



**REGULAR MEETING**  
of the  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS**  
a Public Agency  
**Tuesday, March 15, 2022**  
**8:30 AM**  
**VIA TELECONFERENCE**

**IMPORTANT NOTICE REGARDING THIS BOARD MEETING:**

This virtual meeting is being conducted utilizing teleconferencing and electronic means pursuant to Assembly Bill 361 (Rivas, 2021), which amends the Government Code to allow Brown Act bodies to continue to meet remotely if certain elements are met. 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 **836 9287 4240** and then #.
  - When prompted for a password, dial **630582** 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). To “raise your hand” on the phone, dial \*9 when the item you wish to speak on has begun. When the chair calls for public comment, the clerk will announce you and allow participation.

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

<https://us06web.zoom.us/j/83692874240?pwd=aHh1RUY1NE1YYjhnbStMbWZxV1U2QT09>

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), Jen Lemberger (Secretary), Chuck McQuary (Director), Paula Perotte (Director), Arjun Sarkar (Director).

**3. REPORT REGARDING POSTING OF AGENDA**

**4. STATUS REPORT ON THE COVID-19 STATE OF EMERGENCY (ACTION MAY BE TAKEN - ATTACHMENTS)**

Staff will request that the Board reconsider the circumstances of the COVID-19 State of Emergency.

**CONSENT CALENDAR**

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

The Board of Directors will be asked to approve the draft minutes for the meeting of March 1, 2022.

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

The Board of Directors will be asked to review and approve the Cash Report from the following dates: February 19, 2022 through March 4, 2022.

**THIS CONCLUDES THE CONSENT CALENDAR**

**7. 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.

**8. SHORT RANGE TRANSIT PLAN UPDATE (INFORMATIONAL)**

Staff will present the Board with an update regarding the Short Range Transit Plan process.

**9. DRAFT SERVICE PLAN FOR FISCAL YEAR 2022-23 (ACTION MAY BE TAKEN)**

Staff will present the proposed service changes for August 2022 and request feedback.

**10. ZEB ROLLOUT PLAN PROCUREMENT (ACTION MAY BE TAKEN)**

Staff will recommend that the Board authorize the General Manager to contract with Stantec Consulting Services Inc. to complete MTD's Zero-Emission Bus (ZEB) Rollout Plan.

<b>BOARD OF DIRECTORS AGENDA</b>
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- 11. RESOLUTION FOR FISCAL YEAR 2022-23 TRANSPORTATION DEVELOPMENT ACT CLAIM (ACTION MAY BE TAKEN - ATTACHMENT)**  
Staff will request that the Board adopt Resolution 2022-01 authorizing the General Manager to claim the Transportation Development Act (TDA) funds apportioned to Santa Barbara Metropolitan Transit District for FY 2022-23.
- 12. LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION (ACTION MAY BE TAKEN - ATTACHMENTS)**  
Staff will recommend that the Board adopt Resolution 2022-02 authorizing the General Manager to execute all required documents for an application to the California Department of Transportation (Caltrans) for FY 2021 California cap-and-trade funds from the Low Carbon Transit Operations Program (LCTOP).
- 13. GENERAL MANAGER'S REPORT (INFORMATIONAL)**  
The General Manager will provide an update on district activities.
- 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 REPORT</b>
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<b>MEETING DATE:</b>	MARCH 15, 2022	<b>AGENDA ITEM: #4</b>
<b>DEPARTMENT:</b>	ADMINISTRATION	
<b>TYPE:</b>	ACTION ITEM	
<b>PREPARED BY:</b>	JERRY ESTRADA	
<b>REVIEWED BY:</b>	GENERAL MANAGER	
<b>SUBJECT:</b>	STATUS REPORT ON THE COVID-19 STATE OF EMERGENCY	

**RECOMENDATION:**

Staff requests that the Board reconsider the circumstances of the COVID-19 State of Emergency:

1. Consider whether state or local officials continue to impose or recommend measures to promote social distancing;
2. Find that the MTD Board has reconsidered the circumstances of the state of emergency, and that State or local officials continue to impose or recommend measures to promote social distancing; and
3. Direct staff to continue to notice and hold hearings as remote hearings consistent with Government Code § 54953(e)(3).

**DISCUSSION:**

On January 5, 2022, Governor Gavin Newsom issued Executive Order N-1-22, which among other things set a date of April 1, 2022 for public agencies to transition back to public meetings held in full compliance with the Brown Act, including how remote participation is conducted. In September 2021, the California State Legislature passed, and the Governor signed, Assembly Bill 361 (Rivas, 2021) (AB 361), which amends the Government Code to allow Brown Act bodies to continue to meet remotely if certain elements are met. AB 361 took effect immediately, but does not supersede Executive Order N-1-22. It applies to all Brown Act boards, committees, and commissions.

On January 31, 2020, the Secretary of Health and Human Services (HHS) declared a public health emergency under section 319 of the Public Health Service Act (42 USC § 247d) in response to COVID-19. On March 13, 2020, the US President declared a national emergency concerning the COVID-19 pandemic, which has been extended until February 24, 2022. On March 4, 2020, Governor Newsom declared a state of emergency for conditions caused by COVID-19, which has been extended until March 31, 2022. On March 12, 2020, the Santa Barbara County Director of Emergency Services proclaimed a Local Emergency as a result of the COVID-19 and the Santa Barbara County Health Officer declared a Local Health Emergency, due to the imminent and proximate threat to public health from the introduction of COVID-19. Thereafter, on March 17,

<b>BOARD OF DIRECTORS REPORT</b>
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2020, the Santa Barbara County Board of Supervisors ratified the Proclamation of a Local Emergency and the Declaration of a Local Health Emergency, which remain in effect.

As of February 15, 2022, Santa Barbara County Public Health Officials continue to recommend utilizing teleconferencing options for public meetings as an effective social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease (attached). As of March 9, 2022, the COVID-19 community transmission level is categorized as “Substantial” in California and Santa Barbara County by the Centers for Disease 2 Control & Prevention (CDC). As of March 5, 2022, the Santa Barbara County Public Health Department reports a case rate of 5.92 per 100,000 and a 3% test positivity rate. The CDC continues to recommend fully vaccinated individuals wear a face covering in public indoor settings in areas with Substantial or High community transmission rates.

**ATTACHMENTS:**

- Health Officials AB 361 Social Distance Recommendation
- State of California Executive Order N-1-22

# ATTACHMENT A



## Public Health Administration

300 North San Antonio Road ♦ Santa Barbara, CA 93110-1316  
805/681-5100 ♦ FAX 805/681-5191

Van Do-Reynoso, MPH, PhD *Director*  
Suzanne Jacobson, CPA *Chief Financial Officer*  
Paige Batson, MA, PHN, RN *Deputy Director*  
Darrin Eisenbarth *Deputy Director*  
Dana Gamble, LCSW *Interim Deputy Director*  
Polly Baldwin, MD, MPH *Medical Director*  
Henning Ansorg, MD *Health Officer*

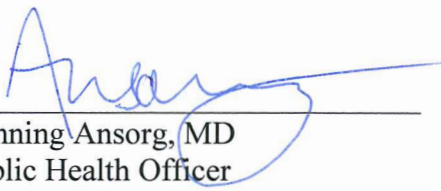
## HEALTH OFFICIALS AB 361 SOCIAL DISTANCE RECOMMENDATION

**Issued: September 28, 2021**

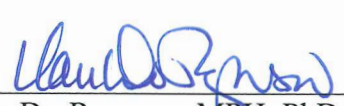
COVID-19 disease prevention measures, endorsed by the Centers for Disease Control and Prevention, include vaccinations, facial coverings, increased indoor ventilation, handwashing, and physical distancing (particularly indoors).

Since March 2020, local legislative bodies-such as commissions, committees, boards, and councils- have successfully held public meetings with teleconferencing as authorized by Executive Orders issued by the Governor. Using technology to allow for virtual participation in public meetings is a social distancing measure that may help control transmission of the SARS-CoV-2 virus. Public meetings bring together many individuals (both vaccinated and potentially unvaccinated), from multiple households, in a single indoor space for an extended time. For those at increased risk for infection, or subject to an isolation or quarantine order, teleconferencing allows for full participation in public meetings, while protecting themselves and others from the COVID-19 virus.

Utilizing teleconferencing options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and others from the COVID-19 disease. This recommendation is further intended to satisfy the requirement of the Brown Act (specifically Gov't Code Section 54953(e)(1)(A)), which allows local legislative bodies in the County of Santa Barbara to use certain available teleconferencing options set forth in the Brown Act.



Henning Ansorg, MD  
Public Health Officer  
County of Santa Barbara



Van Do-Reynoso, MPH, PhD  
Public Health Director  
County of Santa Barbara



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-1-22**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** on March 12, 2021, I issued Executive Order N-25-20, paragraph 11, and on March 17, 2020, I issued Executive Order N-29-20, paragraph 3, waiving certain requirements that public meetings of state bodies occur in-person; and

**WHEREAS** on June 11, 2021, I issued Executive Order N-08-21 to roll back certain provisions of my COVID-19-related Executive Orders and to clarify that other provisions remained necessary to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic; and

**WHEREAS** paragraph 42 of Executive Order N-08-21 specified that the waiver of requirements that public meetings of state bodies occur in-person would be valid through September 30, 2021; and

**WHEREAS** on September 16, 2021, I signed into law Assembly Bill 361 (AB 361), which amended the Government Code and Education Code to provide additional flexibility for state bodies to conduct public meetings via teleconference through January 31, 2022; and

**WHEREAS** since Thanksgiving, the statewide seven-day average case rate has increased by 805% and the number of COVID-19 hospitalized patients has increased by 154%; and

**WHEREAS** this surge is being driven by the recent emergence of the Omicron variant, which has recently been estimated to account for approximately 70% of cases sequenced nationally; and

**WHEREAS** early data suggest that the Omicron variant is more transmissible than the Delta variant; and

**WHEREAS** requiring large numbers of individuals to gather, and potentially travel long distances, for in-person public meetings could potentially, and unnecessarily, expose numerous people to COVID-19, further contribute to the ongoing surge in cases caused by the Omicron variant, compound disruptions to our economy, and undermine public health measures during the current State of Emergency; and

**WHEREAS** when the Legislature considered AB 361 this past fall, the Omicron variant had not emerged, and the virus had not demonstrated the ability to evade immunity; and

**WHEREAS** in light of the present surge in cases due to the Omicron variant, and to protect the public health and safety, it is necessary to temporarily extend the flexibilities for state bodies to conduct teleconferences under AB 361 beyond January 31, 2022, to provide state bodies the option of conducting public meetings remotely to reduce the risk of in-person exposure to members of the staff body, staff, and members of the public; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with the statutes specified in this Order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes, and in particular, Government Code sections 8567, 8571, and 8627 do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1. The sunset dates in Education Code section 89305.6, subdivision (g), and Government Code section 11133, subdivision (g), are suspended until March 31, 2022.
2. This Order shall expire at 11:59 p.m. on April 1, 2022.

**I FURTHER DIRECT** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 5th day of January 2022.



GAVIN NEWSOM  
Governor of California

**ATTEST:**

SHIRLEY WEBER, PH.D.  
Secretary of State





<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, March 1, 2022**  
**8:30 AM**  
**John G. Britton Auditorium**  
550 Olive Street, Santa Barbara, CA 93101

**1. CALL TO ORDER**

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

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

Chair Davis reported that all members were present.

**3. REPORT REGARDING POSTING OF AGENDA**

Christina Perry, Clerk of the Board and Administrative Assistant, reported that the agenda was posted on Friday, February 25, 2022, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

**4. STATUS REPORT ON THE COVID-19 STATE OF EMERGENCY (ACTION MAY BE TAKEN - ATTACHMENTS)**

The Board reconsidered the circumstances of the COVID-19 State of Emergency.

Director Paula Perotte moved to approve staff's recommendation to continue noticing and holding remote hearings, consistent with Government Code § 54953(e)(3). Vice Chair Dave Tabor seconded the motion. Chair Davis held a roll call vote and the motion was approved unanimously.

**CONSENT CALENDAR**

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

The Board was asked to approve the draft minutes for the meeting of February 1, 2022.

**6. CASH REPORTS (ACTION MAY BE TAKEN)**

The Board was asked to review and approve the Cash Reports from the following dates: January 22, 2022 through February 4, 2022; and February 5, 2022 through February 18, 2022.

Secretary Jen Lemberger moved to approve the consent calendar. Director Arjun Sarkar seconded the motion. Chair Davis opened a roll call vote and the motion was approved unanimously.

**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. PRESENTATION OF FISCAL YEAR 2021-22 YEAR END ESTIMATES AND FIRST DRAFT OF FISCAL YEAR 2022-23 BUDGET (INFORMATIONAL - ATTACHMENT)**

Finance Manager and Interim Controller Thais Sayat presented the updated Fiscal Year (FY) 2021-22 year-end financial estimates and the first draft of the FY 2022-23 budget and received the Board's input.

**9. COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE RENEWAL (ACTION MAY BE TAKEN)**

Chief Operating Officer and Assistant General Manager Mary Gregg recommended renewal of Commercial Auto and General Liability Insurance coverage with National Interstate Insurance Company (NIIC) effective April 1, 2022 – April 1, 2023. Bob Fatch and Allison Olsen, both with Brown & Brown Insurance, attended to answer questions.

Director Chuck McQuary moved to approve renewal of insurance coverage as recommended by staff. Vice Chair Tabor seconded the motion. Chair Davis opened a roll call vote and the motion was approved unanimously.

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

General Manager Jerry Estrada provided an update on district activities.

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

The Board wished Director Perotte a happy birthday. Director Perotte noted that the City of Goleta would hold an anniversary celebration on March 5, 2022.

**12. 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: Con/Am Group.

Under Negotiation: Price and terms of payment.

Chair Davis recessed to Closed Session at 9:11 AM.

The Board reconvened at 11:07 AM. Chair Davis reported that no action had been taken on this item.

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

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

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

<b>BOARD OF DIRECTORS DRAFT MINUTES</b>
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Chair Davis reported that no action had been taken on this item.

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

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

Unrepresented employees' performance review.

Chair Davis reported that no action had been taken on this item.

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

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

The Board gave General Manager Estrada a very positive annual performance evaluation and specifically noted his exceptional service during the recent pandemic emergency. The Board approved an amended Management Contract for General Manager Estrada with a 2.5% increase in salary for an annual salary of \$183,071.

The Board of Directors thanked Mr. Estrada for his continued excellent service to MTD and the Santa Barbara community.

**Secretary Jen Lemberger exited the meeting during Closed Session at 10:59 AM.**

**16. ADJOURNMENT**

Chair Davis adjourned the meeting 11:08 AM.

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**Santa Barbara Metropolitan Transit District**  
**Cash Report**  
**Board Meeting of March 15, 2022**  
**For the Period February 19, 2022 through March 4, 2022**

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**MONEY MARKET**

**Beginning Balance February 19, 2022** **\$6,646,340.84**

Accounts Receivable	2,416,822.51
Prepays & Advertising	139,870.40
Passenger Fares	79,581.99
SBCC Fares	66,464.00
Measure A Transfer	757.89
Miscellaneous Income	648.01
<b>Total Deposits</b>	<b>2,704,144.80</b>

Miscellaneous Transfers	(1,058.05)
401(k)/Pension Transfer	(76,824.90)
Payroll Taxes	(161,291.26)
Accounts Payable	(247,045.75)
Payroll	(357,420.06)
<b>Total Disbursements</b>	<b>(843,640.02)</b>

**Ending Balance** **\$8,506,845.62**

**CASH INVESTMENTS**

LAIF Account	\$5,887,038.89
Money Market Account	8,506,845.62

**Total Cash Balance** **\$14,393,884.51**

**SELF INSURED LIABILITY ACCOUNTS**

WC / Liability Reserves	(\$4,491,096.70)
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**Working Capital** **\$9,902,787.81**

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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>
2/22/2022	Montecito Bank & Trust	Advertising on Buses	2,722.00
2/22/2022	Sansum Clinic	Overpass License Fee Jan-Dec '22	1,158.62
2/23/2022	Caltrans Sustainable Trans. Plan.	FTA Operating Assistance FY22 Q2 Operating	37,331.43
2/23/2022	UCSB - Parking Services-7001	Passes/Passports Sales	2,752.00
2/24/2022	Moonlight Graphics/Mktg	Advertising on Buses	4.20
2/24/2022	Wells Marketing, LLC	Advertising on Buses	1,731.60
2/25/2022	Blue Line Media LLC	Advertising on Buses	2,088.00
3/1/2022	True Media LLC/Cottage Health	Advertising on Buses	1,054.80
3/3/2022	SBCC - Contract Fares	Contract Fares - Feb. Spring 2022	66,464.00
3/3/2022	State Transit Assistance	STA - FY21 Capital Reimbursement	826,813.62
3/4/2022	Local Transportation Fund	SB 325 - Feb '22	1,133,856.52
3/4/2022	Measure A, Section 3 LSTI	Measure A Funds - Feb '22	340,845.72
<b>Total Accounts Receivable Paid During Period</b>			<b>\$2,416,822.51</b>

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

Check #	Date	Company	Description	Amount	Voids
128893	2/25/2022	ABC BUS COMPANIES INC	BUS PARTS	4,569.71	
128894	2/25/2022	ACTION TREE CARE DBA	B&G REPAIRS & SUPPLIES	3,225.00	
128895	2/25/2022	CASA SANTA BARBARA, INC.	EMPLOYMENT ADS	100.00	
128896	2/25/2022	DIESEL FORWARD, INC.	BUS PARTS	114.90	
128897	2/25/2022	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	25,393.26	
128898	2/25/2022	FEDEX dba	FREIGHT CHARGES	110.27	
128899	2/25/2022	FLEET SERVICES, INC.	BUS PARTS	311.03	
128900	2/25/2022	STATE OF CALIFORNIA	PAYROLL RELATED	521.33	
128901	2/25/2022	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	2,095.77	
128902	2/25/2022	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	4,460.96	
128903	2/25/2022	GIBBS INTERNATIONAL INC	BUS PARTS	849.51	
128904	2/25/2022	GILLIG LLC	BUS PARTS	3,296.15	
128905	2/25/2022	GLOBAL EQUIPMENT COMPANY	B&G REPAIRS & SUPPLIES	323.85	
128906	2/25/2022	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	1,737.02	
128907	2/25/2022	GRAPHICINK	PRINTING SERVICES	650.00	
128908	2/25/2022	GRAINGER, INC.	SHOP/B&G SUPPLIES	64.32	
128909	2/25/2022	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	249.51	
128910	2/25/2022	LANSPEED DBA	IT SERVICES	5,700.00	
128911	2/25/2022	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	289.85	
128912	2/25/2022	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	131.95	
128913	2/25/2022	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	27,280.00	
128914	2/25/2022	NATIONAL DRIVE	PAYROLL DEDUCTION	24.00	
128915	2/25/2022	NEOPART TRANSIT LLC	BUS PARTS	96.18	
128916	2/25/2022	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	1,297.15	
128917	2/25/2022	NORTHWEST PUMP & EQUIPMENT	FUEL ISLAND SUPPLIES	371.20	
128918	2/25/2022	POWERSTRIDE BATTERY CO.	BATTERIES	598.89	
128919	2/25/2022	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	407.87	
128920	2/25/2022	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
128921	2/25/2022	SANTA BARBARA COUNTY EHS	ANNUAL HAZMAT PERMIT FEE	3,585.00	
128922	2/25/2022	SO. CAL. EDISON CO.	UTILITIES	5,800.54	
128923	2/25/2022	SOCALGAS	UTILITIES	1,100.84	
128924	2/25/2022	SPORTWORKS GLOBAL LLC	BIKE RACK PARTS	1,664.54	
128925	2/25/2022	SB CITY OF-REFUSE/WATER	UTILITIES	645.88	
128926	2/25/2022	TANK TEAM INC.	TANK TESTS	128.00	
128927	2/25/2022	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	433.20	
128928	2/25/2022	UNITED WAY OF SB	PAYROLL DEDUCTION	20.00	
128929	2/25/2022	VALLEY POWER SYSTEMS, INC.	BUS PARTS	33.98	
128930	2/25/2022	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	344.25	



Check #	Date	Company	Description	Amount	Voids
128931	2/25/2022	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	849.90	
128932	2/25/2022	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	30.00	
128933	3/3/2022	ABC BUS COMPANIES INC	BUS PARTS	2,263.74	
128934	3/3/2022	ACTION TREE CARE DBA	B&G REPAIRS & SUPPLIES	485.00	
128935	3/3/2022	ADVANCED CABLE SYSTEMS COR	INSTALL REMOTE DOOR ACCESS	6,651.32	
128936	3/3/2022	ALLIED ELECTRONICS, INC.	BUS PARTS	94.81	
128937	3/3/2022	AMERICAN MOVING PARTS, LLC	BUS PARTS	364.85	
128938	3/3/2022	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	195.00	
128939	3/3/2022	BROWN & BROWN INSURANCE SE	OCP INSURANCE	5,357.50	
128940	3/3/2022	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	9.03	
128941	3/3/2022	CINTAS CORPORATION	FIRST AID SUPPLIES	904.43	
128942	3/3/2022	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	155.41	
128943	3/3/2022	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	414.00	
128944	3/3/2022	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	11,135.00	
128945	3/3/2022	DIESEL FORWARD, INC.	BUS PARTS	1,706.88	
128946	3/3/2022	FEDEX dba	FREIGHT CHARGES	212.39	
128947	3/3/2022	GENFARE, A DIVISION OF SPX CO	FAREBOX REPAIRS & PARTS	636.63	
128948	3/3/2022	GIBBS INTERNATIONAL INC	BUS PARTS	394.62	
128949	3/3/2022	GILLIG LLC	BUS PARTS	1,061.99	
128950	3/3/2022	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	937.17	
128951	3/3/2022	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	442.13	
128952	3/3/2022	GRAINGER, INC.	SHOP/B&G SUPPLIES	194.71	
128953	3/3/2022	GRAYBAR ELECTRIC COMPANY, I	REPAIRS & SUPPLIES T1 BLDG/GRDS	420.65	
128954	3/3/2022	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	147.99	
128955	3/3/2022	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	79.24	
128956	3/3/2022	KOFF & ASSOCIATES, A DIVISION	PROFESSIONAL SERVICES	24,495.00	
128957	3/3/2022	LIFT-U DIV.	BUS PARTS	221.55	
128958	3/3/2022	MC CORMIX CORP. (OIL)	LUBRICANTS	5,505.28	
128959	3/3/2022	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,431.21	
128960	3/3/2022	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	198.80	
128961	3/3/2022	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	401.61	
128962	3/3/2022	MONTECITO JOURNAL GROUP	EMPLOYMENT ADS	429.00	
128963	3/3/2022	NFI PARTS DBA	BUS PARTS	905.77	
128964	3/3/2022	OIL PRICE INFORMATION SVC, LL	DIESEL FUEL PRICE INFORMATION	1,200.00	
128965	3/3/2022	POWERSTRIDE BATTERY CO.	BATTERIES	299.44	
128966	3/3/2022	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	750.00	
128967	3/3/2022	ROBERT HALF	TEMPORARY LABOR	3,592.80	
128968	3/3/2022	SANSUM CLINIC	MEDICAL EXAMS	330.00	
128969	3/3/2022	SAFEGUARD DBA	OFFICE SUPPLIES	270.94	
128970	3/3/2022	SILVAS OIL CO., INC.	LUBRICANTS	599.74	
128971	3/3/2022	SM TIRE, CORP.	BUS TIRE MOUNTING	281.50	

Check #	Date	Company	Description	Amount	Voids
128972	3/3/2022	SNAGWOLF, INC	VANDALISM SUPPLIES	908.25	
128973	3/3/2022	SO. CAL. EDISON CO.	UTILITIES	6,968.01	
128974	3/3/2022	SB CITY OF-REFUSE/WATER	UTILITIES	451.59	
128975	3/3/2022	TDS SERVICE CORP. DBA TRANSI	BUS PARTS	1,573.00	
128976	3/3/2022	THE MEDCENTER	MEDICAL EXAMS	1,010.00	
128977	3/3/2022	TRUMAN ARNOLD COMPANIES (T	RENEWABLE DIESEL	52,391.19	
128978	3/3/2022	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	403.20	
128979	3/3/2022	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	7,126.96	
128980	3/3/2022	VALLEY POWER SYSTEMS, INC.	BUS PARTS	424.08	
128981	3/3/2022	WAGER COMPANY DBA	SHOP EQUIPMENT PARTS	384.95	
128982	3/3/2022	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	330.59	
128983	3/3/2022	WURTH USA WEST INC.	SHOP SUPPLIES	730.99	
				<b>247,045.75</b>	
Current Cash Report Voided Checks:				0.00	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				<b>\$247,045.75</b>	



## BOARD OF DIRECTORS REPORT

<b>MEETING DATE:</b>	MARCH 15, 2022	<b>AGENDA ITEM: #8</b>
<b>DEPARTMENT:</b>	PLANNING	
<b>TYPE:</b>	INFORMATIONAL	
<b>PREPARED BY:</b>	HILLARY BLACKERBY	
<b>REVIEWED BY:</b>	GENERAL MANAGER	
<b>SUBJECT:</b>	SHORT RANGE TRANSIT PLAN UPDATE	

### RECOMMENDATIONS:

Staff requests that the Board of Directors receive an update regarding the Short Range Transit Plan process.

### DISCUSSION:

MTD Moves Ahead (MTD Avanza in Spanish) is Santa Barbara MTD's community process to create a Short Range Transit Plan that will guide bus service development, infrastructure investment, and capital needs for MTD's bus system over the next five years. The Board of Directors has received several presentations on this effort, which began in earnest in October 2021.

A community survey and virtual listening session provided rich feedback on service tradeoffs and priorities. These avenues also gave the public the opportunity to weigh in on various transit priority measures. In addition to these efforts with the general public, Planning and Marketing Manager Hillary Blackerby and David Verbich, Project Manager with Stantec met with several local jurisdictions to discuss how they might be able to support transit service over the next five years.

In January 2022, staff presented survey and outreach results and the existing conditions that had been researched and analyzed. All of that information then informed brainstorming and development of network concepts, going through several iterations of possibilities for routing, schedules, frequencies, and addition and transition of certain services. These network concepts are comprised of a suite of changes to make the bus system work better for the people who ride now, increase ridership by attracting people who are not yet riding, and find ways to make service more operationally efficient. These goals are achieved by taking revenue hours and service from less productive routes and by putting them back into the system in the form of new or different service and increased service on key routes.

First, a note on the amount of service and revenue hours. As presented previously on several occasions, MTD and nearly every other transit operator in the United States is experiencing a significant workforce shortage when it comes to bus operators. This is truly a limiting resource—we can't add service if we don't have the people to drive the buses. The Short Range Transit Plan is a five-year plan that looks to the near future. MTD's current bus operator shortage is a major challenge that will take at least a year and likely more time to overcome. While this paralyzes our

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ability to take immediate action to restore or expand service, we know that we have to be prepared for bluer skies and a return to pre-pandemic levels of both a workforce and service. Finding a balance of realism, a need to plan for service recovery, and the desire to improve the service in the future to meet the desires of the traveling public is a challenge, but that is where we find ourselves at this point in the planning process. These network concepts aim to present a set of changes and improvements to optimize MTD's service, attainable in the next 5 years.

For all the reasons stated above, these network concepts attempt to hew closely to pre-pandemic service hour levels while changing exactly what service makes up those hours. If all changes proposed in the recovery network concept were made, annual revenue hours would be at approximately 233,504, reflecting a 5.9% increase over pre-pandemic service hours of 220,513.

The guiding principles of the recovery network concept include:

- Strengthening core routes by increasing frequency and service span to provide better service throughout the day
- Optimizing alignments for passengers and operations. Most of MTD's network is performing well and routing is efficient given street layouts and the geography of the region
- Proposing ways to speed up buses and passengers on their trips
- Collaborating with regional partners on piloting bus priority treatments

### **Recovery Network Concept**

When MTD's workforce levels increase significantly, the increase of revenue hours and service will be possible. While we don't know when this will take place, public input and system analysis informed the development of a proposed plan to improve the system overall. This requires elimination of some lines, increases on others, and the introduction of new routes or services. Descriptions of those aspects are described below.

### **Frequency and Span of Service Improvements**

Line	Change	Proposed service
20	More frequent service during peak hours and longer service span	M-F: 30-min all day service (8am-4pm); 15-min unidirectional during AM/PM super peak (6-8am and 4-6pm); 30-min evening service (6-8pm) 60-min late night service (8-11pm)
1 and 2	Longer weekday service span, change of PM peak to 15-min headways	M-F: service until midnight (60-min service from 10pm-12am)
6 and 11	More consistent headways throughout the day, more frequent service on line 11 after 9pm	M-F: 6am-8am, 20-min (10-min combined), 8am-3pm, 30-min (15-min combined); 3-6pm, 20-min (10-min combined); 6pm until end of service, 30-min (Line 6 until 8 pm; Line 11 until 12am)

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Line	Change	Proposed service
4 and 17	Increased frequencies during the day and longer service span	M-F: 30-min service from 9am-6pm, 35 minutes from 6 to 10pm, extending span of service to 10pm

The lines listed in the table above are recommended for improved frequencies or longer spans of service in a recovery scenario where other service is eliminated (described below) and workforce and budget levels allow service increases. The lines recommended for improvements are those that serve areas where residents are low-income and less likely to have a car according to census data. These lines are also those that serve the major commercial corridors and saw consistent ridership even in the heart of the pandemic lockdown of 2020 and 2021, with essential workers relying on the service. Moreover, staff recommends restoring service levels on Lines 15x, 27, and 28 back to where they were pre-pandemic and those are numbers that are included in this service plan.

These recommendations support the public's desire for more frequent service and service that runs at off-peak times. This would increase service in the Cities of Santa Barbara, Goleta, and Carpinteria and in unincorporated areas of the County of Santa Barbara.

### New Service

With the optimization of the bus system in the recovery network concept, new service is recommended to replace other service and better serve various communities. This service is contingent on several different funding sources to provide operating funds. For example, while the Line 19x service will initially be funded through a contract with SBCAG and Caltrans from the 101 HOV project mitigation funds, funds to continue the service beyond that contract would need to be identified. The microtransit zones described below have funding identified only for one year each at this point, via the Low-Carbon Transit Operations Program funding source.

Funding for a Downtown-Waterfront Shuttle circulator service has not been identified, and would require significant financial participation from the City of Santa Barbara as was in place prior to the pandemic suspension of early 2020. Additionally, the creation of the State Street Pedestrian Promenade means the Downtown Shuttle service as it was known for 30 years can no longer traverse the bulk of State Street. This means that if a downtown circulator were to return, it would have to come back with a different route.

Line	Description	Proposed service
Line 19x (Carpinteria/SBCC Express)	Peak hour and midday express service between Carpinteria, East Santa Barbara, and Santa Barbara City College. Funded by 101 Freeway traffic mitigation funds.	M-F: 2 AM northbound trips, 1 midday roundtrip, 2 PM southbound trips. Does not run during SBCC winter or spring breaks.

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Line	Description	Proposed service
The Wave microtransit: Goleta	Flexible on-demand curb-to-curb service between any two points within a specified area/points in Goleta/Isla Vista. Includes points at SB Airport, Goleta Train Station, UCSB, Isla Vista and Calle Real and Cathedral Oaks areas between Los Carneros and Patterson. Also includes the business park area and housing near Goleta City Hall.	Tuesday through Sunday, 10am to 9pm.
The Wave microtransit: Carpinteria	Flexible on-demand curb-to-curb service within the City of Carpinteria and Santa Claus Lane area.	Exact days of the week and span of service not yet specified, but equivalent of 10 hours a day, 6 days a week.
Downtown-Waterfront Circulator*	New merged route, service along Chapala and Anacapa Streets between Sola and Gutierrez to serve Downtown, on State between Gutierrez and Cabrillo, then Cabrillo to the harbor and out to the Zoo and back to State.	M-Th: every 30 minutes, 11am-6pm  Fri-Sun: every 20 minutes, 11am-9pm

\*No funding identified.

### **Transition of Service**

In the initial outreach and engagement phase of the MTD Moves Ahead process, we described how designing a transit system requires tradeoffs. Participants were asked to decide between two different options, for example: frequency vs. coverage. One other way to think of this is doing the greatest good for the greatest number of people vs. covering the most geography possible.

While the pandemic has had a dramatic impact on our community, our workforce, and our service, it has given us a forced opportunity to test out suspension on certain routes. The lines that are currently suspended include Line 10 (Cathedral Oaks), Line 36 (Seaside Shuttle), Line 37 (Crosstown Shuttle), and Lines 30 and 34 (Downtown and Waterfront Shuttles). The Downtown and Waterfront Shuttles are discussed in the section below.

### **Line 10 (Cathedral Oaks)**

Prior to pandemic suspension, Line 10 operated 5 outbound trips and 6 inbound trips, daily, Monday through Friday. This route began at State and La Cumbre, went up to Cathedral Oaks, and all the way down to Dos Pueblos High School in Goleta, the over the freeway to Camino Real Marketplace. This line had extremely low ridership, with the lowest passengers per revenue hour across MTD's entire system at 10.6 in FY 2018-19. While this did provide coverage service to the Cathedral Oaks corridor, it often functioned as an additional school booster to and from Dos Pueblos High School, Goleta Valley Junior High, and La Colina Junior High. When K-12 schools reopened in 2021, Planning staff added an additional bus on the booster that serves the same



corridor as the Line 10, the Line 2730, to capture any riders who might have normally taken the Line 10 to get to and from school. Throughout the spring and fall of 2021, staff monitored loads on both 2730 buses. Neither bus was ever full, and the second bus was often very sparsely populated. For this reason, staff was able to determine that Line 10, while technically a coverage route, was having most of its former riders carried by the Line 2730 or other means. With the introduction of The Wave microtransit service in Goleta, the most populated portion of that Cathedral Oaks corridor (between Patterson and Los Carneros) would have on demand service and would allow riders to transfer free to several fixed route lines (6, 7, 11, 12x, 24x, 27 & 28).

### **Line 36 (Seaside Shuttle)**

Prior to pandemic suspension, the Line 36 or Seaside Shuttle ran 7 days a week, and served as a circulator in Carpinteria connecting neighborhoods north of the freeway to Downtown and the train station. Throughout the pandemic, Carpinterians have expressed their desire to see this service return, and noting the lack of a connection across the freeway in the areas located east of Santa Ynez Avenue. In FY 2018-19, the Seaside Shuttle had the second lowest passengers per revenue hour number at 14.1. That said, staff agrees that some type of local service to Carpinteria is necessary and believes that microtransit would be an excellent fit for the community, as opposed to resurrecting the Seaside Shuttle. That microtransit zone would encompass the entire City of Carpinteria and adjacent County areas, including Santa Claus Lane. Line 36 service comprised a total of 4,241 revenue hours a year. Carpinteria microtransit would serve the community for approximately 4,960 revenue hours a year.

### **Line 37 (Crosstown Shuttle)**

Prior to pandemic suspension, the Line 37 or Crosstown Shuttle ran on weekdays and connected the Eastside and Westside neighborhoods of Santa Barbara. Lines 1 and 2 are an interlined pair of routes that serve those same neighborhoods, albeit on different streets, that run 7 days a week with 15 minute or better headways for most of the day on weekdays and 23-minute headways on weekends. In FY 2018-19, the Crosstown Shuttle saw 15.9 passengers per revenue hour, which was in the 4<sup>th</sup> quartile in terms of route productivity. Hours saved from reinstating this service can be used to increase the span of service on Lines 1 and 2, as discussed above.

### **Downtown-Waterfront Service**

In April 2020, the Downtown and Waterfront Shuttles (Lines 30 and 34) were suspended due to the COVID-19 pandemic. As discussed above, the City of Santa Barbara pulled funding that eliminated the bulk of operating funds for the service at that time. MTD still has a master agreement with the City, but it is set to expire on June 30, 2022. Requests from the public for some form of this service, both residents and prospective visitors, have been consistent throughout the suspension. There is not currently direct service to the Santa Barbara Amtrak Station, meaning car free trips to Santa Barbara have become more difficult for visitors, and locals trying to get out of town on the train are limited in their options.

One major change, that necessitates new routing, is the creation of the State Street Pedestrian Promenade, and the closure to motor vehicles, including shuttles. The City of Santa Barbara has appointed a 15 member State Street Advisory Committee to guide the production of a State Street Master Plan. The main focus of the State Street Master Plan is to conceptualize the Downtown State Street corridor and adjacent city blocks. The Master Plan will be a holistic and long-term planning document that provides a conceptual layout of the area and an action plan. The proposed area of the Master Plan is from the 101 freeway to Sola Street, Chapala to Anacapa Streets. The State Street Master Plan will also evaluate connectivity and synergy to the commercial areas of

the Funk Zone and Waterfront. Likewise, the Master Plan will take into account connectivity of the surrounding downtown neighborhoods, ensuring that other areas of the downtown core are addressed in the Master Plan.

MTD will be part of the conversation with regards to Downtown circulation and transportation. The return or reimagining of the Downtown and Waterfront Shuttle services is an important component of that conversation and will inform what MTD does with Downtown circulation in the future. Staff agrees that some form of Downtown and Waterfront specific service is needed, but the complexity of the situation will require significant work and partnership with the City of Santa Barbara.

### **Operational, Routing, and Line Number Changes**

#### **Linking Lines 23 (El Encanto Heights) and 25 (Ellwood/Winchester Canyon)**

Line 23 (El Encanto Heights) and Line 25 (Ellwood/Winchester Canyon) provide bus service westernmost portion of Goleta. Over the years, these lines have been linked to each other, unlinked, and interlined with Lines 6 and 11. Staff sees an opportunity to link Lines 23 and 25 to each other at the end of the routes, so that one line would become the other. These lines would also remain interlined with the Lines 6 and 11. What this change would mean is this: if you were to board an outbound Line 23, it would always become an inbound Line 25 at the end of the line, and then an inbound Line 6. Conversely, an outbound Line 25 becomes an inbound Line 23 and then an inbound Line 6. To accomplish this, small routing changes would be necessary north of the freeway, and the end of the line for both the Line 23 and 25 would now be Winchester Canyon and Bradford bus stop.

This would give riders in western Goleta a reliable one seat ride through the area and further into Goleta, Isla Vista or Santa Barbara and does not rely on confusing transfers. Every outbound trip on the Line 6 or 11 would not end in a 23 or 25, but every 23 or 25 would end in a Line 6 or 11.

#### **Renaming Lines 12x (Goleta Express) and 24x (UCSB Express)**

In an effort to make our service easier to understand, one possibility is the renaming of Lines 12x and 24x to Lines 6X and 11x, respectively. Since Lines 12x and 24x are essentially express versions of the Lines 6 and 11, the idea is that the public would only need to know one number to know the areas the bus goes, but an added X means that trip is express. While this could make it clearer, there would also be a learning curve for people who have become accustomed to taking the 12x or 24x, who might think their route went away altogether. There would need to be significant marketing and messaging if this change was enacted.

### **Transit Priority Projects**

One aspect of service improvement that does not require more bus operators is a suite of transit priority projects. Working to speed the movement of buses through key corridors is an effort that requires collaboration with the Cities and County due to their control of the right-of-way where MTD's buses travel.

In the outreach of fall 2021, staff explained and received internal and external feedback on the following transit priority measures: transit signal priority, all-door boarding, bus stop balancing, queue jumps, and bus-only lanes.

#### **Transit Signal Priority**

MTD recently included a funding request for cloud-based Transit Signal Priority (TSP) software as part of its Transit and Intercity Rail Capital Program (TIRCP) grant application. This software

would be compatible with the City of Santa Barbara's soon to be upgraded traffic signal management system, connecting with MTD's real-time CAD/AVL system to allow MTD buses to get through intersections more efficiently. This effort has the ability to be truly transformative and would make transit more competitive with other modes. While ideally this system would be operational at all signalized intersections in the City, the corridors of State Street, Chapala Street, Carrillo Street, Milpas Street, and Cliff Drive are of particular interest.

### **All-Door Boarding**

All-door boarding proved popular with the public when surveyed, but it had the opposite reception with bus operators. More than these other measures, all-door boarding faces the most challenges for effective implementation. One major aspect is fare payment. Buses participating in all-door boarding would require fare collection equipment at all doors. While this could look like contactless payment readers at back doors, the added enforcement challenges with possible fare evasion would need to be addressed. While not viable in the short term, should MTD want to investigate possible implementation of all-door boarding in the future, it is recommended that lines with high ridership (like Line 28) be prioritized.

### **Bus Stop Balancing**

Bus stop balancing took place on Lines 12x and 24x in 2019, removing some stops from these lines in order to speed up the express trip. This was a success, and has informed the development of other service, specifically Line 19x, which has been designed with only 7 stops in each direction. This responds to survey results that say a majority of individuals prefer to walk a bit further to their stop if it means a quicker trip overall. Should a Downtown/Waterfront circulator route return, it is recommended that they have fewer stops than the previous Lines 30 and 34 to speed up service, while maintaining access for key points of interest. While no other bus stop balancing is currently being recommended, this is a tool that Planning staff will always keep in the toolbox when it comes to optimizing service.

### **Queue Jumps**

Giving buses priority at intersections can make a difference in trip times. Queue jumps together with TSP or on their own can be a simple way of giving bus riders a leg up over single occupancy vehicles. The planning team is taking a look at certain intersection treatments that have been successful in other cities, and exploring which local intersections might be the right fit. High traffic intersections with a great deal of bus service such as State and La Cumbre and State and Las Positas are examples of where queue jumps could be beneficial.

### **Bus-Only Lanes**

While our region does not have room to add more lanes on most city streets, some have traffic volumes that would support either full or part time conversion to a bus only lane. One location that has low traffic volumes and robust bus service with high ridership is El Colegio Road in Isla Vista. There are several ways to configure bus-only lanes, and several ways to create a complete street where bikes and buses have space separate from cars. As part of the Isla Vista Community Service District's STEP grant to create an Isla Vista Community Mobility Plan, there are plans to do a test pop-up of bus-only lanes on El Colegio for a period of around 2 weeks. This will be a great opportunity to see it in action and measure success.

### **Future Expansion Recommendations**

If workforce, budget, and fleet levels all align in the future to allow for an expansion of service, the plan recommends the following service increases, to be executed as appropriate:

- Increase frequencies on Lines 1 and 2
- Increase frequencies on Lines 6 and 11 (20-min or 10-min composite frequencies for more of the day)
- Increase frequencies on Line 20
- Increase Saturday frequencies on lines 1, 2, 6, 11, and 20
- Increase weekend service span on lines 1 and 2 (midnight on Saturdays and 10pm on Sundays)
- Explore increasing frequencies on downtown/waterfront circulator
- Increased weekday and Saturday frequencies on lines 4 and 17
- Expand microtransit to the Santa Barbara waterfront area
- Pilot seasonal services to trailheads

In addition to the proposals here, the planning team is looking at future considerations for both ADA/paratransit service and regional services. MTD contracts with Easy Lift to provide complementary ADA/paratransit service to the South Coast region. The MTD Moves Ahead plan is a good time to analyze that service and what it could look like in the future—the eventual draft plan will address this. As for regional services like the Clean Air Express, the project team is also assessing the feasibility of requests for MTD to operate regional services in addition to existing services.

### **Outreach and Engagement**

April 2022 will be a major month in terms of outreach and engagement on the Short Range Transit Plan. This outreach will be multipronged—with a short online and paper survey, pop-ups at major transit stops, tabling at community events, presenting to groups, and virtual sessions. These efforts will give staff and consultants the opportunity to have rich conversations with riders and community members, getting both qualitative and quantitative feedback.

On April 20<sup>th</sup>, the project team will be popping up at the Transit Center, the UCSB bus loop, and the Hollister and Nectarine bus stop in Old Town Goleta for around 90 minutes each, at different times of the day. Armed with short surveys and display boards (all bilingual) that describe these network concepts and transit priority approaches, the idea is to have short but meaningful conversations with bus riders to get their feedback.



<b>BOARD OF DIRECTORS STAFF REPORT</b>
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<b>MEETING DATE:</b>	MARCH 15, 2022	<b>AGENDA ITEM: #9</b>
<b>DEPARTMENT:</b>	PLANNING	
<b>TYPE:</b>	ACTION ITEM	
<b>PREPARED BY:</b>	HILLARY BLACKERBY	
<b>REVIEWED BY:</b>	GENERAL MANAGER	
<b>SUBJECT:</b>	DRAFT SERVICE PLAN FOR FISCAL YEAR 2022-23	

**RECOMMENDATION:**

That the Board of Directors receive a presentation and provide feedback regarding the proposed service changes for August 2022.

**DISCUSSION:**

On February 1, 2022, the Board of Directors received a presentation on a proposed service plan for August 2022. The continued bus operator workforce shortage and uncertainty related to the COVID-19 pandemic make it difficult to predict what levels of service we are able to provide further into the future. That said, Planning staff is recommending a status quo service level for August 2022, with continued suspension of Lines 10, 36, 37, and Downtown/Waterfront Shuttle. Additionally, staff recommends maintaining the less frequent service currently running on Lines 15x, 27 and 28. As MTD likely moves forward with this level of service for a period of time, Planning staff is also working on contingency plans should our workforce numbers dip below what is needed to fulfill existing service. As discussed in February, no schedule changes are currently recommended for on-time performance (OTP) reasons, as OTP continues to meet expectations.

Staying at the status quo on revenue hours would be a service level of 186,179 hours for Fiscal Year (FY) 2022-23. Should workforce numbers improve significantly, staff will come back later in the year with any recommendations to augment service. The details of what service is recommended to be restored or launched will be further explored in the Short Range Transit Plan agenda item.

**Minor Routing Change to Line 17 (Lower West/SBCC)**

Since the February meeting, staff has developed a proposal to make one small routing change to the Line 17 (Lower West/SBCC) to improve operational efficiency due to recent improvements to the intersection of San Andres and Carrillo in Santa Barbara. The outbound route would remain the same, but the inbound trip towards the Transit Center would be rerouted by one block to match the outbound route. This means buses would travel on the 900 block of San Andres instead of the 900 block of San Pascual. No bus stops would be moved or affected.

The reason for this change is due to a soon to be completed project in the area by the City of Santa Barbara. This safety project has installed a midblock crosswalk and pedestrian refuge island on Carrillo at San Pascual, improving safety for bus riders needing to reach the Carrillo and

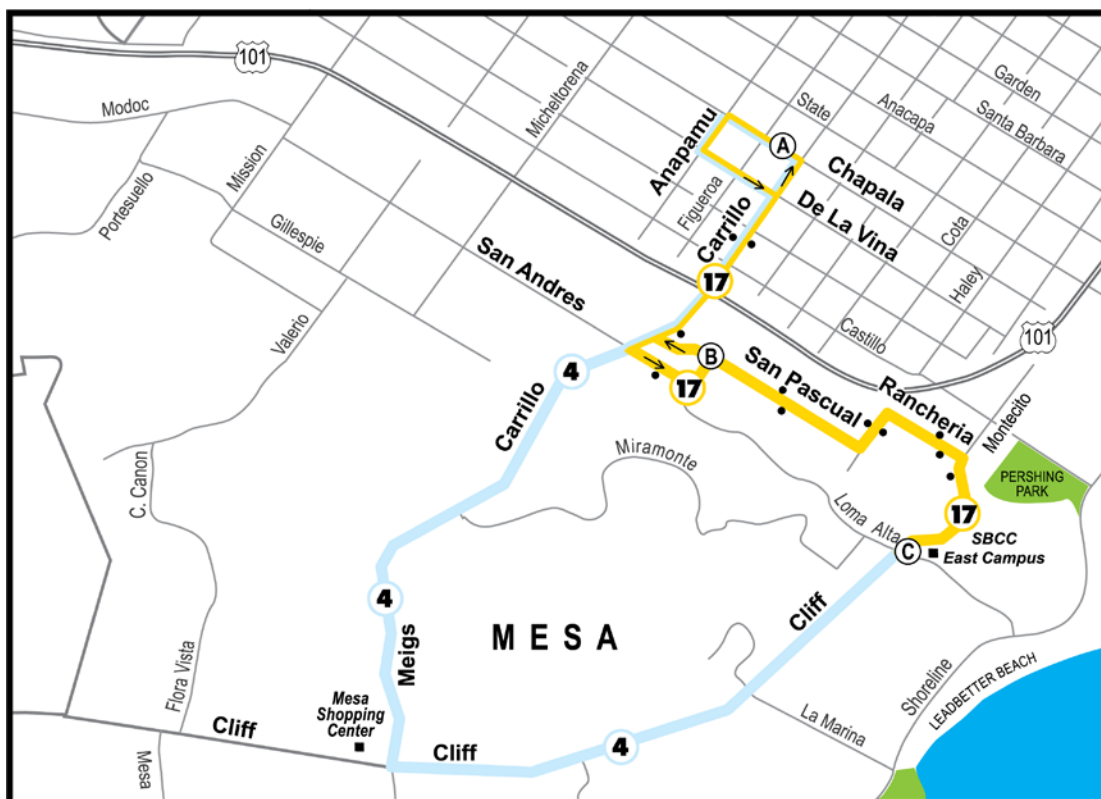
## BOARD OF DIRECTORS REPORT

San Pascual bus stops. Additionally, intersection improvements at San Andres and Carrillo include a protected left turn from Carrillo onto San Andres which will be of large benefit to the efficiency of Line 17, which currently must wait for a gap in downhill traffic to turn onto San Andres. There is also a new island that allows for an easier right turn from San Andres east onto Carrillo.

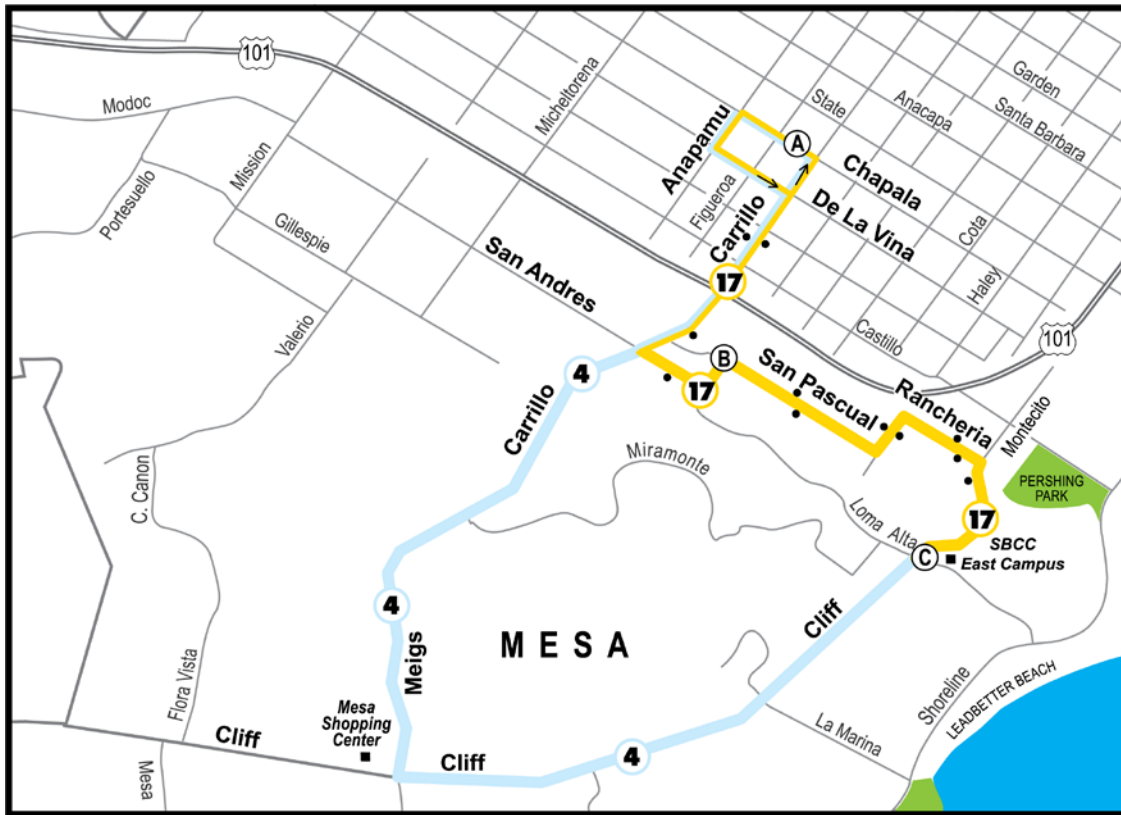
Instead of having to turn a sharp acute angle from San Pascual to Carrillo and then pull into the bus stop, this will give the bus the ability to turn at a signalized intersection and easily pull parallel to the curb at the Carrillo and San Pascual stop. On the next page are maps of the existing route of the Line 17 and the proposed new route.

This routing change is not expected to require any schedule changes, and the new intersection components are likely to save time on the route in the future.

### Existing Routing of Line 17 (Lower West/SBCC)





**Proposed Routing of Line 17 (Lower West/SBCC)****Request from the Public for Line 7 Re-route**

A member of the public and resident of the Eastern Goleta Valley neighborhood on University Drive reached out to MTD staff in 2021 to discuss the routing of Line 7 (Old Town Goleta) on his street. Staff spoke with him and visited with him in the neighborhood. He raised concerns about how frequently they traversed his street (every 30 minutes in each direction) and that he often sees very few people on the bus when it goes past his home. Staff researched Line 7 ridership and boardings and alightings at stops between Turnpike and Patterson. These stops do see significant usage, and Line 7 is the only service to this residential area besides a school booster. After assessing the data, exploring alternate routing, and observing the conditions in the neighborhood, staff does not recommend changes to the routing of Line 7.



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** MARCH 15, 2022 **AGENDA ITEM: #10**  
**DEPARTMENT:** COMPLIANCE  
**TYPE:** ACTION ITEM  
**PREPARED BY:** STEVE MAAS  
**REVIEWED BY:** GENERAL MANAGER  
**SUBJECT:** ZEB ROLLOUT PLAN PROCUREMENT

### RECOMMENDATION:

Staff recommends that the Board authorize General Manager Estrada to contract with Stantec Consulting Services Inc. to complete MTD's Zero-Emission Bus (ZEB) Rollout Plan.

### DISCUSSION:

The Innovative Clean Transit (ICT) regulation, which became effective October 1, 2019, requires all California public transit agencies to transition their bus fleets to zero-emission propulsion technologies by 2040. To appropriately plan for such a transition, the regulation requires each transit agency to submit a ZEB Rollout Plan. The deadline for a "Small Transit Agency" such as MTD is June 30, 2023. MTD will consider the Rollout Plan a living document that will be amended to meet new challenges and opportunities as MTD's transition unfolds. Once the ZEB Rollout Plan is complete, it will guide the MTD Board's prioritization of capital projects for the planning horizon. The schedule calls for a Draft ZEB Rollout Plan in September, and the final Plan in October.

The ZEB Rollout Plan will:

- Coordinate with the goals, objectives, and strategies of MTD's Facilities Master Plan, ZEB Power Modeling, Strategic Plan: 2016-2021, and the ongoing Short Range Transit Plan.
- Meet or exceed all elements required under the Innovative Clean Transit regulation.
- Provide an executive summary that meets the FTA's new requirement to submit a "Zero-Emission Transition Plan" with future grant applications involving zero-emission vehicles.
- Analyze the ICT requirement of transitioning MTD's fleet to 100% ZEBs by 2040, as well as the MTD Board-adopted goal of transitioning MTD's fleet by 2030.
- Determine the most cost-effective strategy for transitioning to a 100% ZEB fleet.
- Develop a prioritized list of capital projects for implementation over the planning horizon of the Plan.
- Include recommendations for future acquisitions of ZEBs and chargers, including OEMs, battery capacity and warranties, charging technologies, charging management software, and other factors.
- Include analysis of the changes required of MTD's maintenance and operations departments, including annual operating costs, workforce size, equipment, and etc.
- Develop workforce training materials necessary for MTD personnel to operate and maintain the ZEB fleet.

## BOARD OF DIRECTORS REPORT

- Provide conceptual charging equipment and infrastructure designs.
- Develop a schedule for construction of facilities, infrastructure modifications, or upgrades and timelines for construction.

### **PROCUREMENT PROCESS:**

On January 20, 2022, Staff issued a request for quotes to 18 professional consulting firms known to specialize in performing analyses for California transit agencies. On February 17, 2022, MTD received a single proposal, from Stantec Consulting Services Inc. In reaching out to the other potential sources, it was made clear this is a heavily impacted industry due to demand and firms indicated a lack of resources to satisfactorily accomplish MTD's project goals. However, the Stantec proposal proved itself responsive to MTD's solicitation requirements with the ability to meet all contract terms and conditions. Stantec presented a strategic plan to achieve the scope of work objectives in the timeframes MTD required. Work references from Gold Coast Transit District, San Luis Obispo RTA, and Golden Gate Transit, unanimously indicated Stantec has both the technical and financial capacity. The positive work history that MTD has with Stantec further confirmed their ability.

Prior to releasing the RFQ, MTD prepared an Independent Cost Estimate (ICE), which looked at five different transit agency contracts with consultants for the development of a ZEB Rollout Plan. The ICE suggested that MTD should expect a cost around \$167,609. Staff requested a Best and Final Offer from Stantec, and they responded with a revised price proposal of \$180,598, a 7.7% difference from the ICE. Considering MTD did have unique elements to the scope, including a supplementary plan that exceeds the ZEB regulation requirements and provides a pathway for MTD to be 100% zero-emissions by 2030, this price is deemed fair and reasonable.



<b>BOARD OF DIRECTORS REPORT</b>
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<b>MEETING DATE:</b>	MARCH 15, 2022	<b>AGENDA ITEM: #11</b>
<b>DEPARTMENT:</b>	FINANCE	
<b>TYPE:</b>	ACTION ITEM	
<b>PREPARED BY:</b>	THAIS SAYAT	
<b>REVIEWED BY:</b>	GENERAL MANAGER	
<b>SUBJECT:</b>	RESOLUTION FOR FISCAL YEAR 2022-23 TRANSPORTATION DEVELOPMENT ACT CLAIM	

**RECOMMENDATION:**

Staff is requesting that the Board adopt Resolution 2022-01 authorizing the General Manager to claim the Transportation Development Act (TDA) funds apportioned to Santa Barbara Metropolitan Transit District for FY 2022-23.

**DISCUSSION:**

Staff is preparing the Santa Barbara Metropolitan Transit District's FY 2022-23 TDA claim forms. All claims must be submitted to the Santa Barbara County Association of Governments by April 18, 2022.

**ATTACHMENT:**

- Resolution 2022-01 for the FY 2022-23 Transportation Development Act Claim

**RESOLUTION**  
*of the*  
**BOARD OF DIRECTORS**  
*of the*  
**SANTA BARBARA METROPOLITAN TRANSIT DISTRICT**

IN THE MATTER OF AUTHORIZING THE FILING  
OF A CLAIM WITH THE SANTA BARBARA  
COUNTY ASSOCIATION OF GOVERNMENTS  
FOR ALLOCATION OF TRANSPORTATION  
DEVELOPMENT ACT FUNDS FOR FISCAL  
YEAR 2022-23

**RESOLUTION NO. 2022-01**

**WHEREAS**, the Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund and the State Transit Assistance Fund, for use by eligible claimants for various transportation purposes; and

**WHEREAS**, pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations hereunder (21 Cal. Admin. Code Sections 6600 et seq.) a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance Fund shall file its claim with the Santa Barbara County Association of Governments.

**NOW, THEREFORE, BE IT RESOLVED** that the General Manager, Jerry Estrada, is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended, and pursuant to applicable rules and regulations promulgated there under, together with all necessary supporting documents, with the Santa Barbara County Association of Governments for an allocation of TDA funds in Fiscal Year 2022-23.

**BE IT FURTHER RESOLVED** that the authorized claim includes \$327,030 for regional and transportation planning and \$10,045,256 for transit purposes, plus STA funds to be allocated for mass transportation or local transportation planning.

**BE IT FURTHER RESOLVED** that a copy of this resolution be transmitted to the Santa Barbara Association of Governments in conjunction with the filing of the claim.

**PASSED AND ADOPTED** by the Board of Directors of the Santa Barbara Metropolitan Transit District this 15th day of March 2022 by the following vote:

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



## BOARD OF DIRECTORS REPORT

**MEETING DATE:** MARCH 15, 2022 **AGENDA ITEM: #12**  
**DEPARTMENT:** GRANTS  
**TYPE:** ACTION ITEM  
**PREPARED BY:** STEVE MAAS  
**REVIEWED BY:** GENERAL MANAGER  
**SUBJECT:** LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION

### RECOMMENDATION:

Staff recommends that the Board adopt Resolution 2022-02 authorizing General Manager Jerry Estrada to execute all required documents for an application to the California Department of Transportation (Caltrans) for FY 2021 California cap-and-trade funds from the Low Carbon Transit Operations Program (LCTOP), agreeing to comply with all conditions and requirements set forth in the Certification and Assurances, authorizing the allocation request, and authorizing the submittal to Caltrans of the project "MTD 40-ft. Electric Bus Procurement - Rollover."

### DISCUSSION:

#### Process

California cap-and-trade auction proceeds are appropriated to several programs, including the LCTOP, which is administered by Caltrans and the California Air Resources Board. All projects funded with auction proceeds must demonstrate greenhouse gas reduction. LCTOP provides formula funds to transit agencies such as MTD based on the agency's percentage of statewide fare revenue, and to regional transportation planning agencies such as the Santa Barbara County Association of Governments (SBCAG) based on the area's percentage of statewide population.

Staff proposes to submit an application to apply the available FY 2022 LCTOP funds towards the MTD 40-ft. Electric Bus Procurement - Rollover. Applications are due to Caltrans by March 25. The SBCAG population-based FY 2022 LCTOP funds total \$1,074,448, and SBCAG staff has recommended that MTD receive \$304,350 of that amount. The SBCAG Board is expected to approve the allocation of these funds to MTD at their meeting of March 17. MTD will also apply the \$227,602 in MTD farebox revenue share of LCTOP funds to the project, for a total of \$531,952.

#### Project

The LCTOP Guidelines allow recipient agencies to rollover funds, accruing a maximum of 4 years of LCTOP funds for a more substantial project. MTD has not taken advantage of this option in prior years, but staff proposes to do so for this cycle. If MTD were to receive a similar amount of LCTOP funds in next year's cycle, we would be approaching sufficient funds to procure one 40-ft. electric bus and charger.



<b>BOARD OF DIRECTORS REPORT</b>
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**ATTACHMENTS:**

- LCTOP Authorized Agent Form
- LCTOP Certifications and Assurances
- MTD Board Resolution 2022-02



**FY 2021-2022 LCTOP  
Authorized Agent**

**AS THE General Manager**

(Chief Executive Officer/Director/President/Secretary)

**OF THE Santa Barbara Metropolitan Transit District**

(Name of County/City/Transit Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named Regional Entity/Transit Operator, any actions necessary for the purpose of obtaining Low Carbon Transit Operations Program (LCTOP) funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. I understand that if there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself. I understand the Board must provide a resolution approving the Authorized Agent. The Board Resolution appointing the Authorized Agent is attached.

**Chief Operating Officer/AGM Mary Gregg**

(Name and Title of Authorized Agent)

OR

**Interim Controller Thais Sayat**

(Name and Title of Authorized Agent)

OR

**Grants & Compliance Manager Steve Maas**

(Name and Title of Authorized Agent)

OR

**Click here to enter text.**

(Name and Title of Authorized Agent)

OR

**Jerry Estrada**

(Print Name)

**General Manager**

(Title)

(Signature)

Approved this 15 day of March, 2022



## **FY 2021-2022 LCTOP Certifications and Assurances**

**Lead Agency:** Santa Barbara Metropolitan Transit District

**Project Title:** MTD 40-ft. Electric Bus Procurement - Rollover

**Prepared by:** Steve Maas

The California Department of Transportation (Caltrans) has adopted the following Certifications and Assurances for the Low Carbon Transit Operations Program (LCTOP). As a condition of the receipt of LCTOP funds, Lead Agency must comply with these terms and conditions.

### **A. General**

1. The Lead Agency agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
2. The Lead Agency must submit to Caltrans a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

### **B. Project Administration**

1. The Lead Agency certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The Lead Agency assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
2. The Lead Agency certifies that a dedicated bank account for LCTOP funds only will be established within 30 days of receipt of LCTOP funds.
3. The Lead Agency certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
4. The Lead Agency certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
5. The Lead Agency certifies that they will notify Caltrans of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
6. The Lead Agency must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
7. Any interest the Lead Agency earns on LCTOP funds must be used only on approved LCTOP projects.
8. The Lead Agency must notify Caltrans of any changes to the approved project with a Corrective Action Plan (CAP).



## FY 2021-2022 LCTOP

9. Under extraordinary circumstances, a Lead Agency may terminate a project prior to completion. In the event the Lead Agency terminates a project prior to completion, the Lead Agency must (1) contact Caltrans in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.

### **C. Reporting**

1. **The Lead Agency must submit the following LCTOP reports:**
  - a. **Annual Project Activity Reports October 28<sup>th</sup> each year.**
  - b. **A Close Out Report within six months of project completion.**
  - c. **The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to Caltrans within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.**
  - d. **Project Outcome Reporting as defined by CARB Funding Guidelines.**
  - e. **Jobs Reporting as defined by CARB Funding Guidelines.**
2. Other Reporting Requirements: CARB develops and revises Funding Guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with CARB's Funding Guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

1. The Lead Agency agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
2. The Lead Agency agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allow ability of individual project cost items and
  - b. Those parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with



## FY 2021-2022 LCTOP

Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

3. Any project cost for which the Lead Agency has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 2 CFR, Part 200, are subject to repayment by the Lead Agency to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the Lead Agency to the State. Should the Lead Agency fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the Lead Agency from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

### **A. Record Retention**

1. The Lead Agency agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the Lead Agency, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP) and enable the determination of incurred costs at interim points of completion. All accounting records and other supporting papers of the Lead Agency, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years after the "Project Closeout" report or final Phase 2 report is submitted (per ARB Funding Guidelines, Vol. 3, page 3.A-16), and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the Lead Agency, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the Lead Agency pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the Lead Agency's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
2. For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the Lead Agency's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment.



## FY 2021-2022 LCTOP

The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the Lead Agency shall furnish copies thereof if requested.

3. The Lead Agency, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

### F. Special Situations

Caltrans may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at Caltrans' discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

**Jerry Estrada**

*(Print Authorized Agent)*

**General Manager**

*(Title)*

**March 15, 2022**

*(Date)*

*(Signature)*



**FY 2021-2022 LCTOP  
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT  
RESOLUTION #2022-02**

AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
FOR THE FOLLOWING PROJECT(S):  
MTD 40-ft. Electric Bus Procurement – Rollover  
99313: \$304,350; 99314: \$227,602

**WHEREAS**, the Santa Barbara Metropolitan Transit District (District) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the District wishes to delegate authorization to execute these documents and any amendments thereto to Jerry Estrada, General Manager; and

**WHEREAS**, the District wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the District that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Jerry Estrada, General Manager, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the District that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2021-2022 LCTOP funds:

**Project Name: MTD 40-ft. Electric Bus Procurement – Rollover**

**Amount of LCTOP funds requested: \$531,952**

**Short description of project: MTD will accumulate LCTOP funds for a substantial project**

**Benefit to a Priority Populations: Benefit to a DAC and to low-income communities.**

**Amount to benefit Priority Populations: \$531,952**

**Contributing Sponsors (if applicable): Santa Barbara County Association of Governments**



## FY 2021-2022 LCTOP

**PASSED AND ADOPTED** by the Board of Directors of the Santa Barbara Metropolitan Transit District this 15<sup>th</sup> day of March 2022 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors



To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: March 15, 2022  
Subject: General Manager's Report

Operations Manager, Manny Castanon, successfully renewed his DMV Examiner status under the California DMV Employer Testing Program. Mr. Castanon was required to participate in a weeklong intensive and challenging process to obtain his recertification. Our newest Operator in Training, Luz Trancozo, continues her training regime, and is progressing very nicely.

The next series of VTT (Verification of Transit Training) classes are scheduled this week. These are required in maintaining a Class B license, with a passenger endorsement. Our department schedules these at various times and days, to accommodate all of the bus operators work schedules.

After their most recent resubmittal to the City of Santa Barbara, Black and Veatch's (SCE's design consultant) design was approved. Thus, SCE may commence with their portion of the Charge Ready project. SCE is in the process of identifying a general contractor to perform the work. MTD's general contractor, Edwards Construction Group (ECG), is scheduled to start work on MTD's portion of the Charge Ready project on March 14.

Staff issued a Request for Quotation to identify a firm to provide the requisite Pre-Award Buy-America Audit Report for the five additional New Flyer buses. The firm will also be responsible for line inspection services when the nine buses enter New Flyer's production line in Crookston, Minnesota in October. Finally, the firm will be tasked with providing MTD with a Post-Delivery Buy-America Audit Report for all nine buses after the vehicles are delivered to MTD.

MTD staff participated in the City of Goleta's 20<sup>th</sup> birthday celebration on Saturday, March 5<sup>th</sup> at Stow House. One of the new all-electric microtransit vans was on display and staff was able to explain The Wave microtransit service to attendees. While there is not a projected start date for the service, members of the public were very excited to learn about what areas are included in the pilot zone. Staff received overwhelming support from people who visited the table and van on how attractive the van and the service were.

MTD staff participates on the California Transit Association's State Legislative Committee, and keeps close watch on policy and budget developments at the state level. One Association sponsored bill this session is AB 2622 (Mullin) which would extend, from January 1, 2024 to January 1, 2034, the partial state sales and use tax exemption for zero-emission buses purchased by California transit agencies. MTD has benefitted from the existing exemption and its continuation would support the march towards a fully zero-emission fleet.

Staff attended a Zoom meeting of the Technical Transportation Advisory Committee (TTAC) of the Santa Barbara County Association of Governments (SBCAG) on March 3. TTAC recommended that the SBCAG Board approve the FY 2022-23 Transportation Development Act

- Local Transportation Fund (TDA-LTF) apportionments. TTAC also received updates on the Bipartisan Infrastructure Bill (aka the Infrastructure Investment and Jobs Act), California Transportation Commission actions, Caltrans' Active Transportation Program, and the Central Coast Zero Emission Vehicle Strategy (CCZEVS).

Staff held its monthly meeting with California Transportation Commission (CTC) staff regarding the Blueprint project on March 1. Prior to the meeting with CTC staff, MTD staff also met with our project partners, CALSTART and the City of Santa Barbara. The first major deliverable for the project will be a Blueprint Research Report, which will include actions, milestones, and timeline targets for meeting transportation goals and objectives and microgrid construction. That report, to be prepared by CALSTART with MTD input, is due in June.

Staff submitted MTD's Drug & Alcohol Program Management Information System (MIS) report for calendar year 2021 to the FTA on February 22, as required. MTD received permission from FTA prior to 2005 to combine MTD and Easy Lift safety-sensitive employees into one pool for random testing purposes, and has done so each year since. However, FTA staff replied that we can no longer do so, and Easy Lift's employees now are required to be in a different pool. FTA also is requiring that MTD resubmit the data for 2021, split into two reports.

National Interstate Insurance Company (NIIC), MTD's Commercial Auto and General Liability insurance carrier, conducts a loss control on-site visit with Staff annually in advance of the policy renewal. The 2022 site visit was held on February 10<sup>th</sup>, and included Rafael Cortez, Risk Manager, and Bob Fatch and Allison Olsen from MTD's insurance broker Brown & Brown. NIIC conducted a review of MTD's safety and regulatory compliance programs and Staff is pleased to report that NIIC has congratulated MTD on the high standards set in our safety program and recognized our commitment to safety throughout the organization.