



BOARD OF DIRECTORS AGENDA

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, November 19, 2019
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 THE POSTING OF THE AGENDA

CONSENT CALENDAR

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

The Board of Directors will be asked to approve the draft minutes for the meeting of November 5, 2019.

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

The Board of Directors will be asked to review and approve the Cash Report from October 26, 2019, through November 8, 2019.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board of Directors on items within the 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.gov and at MTD Administrative offices.

7. FACILITIES MASTER PLAN EXECUTIVE SUMMARY REPORT - (ATTACHMENT - INFORMATIONAL)

Staff will recommend that the Board receive a presentation on the Draft "Facilities Master Plan Executive Summary Report."

BOARD OF DIRECTORS AGENDA

8. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN - (INFORMATIONAL)

Staff will recommend that the Board receive a presentation update on the Federal Transit Administration requirement to prepare a Public Transportation Agency Safety Plan (PTASP).

9. DIRECTORS AND OFFICERS (D&O) INSURANCE / EMPLOYMENT PRACTICES LIABILITY (EPL) / FIDUCIARY LIABILITY - (ACTION MAY BE TAKEN)

Staff will recommend that the MTD Board of Directors approve binding coverage for Directors and Officers (D&O) insurance, Employment Practices Liability insurance (EPL), and Fiduciary Liability insurance for policy period January 3, 2020 – January 3, 2021.

10. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)

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

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

The Board will meet in closed session, pursuant to Government Codes § 54957 and § 54954.5(e), to evaluate the performance of the District's General Manager.

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

12. 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 DRAFT MINUTES

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, November 5, 2019
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 8:33 AM.

2. ROLL CALL OF THE BOARD MEMBERS

Chair Davis reported that all members were present with the exception of Vice Chair Dave Tabor.

3. REPORT REGARDING THE POSTING OF THE AGENDA

Christina Perry, Administrative Assistant Lead, reported that the agenda was posted on Thursday, October 31, 2019, 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 approve the draft minutes for the meeting of October 15, 2019.

Director Olivia Rodriguez moved to approve the prior minutes. Director Chuck McQuary seconded the motion. The motion passed unanimously with abstentions from Secretary Bill Shelor and Director Paula Perotte.

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

The Board of Directors was asked to review and approve the Cash Report from October 5, 2019, through October 25, 2019.

Director 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 DRAFT MINUTES

7. SINGLE AUDIT REPORT FOR FISCAL YEAR 2018-19 - (ATTACHMENTS - INFORMATIONAL)

Assistant General Manager / Controller Brad Davis introduced Ryan Nielsen, CPA and Principal of Brown Armstrong Accountancy Corp., who presented the Board with the Single Audit Report for the Fiscal Year ended June 30, 2019.

The Board received the Single Audit Report and thanked Mr. Nielson and Assistant Controller Thais Sayat for their work.

8. FISCAL YEAR 2019-20 FIRST QUARTER PERFORMANCE REPORTS - (INFORMATIONAL)

Planning and Marketing Manager Hillary Blackerby presented the Performance Reports for the first quarter and three-month period ending September 30, 2019 of Fiscal Year 2019-20.

9. MTD TITLE VI PROGRAM: 2020-2022 - (ATTACHMENT - ACTION MAY BE TAKEN)

Steve Maas, Manager of Government Relations and Compliance, recommended that the Board approve the Draft "Santa Barbara Metropolitan Transit District Title VI Program: 2020 – 2022" and attached Resolution 2019-05.

Chair Davis initiated a roll call vote. The Draft "Santa Barbara Metropolitan Transit District Title VI Program: 2020 – 2022" and attached Resolution 2019-05 was unanimously approved with six Board members in favor and one member absent.

10. ANNUAL ELECTION OF BOARD OFFICERS - (ACTION MAY BE TAKEN)

The Board considered elections for the following Board assignments: Chair, Vice Chair, and Secretary. Director McQuary moved to continue the current assignments in 2020. Director Perotte seconded the motion. The motion passed unanimously.

11. GENERAL MANAGER'S REPORT - (INFORMATIONAL)

General Manager Jerry Estrada briefed the Board on district activities. Chair Davis requested a monthly update regarding development of the Calle Real property owned by MTD.

12. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)

General Manager Estrada reminded the Board of a Facilities Master Plan Ad Hoc Committee immediately following adjournment.

13. RECESS TO CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - (ACTION MAY BE TAKEN)

The Board met in closed session with legal counsel, pursuant to Government Code § 54956.9 (b), regarding exposure to potential litigation.

14. RECESS TO CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR(S) (GOVERNMENT CODE SECTIONS 54957(B)(1); 54957.6) - (ACTION MAY BE TAKEN)

Agency-designated representatives: MTD General Manager Jerry Estrada.

Unrepresented employees' performance review.

BOARD OF DIRECTORS DRAFT MINUTES

PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM(S) WAS ALLOWED PRIOR TO RECESS

No public comments regarding the Closed Sessions were made prior to recess.

Chair Davis recessed the Board to Closed Session at 10:01 AM.

No action was taken in either Closed Session.

15. ADJOURNMENT

Director Rodriguez moved to adjourn the meeting. Director Perotte seconded the motion. The motion passed unanimously and the meeting was adjourned at 11:07 AM.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of November 19, 2019
For the Period October 26, 2019 through November 8, 2019

MONEY MARKET

Beginning Balance October 26, 2019 **\$687,442.08**

Accounts Receivable	2,007,661.03
Measure A Transfer	194,401.17
Passenger Fares	165,209.21
Property Tax Revenue	35,227.67
Miscellaneous Income	15,431.54
Interest Income	3,129.19
Prop 1B Cap Revenue	<u>.17</u>
Total Deposits	2,421,059.98

Miscellaneous Transfers	(395.97)
Bank & Credit Card Fees	(6,658.70)
401(k)/Pension Transfer	(38,028.47)
Workers' Compensation	(78,429.54)
Payroll Taxes	(169,171.60)
Payroll	(368,659.78)
Accounts Payable	<u>(371,909.44)</u>
Total Disbursements	(1,033,253.50)

CERTIFICATES OF DEPOSIT

Institution	Maturity	Rate	
American Riviera Bank	2/28/2021	2.00%	<u>1,500,000.00</u>
Total Certificates of Deposit			1,500,000.00

\$1,500,000.00

Ending Balance

\$3,575,248.56

CASH INVESTMENTS

LAIF Account	\$10,163,040.59
Money Market Account	<u>3,575,248.56</u>
Total Cash Balance	\$13,738,289.15

\$13,738,289.15

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$4,377,481.57)
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Working Capital

\$9,360,807.58

Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts Receivable

Date	Company	Description	Amount
10/29/2019	City of SB - Downtown Parking	City of SB My Ride	20,000.00
10/29/2019	Department of Rehabilitation	Passes/Passports Sales	1,140.00
10/30/2019	Cottage Hospital	Passes/Token Sales	393.75
10/30/2019	UCSB - Contract Fares	Contract Fares Oct-Dec 19	338,005.59
11/1/2019	Jill Grisham	Retiree - Vision Oct 19	12.45
11/1/2019	Jill Grisham	Retiree - Vision Nov 19	12.45
11/4/2019	UCSB Bookstore	Passes/Passport Sales	5,075.00
11/6/2019	Blue Line Media LLC	Advertising on Buses	1,044.00
11/6/2019	Jim Haggerty	Retiree - Vision Nov 19	12.20
11/6/2019	Local Transportation Fund	SB 325 - Oct 19	971,284.20
11/6/2019	Measure A, Section 3 LSTI	Measure A Funds Oct 19	228,955.39
11/8/2019	SBCC - Contract Fares	Contract Fares Fall 19 Nov - Dec	187,088.00
11/8/2019	SBCC - Contract Fares	Contract Fares Summer I	31,528.00
11/8/2019	SBCC - Contract Fares	Contract Fares Summer II	36,022.00
11/8/2019	SBCC - Contract Fares	Contract Fares Fall 19 Oct	93,544.00
11/8/2019	SBCC - Contract Fares	Contract Fares Fall 19 Sept	93,544.00
Total Accounts Receivable Paid During Period			\$2,007,661.03

Santa Barbara Metropolitan Transit District
Accounts Payable

Check #	Date	Company	Description	Amount	Voids
122333	10/30/2019	ABC BUS COMPANIES INC	BUS PARTS	881.09	
122334	10/30/2019	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	3,007.10	
122335	10/30/2019	AMERICAN MOVING PARTS, LLC	BUS PARTS	180.69	
122336	10/30/2019	BEST HYBRID BATTERIES DBA	REFURBISH ELECTRIC VEHICLE BATT	4,900.00	
122337	10/30/2019	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	818.56	
122338	10/30/2019	HILLARY BLACKERBY	PER DIEM	285.00	
122339	10/30/2019	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	274.97	
122340	10/30/2019	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	9.79	
122341	10/30/2019	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	19,775.50	
122342	10/30/2019	DAVID DAVIS JR.	DIRECTOR FEES/PER DIEM	465.00	
122343	10/30/2019	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	3,442.50	
122344	10/30/2019	ELECTRONIC DATA MAGNETICS, I	BUS PASS PRINTING	543.90	
122345	10/30/2019	EQUOLOGIC DBA	CONSULTING SERVICES	3,280.00	
122346	10/30/2019	JERRY ESTRADA	PER DIEM/REIMBURSEMENT	285.00	
122347	10/30/2019	GIBBS INTERNATIONAL INC	BUS PARTS	1,375.71	
122348	10/30/2019	GILLIG LLC	BUS PARTS	2,611.76	
122349	10/30/2019	GRAINGER, INC.	SHOP/B&G SUPPLIES	28.64	
122350	10/30/2019	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	64.22	
122351	10/30/2019	LIFT-U DIV.	BUS PARTS	874.88	
122352	10/30/2019	MC CORMIX CORP. (OIL)	LUBRICANTS	2,422.89	
122353	10/30/2019	CHUCK MCQUARY	DIRECTOR FEES	120.00	
122354	10/30/2019	MILPAS RENTAL INC.	EQUIPMENT RENTAL	532.00	
122355	10/30/2019	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	27,111.20	
122356	10/30/2019	NETWRIX CORPORATION	SECURITY SOFTWARE	2,970.00	
122357	10/30/2019	NFI PARTS DBA	BUS PARTS	266.30	
122358	10/30/2019	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	856.56	
122359	10/30/2019	OLIVIA RODRIGUEZ	DIRECTOR FEES	120.00	
122360	10/30/2019	SELECT STAFFING DBA	CONTRACT SERVICES	5,821.03	
122361	10/30/2019	WILLIAM JOHN SHELOR	DIRECTOR FEES	60.00	
122362	10/30/2019	TOM SHELDON	REIMBURSEMENT	198.45	
122363	10/30/2019	SO. CAL. EDISON CO.	UTILITIES	10.31	
122364	10/30/2019	SB CITY OF-REFUSE/WATER	UTILITIES	1,283.65	
122365	10/30/2019	THE COUNTRY MEAT MARKET IN	VETERAN'S DAY BBQ	4,601.46	
122366	10/30/2019	DAVID T. TABOR	DIRECTOR FEES	180.00	
122367	10/30/2019	TRI COUNTY BLINDS AND DRAPES	OFFICE BLINDS	974.00	
122368	10/30/2019	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	44,599.87	
122369	10/30/2019	VALLEY POWER SYSTEMS, INC.	BUS PARTS	952.33	
122370	10/30/2019	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	252.07	

Check #	Date	Company	Description	Amount	Voids
122371	10/30/2019	RICHARD WEINBERG	DIRECTOR FEES	180.00	
122372	11/8/2019	ABC BUS COMPANIES INC	BUS PARTS	328.51	
122373	11/8/2019	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,484.59	
122374	11/8/2019	AMERICAN MOVING PARTS, LLC	BUS PARTS	4,559.67	
122375	11/8/2019	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	65.00	
122376	11/8/2019	JOSE BAUTISTA	AD MOUNTING/DISMOUNTING	576.00	
122377	11/8/2019	BAY ALARM COMPANY, INC	ALARM CONTRACT	210.00	
122378	11/8/2019	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	324.38	
122379	11/8/2019	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	296.16	
122380	11/8/2019	BULLET PROOF DIESEL DBA	BUS PARTS	2,925.53	
122381	11/8/2019	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	31.97	
122382	11/8/2019	CITY OF CARPINTERIA	CHARGING STATION ELECTRICITY	1,320.57	
122383	11/8/2019	CITY OF SANTA BARBARA	CSR PARKING PERMITS	40.00	
122384	11/8/2019	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
122385	11/8/2019	CMS COMMUNICATIONS, INC.	REFURBISHED TELEPHONES	372.86	
122386	11/8/2019	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	265.98	
122387	11/8/2019	CINTAS CORPORATION	FIRST AID SUPPLIES	206.01	
122388	11/8/2019	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	455.10	
122389	11/8/2019	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	1,735.98	
122390	11/8/2019	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	7,798.17	
122391	11/8/2019	JERRY ESTRADA	PER DIEM/REIMBURSEMENT	374.00	
122392	11/8/2019	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	300.88	
122393	11/8/2019	FRED'S UPHOLSTERY DBA	UPHOLSTERY REPAIRS	505.00	
122394	11/8/2019	STATE OF CALIFORNIA	PAYROLL RELATED	82.75	
122395	11/8/2019	GENFARE, A DIVISION OF SPX COR	FAREBOX REPAIRS & PARTS	6,423.85	
122396	11/8/2019	GIBBS INTERNATIONAL INC	BUS PARTS	1,662.71	
122397	11/8/2019	GILLIG LLC	BUS PARTS	818.90	
122398	11/8/2019	GRAINGER, INC.	SHOP/B&G SUPPLIES	361.37	
122399	11/8/2019	JOHN HERNANDEZ	TOOL ALLOWANCE	1,100.00	
122400	11/8/2019	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	97.30	
122401	11/8/2019	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	220.00	
122402	11/8/2019	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	105.65	
122403	11/8/2019	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
122404	11/8/2019	JANICARE DBA	JANITORIAL SERVICES	4,991.00	
122405	11/8/2019	KAISER HAZMAT & CONST. SAFET	TRAINING COURSES	240.00	
122406	11/8/2019	KIMBALL MIDWEST	SHOP SUPPLIES	1,131.07	
122407	11/8/2019	MC CORMIX CORP. (OIL)	LUBRICANTS	2,164.52	
122408	11/8/2019	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	17.27	
122409	11/8/2019	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	765.00	
122410	11/8/2019	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	95.05	
122411	11/8/2019	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,602.10	

Check #	Date	Company	Description	Amount	Voids
122412	11/8/2019	NFI PARTS DBA	BUS PARTS	389.91	
122413	11/8/2019	PB-RESERVE ACCOUNT	PREPAID POSTAGE	1,500.00	
122414	11/8/2019	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
122415	11/8/2019	RIVET CAMPUS MEDIA	OUTDOOR ADVERTISING	1,500.00	
122416	11/8/2019	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
122417	11/8/2019	SANTA BARBARA NEWSPRESS D	BUS SCHEDULE GUIDES	40.48	
122418	11/8/2019	SILVAS OIL CO., INC.	LUBRICANTS	599.17	
122419	11/8/2019	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	50.00	
122420	11/8/2019	SO. CAL. EDISON CO.	UTILITIES	6,497.65	
122421	11/8/2019	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	748.70	
122422	11/8/2019	STANTEC ARCHITECTURE INC.	FACILITIES MASTER PLAN	32,156.50	
122423	11/8/2019	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	249.79	
122424	11/8/2019	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
122425	11/8/2019	SB CITY OF-REFUSE/WATER	UTILITIES	4,330.62	
122426	11/8/2019	TANK TEAM INC.	TANK TESTS	123.00	
122427	11/8/2019	TEAMSTERS PENSION TRUST	UNION PENSION	94,534.32	
122428	11/8/2019	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,990.82	
122429	11/8/2019	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	22,297.49	
122430	11/8/2019	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	343.60	
122431	11/8/2019	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,961.06	
122432	11/8/2019	VENTURA COUNTY OVERHEAD D	B&G REPAIRS & SUPPLIES	1,750.00	
122433	11/8/2019	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	7,733.90	
122434	11/8/2019	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	404.10	
				371,909.44	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$371,909.44



BOARD OF DIRECTORS REPORT

MEETING DATE: NOVEMBER 19, 2019

AGENDA ITEM: #7

DEPARTMENT: COMPLIANCE

TYPE: INFORMATIONAL ITEM

PREPARED BY: STEVE MAAS

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: FACILITIES MASTER PLAN EXECUTIVE SUMMARY REPORT

RECOMMENDATIONS:

Staff recommends that the Board receive a presentation on the Draft "Facilities Master Plan Executive Summary Report."

DISCUSSION:

MTD contracted with Stantec Architecture, Inc. (Stantec) to conduct a Facilities Master Plan (Plan) to determine MTD's facility needs both at the current time and in 2040. The Draft Executive Summary (attached) provides a brief report of the Plan's major findings.

The Stantec analyses found that between Terminal 1 (T1, Olive Street) and Terminal 2 (T2, Overpass Road) MTD has sufficient space for its current needs, including daytime charging of five over-the-road coaches. Reactivation of T2 will require new infrastructure, including fueling and bus washing equipment.

Stantec analyzed a variety of scenarios to estimate how many revenue vehicles MTD would need by 2040 and found a range of approximately 140 to 170 buses would be needed. For the purposes of the Plan, Stantec assumed that MTD would need 160 buses by 2040. The increased number of buses would also increase the need for service vehicles and employee parking. One significant finding is that housing a fleet of 160 buses and the associated needs at T1 and T2 is problematic. Substantial investment will be necessary to provide the necessary space for MTD's future needs.

ATTACHMENTS:

- Draft "Facilities Master Plan Executive Summary Report"



**Santa Barbara Metropolitan
Transit District**
Facilities Master Plan
Executive Summary Report

Draft Report

Prepared for MTD
Prepared by Stantec

November 2019





Executive Summary Report

DRAFT

November 14, 2019

Prepared for:
**Santa Barbara Metropolitan Transit
District**

Prepared by:
**Stantec
Architecture, Inc
&
Stantec
Transit Advisory Services**

EXECUTIVE SUMMARY REPORT



DRAFT

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EXECUTIVE SUMMARY REPORT



DRAFT

Release Version

Rev.	Description	Date
0	Draft Report Issued to MTD	11/11/2019
1	Draft Report Issued to MTD	11/14/2019
	Final Report Issued to MTD	TBD

This document entitled *Executive Summary Report* was prepared by Stantec Architecture Inc. ("Stantec") for the account of Santa Barbara Metropolitan Transit District (the "Client"). Any reliance on this document by any third party is strictly prohibited. The material in it reflects Stantec's professional judgment in light of the scope, schedule and other limitations stated in the document and in the contract between Stantec and the Client. The opinions in the document are based on conditions and information existing at the time the document was published and do not take into account any subsequent changes. In preparing the document, Stantec did not verify information supplied to it by others. Any use which a third party makes of this document is the responsibility of such third party. Such third party agrees that Stantec shall not be responsible for costs or damages of any kind, if any, suffered by it or any other third party as a result of decisions made or actions taken based on this document.

Project Team

Stantec Architecture and
Stantec Transit Advisory Services
523 W. Sixth Street, Suite 1200
Los Angeles, CA 90012

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INTRODUCTION

This Executive Summary Report is intended to succinctly summarize the entire Facilities Master Plan project executed by Stantec Architecture and Transit Advisory Services teams for the Santa Barbara Metropolitan Transit District's use in planning for their future transit operational needs through 2040.

The Facilities Master Plan project which has been executed in three phases:

- Phase 1 – Operations Review and Future Requirements
- Phase 2 – Facilities Assessment
- Phase 3 – Facilities Master Plan Process and Recommendations

The three phases of this report should be considered together as a comprehensive effort to project MTD's needs for future transit operations. The Phase 1 analysis outlines both the internal and external influences on MTD and their respective stakeholders. It is certainly difficult to predict the future of transit and how the nature of our global economy will evolve and transition over the next 20-years and this analysis does not attempt to do so. However, it is fairly certain that the populations of Central and Southern California will continue to grow, constantly increasing the needs for public transportation solutions at the local and regional levels that impact MTD.

Contrary to the Phase 1 analysis, the Phase 2 assessment looks at MTD's operations and facilities at the micro-scale. The Facility Assessment seeks to inventory the conditions, constraints, and opportunities that exist with MTD's two maintenance and operations facilities, Terminals 1 and 2 in Santa Barbara and Goleta respectively. Both facilities have significant challenges in meeting both the current needs and projected future needs for MTD's continued operations. The Phase 2 report does not detail every existing or potential constraint with the existing facilities, but it does identify the major issues and concerns that will need to be addressed by the agency going forward.

The Phase 3 report documents the programmatic needs for a future transit fleet of 160-vehicles and then outlines various options as to how those needs can and cannot be implemented at the two facilities. Phase 3 is the correlation between the Phase 1 and Phase 2 results and recommendations into master plan options for how those results can be synthesized into future, highly functional facilities for MTD.



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1.0 PHASE 1 – OPERATIONS REVIEW AND FUTURE REQUIREMENTS SUMMARY

The main focus of the operational review was to understand how MTD operates today, how industry trends and future changes in the region will shape transit demand and thus the number of vehicles MTD should plan to accommodate in future facilities, including the current Terminal 1 and at Terminal 2 in Goleta.

Based on an analysis of available data, discussions with MTD staff, reviews of planning documents and forecasts, and stakeholder outreach, the following outcomes should be considered for the facilities master planning process. A full explanation of the methodology of each model, including inputs, assumptions, and process, can be found in section 7.0 of the Phase 1 report.

- Based on current ridership trends and potential future growth, ridership by 2040 on MTD's fixed-route services could range between 8 to 10 million unlinked passenger trips (Table 16). The base and preferred 2040 ridership projections presented in SBCAG's FF2040 were used.
- Accordingly, to accommodate this ridership based on current operations and patterns of usage and to meet peak vehicle needs, we forecast a fleet size of 140-170 vehicles.
- Additionally, depending on arrangements with other transit services in the area, particularly VCTC's Coastal Express and the SBCAG's Clean Air Express, MTD may need to accommodate 20 to 25 motor coaches, but it is anticipated this will only be in a layover capacity so that these vehicles can be parked and charged during the day at MTD facilities.
- Non-revenue vehicle needs, currently 23 in total, is estimated to grow to a total of 29 to 36 non-revenue vehicles.
- Given the expansion of service and the need for staffing, we estimate a staff complement of 250 to 315 FTEs. This includes a significant growth in bus operators which work in multiple shifts and therefore parking would not need to be provided for all 250 to 315 employees.
- While MTD will soon acquire 3 Ford Transit vehicles for microtransit service, it's difficult to predict the future fleet size, discussions with MTD staff indicate a safe estimate would be 10 vehicles. However, overall, these vehicles may replace unproductive fixed-routes reducing the need for 29-ft or 40-ft buses, offsetting 'additional' space requirement for the microtransit vehicles. Therefore, the facilities design team has proceeded with the assumption that the fleet will range from 30-ft to 60-ft and if smaller vehicles are ultimately implemented by MTD they can easily fit within the space allocated for larger vehicles.



DRAFT**1.1 FUTURE REQUIREMENTS****1.1.1 Model 1**

Model 1 is based mainly on ridership demand, the distribution of ridership across hours of the weekday, and calibrated with an assumed passenger load per vehicle that must be carried to arrive at current vehicle requirements for revenue service. Figure 27 provides a high-level schematic of Model 1. Current vehicle and vehicle projections under this model (including spares) for both base and preferred 2040 ridership scenarios are presented below.

Vehicle type	FY2019 - Actual	FY2019 - Predicted	Base 2040	Preferred 2040
30-ft shuttle	14	14	17	21
29-ft bus	14	14	17	22
40-ft bus	83	83	100	126
60-ft bus	3	3	3	5
Total	114	114	137	174

1.1.2 Model 2

Model 2 is based on the ridership projections from FF2040, but rather than distributing ridership across the day and estimating vehicles as in Model 1, Model 2 considers productivity (ridership by hour and mile) to estimate revenue hours and miles based on a set ridership, and then estimates vehicles based on current average mileage and hours per vehicle. Figure 30 provides a schematic overview of the process in Model 2. Current vehicle and vehicle projections under this model (including spares) for both base and preferred 2040 ridership scenarios are presented below.

Vehicle type	FY 2019 – Actual	FY 2019 - Model 2 Estimate	Base 2040	Preferred 2040
30-ft shuttle	14	12	15	18
29-ft bus	14	15	18	23
40-ft bus	83	85	103	130
60-ft bus	3	5	5	6
Total	114	117	140	177

Based on the results of these two models, we recommend the facilities master plan accounts for the needs of 140-170 vehicles for MTD service. Based on conversations and meetings with MTD staff and the Facilities Master Plan Ad-hoc Committee, the Stantec team proceeded with a fleet count of 160 total transit vehicles, which is approximately the average of the results of all four models.



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2.0 PHASE 2 – FACILITIES ASSESSMENT SUMMARY

Note: The following sections are inserted directly from Chapter 3 of the Phase 2 Report

2.1 TERMINAL 1 ASSESSMENT SUMMARY

Terminal 1 has a long history at its current location, stretching back to the late 1960s. This downtown area of Santa Barbara has historically been an industrial neighborhood but with population and market growth over the past fifty-plus years, the area has become a blend of industrial facilities, small businesses, local shops, restaurants, and multi-family residential buildings. Just as the neighborhood has evolved, MTD's operations have expanded and evolved beyond the original planning for this facility. The obvious, single biggest issue is that there simply is not adequate space at Terminal 1 to appropriately accommodate all of MTD's fleet, facilities, and employees. The reliance on using fleet parking area for employee parking space, as well as the stacked parking configurations, are not long-term solutions that can continue as MTD will likely expand services in the next 20-years. These current methods of operating at Terminal 1 will also become increasing more difficult, if not impossible, as parking and yard space will inevitably become more constrained as battery-electric bus infrastructure will need to be implemented.

The following is a summary of the most significant conclusions and recommendations from the assessment of the Terminal 1 facility but is not intended to be complete summary of all recommendations. Refer to each section in the report for additional information.

FACILITY ASSESSMENT CONCLUSIONS AND RECOMMENDATIONS:

- 1.1 Even if a considerable amount of the fleet is moved to Terminal 2, additional parking area is required to separate staff parking from fleet parking. The only viable option to provide additional parking onsite would be to construct an elevated parking structure above fleet parking or above a new building. A parking deck could also serve as a structure for charging infrastructure.
- 1.2 Due to its age, current condition, and location below the historical flood plan elevation, the Maintenance Building either needs to be replaced or needs significant upgrades. In particular, and as noted above in the structural assessment section 2.2.4.2, further detailed assessment is required to determine the long-term integrity of the building.
- 1.3 The other buildings on site are in good condition and significant improvements do not seem necessary for the near future. However, the Administration Building likely needs an extensive interior renovation on the ground floor to meet the current transit operation needs. The service buildings (Fuel Island and Wash Building) may need to eventually be replaced/relocated due to operational and yard constraints.
- 1.4 Only the Administration Building has a fire sprinkler system and even though fire protection systems are not technically required at any of the other existing buildings and canopies, fire protection at any future facility modifications or new structures is strongly advised. The ongoing electrification of the fleet means there will be an exponential growth in electrical infrastructure on the property which will significantly increase safety concerns associated with this equipment.



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- 1.5 Significant additional SCE primary service will obviously be required to serve the future electrification of the transit fleet. See Phase 3 Report for expanded analysis.
- 1.6 A detailed accessibility assessment should be performed prior to any future facility modifications as outlined in Section 2.1.2 of this report. Various items such as missing signage could proactively be addressed by MTD if deficiencies are already known. Any future facility improvements will require coordination and review with the City's Building and Safety Department to outline the extent of the required modifications/improvements.
- 1.7 As facilities are considered for replacement or renovation, MTD should consider the long-term State, County, and City energy efficiency goals. The transition to a zero-emission fleet is a massive step towards reducing greenhouse gas emissions, so the same transition should be considered for facilities. This generally equates to eliminating the use of the gas utility and reduction of energy consumption through more efficient building systems (lighting, HVAC, etc.) and improved thermal performance of the building envelope (additional insulation, improved weather barriers, and better doors and windows).
- 1.8 Hazardous material testing is advised for the Maintenance Building. Due to its age, hazardous materials may be present both on the interior and exterior of the building.
- 1.9 Under the City of Santa Barbara's requirements, if any site disturbance greater than 500 sqft occurs on site then stormwater mitigation measures would be required for the entire property. This will prove very challenging and expensive due to the high-water table, challenging soil conditions, known contaminated soils, and the very confined nature of the site.
- 1.10 Due to the known site contamination in the south/east quadrant of the site, additional environmental monitoring will likely be required since improvements and below grade site disturbance in this area seem inevitable. To this end, coordination with the City and any other pertinent stakeholders should be considered very early in any facility modifications that would require work to this part of the site.

2.2 TERMINAL 2 ASSESSMENT SUMMARY

Similar to Terminal 1, Terminal 2 has a long history at its location. This area of Goleta is still a light industrial neighborhood as it was when the facility was first constructed, however the area has seen significant growth and development. Overpass Road is no longer a dead-end street and there are more residential and commercial developments happening in the vicinity as the City of Goleta develops. This growth in Goleta's population is one of the reasons MTD's ridership has grown and Terminal 1 is now over capacity. It is apparent that the revitalization of Terminal 2 is now necessary to continue MTD's operations into the future and serve the expanding populations and communities in Santa Barbara County.

The following is a summary of the most significant conclusions and recommendations from the assessment of the Terminal 2 facility but is not intended to be a complete summary of all recommendations. Refer to each section in the report for additional information.



DRAFT**FACILITY ASSESSMENT CONCLUSIONS AND RECOMMENDATIONS:**

- 2.1 Similar to Terminal 1, the major issue with Terminal 2 is the limited space available for fleet parking, employee parking, and the necessary operations and maintenance facilities. The current footprint of the property simply won't allow for enough expansion of MTD's operations to ease the burden on Terminal 1, so a multi-level solution will be required. Either a partially below-grade or second-level structured parking solution will likely allow for sufficient employee and smaller vehicle parking.
- 2.2 Due to the age and current condition of the facilities at Terminal 2, the consensus is that a new facility would be required to meet the long-term goals of the agency. The existing Maintenance Building maintains little value compared to the high costs that would be required to modernize this facility and bring it back into full operation. It is not recommended to significantly invest in improving the Maintenance Building.
- 2.3 Contrary to the Maintenance Building, the Wash Building and Canopies still retain some value and would not be expected to be cost prohibitive to return them to service. However, all of these structures are likely required to be replaced or demolished due to the operational constraints and limitations of working around these structures.
- 2.4 Additional inspections and detailed assessments will be required to determine the functionality of the existing facilities if MTD chooses to resume operations at Terminal 2 in the near future. If improvements are required, MTD should balance what's necessary to resume minimal operations to avoid code required thresholds that would require the entire building be brought up to code.
- 2.5 Under the City of Goleta's requirements, storm water mitigations would be required if any significant modifications are made to the site. Due to the limited constraints of the property, the only viable solution would likely be expensive structured underground chambers to retain and infiltrate storm water from the site.
- 2.6 If removal of any concrete floor slab is anticipated or planned in the future, additional environmental testing should be performed to further the investigations performed by CEC following the removal of the underground fuel tanks.
- 2.7 Items 1.5 – 1.9 from the Terminal 1 Assessment Summary also apply to Terminal 2.



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3.0 MASTER PLAN SUMMARY

3.1 SUMMARY

After reviewing numerous options and further refinements of those options, the Facilities Design Team and MTD have concluded that the projected 160-vehicle fleet cannot be reasonably accommodated at Terminals 1 and 2, and that an additional property will be necessary to meet MTD's future fleet and facility needs. The exact timing of when that programmatic need will be required is difficult to assess and is contingent on numerous factors that influence MTD's transit operations including population growth, funding opportunities, actualized fleet needs in the future, and the political climate surrounding public transportation.

Following a review session with MTD staff and board members on November 11, 2019, the Stantec team was directed to finalize Option 6-A for Terminal 1 and Option 6-A for Terminal 2 as the final master plan options, with the understanding that the projected 160-vehicle program would not entirely fit on MTD's current properties. The following section outlines those final options in more detail and allocates an opinion of cost to each.

3.1.1 Opinion of Cost Overview

For each Terminal, a high-level Opinion of Cost has been prepared by Jacobus & Yuang, Inc., an independent construction cost consultant based in Southern California with extensive experience in estimating costs for transit facilities. These figures are a good faith estimate of the probable hard costs to renovate and complete the new facilities identified in the Master Plan. The values were initially derived from information developed in the program, MTD record drawing information, the master plans presented in the previous section of this report, and other supplemental information. This information was augmented by the narrative explanations included in this report.

As with any conceptual estimate, an appropriate amount of contingency has been built into the estimate to cover issues that have not been addressed in the very high-level nature of the master plan design process. This contingency will diminish as design documents become more refined and decisions are made

about specific issues that affect cost, allowing the actual price for construction to be more accurately assessed. Methods and values used in determining the construction costs of the facility were based on historical data. Information regarding projects that have been recently constructed in the surrounding region, that are similar in scope and construction methods as assumed in the master plan design, were analyzed in this process. Values in the estimate attempt to include the cost for everything affecting the project including, but not limited to, site work, selective building demolition, materials and labor for new construction, furniture, finishes, and equipment.



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For detailed data of the costs estimate prepared by JYI, please refer to **Appendix 4.2** (*forthcoming*) in the Phase 3 Report. It should be noted that the cost information has been based on the following assumptions:

- An annual 6% - 6.25% Escalation Factor was applied to the estimate. An averaged Escalation Factor of 20% (through mid-point of construction) has been included in prorates. This factor is based on an assumed 48-month construction schedule. This factor is an average used in both options.
- An estimate contingency of 12.5% - 15% for all site and new building construction and 15% - 20% for all renovated building construction has been included in prorates due to the conceptual nature of the documentation.
- Other elements included in prorates include General Conditions and Requirements of 12% - 15%.
- Hard Costs also include Bonds & Insurance Fees of 1.75% - 2% and Contractor's Fee of 5% - 6.5%.

As with any estimate, the possibility that market conditions will change exists. In recent years, due to environmental events, economic cycles, and material supply and demand trends, the cost of construction has increased significantly. Accordingly, the escalation factored for the duration of this project is based on schedule estimates.

In addition, MTD should include Soft Costs in any future budget planning to ensure that there are adequate available funds to cover the costs of necessary contingencies, design and engineering services, project construction management, permitting, insurance, materials testing, surveying, environmental testing, and other miscellaneous items. The following soft costs are figured as a percentage of the total construction cost

and have likewise been based on historical data from other projects of similar characteristics but could vary significantly depending on how facilities are ultimately phased and MTD's specific requirements.

- Design Contingency: 10% to 15%
- Architectural & Engineering Fees: 10% to 12%
- Construction Management Fees: 5% to 8%
- Survey, Testing and Inspections; Permits and Fees; Environmental Reports: 3% to 5%



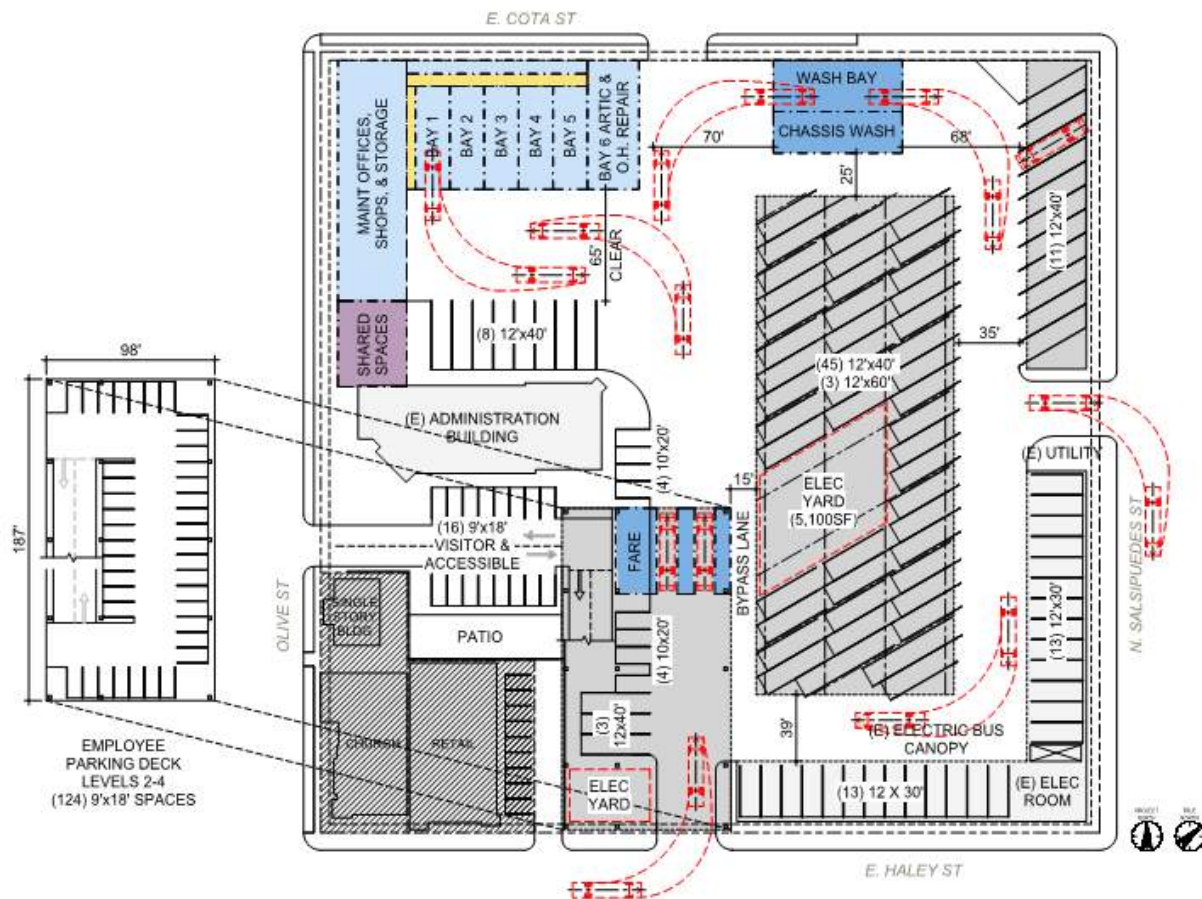
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3.2 TERMINAL 1 FINAL MASTER PLAN

3.2.1 Terminal 1 - Summary

Despite resolving the 90-vehicle program for Terminal 1, the Final Master Plan still presents MTD with some significant challenges. While the current downtown location is optimal for operations and is an easily accessible location, the lack of available onsite parking, the likelihood of flooding, and the existing contaminated soils still make Terminal 1 a challenging site to continue to operate.

The following section outlines the various big-picture components implied in the Final Master Plan for Terminal 1. This summary is not intended to cover every detail necessary to implement the master plan. Appropriate contingency should be included in any planning of facility upgrades.



Terminal 1 – Master Plan Option 6-A

- Fleet Parking:** The plan provides for (63) 40' standard buses, (26) 30' buses, and (3) 60' articulated buses. The plan also indicates (8) 10'x20' spaces that could be utilized by either non-revenue or microtransit vehicles.

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- **Fleet Parking Canopies:** In order to accommodate potential photovoltaic panels and allow for overhead distribution of the electric-vehicle charger dispensers, canopies are indicated over the center yard of parking.
 - **Center Canopy:** 33,000 sqft, steel-framed structure with metal roof, minimum 14' clear.
 - **North/east Canopy:** 6,200 sqft, steel-framed with metal roofing, minimum of 14' clear. This canopy would likely be designed to a similar appearance as the existing Electric Bus Canopy, with solid, stucco plaster exterior walls.
- **Employee, Visitor, and Accessible Parking** would be accommodated in part by the proposed 3-level (~18,000 sf/level) above-grade parking deck. However, this location on the site is unfortunately subject to challenging soil conditions and deep foundations, likely driven piles, would be required. The parking structure should be assumed to be a concrete structure with significant façade treatment to meet the City's design guidelines.
 - The parking structure is limited to 4-stories per the City's zoning. Due to site constraints, this parking structure is not an efficient layout.
 - Per the parking program quantities in Section 2.4.3, providing a total of 140-standard vehicle spaces may be sufficient for employees, but still leaves Terminal 1 with a slight shortage of parking for non-revenue vehicles and potential paratransit staff.
- **New Maintenance Building:** The largest building need onsite is for a modern maintenance facility, sized for the current and future fleet of transit vehicles. A 20,000 sqft, 6-bay building is programmed for Terminal 1. Approximately 10,000 sqft would be required for the double-height space of the bays and connected shops and another 10,000 sqft over two floors for offices and storage spaces.
- A **Shared Space Addition** of about 4,000 sqft on two-floors is also included in the plan to account for additional admin/operations/maintenance needs not accounted for elsewhere. In particular, a shared fitness center and training room have been discussed. This additional space could be connected directly to the existing Admin Bldg. and could serve as the connection to the new maintenance facility.
- **New Wash Bay & Chassis Wash Canopy:** New wash facilities would be essential in reorganizing Terminal 1 into a more efficient configuration. A 75'-long Wash Bay (~2,400 sqft) with associated equipment space would be required for a drive-through or gantry vehicle wash system. In addition, a 24'x75', 1,800 sqft covered chassis washing area is planned.
- **Fare Collection & Vehicle Service** functions could be housed in a new service area of about 1,400 sqft under the employee parking structure. Since liquid-fueling would no longer be required this area would only serve the fare collection and interior cleaning functions.
- **Existing Administration Building:** In the next 10-years, the entire two-story, 13,000 sqft building should be considered for a full interior renovation, exterior improvements, re-roof, and building systems replacement. Most systems are at or nearing the end of their standard lifespan. Investment in the building systems and interior layout should be able to yield operational efficiencies and utility consumption reductions.
- **Existing Electric Bus Canopy:** Only minor improvements would be required to the existing 13,000 sqft canopy area. New vehicle chargers and electric infrastructure would likely be

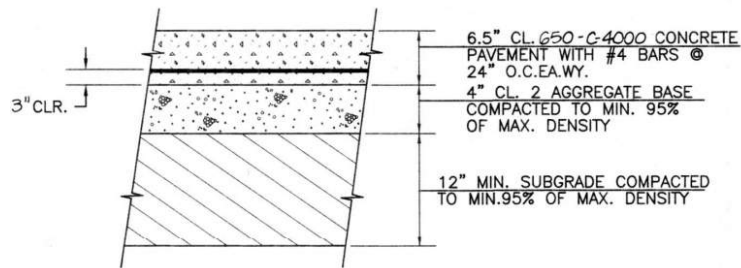


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required in the next 20-years. New lighting, fire-sprinklers, and repainting would also be required. Replacement of the existing pavement under the canopy is not anticipated.

- **Site Improvements:**

- The largest site improvement cost would be the replacement of an extensive amount of concrete pavement throughout the site. It's assumed that all impacted areas would have to be entirely re-paved with a similar concrete pavement section as currently exists. The area of pavement replacement totals about 110,000 sqft.



Existing Concrete Pavement Section (from record drawings)

- The new Maintenance Building would also need to be built above the historical flood plain of the site as noted in the Phase 2 Report. Therefore, the height of the finish floor of the building would be approximately two feet about the current grades in the north/west corner of the site. Significant imported fill would be required, and the re-grading of the site is assumed to be required across the entire northern half of the site.
- Perimeter landscaping and fencing would also need to be upgraded and replaced where required. However, the majority of the perimeter would be converted to buildings so only a limited amount of perimeter would remain as fencing or site walls. It's also anticipated that all three vehicle gates would be replaced.
- As part of construction of the Parking Structure and the Center Canopy, pavement will need to be removed for the construction of foundations and inevitable removal of pavement. Additional costs should be planned for environmental testing and monitoring for the work in this Area of Concern in respect to the known contaminated soils.

- **Utility Infrastructure:**

- Significant electrical improvements would be required to support the new BEB fleet as outlined in **Appendix 4.1** in the Phase 3 Report:
 - A new 400A, 15kV medium-voltage service for the new electrical demand
 - Min. of (8) 500kW BEB charging power units with approximately (48) dispensers
 - 1.1MW photovoltaic system mounted to building and canopy roofs
- Significant expense would also be required to meet the City's storm water requirements (refer to Phase 2 Report section 2.2.3.1.). An underground storage tank system with mechanical filtration would likely be required. A system sized for this site would cost approximately \$250,000.

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- Domestic water line improvements would be required to meet the needs of the new configuration of the facility. The existing connection is adequate for the current facility, but an upgraded water line connection would be necessary to support a fire protection/sprinkler system that would be required for all buildings and canopies.
- Low-voltage, communication systems would also likely be upgraded during the implementation of the master plan. New fiber, radio, and wireless systems should be planned for, particularly to coordinate operations between the two terminals.

3.2.2 Terminal 1 - Opinion of cost

Note: The estimate provided below is a preliminary draft cost estimate prepared by Stantec. All values are preliminary and subject to change following further analysis.

TERMINAL 1 - PRELIMINARY COST ESTIMATE				
	QTY	UNIT	UNIT COST \$	TOTAL COST \$
New Buildings:				
Maintenance Building	20,000	SF	350	7,000,000
Shared Space Addition	4,000	SF	400	1,600,000
Wash Building	2,400	SF	250	600,000
Chassis Wash Canopy	1,800	SF	75	135,000
Parking Structure	124	STALL	20,000	2,480,000
Fare/Service Island	1,400	SF	350	490,000
Center Bus Canopy	33,000	SF	75	2,475,000
North/East Bus Canopy	6,200	SF	125	775,000
Existing Buildings:				
Admin Building Renovations	13,000	SF	125	1,625,000
Electric Bus Canopy	13,000	SF	25	325,000
Sitework				
Paving, Fill, Wet Utilities	110,000	SF	25	2,750,000
Stormwater Structure	1	EA	250,000	250,000
Electrical Utilities	110,000	SF	15	1,650,000
Vehicle Charging Equipment				
150kV Chargers	8	EA	65,000	520,000
Wiring, conduits, footing, etc.	8	EA	8,000	64,000
Photovoltaic System	1,100	kW	3,000	3,300,000
SUBTOTAL				26,039,000
Prorates:				
General Conditions/Requirements	15%			3,905,850
Estimate/Design Contingency	15%			4,491,728
Escalation	20%			6,887,316
SUBTOTAL				41,323,893
Bonds and Insurance Fees	2%			826,478
Contractor Fees	6.5%			2,739,774
TERMINAL 1 GRAND TOTAL				\$ 44,890,145



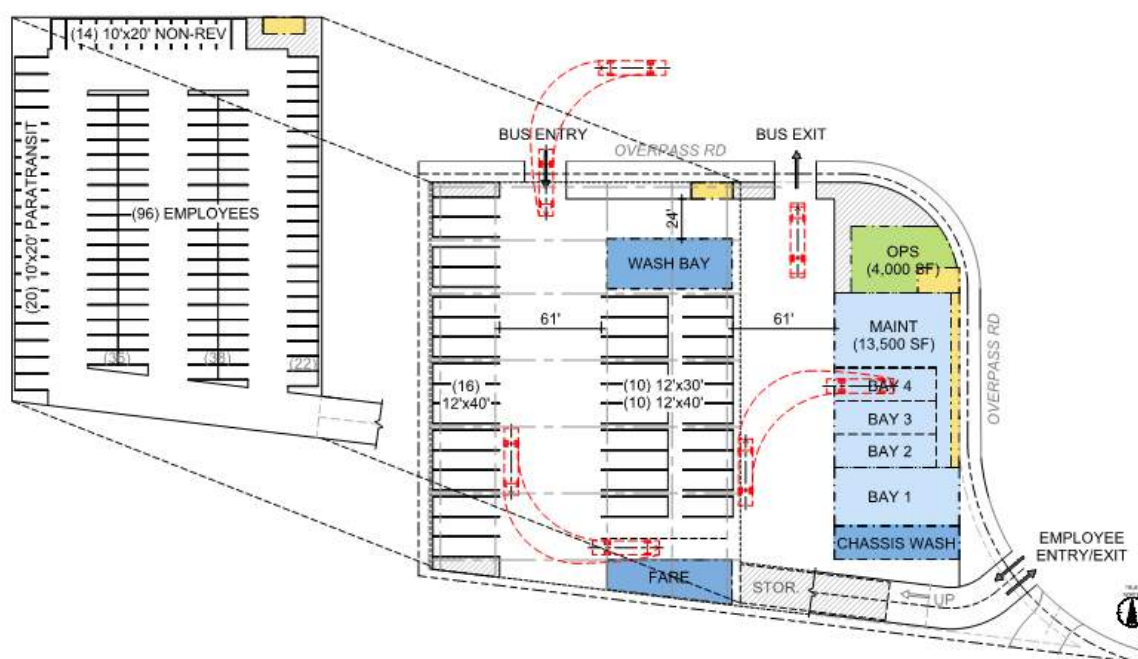
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3.3 TERMINAL 2 FINAL MASTER PLAN

3.3.1 Terminal 2 - Summary

Like Terminal 1, the master plan for Terminal 2 is not without its significant challenges, primarily the lack of area to accommodate the 70-vehicle fleet remainder of the projected future 160-vehicle fleet. However, there are significantly less development issues with this property – lack of flooding concerns, limited contaminated soils, less existing infrastructure to work around, and less development issues in the City of Goleta – making the future redevelopment of Terminal highly-feasible.

The following section outlines the various big-picture components implied in the Final Master Plan for Terminal 2. This summary is not intended to cover every detail necessary to implement the master plan. Appropriate contingency should be included in any planning of facility upgrades.



Terminal 2 – Master Plan Option 6-A

- Fleet Parking:** The plan provides for (26) 40' standard buses and (10) 30' buses. The plan also indicates (34) 10'x20' spaces on the upper level that could be utilized by either non-revenue or microtransit vehicles.
 - The upper level parking deck can serve as the overhead distribution structure for the electric-vehicle charger dispensers.
- Upper Level Parking Deck:** A 46,000 sqft (includes ramp) concrete parking deck is shown to accommodate all of the non-bus parking required onsite. This would account for about (96) employees and the (34) non-rev/paratransit spaces.
 - Approximately 40,000 sqft could be used for potential solar canopy installed above the employee parking deck.

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- The new **Maintenance & Operations Building** is planned to be about 18,000 sqft total on two-levels. About 4,000 sqft for Operations and 14,000 sqft for Maintenance, of which about 7,500 sqft would be for the four maintenance bays.
- The **Chassis Wash Canopy** is planned as a 24'x75', 1,800 sqft canopy off of the south end of the building.
- A 75'-long **Wash Bay** (~2,4000 sqft) with associated equipment space would be required for a drive-through or gantry vehicle wash system. The location under the parking structure would entail that the bay be walled off and would likely need some form of mechanical ventilation.
- **Fare Collection & Vehicle Service** functions would be located underneath the parking structure as well. This 1,200 sqft area would service the fare collection and interior cleaning functions.
- **Site Improvements:**
 - It's assumed that the entire site would need to be repaved to meet the current design criteria and traffic index for the new design, minimum of 6" thick concrete pavement. The paved area is equal to about 63,000 sqft, including the service and wash function areas.
 - Perimeter landscaping and fencing would also need to be replaced. The entire perimeter wall should be replaced with a more appropriate security fence/wall. It's also anticipated that vehicle gates would be provided at all three curb-cuts.
- **Utility Infrastructure:**
 - Significant electrical improvements would be required to support the new BEB fleet as outlined in **Appendix 4.1** in the Phase 3 Report. However, the tech memo outlines what would be required for a 70-vehicle fleet, so the following is assumed necessary for a 36-vehicle fleet:
 - A new 3000A, 480V service to support the new electrical demand
 - Min. of (4) 500kW BEB charging power units with approximately (18) dispensers
 - 1.1MW photovoltaic system mounted to building and canopy roofs
 - Significant expense would also be required to meet the City's storm water requirements (refer to Phase 2 Report section 2.3.3.1.). An underground storage tank system with mechanical filtration would likely be required. A system sized for this site would cost approximately \$250,000.
 - Domestic water line improvements would be required to meet the needs of the new configuration of the facility. The existing connection is adequate for the current facility, but an upgraded water line connection would be necessary to support the larger facility and fire protection/sprinkler system that would be required for the building and covered parking/canopies.
 - Low-voltage, communication systems would also likely be upgraded during the implementation of the master plan. New fiber, radio, and wireless systems should be planned for, particularly to coordinate operations between the two terminals.



DRAFT**3.3.2 Terminal 2 - Opinion of cost**

Note: The estimate provided below is a preliminary draft cost estimate prepared by Stantec. All values are preliminary and subject to change following further analysis.

TERMINAL 2 - PRELIMINARY COST ESTIMATE				
	QTY	UNIT	UNIT COST \$	TOTAL COST \$
New Buildings:				
Building - Maintenance Dept.	14,000	SF	350	4,900,000
Building - Operations Dept.	4,000	SF	400	1,600,000
Wash Building	2,400	SF	250	600,000
Chassis Wash Canopy	1,800	SF	75	135,000
Parking Structure	130	STALL	12,000	1,560,000
Fare/Service Island	1,200	SF	350	420,000
West Canopy	8,000	SF	125	1,000,000
Sitework				
Paving, Fill, Wet Utilities	63,000	SF	25	1,575,000
Stormwater Structure	1	EA	250,000	250,000
Electrical Utilities	63,000	SF	15	945,000
Vehicle Charging Equipment				
150kV Chargers	4	EA	65,000	260,000
Wiring, conduits, footing, etc.	4	EA	8,000	32,000
Photovoltaic System	1,100	KW	3,000	3,300,000
SUBTOTAL				13,277,000
Prorates:				
General Conditions/Requirements	15%			1,991,550
Estimate/Design Contingency	15%			2,290,283
Escalation	20%			3,511,767
SUBTOTAL				21,070,599
Bonds and Insurance Fees	2%			421,412
Contractor Fees	6.5%			1,396,981
TERMINAL 2 GRAND TOTAL				\$ 22,888,992



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3.4 IMPLEMENTATION PLAN

3.4.1 Introduction

The MTD's facilities are a key element to Santa Barbara County's public transportation system and the continued operation and functionality of these facilities are critical to MTD's responsibility for delivering high-quality public transportation. Therefore, proper sequencing and phasing will be critical to implementing the Facilities Master Plan recommendations in the coming years.

It is vital to keep the facilities operating at the highest capacity possible during implementation of the Master Plan. Proper sequencing and planning must take place for the implementation plan to work properly. Taking the cause and effect of the sequencing, the Master Plan was carefully studied by the Facilities Design Team. A multi-phased sequencing plan was developed to achieve the Master Plan. Keeping the facilities as fully functional as possible is a major consideration of each phase. Each phase will have several interim steps to reach its respective goal.

Multiple steps are shown in the phasing plan allowing for design and construction to be accomplished. The phasing plan also allows for work to overlap. Once design and bidding are complete, the first phase of construction may begin. This process would repeat through the end of all Phases.

The drawings in sections 2.4.2. and 2.5.2. depict the current conditions at both sites. These drawings will help illustrate the whole process from beginning to end. Refer to phasing plan for impacts to bus operations of each phase.

3.4.2 Phase 1: Terminal 2 Reactivation

The first, critical step in initiating the Facilities Master Plan for both terminals, is reactivating Terminal 2 for vehicle operations and storage. The existing facilities have not been used for about 20-years and are in need of significant refurbishment. At a bare minimum the following should be considered for operating transit vehicles out of this location. It is only suggested that vehicles be serviced and operated out of this facility and full reuse or occupancy of the facility is not considered at this time without further, more detailed analysis on the integrity of the existing building.

- The entire site needs to be secured and the existing site wall leaves the site easily accessible. A new 8-foot tall perimeter fence, even if just a temporary chain-link fence, is suggested for the entire perimeter.
 - There existing damaged sections of the wall should be removed in part to prevent additional damage to the existing wall. In particular, refer to Section 2.3.2.2. in the Phase 2 Report for specific areas.
- The existing bus wash equipment should be replaced in kind or removed entirely in favor of manually washing vehicles. If the latter is the desired approach, lighting will need to be installed within the Wash Bay.



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- To fuel vehicles, a temporary 12,000 gallon, UL listed above-ground fuel tank with integral dispenser per Phase 2 Report section 2.3.3.4. should be installed at a cost of about \$180,000.
- MTD will have to further assess what's required for their short-term operational goals but it is recommended that lighting repairs/replacement and new security cameras be installed throughout the yard to further secure the property.
- Similarly, the building may need minor improvements at a minimum to use the facility for storage or for use of the restrooms by staff onsite. Alternatively, temporary trailer restrooms and office space could also be leased and located on site to fulfill any specific programmatic needs.
- Minimal pavement repairs are also suggested. In particular around existing storm drain catch basins where pavement was noted as deteriorating in Section 2.3.3.1. in the Phase 2 Report.

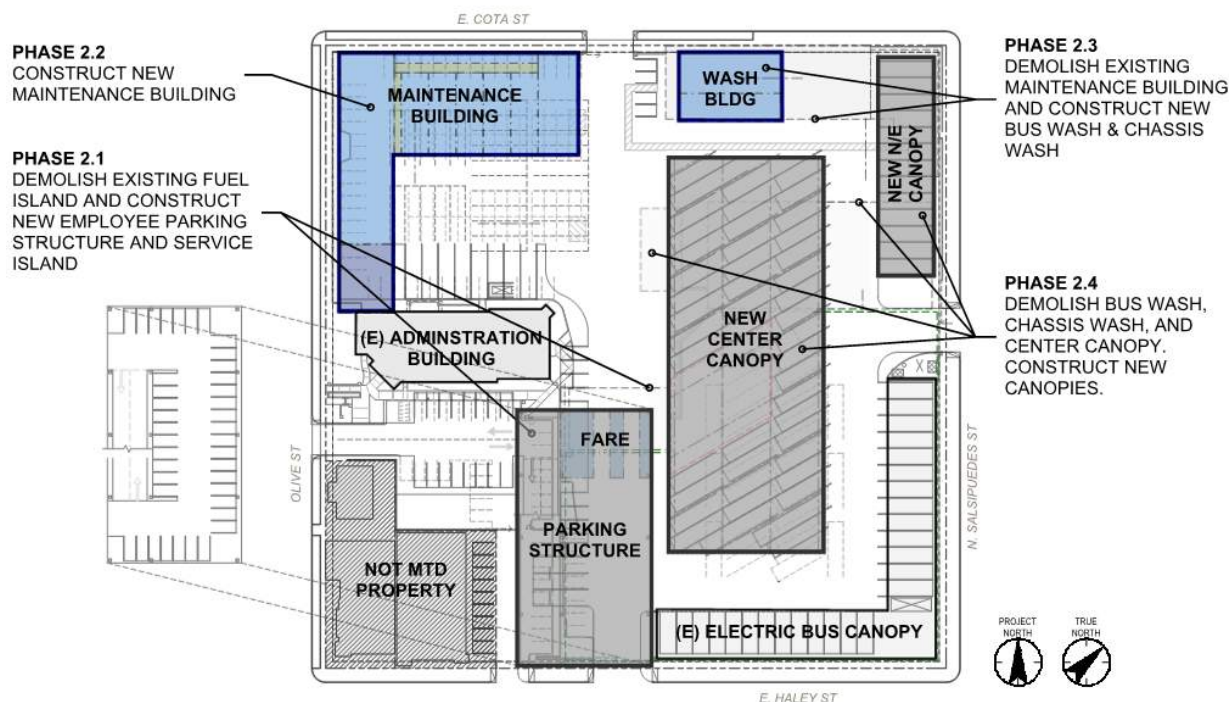
MTD can realistically expect to store 20 to 25 buses (depending on size) at the existing facility. MTD should also expect to park 20 – 30 staff at this location as well which should be achievable with 20 – 25 buses. This relief of staff and buses from Terminal 1 is the critical step in initiating facility improvements at Terminal 1.

3.4.3 Phase 2.1: Terminal 1 Employee Parking / Service Island

Phase 2 encompasses all of the proposed improvements at Terminal 1 to execute the full Master Plan. The phasing plan below graphically outlines the new facilities overlaid on the existing. Vehicle staging and movements would need to be closely considered for each phase to ensure sufficient site capacity for transit vehicles, but with the understanding that significant vehicles would be moved to Terminal 2, this plan should be feasible without relying on third-party facilities.



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Terminal 1 – Phasing Plan

The first phase at Terminal 1 will be to construct the employee parking structure in order to free up the side yard for the construction of the new Maintenance Building. Phase 2.1 is outlined as follows:

- 1.1 MTD will need to find an offsite solution for employee parking for the duration of Phase 2.1.
- 1.2 Create temporary Fuel Island in the current Side Yard. A temporary AST and canopies could be setup for fare retrieval, interior cleaning, and fueling.
- 1.3 Demolish existing Fuel Island including UST.
- 1.4 Construct new Employee Parking Structure with ground-level service island. Modify existing employee/visitor parking area for structure entry/exit.
- 1.5 Remove temporary service functions. Relocate existing AST to temporary location at new service lane (AST will eventually be removed when the entire fleet is converted to EV's).

3.4.4 Phase 2.2: Terminal 1 New Maintenance Building

Phase 2.2 encompasses the full construction of the Maintenance Building and the Shared Spaces Annex to the Administration Building. Fortunately, no permanent structures would need to be relocated or demolished as part of this phase, but the new electric service being installed for the fourteen non-revenue vehicles would eventually need to be relocated. Phase 2.2 is outlined as follows:



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- 2.1 Demolish existing paving and any site feature obstructions.
- 2.2 Construct new Maintenance Building.
- 2.3 Regrade transition areas as required for temporary vehicle movements until completion of subsequent phases.
- 2.4 Relocate all maintenance and storage functions into the new building.

Following the completion of the new Maintenance Building and Shared Space annex, the Administration Building could be renovated given that some flexible space in the annex and maintenance facility could potentially be used by MTD staff as the interior renovations are phased through the building. This interior renovation could happen at any time but following the completion of the Maintenance Building would be the most logical. The interior renovation in and of itself will likely take numerous small phases depending on the level of renovation.

3.4.5 Phase 2.3: Terminal 1 New Bus Wash & Chassis Wash

Following the temporary re-grading of the areas impacted by the new Maintenance Building, the existing maintenance facility would be demolished to make way for the new Bus Wash.

- 3.1 Demolish existing Maintenance Building and surrounding pavement areas. The Bus Wash building will likely be at a lower grade to ensure the Cota St. curb cut is still usable, therefore less fill will be required.
- 3.2 Construct new Wash Building with Chassis Wash Canopy.
- 3.3 Regrade adjacent areas and repave areas around the Wash Building to ensure facility can be fully functional. Alternatively, a drive-in/back-out gantry style washer could be installed so that only one side of the building needs to be accessed.

3.4.6 Phase 2.4: Terminal 1 New Center Canopy & North/East Canopy

Phase 2.4, the final subphase for Terminal 1 would likely be one of the more complicated due to the significant construction in the Area of Concern. Pile foundations could be used, and minimal site disturbance could be planned as much as possible, but it's very likely that the entire area would need to be repaved and significant monitoring and testing would need to happen during this phase. It's also likely going to be necessary to phase these canopy areas just to provide sufficient vehicle parking on site during the construction of this phase.

- 4.1 Demolish existing Center Canopy, Bus Wash, and Chassis Wash areas.
- 4.2 Construct North/East Bus Canopy along Salsipuedes St.
- 4.3 Construct new Center Canopy in phases as required.
- 4.4 Replace site pavement as required.
- 4.5 Full build-out of BEB charging infrastructure would eventually take place after the canopies are complete, but depending on the timing of the canopy construction, this may not occur for several years after the canopy is built.



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3.4.7 Phase 3: Terminal 2

Following the completion of Phase 2, the full renovation of Terminal 1, MTD can turn its focus on building-out Terminal 2 to meet the future needs of the agency at this location. It is possible that MTD could pursue reconstruction efforts at Terminal 2 simultaneous with facility modifications underway at Terminal 1, but this would not be recommended. It is very likely that MTD will need the flexibility of a second terminal while Terminal 1 is undergoing modifications. Additional fleet may need to be staged or serviced at Terminal 2 during the entire duration of Phase 2.

3.4.7.1 Terminal 2 Reconstruction

The reconstruction of Terminal 2, per Option 6-A above would realistically need to happen in one phase due to the small size of the site and the two-level nature of the facility. The contractor would need lay-down area and have access to the entire parcel in order to construct the parking deck and the building. However, it is possible that the parking deck and service functions could be built first and the building second. Allowing MTD to take possession of the parking deck as soon as it's complete in order to resume bus staging and limited operations at this facility. Multiple phases will obviously increase cost and inefficiency of the construction process but may ultimately be the only means for MTD to continue to operate the necessary number of vehicles.

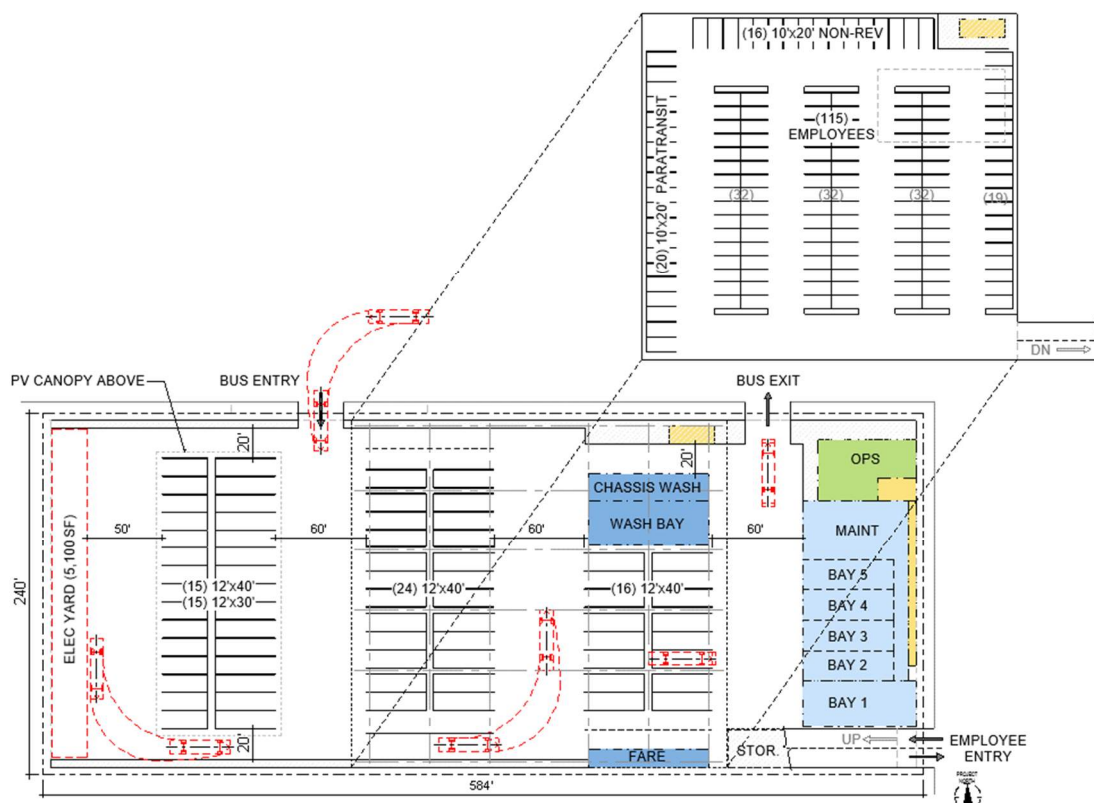
3.4.7.2 Terminal 2 Replacement

The alternative to building a new facility at the existing Terminal 2 property, is to construct an entirely new facility on a separate, larger parcel that will adequately house the 70-buses and 100+ employees that will be staffed at a facility of this size.

The Stantec team explored several options to determine a minimal size for a non-site-specific facility with similar tight constraints. Option 7, as outlined earlier in this report, achieves the desired program with a similar stacked parking requirement as Option 6-A. This option could be made only slightly more efficient if stacked parking were implemented, reducing some of the intermediate drive-aisles. This is, however, very restricting to bus operations and not an ideal configuration for a new facility.



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Terminal 2: Option 7 – Non-Site Specific Layout for 70-Vehicle Fleet

This facility layout requires a minimal parcel size about 3.22 acres, about 1.25 acres more than the footprint of Terminal 2. Ideally a significantly larger parcel would be pursued so that the building could be one-story, a parking deck isn't required, additional setbacks can be provided, storm water mitigations could happen at grade, and additional space could be planned for future growth.

If MTD pursues this approach, then the existing Terminal 2 could continue to operate as a temporary facility until a new facility were constructed. Furthermore, a new terminal could be constructed prior to any facility modifications at Terminal 1, effectively eliminating any need for constrained phasing at Terminal 1.

3.5 CONCLUSION

In summary, MTD's current facilities cannot be reasonably planned to accommodate the projected future fleet growth of 160-buses. In combination, the two preferred Master Plan options, Option 6-A for both terminals, can only provide space for approximately 128 buses: (26) 30' buses, (89) 40' buses, and (3) 60' articulated buses. Accommodations for employees, non-revenue vehicles, and potential paratransit operations can be reasonably accounted for at both terminals, but there simply isn't enough ground-level real estate to accommodate maintenance/service functions and bus parking at the two facilities.



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4.0 APPENDICES

The following reports are listed as appendices to this Executive Summary Report:

- 4.1 PHASE 1 – OPERATIONS REVIEW AND FUTURE REQUIREMENTS REPORT**
- 4.2 PHASE 2 – FACILITIES ASSESSMENT REPORT**
- 4.3 PHASE 3 – FACILITIES MASTER PLAN PROCESS AND RECOMMENDATIONS REPORT**





BOARD OF DIRECTORS REPORT

MEETING DATE: NOVEMBER 19, 2019

AGENDA ITEM: #8

DEPARTMENT: RISK

TYPE: INFORMATIONAL ITEM

PREPARED BY: MARY GREGG

Signature

REVIEWED BY: JERRY ESTRADA

Signature

SUBJECT: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

RECOMMENDATION:

Staff recommends that the Board receive a presentation update on the Federal Transit Administration requirement to prepare a Public Transportation Agency Safety Plan (PTASP).

DISCUSSION:

In July 2018, the Federal Transit Administration (FTA) published a final rule (49 C.F.R. Part 673) that applies to operators of transit systems that receive Urbanized Area Formula Program (49 U.S.C. § 5307) funds, and all rail transit operations regardless of funding. The PTASP rule completes the regulatory foundation of the Public Transportation Safety Program under 49 U.S.C. § 5329. The rule implements an approach to developing an “Agency Safety Plan” that is founded on Safety Management Systems principles and methods, is risk and performance based, and is flexible and scalable. Staff presented an informational report to MTD’s Board on October 16, 2018 introducing PTASP requirements and outlining the Safety Management Systems approach and its components: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

While the specific requirement to develop an “Agency Safety Plan” is new, MTD has always been required to develop and implement rigorous safety programs. As example, MTD’s operations are reviewed annually by the California Highway Patrol, and these reviews are heavily focused on safety. The FTA also regularly assesses MTD’s compliance with various safety-related requirements. PTASP does not replace these existing requirements; rather, it builds upon them.

The PTASP rule became effective on July 19, 2019, and the compliance deadline to develop and certify an Agency Safety Plan is July 20, 2020.



BOARD OF DIRECTORS REPORT

MEETING DATE: NOVEMBER 19, 2019

AGENDA ITEM: #9

DEPARTMENT: RISK

TYPE: ACTION ITEM

PREPARED BY: MARY GREGG

Signature

REVIEWED BY: GENERAL MANAGER

Signature

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

RECOMMENDATION:

Staff recommends that the MTD Board of Directors approve binding coverage for Directors and Officers (D&O) insurance, Employment Practices Liability insurance (EPL), and Fiduciary Liability insurance for policy period January 3, 2020 – January 3, 2021.

DISCUSSION:

Directors and Officers Insurance

The current underwriter is Professional Governmental Underwriters Inc. (PGU). PGU has again secured the best rate in the market, through current surplus lines carrier Indian Harbor Insurance Company, which has an A.M. Best rating of A XV (Excellent). The renewal quote represents an approximate increase of 4% over the expiring policy. There are a limited number of carriers that write these policies for the public sector, and the slight increase is on trend with general pricing increases in the market.

	Renewal	Expiring	Prior
Premium:	\$22,719.90	\$21,841.20	\$20,105
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. Atlantic has an A.M. Best rating of A X (Excellent). While the renewal quote is approximately 11% over the expiring policy, and is the largest increase MTD has seen in several years, MTD's insurance broker Robert Fatch, with Brown and Brown Insurance, reports that Atlantic's quote for the 2020 renewal offers the best terms available in the market. The increase reflects the current EPL claim experience in California as a whole, and is not attributable to any changes at MTD.

BOARD OF DIRECTORS REPORT

	Renewal	Expiring	Prior
Premium:	\$47,935	\$42,995	\$40,340
Limits:	\$3,000,000	\$3,000,000	\$3,000,000
Retention:	\$150,000	\$150,000	\$150,000

Fiduciary

The current carrier is Travelers Casualty, rated A++ XV (Superior) by A.M. Best.

	Renewal	Expiring	Prior
Premium:	\$4,197	\$4,010	\$3,911
Limits:	\$2,000,000	\$2,000,000	\$2,000,000
Retention:	\$0	\$0	\$0