



BOARD OF DIRECTORS MEETING AGENDA

**Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, June 19, 2018
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), David Tabor (Vice Chair), Bill Shelor (Secretary), Olivia Rodriguez (Director), Dick Weinberg (Director), Chuck McQuary (Director), Paula Perotte (Director).

3. REPORT REGARDING POSTING OF AGENDA

CONSENT CALENDAR

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

The Board of Directors will be asked to waive the reading of and approve the draft minutes for the meeting of June 5, 2018.

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

The Board of Directors will be asked to review and approve the Cash Report from May 29, 2018 through June 11, 2018.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board of Directors 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. RENEWAL OF EXCESS WORKERS' COMPENSATION INSURANCE JULY 1, 2018 - (ACTION MAY BE TAKEN)

Staff recommends that the Board of Directors authorize renewal of Excess Workers' Compensation insurance (EWC) with current coverage through California State

BOARD OF DIRECTORS MEETING AGENDA

Association of Counties, Excess Insurance Authority (CSAC EIA) with a Self-Insured Retention (SIR) of \$500,000, at the projected annual premium of \$69,594, effective July 1, 2018 - July 1, 2019.

8. **RENEWAL OF FLOOD INSURANCE- JULY 10, 2018 THROUGH JULY 10, 2019 - (ACTION MAY BE TAKEN)**
Staff recommends that the Board of Directors authorize renewal of the Flood Insurance coverage with Wright National Flood Insurance Company effective July 10, 2018, at a total premium of \$28,130, with a deductible of \$25,000 per coverage.
9. **MTD STAFF EMPLOYEE HANDBOOK - (ACTION MAY BE TAKEN)**
Staff recommends the Board of Directors approve a revision to eligibility language in the Retirement Medical Insurance section of the Staff Employee Handbook ("Handbook"). This Handbook is specific to District Staff and does not apply to employees represented under a collective bargaining agreement.
10. **CAL OES DESIGNATION OF AUTHORIZED AGENT FOR FEMA ASSISTANCE - (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff requests that the Board approve the attached resolution designating General Manager Jerry Estrada as the authorized agent to execute and file agreements with the California Governor's Office of Emergency Services for federal financial assistance for disaster relief.
11. **ADA PARATRANSIT SERVICES MASTER AGREEMENT - (ATTACHMENT - ACTION MAY BE TAKEN)**
Staff recommends that the Board authorize General Manager Estrada to amend the Master Agreement with Easy Lift Transportation for the continued provision of complementary paratransit service, and extend the amended Master Agreement for FY 2018-19.
12. **REPORT ON BRANDING OF NEW BUS ACQUISITIONS - (INFORMATIONAL)**
Staff requests that the Board of Directors receive a presentation and provide input on concepts for paint and decal design schemes for 10 new Gillig buses.
13. **GENERAL MANAGER'S REPORT UPDATE - (INFORMATIONAL)**
 - a. Fleet Update
 - b. Diesel Fuel Contract
14. **OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
The Board will report on other related public transit issues and Committee meetings.
15. **ADJOURNMENT**

AMERICANS 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.



BOARD OF DIRECTORS MEETING MINUTES

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8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101**

- 1. CALL TO ORDER**
Chair Dave Davis called the meeting to order at 8:30 AM.
- 2. ROLL CALL OF THE BOARD MEMBERS**
Chair Davis reported that all members were present.
- 3. REPORT REGARDING POSTING OF AGENDA**
Christina Perry, Administrative Assistant, reported that the agenda was posted on Friday, June 1, 2018, 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)**
The Board of Directors was asked to waive the reading of and approve the draft minutes for the meeting of May 22, 2018.
- 5. CASH REPORT - (ATTACHMENTS - ACTION MAY BE TAKEN)**
The Board of Directors was asked to review and approve the Cash Report from May 15, 2018 through May 28, 2018.

Chair Davis praised Ms. Perry for her work in compiling the summary action minutes.

General Manager Jerry Estrada answered the Board's questions about items in the cash report. Director Olivia Rodriguez moved to approve the consent calendar. Director Paula Perotte seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

- 6. PUBLIC COMMENT**
No public comments were made.

BOARD OF DIRECTORS MEETING MINUTES

7. OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2018-19 - (ATTACHMENT - ACTION MAY BE TAKEN)

General Manager Estrada presented an introduction to the Operating and Capital Budget for Fiscal Year 2018-19.

Assistant General Manager / Controller Brad Davis presented the revised draft budget. The Board asked clarifying questions, which were answered by staff. Mr. Davis also offered a couple of grammatical corrections.

General Manager Estrada thanked Mr. Davis, Assistant Controller Thais Sayat, and staff for their work in compiling the financial update.

Vice Chair David Tabor moved to adopt the revised draft of the Operating and Capital Budget for Fiscal Year 2018-19. Director Chuck McQuary seconded the motion. The motion passed unanimously.

The Board recognized staff for their outstanding preparation of the budget and navigation of fiscal challenges.

8. DRAFT MTD FY 2019 TO FY 2021 OVERALL DBE GOAL - (ATTACHMENT - ACTION MAY BE TAKEN)

Manager of Government Relations and Compliance Steve Maas recommended that the Board of Directors approve MTD's FY 2019 to FY 2021 Proposed "Overall Goal for Disadvantaged Business Enterprise (DBE) Participation in Federal Transit Administration Assisted Programs".

Mr. Maas presented the methodology used to determine the overall 2.8 percent triennial DBE goal and answered Board member's questions.

Director McQuary moved to approve the overall goal for DBE Participation. Director Dick Weinberg seconded the motion. The motion passed unanimously.

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

General Manager Estrada presented items listed in the agenda from the General Manager's Report.

General Manager Estrada reported that staff will submit a grant request to the SCE Charge Ready Transit Bus Program and answered questions related to SCE rates and fees.

General Manager Estrada updated the Board on his May 24th, 2018, meeting with Goleta City Manager Michelle Green and Public Works Director Charlie Ebeling regarding MTD bus stops.

Vice Chair Tabor congratulated General Manager Estrada and staff on the new BYD buses in service and related positive feedback from the community. General Manager recognized Capital Projects Manager Ryan Gripp and Maintenance Manager Rob Lurie working with BYD to bring the project to fruition.

General Manager Estrada notified the Board about an upcoming Daily Nexus report regarding UCSB service and demand; he praised Marketing and Community Relations Manager Hillary Blackerby for her representation of MTD in that interview.

BOARD OF DIRECTORS MEETING MINUTES

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

The Board thanked Council Member Kristen Sneddon for attending the Board meeting. No other business was discussed.

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

No public comments were made.

11. RECESS TO CLOSED SESSION - CONFERENCE WITH REAL PROPERTY NEGOTIATORS - G.C. SECTION 54956.8 - (ACTION MAY BE TAKEN)

The Board met in closed session, pursuant to Government Code §54956.8, regarding the lease of the MTD-owned 5353 Overpass Road Property. Under negotiation was price and/or terms of payment.

Negotiators: MTD by Jerry Estrada, General Manager; Asti Holdings.

No action was taken.

12. ADJOURNMENT

Director Rodriguez moved to adjourn the meeting at 10:20 AM. Vice Chair Tabor seconded the motion. The motion passed unanimously.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of June 19, 2018
For the Period May 29, 2018 through June 11, 2018

MONEY MARKET

Beginning Balance May 29, 2018 **\$4,577,054.06**

SB-325 (LTF)	657,125.34
Measure A Transfer	208,146.91
Passenger Fares	168,261.95
Accounts Receivable	158,120.91
Property Tax Revenue	104,185.53
LCTOP Transfer	14,522.01
Prepays & Advertising	10,352.00
Miscellaneous Income	9,231.57
Prop 1B Cap Revenue	<u>9,185.41</u>
Total Deposits	1,339,131.63

Garn/Escrow Transfers	(965.27)
Bank & CC Fees	(1,369.86)
401(k)/Pension Transfer	(33,246.09)
Workers' Comp	(90,829.52)
Payroll Taxes	(155,468.12)
Payroll	(350,079.04)
Accounts Payable	<u>(500,470.64)</u>
Total Disbursements	(1,132,428.54)

Ending Balance **\$4,783,757.15**

CASH INVESTMENTS

LAIF Account	\$6,436,593.83
Money Market Account	<u>4,783,757.15</u>

Total Cash Balance **\$11,220,350.98**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$4,264,023.09)
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Working Capital **\$6,956,327.89**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
118242	5/31/2018	ABC BUS COMPANIES INC	BUS PARTS	504.62	
118243	5/31/2018	APPLIED MAINTENANCE SUPPLIES	BUS WASH SUPPLIES	446.92	
118244	5/31/2018	AMERICAN ARBITRATION ASSOCI	PROFESSIONAL SERVICES	150.00	
118245	5/31/2018	AMERICAN MOVING PARTS, LLC	BUS PARTS	382.35	
118246	5/31/2018	ASBURY ENVIRONMENTAL	WASTE OIL RECYCLER	70.00	
118247	5/31/2018	B2B PRINTING SERVICES INC.	OFFICE SUPPLIES	346.91	
118248	5/31/2018	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	55.77	
118249	5/31/2018	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	285.28	
118250	5/31/2018	BROWN & BROWN/WHILT FATCH	EARTHQUAKE INSURANCE	13,658.00	
118251	5/31/2018	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	19,531.32	
118252	5/31/2018	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	196.87	
118253	5/31/2018	CALB USA INC.	LFP BATTERIES	1,533.38	
118254	5/31/2018	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	20.23	
118255	5/31/2018	CHANNEL CITY ENGINEERING	SHOP EQUIPMENT REPAIRS	85.00	
118256	5/31/2018	CLEVER DEVICES LTD	AIM EQUIP/INSTALLATION	164,886.76	
118257	5/31/2018	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	256.29	
118258	5/31/2018	CIO SOLUTIONS, LP	IT SERVICES	328.13	
118259	5/31/2018	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	420.43	
118260	5/31/2018	COUNTY OF S.B.PUBLIC WORKS D	WASTE DISPOSAL	155.00	
118261	5/31/2018	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	2,887.50	
118262	5/31/2018	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	3,825.00	
118263	5/31/2018	DRC DIRECT LLC DBA	EV/CHARGER REPAIRS	4,343.85	
118264	5/31/2018	DUSTCONTROL INC.	VACUUM SYSTEM PARTS	1,106.10	
118265	5/31/2018	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	230.55	
118266	5/31/2018	ELECTRONIC DATA MAGNETICS, I	BUS PASSES	6,056.86	
118267	5/31/2018	ERGOMETRICS, INC.	DRIVER TEST SCORING	15.00	
118268	5/31/2018	JERRY ESTRADA	REIMBURSEMENT	387.50	
118269	5/31/2018	FERGUSON ENTERPRISES, INC	SHOP SUPPLIES	186.93	
118270	5/31/2018	FLEET SERVICES, INC.	BUS PARTS	981.18	
118271	5/31/2018	GIBBS INTERNATIONAL INC	BUS PARTS	1,114.28	
118272	5/31/2018	GILLIG LLC	BUS PARTS	9,004.40	
118273	5/31/2018	GRAINGER, INC.	SHOP/B&G SUPPLIES	384.60	
118274	5/31/2018	HI-LINE ELECTRIC COMPANY, INC	BUS PARTS	54.82	
118275	5/31/2018	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	126.86	
118276	5/31/2018	IRON HORSE AUTO BODY OF SB D	SERVICE VEHICLE REPAIRS	767.04	
118277	5/31/2018	INTEGRATED SOFTWARE SYSTEM	WEB SITE CONSULTING	82.50	
118278	5/31/2018	LARA'S AUTO REPAIR DBA	BUS REPAIRS	2,240.95	
118279	5/31/2018	ROBERT H. LURIE	REIMBURSEMENT	120.00	

Check #	Date	Company	Description	Amount	Voids
118280	5/31/2018	MC CORMIX CORP. (OIL)	LUBRICANTS	3,850.54	
118281	5/31/2018	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,463.27	
118282	5/31/2018	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	71.34	
118283	5/31/2018	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	702.25	
118284	5/31/2018	NUVATION ENERGY DBA	BATTERY MANAGEMENT SYSTEMS - I	1,494.23	
118285	5/31/2018	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	2,344.97	
118286	5/31/2018	O'CONNOR PEST CONTROL DBA	FUMIGATION	77.00	
118287	5/31/2018	POWERSTRIDE BATTERY CO.	EV BATTERIES	1,198.43	
118288	5/31/2018	R.C. SIMPSON, INC.	RETAINER FEE	215.00	
118289	5/31/2018	DAVID NOE RIVERA	REIMBURSEMENTS	21.52	
118290	5/31/2018	SANSUM CLINIC	MEDICAL EXAMS	1,100.00	
118291	5/31/2018	SANTA BARBARA FASTENERS, INC	SHOP SUPPLIES	23.12	
118292	5/31/2018	SMITTY'S TOWING SERVICE D	TOWING SERVICES	800.00	
118293	5/31/2018	SM TIRE, CORP.	BUS TIRE MOUNTING	582.50	
118294	5/31/2018	SOUTHWEST LIFT & EQUIPMENT, I	LIFT REPAIRS & SUPPLIES	2,119.62	
118295	5/31/2018	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	1,088.92	
118296	5/31/2018	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	277.21	
118297	5/31/2018	SB CITY OF-REFUSE/WATER	UTILITIES	1,229.50	
118298	5/31/2018	SUZANNE ELLEDGE PLANNING &	CALLE REAL PERMIT SERVICES	9,352.93	
118299	5/31/2018	TELCOM, INC.	VENTURA REPEATER SERVICES	687.50	
118300	5/31/2018	THE MEDCENTER	MEDICAL EXAMS	1,382.00	
118301	5/31/2018	TIMBERWOLF PET PRODUCTS	LEASH FOR W/C RAMPS	237.38	
118302	5/31/2018	TK SERVICE, INC.	BUS PARTS & REPAIRS	282.21	
118303	5/31/2018	TANK TEAM INC.	TANK TESTS	123.00	
118304	5/31/2018	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	62,161.95	
118305	5/31/2018	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	350.49	
118306	5/31/2018	J.C. M. AND ASSOCIATES INC.	UNIFORMS	44,247.82	
118307	5/31/2018	U.S. BANK CORP. PAYMENT SYSTE	CREDIT CARD PURCHASES	2,556.90	
118308	5/31/2018	VALLEY POWER SYSTEMS, INC.	BUS PARTS	540.78	
118309	5/31/2018	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,808.58	
118310	5/31/2018	VENTURA COUNTY OVERHEAD D	B&G REPAIRS & SUPPLIES	855.00	
118311	5/31/2018	VENTURA STEEL, INC.	B&G REPAIRS & SUPPLIES	26.10	
118312	5/31/2018	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	676.38	
118313	5/31/2018	VORTEX INDUSTRIES	REPAIR SHOP DOORS	498.00	
118314	5/31/2018	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	849.40	
118315	5/31/2018	CLARENCE WILLIS	VTT/DRIVERS LICENSE	10.00	
118316	5/31/2018	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	2,332.88	
118317	6/8/2018	DAVID DAVIS JR.	DIRECTOR FEES	360.00	
118318	6/8/2018	STATE OF CALIFORNIA	PAYROLL RELATED	165.00	
118319	6/8/2018	ROBIN GONZALEZ	PR RELATED	250.00	
118320	6/8/2018	CHUCK MCQUARY	DIRECTOR FEES	240.00	

Check #	Date	Company	Description	Amount	Voids
118321	6/8/2018	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
118322	6/8/2018	PAULA A. PEROTTE	DIRECTOR FEES	180.00	
118323	6/8/2018	PETTY CASH - GOMEZ, LILLY	MISC. PURCHASES	435.29	
118324	6/8/2018	OLIVIA RODRIGUEZ	DIRECTOR FEES	240.00	
118325	6/8/2018	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
118326	6/8/2018	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
118327	6/8/2018	WILLIAM JOHN SHELOR	DIRECTOR FEES	120.00	
118328	6/8/2018	SO. CAL. EDISON CO.	UTILITIES	2,567.99	
118329	6/8/2018	SB CITY OF-REFUSE/WATER	UTILITIES	3,943.18	
118330	6/8/2018	DAVID T. TABOR	DIRECTOR FEES	240.00	
118331	6/8/2018	TEAMSTERS PENSION TRUST	UNION PENSION	94,775.44	
118332	6/8/2018	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,233.84	
118333	6/8/2018	RICHARD WEINBERG	DIRECTOR FEES	240.00	
				500,470.64	
Current Cash Report Voided Checks:				0.00	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				\$500,470.64	

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

Date	Company	Description	Amount
5/30/2018	City of SB - Public Works Director	Downtown Shuttle May '18	95,211.25
6/1/2018	MacDonald Media/MUFG Union Ban	Advertising on Buses	16,383.60
6/4/2018	City of SB Creeks Division	Advertising on Buses	300.00
6/5/2018	Department of Rehabilitation	Passes/Passports Sales	584.00
6/5/2018	Moonlight Graphics/Mktg	Advertising on Buses	7,192.80
6/5/2018	UCSB Bookstore	Passes/Passport Sales	5,750.00
6/5/2018	Wells Marketing, LLC	Advertising on Buses	1,344.60
6/6/2018	ASTI Holding Company, LLC	Overpass Property Lease June '18	16,678.46
6/6/2018	Goodwin & Thyne Properties	Advertising on Buses	2,080.00
6/6/2018	UCSB - Parking Services-7001	Passes/Passports Sales	6,732.00
6/7/2018	Jim Haggerty	Retiree - Vision	12.20
6/7/2018	Montecito Bank & Trust	Advertising on Buses	2,840.00
6/11/2018	County of Santa Barbara	Passes/Token Sales	2,352.00
6/11/2018	SB County Public Health (BA)	Advertising on Buses	660.00
Total Accounts Receivable Paid During Period			\$158,120.91



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #7**
DEPARTMENT: RISK
TYPE: ACTION ITEM
PREPARED BY: MARY GREGG _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: RENEWAL OF EXCESS WORKERS' COMPENSATION INSURANCE
 JULY 1, 2018

RECOMMENDATION:

Staff recommends that the Board of Directors authorize renewal of Excess Workers' Compensation insurance (EWC) with current coverage through California State Association of Counties, Excess Insurance Authority (CSAC EIA) with a Self-Insured Retention (SIR) of \$500,000, at the projected annual premium of \$69,594, effective July 1, 2018 - July 1, 2019.

DISCUSSION:

The EWC premium projection is based on MTD's estimated 2018/19 payroll within the Low Safety category pool rating group City/other ("Group"), plus loss rate data through fiscal year end 2017. Rates for the Group are down slightly compared to last year due to a better loss experience. MTD received an even further reduction on its own merit for a better loss experience than the group, resulting in a 3% reduction in rate.

MTD's claim frequency has been stable over the past few years as supported by MTD's Experience Modification Factor (ex-mod) for 2018/19 calculated at 90%. An ex-mod of less than 100% indicates that a loss rate is better than the average. Prior years have also seen a favorable ex-mod, 91% for 2017/18, 91% for 2016/17, and 90% for 2015/16. Additionally, in fiscal year end 2017 fewer claims were filed than the previous year 2016, and fiscal year end 2018 is on track to close with fewer claims than 2017.

BUDGET/FINANCIAL:

Fiscal Year	2018-2019	2017-2018	2016-2017	2015-2016
Renewal Premium	\$69,594*	\$67,510	\$72,539	\$71,087

*Total projected premium is calculated at the rate per \$100 of payroll estimated for the policy period. Factoring in the increase in estimated payroll for 2018/19 of 6%, minus the 3% rate reduction, total projected premium reflects a 3% increase over the current fiscal year. Payroll is audited by CSAC EIA after the close of each fiscal year and total premium is adjusted accordingly.

BOARD OF DIRECTORS REPORT

HISTORICAL:

Pool Rating Group: In 2016/17, CSAC EIA's Board of Directors voted to change the rating methodology for the Public Entity (PE) rating group into two separate actuarially rated groups going forward, "High Safety" and "Low Safety", based on the percent of overall payroll that is safety payroll. The Low Safety group rates offer MTD better premium positioning than if in High Safety. The Underwriting Committee elected to phase in this change to assist with the transition and keep premiums as stable as possible. 2018/19 is the 3rd year in this three year phase.



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #8**
DEPARTMENT: RISK
TYPE: ACTION ITEM
PREPARED BY: MARY GREGG _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: RENEWAL OF FLOOD INSURANCE - JULY 10, 2018 THROUGH
 JULY 10, 2019

RECOMMENDATION:

Staff recommends that the Board of Directors authorize renewal of the Flood Insurance coverage with Wright National Flood Insurance Company effective July 10, 2018, at a total premium of \$28,130, with a deductible of \$25,000 per coverage.

DISCUSSION:

The policy covers all buildings and their contents at 550 Olive Street as follows: administrative, fuel service island, bus wash, carport, and maintenance. Coverage complies with the FTA requirement that grantees with federally-funded buildings located in a flood zone must purchase flood insurance for those properties. Flood coverage and underwriting rules are established by the National Flood Insurance Program (NFIP). Insurance companies are contracted to underwrite the flood policies and base pricing for flood zones is set by FEMA.

Per the City of Santa Barbara’s Flood Insurance Rate Maps (FIRMS), MTD is in Zone AH, defined as “Areas subject to inundation by 1-percent-annual chance shallow flooding (usually areas of ponding) where average depths are between one and three feet. Base Flood Elevations (BFEs) derived from detailed hydraulic analyses are shown in this zone.”

BUDGET/FINANCIAL:

	Renewal 2018-2019	Expiring 2017-2018	Prior 2016-2017	Prior 2015-2016
Administration	\$ 6,993	\$ 6,880	\$ 6,762	\$ 6,230
Fuel Service Island	\$ 6,188	\$ 6,145	\$ 6,085	\$ 5,682
Bus Wash	\$ 3,725	\$ 3,703	\$ 3,657	\$ 3,461
Carport	\$ 4,231	\$ 4,135	\$ 4,028	\$ 3,728
Maintenance	\$ 6,993	\$ 6,880	\$ 6,762	\$ 6,230
Total	\$ 28,130	\$ 27,743	\$ 27,294	\$ 25,331



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #9**
DEPARTMENT: HUMAN RESOURCES
TYPE: ACTION ITEM
PREPARED BY: MARY GREGG _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: MTD STAFF EMPLOYEE HANDBOOK

RECOMMENDATION:

Staff recommends that the Board of Directors approve a revision to eligibility language in the Retirement Medical Insurance section of the Staff Employee Handbook ("Handbook"). This Handbook is specific to District Staff and does not apply to employees represented under a collective bargaining agreement.

DISCUSSION:

The District supports retirement health benefits via a reimbursement program to eligible retirees who have chosen their own individual plan(s). A maximum reimbursement benefit was established effective July 1, 2012 of two hundred eighty-five dollars (\$285) per month. Retirees are responsible for deductibles and co-payments and their own Medicare Part B premiums. Staff is recommending to the Board to set a sunset date on this benefit effective July 1, 2018.

Eligibility for the reimbursement benefit is defined in the Handbook, as follows:

If they meet the following, regular full-time employees are entitled to reimbursement for medical insurance for them and their spouse until death of the retired MTD employee.

Qualifications:

- *Employed for 20 full-time years at MTD*
- *At least 65 years old at retirement*
- *Employee voluntarily retires from MTD employment*

Additional language will be added to the top of the Qualifications list to read:

- *Hired on or before June 30, 2018*
- *Employees hired on or after July 1, 2018 will not be entitled to this benefit*

BOARD OF DIRECTORS REPORT

HISTORICAL:

Staff revised the Staff Employee Handbook after comprehensive review completed by the District's HR Committee, as well as review by MTD's labor attorney, Trevor Large of BFAS, LLP. MTD's Board of Directors approved the revised Handbook April 19, 2016. The revised Handbook reflected updates to California State and Federal regulations, where they pertained, as well as inclusion of new labor laws that had been passed since the last revision to the handbook was made February 24, 2011. The revision also presented the opportunity to incorporate into the handbook MTD policies provided during the new hire process.



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #10**
DEPARTMENT: FINANCE
TYPE: ACTION ITEM
PREPARED BY: BRAD DAVIS _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: CAL OES DESIGNATION OF AUTHORIZED AGENT FOR FEMA ASSISTANCE

RECOMMENDATION:

Staff requests that the Board of Directors approve the attached resolution designating General Manager Jerry Estrada as the authorized agent to execute and file agreements with the California Governor’s Office of Emergency Services for federal financial assistance for disaster relief.

DISCUSSION:

Staff has previously prepared and filed a claim for assistance from the Federal Emergency Management Agency (FEMA) for the reimbursement of costs incurred by MTD as a result of the Thomas Fire and the Montecito Debris Flow events of last December and January, respectively. The California Governor’s Office of Emergency Services (Cal OES) is the actual applicant with FEMA for disaster relief for all California local public agencies. Cal OES recently informed MTD that two items were required to finalize the claim: the resolution naming MTD’s authorized official for submitting the claim; and execution of Cal OES Project Assurances for Federal Assistance by such designated agent.

The resolution provides the choice of naming the designated person specifically for the current disaster or for any claims filed in the next three years. Staff recommends the latter.

ATTACHMENT:

- Designation for Applicant’s Agent Resolution for Non-State Agencies

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #11**
DEPARTMENT: FINANCE
TYPE: ACTION ITEM
PREPARED BY: JERRY ESTRADA _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: ADA PARATRANSIT SERVICES MASTER AGREEMENT

RECOMMENDATION:

Staff recommends that the Board of Directors authorize General Manager Estrada to amend the Master Agreement with Easy Lift Transportation for the continued provision of complementary paratransit service, and extend the amended Master Agreement for FY 2018-19.

DISCUSSION:

Federal law, the Americans with Disabilities Act of 1990 (ADA), requires operators of public transit service to provide "complementary paratransit service" for persons who cannot utilize fixed-route bus service. MTD must ensure that paratransit service is available for such persons whenever and wherever MTD provides fixed-route bus service. From the signing of the ADA into law to the present day, MTD has complied with this unfunded mandate by providing an operating subsidy to Easy Lift for their paratransit service. This arrangement has worked well for the community as well as for both agencies, and MTD and Easy Lift staffs have had a good working relationship.

Following extensive discussions between the two agencies, staff recommends that the Master Agreement be amended in accordance with the attached Amendment 1 to increase the operating subsidy provided to Easy Lift for FY 2018-19 in excess of that included in MTD's approved Fiscal Year 2018-19 Operating and Capital Budget.

ATTACHMENT:

- Amendment 1 to the ADA Paratransit Services Master Agreement with Easy Lift Transportation, Inc.

AMENDMENT No. 1
Santa Barbara Metropolitan Transit District
ADA Paratransit Services
MASTER AGREEMENT with EASY LIFT TRANSPORTATION, INC.

This first amendment to the ADA Paratransit Services Master Agreement with Easy Lift Transportation, Inc. ("Master Agreement") is entered into by and between the **SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**, an incorporated transit district under Sections 95000, et seq., of the California Public Utilities Code ("MTD"), and **EASY LIFT TRANSPORTATION, INC.**, a corporation ("Easy Lift") (collectively, "the parties"), at Santa Barbara, California, as of the last date set forth below with the signatures confirming execution of this amendment.

RECITALS

WHEREAS, the parties have historically agreed to collaborate to provide ADA complementary paratransit service; and

WHEREAS, on or about April 19, 2016, the parties executed the Master Agreement; and

WHEREAS, the General Manager of MTD and the Executive Director of Easy Lift approved the extension of that agreement, as provided in Section 10 of the Master Agreement; and

WHEREAS, Easy Lift has requested an adjustment in the maximum amount of annual compensation to be paid by MTD to Easy Lift for fiscal year 2018-19 for the services Easy Lift provides pursuant to the Master Agreement; and

WHEREAS, on or about June 5, 2018, the Board of Directors of MTD approved a Fiscal Year 2018-19 Operating and Capital Budget providing for maximum compensation to Easy Lift of \$899,562 for fiscal year 2018-19; and

WHEREAS, the parties agree to begin discussions toward a multi-year extension in July, 2018 with the goal of reaching an accord by the end of the 2018 calendar year; and

WHEREAS, to continue their collaborative relationship, the parties desire to amend the parties' existing Master Agreement to provide additional funding for the ADA complimentary paratransit requirements of MTD within MTD's existing service area.

NOW, THEREFORE, MTD AND EASY LIFT DO MUTUALLY AGREE AS FOLLOWS:

1. In lieu of calculating fiscal year 2018-19 compensation to be paid by MTD to Easy Lift, as provided in Section 10 of the Master Agreement, MTD shall pay Easy Lift a maximum of \$941,962 for fiscal year 2018-19 for operating expenses to provide the transportation services described therein between July 1, 2018 and June 30, 2019. The amount of this maximum payment in excess of what was approved by MTD's Board of Directors on June 5, 2018 is intended to offset Easy Lift's increased driver costs.

2. Capitalization of Specified Equipment:
MTD agrees to the following equipment being acquired by Easy Lift and capitalized for the amount shown:

(1) Paratransit Van, the total cost of which shall not exceed \$50,000.

The above vehicle will be purchased by Easy Lift and billed to MTD for its actual cost, not to exceed the amount cited above. MTD will reimburse Easy Lift for the actual cost of the vehicle. Easy Lift will retain title to the vehicle. However, title and ownership of the vehicle will revert to MTD upon termination of this (or any successor) agreement for ADA Paratransit Services and the title documents will be returned to MTD within 30-days of any such termination.

3. In all other respects, the Master Agreement shall remain unchanged and in full effect.

IN WITNESS WHEREOF, the parties hereto have executed this first amendment to the Master Agreement on the last date set forth below the signatures executing this agreement.

Santa Barbara Metropolitan
Transit District

Easy Lift Transportation, Inc.

General Manager

Executive Director

Date

Date



BOARD OF DIRECTORS REPORT

MEETING DATE: JUNE 19, 2018 **AGENDA ITEM: #12**
DEPARTMENT: MARKETING
TYPE: INFORMATIONAL ITEM
PREPARED BY: HILLARY BLACKERBY _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: REPORT ON BRANDING OF NEW BUS ACQUISITIONS

RECOMMENDATION:

That the Board of Directors receive a presentation and provide input on concepts for paint and decal design schemes for 10 new Gillig buses.

Due to a fortunate acceleration of the production schedule of the 10 40' Gillig diesel buses currently on order, pre-production has officially begun. MTD's marketing firm, Celtis Ventures, has assisted staff in drafting the exterior design for these buses.

In April 2017, the Board of Directors officially re-branded the agency with the adoption of a new logo and color scheme. Agency assets have slowly transitioned to match the new branding and the most visible and iconic asset is our fleet.

Per MTD's 5 Year Marketing and Communications Plan, adopted in July 2017, the first buses to carry the new color scheme will be this order of 10 diesel buses.

Further outreach will consist of input from the Operations and Maintenance Departments (including drivers), and targeted outreach to riders.

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: June 19, 2018
Subject: General Manager's Report

Operations, Fleet & Facilities

Operations welcomes our newest Operator in training, Sid Sidhu, who started his career here on May 31, 2018. He joins the other trainee, David Rivera, in pursuit of their commercial licenses and MTD training. Verification of Transit Training (VTT) was conducted the week of June 4, 2018. As mentioned before, these educational training classes are a requirement of anyone holding a Class B license with a passenger endorsement. Our next set of classes will take place sometime in mid-August, just prior to the start of the fall 2018 Bid. The driver summer bid started this week, and will run through August 19, 2018. It is our shortest bid and the simplest, due to most schools being out. We will be starting the bidding process for our next set of service changes, to begin on August 20, 2018.

Five of the Samtrans Gillig buses have been upgraded with the Clever Devices and Apollo Video ITS systems. One step remains to complete the upgrade process on the buses. Because the exterior destination signs on the Samtrans buses are made by a different manufacturer than is used on all other MTD buses, reprogramming of the signs is necessary to enable communications with Clever Devices for automated destination sign changes. This process is expected to be completed shortly.

The CARB workshop for the new Innovative Clean Transit mandate is June 13th, 2018 in Sacramento. Staff will listen in on the meeting. Mandates for zero emission buses and renewable diesel fuel are on the agenda. The MTD is now classified as a large transit fleet with over 100 buses.

On June 6th staff submitted an application for SCE's Charge Ready Transit Bus Program. Program award recipients will be provided with funding for charging infrastructure installation projects. Awardees will also receive rebates to offset the costs of buying and installing electric bus charging equipment. Although MTD's knowledge and experience with electric buses make the District a good candidate, preference will go to agencies that service disadvantaged communities (DAC) as defined by SB 535. Currently, MTD does not provide transit service to any DACs.

CALSTART, a California based clean transportation consulting group, partnered with Ohio State University's Center for Automotive Research and is surveying transit agencies that operate battery-electric buses to get general feedback about their experience. The goal of the collaboration between CALSTART and Ohio State University is to advance the electric vehicle industry by helping to improve the technology and remove barriers. On June 6th CALSTART representatives asked staff about successes and failures of MTD's electric vehicle program.

Administration

As the next step in the re-branding of the agency, MTD bus operators recently began wearing newly branded uniforms in blue, teal, grey and black.

Staff attended a meeting of the Santa Barbara County Association of Governments' (SBCAG's) Technical Transportation Advisory Committee (TTAC) on Thursday, June 7, 2018. MTD is a voting member of the committee. TTAC recommended that the SBCAG board approve the FY 2018/19 Local Transportation Fund (LTF) allocations, and reviewed and provided comments on the Draft 2019 Federal Transportation Improvement Program.

Staff met with SBCAG staff on Wednesday, June 13, 2018, to review potential Americans with Disabilities Act (ADA) improvements to Goleta bus stops on Castilian Drive and Cortona Drive that are currently used by the Coastal Express and Clean Air Express. If those stops can be made ADA-compliant, MTD may revise the Amtrak connecting service to serve them. Staff submitted the May monthly ridership and safety and security reports to the Federal Transit Administration's National Transit Database, as required.

Planning has focused on finalizing the Clever Devices interface with the June bid, which resulted in a successful rollout on June 11, 2018, and on preparing the August bid. In addition to the recently-approved August changes, staff is working on an August reconfiguration of the Downtown-Waterfront Shuttle routes to be more compatible with Clever Devices and the Bus Tracker app. This reconfiguration will be invisible to the passengers. Staff plans an August bid round table on June 19, 2018.

The solicitation documents for the invitation for bids for diesel fuel have been completed and staff is now in a position to carry out the bid process with the seven prequalified bidders. Once the decision to move forward is made, the solicitation process can be completed within two weeks.

With the end of the fiscal year near at hand, the financial audit process has begun. McGowan Guntermann has provided the comprehensive list of items and schedules required for the audit and Accounting staff has begun putting items together for the early audit needs. The annual comprehensive bus parts inventory is scheduled for the weekend of June 30 and July 1. We are in the last of a three-year contract for inventory counting services with Compucount.