



**REGULAR MEETING**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**  
a Public Agency  
**Tuesday, September 7, 2021**  
**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 **897 6898 5357** and then #.
  - When prompted for a password, dial **024162** 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://us06web.zoom.us/j/89768985357?pwd=bXpGMFJralJ5MW5SajRTL2tOV01zdz09>

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), Chuck McQuary (Director), Paula Perotte (Director), Jenn Lemberger (Director), Arjun Sarkar (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 July 20, 2021.

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

The Board of Directors will be asked to review and approve the Cash Reports from the following dates: July 10, 2021, through July 23, 2021; July 24, 2021, through August 6, 2021; and August 7, 2021, through August 27, 2021.

**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. APPROVAL OF PUBLIC TRANSPORTATION AGENCY SAFETY PLAN - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will recommend that the Board approve MTD's Public Transportation Agency Safety Plan.

**8. FISCAL YEAR 2020-21 ANNUAL RIDERSHIP & CUSTOMER SERVICE REPORT - (ATTACHMENTS - INFORMATIONAL)**

Staff will request that the Board receive a report regarding annual ridership and customer service statistics for FY 2020-21.

**9. SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS (SBCAG) SUBRECIPIENT AGREEMENT - (ATTACHMENTS - ACTION MAY BE TAKEN)**

Staff will request that the Board approve an agreement and amendment for SBCAG to be a subrecipient to MTD for \$400,000 of federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 COVID relief funds. Amendment 1 contains additional information required by the Federal Transit Administration. The SBCAG Board approved the agreement on July 15; SBCAG staff will bring the Amendment 1 to their Board for approval.

<b>BOARD OF DIRECTORS AGENDA</b>
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**10. UPDATE 2021 BOARD COMMITTEE ASSIGNMENTS - (ATTACHMENT - ACTION MAY BE TAKEN)**

Staff will suggest that Director Lemberger and Director Sarkar fill the Finance and Human Resources / Risk Committee vacancies for the duration of 2021.

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

The General Manager will provide an update on district activities.

**12. RECESS TO CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR(S) (GOVERNMENT CODE SECTION 54957.6) – (ACTION MAY BE TAKEN)**

Agency-designated representatives: MTD General Manager Jerry Estrada and Interim Chief Operating Officer / Chief Safety Officer Mary Gregg.

Employee organization: International Brotherhood of Teamsters Union, Local 186.

**13. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) - (ACTION MAY BE TAKEN)**

Property: 4678 Calle Real / 149 North San Antonio Road

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons

Negotiating Parties: Chandler Partners; Con/Am Group

Under Negotiation: Price and terms of payment.

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

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

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

**15. ADJOURNMENT**

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



<b>BOARD OF DIRECTORS MEETING DRAFT MINUTES</b>
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**REGULAR MEETING**  
of the  
**BOARD OF DIRECTORS**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**  
A Public Agency  
**Tuesday, July 20, 2021**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

**1. CALL TO ORDER**

Chair Dave Davis called the meeting to order at 8:30 AM.

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

Chair Davis reported that all members were present with the exception of Director Jen Lemberger.

**3. REPORT REGARDING POSTING OF AGENDA**

Christina Perry, Clerk of the Board and Administrative Assistant, reported that the agenda was posted on Friday, July 16, 2021, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

**4. OATH OF OFFICE - (ACTION MAY BE TAKEN)**

Newly appointed Board member Arjun Sarkar was welcomed and sworn in as Director for the Santa Barbara Metropolitan Transit District.

**CONSENT CALENDAR**

**5. APPROVAL OF PRIOR MINUTES - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to approve the draft minutes for the meeting of June 15, 2021.

**6. CASH REPORT - (ACTION MAY BE TAKEN)**

The Board of Directors was asked to review and approve the Cash Report from the following dates: June 5, 2021, through June 25, 2021; and June 26, 2021, through July 9, 2021.

Director Paula Perotte moved to approve the consent calendar. Vice Chair Dave Tabor seconded the motion. Chair Davis opened a roll call vote and the motion passed 5-1-1 with abstention from Director Arjun Sarkar.

**THIS CONCLUDES THE CONSENT CALENDAR**

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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**7. PUBLIC COMMENT**

No public comments were made.

**8. CAPITAL FINANCING OPTIONS PRESENTATION - (ATTACHMENTS - INFORMATIONAL)**

General Manager Jerry Estrada introduced Melissa Shick, Director of KNN Public Finance, who provided a presentation regarding the results of their review of capital financing options available to the District as a potential means for funding capital projects.

Nedko Nedev, Vice President of KNN Public Finance, was also present for questions.

**9. ACCEPTANCE OF STANTEC ARCHITECTURE PROPOSAL-DESIGN AND CONSTRUCTION SUPPORT FOR RECOMMISSIONING OF TERMINAL 2 - (ACTION MAY BE TAKEN)**

Dave Rzepinski, Temporary Project Development Specialist, requested that the Board give General Manager Estrada authority to proceed with a Task Order (No. 5) with Stantec Architecture Inc. for design and construction support services for facility improvements necessary for Phase 1 of the Recommissioning of MTD Terminal 2.

Director Perotte moved to approve the recommendation. Vice Chair Tabor seconded the motion. Chair Davis opened a roll call vote and the motion passed 6-1.

**10. FTA FY 2021 TRIENNIAL REVIEW OF MTD - (ATTACHMENT - INFORMATIONAL)**

Grants and Compliance Manager Steve Maas provided a report regarding the recent Triennial Review of MTD conducted by the FTA.

**11. MTD FY 2022 - FY 2024 OVERALL GOAL FOR DBE PARTICIPATION - (ATTACHMENT - ACTION MAY BE TAKEN)**

Mr. Maas requested that the Board approve MTD's draft "FY 2022 - FY 2024 Overall Goal for Disadvantaged Business Enterprise Participation in Federal Transit Administration Assisted Programs."

Director Perotte moved to approve the recommendation. Director Chuck McQuary seconded the motion. Chair Davis opened a roll call vote and the motion passed 6-1.

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

General Manager Estrada provided an update on district activities.

**13. RECESS TO CLOSED SESSION: REAL PROPERTY NEGOTIATIONS (GOVERNMENT CODE §54956.8) - (ACTION MAY BE TAKEN)**

Property: 4678 Calle Real / 149 North San Antonio Road

Agency Negotiators: General Manager Jerry Estrada; District Outside Counsel, Graham Lyons

Negotiating Parties: Chandler Partners; Con/Am Group

Under Negotiation: Price and terms of payment.

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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No public comments were made prior to recess. Chair Davis recessed to Closed Session at 10:06 AM.

The Board reconvened at 10:20 AM. Chair Davis noted that no action had been taken.

**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.

After returning from closed session, Chair Davis noted that no action had been taken.

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

No regularly scheduled meetings are scheduled for August. The next regularly scheduled meeting is September 7, 2021.

**16. ADJOURNMENT**

Chair Davis adjourned the meeting at 10:23 AM.

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of September 7, 2021**  
**For the Period July 10, 2021 through July 23, 2021**

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**MONEY MARKET**

**Beginning Balance July 10, 2021** **\$7,297,643.81**

Passenger Fares	80,846.08
Accounts Receivable	<u>29,827.20</u>
<b>Total Deposits</b>	<b>110,673.28</b>

Miscellaneous Transfers	(893.19)
401(k)/Pension Transfer	(38,932.70)
Wire Transfer	(65,000.00)
Payroll Taxes	(172,139.36)
Payroll	(345,864.37)
Accounts Payable	<u>(713,150.43)</u>
<b>Total Disbursements</b>	<b>(1,335,980.05)</b>

**Ending Balance** **\$6,072,337.04**

**CASH INVESTMENTS**

LAIF Account	\$5,880,017.71
Money Market Account	<u>6,072,337.04</u>

**Total Cash Balance** **\$11,952,408.21**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,734,485.45)
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**Working Capital** **\$7,217,922.76**

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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>
7/14/2021	City of SB Creeks Division	Advertising on Buses	1,251.00
7/14/2021	SB School District	Passes/Token Sales	8,250.00
7/14/2021	Wells Marketing, LLC	Advertising on Buses	1,328.40
7/20/2021	Kyles Kitchen	Advertising on Buses	2,200.00
7/20/2021	Kyles Kitchen	Advertising on Buses	2,200.00
7/20/2021	Kyles Kitchen	Advertising on Buses	2,200.00
7/20/2021	Kyles Kitchen	Advertising on Buses	2,200.00
7/20/2021	Kyles Kitchen	Advertising on Buses	2,200.00
7/20/2021	Kyles Kitchen	Advertising on Buses	828.00
7/20/2021	Kyles Kitchen	Advertising on Buses	951.00
7/20/2021	Moonlight Graphics/Mktg	Advertising on Buses	4,237.20
7/20/2021	True Media LLC/Cottage Health	Advertising on Buses	250.00
7/20/2021	Wells Marketing, LLC	Advertising on Buses	1,731.60
<b>Total Accounts Receivable Paid During Period</b>			<b>\$29,827.20</b>



**Santa Barbara Metropolitan Transit District**  
**Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
126808	6/10/2021	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	178.00	V
127082	7/16/2021	ABC BUS COMPANIES INC	BUS PARTS	1,780.33	
127083	7/16/2021	AMERICAN BICYCLE SECURITY C	BIKE STORAGE LOCKERS	3,726.00	
127084	7/16/2021	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	3,019.20	
127085	7/16/2021	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	307.00	
127086	7/16/2021	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	454.96	
127087	7/16/2021	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	178.00	
127088	7/16/2021	CAPITOL HARDWARE & BUILDING	B&G SUPPLIES	116.62	
127089	7/16/2021	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	275.63	
127090	7/16/2021	CINTAS CORPORATION	FIRST AID SUPPLIES	165.44	
127091	7/16/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	115.09	
127092	7/16/2021	DIESEL FORWARD, INC.	BUS PARTS	97.42	
127093	7/16/2021	DOWNTOWN ORGANIZATION, INC	ADVERTISING	550.00	
127094	7/16/2021	EVERSHADE LLC DBA	STEAM CLEANING TC/EXPRESS ZONE	3,370.00	
127095	7/16/2021	STATE OF CALIFORNIA	PAYROLL RELATED	200.00	
127096	7/16/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	100.98	
127097	7/16/2021	GIBBS INTERNATIONAL INC	BUS PARTS	472.63	
127098	7/16/2021	GILLIG LLC	BUS PARTS	4,670.85	
127099	7/16/2021	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	795.88	
127100	7/16/2021	GRAPHICINK	PRINTING SERVICES	1,005.74	
127101	7/16/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	56.36	
127102	7/16/2021	LANSPEED DBA	IT SERVICES	2,750.00	
127103	7/16/2021	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	9,896.00	
127104	7/16/2021	MC CORMIX CORP. (OIL)	LUBRICANTS	3,605.66	
127105	7/16/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	481.78	
127106	7/16/2021	MULLEN & HENZELL	CALLE REAL PROJECT SERVICES	20,324.22	
127107	7/16/2021	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	5,054.29	
127108	7/16/2021	NFI PARTS DBA	BUS PARTS	954.37	
127109	7/16/2021	PRISM	WORKERS COMP INSURANCE	149,210.00	
127110	7/16/2021	LETICIA RAMIREZ	PAYROLL RELATED	600.00	
127111	7/16/2021	SAFETY-KLEEN CORPORATION	B&G REPAIRS & SUPPLIES	389.09	
127112	7/16/2021	SANSUM CLINIC	MEDICAL EXAMS	1,805.00	
127113	7/16/2021	SANTA BARBARA FASTENERS, IN	SHOP SUPPLIES	73.41	
127114	7/16/2021	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
127115	7/16/2021	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	69,021.33	
127116	7/16/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	135.25	
127117	7/16/2021	SB CITY OF-REFUSE/WATER	UTILITIES	1,949.24	
127118	7/16/2021	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	194,226.00	

Check #	Date	Company	Description	Amount	Voids
127119	7/16/2021	TEAMSTERS PENSION TRUST	UNION PENSION	84,286.73	
127120	7/16/2021	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,371.90	
127121	7/16/2021	TRUMAN ARNOLD COMPANIES (T	DIESEL FUEL	17,145.55	
127122	7/16/2021	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	529.35	
127123	7/22/2021	ABC BUS COMPANIES INC	BUS PARTS	292.96	
127124	7/22/2021	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	2,717.28	
127125	7/22/2021	BRINK'S INCORPORATED	ARMORED TRANSPORTATION SERVIC	3,317.97	
127126	7/22/2021	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	1,691.23	
127127	7/22/2021	BROWN & BROWN INSURANCE SE	CYBER LIABILITY INSURANCE	6,803.40	
127128	7/22/2021	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
127129	7/22/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	663.90	
127130	7/22/2021	CA DEPT. OF TAX & FEE ADMIN.	QTRLY USER FUEL TAX	1,277.00	
127131	7/22/2021	CA. DEPT. of TAX & FEE ADMINIST	UNDERGROUND STORAGE TANK FEE	2,541.00	
127132	7/22/2021	DESTIN THOMAS COMMUNICATIO	HANDHELD RADIOS	7,030.88	
127133	7/22/2021	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	236.31	
127134	7/22/2021	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	397.12	
127135	7/22/2021	FEDEX dba	FREIGHT CHARGES	87.04	
127136	7/22/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,031.13	
127137	7/22/2021	GIBBS INTERNATIONAL INC	BUS PARTS	2,278.95	
127138	7/22/2021	GILLIG LLC	BUS PARTS	1,853.65	
127139	7/22/2021	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	11,601.60	
127140	7/22/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	181.40	
127141	7/22/2021	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	250.00	
127142	7/22/2021	RODOLFO HURTADO	DMV/VTT REIMBURSEMENT	59.00	
127143	7/22/2021	LANSPEED DBA	IT SERVICES	1,500.00	
127144	7/22/2021	LARA'S AUTO REPAIR DBA	SERVICE VEHICLE REPAIRS	900.20	
127145	7/22/2021	MOUNTAIN CONSTRUCTION	LEAK DETECTION SERVICES	1,015.00	
127146	7/22/2021	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,294.03	
127147	7/22/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	10.28	
127148	7/22/2021	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	48,382.30	
127149	7/22/2021	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	1,482.98	
127150	7/22/2021	NFI PARTS DBA	BUS PARTS	865.42	
127151	7/22/2021	PREVOST CAR (US) INC.	BUS PARTS	1,064.08	
127152	7/22/2021	O'REILLY AUTO PARTS DBA	BUS PARTS	67.15	
127153	7/22/2021	PRECISION WELDING DBA	BUS REPAIRS	577.50	
127154	7/22/2021	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	175.58	
127155	7/22/2021	SMITTY'S TOWING SERVICE D	TOWING SERVICES	390.00	
127156	7/22/2021	SANTA BARBARA TROPHY	DRIVER NAME PLATES	67.86	
127157	7/22/2021	SO. CAL. EDISON CO.	UTILITIES	8,543.08	
127158	7/22/2021	SOCALGAS	UTILITIES	48.67	
127159	7/22/2021	SOUTHWEST LIFT & EQUIPMENT,	LIFT REPAIRS & SUPPLIES	122.48	

Check #	Date	Company	Description	Amount	Voids
127160	7/22/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	1,250.44	
127161	7/22/2021	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	249.88	
127162	7/22/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	4,888.31	
127163	7/22/2021	VEHICLE MAINTENANCE PROGRA	BUS PARTS	859.07	
127164	7/22/2021	PABLO ZUNIGA	EWASTE REIMBURSEMENT	108.00	
				<b>713,328.43</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	178.00
				<b>Grand Total:</b>	<b>\$713,150.43</b>

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of September 7, 2021**  
**For the Period July 24, 2021 through August 6, 2021**

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**MONEY MARKET**

**Beginning Balance July 24, 2021** **\$6,072,337.04**

Accounts Receivable	1,178,987.17
Passenger Fares	92,946.29
Measure A Transfer	1,139.68
Interest Income	913.12
Miscellaneous Income	398.55
<b>Total Deposits</b>	<b>1,274,384.81</b>

Miscellaneous Transfers	(893.19)
Bank & Credit Card Fees	(3,728.74)
401(k)/Pension Transfer	(38,747.80)
Workers' Compensation	(43,927.08)
Payroll Taxes	(151,892.09)
Payroll	(342,165.24)
Accounts Payable	(554,990.02)
<b>Total Disbursements</b>	<b>(1,136,344.16)</b>

**Ending Balance** **\$6,210,377.69**

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**CASH INVESTMENTS**

LAIF Account	\$5,880,017.71
Money Market Account	6,210,377.69

**Total Cash Balance** **\$12,090,448.86**

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**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,484,485.45)
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**Working Capital** **\$7,605,963.41**

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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>
7/28/2021	City of SB Creeks Division	Advertising on Buses	3,888.00
7/30/2021	Montecito Bank & Trust	Advertising on Buses	2,722.00
8/2/2021	Local Transportation Fund	SB 325 - July 2021	907,627.96
8/2/2021	Measure A, Section 3 LSTI	Measure A Funds - July 2021	256,280.11
8/4/2021	Handlpartners (McDonalds)	Advertising on Buses	8,383.70
8/4/2021	Jim Haggerty	Retiree - Vision	12.20
8/4/2021	Jim Haggerty	Retiree - Vision	73.20
<b>Total Accounts Receivable Paid During Period</b>			<b>\$1,178,987.17</b>

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**Santa Barbara Metropolitan Transit District**  
**Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
126058	2/26/2021	LETICIA RAMIREZ	PAYROLL RELATED	650.00	V
127024	7/8/2021	CALIFORNIA SPECIAL DISTRICTS	2021 MEMBERSHIP DUES	1,186.00	V
127165	7/30/2021	ABC BUS COMPANIES INC	BUS PARTS	1,223.38	
127166	7/30/2021	AMERICAN MOVING PARTS, LLC	BUS PARTS	3,130.28	
127167	7/30/2021	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	1,509.60	
127168	7/30/2021	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	300.00	
127169	7/30/2021	BAY ALARM COMPANY, INC	ALARM CONTRACT	255.00	
127170	7/30/2021	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
127171	7/30/2021	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	104.62	
127172	7/30/2021	CARROLL PLUMBING & MAINT., I	B&G REPAIR	251.09	
127173	7/30/2021	CELTIS VENTURES, INC.	MARKETING SERVICES	2,660.00	
127174	7/30/2021	CLEVER DEVICES LTD	IT SUPPORT SERVICES	2,760.00	
127175	7/30/2021	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	383.42	
127176	7/30/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	0.00	V
127177	7/30/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	9,363.38	
127178	7/30/2021	CDTFA	SALES/CONSUMER USE TAX	762.00	
127179	7/30/2021	DEPT OF TOXIC SUBSTANCES CON	EPA MANIFEST ANNUAL FEE	207.50	
127180	7/30/2021	COUNTY OF SB RESOURCE RECOV	DISPOSAL OF HAZARDOUS MATERIAL	28.00	
127181	7/30/2021	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	6,800.00	
127182	7/30/2021	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	83,463.33	
127183	7/30/2021	FEDEX dba	FREIGHT CHARGES	254.00	
127184	7/30/2021	FLEET SERVICES, INC.	BUS PARTS	134.55	
127185	7/30/2021	STATE OF CALIFORNIA	PAYROLL RELATED	200.00	
127186	7/30/2021	GIBBS INTERNATIONAL INC	BUS PARTS	983.79	
127187	7/30/2021	GILLIG LLC	BUS PARTS	3,821.86	
127188	7/30/2021	GLOBAL HEALTHCARE PRODUCT	COVID-19 MASKS	1,468.13	
127189	7/30/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	33.10	
127190	7/30/2021	KNN PUBLIC FINANCE LLC	CONSULTING SERVICES	5,492.50	
127191	7/30/2021	LANSPEED DBA	IT SERVICES	2,125.00	
127192	7/30/2021	LMA ARCHITECTS, CORP.	A&E SERVICES	177.69	
127193	7/30/2021	LIFT-U DIV.	BUS PARTS	198.72	
127194	7/30/2021	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	1,045.00	
127195	7/30/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	142.73	
127196	7/30/2021	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	788.45	
127197	7/30/2021	NATIONAL DRIVE	PAYROLL DEDUCTION	39.00	
127198	7/30/2021	NATIONAL INTERSTATE INS INC.	LIABILITY CLAIMS PAYOUT	238,472.19	
127199	7/30/2021	NFI PARTS DBA	BUS PARTS	554.00	
127200	7/30/2021	O'REILLY AUTO PARTS DBA	BUS PARTS	18.44	

Check #	Date	Company	Description	Amount	Voids
127201	7/30/2021	POWERSTRIDE BATTERY CO.	BATTERIES	781.85	
127202	7/30/2021	PREMIER WIRELESS SOLUTIONS, I	IT EQUIPMENT	4,074.05	
127203	7/30/2021	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
127204	7/30/2021	SM TIRE, CORP.	BUS TIRE MOUNTING	223.00	
127205	7/30/2021	SMART & FINAL	OFFICE/MEETING SUPPLIES	57.40	
127206	7/30/2021	SO. CAL. EDISON CO.	UTILITIES	344.19	
127207	7/30/2021	SOCALGAS	UTILITIES	140.27	
127208	7/30/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	118.37	
127209	7/30/2021	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	850.00	
127210	7/30/2021	SB CITY OF-REFUSE/WATER	UTILITIES	991.44	
127211	7/30/2021	TANK TEAM INC.	TANK TESTS	128.00	
127212	7/30/2021	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	218.90	
127213	7/30/2021	TRUMAN ARNOLD COMPANIES (T	RENEWABLE DIESEL	16,934.14	
127214	7/30/2021	UNITED WAY OF SB	PAYROLL DEDUCTION	60.00	
127215	7/30/2021	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	2,701.43	
127216	7/30/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	19.17	
127217	7/30/2021	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	1,682.57	
127218	7/30/2021	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	657.59	
127219	7/30/2021	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	91.00	
127220	8/5/2021	ABC BUS COMPANIES INC	BUS PARTS	24.01	
127221	8/5/2021	ACCONTEMPS DBA	CONTRACT EMPLOYMENT	7,950.50	
127222	8/5/2021	BEST HYBRID BATTERIES DBA	HYBRID BUS BATTERY REFURBISHIN	4,286.00	
127223	8/5/2021	BROWN & BROWN INSURANCE SE	CYPER LIABILITY INSURANCE	6,039.87	
127224	8/5/2021	COTTAGE HEALTH SYSTEM	EMPLOYEE ASSISTANCE PROGRAM	5,491.15	
127225	8/5/2021	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	155.41	
127226	8/5/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	632.06	
127227	8/5/2021	DIESEL FORWARD, INC.	BUS PARTS	915.04	
127228	8/5/2021	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	434.85	
127229	8/5/2021	ERGOMETRICS, INC.	DRIVER TEST SCORING	705.00	
127230	8/5/2021	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	22,444.33	
127231	8/5/2021	FEDEX dba	FREIGHT CHARGES	38.56	
127232	8/5/2021	GIBBS INTERNATIONAL INC	BUS PARTS	700.89	
127233	8/5/2021	GILLIG LLC	BUS PARTS	5,638.98	
127234	8/5/2021	GRAPHICINK	PRINTING SERVICES	513.84	
127235	8/5/2021	GRAINGER, INC.	SHOP/B&G SUPPLIES	291.15	
127236	8/5/2021	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	5,129.74	
127237	8/5/2021	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,178.32	
127238	8/5/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	39.81	
127239	8/5/2021	IRON HORSE AUTO BODY OF SB D	SERVICE VEHICLE REPAIRS	330.92	
127240	8/5/2021	ANGELICA MARTINEZ	VTT REIMBURSEMENT	10.00	
127241	8/5/2021	MC CORMIX CORP. (OIL)	LUBRICANTS	5,473.45	

Check #	Date	Company	Description	Amount	Voids
127242	8/5/2021	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	105.64	
127243	8/5/2021	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	536.80	
127244	8/5/2021	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	5,687.28	
127245	8/5/2021	MOLINA MANUFACTURING D	REFURBISH BUS SEATS	1,178.74	
127246	8/5/2021	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,351.38	
127247	8/5/2021	NFI PARTS DBA	BUS PARTS	271.54	
127248	8/5/2021	PREVOST CAR (US) INC.	BUS PARTS	64.83	
127249	8/5/2021	O'REILLY AUTO PARTS DBA	BUS PARTS	495.81	
127250	8/5/2021	EDWARD XAVIER PACHECO	PER DIEM TSI TRAINER COURSE	437.00	
127251	8/5/2021	LETICIA RAMIREZ	PAYROLL RELATED	650.00	
127252	8/5/2021	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	389.09	
127253	8/5/2021	SANSUM CLINIC	MEDICAL EXAMS	110.00	
127254	8/5/2021	SILVAS OIL CO., INC.	LUBRICANTS	855.43	
127255	8/5/2021	SO. CAL. EDISON CO.	UTILITIES	5,476.35	
127256	8/5/2021	SOAP MAN DISTRIBUTIN DBA	CLEANING SUPPLIES	292.32	
127257	8/5/2021	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	411.04	
127258	8/5/2021	SB CITY OF-REFUSE/WATER	UTILITIES	4,033.90	
127259	8/5/2021	TRUMAN ARNOLD COMPANIES (T	RENEWABLE DIESEL	33,998.51	
127260	8/5/2021	J.C.M. AND ASSOCIATES INC.	UNIFORMS	63.17	
127261	8/5/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	122.23	
127262	8/5/2021	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	761.74	
				<b>556,826.02</b>	
				<b>Current Cash Report Voided Checks:</b>	0.00
				<b>Prior Cash Report Voided Checks:</b>	1,836.00
				<b>Grand Total:</b>	<b>\$554,990.02</b>



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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of September 7, 2021**  
**For the Period August 7, 2021 through August 27, 2021**

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**MONEY MARKET**

**Beginning Balance August 7, 2021** **\$6,210,377.69**

Passenger Fares	182,878.12
Accounts Receivable	15,589.10
Prepays & Advertising	5,250.00
Interest Income	1,626.24
Miscellaneous Income	238.34
<b>Total Deposits</b>	<b>205,581.80</b>

Miscellaneous Transfers	(1,439.16)
Bank & Credit Card Fees	(4,384.99)
Workers' Compensation	(53,688.18)
401(k)/Pension Transfer	(76,570.30)
Payroll Taxes	(289,285.67)
Payroll	(650,369.77)
Accounts Payable	(969,823.30)
<b>Total Disbursements</b>	<b>(2,045,561.37)</b>

**Ending Balance** **\$4,370,398.12**

**CASH INVESTMENTS**

LAIF Account	\$5,880,071.17
Money Market Account	4,370,398.12

**Total Cash Balance** **\$10,250,469.29**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,587,380.15)
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**Working Capital** **\$5,663,089.14**

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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>
8/10/2021	Caltrans Sustainable Trans. Plan.	SRTP Grant Funding Reimbursement	1,771.00
8/10/2021	City of SB Creeks Division	Advertising on Buses	300.00
8/10/2021	Hiltachk Marketing Group/SB Airport	Advertising on Buses	4,009.70
8/10/2021	SB Media Architects	Advertising on Buses	1,004.40
8/18/2021	Wells Marketing, LLC	Advertising on Buses	1,731.60
8/23/2021	Montecito Bank & Trust	Advertising on Buses	2,722.00
8/23/2021	Montecito Bank & Trust	Advertising on Buses	2,722.00
8/23/2021	Wells Marketing, LLC	Advertising on Buses	1,328.40
<b>Total Accounts Receivable Paid During Period</b>			<b>\$15,589.10</b>

**Santa Barbara Metropolitan Transit District**  
**Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
127202	7/30/2021	PREMIER WIRELESS SOLUTIONS, I	IT EQUIPMENT	4,074.05	V
127263	8/13/2021	ABC BUS COMPANIES INC	BUS AIR PURIFIERS	80,062.14	
127264	8/13/2021	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,222.88	
127265	8/13/2021	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
127266	8/13/2021	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	2,415.36	
127267	8/13/2021	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	265.00	
127268	8/13/2021	AUTOZONE STORES LLC	SHOP SUPPLIES	13.00	
127269	8/13/2021	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	149.87	
127270	8/13/2021	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	307.00	
127271	8/13/2021	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	178.00	
127272	8/13/2021	ROBERT BURNHAM	RETIREE HEALTH REIMB/SDRMA REF	285.00	
127273	8/13/2021	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	178.00	
127274	8/13/2021	COMPUCOUNT INVENTORY SERVI	INVENTORY COUNT SERVICES	6,000.00	
127275	8/13/2021	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	285.00	
127276	8/13/2021	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	275.63	
127277	8/13/2021	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	525.76	
127278	8/13/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	399.63	
127279	8/13/2021	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	215.75	
127280	8/13/2021	DAVID DAVIS JR.	DIRECTOR FEES	60.00	
127281	8/13/2021	DIESEL FORWARD, INC.	BUS PARTS	267.72	
127282	8/13/2021	EVERSHADE LLC DBA	STEAM CLEANING TC/EXPRESS ZONE	3,255.00	
127283	8/13/2021	FEDEX dba	FREIGHT CHARGES	66.90	
127284	8/13/2021	STATE OF CALIFORNIA	PAYROLL RELATED	200.00	
127285	8/13/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	100.98	
127286	8/13/2021	GALDINO MONTES GARDEN & LA	LANDSCAPE MAINTENANCE SERVICE	1,045.00	
127287	8/13/2021	GIBBS INTERNATIONAL INC	BUS PARTS	385.93	
127288	8/13/2021	GILLIG LLC	BUS PARTS	5,335.49	
127289	8/13/2021	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
127290	8/13/2021	GOGETTERS, LLC DBA	COURIER SERVICES	110.00	
127291	8/13/2021	GRAPHICINK	PRINTING SERVICES	77.00	
127292	8/13/2021	GRAINGER, INC.	SHOP/B&G SUPPLIES	57.71	
127293	8/13/2021	JILL GRISHAM	RETIREE HEALTH REIMB/SDRMA REF	283.92	
127294	8/13/2021	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
127295	8/13/2021	I-NETT	PHONE SYSTEM MAINTENANCE CONTI	3,014.00	
127296	8/13/2021	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
127297	8/13/2021	JAVIER JIMENEZ	RETIREE HEALTH REIMBURSEMENT	178.00	
127298	8/13/2021	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	223.00	
127299	8/13/2021	LANSPEED DBA	IT SERVICES	1,500.00	

Check #	Date	Company	Description	Amount	Voids
127300	8/13/2021	LABOR ALLIANCE MANAGED TRU	UNION DENTAL INSURANCE	10,023.00	
127301	8/13/2021	MC CORMIX CORP. (OIL)	LUBRICANTS	2,499.47	
127302	8/13/2021	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,301.47	
127303	8/13/2021	CHUCK MCQUARY	DIRECTOR FEES	60.00	
127304	8/13/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	40.54	
127305	8/13/2021	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	21,160.00	
127306	8/13/2021	NFI PARTS DBA	BUS PARTS	317.42	
127307	8/13/2021	PREVOST CAR (US) INC.	BUS PARTS	196.36	
127308	8/13/2021	PAULA A. PEROTTE	DIRECTOR FEES	60.00	
127309	8/13/2021	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
127310	8/13/2021	POWERSTRIDE BATTERY CO.	BATTERIES	299.44	
127311	8/13/2021	PREMIER WIRELESS SOLUTIONS, I	IT EQUIPMENT	4,074.05	
127312	8/13/2021	PUMPFLIX LP	EMPLOYMENT ADS	800.00	
127313	8/13/2021	LETICIA RAMIREZ	PAYROLL RELATED	600.00	
127314	8/13/2021	PRISCILLA REID	RETIREE HEALTH REIMBURSEMENT	147.00	
127315	8/13/2021	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	175.58	
127316	8/13/2021	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	89.00	
127317	8/13/2021	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
127318	8/13/2021	SANTA BARBARA NEWSPRESS D	ROUTE & SCHEDULE GUIDES	8,293.94	
127319	8/13/2021	SILVAS OIL CO., INC.	LUBRICANTS	4,767.58	
127320	8/13/2021	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	67,134.37	
127321	8/13/2021	WILLIAM JOHN SHELOR	DIRECTOR FEES	60.00	
127322	8/13/2021	SM TIRE, CORP.	BUS TIRE MOUNTING	1,278.95	
127323	8/13/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	240.28	
127324	8/13/2021	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	310.00	
127325	8/13/2021	THE MEDCENTER	MEDICAL EXAMS	1,160.00	
127326	8/13/2021	TILFORD WELDING DBA	VENDOR BUS REPAIRS	80.00	
127327	8/13/2021	DAVID T. TABOR	DIRECTOR FEES	60.00	
127328	8/13/2021	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	190,044.00	
127329	8/13/2021	TEAMSTERS PENSION TRUST	UNION PENSION	86,849.20	
127330	8/13/2021	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,470.21	
127331	8/13/2021	TRUMAN ARNOLD COMPANIES (T	RENEWABLE DIESEL	34,041.16	
127332	8/13/2021	J.C.M. AND ASSOCIATES INC.	UNIFORMS	1,495.79	
127333	8/13/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	209.34	
127334	8/13/2021	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	198.48	
127335	8/13/2021	VEHICLE MAINTENANCE PROGRA	BUS PARTS	186.94	
127336	8/13/2021	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	571.42	
127337	8/13/2021	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	449.87	
127338	8/13/2021	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	229.19	
127339	8/12/2021	ELECTRONIC DATA MAGNETICS, I	BUS PASS PRINTING	1,794.38	V
127340	8/13/2021	ELECTRONIC DATA MAGNETICS, I	BUS PASS PRINTING	1,794.38	

Check #	Date	Company	Description	Amount	Voids
127341	8/19/2021	ABC BUS COMPANIES INC	BUS AIR PURIFIERS	5,123.92	V
127342	8/19/2021	APPLEONE EMPLOYMENT SERVIC	CONTRACT EMPLOYMENT	603.84	
127343	8/19/2021	BICKMORE ACTUARIAL DBA	WC ACTUARIAL REVIEW	2,100.00	
127344	8/19/2021	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
127345	8/19/2021	CITY OF CARPINTERIA	CHARGING STATION ELECTRICITY	15.67	
127346	8/19/2021	CITY OF SANTA BARBARA	CLAIM SETTLEMENT	25,000.00	
127347	8/19/2021	CINTAS CORPORATION	FIRST AID SUPPLIES	622.18	
127348	8/19/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	16.37	
127349	8/19/2021	DIESEL EMISSIONS SERVICE DB	BUS PARTS	871.29	
127350	8/19/2021	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	279.48	
127351	8/19/2021	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	84,189.50	
127352	8/19/2021	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,129.74	
127353	8/19/2021	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	546.07	
127354	8/19/2021	GIBBS INTERNATIONAL INC	BUS PARTS	775.53	
127355	8/19/2021	GILLIG LLC	BUS PARTS	9,840.36	
127356	8/19/2021	GRAPHICINK	PRINTING SERVICES	2,202.81	
127357	8/19/2021	H&H WHOLESALE PARTS	BUS PARTS & SHOP SUPPLIES	985.32	
127358	8/19/2021	MC CORMIX CORP. (OIL)	LUBRICANTS	2,499.47	
127359	8/19/2021	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	48,382.30	
127360	8/19/2021	NFI PARTS DBA	BUS PARTS	454.05	
127361	8/19/2021	SO. CAL. EDISON CO.	UTILITIES	8,233.69	
127362	8/19/2021	SOCALGAS	UTILITIES	123.23	
127363	8/19/2021	STANTEC ARCHITECTURE INC.	EV CHARGER PROJECT	3,548.00	
127364	8/19/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	577.11	
127365	8/19/2021	SB COUNTY-AUDITOR/CONTROLL	LAFCO BUDGET PRO RATA SHARE	8,765.00	
127366	8/19/2021	TRISTAR RISK MANAGEMENT	WORKERS COMPENSATION ADMINIS	15,468.75	
127367	8/19/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	4,648.83	
127368	8/27/2021	ABC BUS COMPANIES INC	BUS AIR PURIFIERS	10,868.32	
127369	8/27/2021	AQUA-FLO	B&G REPAIRS & SUPPLIES	60.31	
127370	8/27/2021	AMERICAN MOVING PARTS, LLC	BUS PARTS	777.43	
127371	8/27/2021	BLACK GOLD INDUSTRIES, CORP	HAZMAT DISPOSAL	2,035.50	
127372	8/27/2021	CAPITOL HARDWARE & BUILDING	B&G SUPPLIES	9.60	
127373	8/27/2021	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
127374	8/27/2021	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	2,151.34	
127375	8/27/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	0.00	V
127376	8/27/2021	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	9,773.18	
127377	8/27/2021	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	6,970.00	
127378	8/27/2021	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	254.60	
127379	8/27/2021	FEDEX dba	FREIGHT CHARGES	141.50	
127380	8/27/2021	FLEET SERVICES, INC.	BUS PARTS	298.07	
127381	8/27/2021	STATE OF CALIFORNIA	PAYROLL RELATED	200.00	

Check #	Date	Company	Description	Amount	Voids
127382	8/27/2021	G.L. HYDRAULICS INC.	B&G REPAIRS & MAINTENANCE	424.88	
127383	8/27/2021	GIBBS INTERNATIONAL INC	BUS PARTS	956.06	
127384	8/27/2021	GILLIG LLC	BUS PARTS	3,475.48	
127385	8/27/2021	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	11,079.19	
127386	8/27/2021	GRAPHICINK	PRINTING SERVICES	177.79	
127387	8/27/2021	GRAINGER, INC.	SHOP/B&G SUPPLIES	208.71	
127388	8/27/2021	HAYNES SALES DBA	B&G REPAIRS & SUPPLIES	1,564.06	
127389	8/27/2021	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	369.57	
127390	8/27/2021	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	385.11	
127391	8/27/2021	JOHNSON CONTROLS FIRE PROTE	FIRE ALARM SERVICES	555.00	
127392	8/27/2021	LAWSON PRODUCTS INC	SHOP SUPPLIES	2,892.21	
127393	8/27/2021	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	25.27	
127394	8/27/2021	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,416.58	
127395	8/27/2021	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	282.86	
127396	8/27/2021	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	7,800.00	
127397	8/27/2021	NATIONAL DRIVE	PAYROLL DEDUCTION	26.00	
127398	8/27/2021	NFI PARTS DBA	BUS PARTS	52.28	
127399	8/27/2021	PREVOST CAR (US) INC.	BUS PARTS	116.97	
127400	8/27/2021	OFFICETEAM	TEMPORARY STAFF	4,778.16	
127401	8/27/2021	LETICIA RAMIREZ	PAYROLL RELATED	600.00	
127402	8/27/2021	SANSUM CLINIC	MEDICAL EXAMS	1,185.00	
127403	8/27/2021	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
127404	8/27/2021	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	3.05	
127405	8/27/2021	SANTA MARIA TIMES, INC	EMPLOYMENT ADS/PUBLIC NOTICES	1,050.00	
127406	8/27/2021	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	48.10	
127407	8/27/2021	SOAP MAN DISTRIBUTIN DBA	BUS CLEANING SUPPLIES	59.81	
127408	8/27/2021	SOCALGAS	UTILITIES	15.16	
127409	8/27/2021	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	338.04	
127410	8/27/2021	STANTEC CONSULTING SERVICES	CONSULTING SERVICES	3,619.00	
127411	8/27/2021	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	1,078.48	
127412	8/27/2021	SB CITY OF-REFUSE/WATER	UTILITIES	596.04	
127413	8/27/2021	TANK TEAM INC.	TANK TESTS	1,699.50	
127414	8/27/2021	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	309.21	
127415	8/27/2021	TRAPEZE SOFTWARE GROUP, INC.	ANNUAL SOFTWARE LICENSE FEES	34,368.00	
127416	8/27/2021	TRUMAN ARNOLD COMPANIES (T	RENEWABLE DIESEL	34,141.74	
127417	8/27/2021	UNITED WAY OF SB	PAYROLL DEDUCTION	40.00	
127418	8/27/2021	J.C.M. AND ASSOCIATES INC.	UNIFORMS	590.50	
127419	8/27/2021	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	3,496.33	
127420	8/27/2021	VALLEY POWER SYSTEMS, INC.	BUS PARTS	108.25	
127421	8/27/2021	VALLEY POWER SYSTEMS, INC.	LUBRICANTS	1,598.19	
127422	8/27/2021	VEHICLE MAINTENANCE PROGRA	BUS PARTS	859.07	

Check #	Date	Company	Description	Amount	Voids
127423	8/27/2021	WAXIE SANITARY SUPPLY	DBA JANITORIAL SUPPLIES	1,157.99	
127424	8/27/2021	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	64.00	
				<b>980,815.65</b>	
			<b>Current Cash Report Voided Checks:</b>	6,918.30	
			<b>Prior Cash Report Voided Checks:</b>	4,074.05	
			<b>Grand Total:</b>	<b>\$969,823.30</b>	



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** SEPTEMBER 7, 2021

**AGENDA ITEM: #7**

**DEPARTMENT:** RISK

**TYPE:** ACTION ITEM

**PREPARED BY:** MARY GREGG

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

**REVIEWED BY:** JERRY ESTRADA

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

**SUBJECT:** APPROVAL OF PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

### RECOMMENDATION:

Staff recommends the Board approve MTD's Public Transportation Agency Safety Plan.

### BACKGROUND:

In 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49 Code of Federal Regulations Part 673. The PTASP rule requires certain operators of public transportation systems that receive federal funds under FTA's Section 5307 Urbanized Area Formula Grants, to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement Safety Management Systems (SMS). SMS is comprised of the data driven processes the agency uses to proactively manage risks of our transportation system. SMS is intended to reduce safety events through making safety everyone's responsibility. MTD has rigorous safety programs previously established that meet local, state and Federal compliance regulations which are included in the ASP and address SMS.

- The PTASP rule became effective on July 19, 2019.
- FTA published a Notice of Enforcement Discretion on April 22, 2020 effectively extending the PTASP compliance deadline from July 20, 2020 to December 31, 2020.
- MTD's Board of Directors adopted MTD's ASP on November 3, 2020.
- MTD self-certified the ASP through the FTA Certifications and Assurances on December 3, 2020.
- FTA published a second Notice of Enforcement Discretion on December 11, 2020 effectively extending the PTASP compliance deadline to July 20, 2021.

### DISCUSSION:

The Public Transportation Agency Safety Plan (PTASP) rule requires applicable transit agencies to conduct an annual review of their Agency Safety Plan (ASP), and the agency's governing body approve the ASP. Staff has completed review of MTD's ASP utilizing Federal Transit Administration's (FTA) recommendation to consider the following three questions to determine whether the contents of the ASP required revisions:



<b>BOARD OF DIRECTORS REPORT</b>
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1. Does our ASP address all relevant requirements in the PTASP regulation?
2. Does our ASP reflect our organization and transit system as it operates today?
3. Are the activities and processes described in our ASP suitable to manage safety at our transit agency?

The answer to all three questions was yes, and resulted in no significant changes to the ASP. Only minor changes were made to update a title change and confirm the annual review scheduled as every July following this initial review, to keep in timing with the FTA Certifications and Assurances process. These changes are reflected in the ASP on page 6, section Agency Safety Plan Version Number and Updates.

**ATTACHMENT:**

- MTD Public Transportation Agency Safety Plan Version 2.0

# MTD PUBLIC TRANSPORTATION AGENCY SAFETY PLAN



The mission of Santa Barbara Metropolitan Transit District is to enhance the mobility of South Coast residents, commuters, and visitors by offering safe, appealing, equitable, environmentally responsible, and fiscally sound transit service.

## Public Transportation Agency Safety Plan

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## 1. Definition of Terms Used in the Agency Safety Plan

Santa Barbara Metropolitan Transit District incorporates all of the Federal Transit Administration's definitions that are in 49 CFR § 673.5 of the Public Transportation Agency Safety Plan regulation.

- **Accident** means an Event that involves any of the following: A loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.
- **Accountable Executive** means a single, identifiable person who has ultimate responsibility for carrying out the Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Transit Asset Management Plan, in accordance with 49 U.S.C. § 5326, of said public transportation agency.
- **Agency or transit agency** means Santa Barbara Metropolitan Transit District, located at 550 Olive Street, Santa Barbara, CA 93101, an operator of a public transportation system.
- **Agency Safety Plan** means the documented comprehensive Public Transportation Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Board of Directors** means governing body of Santa Barbara Metropolitan Transit District.
- **Chief Safety Officer** means the adequately trained individual who has responsibility for safety and reports directly to the transit agency's Accountable Executive.
- **Event** means any Accident, Incident, or Occurrence.
- **Hazard** means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
- **Incident** means an Event that involves any of the following: a personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the transit agency.
- **Investigation** means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.
- **National Public Transportation Safety Plan** means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.
- **Occurrence** means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency.
- **Operator** of a public transportation system means a provider of public transportation as defined under 49 U.S.C. 5302.
- **Part 673** means 49 CFR Part 673.
- **Performance measure** means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.
- **Performance target** means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FTA.
- **Public Transportation Agency Safety Plan** means the documented comprehensive Agency Safety Plan for a transit agency that is required by 49 U.S.C. 5329 and Part 673.
- **Risk** means the composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk mitigation** means a method or methods to eliminate or reduce the effects of hazards.

- **Safety Assurance** means processes within the transit agency's Safety Management System that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
- **Safety Management Policy** means the transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.
- **Safety Management System** means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS is a continuous improvement process that includes systematic procedures, practices, and policies for managing risks and hazards.
- **Safety Performance Target** means a performance target related to safety management activities.
- **Safety Promotion** means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
- **Safety Risk Assessment** means the formal activity whereby the transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.
- **Safety Risk Management** means a process within the transit agency's ASP for identifying hazards and analyzing, assessing, and mitigating safety risk.
- **Serious injury** means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within seven days from the date when the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.
- **State of Good Repair** means the condition in which a capital asset is able to operate at a full level of performance.
- **Transit Agency** means an operator of a public transportation system.
- **Transit Asset Management Plan** means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR Part 625.

## 2. Commonly Used Acronyms

Acronym	Word or Phrase
ADA	American's with Disabilities Act of 1990
AE	Accountable Executive
ASP	Agency Safety Plan (also referred to as a PTASP in Part 673)
BOD	Board of Directors
Caltrans	California Department of Transportation
CSO	Chief Safety Officer
CFR	Code of Federal Regulations
DOT	Department of Transportation

<b>ESRP</b>	<b>Employee Safety Reporting Program</b>
<b>FTA</b>	<b>Federal Transit Administration</b>
<b>MPO</b>	<b>Metropolitan Planning Organization</b>
<b>Part 673</b>	<b>49 CFR Part 673 (Public Transportation Agency Safety Plan)</b>
<b>SBCAG</b>	<b>Santa Barbara County Association of Governments</b>
<b>SBMTD</b>	<b>Santa Barbara Metropolitan Transit District</b>
<b>SGR</b>	<b>State of Good Repair</b>
<b>SMP</b>	<b>Safety Management Policy</b>
<b>SMS</b>	<b>Safety Management System</b>
<b>SPT</b>	<b>Safety Performance Target</b>
<b>SRM</b>	<b>Safety Risk Management</b>
<b>U.S.C.</b>	<b>United States Code</b>
<b>VRM</b>	<b>Vehicle Revenue Miles</b>
<b>VTT</b>	<b>Verification of Transit Training</b>

### 3. Public Transportation Agency Safety Plan Overview

#### Public Transportation Agency Safety Plan

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Rule. The rule applies to all operators of public transportation systems that are recipients and subrecipients of federal financial assistance under the Urbanized Area Formula Program (49 U.S.C. § 5307). The rule requires these transit operators to develop an Agency Safety Plan (ASP) that include the processes and procedures to implement Safety Management System (SMS). FTA has adopted the principles and methods of SMS as the basis for enhancing the safety of public transportation in the United States.

- The Rule 49 CFR Part 673 became effective on July 19, 2019.
- FTA published a Dear Colleague letter on July 19, 2019, to alert the transit industry of the July 20, 2020 safety compliance deadline.
- FTA published a Notice of Enforcement Discretion on April 22, 2020, effectively extending the compliance deadline to December 31, 2020 due to the COVID-19 pandemic.

SBMTD developed the contents of our Agency Safety Plan to meet all requirements specified in 49 CFR Part 673. SBMTD's ASP addresses all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Public Transportation Safety Plan.

The Agency Safety Plan is based on the four principles or pillars of the Safety Management System (SMS). SMS is defined as the formal, top-down, organization-wide, data-driven approach to managing safety risk and assuring the effectiveness of safety mitigations. It includes systematic policies, procedures, and practices for the management of safety risk.

The four principles or pillars of SMS are: (1) Safety Management Policy; (2) Safety Risk Management; (3) Safety Assurance; and (4) Safety Promotion.

SMS is a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety concerns earlier, share and analyze safety data more effectively, and measure safety performance more efficiently. SBMTD's SMS focuses on applying resources to risk and is based on ensuring that the agency has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources. The SMS processes in the ASP are for SBMTD's directly operated fixed route bus service.

Key components of SBMTD's SMS include:

- Strong executive safety leadership;
- Defined roles and responsibilities;
- Formal safety accountabilities and communications;
- Effective policies and procedures; and
- Active employee involvement

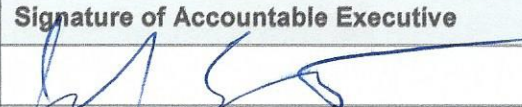
SBMTD monitors the contractor providing its ADA/Paratransit service to ensure they are following their SMS as referenced in Appendix A. Contractor's Agency Safety Plan was developed in coordination with SBMTD and meets all requirements specified in 49 CFR Part 673.

#### 4. Transit Agency Information

<b>Transit Agency Name</b>	Santa Barbara Metropolitan Transit District			
<b>Transit Agency Address</b>	550 Olive Street, Santa Barbara, CA 93101			
<b>Name and Title of Accountable Executive</b>	Jerry Estrada, General Manager			
<b>Name of Chief Safety Officer</b>	Mary Gregg, Interim Chief Operating Officer			
<b>Mode(s) of Service Covered by This Plan</b>	Fixed Route Bus	<b>List All FTA Funding Types (e.g., 5307, 5337, 5339)</b>	5307, 5339	
<b>Mode(s) of Service Provided by the Transit Agency</b>	Directly Operated Fixed Route Bus; Contracted ADA/Paratransit Service			
<b>Does the agency provide transit services on behalf of another transit agency or entity?</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	<b>Description of Arrangement(s)</b>	N/A
<b>Name and Address of Transit Agency(ies) or Entity(ies) for Which Service Is Provided</b>	N/A			



## 5. Plan Development, Approval, and Updates

<b>Name of Person Who Drafted This Plan</b>	Mary Gregg, Interim Chief Operating Officer / Chief Safety Officer	
<b>Signature by the Accountable Executive</b>	<b>Signature of Accountable Executive</b>	<b>Date of Signature</b>
		August 31, 2021
<b>Approval by the Board of Directors or an Equivalent Authority</b>	<b>Name of Entity That Approved This Plan</b>	<b>Date of Approval</b>
	SBMTD Board of Directors	September 7, 2021
	<b>Relevant Documentation (Title and Location)</b>	
	Board agenda and meeting minutes reflecting approval is maintained on file by SBMTD's Chief Safety Officer.	
<b>Certification of Compliance</b>	<b>Name of Entity That Certified This Plan</b>	<b>Date of Certification</b>
	Santa Barbara Metropolitan Transit District	December 3, 2020
	<b>Relevant Documentation (Title and Location)</b>	
	Federal Fiscal Year 2020 Certifications and Assurances, on file at SBMTD's administrative office	

Agency Safety Plan Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1.0	All Pages	New Document	12/03/2020
2.0	5, 6	Staff title change, Annual Review timeline	09/07/2021

Annual Review and Update of the Agency Safety Plan
<p>This plan will be reviewed and updated by the Chief Safety Officer no less than annually by July 20 in perpetuity. All Agency Safety Plan updates shall be signed by the Accountable Executive and approved by SBMTD's Board of Directors.</p> <p>SBMTD updates this ASP when information, processes or activities change within the agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. Data collected by SBMTD through its Safety Risk Management and Safety Assurance processes is shared with the State Department of Transportation, and the local Metropolitan Planning Organization.</p>



## 6. Safety Performance Targets

Safety Performance Targets							
<p>Safety Performance Targets (SPTs) are specific numerical targets set by SBMTD based on safety performance measures under the <i>National Public Transportation Safety Plan</i> for: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability (State of Good Repair). Rates for the safety performance targets are calculated by SBMTD per 100,000 vehicle revenue miles (VRM) based on a five-year average from 2015-2019 of SBMTD's reportable data to the National Transit Database (NTD).</p>							
Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)	System Reliability
Fixed Route Bus	0.6	0.02	2.4	0.09	3.0	0.12	8,000
ADA/Paratransit	0	0	1	0.04	4.0	0.17	50,000

Safety Performance Target Coordination		
<p>SBMTD's Accountable Executive shares our ASP, including safety performance targets, with the Metropolitan Planning Organization (MPO) in our service area each year after its formal adoption by the Board of Directors. MTD's Chief Safety Officer also provides a copy of our formally adopted plan to the State Department of Transportation. MTD personnel are available to coordinate with both agencies in the selection of each agency's safety performance targets upon request.</p>		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	California Department of Transportation, Division of Rail and Mass Transportation (Caltrans)	11/03/2020
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Santa Barbara County Association of Governments (SBCAG)	11/03/2020

## 7. Safety Management Policy

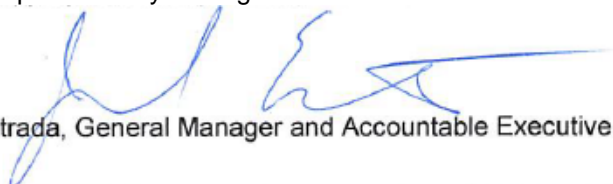
Safety Management Policy
<p>The first component of SBMTD's Safety Management System is Safety Management Policy, which is the foundation the agency's SMS. It states the agency's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish these safety objectives.</p>

## Safety Management Policy Statement

Safety is Santa Barbara Metropolitan Transit District's number one priority. We educate, encourage, and endorse a strong culture of safety at every level of the organization. We value the responsibility entrusted in us by the communities that we serve. SBMTD is committed to developing, implementing, maintaining, and constantly improving processes to ensure the safety of our customers, employees, and the public. The agency's overall safety objective is to proactively manage safety hazards and their associated safety risk to achieve the highest level of safety performance, meeting and exceeding established standards for our industry.

All levels of management, employees and contractors are accountable for the delivery of the highest level of safety performance. Our commitment is to:

- **Communicate** the purpose and benefits of the Safety Management System (SMS) to all employees, reaffirming that responsibility for making our operations safer for everyone lies with all employees;
- **Provide** all employees with appropriate safety information and training, to ensure they are competent in safety matters, and assigned only tasks commensurate with their duties and skills;
- **Establish** an effective Employee Safety Reporting Program (ESRP) that will encourage employees to communicate and report any unsafe work conditions, hazards, or at-risk behavior to the management team;
- **Support** a culture of open reporting of all safety concerns, to ensure that no action will be taken against any employee who discloses a safety concern through the ESRP, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Identify** hazardous and unsafe work conditions, thoroughly analyzing data from the ESRP, and then developing procedures to mitigate safety risk to an acceptable level;
- **Establish** and measure our safety performance against realistic and data-driven safety performance indicators and safety performance targets.
- **Continually** improve our safety performance through management processes that ensure appropriate safety management action is taken and is effective.



Jerry Estrada, General Manager and Accountable Executive

## Safety Management Policy Communication

The Safety Management Policy is communicated throughout the agency, to all employees, managers, and executives, as well as contractors, and to SBMTD's Board of Directors. This is accomplished through various processes, such as:

- New Hire Onboarding – Safety orientation for all new employees regardless of their classifications; training about their roles and responsibilities pertaining to PTASP and the principles of SMS.
- Workshops/training sessions – Conducted for executives, department managers, and supervisors; Verification of Transit Training for bus operators; toolbox safety meetings.
- Safety Communication Board – Newsletters and safety information posted in employee work locations throughout the agency; email blasts to staff, and/or safety committee meetings.

(Signature)

Jerry Estrada, General Manager and Accountable Executive

Authorities, Accountabilities, and Responsibilities	
<b>Accountable Executive</b>	<p>The General Manager serves as Santa Barbara Metropolitan Transit District's Accountable Executive with the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>• Controls and directs human and capital resources, to support asset management and capital investments needed to develop and maintain SBMTD's Agency Safety Plan and Safety Management System.</li> <li>• Ensures safety concerns are considered and addressed in the agency's ongoing budget planning process.</li> <li>• Designates an adequately trained Chief Safety Officer who is a direct report.</li> <li>• Ensures that the agency's SMS is effectively implemented throughout the organization and safety policy is appropriately communicated throughout the agency.</li> <li>• Ensures action is taken, as necessary, to address substandard performance in the agency's SMS.</li> <li>• May delegate specific responsibilities, but responsibility for carrying out the ASP and SMS, and ultimate accountability for SBMTD's safety performance, rests with the AE.</li> <li>• Maintains responsibility for carrying out the Transit Asset Management Plan.</li> </ul>
<b>Chief Safety Officer or SMS Executive</b>	<p>The Accountable Executive designated the Director of Human Resources and Risk as SBMTD's Chief Safety Officer. The Chief Safety Officer has the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>• Develops the ASP and SMS policies and procedures.</li> <li>• Authority and responsibility for day-to-day implementation and operation of the agency's SMS.</li> <li>• Manages the Employee Safety Reporting Program.</li> <li>• Chairs the SBMTD Safety Committee and <ul style="list-style-type: none"> <li>○ Coordinates the activities of the committee;</li> <li>○ Establishes and maintains the agency's Safety Risk Register and Safety Event Log; and</li> <li>○ Maintains and distributes minutes of committee meetings.</li> </ul> </li> <li>• Briefs the Accountable Executive on SMS progress and status.</li> <li>• Identifies substandard performance in SBMTD's SMS and develops action plans for approval by the AE.</li> <li>• Ensures policies are consistent with the agency's safety objectives.</li> <li>• Provides Safety Risk Management expertise and support for other SBMTD personnel who conduct and oversee Safety Assurance activities.</li> </ul>

<b>Agency Leadership and Executive Management</b>	<p>Agency Leadership and Executive Management also have authorities and responsibilities for day-to-day SMS implementation and operation of SBMTD's SMS under this plan. These personnel include the Director of Finance and Administration, Operations Manager, Fleet and Facilities Manager, Planning and Marketing Manager, and Human Resources Manager. They have the following authorities, accountabilities, and responsibilities under this plan:</p> <ul style="list-style-type: none"> <li>• Oversees day-to-day operations of the SMS and communicates safety accountability and responsibility in their departments.</li> <li>• Supports implementation of the SMS throughout the organization.</li> <li>• Ensures employees in their department are following safety rules and regulations in performing their jobs, and their specific roles and responsibilities in the implementation of this Agency Safety Plan and SMS.</li> <li>• Modifies policies in their departments consistent with implementation of the SMS, as necessary.</li> <li>• Completes training on SMS and the ASP elements.</li> <li>• Provides subject matter expertise to support implementation of the SMS as requested by the AE or the CSO, including SRM activities, investigation of safety events, development of safety risk mitigations, and monitoring of mitigation effectiveness.</li> <li>• Replaces aging facilities, equipment, and infrastructure.</li> <li>• Participates as members of SBMTD's Safety Committee as assigned.</li> </ul>
<b>Key Staff</b>	<p>The agency Key Staff may include managers, supervisors, specialists, analysts, database administrators and other key employees who are performing highly technical work and overseeing employees performing critical tasks and providing support in the implementation of the ASP and SMS principles in various departments throughout the agency. These personnel include, but are not limited to, Superintendent of Maintenance, Assistant Superintendent of Maintenance, Fleet Maintenance Supervisor, Superintendent of Operations, Operations Safety and Training Administrator, Risk Administrator. Key Staff responsibilities include:</p> <ul style="list-style-type: none"> <li>• Supports implementation of the SMS throughout the organization.</li> <li>• Promotes safety in employee's respective area of responsibilities and compliance with agency rules and procedures and regulatory requirements.</li> <li>• Ensures employees are complying with the safety reporting program.</li> <li>• Ensures safety of passengers, employees and the public.</li> <li>• Develops and maintains programs to gather pertinent data elements to develop safety performance reports and conduct useful statistical analyses to identify trends and system performance targets.</li> <li>• Establishes clear lines of safety communication and hold accountability for safety performance</li> <li>• Maintains aging facilities, equipment, and infrastructure.</li> <li>• Assists as subject matter experts in safety risk assessment and safety risk mitigation processes.</li> </ul>

## Employee Safety Reporting Program

The purpose of an Employee Safety Reporting Program (ESRP) is to establish a system for all employees who identify unsafe conditions or hazards in their day-to-day duties to report them to department and executive management in good faith without fear of reprisal.

The ESRP is intended to help the Accountable Executive, Chief Safety Officer, and other executive management get important safety information from across the transit agency.

SBMTD has implemented a process that allows and encourages its employees to report safety conditions through verbal reporting to supervisors and management, paper forms such as accident/incident reports, safety meetings and toolbox talks, and local union representation.

Some examples of voluntary information typically reported include:

- Safety concerns in the operating environment;
- Policies and procedures that may not be working as intended;
- Events that managers might not otherwise know about; and
- Information about why a safety event occurred.

SBMTD's Chief Safety Officer or designee reviews reported safety conditions and documents safety conditions in the Safety Risk Register.

The CSO will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through the agency's Safety Risk Management (SRM) process and that reported deficiencies and non-compliance with rules or procedures are managed through the agency's Safety Assurance process. Findings will be published following mitigation actions, and presented through meetings throughout the year such as those held for Operations Supervisors and VTT for Bus Operators, for example.

Employees may report safety concerns anonymously. If the reporting employee provided his or her name during the reporting process, the CSO or designee follows up directly with the employee when SBMTD determines what action, if necessary, is to be taken and after any mitigations are implemented.

All employees have the obligation to report immediately any unsafe conditions or hazards to their immediate supervisor/department manager and may do so without fear of reprisal. Further, SBMTD encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, if the report reveals any of the following, SBMTD may take disciplinary action for:

- Willful participation in or conduct of an illegal act;
- Gross negligence, deliberate or willful disregard of regulations or procedures, including reporting to work under the influence of controlled substances;
- Physical assault of a co-worker, passenger, vendor or any member of the public;
- Theft of agency property;
- Unreported safety events, unreported collisions, and unreported passenger injuries or fatalities;
- Or violation of agency Code of Conduct and employment policies.

## 8. Safety Risk Management

### Safety Risk Management Process

The second component of SMS is Safety Risk Management, which includes the following activities: (1) Safety Hazard identification, (2) Safety Risk Assessment, and (3) Safety Risk Mitigation. SRM is the primary method to ensure the safety of our operations, passengers, employees, vehicles, and facilities. It is a process whereby hazards and their consequences are identified, assessed for potential safety risk, and resolved in a manner acceptable to SBMTD's leadership. SBMTD's SRM process allows us to carefully examine what could cause harm and determine whether we have taken sufficient precautions to minimize the harm, or if further mitigations are necessary. SBMTD's SRM process applies to all elements of our system including our operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision. In carrying out the SRM process, SBMTD uses the following terms:

- **Event** – Any accident, incident, or occurrence.
- **Hazard** – Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure belonging to SBMTD; or damage to the environment.
- **Risk** – Composite of predicted severity and likelihood of the potential effect of a hazard.
- **Risk Mitigation** – Method(s) to eliminate or reduce the effects of hazards.
- **Consequence** – An effect of a hazard involving injury, illness, death, or damage to SBMTD property or the environment.

#### (1) Safety Hazard Identification

The safety hazard identification process offers SBMTD the ability to identify hazards and potential consequences in the operation and maintenance of our system. Hazards can be identified through a variety of sources, including but not limited to:

- Employee Safety Reporting Program (ESRP);
- Review of vehicle camera footage and/or property footage;
- Review of monthly performance data and safety performance targets;
- Observations from supervisors;
- Maintenance reports;
- Comments from customers, passengers, vendors, and third parties;
- Safety Committee, Drivers, Maintenance, and Staff Meetings;
- Results of audits and inspections of vehicles and facilities;
- Results of training assessments;
- Investigations into safety events, incidents, and occurrences; and
- Federal Transit Administration (FTA) and other oversight authorities.

When a safety hazard has been identified, whatever the source, it is reported to the Chief Safety Officer through the procedures established and identified throughout this Agency Safety Plan. The CSO enters the information into the Safety Event Log. The CSO will conduct further analyses of hazards to collect information and identify additional consequences, to inform which hazards should be prioritized for safety risk assessment. In following up on identified hazards, the Chief Safety Officer may:

- Reach out to the reporting party, if available, to gather all known information about the reported hazard;
- Conduct a walkthrough of the affected area, assessing the possible hazardous condition, generating visual documentation, and taking any measurements deemed necessary;



- Conduct interviews with employees in the area to gather potentially relevant information on the reported hazard;
- Review any documentation associated with the hazard (records, reports, procedures, inspections, technical documents, etc.);
- Contact other departments that may have association with or technical knowledge relevant to the reported hazard;
- Review any past reported hazards of a similar nature; and
- Evaluate tasks and/or processes associated with the reported hazard.

Any identified hazard that poses a real and immediate threat to life, property, or the environment must immediately be brought to the attention of the Accountable Executive and addressed through the Safety Risk Management process (with or without the full Safety Committee) for safety risk assessment and mitigation. This means that the Chief Safety Officer believes immediate intervention is necessary to preserve life, prevent major property destruction, or avoid harm to the environment that would constitute a violation of Environmental Protection Agency or California State environmental protection standards. Otherwise, the Safety Committee will prioritize hazards for further SRM activity.

## (2) Safety Risk Assessment

SBMTD assesses safety risk associated with identified safety hazards using its safety risk assessment process. Safety risk assessment defines the level or degree of the safety risk by assessing the likelihood and severity of the consequences of hazards, including existing mitigations, and prioritizing hazards based on safety risk.

The following matrix, adopted from the TSI Participation Guide – SMS Principles for Transit, facilitates the ranking of hazards based on their probability of occurrence and severity of their outcome. The measuring goes from A to F with A being frequent or likely to occur frequently, E being improbable and F being used when potential hazards are identified and later eliminated.

Safety Risk Probability Levels Table			
Level	Description	Specific Individual Item	Fleet Inventory
A	Frequent	Likely to occur often in the life of an item.	Continuously experienced.
B	Probable	Will occur several times in the life of an item.	Will occur frequently.
C	Occasional	Likely to occur sometime in the life of an item.	Will occur infrequently.
D	Remote	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
E	Improbable	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
F	Eliminated	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

The Safety Risk Severity presents a typical safety risk denoting the level of severity of the occurrence of a consequence. Hazard severity is a subjective measure of the worst credible mishap resulting from personnel error, environmental conditions, design inadequacies and/or procedural efficiencies for system, subsystem or component failure or malfunction. Severity is ranked as shown below:

Safety Risk Severity Levels Table		
Level	Description	Mishap Result Criteria
1	Catastrophic	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M
2	Critical	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M
3	Marginal	Could result in one or more of the following: injuries or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100k but less than \$1M
4	Negligible	Could result in one or more of the following: injuries or occupational illness not resulting in lost work day, minimum environmental impact, or monetary loss less than \$100k.

Safety Risk Probability and Safety Risk Severity are combined into the Safety Risk Index Ranking to help prioritize safety risks according to the table below.

Safety Risk Index Ranking		
1A, 1B, 1C, 2A, 2B	High	Unacceptable
1D, 2C, 3A, 3B	Serious	Undesirable - with management decision required
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B,	Medium	Acceptable - with review by management
4C, 4D, 4E	Low	Acceptable - without review

Safety Risk Assessment Matrix				
Severity → Probability ↓	Catastrophic 1	Critical 2	Marginal 3	Negligible 4
A-Frequent	1A	2A	3A	4A
B- Probable	1B	2B	3B	4B
C-Occasional	1C	2C	3C	4C
D- Remote	1D	2D	3D	4D
E- Improbable	1E	2E	3E	4E
F- Eliminated				

The Chief Safety Officer documents recommendations regarding hazard rating and mitigation options and reports this information to the Accountable Executive, including assessment activities outcomes documented from Safety Committee meetings. During Safety Committee meetings, the CSO reviews the hazard and its consequence(s) and reviews available information distributed to the committee on severity and likelihood. The CSO may request support from members of the Safety Committee in obtaining additional information to support the safety risk assessment. All Safety Committee risk assessment outcomes will be documented and maintained by the CSO for a period of three years from the date of generation.



### (3) Safety Risk Mitigation

The Chief Safety Officer, assisted by Key Staff subject matter experts, reviews current safety risk mitigations and establishes procedures to 1) eliminate; 2) mitigate; 3) accept specific risks. Prioritization of safety remediation measures is based on risk analysis and a course of action acceptable to SBMTD management. The safety risk must be mitigated if ranked as Unacceptable (High-Red). Those safety risks that have been mitigated, even those mitigated risks shown as Acceptable status (Low-Green), undergo regular and consistent monitoring to ensure the mitigation strategy is effective.

Key strategies to minimize the types of risks that potentially exist include:

- Development and deployment of policies and procedures that address known hazards and risks,
- Discussion of other actions, strategies and procedures that might help safeguard against unknown/unforeseen risks,
- Training of drivers and other agency staff on all safety policies and procedures,
- Training of drivers and other agency staff on methodologies for handling emergencies, and
- Training of drivers and staff on proper and effective use of emergency equipment and communication technologies and protocol.

Safety risk mitigations are tracked and updated in the Safety Event Log by the Chief Safety Officer.

## 9. Safety Assurance

### Safety Assurance

The third component of SBMTD's SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Through our Safety Assurance process, SBMTD:

- Evaluates our compliance with operations and maintenance procedures to determine whether our existing rules and procedures are sufficient to control our safety risk;
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended;
- Investigates safety events to identify causal factors; and
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.

### Safety Performance Monitoring and Measurement

SBMTD has many processes in place to monitor its entire transit system for compliance with operations and maintenance procedures, including:

- Safety audits,
- Informal inspections,
- Regular review of onboard camera footage to assess drivers and specific incidents,
- Safety surveys,
- ESRP,
- Investigation of safety occurrences,
- Safety review prior to the launch or modification of any facet of service,

- Daily data gathering and monitoring of data related to the delivery of service, and
- Regular vehicle inspections and preventative maintenance.

Results from the above processes are compared against recent performance trends quarterly and annually by the Chief Safety Officer to determine where action needs to be taken. The CSO enters any identified non-compliant or ineffective activities, including mitigations, back into the SRM process for reevaluation by the Safety Committee.

SBMTD monitors the agency's operations identifying safety risk mitigations to determine if they have been implemented and are effective, appropriate, and working as intended through:

- Reviewing results from accident, incident, and occurrence investigations;
- Monitoring employee safety reporting;
- Reviewing results of internal safety audits and inspections; and
- Analyzing operational and safety data to identify emerging safety concerns.

These monitoring mechanisms may include tracking a specific metric on daily, weekly, or monthly logs or reports; conducting job performance observations; or other activities. The Chief Safety Officer will endeavor to make use of existing SBMTD processes and activities before assigning new information collection activities.

SBMTD's CSO reviews the performance of individual safety risk mitigations, based on the reporting schedule determined for each mitigation, and determines if a specific safety risk mitigation is not implemented or performing as intended. Such reviews may be included as a function of the Safety Committee. If the mitigation is not implemented or performing as intended, a proposed course of action to modify the mitigation or take other action to manage the safety risk is determined by the Safety Committee, and/or Key Staff subject matter experts, and the CSO will approve or modify this proposed course of action and oversee its execution.

SBMTD also conducts investigations of safety events, to find causal and contributing factors and review the existing mitigations in place at the time of the event. These procedures also reflect all traffic safety reporting and investigation requirements established by California Department of Motor Vehicles, including accident reporting requirements under California Vehicle Code §16002 subdivision (a) and subdivision (b).

The Chief Safety Officer maintains all documentation of SBMTD's investigation policies, processes, forms, checklists, activities, and results, and records of any report filed with FTA and/or DMV.

In the event that an incident and/or accident has been determined by the CSO to be preventable, SBMTD will include processes outlined in a Collective Bargaining Agreement for employees represented by a union, in so much as language in the CBA does not conflict with FTA legal requirements under PTASP and as so indicated in this Agency Safety Plan.

The Chief Safety Officer routinely reviews information reported through all internal safety reporting programs (e.g., safety data captured in employee incident/accident reports, safety meeting minutes, customer complaints, and other safety communication channels). When necessary, the CSO ensures that the issues and concerns are investigated or analyzed through the SRM process.

The Chief Safety Officer also analyzes internal and external reviews, including audits and assessments, with findings affecting the agency's safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations. The CSO discusses relevant safety issues and concerns with the Accountable Executive and executive management and documents the results of these reviews in the Safety Event Log.

## 10. Safety Promotion

### Safety Promotion

The fourth component of SBMTD's SMS is Safety Promotion, which includes a combination of training and communication of safety information to employees to enhance the agency's safety performance. There are two parts to Safety Promotion: Competencies and Training; and Safety Communication. Together, these set the tone for the SMS and helps to establish and maintain a robust safety culture.

### Competencies and Training

SBMTD's comprehensive safety training program applies to all SBMTD employees directly responsible for safety and the agency dedicates resources to conduct safety training, as well as training on SMS roles and responsibilities.

All Employees, understanding of:

- Safety Performance Targets
- Fundamental principles of SMS
- Employee Safety Reporting Program
- Their individual roles and responsibilities under SMS

Managers and Supervisors, understanding of:

- Safety Risk Management
- Safety Assurance
- Safety Promotion
- Their individual roles and responsibilities for SMS

Executive Management, understanding of:

- Management commitment to and support of all SMS activities.

All employees are required to acquire the competencies and knowledge for consistent application of their skills as they relate to safety performance objectives. SBMTD dedicates resources to conduct effective safety-related skill training, the scope of which, including annual refresher training, is appropriate to each employee's individual safety-related job responsibilities and their role in the SMS.

Operations safety-related skill training includes the following:

- New-hire bus operator classroom, behind the wheel, and in-service skill training,
- Bus operator refresher training, and annual ride-check/in-service evaluation,
- Bus operator new bus type familiarization training,
- Bus operator retraining (recertification or return to work),
- Classroom and on-the-job training for operations supervisors and managers
- Accident investigation training for operations supervisors and managers.

Vehicle maintenance safety-related skill training includes the following:

- New-hire Commercial Drivers' License classroom and behind the wheel skill training,
- Ongoing mechanic skill training and mechanic supervisor training,
- Ongoing training for all maintenance personnel, to include Heat Illness Training, Hazard Communications, PPE, High Voltage Safety and Fall Protection,
- Ongoing hazardous material training for vehicle maintenance technicians and supervisors, and
- Training provided by vendors.

SBMTD's Accountable Executive and Agency Leadership and Executive Management team must complete FTA's SMS Awareness online training, and Transportation Safety Institute training as assigned by the Chief Safety Officer.

### Safety Communication

SBMTD's Chief Safety Officer and the Human Resources and Risk Department coordinate safety communication activities for the SMS. SBMTD's activities focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

- i. Communicating safety and safety performance information throughout the agency
- ii. Communicating information on hazards and safety risks relevant to employees' roles and responsibilities throughout the agency
- iii. Informing employees of safety actions taken in response to reports submitted through the ESRP

Ongoing safety communication is critical and SBMTD ensures communication occurs up, down, and across all levels of the organization. Any lessons learned are communicated to all concerned. Management commitment to address safety concerns and hazards is communicated on a regular basis.

Management encourages and motivates employees to communicate openly, authentically, and without concern for reprisal; ensures employees are aware of SMS principles and understand their safety-related roles and responsibilities; conveys safety critical information such as accident data, injuries, and reported safety concerns and hazards and their resolutions to employees. SBMTD's tools to support safety communication include:

- Safety bulletins and notices
- Posters
- Web based safety training
- Employee Newsletters
- Briefings or Toolbox talks
- Seminars and workshops
- New-hire onboarding and training
- Refresher and Return to Work training
- Safety Committee Meetings

## 11. Additional Information

### Supporting Documentation

SBMTD maintains documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this ASP; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or state oversight entity upon request. They include:

- Injury and Illness Prevention Plan (IIPP)
- Emergency Response Plan
- Driver Training Manual 2020
- SBMTD Training Manual Gillig Transit Buses
- SBMTD Training Manual Articulated Transit Buses

- SBMTD Training Manual BYD Transit Buses
- Employee Handbooks – Staff
- Employee Manual - Represented
- Operators Manual
- Maintenance Manual
- Code of Conduct Policies
- SBMTD Drug & Alcohol Testing Policy
- Drug Free Workplace Policy
- Policy Against Sexual Harassment
- Easy Lift Agency Safety Plan Version 1.0



<b>BOARD OF DIRECTORS REPORT</b>
----------------------------------

**MEETING DATE:** SEPTEMBER 7, 2021

**AGENDA ITEM: #8**

**DEPARTMENT:** PLANNING

**TYPE:** INFORMATIONAL

**PREPARED BY:** HILLARY BLACKERBY

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** FISCAL YEAR 2020-21 ANNUAL RIDERSHIP & CUSTOMER  
SERVICE REPORT

**RECOMMENDATIONS:**

Staff requests that the Board of Directors receive a report regarding annual ridership and customer service statistics for FY 2020-21.

**DISCUSSION:**

Staff will discuss factors affecting MTD's system wide ridership in FY 2020-21. Staff will also discuss recent ridership trends and the continuing recovery and impacts from the COVID-19 pandemic. Customer service statistics from the fiscal year will also be discussed.

**ATTACHMENT:**

- Ridership Summary Report: FY 2020-21
- Customer Service Summary Report: FY 2020-21
- System Ridership Report: FY 2020-21

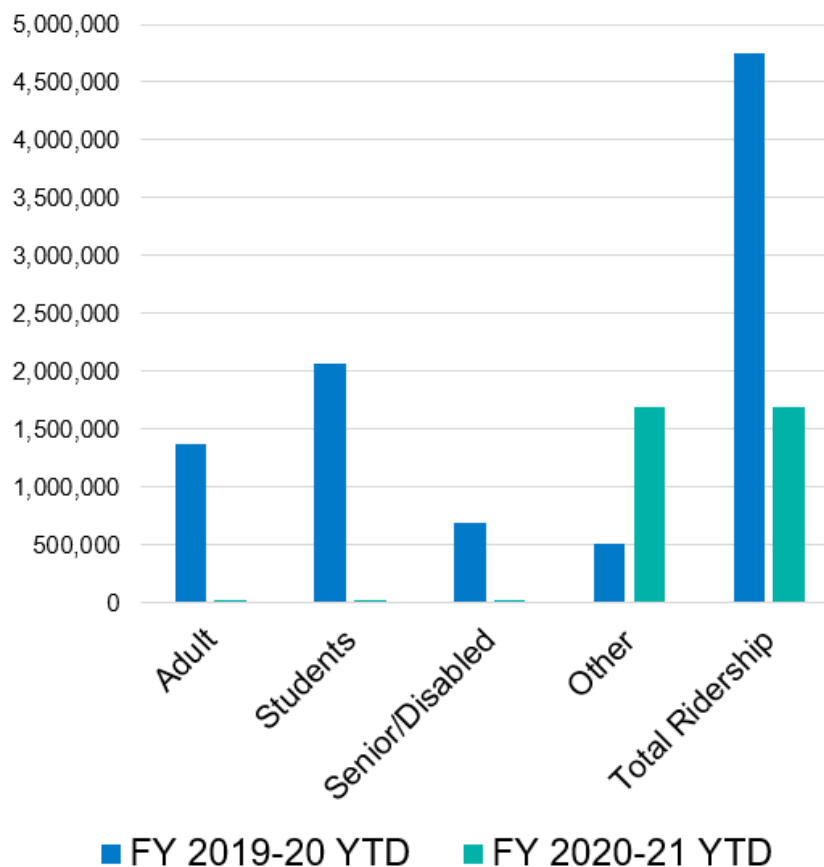


## **Ridership Summary Fiscal Year 2020-21, 4<sup>th</sup> Quarter & 12 Month Period Ending June 30, 2021**

### **Ridership Performance Indicators**

Systemwide ridership during the fourth quarter (April through June) of FY 2020-21 totaled 684,384 representing a 68.8% increase of approximately 405,412 riders from the same period of FY 2019-20. In 2020, the COVID-19 pandemic had an unprecedented effect on MTD's service and ridership, and that impact continues. Ridership has continued to climb slowly as parts of the economy have reopened and vaccination rates have increased. In a major milestone, May 10 saw the return to fare collection for MTD for the first time since mid-March 2021.

### **Year-to-Date Ridership by Fare Category**



## FY 2020-21 FOURTH QUARTER PERFORMANCE REPORTS

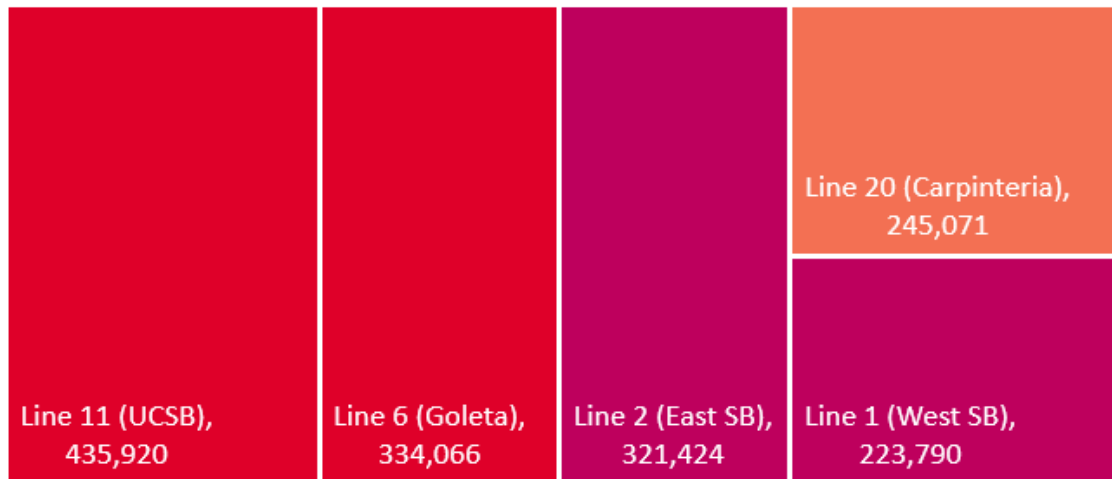
In the fourth quarter, revenue hours and miles were up as compared to the same period in FY 2019-20. Several lines were suspended in this time period, due to COVID-19 service reductions. Capacity restrictions varied in this period, moving from 20 passengers (40' buses) and 15 passengers (30' buses) to seated load capacity on June 10, 2021.

Time Period	Total Passengers	Revenue Hours	Revenue Miles	Passengers per Revenue Hour	Passengers per Mile
FY 19-20 Q4	405,412	43,610	529,829	9.3	0.8
FY 20-21 Q4	684,384	44,126	534,038	15.5	1.3
FY 19-20 YTD	5,154,750	208,935	2,510,579	24.7	2.1
FY 20-21 YTD	2,378,588	172,903	2,099,366	13.8	1.1

The chart below shows the top 5 lines by ridership in FY 20-21. The ridership on these lines (11, 6, 2, 20, and 1) comprises 65% of the quarter's total ridership.

### Top 5 Lines by Ridership, Year-to-Date

- Line 11 (UCSB)
- Line 6 (Goleta)
- Line 2 (East SB)
- Line 20 (Carpinteria)
- Line 1 (West SB)

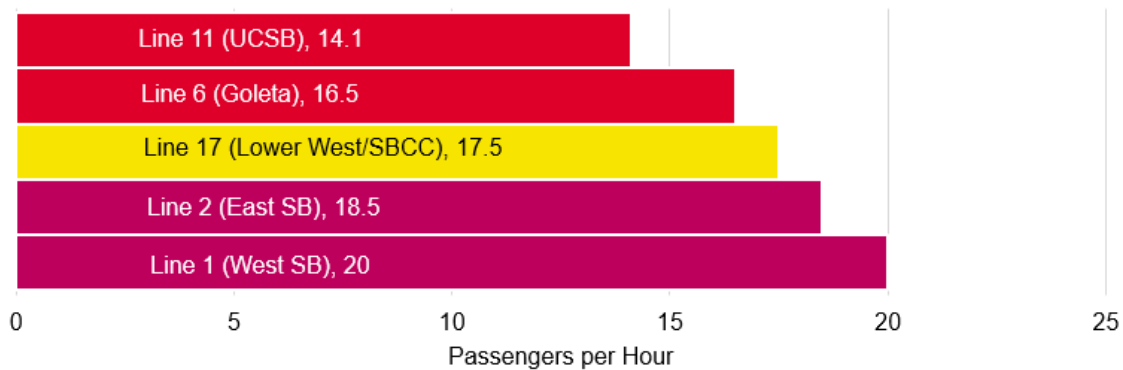


As stated above, the systemwide average of passengers per revenue hour for the quarter is at 15.5 passengers per hour. While this is much lower than pre-pandemic numbers, this number is trending upward each quarter—Q1 was 12.4, Q2 was 13.2, and Q3 was 13.4. The chart below shows the top 5 lines by passengers per hour in the fourth quarter, with the Line 1 (West Santa Barbara) coming in first with



20 passengers per hour, followed by Line 2 (18.5), Line 17 (17.5), Line 6 (16.5), and Line 11 (14.1). All 5 of these lines saw an increase in passengers per hour over the third quarter of FY 20-21.

## Top 5 Lines by Passengers per Hour



The Fiscal Year Numbers At-A-Glance below show the year-to-date number in all 4 quarters of FY 2020-21 over FY 2019-20. For the bulk of the fourth quarter, capacity on board buses was limited to 20 passengers on a 40 foot bus and 15 on a 30 foot bus. Starting on June 10, 2021, capacity was increased to a seated load—38 passengers on a 40 foot bus and 28 on a 30 foot bus. This reduced the number of too full to board and at-capacity instances. Despite nearly 54% less ridership for the fiscal year, wheelchair boardings and bicycles carried were very strong.

## Fiscal Year Numbers At-A-Glance

Total  
Ridership  
-53.9%

At-Capacity  
Loads  
-86.1%

Too Full to  
Board  
Loads  
+21.9%



11,064  
wheelchairs  
boarded  
-14.2%



79,660  
bicycles  
carried  
-1.5%

## Service Days and Student Ridership

As shown in the table below, the total number of service days in the fourth quarter of FY 2020-21 was the same as FY 2019-20, with all service day types being the same. UCSB and SBCC campuses remained closed to students for the entirety of the fourth quarter. K-12 school campuses were open for 4 days of instruction from the beginning of the quarter through June 2, 2021.

### MTD SERVICE CALENDAR DAYS

<b><u>SERVICE DAYS</u></b>	<b><u>FY 2021</u></b>		<b><u>FY 2020</u></b>		<b><u>Year to Date</u></b>
	<b><u>Q4</u></b>	<b><u>YTD</u></b>	<b><u>Q4</u></b>	<b><u>YTD</u></b>	<b><u>Change</u></b>
Weekdays	64	249	64	250	(1)
Saturdays	13	56	13	56	0
Sundays	14	58	14	58	0
<b>Total</b>	<b>91</b>	<b>363</b>	<b>91</b>	<b>364</b>	<b>(1)</b>

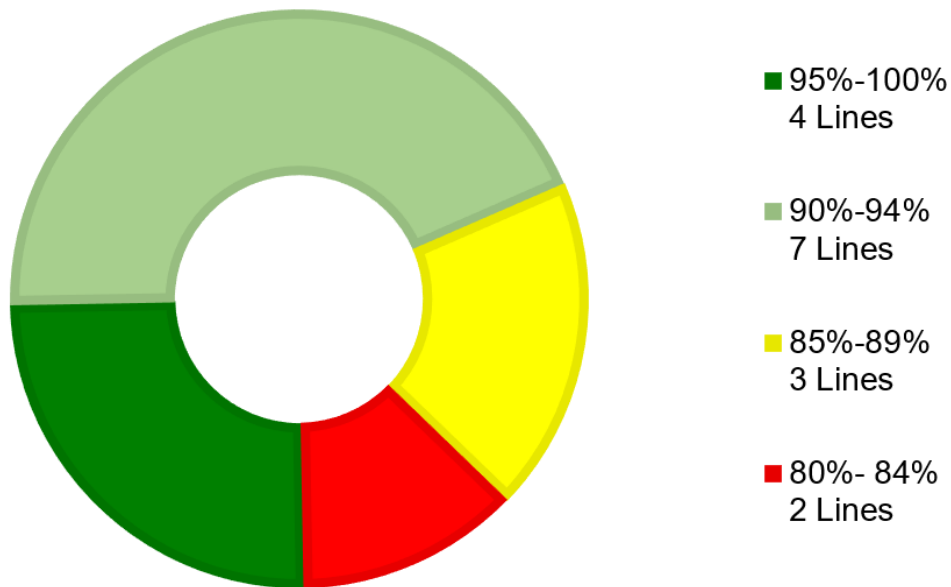
<b><u>SCHOOL DAYS</u></b>	<b><u>FY 2021</u></b>		<b><u>FY 2020</u></b>		<b><u>Year to Date</u></b>
	<b><u>Q4</u></b>	<b><u>YTD</u></b>	<b><u>Q4</u></b>	<b><u>YTD</u></b>	<b><u>Change</u></b>
SBCC	0	0	0	175	(175)
UCSB	0	0	0	222	(222)
Secondary	46	50	0	198	(148)

## On-Time Performance Indicators

Since the acquisition and installation of the Clever Devices AVL system, Planning staff has been refining the tools used to measure on-time performance. MTD's standard is to aim for better than 80% on-time performance. "On-time" is defined as no more than 5 minutes late and no more than 1 minute early. Timeliness is tracked at scheduled timepoints on each line. The lines included in this assessment are all of MTD's fixed-route lines in operation during the fourth quarter of FY 2020-21.

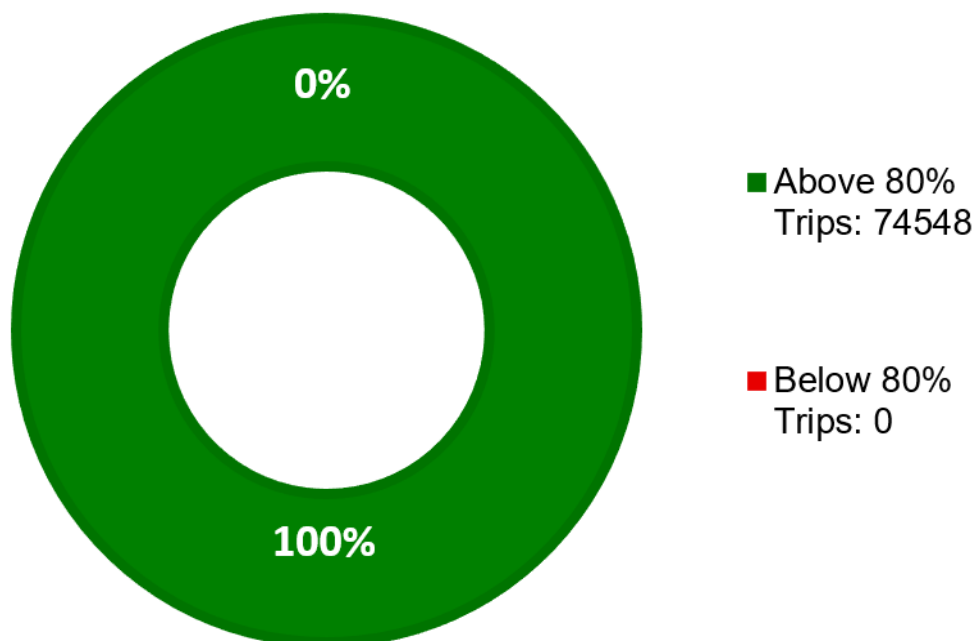
In the fourth quarter, no lines fell below the 80% mark. The two lines with the lowest on-time performance, while still above 80%, were Line 20 (Carpinteria) and Line 27 (Isla Vista Shuttle). Variables that generally affect a line's on-time performance include extended road construction projects, heavy congestion, and route detours lasting a number of days. This can vary based on time of day.

## FY 20-21 4TH QUARTER ON-TIME PERFORMANCE



When assessing the amount of service on a particular line, we can measure the number of trips that a given line takes in a quarter. The graphic below displays the amount of service provided by the lines hitting MTD's goal of 80% or higher for on-time service in the fourth quarter of FY 20-21.

## SYSTEMWIDE ON-TIME PERFORMANCE BY AMOUNT OF SERVICE ON LINES

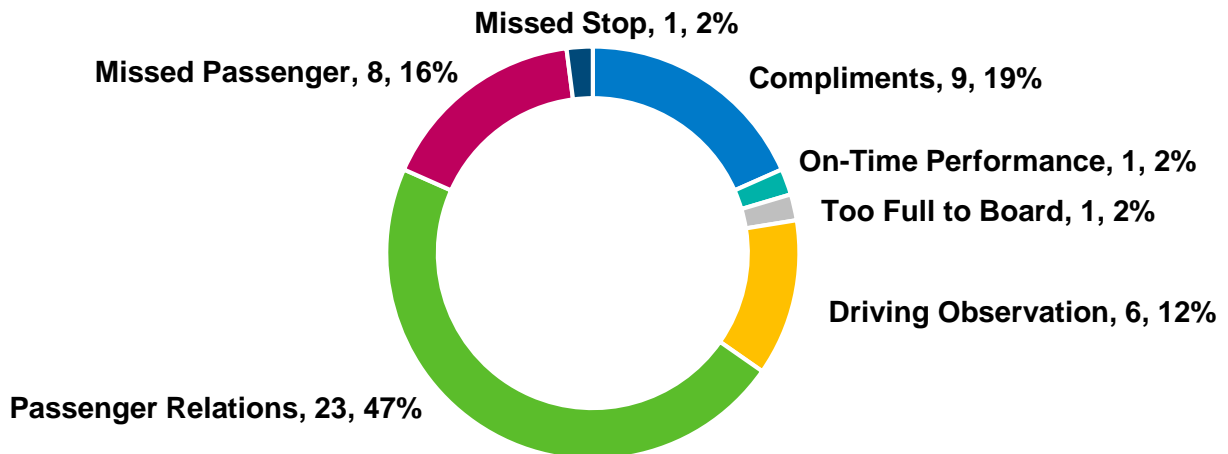




## FY 2020-21 FOURTH QUARTER PERFORMANCE REPORTS

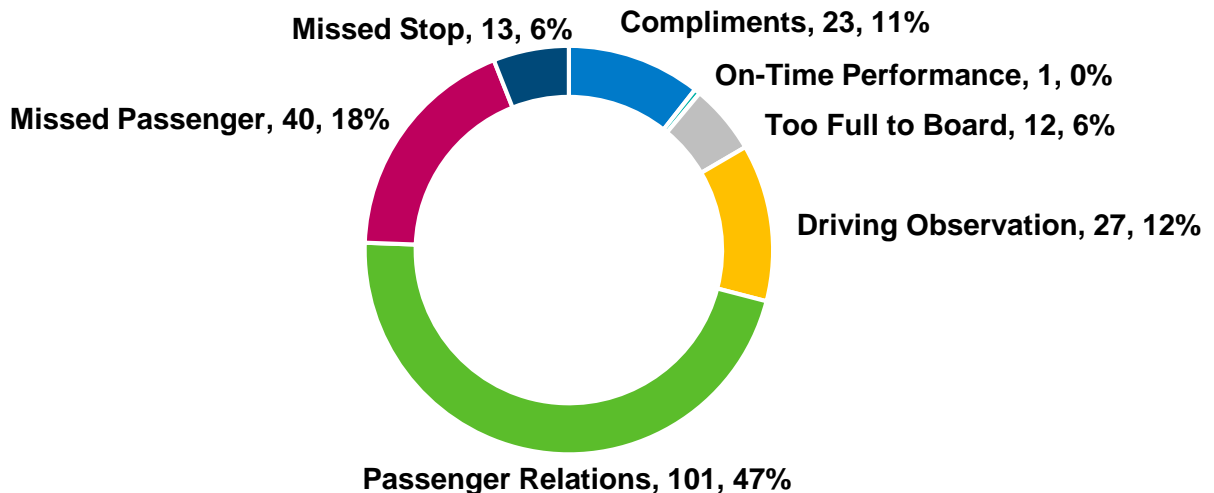
# Customer Service Report

## Fourth Quarter Customer Service Statistics

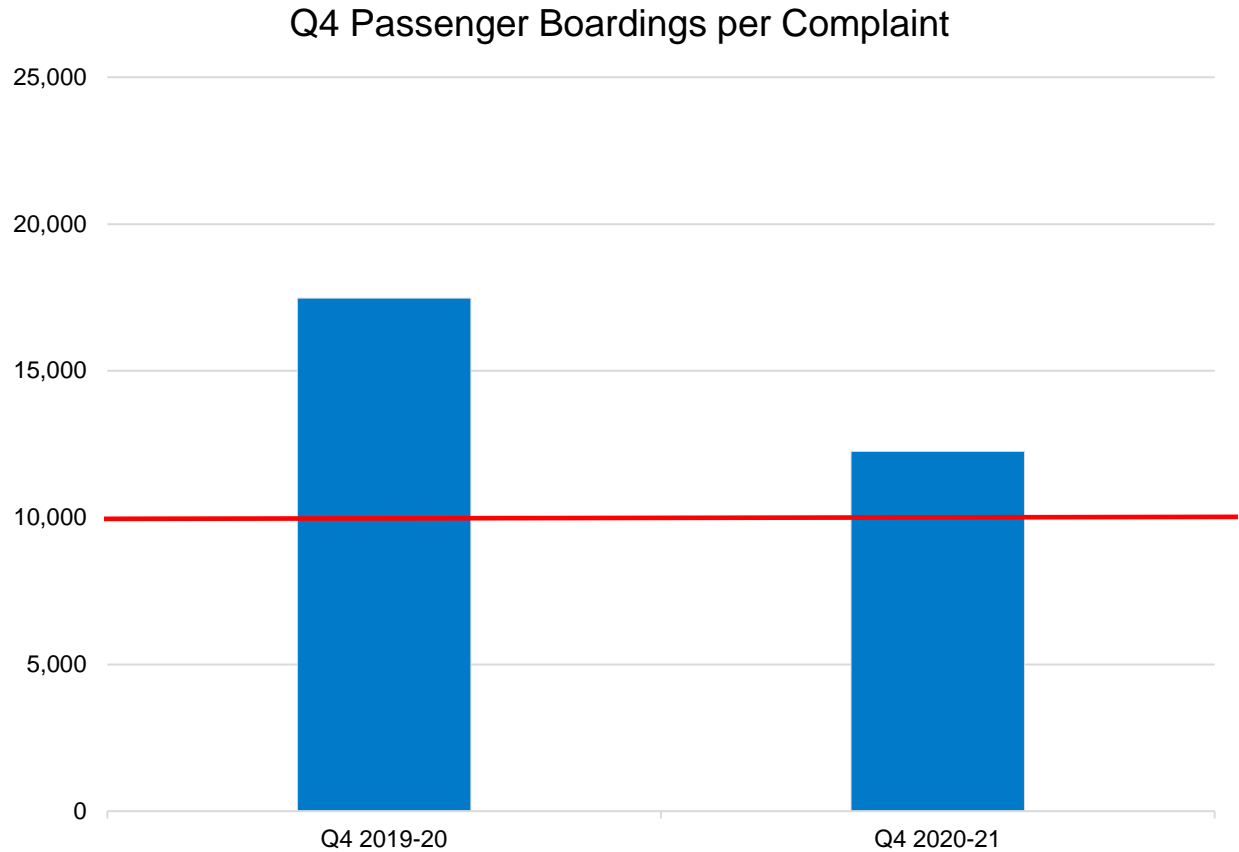


**MTD Performance Standard:** Passenger complaints shall average no more than 1 complaint per 10,000 MTD passenger boardings.

## **FY 2020-21 Year-to-Date Customer Service Statistics for the 12 Month Period Ending June 30, 2021**



**Compliments:** Documented praise of MTD Employee's action; **On-Time Performance:** Complaints about buses running late; **Too Full to Board:** Complaints from passengers that could not board the bus; **Driving Observations:** Concerns regarding driving safety; **Passenger Relations:** Perceived negative treatment of passengers by an MTD Employee; **Missed Passengers:** Complaints that passengers were passed up at MTD authorized stops; **Missed Stop:** Complaint from passenger on board a bus where the driver did not stop at requested stop.



**4<sup>th</sup> Quarter  
Compliments  
& Complaints**



9 Compliments



40 Complaints

**FY 2020-21 YTD  
Compliments  
& Complaints**



23 Compliments



194 Complaints



## FY 2021 System Ridership Report for 4th Quarter and for the Twelve-Month Period Ending June 30, 2021

### Ridership by Fare Category (April 2021 – June 2021)

Fare Categories	Quarter			YTD		
	Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
General Fare	97,227	15	648080.0%	97,273	599,677	-83.8%
Transfers	42,256	210	20021.9%	42,746	317,468	-86.5%
Full Fare Prepaid <sup>1</sup>	95,685	104	91904.8%	95,868	761,867	-87.4%
Santa Barbara City College	1,918	155	1137.4%	2,128	459,379	-99.5%
Senior & Disabled Prepaid <sup>2</sup>	61,680	106	58088.7%	62,034	530,741	-88.3%
Shuttle	-	-	0.0%	-	140,947	-100.0%
UC Santa Barbara	16,255	99	16319.2%	16,443	1,165,071	-98.6%
Youth Prepaid <sup>3</sup>	28,792	80	35890.0%	29,119	441,021	-93.4%
Free	320,781	404,560	-20.7%	2,012,832	537,808	274.3%
Special Pass Programs	369	64	476.6%	484	35,981	-98.7%
Senior Cash	15,338	3	511166.7%	15,414	133,343	-88.4%
Persons with Disabilities Cash	2,793	2	139550.0%	2,951	17,804	-83.4%
Tokens	1,290	14	9114.3%	1,296	13,643	-90.5%
Total	684,384	405,412	68.8%	2,378,588	5,154,750	-53.9%

<sup>1</sup> Includes adult 10-ride and unlimited 30-day Passport use.

<sup>2</sup> Includes seniors' and persons with disabilities' 10-ride and unlimited 30-day Passport use.

<sup>3</sup> Includes K-12 Youth 10-ride and unlimited 30-day Passport use.

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

### Revenue Hours and Revenue Miles (April 2021 – June 2021)

Metrics	Quarter			YTD		
	Apr 21 - Jun 21	Apr 20 - Jun 20	%Change	FY 2020 - 2021	FY2019 - 2020	% Change
Passengers	684,384	405,412	68.8%	2,378,588	5,154,750	-53.9%
Revenue Hours	44,126	43,610	1.2%	172,903	208,935	-17.2%
Passengers per Revenue Hour	15.5	9.3	66.8%	13.8	24.7	-44.2%
Miles	534,038	529,829	0.8%	2,099,366	2,510,579	-16.4%
Passengers per Mile	1.3	0.8	67.5%	1.1	2.1	-44.8%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

## MTD System Ridership (April 2021 – June 2021)

		Quarter			YTD		
LINE		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	63,395	34,748	82.4%	223,790	269,766	-17.0%
2	East Santa Barbara	92,086	54,509	68.9%	321,424	417,016	-22.9%
3	Oak Park	28,926	17,471	65.6%	100,585	158,661	-36.6%
4	Mesa / SBCC	16,257	10,631	52.9%	57,463	106,016	-45.8%
5	Mesa / La Cumbre	16,403	11,273	45.5%	59,745	104,457	-42.8%
6	Goleta	94,968	57,228	65.9%	334,066	489,724	-31.8%
7	County Health / Fairview	42,558	26,698	59.4%	156,658	235,514	-33.5%
10	Cathedral Oaks	-	-	0.0%	-	14,609	-100.0%
11	UCSB	122,384	78,340	56.2%	435,920	845,053	-48.4%
12x	Goleta Express	26,133	14,776	76.9%	91,624	147,265	-37.8%
14	Montecito	12,483	8,783	42.1%	48,145	61,250	-21.4%
15x	SBCC / UCSB Express	-	-	0.0%	-	169,432	-100.0%
16	City College Shuttle	-	-	0.0%	-	73,523	-100.0%
17	Lower West / SBCC	17,173	10,459	64.2%	59,030	102,169	-42.2%
20	Carpinteria	69,134	44,569	55.1%	245,071	317,057	-22.7%
23	Winchester Canyon	6,408	3,029	111.6%	20,611	39,626	-48.0%
24x	UCSB Express	37,852	18,208	107.9%	122,798	400,650	-69.4%
25	Elwood	9,680	5,414	78.8%	35,330	54,433	-35.1%
27	Isla Vista Shuttle	13,175	7,758	69.8%	50,362	233,621	-78.4%
28	UCSB Shuttle	-	-	0.0%	-	438,362	-100.0%
36	Seaside Shuttle	-	207	-100.0%	-	45,621	-100.0%
37	Crosstown Shuttle	-	255	-100.0%	-	64,486	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	8,030	-100.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	4,481	-100.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	2,945	-100.0%
	Booster Services	15,369	-	100.0%	15,966	175,581	-90.9%
System Subtotal		684,384	404,356	69.3%	2,378,588	4,979,348	-52.2%
Downtown Waterfront Shuttles							
30	Downtown Shuttle	-	916	-100.0%	-	141,824	-100.0%
34	Waterfront Shuttle	-	140	-100.0%	-	33,578	-100.0%
Unknown							
		-			-		
<b>System Total</b>		<b>684,384</b>	<b>405,412</b>	<b>68.8%</b>	<b>2,378,588</b>	<b>5,154,750</b>	<b>-53.9%</b>
Related Routes							
11, 24x, 27, 28 UCSB Lines		173,411	104,306	66.3%	609,080	1,917,686	-68.2%
1, 2, 37 East/West & Crosstown		155,481	89,512	73.7%	545,214	751,268	-27.4%
4, 5, 15x, 16, 17 Mesa Lines		49,833	32,363	54.0%	176,238	555,597	-68.3%
6, 11 State/Hollister		217,352	135,568	60.3%	769,986	1,334,777	-42.3%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section

## MTD Passengers per Revenue Hour (April 2021 – June 2021)

		Quarter			YTD		
LINE		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	22.6	12.4	82.0%	20.0	24.3	-17.7%
2	East Santa Barbara	21.0	12.5	68.8%	18.5	24.1	-23.3%
3	Oak Park	12.0	7.2	65.5%	10.5	16.6	-36.7%
4	Mesa / SBCC	14.2	9.3	52.9%	12.7	23.4	-45.6%
5	Mesa / La Cumbre	9.2	6.4	45.5%	8.5	14.8	-42.8%
6	Goleta	18.5	11.3	63.4%	16.5	24.2	-31.7%
7	County Health / Fairview	11.1	6.9	60.7%	10.3	15.4	-32.9%
10	Cathedral Oaks	-	-	0.0%	-	11.2	-100.0%
11	UCSB	15.7	10.1	55.6%	14.1	27.5	-48.7%
12x	Goleta Express	14.6	8.0	82.3%	12.8	20.0	-36.0%
14	Montecito	9.8	6.9	42.2%	9.6	12.1	-21.1%
15x	SBCC / UCSB Express	-	-	0.0%	-	32.3	-100.0%
16	City College Shuttle	-	-	0.0%	-	38.7	-100.0%
17	Lower West / SBCC	20.1	12.2	64.2%	17.5	30.4	-42.5%
20	Carpinteria	14.8	9.6	53.5%	13.2	17.3	-23.7%
23	Winchester Canyon	10.8	5.1	111.6%	8.7	16.7	-47.9%
24x	UCSB Express	12.1	5.9	104.4%	9.9	32.6	-69.7%
25	Elwood	14.1	7.9	78.8%	13.0	20.0	-35.0%
27	Isla Vista Shuttle	11.8	7.1	66.5%	11.4	39.2	-70.8%
28	UCSB Shuttle	-	-	0.0%	-	72.0	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	14.2	-100.0%
37	Crosstown Shuttle	-	-	0.0%	-	13.9	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	84.6	-100.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	47.2	-100.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	21.1	-100.0%
	Booster Services	22.3	-	100.0%	21.1	90.5	-76.7%
System Subtotal		15.4	9.3	65.4%	13.8	25.1	-45.3%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	-	0.0%	-	17.5	-100.0%
34	Waterfront Shuttle	-	-	0.0%	-	12.1	-100.0%
<i>Unknown</i>							
		-	-	0.0%	-	-	0.0%
<b>System Total</b>		<b>15.5</b>	<b>9.3</b>	<b>66.8%</b>	<b>13.8</b>	<b>24.7</b>	<b>-44.2%</b>
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		14.4	8.7	64.8%	11.7	33.1	-64.8%
1, 2, 37 East/West & Crosstown		21.6	12.3	75.2%	16.4	26.2	-37.1%
4, 5, 15x, 16, 17 Mesa Lines		13.2	8.6	54.0%	11.2	27.1	-58.8%
6, 11 State/Hollister		16.8	10.6	59.0%	13.9	29.0	-52.2%

Source: MTD Passdat Program, MTD Transit Development Department, Planning Section



### MTD “At Capacity” Loads \* (April 2021 – June 2021)

		Quarter			YTD		
LINE		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	4	6	-33.3%	43	39	10.3%
2	East Santa Barbara	5	27	-81.5%	93	93	0.0%
3	Oak Park	7	3	133.3%	13	51	-74.5%
4	Mesa / SBCC	1	-	100.0%	4	5	-20.0%
5	Mesa / La Cumbre	-	-	0.0%	1	28	-96.4%
6	Goleta	10	16	-37.5%	67	141	-52.5%
7	County Health / Fairview	1	10	-90.0%	19	29	-34.5%
10	Cathedral Oaks	-	-	0.0%	-	1	-100.0%
11	UCSB	19	13	46.2%	81	453	-82.1%
12x	Goleta Express	-	3	-100.0%	11	28	-60.7%
14	Montecito	1	2	-50.0%	9	30	-70.0%
15x	SBCC / UCSB Express	-	-	0.0%	-	165	-100.0%
16	City College Shuttle	-	-	0.0%	-	36	-100.0%
17	Low er West / SBCC	4	-	100.0%	14	5	180.0%
20	Carpinteria	5	15	-66.7%	50	110	-54.5%
23	Winchester Canyon	-	-	0.0%	-	5	-100.0%
24x	UCSB Express	5	-	100.0%	7	195	-96.4%
25	Elw ood	-	-	0.0%	-	5	-100.0%
27	Isla Vista Shuttle	1	2	-50.0%	6	574	-99.0%
28	UCSB Shuttle	-	-	0.0%	-	487	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	16	-100.0%
37	Crosstow n Shuttle	-	-	0.0%	-	8	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	-	0.0%
	Booster Services	2	-	100.0%	2	464	-99.6%
System Subtotal		65	97	-33.0%	420	2,968	-85.8%
<i>Downtown Waterfront Shuttles</i>							
30	Dow ntown Shuttle	-	-	0.0%	-	46	-100.0%
34	Waterfront Shuttle	-	-	0.0%	-	6	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		25	15	66.7%	94	1,709	-94.5%
1, 2, 37 East/West & Crosstow n		9	33	-72.7%	136	140	-2.9%
4, 5, 15x, 16, 17 Mesa Lines		5	-	100.0%	19	239	-92.1%
6, 11 State/Hollister		29	29	0.0%	148	594	-75.1%
<i>Unknown/Miscellaneous</i>							
		-	1	-100.0%	-	1	-100.0%
System Total		65	98	-33.7%	420	3,021	-86.1%

\*Classified as a 30-foot vehicle with 10 or more standees, or a **40-foot vehicle with 20 or more**.  
Source: GFI Genfare, MTD Transit Development Department, Planning Section

### **MTD “Too Full to Board” Loads \* (April 2021 – June 2021)**

		Quarter			YTD		
LINE		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	122	201	-39.3%	698	233	199.6%
2	East Santa Barbara	224	666	-66.4%	1,627	781	108.3%
3	Oak Park	59	261	-77.4%	616	292	111.0%
4	Mesa / SBCC	1	28	-96.4%	39	32	21.9%
5	Mesa / La Cumbre	2	100	-98.0%	65	127	-48.8%
6	Goleta	280	1,035	-72.9%	2,453	1,262	94.4%
7	County Health / Fairview	31	124	-75.0%	302	161	87.6%
10	Cathedral Oaks	-	-	0.0%	-	12	-100.0%
11	UCSB	305	1,394	-78.1%	2,910	2,312	25.9%
12x	Goleta Express	13	101	-87.1%	179	170	5.3%
14	Montecito	4	257	-98.4%	206	274	-24.8%
15x	SBCC / UCSB Express	-	-	0.0%	-	243	-100.0%
16	City College Shuttle	-	-	0.0%	-	15	-100.0%
17	Low er West / SBCC	2	54	-96.3%	44	62	-29.0%
20	Carpinteria	234	620	-62.3%	1,777	776	129.0%
23	Winchester Canyon	2	10	-80.0%	20	17	17.6%
24x	UCSB Express	27	15	80.0%	114	535	-78.7%
25	Elw ood	1	27	-96.3%	26	30	-13.3%
27	Isla Vista Shuttle	9	40	-77.5%	180	677	-73.4%
28	UCSB Shuttle	-	-	0.0%	-	943	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	5	-100.0%
37	Crosstow n Shuttle	-	-	0.0%	-	14	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	1	-100.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	-	0.0%
	Booster Services	130	-	100.0%	132	198	-33.3%
System Subtotal		1,446	4,933	-70.7%	11,388	9,172	24.2%
<i>Downtown Waterfront Shuttles</i>							
30	Dow ntow n Shuttle	-	-	0.0%	-	155	-100.0%
34	Waterfront Shuttle	-	-	0.0%	-	9	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		341	1,449	-76.5%	3,204	4,467	-28.3%
1, 2, 37 East/West & Crosstow n		346	867	-60.1%	2,325	1,028	126.2%
4, 5, 15x, 16, 17 Mesa Lines		5	182	-97.3%	148	479	-69.1%
6, 11 State/Hollister		585	2,429	-75.9%	5,363	3,574	50.1%
<i>Unknown/Miscellaneous</i>							
		-	36	0.0%	-	4	-100.0%
System Total		1,446	4,969	-70.9%	11,388	9,340	21.9%

\* Indicates that passengers were refused service because a vehicle was too full to safely board.  
Source: GFI Genfare, MTD Transit Development Department, Planning Section

## MTD Bicycles Carried (April 2021 – June 2021)

		Quarter			YTD		
LINE		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY2019 - 2020	% Change
1	West Santa Barbara	480	533	-9.9%	2,307	1,959	17.8%
2	East Santa Barbara	1,491	1,230	21.2%	6,134	5,082	20.7%
3	Oak Park	2	141	-98.6%	439	1,025	-57.2%
4	Mesa / SBCC	324	389	-16.7%	1,334	1,382	-3.5%
5	Mesa / La Cumbre	344	521	-34.0%	1,795	2,194	-18.2%
6	Goleta	3,128	2,845	9.9%	13,791	11,513	19.8%
7	County Health / Fairview	1,420	1,288	10.2%	5,697	5,453	4.5%
10	Cathedral Oaks	-	-	0.0%	-	307	-100.0%
11	UCSB	3,786	4,172	-9.3%	18,657	18,303	1.9%
12x	Goleta Express	1,453	1,140	27.5%	6,183	5,318	16.3%
14	Montecito	303	246	23.2%	1,377	908	51.7%
15x	SBCC / UCSB Express	-	-	0.0%	-	2,392	-100.0%
16	City College Shuttle	-	-	100.0%	-	537	-100.0%
17	Low er West / SBCC	233	235	-0.9%	931	866	7.5%
20	Carpinteria	2,228	2,276	-2.1%	9,516	8,468	12.4%
23	Winchester Canyon	110	168	-34.5%	663	727	-8.8%
24x	UCSB Express	2,152	1,695	27.0%	8,900	8,893	0.1%
25	Elw ood	208	190	9.5%	1,049	1,047	0.2%
27	Isla Vista Shuttle	182	118	54.2%	866	1,485	-41.7%
28	UCSB Shuttle	-	-	0.0%	-	2,769	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	4	-100.0%
37	Crosstow n Shuttle	-	-	0.0%	-	7	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	15	-100.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	36	-100.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	3	-100.0%
	Booster Services	9	-	100.0%	9	195	-95.4%
System Subtotal		17,853	17,187	3.9%	79,648	80,888	-1.5%
<i>Downtown Waterfront Shuttles</i>							
30	Dow ntow n Shuttle	-	2	-100.0%	-	-	0.0%
34	Waterfront Shuttle	-	-	-100.0%	-	2	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		6,120	5,985	2.3%	28,423	31,450	-9.6%
1, 2, 37 East/West & Crosstow n		1,971	1,763	11.8%	8,441	7,048	19.8%
4, 5, 15x, 16, 17 Mesa Lines		901	1,145	-21.3%	4,060	7,371	-44.9%
6, 11 State/Hollister		6,914	7,017	-1.5%	32,448	29,816	8.8%
<i>Unknown/Miscellaneous</i>							
		7	4	0.0%	12	6	100.0%
System Total		17,860	17,193	3.9%	79,660	80,896	-1.5%

<sup>1</sup> MTD electric shuttles cannot carry bicycles.

Source: GFI Genfare, MTD Transit Development Department, Planning Section

### **MTD Wheelchairs Boarded (April 2021 – June 2021)**

LINE		Quarter			YTD		
		Apr 21 - Jun 21	Apr 20 - Jun 20	% Change	FY 2020 - 2021	FY 2019 - 2020	% Change
1	West Santa Barbara	250	88	184.1%	972	1,134	-14.3%
2	East Santa Barbara	526	352	49.4%	2,473	1,556	58.9%
3	Oak Park	88	55	60.0%	491	577	-14.9%
4	Mesa / SBCC	41	5	720.0%	138	177	-22.0%
5	Mesa / La Cumbre	30	14	114.3%	112	470	-76.2%
6	Goleta	363	181	100.6%	1,466	1,505	-2.6%
7	County Health / Fairview	301	163	84.7%	1,267	1,590	-20.3%
10	Cathedral Oaks	-	-	0.0%	-	26	-100.0%
11	UCSB	351	263	33.5%	1,806	1,909	-5.4%
12x	Goleta Express	81	49	65.3%	324	550	-41.1%
14	Montecito	43	48	-10.4%	149	159	-6.3%
15x	SBCC / UCSB Express	-	-	0.0%	-	8	-100.0%
16	City College Shuttle	-	-	0.0%	-	311	-100.0%
17	Lower West / SBCC	59	4	1375.0%	107	174	-38.5%
20	Carpinteria	327	249	31.3%	1,357	1,468	-7.6%
23	Winchester Canyon	7	2	250.0%	17	23	-26.1%
24x	UCSB Express	44	13	238.5%	264	375	-29.6%
25	Ellwood	16	5	220.0%	62	67	-7.5%
27	Isla Vista Shuttle	16	13	23.1%	58	40	45.0%
28	UCSB Shuttle	-	-	0.0%	-	27	-100.0%
36	Seaside Shuttle	-	-	0.0%	-	25	-100.0%
37	Crosstown Shuttle	-	-	0.0%	-	112	-100.0%
90	West Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
91	East Goleta Amtrak Shuttle	-	-	0.0%	-	-	0.0%
92	Santa Barbara Amtrak Shuttle	-	-	0.0%	-	2	-100.0%
	Booster Services	-	-	0.0%	-	1	-100.0%
System Subtotal		2,543	1,504	69.1%	11,063	12,286	-10.0%
<i>Downtown Waterfront Shuttles</i>							
30	Downtown Shuttle	-	-	0.0%	-	521	-100.0%
34	Waterfront Shuttle	-	-	0.0%	-	90	-100.0%
<i>Related Routes</i>							
11, 24x, 27, 28 UCSB Lines		411	289	42.2%	2,128	2,351	-9.5%
1, 2, 37 East/West & Crosstown		776	440	76.4%	3,445	2,802	22.9%
4, 5, 15x, 16, 17 Mesa Lines		130	23	465.2%	357	1,140	-68.7%
6, 11 State/Hollister		714	444	60.8%	3,272	3,414	-4.2%
<i>Unknown/Miscellaneous</i>							
		1	8	0.0%	1	3	-66.7%
System Total		2,544	1,512	68.3%	11,064	12,900	-14.2%

Source: GFI Genfare, MTD Transit Development Department, Planning Section



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** SEPTEMBER 7, 2021

**AGENDA ITEM: #9**

**DEPARTMENT:** COMPLIANCE

**TYPE:** ACTION ITEM

**PREPARED BY:** STEVE MAAS

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS  
(SBCAG) SUBRECIPIENT AGREEMENT

### RECOMMENDATION:

- A. Approve agreement (attached) for SBCAG to be a subrecipient to MTD for \$400,000 of federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 COVID relief funds. The SBCAG Board approved the agreement on July 15.
- B. Approve amendment (attached) to the subrecipient agreement. Subsequent to SBCAG's approval of the agreement, MTD staff discovered that certain information that is required by FTA in all subrecipient agreements was not included in the agreement. Amendment 1 to the agreement will add the required information. SBCAG staff will bring the amendment to their Board for approval.

### DISCUSSION:

Santa Barbara County includes three recipients of Section 5307 Urbanized Area Formula Program funds from the Federal Transit Administration (FTA): MTD, Santa Maria (for Santa Maria Area Transit, or SMAT), and Lompoc (for City of Lompoc Transit, or COLT). FTA provided COVID relief funding under the Section 5307 "umbrella" in three bills:

- 1) Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act).
- 2) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA).
- 3) American Rescue Plan Act of 2021 (ARPA).

SBCAG requested the three recipients of the COVID relief funds to provide a total of \$1.2 million in those funds to reimburse SBCAG for Clean Air Express expenses related to the pandemic. The three recipients agreed to each provide \$400,000 to SBCAG. Staff worked with SBCAG to develop the subrecipient agreement, which will allow MTD to pass through \$400,000 from the CRRSAA award to SBCAG.

MTD will be responsible to FTA to ensure that SBCAG complies with all federal requirements for the life of the award, and the agreement was developed with that in mind. A partial listing of requirements includes:

- Title VI Plan (Non-Discrimination)

<b>BOARD OF DIRECTORS REPORT</b>
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- Disadvantaged Business Enterprise (DBE) Program
- Triennial DBE Goal
- Semi-Annual DBE Reports
- Equal Employment Opportunity (EEO) Plan
- Americans with Disabilities Act (ADA) compliance
- Drug and Alcohol Testing Program
- Drug Free Workplace Act Program
- Public Transportation Agency Safety Plan
- Transit Asset Management Program
- Satisfactory Continuing Control of FTA-Funded Assets
- Satisfactory Maintenance of FTA-Funded Assets
- Satisfactory Financial Capacity
- Satisfactory Technical Capacity
- Procurement Policies in Compliance with FTA Requirements
- Program of Projects
- Quarterly CRRSAA Award Reporting

**ATTACHMENTS:**

- Subrecipient Agreement for Federal Transit Administration Assistance
- Amendment 1 to the Subrecipient Agreement for FTA Assistance

**Santa Barbara Metropolitan Transit District  
Subrecipient Agreement for  
Federal Transit Administration Assistance**

**WHEREAS**, the Federal Transit Administration (hereafter "FTA") administers the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (hereafter "CRRSAA") public transit funding program for the purpose of operating and capital assistance for public transit services in the United States of America; and,

**WHEREAS**, the Santa Barbara Metropolitan Transit District (hereafter "DISTRICT" or "RECIPIENT") is established and existing under Part 9, Division 10, of the California Public Utilities Code, codified at Sections 95000-97100, and empowered to provide public transportation service in the South Coast of Santa Barbara County; and,

**WHEREAS**, the Santa Barbara County Association of Governments (hereafter "SBCAG" or "SUBRECIPIENT") is a Metropolitan Planning Organization in the County of Santa Barbara, California; and,

**WHEREAS**, SBCAG and DISTRICT periodically identify projects and services eligible for federal funds from FTA; and,

**WHEREAS**, DISTRICT is the sole direct recipient of Santa Barbara urbanized area funds from FTA; and

**WHEREAS**, SBCAG desires to receive FTA CRRSAA funds for eligible projects as a SUBRECIPIENT of DISTRICT; and,

**WHEREAS**, SBCAG agrees to comply with all FTA requirements and responsibilities required by DISTRICT of a SUBRECIPIENT of FTA funds and SBCAG agrees to commit its own local funds for this purpose; and,

**WHEREAS**, it is necessary that SBCAG enter into this agreement with DISTRICT to receive FTA funds as a SUBRECIPIENT to DISTRICT;

**NOW, THEREFORE** it is mutually agreed between the Parties that:

1. Effect of Recitals. The foregoing recitals are hereby made express provisions of this Agreement.
2. SUBRECIPIENT obligations:
  - a. To submit documents required by Federal and State law and implementing regulations and requirements pertaining to receipt of federal funds to authorities and to RECIPIENT, including, but not limited to the following: Title VI civil rights plan and compliance to noticing requirements, equal employment opportunity policy and compliance to noticing requirements, half fare policy and compliance to noticing requirements, Disadvantaged Business Enterprise (DBE) program, DBE



triennial goal, and DBE semiannual report, and noticing requirements, preventive maintenance program and documentation of performance, public participation plan, service and fare change policy, compliance with Americans with Disabilities Act, procurement policy, cost allocation plan and compliance with plan, compliance with drug and alcohol testing program and drug-free workplace policy, financial capacity plan, and school and charter bus service policy, if deemed applicable by FTA;

- b. To cooperate with RECIPIENT in the administration of federal funding by timely provision of documents, records, plans and procedures as requested;
- c. To cooperate with RECIPIENT in monitoring for, and preparation of, Triennial Reviews as mandated by FTA;
- d. To cooperate with RECIPIENT in monitoring for SUBRECIPIENT reviews as required by FTA;
- e. To coordinate with the RECIPIENT to produce information as needed in electronic format and/or hard copy for submission of the FTA Award Form;
- f. To submit Annual Certifications and Assurances and any other documents necessary for completing the Award Form discussed in Clause 6 below to appropriate authorities and to the RECIPIENT;
- g. To provide in a timely manner to RECIPIENT information required for quarterly Federal Financial Reports and Milestone Progress Reports by the 15th day of the month following close of each calendar year quarter;
- h. To prohibit use of any vehicle, equipment, personnel, facilities, or other asset funded with federal funds for any purpose other than public transportation;
- i. To comply with any changes to federal requirements which may occur during the term of this agreement;
- j. To allow federal and RECIPIENT administrators access to SUBRECIPIENT's records, and to allow federal and RECIPIENT administrators to audit SUBRECIPIENT's accounting documents, records, payroll, and accounts for the purpose of verifying compliance with the requirements of federal funding;
- k. To maintain all records for seven years from the date of the last use of the awarded FTA funds or the date of completion of any project financed by FTA funds, whichever is later;
- l. To provide in a timely manner procurement analyses to RECIPIENT to justify participation in consortium and/or piggyback procurements;
- m. To account and separately track all eligible expenditures for each federal project;
- n. To account and separately track all federal and local matching expenditures for each federal project; and
- o. To comply to the Uniform System of Accounts (USOA) and generally accepted accounting principles.



- p. If required by FTA, to commit local funds subject to matching requirements for federal programs in a form acceptable to RECIPIENT;
- q. If required by FTA, to provide additional local funds and/or to secure additional eligible funds to complete project(s) and/or services within ninety (90) days prior to close-out date of any project financed by FTA funds.

3. RECIPIENT obligations:

- a. Subject to SUBRECIPIENT's completion of requirements listed herein, to submit in a timely manner an amendment to DISTRICT's FTA CRRSAA award in FTA's Transit Award Management System (TrAMS);
- b. To account and track SUBRECIPIENT's eligible FTA CRRSAA expenses;
- c. To coordinate with SUBRECIPIENT in the development of the scope of work, procurement process, and technical details of the award;
- d. To coordinate with SUBRECIPIENT to provide a letter of concurrence if required by FTA;
- e. To coordinate with SUBRECIPIENT to amend the federal transportation improvement program, if required by FTA;
- f. To submit quarterly Federal Financial Reports and Milestone Progress Reports to FTA;
- g. To close CRRSAA award and prepare final Federal Financial Report and Milestone Progress Report for submittal to the Federal Transit Administration following completion of all award activities;

4. TERM. The term of this agreement is April 1, 2021 to June 30, 2024, unless earlier terminated or extended. Upon written mutual agreement, the parties may extend the term by one-year, for up to three additional years.

5. Indemnification. SUBRECIPIENT shall, to the extent permitted by law, protect, indemnify, defend, and hold RECIPIENT and its Board members, officers, employees, agents, and consultants harmless from and against any and all liabilities, damages, claims, demands, liens, encumbrances, judgments, awards, losses, costs, expenses, suits, actions or proceedings, including reasonable expenses, costs and attorneys' fees incurred by RECIPIENT and/or its Board members, officers, employees, agents or consultants in the defense, settlement or satisfaction thereof, for any injury, death, loss or damage to persons or property of any kind whatsoever, arising out of, relating to or resulting from, the acts, errors or omissions of SUBRECIPIENT. Such indemnification will include, but not be limited to, acts, errors or omissions of SUBRECIPIENT's officers, employees, servants, agents, subcontractors and suppliers. Upon receipt of notice of any reason or basis for indemnification under this Agreement, and if given authority, SUBRECIPIENT shall settle at its own expense or undertake at its own expense the defense of any such suit, action or proceeding, including appeals, against RECIPIENT and its Board members, officers, employees, agents or consultants relating to such injury, death, loss or damage. Each party shall promptly notify the other in writing of notice or the assertion of any claim, demand, lien, encumbrance, judgment, award, suit, action or other proceeding potentially



requiring SUBRECIPIENT's obligation to indemnify RECIPIENT and/or its related parties hereunder. SUBRECIPIENT shall have the sole, obligation, charge and direction of the defense of such suit, action or proceeding. RECIPIENT shall not make any admission which might be materially prejudicial to SUBRECIPIENT, unless SUBRECIPIENT has failed to take over the conduct of any negotiations or defense within a reasonable time after receipt of the notice and authority above provided. RECIPIENT shall, at the written request of SUBRECIPIENT, furnish to SUBRECIPIENT reasonable assistance that may be necessary for the purpose of defending such suit, action or proceeding, and RECIPIENT shall be repaid by SUBRECIPIENT for all reasonable costs incurred in doing so. RECIPIENT shall have the right to be represented therein by advisory counsel of its own selection at its own expense. The obligations of SUBRECIPIENT under this section shall not extend to circumstances where the injury, death, or damage is plainly caused solely by the negligent acts, errors or omissions of RECIPIENT, its Board members, officers, employees, agents or consultants, including its sole negligence in the preparation of the Contract documents, or RECIPIENT's giving of directions or instructions with respect to the requirements of the Contract by written order.

6. Termination.

- a. Termination for Convenience. RECIPIENT may terminate this Agreement, in whole or in part, upon ten (10) calendar days written notice to SUBRECIPIENT when it is in RECIPIENT's best interest, at RECIPIENT's sole discretion. Upon the effective date of the written notice of termination, SUBRECIPIENT shall cease performance of the Project or the applicable portion thereof to the extent specified in the notice. RECIPIENT shall pay SUBRECIPIENT agreed costs and applicable agreed profit thereon incurred to the specified date of termination, plus any costs RECIPIENT deems reasonably necessary to effectuate such termination. SUBRECIPIENT shall promptly submit to RECIPIENT its termination claim for such costs.
- b. Termination for Default. If SUBRECIPIENT shall breach any covenant, term or condition of this Agreement, including failure to make progress so as to jeopardize performance of this contract in accordance with its terms, RECIPIENT may, by written notice, notify SUBRECIPIENT setting forth the manner in which SUBRECIPIENT is in default. RECIPIENT's right to terminate this Agreement, in whole or in part, for default may be exercised if SUBRECIPIENT does not cure the condition(s) constituting the breach within ten (10) calendar days after receipt of such written notice. If no such cure happens, SUBRECIPIENT shall cease performance of the Project or the applicable portion thereof to the extent specified in the notice, and RECIPIENT shall pay SUBRECIPIENT agreed costs and applicable agreed profit thereon incurred to the specified date of termination. SUBRECIPIENT shall promptly submit to RECIPIENT its termination claim for such costs. If it is later determined by RECIPIENT, in its sole discretion, that SUBRECIPIENT did not breach the Agreement and had a justifiable reason for not performing, RECIPIENT may at its sole discretion set up a revised delivery or performance schedule for the Agreement or applicable portion thereof and allow SUBRECIPIENT to continue work, or RECIPIENT may choose to treat the



termination as a termination for convenience. Excess Costs. RECIPIENT may acquire, under terms and in any manner RECIPIENT solely considers appropriate, equivalent Project services and, if the Agreement or an applicable portion thereof was terminated for default, SUBRECIPIENT shall be liable to RECIPIENT for any excess costs for such Project services. Waiver of Remedies for any Breach. In the event that RECIPIENT elects to waive its remedies for any breach by SUBRECIPIENT of any covenant, term or condition of this Agreement, such waiver by RECIPIENT shall not limit RECIPIENT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Agreement.

- c. RECIPIENT Property. If, at termination, SUBRECIPIENT has in its possession any property, whether completed or in progress, associated with the Project belonging to RECIPIENT, SUBRECIPIENT shall return such property to RECIPIENT or otherwise dispose with it in the manner RECIPIENT directs.
7. Modification of Agreement. This writing constitutes the entire Agreement between the parties relative to the matter of this Agreement and no modification hereof shall be effective unless and until such modification is evidenced in writing signed by both parties to this Agreement. There are no understandings, agreements or condition with respect to the subject matter of the Agreement except those contained in this writing.
8. Mandatory Disclosures. Parties are subject to Mandatory Disclosures under Title 2, Code of Federal Regulations Section 200.113.
9. Conflict of Interest. Parties are subject Title 2, Code of Federal Regulations, Section 200.112 Conflict of Interest.
10. Federal Uniform Guidance. As applicable, the Parties agree to comply with the requirements of Title 2, Code of Federal Regulations, Part 1201 et seq. which are hereby incorporated by reference.
11. Section Headings. The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
12. Severability. If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
13. Remedies Not Exclusive. No remedy herein conferred upon or reserved to either party is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.
14. No Waiver of Default. No delay or omission of either party to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein;

and every power and remedy given by this contract shall be exercised from time to time and as often as may be deemed necessary.

This Agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between the Santa Barbara Metropolitan Transit District ("RECIPIENT") and the Santa Barbara County Association of Governments ("SUBRECIPIENT") in Santa Barbara, California.

RECIPIENT  
SANTA BARBARA METROPOLITAN  
TRANSIT DISTRICT

\_\_\_\_\_  
JERRY ESTRADA  
GENERAL MANAGER, MTD

SUBRECIPIENT  
SANTA BARBARA COUNTY  
ASSOCIATION OF GOVERNMENTS

\_\_\_\_\_  
*Holly Sierra*  
HOLLY SIERRA  
CHAIR, SBCAG

APPROVED AS TO FORM  
RACHEL VAN MULLEN  
COUNTY COUNSEL

\_\_\_\_\_  
*Rachel Van Mullen*  
DEPUTY COUNTY COUNSEL

**Amendment 1**  
**Santa Barbara Metropolitan Transit District**  
**Subrecipient Agreement for Federal Transit Administration Assistance**

Required Agreement Information	
Information	Comment
<b>Federal award identification</b>	
Subrecipient name (which must match the name associated with its unique entity identifier)	Santa Barbara County Association of Governments
Subrecipient's unique entity identifier (DUNS)	789509382
Federal award identification number (FAIN)	CA-2021-100-00
Federal award date of award to the recipient by the Federal agency	7/15/2021
Subaward period of performance start and end date	4/20/2021 & 6/30/2022
Amount of Federal funds obligated by this action by the pass-through entity to the subrecipient	\$400,000
Total amount of Federal funds obligated to the subrecipient by the pass-through entity including the current obligation	\$400,000
Total amount of the Federal award committed to the subrecipient by the pass-through entity	\$400,000
Federal award description as required to be responsive to the Federal Funding Accountability and Transparency Act	Operating Assistance for the Santa Barbara County Association of Governments (SBCAG) for their Clean Air Express contracted commuter service, as a subrecipient to SBMTD, from April 20, 2021 through June 30, 2022.
Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity	Federal Transit Administration, Santa Barbara Metropolitan Transit District, Jerry Estrada jestrada@sbmtd.gov
Catalog of Federal Domestic Assistance (CFDA) number and name; the pass-through entity must identify the dollar amount made available under each Federal award	20507, 5307 - Urbanized Area Formula Grants (CRRSAA), \$4,481,888
Identification of whether the award is research and development (R&D)	The award is not R & D
Indirect cost rate for the Federal award (including if the application of the de minimis rate per §200.414 Indirect (F&A) costs)	n/a

<b>Pass-through Requirements:</b>	
All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award, i.e. federally required clauses	See Clause 2.a.through 2.q. of the Agreement
Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports	See Clause 2.a.through 2.q. of the Agreement
Indirect Costs: If a federally approved indirect cost rate is negotiated between the subrecipient and the Federal government, this rate must be used. If no such rate exists, the subrecipient may either negotiate a rate with the pass-through entity and the subrecipient (in compliance with this part), or elect the de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f), if eligible.	n/a
A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part	See Clause 2.j. of the Agreement
Appropriate terms and conditions concerning closeout of the subaward	See Clause 3.g. of the Agreement

This Amendment to the Agreement incorporates the FTA Master Agreement by reference. This Amendment to the Agreement is entered into on the 7 day of September, 2021 by and between the Santa Barbara Metropolitan Transit District ("RECIPIENT") and the Santa Barbara County Association of Governments ("SUBRECIPIENT") in Santa Barbara, California.

Recipient  
Santa Barbara  
Metropolitan Transit District

Subrecipient  
Santa Barbara County  
Association of Governments

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Jerry Estrada  
General Manager, MTD

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Holly Sierra  
Chair, SBCAG



<b>BOARD OF DIRECTORS REPORT</b>
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**MEETING DATE:** SEPTEMBER 7, 2021

**AGENDA ITEM: #10**

**DEPARTMENT:** ADMINISTRATION

**TYPE:** ACTION ITEM

**PREPARED BY:** JERRY ESTRADA

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

**REVIEWED BY:** GENERAL MANAGER

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

**SUBJECT:** UPDATE 2021 BOARD COMMITTEE ASSIGNMENTS

**RECOMMENDATIONS:**

In light of the retirements of Directors Weinberg and Rodriguez, staff suggest that Director Lemberger and Director Sarkar fill the Finance and Human Resources / Risk Committee vacancies for the duration of 2021.

**STANDING COMMITTEE DISCRIPTIONS:**

Finance & Human Resource/Risk

This committee addresses administrative policy issues such as budget, fare structure, and risk matters.

Planning & Marketing

Annual bus service planning, long-term policy issues and marketing for the District are reviewed by this committee.

Fleet & Facilities

Policy-related issues pertaining to the District's current and future fleet of revenue and non-revenue vehicles as well as real property and facilities are typically assigned to the committee. Additionally, most capital projects and technology advancements are assigned to this committee.

**ATTACHMENT:**

- 2021 Committee Assignments (Draft)



<b>2021 COMMITTEES LIST</b>
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**FLEET & FACILITIES**

MEMBER
Dave Tabor (Chair)
Bill Shelor
Chuck McQuary

**FINANCE & HUMAN RESOURCES/ RISK**

MEMBER
Dave Tabor (Chair)
Arjun Sarkar
Jen Lemberger

**PLANNING & MARKETING**

MEMBER
Chuck McQuary (Chair)
Bill Shelor
Dave Davis

**EXTERNAL COMMITTEES**

<b>SBCAG Subregional Planning Committee</b>
Dave Davis



To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: September 7, 2021  
Subject: General Manager's Report

MTD started its most recent fall 2021 bid on August 9, with the new service changes to dovetail with local schools resuming some form of in person classroom instruction. With school is back in session and MTD booster services to area Junior Highs and High Schools are in service as of August 17, 2021. On Monday, August 23, 2021, service was restored on Lines 15x (SBCC/UCSB Express) and 16 (SBCC Shuttle) for the first time since March of 2020.

We are proud to announce that one of our Supervisors, Eddie Pacheco, successfully completed an Instructors Course for Transit Trainers, sponsored by the Transportation and Safety Institute. This was a week long course, which included developing presentation skills and learning facilitation methods and adult learning principles for teaching operators, becoming certified to train and order U. S. Department of Transportation certificates for bus/paratransit operators. He joins the ranks of three other Supervisors that have earned this coveted designation.

On Monday, July 26, MTD launched its "Tap to Ride" pilot, demonstrating contactless fare payment on the Lines 12x and 24x in partnership with Caltrans' California Integrated Travel Project. This pilot enables riders to pay their fare by tapping a Visa or MasterCard credit or debit card (with contactless capabilities) or a smart device (phone or watch) with Apple Pay, Google Pay, Samsung Pay, or Fitbit Pay.

On the technical side, the implementation of the contactless fare payment pilot project with Cal-ITP has gone smoothly. The onboard validator devices that "collect" fares via credit cards or mobile apps have worked flawlessly. Given the demonstration status of the system, additional software functionality, security, and reporting improvements are ongoing.

SBCAG's Clean Air Express is also participating in the pilot, and the two agencies held a joint interview and photo opportunity in Old Town Goleta at the Hollister and Nectarine stop. Both the Line 12x and Clean Air Express serve passengers at that stop. Caltrans District 5 Deputy Director Scott Eades attended to express support for the pilot and partnership.

MTD was awarded approximately \$3.8 million in Section 5229(a) formula funds by Caltrans and FTA Region IX. FTA apportioned the federal fiscal year (FFY) 2018 funds to Caltrans for small urbanized areas throughout the state, and the funds would have lapsed and been returned to FTA for re-apportionment on October 1. Caltrans and Region IX provided the funds to MTD for the purchase of five 40-ft. electric buses. The award is currently awaiting Department of Labor certification, which is expected prior to this Board meeting, and SBCAG approval of an FTIP amendment on September 16.

On August 11, the California Energy Commission approved a \$200,000 grant for the "Santa Barbara Zero-Emission Resilient Transportation Blueprint" (SB-ZERT). The SB-ZERT is a collaborative project between MTD, the City of Santa Barbara, and CALSTART to develop a

blueprint that will enable the adoption of Medium Duty/Heavy Duty Electric Vehicles for transit and municipal fleets.

Staff prepared and submitted the California State of Good Repair “Project List Submittal” for the \$1.2 million in funds allocated by SBCAG for the “MTD Facility Modernization Project - Phase 1.” This \$8.8 million Phase I project is also planned to include several years of the SGR funds that are allocated directly to MTD, as well as other sources of funds.

Staff attended Zoom meetings of the Santa Barbara County Association of Governments’ (SBCAG’s) Technical Transportation Advisory Committee (TTAC) and Joint Technical Advisory Committee (JTAC) on August 5, and will attend another virtual meeting of TTAC only on September 2. On August 5, JTAC recommended that the SBCAG Board approve the “Connected 2050” Regional Transportation Plan and Sustainable Communities Strategy (RTP-SCS). TTAC voted to recommend that the Board adopt “Option A” for the distribution of funds from the California State of Good Repair (SGR) and Low Carbon Transit Operations Program (LCTOP) programs. Option A was the option voted for twice unanimously by County transit operators, and once previously by TTAC. At the September 2 meeting, TTAC will be asked to recommend that the Board approve Amendment 4 to the Federal Transportation Improvement Program (FTIP). Amendment 4 includes the \$3.8 million in new MTD funds discussed above.

Staff submitted the required quarterly Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) for MTD’s open FTA awards. Staff also submitted the required July monthly ridership and safety and security reports to FTA.

Staff participated in the kickoff meeting for the upcoming California Transportation Development Act (TDA) Triennial Performance Audits. SBCAG has contracted with a consultant who will conduct the audits of SBCAG and all of the County transit operators.

On Wednesday, July 28, 2021, MTD’s GM authorized renewal of the Cyber Liability insurance policy coverage at \$1MM, \$10K retention written by the current insurance carrier, Coalition Insurance Solutions, at an annual premium of \$12,843.27, for the policy term of 8/1/2021 – 8/1/2022. Coalition Insurance Solutions Insurance is an A+ XV (Superior) AM Best rated carrier. Brown & Brown Insurance Services went out to market for quotes from other carriers. The Cyber Liability market is under pressure due to the abundance of ransomware demands and other claims and Coalition Insurance, the incumbent carrier, presented the best renewal terms in this hard market.

Recruiting is the top priority for the Human Resources (HR) department as we look toward increased service, schools reopening and a few retirements on the horizon. HR is working diligently to fill two vacant Service Persons, three Mechanics, two Maintenance Supervisors, Bus Operators, Director of Administration & Finance and HR Generalist. While we are receiving applicants for some of the positions, and it seems with the pandemic we are not the only organization struggling to bring in candidates, we anticipate a stronger response with our full marketing campaign now in place. In addition to print publications throughout Santa Barbara

County, including the cities of Santa Maria, Lompoc, and Santa Ynez, as well as throughout Ventura County, HR is using all proven reliable online resources and social media available as tools for recruitment including, Indeed, Google, LinkedIn, Facebook, and Instagram. We have put in place creative new ways to advertise such as with a few local radio stations and Pumpnix gas stations. We have revised our careers page by adding new photos of current employees and a dedicated link just for Bus Operators applicants. We have re-vamped all our job flyers in English and Spanish with a new hip easy to read design, along with designing interior and exterior hiring ads posted on all of MTD's fleet.

A second internet service provider (ISP) is being added to increase data bandwidth as well as to serve as a backup in the event of an outage. Cox Communications is the existing ISP and has been quite reliable. However, with today's dependence on internet access for so many aspects of carrying out business (e.g., email, cloud services, telecommuting, general information and research. Etc.), the need for a backup has become a necessity. Impulse Advanced Communications will provide a secure wireless internet service that also has excellent upload speeds, which is important to keeping MTD's cloud-based backup system up to date.

MTD has completed the transition from a local Microsoft Exchange server to Exchange in the cloud. This move provides a more reliable, accessible, and secure email solution for MTD. Employees are now able to access email remotely via Office 365 Outlook, which eliminates security concerns with the legacy Microsoft remote access application.

IT staff are working on several necessary MTD transit application software and hardware updates that have converged in schedule. These concern the Genfare electronic fare collection system, the EAM vehicle maintenance software, the Apollo onboard video system, and the Trapeze application that is comprised of route scheduling, runcutting, blocking and timekeeping. Extensive testing of software updates is required prior to going live with the new versions.

The annual financial and single audit remains ongoing with the goal of completion by the end of October. With additional entries and adjustments to the "books" still in progress, reportable fiscal results are not yet available.

Currently out to bid is an important service that typically remains under the radar for the supply and laundering of maintenance department uniforms, towels, rags, mops and other linen supplies as well as mats and runners at all facilities. Bids for the weekly service are due the first week of September. With a five-year contract under consideration, the contract value will likely necessitate bringing it to the Board for consideration of approval.

The solicitation for construction management services is also underway with draft request for proposal (RFP) documents recently completed. As this professional service falls under the definition of architectural and engineering services per state and federal regulations, a "qualifications based" RFP process will be used wherein the firm deemed most qualified is first determined before taking into account cost. Engagement of the construction manager consultant is scheduled to occur prior to the initiation of Terminal 2 recommissioning work.