



BOARD OF DIRECTORS MEETING AGENDA

**Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, October 16, 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 October 2, 2018.

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

The Board of Directors will be asked to review and approve the Cash Report from September 25, 2018, through October 8, 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. ANNUAL OPERATING & RISK REPORT - (INFORMATIONAL)

Staff will update the Board of Directors on Operations and Risk department activities for the past fiscal year.

BOARD OF DIRECTORS MEETING AGENDA
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8. **PUBLIC TRANSPORTATION AGENCY SAFETY PLAN - (INFORMATIONAL)**
Staff will request that the Board receive an update on the upcoming Federal Transit Administration (FTA) requirement to prepare a Public Transportation Agency Safety Plan.
9. **AUGUST SERVICE UPDATE - (INFORMATIONAL)**
Staff will provide a brief update on the 2018 service changes that began on August 20, 2018.
10. **GENERAL MANAGER'S REPORT UPDATE - (INFORMATIONAL)**
 - a. First/Last Mile Amtrak Service to UCSB
 - b. SBPD Training Assistance
 - c. New Day Pass
 - d. Hiring Update
 - e. Technology Update
11. **OTHER BUSINESS AND REPORTS - (ACTION MAY BE TAKEN)**
The Board will report on other related public transit issues and Committee meetings.

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

12. **RECESS TO CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (ACTION MAY BE TAKEN)**
The Board will meet in closed session, pursuant to Government Code § 54957, to evaluate the performance of the District's General Manager.
13. **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 DRAFT MINUTES

**Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, October 2, 2018
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 8:35 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 Lead, reported that the agenda was posted on Friday, September 28, 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 September 18, 2018.

Director Chuck McQuary moved to approve the minutes. Vice Chair David Tabor seconded the motion. The motion passed with abstentions from Director Paula Perotte and Director Dick Weinberg.

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

The Board of Directors was asked to review and approve the Cash Report from September 11, 2018, through September 24, 2018.

Director Olivia Rodriguez moved to approve the cash report. Director McQuary seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

No public comments were made.

BOARD OF DIRECTORS MEETING DRAFT MINUTES

7. COMMUNITY ENVIRONMENTAL COUNCIL & SIERRA CLUB PRESENTATION – ZERO EMISSION BUSES - (ATTACHMENT - ACTION MAY BE TAKEN)

Michael Chiacos, Energy and Climate Program Director for the Community Environmental Council (CEC), and Jonathan Ullman, Chapter Director of the Los Padres Sierra Club, delivered a presentation to the Board urging MTD to set a goal of 100% zero-emission buses (ZEBs) by 2030.

Public comment was given by Rondi Guthrie, Government Relations Manager for Southern California Edison (SCE), regarding future and existing programs offered by SCE to support transit agency electrification. Additional public comment in support of setting a 2030 ZEB goal was given by: Luz Reyes-Martin, Executive Director of Public Affairs and Communications at Santa Barbara City College (SBCC); Chris DeVries, representing the Santa Barbara Climate Reality Leadership Chapter and the CEC Partnership Council; and Katie Davis, Chair of the Santa Barbara Sierra Club.

Chair Davis noted that 147 public comments were received via email prior to the Board meeting.

General Manager Jerry Estrada thanked the Sierra Club, the CEC, and members of the public for attending the meeting. He provided additional information about the California Air Resources Board (CARB) Innovative Clean Transit (ICT) measure and infrastructure needs. Additionally, General Manager Estrada noted that MTD is still being considered for a grant from SCE's Charge Ready Program and is communicating with Gold Coast Transit District about a future collaborative grant proposal.

Staff recommended that this matter be referred to the Fleet & Facilities Committee.

Chair Davis disclosed that he serves on the CEC President's Council and is the acting Vice President of the Environmental Defense Center Board of Directors and Advisory Board; he has no financial interest or remuneration from those affiliations, and therefore has no financial conflict of interest.

Staff answered the Board's questions and Board members stated their interest in a zero-emissions goal, per the Fleet and Facilities Committee's recommendation.

Director McQuary moved to refer the matter to the Fleet and Facilities Committee for further consideration. Director Rodriguez seconded the motion. The motion was approved unanimously.

Chair Davis thanked the members of the public for their advocacy.

8. STAFF HEALTH INSURANCE RENEWAL EFFECTIVE JANUARY 1, 2019 - (ACTION MAY BE TAKEN)

Mary Gregg, Manager of Human Resources and Risk, recommended that the Board of Directors authorize the General Manager to renew staff health insurance policies for the plan year effective January 1, 2019.

Director Rodriguez moved to authorize General Manager Estrada to renew staff health insurance policies. Director Tabor seconded the motion. The motion was approved unanimously.

BOARD OF DIRECTORS MEETING DRAFT MINUTES

9. 457(b) DEFERRED COMPENSATION PLAN AMENDMENT - (ATTACHMENT - ACTION MAY BE TAKEN)

General Manager Estrada summarized an amendment to the District's 457(b) Deferred Compensation Plan for represented employees to modify the Normal Retirement Age from 65 years of age to any age the Plan Participant chooses between 65 and 70½.

Director McQuary moved to authorize the amendment. Secretary Bill Shelor seconded the motion. The motion passed unanimously.

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

General Manager Estrada presented a brief informational update of the following topics: Transit Center renovation permit approval, transit fleet infrastructure electrification, transit funding update, Smart Card project, staffing and hiring, OPEB, and procurement policy.

11. COMMUNICATIONS - (ATTACHMENT - ACTION MAY BE TAKEN)

General Manager Estrada presented a letter from MTD General Counsel Douglas Large of Buynak, Fauver, Archibald & Spray, LLP. As a legal representative for The Towbes Group, which has been selected to submit a proposal for development of the Calle Real property, Mr. Large has informed MTD that his firm will not participate in this candidate selection process to avoid any conflict of interest.

General Manager Estrada noted that the consideration of MTD's legal counsel for selection of the Calle Real developer will be referred to the Calle Real Ad Hoc committee.

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

No other business was covered.

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

13. RECESS TO CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (ACTION MAY BE TAKEN)

The Board met in closed session, pursuant to Government Code § 54957, to evaluate the performance of the District's General Manager.

No public comments were made.

Chair Davis stated that the Board would stand in recess to closed session at 9:51 AM.

At the end of the closed session, Chair Davis stated that no reportable action was taken.

14. ADJOURNMENT

Chair Davis reported out that the meeting was adjourned at 9:59 AM.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of October 16, 2018
For the Period September 25, 2018 through October 8, 2018

MONEY MARKET

Beginning Balance September 25, 2018 **\$5,912,329.49**

Accounts Receivable	1,533,232.26
Passenger Fares	128,041.74
Prop 1B Cap Revenue	88,293.75
LCTOP Transfer	6,419.20
Miscellaneous Income	4,117.02
Prepays & Advertising	1,528.00
Measure A Transfer	<u>.02</u>
Total Deposits	1,761,631.99

Miscellaneous Transfers	(896.62)
401(k)/Pension Transfer	(36,512.28)
Payroll Taxes	(157,272.81)
Accounts Payable	(235,439.13)
Payroll	<u>(361,249.72)</u>
Total Disbursements	(791,370.56)

Ending Balance **\$6,882,590.92**

CASH INVESTMENTS

LAIF Account	\$8,467,135.96
Money Market Account	<u>6,882,590.92</u>

Total Cash Balance **\$15,349,726.88**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$4,640,451.02)
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Working Capital **\$10,709,275.86**

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

Date	Company	Description	Amount
9/25/2018	Cal OES	FEMA Reimbursement - Federal Portion	3,758.00
9/27/2018	City of S.B. Waterfront Department	Waterfront Shuttle-Cruise Ship 9/8/18	3,272.08
9/27/2018	City of SB - Public Works Director	Downtown Shuttle Aug '18	92,590.92
9/27/2018	UCSB Bookstore	Passes/Passport Sales	9,337.50
9/27/2018	UCSB Bookstore	Passes/Passport Sales	1,562.50
10/1/2018	Local Transportation Fund	SB 325 - Sep '18	661,989.50
10/1/2018	Measure A, Section 3 LSTI	Measure A Funds Sep '18	177,238.08
10/1/2018	UCSB - Parking Services-7001	Passes/Passports Sales	6,376.00
10/2/2018	SB School District	Passes/Token Sales	2,045.00
10/3/2018	Jim Haggerty	Retiree - Vision	12.20
10/4/2018	ASTI Holding Company, LLC	Overpass Property Lease Oct '18	16,678.46
10/4/2018	City of SB - Public Works Director	Downtown Shuttle Sep '18	94,851.67
10/4/2018	Cottage Hospital	Passes/Token Sales	393.75
10/4/2018	MedBridge	Advertising on Buses	300.00
10/4/2018	Wells Marketing, LLC	Advertising on Buses	1,344.60
10/5/2018	SBCC - Contract Fares	Contract Fares Summer I 2018	31,654.00
10/5/2018	SBCC - Contract Fares	Contract Fares Summer II 2018	38,052.00
10/5/2018	SBCC - Contract Fares	Contract Fares Fall 2018 Oct-Dec	293,832.00
10/5/2018	SBCC - Contract Fares	Contract Fares Fall 2018 Sep	97,944.00
Total Accounts Receivable Paid During Period			\$1,533,232.26

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
118930	8/24/2018	EASY LIFT TRANSPORTATION, INC	MONTHLY ADA SUBSIDY	78,496.83	V
119211	9/28/2018	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	420.43	
119212	9/28/2018	EASY LIFT TRANSPORTATION, INC	MONTHLY ADA SUBSIDY	78,496.83	
119213	9/28/2018	FEDEX dba	FREIGHT CHARGES	261.32	
119214	9/28/2018	STATE OF CALIFORNIA	PAYROLL RELATED	199.48	
119215	9/28/2018	ROBIN GONZALEZ	PR RELATED	250.00	
119216	9/28/2018	NATIONAL DRIVE	PAYROLL DEDUCTION	48.00	
119217	9/28/2018	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	26,703.01	
119218	9/28/2018	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
119219	9/28/2018	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
119220	9/28/2018	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
119221	9/28/2018	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
119222	9/28/2018	SB CITY OF-REFUSE/WATER	UTILITIES	1,096.93	
119223	9/28/2018	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	451.64	
119224	9/28/2018	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
119225	9/28/2018	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	669.87	
119226	9/28/2018	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	48.00	
119227	10/4/2018	ABC BUS COMPANIES INC	BUS PARTS	400.24	
119228	10/4/2018	AMERICAN MOVING PARTS, LLC	BUS PARTS	62.34	
119229	10/4/2018	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	1,665.30	
119230	10/4/2018	ASBURY ENVIRONMENTAL	WASTE OIL RECYCLER	95.00	
119231	10/4/2018	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	384.00	
119232	10/4/2018	BAY ALARM COMPANY, INC	ALARM CONTRACT	342.87	
119233	10/4/2018	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	401.83	
119234	10/4/2018	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	285.28	
119235	10/4/2018	BOONE PRINTING AND GRAPHICS,	PRINTING SERVICES	88.47	
119236	10/4/2018	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	18,881.14	
119237	10/4/2018	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	675.76	
119238	10/4/2018	CAPITOL HARDWARE & BUILDING	B&G SUPPLIES	226.16	
119239	10/4/2018	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	236.13	
119240	10/4/2018	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	256.29	
119241	10/4/2018	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	1,573.96	
119242	10/4/2018	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	0.00	V
119243	10/4/2018	CUMMINS PACIFIC, LLC	BUS PARTS & REPAIRS	12,447.46	
119244	10/4/2018	DAL POZZO TIRE CORP.	TIRE REPAIR/MOUNTING	55.00	
119245	10/4/2018	DIESEL FORWARD, INC.	BUS PARTS	348.20	
119246	10/4/2018	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	471.89	
119247	10/4/2018	ELECTRONIC DATA MAGNETICS, I	BUS PASSES	15,007.50	

Check #	Date	Company	Description	Amount	Voids
119248	10/4/2018	FLEET SERVICES, INC.	BUS PARTS	211.25	
119249	10/4/2018	FTI SERVICES, INC.	IT SUPPORT SERVICES	256.50	
119250	10/4/2018	GENFARE, A DIVISION OF SPX COR	FAREBOX REPAIRS & PARTS	146.56	
119251	10/4/2018	GIBBS INTERNATIONAL INC	BUS PARTS	1,651.80	
119252	10/4/2018	GILLIG LLC	BUS PARTS	2,811.37	
119253	10/4/2018	GOGETTERS, LLC DBA	COURIER SERVICES	75.00	
119254	10/4/2018	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	13,239.38	
119255	10/4/2018	GRAINGER, INC.	SHOP/B&G SUPPLIES	289.96	
119256	10/4/2018	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	58.28	
119257	10/4/2018	RYAN GRIPP	REIMBURSEMENTS	162.29	
119258	10/4/2018	HAYWARD LUMBER	SHOP SUPPLIES	93.60	
119259	10/4/2018	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	0.00	V
119260	10/4/2018	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	284.14	
119261	10/4/2018	JANEK CORP	BUS PARTS	1,141.88	
119262	10/4/2018	LAWSON PRODUCTS INC	SHOP SUPPLIES	354.47	
119263	10/4/2018	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	511.67	
119264	10/4/2018	MC CORMIX CORP. (OIL)	LUBRICANTS	2,997.52	
119265	10/4/2018	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,941.45	
119266	10/4/2018	MICHAEL A. MENDOZA	DMV/VTT REIMBURSEMENT	55.00	
119267	10/4/2018	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	6,032.33	
119268	10/4/2018	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	47.20	
119269	10/4/2018	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,132.75	
119270	10/4/2018	NEW PIG CORP.	B/G SUPPLIES (OF)	1,859.21	
119271	10/4/2018	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	634.01	
119272	10/4/2018	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	897.69	
119273	10/4/2018	N/S CORPORATION	BUS WASHER PARTS	3,590.07	
119274	10/4/2018	JOHN F. O'GRADY	DMV/VTT REIMBURSEMENT	55.00	
119275	10/4/2018	PETTY CASH- PERRY, CHRISTINA	MISC. PURCHASES	297.52	
119276	10/4/2018	PITNEY BOWES INC	POSTAGE METER QTRLY CHARGES	323.49	
119277	10/4/2018	FRANK REYNOSO	DMV/VTT REIMBURSEMENT	55.00	
119278	10/4/2018	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	298.90	
119279	10/4/2018	SANSUM CLINIC	MEDICAL EXAMS	190.00	
119280	10/4/2018	SANTA BARBARA HOSE & SUPPLY,	BUS PARTS	173.73	
119281	10/4/2018	SILVAS OIL CO., INC.	LUBRICANTS	423.21	
119282	10/4/2018	SANTA BARBARA TROPHY	DRIVER NAME PLATES	62.64	
119283	10/4/2018	SM TIRE, CORP.	BUS TIRE MOUNTING	140.00	
119284	10/4/2018	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	136.23	
119285	10/4/2018	SO. CAL. EDISON CO.	UTILITIES	10,112.00	
119286	10/4/2018	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	516.54	
119287	10/4/2018	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	539.56	
119288	10/4/2018	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	1,103.83	

Check #	Date	Company	Description	Amount	Voids
119289	10/4/2018	SB CITY OF-REFUSE/WATER	UTILITIES	3,026.48	
119290	10/4/2018	SUPER BEE RESCUE AND REMOVA	BEE REMOVAL SERVICE	150.00	
119291	10/4/2018	SUZANNE ELLEDGE PLANNING &	CALLE REAL PERMIT SERVICES	5,439.50	
119292	10/4/2018	TK SERVICE, INC.	BUS PARTS & REPAIRS	1,452.40	
119293	10/4/2018	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	46,917.89	
119294	10/4/2018	UNITED REFRIGERATION INC.	BUS AIR CONDITIONING SUPPLIES	910.82	
119295	10/4/2018	U.S. BANK CORP. PAYMENT SYSTE	CREDIT CARD PURCHASES	6,647.37	
119296	10/4/2018	VALLEY POWER SYSTEMS, INC.	BUS PARTS	10,291.22	
119297	10/4/2018	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,951.49	
119298	10/4/2018	VENTURA COUNTY STAR DBA	PUBLIC NOTICE ADS	785.70	
119299	10/4/2018	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	428.55	
119300	10/4/2018	WORKER'S COMPENSATION ADMI	PROFESSIONAL SERVICES	14,747.25	
119301	10/4/2018	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	1,803.93	
				313,935.96	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	78,496.83
				Grand Total:	\$235,439.13



BOARD OF DIRECTORS REPORT

MEETING DATE:	OCTOBER 16, 2018	AGENDA ITEM: #7
DEPARTMENT:	OPERATIONS AND RISK	
TYPE:	INFORMATIONAL	
PREPARED BY:	BILL MORRIS AND MARY GREGG	_____
		<i>Signature</i>
REVIEWED BY:	GENERAL MANAGER	_____
		<i>Signature</i>
SUBJECT:	ANNUAL OPERATIONS & RISK REPORT UPDATE	

DISCUSSION:

Staff will update the Board of Directors on Operations and Risk department activities for the past fiscal year.



BOARD OF DIRECTORS REPORT

MEETING DATE: OCTOBER 16, 2018 **AGENDA ITEM: #8**
DEPARTMENT: RISK
TYPE: INFORMATIONAL
PREPARED BY: MARY GREGG _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

RECOMMENDATION:

Staff recommend that the Board receive an update on the upcoming Federal Transit Administration (FTA) requirement to prepare a Public Transportation Agency Safety Plan.

DISCUSSION:

Background

The Federal Transit Administration (FTA) has recently added two new unfunded mandates required of recipients of Federal transit funds:

- Transit Asset Management (TAM)
- Public Transportation Agency Safety (PTAS).

Staff prepared a TAM Plan, which was adopted by the Board of Directors on September 4, 2018. The FTA requires every public transportation agency to adopt a PTAS Plan by July 19, 2020. The PTAS Plan must be coordinated with the TAM Plan, and achieving and maintaining a capital asset State of Good Repair (SGR) will be an integral element of the PTAS Plan. Similar to TAM, the development of a PTAS Plan will be the first step in what will be an ongoing process that requires continuing attention to achieve and maintain MTD’s safety performance targets.

Easy Lift receives FTA Section 5307 funds from MTD to provide ADA paratransit service. Thus, they must be covered by a PTAS Plan. According to FTA staff, it is MTD’s decision whether that service is included in MTD’s Plan, or in a stand-alone Easy Lift Plan. (MTD chose to include Easy Lift revenue vehicles in MTD’s TAM Plan.)

Safety Management Systems

The final rule outlining PTAS requirements states that the PTAS Plan must follow a “Safety Management Systems” (SMS) approach. The required components of an SMS approach are listed below.

BOARD OF DIRECTORS REPORT

- 1) Safety Management Policy.
 - a) Approved by the Board of Directors.
 - b) States the agency's safety objectives.
 - c) States the policies, procedures, and structures necessary to achieve those objectives.
- 2) Safety Risk Management.
 - a) Methods for identifying and evaluating safety risks.
 - b) Strategies to minimize exposure to hazards and unsafe conditions.
 - c) A process and timeline for conducting an annual review and update of the PTASP.
- 3) Safety Assurance.
 - a) Safety performance monitoring and measurement.
 - b) Performance targets based on the safety performance criteria and state of good repair standards set out in the National Public Transportation Safety Plan.
- 4) Safety Promotion.
 - a) Assignment of an adequately trained Chief Safety Officer or SMS Executive.
 - b) Implementation of a comprehensive safety training program for agency employees and contractors directly responsible for safety in the agency's public transportation system.

Large vs. Small Provider

In the PTAS final rule, small providers are allowed to identify a Chief Safety Officer who may serve other functions within the agency. There are additional minor reductions in the requirements for a small provider compared to a large provider.

According to the wording of the PTAS final rule, MTD would be classified as a large provider with 101 or more revenue vehicles in service at peak. This is because the count would include the ADA paratransit vehicles operated by Easy Lift. However, FTA staff has informed MTD that it was their intent that the PTAS definition of small provider would match that in the TAM final rule. Thus, it is likely that MTD will initially be classified as a small provider in PTAS. However, MTD currently operates 93 revenue vehicles at peak. This is approaching the 101 or more level that would qualify MTD as a large provider in PTAS and TAM. It is possible that MTD will reach or exceed this level prior to the PTAS Plan due date of July 19, 2020.

Safety Training & Communication

PTAS requires a staff training program, as mentioned above. A transit agency must establish and implement a comprehensive safety training program for all agency employees and contractors who are directly responsible for safety. Additionally, the agency must communicate safety information throughout the agency's organization that conveys information on hazards and safety risks and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program. Each agency is expected to develop its own program to accomplish these requirements.



BOARD OF DIRECTORS REPORT

MEETING DATE:	OCTOBER 16, 2018	AGENDA ITEM: #9
DEPARTMENT:	PLANNING	
TYPE:	INFORMATIONAL ITEM	
PREPARED BY:	HILLARY BLACKERBY	_____
		<i>Signature</i>
REVIEWED BY:	GENERAL MANAGER	_____
		<i>Signature</i>
SUBJECT:	AUGUST 2018 SERVICE CHANGES UPDATES	

DISCUSSION:

Staff will provide a brief update on the 2018 service changes that began on August 20, 2018.

MTD made the following changes to address on-time performance and route needs:

- Line 5, 7, 27 schedule adjustments
- Seaside Shuttle schedule adjustments
- Line 15x routing changes and schedule adjustments
- Line 21x suspension and Line 20 augmentation

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: October 16, 2018
Subject: General Manager's Report

OPERATIONS, FLEET & FACILITIES

Operations has started the bidding process for the upcoming Winter 2018 bid, scheduled for November 26, 2018. Bidding takes approximately one month to allow operators, in seniority order, the opportunity to change their work schedules. MTD will also be bidding vacations for next year.

Staff, including MTD's new Maintenance Manager Nolan Robertson, took a trip to the BYD factory on September 18, 2018. Nolan had an opportunity to meet the BYD project team dedicated to MTD's build and tour the factory.

Operations would like to welcome our newest operators in training, Oliver Wheeler and Carlos Guerrero, who started on September 26. They join another operator in training, Michael Staples, who started about a week earlier. All three are very busy, preparing for their Department of Motor Vehicles tests.

MTD has added Amtrak connecting service to and from UCSB on Line 91, which now serves Elings Hall and North Hall at UCSB.

Operations brought a bus to Goleta, for the Santa Barbara Police Department SWAT Team to practice potential events such as hostage situations. Because MTD buses have video, staff are able to give the department this footage to be analyzed and used for training purposes.

Staff received notification from MTD's Southern California Edison (SCE) Account Representative that MTD is still in the running for SCE's Charge Ready Pilot Program. An official answer from SCE on the status of MTD's application is anticipated in the coming weeks.

The RFP for hiring a consultant to develop a Facilities Master Plan for MTD was released on Monday, October 1st, 2018. At least six firms have expressed interest in submitting a proposal in response to the RFP. A non-mandatory pre-proposal meeting took place on Monday, October 8th. During the meeting, potential proposers had an opportunity to tour Terminal 1, Terminal 2, the Transit Center, and interface with staff.

ADMINISTRATION

The new Downtown and Waterfront Shuttle Day Pass launched on October 1st, 2018, and has garnered great interest from the public and from Downtown and Waterfront stakeholders. The American Institute of Architects Santa Barbara Chapter held their annual Architect tours event with a theme of living, working, and playing Downtown. MTD provided shuttle day passes for attendees so they could get around Downtown to experience the event emissions-free.

Staff attended a meeting of the Santa Barbara County Association of Governments' (SBCAG's) Technical Transportation Advisory Committee (TTAC) on October 4, 2018. TTAC recommended

that the SBCAG Board approve the recommended State Transit Assistance allocations, and received a report on the ongoing Measure A Strategic Plan update.

Staff met with representatives of Caltrans to review MTD's implementation of two projects funded by the cap-and-trade Low Carbon Transit Operations Program. FY 2015-16 LCTOP funds contributed to the purchase of the new fareboxes for MTD's smart card project, and FY 2016-17 LCTOP funds contributed to the implementation of MTD's ongoing marketing plan. Caltrans staff were very complementary of MTD's success in implementing LCTOP projects.

Human Resources is pleased to announce that three offers of employment have been extended to candidates for Mechanic. HR continues to recruit to fill for openings in the Maintenance department as well as for bus operators in the Operations department.

The proposal from Clever Devices for upgrading the revenue fleet cellular modems from 3G to 4G has been received. Staff have reviewed it and is seeking clarification to make a choice on the three options provided and to come to terms on an agreement. Verizon Wireless and most other cellular services providers will no longer support 3G service in the next year. The contract value will likely necessitate Board approval.

Staff have now tested and determined that the Apollo video recorders on MTD buses can accommodate six terabyte (6TB) storage drives. As a month of video requires just over 1TB(the size of the current drives), the upgrade would provide for nearly six months of onboard video history. Several choices on how the upgrade can be accomplished will affect the price; the use of MTD resources required is under consideration.