



BOARD OF DIRECTORS AGENDA

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, March 21, 2023
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE BOARD MEMBERS**
Dave Davis (Chair), David Tabor (Vice Chair), Jen Lemberger (Secretary), Paula Perotte (Director), Arjun Sarkar (Director), Alberto Lapuz (Director), Monica Solorzano (Director).
- 3. REPORT REGARDING THE POSTING OF THE 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 March 7, 2023.
- 5. CASH REPORTS - (ACTION MAY BE TAKEN)**
The Board of Directors will be asked to review and approve the Cash Reports from February 25, 2023 through March 10, 2023.

THIS CONCLUDES THE CONSENT CALENDAR

- 6. PUBLIC COMMENT**
Members of the public may address the Board of Directors on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk a "Request to Speak" form that includes both a description of the subject you wish to address and, if applicable, the agenda item number for which you would like to comment. Additional public comment will be allowed during each agenda item, including closed session items. Forms are available at www.sbmtgd.gov and at MTD Administrative offices.
- 7. DRAFT SERVICE PLAN FOR FY 2023-24 – (ACTION MAY BE TAKEN)**
That the Board of Directors receive a presentation and provide feedback regarding the proposed service changes for August 2023.

BOARD OF DIRECTORS AGENDA

8. RESOLUTION FOR FISCAL YEAR 2023-34 TRANSPORTATION DEVELOPMENT ACT CLAIM – (ACTION MAY BE TAKEN – ATTACHMENT)

Staff is requesting that the Board adopt the attached resolution authorizing General Manager to claim the Transportation Development Act (TDA) funds apportioned to Santa Barbara Metropolitan Transit District for FY 2023-24.

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

Staff recommends renewal of the additional \$5,000,000 Commercial and Auto and General Liability Insurance coverage with National Interstate Insurance Company (NIIC) effective April 1, 2023 – April 1, 2023.

10. LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION – (ACTION MAY BE TAKEN – ATTACHMENT)

Staff recommends that the Board adopt Resolution 2023-04 authorizing General Manager Jerry Estrada to execute all required documents for an application to the California Department of Transportation (Caltrans) for FY 2023 California cap-and-trade funds from the Low Carbon Transit Operations Program (LCTOP).

11. GENERAL MANAGER’S REPORT – (INFORMATIONAL)

The General Manager will report on any updates to district activities.

12. OTHER BUSINESS AND REPORTS– (INFORMATIONAL)

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

13. ADJOURNMENT

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



BOARD OF DIRECTORS DRAFT MINUTES

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, March 7, 2023
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
Vice Chair Tabor called the meeting to order at 8:30 AM.
- 2. ROLL CALL OF THE BOARD MEMBERS**
Vice Chair Tabor reported that all members were present except Chair Davis.
- 3. REPORT REGARDING POSTING OF AGENDA**
Evelyn Orozco, Human Resources Assistant reported that the agenda was posted on Friday, March 3, 2023 at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

General Manager Estrada recommended item 10 "Low Carbon Transit Operations Program Resolution" to be pulled from the Agenda and brought back at a future meeting. With the consent of the Vice Chair, the item was pulled.

CONSENT CALENDAR

- 4. APPROVAL OF PRIOR MINUTES - (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board of Directors was asked to approve the draft minutes for the meeting of February 21, 2023.
- 5. CASH REPORT - (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board of Directors was asked to review and approve the Cash Report from February 11, 2023 through February 24, 2023.

Director Perotte moved to approve the consent calendar. Director Lapuz seconded the motion. Vice Chair Tabor held a roll call vote and the consent calendar was approved unanimously with one absent.

THIS CONCLUDES THE CONSENT CALENDAR

- 6. PUBLIC COMMENT**
No public comments were made.

- 7. PRESENTATION OF FISCAL YEAR 2022-2023 YEAR END ESTIMATES AND FIRST DRAFT OF FISCAL YEAR 2023-2024 BUDGET – (INFORMATIONAL)**
Nancy Tillie, Director of Finance and Administration presented updated Fiscal Year 2022-2023 year-end financial estimates and the first draft of the Fiscal Year 2023-2024 budget to the Board to seek input on preparing the final draft to be considered for adoption in June.
- 8. COMMERCIAL AUTO GENERAL LIABILITY INSURANCE RENEWAL - (ACTION MAY BE TAKEN)**
Mieko Gray, Human Resources and Risk Manager recommended renewal of Commercial Auto and General Liability Insurance coverage with National Interstate Insurance Company (NIIC) effective April 1, 2023 – April 1, 2024.

Director Sarkar moved to approval the renewal. Secretary Lemberger seconded the motion. Vice Chair Tabor held a roll call vote. The motion was approved unanimously with one absent.
- 9. STATUS REPORT ON THE COVID-19 STATE OF EMERGENCY - (INFORMATIONAL)**
Mary Gregg, Chief Operating Officer/Assistant General Manager offered a status report on the COVID-19 State of Emergency.
- 10. LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION (ACTION MAY BE TAKEN –ATTACHMENT)**
Per General Manager Estrada’s recommendation, the item was pulled from the agenda, and will be revisited in the future.
- 11. OTHER BUSINESSES AND REPORTS – (INFORMATIONAL)**
No other business was discussed.
- 12. ADJOURNMENT**
The meeting was adjourned at 9:11 AM.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of March 21, 2023
For the Period February 25, 2023 through March 10, 2023

MONEY MARKET

Beginning Balance February 25, 2023 **\$4,293,414.15**

Accounts Receivable	1,547,323.76
SB-325 (LTF)	591,208.00
Passenger Fares	114,468.26
Prepays & Advertising	5,789.00
Measure A Transfer	5,447.82
Interest Income	1,863.98
Miscellaneous Income	15.00
Total Deposits	2,266,115.82

Bank & Credit Card Fees	(4,201.29)
Miscellaneous Transfers	(11,065.43)
401(k)/Pension Transfer	(46,237.47)
Payroll Taxes	(167,532.94)
Payroll	(370,152.18)
Accounts Payable	(528,582.25)
Total Disbursements	(1,127,771.56)

Ending Balance **\$5,431,758.41**

CASH INVESTMENTS

LAIF Account	\$5,953,733.70
Money Market Account	5,431,758.41

Total Cash Balance **\$11,385,492.11**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$4,507,792.85)
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Working Capital **\$6,877,699.26**

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

Date	Company	Description	Amount
2/27/2023	Wells Marketing, LLC	Advertising on Buses	1,958.40
2/28/2023	Caltrans Sustainable Trans. Plan.	FTA Operating Assistance FY 23 Q2	4,168.51
3/1/2023	State Transit Assistance	STA - Capital FY 22	108,160.00
3/1/2023	UCSB - Parking Services-7001	Passes/Passports Sales	2,732.00
3/2/2023	SB School District	Passes/Token Sales	8,250.00
3/2/2023	SB School District	Passes/Token Sales	8,250.00
3/6/2023	Local Transportation Fund	SB 325 - Feb 2023	1,100,808.74
3/6/2023	Measure A, Section 3 LSTI	Measure A Funds Feb 2023	304,174.11
3/10/2023	Department of Rehabilitation	Passes/Passports Sales	572.00
3/10/2023	SB School District	Passes/Token Sales	8,250.00
Total Accounts Receivable Paid During Period			\$1,547,323.76

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
130947	11/23/2022	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	V
130956	11/23/2022	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	231.44	V
131674	3/2/2023	ABC BUS COMPANIES INC	BUS PARTS	321.28	
131675	3/2/2023	AMERICAN MOVING PARTS, LLC	BUS PARTS	3,815.24	
131676	3/2/2023	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	95.00	
131677	3/2/2023	BYD COACH & BUS LLC	BUS PARTS	189.81	
131678	3/2/2023	CELTIS VENTURES, INC.	MARKETING SERVICES	2,244.00	
131679	3/2/2023	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	1,386.29	
131680	3/2/2023	COUNTY OF S.B.PUBLIC WORKS D	WASTE DISPOSAL	135.42	
131681	3/2/2023	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	6,650.00	
131682	3/2/2023	ALLIANT POWER DBA	BUS PARTS	1,576.76	
131683	3/2/2023	ECO-T TIRE & RETREADING, LLC	BUS TIRE MOUNTING	705.02	
131684	3/2/2023	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	37,062.95	
131685	3/2/2023	FEDEX dba	FREIGHT CHARGES	77.16	
131686	3/2/2023	FLEET SERVICES, INC.	BUS PARTS	318.53	
131687	3/2/2023	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	1,208.70	
131688	3/2/2023	GIBBS INTERNATIONAL INC	BUS PARTS	1,051.66	
131689	3/2/2023	GILLIG LLC	BUS PARTS	4,450.20	
131690	3/2/2023	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	10,804.89	
131691	3/2/2023	MIEKO GRAY	PER DIEM	265.50	
131692	3/2/2023	GRAPHICINK	PRINTING SERVICES	36.98	
131693	3/2/2023	GRAINGER, INC.	SHOP/B&G SUPPLIES	53.19	
131694	3/2/2023	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	4,810.48	
131695	3/2/2023	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,053.80	
131696	3/2/2023	HAYWARD LUMBER	SHOP/B&G SUPPLIES	58.73	
131697	3/2/2023	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	7.66	
131698	3/2/2023	LARRY'S 8 DAY AUTO PARTS	SERVICE VEHICLE PARTS	178.26	
131699	3/2/2023	MC CORMIX CORP. (OIL)	LUBRICANTS	5,320.10	
131700	3/2/2023	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,768.99	
131701	3/2/2023	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	378.52	
131702	3/2/2023	DAVID MORSE	TRAVEL PER DIEM	265.50	
131703	3/2/2023	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	18,040.00	
131704	3/2/2023	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	530.57	V
131705	3/2/2023	PREVOST CAR (US) INC.	BUS/SERVICE VEHICLE PARTS	267.99	
131706	3/2/2023	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	668.38	
131707	3/2/2023	PACIFIC POWER GROUP LLC	BUS PARTS	308.39	
131708	3/2/2023	NOLAN D ROBERTSON	TRAVEL REIMBURSEMENT	90.66	
131709	3/2/2023	SANTA BARBARA FASTENERS, IN	SHOP SUPPLIES	14.22	

Check #	Date	Company	Description	Amount	Voids
131710	3/2/2023	SM TIRE, CORP.	BUS TIRE MOUNTING	550.00	
131711	3/2/2023	SO. CAL. EDISON CO.	UTILITIES	249.99	
131712	3/2/2023	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	263.06	
131713	3/2/2023	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	138.50	
131714	3/2/2023	SB CITY OF-REFUSE/WATER	UTILITIES	707.09	
131715	3/2/2023	T&H COMPRESSOR REPAIR CO, IN	COMPRESSOR REPAIRS	440.00	
131716	3/2/2023	TAC ENERGY LLC	RENEWABLE DIESEL	60,564.21	
131717	3/2/2023	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	423.85	
131718	3/2/2023	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	2,915.88	
131719	3/2/2023	VALLEY POWER SYSTEMS, INC.	BUS PARTS	325.40	
131720	3/2/2023	VERIZON CALIFORNIA	TELEPHONES	3,449.13	
131721	3/2/2023	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,098.46	
131722	3/2/2023	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	750.24	
131724	3/2/2023	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	530.57	
131725	3/10/2023	ABC BUS COMPANIES INC	BUS PARTS	192.57	
131726	3/10/2023	ALBERTO CALVILLO	RETIREE HEALTH REIMBURSEMENT	258.82	
131727	3/10/2023	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
131728	3/10/2023	AUTOZONE STORES LLC	BUS/SERVICE VEHICLE PARTS	100.04	
131729	3/10/2023	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	345.19	
131730	3/10/2023	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	174.00	
131731	3/10/2023	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	285.00	
131732	3/10/2023	ARTHUR BURNS	RETIREE HEALTH REIMBURSEMENT	239.00	
131733	3/10/2023	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
131734	3/10/2023	BYD COACH & BUS LLC	BUS PARTS	92.56	
131735	3/10/2023	GILBERT CALLES	RETIREE HEALTH REIMBURSEMENT	56.00	
131736	3/10/2023	MIKE CARDONA	RETIREE HEALTH REIMBURSEMENT	230.30	
131737	3/10/2023	CITY OF CARPINTERIA	CHARGING STATION ELECTRICITY	17.54	
131738	3/10/2023	CENTRAL COAST TANK TESTING	TANK TESTS	145.00	
131739	3/10/2023	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	143.00	
131740	3/10/2023	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	304.70	
131741	3/10/2023	COMPLETE COACH WORKS	BUS PARTS	656.25	
131742	3/10/2023	CPS HR CONSULTING DBA	CONSULTING SERVICES	1,545.00	
131743	3/10/2023	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	155.44	
131744	3/10/2023	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	13,485.82	
131745	3/10/2023	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	248.34	
131746	3/10/2023	DEBBIES DELIGHTS	EE RELATIONS	298.38	
131747	3/10/2023	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	35,337.99	
131748	3/10/2023	FIDELITY SECURITY LIFE INS. CO	VISION INSURANCE	395.28	
131749	3/10/2023	STATE OF CALIFORNIA	PAYROLL RELATED	477.50	
131750	3/10/2023	GIBBS INTERNATIONAL INC	BUS PARTS	1,167.43	
131751	3/10/2023	GILLIG LLC	BUS PARTS	1,633.09	

Check #	Date	Company	Description	Amount	Voids
131752	3/10/2023	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
131753	3/10/2023	GLOBAL INDUSTRIAL DBA	B&G REPAIRS & SUPPLIES	215.99	
131754	3/10/2023	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	2,510.70	
131755	3/10/2023	GOLETA WATER DISTRICT	UTILITIES	215.80	
131756	3/10/2023	GRAINGER, INC.	SHOP/B&G SUPPLIES	105.40	
131757	3/10/2023	JILL GRISHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
131758	3/10/2023	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	285.00	
131759	3/10/2023	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
131760	3/10/2023	RICHARD HARRIGAN	RETIREE HEALTH REIMBURSEMENT	403.60	
131761	3/10/2023	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	115.84	
131762	3/10/2023	IMPULSE ADVANCED COMMUNIC	INTERNET	400.00	
131763	3/10/2023	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	285.00	
131764	3/10/2023	JAVIER JIMENEZ	RETIREE HEALTH REIMBURSEMENT	174.00	
131765	3/10/2023	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	81.30	
131766	3/10/2023	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	41.12	
131767	3/10/2023	JOSE FRANCISCO MARTINEZ	REIMBURSE DMV/VTT	63.00	
131768	3/10/2023	MC CORMIX CORP. (OIL)	LUBRICANTS	3,241.14	
131769	3/10/2023	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,381.05	
131770	3/10/2023	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	47.95	
131771	3/10/2023	MILPAS RENTAL INC.	EQUIPMENT RENTAL	38.41	
131772	3/10/2023	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	1,443.45	
131773	3/10/2023	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	430.04	
131774	3/10/2023	MONYS MEXICAN FOOD	EE RELATIONS	2,574.00	
131775	3/10/2023	WILLIAM MORRIS	RETIREE HEALTH REIMBURSEMENT	243.10	
131776	3/10/2023	MOTION INDUSTRIES, INC.	BUS PARTS	228.51	
131777	3/10/2023	NATIONAL TESTING NETWORK, I	DRIVER TRAINING	225.00	
131778	3/10/2023	NFI PARTS DBA	BUS PARTS	292.68	
131779	3/10/2023	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	1,029.51	
131780	3/10/2023	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	243.00	
131781	3/10/2023	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	570.00	
131782	3/10/2023	POWERSTRIDE BATTERY CO.	BATTERIES	1,201.77	
131783	3/10/2023	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	182.95	
131784	3/10/2023	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	39.00	
131785	3/10/2023	ROBERT HALF	TEMPORARY LABOR	3,117.98	
131786	3/10/2023	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	510.90	
131787	3/10/2023	SANSUM CLINIC	MEDICAL EXAMS	984.00	
131788	3/10/2023	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
131789	3/10/2023	SILVAS OIL CO., INC.	LUBRICANTS	1,388.60	
131790	3/10/2023	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	67,752.37	
131791	3/10/2023	SANTA BARBARA COUNTY EHS	CHARGE READY CONFERENCE CALL	123.60	
131792	3/10/2023	SM TIRE, CORP.	BUS TIRE MOUNTING	797.45	

Check #	Date	Company	Description	Amount	Voids
131793	3/10/2023	SO. CAL. EDISON CO.	UTILITIES	1,196.32	
131794	3/10/2023	SOFTCHOICE CORP, INC.	MICROSOFT LICENSES	24,347.43	
131795	3/10/2023	SOAP MAN DISTRIBUTIN DBA	BUS CLEANING SUPPLIES	135.94	
131796	3/10/2023	ROBIN SORIA	RETIREE HEALTH REIMBURSEMENT	261.50	
131797	3/10/2023	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	35.89	
131798	3/10/2023	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	770.37	
131799	3/10/2023	SB CITY OF-REFUSE/WATER	UTILITIES	1,989.38	
131800	3/10/2023	T&H COMPRESSOR REPAIR CO, IN	COMPRESSOR REPAIRS	1,279.17	
131801	3/10/2023	THE MEDCENTER	MEDICAL EXAMS	1,550.00	
131802	3/10/2023	TEAMSTERS PENSION TRUST	UNION PENSION	80,403.75	
131803	3/10/2023	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,196.00	
131804	3/10/2023	TAC ENERGY LLC	RENEWABLE DIESEL	60,901.03	
131805	3/10/2023	VALLEY POWER SYSTEMS, INC.	BUS PARTS	65.17	
131806	3/10/2023	VAPOR BUS INTERNATIONAL DBA	BUS PARTS	21.00	
131807	3/10/2023	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	231.44	
131808	3/10/2023	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	39.50	
131809	3/10/2023	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	235.79	
131810	3/10/2023	CITY OF GOLETA	BUILDING PERMIT FEE	15,736.97	
				529,629.26	
Current Cash Report Voided Checks:				530.57	
Prior Cash Report Voided Checks:				516.44	
Grand Total:				\$528,582.25	



BOARD OF DIRECTORS STAFF REPORT

MEETING DATE: MARCH 21, 2023 **AGENDA ITEM: #7**
DEPARTMENT: PLANNING
TYPE: ACTION ITEM
PREPARED BY: HILLARY BLACKERBY _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: DRAFT SERVICE PLAN FOR FY 2023-24

RECOMMENDATION:

That the Board of Directors receive a presentation and provide feedback regarding the proposed service changes for August 2023.

DISCUSSION:

On February 21, 2023, staff presented the FY 2023-24 planning work plan to the Board of Directors. The approved service level for FY 2022-23 was 188,657 hours. At the beginning of the fiscal year 22-23, it was expected that service would increase at some point in the year to meet that level, but ultimately the actual revenue hours for the current year are projected to be 170,641. The changes currently under consideration would increase the service level to approximately 178,289 hours (Scenario A, described below) or 177,584 hours (Scenario B) representing a net increase of 7,648 hours or 6,943 hours, respectively. The potential net increase in service hours is primarily comprised of service that has a funding source (Line 28-UCSB; Line 19x-Caltrans via SBCAG; Microtransit-LCTOP grant).

Lines	Purpose of Changes	Additional Revenue Hours
28 (Scenario A-12 hours of 18 min headways on weekdays)	Increasing service due to high demand	1,772
28 (Scenario B- 8 hours of 18 min headways on weekdays)	Increasing service due to high demand	1,067
19x	New Caltrans/SBCAG funded service	911
The Wave Microtransit- Goleta	New LCTOP funded service	4,976
Booster Services	No change to service	(86)
Miscellaneous	Minor OTP adjustments/Lines 6/11/23/25 adjustments	75
Total		7,648 (Scenario A) 6,943 (Scenario B)

Restoration of Line 28 (UCSB Shuttle) Service

Line 28 serves the UCSB campus, Isla Vista, and Goleta's Camino Real Marketplace. The operation of the Line 28 is funded by UC Santa Barbara via an agreement with MTD. Pre-pandemic, this line operated on 10-to-12-minute headways with extremely high ridership. The route was suspended during the UCSB campus closure in the heart of the pandemic lockdown, and was brought back with 18-minute headways in the fall of 2021. With the service reduction in April 2022 due to the bus operator shortage, weekday headways were reduced to approximately every 36 minutes, where it remains today.

As shown in recent performance reports, Line 28 ridership in specific and UCSB ridership in general demonstrate exceptional demand for regular transit service in the Storke and El Colegio corridors. It is the intention of Planning staff to propose an increase in Line 28 service for August 2023.

Because MTD continues to experience a bus operator shortage, Planning staff has devised two possible service level scenarios for adding back service on the Line 28. Scenario A would add in additional service, providing 12 hours of 18-minute headways on weekdays, while Scenario B would add in 8 hours of 18-minute headways on weekdays into the existing schedule. The practical difference between the two scenarios is that Scenario A requires two additional driver runs and Scenario B only requires one additional run. Staff is paying close attention to bus operator workforce numbers and will recommend a scenario based on availability of operators.

New peak hour Line 19x serving Carpinteria, Santa Barbara's Eastside, and SBCC

In 2020, MTD was planning to start a new Line 19x (Carpinteria/SBCC Express) thanks to an agreement with SBCAG as part of the Traffic Management Plan (TMP) associated with the forthcoming Phase IV of the Highway 101 High-Occupancy Vehicle Lane Project. This funding agreement provides for a new express bus route, to operate for at least the next few years of the highway project in an effort to mitigate traffic congestion in the 101 corridor.

This new line, to be named the Line 19x, will have two northbound AM peak trips, one midday round trip, and two southbound PM peak trips. The northbound route will originate in Carpinteria, serve Santa Barbara's Eastside, and terminate at the Santa Barbara City College campus. The southbound route will do the opposite. This route is still planned and budgeted for as part of the freeway project, but has been on hold until bus operator availability improved and the SBCC campus opened after pandemic closures. Staff expects to be able to add this service in August 2023.

The Line 19x route is intended to reduce single-occupancy vehicle trips in the corridor, and provides a one-seat ride from both Carpinteria and the Eastside to SBCC, two routes long requested by the riding public. The service will operate Monday through Friday on weekday service days only, and will not operate during SBCC Winter and Spring breaks. The service will run for approximately 225 days per year. Service would commence on the first day of SBCC fall semester, August 28, 2023.

BOARD OF DIRECTORS STAFF REPORT

Map of Line 19x (Carpinteria/SBCC Express)



Proposed Stops for Line 19x (Carpinteria-SBCC Express)	
Northbound/Outbound Stops	Southbound/Inbound Stops
Carpinteria & Palm	SBCC Main Campus
Carpinteria Ave & Elm	Haley & Laguna
Via Real & Santa Ynez	Milpas & Gutierrez
Milpas & Carpinteria St	Milpas & Quinientos
Milpas & Montecito	Via Real & Cramer
Gutierrez & Laguna	Carpinteria Ave & Holly
SBCC Main Campus	Casitas Plaza

Proposed Line 19x AM Trip Departure and Arrival Times	
Departure from Carpinteria & Palm	Arrival at SBCC
7:00am	7:39am
8:00am	8:39am
11:45am	12:19pm

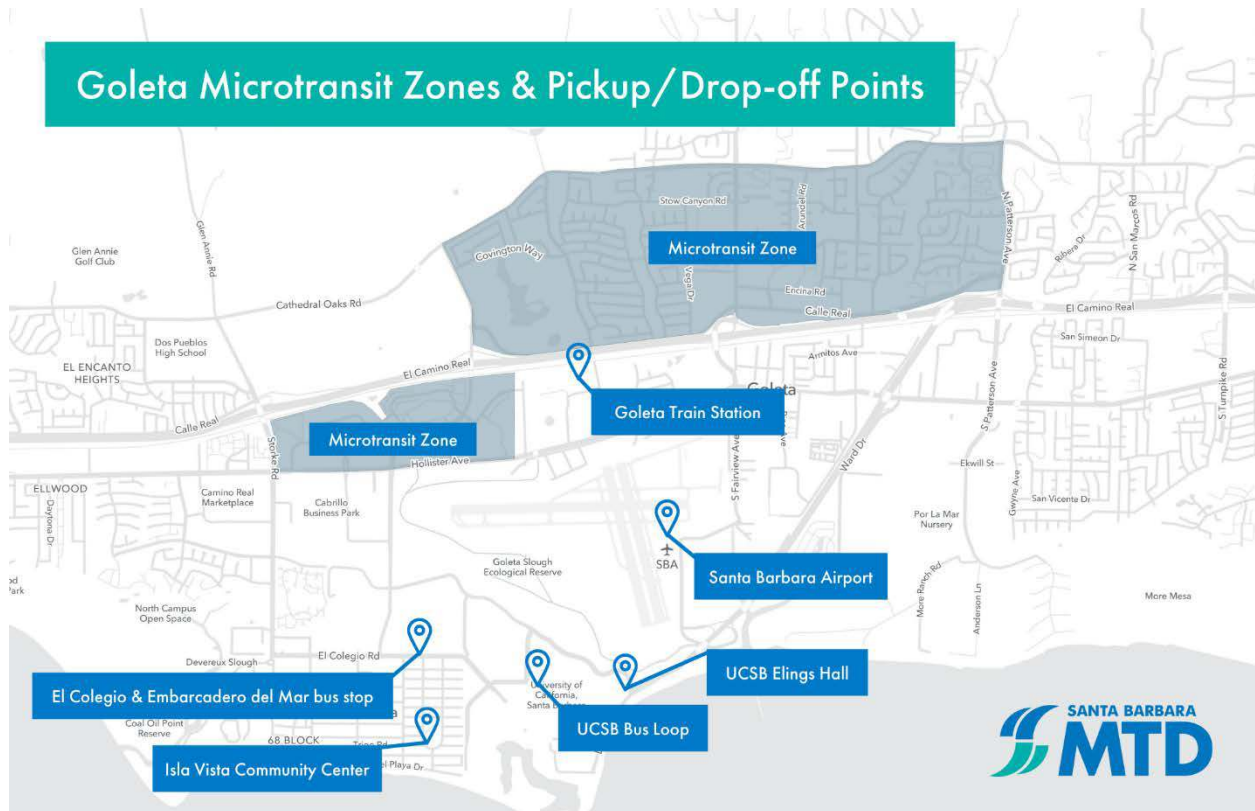
Proposed Line 19x PM Trip Departure and Arrival Times	
Departure from SBCC	Arrival at Casitas Plaza
12:40pm	1:17pm
4:30pm	5:19pm
5:30pm	6:19pm

Microtransit

Microtransit is a flexible, on-demand, curb-to-curb public transportation service provided within a specified zone for a flat fare and will be operated with smaller all-electric vans instead of transit buses. The service will be available to the general public, and the vans are ADA-accessible. MTD plans to operate a Microtransit service called “The Wave”, and will get started in an area of Goleta and Isla Vista.

The zone (shown on the map below) includes an area bounded by Patterson to the east, Cathedral Oaks to the north, Los Carneros to the west, and 101 to the South. The housing and business park areas on either side of Los Carneros south of the freeway are also included. Additionally, specific points at the following locations are available for drop off or pickup: Goleta Amtrak Station, Santa Barbara Airport, UCSB Bus Loop, UCSB Elings Hall stop, Isla Vista Community Center and El Colegio & Embarcadero del Mar outbound stop.

Map of Goleta Microtransit Zones & Pickup/Drop-Off Points



A rider can book a trip via the TransLoc smartphone app or by calling the Transit Center. Much like a rideshare app, the rider will put in their starting point and ending point (both within the service zone), and they’ll be told how many minutes it will be before the van arrives. Trips will be paid for in one of two ways: via contactless payment or cash onboard. The standard one-way fare will be \$3, with seniors 62+ and people with disabilities paying \$1.50. Microtransit riders may transfer to any MTD fixed route bus within one hour for free.

Booster Services

MTD provides booster services to 3 area junior highs and 2 high schools in the weekday morning and afternoon when school is in session. This service is provided in order to handle large peak loads of students that would certainly overload MTD's regular routes—in FY 21-22 booster services carried over 200,000 riders. MTD currently operates 17 trips on 15 routes in the morning, and 22 trips on 18 routes in the afternoon. This service takes a great deal of bus operator and fleet bandwidth and due to incremental changes to bell schedules over the past few years, the structure of the service has become unsustainable. For example, currently on Tuesdays and Thursdays, 17 separate buses and operators handle the 17 morning booster trips. This represents nearly 20 percent of MTD's bus operator workforce.

MTD Planning staff has worked to develop a scenario for the 2023-24 school year that preserves all current service, but requires minor changes to either bell schedules or the allowance of students being dropped off earlier than the current schedule, depending on the campus. This scenario also reduces the number of operators needed to complete all the booster trips due to pairing junior high campuses with high school campuses in a staggered fashion. This draft has been shared with Santa Barbara Unified School District's leadership and as of this writing, MTD staff is in final talks regarding bell schedule changes.

Minor on-time performance adjustments

Planning staff continues to analyze on-time performance on Lines 20 and 27, and may recommend minor adjustments to certain trips. Monitoring will continue as traffic conditions and other variables change, and staff will come to the Board of Directors with a final recommendation in May.

Community feedback

Community meetings to receive feedback are currently being scheduled for the month of April in Santa Barbara, Carpinteria and Goleta. The same service change presentation will be given at a meeting of the Isla Vista Community Services District board, and plans are in the works to present to the Associated Student Government at Santa Barbara City College. To accompany the meetings, staff is again planning to distribute a survey that explains the proposed changes and seeks input from the public. Information on meetings and the survey will be distributed via press releases, social media, email, and community partners.



BOARD OF DIRECTORS REPORT

MEETING DATE: MARCH 21, 2023 **AGENDA ITEM: #8**
DEPARTMENT: FINANCE
TYPE: ACTION ITEM
PREPARED BY: THAIS SAYAT
REVIEWED BY: GENERAL MANAGER
SUBJECT: RESOLUTION FOR FISCAL YEAR 2023-24 TRANSPORTATION DEVELOPMENT ACT CLAIM

RECOMMENDATION:

Staff is requesting that the Board adopt the attached resolution authorizing the General Manager to claim the Transportation Development Act (TDA) funds apportioned to Santa Barbara Metropolitan Transit District for FY 2023-24.

DISCUSSION:

Staff is preparing the Santa Barbara Metropolitan Transit District's FY 2023-24 TDA claim forms. All claims must be submitted to the Santa Barbara County Association of Governments by April 17, 2023.

ATTACHMENT:

- Resolution for the FY 2023-24 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 2023-24

RESOLUTION NO. 2023-03

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 2023-24.

BE IT FURTHER RESOLVED that the authorized claim includes \$333,363 for regional and transportation planning and \$10,239,791 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 21st day of March 2023 by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____

Chair, Board of Directors

ATTEST:

Secretary, Board of Directors



BOARD OF DIRECTORS REPORT

MEETING DATE: March 15, 2023 **AGENDA ITEM: #9**
DEPARTMENT: RISK
TYPE: ACTION ITEM
PREPARED BY: MIEKO GRAY _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: COMMERCIAL AUTO AND GENERAL LIABILITY INSURANCE
RENEWAL

RECOMMENDATION:

On March 7, 2023, Staff presented the renewal of the Commercial Auto and General Liability Insurance coverage with National Interstate Insurance Company (NIIC) effective April 1, 2023 – April 1, 2024, which was approved. As indicated at that meeting Staff would return with a recommendation for the additional \$5MM, based on a final quote from NIIC.

Staff recommends renewal of the additional \$5MM Commercial Auto and General Liability Insurance coverage with National Interstate Insurance Company (NIIC) effective April 1, 2023 – April 1, 2024 in the amount of \$145,161 for total annual premium of 857,215.

DISCUSSION:

The quote for the first layer SIR Excess Indemnity was based on a rate established by NIIC for each vehicle type, then calculated by the total number of each vehicle type in MTD’s fleet as of the submission of the renewal application:

- 114 Transit Buses (29 ft., 40 ft., BYD Electric Vehicles, EV Vans),
- 3 Articulated Buses (60 ft.)
- 31 Private Passenger/Service cars

The final cost for the policy at the end of the policy period is subject to endorsement as vehicles are added and/or deleted. Pricing quote at First Dollar Coverage was reviewed by Staff with Allison Olsen, MTD’s broker with Brown and Brown. Retaining the current SIR of \$250,000 offer the most cost-effective option.

Excess coverage is quoted per \$5,000,000 layer, with each layer as a flat annual rate and is not subject to changes in fleet size. MTD’s expiring policy is a \$10,000,000 Excess for a total coverage limit of \$15,000,000 (\$14,750,000 excess of \$250,000).

BOARD OF DIRECTORS REPORT

The final rate quote for the additional layer of coverage of the \$5,000,000 over the \$10,000,00 is \$145,161.

NIIC's renewal quote for the first this layer is an approximate 30% increase over the expiring policy.

FINANCIAL INFORMATION:

Line of Coverage	Renewal FY 23-24	Expiring FY 22-23	Prior FY 21-22	Prior FY 20-21
SIR Excess Indemnity	\$476,880	\$430,192	\$333,521	\$254,566
Excess \$5,000,000 x \$5,000,000	\$191,295	\$150,365	\$118,880	\$91,130
Excess \$5,000,000 x \$10,000,000	\$145,161	\$111,333	\$86,887	\$59,196
Claims Services Agreement	\$43,879	\$39,922	\$29,661	\$24,638
Totals	\$857,215*	\$731,812	\$561,980	\$429,530

**Total premium pending Final Excess Layer and updated to reflect the final quote received*

Per Unit Pricing	Renewal FY 23-24	Expiring FY 22-23	Prior FY 21-22	Renewal FY 20-21
Transit Bus	\$3,678.00	\$3,344	\$2,572	\$2,009
Articulated Bus	\$4,781.00	\$3,678	\$2,829	\$2,210
Service/Private Passenger	\$1,395.00	\$1,411	\$1,228	\$959

SUMMARY:

The overall insurance market has been experiencing a hard market phase for the past few years that has resulted in substantially increased reinsurance costs. A hard market is a period of time when there is a high demand for insurance but a lower supply of coverage available. According to Brown & Brown Insurance, the combination of higher frequency and severity of claims has resulted in a shortage in the amount of insurance coverage that the insurance market is allowed to write (sell) resulting in increased pricing across the board.



BOARD OF DIRECTORS REPORT

MEETING DATE: MARCH 21, 2023 **AGENDA ITEM: #10**
DEPARTMENT: GRANTS
TYPE: ACTION ITEM
PREPARED BY: STEVE MAAS _____
Signature
REVIEWED BY: GENERAL MANAGER _____
Signature
SUBJECT: LOW CARBON TRANSIT OPERATIONS PROGRAM RESOLUTION

RECOMMENDATION:

Staff recommends that the Board adopt Resolution 2023-04 authorizing General Manager Jerry Estrada to execute all required documents for an application to the California Department of Transportation (Caltrans) for FY 2023 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 “One 40-Ft. Electric Bus & Charger to Replace One Diesel Bus (Year 2 of 2).”

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.

Project

Staff proposes to submit an application to apply the available FY 2023 LCTOP funds towards MTD’s project “One 40-Ft. Electric Bus & Charger to Replace One Diesel Bus (Year 2 of 2).” Applications are due to Caltrans by May 1. The SBCAG population-based FY 2023 LCTOP funds total \$1,092,709 and SBCAG staff has recommended that MTD receive \$469,864 of that amount. The SBCAG Board is expected to approve the allocation of these funds to MTD at their meeting of April 20. MTD will also apply the \$227,760 in MTD farebox revenue share of LCTOP funds to the project, for a total of \$697,624 in FY 2022-23 LCTOP funds.

BOARD OF DIRECTORS REPORT

The LCTOP Guidelines allow recipient agencies to rollover funds, accruing a maximum of 4 years of LCTOP funds for a more substantial project. MTD opted to rollover the prior FY 2021-22 funds, which totaled \$531,952, with the current FY 2022-23 funds. Thus, the combined funds for the two years total \$1,229,567. The current estimated cost of a 40-ft. electric bus and charger is approximately \$1.4 million.

ATTACHMENTS:

- LCTOP Authorized Agent Form
- LCTOP Certifications and Assurances
- MTD Board Resolution 2023-04



FY 2022-2023 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 OR
(Name and Title of Authorized Agent)

Director of Finance & Administration Nancy Tillie OR
(Name and Title of Authorized Agent)

Finance Manager Thais Sayat OR
(Name and Title of Authorized Agent)

Grants & Compliance Manager Steve Maas OR
(Name and Title of Authorized Agent)

Jerry Estrada General Manager
(Print Name) (Title)

(Signature)

Approved this 21 day of March, 2023



FY 2022-2023 LCTOP Certifications and Assurances

Lead Agency: Santa Barbara Metropolitan Transit District

Project Title: MTD 40-ft. Electric Bus Procurement – Rollover (Year 2 of 2)

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 2022-2023 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 27th 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 2022-2023 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 subject 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 2022-2023 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)

(Signature)

General Manager

(Title)

March 21, 2023

(Date)



FY 2022-2023 LCTOP
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
RESOLUTION #2023-04

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):

One 40-Ft. Electric Bus & Charger to Replace One Diesel Bus (Year 2 of 2)
99313: \$469,864; 99314 \$227,760

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 2022-2023 LCTOP funds:

Project Name: One 40-Ft. Electric Bus & Charger to Replace One Diesel Bus (Year 2 of 2)
Amount of LCTOP funds requested: \$697,624
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: \$697,624
Contributing Sponsors (if applicable): Santa Barbara County Association of Governments



FY 2022-2023 LCTOP

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 21th day of March 2023 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 21, 2023
Subject: General Manager's Report

Currently, offers for 2 bus operators have been made with 2 more in the recruitment process. The team welcomed and onboarded one new bus operator last week. Human Resources staff continuous to recruit for the following positions, Customer Service Representatives, Fleet Supervisor and Mechanics. Two candidates are the in the recruitment process for the Fleet supervisor mechanic position and one full time utility worker was recently hired. Staff continues to expand recruitment strategies to include attendance at upcoming job fairs in Santa Barbara and local areas.

Accounting and Procurement staff are beginning work on the FY22-23 Audit. An Inventory Count Contractor Request for Bids resulted in a number of organizations visiting the Terminal 1 and submitting price quotes.

MTD celebrated Transit Driver Appreciation Day on Wednesday, March 15, 2023 with a day full of recognition for our Bus Operators. The day started at 4:30 a.m. with pastries and custom coffee drinks, and ended with Mony's taco truck. Members of the public filled out postcards at the Transit Center the week prior thanking Bus Operators for their hard work.

The Fleet Renewal Campaign is moving along nicely. Last week we completed our seventh and last Group 1 bus. Group 1 buses received the most intensive rehab work. To date we have completed 25 buses with 6 more currently at CCW undergoing rehab work.

Southern California Edison (SCE) team members and affiliates are meeting at Terminal 1 on March 15 to plan the next phase of their scope of work for the Charge Ready Bridge Project. The construction includes trenching and laying conduit between the Salsipuedes driveway and the maintenance offices. SCE's trench path will travel across MTD's driveway, under the maintenance canopy with raised roof, and terminate just outside of the maintenance manager's office. Timing of the work has yet to be confirmed, but it will likely occur in the coming weeks.

Staff submitted the calendar year 2022 drug and alcohol testing program data to the FTA's Management Information System (MIS) online software system, as required by FTA. Staff also submitted the February monthly system data report to the FTA's National Transit Database (NTD), as required.