



**REGULAR MEETING**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**  
a Public Agency  
**Tuesday, July 7, 2020**  
**8:30 AM**  
**VIA TELECONFERENCE**

**IMPORTANT NOTICE REGARDING THIS BOARD MEETING:**

This virtual meeting is being conducted utilizing teleconferencing and electronic means pursuant to State of California Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, regarding the COVID-19 pandemic. The public may only view a livestream of the meeting online at:

<http://tinyurl.com/sbmtdyoutube>

**Public Participation**

To make a general public comment or to comment on a specific agenda item, the following methods are available: Email, Phone, and Zoom webinar.

**All comments will be limited to 3 minutes per speaker.**

**1. Email:**

- Submit public comment to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *before 12 p.m.* on the Monday prior to the Board meeting for advance distribution to the Board of Directors.
- Public comment emails submitted to [clerk@sbmtd.gov](mailto:clerk@sbmtd.gov) *during* the meeting will be recognized *if* the email is received prior to or during the item to be addressed.
- **In ALL emailed Public Comments, please include:**
  - (A) The agenda item(s) to be addressed
  - (B) if you would like your comment read into the record
  - (C) Public Comment text

**2. Phone:** Call the Zoom webinar line *10 minutes prior* to the 8:30 a.m. meeting start time:

- Toll-Free Dial-in: **(669) 900-6833.**
  - When prompted, enter Meeting ID **924 3299 8778** and then #.
  - When prompted for a password, dial **956284** and then #.
  - When the item you wish to address is announced, dial \*9 to request to comment.

Please mute your phone until called to speak. If you do not have a mute button, you may mute by dialing \*6. You can unmute by pressing the same keys (\*6). When the chair calls for public comment, the clerk will announce you and will unmute your microphone.

**3. Zoom webinar & computer audio:** View the webinar at the following link at 8:30 a.m.:

<https://zoom.us/j/92432998778?pwd=ekVUUUhpQ0hKeXgxK3lwRTk4Ri9MUT09>

To give public comment via the Zoom webinar, click the "Raise Hand" button only when the item you wish to speak on has begun. When the chair calls for public comment, the clerk will announce you and will unmute your microphone. The public will not be able to share their video or screen.

<b>BOARD OF DIRECTORS AGENDA</b>
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**BOARD MEMBERS WILL JOIN VIA TELECONFERENCE**

**ITEMS TO BE CONSIDERED:**

**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 - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to approve the draft minutes for the meeting of June 2, 2020.

**5. CASH REPORTS - (ACTION MAY BE TAKEN)**

The Board of Directors will be asked to review and approve the Cash Reports from the following dates: May 23, 2020, through June 5, 2020, and June 6, 2020, through June 26, 2020.

**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, see the above instructions on giving remote public comment. Additional public comment will be allowed during each agenda item, including closed session items.

**7. SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BUSINESS RECOVERY GUIDELINES - (ATTACHMENT - INFORMATIONAL)**

Staff will present "MTD's Business Recovery Guidelines", for service restoration and financial recovery from the global pandemic.

**8. GENERAL MANAGER'S REPORT - (INFORMATIONAL)**

The General Manager will provide an update on district activities.

**9. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

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

**10. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (CALLE REAL) - (ACTION MAY BE TAKEN)**

The Board will meet in closed session, pursuant to Government Code §54956.8, conference with real property negotiators, regarding the MTD Calle Real property located at 4678 Calle Real/149 North San Antonio Road (APNs 059-140-004, 059-140-005, 059-140-006, and 067-230-026). Under negotiation will be price and terms of payment.

Agency negotiators: General Manager Jerry Estrada, Graham Lyons.

Other negotiating parties: FPA Multifamily, Housing Authority of Santa Barbara County.

<b>BOARD OF DIRECTORS AGENDA</b>
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**11. RECESS TO CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL REGARDING LITIGATION - (ACTION MAY BE TAKEN)**

The Board will meet in closed session with legal counsel, pursuant to Government Code § 54956.9 (b), regarding: Significant exposure to potential litigation based on existing facts and circumstances (unknown number of cases).

**PUBLIC COMMENT RELATED TO CLOSED SESSION ITEMS 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, June 2, 2020**  
**8:30 AM**  
**VIA TELECONFERENCE**

This meeting was conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order N-29-20 dated March 17, 2020, regarding the COVID-19 pandemic.

**1. CALL TO ORDER**

Chair Dave Davis called the meeting to order at 8:32 AM.

**2. ROLL CALL OF THE BOARD MEMBERS**

Chair Davis conducted a roll call and reported that all members were present with the exception of Director Olivia Rodriguez.

**3. REPORT REGARDING POSTING OF AGENDA**

Christina Perry, Clerk of the Board and Administrative Assistant, reported that the agenda was posted on Friday, May 29, 2020, 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 - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to approve the draft minutes for the meeting of May 12, 2020.

**5. CASH REPORTS - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to review and approve the Cash Reports from the following dates: April 25, 2020, through May 8, 2020, and May 9, 2020, through May 22, 2020.

Vice Chair Dave Tabor moved to approve the Consent Calendar. Director Chuck McQuary seconded the motion. Chair Davis initiated a roll call vote and the motion passed unanimously.

**THIS CONCLUDES THE CONSENT CALENDAR**

**6. PUBLIC COMMENT**

No public comments were made.

**BOARD OF DIRECTORS DRAFT MINUTES**

**7. OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2020-21 - (ATTACHMENT - ACTION MAY BE TAKEN)**

General Manager Jerry Estrada and Director of Finance and Administration Brad Davis presented the draft Operating and Capital Budget for Fiscal Year 2020-21.

Public comment was provided by Howard G.

Director McQuary moved to adopt the Operating and Capital Budget for Fiscal Year 2020-21. Director Paula Perotte seconded the motion. Chair Davis initiated a roll call vote and the motion passed unanimously.

**8. AMENDMENT TO DECLARATION OF FISCAL AND PUBLIC HEALTH EMERGENCY DUE TO COVID-19 PANDEMIC - (ATTACHMENT - ACTION MAY BE TAKEN)**

General Manager Estrada requested that the Board of Directors amend Resolution 2020-03 to authorize the General Manager and/or his designee(s), in consultation with the Board Chairperson and Finance Chairperson and/or their designee(s), to negotiate amendments to existing transit service, renewable diesel fuel, fare buydown, and pass program agreements as needed.

Vice Chair Tabor moved to amend Resolution 2020-03 as recommended by staff. Director Paula Perotte seconded the motion. Chair Davis initiated a roll call vote and the motion passed unanimously.

**9. CARES ACT TRANSIT FUNDS PROGRAM OF PROJECTS - (ACTION MAY BE TAKEN)**

General Manager Estrada and Grants and Compliance Manager Steve Maas presented MTD's Program of Projects (POP) for the Fiscal Year 2020 CARES Act. Staff recommended that the Program of Projects be directed to operating assistance to pay for increased expenditure and revenue losses resulting from the Covid-19 pandemic. MTD would appropriate funding towards operating and capital budgets and consider applications from local public transit operators. MTD is working with other SB County FTA recipients to develop sub-recipient agreements to use portions of that assistance for transit within the district area.

Written comment was provided by Marjie Kirn, Executive Director of Santa Barbara County Association of Governments (SBCAG). Verbal comment was provided by Howard G.

Vice Chair Tabor moved to approve MTD's program of projects (POP) as recommended. Secretary Bill Shelor seconded the motion. Chair Davis initiated a roll call vote and the motion passed unanimously.

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

General Manager Estrada provided updates on district activities.

**11. OTHER BUSINESS AND REPORTS - (INFORMATIONAL)**

The Calle Real Ad Hoc Committee met on May 23, 2020, to discuss negotiation status of property development.

Cancellation of the June 16, 2020, meeting was discussed.

**12. ADJOURNMENT**

Chair Davis adjourned the meeting at 10:14 AM.

**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of July 7, 2020**  
**For the Period May 23, 2020 through June 5, 2020**

**MONEY MARKET**

**Beginning Balance May 23, 2020** **\$1,102,844.16**

Accounts Receivable	6,179,659.51	
Property Tax Revenue	3,725.12	
Prepays & Advertising	750.00	
Miscellaneous Income	398.25	
<b>Total Deposits</b>	<b>6,184,532.88</b>	

Miscellaneous Transfers	(545.97)	
401(k)/Pension Transfer	(35,483.45)	
Payroll Taxes	(138,199.97)	
Accounts Payable	(287,103.88)	
Payroll	(327,062.96)	
<b>Total Disbursements</b>	<b>(788,396.23)</b>	

**CERTIFICATES OF DEPOSIT**

<b>Institution</b>	<b>Maturity</b>	<b>Rate</b>	
American Riviera Bank	2/28/2021	2.00%	1,517,111.94
<b>Total Certificates of Deposit</b>			<b>1,517,111.94</b>

**\$1,517,111.94**

**Ending Balance**

**\$8,016,092.75**

**CASH INVESTMENTS**

LAIF Account	\$5,822,776.10	
Money Market Account	8,016,092.75	

**Total Cash Balance**

**\$13,838,868.85**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$5,049,838.60)	
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**Working Capital**

**\$8,789,030.25**

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

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<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
5/26/2020	Federal Transit Administration	FY20 Formula Operating Assistance	5,800,695.00
6/1/2020	Montecito Bank & Trust	Advertising on Buses	3,247.00
6/4/2020	Local Transportation Fund	SB 325 - May '20	365,320.83
6/5/2020	ASTI Holding Company, LLC	Overpass Property Lease - June '20	9,376.68
6/5/2020	Future Leaders of America	Advertising on Buses	1,020.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$6,179,659.51</b>

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**Santa Barbara Metropolitan Transit District  
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
123952	5/28/2020	ACCOUNTEMPS DBA	CONTRACT EMPLOYMENT	1,494.40	
123953	5/28/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	246.23	
123954	5/28/2020	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	25.67	
123955	5/28/2020	CELTIS VENTURES, INC.	MARKETING SERVICES	3,871.25	
123956	5/28/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	359.54	
123957	5/28/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	619.50	
123958	5/28/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	43.24	
123959	5/28/2020	DAL POZZO TIRE CORP.	TIRE REPAIR/MOUNTING	55.00	
123960	5/28/2020	DIESEL FORWARD, INC.	BUS PARTS	4,758.70	
123961	5/28/2020	G.L. HYDRAULICS INC.	VENDOR BUS REPAIRS	861.00	
123962	5/28/2020	GILLIG LLC	BUS PARTS	3,157.67	
123963	5/28/2020	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	844.31	
123964	5/28/2020	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	581.67	
123965	5/28/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	41.98	
123966	5/28/2020	STEPHEN HAHN	TRAVEL REIMBURSEMENT	61.01	
123967	5/28/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	39.13	
123968	5/28/2020	ISSQUARED, INC.	IT CONSULTING SERVICES	2,475.00	
123969	5/28/2020	LAWSON PRODUCTS INC	SHOP SUPPLIES	2,202.42	
123970	5/28/2020	LUMINATOR TECHNOLOGY GROU	BUS PARTS	1,809.92	
123971	5/28/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	5,505.05	
123972	5/28/2020	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	301.50	
123973	5/28/2020	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	103.00	
123974	5/28/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	483.95	
123975	5/28/2020	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	5,975.00	
123976	5/28/2020	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	0.00	V
123977	5/28/2020	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	5,901.61	
123978	5/28/2020	NFI PARTS DBA	BUS PARTS	1,227.54	
123979	5/28/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	639.28	
123980	5/28/2020	PACIFIC POWER GROUP	BUS PARTS	920.72	
123981	5/28/2020	SILVAS OIL CO., INC.	LUBRICANTS	189.31	
123982	5/28/2020	SO. CAL. EDISON CO.	UTILITIES	307.09	
123983	5/28/2020	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	131.13	
123984	5/28/2020	STANTEC ARCHITECTURE INC.	FACILITIES MASTER PLAN	1,259.50	
123985	5/28/2020	SB CITY OF-REFUSE/WATER	UTILITIES	860.35	
123986	5/28/2020	THE MEDCENTER	MEDICAL EXAMS	1,552.00	
123987	5/28/2020	UNITED REFRIGERATION INC.	BUS AIR CONDITIONING SUPPLIES	489.38	
123988	5/28/2020	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	22,647.57	
123989	5/28/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	66.82	



Check #	Date	Company	Description	Amount	Voids
123990	5/28/2020	VC STAR / DESK SPINCO, INC	PUBLIC NOTICE ADS	461.58	
123991	5/28/2020	VENTURA COUNTY OVERHEAD D	B&G REPAIRS & SUPPLIES	170.00	
123992	5/28/2020	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	4,829.25	
123993	5/28/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	0.00	V
123994	5/28/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	2,676.46	
123995	5/28/2020	YELLOW (YRC) TRANSPORTATIO	FREIGHT CHARGES	321.77	
123996	6/5/2020	ABC BUS COMPANIES INC	BUS PARTS	1,544.55	
123997	6/5/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	2,689.92	
123998	6/5/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,038.67	
123999	6/5/2020	APTA	MEMBERSHIP DUES	26,000.00	
124000	6/5/2020	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	160.00	
124001	6/5/2020	BROWN & BROWN/WHILT FATCH	D&O AND EPLI INSURANCE	19,639.50	
124002	6/5/2020	CITY OF SANTA BARBARA	CSR PARKING PERMITS	363.23	
124003	6/5/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	220.00	
124004	6/5/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	6,994.92	
124005	6/5/2020	DAVID DAVIS JR.	DIRECTOR FEES	120.00	
124006	6/5/2020	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	3,106.25	
124007	6/5/2020	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	3,740.00	
124008	6/5/2020	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	320.53	
124009	6/5/2020	FLEET SERVICES, INC.	BUS PARTS	1,214.92	
124010	6/5/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,375.50	
124011	6/5/2020	GILLIG LLC	BUS PARTS	3,636.70	
124012	6/5/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	85.81	
124013	6/5/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
124014	6/5/2020	J n L GLASS INC.	REPLACE BUS WINDOWS	616.61	
124015	6/5/2020	LANSPEED DBA	IT SERVICES	1,500.00	
124016	6/5/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	3,322.27	
124017	6/5/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,702.20	
124018	6/5/2020	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	114.86	
124019	6/5/2020	CHUCK MCQUARY	DIRECTOR FEES	60.00	
124020	6/5/2020	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	6,302.49	
124021	6/5/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	579.49	
124022	6/5/2020	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	864.60	
124023	6/5/2020	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	19,060.00	
124024	6/5/2020	NEOPART TRANSIT LLC	BUS PARTS	53.53	
124025	6/5/2020	NFI PARTS DBA	BUS PARTS	1,727.12	
124026	6/5/2020	PAULA A. PEROTTE	DIRECTOR FEES	60.00	
124027	6/5/2020	PACIFIC POWER GROUP	BUS PARTS	233.21	
124028	6/5/2020	PACIFIC MATERIALS LABORATOR	WELDING INSPECTIONS	670.00	
124029	6/5/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
124030	6/5/2020	OLIVIA RODRIGUEZ	DIRECTOR FEES	60.00	

Check #	Date	Company	Description	Amount	VOIDS
124031	6/5/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
124032	6/5/2020	SILVAS OIL CO., INC.	LUBRICANTS	183.74	
124033	6/5/2020	WILLIAM JOHN SHELOR	DIRECTOR FEES	120.00	
124034	6/5/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	183.00	
124035	6/5/2020	SO. CAL. EDISON CO.	UTILITIES	2,528.87	
124036	6/5/2020	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	73.52	
124037	6/5/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	12.63	
124038	6/5/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
124039	6/5/2020	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	367.00	
124040	6/5/2020	SB CITY OF-REFUSE/WATER	UTILITIES	3,880.93	
124041	6/5/2020	DAVID T. TABOR	DIRECTOR FEES	120.00	
124042	6/5/2020	TEAMSTERS PENSION TRUST	UNION PENSION	86,233.94	
124043	6/5/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	821.94	
124044	6/5/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	339.79	
124045	6/5/2020	VERITECH, INC.	BUS PARTS	930.00	
124046	6/5/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	94.14	
124047	6/5/2020	RICHARD WEINBERG	DIRECTOR FEES	60.00	
				<b>287,103.88</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	0.00
				<b>Grand Total:</b>	<b>\$287,103.88</b>

**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of July 7, 2020**  
**For the Period June 6, 2020 through June 26, 2020**

**MONEY MARKET**

**Beginning Balance June 6, 2020** **\$6,498,980.81**

Accounts Receivable	140,775.85
Property Tax Revenue	77,108.52
Miscellaneous Income	9,076.25
Passenger Fares	8,756.42
Interest Income	519.05
Measure A Transfer	.05
<b>Total Deposits</b>	<b>236,236.14</b>

Miscellaneous Transfers	(545.97)
Bank & Credit Card Fees	(5,931.58)
401(k)/Pension Transfer	(35,548.12)
Payroll Taxes	(133,236.45)
Workers' Compensation	(162,262.92)
Payroll	(310,316.18)
Accounts Payable	(1,416,625.45)
<b>Total Disbursements</b>	<b>(2,064,466.67)</b>

**CERTIFICATES OF DEPOSIT**

Institution	Maturity	Rate	
American Riviera Bank	2/28/2021	2.00%	1,519,123.91
<b>Total Certificates of Deposit</b>			<b>1,519,123.91</b>

**\$1,519,123.91**

**Ending Balance** **\$6,189,874.19**

**CASH INVESTMENTS**

LAIF Account	\$5,822,776.10
Money Market Account	6,189,874.19

**Total Cash Balance** **\$12,012,650.29**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,854,696.34)
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**Working Capital** **\$7,157,953.95**

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

<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Amount</b>
6/9/2020	Measure A, Section 3 LSTI	Measure A Funds May '20	112,531.13
6/12/2020	Future Leaders of America	Advertising on Buses	1,020.00
6/12/2020	Goodwin & Thyne Properties	Advertising on Buses	1,040.00
6/12/2020	Handlpartners (McDonalds)	Advertising on Buses	5,074.70
6/12/2020	True Media LLC/Cottage Health	Advertising on Buses	936.00
6/18/2020	Santa Barbara City College	Advertising on Buses	4,890.00
6/19/2020	CalPERS	OPEB Reimbursement April '20	6,570.82
6/19/2020	Jim Haggerty	Retiree - Vision	12.20
6/19/2020	Moonlight Graphics/Mktg	Advertising on Buses	4,203.00
6/24/2020	Montecito Bank & Trust	Advertising on Buses	3,247.00
6/26/2020	City of SB Creeks Division	Advertising on Buses	1,251.00
<b>Total Accounts Receivable Paid During Period</b>			<b>\$140,775.85</b>

**Santa Barbara Metropolitan Transit District  
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
124048	6/11/2020	ABC BUS COMPANIES INC	BUS PARTS	95.19	
124049	6/11/2020	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
124050	6/11/2020	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	204.32	
124051	6/11/2020	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	305.00	
124052	6/11/2020	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	285.00	
124053	6/11/2020	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	802.16	
124054	6/11/2020	ROBERT BURNHAM	RETIREE HEALTH REIMB/SDRMA REF	285.00	
124055	6/11/2020	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	137.35	
124056	6/11/2020	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
124057	6/11/2020	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	274.90	
124058	6/11/2020	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	273.85	
124059	6/11/2020	CINTAS CORPORATION	FIRST AID SUPPLIES	211.82	
124060	6/11/2020	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	469.20	
124061	6/11/2020	CSAC/CPEIA	WORKERS COMP INSURANCE	1,514.00	
124062	6/11/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	4,866.35	
124063	6/11/2020	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	191.12	
124064	6/11/2020	DIESEL FORWARD, INC.	BUS PARTS	5,463.15	
124065	6/11/2020	FLEET SERVICES, INC.	BUS PARTS	114.37	
124066	6/11/2020	FLOOR CONNECTION INC	TC RENOVATIONS	520.00	
124067	6/11/2020	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	100.98	
124068	6/11/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,171.83	
124069	6/11/2020	GILLIG LLC	BUS PARTS	6,265.77	
124070	6/11/2020	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	1,101.17	
124071	6/11/2020	GRAPHICINK	PRINTING SERVICES	178.80	
124072	6/11/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	102.62	
124073	6/11/2020	JILL GRISHAM	RETIREE HEALTH REIMB/SDRMA REF	260.23	
124074	6/11/2020	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,748.27	
124075	6/11/2020	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,041.20	
124076	6/11/2020	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	254.26	
124077	6/11/2020	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
124078	6/11/2020	H&H WHOLESALE PARTS	BUS PARTS & SHOP SUPPLIES	451.90	
124079	6/11/2020	ROBERT HARTMAN, JR.	RETIREE HEALTH REIMBURSEMENT	216.52	
124080	6/11/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	56.48	
124081	6/11/2020	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
124082	6/11/2020	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	221.00	
124083	6/11/2020	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	11,324.50	
124084	6/11/2020	LMA ARCHITECTS, CORP.	TC CONSTRUCTION OVERSIGHT	20,148.86	
124085	6/11/2020	LOUIS MANDEVILLE	RETIREE HEALTH REIMBURSEMENT	285.00	

Check #	Date	Company	Description	Amount	Voids
124086	6/11/2020	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	346.39	
124087	6/11/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,550.86	
124088	6/11/2020	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	525.82	
124089	6/11/2020	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	765.00	
124090	6/11/2020	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	1,376.14	
124091	6/11/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	561.47	
124092	6/11/2020	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	36,510.05	
124093	6/11/2020	NEOPART TRANSIT LLC	BUS PARTS	2,260.33	
124094	6/11/2020	NEWTON CONSTRUCTION & MGM	TRANSIT CENTER RENOVATIONS	741,340.10	
124095	6/11/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	53.46	
124096	6/11/2020	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	140.00	
124097	6/11/2020	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
124098	6/11/2020	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	170.00	
124099	6/11/2020	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	178.00	
124100	6/11/2020	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	39.95	
124101	6/11/2020	SILVAS OIL CO., INC.	LUBRICANTS	151.73	
124102	6/11/2020	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	57,145.50	
124103	6/11/2020	SEIFERT GRAPHICS, INC.	BUS PARTS	891.00	
124104	6/11/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	1,004.74	
124105	6/11/2020	SOUTHLAND PRINTING	BUS INSPECTION FORMS	2,829.82	
124106	6/11/2020	SOUTHWEST LIFT & EQUIPMENT,	LIFT REPAIRS & SUPPLIES	1,250.77	
124107	6/11/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	103.55	
124108	6/11/2020	THOMAS TOWING, INC	TOWING SERVICE	937.50	
124109	6/11/2020	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	195,461.00	
124110	6/11/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,856.56	
124111	6/11/2020	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	198.76	
124112	6/11/2020	VEHICLE MAINTENANCE PROGRA	BUS PARTS	803.88	
124113	6/11/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,723.24	
124114	6/19/2020	ABC BUS COMPANIES INC	BUS PARTS	1,193.33	
124115	6/19/2020	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	1,494.40	
124116	6/19/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,567.51	
124117	6/19/2020	AMERICAN SEATING COMPANY	BUS SEATS & PARTS	6,307.65	
124118	6/19/2020	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	160.00	
124119	6/19/2020	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	13,602.37	
124120	6/19/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	19.22	
124121	6/19/2020	DAVID RZEPINSKI & ASSOCIATES	PROCUREMENT SERVICES	4,768.75	
124122	6/19/2020	DIESEL FORWARD, INC.	BUS PARTS	4,201.27	
124123	6/19/2020	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	80,969.50	
124124	6/19/2020	FIRST LOAN	PR RELATED	50.00	
124125	6/19/2020	GIBBS INTERNATIONAL INC	BUS PARTS	727.21	
124126	6/19/2020	GILLIG LLC	BUS PARTS	2,393.64	

Check #	Date	Company	Description	Amount	Voids
124127	6/19/2020	GRAPHICINK	PRINTING SERVICES	2,213.44	
124128	6/19/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	44.33	
124129	6/19/2020	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	240.00	
124130	6/19/2020	I-NETT	PHONE SYSTEM MAINTENANCE CONT	2,870.00	
124131	6/19/2020	UNITED STATES TREASURY - IRS	PAYROLL RELATED	250.00	
124132	6/19/2020	KIMBALL MIDWEST	SHOP SUPPLIES	559.98	
124133	6/19/2020	KIRKS AUTOMOTIVE, INC	BUS/AUTO PARTS	239.25	
124134	6/19/2020	LANSPEED DBA	IT SERVICES	4,625.00	
124135	6/19/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	2,402.59	
124136	6/19/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	383.36	
124137	6/19/2020	NATIONAL DRIVE	PAYROLL DEDUCTION	32.00	
124138	6/19/2020	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	36,510.05	
124139	6/19/2020	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	4,160.51	
124140	6/19/2020	NFI PARTS DBA	BUS PARTS	877.61	
124141	6/19/2020	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	72.97	
124142	6/19/2020	PETTY CASH- HAHN, STEVE	MISC SHOP NEEDS	69.86	
124143	6/19/2020	PACIFIC MATERIALS LABORATOR	TESTING & INSPECTIONS	2,115.00	
124144	6/19/2020	POWERSTRIDE BATTERY CO.	BATTERIES	2,395.54	
124145	6/19/2020	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
124146	6/19/2020	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	341.82	
124147	6/19/2020	SANSUM CLINIC	MEDICAL EXAMS	1,680.00	
124148	6/19/2020	SANTA BARBARA FASTENERS, IN	SHOP SUPPLIES	130.36	
124149	6/19/2020	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
124150	6/19/2020	SILVAS OIL CO., INC.	LUBRICANTS	225.50	
124151	6/19/2020	SM TIRE, CORP.	BUS TIRE MOUNTING	481.18	
124152	6/19/2020	SO. CAL. EDISON CO.	UTILITIES	4,909.91	
124153	6/19/2020	SOCALGAS	UTILITIES	168.86	
124154	6/19/2020	SOUTHWEST LIFT & EQUIPMENT,	LIFT REPAIRS & SUPPLIES	4,216.90	
124155	6/19/2020	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	37.03	
124156	6/19/2020	STATE BOARD OF EQUALIZATION	PAYROLL RELATED	250.00	
124157	6/19/2020	TELCOM, INC.	RADIO PARTS & REPAIRS	380.19	
124158	6/19/2020	TRAVELERS INS	PROPERTY INSURANCE	13,765.00	
124159	6/19/2020	THE MEDCENTER	MEDICAL EXAMS	762.00	
124160	6/19/2020	TANK TEAM INC.	TANK TESTS	123.00	
124161	6/19/2020	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,031.94	
124162	6/19/2020	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
124163	6/19/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	580.12	
124164	6/19/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,961.06	
124165	6/19/2020	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	836.57	
124166	6/19/2020	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	241.04	
124167	6/19/2020	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	53.00	

Check #	Date	Company	Description	Amount	Voids
124168	6/25/2020	ABC BUS COMPANIES INC	BUS PARTS	581.33	
124169	6/25/2020	AMERICAN MOVING PARTS, LLC	BUS PARTS	92.30	
124170	6/25/2020	MIKE CARDONA	TRAVEL & PER DIEM	35.00	
124171	6/25/2020	CELTIS VENTURES, INC.	MARKETING SERVICES	13,205.00	
124172	6/25/2020	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	273.85	
124173	6/25/2020	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	499.02	
124174	6/25/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	0.00	V
124175	6/25/2020	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	10,519.55	
124176	6/25/2020	DIESEL FORWARD, INC.	BUS PARTS	4,185.46	
124177	6/25/2020	FEDEX dba	FREIGHT CHARGES	268.87	
124178	6/25/2020	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,004.92	
124179	6/25/2020	GIBBS INTERNATIONAL INC	BUS PARTS	1,078.35	
124180	6/25/2020	GILLIG LLC	BUS PARTS	1,566.80	
124181	6/25/2020	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	11,638.86	
124182	6/25/2020	GRAINGER, INC.	SHOP/B&G SUPPLIES	21.75	
124183	6/25/2020	HAYWARD LUMBER	SHOP SUPPLIES	28.89	
124184	6/25/2020	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	30.53	
124185	6/25/2020	ISSQUARED, INC.	IT CONSULTING SERVICES	225.00	
124186	6/25/2020	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	40.00	
124187	6/25/2020	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	386.14	
124188	6/25/2020	MC CORMIX CORP. (OIL)	LUBRICANTS	2,402.89	
124189	6/25/2020	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,651.42	
124190	6/25/2020	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	356.43	
124191	6/25/2020	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	5,650.99	
124192	6/25/2020	O'REILLY AUTO PARTS DBA	BUS PARTS	40.19	
124193	6/25/2020	PACIFIC MATERIALS LABORATOR	TESTING & INSPECTIONS	1,140.00	
124194	6/25/2020	PITNEY BOWES INC	POSTAGE METER QTRLY CHARGES	146.81	
124195	6/25/2020	POWERSTRIDE BATTERY CO.	BATTERIES	3,032.02	
124196	6/25/2020	PRECISION WELDING DBA	BUS REPAIRS	500.00	
124197	6/25/2020	SCR TTC	MEMBERSHIP - ONLINE BUS MAINTEN	1,000.00	
124198	6/25/2020	SANTA BARBARA NEWS PRESS	PUBLIC NOTICES/EMPLOYMENT ADS	59.84	
124199	6/25/2020	SILVAS OIL CO., INC.	LUBRICANTS	179.57	
124200	6/25/2020	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	186.28	
124201	6/25/2020	SO. CAL. EDISON CO.	UTILITIES	304.86	
124202	6/25/2020	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	79.93	
124203	6/25/2020	SOCALGAS	UTILITIES	34.34	
124204	6/25/2020	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	301.89	
124205	6/25/2020	STAPLES CREDIT PLAN	OFFICE & COMPUTER SUPPLIES	445.70	
124206	6/25/2020	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	216.00	
124207	6/25/2020	SB CITY OF-REFUSE/WATER	UTILITIES	467.33	
124208	6/25/2020	TDS SERVICE CORP. DBA TRANSI	BUS PARTS REPAIRS	972.00	



Check #	Date	Company	Description	Amount	Voids
124209	6/25/2020	TOOL DISCOUNTER.COM	DB SHOP SUPPLIES	1,382.71	
124210	6/25/2020	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	423.71	
124211	6/25/2020	J.C. M. AND ASSOCIATES INC.	UNIFORMS	1,071.29	
124212	6/25/2020	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	7,610.29	
124213	6/25/2020	VALLEY POWER SYSTEMS, INC.	BUS PARTS	3,533.50	
124214	6/25/2020	VEHICLE MAINTENANCE PROGRA	BUS PARTS	738.41	
124215	6/25/2020	WAXIE SANITARY SUPPLY	DBA JANITORIAL SUPPLIES	460.82	
				<b>1,416,625.45</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	0.00
				<b>Grand Total:</b>	<b>\$1,416,625.45</b>



**BOARD OF DIRECTORS REPORT**

**MEETING DATE:** JULY 7, 2020 **AGENDA ITEM: #7**

**DEPARTMENT:** ADMINISTRATION

**TYPE:** INFORMATIONAL

**PREPARED BY:** JERRY ESTRADA

\_\_\_\_\_  
*Signature*

**REVIEWED BY:** GENERAL MANAGER

\_\_\_\_\_  
*Signature*

**SUBJECT:** SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BUSINESS RECOVERY GUIDELINES

**DISCUSSION:**

The COVID-19 pandemic has quite possibly been the most disruptive event to occur in generations as it pertains to public transit. The impact of the health crisis has not been limited to a single region or diminished over a short period of time. Rather, the consequences resulting from the pandemic appear as though they will leave a lasting imprint on the industry.

The public transportation needs of essential workers, students, seniors and mobility challenged individuals has been underscored by the global pandemic. Providing the community workforce with a reliable means of public transportation has always been a fundamental element of MTD's mission. It has long been known within the industry that public transit service is utilized by individuals (essential workers) that keep our communities functioning on a daily basis and it has been a pleasure to see those individuals receive the recognition they deserve throughout the crisis.

While ridership decreased significantly as an immediate result of the stay-at-home order, Santa Barbara Metropolitan Transit District ("MTD") has seen a steady weekly increase in ridership during the reopening process despite the fact that schools remain shuttered and many of our most vulnerable individuals remain sheltered. Equitably serving all segments of our community in ways that prioritize hazard mitigation, ease of use, the environment, and local economic interests have always been guiding principles of this agency. I am confident that approach will continue to serve us well as businesses and educational institutions reopen and seniors venture out for essential trips.

The economic and operational challenges resulting from the pandemic are becoming clearer with time, but the crisis also provides us with an opportunity to reimagine the service we provide and the manner in which we do so. Ideas and service delivery concepts that may have seemed beyond a small public transit operator's means may now become a necessity.

While we plan for an uncertain future, we cannot lose sight of the immediate challenges we face. The primary purpose of this document is to outline "MTD's Business Recovery guidelines" for the

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restoration of service and financial recovery from the fallout of the global pandemic. These guidelines have been prepared to align with Santa Barbara County’s Reopening Measures which consist of the following five stages:

***Reopening in Safe Environment (RISE) – summarized***

Santa Barbara County Reopening Measures				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Essential businesses and activity only	Curbside retail, associated supply chain, open spaces, outdoor museums	Limited restaurant dine-in seating, beaches, outdoor activities with modifications, shopping malls/swap meets;  Healthcare- non-urgent surgeries and office visits can resume, when healthcare facilities and hospitals ready;	Remain open under modified operating standards for distancing, sanitation, hygiene;  Reopening of further businesses with modifications; Continue to support telework;  Close common or congregation areas at workplaces and/or enforce modified operating standards;  Strongly consider special accommodations for personnel who are vulnerable	Resume unrestricted staffing and operations  Most institutions and businesses fully reopen

The following discussion consists of relevant passages taken from the County of Santa Barbara’s reopening guidelines that describe the process and purpose of their document.

Santa Barbara County’s “RISE” guide provides the community with a framework for reopening. The RISE guide was developed with the participation of private and public sector leaders from throughout the County, and from various segments and industries of our economy. Their work was guided by public health officials and influenced by the California’s Resilience Roadmap which set forth the stages and timing of reopening throughout the state.

Within the framework of the Governor’s Resilience Roadmap, the County of Santa Barbara has produced a companion guide to support the implementation of the roadmap for phased reopening. The Santa Barbara County RISE Guide outlines the steps for reopening that can be safely taken in our community, balanced with the importance of resuming individual and economic activities as the COVID-19 epidemic evolves. The RISE framework provides that context and can be used to inform local decision-making. These guidelines apply to all businesses and organizations and are intended to be instructive, not prescriptive, and no criteria by itself should be an automatic trigger for action, except where directed by the State of California.

The RISE guide consists of the following three parts:

- Core framework: An analysis of local medical and epidemiological factors and conditions.
- Industry sector guidelines: An integration of industry best practices with state and county guidance.
- Readiness and containment plan: A comprehensive plan to combating COVID-19.

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**Santa Barbara Metropolitan Transit District Business Recovery Guidelines**

Consistent with the measures outlined within the RISE guide, MTD has assembled its recovery guidelines into four groups:

- Short and mid-term Service Provision Criteria
- Preliminary Service Plan Goals
- Safety Protocol
- Planning & Recovery Measures

Short and mid-term Service Provision Criteria				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
<i>Add service based on the following:</i>				
Adjust service levels for essential trips only Add unscheduled boosters as needed		Route ridership To support reopening of local trip generators Financial and work force limitations		Consistent with long-term service goals

As the community has begun the reopening process, it should be noted that eight of MTD’s twenty-four routes as well as its “Booster” services remain suspended. MTD suspended lines that primarily served educational institutions as a result of their closures and shuttle routes that typically served as neighborhood coverage with lower ridership results. Frequency along the transportation corridor of State Street / Hollister Avenue, and inter-city routes that run parallel with the Highway 101, has been maintained throughout the pandemic.

The table above outlines MTD management’s “Short and Mid-Term Service Provision Criteria” by stage. Stage 4 is viewed as a return to normal operations and MTD anticipates that such a declaration will not occur until therapeutics or a vaccine to mitigate the spread of COVID-19 are developed. Though the actual stage numbers and phased parts of reopening have changed in definition slightly, Santa Barbara County has progressed to many of the components originally listed in Stage 3 of its reopening measures, and with it MTD anticipates the partial reopening of educational institutions. Management has prioritized restoration of service associated with our local schools, SBCC and UCSB, augmenting higher ridership lines.

Before discussing the specific services that are being prioritized for restoration it is important to share the financial, workforce, and passenger occupancy limitations resulting from the pandemic. The public transit industry was fortunate to be a recipient of federal CARES Act funding to offset direct costs associated with COVID-19 and the structural imbalance in the operating budget resulting from the crisis.

The exhibit to the right, estimates the use of CARES Act funding awarded to MTD spread over the next two fiscal years. As illustrated, the funds fall short of carrying the district through both fiscal years. It is management’s goal to make necessary adjustments to ensure that the funding can be extended for the entirety of fiscal year 2022. The chart below

CARES Act Fund Balance Projection			
	6/30/2020	6/30/2021	6/30/2022
Beginning Balance:	\$16,390,496	\$14,187,959	\$4,471,428
Net Income/Expense:	-\$2,202,537	-\$9,716,531	
Ending Balance:	\$14,187,959	\$4,471,428	
<u>Santa Barbara Urbanized Area Request</u>			
*Clean Air Express (SBCAG)	-	\$400,000	-
<small>*The request of \$1.2 million would be divided among the three Santa Barbara County FTA grantees. (MTD, City of Santa Maria and City of Lompoc)</small>			

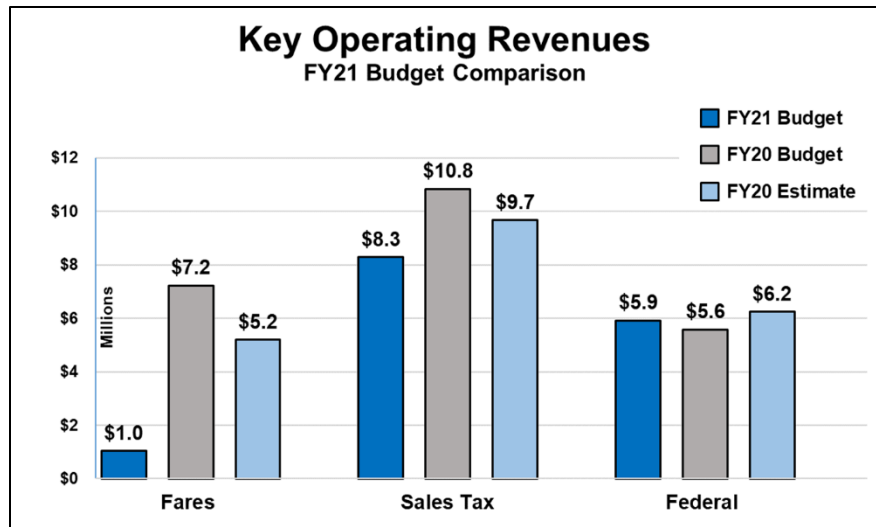
## BOARD OF DIRECTORS REPORT

demonstrates MTD's dependency upon sales tax revenue and the passenger fares generated from the service.

As businesses reopen, and consumer confidence returns, it is possible that sales tax receipts will recover sufficiently by June of 2022 resulting in some economic relief as CARES Act funding is exhausted.

A recovery in passenger fare revenue will be dependent primarily on two factors: ridership and on-campus student enrollment at SBCC and UCSB.

MTD's student bus pass agreements with the two institutions generate over \$2 million annually in passenger fares. General passenger fares make up the majority of the remaining shortfall, and revenue is expected to rise as ridership returns. However, passenger loads will not return to pre-pandemic levels due to the physical distancing limitations. Financially, limiting ridership during the pandemic ensures that the district will not return to pre-pandemic fare revenue levels until well into Stage 4, making full restoration of service levels unattainable.



In regards to MTD's workforce, management will focus the discussion on the need for additional bus drivers. Like any other employer, MTD must consider that the number of employees available to work can decrease unexpectedly due to the pandemic, retirement, separations etc. As such, MTD must proceed cautiously as it restores service levels to the South Coast. A current hiring challenge is that the Department of Motor Vehicles is not scheduling new appointments for licenses required by new bus drivers to be released into service on their own. Management anticipates that the DMV will begin scheduling new appointments soon and has begun to actively recruit for bus driver positions. The bus driver training process typically takes between 4-6 weeks, after a new hire is in possession of a commercial driver license permit, which itself may take up to two weeks.

As discussed briefly under passenger fares, physical distancing limitations on board the bus are a significant impediment to serving educational institutions, high ridership lines along the State Street/Hollister Avenue corridor, and other major trip generators. MTD will attempt to strategically boost trips that are overburdened but workforce and fleet limitations make it improbable to successfully offset the need if ridership begins to reach past demand.

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Preliminary Service Plan Goals				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
<i>Suspension of the following Lines:</i>				
Line(s) 10, 15x, 16, 28, 30, 34, 36, 37, 90, 91, & 92, K-12 school boosters and reduction of service on Line 27)			<i>Service Restoration</i> Modified booster service, Line(s) 27, 28, 15x and 16 as possible	<i>Restore service consistent with long-term service plan</i>

Management has prioritized the restoration of “Booster” service primarily serving K-12 schools, the Line 28 serving UCSB, and Line 15x serving Isla Vista to SBCC. The Line 16 is considered for restoration in the spring as SBCC on campus instruction is anticipated to increase.

Staff has been in discussions with Santa Barbara Unified School District (SBUSD) officials regarding their plans for reopening this fall and the consequent impact on MTD “Booster” services. While the SBUSD plans remain fluid, it appears as though they will be splitting the students into two cohorts, each attending school on campus two days a week and participating virtually once a week. MTD has shared with school officials that a maximum passenger occupancy restriction will remain in place throughout the pandemic, which may be problematic based on historic ridership levels. Additionally, SBUSD may change the junior high schools bell schedule to start before the high schools. The bell schedule change would require additional buses and drivers during the peak service making it doubtful that MTD could serve all of the schools. Due to the uncertainty involved, MTD is working from a set of assumptions and will adapt if needed, finding a way to adjust to a workable solution.

The fact that the pandemic can negatively affect the number of active bus drivers available for duty and the low on-campus enrollment anticipated for UCSB and SBCC in the fall, restoration of the Line 28 (UCSB Shuttle) and Line 15x (SBCC/UCSB Express) is being phased in. Frequency on both lines will be reduced for the fall but can be supplemented with unscheduled boosting as resources and demand dictate.

Safety Protocol				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Enhanced cleaning and disinfecting for vehicles, stations and equipment				
Required Face Coverings			Face coverings recommended	
Limit maximum passenger loads:			Standard maximum passenger loads	
10-12 per 40' bus, 5-8 per 30' bus and 12-15 per 60' bus		15-20 per 40' bus, 10-12 per 30' bus and 20-25 per 60' bus	Seated load equivalent (face covering required)	
Provide masks, gloves and hand cleaning supplies			Provide masks, gloves and hand cleaning supplies; Install driver barriers	
Suspend fare collection			Fare collection restored	
Rear door boarding			Front door boarding restored	
Admin office by appt only and TC closed to public			TC modified reopened	Admin office reopened

At the outset of the pandemic in early March, MTD instituted enhanced cleaning and disinfecting protocols for all high-touch spaces within its fleet of buses, which was extended to its passenger and operating facilities. MTD followed OSHA and CDC guidance, selecting EPA approved disinfectants for use against SARS-CoV-2. Hand sanitizer stations were also deployed throughout the aforementioned facilities at the entrance of frequently used doors and rooms, and employee education on the importance of proper hand hygiene was reinforced with signage

## BOARD OF DIRECTORS REPORT

located next to every sink. Management intends to make most of these changes a part of its long-term cleaning program, and fold these safety protocols into its Public Transportation Agency Safety Plan (PTASP) currently in development. MTD meets all local and state requirements for the use of face coverings within its fleet of vehicles and facilities. Management anticipates revising its face covering policy to “recommended” once Stage 4 is achieved. As discussed earlier in this document, that recommendation assumes therapeutics and/or a vaccine has been developed and with the concurrence of local health officials.

Passenger occupancy is listed as “seated load equivalent” in the guidelines, which is still very uncertain due to the recent increase in COVID-19 cases. MTD will likely remain at Stage 2B levels through the summer. The passenger occupancy restriction will be revisited prior to the start of local schools in late August. It’s important to point out that none of these guidelines should be considered stand-alone requirements, but rather a part of a comprehensive approach to mitigating the spread of COVID-19. Collection of passenger fares and front door boarding will likely occur soon after driver barriers are installed on all active MTD buses. The reinstatement of passenger fares triggers a number of labor intensive duties (cash handling, passenger interactions and pass sales, communication of updated ridership practices to the public and drivers, and additional employee training as needed, as example).

**BOARD OF DIRECTORS REPORT**

Below is a Workforce Productivity Summary that outlines increased and decreased activity that has resulted from the COVID19 pandemic:

**Workforce Productivity Summary from COVID-19**

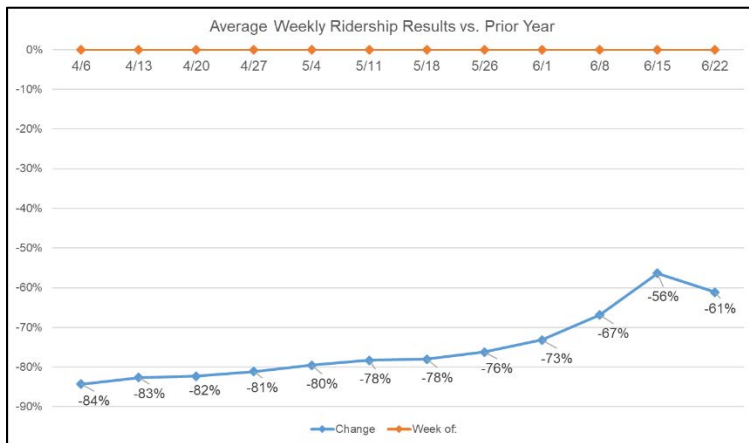
	<b>Finance &amp; Administration</b>	<b>HR, Risk &amp; Safety</b>	<b>Operations</b>	<b>Planning &amp; Marketing</b>
<b>Functional Groups</b>	Capital Projects Accounting Grants & Compliance Purchasing IT	Human Resource Risk Safety	Operations Fleet & Facilities	Transit Planning Marketing Customer Service
<b>Decreased Activity</b>	Fare revenue collection halted Office & TC closed	Claim activity	Ridership and service level reduced	Public interactions Cash handling
<b>Increased Activity</b>	Emergency purchases Budget and finance Grants and compliance Capital projects IT systems and support	Employee assistance Safety protocol development Labor law	Safety protocol implementation Cleaning and disinfecting activities	Service planning
<b>Actions Taken</b>	Accounting Assistant position filled with contracted temporary employee Administrative Assistant positions temporarily reduced to part-time Purchasing Administrator position filled Assistant Finance Manager position filled	Assistant Manager of HR pending placement	Driver and Supervisor overtime reduced Drivers, mechanics and service workers needed for service restoration, pending DMV licensing process Part-time service workers temporarily promoted to full time Supervisor positions unfilled	Customer service positions temporarily unfilled



## BOARD OF DIRECTORS REPORT

Planning & Recovery Measures				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Gather financial data			Determine short & long-term financial impact	Modify budget to reflect long-term financial plan
Monitor ridership and financial impact			Consider new fare collection systems	Implement new fare collection systems
Customer and employee survey			Develop long-term service plan elements	Finalize long-term service plan
Monitor industry practices for safety protocol improvements			Develop long-term safety protocol	Establish long-term safety protocol
			Implement marketing campaign	
			Develop marketing and information campaign	

Management shared a good deal of financial data with the Board during the budget adoption discussion in June. Staff has committed to providing additional financial updates throughout the year to keep the Board abreast of the economic trends and status of remaining CARES Act funding. The depletion of CARES Act funding will dictate when long-term financial decisions will need to take place. Barring additional stimulus funding becoming available to public transit, local sales tax receipts, on campus enrollment at UCSB and SBCC and general ridership fare revenue will determine the long-term budgetary implications resulting from the COVID-19 pandemic.



MTD's targeted service suspensions in response to the closure of local schools and overall ridership decline, as a result of the pandemic, were intended to retain high frequency service along major transportation corridors to serve "essential workers".

Prior to the pandemic, MTD focused resources on maintaining and increasing frequency on lines that deliver higher ridership results and serve known trip generators rather

than expanding coverage routes.

The emphasis on frequency along major transportation corridors and trip generators was tested during the pandemic and based on statistics indicating where riders were not immediately served due to the maximum passenger occupancy restriction, management feels the strategy was validated.

*Allocation of resources along the major transportation corridors and trip generators over coverage routes is a crucial long-term discussion point for management and the Board of Directors as the districts operational revenue streams become strained. While the thought of the discussion could be viewed with some trepidation, management feels it's incumbent on us to view the crisis as an opportunity to reimagine the manner in which MTD serves the South Coast transportation needs.*

A few discussion points that require attention for the agency to move forward and serve the South Coast suitably:

- General philosophy

## BOARD OF DIRECTORS REPORT

- Allocation of resources between high ridership lines and coverage
- Advocacy for alternative transportation modes and measures
  - Bike and pedestrian improvements
  - Traffic signal prioritization
  - Bus priority lanes

A few long-term service opportunities or challenges depending on one's perspective are as follows:

- Emphasis on express services
- Service to educational institutions
- State Street / Waterfront / Coast Village Road / Mesa (Santa Barbara)
- Regional commuter service (Clean Air Express)

The method in which MTD serves the community presents opportunities as well:

- Fixed route vs on-demand service
- Expansion into regional commuter service
- Bike share programs

In preparation of addressing these questions, the Planning and Marketing Department recently issued a public information survey to identify service priorities, safety protocols and overall enhancements that should be considered by management. This is a critical step that is intended to help us make informed decisions that will restore public confidence in utilizing the service, while beginning to look beyond the immediate service restoration and prepare for fundamental change that is needed as a result of the pandemic.

Similarly, the Safety Protocol's included in the guidelines are a reflection of current industry practices and adherence to the guidance of public health officials. Management anticipates that many of the listed practices will be adopted into the agency's long-term safety and fleet and facilities programs. The Federal Transit Administration has extended the deadline for transit operators such as MTD to submit their agency Safety Plans to the end of this calendar year. The deadline extension will provide public transit operators with the opportunity to thoroughly consider many of the practices that have been implemented as a result of the pandemic for inclusion in their Safety Plans.

Locally, business owners are attempting to articulate the health and safety protocols implemented to re-establish customer confidence in their establishments. This new reality extends to public service organizations as well and government agency departments that directly serve the public. As such, MTD will prepare a comprehensive marketing plan to educate the community on its effort to keep them safe throughout the pandemic and beyond while using public transit.

### ATTACHMENTS:

- Stages of Santa Barbara County Reopening Measures and MTD Business Recovery Guidelines

## Stages of Santa Barbara County and MTD Reopening Measures

### Santa Barbara County Reopening Measures

Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Essential businesses and activity only	Curbside retail, associated supply chain, open spaces, outdoor museums	Limited restaurant dine-in seating, beaches, outdoor activities with modifications, shopping malls/swap meets;  Healthcare- non-urgent surgeries and office visits can resume, when healthcare facilities and hospitals ready	Remain open under modified operating standards for distancing, sanitation, hygiene;  Reopening of further businesses with modifications; Continue to support telework;  Close common or congregation areas at workplaces and/or enforce modified operating standards;  Strongly consider special accommodations for personnel who are vulnerable	Resume unrestricted staffing and operations;  Most institutions and businesses fully reopen

### Santa Barbara Metropolitan Transit District Business Recovery Guidelines

Short and mid-term Service Provision Criteria				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
<i>Add service based on the following:</i>				
Adjust service levels for essential trips only Add unscheduled boosters as needed		Route ridership To support reopening of local trip generators  Financial and work force limitations		Consistent with long-term service goals
Preliminary Service Plan Goals				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
<i>Suspension of the following Lines:</i>				
Line(s) 10, 15x, 16, 28, 30, 34, 36, 37, 90, 91, & 92, K-12 school boosters and reduction of service on Line 27)			<i>Service Restoration</i> Modified booster service, Line(s) 27, 28, 15x and 16 as possible	
<i>Restore service consistent with long-term service plan</i>				
Safety Protocol				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Enhanced cleaning and disinfecting for vehicles, stations and equipment				
Required Face Coverings				
Limit maximum passenger loads:				
10-12 per 40' bus, 5-8 per 30' bus and 12-15 per 60' bus		15-20 per 40' bus, 10-12 per 30' bus and 20-25 per 60' bus	Seated load equivalent (face covering required)	Face coverings recommended
Provide masks, gloves and hand cleaning supplies		Provide masks, gloves and hand cleaning supplies; Install driver barriers		
Suspend fare collection		Fare collection restored		
Rear door boarding		Front door boarding restored		
Admin office by appt only and TC closed to public		TC modified reopened		Admin office reopened
Planning & Recovery Measures				
Stage 1	Stage 2	Stage 2B	Stage 3	Stage 4
Gather financial data			Determine short & long-term financial impact	Modify budget to reflect long-term financial plan
Monitor ridership and financial impact			Consider new fare collection systems	Implement new fare collection systems
Customer and employee survey			Develop long-term service plan elements	Finalize long-term service plan
Monitor industry practices fo safety protocol improvements			Develop long-term safety protocol	Establish long-term safety protocol
Develop marketing and information campaign			Implement marketing campaign	

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: July 7, 2020  
Subject: General Manager's Report

## **Operations, Fleet and Facilities**

MTD has maintained compliance with the face-covering requirement. We have had very few circumstances, where employees required additional training or instruction regarding the policy. Generally, these were either when the individuals were alone in a relief car, or when returning a bus to terminal. For the most part, passengers have been receptive to the policy.

Our bid process will commence within the next couple of weeks for the next service change scheduled for August 17, and should not take very long to complete. We will be bidding two bids simultaneously in the event we need to adjust our service level. Our semi-virtual round table meeting to check the bid material occurred Wednesday July 1.

With the City of Santa Barbara cancelling its scheduled events this summer, such as Old Spanish Days and July 4, we do not have to implement any detours or route modifications from the different parade street closures.

Operations is currently operating on March bid plan version 2, which contains 83 weekday runs (as compared to the pre-COVID 103). This lower number represents the elimination of several lines, including shuttle routes, and some UCSB and SBCC related routes. With this reduction, we have been able to maintain minimum overtime, even while leave of absence numbers have risen.

MTD recently took possession of Terminal 2 (Goleta) in its entirety as the lease agreement with Asti Holding Company (Marborg) has expired. A recent site inspection revealed the need for landscape maintenance and yard clean up. Several trees require trimming and the entire site needs manicuring and weeding. The Maintenance department is retrofitting the overhead lighting to new energy efficient, LED from the old, hazardous, sodium vapor lights within the shop at Terminal 1 (Santa Barbara).

Employee training for the new FAS (Fall Arrest System) is scheduled for July 2, 2020. All Mechanics will be instructed on how to properly don a safety harness and use the system while working on top of buses.

MTD's annual CHP Terminal Inspection is scheduled for July 21, 22, and 23. With maintenance KPI's all trending in the right direction the Maintenance department feels well prepared for another successful inspection.

BYD has made a concerted effort to address the remaining project deliverables and unresolved mechanical issues related to their buses. While some minor issues remain, BYD has assured MTD Staff that they will continue to allocate resources now and into the future to remedy those and any new issues that may arise. At this point, BYD has met the threshold for final acceptance and payment of the 5% holdback.

The Evaluation Committee for MTD's On-Call Architectural and Engineering (A&E) Services Request for Qualifications (RFQ) has narrowed the pool of offerors to three firms (termed the "competitive range"). Staff is now evaluating the firms in the competitive range for "responsibility" (financial and technical ability to undertake the work in the contract) and will then move on to the interview stage of the selection process. Staff will then engage the top firm from the interviews in negotiations. It is anticipated that a recommendation for award will be drafted in late July/early August depending on negotiations.

Staff has submitted another Charge Ready program application to Southern California Edison (SCE). The current project request is for heavy-duty charging infrastructure for 14 charge ports (would allow MTD to charge at least 14 additional battery electric buses). MTD's Facilities and Maintenance Manager, Nolan Robertson, and Capital Projects Manager, Ryan Gripp, have been working with an SCE project manager and one of SCE's design consultants to develop a general infrastructure layout. The planned location for the new infrastructure and charge ports is under the center maintenance canopy (canopy that underwent renovations several years ago). Once a preliminary design has been developed, SCE will determine whether the costs associated with MTD's proposed project fit within the program cost thresholds.

The final element of the Charge Ready light-duty charging infrastructure project, setting a new electrical meter, will be completed on July 1. SCE plans to perform final project inspection and commissioning the morning of July 2. At that time, the SCE project manager assigned to MTD will submit the completion paperwork to the Charge Ready program management team for sign-off. MTD Staff is anticipating the official site release email from SCE on July 6. That will allow Staff to contact ChargePoint (charger manufacturer) to schedule the installation of the chargers.

The Transit Center renovation project is nearing completion, and the tentative reopening date is August 17. The general contractor, Newton Construction & Management, Inc., is completing the final cement work and preparing the section of Chapala Street that fronts the Transit Center for the City's contractor to pour a concrete bus pad in place of the current deteriorated asphalt. The new concrete bus pad is a partnership between MTD and the City and is much anticipated by Operations. Newton and MTD staff are also finalizing work on several elements in the building itself, including fire alarm monitoring, security cameras, public internet, security access devices, and freestanding equipment. MTD and our project Architect, Gowdy Mission, are also working with the City to finalize the Restoration Plan for the City right-of-way that MTD has been utilizing while the project is underway.

## **Administration**

MTD was recently notified that the agency's application for a 2020-21 Caltrans Sustainable Transportation Planning Grant was successful. This funding will support the development of a new Short Range Transit Plan.

The Planning and Marketing Department is preparing the August bid with several contingencies due to COVID-19. MTD has also launched a Community Survey on Friday, June 26th to seek feedback from community members on how they are feeling about using local transit due to COVID-19. Current, former, and non-bus riders are encouraged to take the short survey. It can be found at [sbmtd.gov/survey](http://sbmtd.gov/survey).

MTD executed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) award on June 16. MTD will utilize the \$16,390,496 of CARES Act funds to cover operating expenses and revenue losses incurred by MTD and Easy Lift due to the COVID-19 pandemic in FY 2020, FY 2021, & FY 2022. A portion of the funds likely will be allocated to SBCAG for COVID-19-related expenses and losses incurred by the Clean Air Express.

Human Resources is currently moving forward on many different fronts, after navigating challenges presented during the start of the pandemic that put recruiting and other projects on hold. Recruitments are top priority for the department as the Department of Motor Vehicles begins to open up to accommodate permit testing and behind the wheel testing. We are working diligently to fill 2 vacant Mechanic positions, as well as several Bus Operator positions that remained unfilled before the statewide stay at home order was issued by the Governor. Along with the print publications, we are using all proven reliable online resources available as tools for recruitment including Indeed, Google, and LinkedIn. With these resources, we have had an immediate and strong response from as far away as the Los Angeles area with qualified candidates who are available and willing to relocate to fill our open positions.

HR has also restarted the recruitment for the department's HR position in timing with the reopening of many services throughout the county and established physical distancing protocols in place. Response to the open position has resulted in several qualified candidates for consideration. HR anticipates the first round of panel interviews to be held within the next couple of weeks, with the goal of filling the position by the beginning of August.

MTD's Excess Workers' Compensation insurance policy is written through a pooled program offered by CSAC Excess Insurance Authority (EIA), a joint powers authority. For 40 years, EIA has been a leader in risk management solutions for public entities, representing over 2,000 public entity members. At their March 6th, 2020 Board of Director's meeting, a rebranding name change was approved in order to better represent the organization's many functions, and end confusion of their name with the California State Association of Counties (CSAC). EIA's new name is PRISM (Public Risk Innovation, Solutions, and Management). PRISM remains as one of the largest, most successful member-directed risk sharing pools in the nation.

Risk just completed the July 1 renewal of the Excess Workers' Compensation policy with PRISM for the 2020/2021 policy year. With underwriter approval, MTD has secured a Self-Insured Retention (SIR) of \$250,000, lowering the SIR from the previous \$500,000 level. The lower SIR is in keeping with industry trends identified by Risk through surveying other California transit agencies, and lessens MTD's future cost exposure in the event of a large or "catastrophic" claim.

The deadline for certification that transit agencies have established a compliant Agency Safety Plan (ASP) under the Public Transportation Agency Safety Plan (PTASP) regulation, 49 CFR Part 673, is July 20, 2020. On Thursday, April 23, 2020, the US Department of Transportation's Federal Transit Administration (FTA) announced that transit agencies will be given more time to meet the requirements of the regulation, recognizing the "extraordinary operational challenges" presented by the COVID-19 public health emergency. While the deadline date remains in place as part of the regulation, the FTA issued a Notice of Enforcement Discretion that will remain in effect until December 31, 2020, effectively providing an additional five months for an agency to meet the compliance and certification requirements.

MTD is considered a small public transportation provider (operating 100 or fewer vehicles in revenue service during peak regular service across all fixed route modes and does not operate rail fixed guideway public transportation). The FTA requires State Departments of Transportation (DOTs) to draft and certify ASPs on behalf of small public transportation providers, unless that provider has opted to draft its own plan. MTD has chosen to draft its own ASP and served notice to Brian C. Travis, Senior Transportation Planner, California Department of Transportation (Caltrans), Division of Rail and Mass Transportation. Just prior to the pandemic stay at home order, over 40% of small providers in California had opted to draft their own plan.

Mr. Travis has been actively supporting all small transit providers in the state since late 2019 through webinars, informational email communication, and one-on-one teleconferences, in conjunction with the FTA's PTASP Technical Assistance Center (TAC). Mary Gregg, MTD's Director of Human Resources and Risk, and designated Chief Safety Officer (CSO) under PTASP, participated in all of these prior to COVID-19 in preparation of drafting MTD's ASP. Of significant help is the FTA sample plan published in mid-March and the State/Caltrans plan Mr. Travis drafted and has provided to agencies for our use. These documents are very helpful for the foundation of the ASP; however, the heart of the ASP is the development of processes and procedures necessary for implementing Safety Management Systems (SMS). SMS is unique to each and every agency, and all agencies must develop SMS for their plans including those being certified by Caltrans. For MTD's plan, major tasks and activities in Staff's development timeline have been completed. However, the bulk of the plan development around SMS scheduled for March and April were put on hold as executive management and key staff participating in the development of MTD's plan shifted focus due to the COVID-19 pandemic. Therefore, MTD is utilizing the additional time now provided by the FTA to complete and certify MTD's Agency Safety Plan, and will present a completed draft plan to MTD's Board of Directors in September for their approval and signature by General Manager Jerry Estrada, who is MTD's PTASP Accountable Executive.

To minimize COVID-19 exposure risks for employees and contractor personnel, the yearend bus parts inventory was cancelled. Social distancing protocols and work area occupancy requirements per County Health Officer orders would have been extremely difficult to maintain. Additionally, MTD staff would have been in confined and enclosed spaces with other staff and employees of the inventory company for long durations without ventilation at the levels recommended by the CDC. Brown and Armstrong has informed the District that failure to perform the inventory count will result in an audit scope limitation due to the inability to obtain sufficient audit evidence to form an opinion on the value of inventory. This may also result in the reporting of a material weakness in internal controls. Nonetheless, the decision was based on employee health and safety taking precedence over a “clean” audit. Otherwise, the annual financial audit is proceeding on schedule.

To take advantage of currently low fuel prices, MTD extended the term of the current renewable diesel fuel (RD) contract with TAC Energy through June 2022. This coming December, the initial term price of \$2.24 per gallon will be reduced to \$1.65 per gallon. This represents an annual savings of nearly \$450,000 assuming a full service level for routes powered by diesel buses. The price was agreed upon through negotiations with the incumbent supplier and determined to be fair and reasonable. TAC Energy was the only respondent to a recent request for qualifications to provide RD. With anticipated budget deficits and the expectation for fuel costs to rise further from the recent lows, a non-competitive negotiation to lock in a relatively low price was determined to be in the best interests of the District.