis and compensation study was performed.

During the study, K&A reviewed prior classification descriptions and related documentation. From 1989 to 2016, the position was called Ticket & Pass Program Specialist. At that time, this position reported to the Fixed Route Superintendent. After the incumbent retired and the department was restructured, this position was filled with contractors reporting to the Paratransit Superintendent and Finance Manager. In 2017, METRO hired a new employee to fill the Ticket and Pass Program Specialist position. In 2019, a full salary and compensation study was performed, reclassifying this position to a Revenue Account Coordinator.

Human Resources, Finance and Customer Service staff have worked with K&A staff to create a new Revenue Account Program Manager position description and corresponding wage scale.

K&A presented a Total Compensation Study which reflected comparison agency salaries and benefits. The seven established labor market comparable agencies were:

- Central Contra Costa County Transit Authority
- City of Santa Cruz
- County of Santa Cruz
- Monterey-Salinas Transit District
- Riverside Transit Agency
- San Joaquin Regional Transit District
- Santa Barbara Metropolitan Transit District

These are the same seven agencies used in previous studies for management positions.

K&A was not able to find a sufficient number of comparable matches. Thus, internal alignment with other classifications was considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, reporting relationship structure, supervision exercised and received, and related job factors.

Going forward, staff determined that METRO is in need of a Revenue Account Program Manager who can be responsible for managing and directing fare programs and revenue services. The shift from a non-management position to a management position was determined based on the level of new responsibilities given to the position. The new job description delineates a program management classification responsible for managing and directing fare programs and revenue services, including evaluating existing revenue structure, processes, and systems and recommending and implementing improvements, creating and/or updating policies and procedures, and implementing new fare and revenue collection systems. Our current Revenue

Account Coordinator position description allows the incumbent to only work by taking the direction and scope as given.

On September 10, 2021, the Human Resources Director requested that the Personnel/HR Standing Committee (Committee) review and recommend the full Board of Directors approve this position. The Committee voted unannumously to recommend approval to the full Board of Directors (Board) with no additions.

If approved, an open recruitment will be performed to fill the Revenue Account Program Manager position.

Staff requests the Board approve the addition of a Revenue Account Program Manager in the current Management Compensation Policy.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report ties to the following strategic priorities:

- Service Quality and Delivery
- Employee Engagement: Attract, Retain and Develop
- Strategic Alliances and Community Outreach

V. FINANCIAL CONSIDERATIONS/IMPACT

Funding for this position is in the FY22 & FY23 Customer Service Operating Budget.

The adoption of the recommendations contained in this report will require the transfer of funds from the vacant Revenue Account Coordinator position under the Customer Service Department Operating Budget to the Finance Department Operating Budget.

The budget increase in FY22 and FY23 would be \$24K and \$29K, respectively.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

- Not approving the addition of the position is an alternative. Staff does not recommend this option. This position meets the needs of METRO.
- Reject the suggested classification and wage survey. Staff does not recommend this action since the new class specification and its wage survey were researched and developed based on the developing needs of METRO.

VIII. ATTACHMENTS

Attachment A: Revenue Account Program Manager Job Description

Attachment B: Revenue Account Program Manager Wage Scale

Prepared by: Dawn Crummié, Human Resources Director

IX. APPROVALS

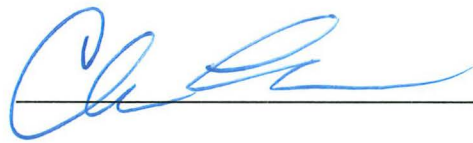
Dawn Crummié, HR Director



Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer



Alex Clifford, CEO/General Manager



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Attachment A

HUMAN RESOURCES DEPARTMENT

Santa Cruz METRO

Class Code: **OA121**
FLSA Status: *Exempt*

Revenue Account Program Manager

Bargaining Unit: Management

DEFINITION:

Under general direction of Chief Financial Officer and/or Deputy Finance Director, the Revenue Account Program Manager plans, develops, organizes, manages, evaluates, and implements fares programs and revenue services; manages fare media and systems projects; performs accounting, financial analysis, and bookkeeping to support Santa Cruz METRO financial function, processes, and Ticket and Pass Sales Program; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a program management classification responsible for managing and directing fare programs and revenue services including evaluating existing revenue structure, processes, and systems and recommending and implementing improvements, creating and/or updating policies and procedures, and implementing new fare and revenue collection systems. The position manages a complex and multi-disciplinary program that involves contact inside and outside of the agency and the ability to manage multiple stakeholder interests and requires a high level of technical expertise and acumen in support of management and/or Board priorities, strategic initiatives, and directives. The work involves a high-level of problem-solving requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments are typically given as broad, conceptual ideas and directives and the incumbent is accountable for overall results and responsible for developing guidelines, action plans, and methods to provide deliverables and services on time and within budget.

This position reports to the Chief Financial Officer and/or Deputy Finance Director; and may receive direction from the Customer Service Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Plans, manages, evaluates, and implements fare programs and revenue services across the agency.
- Leads the development and standardization of procedures and methods to improve and continuously monitor the efficiency, security, and effectiveness of fare revenue operations and service delivery methods and procedures in order to maximize funding and efficiencies and minimize costs and threats of fraud or theft; evaluates and monitors operations, revenue streams and fare structure, collection processes, and fare media and platforms; conducts studies and analyses, identifies opportunities for improvement, evaluates alternatives, develops recommendations, and implements changes; makes decisions affecting METRO's fare pricing, cash collection, and system changes.
- Recommends and implements program goals and objectives, policies, procedures, work standards, and internal controls.
- Plans, manages, and implements fare media and systems projects including design, testing, installation, and maintenance; defines project requirements, methods, and end objectives in



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consultation with vendors and end users; develops and manages project budgets; develops concept documents, internal controls, and process documentation; coordinates project activities with vendors, contractors, consultants, and other Santa Cruz METRO departments.

- Serves as system administrator for assigned systems, including generating reports and setting up, updating, and maintaining access rights to users and user groups.
- Analyzes and identifies variances and problems in fare and revenue collecting equipment; coordinates maintenance and upgrade of equipment; maintains and stocks change and ticketing machines.
- Performs accounting, financial analysis, and general support functions for Santa Cruz METRO's Ticket and Pass Sales Program including balancing and reconciling Ticket Vending Machine (TVM) sales, counting and depositing TVM revenue, ordering change to refill machines, and providing TVM revenue information to the Finance Department, lost credit reports to the Customer Service Department, and reporting all technical issues to the Fleet Department.
- Coordinates directly with the Customer Service Director on developing and implementing revenue and ticketing systems, equipment, and procedures and providing training to customer service staff.
- Develops assigned budgets including providing analysis of types of sales and trends in sales and customer preferences.
- Delivers Santa Cruz METRO tickets and passes to ticket agents and vendors; reconciles ticket stock and collects payments for tickets and passes sold.
- Processes, tracks, and reconciles ticket and pass requests received via online sales, mail order, and discounted pass requests (bulk purchases).
- Prepares and makes bank deposits for collected revenues, provides weekly summary deposit recaps of all ticket and pass sales to the Finance Department, assists in audits, resolves technical and reporting issues, and ensures security and compliance with established financial controls including ensuring cash is handled in dual custody and protection and security of fare media.
- Coordinates weekly cash pickups and communicates with the vendor in case of process disruptions, changes in pickup schedule or location, and discrepancies in the value of the weekly pickups amounts and bank deposits.
- Provides periodic updates to senior staff and Board of Directors on revenue service outcomes and changes to processes and systems.
- Maintains various records and information related to ticket and pass sales including sales reports, deposit slips, receipts, invoices, and other documents; compiles data and prepares reports on sales revenue, cash receipts, and other program activities; analyzes and streamlines multiple revenue streams and fares; develops new or ad hoc reports as requested by management.
- Performs various office support duties including answering phones and providing information to employees and the public, maintaining inventories and ordering supplies, and typing memoranda, letters, reports, contracts, purchase orders, statistical data, specifications, and other documents as directed.
- Interprets laws, regulations, and policies to determine relevancy to fare program and revenue services; affirms program compliance or recommends measures to ensure compliance with laws and regulations.
- Prepares a variety of administrative, financial, and technical reports, as well business correspondence and presentations; presents reports and to internal and external stakeholders and the Board of Directors.
- Serves as a resource by providing consultation and guidance to staff and management with respect to fare programs and revenue services delivery or operational effectiveness issues.



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Santa Cruz METRO

- Stays informed of existing and emerging fare and revenue collection strategies, systems, and equipment.
- Operates standard office equipment and utilizes standard business computer software in performing job tasks.
- Drives a Santa Cruz METRO vehicle to perform assignments.
- Performs as a hands on “working” manager.
- Performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of program management including planning, development, implementation, and evaluation.
- Principles, practices, and techniques related to multi-stream revenue collection, counting, reconciling, processing, and reporting.
- Financial analysis and management principles including cash management and cash flow related to revenue streams.
- Knowledge of Generally Accepted Accounting Principles (GAAP) used by state and local governments;
- Principles and practices of general accounting, bookkeeping, and auditing, including Generally Accepted Accounting Principles (GAAP) used by state and local government agencies.
- Fare media and systems, equipment, hardware, and software applications used in revenue collections; automated fare systems; and/or alternative card payment systems and applications.
- Principles and techniques for evaluating revenue streams and fare structures.
- Fraud and theft control techniques, measures, and internal audit requirements.
- Principles and practices of project management, including identifying system needs and issues, researching and evaluating technology and the most effective courses of action, and implementing solutions.
- Principles and practices of vendor relationship management.
- Applicable Federal, State, and local laws and regulations and Santa Cruz METRO policies and procedures affecting fare programs and revenue services.
- Recordkeeping principles and procedures.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors/consultants, and Santa Cruz METRO staff.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Effectively manage and administer fare program and revenue services operations and activities.
- Adapt to changes in priorities or resources that impact pre-established timelines and courses of action.
- Maintain awareness of the functioning and status of multiple work groups or program areas simultaneously.
- Navigate the organization and its competing priorities for effective program management.



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- Organize, coordinate, and implement revenue services operations and activities.
- Research, evaluate, and recommend new service delivery methods, procedures, and techniques related to fare and revenue collection programs.
- Perform accounting, financial analysis, and field work with substantial independence, judgment and decision-making, and discretion.
- Build financial models, analyze assumptions and trends, and develop and present recommendations and conclusions.
- Understand the relationship between account records and documents for recording, reconciliation, and reporting purposes.
- Plan and manage fare media and systems development, enhancement, and maintenance projects.
- Principles of public speaking.
- Maintain records and control systems with accuracy and attention to detail.
- Prepare clear, concise, and complete reports and other written material.
- Perform accurate mathematical calculations and financial analyses.
- Maintain a calm demeanor in stressful situations.
- Understand, interpret, and apply all pertinent laws, regulations, codes, and ordinances and Santa Cruz METRO policies and procedures relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment relevant to work performed.
- Communicate clearly and effectively in both oral and written form in one-on-one and group settings.
- Establish and maintain effective working relationships within the department and with other departments, agencies, contractors, consultants, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Four-year degree in accounting, finance, economics, or a closely related field from an accredited college or university and four (4) years of professional experience in revenue collection, financial analysis, and/or accounting experience. Experience in a public agency is desirable.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment.

SPECIAL REQUIREMENTS:

- Driving record will be reviewed as part of the application process.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Physical Demands

While performing the duties of this job, the employee is often required to reach with hands and arms; walk and sit; use finger dexterity, and talk and hear. Work often requires the repetitive use of both hands to grasp and feel objects and use a keyboard. The employee is regularly required to stoop at the waist, kneel, crouch, and stand. Occasional lifting up to 25 pounds unaided may be required. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses basic math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Safety:

Any required Personal Protective Equipment (PPE) will be provided.

Work Environment:

The employee works in a standard office environment where the noise level is usually moderate. May work out in the field when needed.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a requisite background check.
- May occasionally work extended hours or hours outside of the regular schedule.

*Adopted:	TBD
*BOD Approved:	TBD
*Revised:	00-00-00
*Job Family:	Professional- Finance

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MANAGEMENT													
HOURLY RATES SCHEDULE													
	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	
Effective 06/24/21 (FY22) / Adopted by the Board as of June 25, 2021													
CEO/General Manager	107.95	113.35	113.35	119.02	124.69	119.02	124.97	130.92	124.97	131.22	137.47	137.78	144.34
Chief Operating Officer	70.67	74.20	74.20	77.91	81.62	77.91	81.81	85.71	81.81	85.90	89.99	90.20	94.50
Maintenance Manager	55.23	57.99	57.99	60.89	63.79	60.89	63.93	66.97	63.93	67.13	70.33	70.49	73.85
Chief Financial Officer (CFO)	70.67	74.20	74.20	77.91	81.62	77.91	81.81	85.71	81.81	85.90	89.99	90.20	94.50
Planning and Development Director	60.24	63.25	63.25	66.41	69.57	66.41	69.73	73.05	69.73	73.22	76.71	76.88	80.54
Human Resources Director	66.28	69.59	69.59	73.07	76.55	73.07	76.72	80.37	76.72	80.56	84.40	84.59	88.62
Information Technology and Intelligent Transportation Systems Director	66.28	69.59	69.59	73.07	76.55	73.07	76.72	80.37	76.72	80.56	84.40	84.59	88.62
Marketing, Communications and Customer Service Director	48.47	50.89	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	61.86	64.81
Purchasing and Special Projects Director	48.47	50.89	50.89	53.43	55.97	53.43	56.10	58.77	56.10	58.91	61.72	61.86	64.81
Senior Database Administrator	52.83	55.47	55.47	58.24	61.01	58.24	61.15	64.06	61.15	64.21	67.27	67.42	70.63
Finance Deputy Director	52.99	55.64	55.64	58.42	61.20	58.42	61.34	64.26	61.34	64.41	67.48	67.63	70.85
Human Resources Deputy Director	49.73	52.22	52.22	54.71	57.44	54.83	57.57	60.31	57.57	60.45	63.33	63.47	66.49
Operations Manager - Fixed Route Division	43.42	45.59	45.59	47.87	50.15	47.87	50.26	52.65	50.26	52.77	55.28	55.41	58.05
Operations Manager - Paratransit Division	43.42	45.59	45.59	47.87	50.15	47.87	50.26	52.65	50.26	52.77	55.28	55.41	58.05
Assistant Maintenance Manager	41.43	43.50	43.50	45.57	47.86	45.68	47.96	50.24	47.96	50.36	52.76	52.88	55.40
Facilities Maintenance Manager	46.95	49.30	49.30	51.77	54.24	51.77	54.36	56.95	54.36	57.08	59.80	59.93	62.78
Database Administrator	45.94	48.24	48.24	50.65	53.06	50.65	53.18	55.71	53.18	55.84	58.50	58.63	61.42
Safety, Security and Risk Management Director	52.02	54.62	54.62	57.35	60.08	57.35	60.22	63.09	60.22	63.23	66.24	66.39	69.55
Assistant Operations Manager	32.57	34.20	34.20	35.91	37.62	35.91	37.71	39.51	37.71	39.60	41.49	41.58	43.56
Project Manager	32.57	34.20	34.20	35.91	37.62	35.91	37.71	39.51	37.71	39.60	41.49	41.58	43.56
Purchasing Manager	41.43	43.50	43.50	45.57	47.86	45.68	47.96	50.24	47.96	50.36	52.76	52.88	55.40
*Customer Service Manager	33.70	35.39	35.39	37.16	38.93	37.16	39.02	40.88	39.02	40.97	42.92	43.02	45.07
**Revenue Account Program Manager	32.57	34.20	34.20	35.91	37.62	35.91	37.71	39.51	37.71	39.60	41.49	41.58	43.56
Executive Assistant	31.69	33.27	33.27	34.85	36.59	34.93	36.68	38.43	36.68	38.51	40.34	40.44	42.37
L = 10 Years Longevity (5%); LL = 15 Years Longevity (5%+5%)													

Longevity Pay is based only on length of service.													
* Position added and adopted by the Board on 11-20-2020													
* New position proposed to be added and adopted by the Board on 09-24-2021													

MANAGEMENT
MONTHLY SALARY SCHEDULE

Title	Step 1	Step 1 LL	Step 2	Step 2 LL	Step 3	Step 3 LL	Step 4	Step 4 LL	Step 5	Step 5 LL	Step 6	Step 6 LL	Step 6 LL					
CEO/General Manager	18,711	19,647	19,647	20,630	21,613	20,630	21,662	22,693	22,745	23,828	22,745	23,828	23,882	25,019	23,882	25,076	26,270	
Chief Operating Officer	12,250	12,861	12,861	13,504	14,148	13,504	14,180	14,856	14,889	15,598	14,889	15,598	15,635	16,380	15,635	16,416	17,198	
Maintenance Manager	9,573	10,052	10,052	10,554	11,057	10,554	11,081	11,608	11,636	12,191	11,636	12,191	11,636	12,218	11,636	12,218	12,828	13,439
Chief Financial Officer (CFO)	12,250	12,861	12,861	13,504	14,148	13,504	14,180	14,856	14,889	15,598	14,889	15,598	15,635	16,380	15,635	16,416	17,198	
Planning and Development Director	10,442	10,963	10,963	11,511	12,059	11,511	12,087	12,662	12,692	13,296	12,692	13,296	12,692	13,326	12,692	13,326	14,057	14,657
Human Resources Director	11,489	12,062	12,062	12,666	13,269	12,666	13,298	13,931	13,298	13,964	13,298	13,964	13,964	14,662	13,964	14,662	15,396	16,129
Information Technology and Intelligent Transportation Systems Director	11,489	12,062	12,062	12,666	13,269	12,666	13,298	13,931	13,298	13,964	13,298	13,964	13,964	14,662	13,964	14,662	15,396	16,129
Marketing, Communications and Customer Service Director	8,402	8,821	8,821	9,261	9,702	9,261	9,724	10,187	9,724	10,198	9,724	10,198	10,211	10,722	10,211	10,722	11,258	11,794
Purchasing and Special Projects Director	8,402	8,821	8,821	9,261	9,702	9,261	9,724	10,187	9,724	10,198	9,724	10,198	10,211	10,722	10,211	10,722	11,258	11,794
Senior Database Administrator	9,157	9,615	9,615	10,095	10,575	10,095	10,599	11,104	10,599	11,130	10,599	11,130	11,130	11,686	11,130	11,686	12,270	12,854
Finance Deputy Director	9,185	9,644	9,644	10,126	10,608	10,126	10,632	11,138	10,632	11,164	10,632	11,164	11,164	11,723	11,164	11,723	12,308	12,894
Human Resources Deputy Director	8,620	9,052	9,052	9,504	9,956	9,504	9,979	10,454	9,979	10,478	9,979	10,478	10,478	11,002	11,002	11,525	12,100	12,685
Operations Manager - Fixed Route Division	7,526	7,902	7,902	8,298	8,693	8,298	8,712	9,126	8,712	9,147	8,712	9,147	9,147	9,604	9,604	10,062	10,565	11,081
Operations Manager - Paratransit Division	7,526	7,902	7,902	8,298	8,693	8,298	8,712	9,126	8,712	9,147	8,712	9,147	9,147	9,604	9,604	10,062	10,565	11,081
Assistant Maintenance Manager	7,181	7,540	7,540	7,918	8,296	7,918	8,313	8,708	8,313	8,729	8,313	8,729	9,145	9,166	9,166	9,604	10,081	10,565
Facilities Maintenance Manager	8,138	8,545	8,545	8,974	9,402	8,974	9,422	9,871	9,422	9,894	9,422	9,894	10,365	10,388	10,388	10,908	11,428	11,948
Database Administrator	7,963	8,362	8,362	8,779	9,197	8,779	9,218	9,656	9,218	9,679	9,218	9,679	10,140	10,163	10,163	10,670	11,178	11,686
Safety, Security and Risk Management Director	9,017	9,468	9,468	9,941	10,414	9,941	10,438	10,936	10,438	10,960	10,438	10,960	11,482	11,508	11,508	12,055	12,659	13,263
Assistant Operations Manager	5,646	5,928	5,928	6,224	6,521	6,224	6,536	6,848	6,536	6,864	6,536	6,864	7,192	7,207	7,207	7,550	7,928	8,306
Project Manager	5,646	5,928	5,928	6,224	6,521	6,224	6,536	6,848	6,536	6,864	6,536	6,864	7,192	7,207	7,207	7,550	7,928	8,306
Purchasing Manager	7,181	7,540	7,540	7,918	8,296	7,918	8,313	8,708	8,313	8,729	8,313	8,729	9,145	9,166	9,166	9,604	10,081	10,565
*Customer Service Manager	5,841	6,134	6,134	6,441	6,748	6,441	6,764	7,086	6,764	7,102	6,764	7,102	7,440	7,457	7,457	7,812	8,202	8,592
**Revenue Account Program Manager	5,646	5,928	5,928	6,224	6,521	6,224	6,536	6,848	6,536	6,864	6,536	6,864	7,192	7,207	7,207	7,550	7,928	8,306
Executive Assistant	5,493	5,767	5,767	6,041	6,342	6,055	6,358	6,661	6,358	6,675	6,358	6,675	6,992	7,010	7,010	7,344	7,710	8,086

Longevity Pay is based only on length of service.

* Position added and adopted by the Board on 11-20-2020

* New position proposed to be added and adopted by the Board on 09-24-2021

MANAGEMENT
YEARLY SALARY SCHEDULE

Title	Step 1	Step 1.L	Step 1.LL	Step 2	Step 2.L	Step 2.LL	Step 3	Step 3.L	Step 3.LL	Step 4	Step 4.L	Step 4.LL	Step 5	Step 5.L	Step 5.LL	Step 6	Step 6.L	Step 6.LL
CEO/General Manager	224,536	235,768	247,000	235,768	247,562	259,355	247,562	259,938	272,314	259,938	272,938	285,938	272,938	286,582	300,227	286,582	300,914	315,245
Chief Operating Officer	146,994	154,336	161,678	154,336	162,053	169,770	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,580	187,616	196,997	206,378
Maintenance Manager	114,878	120,619	126,360	120,619	126,651	132,683	126,651	132,974	139,298	132,974	139,630	146,286	139,630	146,619	153,608	146,619	153,941	161,262
Chief Financial Officer (CFO)	146,994	154,336	161,678	154,336	162,053	169,770	162,053	170,165	178,277	170,165	178,672	187,179	178,672	187,616	196,580	187,616	196,997	206,378
Planning and Development Director	125,299	131,560	137,821	131,560	138,133	144,706	138,133	145,038	151,944	145,038	152,298	159,557	152,298	159,910	167,523	159,910	167,898	175,885
Human Resources Director	137,862	144,747	151,632	144,747	151,986	159,224	151,986	159,578	167,170	159,578	167,565	175,552	167,565	175,947	184,330	175,947	184,746	193,544
Information Technology & Intelligent Transportation Systems Director	137,862	144,747	151,632	144,747	151,986	159,224	151,986	159,578	167,170	159,578	167,565	175,552	167,565	175,947	184,330	175,947	184,746	193,544
Marketing, Communications and Customer Service Director	100,818	105,851	110,885	105,851	111,134	116,418	111,134	116,688	122,242	116,688	122,533	128,378	122,533	128,669	134,805	128,669	135,096	141,523
Purchasing and Special Projects Director	100,818	105,851	110,885	105,851	111,134	116,418	111,134	116,688	122,242	116,688	122,533	128,378	122,533	128,669	134,805	128,669	135,096	141,523
Senior Database Administrator	109,886	115,378	120,869	115,378	121,139	126,901	121,139	127,192	133,245	127,192	133,557	139,922	133,557	140,234	146,910	140,234	147,243	154,253
Finance Deputy Director	110,219	115,731	121,243	115,731	121,514	127,296	121,514	127,587	133,661	127,587	133,973	140,358	133,973	140,670	147,368	140,670	147,701	154,731
Human Resources Deputy Director	103,438	108,618	113,797	108,618	114,046	119,475	114,046	119,746	125,445	119,746	125,736	131,726	125,736	132,018	138,299	132,018	138,611	145,205
Operations Manager - Fixed Route Division	90,314	94,827	99,341	94,827	99,570	104,312	99,570	104,541	109,512	104,541	109,762	114,982	109,762	115,253	120,744	115,253	121,014	126,776
Operations Manager - Paratransit Division	90,314	94,827	99,341	94,827	99,570	104,312	99,570	104,541	109,512	104,541	109,762	114,982	109,762	115,253	120,744	115,253	121,014	126,776
Assistant Maintenance Manager	86,174	90,480	94,786	90,480	95,014	99,549	95,014	99,757	104,499	99,757	104,749	109,741	104,749	109,990	115,232	109,990	115,482	120,973
Facilities Maintenance Manager	97,656	102,544	107,432	102,544	107,682	112,819	107,682	113,069	118,456	113,069	118,726	124,384	118,726	124,654	130,582	124,654	130,894	137,134
Database Administrator	95,555	100,339	105,123	100,339	105,352	110,365	105,352	110,614	115,877	110,614	116,147	121,680	116,147	121,950	127,754	121,950	128,045	134,139
Safety, Security and Risk Management Director	108,202	113,610	119,018	113,610	119,288	124,966	119,288	125,258	131,227	125,258	131,518	137,779	131,518	138,091	144,664	138,091	144,987	151,902
Assistant Operations Manager	67,746	71,136	74,526	71,136	74,683	78,250	74,683	78,437	82,181	78,437	82,368	86,299	82,368	86,486	90,605	86,486	90,813	95,139
Project Manager	67,746	71,136	74,526	71,136	74,683	78,250	74,683	78,437	82,181	78,437	82,368	86,299	82,368	86,486	90,605	86,486	90,813	95,139
Purchasing Manager	86,174	90,480	94,786	90,480	95,014	99,549	95,014	99,757	104,499	99,757	104,749	109,741	104,749	109,990	115,232	109,990	115,482	120,973
*Customer Service Manager	70,096	73,611	77,126	73,611	77,293	80,974	77,293	81,162	85,030	81,162	85,218	89,274	85,218	89,482	93,746	89,482	93,954	98,426
**Revenue Account Program Manager	67,746	71,136	74,526	71,136	74,683	78,250	74,683	78,437	82,181	78,437	82,368	86,299	82,368	86,486	90,605	86,486	90,813	95,139
Executive Assistant	65,915	69,202	72,488	69,202	72,654	76,107	72,654	76,294	79,934	76,294	80,101	83,907	80,101	84,115	88,130	84,115	88,317	92,518

Longevity Pay is based only on length of service.
 * Position added and adopted by the Board on 11-20-2020
 ** New position proposed to be added and adopted by the Board on 09-24-2021

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DATE: September 24, 2021
TO: Board of Directors
FROM: Eddie Benson, Maintenance Manager
SUBJECT: **CONSIDERATION OF AUTHORIZING THE CEO TO USE THE CALIFORNIA ASSOCIATION FOR COORDINATED TRANSPORTATION (CALACT)/MORONGO BASIN TRANSIT AUTHORITY (MBTA) PURCHASING COOPERATIVE CONTRACT 18-01 FOR THE PURCHASE OF TWO BUSES FROM GILLIG, LLC.**

I. RECOMMENDED ACTION

That the Board of Directors:

- 1) Authorize the CEO to obtain and exercise two bus options from the California Association for Coordinated Transportation (CALACT)/ Morongo Basin Transit Authority (MBTA) Purchasing Cooperative Contract 18-01 to purchase two Gillig buses; and,**
- 2) Authorize the CEO to execute a contract with Gillig, LLC in an amount not to exceed \$1,508,381.95.**

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) has budgeted for the purchase of two Compressed Natural Gas (CNG) Bus Rapid Transit (BRT) Plus low floor buses (35') to replace vehicles that have reached their useful life in METRO's fleet.
- On February 14, 2020, METRO received a notable discretionary grant award from the California Department of Transportation's (Caltrans') Federal Transit Administration (FTA) Section 5339 Discretionary Bus Program in an amount of \$1,360,000 to replace two 1998 diesel-fueled buses with two CNG buses.
- METRO staff located purchase options from the California Association for Coordinated Transportation (CALACT) Morongo Basin Transit Authority (MBTA) Purchasing Cooperative Contract 18-01.
- Staff is requesting authorization to proceed with the purchase of two CNG buses from Gillig, LLC (Gillig) using the options as the most cost effective method to make the purchase.

III. DISCUSSION/BACKGROUND

METRO needs to purchase two CNG BRT Plus Low Floor buses to replace aging vehicles in its fixed route fleet. METRO's Transit Asset Management Plan (TAM) establishes the useful life of a bus as 12 years. METRO currently has 21 buses with an average of 19.7 years and over 750,000 miles that need to be replaced as soon as possible. Twelve of these are 20-year old diesels have miles averaging 790,259.

On February 14, 2020, METRO received a notable discretionary grant award from Caltrans' FTA Section 5339 Discretionary Bus Program in the amount of \$1,088,000, with METRO funding 20% (\$272,000) local match, to replace two 1998 diesel-fueled buses with two CNG buses.

Utilizing cooperative purchasing agreements streamlines the procurement process and allows for better pricing than METRO would normally obtain due to the greater quantities requested. The CALACT Cooperative charges a procurement usage fee for Contract 18-01 of 1% based on the purchase order total before tax and any offered cash discounts. Tax is not charged on the usage fee.

Staff recommends that the Board of Directors (Board) award a contract to Gillig, LLC for the purchase of two CNG BRT Plus Low Floor buses in an amount not to exceed \$1,447,700.59, and that they authorize the CEO to execute the contract with Gillig, LLC utilizing the CALACT/MBTA Cooperative Purchasing Contract 18-01 to obtain and exercise the two bus purchase options.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

METRO replacing two buses beyond their useful life is in alignment with the following strategic priorities:

- Service Quality and Delivery
- State of Good Repair

V. FINANCIAL CONSIDERATIONS/IMPACT

Gillig, LLC two CNG BRT Plus low 35' floor buses – at a cost of \$685,628.16 per vehicle; plus 10% contingency of \$137,125.63 totaling \$1,508,381.95.

Funds to support this procurement are available in the FY19 Caltrans' Section 5339 Discretionary Bus Program in the amount of \$1,088,000, local match committed in Bus Replacement Funds (Measure D) in the amount of \$272,000 and additional funds in Bus Replacement Funds (Measure D) in the amount of \$148,381.95. The table below outlines the matrix for grant funding allocations.

Project#20-0002	FY19 Caltrans' Section 5339 Discretionary Bus Program	Bus Replacement Funds (Measure D- additional funding needed)	Bus Replacement Funds (Measure D- Local match Committed)	Total Cost
Two CNG Buses	\$1,088,000	\$148,381.95	\$272,000	\$1,508,381.95

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

The Board could direct the Purchasing Manager to conduct a standalone procurement for these Gillig CNG buses. This is not recommend as it would take approximately six months and would likely result in higher priced vehicles due to the small quantity.

VIII. ATTACHMENTS


Attachment A: Gillig CNG Bus Quote Sheet

Attachment B: Price Variance

Prepared by: Margo Ross, Chief Operations Officer
 Wondimu Mengistu, Grants and Legislative Analyst

IX. APPROVALS

Eddie Benson, Maintenance Manager  _____

Approved as to fiscal impact:
Chuck Farmer, CFO  _____

Alex Clifford, CEO/General Manager  _____

Attachment A



April 15, 2021

Mr. Eddie Benson
Maintenance Manager
Santa Cruz Metropolitan Transit District (METRO)
110 Vernon Street
Santa Cruz, CA 95060

RE: PRICE QUOTE FOR TWO (2) 35' CNG BRT PLUS LOW FLOOR BUSES

Dear Mr. Benson,

Thank you for your interest to purchase two (2) 35' CNG BRT PLUS Low Floor Buses using options off the CalACT Consortium Contract (MBTA RFP #18-01).

Attached you will find the Price Variance that would pertain to your next order. GILLIG is pleased to quote the following:

TWO (2) 35'X102" CNG BRT PLUS LOW FLOOR BUS \$685,628.16 EA

These prices are valid for 30 days. Prices include registration and license fees, CA Sales Tax (9.25%) and a 1% Spares Budget. The production of your buses can be scheduled within 12-15 months from receipt of purchase order. To maintain this production schedule, we will require a firm purchase order within 30 days.

We thank you for this opportunity and appreciate your interest in GILLIG and our products. We certainly look forward to working with METRO again and in so doing, continuing to build our long-term partnership. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Sean Solis

Sean Solis
Regional Sales Manager

cc: William F. Fay, Jr.
Javier Hernandez, Jr.

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Attachment B

PRICE VARIANCE

4/14/2021

SANTA CRUZ, CA OFF CALACT CONSORTIUM CONTRACT (2) 35' BRT+ CNG LOW FLOOR BUSES, SN: TBD

ITEM	CALACT	SANTA CRUZ	VARIANCE
BRT+ STYLING	NOT INCLUDED	REQUIRED	20,147.00
ENGINE (CNG)	CUMMINS L9N, 280 HP W/(5) TYPE IV TANKS	CUMMINS L9N, 280 HP W/(5) TYPE IV TANKS	-
AUXILIARY ENGINE OIL FILTER	NOT INCLUDED	NOT REQUIRED	-
COOLANT FILTER (FOR NON-HYBRIDS)	STD FLEETGUARD	STD FLEETGUARD	-
AIR RESTRICTION INDICATOR	DONALDSON INFORMER RBX00-2277	DONALDSON INFORMER RBX00-2277	-
RADIATOR	EMP GEN IV MH4 (ELECTRIC)	EMP GEN IV MH4 (ELECTRIC)	-
E-COAT RAD/CAC	NOT INCLUDED	NOT REQUIRED	-
RADIATOR TANK GUARD	NOT INCLUDED	NOT REQUIRED	-
ALTERNATOR	EMP P450 (450 AMP)	NIEHOFF C803 (525 AMP)	-
NIEHOFF SMART VOLTAGE REGULATOR	NOT INCLUDED	REQUIRED	689.00
ENGINE OIL EXTRACTOR PORT	NOT INCLUDED	TITAN PROBLYZER	47.00
TRANSMISSION	ALLISON B400R	ALLISON B400R	-
ALLISON FUEL SENSE SOFTWARE	INCLUDED	REQUIRED	-
TRANSMISSION OIL EXTRACTOR PORT	NOT INCLUDED	TITAN PROBLYZER	47.00
BRAKES	DRUM, W/S-CAM	DRUM, W/S-CAM	-
AXLE HUB SEALS	C/R OIL SEALS	C/R OIL SEALS	-
WHEEL MOUNTING	HUB PILOTED	HUB PILOTED	-
HUBODOMETER	STEMCO 610	NOT REQUIRED	(50.00)
AUTO TRACTION CONTRO (ATC)	NOT INCLUDED	NOT REQUIRED	-
WHEELS	(7) STEEL	(7) FULL POLISHED ALUMINUM WHEELS	2,354.00
DURA-BRIGHT COATING ON (7) WHEELS	NOT INCLUDED	REQUIRED	1,162.00
DURA-FLANGE COATING ON (7) WHEELS	NOT INCLUDED	REQUIRED	1,379.00
TIRES	(7) GOOD YEAR B305/85R22.5 METRO MILER	(7) MICHELIN 305/85R22.5, X INCITY	924.00
ELECTRIC STEERING ASSIST	NOT INCLUDED	NOT REQUIRED	-
CNG FUEL GAUGE	NOT INCLUDED	NOT REQUIRED	-
OIL PRESSURE & COOLANT TEMP GAUGES LOCATED IN ENGINE COMP'T	ELECTRICAL	ELECTRICAL	-
REAR HAND THROTTLE	NOT INCLUDED	REQUIRED	153.00
AIR DRYER	SKF HCT-2000, HEATED	SKF HCT-2000, HEATED	-
AUTO AIR DRAIN VALVE AT PING TANK	KINGSTON	KINGSTON	-
BRAKE VALVE	BENDIX E-8P	BENDIX E-8P	-
ELECTRICAL TOW CONNECTION	NOT INCLUDED	COLE HERSEY 7-WAY	179.00
EXTENDED REAR TOW EYES	NOT INCLUDED	NOT REQUIRED	-
ENGINE SKID PROTECTION	NOT INCLUDED	NOT REQUIRED	-
A-POST SKID PLATES	NOT INCLUDED	REQUIRED	144.00
INSULATION PACKAGE	LEVEL 2	LEVEL 2	-
BATTERIES	(2) DEKA 8D	(2) GROUP 31 ODYSSEY AGM	905.00
KBI KPOWER SUPERCAPACITOR STARTING SYSTEM	NOT INCLUDED	REQUIRED	3,818.00
FRONT JUMP START CONNECTOR	NOT INCLUDED	ANDERSON 350	178.00
REAR JUMP START CONNECTOR	NOT INCLUDED	ANDERSON 350	178.00
WHEELCHAIR RAMP	LIFT-U, LU-18 (6:1)	LIFT-U, LU-18 (6:1)	-
HVAC MOTORS (THERMO KING T14)	EBM BRUSHLESS	EBM BRUSHLESS	-
HVAC COMPRESSOR (THERMO KING)	X430	X430	-
REFRIGERANT	R407C	R407C	-
REFRIGERANT PRESSURE DISPLAY	NOT INCLUDED	REQUIRED	356.00
CLIMATE COMFORT TECHNOLOGIES CCT 24V-1 ELECTRONIC AIR CLEANER	NOT INCLUDED	REQUIRED	2,250.00

Attachment B

PRICE VARIANCE

4/14/2021

SANTA CRUZ, CA OFF CALACT CONSORTIUM CONTRACT (2) 35' BRT+ CNG LOW FLOOR BUSES, SN: TBD

ITEM	CALACT	SANTA CRUZ	VARIANCE
FRESH AIR MAKE-UP	NOT INCLUDED	REQUIRED	428.00
DRIVERS HEATER MOTORS	MCC BRUSH TYPE	MCC BRUSHLESS	387.00
AUXILIARY COOLANT HEATER	NOT INCLUDED	NOT REQUIRED	-
FRONT DOOR STEP HEATER	NOT INCLUDED	NOT REQUIRED	-
REAR DOOR STEP HEATER	NOT INCLUDED	NOT REQUIRED	-
STREETSIDE UNDERSEAT HEATER	NOT INCLUDED	NOT REQUIRED	-
REAR DOOR WARM WELCOME MAT	NOT INCLUDED	NOT REQUIRED	-
DASH MOUNTED DRIVERS FAN	NOT INCLUDED	(2) REQUIRED	190.00
FRONT & REAR DOOR OPERATION	AIR POWERED	AIR POWERED	-
FRONT DOOR (VAPOR)	40" SLIDE-GLIDE	40" SLIDE-GLIDE	-
REAR DOOR (VAPOR)	34" SWING OPEN	34" SWING OPEN	-
REAR DOOR CONTROLS	FULL DRIVER CONTROL	VAPOR "CLASS" SYSTEM	5,859.00
SENSITIVE EDGE	NOT INCLUDED	REQUIRED	650.00
EXTERIOR FRONT DOOR VALVE	NOT INCLUDED	NOT REQUIRED	-
ELECTRICAL EQUIPMENT CABINET	44" TALL, W/2 COOLING FANS	44" TALL, W/2 COOLING FANS	-
INTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR AD FRAMES	NOT INCLUDED	NOT REQUIRED	-
PASSENGER SEATS & WHEELCHAIR RESTRAINTS	USSC CITISEAT, W/ V-PRO'S, & STD Q'STRAIT BELTS & RETRACTORS	USSC GEMINI, W/ (2) Q'PODS	11,008.00
RAISED REAR SEAT PLATFORM	NOT INCLUDED	NOT REQUIRED	-
DRIVERS SEAT	RECARO ERGO METRO, W/OUT HEADREST, W/LAP BELT & DOCKET 90A	RECARO ERGO METRO, W/HEADREST & LAP BELT	-
HEADREST FOR DRIVERS SEAT	NOT INCLUDED	REQUIRED	119.00
DRIVERS SEAT CUSHION ALARM	NOT INCLUDED	NOT REQUIRED	-
ARROW DRIVER'S BARRIER W/EXTENDED GLASS (MV3080-0139)	NOT INCLUDED	REQUIRED	5,240.00
PASSENGER SIGNALS	PULL CORDS	PULL CORDS	-
REAR DOOR STOP REQUEST SWITCH	NOT INCLUDED	REQUIRED	67.00
SCHEDULE RACKS	NOT INCLUDED	NOT REQUIRED	-
SCHEDULE HOLDER SLOTS IN SIDE OF DRIVER'S BARRIER	NOT INCLUDED	REQUIRED	64.00
STANCHIONS	SSTL	YELLOW POWDER COATED	400.00
OVERHEAD GRABRAILS	SSTL	SSTL	-
NYLON GRAB STRAPS	NOT INCLUDED	(6) REQUIRED	126.00
PASSENGER WINDOWS	STD FRAME/FULL FIXED	BONDED FRAME/UPPER TRANSOM	6,566.00
3M SCOTCH GUARD FILM TO PASSENGER WINDOWS	NOT INCLUDED	REQUIRED	2,876.00
PASSENGER INFO STATION	NOT INCLUDED	OBIC 19/23 2DP 1T SANTA CRUZ	435.00
HEADLAMPS	(4) PETERSON LED	(4) PETERSON LED	-
CORNERING LAMPS	NOT INCLUDED	(3) REQUIRED	969.00
REAR YIELD SIGN	NOT INCLUDED	REQUIRED	673.00
INTERIOR LIGHTS	LED	LED	-
PASSENGER READING LAMPS	NOT INCLUDED	REQUIRED	743.00
PLEASURE RADIO & ANTENNA	NOT INCLUDED	NOT REQUIRED	-
2-WAY RADIO	NOT INCLUDED	NOT REQUIRED	-
2-WAY RADIO ANTENNA	NOT INCLUDED	REQUIRED	175.00
DRIVERS SPEAKER	NOT INCLUDED	NOT REQUIRED	-
HAND MICROPHONE FOR P/A	NOT INCLUDED	REQUIRED	65.00
DESTINATION SIGNS (FRONT)	HANOVER, AMBER LED	LUMINATOR, COLOR LED	5,875.00
DESTINATION SIGNS (CURBSIDE)	HANOVER, AMBER LED	LUMINATOR, AMBER LED	304.00

Attachment B

PRICE VARIANCE

4/14/2021

SANTA CRUZ, CA OFF CALACT CONSORTIUM CONTRACT (2) 35' BRT+ CNG LOW FLOOR BUSES, SN: TBD

ITEM	CALACT	SANTA CRUZ	VARIANCE
DESTINATION SIGN (STREETSIDE)	NOT INCLUDED	NOT REQUIRED	-
REAR RUN SIGN	NOT INCLUDED	LUMINATOR, AMBER LED	1,480.00
DASH MOUNTED FRONT RUN SIGN	NOT INCLUDED	NOT REQUIRED	-
HEATED FRONT DESTINATION SIGN GLAZING	NOT INCLUDED	NOT REQUIRED	-
FAREBOX PREWIRE, STANCHION & LIGHT	NOT INCLUDED	REQUIRED	300.00
TRANSFER CUTTER	NOT INCLUDED	NOT REQUIRED	-
MECHANICAL PASSENGER COUNTER	NOT INCLUDED	NOT REQUIRED	-
FLOORING MATERIAL	ALTRO	ALTRO	-
FLOOR EDGING	VINYL	SSTL	473.00
ROOF HATCH	(1) MANUAL OPEN/CLOSE	(2) MANUAL OPEN/CLOSE	300.00
EXTERIOR MIRRORS	SAFE FLEET, 8X15, 2-PC, HEATED W/REMOTE	SAFE FLEET, 8X18, CLASS A, HEATED W/REMOTE	693.00
FIRE SUPPRESSION SYSTEM	FOGMAKER	AMEREX V-25	329.00
GAS DETECTION SYSTEM (CNG)	INCLUDED	REQUIRED	-
TRAFFIC LIGHT PREEMPTION	NOT INCLUDED	NOT REQUIRED	-
VIDEO SURVEILLANCE SYSTEM	NOT INCLUDED	LUMINATOR TECHNOLOGY 10-CAMERA SYSTEM, W/ ROADRUNNER HDR4K12 DVR, 10" MONITOR, WIFI, POWER LOSS DATA PROTECTOR & (2) MOTION DETECTORS	15,577.00
PASSENGER INFO VIDEO MONITOR	NOT INCLUDED	NOT REQUIRED	-
PROTRAN SAFE TURN ALERT SYSTEM	NOT INCLUDED	NOT REQUIRED	-
SPORTWORKS BIKE RACK	NOT INCLUDED	MOUNTING BRKTS & PIVOT PLATE	391.00
BIKE RACK LAMP	NOT INCLUDED	REQUIRED	32.00
BILE RACK MIRROR	NOT INCLUDED	REQUIRED	30.00
FIRE EXTINGUISHER	5 LB, ABC RATED	5 LB, ABC RATED	-
SAFETY TRIANGLE KIT	INCLUDED	REQUIRED	-
MEDICAL AID KIT	NOT INCLUDED	REQUIRED	75.00
BLOODBORN PATHOGEN KIT	NOT INCLUDED	NOT REQUIRED	-
DASH GAUGES	SPEEDOMETER AND AIR GAUGE	SPEEDOMETER AND AIR GAUGE	-
TOE SWITCHES	STD PLATFORM	TRANSTECH INNOVATIONS ELECTRONIC FOOT SWITCH ASSEMBLY	486.00
ADJUSTABLE PEDALS	NOT INCLUDED	KONGSBERG	925.00
MULTIPLEX SYSTEM	I/O CONTROLS G4	I/O CONTROLS G4	-
DRIVERS CUP HOLDER	NOT INCLUDED	BIG GULP	37.00
WASTE BASKET & HOLDER	NOT INCLUDED	REQUIRED	81.00
ITS SYSTEM	NOT INCLUDED	SYNCHROMATICS SYSTEM, W/OPEN MDT 1100 (W/OUT CELLULAR MODEM), GPS/CELLULAR ANTENNA, VEHICLE GATEWAY (W/4G MODEM), AUTOMATIC VOICE ANNOUNCEMENT, INTERIOR SIGN, DESTINATION SIGN INTERFACE, FAREBOX INTERFACE & IRMA APC PREWIRE (NO SENSORS)	23,634.00
EXTERIOR PAINT	1-COLOR	4-COLOR	6,450.00
CLEAR COAT	NOT INCLUDED	NOT REQUIRED	-
EXTERIOR GRAPHICS	NOT INCLUDED	SANTA CRUZ, CA CUSTOM GRAPHICS (SAME AS LAST ORDER)	3,284.00
ROOF NUMBERS	NOT INCLUDED	REQUIRED	133.00

Attachment B

PRICE VARIANCE

4/14/2021

SANTA CRUZ, CA OFF CALACT CONSORTIUM CONTRACT (2) 35' BRT+ CNG LOW FLOOR BUSES, SN: TBD

ITEM	CALACT	SANTA CRUZ	VARIANCE
WARRANTY (BASIC BUS)	12 MONTHS / 50,000 MILES	12 MONTHS / 50,000 MILES	-
WARRANTY (BODY STRUCTURE)	36 MONTHS / 150,000 MILES	36 MONTHS / 150,000 MILES	-
WARRANTY (STRUCTURAL INTEGRITY DUE TO CORROSION)	144 MONTHS / 500,000 MILES	144 MONTHS / 500,000 MILES	-
WARRANTY (ENGINE L9N)	24 MONTHS / UNLIMITED MILES	60 MONTHS / 300,000 MILES	7,600.00
WARRANTY (EMISSION SYSTEM)	60 MONTHS / 100,000 MILES	60 MONTHS / 100,000 MILES	-
WARRANTY (ALTERNATOR)	24 MONTHS / UNL MILES	24 MONTHS / UNL MILES	-
WARRANTY (AIR COMPRESSOR)	24 MONTHS / UNL MILES	24 MONTHS / UNL MILES	-
WARRANTY (RADIATOR/CAC ASSEMBLY)	36 MONTHS / UNL MILES	36 MONTHS / UNL MILES	-
WARRANTY (TRANSMISSION B400R)	24 MONTHS / UNL MILES	60 MONTHS / 300,000 MILES	2,815.00
WARRANTY (AXLES)	60 MONTHS / 300,000 MILES	60 MONTHS / 300,000 MILES	-
	24 MONTHS / 100,000 MILES	24 MONTHS / 100,000 MILES	-
WARRANTY (WHEELCHAIR RAMP)	24 MONTHS / UNL MILES	24 MONTHS / UNL MILES	-
WARRANTY (HVAC)	24 MONTHS / UNL MILES	24 MONTHS / UNL MILES	-
WARRANTY (DESTINATION SIGNS)	144 MONTHS / UNL MILES	144 MONTHS / UNL MILES	-
WARRANTY (SUBFLOOR)	144 MONTHS / 500,000 MILES	144 MONTHS / 500,000 MILES	-
TRAINING	NOT INCLUDED	NOT REQUIRED	-

TOTAL SANTA CRUZ, CA VARIANCES

143,204.00

CURRENT BUS PRICE CALCULATIONS

TOTAL SANTA CRUZ, CA VARIANCES	143,204.00
CALACT CONSORTIUM 35' CNG LOW FLOOR BASE UNIT PRICE	449,973.00
SANTA CRUZ, CA 35' CNG BRT+ BASE UNIT PRICE	593,177.00
DELIVERY COST (ZONE 3)	643.00
CURRENT SANTA CRUZ, CA 35' CNG BRT+ NON-ADJUSTED BASE UNIT PRICE, W/ DELIVERY	593,820.00
PPI 1413 ADJUSTMENT: 266.6 (FEB '21) / 255.7 (APR '19) = 4.26% (PER CALACT CONTRACT RENEWAL 4/2021)	25,297.00
SANTA CRUZ, CA 35' CNG BRT+ ADJUSTED UNIT PRICE (NON-TAXED)	619,117.00

NON-TAXABLE ITEMS CALCULATIONS

CALACT BASE NON-TAXABLE ADA EQUIPMENT	20,868.00
CHANGE WHEEL CHAIR RESTRAINTS TO Q'STRAIT Q'PODS	8,465.00
EXTENDED WARRANTY COVERAGE	10,415.00
DELIVERY COST (ZONE 3)	643.00
SANTA CRUZ, CA NON-TAXABLE ITEMS	40,391.00

CURRENT BUS PRICE CALCULATIONS INCLUDING CA SALES TAX

CURRENT SANTA CRUZ, CA 35' LOW FLOOR UNIT PRICE (NON-TAXED)	619,117.00
SANTA CRUZ, CA NON-TAXABLE ITEMS	(40,391.00)
CURRENT SANTA CRUZ 35' TAXABLE LOW FLOOR UNIT PRICE	578,726.00
ADD CALIFORNIA SALES TAX - SANTA CRUZ (9.25%)	53,532.16
SANTA CRUZ, CA NON-TAXABLE ITEMS	40,391.00
1% CALACT FEE (UP TO MAX \$20,000.00 PER TRANSACTION)	6,191.00
CURRENT SANTA CRUZ, CA 35' LOW FLOOR UNIT PRICE, W/ DELIVERY, CA SALES TAX & CALACT FEE	678,840.16
SPARES & TOOLING BUDGET	6,788.00
GILLIG TO REGISTER VEHICLES AT DMV	-
CURRENT SANTA CRUZ, CA 35' LOW FLOOR UNIT PRICE, W/ DELIVERY, CA SALES TAX, CALACT FEE & SPARES (4/14/2021)	685,628.16



DATE: September 24, 2021
TO: Board of Directors
FROM: Margo Ross, Chief Operations Officer
SUBJECT: AUTHORIZE THE CEO TO EXECUTE A SOLE SOURCE CONTRACT WITH N/S BUS WASHER CORPORATION

I. RECOMMENDED ACTION

That the Board of Directors Authorize the CEO to Execute a Sole Source Contract with N/S Corporation

II. SUMMARY

- N/S Corporation installed Santa Cruz Metropolitan Transit District's (METRO) bus washer in June 2006. The original equipment manufacturer (OEM) and service bus washers were installed and serviced by N/S Corporation. The life expectancy of the bus washer is 15 to 20 years. The bus washer at METRO is in need of rehabilitation now.
- In June of 2018 many of the components for the bus washer were in need of repair or replacement. N/S Corporation evaluated the bus washer for repairs and provided METRO with a repair estimate in the amount of \$85,320.
- METRO received funds for the bus washer mid-life overhaul using Federal Transportation Administration (FTA) FY19 5339(a) Bus and Bus Facilities Formula Program in the amount of \$100,000 and FY20 FTA 5339(a) Buses and Bus Facilities in the amount of \$80,000.
- In February 2021 METRO staff researched the market to evaluate whether the bus wash repair and rehabilitation could be performed by other companies within METRO's procurement parameters. There were 18 companies listed who manufacture and service bus washers; only N/S Corporation operates in California. Further analysis indicated bus washer repair and rehabilitation were normally provided by the original bus washer manufacturer.
- The Capital Projects Standing Committee met on September 10, 2021, reviewed and unanimously recommended approval to the full Board of Directors (Board)

III. DISCUSSION/BACKGROUND

The bus washer at METRO is in need of rehabilitation now. The OEM parts must be used in order for the washer to function properly. The estimate provided by N/S Corporation in June 2018 is now obsolete. N/S Corporation can currently provide various options for the parts needed for the rehabilitation.

Staff researched the various options; including the purchase of a new bus wash, the full rehabilitation of the bus wash and the refurbishment of the bus wash. Staff received three quotes for purchasing new, rehabilitation and refurbishment of the bus wash. The amounts were \$514,628 for a new bus wash; \$490,728 for a refurbished bus wash; and, \$130,905.17 for a refurbished bus wash.

Staff concluded a refurbished bus wash provides METRO time to research the reconfiguration of the JKS bus yard to accommodate a larger footprint for a new bus wash which has the ability to wash articulated buses. The refurbished option has been estimated by staff to last at least seven years; providing METRO with ample ability to research and renew plans for the JKS bus yard.

On September 10, 2021, the Capital Projects Standing Committee reviewed and unanimously recommended the Board authorize the CEO to execute a contract on behalf of METRO with N/S Corporation for bus washer rehabilitation in the amount not to exceed \$150,000.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's State of Good Repair strategic priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

N/S Corporation provided METRO with an updated component and labor cost of \$130,905.17 and a 10% contingency of \$13,090, for a total of \$143,995.17.

Funds to support this procurement are available through the FTA FY19 5339(a) Bus and Bus Facilities Formula Program in the amount of \$100,000 and FY20 5339(a) Buses and Bus Facilities in the amount of \$80,000.

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

The Board could direct the Purchasing Manager to conduct a standalone procurement for the parts, repairs and labor rehabilitation of METRO's bus wash.

This is not recommend as it would take approximately six months to complete a full procurement and would likely result in higher priced parts and labor.

VIII. ATTACHMENTS

Attachment A: Budget Quote from N/S Corporation

Prepared By: Margo Ross, Chief Operations Officer

IX. APPROVALS

Margo Ross, Chief Operations Officer Margo Ross

Approved as to fiscal impact:
Chuck Farmer, Chief Financial Officer Christina Mihaylova for CF

Alex Clifford, CEO/General Manager Alex Clifford for AC

Attachment A N/S CORPORATION BUDGETARY QUOTE

Quotation Number: 2_1861

Date: August 4, 2021

System: SYS-3100-12 Parts Rehab

Customer No.:6667

Location:

Santa Cruz Metro Transit Authority
138 Golf Club Drive
Santa Cruz, Ca 95060

Prepared For:

Eddie Benson
Maintenance Manager
Santa Cruz Metro
Telephone: (512) 496-8474
Email: EBenson@scmttd.com

<p>N/S CORPORATION 235 W. Florence Avenue Inglewood, CA 90301</p>
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PAGE 1 OF 3

We are pleased to provide you with the following quotation for: Bus Wash Parts Rehab

MODEL NO.	DESCRIPTION	PRICE	QTY	EXTENDED PRICE
/NOTE 630-1312-12D	Two wrap brushes need replacing Wrap Brush (Driver)	\$3,462.27	1	\$3,462.27
630-1312-12P	Wrap Brush (Passenger)	\$3,462.27	1	\$3,462.27
765-2508D	Brush Coupler Driver	\$877.39	1	\$877.39
765-2508P	Brush coupler passenger	\$877.39	1	\$877.39
900-0495	Brush stabilizer brackets	\$173.94	2	\$347.88
9100-0083	Collar locks	\$54.42	4	\$217.68
9400-0067	Wrap brush shocks	\$169.77	2	\$339.54
630-1015	Chain assemblies	\$143.06	2	\$286.12
CP-AR-24-4	Panel box w/reg	\$797.35	1	\$797.35
RGLS-00	Entry Light LED	\$3,396.69	1	\$3,396.69
SCS-00	Speed Control LED	\$11,865.05	1	\$11,865.05
475-3200B	3/8" High Pressure Tubing	\$1.38	100	\$138.00
/NOTE	Lube system is not working			
2063-0004	Auto Lube System	\$332.78	4	\$1331.12

This quotation firm for a period of sixty (60) days unless otherwise specified.
Prepared By: **Michael Howlett** (310) 330-1240 mikeh@nswash.com

9.9A.1

Attachment A N/S CORPORATION BUDGETARY QUOTE

Quotation Number: 2_1861

Date: August 4, 2021

System: SYS-3100-12 Parts Rehab

Customer No.: 6667

Location: Santa Cruz Metro Transit Authority
138 Golf Club Drive
Santa Cruz, Ca 95060

Prepared For: Eddie Benson
Maintenance Manager
Santa Cruz Metro
Telephone: (512) 496-8474
Email: EBenson@scmtd.com

N/S CORPORATION
235 W. Florence Avenue
Inglewood, CA 90301

PAGE 2 OF 3

We are pleased to provide you with the following quotation for: Bus Wash Parts Rehab

MODEL NO.	DESCRIPTION	PRICE	QTY	EXTENDED PRICE
RO-4140-7200	R.O. System	\$14,782.20	1	\$14,782.20
3023-0008	Water Softener	\$7,076.13	1	\$7,076.13
/MISC	Brush Package Plumbing w/ Check Valves	\$2,795.00	1	\$2,795.00
/MISC	Detergent Arch Replumb w/ Check Valves	\$2,495.00	1	\$2,495.00
/MISC	R.O Arch Replumb w/ Check Valves	\$2,495.00	1	\$2,495.00
/MISC	Pre-rinse Arch Replumb	\$2495.00	1	\$2495.00
	Equipment Total		1	\$61,784.76
/NOTE	Erection kit	\$1,100.01	1	\$1,100.01
/Crate	Crating	\$525.00	1	\$525.00
	Sales tax 9.25%			\$5,865.40
/Erec	Erection (prevailing wages)	\$23,355.00	1	\$23,355.00
	Electrical (prevailing wages)	\$21,600.00	1	\$21,600.00
	Plumbing (prevailing wages)	\$10,800.00	1	\$10,800.00
	Demo – Removal (prevailing wages)	\$4,500.00	1	\$4,500.00
.	Freight	\$1,375.00	1	\$1,375.00
	Total:			\$130,905.17

This quotation firm for a period of sixty (60) days unless otherwise specified.
Prepared By: **Michael Howlett** (310) 330-1240 mikeh@nswash.com

9.9A.2

Attachment A
N/S CORPORATION BUDGETARY QUOTE

Quotation Number: 2_1861

Date: August 4, 2021

System: SYS-3100-12 Parts Rehab

Customer No. 6667

Location:

Santa Cruz Metro Transit Authority
138 Golf Club Drive
Santa Cruz, Ca 95060

Prepared For:

Eddie Benson
Maintenance Manager
Santa Cruz Metro
Telephone: (512) 496-8474
Email: EBenson@scmttd.com

N/S CORPORATION
235 W. Florence Avenue
Inglewood, CA 90301

PAGE 3 OF 3

We are pleased to provide you with the following quotation for: Bus Wash Parts Rehab

QUOTATION NOTES

NOTE # 1:

NO PERMITS, LICENSES, FEES OT SLAB WORK OF ANY KIND HAS BEEN INCLUDED IN THIS QUOTATION.

NOTE # 2:

THIS QUOTE DOES NOT INCLUDE A CLARIFIER, RECOVERY PITS OR SUMP PITS.

NOTE # 3:

THIS QUOTE DOES NOT INCLUDE ANY TRENCH DRAIN GRATING.

NOTE # 4:

THIS QUOTE DOES NOT INCLUDE ANY CONCRETE WORK OF ANY KIND.

NOTE # 5:

THIS QUOTE DOES NOT INCLUDE A MAIN POWER SUPPLY SUB PANEL IN THE WASH BAY.

NOTE # 6:

THIS QUOTE DOES NOT INCLUDE THE MAIN POWER SUPPLY TO THE WASH BAY.

NOTE # 7:

THIS QUOTE DOES NOT INCLUDE THE MAIN WATER SUPPLY TO THE WASH BAY AND DOES NOT INCLUDE A BACKFLOW PREVENTER.

NOTE # 8:

THIS QUOTE DOES NOT INCLUDE AN AIR COMPRESSOR OF MAIN AIR SUPPLY TO THE WASH BAY.

NOTE # 9:

PE STAMPED DRAWINGS AVAILABLE AT AN ADDITIONAL FEE.

NOTE # 10:

PREVAILING WAGES HAS NOT BEEN INCLUDED IN THISQUOTE. UNION LABOR HAS NOT BEEN INCLUDED IN THIS QUOTE.

NOTE #11:

THIS QUOTE DOES NOT INCLUDE ANY ADDITIONAL REPAIRS OR ADDITIONAL PARTS NOT INCLUDED IN THIS QUOTE OR ANY EXSISTING EQUIPMENT THAT FAILS PRIOR TO OR DURING INSTALLATION.

NOTE # 12:

NS IS NOT RESPONSIBLE FOR THE REMOVAL OF THE R.O. SYSTEM AND WATER SOFTENER.

NOTE # 13:

WARRANTY (1) ONE YEAR, ON DEFECTIVE PARTS AND DAYS LABOR.

This quotation firm for a period of sixty (60) days unless otherwise specified.
Prepared By: **Michael Howlett** (310) 330-1240 mikeh@nswash.com

9.9A.3

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DATE: September 24, 2021
TO: Board of Directors
FROM: John Urgo, Planning & Development Director
SUBJECT: ACCEPT AND FILE THE METRO PLANNING AND DEVELOPMENT ANNUAL STATUS REPORT

I. RECOMMENDED ACTION

Board of Directors accept and file the METRO Planning and Development Annual Status Report

II. SUMMARY

- This report apprises the Board of Directors of the status of the Planning and Development Department's major activities and initiatives over the past year.
- System performance in FY21 was characterized by a slow and steady recovery from the service reductions implemented due to COVID-19. METRO has now restored service to pre-COVID levels on all routes with the exception of weekday Highway 17 and 91X service, and some school term trips. Overall ridership remains at 80% below pre-COVID levels, although non-student ridership is now 50% of what it was before the pandemic.
- The primary service related initiatives during FY22 will be the expansion of service in Watsonville through the introduction of the zero-emission Watsonville Circulator, and preparing for the return of school term ridership at UCSC and Cabrillo College.
- The Planning Department is also implementing a number of other initiatives to enhance transit operation and improve the customer experience, including a speed and reliability study of Watsonville to Santa Cruz service, new signage and customer information at all bus stops, and the expansion of contactless fare payment. In addition, staff continue to work with external partners on the rehabilitation of Pacific Station and transit improvements to Highway 1.
- Staff requests the Board of Directors (Board) accept and file this Service Planning Update.

III. DISCUSSION/BACKGROUND

The Planning Department began providing this annual report following the completion of the Comprehensive Operational Analysis (COA) service reduction

in the fall of 2016. Prior to the COA, annual fixed route ridership was approximately 5.5 million. In the first year following this service reduction, ridership dropped approximately 8% to a little over 5 million annual fixed-route boardings. Prior to COVID-19, METRO ridership had settled at approximately 5 million riders per year.

The COVID-19 pandemic brought unprecedented disruption to METRO service and planning activities as well as to the communities we serve. The pandemic has forced METRO, and all transit agencies, to rethink mission, service standards, metrics, and service delivery. Throughout FY21, staff has been working to restore service strategically and to restart projects delayed due to the pandemic.

FY21 System Performance

System performance in FY21 was characterized by a slow and steady recovery from the service reductions implemented due to COVID-19 and the shelter in place orders issued by Santa Cruz County in the fourth quarter of FY20. FY21 ridership was 82% below pre-COVID FY19 levels, down from over 5,000,000 annual passenger boardings to just over 900,000. This is a steeper decline than transit ridership nationally owing to METRO's greater reliance on student riders: ridership trends reported by the American Public Transit Association (APTA) indicate that national transit ridership in FY21 was 65% below pre-pandemic levels and was still 62% below FY19 levels at the end of the fiscal year. Both of these trends are in line with METRO's non-student ridership.

Figure 1 shows the change in revenue hours and ridership over time since the start of the pandemic using January 2020, the last full pre-COVID month, as a baseline. By the beginning of FY21, METRO had restored service to 42% below the January 2020 level. When it looked as if COVID-19 cases were waning in California at the end of the summer of 2020, staff worked to increase service to 25% below pre-COVID levels for the fall service change. However, owing to continued school and workplace closures, ridership increased to just 84% below pre-COVID levels during that time. The fall service restoration proved to be premature as a new wave of COVID-19 cases swept over the state between November and March, and ridership declined back to 88%. Staff trimmed service levels in the winter and spring to 70% of pre-COVID levels, where they remained through the end of the fiscal year. Ridership proceeded to increase slowly but steadily between January and June 2021.

Figure 2 tells a slightly different story, showing the year over year change in ridership and revenue hours by month using FY19, the last full pre-COVID year, as a baseline. The highest ridership months – July 2020, December 2020 and June 2021 – are months when student ridership is typically lower. Comparing ridership in months when students are generally commuting (e.g. October 2020 and February 2021) reveals that total ridership was 86% below pre-COVID levels for much of the year.

Figure 3 shows change in ridership type by month using FY19 as a baseline. Throughout the pandemic, non-student ridership decreased the least and has recovered the fastest. By the fall of 2020, non-student ridership had recovered to 65% below pre-pandemic levels, compared to decreases of 85% for Highway 17 and 97% for student (UCSC and Cabrillo College) ridership. Even during the highest rates of COVID-19 cases through late fall and winter, over a third of non-student customers continued to rely on METRO service regularly. By April 2021, non-student ridership had increased to 55% below pre-pandemic levels, a 6-point increase that coincided with the temporary fare reduction pilot (though it is impossible to separate the effects of the fare change from the COVID-19 recovery). By the end of FY21, non-student ridership had recovered more than half of pre-COVID levels as the County and State of California fully reopened.

Highway 17 ridership sustained decreases of 85% below pre-pandemic levels through much of FY21. Commuters and students comprise the majority of Highway 17 ridership. With UCSC and San Jose State University (SJSU) campuses largely closed, and with many workplaces continuing work from home policies for much of FY21, there was little demand for Highway 17 service (a noticeable 4-point increase did occur in April 2021, coinciding with the reduced fare pilot). By the end of FY21, Highway 17 ridership had increased to 70% below pre-pandemic levels, an encouraging sign, although staff note that June is a month when fewer students are typically riding.

Finally, with campus activity limited at UCSC and Cabrillo College through FY21, student ridership remained at over 95% below pre-COVID levels throughout the entire year.

FY21 Route Performance

In the transit industry, a rule of thumb is that there needs to be an average of 10-15 boardings per revenue service hour for a service to be considered effective, depending on the type of service (e.g., rural, local, regional, intercity) or whether the service has a goal of ridership or coverage. The goal for ridership oriented service is typically 15 passengers per revenue service hour or greater while coverage oriented service has a goal of 10-15 passengers per hour.

Prior to COVID-19, most METRO routes performed within the coverage metric, suggesting that the level of service was correct relative to demand and financial capacity to provide service. METRO had a small number of routes that consistently did not achieve these transit industry standards. Among these were:

- Route 3, a historically poor performer, owing to its very low frequency. METRO temporarily suspended this route in the summer of 2021, replacing it with a new Route 18, running twice per hour on the segments of Mission Street previously covered by Route 3. In addition, with the start of the fall 2021 service change, Routes 22 and 20 (on select trips) will serve the Seymour Center.

- Route 79, one METRO's least productive routes. Future modifications may be possible in conjunction with the introduction of the Watsonville Circulator.
- Rural routes 40, 41 and 42, which are some of METRO's least productive routes, owing to their limited span of service and the rural nature of their service areas. In FY21, METRO added a new midday trip on Route 42, so that residents of Bonny Doon and Davenport would not have to spend the entire day in Santa Cruz if commuting by bus. Trip times were also adjusted to better align with school bell times and schedules.

Post COVID-19, all METRO routes are performing below 10 passengers per revenue hour, with the system-wide average hovering around six. It remains to be seen whether productivity will recover or whether ridership changes will force METRO to rethink service standards. The strongest performers continue to be Routes 69W, 69A, 19, 66, 18 and 71, which are the only routes to have averaged above seven passengers per revenue hour in FY21. The 69A/W and 71 serve important regional connections between Watsonville and Santa Cruz, while the 66 connects Capitola Mall and the east side of Santa Cruz to downtown. The relatively high productivity of Routes 18 and 19 is surprising given the absence of student riders, suggesting relatively strong ridership on the west side.

Service Planning for COVID-19 Recovery and Beyond

Thanks in part to federal stimulus programs passed by the U.S. Congress in FY20 and FY21, METRO was able to retain workforce and maintain service levels despite significant decreases in ridership, fare and other revenue sources. At times throughout the year, with service 30% below pre-COVID levels and ridership down 85%, it appeared that service was oversupplied relative to demand. However, METRO's strategy throughout the pandemic has been to maintain service levels ahead of demand, so that as the economy and schools reopen, service is there when people need it.

This strategy was also informed by a survey staff distributed during the first quarter of FY21 to METRO email subscribers and through social media to gather feedback on the impact of the COVID-19 pandemic on riding habits. The survey identified three types of customers: frequent riders, customers planning to ride less in the future, and customers unlikely to ride. The effectiveness of strategies to encourage customers to return to METRO or ride more often in the future differed by customer type.

Frequent riders (defined as those riding five or more days per week) comprised the largest share of overall ridership and survey respondents. The majority of their concerns about riding again or more often in the future concerned measures within METRO's control: restoring service to previous levels while ensuring a safer customer experience through enhanced cleaning and requiring that all

customers wear PPE. For these reasons, staff's service planning efforts in FY21 focused on retaining this core ridership group. Enhanced cleaning and enforced PPE measures have been a part of METRO's operational procedures since the beginning of the pandemic. By the fall of 2021, METRO had restored service to pre-pandemic levels on all local routes with the exception of School Term service and some 91X trips.

Customers who said they planned to ride less or not at all in the future indicated they were most influenced by the distribution of vaccines, the prevalence of COVID-19 cases in the community, and enhanced vehicle cleaning measures. Compared to frequent riders, these riders are less concerned about factors intrinsic to METRO service and are more likely to be influenced by issues beyond METRO's control. Many of these customers have indicated they may not return to METRO until next year or beyond, and may telecommute more often for the near future, so encouraging their return will take time.

Looking ahead, the biggest factor affecting METRO ridership in FY22 will be the return of UCSC and Cabrillo College students, faculty and staff. This segment comprised 53% of METRO ridership in FY19, and has been over 95% absent through FY21. With both UCSC and Cabrillo College planning a return to near full campus activity in FY22, METRO expects student ridership to significantly rebound. To prepare, METRO is restoring as much of the pre-COVID "school term" service as feasible with the start of the fall bid, with the caveat that restoring 100% of pre-COVID school term service is not currently possible given bus operator retirements and resignations. METRO is also planning to operate new service, including a new Route 18 that replaces Routes 3 and 16 with frequent service along Mission Street, and a realigned Route 22 with connections to the campus, Mission Street, and the Coastal Science Campus. METRO has also leased four articulated buses for extra capacity on school term routes.

Other major factors affecting ridership in FY22 include continued telecommuting, increased automobile use, the impacts of congestion on transit speed and reliability, the influence of ride-hailing services, rates of unemployment, and the emergence and spread of new COVID-19 variants. Many of these trends existed before and were accelerated by the pandemic; others, such as heightened perceptions of safety, are relatively new. Together they indicate that long-term ridership decline may continue. METRO entered FY22 with non-student ridership at 50% of pre-COVID levels, even as regional traffic volumes and congestion returned to nearly pre-COVID levels. In order to attract and retain ridership METRO will need to continue to focus on safety and cleanliness measures, as well as policies and programs that give transit priority on local streets and roads, improve infrastructure, and enhance the customer experience. Many of these initiatives are outlined below.

Status Update on Major Planning Initiatives

Watsonville Circulator

Staff completed planning in FY21 for the introduction of a new zero-emission bus circulator in the Watsonville area, which launched on September 16. Funded by a grant from the California Department of Transportation, the service provides 16 daily round trips, seven days a week using zero emission buses. The route will connect the downtown transit center with primary retail and medical destinations in Watsonville. It will operate a clockwise loop and a counter-clockwise loop from Watsonville Transit Center, serving Main Street, Green Valley Road, Freedom Centre, Freedom Boulevard and Lincoln Street, connecting commuters with existing local and intercity Bus Lines 69A, 69W, 71, 72/72W, 74S, 75, 79 and 91X. METRO will offer free fares to the public to encourage ridership and promote public transportation through the first year of service. Staff will evaluate ridership on the circulator and nearby routes and make recommendations for service changes at the end of the pilot year.

Watsonville – Santa Cruz Intercity Transit Speed and Reliability Study

In February 2021, METRO staff submitted an application to the Caltrans Sustainable Transportation Planning Grant Program (STPG) to fund the Watsonville - Santa Cruz Intercity Transit Speed and Reliability Study. In June 2021, METRO received notification from Caltrans that its application was successful. The funds will be used to assist in evaluating traffic and travel conditions along the primary transit corridors connecting Watsonville and Santa Cruz in order to identify opportunities for pedestrian, bus stop and transit priority improvements aimed at improving the convenience, access and reliability of METRO's core service. The aim of the study is to contribute to a sustainable transportation system that reduces vehicle miles traveled (VMT), reduces greenhouse gas (GHGs) emissions and congestion, improves the transit and active transportation network, and serves communities that are transportation disadvantaged.

Pacific Station

On June 26, 2020, the Board approved a Memorandum of Understanding (MOU) between the City of Santa Cruz and METRO in which the City and METRO agreed to work together to apply for a state Affordable Housing and Sustainable Communities (AHSC) grant to redevelop the current Pacific Station site and adjacent City owned properties. METRO and City staff have since met regularly to develop a site plan and development concept, including the configuration of the bus bays, the size of the tarmac, and the concept of a mixed-use project that includes METRO offices. In November 2020, the City initiated an RFP process to find a developer to execute this vision. The winner of that process, First Community Housing (FCH), is a mission-oriented nonprofit that has focused on building neighborhood-based, service-enriched communities throughout Silicon

Valley and the Greater Bay Area, including in Santa Cruz. In June 2021, the City and METRO submitted a joint application to the AHSC program. Notification of award is expected in the fall.

Contactless Fare Payment

Spurred in part by the need to reduce contact between bus operators and passengers as a continued COVID-19 safety measure, many agencies, including METRO, are looking toward contactless onboard fare payment as the future of fare collection. Besides reducing the risk of exposure to COVID-19, these programs have the additional benefits of reducing the cost of cash collection, speeding up the boarding process, and improving the convenience and access to fare products. In September 2020, METRO launched a mobile ticket “Splash Pass,” which lets customers purchase METRO fare products using a smartphone. Splash Pass tickets were extended to the GO Santa Cruz Downtown pass program in April 2021, and to Cruz On-Demand in May 2021. Also in April, METRO completed the installation of electronic validators on all Highway 17 buses for more accurate and efficient validation of tickets. Mobile validators will also allow for contactless credit and smart card transactions to happen with the tap of a card. Contactless credit and debit cards are anticipated to launch in late 2021.

The final phase will involve the rollout of a new smart card and account based ticketing system using stored value accounts. Value will be stored in a customer’s account, not on a card, enabling transactions both online and through an expanded retail network throughout Santa Cruz County. Account-based ticketing using stored value will allow riders to exchange cash for credit, enabling customers without a bank account to tap and ride.

Bus Stop Signage Update

Staff have worked over the past year to completely redesign METRO’s bus stop signage to bring it in line with industry best practices and reduce future maintenance costs associated with updating schedules and maps. The new design features double-sided signs featuring highly visible route numbers, names and stop IDs. The project required the installation of new poles at all stops to raise sign heights to seven feet and relocate signage from inside bus shelters to outside. Installation began in summer 2021 and is nearly complete. Nearly a third of stops feature at-stop schedule inserts with maps, route arrival and departure times. As transit ridership declines in the wake of the COVID-19 pandemic, this effort aims to strengthen METRO’s brand identity as a safe, reliable transportation option and improve the customer experience.

Cruz-On-Demand

In April 2021, METRO launched a new on-demand service, Cruz On-Demand, which aimed to increase the convenience and coverage area of METRO service.

Cruz On-Demand is a shared ride experience on smaller vans, operated by METRO's trained ParaCruz operators, extending METRO's service area 3/4s of a mile from any of METRO's fixed bus routes, excluding Highway 17 and the UCSC campus. Pick-up locations can be any address within METRO's service area and drop-off locations can be anywhere within a three mile radius of a pick-up address. Trips can be booked up to 24 hours in advance. Customers can schedule trips on demand or for later in the day.

To date, ridership has been much lower than expected, averaging just five to ten passenger trips per day. Low demand can be explained by average vehicle wait times of 30 minutes, limited marketing, and low transit demand in general. Most Cruz On-Demand customers are existing ParaCruz customers who book same day trips. As paratransit ridership increases, there are fewer available time slots for general public trips. Staff will bring a more in-depth analysis of the first six months of the pilot to the Board in October.

Other Initiatives

The Planning Department is developing a number of other significant planning initiatives, which aim to attract new riders and/or enhance the rider experience through improved customer service features, including technology and communication enhancements.

- **City of Santa Cruz Downtown Bus Pass** – In FY21, METRO continued its partnership with the City of Santa Cruz to provide a free “Eco-Pass” to all 4,000+ downtown Santa Cruz employees, paid for by the City. The project aims to increase METRO ridership while reducing the demand for parking in downtown Santa Cruz. As of April 2021, the program is also available via METRO's mobile app “Splash Pass.”
- **CAD/AVL** – METRO is currently implementing a Computer-Aided Dispatch / Automatic Vehicle Location (CAD/AVL) system on its fleet, which will allow real time vehicle location tracking and help the agency better track bus speed and reliability. While real time passenger information will not be visible to the public until late 2022, staff have already begun to use the data for system improvements. The system has allowed staff to remove inefficient running time and adjust schedules as traffic congestion has returned to the region.
- **Fare Restructure** – Staff put fare restructure proposals on hold again in FY21 as the COVID-19 pandemic continued to depress ridership and revenues. With the start of the spring bid in March 2021, METRO implemented a temporary six-month fare reduction in order to encourage greater transit use. The fare reduction served its purpose as ridership jumped three percentage points between March and April, including an increase of six percentage points in non-student riders. In FY22, staff will restart discussions with the Board related to opportunities to improve the fare structure. Then staff will work with the Board Finance, Budget and Audit Standing Committee

to make fare restructuring recommendations. Staff will also explore ways to make fares more equitable and accessible to low-income customers by evaluating offering free transfers and/or fare-capping, also known as “best fares.” Certain fare policy adjustments would require a near full replacement of METRO’s fare equipment – an effort which has begun in fall 2020 with the launch of mobile ticketing, the first step toward a full account-based ticketing system.

- **Watsonville – Santa Cruz Multimodal Corridor Program** – METRO staff continue to coordinate with the Santa Cruz County Regional Transportation Commission (RTC), Caltrans and Santa Cruz County on all aspects of this project, including the Highway 1 Auxiliary Lanes/Bus On Shoulder component, Soquel Avenue/Drive to Freedom Boulevard bicycle/pedestrian improvements, and the Santa Cruz Branch Rail Line alternatives analysis. In December 2020, the California Transportation Commission approved over \$100 million in funding for the Watsonville-Santa Cruz Multimodal Corridor Program Cycle 2 Project, which will construct auxiliary lanes with bus-on-shoulder operation on underpasses on Highway 1 between Soquel Ave and State Park Drive. The project will also add buffered/protected bike lanes and transit signal priority (TSP) on Soquel Drive along the same segment. In FY22, METRO will continue coordinating with Caltrans on a maintenance agreement for the Bus on Shoulder facility and work with the County to implement the TSP project on Soquel Drive. Construction on both projects is expected to be complete by 2023.
- **Ongoing Coordination with UCSC and Cabrillo** – While campus closures and remote learning due to COVID-19 meant less service, ridership and revenue from UCSC and Cabrillo College in FY21, both partners have recommitted to restoring METRO service through new contracts as they prepare to welcome back students to their campuses in FY22. METRO has committed to restoring as much pre-COVID school term service as feasible given the current bus operator shortage. METRO is also leasing higher capacity articulated buses for the coming academic year to help with loads. Early signs are encouraging that METRO’s student ridership, which accounts for over 50% of ridership and fare revenue, is set to return in FY22.
- **Bus Replacement Plan** – Planning will monitor the METRO fleet for progress towards reducing the number of buses beyond their useful life. This program allows the Grants and Finance departments to make the most efficient use of limited capital budget and maximize the likelihood for METRO to receive grant funding for future bus replacements. In FY21, METRO had planned for procuring 14 CNG buses through a lease-to-purchase agreement. However, due to the uncertainty surrounding the COVID-19 pandemic and its effects on ridership, bus manufacturing capacity and federal funding levels, staff recommended postponing the lease-to-purchase agreement until FY23. In FY21, METRO received four zero emission buses. These actions reduced the

number of obsolete buses in METRO's fleet to 23. In FY22, METRO expects to receive 10 CNG buses from previously awarded grants. In addition, four articulated buses in the fleet have reached the end of their useful life and METRO is procuring four articulated buses through a lease-to-purchase agreement in FY23. With this, it is expected that METRO's fleet will have 9 obsolete buses at the start of FY23.

- **Zero Emission Bus Analysis and Rollout Plan** – METRO continues to progress towards meeting the California Air Resources Board (CARB) mandate that all transit agencies in California operate 100% zero-emission transit buses by 2040. In FY21, METRO received delivery and put in service four battery electric buses (BEB), and staff plans to work with the Federal Transit Administration (FTA) to use funding available for Highway 17 service to procure four additional BEBs. In addition, METRO has contracted the Center for Transportation and the Environment (CTE) for the development of a Master Plan meeting the CARB mandate, to include both vehicles and facility requirements. CTE will also research and analyze renewable power generation and stationary storage options.
- **Installation of Automated Passenger Counter (APC) Systems** – In order to improve data collection and provide real time crowding information to passengers, METRO plans to install new Automated Passenger Counters (APCs) on its fleet. The APC module will give passengers the opportunity to make informed decisions on which vehicle they feel comfortable riding. APCs will also provide the Planning Department with a rich dataset for future route and service planning, including boarding and alighting information at the level of individual bus stops for all trips. Currently that information is only available on an extremely limited basis through manually-conducted surveys. This project has been put on hold until the rollout of the CAD/AVL system is complete.

Mid-to-Long-Term Priorities for Fixed-Route Service Expansion

Given METRO budget limitations, opportunities for service enhancements are limited. As is standard transit industry practice, the Planning Department maintains a prioritized list of service needs, sometimes referred to as “unmet needs”, so that if at any time there is additional recurrent operating funds available for the introduction of additional effective service, the priorities are clear. Currently, the Planning Department sees the following needs as the most important:

- **Route 35/35A evening frequency** – As this San Lorenzo Valley (SLV) route alternately serves two legs beyond Boulder Creek, the limited evening frequency makes for extremely poor level of service on these legs. Beginning in summer 2021, METRO increased evening frequency to both

legs. Staff also implemented a minor route change so that there is now service in both directions on Scotts Valley Drive throughout the day.

- Areas of the County that have population densities and demographics that suggest additional span of service and frequency could generate additional ridership. The Live Oak corridor between Capitola and downtown Santa Cruz is seen as a key opportunity for service improvements. In summer 2021, METRO improved the evening frequency of Route 66 and increased the span of Routes 66 and 68 on weekdays and weekends.
- As resources allow, staff will continue to evaluate opportunities for service improvements, including:
 - Frequency – Hourly service during the peak demand and 90 minutes off peak times do not allow the public to use these services spontaneously.
 - Span of Service - Routes for which service starts too late in the morning or ends too early in the evening, both weekdays and weekends, do not meet work trip needs, particularly for those in the service industry. Nor do these limited spans meet the general mobility needs of County residents.
 - Rural routes with limited daily trips.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report aligns with METRO's Service Quality and Delivery strategic priority.

V. FINANCIAL CONSIDERATIONS/IMPACT

There is no financial impact related to this status report.

VI. CHANGES FROM COMMITTEE

N/A.

VII. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

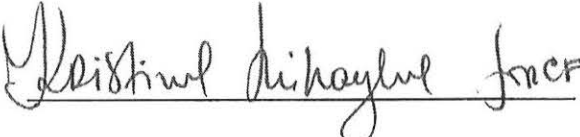
VIII. ATTACHMENTS

Attachment A: Figures 1, 2, and 3: Ridership and Revenue Hours

Prepared by: John Urgo, Planning and Development Director


IX. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO



Kristin DiHayes CFO

Alex Clifford, CEO/General Manager



Alex Clifford

Attachment A

Attachment A: Ridership and Revenue Hours

FIGURE 1: REVENUE HOURS AND RIDERSHIP BY MONTH

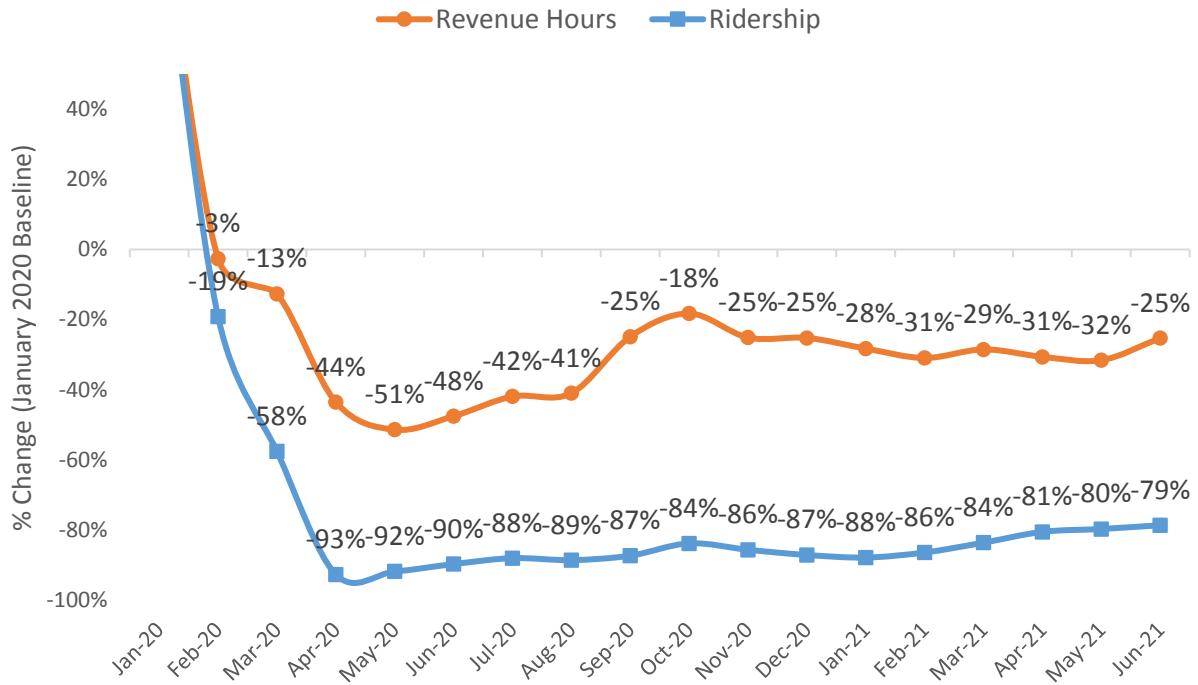
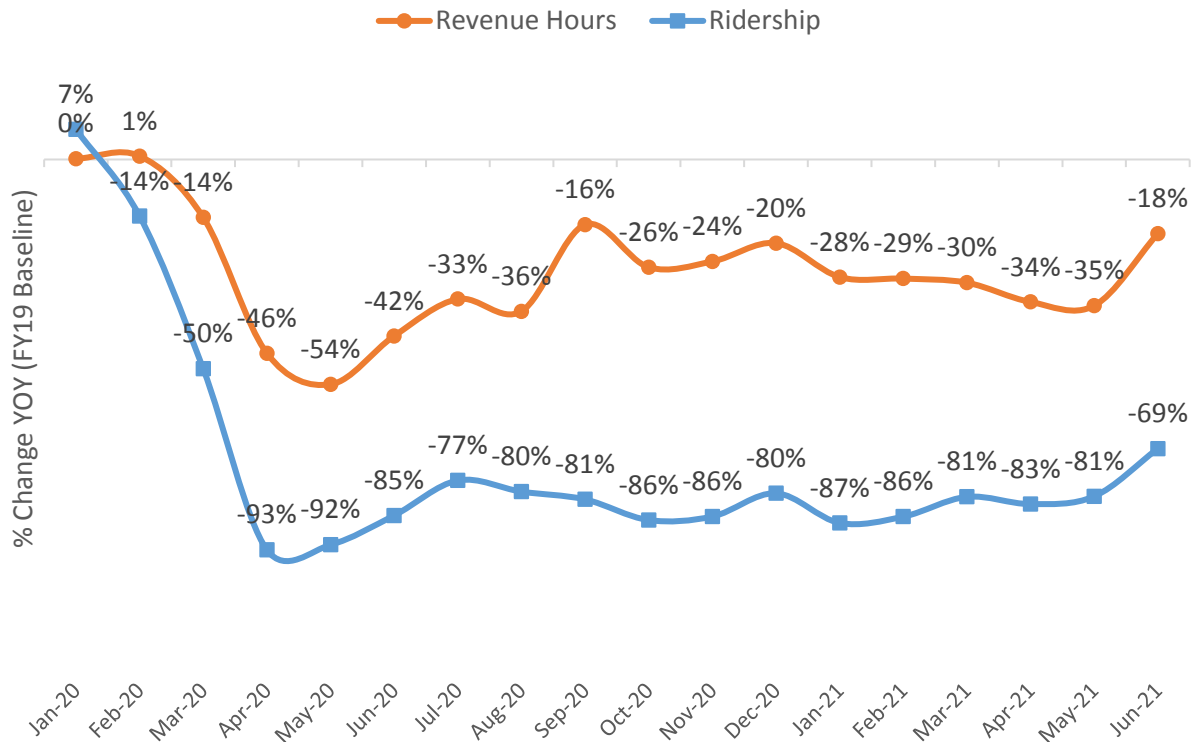


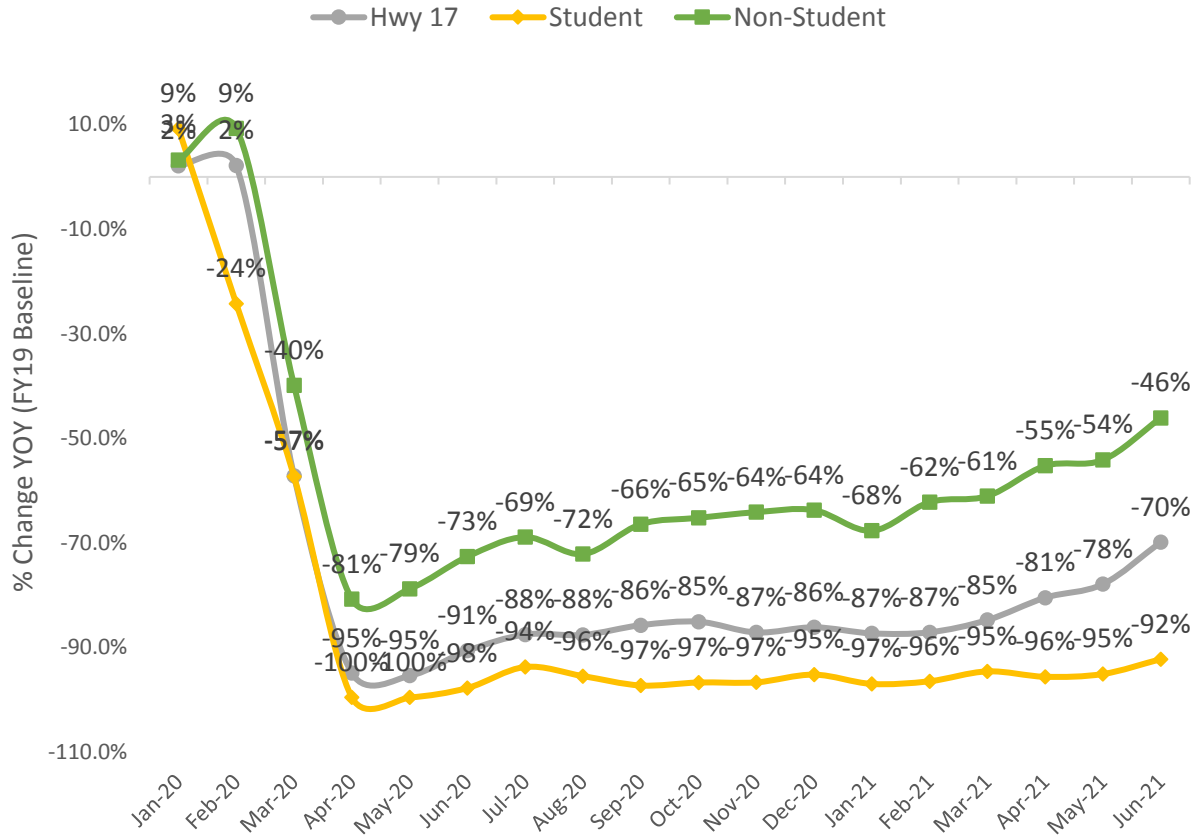
FIGURE 2: YEAR OVER YEAR CHANGE IN REVENUE HOURS AND RIDERSHIP



Attachment A

Attachment A: Ridership and Revenue Hours

FIGURE 3: RIDERSHIP CHANGE BY TYPE





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

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

RESOLUTION OF APPRECIATION FOR THE SERVICES OF MARTIN GILBERT AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) was formed to provide public transportation to all of the residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, METRO, requiring an employee with expertise and dedication, appointed Martin Gilbert to serve in the position of Bus Operator, and

WHEREAS, served as a member of the Operations Department of METRO for the time period of November 9, 1999 to August 31, 2021, and

WHEREAS, Martin Gilbert provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Martin Gilbert served METRO with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Martin Gilbert resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Mr. Gilbert's service, METRO improved existing and built new operating facilities, converted the fleet to a CNG propulsion system, developed accessible bus stops, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Martin Gilbert.

NOW, THEREFORE, BE IT RESOLVED, that upon his retirement as Bus Operator, the Board of Directors of METRO does hereby commend his efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, the METRO staff and all of the residents of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 24th Day of September 2021 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Donna Lind, Board Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Julie Sherman, General Counsel



DATE: September 24, 2021
TO: Board of Directors
FROM: Chuck Farmer, Chief Financial Officer
SUBJECT: CONSIDERATION OF APPROVING THE AUTHORIZATION TO ENGAGE A MUNICIPAL ADVISOR, BOND COUNSEL AND BOND UNDERWRITER TO MOVE FORWARD WITH THE ISSUANCE OF A PENSION OBLIGATION BOND

I. RECOMMENDED ACTION

That the Board of Directors approve authorizing the engagement of a Municipal Advisor, Bond Counsel and Bond Underwriter for purposes of potentially issuing a Pension Obligation Bond (POB)

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District's (METRO) Pension currently stands at \$192 million with approximately \$64.6 million unfunded and is subject to a 7.0% interest charge from CalPERS.
- Today's current schedule of payments to pay down the unfunded portion will cost METRO approximately \$118.7 million, of which \$54.2 million is interest.
- CalPERS is scheduled to meet in November 2021 to discuss lowering the 7.0% interest charge to 6.8% or 6.5%. This will affect METRO because the lower expected rate of return will require more funding on METRO's part.
- METRO's objective is to reduce risk, lower the \$52.4 million interest charged on the outstanding Pension balance, and to fully fund the Pension.
- The METRO Finance, Budget & Audit Standing Committee unanimously recommended full Board approval of this proposal at its September 10, 2021 meeting.

III. DISCUSSION/BACKGROUND

Over the past few months, the CFO has reviewed the full Pension plan and the historical results from CalPERS. The CFO engaged a Municipal Advisor to look at various alternatives to pay down the outstanding Pension balance of \$64.6 million.

The alternatives include the following:

1. Additional Discretionary Contributions
2. Section 115 Trust
3. Pension Obligation Bonds
4. CalPERS's Fresh Start Program

5. Rolling Stock Equipment Lease Program

Each alternative evaluated is based on speed to implement, cost to implement and, most of all, overall savings to METRO.

In reviewing each alternative, it became clear that a Pension Obligation Bond (POB) was the best alternative. Not only does it make sense with current low interest rates in the market,, but also the savings in interest payments due to a roughly 3% POB rate versus a 7.0% CalPERS rate. This could result in a \$37 million savings to METRO in interest payments. The POB far exceeded any of the four other reviewed alternatives..

In order to issue a POB, METRO first needs to be rated by a Credit Ratings Agency since this will be METRO's first marketable security since 1993. After receiving the ratings, METRO can start to issue POBs and pay off the outstanding Pension obligation.

To get this process started, the CFO needs to engage a Municipal Advisor who works with the CFO as an advisor in the process. After the Advisor is on board, METRO will engage the Bond Counsel and Bond Underwriter, which finishes out the group. These three entities will help METRO with the ratings process and issuance of the POB.

1. Municipal Advisor – Provides independent advice, helps coordinate financing services on behalf of METRO, reviews all documentation, works with METRO on the ratings process, provides all the financial projections, and ensures marketing pricing of POBs. They have an explicit fiduciary duty to METRO.
2. Bond Underwriter – Acts as an intermediary, purchasing the bonds from METRO and reselling the bonds to potential investors.
3. Bond Counsel – Responsible for making sure the bond and sales do not break laws. They render an objective legal opinion with respect to the validity and enforceability of the bonds and underlying documents.

All costs for the three firms will be paid by the bond proceeds as part of the offering.

At its September 10, 2021 Finance, Budget & Audit Standing Committee Meeting, the Committee unanimously recommended the full Board approve the request as presented.

Staff is recommending Board approval to hire a Municipal Advisor, a Bond Counsel and a Bond Underwriter to start the process of getting a Rating on Santa Cruz Metro for a POB.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

This report pertains to METRO’s Financial Stability, Stewardship & Accountability.

V. FINANCIAL CONSIDERATIONS/IMPACT

Multiple scenarios were reviewed and a POB saved METRO the most money over time. The savings comes in the form of interest on the outstanding Pension balance of \$64.6 million.

The chart below shows \$54.1 million in interest payments if we do nothing as compared to issuing a POB to pay down the Pension balance with an interest amount of \$17.2 million. The difference is roughly \$37 million in savings to METRO over the next 20 years.

	Current UAL Payments	100% POB	Savings
Principal	\$ 64,585,649	\$ 64,585,649	\$ -
Interest	54,109,558	17,164,923	36,944,636
Total	\$ 118,695,207	\$ 81,750,572	\$ 36,944,636

VI. CHANGES FROM COMMITTEE

None.

VII. ALTERNATIVES CONSIDERED

The two alternatives are:

1. Continue as is and pay \$54 million in interest that does not benefit retirees or METRO.
2. Review and issue a POB that will:
 - a. Reduce interest payments by roughly \$37 million; and
 - b. Create a fixed payment stream to pay down the outstanding Pension obligation.

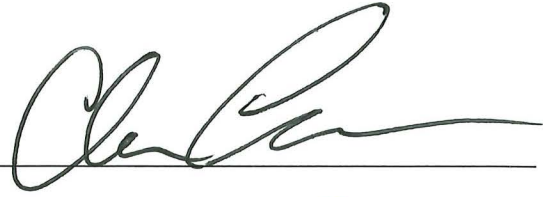
VIII. ATTACHMENTS

Attachment A: Pension Discussion Presentation

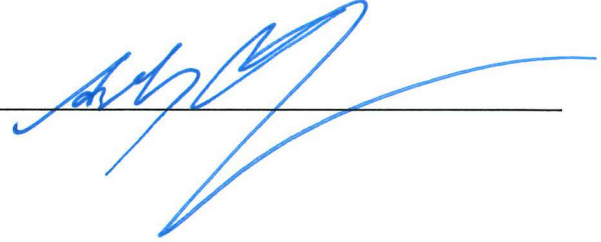
Prepared by: Chuck Farmer, Chief Financial Officer

IX. APPROVALS

Chuck Farmer, Chief Financial Officer



Alex Clifford, CEO/General Manager





Pension Discussion

Board of Directors

September 24, 2021

Chuck Farmer, Chief Financial Officer

Pension Discussion Recommendation

- Review Pension and OPEB
- Alternatives Review
- Recommendation and Review Analysis
- Next Steps
- Questions

Pension and OPEB Liabilities as of 6/30/19

Category	Total Accrued Liability	Market Value of Assets	Unfunded Accrued Liability	% Funded
Pensions [1]	\$192,306,857	\$127,847,867	\$64,458,990	66.5%
Other Post-Employment Benefits [2]	\$124,340,668	\$0	\$124,340,668	0.0%

[1] CalPERS' Actuarial Valuation Report - 06/30/2019

[2] MacLeod Watts Actuarial Valuation Report - 06/30/2019

Definitions:

Total Accrued Liability = What You Need

Market Value of Assets = What You Have

Unfunded Accrued Liability = What You Owe

Pension UAL vs. OPEB

PENSION UAL

- Must prefund with CalPERS
- High Rate of Return – 7.00% (Discount Rate)
- Current Payment \$5.1M
- Payment does not fully cover existing retirees or current employees
- Pension is subject to interest
- UAL payment subject to CalPERS Investment Returns
- Pension Interest Payment goes to CalPERS and not METRO's UAL

OPEB

- Pay-go
- 20-Year AA Tax-Exempt GO Bond Rate
- Current Payment of \$3.2M
- Payment is for actual spending within year
- OPEB does not accrue interest
- Payment subject to Health Care increases
- METRO pays \$0.0 interest on any outstanding OPEB's. – Pay Go

METRO will focus on the Pension UAL and tackle OPEB afterwards

Pension Alternatives

Modeled Pension Cost Optimization Strategies

1. Additional Discretionary Contributions (Prepay UAL Faster)
2. Section 115 Trust (Investment Alternative to CalPERS)
3. Pension Obligation Bonds (Directly Refinance UAL at Lower Interest Rates)
4. CalPERS' Fresh Start (Re-amortize UAL with CalPERS)
5. Rolling Stock Equipment Lease Program (Indirectly Refinance UAL at Lower Interest Rates)*

* Equipment Lease Program was reviewed but determined METRO will not qualify due to Federal regulations regarding Grants and Bus useful lives are too short for leasing

Pension Recommendation

Pension Recommendation

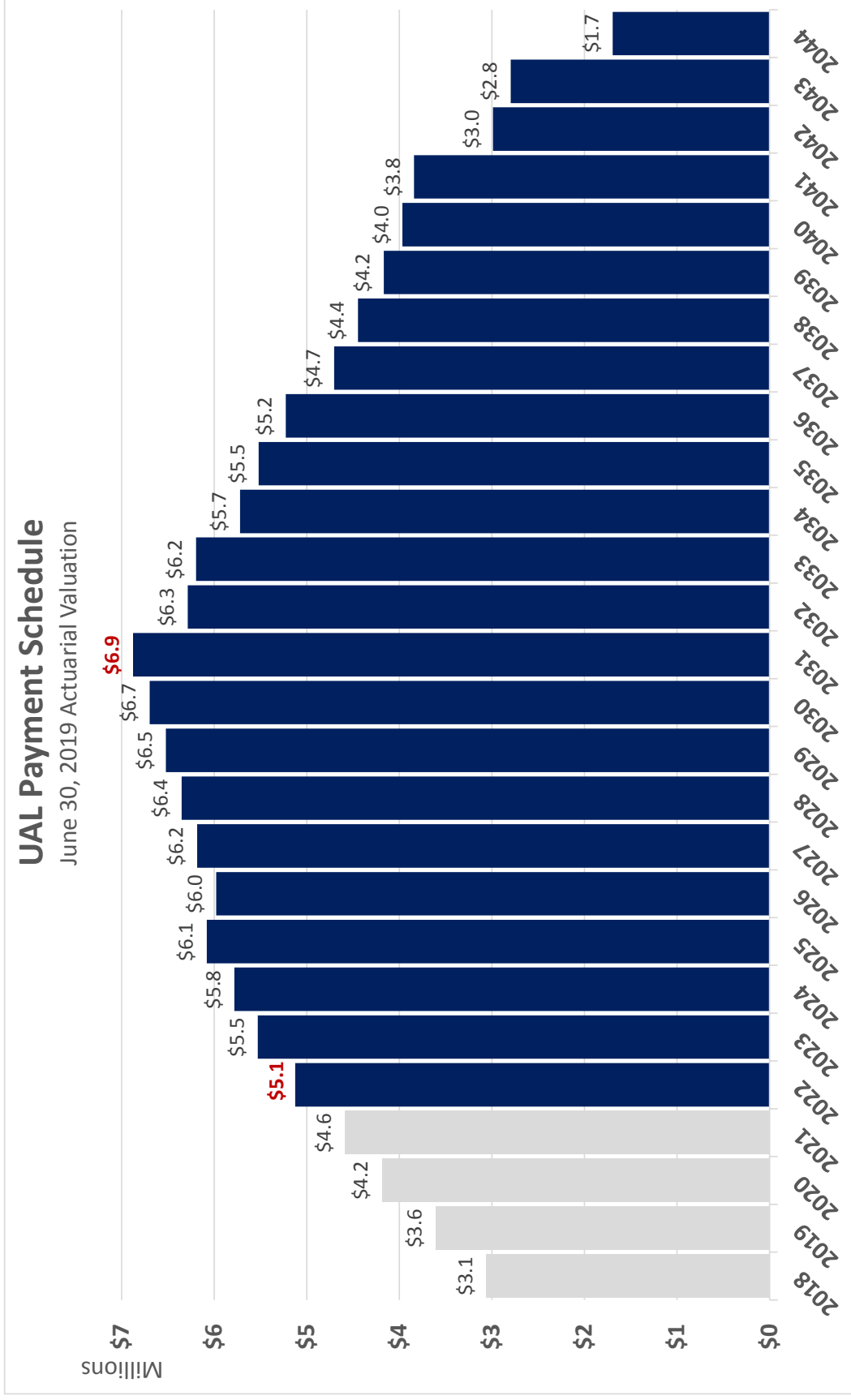
- Recommending Pension Obligation Bond (POB) as solution
- Outstanding balance of \$64.7M in Pension
 - Objective – 100% Fully Funded with POBs
 - CalPERS Asset Liability Management Meeting in November
 - Will set Pension Discount Rate (7.0%, 6.8% or 6.5%)
 - Determine the exact outstanding balance of Pension
- Rational – POBs 3.25% vs. CalPERS UAL @ 7.0%
 - Net Savings = 3.75%
- Total UAL Savings ~ 34%

Pension Bonds - Advantages vs. Disadvantages

- Advantages
 - POB lower Interest Rate (3.25%)
 - POB enables METRO to reshape to level annual payments
 - Easier to budget and manage cash flows
- Disadvantages
 - Risk of POBs depend on CalPERS investment outcome
 - Actual savings depend on CalPERS performance over life of bond

Pension Financial Analysis

Current UAL Amortization Schedule

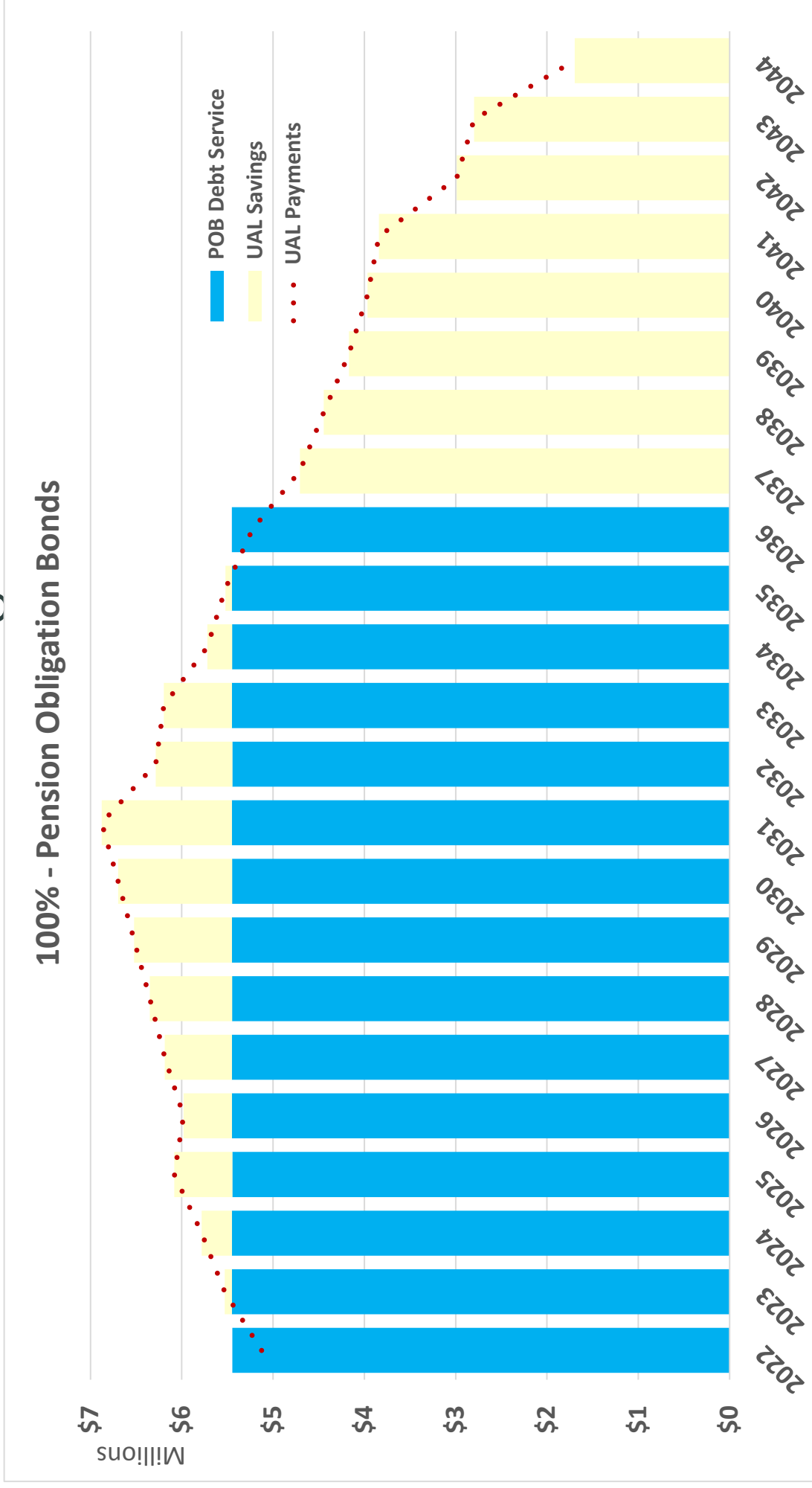


- DOES NOT INCLUDE:
- Normal Cost
 - 2020 Shortfall

\$118.7 Million in total payments

Note: Assumes unfunded liability does not continue to grow and CalPER's hits their discount rate

15-Year Pension Obligation Bonds



Savings of \$36.9 Million – 34%

Note: Assumes unfunded liability does not continue to grow and CalPER's hits their discount rate

Financial Analysis

	Current UAL Payments	100% POB	Savings
Principal	\$ 64,585,649	\$ 64,585,649	\$ -
Interest	54,109,558	17,164,923	36,944,636
Total	\$ 118,695,207	\$ 81,750,572	\$ 36,944,636

- Total Savings from a Pension Obligation Bond is estimated at \$36.9 Million
- Assumes POB at 3.25% Interest Rate - Conservative
- Santa Cruz County just approved \$124.2 Million POB at an estimated 2.4% Interest Rate offering

Note: Assumes unfunded liability does not continue to grow and CalPER's hits their discount rate

September October November December

Process Going Forward

- Approval to Hire Team Including Advisor
- Assemble Financing Team: Bond Counsel & Underwriter
- Draft & review legal documents
- Draft Preliminary Official Statement (POS)
- Rating Agency Presentation
 - METRO Budget Update & COVID Impacts
- Obtain Bond Rating (Standard & Poor's)
- Board Approval
 - Financing Team, POS, and POB size & structure
- Price Bonds & Close Bonds
- Invest bond proceeds to CalPERS Pension

NOTE: Will schedule meeting with Santa Cruz Civic Improvement Corporation (SCCIC) - TBD

Step 1

- GFOA Recommends each agency to first hire a Municipal Advisor
- Municipal Advisor –
 - Provides independent advice
 - Registered with and regulated by SEC & MSRB
 - Serves on behalf of METRO (Duty of Loyal & Duty of Care)
- Municipal Advisor's Role
 - Assembling Financing Team
 - Coordinating financing - document review & rating process
 - Provide financial projections / pension model
 - Communication with CalPERS
 - Ensure market pricing of POBs

Board Follow Up

- September 24th Board Meeting
 - Direction to proceed with POB and financing plan
 - Authorize hiring a municipal advisor, bond counsel & underwriter
- October 22nd Board Meeting
 - Approve moving forward with bond rating
 - Introduce financing team
- November 19th Board Meeting
 - Review bond rating (Standard & Poor's)
 - Impact CalPERS Discount Rate & market update
 - Authorize Sale of POBs: Amount, final maturity, structure

Requesting Approval from Board

- Approval to move forward in assembling a team for a Bond placement
- Approval Hiring of Municipal Advisor
- Approval Hiring of Bond Counsel
- Approval Hiring of Underwriter
- Financing Team costs incorporated into Pension Obligation Bond

Questions?



APPENDIX

Returns Comparison

- Returns from CalPERS vs. Index Funds

Time Period	CalPERS	S&P500 *	DJIA *
20 Years: FYs 2001-21	6.9%	8.4%	8.5%
10 years: FYs 2011-21	8.5%	14.8%	13.5%
5 Years: FYs 2016-21	10.3%	17.4%	16.3%
1 Year: FY 2021	21.3%	38.2%	32.5%

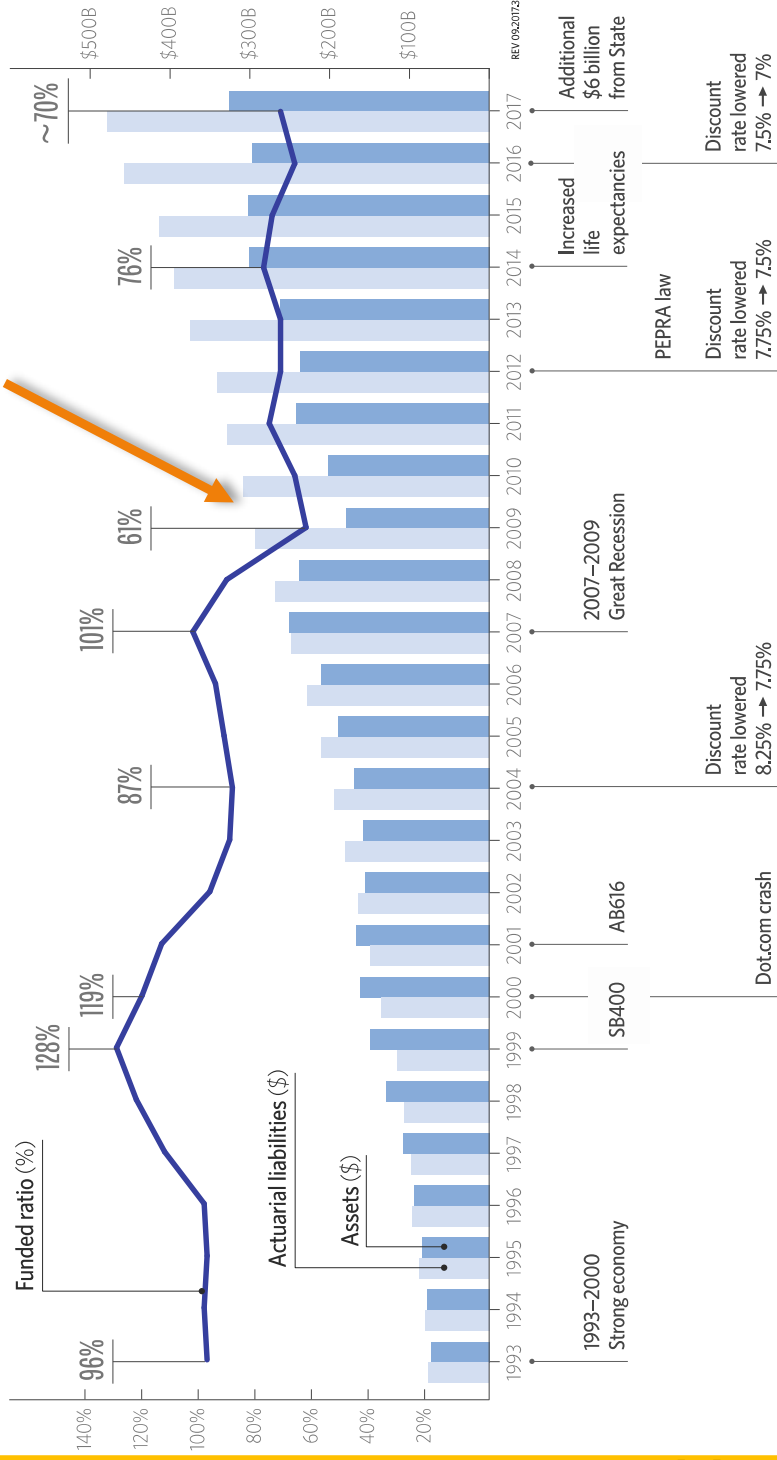
Sources: CalPERS and dqydj.com

* Returns include dividends reinvestment

CalPERS History Lesson

- 1999 – CalPERS “Superfunded” (128%)
- 2000 – SB 400 / AB 616
 - (Retroactive Benefit Increase)
- 2000-02 – dot.com investment losses:
 - 2000-01: -7.2%
 - 2001-02: -6.1%
- Loss of “Super Funded” Status
- 2008-09 – Great Recession:
 - Investment Loss: - 27% (\$67 Bn)
 - Full impact: - 34.75% (+ 7.75% discount rate)
 - CalPERS 61% funded
- 2012 – PEPPRA - New Employees Only

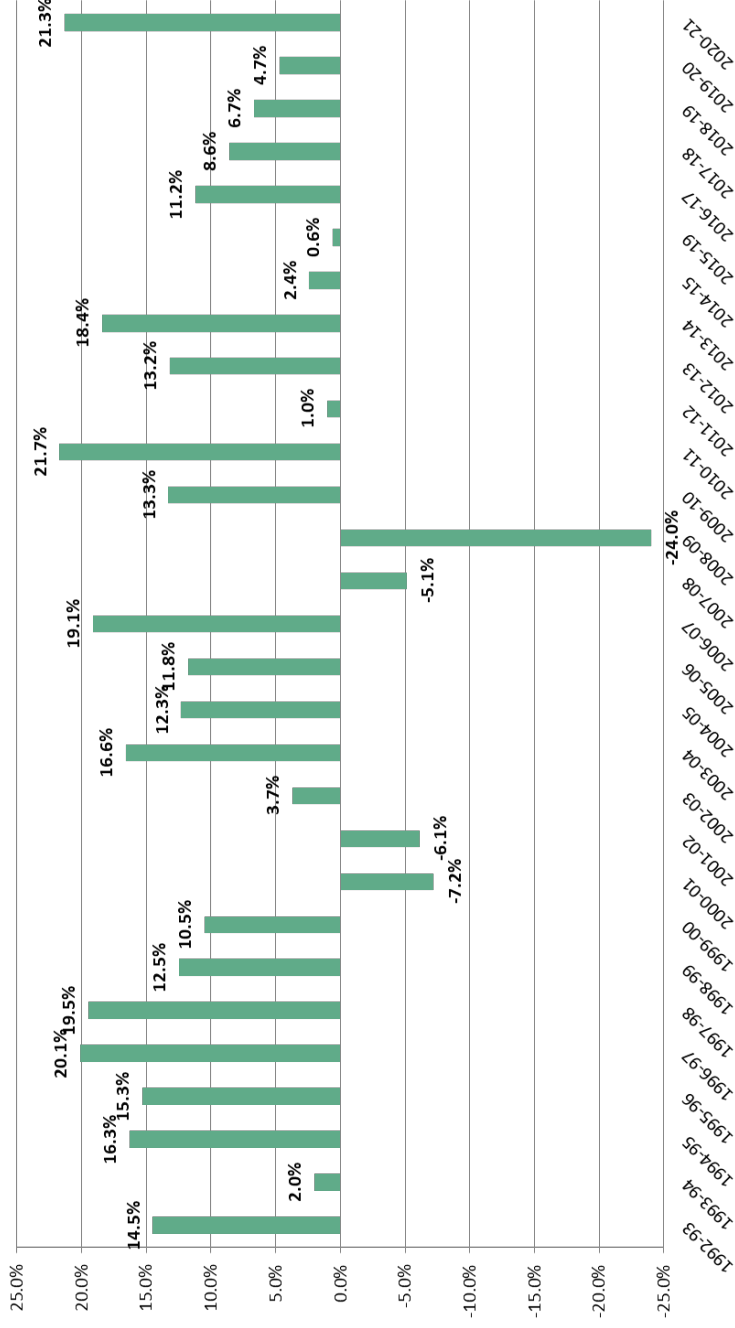
Problem Started



Investment Risk and Returns

CalPERS Historical Average Rates of Return:

Thru 2019-20: 5 years – 6.3% 10 years – 8.5% 20 years – 5.5% 30 years – 8.0%



- 2020: 55% of pension benefits funded by investment returns
- CalPERS manages pension investments
- **METRO bears all investment risk**
- Failure by CalPERS to achieve target investment returns does not relieve METRO from pension benefit guarantees to employees and retirees
- **METRO's cash (UAL payments) makes up investment return shortfalls**



DATE: September 21, 2021
TO: Board of Directors
FROM: Donna Lind, Chair
SUBJECT: COMMITTEE ASSIGNMENTS

I. RECOMMENDED ACTION

1) That the Board of Directors Nominate Directors to the following positions:
A. One Director Position on the Santa Cruz Civic Improvement Corporation (SCCIC) Board; and,
B. One Representative for the Santa Cruz County Regional Transportation Commission (SCCRTC)

II. SUMMARY

- Article III, Section 3.03 of the Santa Cruz Civic Improvement Corporation (SCCIC) Bylaws provides that the Board of Directors (Board) shall appoint Santa Cruz Metropolitan Transit District (METRO) Directors to the SCCIC Board.
- In order to maintain representation on the Santa Cruz County Regional Transportation Commission (SCCRTC), it is necessary that the METRO Board elect individuals to the three positions and three alternate positions that are designated for METRO Board Members.
- Elections for the positions referenced in this Staff Report were held at the beginning of the February 26, 2021 Board of Directors meeting.
- With the resignation of Director Aurelio Gonzalez earlier in September 2021, there are now vacant positions on the SCCIC and SCCRTC.

III. DISCUSSION/BACKGROUND

Earlier in September 2021, Director Aurelio Gonzalez resigned as METRO Board Director. Director Gonzalez held positions representing METRO on the SCCIC and the SCCRTC. His resignation leaves the SCCIC Vice President position as well as his position on the SCCRTC with approximately 16 months remaining in terms expiring in February 2023.

SCCIC is a non-profit public benefit corporation organized under the non-profit benefit corporation law in the State of California to provide financial assistance to METRO by acquiring, constructing and financing various public facilities, land and

equipment and the leasing of facilities, land and equipment for use, benefit and enjoyment of the public served by METRO.

Article III, Section 3.03 of the SCCIC Bylaws provides that METRO's Board of Directors shall appoint METRO Directors to the SCCIC Board.

Staff recommends that the METRO Board of Directors appoint one METRO Director to serve on the SCCIC Board. The Director filling the vacant position will complete the remaining time of the vacated term expiring in 2023.

The METRO Bylaws provide that the Board of Directors shall identify nominees to be considered for election to the positions herein referenced.

Staff recommends that the Board of Directors elect a Director to fill the vacancies created by Director Gonzalez's resignation in September 2021; and, provide slates for CY 2021 to:

- 1) Fill one position on the SCCIC
- 2) Elect one representative to the SCCRTC.

In accordance with the METRO bylaws, nominations remain open until the positions are filled through election. The election for the referenced positions is scheduled to be held on October 22, 2021.

IV. STRATEGIC PLAN PRIORITIES ALIGNMENT

The actions taken in this report tie to METRO's Stewardship and Accountability responsibility.

V. FINANCIAL CONSIDERATIONS/IMPACT

Funding support for the positions identified in this Staff Report is contained under Admin in the FY22 and FY23 Final Budget adopted June 25, 2021.

VI. CHANGES FROM COMMITTEE

N/A

VII. ALTERNATIVES CONSIDERED

None.

VIII. ATTACHMENTS

Attachment A: Board Nominated Slate(s) Worksheet

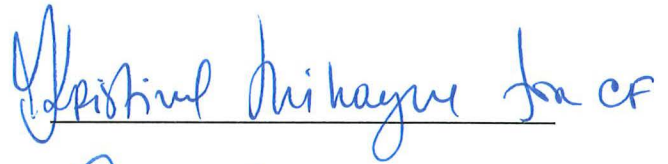
Attachment B: Current SCCIC Board Roster

Attachment C: Current METRO Board Officers and Appointees

Prepared by: Gina Pye, Executive Assistant

IX. APPROVALS

Approved as to fiscal impact:
Chuck Farmer, CFO



Kristina Mihaylova for CFO

Alex Clifford, CEO/General Manager



Alex Clifford for CEO



BOARD OFFICERS AND APPOINTMENTS

Nominate 1: SCCIC Representative President, Bruce McPherson; Vice President, Vacant; Secretary, Manu Koenig; and, Treasurer, Donna Meyers

5 Total Members

Terms ending February 2023: Directors Gonzalez, Koenig, McPherson & Meyers
Departing Director: Aurelio Gonzalez (term ends Feb 2023)

SLATE 1

Nominee:

- 1. Bruce McPherson, President
- 2. _____, Vice President
- 3. Manu Koenig, Secretary
- 4. Larry Pageler, Director
- 5. Donna Meyers, Treasurer

Nominated by:

- Term Ends Feb 2023
- Vacant
- Term Ends Feb 2023
- Term Ends Feb 2023
- Term Ends Feb 2023

Nominee:

- 1. _____, President
- 2. _____, Vice President
- 3. _____, Secretary
- 4. _____, Director
- 5. _____, Treasurer

Nominated by:

- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2022

SLATE 2

Nominee:

- 1. _____, President
- 2. _____, Vice President
- 3. _____, Secretary
- 4. _____, Director
- 5. _____, Treasurer

Nominated by:

- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2023
- Term expires 2022

SLATE 3



BOARD OFFICERS AND APPOINTMENTS

Reappoint or Nominate 1: SCCRTC Representatives

(2021 Reps: Aurelio Gonzalez, Kristen Petersen & Mike Rotkin)

Departing Director: Aurelio Gonzalez

3 Total Representatives

Nominee:

1. _____

2. Kristen Petersen

3. Mike Rotkin

Nominated by:

Vacant

Currently in place

Currently in place

SLATE 1

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 2

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 3

Nominee:

1. _____

2. _____

3. _____

Nominated by:

SLATE 4

Attachment B



SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

BOARD OF DIRECTORS 2021 - 2023

	YEAR TERM BEGAN	YEAR TERM ENDS
Bruce McPherson, President	2021	2023
Aurelio Gonzalez, Vice President	2021	2023
Manu Koenig, Secretary	2021	2023
Donna Meyers, Treasurer	2021	2022
Larry Pageler, Director	2021	2023

Alex Clifford, Chief Executive Officer

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

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Attachment C
**BOARD CHAIR & VICE CHAIR,
STANDING AND AD HOC
COMMITTEE APPOINTMENTS**



2021 Chair, Vice Chair and Standing Committees

Chair
DONNA LIND

Vice Chair
BRUCE McPHERSON

Capital Projects Standing Committee
Committee Established 8/26/16
DONNA MEYERS
BRUCE McPHERSON
LARRY PAGELER

Finance, Budget and Audit Standing Committee
(4-5 Board Members, as a ground rule)
Committee Established 8/26/16
SHEBREH KALANTARI-JOHNSON
MANU KOENIG**
DONNA LIND
MIKE ROTKIN

Personnel/Human Resources Standing Committee
Committee Established 8/26/16
DONNA LIND, Current Chair
BRUCE McPHERSON, Current Vice Chair
MIKE ROTKIN, Immediate Past Chair
JIMMY DUTRA**
KRISTEN PETERSEN

Attachment C



2021 Other Committees

SCCIC Representatives

MANU KOENIG
AURELIO GONZALEZ
BRUCE McPHERSON
DONNA MEYERS
LARRY PAGELER

SCCRTC Representatives

AURELIO GONZALEZ
KRISTEN PETERSEN
MIKE ROTKIN

SCCRTC Alternates (in order)

SHEBREH KALANTARI-JOHNSON
LARRY PAGELER
DONNA LIND

2020 Ad Hoc Committees (NO 2021 appointments made)

CEO Goals and Objectives Ad Hoc Committee

Committee Established 5/19/17

DONNA LIND**
BRUCE McPHERSON**
MIKE ROTKIN**

Legislative Ad Hoc Committee

Committee Established 2/23/18

ED BOTTORFF
JOHN LEOPOLD
CYNTHIA MATHEWS
BRUCE McPHERSON
MIKE ROTKIN

MAC Ad Hoc Committee

Committee Established 3/24/17

SHEBREH KALANTARI-JOHNSON***
BRUCE McPHERSON***
LARRY PAGELER***
MIKE ROTKIN***

2/26/2021 Approved at METRO Board Meeting

**Appointed by Chair Lind March 2021

***Appointed by Chair Lind September 2021

VERBAL PRESENTATION

CEO ORAL REPORT / COVID-19 UPDATE

Alex Clifford

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NEWS CLIPS

August 27, 2021 – September 24, 2021

**SANTA CRUZ
COUNTY
ARTICLES**

Santa Cruz Sentinel

Watsonville City Councilmember Aurelio Gonzalez resigns

Cites family emergency

By Hannah Hagemann | Santa Cruz Sentinel

Sept. 15, 2021

WATSONVILLE — District 2 Councilmember Aurelio Gonzalez has officially resigned from his position, citing a family emergency, according to an open letter he penned Tuesday.

“I will be resigning my position as your representative for District 2 of the city of Watsonville. Due to Family circumstances that require me attention to my family needs, I have decide to give them my first priority. In doing so I will not be able to perform my duties in representing District 2 and the City of Watsonville as it so deserves,” Gonzalez wrote.

When Gonzalez spoke on the situation in August, he declined to give details on the family matter.

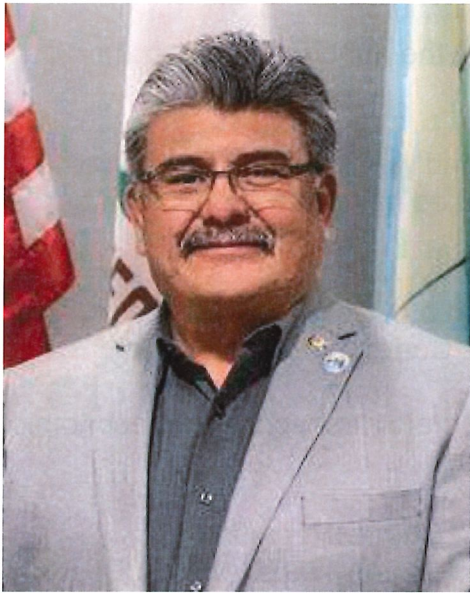
Gonzalez did extensive work on reinvigorating Watsonville’s downtown, the arts, as well as creating youth employment opportunities and constructing the rail trail along the Highway 1 corridor.

“As you can imagine we’re in shock, even though he was going through his family issue...the resignation caught me off guard, but I’m supportive of Aurelio and his decision to be with his family during these times,” Mayor Jimmy Dutra said.

The resignation has already triggered an election process to replace Gonzalez. District 2 city councilmember candidates must file nomination papers by Monday.

In Gonzalez’s letter, he said that putting his family first means he no longer has the capacity to serve the city council.

“It has been a great honor working with the Community, City Staff, and my fellow City Council members. Our city with all its issues and needs is a great place to live, work, and thrive,” Gonzalez wrote. “I feel that the time I did give back to my community was not in vain as a city council representative for District 2.”



Watsonville City Councilman Aurelio Gonzalez Resigns

By: Tony Nuñez

September 14, 2021

WATSONVILLE—Watsonville City Councilman Aurelio Gonzalez on Tuesday announced his resignation from his District 2 seat because of a family emergency.

In a letter emailed to reporters, Gonzalez said that because of “family circumstances” he would no longer “be able to perform my duties in representing District 2 and the City of Watsonville as it so deserves.”

“It has been a great honor working with the Community, City Staff and my fellow City Council members,” he wrote. “Our city with all its issues and needs is a great place to live, work and thrive. I feel that the time I did give back to my community was not in vain as a city council representative for District 2.”

The move comes a little more than a month after he said he was taking an indefinite leave of absence and hoped to return to the City Council by late September. It also came just hours before the City Council was set to hold its first in-person meeting since the start of the pandemic, and on the day that California will vote on whether to recall Gov. Gavin Newsom.

Because of Measure H, approved by Watsonville voters in 2014, the city must hold a special election within 90 days to fill the vacancy.

Watsonville City Clerk Beatriz Vazquez Flores said that the election will most likely fall on Dec. 7. Prospective candidates will have until 5pm on Sept. 20 to submit their papers to the Clerk's office, Vazquez Flores said.

Watsonville Mayor Jimmy Dutra said he was shocked by the announcement, but understood why Gonzalez was stepping down.

"[The community supports] Council Member Gonzalez and we feel for what he's going through," he said. "In his short time on the board he worked hard for the people in our community and we thank him for his service.

Gonzalez was first elected in 2018 to fill the seat vacated by Oscar Rios. He was reelected in 2020, defeating newcomer Vanessa Quiroz-Carter.

In that time, Gonzalez has been a strong supporter of the arts, transportation, economic growth and affordable housing.

Before his resignation, Gonzalez chaired the Santa Cruz County Regional Transportation Commission, sat on the Santa Cruz Metropolitan Transit District Board of Directors and was a member of the Arts Council of Santa Cruz County and Pajaro Valley Arts Council.

Gonzalez also served as a member of the 16-person Ad-Hoc Committee on Policing and Social Equity, which included two other council members, 12 Watsonville residents and Watsonville Police Department officers. That committee's recommendations from its more than 30 meetings over the past year are expected to come before the City Council in the near future.

The vacant seat could mean the City Council could find itself deadlocked on upcoming contentious items. That includes determining how to proceed with the policing committee's recommendations, as well as several housing projects that require a supermajority of five votes.

Santa Cruz Sentinel

Photo | Artists Take The Sea To Santa Cruz's Streetscapes With Mural Project

Sea Walls: Artists for Oceans is PangeaSeed Foundation's groundbreaking public art program

By Shmuel Thaler | Santa Cruz Sentinel

Sept.14, 2021



David Rice paints the markings on a leopard shark on a mural he is painting near the Metro Center in downtown Santa Cruz. Rice came from Portland, Oregon to join other artists from Santa Cruz County, and locations as far away as Austria, North Carolina and Hawaii, to participate in Sea Walls Santa Cruz. Sea Walls: Artists for Oceans is PangeaSeed Foundation's groundbreaking public art program that brings the oceans into the streets around the world. It was brought to the City of Santa Cruz through a partnership with Made Fresh Crew, a collective of local artisans who collaborate on projects. Throughout the week this team of regional and visiting artists will create 19 large and locally relevant public artworks to help spur environmental activism and beautify the town's streetscape. (Shmuel Thaler/Santa Cruz Sentinel)

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METRO Service to Santa Cruz County Fair

Santa Cruz METRO Transit District sent this bulletin at 09/13/2021 08:30 AM PDT

Santa Cruz County Fair: September 15-19, 2021

Ride METRO to the Santa Cruz County Fair at the Watsonville Fairgrounds, September 15-19. Round trips of a special "Route 79 County Fair" route will depart on the hour from Watsonville Transit Center (WTC), depart the Fairgrounds at :25, and arrive back at WTC at :45.

Fair Service Hours:

Wednesday-Friday: 12pm-10pm

Saturday-Sunday: 10am-10pm.

The route to the fair runs from WTC to West Lake, Rodriguez, West Beach, Lincoln, Hushbeck, East Lake, and College to the County Fairgrounds. The return trips will run from the County Fairgrounds, to East Lake, Hushbeck, East Beach, Lincoln, East Lake, and Rodriguez to WTC.

The Paracruz service area will be extended to cover service to the Fair.

METRO will operate a booth at the fair in the First Responders section. We will be offering giveaways to fair goers who visit our booth. We look forward to seeing you there.

For more information visit scmtd.com/countyfair



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See more bulletins [on our website](#)



Fall Service Schedule - Preview Available on Website

Santa Cruz METRO Transit District sent this bulletin at 09/09/2021 08:30 AM PDT

Fall service begins on Thursday, September 16, 2021.

METRO is making changes to improve service, including a new route, reinstating suspended routes, making service additions on existing routes, and minor schedule changes to improve service reliability.

New service: the Watsonville Circulator, will run one clockwise loop hourly from 12:01pm to 7:01pm, and a counter-clockwise loop hourly from 12:43pm to 7:45pm. The clockwise route runs from Watsonville Transit Center to Main St, Green Valley Road, Freedom Centre, Freedom Blvd, Lincoln St, and E. Lake. The other direction runs the opposite direction along the same route, except it uses E. Beach St instead of E. Lake St.

Service additions: With the return of in-person classes at UCSC, Routes 15 and 22, suspended since Spring 2020, will return. Route 22 will again operate from the Seymour Center at the Coastal Science Campus to the UCSC main campus, but will follow a new route: Delaware Blvd, Almar Ave, Mission St, and Bay Dr (Upper Bay).

Removal of Summer Modifications: Route 10 Beach/Boardwalk service has been discontinued; the route will operate only between Santa Cruz Metro Center and UCSC. The Cedar & Walnut stop (Stop ID 2304) is no longer a timepoint, but remains as a regular stop. The last Route 71 trip to the Boardwalk will also be discontinued. Route 55 will return to its previous schedule of three weekend trips.

Minor schedule changes will be made on Routes 35, 42, 69A, 69W, and 71 to improve reliability. On Route 35, the last two trips of the evening will run via Glen Arbor Road instead of Hwy 9/Highlands Park. All UCSC routes have changes for the Fall schedule.

ParaCruz service will not be impacted by these changes to fixed route service.

To review these modifications in detail, please visit our news bulletins page: <https://www.scmttd.com/metro-news-bulletins>.

Please check our schedules page for the preview of Fall service: <https://www.scmttd.com/routes>.

The Fall Headways Bus Rider's Guide will be available on all Buses & Transit Centers on September 9, 2021



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METRO Launches Electric Buses in Watsonville

Community members gathered at Watsonville Transit Center to celebrate the unveiling of a fleet of electric buses

By Johanna Miller

September 9, 2021



An all electric, zero-emission bus (left) is shown at the Metro Transit Center in Watsonville Tuesday during a ceremony to launch the new Watsonville Circular Route. — Tarmo Hannula/The Pajaronian

WATSONVILLE—Santa Cruz METRO has taken a big step in combating greenhouse gas (GHG) emissions with the launch of two new electric buses, which will operate on a new route through the city of Watsonville.

On Tuesday METRO staff, along with city officials, representatives from electric vehicle technology manufacturer Proterra and other community members gathered at the Watsonville Transit Center to celebrate the unveiling of the new buses.

METRO CEO Alex Clifford said that the introduction of the fleet has been years in the making. In 2018, the agency received funding for four e-buses for the county—two of which would be used in Watsonville.

But as the deal was being made, a new generation of Proterra buses was unveiled. The new vehicle had a much more efficient charging time, with the capability of traveling between 205 and 329 miles per charge.

“Our aspiration is to always have as long a range as possible,” Clifford said. “Once we pull out that bus in the morning, we want it to run all day. So this was a blessing.”

Since 2002, METRO has been ahead of the curve with adopting sustainable bus fleets. This began with moving to buses that use compressed natural gas, followed by hybrid vehicles. The agency was awarded a federal grant in 2015 for its first three electric buses, which are now in use on the Highway 17 Express service.

In 2017, the agency adopted a goal of achieving a fully zero-emissions fleet by 2040—one full year before the state mandated the same.

“The buses provide an opportunity for METRO to further explore the use of zero-emission vehicles,” said Donna Lind, a member of the METRO board who also serves on the Scotts Valley City Council. “The project will contribute to sustainable transportation, reducing miles traveled, GHG emissions and congestion.”

Lind thanked the Regional Transportation Commission, CalTrans, the California Air Resources Board, METRO’s grant team, her fellow board members and other local and state partners for securing funding for the project.

Proterra’s Regional Sales Director Mark Hollenback called the moment a “historic day” for Santa Cruz County. The company, which designs, engineers and manufactures entirely in the United States, is headquartered just over the hill in Burlingame.

“It’s great to be here, in our home turf in Northern California, to help Santa Cruz and the city of Watsonville mark the deployment of your new buses,” he said.

Hollenback alluded to the importance of green technology, and counties like Santa Cruz that are taking action to utilize it. Every time a Proterra e-bus replaces an e-bus, he said, about 230,000 pounds of carbon pollution are avoided each year.

“We’ve witnessed, just in the past few weeks, the growing signs of climate change,” he said. “The importance of zero-emissions transportation has never been clearer.”

Watsonville Mayor Jimmy Dutra has been a member of METRO’s board since 2014. He and others lobbied for years, locally, statewide and to the federal government to procure the buses and the infrastructure for them.

“We told the stories of Watsonville ... from our farmworkers, who depend on this as their only mode of transportation,” he said. “To our seniors using this to go to their doctor’s appointments and get their medication. Or our students, who use this to go to Cabrillo and UCSC ... The only way they can get an education is to use this bus system.”

The buses will run on a new route known as the circulator, which will connect the Watsonville transit center with primary retail and medical destinations within the city, both clockwise and counter-clockwise. It will roll along Main and Lincoln streets, Green Valley Road and Freedom Boulevard, connecting commuters with other bus routes.

Clifford called the new route “very unique,” referring to how it runs both clockwise and counter-clockwise.

“We don’t do anything like this anywhere else in the system,” he said. “It’s very new for us. We’re so excited to start the circulator.”

The service begins Sept. 16 and will run seven days a week with 16 daily round trips. For the first year of operation, rides on the circulator will be free of charge. This, said Clifford, is to encourage as many people as possible to use it.

“We’re hoping to build ridership fast, and keep it going,” he said.

Added Dutra: “We envision this route becoming a critical link for our community.”



An all electric, zero-emission bus (left) is shown at the Metro Transit Center in Watsonville Tuesday during a ceremony to launch the new Watsonville Circular Route. — Tarmo Hannula/The Pajaronian

METRO Launches Electric Bus Fleet In Watsonville

By: Johanna Miller

September 8, 2021

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Added Dutra: “We envision this route becoming a critical link for our community.”

Facebook – 9/7/21



Santa Cruz County Regional Transportation Commission (RTC)

Yesterday at 8:03 PM · 🌐

Congratulations to our partner agency [Santa Cruz METRO Transit District](#) on the launch of their new Circulator Route that will be a critical link for the Watsonville community connecting the downtown transit center with primary retail and medical destinations in the city using a loop format. The service will provide 16 daily round trips, seven days a week, 52 weeks out of the year starting Sept. 16th. This new service was funded through a California Department of Transportation's Low Carbon Transit Operations Program grant and will use new zero emission buses and offer free fares for one year.



NEWS > HEALTH

All 'round the town: METRO route rolls into Watsonville

Green buses, free fares offer encouraging look into future of transit



Jimmy Dutra and Donna Lind, METRO board members at center, cut a ceremonial ribbon in front of one of two electric buses that will roam the Watsonville Circulator Route beginning Sept. 16. (Melissa Hartman – Santa Cruz Sentinel)

By **MELISSA HARTMAN** | mhartman@santacruzsentinel.com |

September 7, 2021 at 4:21 p.m.

WATSONVILLE — On Sept. 16, METRO will launch a new loop route with one main goal — improving the environment for Watsonville residents by improving their access to transportation.

“Watsonville is a very green city and a lot of the decisions we are making are moving in that way,” Mayor Jimmy Dutra said at the ribbon-cutting ceremony for the loop Tuesday morning. “The first electric circulator will be happening here in Watsonville and we are very excited.”

The Watsonville Circulator Route, funded by a \$489,000 grant from the California Department of Transportation’s Low Carbon Transit Operations Program under the guidance of Caltrans and the Santa Cruz County Regional Transportation Commission, will serve city stops exclusively. The grant funds three operators who will maneuver battery-electric buses purchased through a previous Low Carbon Transit Operations Program grant seven days a week through all 52 weeks of the year.



METRO Board Chair Donna Lind, left, receives a commemorative plaque in honor of the partnership between the two agencies from Proterra’s Mark Hollenbeck. (Melissa Hartman – Santa Cruz Sentinel)

For one year, the grant also covers the fares of riders in order to incentivize more individuals from Watsonville to take public transit. This will cut emissions from fossil-fueled buses and single-occupancy vehicles in addition to serving low-income communities in south county.

Next week, the bus will operate in a clockwise loop from Watsonville Transit Center on Rodriguez Street through downtown, hitting retail and medical attractions on Main Street, Green Valley Road, Freedom Centre, Freedom

Boulevard and Lincoln Street. According to a press release from METRO, the loop has the ability to connect riders with intercity bus lines such as 69A or 72/72W for further convenience.

The METRO Board of Directors is pleased with the accomplishment of the route, but are not satisfied with replacing just two buses that run its routes with eco-friendly machinery from local manufacturer Proterra.

“Our work is not done. We have a whole fleet to change,” Dutra said. “We need to continue to work to eliminate our carbon footprint here at METRO and in all of our organizations throughout this county. I know that this board and our entire METRO team will do it.”

Watsonville, the example

Dutra shared how telling local stories of individuals who rely on METRO's services to get to work or vital appointments made it easier to lobby representatives such as Rep. Jimmy Panetta, who was in attendance Tuesday, for clean transportation resources.

"I was able to be the voice for our community when we went out to these places to get the funding so that we could bring it back to offer new buses that are all-electric. This moment for me is really special because there have been a lot of years put into making it happen," Dutra said.

Panetta, who supported METRO's application for the route, agreed that both the stories and the successes of environmentally responsible innovations in his district give him ground to fight for policy-wide change.



Two Proterra-manufactured buses will be in service on the Watsonville Circulator Loop, operating clockwise from the Watsonville Transit Center, METRO advisors said Tuesday. (Melissa Hartman – Santa Cruz Sentinel)

"Tomorrow I'll be heading back to Washington D.C... to mark up the major infrastructure package," he said of President Joe Biden's "Build Back Better" plan. "It's this type of investment I will be working hard to tell the story about because what I want to be able to do is make sure that my legislation, The Green Bus Tax Credit Act, is included in the infrastructure package."

Panetta said the buses were only made possible by grants due to their expense. His act incentivizes the purchase of these electric buses through significant tax breaks for systems such as METRO. A grant program for the transit agencies is also being considered so that new buses can be acquired and diesel buses can be converted.

"At a cost of, at a minimum, \$850,000 apiece, we must continue to find ways to make these (no emission) buses more affordable," he said. "Ultimately the goal is to ensure that the green buses are cheaper to build, and yes, you bet, cheaper to buy. I believe that's the least that we can do."

Panetta told the Sentinel following the ribbon-cutting that he'd like to see a carbon tax included in Build Back Better but he's unsure whether one is in the cards with the Biden administration.



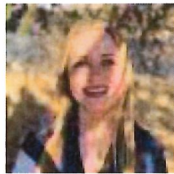
Congressman Jimmy Panetta addresses the crowd, starting his remarks with an outline of the benefits that the new circulator route will offer Watsonville residents, including access to community institutions and one another as well as a healthier environment through fewer carbon emissions. (Melissa Hartman – Santa Cruz Sentinel)

“We’re making sure that there are other ways to incentivize the decarbonization of our transportation sector of our energy grid,” he said.

There is no option but to move ahead prioritizing the mitigation of climate change, Panetta added during his comments at the podium.

“We’re seeing it (from) Lake Tahoe to Louisiana to Long Island, New York,” he said. “We are seeing that the dangers of climate change are clear and boy, are they present.”

Tags: **Newsletter**



Melissa Hartman

Melissa Hartman started with the Sentinel in October 2020 and reports on county, health and transportation matters. A graduate of San Jose State University's Dwight Bentel School of Journalism and Mass Communications, she has been reporting in Northern California since 2017. Melissa is an East Bay Area native and has previously worked at the Los Altos Town Crier and Bay City News Service.

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LOOKOUT

SANTA CRUZ



METRO Launches New Grant-Funded Watsonville Route, Featuring Electric Buses And Free Fares For One-Year

Presented by Santa Cruz METRO

Santa Cruz METRO announced that it has been awarded a \$489,213 grant from the California Department of Transportation's Low Carbon Transit Operations Program (LCTOP) to launch a new "circulator" route, providing services in a loop format, that exclusively serves stops in Watsonville.

The service will provide 16 daily round trips, seven days a week, 52 weeks out of the year. The route will be operated using zero-emission buses purchased in the LCTOP previous cycles.



What does LCTOP funding mean for Santa Cruz County?

LCTOP funding is designated for projects that reduce greenhouse gas emissions and improve transportation for disadvantaged and low-income communities.

METRO will use the grant funds to deploy two new battery-electric buses in downtown Watsonville and offer free fares to the public to encourage ridership and promote public transportation through a one-year pilot program. The grant will be used to fund three bus operators for 12 months, providing regularly scheduled service for community members.

“The new Watsonville Circulator Route is designed to increase the number of transit passengers locally by providing more frequent service to desirable destinations in Watsonville between noon and 7:45 p.m. daily,” said METRO’s CEO and General Manager Alex Clifford.

The project will not only reduce the greenhouse gas emissions from fossil-fueled buses, but it will serve one of the lowest income communities in METRO’s service area.

— Alex Clifford, METRO’s CEO and General Manager

Connecting Watsonville

The route will connect the downtown transit center with primary retail and medical destinations in Watsonville. It will operate in a clockwise loop and a counterclockwise loop from Watsonville Transit Center, serving:

- Main Street
- Green Valley Road
- Freedom Centre
- Freedom Boulevard,
- and Lincoln Street , connecting commuters with existing local and intercity Bus Lines 69A, 69W, 71, 72/72W, 74S, 75, 79, and 91X.

Clockwise loop.

Counter clockwise loop.

Envisioned to become a critical link for our community, service benefits include:

1. Improved public health by removing cars off the road and providing passengers with a competitive alternative that will help reduce pollution from single-occupant vehicles.
2. Creation of a more sustainable transportation system that reduces vehicles mile traveled, greenhouse gas emissions and traffic congestion.
3. Development of a more integrated and active transportation system that serves the community’s vulnerable populations.

METRO is committed to enhancing mobility for disadvantaged communities as well as reducing its environmental footprint by transitioning to zero-emission buses.

The Watsonville Circulator Route will expand transit service to new residential and commercial areas in Watsonville. This important step will accelerate the use of advanced technologies in heavy-duty vehicles to meet air quality, climate, and health goals.

Join the Ribbon Cutting event!

Open to the community

Learn more about the route and its benefits

METRO is hosting a Watsonville Circulator Route Ribbon Cutting event on Tuesday, Sept. 7 from 11 a.m. – noon at the Watsonville Transit Center.

475 Rodriguez Street

Event Parking

Parking at the event is limited. Below are options to carpool and an alternative parking location close to the Watsonville Transit Center.

Alternative Parking Near the Watsonville Transit Center:

Civic Plaza Parking Garage, 275 Main St, Watsonville, CA 95076.

Parking is free for the first two hours. A METRO ParaCruz vehicle will be shuttling attendees to and from the event continuously starting at 10:30AM. Please meet the vehicle at the 2nd Street side of the parking garage building at the METRO bus stop, located near the garage elevator near Subway. If you prefer to walk, the Watsonville Transit Center is 0.3 miles (5 minute walk) away.

About Santa Cruz Metropolitan Transit District



Established in 1968, Santa Cruz METRO provides fixed-route and Highway 17 commuter service throughout Santa Cruz County, with limited service connecting to Monterey Salinas Transit at our Watsonville Transit Center and Santa Clara County, transporting more than 5 million passenger trips a year.

METRO also operates ParaCruz paratransit service to Santa Cruz County, providing about 73,500 trips per year. METRO's operating budget in FY21 is almost \$55 million and is funded through a combination of farebox revenue, sales tax, and state and federal sources. Today it operates a fleet of 94 buses on at least 24 fixed-routes. For more information, visit www.scmtd.com.

For Immediate Release

Contact:
Danielle Glagola
Marketing, Communications & Customer Service Director
(831) 420-2550
dglagola@scmttd.com
scmttd.com



METRO Launches New Watsonville Circulator Route

Grant-funded route features electric buses and offers free fares for one-year pilot program

September 1, 2021 — SANTA CRUZ, CA — Santa Cruz METRO announced that it has been awarded a \$489,213 grant from the California Department of Transportation's Low Carbon Transit Operations Program (LCTOP) to launch a new "circulator" route that exclusively serves stops in Watsonville. A circulator route provides services in a loop format. The service will provide 16 daily round trips, seven days a week, 52 weeks out of the year. The route will be operated using zero emission buses purchased in the LCTOP previous cycles.

LCTOP funding is designated for projects that reduce greenhouse gas emissions and improve transportation for disadvantaged and low-income communities. METRO will use the grant funds to deploy two new battery-electric buses in downtown Watsonville and offer free fares to the public to encourage ridership and promote public transportation through a one-year pilot program. The grant will be used to fund three bus operators for 12 months, providing regularly scheduled service for community members.

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The route will connect the downtown transit center with primary retail and medical destinations in Watsonville. It will operate a clockwise loop and a counterclockwise loop from Watsonville Transit Center, serving Main Street, Green Valley Road, Freedom Centre, Freedom Boulevard and Lincoln Street, connecting commuters with existing local and intercity Bus Lines 69A, 69W, 71, 72/72W, 74S, 75, 79 and 91X (map attached).

Envisioned to become a critical link for our community, service benefits include:

- Improved public health by removing cars off the road and providing passengers with a competitive alternative that will help reduce pollution from single-occupant vehicles.
- Creation of a more sustainable transportation system that reduces vehicles mile traveled, greenhouse gas emissions and traffic congestion.
- Development of a more integrated and active transportation system that serves the community's vulnerable populations.

METRO is hosting a Watsonville Circulator Route Ribbon Cutting event on Tuesday, Sept. 7 from 11 a.m. – noon at the Watsonville Transit Center, 475 Rodriguez Street in Watsonville. The public is encouraged to attend and learn more about the route and its benefits. For more information on the Watsonville Circulator, visit scmttd.com/WC.

METRO is committed to enhancing mobility for disadvantaged communities as well as reducing its environmental footprint by transitioning to zero emission buses. The Watsonville Circulator Route will expand transit service to new residential and commercial areas in Watsonville. This important step will accelerate the use of advanced technologies in heavy-duty vehicles to meet air quality, climate and health goals.

About Santa Cruz Metropolitan Transit District:

Established in 1968, Santa Cruz METRO provides fixed-route and Highway 17 commuter service throughout Santa Cruz County, with limited service connecting to Monterey Salinas Transit at our Watsonville Transit Center and Santa Clara County, transporting more than 5 million passenger trips a year. METRO also operates ParaCruz paratransit service to Santa Cruz County, providing about 73,500 trips per year. METRO's operating budget in FY21 is almost \$55 million and is funded through a combination of farebox revenue, sales tax, and state and federal sources. Today it operates a fleet of 94 buses on at least 24 fixed-routes. For more information, visit www.scmtd.com. Like METRO on Facebook at www.facebook.com/SantaCruzMETRO or follow us on Twitter at www.twitter.com/SantaCruzMETRO.

###

WATSONVILLE CIRCULATOR RIBBON CUTTING EVENT

Powered by METRO's new all-electric
zero-emission buses



Tuesday, September 7, 2021

11:00AM – 12:00PM

Watsonville Transit Center

475 Rodriguez Street

Watsonville, CA



Monterey County Weekly

With An Assist From Federal Funds, Monterey-Salinas Transit Is Rethinking Its Bus Routes.



MST's draft plan for a route overhaul was received by the Board Operations Performance Committee on Aug. 16, and heads to the MST board of directors on Sept. 13. DANIEL DREIFUSS ▲

David Schmalz

Aug 19, 2021

For the first time in about 20 years, Monterey-Salinas Transit is set to overhaul its bus routes throughout Monterey County, and while some regions are envisioned to see less coverage, the remaining routes would run more frequently and be better timed with one another, significantly decreasing wait times for riders making connections.

"This is something we should be doing every five years," says Michelle Overmeyer, MST's director of planning and innovation.

The reason it took so long, Overmeyer says, is money, and in this case, the approximate \$344,000 to carry out the system-wide analysis and envisioned overhaul came from the \$52 million of federal funds the agency received for Covid-19 pandemic relief.

The new vision was set by MST's Board Operations Performance Committee over the past few months, which directed staff to prioritize increasing ridership over coverage by ramping up the frequency of buses traveling in places where people live and work, and by focusing on coverage in areas of the greatest need of public transit.

The draft plan for the route overhaul will be made available to the public in advance of the MST board's Sept. 13 meeting.

Among the proposed changes: service to Big Sur (which currently runs three times a day) will be discontinued and service in Carmel Valley will be reduced, while the frequency of routes in urban centers will increase – buses would travel every 15 minutes from Seaside to Cannery Row, and Salinas City Center to Northridge Mall.

The proposed plan will also focus on two existing transit hubs, in Salinas and Monterey, where buses would arrive 10 minutes after the hour and depart five minutes later.

Other Transit Related Articles

MASS TRANSIT

OR: Trimet Faces Driver Shortage As It Looks To Rebuild From Pandemic

Since March 2020, the transit agency has hired 445 workers, including 115 bus operators. From August 2020 to 2021, 145 bus operators resigned or retired, according to TriMet. In 2019, 152 bus, rail and streetcar operators resigned or retired.

By Jayati Ramakrishnan

Sept. 20, 2021

Source oregonlive.com (TNS) | Credit: Mark Graves/The Oregonian (TNS)



Cherry blossoms rest on the ground at a TriMet bus stop located at SE 32nd and Holgate Blvd. in Portland, Ore., Sunday, April 25, 2021.

As the pandemic took hold of Portland in 2020, TriMet was hit hard: the metro-area transit agency saw a nearly 70% drop in ridership as people began working from home and Oregon faced a lockdown for the coronavirus.

But even as ridership slowly ticks upward, agency leaders have seen a shortage of workers joining the company — a problem they haven't historically had.

Since March 2020, the transit agency has hired 445 workers, including 115 bus operators.

From August 2020 to 2021, 145 bus operators resigned or retired, according to TriMet. In 2019, 152 bus, rail and streetcar operators resigned or retired.

The transit agency couldn't immediately provide hiring numbers for previous years, but TriMet spokesperson Roberta Altstadt said the current staffing situation leaves them short 27 bus operators, and with about 40 bus maintenance positions open, as well as openings for about two dozen other job categories across various departments.

Since the beginning of 2021, the agency has trained 99 bus operators. Altstadt said the rest of the operators who were hired are still in training. With a capacity of 26 people per training class, they could have trained up to 260 this year.

The agency attributed the workforce shortage in large part to fallout from the pandemic. They limited hiring in spring of 2020, only hiring for safety positions and jobs deemed critical to the agency's operations.

TriMet had seen a dip in ridership even before March of 2020, as many transit agencies around the nation grappled with congestion, ride-hailing companies and other urban issues. But the numbers dropped even more sharply when the pandemic shut down Portland.

Even with lower ridership, the shortage of workers — especially bus operators — translates to more missed bus routes for riders.

Altstadt said when the agency does have to cancel bus rides due to the worker shortage, they prioritize low-ridership lines that don't predominantly serve low-wage workers or people of color. She added that they are offering extra work to bus operators, especially part-time employees, to help mitigate the shortages.

Altstadt said they've now begun a large hiring push to find more workers, which includes reaching out to groups they don't usually target. In addition to hosting a hiring fair at the Convention Center recently and posting ads for job opportunities on social media, Altstadt said they've also been recruiting at military bases — a new endeavor for the agency.

"Everybody's competing for workers," Altstadt said. "With all these jobs open and more openings than people stepping in to fill them, that's definitely having an impact."

Altstadt noted that while a commercial driver license is a requirement, the transit agency has to be more selective.

“We can’t just bring in anyone who has a CDL or knows how to drive a big rig,” she said. “With that focus it can limit who would be a successful candidate. We have great trainers who can teach folks how to drive big buses. But having that customer service lens is a little bit harder to train.”

Bill Bradley, an executive board member with Amalgamated Transit Union 757, the union that represents about 2,700 TriMet workers, said the strain of assaults on bus operators and potential exposure to COVID-19 has driven some to look for different work. Commercial Driver Licenses have become increasingly valuable during the pandemic as people work from home and rely more heavily on deliveries.

That shift means TriMet needs to look at its compensation packages, and make their offers more competitive, he said.

“Whether a brown truck, a white truck, food delivery, fuel delivery — people take their CDLs and are able to earn more money elsewhere,” he said.

Bradley also cited riskier conditions for operators and other employees.

“It’s a pretty stressful environment,” he said. “To be operating a bus and coming into contact with hundreds or thousands of people a day — and we’re seeing an increase in assaults. So we have to do a better job of making people feel safe from an operator and passenger perspective.”

According to data collected by the union, assaults on operators have increased since the pandemic began, from about 0.41 per 100,000 rides to about 1.75 assaults per 100,000 rides. In the first nine months of the pandemic, ridership ranged from 2.5 million to 3.6 million rides per month on buses and MAX trains.

Altstadt said TriMet does not track criminal assaults, but does record the combined number of physical and verbal assaults. The latter is not considered a criminal assault.

In 2019, TriMet began installing protective barriers to about 42% of its fleet to deflect assaults on bus operators. Due to COVID-19, they installed panels on all buses before the end of September 2020.

Bradley said union workers also worry that the drop in new applicants is in part driven by changes to TriMet’s apprenticeship program, which he said provided growth opportunities within the company.

In April, TriMet and the labor union reached an agreement after a year and a half of bargaining. One point of contention during negotiations was the union’s dissatisfaction with TriMet’s plan to eliminate the apprenticeship program. The two groups eventually reached a compromise, with TriMet agreeing to retool the bus maintenance apprenticeship program. Other portions of the program, like rail maintenance, were replaced with entry-level training programs.

Bradley said the smaller pool of apprentices means TriMet has to hire more external candidates.

“We had service workers who worked at TriMet in alternate shifts — their work ethic, willingness to show up in the middle of the night, clean buses, their willingness to move up by putting in work at a mechanical level — you know what you’re getting when you hire internally,” he said.

Altstadt said TriMet doesn’t attribute worker shortages to the apprenticeship program changes. She said it didn’t produce the number of full-time staff that the agency had hoped for.

“When you’re doing an apprenticeship program, much of their time is spent on training, not doing the repairs and maintenance,” she said, “so how do you get all that work done while you’re trying to bring people up.”

Altstadt said as they work on recruiting more employees, they continue to prioritize internal candidates, and hope to hire more limited-term cleaners, brought on during the pandemic, to permanent positions.

Dayton Daily News

Elimination Of RTA Routes Angers Seniors, Riders With Disabilities

By Chris Stewart

Sept 19, 2021



Due to a shortage of bus drivers, the temporary elimination of several Greater Dayton Regional Transit Authority routes designed to transport seniors and those with disabilities has angered riders who say they rely on the service to shop for essentials.

“If you can run buses to the casino, I guess they think the gambling places are more important than the seniors in Dayton,” said Sandra Smothers, a Dayton resident who takes a soon-to-be-eliminated Senior EZ Ride route to the grocery store.

Three routes serving a combined 36 living facilities housing seniors will be cut beginning Oct. 3, along with other temporary eliminations and service adjustments, according to the Greater Dayton Regional Transit Authority (RTA).

A “severe” shortage of operators and decreased customer demand due to COVID-19, was cited by RTA, which made the changes based on customer feedback and an analysis of ridership on the routes, according to RTA.

The transit authority worked “very hard under very difficult circumstances,” said RTA trustees President David Williamson at this month’s board meeting.

“This board is not in favor of cutting service,” he said. “But we have a dilemma on our hands and that is we don’t have enough drivers. Period. And so we have to make adjustments.”

Candace Woods, 60, a disabled veteran, said the Senior EZ Ride bus comes almost to the door of her Sienna Springs apartment on North Main Street in Harrison Twp. But not after this month.

“I’m very limited on what I can do, according to my doctor,” Woods said. “I’m in pain when I walk long distances, and from my house to the bus stop across the street on Main Street is far from me. I can’t see myself going across the street when it’s busy.”

Smothers, who lives in the Asbury Apartments on McDaniel Street in Dayton, voiced her frustration to RTA trustees earlier this month.

“I am sick and tired of this mess, taking and taking from seniors,” Smothers told the board. “You’re all supposed to provide a service.”

The three Senior EZ Ride routes serve the senior living facilities with stops at Kroger, Meijer and other stores, as well as pharmacies and the Senior Resource Connection in downtown Dayton, according to RTA route maps.

Route 66 runs Mondays and Wednesdays stopping at 11 residential facilities and runs south to the Meijer store on Stroop Road in Kettering, also making a stop at Kroger at Dorothy Lane and Wilmington Pike as well as other shopping centers and pharmacies.

Route 65 runs Tuesdays and Thursdays serving 15 living facilities across a broad swath of the northwest part of the metropolitan area.

Serving 10 housing facilities including Lyons Place II at the Dayton Veterans Administration campus, Route 64, a Friday only route, goes to Westtown Shopping Center and south to the Kroger and Meijer at Ohio 741 and West Alex Bell Road.

Last month, RTA had 230 big bus drivers and was looking to hire 30 to 40 more. It also had 75 drivers for small buses and was searching for 10 more, according to the transit authority.

RTA has been advertising heavily for operators, a job that start at \$33,592 a year, and after seven years progresses to \$57,366. Overtime and other types of special pay can boost a driver’s pay higher. The Dayton Daily News Payroll Project found six drivers earned more than \$100,000 last year.

Kevin Frazier, president of the RTA drivers’ union, Amalgamated Transit Union 1385, declined to comment for this story.

While not a veteran, Lanetta Day, 72, said she takes Route 64 to shop, often riding alongside veterans on their way to and from stores.

“If they take that bus away from us, what are we supposed to do?” Day said.

With new grant funding in conjunction with other area transit authorities, Greater Dayton RTA plans to launch a new service this fall for seniors and people with disabilities for transportation to grocery stores, pharmacies and medical appointments, according to Robert Ruzinsky, Greater Dayton Regional Transit Authority CEO.

“One of the most critical needs we heard from our area seniors at a recent public hearing was the need for direct door-to-door service for medical, pharmacy and even grocery trips,” he said. “They indicated that seniors are not always able to access the big bus fixed-route services, and not all seniors qualify for the paratransit services RTA offers to provide access door-to-door.”

The grant from the Miami Valley Regional Planning Commission will allow RTA, Miami County Public Transit and Greene CATS to offer additional medical trips, as well as provide medical trips across county lines — an issue that has been a challenge for seniors who rely on public transit, according to RTA.

Smothers said she will need to call her son-in-law and work around his schedule for a ride or call Project Mobility, which costs a dollar each way. Neither is as convenient as Route 65, she said.

“I’ve been using this route since 2002,” she said. “I’m usually up on Tuesday morning and Thursday morning. At 7:37 a.m. I’m downstairs waiting on the bus. And that’s going to be hard to break.”

Williamson reiterated in September’s board meeting that RTA is hopeful the routes will be reinstated in the future.

“We’re keeping all fingers and toes crossed that temporary means temporary. And we are working to solve this problem of getting more drivers,” he said.

RTA service changes beginning Oct. 3

Temporary service hour adjustments

- Fixed route and paratransit service hours Monday through Saturday from 5:30 a.m. to 12:30 a.m., Sunday from 6 a.m. to 10 p.m.

Temporary route eliminations

- Routes 64, 65, 66

Temporary trip eliminations

- Route 7: Eliminating southbound trips at 6:48 a.m., 5:07 p.m. from Meijer and 3:17 p.m. from Wright Stop Plaza. Also, eliminating northbound trips at 5:39 a.m., 8:09 a.m., 3:51 p.m. and 6:20 p.m. from Patterson/Woodman.
- Route 8: Eliminating southbound trips at 5:38 a.m., 7:40 a.m. from the Northwest Transit Center and northbound trips at 6:37 a.m., 8:41 a.m. from the Westtown Transit Center.
- Route 16: Southbound trips at 5:54 a.m. from Sheets and Montgomery, 3:44 p.m. and 7:13 p.m. from Smith and Hoke. Also, eliminating northbound trips at 7:31 a.m., 2:44 p.m. and 5:28 p.m. from Costco.
- Route 18: Eliminating southbound trip 3:07 p.m. from Wright Stop Plaza and Eliminating northbound trips 2:42 p.m. from Wright Stop Plaza, and 4:01 p.m. from First and Central.
- Route 19: Eliminating southbound trips at 6:59 a.m., 3:43 p.m., 5:43 p.m. from Meijer and the northbound trip at 5:25 p.m. from the South Transit Center.

Other service changes

- Routes 1, 2 & 4: Routing changed to serve Third Street Bridge.
- Route 12: Will serve Hope Center & Omega.
- Route 17: Routing changed from Little York Road to Maxton Road.
- Route 19: Returning service to Stebbins High School.
- Route 22: Extended AM trip from Walmart to the Gateway Shelter.
- Route 34: Extra trips added on Saturday.
- Route 43: Adjusted some trips to serve Energizer.



PA: CATA Temporarily Suspending Several Bus Routes, Adjusting Frequencies Due To Staffing Shortages

Citing "severe staffing shortages," the Centre Area Transportation Authority (CATA) announced Monday it will temporarily suspend several bus routes starting next week while reducing the service frequency of others next month.

By Josh Moyer

Sept. 15, 2021

Source Centre Daily Times (State College, Pa.) (MCT)

Sep. 13—Citing "severe staffing shortages," the Centre Area Transportation Authority (CATA) announced Monday it will temporarily suspend several bus routes starting next week while reducing the service frequency of others next month.

According to a news release, the suspended routes include Route F (Pine Grove), Route G (Gray's Woods) and Route S (Science Park). Those changes will be effective next Monday, along with service on Route K (Cato Park) ending at 7 p.m. Monday through Friday.

Other frequency reductions are set to begin Oct. 4. They include Route P (Boalsburg), whose service will end about 7 p.m. Monday through Saturday; and Routes N, R, V, W and HM, which will drop to hourly Monday through Saturday after 7 p.m.

Adjusted timetables will be available as they are finalized at catabus.com.

"Similar to many businesses locally and across the country, we are experiencing unprecedented staffing shortages," CATA CEO and executive director Louwana Oliva said in a written statement. "CATA currently finds itself in the situation of not having enough employees to cover scheduled transportation service. We have all hands on deck, and everyone with a CDL is being asked to get behind the wheel, but staffing is too thin to handle any type of absence that may arise.

"If this continues, in some cases our only option will be to cancel bus trips on the spot, leading to service reliability issues."

According to CATA, "most" of the service that was previously suspended due to the pandemic has been reinstated. But due to new ridership levels and mid-day trends — which have left some riders on the curb when the buses become full — some services can't meet demands while others are experiencing low usage.

"While we understand that everyone's bus service is important, we need to make difficult decisions to shift available staffing resources away from low ridership routes and

times of day to meet overall demand and serve the most people," Oliva added. "The result is these temporary service changes while we continue to work on bus driver recruitment."

According to CATA's website, bus operators are paid \$19.29 per hour the first year — although 40 hours a week is not initially guaranteed. By the end of Year 2, the hourly rate increases to \$24.12. Paid training is provided, and those interested can apply online at catabus.com/careers.

Those affected by the aforementioned service changes can call CATA's Customer Service Center at 814-238-2282 to discuss transportation needs and possible alternatives.

MASS TRANSIT

Santa Cruz Metro Set To Launch Watsonville Circulator Route

The new circulator service begins Sept. 16 and will feature zero-emission buses and free fares to encourage ridership.

[Mass Transit Staff Report](#)

9/14/2021

Credit: Santa Cruz Metro



A ribbon-cutting ceremony was held Sept. 7 for Santa Cruz Metro's Watsonville Circulator Route, which opens for service Sept. 16, 2021

Santa Cruz Metro held a ribbon-cutting ceremony last week for its new Watsonville Circulator Route, which provides more frequent service with an end goal of increasing local transit ridership. The circulator will begin service Sept. 16 and provide 16 daily round trips, seven days a week.

Santa Cruz Metro will use zero-emission buses to operate the new circulator route. Proterra supplied the buses and funds were provided from the California Department of Transportation's Low Carbon Transit Operations Program (LCTOP).

An additional \$489,213 LCTOP grant made the launch of the circulator's 12-month pilot program possible. Santa Cruz Metro says these funds will be used to deploy two new battery-electric buses, fund three bus operators for 12 months and offer free fares to encourage ridership.

"The new Watsonville Circulator Route is designed to increase the number of transit passengers locally by providing more frequent service to desirable destinations in Watsonville between noon and 7:45 p.m. daily," said Santa Cruz Metro's CEO and General Manager Alex Clifford. "The project will not only reduce the greenhouse gas emissions from fossil fueled buses, but it will serve one of the lowest income communities in Metro's service area."

The route will connect the downtown transit center with primary retail and medical destinations in Watsonville and connect commuters with existing local and intercity bus lines.

Santa Cruz Metro says the new service will become a critical link for the community, with service benefits including:

- Improved public health by removing cars off the road and providing passengers with a competitive alternative that will help reduce pollution from single-occupant vehicles.
- Creation of a more sustainable transportation system that reduces vehicles mile traveled, greenhouse gas emissions and traffic congestion.
- Development of a more integrated and active transportation system that serves the community's vulnerable populations.

Santa Cruz Metro explains the Watsonville Circulator Route will expand transit service to new residential and commercial areas in Watsonville. This important step will accelerate the use of advanced technologies in heavy-duty vehicles to meet air quality, climate and health goals.

Transportation Mask Scofflaws To Face Increased Fines

Fines will double on Sept. 10 for individuals who are not compliant with the requirement to properly wear a face covering while in airports, aircraft and various surface transportation modes.

Mischa Wanek-Libman

Sept. 10, 2021



President Joe Biden directed the Transportation Safety Administration (TSA) to double fines on travelers who refuse to wear face coverings. In an address outlining his plan to combat the spread of COVID-19, President Biden issued a warning to those who flout the law, “If you break the rules, be prepared to pay.”

Starting Friday, Sept. 10, TSA will fine first offenders between \$500 and \$1,000 and second offenders between \$1,000 and \$3,000 if not in compliance with wearing a mask in airports, on commercial aircraft and modes of surface transportation including passenger railroads, intercity bus services and public transportation.

“Wearing a mask protects the traveling public and all of the personnel who make the travel experience safe, secure and comfortable,” said Secretary of Homeland Security Alejandro N. Mayorkas. “We will continue to enforce the mask mandate as long as necessary to protect public health and safety.”

The requirement to wear masks on transportation modes originally went into effect on Feb. 2, 2021, and was recently extended until Jan. 18, 2022.

“We appreciate the majority of travelers each day who voluntarily follow the requirement, but find this action necessary to maximize the protections for those who use and work within the transportation system, and to contain COVID-19,” said TSA Administrator David Pekoske. “By doubling the range of penalties, we seek to reinforce the importance of voluntary adherence.”

OH: Staff Shortage Prompts Butler County RTA To Consider Some Route Suspensions

The Butler County Regional Transit Authority is considering temporarily suspending three bus routes because of nationwide pandemic-induced staffing shortages.

By Denise G. Callahan

Sept. 10, 2021

Source Journal-News, Hamilton, Ohio (TNS)

Sep. 9—The Butler County Regional Transit Authority is considering temporarily suspending three bus routes because of nationwide pandemic-induced staffing shortages.

BCRTA Executive Director Matt Dutkevicz stressed it is just a proposal at this point but they probably need to temporarily suspend the R-2 route between Oxford and Middletown, the R-4 bus that runs from Hamilton to Tri County — the R-6 route virtually mirrors the R-4 route — and the door-to-door BGo buses that run up to the South Dayton hub in Montgomery County.

"Unfortunately, like many of our peers and other businesses, we are struggling as an agency to recruit employees lost during the pandemic and keep up with service demands," Dutkevicz said. "We are pulling together all the resources we have and deploying them to the best of our abilities as quickly as possible, but it is simply not enough."

He said they will hold a virtual public hearing at 6 p.m. Sept. 21 to take comments on how the service interruption might impact people. People can access the meeting and post comments here: <https://www.butlercountyrta.com/public-hearing-proposed-r2-r4-and-bgo-service-cuts/>.

Many of the routes have rebounded nicely after the height of the pandemic when ridership all but stopped, but these three have been sluggish. He said they need to put resources where the demand is, especially the other BGo services.

"We're trying to put resources where we need them, I'd love to hire extra drivers and do everything, I think those services will rebound eventually, but they're just not there yet," Dutkevicz said.

Earlier this year Dutkevicz told the Journal-News the ridership for the West Chester route "dropped off a cliff," about 95% in all. The Oxford routes were strongly affected with a decrease of about 90%, largely because Miami University students were away from campus for long periods.

Ridership on the Middletown routes and the Job Connector only dropped by about 15%. Overall ridership dropped 64% from 620,320 in 2019 to 222,718 last year.

MASS TRANSIT

NY: Centro To Reduce Weekday Service, Switching To Saturday Schedules In Wake Of Driver Shortage

Centro is reducing much of its service in the Syracuse area starting Sept. 13, switching weekday schedules to “enhanced Saturday” schedules, the transit authority announced today.

By Teri Weaver

Sept. 9, 2021

Source syracuse.com (TNS)

Syracuse, N.Y. — Centro is reducing much of its service in the Syracuse area starting Sept. 13, switching weekday schedules to “enhanced Saturday” schedules, the transit authority announced today.

The reason is a shortage of bus drivers, according to a news release issued this afternoon.

“We need to hire between 35-40 drivers as soon as possible,” Centro spokesman Steven Koegel said in a statement released this afternoon.

The changes are temporary, Koegel said. The bus services for Syracuse city school students will not be reduced, though some connections may change.

The specifics about the route changes will be released within the next couple of days, Koegel said in an interview with syracuse.com | The Post-Standard.

For now, riders can look at the Saturday schedules to get an idea of what the changes look like. Additionally, Centro will be adding more routes for suburban commuters to help them get to work earlier in the day, he said.

The bus authority is also scaling back its services for Syracuse University students. Starting Sept. 13, there will be no Centro service on SU’s campus past 8 p.m., Koegel said.

The changes also come as some ridership lost during the Covid-19 pandemic was returning to the system, according to minutes from Centro’s board meeting in July.

As of July, ridership remained less than half of what it was before the pandemic. Yet ridership was up at the beginning of the summer by 27% when compared with the same time in 2020.

At the same time, the transit service's financial footing is recovering even as it tries to negotiate a new contract with its drivers and mechanics.

Already, the union — Amalgamated Transit union workers of Central New York, Syracuse, Cayuga, and Oswego Local 580 — voted down two contracts, according to president Frank Saya. Both sides go back to the negotiating table next week, he said.

Saya said the drivers are pushing for better hours and better pay. Currently, some have to work split shifts, which mean they are working two shifts across 13 hours a day rather than eight straight hours, he said.

“That’s something we’re working on in the contract, to shorten the shifts,” he said. “I think if Centro boosts up the wages and keeps good on their health benefits they might be able to get some people through the door.”

Just last month, Senate Majority Leader Charles Schumer visited Centro to announce an extra \$74 million in Covid relief money for the bus authority over the next five years. Schumer called it the largest-single federal investment in the bus system, Schumer said.

Yet that money hasn't helped put more drivers behind Centro's wheels. In recent weeks, the transit system has struggled to offer full service, especially as school restarts and demand rises. That meant on a few routes, some buses never showed at the scheduled time, Koegel said.

“We'd rather provide a schedule that we can meet,” Koegel said, rather than one that is inconsistent, he added.

It takes a minimum of six weeks to train a new driver, Koegel said. Bus drivers and mechanics at Centro can earn \$50,000 a year, with 401-K retirement options and paid training opportunities.

Qualified applicants need a high school diploma or an equivalent to a diploma and a clean driving record for five years. Find out more at Centro's website.

Centro officials are working to ensure that no current drivers lose hours because of the reduction in service. “The goal is to make everybody whole,” he said.

The changes do not affect current Saturday and Sunday routes, Call-A-Bus service or weekly shopper bus services. Bus services that connect Oswego and Auburn to Syracuse will also not be affected.

The changes also will not affect service at Syracuse's football home opener this weekend. But the waits for Centro buses to and from the Carrier Dome might be longer, Koegel said.



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 Santa Cruz METRO

5:01 PM · Sep 7, 2021 · Twitter Web App

The Daily Journal

SamTrans Is Dealing With Driver Shortage

Hirings aimed with Reimagine SamTrans in mind

By Curtis Driscoll Daily Journal staff

Sep 4, 2021

SamTrans is working to address a bus driver hiring shortage as it gears back up for increased ridership this fall and plans for new routes and service in 2022 as part of Reimagine SamTrans.

“I’m cautiously optimistic we will be able to put the plans in place to get the bus operators we need,” Interim SamTrans General Manager Carter Mau said.

He acknowledged there are always ebbs and flows to recruitment, but the shortage seems particularly acute right now. SamTrans has a run book that determines the service put out, frequency and times of day, with 267 assignments for drivers. SamTrans currently has 290 in its ranks. It wants to have around 300, and when its new Reimagine SamTrans project starts, it expects to need about 320 to 330 operators.

“So we have a little bit of a cushion, but it’s not a great cushion. We would like to have a little higher than that,” Mau said.

The Reimagine SamTrans project works to improve efficiency, the rider experience and grow ridership, with several changes to routes and operations like Route ECR scheduled for August 2022.

“As we go through the Reimagine SamTrans process, there is a desire to put more service out there, and if we can’t start getting our bus operator numbers up, we are not going to be able to put the service out there that we ultimately want to,” Mau said.

Ensuring enough drivers are available for Reimagine SamTrans growth is a concern moving forward. SamTrans has said the projected service will provide weekday frequency improvements, weekend service improvements and added local bus service through the county.

“We have some time before Reimagine SamTrans gets put in place, so this is the time now to really put effort into beefing up our bus operator ranks and making sure we have enough people for Reimagine SamTrans,” Mau said.

SamTrans ridership and service went down during the pandemic, decreasing the need for drivers and rendering the issue dormant for a time. SamTrans had a surplus of operators if someone was exposed or got COVID-19 and quarantined. However, as more routes restart and society reopens, more service is needed.

Mau noted the workforce for large parts of the service industry does not seem to be there compared to pre-pandemic. SamTrans has struggled to get its operator training classes filled. The agency is trying to fill up the training classes but acknowledged it needs to do a better job getting more applicants into the pools.

“We just haven’t been able to graduate as many students as we would like. That’s resulting in this current state, where we are right at the bare minimum of what we need to provide a service and put it out there. We need to get a healthy number of operators to get to a more stable level of operators so we can put the service out there reliably,” Mau said.

Attrition occurs during the 10-week training, with a drop-off at the start. Pre-COVID, the washout rate was about 33%. However, during the last two classes during COVID-19, the transit agency has seen larger washout rates, and it is still trying to figure out why. Mau said the post-COVID workforce is different than before the pandemic, with SamTrans learning to manage the new landscape.

Service can be affected if SamTrans does not get enough operators working, which it calls DNOs, or did not operate. DNOs result in a certain portion of routes not being operable because no one can cover it.

“When you DNOs, that means unreliable service for our passengers and customers,” Mau said.

SamTrans is digging into the exact reasons for the lack of numbers but is sending out surveys to those who drop out to figure out why people aren’t moving forward. A potential reason is it takes two to three months from the time someone applies to the time you get into the training classes. SamTrans is also doing more marketing and trying to add more applicants to the pool to increase its numbers. It also has a referral program with labor unions, in which people who refer someone to be a bus operator get \$500 if they complete the training and further bonuses for both if they met retention goals.

It hopes to shorten its wait time to enter training by expediting drug and alcohol tests and adding more training classes. Mau compared the situation to a funnel, saying SamTrans needed lots of people in the applicant pool and then funnel through as many people as possible.

“Hopefully, we will be able to address this operator shortage and get a more stable operator staffing size so we can run more reliable service out there,” Mau said.

People who want to learn more about driving for SamTrans can go to samtrans.com/about/Jobs/DriveWithUs.html for more information.

Transit Passengers Expect Contactless Payments To Ride Safely, Survey Finds

By Visa

Aug. 30, 2021



slobo via Getty Images

Public transit systems around the world saw a strong dip in ridership with the onset of COVID-19. However, in a recent survey examining consumer sentiment around returning to transit, 84% of respondents expect to return to their pre-pandemic levels of public transit use once they begin to ride again.

Commissioned across nine countries on four continents, Visa's "Future of Urban Mobility" survey sought to better understand how instituting contactless payments, among other practices, would help riders return safely to public transit. Other than a general concern with COVID-19, the desire to reduce physical contact with common surfaces was clear, with 88% of respondents saying they expected their public transit systems to offer contactless payment and ticketing in the future.

"Public transit operators have recognized that contactless payments are an important part of bringing riders back," said Jason Blackhurst, Visa's senior vice president of global seller products, who helps advise the company's transit partners on the benefits of implementing contactless payments. "While timelines vary based on the infrastructure and scope of each city and transport system, we're seeing tap-to-pay projects that may have previously taken several years accelerate to completion in just six months."

Two Steps Forward

In Porto, Portugal, Visa helped Andante launch the country's first demonstration of contactless fares on key bus and metro lines including the Airport Metro do Porto line and STCP bus line 500. The project uses Cybersource, a Visa solution, and allows

riders to tap a reader with any contactless credit, debit, prepaid card or payment-enabled device to purchase fares. It also eliminates the need for standing in line at ticket kiosks and using touch screens altogether.

Similarly, the Sacramento Regional Transit District (SacRT) recently became the first agency in California to offer contactless payments onboard light-rail trains. The new payment option is part of the California Integrated Travel Project (Cal-ITP), a statewide initiative to improve and simplify transit across the entire state.

Also through Cal-ITP, Visa, Cybersource, and other Visa Ready for Transit partners, have supported Monterey-Salinas Transit's (MST) initiative to offer passengers the ability to tap to ride. An additional benefit for MST riders comes from a new partnership with Cash App and Visa, to offer a Cash Card for passengers who are interested in a contactless payment option. The Cash Card, which is currently free, is a customizable and contactless-enabled Visa debit card offered through Cash App that has a rewards program called Boost, which offers instant discounts at select retailers. There is currently a Boost for \$1 off each ride on MST. Local users can also deposit paper money at participating retail locations into Cash App to use on their Cash Card, providing another option to load funds whenever needed.

A Better Solution

Open loop payments, or the ability for a passenger to pay for their ride with an existing contactless card or device, can be an important piece in accelerating the future of urban mobility.

For transit operators, open loop payments can provide opportunities for capital maintenance efficiencies and potentially reduce some expenses associated with stand-alone ticketing systems. For riders, open loop payments cut down the need to stand in line to purchase a special card or download a new app for every city they visit. Riders can simply use a payment card or contactless device such as a phone already in their possession.

The International Association of Public Transport (UITP) announced the new Urban Mobility Open Payments Forum, with Visa as the lead partner. The Forum aims to advance adoption of open loop payment systems in public transport across the globe and help cities create efficient, inclusive and sustainable door-to-door travel experiences. With the launch of the forum, UITP and Visa are working to accelerate worldwide accessibility to more seamless, contactless ways to pay on transportation systems, and better meet the needs of transit operators and passengers everywhere.

Seven in 10 respondents to the "Future of Urban Mobility" survey said public transit was still their primary form of transportation or one they regularly used. To keep pace with evolving consumer expectations, and as cities and communities navigate the new normal at different paces, contactless payments continue to be a way to allow passengers to travel more safely and with ease, providing peace of mind during a challenging time for many.



OR: Transit District Approves Cuts To Bus Routes Over Driver Shortage

Most of the cuts are to weekend routes, including route 13 through Astoria and route 21 from Cannon Beach to Seaside. The Seaside Streetcar will be suspended on weekends.

By Ethan Myers

Aug. 30, 2021

Source The Daily Astorian, Ore. (TNS)

Aug. 27—The Sunset Empire Transportation District has approved cuts to several bus routes on the North Coast due to a shortage of drivers.

The transit district's board voted unanimously Thursday to make the changes.

"It has gone beyond critical (regarding) the amount of drivers that we have currently employed and the lack of applications currently coming in for drivers," Jeff Hazen, the transit district's executive director, said. "It has gotten to the point where our drivers are working six and seven days a week.

"They are burning out. It is affecting their health, so we are having a lot of sick calls and that just makes matters worse. What we are doing now is not sustainable."

Most of the cuts are to weekend routes, including route 13 through Astoria and route 21 from Cannon Beach to Seaside. The Seaside Streetcar will be suspended on weekends.

When the transit district initially announced the potential cuts, route 16 through Warrenton, another weekend route, was on the list. But Hazen said that was an error and the route will be reduced to mornings from 7:42 to 10:52 a.m. and evenings from 2:22 to 5:35 p.m.

Route 17 through Cannon Beach that operates on weekdays will also be cut. Additionally, route 15 through Warrenton, another weekday service, will only operate in the mornings from 6:40 to 10:43 a.m. and in the evenings from 3:50 to 7:03 p.m, a slight change from the original proposal.

Route 101, which runs from Astoria to Cannon Beach, will be cut from four buses a day to two.

All remaining routes will be shut down for an hour each shift so drivers can take lunch breaks.

Hazen and several board members expressed sadness over the decision to cut routes, but recognized it was the only option.

"Hopefully, this is temporary and not long term," said Debbie Boothe-Schmidt, the board chairwoman. "But if we don't have drivers, I'm not sure exactly where we go."

The cuts will go into effect on Sept. 6.

"This reduction will get us to the point that we hopefully can continue the service we provide," Hazen said.

Delta Air Lines Just Made A Major Move Against Unvaccinated Employees

Herb Scribner

Aug. 25, 2021



© Spenser Heaps, Deseret News A Delta Airbus A321 and other jets are lined up at their gates at Salt Lake City International Airport in Salt Lake City on Wednesday, Aug. 18, 2021. Delta Air Lines said Wednesday it will begin raising health insurance premiums for unvaccinated employees to cover the costs of COVID-19.

Delta Air Lines said Wednesday it will begin raising health insurance premiums for unvaccinated employees to cover the costs of COVID-19.

Does Delta Air Lines require vaccines for employees?

Per CNBC, Delta Air Lines said it would increase premiums by \$200 per month to cover COVID-19 costs. The policy will begin on Nov. 1.

- This is similar to a company raising health insurance premiums for smokers, which is a common occurrence in modern America.

Beginning on Sept. 12, unvaccinated Delta employees will need to take a COVID-19 test every week, especially as COVID-19 cases surge amid the delta variant's spread, according to CNBC.

- “The average hospital stay for COVID-19 has cost Delta \$40,000 per person,” Bastian said in a memo to employees, per CNBC. “This surcharge will be necessary to address the financial risk the decision to not vaccinate is creating for our company. In recent weeks since the rise of the B.1.617.2 variant, all Delta employees who have been hospitalized with COVID were not fully vaccinated.”

What airlines require vaccines?

Other airlines, like United Airlines and Hawaiian Airlines, have decided to mandate COVID-19 vaccination for employees.

- However, Southwest Airlines, American Airlines and Delta Air Lines have been adamant that they will not require vaccinations for employees, as I wrote for the Deseret News.

Do you need to be vaccinated to travel?

The Centers for Disease Control and Prevention said people should be fully vaccinated against COVID-19 before they visit other countries. International travelers often need to be vaccinated before visiting other countries, too.

- “Fully vaccinated travelers are less likely to get and spread COVID-19. However, international travel poses additional risks, and even fully vaccinated travelers might be at increased risk for getting and possibly spreading some COVID-19 variants,” the CDC said.



CA: Contactless Payment on the Rise Across California Transit

Paying the fare on a number of California transit buses and trains is as easy as grabbing a coffee from Starbucks.

By Skip Descant

Aug. 24, 2021

Source Government Technology (TNS)

Aug. 19—Paying the fare on a number of California transit buses and trains is as easy as grabbing a coffee from Starbucks. Fares on the Clean Air Express, a commuter service traveling up and down Ventura, Santa Barbara and San Luis Obispo counties, can now be paid by simply tapping a credit or debit card on the reader as riders board.

"The differentiator for what we just launched ... is not just the contactless, but it's the implementation of the regular retail experience that everybody's been used to for 15 years, where you can tap-to-pay," said Scott Spaulding, director of rail and transit at Santa Barbara County Association of Governments (SBCAG), which operates the tri-county transit service.

The contactless fare-payment system, known as the California Integrated Travel Project (Cal-ITP), is part of a six-month pilot, made available via a partnership with the California State Transportation Agency (CalSTA) and the California Department of Transportation (Caltrans). Tap-to-pay systems are also being deployed on the Monterey-Salinas Transit system, Santa Barbara Metropolitan Transit District and Sacramento Regional Transit District (SacRT) light rail.

"With this type of fare collection, California transit systems can transition away from the current 'closed-loop' method that only accepts cash or agency-specific fare cards to an 'open-loop' model that accepts contactless credit and debit cards and mobile wallets on smart devices like phones and watches that can be used throughout different transit systems and anywhere else that accepts contactless payments," explained Marty Greenstein, assistant deputy secretary for communications at CalSTA, in an email.

Technology upgrades, like the contactless payment system, are explored as part of an overall mission to add convenience to service to the commuter bus experience, said Spaulding.

"Technology is something we've tried to do, even with our extremely limited budget, whenever we could," said Spaulding, calling attention to services like Wi-Fi which have long been a part of the Clean Air Express experience.

"It was expensive. It was certainly optional," he remarked of the Wi-Fi technology.

"We've always tried to create the best experience possible for the customer, to be able to draw someone out of their Ford Escape, who's driving 60 or 70 miles to work," said Spaulding. "On all those levels ... we try to compete for market share."

Ridership on the commuter coach service dropped some 70 percent during the COVID-19 pandemic. Service levels were reduced from 13 round trips to nine round trips. Ridership has been slowly increasing and is now back to about 50 percent of its pre-COVID-19 ridership, said Spaulding.

And developments like the contactless fare system — introduced about three weeks ago, and described by Spaulding as "bulletproof" in its rollout — are likely to live beyond the pilot phase.

"I have a hard time seeing us not continuing this, somehow in some shape or form," said Spaulding. "It's a modernization of how people pay their fares. And I can't see us taking a step back in time and saying, no, this doesn't work."

Tap-to-ride systems have been rolled out in Boston, New York, Miami, Sydney and London, among other cities.

"There's no need for riders to stop to purchase or reload an agency-specific fare card or juggle exact change when boarding; passengers can just tap and ride," said Greenstein. "What's more, customers can pay as they go to earn bulk-ride discounts that were previously only available to riders who could afford to pay upfront for a daily, weekly or monthly pass. In other words, riders can now pay the price of a pass as they go — but never pay more."

The California Department of General Services has issued an RFP to help make it easier for transit providers in the state to acquire the needed hardware and software to support contactless payment systems. And Cal-ITP has set up the CA Mobility Marketplace as a one-stop resource to help with the procurement process.