



BOARD MEETING AGENDA

Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
December 12, 2017
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE BOARD MEMBERS

Dave Davis (Chair), Chuck McQuary (Vice Chair), Bill Shelor (Secretary), Olivia Rodriguez (Director), Dick Weinberg (Director), David Tabor (Director), Paula Perotte (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 moved to approve the draft minutes for the meeting of November 14, 2017.

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

The Board will be asked to review the cash report of November 7, 2017 through November 20, 2017 as well as the report from November 21, 2017 through December 4, 2017.

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 that includes both a description of the subject you wish to address and, if applicable, the agenda item number for which you would like to comment. Additional public comment will be allowed during each agenda item, including closed session items. Forms are available at www.sbmtd.com and at MTD Administrative offices.

7. TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM (TIRCP) SUPPORT LETTER – (ATTACHMENT - ACTION MAY BE TAKEN)

Staff will request that the Board of Directors authorize General Manager Jerry Estrada to prepare letters of support for SBCAG and the City of Goleta TIRCP grant application.

8. **ANNUAL ELECTION OF OFFICERS - (ATTACHMENTS - ACTION MAY BE TAKEN)**
The Board of Directors will hold elections for the assignments of Chair, Vice Chair, and Secretary.
9. **BUS ADVERTISING POLICY - (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff will recommend changes to the Advertising Policy effective January 1, 2018.
10. **DIRECTORS AND OFFICERS (D&O) INSURANCE, EMPLOYMENT PRACTICES LIABILITY (EPL) INSURANCE, AND FIDUCIARY LIABILITY INSURANCE (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff will recommend that the Board of Directors consider binding coverage for Directors and Officers (D&O) insurance, Employment Practices Liability (EPL) insurance, and Fiduciary Liability insurance for the policy period of January 3, 2018 to January 3, 2019.
11. **CALIFORNIA STATE OF GOOD REPAIR PROGRAM FY 2017-18 CERTIFICATIONS & ASSURANCES & AUTHORIZED AGENT - BOARD RESOLUTION 2017-11 (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board will be asked to adopt Resolution 2017-11 agreeing to comply with all conditions and requirements set forth in the Certification and Assurances and authorizing General Manager Jerry Estrada to execute all required documents for an application for FY 2017-18 California State of Good Repair funds.
12. **CALIFORNIA STATE OF GOOD REPAIR PROGRAM FY 2017-18 PROJECT APPROVAL - BOARD RESOLUTION 2017-12 (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board will be asked to adopt Resolution 2017-12 authorizing MTD to submit the "Match for SBMTD Shuttle Replacement" for FY 2017-18 California State of Good Repair funds.
13. **ADVANCE AUTHORITY TO AWARDED HYBRID BATTER PACK REPLACEMENT CONTRACT – (ATTACHMENT – ACTION MAY BE TAKEN)**
Staff will request that the Board of Directors provide advance authorization for the General Manager to enter into a contract for a bid solicitation for the replacement of the propulsion batteries on seven electric buses.
14. **GENERAL MANAGER'S REPORT UPDATE – (INFORMATIONAL)**
 1. Thomas Fire
 2. Transit Center
 3. BYD Fleet
 4. San Mateo Buses
 5. Santa Barbara Eastside - TVM
15. **OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
The Board will report on other related public transit issues and committee meetings.

RELATED TO EACH CLOSED SESSION: PUBLIC COMMENT WILL BE ALLOWED RELATED TO THE CLOSED SESSION ITEM(S) BEFORE THE RECESS

**16. RECESS TO CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(ACTION MAY BE TAKEN – CLOSED SESSION)**

Conference with labor negotiators pursuant to Government Code § 54957

SBMTD designated representatives: Dave Davis, Chuck McQuary, Dick Weinberg, Olivia Rodriguez, Paula Perotte, Dave Tabor, Bill Shelor

SBMTD unrepresented employee: General Manager Jerry Estrada

17. ADJOURNMENT

AMERICAN WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 805.963.3364 at least 48 hours in advance of the meeting to allow time for MTD to attempt a reasonable accommodation.

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BOARD OF DIRECTORS MEETING MINUTES

**Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, November 14, 2017
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101**

1. CALL TO ORDER

Chair Davis called the meeting to order at 8:31am.

2. ROLL CALL OF THE BOARD OF DIRECTORS

Chair Davis reported all members were present except Vice Chair McQuary and Director Rodriguez.

3. REPORT REGARDING POSTING OF AGENDA

Rachel Brichan, Board Clerk, reported that the agenda was posted on Friday, November 10, 2017 at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website. In addition, the cancellation notice for the regularly scheduled Board Meeting for October 31, 2017 was posted on October 27, 2017 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)

Director Shelor moved to approve the draft minutes for the meetings of October 17, 2017 and October 24, 2017. Director Weinberg seconded the motion. The motion passed unanimously with one abstention from Director Perotte

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

Director Shelor moved to approve the cash reports of October 10, 2017 through October 23, 2017 and October 24, 2017 through November 7, 2017. The motion was seconded by Director Weinberg. The motion passed unanimously

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

No public comments were made.

7. DRAFT SINGLE AUDIT REPORT – (ATTACHMENT - INFORMATIONAL)

General Manager Jerry Estrada introduced this item by first thanking the staff for getting us to this point. Mr. Estrada turned it over to Scott Davis, auditor from McGowan & Guntermann, who delivered key results of the draft Single Audit Report for the fiscal year ending June 30, 2017 to the Board. No further

changes to the Single Audit Report are expected other than the addition of the standard Governance letter. The audited financials have two new pages due to the newly established Other Postemployment Benefits (OPEB) Trust to begin paying down retiree health benefits. Chair Davis offered his compliments to the staff and auditors for their hard work.

8. RENEWAL OF STAFF MEDICAL AND DENTAL INSURANCE EFFECTIVE JANUARY 1, 2018- (ATTACHMENT - ACTION MAY BE TAKEN)

Per the last Finance and Human Resources Committee meeting, Manager of Human Resources & Risk Mary Gregg provided the Board with an overview of the 2018 renewal terms for staff medical, dental and life insurance: medical with Blue Shield (2.7% increase), dental (0% increase) and life insurance (\$13 total annual increase per employee) through Guardian with a request for the Board of Directors to authorize the renewal as outlined. Director Perotte moved to adopt the staff recommendation. Director Tabor seconded the motion. The motion passed unanimously.

9. D&O / EPL /FIDUCIARY LIABILITY INSURANCE - (ATTACHMENT - INFORMATIONAL)

Manager of Human Resources & Risk Mary Gregg provided the Board with an update on Directors and Officers (D&O) insurance, Employment Practices Liability (EPL) insurance and Fiduciary Liability insurance. Underwriter analysis to date indicates flat pricing, with no meaningful changes in rates. The formal rate quotes for all three policies will be presented to MTD by Brown & Brown Insurance at the December 12, 2017 Board meeting with a recommendation to approve binding coverage.

10. FIRST QUARTER PERFORMANCE INDICATOR REPORT - (ATTACHMENT- INFORMATIONAL)

Planning Manager George Amoon presented the Quarterly Performance Indicator Report for the period beginning July 1, 2017 and ending September 30, 2017.

Caution should be used when comparing ridership during the quarter to the corresponding quarter of the prior year, due to differences in the number of school days in session, a 5% decrease in enrollment at SBCC, and 3000 additional UCSB students due to move into Isla Vista's new housing complex(s) during the 2017- 2018 school year. MTD Annual Reports reflect a leveling out or increase in ridership rather than a consistent decrease in ridership.

Second quarter results will provide a better comparison to the prior year, including rider retention due to improved schedule adherence. General Manager Jerry Estrada commented that the shortage of drivers last year affected reliability and ultimately ridership. We congratulate Operations Manager Bill Morris and Manager of Human Resources Mary Gregg for their successful recruiting and hiring efforts.

Complaints received reflects a 76% decrease in the last two years. Mr. Estrada complimented the staff on their hard work and terrific results. Director Perotte asked for a brief explanation of the process in place to handle incoming complaints from passengers and residents. Marketing and Community Relations Manager Hillary Blackerby explained that complaints can be made by telephone, through the MTD website, or in person. All complaints are logged and categorized, and follow up continues until the complaint is resolved.

Director Shelor mentioned he was looking forward to UCSB and SBCC ridership stats once the Smart Card abilities are fully implemented. Director Shelor also asked staff why there was a marked decrease in secondary school ridership. Mr. Amoon said he would request a report from the school districts with a five-year student enrollment projection. Chair Davis thanked Mr. Amoon and other staff for their report(s).

11. FIRST QUARTER FINANCIAL REPORT – (ATTACHMENT – INFORMATIONAL)

Assistant Controller Thais Sayat reported on the financial update for the first quarter, ending September 30, 2017. Total revenues were under budget by <1%. Total expenses were also under-budget by <1%, although expenses grew by 4% from the prior year due to service level changes, new hiring/training, expenses related to maintenance and the new Collective Bargaining Agreement that went into effect July of 2017. Operating revenue totaled \$4.7 million and operating expenses were \$6.3 million, resulting in a \$1.5 million deficit for the quarter. This is not unusual, as many MTD subsidies come in later in the year.

12. GENERAL MANAGER'S REPORT UPDATE - (INFORMATIONAL)

General Manager Jerry Estrada congratulated the hiring team on their intense efforts, including attendance at job fairs throughout the County. The results to date have been impressive; the quality and quantity of the applicants are reflective of a successful recruiting strategy.

Staff is hopeful that MTD will receive a building permit for the Transit Center rehabilitation project in the near future. We are proactively beginning the process to solicit a General Contractor through our outside consultant. Operations Manager Bill Morris is reviewing options now regarding the most efficient way to maintain the services at the Transit Center during a construction phase that could last over a year.

Our BYD fleet consists of six buses of the total of 14 in the MTD yard to date. The training is beginning for our mechanics this month. It is a very detailed process to get the point where they can begin service. Once we have the spare parts, maintenance plans, PMI inspections and final testing in place, we are confident that we will be able to start rolling the fleet into service.

Our Community Survey has to date resulted in feedback from almost 550 riders, overall they were very positive reviews. The survey will end at the end of November.

The Small Operator Committee of the California Transit Association (CTA) named MTD the Transit Agency of the Year. Being recognized by the peers in our State is quite a compliment. Chair Davis echoed the honor of receiving this award and its representation of how well this organization is functioning today. He offered a thank you to Marketing & Community Relations Manager Hillary Blackerby for submitting the application. Director Tabor congratulated the MTD team.

13. OTHER BUSINESS AND COMMITTEE REPORTS - (INFORMATIONAL)

General Manager Jerry Estrada reported that alternative, cost-effective methods of Board packet delivery will be explored.

Item #14 was removed from the Agenda. This Closed Session will be postponed until the next Board Meeting on December 12, 2017.

Regularly scheduled Board meetings on both November 28, 2017 and December 26, 2017 will be cancelled.

Chair Davis acknowledged the staff's hard work to prepare and compile such large, thorough packet.

Secretary Shelor asked if we could review the Strategic Plan regarding progress towards a zero emission fleet.

General Manager Estrada reported that the Planning and Marketing Committee met and will be working closely with the Santa Barbara County Association of Governments (SBCAG) to commit appropriately to upcoming transit solution options.

Board Clerk Rachel Brichan was thanked for putting together an outstanding Board packet with updated branding continuity.

14. ADJOURNMENT

Chair Davis moved to adjourn the meeting at 9:52 A.M. Director Tabor seconded the motion. The motion passed unanimously.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of November 28, 2017
For the Period November 7, 2017 through November 20, 2017

MONEY MARKET

Beginning Balance November 7, 2017 **\$7,675,151.83**

Accounts Receivable	1,269,610.55
Property Tax Revenue	185,611.65
Passenger Fares	159,013.78
Prop 1B Cap Revenue	15,752.57
Prepays & Advertising	8,124.00
Miscellaneous Income	1,464.58
Interest Income	68.86
Total Deposits	1,639,645.99

Bank & CC Fees	(1,319.20)
Garn/Escrow Transfers	(1,903.65)
401(k)/Pension Transfer	(32,742.90)
Workers' Comp	(34,357.28)
Payroll Taxes	(319,317.47)
Payroll	(689,031.65)
Accounts Payable	(692,343.65)
Total Disbursements	(1,771,015.80)

Ending Balance **\$7,543,782.02**

CASH INVESTMENTS

LAIF Account	\$6,393,323.29
Money Market Account	7,543,782.02

Total Cash Balance **\$13,937,105.31**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,795,577.67)
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Working Capital **\$10,141,527.64**

Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable

Date	Company	Description	Amount
11/7/2017	City of S.B. Waterfront Department	Waterfront Shuttle - Cruise Ship 10/6/17	2,811.89
11/7/2017	Jim Haggerty	Retiree - Vision	12.20
11/7/2017	SB School District	Passes/Token Sales	41,250.00
11/7/2017	United Way, Santa Barbara County	Advertising on Buses	3,150.00
11/8/2017	MacDonald Media	Advertising on Buses	16,383.60
11/8/2017	Phase III Media & Production	Advertising on Buses	16,046.10
11/8/2017	SB County Public Health (BA)	Advertising on Buses	660.00
11/9/2017	SBCC - Contract Fares	Contract Fares Sep '17	5,224.00
11/9/2017	SBCC - Contract Fares	Contract Fares Sep '17	97,000.00
11/9/2017	SBCC - Contract Fares	Contract Fares Oct '17	102,224.00
11/9/2017	SBCC - Contract Fares	Contract Fares Nov-Dec '17	204,448.00
11/10/2017	City of SB - Public Works Director	Downtown Shuttle Oct '17	92,077.00
11/10/2017	KCSB - FM	Advertising on Buses	498.00
11/14/2017	Santa Barbara Airport	Advertising on Buses	1,760.00
11/16/2017	Measure A, Section 3 LSTI	Measure "A" Funds FY17 Q4 Capital Reimb	362,125.66
11/16/2017	State Transit Assistance	STA - Capital FY17 Q4	321,668.10
11/20/2017	Montecito Bank & Trust	Advertising on Buses	2,272.00
Total Accounts Receivable Paid During Period			\$1,269,610.55

Santa Barbara Metropolitan Transit District
Accounts Payable

Check #	Date	Company	Description	Amount	Voids
116604	11/2/2017	J n L GLASS INC.	REPLACE BUS WINDOWS	979.81	V
116629	11/10/2017	ABC BUS COMPANIES INC	BUS PARTS	82.97	
116630	11/10/2017	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	6,758.42	
116631	11/10/2017	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	416.00	
116632	11/10/2017	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	67.41	
116633	11/10/2017	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	277.30	
116634	11/10/2017	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	8,779.43	
116635	11/10/2017	CITY OF CARPINTERIA	ELECTRIC CHARGING STATION	581.25	
116636	11/10/2017	CITY OF SANTA BARBARA	SUPERSTOPS - PERMIT FEES	80.00	
116637	11/10/2017	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	249.18	
116638	11/10/2017	CIO SOLUTIONS, LP	IT SERVICES	1,959.50	
116639	11/10/2017	COTTAGE HEALTH SYSTEM	EMPLOYEE ASSISTANCE PROGRAM	1,404.00	
116640	11/10/2017	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	388.27	
116641	11/10/2017	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	444.38	
116642	11/10/2017	DAVID DAVIS JR.	DIRECTOR FEES	180.00	
116643	11/10/2017	DAVID RZEPINSKI & ASSOCIATES	PLANNING SERVICES	3,543.75	
116644	11/10/2017	DAVID SILVA FLOORING INSTALL	BUS FLOOR REPAIRS	1,650.00	
116645	11/10/2017	ERGOMETRICS, INC.	DRIVER TEST SCORING	77.60	
116646	11/10/2017	STATE OF CALIFORNIA	PAYROLL RELATED	100.00	
116647	11/10/2017	FRONTIER CALIFORNIA INC.	TELEPHONES	96.98	
116648	11/10/2017	FUSES UNLIMITED, INC	BUS PARTS	139.89	
116649	11/10/2017	GIBBS INTERNATIONAL INC	BUS PARTS	941.16	
116650	11/10/2017	GILLIG LLC	BUS PARTS	950.66	
116651	11/10/2017	ROBIN GONZALEZ	PR RELATED	250.00	
116652	11/10/2017	GRAPHICINK	PROMO ITEM	2,575.23	
116653	11/10/2017	H.G. MAKELIM CO., INC.	BUS PARTS	131.24	
116654	11/10/2017	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	108.62	
116655	11/10/2017	JANICARE DBA	JANITORIAL SERVICES	4,090.05	
116656	11/10/2017	JMPE ELECTRICAL ENGINEERING	PROFESSIONAL SERVICES	5,800.00	
116657	11/10/2017	LARA'S AUTO REPAIR DBA	BUS REPAIRS	428.00	
116658	11/10/2017	LENZ PEST CONTROL DBA	FUMIGATION SERVICES	40.00	
116659	11/10/2017	MANSFIELD OIL CO.- GAINESVILL	DIESEL FUEL	35,178.27	
116660	11/10/2017	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,300.18	
116661	11/10/2017	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	27.58	
116662	11/10/2017	CHUCK MCQUARY	DIRECTOR FEES	180.00	
116663	11/10/2017	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	695.00	
116664	11/10/2017	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	44.46	
116665	11/10/2017	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,459.95	

Check #	Date	Company	Description	Amount	Voids
116666	11/10/2017	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	1,616.03	
116667	11/10/2017	NEW PIG CORP.	B/G SUPPLIES (OF)	713.59	
116668	11/10/2017	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	800.48	
116669	11/10/2017	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
116670	11/10/2017	PAULA A. PEROTTE	DIRECTOR FEES	180.00	
116671	11/10/2017	PB-RESERVE ACCOUNT	PREPAID POSTAGE	1,500.00	
116672	11/10/2017	PORT SUPPLY DBA	BUS PARTS	103.38	
116673	11/10/2017	OLIVIA RODRIGUEZ	DIRECTOR FEES	180.00	
116674	11/10/2017	RON WILLIAMS MACHINE SHOP, I	BUS REPAIRS	618.00	
116675	11/10/2017	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	310.00	
116676	11/10/2017	SILVAS OIL CO., INC.	LUBRICANTS	484.65	
116677	11/10/2017	SPECIAL DISTRICT RISK MGMT	MEDICAL HEALTH INSURANCE	42,862.00	
116678	11/10/2017	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
116679	11/10/2017	WILLIAM JOHN SHELOR	DIRECTOR FEES	180.00	
116680	11/10/2017	SO. CAL. EDISON CO.	UTILITIES	1,547.96	
116681	11/10/2017	SOFTWARE SECURITY SOLUTIONS	OFFICE MACHINES MAINTENANCE	1,110.00	
116682	11/10/2017	SOUTHWEST LIFT & EQUIPMENT, I	LIFT REPAIRS & SUPPLIES	491.41	
116683	11/10/2017	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
116684	11/10/2017	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	827.34	
116685	11/10/2017	SB CITY OF-REFUSE/WATER	UTILITIES	1,377.04	
116686	11/10/2017	THE MEDCENTER	MEDICAL EXAMS	1,818.00	
116687	11/10/2017	DAVID T. TABOR	DIRECTOR FEES	180.00	
116688	11/10/2017	TEAMSTERS PENSION TRUST	UNION PENSION	99,608.06	
116689	11/10/2017	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,941.11	
116690	11/10/2017	VALLEY POWER SYSTEMS, INC.	BUS PARTS	878.31	
116691	11/10/2017	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	168.37	
116692	11/10/2017	RICHARD WEINBERG	DIRECTOR FEES	180.00	
116693	11/10/2017	WEST MARINE PRO DBA	BUS PARTS	87.15	
116694	11/10/2017	WURTH USA WEST INC.	SHOP SUPPLIES	450.19	
116695	11/16/2017	ABC BUS COMPANIES INC	BUS PARTS	361.12	
116696	11/16/2017	ALTRO USA INC	SHOP SUPPLIES	152.27	
116697	11/16/2017	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	58.95	
116698	11/16/2017	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	113.68	
116699	11/16/2017	CINTAS CORPORATION	FIRST AID SUPPLIES	78.07	
116700	11/16/2017	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	2,082.77	
116701	11/16/2017	DAVID SILVA FLOORING INSTALL	BUS FLOOR REPAIRS	1,650.00	
116702	11/16/2017	EASY LIFT TRANSPORTATION, INC	ADA SUBSIDY	72,421.50	
116703	11/16/2017	FLEET SERVICES, INC.	BUS PARTS	473.04	
116704	11/16/2017	GIBBS INTERNATIONAL INC	BUS PARTS	778.16	
116705	11/16/2017	GILLIG LLC	BUS PARTS	6,702.13	
116706	11/16/2017	RYAN GRIPP	REIMBURSEMENTS	112.35	

Check #	Date	Company	Description	Amount	Voids
116707	11/16/2017	H.G. MAKELIM CO., INC.	BUS PARTS	987.50	
116708	11/16/2017	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	63.22	
116709	11/16/2017	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	111.62	
116710	11/16/2017	LANSPEED DBA	IT SERVICES	5,168.08	
116711	11/16/2017	LABOR ALLIANCE MANAGED TRU	DENTAL INSURANCE	11,342.00	
116712	11/16/2017	LAWSON PRODUCTS INC	SHOP SUPPLIES	321.60	
116713	11/16/2017	ROBERT H. LURIE	REIMBURSEMENT	150.00	
116714	11/16/2017	STEVE MAAS	REIMBURSEMENT	195.28	
116715	11/16/2017	MANSFIELD OIL CO.- GAINESVILL	DIESEL FUEL	36,230.39	
116716	11/16/2017	KENNETH B. MILLS	PROCUREMENT SERVICES	1,474.00	
116717	11/16/2017	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	525.99	
116718	11/16/2017	MCI SERVICE PARTS, INC.	BUS PARTS	146.28	
116719	11/16/2017	NACHO'S TOWING ENTERPRISES I	TOWING SERVICE	950.00	
116720	11/16/2017	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	1,233.49	
116721	11/16/2017	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	704.42	
116722	11/16/2017	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	560.01	
116723	11/16/2017	POWERSTRIDE BATTERY CO.	EV BATTERIES	593.40	
116724	11/16/2017	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	158.58	
116725	11/16/2017	SANSUM CLINIC	MEDICAL EXAMS	1,335.00	
116726	11/16/2017	SAFEGUARD DBA	OFFICE SUPPLIES	248.87	
116727	11/16/2017	SANTA BARBARA TROPHY	DRIVER NAME PLATES	134.47	
116728	11/16/2017	SM TIRE, CORP.	BUS TIRE MOUNTING	145.50	
116729	11/16/2017	SIMPLEX GRINNELL	FIRE ALARM SERVICES	782.39	
116730	11/16/2017	SMART OFFICE INTERIORS, INC	OFFICE EQUIPMENT	195.00	
116731	11/16/2017	SMART & FINAL	OFFICE/MEETING SUPPLIES	219.88	
116732	11/16/2017	SOCALGAS	UTILITIES	120.45	
116733	11/16/2017	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	37.71	
116734	11/16/2017	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	712.19	
116735	11/16/2017	TELCOM, INC.	VENTURA REPEATER SERVICES	239.73	
116736	11/16/2017	TANK TEAM INC.	TANK TESTS	402.00	
116737	11/16/2017	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	213,768.00	
116738	11/16/2017	J.C. M. AND ASSOCIATES INC.	UNIFORMS	1,448.14	
116739	11/16/2017	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1.48	
116740	11/16/2017	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,771.21	
116741	11/16/2017	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	2,275.05	
116742	11/16/2017	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	470.53	
116743	11/16/2017	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	240.00	
116744	11/22/2017	ABC BUS COMPANIES INC	BUS PARTS	880.49	
116745	11/22/2017	JUAN AGUIRRE	VTT/DRIVERS LICENSE	53.00	
116746	11/22/2017	B2B PRINTING SERVICES INC.	OFFICE SUPPLIES	404.06	
116747	11/22/2017	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	800.00	

Check #	Date	Company	Description	Amount	Voids
116748	11/22/2017	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	168.62	
116749	11/22/2017	CELTIS VENTURES, INC.	MARKETING SERVICES	1,923.75	
116750	11/22/2017	CINTAS CORPORATION	FIRST AID SUPPLIES	120.10	
116751	11/22/2017	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	450.00	
116752	11/22/2017	DOWNTOWN ORGANIZATION, INC.	TC MAINTENANCE	450.00	
116753	11/22/2017	DRUG TESTING NETWORK, INC	DRUG TESTING	34.95	
116754	11/22/2017	JERRY ESTRADA	REIMBURSEMENT	332.50	
116755	11/22/2017	FEDEX dba	FREIGHT CHARGES	343.00	
116756	11/22/2017	STATE OF CALIFORNIA	PAYROLL RELATED	100.00	
116757	11/22/2017	FRONTIER CALIFORNIA INC.	TELEPHONES	2,042.08	
116758	11/22/2017	FTI SERVICES, INC.	IT SUPPORT SERVICES	95.00	
116759	11/22/2017	ROBIN GONZALEZ	PR RELATED	250.00	
116760	11/22/2017	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	68.39	
116761	11/22/2017	H.G. MAKELIM CO., INC.	BUS PARTS	702.54	
116762	11/22/2017	HIGH IMPACT INC.	FORKLIFT SAFETY TRAINING	250.00	
116763	11/22/2017	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	17.19	
116764	11/22/2017	JANICARE DBA	JANITORIAL SERVICES	93.75	
116765	11/22/2017	J n L GLASS INC.	REPLACE BUS WINDOWS	300.35	
116766	11/22/2017	LMA ARCHITECTS, CORP.	ARCHITECTURAL SERVICES	4,704.39	
116767	11/22/2017	MANSFIELD OIL CO.- GAINESVILL	DIESEL FUEL	18,142.73	
116768	11/22/2017	MC CORMIX CORP. (OIL)	LUBRICANTS	1,906.38	
116769	11/22/2017	NATIONAL DRIVE	PAYROLL DEDUCTION	60.00	
116770	11/22/2017	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	24,088.54	
116771	11/22/2017	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
116772	11/22/2017	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	285.74	
116773	11/22/2017	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	510.00	
116774	11/22/2017	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	640.70	
116775	11/22/2017	SANTA MARIA TIMES, INC	EMPLOYMENT ADS/PUBLIC NOTICES	294.16	
116776	11/22/2017	SILVAS OIL CO., INC.	LUBRICANTS	384.38	
116777	11/22/2017	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
116778	11/22/2017	SM TIRE, CORP.	BUS TIRE MOUNTING	195.50	
116779	11/22/2017	SO. CAL. EDISON CO.	UTILITIES	4,513.08	
116780	11/22/2017	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
116781	11/22/2017	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	1,086.42	
116782	11/22/2017	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	282.53	
116783	11/22/2017	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
116784	11/22/2017	VALLEY POWER SYSTEMS, INC.	BUS PARTS	72.30	
116785	11/22/2017	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	525.86	
116786	11/22/2017	WEST MARINE PRO DBA	BUS PARTS	16.68	
116787	11/22/2017	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	48.00	
116788	11/22/2017	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	2,277.00	

Check #	Date	Company	Description	Amount	Voids
				693,323.46	
			Current Cash Report Voided Checks:	0.00	
			Prior Cash Report Voided Checks:	979.81	
			Grand Total:	\$692,343.65	

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Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of December 12, 2017
For the Period November 21, 1017 through December 4, 2017

MONEY MARKET

Beginning Balance November 21, 1017 **\$7,543,782.02**

Accounts Receivable	997,645.66
SB-325 (LTF)	713,676.58
Measure A Transfer	194,946.03
Passenger Fares	99,775.25
Miscellaneous Income	<u>1,548.11</u>
Total Deposits	2,007,591.63

Payroll Taxes	(68.86)
Garn/Escrow Transfers	(75.69)
Payroll	(388.94)
401(k)/Pension Transfer	(32,606.23)
Accounts Payable	<u>(113,624.56)</u>
Total Disbursements	(146,764.28)

Ending Balance **\$9,404,609.37**

CASH INVESTMENTS

LAIF Account	\$6,393,323.29
Money Market Account	<u>9,404,609.37</u>

Total Cash Balance **\$15,797,932.66**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,784,738.93)
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Working Capital **\$12,013,193.73**

Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable

Date	Company	Description	Amount
11/21/2017	Department of Rehabilitation	Passes/Passports Sales	796.00
11/21/2017	LOSSAN Rail Corridor Agency	LOSSAN Contract Revenue FY18 Q1	2,497.50
11/22/2017	Godzilla Graphics	Advertising on Buses	7,236.00
11/22/2017	UCSB Administration Services Div.	Transit Enhancement FY18 Line 12x/24x	35,146.76
11/22/2017	UCSB Administration Services Div.	Transit Enhancement FY18 Line 28	921,383.08
11/27/2017	UCSB - Parking Services-7001	Passes/Passports Sales	6,264.00
11/27/2017	UCSB - Parking Services-7001	Passes/Passports Sales	6,400.00
11/28/2017	City of SB Creeks Division	Advertising on Buses	300.00
11/28/2017	SB School District	Passes/Token Sales	1,150.00
11/28/2017	True Media LLC	Advertising on Buses	1,533.60
12/1/2017	City of S.B. Waterfront Department	Waterfront Shuttle-Cruise Ship 10/24/17	3,440.32
12/1/2017	City of S.B. Waterfront Department	Waterfront Shuttle-Cruise Ship 10/17/17	4,138.40
12/4/2017	SB County Public Health (BA)	Advertising on Buses	660.00
12/4/2017	UCSB - Parking Services-7001	Passes/Passports Sales	6,700.00
Total Accounts Receivable Paid During Period			\$997,645.66

Santa Barbara Metropolitan Transit District
Accounts Payable

Check #	Date	Company	Description	Amount	Voids
116789	11/29/2017	CASH - Josh Martinez	CASH FOR TVM105	1,204.00	
116790	12/1/2017	ABC BUS COMPANIES INC	BUS PARTS	446.34	
116791	12/1/2017	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	532.12	
116792	12/1/2017	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	3,895.17	
116793	12/1/2017	BATTERY SYSTEMS OF OXNARD	BUS PARTS	449.98	
116794	12/1/2017	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	184.00	
116795	12/1/2017	BUDGET BLINDS OF SANTA BARB	OFFICE BLINDS	525.09	
116796	12/1/2017	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
116797	12/1/2017	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	92.00	
116798	12/1/2017	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	197.65	
116799	12/1/2017	CARPINTERIA VALLEY CHAMBER	MEMBERSHIP DUES	575.00	
116800	12/1/2017	CELTIS VENTURES, INC.	MARKETING SERVICES	12,918.50	
116801	12/1/2017	CERTIFIED ENVIRONMENTAL	PROFESSIONAL SERVICES	1,421.39	
116802	12/1/2017	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	235.22	
116803	12/1/2017	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	118.58	
116804	12/1/2017	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	1,135.67	
116805	12/1/2017	CURTIS, NANCY	RETIREE HEALTH REIMBURSEMENT	154.15	
116806	12/1/2017	FLEET SERVICES, INC.	BUS PARTS	134.50	
116807	12/1/2017	MELVIN FOUNTAIN	RETIREE HEALTH REIMBURSEMENT	92.00	
116808	12/1/2017	GENFARE, A DIVISION OF SPX COR	FAREBOX REPAIRS & PARTS	514.71	
116809	12/1/2017	GIBBS INTERNATIONAL INC	BUS PARTS	2,165.15	
116810	12/1/2017	GILLIG LLC	BUS PARTS	5,751.60	
116811	12/1/2017	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
116812	12/1/2017	GOLETA VALLEY CHAMBER OF C	MEMBERSHIP / MEETINGS	345.00	
116813	12/1/2017	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	253.04	
116814	12/1/2017	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	243.56	
116815	12/1/2017	HI-LINE ELECTRIC COMPANY, INC	BUS PARTS	10.46	
116816	12/1/2017	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	105.18	
116817	12/1/2017	INTEGRATED SOFTWARE SYSTEM	WEB SITE CONSULTING	165.00	
116818	12/1/2017	DONALD JACKSON	RETIREE HEALTH REIMBURSEMENT	92.00	
116819	12/1/2017	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	178.00	
116820	12/1/2017	KIMBALL MIDWEST	SHOP SUPPLIES	217.66	
116821	12/1/2017	LORI'S MOBILE NOTARY&FINGERP	MOBILE NOTARY	505.00	
116822	12/1/2017	LOUIS MANDEVILLE	RETIREE HEALTH REIMBURSEMENT	256.64	
116823	12/1/2017	MANSFIELD OIL CO.- GAINESVILL	DIESEL FUEL	18,159.72	
116824	12/1/2017	MC CORMIX CORP. (OIL)	LUBRICANTS	3,757.05	
116825	12/1/2017	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,389.94	
116826	12/1/2017	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	378.20	

Check #	Date	Company	Description	Amount	Voids
116827	12/1/2017	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	494.99	
116828	12/1/2017	MCI SERVICE PARTS, INC.	BUS PARTS	146.28	
116829	12/1/2017	NEWEGG, INC	IT EQUIPMENT & SUPPLIES	257.34	
116830	12/1/2017	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	0.00	V
116831	12/1/2017	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,972.59	
116832	12/1/2017	O'REILLY AUTO PARTS DBA	BUS PARTS	185.24	
116833	12/1/2017	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	282.34	
116834	12/1/2017	RALPH'S GROCERY	SAFETY AWARDS	9,105.75	
116835	12/1/2017	RINCON BROADCASTING DBA	MEDIA ADVERTISING	3,430.00	
116836	12/1/2017	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	184.00	
116837	12/1/2017	SANTA BARBARA FASTENERS, INC	SHOP SUPPLIES	5.82	
116838	12/1/2017	SM TIRE, CORP.	BUS TIRE MOUNTING	255.50	
116839	12/1/2017	SOFTCHOICE CORP, INC.	SERVER UPGRADE PROJECT	13,888.84	
116840	12/1/2017	SPECTRUM REACH DBA	ADVERTISING/MARKETING	1,020.00	
116841	12/1/2017	SB CITY OF-REFUSE/WATER	UTILITIES	737.79	
116842	12/1/2017	VALLEY POWER SYSTEMS, INC.	BUS PARTS	8,060.56	
116843	12/1/2017	VAQUERO SYSTEMS	AVL/SMART CARD SERVICES	11,973.75	
116844	12/1/2017	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	821.88	
116845	12/1/2017	VOICES TRANSLATION AND INTER	TRANSLATION	225.00	
116846	12/1/2017	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	244.67	
				113,624.56	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$113,624.56



BOARD OF DIRECTORS REPORT

MEETING DATE: DECEMBER 12, 2017

AGENDA ITEM: #7

DEPARTMENT: ADMINISTRATION

TYPE: ACTION ITEM

PREPARED BY: GENERAL MANAGER

REVIEWED BY: GENERAL MANAGER

Signature

Signature

SUBJECT: Authorize General Manager to prepare a letter of support for SBCAG's application for Transit and Intercity Rail Capital Program (TIRCP) funding for Coastal Express fleet expansion and MTD facility improvements to support peak hour Pacific Surfliner rail service.

RECOMMENDATION:

Authorize the General Manager to prepare a letter of support for SCBAG's TIRCP grant application.

DISCUSSION:

The Santa Barbara County Association of Governments (SBCAG) is preparing an application for cap-and-trade grant funding from the Transit and Intercity Rail Capital Program (TIRCP) for fleet and facility improvements to support expanded Coastal Express service between Oxnard (OTC) and Santa Barbara/Goleta and is seeking letters of support from partner agencies. The project partners at this time include SBCAG, MTD, Gold Coast Transit District (GCTD) & Ventura County Transportation Commission (VCTC). It is our understanding that the GCTD Board of Directors approved a letter of support at their December 6 meeting.

The passage of SB 1 has provided additional funding to TIRCP and the California State Transportation Agency (CalSTA) has issued a five-year, \$2.4 billion call for projects, with a primary eligibility requirement that projects must demonstrate a reduction in greenhouse gas emissions by attracting trips to rail and transit services. SBCAG is the lead agency on a TIRCP application to expand Coastal Express bus service in support of planned peak hour Pacific Surfliner service between Ventura and Santa Barbara counties, and on November 7 SBCAG staff met with the CalSTA Deputy Secretary of Transportation to discuss the core concepts of the application as part of the application development process.

Project Details

SBCAG has been working closely with VCTC and the Pacific Surfliner Joint Powers Agency (LOSSAN) to revise the Pacific Surfliner schedule to serve the peak hour market between Ventura and Santa Barbara counties. The agencies are moving forward with plans to implement the retiming in 2018. Because there will be only one train each direction during the commute period, the service can be made more attractive by providing supplemental Coastal Express bus service that will serve customers at different times than the train and thus provide more options for

BOARD OF DIRECTORS REPORT

commuters. MTD has been working with SBCAG, VCTC, and GCTD to plan for how to best implement this service if the TIRCP grant is successful.

Capital

The grant application will include funding for five electric coaches, charging infrastructure, installation, and funding for improvements or development of a transit maintenance facility in the Goleta area to support the supplemental Coastal Express service, while also improving local and inter-regional public transit. MTD's Terminal 2 facility located within the city of Goleta is considered the ideal location for the proposed project within Santa Barbara County.

The buses could be stored and charged overnight at the new GCTD facility in Oxnard with electric charging infrastructure funded through this project. There will be additional components of the application, but the main focus will be on expanding the Coastal Express fleet and making facility improvements in Santa Barbara and Ventura County.

No local match from any application partner is required under this funding program, but SBCAG's partnership application provides an opportunity for MTD to leverage other funding to procure one or more buses that have exceeded their useful life in order to provide "last mile" bus service for the peak hour train service.

Service Provision

The TIRCP program does not provide funding for operations—SBCAG and VCTC have a Memorandum of Understanding to fund all costs of the Coastal Express service. Initial plans for this expanded service include storing and charging the buses overnight at the new GCTD facility in Oxnard, and SBCAG and VCTC are working with MTD to determine the feasibility and cost effectiveness of having MTD operate the expanded service as part of the Coastal Express system.

The applications are due January 12, 2018 and SBCAG expects to hear in May 2018 if funding is awarded.



BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: DECEMBER 12, 2017

DEPARTMENT: ADMINISTRATION

TYPE: ACTION

PREPARED BY: RACHEL BRICHAN


REVIEWED BY: GENERAL MANAGER

SUBJECT: ANNUAL ELECTION OF OFFICERS

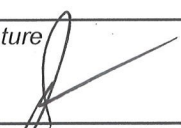
DISCUSSION: The Board of Directors will hold elections for the following assignments:

- Chair
- Vice Chair
- Secretary

AGENDA ITEM: #8



Signature



Signature

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BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: DECEMBER 12, 2017

AGENDA ITEM # 9

DEPARTMENT: MARKETING

TYPE: ACTION

PREPARED BY: HILLARY BLACKERBY

REVIEWED BY: GENERAL MANAGER



Signature


GM Signature

SUBJECT: BUS ADVERTISING POLICY

RECOMMENDATIONS:

Staff will recommend that the Board of Directors adopt the following changes to the bus advertising policy, effective January 1, 2018.

Changes

- Unbundle shuttle tail ads (currently sold as full fleet); sell individually
 - Raise price on the shuttle tails to \$250 per month, regardless of length of contract
- Set rate for interior ads for SB shuttles as a fleet of 12 \$240 (8.5 x 14) {\$20 per space}
- Set rate for interior ads for Carpinteria shuttles as a fleet of 2 \$40 (8.5 x 14) {\$20 per space}
- When an advertiser requests to change interior artwork, implement a change fee of \$40 to change full diesel fleet of interior cards
- When an advertiser requests to change exterior artwork, implement a change fee of:
 - 1-3 posters = \$60
 - 4-7 posters = \$90
 - 8-11 posters = \$120
 - 12-15 posters = \$155
 - 16-20 posters = \$185
 - 21+ posters = \$250

When Nova replacements arrive – Change the rate of Queen Space to reflect the 40' Gillig rate for all new advertisers (Contracts already in place will not be affected)

Nova Queens 15" x 130"

1 - 5 months \$199, 6 - 11 months \$166, 12 months \$132

Will change to:

Gillig 40' Queens 30" x 88"

1 - 5 months \$232, 6 - 11 months \$199, 12 months \$166.

Shuttles are the most popular and requested space because they service the main shopping district of Santa Barbara. All kinds of customers ride our shuttles, from residents, downtown employees, and visitors. Many businesses can benefit from advertising in the main shopping district but are unable to due to the lack of availability. The shuttles have had the same advertiser on the fleet for years. Variety can bring more attention to the ads.

The price for Shuttle Tails is \$2300 a month for 12 ads (approximately \$192 per ad). Considering the shuttle tail is one of the most popular ad staff recommends increasing the per ad rate to \$250 per ad, regardless of length in contract.

Shuttle Interior ads are currently at the rate of \$575 per month for the full fleet. This particular space has not sold in over 3 years. The E-Bus shuttle fleet required large vinyl interior ads, making it infeasible to switch out and more expensive for advertisers to produce the ads. Staff recommends decreasing the rate to \$240 for the full fleet of 12 DWE shuttles and \$40 for the full fleet of 2 Seaside Shuttles equating to \$20 per ad. The size of advertising on a new BYD is 8.5x17.

For perspective, the interior rate for our diesel fleets is \$250 per month for 11 x 17 and \$300 for 11 x 28 for 96 buses. While the shuttle ads will be smaller and on a smaller fleet, they are in the highest demand area of Santa Barbara and staff expects the shuttle interior ads will have a better chance of selling if the rate is lowered, but remains reasonable.

Additions

- Sell the Queen ad space on each BYD on the rear quarter panel (30x42) for \$275 per month
- Won't sell King (Driver Side) rear quarter panel on BYD, will use for MTD partnership promotions where non-profit partner supplies design that incorporates MTD and non-profit partner pays for half of printing costs. MTD pays other half of printing costs and provides space.

- Offer one free 42x22 inch space on the inside back wall of BYD to advertisers with contracts over \$35,000 in one calendar year. *Based on availability

We will use 2018 as an opportunity to work in a focused manner on increasing advertising revenues. After this year, depending on the level of success, the board may want to discuss the possibility of engaging an outside firm to manage and boost our advertising sales program.

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BOARD OF DIRECTORS REPORT

MEETING DATE: DECEMBER 12, 2017

AGENDA ITEM: #10

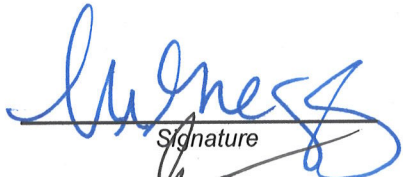
DEPARTMENT: RISK


TYPE: ACTION ITEM

PREPARED BY: MARY GREGG

REVIEWED BY: GENERAL MANAGER

SUBJECT: DIRECTORS AND OFFICERS (D&O) INSURANCE / EMPLOYMENT PRACTICES LIABILITY (EPL) / FIDUCIARY LIABILITY



Signature


Signature

RECOMMENDATIONS:

Directors and Officers Insurance

The current underwriter is Professional Governmental Underwriters Inc. (PGU). PGU has secured the best rate in the market this year, and at a flat renewal, through surplus lines carrier Indian Harbor Insurance Company. The options in the insurance market in California for D&O are shrinking as carriers are leaving the state due to the high cost and increasingly large number of these types of claims. Additionally, there are a limited number of carriers that write these policies for the public sector.

Policy	Renewal	Expiring	Prior
Premium:	\$20,105	\$20,105	\$17,025
Limits:	\$3,000,000	\$3,000,000	\$3,000,000
Retention:	\$100,000	\$100,000	\$100,000

Employment Practices Liability

The current carrier is Atlantic Specialty Insurance through OneBeacon Professional Insurance Company. Brown and Brown reports that Atlantic's quote for the 2018 renewal offers the best terms available in the market. This policy is offered at a flat renewal. EPL covers wrongful acts arising from the employment process. It is designed to address an entity's exposure to most employment practice-related claims, on a first- and third-party basis. Third-party coverage protects an organization and its employees from accusations of wrongful acts committed by third parties against its employees.

Policy	Renewal	Expiring	Prior
Premium:	\$40,340	\$40,340	\$39,530
Limits:	\$3,000,000	\$3,000,000	\$3,000,000
Retention:	\$150,000	\$150,000	\$150,000

BOARD OF DIRECTORS REPORT

Fiduciary

The current carrier is Travelers Casualty. Prior to the 2016 renewal, the Fiduciary Liability policy was placed with Travelers as a rider to a shared coverage policy with RSUI Indemnity Company through a Public Officials Liability policy form that included D&O/EPL and Fiduciary Liability. Additionally, Brown and Brown was able to successfully negotiate a reduction in the retention from \$50,000 to zero when the stand alone policy was quoted, and Travelers has extended those same terms for the third year in a row.

Policy	Renewal	Expiring	Prior
Premium:	\$3,911	\$3,818	\$3,706
Limits:	\$2,000,000	\$2,000,000	\$2,000,000
Retention:	\$0	\$0	\$0



BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: DECEMBER 12, 2017
DEPARTMENT: GOVT RELATIONS/ COMPLIANCE
TYPE: ACTION ITEM
PREPARED BY: STEVE MAAS

AGENDA ITEM: #11

REVIEWED BY: GENERAL MANAGER

SUBJECT: CALIFORNIA STATE OF GOOD REPAIR PROGRAM
CERTIFICATIONS & ASSURANCES RESOLUTION



Signature


Signature

RECOMMENDATIONS:

Adopt Resolution 2017-11 agreeing to comply with all conditions and requirements set forth in the Certification and Assurances and authorizing General Manager Jerry Estrada to execute all required documents for an application to the California Department of Transportation (Caltrans) for FY 2017-18 California State of Good Repair funds.

DISCUSSION:

FY 2017-18 is the first year of the State of Good Repair (SGR) program, a new California state program authorized by Senate Bill (SB) 1. SGR is a transit capital program intended to maintain the public transit system in a state of good repair. Transit operations, transit agency administration, and program management are not allowable projects under SGR. Also, capital projects that solely expand capacity are not eligible.

The SGR Program provides formula funds to transit agencies such as MTD based on the agency's percentage of statewide fare revenue, and to regional transportation planning agencies such as the Santa Barbara County Association of Governments (SBCAG) based on the area's percentage of statewide population.

The SGR Program requires a one-time submittal of a Board Resolution regarding the Certification and Assurances and Authorized Agent forms (attached).

ATTACHMENTS:

- State of Good Repair Certifications and Assurances
- State of Good Repair Authorized Agent Form
- MTD Board Resolution 2017-11

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State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: Santa Barbara Metropolitan Transit District.

Effective Date: 12th day of December, 2017.

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project..
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project.. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

Santa Barbara Metropolitan Transit District

BY:

Jerry Estrada, General Manager

Division of Rail and Mass Transportation
State Transit Assistance State of Good Repair Program
Authorized Agent Form



Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

Assistant General Manager Brad Davis OR
 (Name and Title of Authorized Agent)

Manager of Government Relations & Compliance Steve Maas OR
 (Name and Title of Authorized Agent)

Assistant Controller Thais Sayat
 (Name and Title of Authorized Agent)

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

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

Jerry Estrada
 (Print Name)

General Manager
 (Title)

 (Signature)

Approved this 12th day of December, 2017

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ATTACHMENT I

RESOLUTION NO. 2017-11

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the Santa Barbara Metropolitan Transit District (District) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, the District wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the District that the General Manager be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 12th day of December, 2017 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

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BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: DECEMBER 12, 2017
DEPARTMENT: GOVT RELATIONS/ COMPLIANCE
TYPE: ACTION ITEM
PREPARED BY: STEVE MAAS

AGENDA ITEM: #12



Signature


Signature

REVIEWED BY: GENERAL MANAGER

SUBJECT: CALIFORNIA STATE OF GOOD REPAIR PROGRAM PROJECT RESOLUTION

RECOMMENDATION:

Adopt Resolution 2017-12 authorizing MTD to submit the "Match for SBMTD Shuttle Replacement" application for FY 2017-18 California State of Good Repair funds.

DISCUSSION:

FY 2017-18 is the first year of the State of Good Repair (SGR) program, a new California state program authorized by Senate Bill (SB) 1. SGR is a transit capital program intended to maintain the public transit system in a state of good repair. Transit operations, transit agency administration, and program management are not allowable projects under SGR. Also, capital projects that solely expand capacity are not eligible.

The SGR Program provides formula funds to transit agencies such as MTD based on the agency's percentage of statewide fare revenue, and to regional transportation planning agencies such as the Santa Barbara County Association of Governments (SBCAG) based on the area's percentage of statewide population.

The SGR Program requires an annual Board Resolution (attached) approving one or more projects to be funded through the fare-revenue-based portion of the program. Staff proposes that the Board adopt Resolution 2017-12 authorizing use of the \$123,829 in FY 2017-18 funds as match for the Federal funds awarded to MTD for replacement of 14 electric shuttles that are beyond their useful life.

ATTACHMENTS:

- MTD Board Resolution 2017-12

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RESOLUTION 2017-12

**AUTHORIZATION FOR THE EXECUTION OF THE
STATE OF GOOD REPAIR PROJECT:
MATCH FOR SBMTD SHUTTLE REPLACEMENT**

WHEREAS, the Santa Barbara Metropolitan Transit District (District) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, the District wishes to implement the SGR project listed above;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the District that it hereby authorizes the submittal of the following project nomination and allocation request in FY 2017-18 SGR funds:

Project Name: Match for SBMTD Shuttle Replacement

Amount of SGR funds requested: \$123,829

Short description of project: Match for Federal funds awarded to SBMTD for replacement of 14 electric shuttles beyond their useful life.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 12th day of December, 2017 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors

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BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: DECEMBER 12, 2017

AGENDA ITEM: #13

DEPARTMENT: FINANCE

TYPE: ACTION

PREPARED BY: BRAD DAVIS

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: Advance Authority to Award Hybrid Battery Pack Replacement Contract

RECOMMENDATION:

Staff requests that the Board provide advance authorization for the General Manager to enter into a contract for a bid solicitation for the replacement of the propulsion batteries on seven 2007 Gillig hybrid-electric buses subject to the following conditions:

1. The contract is awarded to the low responsive, responsible bidder; and
2. The total contract price does not exceed the approved capital budget of \$450,000.

DISCUSSION:

Staff is releasing an invitation for bids for the hybrid battery pack replacements within the next week. The projected contract amount is \$350,000 to \$400,000. Under the terms of MTD's Procurement Manual, contracts exceeding \$250,000 require board approval.

MTD purchased its first fleet of diesel-electric hybrid buses in 2007. Seven of the 9 Gillig 40-foot buses are using their first set of electric propulsion batteries. Hybrid systems were in their infancy at that time. Data since that time is showing a typical useful life of 120,000 "throughput amp-hours" (AH). MTD's fleet is nearing an average of 150,000 AH per bus.

The long life has been attained in large part to thorough maintenance practices. However, more recently, there has been a significant drop in the hybrid fleet fuel economy because the diesel engines are working harder to due to the diminished efficiency of the batteries. There is also increased risk of battery failures as they near the end of their lives. This necessitates sending the buses to certified vendors for battery pack replacements which results in weeks of downtime.

As there is urgency to the project, the desire is to award the contract as soon as possible. The solicitation schedule calls for receipt of bids and contract award prior to the end of the calendar year (as vendors often seek to bolster sales prior to the end of the year, it may also be advantageous to bid pricing). With cancellation of the December 26 board

BOARD OF DIRECTORS REPORT

meeting, the next meeting is not until January 9. Hence, the request for advance contract award authority.

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: December 12, 2017
Subject: General Manager's Report

Operations, Fleet & Facilities

Many of our employees that reside in Ventura County as well as Carpinteria that have been impacted by the Thomas Fire have continued to report to duty. Management is working closely with our employees to accommodate their needs to care for themselves and their families during this crises. Due to their commitment, local public transit service has, for the most part, continued unhindered to date. Furthermore, management remains in communication with Santa Barbara County OES to ensure MTD's readiness if called upon to assist with evacuations.

All of our local holiday parades include an MTD Shuttle: Downtown Santa Barbara Holiday Parade (December 1st), Old Town Goleta Parade (December 9th), Carpinteria Holiday Parade (December 9th), Milpas Holiday Parade (December 13th), and Peoples' Self-Help Housing Holiday Toy Parade (December 13th) (formerly *Stuff the Bus*). Either the current Shuttles or the new BYD vehicles are used in these truly fun holiday events.

We currently have five Operators in Training. Phillip Hoffart and Joseph Villareal are nearing completion of their training and should be released shortly. Chai Wan, Michael Anderson, and Ron Malik started this past week and are preparing for their DMV testing.

The winter 2017 Bid commenced on November 27th. This bid will continue through March 4, 2018. At that time, we will begin our spring 2018 bid. Sometime within the next several weeks, we will start the bidding process for the next round of changes.

On December 12th, Frank Schipper Construction began the repairs to the portion of the canopy roof damaged by a delivery vehicle last May. The repairs are anticipated to be completed by December 15th.

Staff met with City of Santa Barbara personnel for a second time to discuss changes to MTD's Interim Facility and Operations Plan that were prompted by City staff feedback from the first meeting. City staff approved the changes, which reduces congestion on Chapala Street between Carrillo and Figueroa by spreading out some of MTD's boarding and alighting to adjacent blocks. Staff intends to submit the project plans to the City of Santa Barbara Building Department for a third round of reviews the week of December 11th. Additionally, Staff is working with a consultant on the Invitation for Bids so the project can go out to bid once the City has approved the plans.

Additional Wi-Fi access points have been installed in MTD's maintenance yard to support Wi-Fi farebox probing and remote management of battery-electric bus charging.

MTD has taken delivery of 11 of the 14 BYD replacement vehicles to date, with one more expected to arrive the week of December 11th. Staff has developed a list of items that need to be repaired on various buses before being released into revenue service.

These issues will be addressed back at the BYD factory in the latter half of December. BYD is awaiting parts for the various repairs. Clever Devices technicians continue to perform inspections of their equipment on the BYD buses as they arrive at MTD. A BYD trainer provided a total of six days of onsite instruction on the proper operation and maintenance of the buses to MTD's operations and maintenance teams.

Staff is working through the terms and conditions of the purchase of 17 retired 40' Gillig diesel buses from the San Mateo County Transit District (SamTrans).

Administration

The Community Survey has been closed, and we had an overwhelming response—955 people took our survey. Staff is now working at analyzing the data and will report to the board early next year on findings.

The MTD Board and staff participated in the Downtown Santa Barbara Holiday Parade, riding in a decorated new BYD shuttle. The Mayor and City Council rode in one as well. The vehicles were well-received by parade watchers.

The Single Audit for the 2016-17 fiscal year is completed with no changes to the draft previously provided to the Board. Hardcopies are being prepared and will be available upon request. The audit report will be posted to MTD's website and submitted to the several public agencies requiring copies.

The MTD bus pass ticket vending machine (TVM) has been installed at the Eastside branch of the Santa Barbara Public Library. Following configuration of the machine and setup of data communications with the MTD network—scheduled for later this week—the TVM will be put into service for the public. A public ribbon cutting ceremony with City of Santa Barbara representatives is being scheduled.

Human Resources is pleased to report that 2017 was a very successful recruiting year. Seventeen Bus Operators and three Mechanics have been hired to date, along with the staff position of Fare Revenue Clerk. By the end of the year the Maintenance Night Supervisor position will be filled, and offers extended to CSR candidates who have recently completed the interview process.

Staff submitted the required semi-annual report to Caltrans for the cap-and-trade Low Carbon Transit Operations Program (LCTOP). MTD's only current LCTOP project is the three-year "Ridership Development Marketing Plan."

MTD was randomly selected by the Federal Transit Administration (FTA) for a Drug and Alcohol Compliance Audit. Staff submitted all required documents on November 16 for review by FTA staff and their consultants prior to the site visit. The auditors will be on-site Monday, December 11, and Tuesday, December 12, to complete the audit.