



AGENDA

Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, October 18, 2016
8:30 AM
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE BOARD OF DIRECTORS

Dave Davis, Chair; Chuck McQuary, Vice Chair; Olivia Rodriguez, Director; Dick Weinberg, Director; Bill Shelor, Secretary; David Tabor, Director; Roger Aceves, Director

3. REPORT REGARDING POSTING OF AGENDA

CONSENT CALENDAR

4. APPROVAL OF PRIOR MINUTES - (ATTACHMENT-ACTION MAY BE TAKEN)

The Board will be asked to waive the reading of and approve the draft minutes for the meeting of September 20, 2016.

5. APPROVAL OF CASH REPORT - (ATTACHMENTS-ACTION MAY BE TAKEN)

The Board will be asked to review and approve the cash reports for the periods of September 13, 2016 through September 26, 2016 and September 27, 2016 through October 10, 2016.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board on items within jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk, a "Request to Speak" form including a description of the subject you wish to address. Additional public comment will be allowed during each agenda item, including closed session items. Please fill out the Request to Speak form and indicate the agenda item number that you wish to comment on.

7. RENEWAL OF STAFF MEDICAL AND DENTAL INSURANCE, EFFECTIVE JANUARY 1, 2017- (ACTION MAY BE TAKEN)

Staff recommends the Board of Directors authorize the General Manager to renew the following staff health insurance for the 2017 calendar year: Medical with Blue Shield and Dental with Guardian.

8. MTD TITLE VI PROGRAM: 2017 - 2019 (ATTACHMENTS-ACTION MAY BE TAKEN)

Staff recommends that the Board hear a report on the Draft "Santa Barbara Metropolitan Transit District Title VI Program: 2017 - 2019" and consider approval of the attached Resolution.

9. GENERAL MANAGER'S REPORT UPDATE – (INFORMATIONAL)

- a) Hiring update
- b) Capital Projects

- c) New Driver Bid & Schedules
- d) Santa Barbara - Downtown-Waterfront Electric Service

10. OTHER BUSINESS AND COMMITTEE REPORTS - (ACTION MAY BE TAKEN)

The Board will report on other related public transit issues and committee meetings.

11. ADJOURNMENT

AMERICAN WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



MINUTES

Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, September 20, 2016
8:30 AM
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

Chair Davis called the meeting to order at 8:30 a.m.

2. ROLL CALL OF THE BOARD OF DIRECTORS

Chair Davis reported that all members were present with the exception of Director McQuary and Director Weinberg, who were expected to arrive shortly.

3. REPORT REGARDING POSTING OF AGENDA

Lilly Gomez, Interim Executive Assistant, reported that the agenda was posted on Friday, September 16th, 2016 at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

CONSENT CALENDAR

4. APPROVAL OF PRIOR MINUTES- (ATTACHMENT-ACTION MAY BE TAKEN)

Chair Davis requested an amendment to agenda item nine of the minutes to clarify that it is the Santa Barbara City Council that will receive the presentation. Director Tabor moved to approve the draft minutes for the meeting of August 23, 2016. Director Aceves seconded the motion. The motion passed unanimously, with one abstention by Director Aceves who did not attend the August 23rd meeting.

5. CASH REPORT-(ATTACHMENTS- (ACTION MAY BE TAKEN)

Director Tabor moved to approve the cash report for the periods of August 16, 2016 through August 29, 2016 and August 30, 2016 through September 12, 2016. Director Aceves seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Mr. Howard Green stated that the new AVL System announcements on the bus such as "Don't lean out of the window" or "Move to the back of the bus" are annoying, and that the recordings play even when not applicable.

Mr. Lee Moldaver acknowledged and congratulated MTD's retiring Senior Driver Louis Jones for his impeccable customer service in passenger comfort and safe operation.

In addition, Mr. Moldaver stated he respectfully disagrees with Mr. Green's commentary. Mr. Moldaver believes the automated messages are very helpful, and also safer as the drivers do not have to take their attention away from the road to remind riders of the safety rules and procedures.

AT 8:39 AM DIRECTOR MCQAURY AND DIRECTOR WEINBERG JOINED THE MEETING.

7. ANNUAL FINANCE UPDATE FOR THE 12-MONTH PERIOD ENDING JUNE 30, 2016 – (ATTACHMENT-INFORMATIONAL)

Assistant General Manager, Brad Davis provided the board with a report on the preliminary financial results for the fiscal year ended last June 30. Mr. Davis stated that, while a operating deficit of approximately \$200,000 was anticipated, increases in property tax and advertising income, delays in filling some positions, reduction in fuel costs, and a delay in expanded marketing activities resulted in a budget surplus of \$591,000. Offsetting this result is the significant 9% reduction in fare revenue as a result of the drop in ridership coupled with the termination of the Coastal Express Limited service.

8. ANNUAL RIDERSHIP AND PERFORMANCE REPORT (ATTACHMENT- INFORMATIONAL)

Assistant Planning Manager Cynthia Boche provided the Board with a report about MTD's ridership and performance metrics for Fiscal Year 2015-16. Ms. Boche shared that ridership in FY 2015-16 was down 8.1% from FY 2014-15, while revenue hours grew 2.1%, resulting in a 10.0% reduction in passengers per hour for the year. Longer term, ridership in FY 2015-16 was down 13.4% from FY 2011-12 while revenue hours operated increased 3.9%, resulting in a 16.7% decrease in passengers per hour over the past five fiscal years. Ms. Boche stated that, while MTD has experienced several years of ridership decreases, MTD still out-performs most transit agencies in the State .

Director Aceves thanked Ms. Boche for the great report. The data and Information provided was easy to understand, allowing the board to look into what needs to be implemented to sustain MTD's services over the years.

9. 2016 CONFLICT OF INTEREST CODE BIENNIAL NOTICE– (ATTACHMENT- ACTION MAY BE TAKEN)

General Manager Jerry Estrada recommended that the Board of Directors approve the changes to MTD's (COI) Conflict of Interest Policy. Director Rodriguez moved to approve the changes to the COI Policy. Director Aceves seconded the motion. The motion passed unanimously.

10. GENERAL MANAGER'S REPORT UPDATE – (INFORMATIONAL)

General Manger, Jerry Estrada thanked public speaker Mr. Moldaver for his kind words and also congratulated MTD's #1 driver, "LJ" Louis Jones, on his retirement. Mr. Estrada stated that LJ was a fantastic asset to MTD and will be greatly missed.

Fleet and Facilities Manager David Harbour and Assistant General Manager Brad Davis are working closely with BYD on getting the 8 new electric buses to MTD.

Mr. Estrada acknowledged Manager of Government Relations and Compliance Steve Maas and all other staff for their hard work on obtaining the \$5.68 million FTA 5339(b) competitive grant. MTD is very grateful for the opportunity.

The Board and Mr. Estrada had a brief discussion about potentially dedicating/naming MTD's auditorium in the future.

11. OTHER BUSINESS AND COMMITTEE REPORTS - (ACTION MAY BE TAKEN)

No other items were discussed.

12. ADJOURNMENT

Director Tabor moved to adjourn the meeting at 9:53am. Director Rodriguez seconded the motion. The motion passed unanimously.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of October 4, 2016
For the Period 9/13/2016 through 9/26/2016

MONEY MARKET

Beginning Balance 9/13/2016 **\$10,189,443.68**

Prop 1B Transfers	979,636.58
Passenger Fares	196,858.03
Accounts Receivable	125,149.93
Miscellaneous/Asset Sales	4,804.70
Advertising/Prepaid Deposits	500.00
Interest Income	104.76
Total Deposits	1,307,054.00

Bank/CC Fees	(1,219.09)
ACH Garn/Escrow	(3,041.18)
ACH Pensions Transfer	(31,156.49)
WC Transfer	(73,321.53)
ACH Tax Deposit	(165,225.38)
Operations Transfer	(318,928.89)
Payroll Transfer	(333,510.63)
Total Disbursements	(926,403.19)

Ending Balance **\$10,570,094.49**

CASH INVESTMENTS

LAIF Account	\$3,354,562.39
Money Market Account	10,570,094.49

Total Cash Balance **\$13,924,656.88**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,878,142.00)
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Working Capital **\$10,046,514.88**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
113484	9/16/2016	CITY OF LOMPOC	CAE REIMBURSEMENT	500.00	
113485	9/16/2016	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	344.38	
113486	9/16/2016	MARY DEAILÉ	PAYROLL RELATED	106.15	
113487	9/16/2016	FLORES AUTO BODY & PAINT DB	BUS REPAIRS	1,632.96	
113488	9/16/2016	STATE OF CALIFORNIA/FTB	PAYROLL RELATED	377.52	
113489	9/16/2016	ANN HARBOUR	PAYROLL RELATED	275.00	
113490	9/16/2016	NATIONAL DRIVE	PAYROLL DEDUCTION	74.00	
113491	9/16/2016	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
113492	9/16/2016	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	960.00	
113493	9/16/2016	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	433.91	
113494	9/16/2016	TEAMSTERS PENSION TRUST	UNION PENSION	89,700.58	
113495	9/16/2016	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,932.73	
113496	9/16/2016	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
113497	9/16/2016	VERIZON WIRELESS	WIRELESS PHONES	3,114.95	
113498	9/16/2016	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	98.00	
113499	9/22/2016	ABC BUS COMPANIES INC	BUS PARTS	12.51	
113500	9/22/2016	GEORGE AMOON	REIMBURSEMENT	650.44	
113501	9/22/2016	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	258.86	
113502	9/22/2016	ASBURY ENVIRONMENTAL	WASTE OIL RECYCLER	120.00	
113503	9/22/2016	BANK OF AMERICA, N.A.	CREDIT CARD PURCHASES	99.00	
113504	9/22/2016	BARCODESOURCE INC.	BARCODE SUPPLIES	1,426.42	
113505	9/22/2016	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	948.16	
113506	9/22/2016	BROWN INDUSTRIES, INC.	EMPLOYEE SERVICE AWARD PINS	228.25	
113507	9/22/2016	BUENA TOOL, INC.	SHOP/B&G SUPPLIES	193.32	
113508	9/22/2016	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	368.53	
113509	9/22/2016	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	98.00	
113510	9/22/2016	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	142.75	
113511	9/22/2016	CHK AMERICA INC.	UPDATE BUS STOP SCHEDULES/TIME	26,127.36	
113512	9/22/2016	CIO SOLUTIONS, LP	IT SERVICES	600.00	
113513	9/22/2016	COAST TRUCK PARTS	BUS PARTS	561.31	
113514	9/22/2016	CUMMINS PACIFIC, LLC	BUS PARTS	6,358.25	
113515	9/22/2016	CURVED GLASS DISTRIBUTORS C	BUS WINDSHIELDS	1,000.00	
113516	9/22/2016	STATE OF CALIFORNIA DTSC	EPA MANIFEST ANNUAL FEE	215.00	
113517	9/22/2016	COUNTY OF S.B.PUBLIC WORKS D	WASTE DISPOSAL	18.00	
113518	9/22/2016	DOWNTOWN ORGANIZATION, INC.	TC MAINTENANCE	450.00	
113519	9/22/2016	EASY LIFT TRANSPORTATION, INC	ADA SUBSIDY	70,925.00	
113520	9/22/2016	EBUS, INC.	BUS PARTS	1,686.31	
113521	9/22/2016	ERGOMETRICS, INC.	DRIVER TEST SCORING	52.00	

Check #	Date	Company	Description	Amount	Voids
113522	9/22/2016	4 IMPRINT, INC.	LOGO SHOPPING BAGS	1,817.66	
113523	9/22/2016	FEDEX dba	FREIGHT CHARGES	221.46	
113524	9/22/2016	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	737.16	
113525	9/22/2016	FRONTIER CALIFORNIA INC.	TELEPHONES	1,980.73	
113526	9/22/2016	FTI SERVICES, INC.	IT SUPPORT SERVICES	975.00	
113527	9/22/2016	GENFARE, A DIVISION OF SPX COR	FAREBOX REPAIRS & PARTS	3,073.78	
113528	9/22/2016	GIBBS INTERNATIONAL INC	BUS PARTS	1,024.75	
113529	9/22/2016	GILLIG LLC	BUS PARTS	9,991.85	
113530	9/22/2016	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	799.81	
113531	9/22/2016	GRAYPHICS DIGITAL IMAGING DB	PRINTING SERVICES	607.74	
113532	9/22/2016	GRAINGER, INC.	SHOP/B&G SUPPLIES	32.06	
113533	9/22/2016	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	157.68	
113534	9/22/2016	JOHN HERNANDEZ	TOOL ALLOWANCE	1,100.00	
113535	9/22/2016	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	109.15	
113536	9/22/2016	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	208.54	
113537	9/22/2016	INTEGRATED SOFTWARE SYSTEM	WEB SITE CONSULTING	1,072.50	
113538	9/22/2016	JOY EQUIPMENT PROTECTION, IN	BUS FIRE SUPRESSION SYS MAINT	1,935.00	
113539	9/22/2016	KIMBALL MIDWEST	SHOP SUPPLIES	178.59	
113540	9/22/2016	LEO MEJIA	PROGRAMMING SERVICES	467.50	
113541	9/22/2016	LOUIS MANDEVILLE	RETIREE HEALTH REIMBURSEMENT	232.76	
113542	9/22/2016	MANSFIELD OIL CO.- GAINESVILL	BUS FUEL	15,017.16	
113543	9/22/2016	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	211.54	
113544	9/22/2016	MISSION ROOFING DBA	BUS STOP INSPECTIONS	1,950.00	
113545	9/22/2016	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	456.98	
113546	9/22/2016	MCI SERVICE PARTS, INC.	BUS PARTS	425.17	
113547	9/22/2016	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	203.11	
113548	9/22/2016	NEW FLYER INDUSTRIES CANADA	BUS PARTS	18.32	
113549	9/22/2016	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	297.54	
113550	9/22/2016	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	2,275.55	
113551	9/22/2016	OFFICETEAM	TEMPORARY STAFF	1,880.71	
113552	9/22/2016	PETTY CASH- HAHN, STEVE	MISC SHOP NEEDS	119.87	
113553	9/22/2016	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	564.68	
113554	9/22/2016	PORT SUPPLY DBA	BUS PARTS	69.08	
113555	9/22/2016	POWERSTRIDE BATTERY CO.	EV BATTERIES	1,185.54	
113556	9/22/2016	RECARO NORTH AMERICA, INC	BUS PARTS	1,472.70	
113557	9/22/2016	SANSUM CLINIC	MEDICAL EXAMS	205.00	
113558	9/22/2016	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	12.69	
113559	9/22/2016	SANTA BARBARA NEWSPRESS D	BUS SCHEDULE BOOKLETS	610.00	
113560	9/22/2016	SILVAS OIL CO., INC.	LUBRICANTS	2,143.00	
113561	9/22/2016	SMITTY'S TOWING SERVICE D	TOWING SERVICES	500.00	
113562	9/22/2016	SO. CAL. EDISON CO.	UTILITIES	5,001.05	

Check #	Date	Company	Description	Amount	Voids
113563	9/22/2016	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	248.33	
113564	9/22/2016	THE GAS COMPANY DBA	UTILITIES	85.81	
113565	9/22/2016	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	1,213.94	
113566	9/22/2016	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	855.74	
113567	9/22/2016	TANK TEAM INC.	TANK TESTS	123.00	
113568	9/22/2016	TEAMSTERS PENSION TRUST	UNION PENSION	1,068.54	
113569	9/22/2016	TRAPEZE SOFTWARE GROUP, INC.	ANNUAL SOFTWARE LICENSE FEES	26,929.00	
113570	9/22/2016	U.S. BANK CORP. PAYMENT SYSTE	MISC. CC PURCHASES	3,168.84	
113571	9/22/2016	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,944.00	
113572	9/22/2016	VENTURA COUNTY STAR DBA	PUBLIC NOTICE ADS	323.00	
113573	9/22/2016	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	632.73	
113574	9/22/2016	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	157.90	
113575	9/27/2016	805 ROADSIDE TOWING DBA	TOWING SERVICES	400.00	
				318,928.89	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$318,928.89

**Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable**

Date	Company	Description	Amount
9/13/2016	Department of Rehabilitation	Passes/Passports Sales	232.00
9/14/2016	Santa Barbara City College	Advertising on Buses	500.00
9/14/2016	Stevens and Associates	Advertising on Buses	1,660.00
9/14/2016	SurfMedia Communications	Advertising on Buses	2,934.00
9/16/2016	ASTI Holding Company, LLC	Overpass Property Insurance 16-17	5,371.65
9/16/2016	Santa Barbara Airport	Advertising on Buses	1,760.00
9/19/2016	ASTI Holding Company, LLC	Overpass Property Lease Sept. '16	261.08
9/19/2016	Godzilla Graphics	Advertising on Buses	9,234.00
9/19/2016	Jim Haggerty	Retiree - Vision	12.20
9/19/2016	Point Broadcasting LLC	Advertising on Buses	2,930.00
9/19/2016	UCSB - Parking Services-7001	Passes/Passports Sales	6,272.00
9/19/2016	UCSB Bookstore	Passes/Passport Sales	16,975.00
9/20/2016	Federal Transit Administration	Reimbursement of FY16 Capital Expenditures	77,008.00
Total Accounts Receivable Paid During Period			\$125,149.93

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of October 18, 2016
For the Period 09/27/2016 through 10/10/2016

MONEY MARKET

Beginning Balance 09/27/2016 **\$10,570,094.49**

Accounts Receivable	1,104,739.37
Passenger Fares	109,953.80
Miscellaneous/Asset Sales	5,532.79
Advertising/Prepaid Deposits	1,342.00
Measure "A"	<u>(187,033.27)</u>
Total Deposits	1,034,534.69

ACH Garn/Escrow	(1,211.52)
ACH Pensions Transfer	(30,371.22)
ACH Tax Deposit	(153,890.25)
Payroll Transfer	(330,107.56)
Operations Transfer	<u>(448,674.43)</u>
Total Disbursements	(964,254.98)

Ending Balance **\$10,640,374.20**

CASH INVESTMENTS

LAIF Account	\$3,354,562.39
Money Market Account	<u>10,640,374.20</u>

Total Cash Balance **\$13,994,936.59**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,878,142.00)
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Working Capital **\$10,116,794.59**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
113576	9/30/2016	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	608.00	
113577	9/30/2016	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	107.80	
113578	9/30/2016	MARY DEAILÉ	PAYROLL RELATED	106.15	
113579	9/30/2016	DONS INDUSTRIAL SUPPLY LLC	BUS PARTS/SHOP SUPPLIES	13.97	
113580	9/30/2016	STATE OF CALIFORNIA/FTB	PAYROLL RELATED	282.02	
113581	9/30/2016	DAVID HARBOUR	RELOCATION EXPENSE REIMBURSEM	275.00	
113582	9/30/2016	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
113583	9/30/2016	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	760.00	
113584	9/30/2016	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	438.96	
113585	9/30/2016	SB CITY OF-REFUSE/WATER	UTILITIES	620.99	
113586	9/30/2016	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	602.88	
113587	9/30/2016	VERIZON WIRELESS	WIRELESS PHONES	505.54	
113588	10/6/2016	B2B PRINTING SERVICES INC.	OFFICE SUPPLIES	387.60	
113589	10/6/2016	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	1,028.06	
113590	10/6/2016	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	195.00	
113591	10/6/2016	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	271.76	
113592	10/6/2016	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	374.08	
113593	10/6/2016	CASILLAS, JOSE	REIMBURSEMENT	53.00	
113594	10/6/2016	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	218.38	
113595	10/6/2016	CARPINTERIA ALZHEIMER'S CARE	EVENT PARTICIPANT FEES	60.00	
113596	10/6/2016	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	575.00	
113597	10/6/2016	CLEVER DEVICES LTD	AIM CONTRACT INSTALLMENT	255,117.58	
113598	10/6/2016	COAST CLUTCH & BRAKE SUPPLY	BUS PARTS	367.42	
113599	10/6/2016	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	244.25	
113600	10/6/2016	CINTAS CORPORATION	FIRST AID SUPPLIES	610.79	
113601	10/6/2016	COTTAGE HEALTH SYSTEM	EMPLOYEE ASSISTANCE PROGRAM	2,702.00	
113602	10/6/2016	CUMMINS PACIFIC, LLC	BUS PARTS	6,940.91	
113603	10/6/2016	COUNTY OF S.B.PUBLIC WORKS D	WASTE DISPOSAL	105.00	
113604	10/6/2016	DAVID DAVIS JR.	DIRECTOR FEES	60.00	
113605	10/6/2016	DELTA DENTAL OF CALIFORNIA	DENTAL INSURANCE	10,610.00	
113606	10/6/2016	DELTA DENTAL INSURANCE COM	DENTAL INSURANCE	2,234.74	
113607	10/6/2016	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICE	2,975.00	
113608	10/6/2016	EBUS, INC.	BUS PARTS	112.62	
113609	10/6/2016	G.L. HYDRAULICS INC.	VENDOR BUS REPAIRS	308.00	
113610	10/6/2016	GIBBS INTERNATIONAL INC	BUS PARTS	5,102.87	
113611	10/6/2016	GILLIG LLC	BUS PARTS	1,321.80	
113612	10/6/2016	GRAINGER, INC.	SHOP/B&G SUPPLIES	331.95	
113613	10/6/2016	JOHN HERNANDEZ	TOOL ALLOWANCE	43.00	

Check #	Date	Company	Description	Amount	Voids
113614	10/6/2016	H.G. MAKELIM CO., INC.	BUS PARTS	1,606.85	
113615	10/6/2016	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	74.48	
113616	10/6/2016	J&A EXPRESS ELECTRIC MOTOR	BUS PARTS REPAIRS	2,235.75	
113617	10/6/2016	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	215.30	
113618	10/6/2016	KIMBALL MIDWEST	SHOP SUPPLIES	90.59	
113619	10/6/2016	KLIPPEL TOOL REPAIR DBA	COMPRESSORS MAINT/BUS PARTS	90.00	
113620	10/6/2016	LASH CONSTRUCTION INC.	BUS STOP CONCRETE PAD	5,800.00	
113621	10/6/2016	LAWSON PRODUCTS INC	SHOP SUPPLIES	120.24	
113622	10/6/2016	MANSFIELD OIL CO.- GAINESVILL	BUS FUEL	91,815.22	
113623	10/6/2016	MC CORMIX CORP. (OIL)	LUBRICANTS	5,465.72	
113624	10/6/2016	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,772.59	
113625	10/6/2016	MCGOWAN GUNTERMANN	ANNUAL AUDIT	11,720.00	
113626	10/6/2016	CHUCK MCQUARY	DIRECTOR FEES	60.00	
113627	10/6/2016	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	5,868.86	
113628	10/6/2016	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	185.65	
113629	10/6/2016	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,554.45	
113630	10/6/2016	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	347.58	
113631	10/6/2016	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	806.68	
113632	10/6/2016	OFFICETEAM	TEMPORARY STAFF	2,391.36	
113633	10/6/2016	PAPE MATERIAL HANDLING, INC.	FORKLIFT REPAIR	988.40	
113634	10/6/2016	POWERSTRIDE BATTERY CO.	EV BATTERIES	296.38	
113635	10/6/2016	PROFORMA COLOR PRESS DBA	PROMOTIONAL GIVEAWAYS	1,631.40	
113636	10/6/2016	MICHAEL PUGA	VTT/DRIVERS LICENSE	53.00	
113637	10/6/2016	OLIVIA RODRIGUEZ	DIRECTOR FEES	60.00	
113638	10/6/2016	RON WILLIAMS MACHINE SHOP, I	BUS REPAIRS	853.00	
113639	10/6/2016	SANTA BARBARA FASTENERS, INC	SHOP SUPPLIES	606.73	
113640	10/6/2016	SB HUMAN RESOURCES	RENEWAL MEMBERSHIP	185.00	
113641	10/6/2016	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	169.55	
113642	10/6/2016	SILVAS OIL CO., INC.	LUBRICANTS	666.64	
113643	10/6/2016	WILLIAM JOHN SHELOR	DIRECTOR FEES	60.00	
113644	10/6/2016	SM TIRE, CORP.	BUS TIRE MOUNTING	1,047.19	
113645	10/6/2016	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	1.15	
113646	10/6/2016	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	276.61	
113647	10/6/2016	STAPLES CREDIT PLAN	OFFICE & COMPUTER SUPPLIES	347.65	
113648	10/6/2016	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	120.24	
113649	10/6/2016	SB CITY OF-REFUSE/WATER	UTILITIES	2,975.62	
113650	10/6/2016	TDS SERVICE CORP. DBA TRANSI	BUS PARTS REPAIRS	1,188.00	
113651	10/6/2016	TIMBERWOLF PET PRODUCTS	LEASH FOR W/C RAMPS	365.71	
113652	10/6/2016	DAVID T. TABOR	DIRECTOR FEES	60.00	
113653	10/6/2016	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	355.75	
113654	10/6/2016	J.C. M. AND ASSOCIATES INC.	UNIFORMS	967.63	

Check #	Date	Company	Description	Amount	Voids
113655	10/6/2016	VALLEY POWER SYSTEMS, INC.	BUS PARTS	4,181.84	
113656	10/6/2016	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,072.52	
113657	10/6/2016	RICHARD WEINBERG	DIRECTOR FEES	120.00	
113658	10/6/2016	WURTH USA WEST INC.	SHOP SUPPLIES	538.18	
113659	10/6/2016	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	315.80	
				448,674.43	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$448,674.43

**Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable**

Date	Company	Description	Amount
10/3/2016	City of SB - (Downtown Shuttle)	Downtown Shuttle - Sept '16	86,290.75
10/3/2016	City of SB - Downtown Parking	City of SB My Ride - July '16	2,129.50
10/3/2016	Cottage Hospital	Passes/Token Sales	37,500.00
10/3/2016	Local Transportation Fund	SB 325 - Sept '16	707,673.85
10/3/2016	Measure A, Section 3 LSTI	Measure "A" Funds	187,033.27
10/5/2016	City of SB - (Downtown Shuttle)	Downtown Shuttle - Aug '16	84,112.00
Total Accounts Receivable Paid During Period			\$1,104,739.37



BOARD OF DIRECTORS REPORT

MEETING DATE: OCTOBER 18, 2016

AGENDA ITEM #: 7

TYPE: ACTION ITEM

PREPARED BY: MARY GREGG

Signature

REVIEWED BY: GENERAL MANAGER

GM Signature

SUBJECT: **Renewal of Staff Medical and Dental Insurance,
Effective January 1, 2017**

RECOMMENDATION:

Staff recommends the Board of Directors authorize the General Manager to renew the following staff health insurance for the 2017 calendar year: Medical with Blue Shield and Dental with Guardian.

DISCUSSION: MEDICAL INSURANCE

MTD participates in the Special District Risk Management Authority (SDRMA) Health Benefits, which offers competitive rates for the small group market through a pooled program with California State Association of Counties Excess Insurance Authority (CSAC-EIA). Staff's medical insurance is a Blue Shield HMO plan. Alliant Insurance Services, Inc. is the broker for SDRMA and has worked with staff on the renewal.

The quote for the 2017 renewal comes in at a savings of 9%. The overall CSAC-EIA pooled renewal was 2.4%; well below trend for California. When SDRMA's rates were adjusted by region and by plan, they reduced the HMO plan rates by 9% (the PPO plan, which MTD does not offer, was increased by 3.7 %).

	Actual		Quote	Budget
	2015	2016	2017	2017
Health	10.3%	7.6%	-9%	8%

DISCUSSION: DENTAL INSURANCE

Staff's dental insurance provider is Guardian through Brown & Brown Insurance Services. In 2016, due to rising costs associated with health care reform, and fees

associated with the Affordable Care Act, MTD experienced a 7% increase. For calendar year 2017, Guardian has agreed to a rate pass. Brown & Brown notes that Guardian is demonstrating an ongoing commitment to MTD to hold rates flat when possible, as they did for the period 2011-2015. MTD's policy with Guardian has been in effect since March 2008.

	Actual		Quote	Budget
	2015	2016	2017	2017
Dental	0%	7%	0%	8%

SUMMARY:

The annual savings for the 2017 renewal, for medical and dental combined, is approximately \$121,000 resulting from the 8% offset to the budget and the 9% rate reduction in the medical plan.



BOARD OF DIRECTORS REPORT

MEETING DATE: OCTOBER 18, 2016

AGENDA ITEM #: 8

TYPE: ACTION ITEM

PREPARED BY: STEVE MAAS

Signature

REVIEWED BY: GENERAL MANAGER

GM Signature

SUBJECT: MTD Title VI Program: 2017 - 2019

RECOMMENDATION:

Staff recommends that the Board hear a report on the Draft "Santa Barbara Metropolitan Transit District Title VI Program: 2017 - 2019" and consider approval of the attached Resolution.

DISCUSSION:

As a direct recipient of federal funding from the Federal Transit Administration (FTA), MTD is required to prepare and submit a Title VI Program once every three years. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin, and FTA has added a prohibition of discrimination on the basis of limited English proficiency. As discussed in the first paragraph of the draft Title VI Program, MTD is also committed to non-discrimination above and beyond these Title VI requirements.

The content of the Title VI Program is dictated by FTA Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients." The Program provides assurance to the FTA and to our riders and other stakeholders that the District is committed to nondiscrimination, and demonstrates that MTD will:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin.
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

The Draft Title VI Program is very similar to the previous Program. Changes were made to reflect the current reporting period, the “Title VI Compliance Notice to the Public” has been revised as directed by the FTA, and minor textual changes for improved clarity have been made.

The Title VI Program must be approved by the Board of Directors and submitted to FTA by November 30. A resolution of approval is attached. If the Board requests revisions to the Draft Title VI Program, a revised version can be brought back to a future meeting prior to November 30 for approval.

ATTACHMENTS:

- Draft MTD Title VI Program: 2017 - 2019
- MTD Board of Directors Resolution Approving the Title VI Program

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**Santa Barbara
Metropolitan Transit District**

Title VI Program: 2017 - 2019

Prepared by the

Santa Barbara Metropolitan Transit District
550 Olive Street, Santa Barbara, CA 93101
Ph: (805) 963-3364 ♦ Fax: (805) 963-3365
www.sbmtd.gov



October 11, 2016

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Santa Barbara Metropolitan Transit District Title VI Program: 2017 - 2019

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**Santa Barbara Metropolitan Transit District
Title VI Program: 2017 - 2019**

MTD TITLE VI PROGRAM INTRODUCTION

This Title VI program reflects the commitment of the Santa Barbara Metropolitan Transit District (MTD) to ensure that no person shall, on the ground of race, color, national origin, or Limited English Proficiency status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity provided by MTD. MTD also is committed to ensure these same protections for all persons on the grounds of religion, age, marital status, sexual orientation, and disability.

MTD TITLE VI COMPLIANCE POLICY STATEMENT

A policy statement signed by MTD's General Manager assuring MTD's compliance with Title VI of the Civil Rights Act of 1964 is included as **Attachment A**.

MTD TITLE VI COMPLIANCE NOTICE TO THE PUBLIC

MTD publicizes its Title VI program by posting its commitment to providing services without regard to race, color or national origin in the lobby of our administrative office building, at our Transit Center, on our website, and in our Schedule Guide. The Schedule Guide is available on all buses, the Transit Center, and MTD's administrative offices. The posted notice reads as follows:

Notifying the Public of Rights Under Title VI

The Santa Barbara Metropolitan Transit District (MTD) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with MTD.

For more information on MTD's civil rights program, and the procedures to file a complaint, contact 805-963-3364; email info@sbmtd.gov; visit www.sbmtd.gov; or visit our administrative office at 550 Olive Street, Santa Barbara, CA 93101.

A complainant may file a complaint directly with the Federal Transit Administration at the following address: Office of Civil Rights, Attention: Title VI Program Coordinator, 1200 New Jersey Avenue, SE, Washington, DC 20590.

If information is needed in another language, contact 805-963-3364.

Si necesitas informacion en otro lenguaje por favor llame 805-963-3364.

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MTD PROCEDURES FOR TRACKING TITLE VI COMPLAINTS

MTD staff will log and immediately investigate any Title VI complaint. MTD will work with the person(s) making the complaint, the community, and the Federal Transit Administration (FTA) to address and resolve the complaint. MTD's Title VI Complaint Form is attached as **Attachment B**. Full procedures for filing a complaint, and MTD's procedures for investigating complaints, are included as **Attachment C**.

The complaint may be filed with MTD as shown below:

*Santa Barbara Metropolitan Transit District
550 Olive Street
Santa Barbara, CA 93101*

*By Phone: (805) 963-3364
By Fax: (805) 963-3365
Email address: info@sbmtd.gov
Website: www.sbmtd.gov*

MTD TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS

No Title VI investigations, complaints, or lawsuits have been filed with MTD since the previous Title VI Program submission.

MTD PUBLIC PARTICIPATION & OUTREACH

MTD undertakes an extensive annual process to develop a service plan for the coming fiscal year that includes the collection and analysis of a variety of quantitative and qualitative data. An outline of the process is included as **Attachment D**. The extensive process includes public input gathered through public meetings, passenger comments, e-mail and phone communications, and contacts with advocacy groups. The public meetings are advertised in both English and Spanish, and are held at various locations and at various times of day to encourage attendance by minority and low-income persons. All information is available in both English and Spanish. Translators are available for Spanish-speaking persons.

MTD LIMITED ENGLISH PROFICIENCY ASSISTANCE

MTD's complete Limited English Proficient (LEP) assistance plan is included as **Attachment E**. Several elements of the plan are listed below:

- Spanish-speaking translators are available upon request during normal business hours.
- Route and Schedule guides are available in both English and Spanish.
- Route and schedule information is available in both English and Spanish on the MTD website (www.sbmtd.gov).

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- Transit surveys conducted by MTD are available in both English and Spanish.
- Information at public hearings is available in both English and Spanish, and Spanish-speaking translators are available.

MTD BOARDS, COUNCILS, OR COMMITTEES APPOINTED BY MTD

MTD has a seven-member Board of Directors. Two are appointed by the Santa Barbara County Board of Supervisors, two are appointed by the Santa Barbara City Council, one is appointed by the Carpinteria City Council, and one is appointed by the Goleta City Council. MTD has no role in the selection of those six appointees.

Those six appointees choose the seventh member of the Board. That position is currently filled by a Caucasian male. Typically, when that position becomes open, the six appointees conduct an extensive public outreach effort to recruit persons of all backgrounds to apply for the position. The most recent recruitment for that position was held in October 2012. Eleven persons applied, and nine appeared to be interviewed by the six appointees. Six of the applicants were female, and five were male. One applicant was Latino and ten were Caucasian. The incumbent was reappointed in July 2015.

MTD does not have any other transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by MTD.

MTD SUBRECIPIENT COMPLIANCE WITH TITLE VI

MTD does not have any subrecipients.

MTD DETERMINATION OF SITE OR LOCATION OF FACILITIES

MTD did not determine the site or location of any facilities as defined in FTA Circular 4702.1B since the previous Title VI Program submission.

MTD SYSTEM-WIDE STANDARDS AND POLICIES

MTD has developed service standards and policies for shuttle, local, trunk, express, and interregional routes. The system-wide standards and policies are attached as **Attachment F**.

MTD BOARD OF DIRECTORS RESOLUTION APPROVING TITLE VI PROGRAM

The MTD Board of Directors' resolution of approval of the Title VI Program is attached as **Attachment G**.

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ATTACHMENT A: MTD TITLE VI COMPLIANCE POLICY STATEMENT



Santa Barbara Metropolitan Transit District Title VI Compliance Policy Statement

Title VI of the Civil Rights Act of 1964 states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The Santa Barbara Metropolitan Transit District (MTD) is committed to complying with the requirements of Title VI in all of its programs and activities.

Jerry Estrada, General Manager

Date

ATTACHMENT B: MTD TITLE VI COMPLAINT FORM

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MTD Use Only	
Date Received:	_____
Received By:	_____

Santa Barbara Metropolitan Transit District Title VI Complaint Form

The Santa Barbara Metropolitan Transit District (MTD) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended.

This completed complaint form must be returned to: Santa Barbara Metropolitan Transit District, Attn: Title VI, 550 Olive Street, Santa Barbara, CA 93101. If you require any assistance in completing this form, please contact the Manager of Human Resources at (805) 963-3364. Title VI complaints must be filed within 180 days from the date of the alleged discrimination:

Date of alleged incident _____

Complainant

Your Name:	Phone:
Street Address:	City, State, & Zip Code:

Person(s) alleging discrimination (if different from complainant)

Name:	Phone:
Street Address:	City, State, & Zip Code:

Which of the following best describes the reason for the alleged discrimination?
(Circle one)

- Race
- Color
- National Origin
- Limited English Proficiency

Please use the back of this form to describe the alleged discrimination. Explain what happened and whom you believe was responsible.

Santa Barbara Metropolitan Transit District Title VI Complaint Form (Continued)

Please describe the alleged discrimination. Explain what happened and whom you believe was responsible. Attach an additional sheet of paper if necessary.

Have you filed a complaint regarding the alleged discrimination with any other federal, state, or local agencies? (Circle one) **Yes / No**

If yes, please list agency or agencies and the contact information:

Agency & Contact Name:	Phone:
Street Address:	City, State, & Zip Code:

Agency & Contact Name:	Phone:
Street Address:	City, State, & Zip Code:

I affirm that I have read the above charge and that it is true to the best of my knowledge, information, and belief.

Complainant's Signature

Date:

Print or Type Name of Complainant

ATTACHMENT C: MTD PROCEDURES FOR TRACKING COMPLAINTS

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Santa Barbara Metropolitan Transit District Complaint & Compliment Procedures

INTAKE

- Forward all complaints and compliments to the **Coordinator of Comments** (a role that is currently assigned to the Customer & Public Outreach Administrator). Complaints and compliments may come in various media, including:
 - Phone Calls.
 - Letters.
 - E-mails.
 - Passenger or Public Comment Forms.
- Lost & Found complaints should be forwarded to the Coordinator of Comments. However, Lost & Found inquiries should be forwarded to the Administrative Assistant.
- The Coordinator of Comments will forward the complaint or compliment to the appropriate persons (see matrix in attached chart).
 - If a complaint does not apply to the person assigned, notify the Coordinator of Comments immediately so the complaint can be re-assigned to the proper person.
 - If the person assigned a complaint is unsure how to investigate and resolve the complaint, notify the Coordinator of Comments immediately so assistance can be offered.
- Spanish Language. For any complaint or compliment from a person who prefers to communicate in Spanish, the complaint or compliment will also be forwarded to bilingual Customer Relations staff.

CIVIL RIGHTS AND REASONABLE MODIFICATION COMPLAINTS

Complaints related to Title VI, Disadvantaged Business Enterprise, Equal Employment Opportunity, the Americans with Disabilities Act, or another Civil Rights issue will be investigated and resolved using the procedures described in this document. The same is true for complaints related to Reasonable Modification. MTD has specific forms for Title VI and Reasonable Modification complaints (see Attachments).

The Coordinator of Comments will consider each complaint for possible Civil Rights or Reasonable Modification relevance. If there is such relevance, the Coordinator of Comments will refer the complaint to the Manager of Compliance for consideration. The Manager of Compliance will ensure that all Civil Rights and Reasonable Modification complaints are properly tracked and resolved.

RESPONSE

Complainants will receive a response in all cases except:

- Persons who do not want a response.
- Persons for whom no contact information is available.

Complaints will be responded to in kind when possible (e.g., phone call to phone call, e-mail to e-mail, letter to letter, letter to Passenger or Public Comment Form), unless an alternative is requested. All complaints responded to in writing (e.g., by letter or e-mail) require approval by the General Manager prior to responding to the complainant.

The Coordinator of Comments will make an initial response to all complaints either on the day of receipt or on the next business day, if feasible. If the initial response does not resolve the complaint, the initial response will inform the complainant that a final response will follow after those researching the issue have prepared the final response. The researchers have two options for the final response:

- Send the response to the complainant themselves (following approval by the General Manager as discussed above), and copy the response to the Coordinator of Comments for filing.
- Forward the appropriate information to the Coordinator of Comments for response to the complainant.

Ultimately, the appropriate Manager is responsible to ensure that the final response is conveyed to the complainant.

DOCUMENTATION

All complaints and compliments, and the responses, will be documented and filed. Notes will be kept for phone calls, and letters and emails will be copied and placed in the file.

Complaints and compliments will be filed by month. Complaints determined to comprise Civil Rights or Reasonable Modification issues will be filed separately, in addition to the monthly file. The civil rights complaints file will include documentation regarding the type of civil rights or reasonable modification complaint and the resolution of the complaint.

REMINDERS

Each week the Coordinator of Comments will send reminders regarding any outstanding complaints. Resolving complaints is important and it is necessary that complaints are responded to in a timely fashion.

Santa Barbara Metropolitan Transit District Complaint & Compliment Matrix

RELATED TO	Supt. of Operations	Mgr. of Operations	Training & Safety Officer	Coord. of Comments	Mgr. of HR & Risk	Ass't. Mgr. of HR & Risk	Mgr. of Maint.	Supt. of Maint.	Mgr. of Planning	Ass't. Planning Manager	Mgr. of Compliance	Controller	General Manager
Title VI (Non-Discrimination) Assigned to: Copied to:					Primary x	x					Alternate x		x
Disadvantaged Business Enterprise (DBE) Assigned to: Copied to:											Primary x	Alternate x	x
Equal Employment Opportunity (EEO) Assigned to: Copied to:					Primary x	Alternate x					x		x
Americans with Disabilities Act (ADA) Assigned to: Copied to:	x	x	x		Primary x	Alternate x					x		x
Reasonable Modification Assigned to: Copied to:	Alternate x	Primary x	x								x		x
Safety-Related With Potential Liability Assigned to: Copied to:	x	x	x		Primary x	Alternate x							x
Safety-Related Without Injury Assigned to: Copied to:	Primary x	Alternate x	x		x	x							x
Fare / Transfer Policy Assigned to: Copied to:	x	x										Primary x	Alternate x
Passenger Related Assigned to: Copied to:	Primary x	Alternate x	x		x	x							x

Santa Barbara Metropolitan Transit District Complaint & Compliment Matrix

RELATED TO	Supt. of Operations	Mgr. of Operations	Training & Safety Officer	Coord. of Comments	Mgr. of HR & Risk	Ass't. Mgr. of HR & Risk	Mgr. of Maint.	Supt. of Maint.	Mgr. of Planning	Ass't. Mgr. of Planning	Mgr. of Compliance	Controller	General Manager
Planning Process Assigned to: Copied to:									Primary x	Alternate x	x		
Driving, Customer Relations Assigned to: Copied to:	Primary x	Alternate x	x										
School Students Assigned to: Copied to:	Primary x	x	Alternate x										
School Schedules Assigned to: Copied to:	x	x	x						Alternate x	Primary x			
Routes & Schedules Assigned to: Copied to:	x	x							Alternate x	Primary x			
Bus Stops Assigned to: Copied to:	x	x							Alternate x	Primary x			
Loitering at Bus Stops Assigned to: Copied to:	Primary x	Alternate x	x						x				
Noisy Buses, Squealing Brakes, etc. Assigned to: Copied to:	x	Alternate x					Primary x	x					
Lost & Found Assigned to: Copied to:		Alternate x	x	Primary x									

ATTACHMENT D: MTD PUBLIC OUTREACH & INVOLVEMENT

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Santa Barbara Metropolitan Transit District Service Planning & Evaluation Policy

The following outline describes the annual process that MTD staff follows in getting input from the various stakeholders and developing a service plan for the coming fiscal year. As is shown, the extensive public participation process includes the collection and analysis of a variety of quantitative and qualitative data.

MTD Data Collection & Service Planning

- Qualitative Data
 - Public input
 - ✓ Passenger comments
 - ✓ E-mail and phone communications
 - ✓ Public meetings
 - ✓ Advocacy groups
 - ◆ Minority & LEP populations
 - ◆ Low-Income populations
 - ◆ Persons with disabilities
 - ◆ Bicyclist & pedestrian groups
 - MTD employee input
 - ✓ Drivers / supervisors / Transit Center staff comments
 - ✓ Staff ride-alongs
 - ✓ Time point checks
 - ✓ Schedule adherence checks
 - Agency input
 - ✓ California Department of Transportation (Caltrans)
 - ✓ Santa Barbara County Association of Governments (SBCAG)
 - ✓ County
 - ✓ Cities
 - ✓ Other agencies, including:
 - ◆ Santa Barbara County Air Pollution Control District (APCD)
 - ◆ University of California, Santa Barbara (UCSB)
 - ◆ Santa Barbara City College (SBCC)
 - ◆ School Districts

- Quantitative Data
 - Ridership surveys
 - ✓ Various lines as needed
 - Annual Route Analysis
 - ✓ Compare each route to system average and to previous year
 - Annual Service Evaluation
 - ✓ Ridership measure (riders per hour or trip)
 - ✓ Economic measure (subsidy per passenger)
 - ✓ Routes in fourth quartile require recommendation to MTD Board
 - Standard transit industry methodologies
 - ✓ Transit elasticities
 - ✓ Demographic analysis

MTD Staff Provides Recommendations to MTD Board

- MTD Board:
 - Board holds one or more public hearings
 - ✓ Information is available in both English and Spanish
 - ✓ Spanish-speaking translators are available
 - Board considers staff recommendations
 - Board considers input from public hearings & other public comments
 - Board adopts annual service plan

ATTACHMENT E: MTD LEP ASSISTANCE PLAN

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Santa Barbara Metropolitan Transit District Limited English Proficiency (LEP) Assistance Plan

MTD is required to implement the U.S. Department of Transportation's *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons* (DOT LEP Guidance, Federal Register, vol. 70, no. 239, pp. 74087–74100, December 14, 2005). Pursuant to this requirement, MTD has taken steps to ensure meaningful access by LEP persons to the benefits, services, information and other important portions of our programs and activities. MTD conducted a four-factor analysis to determine the appropriate mix of LEP services to offer.

FOUR FACTOR ANALYSIS:

Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population.

MTD analyzed American Community Survey data regarding the number of LEP persons living in the agency's service area, as presented in the table below. The analysis suggested that 8,460 Spanish-speaking persons who speak English "not well" and 4,081 Spanish-speaking persons who speak English "not at all" live in the agency's service area. These persons represent 6.4% of all persons five years and older residing in the service area.

In addition to the Spanish-speaking LEP persons, the analysis revealed smaller numbers of persons who speak languages other than Spanish and speak English "not well" or "not at all." The Census identified 289 such persons who speak other Indo-European languages, 954 such persons who speak Asian and Pacific Island languages, and 94 such persons who speak other languages. These persons comprise 0.1%, 0.5%, and 0.05%, respectively, of all persons five years and older residing in the service area.

Factor 2: The Frequency with Which LEP Individuals Come into Contact with your programs, activities, & services.

MTD serves a large number of Spanish-speaking LEP persons daily. Although the agency does not have a count of the exact number of such persons riding the bus daily, anecdotal data suggest that the number is significant. In addition, bilingual Customer Service Representatives at MTD's Transit Center and staff at MTD's administrative offices respond to numerous questions from Spanish-speaking LEP persons each day. MTD is not aware of any evidence that non-Spanish-speaking LEP persons are frequent users of our services, information, or other important portions of our programs and activities.

Factor 3: The Importance to LEP Persons of Your Program, Activities, & Services.

MTD's program is very important to many Spanish-speaking LEP persons in the agency's service area. MTD provides important transit services to the public through its public transportation program. MTD is the only major public transportation provider in the service area, and provides a vital link between residential areas and major activity centers throughout the agency's service area.

Factor 4: The Resources Available to the Recipient and Costs.

A significant number of Spanish-speaking LEP persons live in MTD's service area, and many of these persons utilize our services frequently. MTD provides schedules and all other public information in both English and Spanish. In addition, MTD ensures that at least one Spanish-speaking staff member is present at public meetings. There is a cost to MTD to provide the assistance necessary to ensure meaningful access by LEP persons to the benefits, services, information and other important portions of our programs and activities. However, MTD believes the cost is justified, relative to the benefits derived from providing such assistance. MTD will continue to provide such assistance, and will continue to look for ways to enhance the assistance offered.

IMPLEMENTATION PLAN:

Based on the four-factor analysis, MTD recognizes the need to continue providing services for Spanish-speaking LEP persons. The assistance that MTD offers during our public outreach process includes:

- Press releases sent to Spanish-language media and radio stations.
- Flyers in both English and Spanish advertising public meetings are available on all buses and at the Transit Center.
- All flyers are posted on the website and are in both English and Spanish.
- These flyers include information in both English and Spanish on how to comment on the proposed service changes if you can't get to the meeting.
- Several Customer Service Representatives at MTD's Transit Center are bi-lingual and can answer questions from Spanish-speaking LEP persons.
- Spanish-speaking translators are available at public meetings.

MTD will perform a four-factor analysis every three years to identify what, if any, additional information or activities might better improve MTD's services to assure non-discriminatory service to LEP persons. MTD will then evaluate the projected financial impact and personnel needed to provide the requested services, and assess which of these can be provided cost-effectively.

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH
FOR THE POPULATION 5 YEARS AND OVER**

Line Item	Carpinteria CCD*	Santa Barbara CCD*	Total
Total Population 5 Years and Older	16,694	180,132	196,826
Speak only English	10,782	119,320	130,102
<i>Speak Spanish:</i>	4,696	44,044	48,740
Speak English "very well"	2,448	24,710	27,158
Speak English "well"	843	8,198	9,041
Speak English "not well"	1,014	7,446	8,460
Speak English "not at all"	391	3,690	4,081
<i>Speak other Indo-European languages:</i>	735	8,279	9,014
Speak English "very well"	649	6,889	7,538
Speak English "well"	54	1,133	1,187
Speak English "not well"	32	242	274
Speak English "not at all"	0	15	15
<i>Speak Asian and Pacific Island languages:</i>	337	7,562	7,899
Speak English "very well"	232	4,468	4,700
Speak English "well"	95	2,150	2,245
Speak English "not well"	10	897	907
Speak English "not at all"	0	47	47
<i>Speak other languages:</i>	144	927	1,071
Speak English "very well"	99	729	828
Speak English "well"	0	149	149
Speak English "not well"	10	49	59
Speak English "not at all"	35	0	35

*CCD is "Census County Division." The entire South Coast of Santa Barbara County is divided into only these two CCDs.

Source: 2010-2014 American Community Survey 5-Year Estimates (Table B16004).

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ATTACHMENT F: MTD SERVICE STANDARDS & POLICIES



Santa Barbara Metropolitan Transit District System-Wide Service Standards & Policies

VEHICLE LOAD STANDARD

The average of all loads should not exceed vehicles' achievable capacities:

Santa Barbara Metropolitan Transit District - Maximum Load Factor

Service Type	Bus Length (Feet)	Seated (Average)	Standing (Policy)	Total Riders	Maximum Load Factor
Shuttle Routes	22'	17	10	27	1.6
Trunk & Local Routes	29'	26	20	46	1.8
	40'	37	30	67	1.8
Express Routes	40'	37	30	67	1.8
Interregional Routes	40' - 45'	52	0	52	1.0

VEHICLE HEADWAY STANDARD

Headways shall be based on passenger demand and budgetary considerations. Headway targets for shuttle, trunk and local routes are every 30 minutes or better during weekday peak periods, and every 60 minutes or better off-peak and on weekends. Express and interregional routes should run at least 3 trips during peak commute times to support work shift start and end times.

ON-TIME PERFORMANCE STANDARD

At least 95 percent of trips will depart no more than 5 minutes after their scheduled time.

SERVICE AVAILABILITY STANDARD

Transit service within the District shall be distributed so that a minimum of 80 percent of all residents in the District's boundaries are within a ½-mile walk of bus service, to the extent feasible.

VEHICLE ASSIGNMENT POLICY

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 29-foot buses rather than 40-foot buses. Routes requiring tight turns on narrow streets may also be assigned 29-foot buses.

TRANSIT AMENITIES POLICY

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops along those routes, and on the availability of funding from various partners.

ATTACHMENT G: MTD BOARD OF DIRECTORS RESOLUTION

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RESOLUTION
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

IN THE MATTER OF APPROVING THE SANTA
BARBARA METROPOLITAN TRANSIT DISTRICT
TITLE VI NONDISCRIMINATION PROGRAM

RESOLUTION NO. 2016-06

WHEREAS, the Santa Barbara Metropolitan Transit District (“District”) is established and existing under Part 9, Division 10, of the California Public Utilities Code, codified at Sections 95000-97100, and empowered to provide public transportation service in the South Coast of Santa Barbara County; and

WHEREAS, the District is a direct recipient of federal Section 5307 operating funding from the Federal Transit Administration; and

WHEREAS, the District must ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner; and

WHEREAS, the District must promote full and fair participation in public transportation decision-making without regard to race, color, or national origin; and

WHEREAS, the District must ensure meaningful access to transit-related programs and activities by persons with limited English proficiency; and

WHEREAS, the District is required by the Federal Transit Administration to prepare and submit a Title VI Program reaffirming the District’s commitment to nondiscrimination once every three years.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors approves the Santa Barbara Metropolitan Transit District Title VI Program: 2017 - 2019.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 18th day of October, 2016 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

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To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: October 18, 2016
Subject: General Manager's Report

Operations & Maintenance

One of our newest Operators in training, Christina Medina, successfully completed her training and DMV tests. She has assumed her bid shifts effective today, October 10, 2016. We also have three additional Operators in training currently – Jefferson Hove, Geoffrey Cutler and Shaun Hall. They are diligently learning all aspects of driving commercially, and the procedures and policies at MTD.

Cruise ship visits here in Santa Barbara are in full swing, with sometimes three separate visits within a week. We generally add additional shuttles within the Downtown/Waterfront area to mitigate the overloads from the passengers disembarking from the tenders. Carpinteria recently held their annual Avocado Festival. The Seaside Shuttle routing needed to be modified, due to the street closures.

Shop is working to replace the weak 350ah batteries in EV19 with the serviceable 350ah batteries removed from EV18. This process will begin on this week and will take approx. 1.5 weeks to accomplish. EV14 will be the next 350ah battery EV to have recycled cells installed following EV19. Following the repairs to EV14 & EV19, the final set of 400ah batteries will be assembled and installed into EV16. This process will take at least two weeks. Additionally, MTD will purchase 36 ni-cad batteries to have as spares for the ni-cad EV fleet.

The BYD project continues to move forward, with current focus on aesthetic details, ITS and camera systems engineering, and locally with spec'ing the needed infrastructure changes for the 480v chargers. A design preview for removable windows is pending notification from Ricon. BYD has said that MTD will begin receiving two buses a week starting the first week of January, 2017. Revised plans for the charger upgrades have been provided by the Electrical Contractor. Revisions were needed for the phasing-in of the BYD buses, and phasing out of the E buses. Due to parking restrictions and limited room, the Salsipudes canopy charger upgrade will be the first phase.

As it pertains to the ongoing Cummins engine-related issues, we have been in contact with Cummins Corporate OEM support, and have discussed the emissions-related engine performance problems that continue to plague the 2013 Gillig fleet. Cummins corporate has been working with Ventura Cummins, and have been able to get two of the buses back on the road. Two other buses have been repaired with change-outs of the emissions control equipment. It is believed that early issues with the EGR coolers may have contributed to the early degradation of the SCR catalyst.

Clever Devices maintenance training was held on September 13th & 14th. Farebox technicians, Juan Perez & Josh Martinez are transitioning into the role of maintenance and troubleshooting

of the Clever Devices systems. Apollo video system maintenance training was attended by several MTD Maintenance personnel on October 4th.

Planning & Administration

The Planning Department has been working on the November 28th bid package. Several routes are being re-timed with this bid. Line 10 will have a new schedule that gives the bus an extra 10 minutes for each round trip in the afternoons. No trips will be lost, and the span of service increases by 5 minutes per weekday. Line 36, the Seaside Shuttle, has also been having weekday schedule adherence problems, so the schedule is being adjusted to allow more time for each trip. The span of service will not change, but there will be 6 fewer Seaside Shuttle trips per weekday. Weekday inbound schedules on Lines 6 & 11 required adjustment as well. Planning was able to use layover time from the ends of the line and reduce the trip time on Line 23 to give drivers more time for their inbound 6 & 11 trips. No trips were lost and the apparent increase in revenue time came from layover time, so it does not increase payroll. In fact, Planning staff was able to create a cut for the November bid that has five fewer runs, which should help relieve some of the pressure on Operations. The Schedule Guide will be updated and reprinted before these changes take effect and the website, online trip-planner, and at-stop information will be updated as well.

General Manager Estrada presented an update on the Downtown-Waterfront Shuttle to the Santa Barbara City Council on September 27, at the request of City staff. The presentation served as a “kickoff” to discussions with the City regarding a new Downtown Waterfront Shuttle contract, as the current contract expires June 30, 2017. The presentation was well-received, with positive comments from several City Council members. Staff recommends that the Board create an ad-hoc committee to participate in stakeholder meetings regarding this issue.

Staff presented MTD’s Line 14 bus stop improvement application to the Montecito Community Foundation (MCF) Board on September 22. The MCF notified MTD on October 4 that their Board approved the application. The project will install a green sleeve and sign holders on the pole at the bus stop, as well as a new green bench and trash can. Possible future projects could include additional new benches at some of the busiest stops.

Staff attended a Caltrans workshop regarding their “Sustainable Transportation Planning Grant Program” in San Luis Obispo on Wednesday, October 13. MTD intends to apply for a “Sustainable Communities” grant under the program to fund a Transit Facilities Master Plan. MTD submitted a similar application last year, but did not attend the Caltrans workshop. Last year’s application was not funded, but Caltrans staff encouraged a repeat application and attendance at the workshop.

The financial audit is nearing completion as all auditor testing and journal entries are completed. Final financial statements, along with the accompanying notes and the management discussion and analysis (MD&A) are currently being prepared. The federal National Transit Database (NTD) and State Controller’s reports are in progress and anticipated to be completed by their October deadlines. Brad Davis attended a workshop on the features and benefits of the California Employers’ Retiree Benefit Trust (CERBT) fund. Managed by CalPERS, the fund is one possible option for MTD to set up a trust to begin funding its OPEB retiree health benefits liability. Staff expects to present a recommendation to the Board on this matter prior to the end of the current fiscal year.

The IT Department has been testing Windows 10 on the MTD network and workstations for compatibility with MTD's business applications such as Trapeze planning and SBT accounting software. Some of our older applications are not compatible with Windows 10 and will continue to run on older Microsoft Windows operating systems. Several staff members have also been testing Microsoft Office 2016 which includes Word, Excel, PowerPoint, and other applications. MTD currently runs Office 2003, which is no longer supported by Microsoft. IT will be transitioning all MTD workstations to these up-to-date software versions over the next year to take advantage of significantly increased security features, improved functionality, and ongoing Microsoft support and upgrades. A good portion of MTD's 52 workstation PC's are also being upgraded as part of this process, many of which are seven or more years old. In addition to enhanced hardware performance, the new PC's are also able to take full advantage of Windows 10 new security features. Training will be provided to those users unfamiliar with the current software versions.

Procurement

MTD just received an updated TC renovation cost estimate that is based on the construction drawings—the previous estimate used the preliminary conceptual design. It is currently under review and the base cost and options will be compared to the approved budget to determine proposed changes to the project work or budget. LMA Architects has received comments back from the City's Building and Safety Division TC plan review and is in the process of preparing a response. LMA is expected to submit the revised Olive Terminal Canopy roof design to the City early next week. The change order for roof design modification and an option to replace the canopy lighting is being prepared by Schipper Construction.

Human Resources continues to focus recruiting efforts on filling openings for drivers and customer service representatives. MTD's booth at the Santa Barbara Chamber of Commerce job fair last month was visited by many job seekers, a few filled out applications and were invited to the driver orientation held the following week. In an effort to attract more applicants to orientations, HR will be holding a Saturday orientation on November 5. Social media continues to be a source for recruiting through MTD's Facebook page. Online postings through UCSB, SBCC, Indeed.com, and other sites are also being utilized.

The Marketing and Community Relations Manager position received a large applicant response and qualified candidates have been invited to the first round of interviews to be held October 20.

Mary Gregg, Manager of HR and Risk, and MTD's Drug and Alcohol Program Manager (DAPM), will be attending the Coastal Drug and Alcohol Network meeting on October 24 with Bill Morris, Manager of Operations, and MTD's Designated Employer Representative (DER). This is a full day event being hosted by San Luis Obispo Regional Transit Authority. This network of program managers and DERs is designed to provide a forum for D&A federal audits and case studies in our area. In addition, the network provides support and feedback when we are faced with a new or complicated D&A case at work. The agenda for this meeting will cover topics such as pre-employment drug testing, FTA vs Employer Authority Testing, and the mechanisms of an FTA audit.