



BOARD OF DIRECTORS AGENDA

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, July 18, 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 meetings of June 20, 2023.
- 5. CASH REPORTS - (ACTION MAY BE TAKEN)**
The Board of Directors will be asked to review and approve the Cash Reports from June 10, 2023 through June 23, 2023 and June 24, 2023 through July 7, 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.sbmtd.gov and at MTD Administrative offices.
- 7. SELECTION OF DESIGNATED RECIPIENTS OF FTA FORMULA FUNDS FOR THE SANTA BARBARA URBANIZED AREA - (ACTION MAY BE TAKEN)**
Staff recommends that the Board authorize the General Manager to extend the enclosed proposal to the Board of Directors of the Santa Barbara County Association of

BOARD OF DIRECTORS AGENDA

Governments (SBCAG) in the matter of selecting designated recipients of Federal Transit Administration (FTA) formula funds for the Santa Barbara urbanized area (UZA), and allocation of the formula funds.

8. **CAPITAL PROJECTS UPDATE - (INFORMATIONAL)**
Staff will provide a presentation to update the Board on MTD capital projects. The presentation will provide details about the scope and status of active capital projects.
9. **TERMINATION OF DECLARATION OF FISCAL AND PUBLIC HEALTH EMERGENCY DUE TO COVID-19 PANDEMIC - (ACTION MAY BE TAKEN)**
Staff recommends the Board of Directors terminate the Declaration of Fiscal and Public Health Emergency previously adopted on March 27, 2020.
10. **GENERAL MANAGER'S REPORT (INFORMATIONAL)**
The General Manager will report on any updates to district activities.
11. **OTHER BUSINESS AND REPORTS (INFORMATIONAL)**
The Board will report on other related public transit issues and committee meetings.
12. **ADJOURNMENT**

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



BOARD OF DIRECTORS DRAFT MINUTES

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, June 20, 2023
8:30 AM
John G. Britton Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. **CALL TO ORDER**
Chair Davis called the meeting to order at 8:30 AM.
2. **ROLL CALL OF THE BOARD MEMBERS**
Chair Davis reported that all members were present with the exception of Secretary Lemberger.
3. **REPORT REGARDING POSTING OF AGENDA**
Lilly Gomez, Interim Clerk of the Board reported that the agenda was posted on Friday, June 16, 2023, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

CONSENT CALENDAR

4. **APPROVAL OF PRIOR MINUTES - (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board of Directors was asked to approve the draft minutes for the meeting of May 9, 2023.
5. **CASH REPORT - (ATTACHMENT - ACTION MAY BE TAKEN)**
The Board of Directors was asked to review and approve the Cash Report May 27, 2023 through June 9, 2023.

Vice Chair Tabor moved to approve the consent calendar. Director Sarkar seconded the motion. Director Perotte abstained from the minutes. Chair Davis held a roll call vote and the consent calendar was approved unanimously with one absent and one abstention.

THIS CONCLUDES THE CONSENT CALENDAR

6. **PUBLIC COMMENT**
No public comments were made.
7. **AT-LARGE BOARD MEMBER POSITION – (ACTION MAY BE TAKEN)**

Director Lapuz recused himself.

BOARD OF DIRECTORS DRAFT MINUTES

Staff recommended the Board of Directors appoint the new Director Alberto Lapuz to the four-year term due to begin in July 3, 2023.

Director Perotte moved to approve the appointment of Director Alberto Lapuz to the four-year term due to begin in July 3, 2023. Director Sarkar seconded the motion. The motion was approved unanimously with one absent and one recused.

8. APPROVAL OF UPDATED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – (ACTION MAY BE TAKEN – ATTACHMENT)

Mary Gregg, Chief Operating Officer / Assistant General Manager recommended the Board approve MTD’s Public Transportation Agency Safety Plan Version number 4.0.

Director Solorzano moved to approve the MTD’s Public Transportation Agency Safety Plan Version number 4.0. Director Lapuz seconded the motion. The motion was approved unanimously with one absent.

9. ADVANCE AUTHORITY TO EXECUTE RENEWABLE DIESEL FUEL CONTRACT – (ACTION MAY BE TAKEN)

Valerie White, Purchasing Agent requested that the Board provide advance authority to the General Manager to enter into a renewable diesel (RD) contract for an upcoming bid solicitation.

Vice Chair Tabor moved to approve advance authority to the General Manager to enter into a renewable diesel (RD) contract for an upcoming bid solicitation. Director Lapuz seconded the motion. Chair Davis held a roll call vote and the motion was approved unanimously with one absent.

10. CONTACTLESS PAYMENT SYSTEM PROJECT UPDATE – (INFORMATIONAL)

Hillary Blackerby, Planning and Marketing Manager provided a presentation on the status of MTD’s “Tap to Ride” Contactless Payment project

11. GENERAL MANAGER’S REPORT– (INFORMATIONAL)

General Manager Estrada, Hillary Blackerby, and Mary Gregg provided an update on district activities.

12. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)

No other business was discussed.

13. ADJOURNMENT

Chair Davis reported the meeting regularly scheduled for July 4th is cancelled and the next regular scheduled meeting is July 18th.

Chair Davis adjourned the meeting at 9:55 AM.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of July 18, 2023
For the Period June 10, 2023 through June 23, 2023

MONEY MARKET

Beginning Balance June 10, 2023 **\$4,107,974.65**

Passenger Fares	79,587.90
Property Tax Revenue	71,154.58
Prepays & Advertising	8,619.50
Miscellaneous Income	6,742.51
Accounts Receivable	3,702.00
Total Deposits	169,806.49

Wire/Bank Transfer	(10,000.00)
Miscellaneous Transfers	(14,472.87)
401(k)/Pension Transfer	(35,380.36)
Workers' Compensation	(83,563.15)
Payroll Taxes	(165,152.68)
Payroll	(370,683.30)
Accounts Payable	(740,868.31)
Total Disbursements	(1,420,120.67)

Ending Balance **\$2,857,660.47**

CASH INVESTMENTS

LAIF Account	\$5,993,860.90
Money Market Account	2,857,660.47

Total Cash Balance **\$8,851,521.37**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,857,248.92)
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Working Capital **\$4,994,272.45**

Santa Barbara Metropolitan Transit District
Accounts Payable

Check #	Date	Company	Description	Amount	Voids
132467	6/13/2023	EL ZARAPE MEXICAN FOOD DBA	EMPLOYEE APPRECIATION	4,296.57	
132468	6/16/2023	ABC BUS COMPANIES INC	BUS PARTS	336.18	
132469	6/16/2023	AMERICAN MOVING PARTS, LLC	BUS PARTS	1,461.41	
132470	6/16/2023	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	285.00	
132471	6/16/2023	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	95.00	
132472	6/16/2023	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	345.19	
132473	6/16/2023	JAMES BRACKETT	RETIREE HEALTH REIMBURSEMENT	174.00	
132474	6/16/2023	KARL BRETZ	RETIREE HEALTH REIMBURSEMENT	285.00	
132475	6/16/2023	ROBERT BURNHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
132476	6/16/2023	RIDE COACH & BUS DBA	BUS PARTS	4,796.37	
132477	6/16/2023	BYD MOTORS LLC	CAPITAL LEASE PAYMENT	31,625.22	
132478	6/16/2023	MIKE CARDONA	RETIREE HEALTH REIMBURSEMENT	228.60	
132479	6/16/2023	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	627.00	
132480	6/16/2023	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	143.00	
132481	6/16/2023	COMMUNITY RADIO, INC.	GIBRALTAR SITE RENTAL	304.70	
132482	6/16/2023	COMPLETE COACH WORKS	FLEET RENEWAL CAMPAIGN	49,542.92	
132483	6/16/2023	CINTAS CORPORATION	FIRST AID SUPPLIES	515.26	
132484	6/16/2023	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	537.08	
132485	6/16/2023	CROCKER REFRIGERATION & AIR	HVAC MAINTENANCE	2,152.12	
132486	6/16/2023	NANCY CURTIS	RETIREE HEALTH REIMBURSEMENT	248.34	
132487	6/16/2023	DAVID DAVIS JR.	DIRECTOR FEES	120.00	
132488	6/16/2023	EASY LIFT TRANSPORTATION, IN	MONTHLY ADA SUBSIDY	88,399.00	
132489	6/16/2023	FEDEX dba	FREIGHT CHARGES	61.01	
132490	6/16/2023	FAIRVIEW CHEVRON/TOM PRICE	SMOG TESTING	59.00	
132491	6/16/2023	STATE OF CALIFORNIA	PAYROLL RELATED	927.50	
132492	6/16/2023	GIBBS INTERNATIONAL INC	BUS PARTS	1,822.37	
132493	6/16/2023	GILLIG LLC	BUS PARTS	7,026.24	
132494	6/16/2023	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
132495	6/16/2023	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	1,228.86	
132496	6/16/2023	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	1,161.68	
132497	6/16/2023	JILL GRISHAM	RETIREE HEALTH REIMBURSEMENT	285.00	
132498	6/16/2023	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	285.00	
132499	6/16/2023	RICHARD HARRIGAN	RETIREE HEALTH REIMBURSEMENT	147.00	
132500	6/16/2023	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	80.64	
132501	6/16/2023	JAVIER JIMENEZ	RETIREE HEALTH REIMBURSEMENT	174.00	
132502	6/16/2023	LOUIS JONES	RETIREE HEALTH REIMBURSEMENT	81.30	
132503	6/16/2023	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	855.00	
132504	6/16/2023	ALBERTO LAPUZ	DIRECTOR FEES	60.00	

Check #	Date	Company	Description	Amount	Voids
132505	6/16/2023	JENNIFER LEMBERGER	DIRECTOR FEES	120.00	
132506	6/16/2023	MC CORMIX CORP. (OIL)	LUBRICANTS	7,080.98	
132507	6/16/2023	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	303.37	
132508	6/16/2023	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,040.00	
132509	6/16/2023	WILLIAM MORRIS	RETIREE HEALTH REIMBURSEMENT	243.10	
132510	6/16/2023	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	72,863.29	
132511	6/16/2023	NEOPART TRANSIT LLC	BUS PARTS	604.04	
132512	6/16/2023	CARLOS ORNELAS	RETIREE HEALTH REIMBURSEMENT	243.00	
132513	6/16/2023	PAULA A. PEROTTE	DIRECTOR FEES	120.00	
132514	6/16/2023	CAREY POINDEXTER	RETIREE HEALTH REIMBURSEMENT	285.00	
132515	6/16/2023	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	192.10	
132516	6/16/2023	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	39.00	
132517	6/16/2023	SARKAR, ARJUN	DIRECTOR FEES	60.00	
132518	6/16/2023	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
132519	6/16/2023	ROBIN SORIA	RETIREE HEALTH REIMBURSEMENT	570.00	
132520	6/16/2023	MONICA JUANITA SOLORZANO	DIRECTOR FEES	60.00	
132521	6/16/2023	STANTEC CONSULTING SERVICES	CONSULTING SERVICES	13,575.00	
132522	6/16/2023	THE MEDCENTER	MEDICAL EXAMS	1,650.00	
132523	6/16/2023	DAVID T. TABOR	DIRECTOR FEES	120.00	
132524	6/16/2023	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	187,076.00	
132525	6/16/2023	TEAMSTERS PENSION TRUST	UNION PENSION	83,936.96	
132526	6/16/2023	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,584.70	
132527	6/16/2023	TAC ENERGY LLC	RENEWABLE DIESEL	61,224.99	
132528	6/16/2023	JOHN J. VASQUEZ	RETIREE HEALTH REIMBURSEMENT	239.91	
132529	6/16/2023	VEHICLE MAINTENANCE PROGRA	BUS PARTS	889.65	
132530	6/16/2023	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	1,342.06	
132531	6/16/2023	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	2,028.24	
132532	6/16/2023	WHITE ASSOCIATES DBA	BUS PARTS & REPAIRS	4,250.00	
132533	6/16/2023	WURTH USA WEST INC.	SHOP SUPPLIES	128.67	
132534	6/16/2023	CLAUDIA COFFEE BAR	EMPLOYEE APPRECIATION	1,000.00	
132535	6/22/2023	ABC BUS COMPANIES INC	BUS PARTS	298.93	
132536	6/22/2023	AMERICAN MOVING PARTS, LLC	BUS PARTS	41.15	
132537	6/22/2023	JOEL BAILON ARZETA	DMV REIMBURSEMENT	53.00	
132538	6/22/2023	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	225.00	
132539	6/22/2023	AUTOZONE STORES LLC	BUS/SERVICE VEHICLE PARTS	81.53	
132540	6/22/2023	BUNNIN CHEVROLET CADILLAC	SERVICE VEHICLE MAINTENANCE	1,311.52	
132541	6/22/2023	CELTIS VENTURES, INC.	MARKETING SERVICES	1,530.00	
132542	6/22/2023	EVERSHADE LLC DBA	STEAM CLEANING TC/EXPRESS ZONE	3,150.00	
132543	6/22/2023	GIBBS INTERNATIONAL INC	BUS PARTS	489.37	
132544	6/22/2023	GILLIG LLC	BUS PARTS	1,266.02	
132545	6/22/2023	GRAPHICINK	PRINTING SERVICES	1,033.13	

Check #	Date	Company	Description	Amount	Voids
132546	6/22/2023	GRAINGER, INC.	SHOP/B&G SUPPLIES	48.07	
132547	6/22/2023	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	88.98	
132548	6/22/2023	I-NETT	PHONE SYSTEM MAINTENANCE CONT	271.66	
132549	6/22/2023	LENZ PEST CONTROL DBA	FUMIGATION SERVICES	70.00	
132550	6/22/2023	MC CORMIX CORP. (OIL)	LUBRICANTS	3,241.14	
132551	6/22/2023	NEOPART TRANSIT LLC	BUS PARTS	2,625.67	
132552	6/22/2023	NFI PARTS DBA	BUS PARTS	172.96	
132553	6/22/2023	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	14.13	
132554	6/22/2023	PETTY CASH - MANNY CASTANON	MISC. PURCHASES	270.65	
132555	6/22/2023	RS DBA	BUS PARTS	80.37	
132556	6/22/2023	SANSUM CLINIC	MEDICAL EXAMS	489.00	
132557	6/22/2023	SM TIRE, CORP.	BUS TIRE MOUNTING	1,070.00	
132558	6/22/2023	SMART & FINAL	OFFICE/MEETING SUPPLIES	40.57	
132559	6/22/2023	SO. CAL. EDISON CO.	UTILITIES	7,994.39	
132560	6/22/2023	SOCALGAS	UTILITIES	328.91	
132561	6/22/2023	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	125.06	
132562	6/22/2023	STANTEC ARCHITECTURE INC.	FACILITIES A&E SERVICES	26,868.21	
132563	6/22/2023	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	109.50	
132564	6/22/2023	THE MEDCENTER	MEDICAL EXAMS	1,508.00	
132565	6/22/2023	TAC ENERGY LLC	RENEWABLE DIESEL	30,652.00	
132566	6/22/2023	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	287.05	
132567	6/22/2023	VALLEY POWER SYSTEMS, INC.	BUS PARTS	313.77	
132568	6/22/2023	VEHICLE MAINTENANCE PROGRA	BUS PARTS	1,318.05	
132569	6/22/2023	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	502.98	
132570	6/22/2023	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	461.97	
				740,868.31	
Current Cash Report Voided Checks:				0.00	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				\$740,868.31	

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

Date	Company	Description	Amount
6/14/2023	SB School District	Passes/Token Sales	1,725.00
6/15/2023	Yona Redz	Advertising on Buses	426.00
6/20/2023	City of SB Creeks Division	Advertising on Buses	300.00
6/20/2023	City of SB Creeks Division	Advertising on Buses	1,251.00
Total Accounts Receivable Paid During Period			\$3,702.00

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of July 18, 2023
For the Period June 24, 2023 through July 7, 2023

MONEY MARKET

Beginning Balance June 24, 2023 **\$2,857,660.47**

Accounts Receivable	2,361,794.80
Passenger Fares	118,123.67
Property Tax Revenue	59,189.75
Measure A Transfer	7,525.85
Miscellaneous Income	4,704.50
Prepays & Advertising	<u>1,750.00</u>
Total Deposits	2,553,088.57

Bank & Credit Card Fees	(35.31)
Miscellaneous Transfers	(12,199.35)
401(k)/Pension Transfer	(35,944.25)
Payroll Taxes	(154,811.80)
Payroll	(359,123.21)
Accounts Payable	<u>(811,394.04)</u>
Total Disbursements	(1,373,507.96)

Ending Balance **\$4,037,241.08**

CASH INVESTMENTS

LAIF Account	\$5,993,860.90
Money Market Account	<u>4,037,241.08</u>

Total Cash Balance **\$10,031,101.98**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,857,248.92)
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Working Capital **\$6,173,853.06**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
132244	5/11/2023	JERRY ESTRADA	TRAVEL EXPENSE REIMBURSEMENT	139.75	V
132571	6/26/2023	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	128.40	
132572	6/30/2023	ABC BUS COMPANIES INC	BUS PARTS	1,314.04	
132573	6/30/2023	AMERICAN MOVING PARTS, LLC	BUS PARTS	165.52	
132574	6/30/2023	CENTRAL COAST TANK TESTING	TANK TESTS	145.00	
132575	6/30/2023	COMPLETE COACH WORKS	FLEET RENEWAL CAMPAIGN	124,193.79	
132576	6/30/2023	CINTAS CORPORATION	FIRST AID SUPPLIES	423.48	
132577	6/30/2023	COSTCO WHOLESALE MEMBERSH	MEMBERSHIP	60.00	
132578	6/30/2023	ALLIANT POWER DBA	BUS PARTS	211.31	
132579	6/30/2023	ECO-T TIRE & RETREADING, LLC	BUS TIRE MOUNTING	658.10	
132580	6/30/2023	JERRY ESTRADA	TRAVEL EXPENSE REIMBURSEMENT	811.11	
132581	6/30/2023	STATE OF CALIFORNIA	PAYROLL RELATED	927.50	
132582	6/30/2023	FREEWAY TOYOTA OF HANFORD	SERVICE VEHICLES	130,353.51	
132583	6/30/2023	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	1,185.83	
132584	6/30/2023	GIBBS INTERNATIONAL INC	BUS PARTS	903.36	
132585	6/30/2023	GILLIG LLC	BUS PARTS	3,343.38	
132586	6/30/2023	GOLD COAST TRANSPORT REFRIG	BUS A/C MAINTENANCE	981.31	
132587	6/30/2023	GRAPHICINK	PRINTING SERVICES	442.84	
132588	6/30/2023	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	174.50	
132589	6/30/2023	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	117.76	
132590	6/30/2023	INTELLICORP RECORD INC.	PRE-EMPLOYMENT CHECK	51.85	
132591	6/30/2023	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	316.62	
132592	6/30/2023	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	7,800.00	
132593	6/30/2023	NATIONAL DRIVE	PAYROLL DEDUCTION	33.00	
132594	6/30/2023	NEWEGG BUSINESS, INC	IT EQUIPMENT & SUPPLIES	105.78	
132595	6/30/2023	PACIFIC POWER GROUP LLC	BUS PARTS	21.05	
132596	6/30/2023	PB-RESERVE ACCOUNT	PREPAID POSTAGE	1,500.00	
132597	6/30/2023	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
132598	6/30/2023	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	174.12	
132599	6/30/2023	SILVAS OIL CO., INC.	LUBRICANTS	905.15	
132600	6/30/2023	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	18.36	
132601	6/30/2023	SO. CAL. EDISON CO.	UTILITIES	1,314.08	
132602	6/30/2023	SOCALGAS	UTILITIES	15.68	
132603	6/30/2023	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	227.12	
132604	6/30/2023	SB CITY OF-REFUSE/WATER	UTILITIES	801.22	
132605	6/30/2023	TEAMSTERS PENSION TRUST	CONTRIBUTION DUES - AUDIT	18,180.23	
132606	6/30/2023	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	520.60	
132607	6/30/2023	UNITED WAY OF SB	PAYROLL DEDUCTION	45.00	

Check #	Date	Company	Description	Amount	Voids
132608	6/30/2023	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	6,613.89	
132609	6/30/2023	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,486.78	
132610	6/30/2023	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	50.00	
132611	6/30/2023	FRONTIER CALIFORNIA INC.	TELEPHONE SERVICE	928.71	
132612	7/6/2023	ABC BUS COMPANIES INC	BUS PARTS	238.39	
132613	7/6/2023	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	95.00	
132614	7/6/2023	AUTOZONE STORES LLC	BUS/SERVICE VEHICLE PARTS	63.06	
132615	7/6/2023	BROWN & BROWN INSURANCE SE	FLOOD INSURANCE	21,218.24	
132616	7/6/2023	RIDE COACH & BUS DBA	BUS PARTS	822.41	
132617	7/6/2023	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	155.44	
132618	7/6/2023	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICES	9,120.00	
132619	7/6/2023	FAUVER, LARGE, ARCHBALD&SPR	LEGAL COUNSEL	26,261.90	
132620	7/6/2023	FEDEX dba	FREIGHT CHARGES	32.95	
132621	7/6/2023	FIDELITY SECURITY LIFE INS. CO	VISION INSURANCE	458.72	
132622	7/6/2023	G.L. HYDRAULICS INC.	VENDOR BUS REPAIRS	417.00	
132623	7/6/2023	GILLIG LLC	BUS PARTS	4,370.34	
132624	7/6/2023	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	12,517.42	
132625	7/6/2023	GRAFFITI SHIELD, INC	SHOP SUPPLIES	37.19	
132626	7/6/2023	GRAPHICINK	PRINTING SERVICES	1,022.91	
132627	7/6/2023	GRAINGER, INC.	SHOP/B&G SUPPLIES	168.02	
132628	7/6/2023	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	5,091.51	
132629	7/6/2023	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,097.12	
132630	7/6/2023	IMPULSE ADVANCED COMMUNIC	INTERNET	400.00	
132631	7/6/2023	MC CORMIX CORP. (OIL)	LUBRICANTS	1,620.57	
132632	7/6/2023	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,568.28	
132633	7/6/2023	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	337.96	
132634	7/6/2023	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	227.85	
132635	7/6/2023	NATIONWIDE TRANSIT SALES	BUS PARTS	4,339.13	
132636	7/6/2023	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	72,863.29	
132637	7/6/2023	NATIONAL TESTING NETWORK, I	DRIVER TRAINING	45.00	
132638	7/6/2023	NEWARK ELEMENT14	BUS PARTS	51.56	
132639	7/6/2023	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	19.56	
132640	7/6/2023	PRISM	WORKERS COMP INSURANCE	190,767.00	
132641	7/6/2023	PITNEY BOWES INC	POSTAGE METER QTRLY CHARGES	146.81	
132642	7/6/2023	PROFORMA COLOR PRESS DBA	AFETY VESTS	5,235.93	
132643	7/6/2023	R.C. SIMPSON, INC.	RETAINER FEE	80.00	
132644	7/6/2023	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	506.56	
132645	7/6/2023	SANSUM CLINIC	MEDICAL EXAMS	328.00	
132646	7/6/2023	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	70,719.80	
132647	7/6/2023	SM TIRE, CORP.	BUS TIRE MOUNTING	585.56	
132648	7/6/2023	SOCIETY FOR HUMAN RESOURCE	SHRM MEMBERSHIP	488.00	

Check #	Date	Company	Description	Amount	Voids
132649	7/6/2023	SO. CAL. EDISON CO.	UTILITIES	5,384.28	
132650	7/6/2023	SOAP MAN DISTRIBUTIN DBA	BUS CLEANING SUPPLIES	140.83	
132651	7/6/2023	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	420.83	
132652	7/6/2023	SB CITY OF-REFUSE/WATER	UTILITIES	2,740.89	
132653	7/6/2023	TAC ENERGY LLC	RENEWABLE DIESEL	61,260.57	
132654	7/6/2023	VALLEY POWER SYSTEMS, INC.	BUS PARTS	157.93	
				811,533.79	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	139.75
				Grand Total:	\$811,394.04

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

Date	Company	Description	Amount
6/26/2023	Moonlight Graphics/Mktg	Advertising on Buses	5,364.00
6/28/2023	Cottage Hospital	Passes/Token Sales	8,350.00
6/30/2023	Wells Marketing, LLC	Advertising on Buses	1,958.40
6/30/2023	Wells Marketing, LLC	Advertising on Buses	1,553.40
7/3/2023	Federal Transit Administration	FTA Operating Assistance Capital Reimb	674,785.00
7/3/2023	Federal Transit Administration	FTA Operating Assistance ECHO draw down#4	163,416.00
7/3/2023	Federal Transit Administration	FTA Operating Assistance ECHO draw down#5	491,339.00
7/5/2023	Department of Rehabilitation	Passes/Passports Sales	520.00
7/5/2023	Department of Rehabilitation	Passes/Passports Sales	468.00
7/5/2023	Local Transportation Fund	SB 325 - June 2023	798,339.08
7/5/2023	Measure A, Section 3 LSTI	Measure A Funds - June 2023	212,325.92
7/5/2023	UCSB - Parking Services-7001	Passes/Passports Sales	3,376.00
Total Accounts Receivable Paid During Period			\$2,361,794.80



BOARD OF DIRECTORS REPORT

MEETING DATE: JULY 18, 2023 **AGENDA ITEM: #7**

DEPARTMENT: ADMINISTRATION

TYPE: ACTION ITEM

PREPARED BY: JERRY ESTRADA

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: SELECTION OF DESIGNATED RECIPIENTS OF FTA FORMULA FUNDS FOR THE SANTA BARBARA URBANIZED AREA

RECOMMENDATION:

Staff recommends that the Board authorize the General Manager to extend the following proposal to the Board of Directors of the Santa Barbara County Association of Governments (SBCAG) in the matter of selecting designated recipients of Federal Transit Administration (FTA) formula funds for the Santa Barbara urbanized area (UZA), and allocation of the formula funds:

- That both MTD and SBCAG serve as designated recipients for the Santa Barbara UZA.
- That responsibilities be divided consistent with Measure A.
- SBCAG would be responsible for developing a Program of Projects (POP) and allocation of FTA formula funds for all interregional transit services, such as the Clean Air Express and potential commuter rail service.
- MTD would continue to be responsible for developing the POP and allocation of FTA formula funds for all local/regional transit services.
- SBCAG and MTD staff would coordinate transit services to ensure efficiency and a seamless commute.

DISCUSSION:

Designated Recipient

FTA requires all UZAs to have one or more designated recipients for FTA formula funds apportioned to the UZA from Sections 5307, 5310, 5337, & 5339(a). In large UZAs (200,000 or more persons), FTA requires that the Governor, responsible local officials, and publicly owned operators of public transportation concur in the selection of one or more designated recipients.

The designated recipients manage the annual POP for the formula fund programs, and allocate the funds as appropriate. While Caltrans serves as the official designated recipient for small UZA's, the aforementioned duties are conducted locally with the exception of the Section 5310 program in Santa Barbara County. Within Santa Barbara County the largest local transit provider in a UZA administers the programs that are available to the region. In the Santa Barbara UZA MTD is the largest local transit operator.

BOARD OF DIRECTORS REPORT

MTD and SBCAG staff have met to discuss the issue and share their preferred path forward. Initially both agencies leadership indicated a preference that they serve as the sole designated recipient for the UZA. In an attempt to reach a consensus with SBCAG staff, MTD staff has proposed the following:

For reasons discussed below, MTD staff believes that MTD would be the appropriate choice to be the designated recipient of FTA formula funds for the Santa Barbara UZA. However, in order to reach a consensus with staff of the Metropolitan Planning Organization (MPO) for Santa Barbara County, MTD has proposed that both MTD and SBCAG serve as designated recipients.

Under MTD's proposal, designated recipient responsibilities would be divided between the two agencies consistent with the division of responsibilities in the Santa Barbara County Measure A self-help transportation sales tax program. SBCAG would be responsible for developing a POP and recommending the allocation of FTA formula funds for interregional transit services, including the Clean Air Express (CAE) and potential commuter rail service. MTD would continue to be responsible for developing the POP and allocation of FTA formula funds for local and regional transit services in the Santa Barbara UZA.¹ SBCAG and MTD staff would coordinate the transit services to provide an efficient and seamless trip.

MTD's Proposal is Modeled After the Measure A Structure

The structure of Measure A, as voted on and approved by Santa Barbara County voters, provides a model of a balanced and successful form of governance. Local public works departments and MTD retain authority over the POP and the priorities within their jurisdiction. The allocations are formalized, with a set percentage to each jurisdiction and MTD for local and regional projects, and to SBCAG for interregional projects. This clear distinction provides for a cooperative approach to the coordination of services.

The development of the Measure A structure required a comprehensive approach of collaboration between a variety of stakeholders, and extensive public participation. Ultimately, the voters agreed with this form of governance over local transportation funding, and it has served our county well. The SBCAG Board further embraced this structure for the governance of FTA formula transit funding in 2005. MTD, Santa Maria, and Lompoc, as direct recipients subject to all FTA requirements, have demonstrated the technical capacity to identify needs and direct funding where needed.

Why it is Necessary to Select Designated Recipients

Caltrans has served as the designated recipient for these funds, because the Santa Barbara UZA was previously classified as a small UZA. As required by FTA, the State serves as the designated recipient in small UZAs. However, following the 2020 Census, the Santa Barbara UZA is now classified as a large UZA because the population has exceeded 200,000 persons. As discussed above, FTA requires local officials (the MPO Board) and transit agencies serving the UZA to concur in the selection of designated recipients in large UZAs. (Caltrans will continue to serve as the designated recipient for Santa Maria and Lompoc, which remain small UZAs.)

¹Under the "Transit Project Selection Procedures for FTA 5307 Funding" adopted by SBCAG on May 19, 2005, transit operators in the three UZAs in Santa Barbara County (Santa Barbara, Santa Maria, and Lompoc) score transit projects proposed for their respective UZA and recommend projects. Thus, the transit agencies serve, in essence, as designated recipients for their respective UZA.

BOARD OF DIRECTORS REPORT

As discussed above, MTD has acted in good faith, and proposed to SBCAG staff that both agencies serve as designated recipients. Under this proposal, responsibilities and funding would be allocated in a manner consistent with the division of local/regional and interregional responsibilities and funding under Measure A.

Designated recipients must be designated by the Governor. The Governor’s designation letter must include documentation of concurrence in the selection by publicly owned operators of public transportation and the MPO. Once designated, the designated recipient’s primary responsibilities are to prepare and conduct the annual POP, recommend projects for funding, and annually prepare a “split letter” to FTA that outlines the proposed division of funds by agency.

Local/Regional and Interregional Transit in the Santa Barbara UZA

FTA requires agencies that receive FTA funds to support transit services to report their data to the National Transit Database (NTD). Table 1 below presents a summary of data reported in the NTD for the Santa Barbara UZA in FY 2019 (the FY 2019 data was used by FTA to determine apportionments in FY 2023), combined with estimated data. Passenger mile data is estimated for the CAE, Lompoc², and Easy Lift (MTD’s complementary paratransit provider), because those three agencies are not “full reporters” to the NTD and thus do not report passenger miles. All data is estimated for potential future Metrolink service (SBCAG is in discussion with Metrolink to potentially extend the service to Goleta).

In the table, “Local/Regional” comprises MTD and Easy Lift service, and “Interregional” comprises SBCAG, Lompoc, and estimated potential future Metrolink service³. As is shown, the vast majority of the transit service provided in the Santa Barbara UZA is the local and regional service provided by MTD and, to a limited extent, Easy Lift.

Service	Revenue Miles	Revenue Hours	Passenger Miles	Passengers	Operating Expense
Local/Regional	3,168,748	248,575	26,683,865	6,508,490	\$28,062,774
Percent of Total	89%	96%	76%	97%	88%
Interregional	403,538	9,766	8,416,255	217,660	\$3,733,947
Percent of Total	11%	4%	24%	3%	12%
Total	3,572,286	258,341	35,100,120	6,726,150	\$31,796,721

Responsibilities of a Designated Recipient

Table 2 below lists several responsibilities of a designated recipient (several of these requirements also apply to “direct recipients,” such as MTD, that are authorized to directly

²City of Lompoc Transit (COLT) provides two weekly round trips between Lompoc and Santa Barbara Cottage Hospital.

³ The Coastal Express from Ventura County also operates service into the Santa Barbara UZA. However, no Coastal Express service data is currently reported in the NTD in the Santa Barbara UZA.

BOARD OF DIRECTORS REPORT

receive funds from FTA). “Yes” or “No” indicates whether or not the agency currently performs these responsibilities. (The SBCAG information is to the best of MTD’s knowledge.)

TABLE 2: FTA Designated Recipient Responsibilities

Responsibility	MTD	SBCAG*
Authorizing Resolution	Yes	No
Opinion of Counsel	Yes	No
Prepare & Conduct Annual 5307 Program of Projects	Yes	No
Prepare Annual Split Letter	No	No
Recommend Projects for Funding	Yes	No
Apply Directly for, Receive, & Manage FTA Grants	Yes	No
Current Annual Certifications & Assurances	Yes	No
FTA Triennial Review	Yes	No

*SBCAG information is to the best of MTD’s knowledge.

In addition to the designated recipient responsibilities above, MTD has demonstrated its technical capacity in numerous ways:

- MTD is subject to FTA’s Triennial Review process, and has consistently performed exceptionally well in the reviews.
- MTD is compliant with the labor protections codified in 49 USC §5333(b): Labor Standards (formerly Section 13(c)) for its represented employees.
- MTD is conversant with the increased responsibilities that will be required of a large UZA in the agency’s Public Transportation Agency Safety Plan (PTASP).
- MTD is compliant with FTA’s drug and alcohol testing requirements.
- MTD has an approved Transit Asset Management Plan.
- In 2003, at the request of SBCAG, MTD served as the recipient agency and SBCAG as a subrecipient to MTD for operating assistance and the purchase of seven buses for the Clean Air Express (CA-90-Y192-00).
- In 2021, at the request of SBCAG, MTD served as the recipient agency and SBCAG as a subrecipient to MTD for COVID relief funding for Clean Air Express COVID-related operating expenses (CA-2021-100-00).
- MTD is responsible for monitoring the ADA complementary paratransit service that Easy Lift Transportation, Inc. provides for MTD to ensure the service complies with all requirements.
- MTD is a full NTD reporter.

As presented in Table 1 above, MTD provides the vast majority of transit service in the Santa Barbara UZA:

BOARD OF DIRECTORS REPORT

- MTD's district boundaries coincide very closely with the boundaries of the Santa Barbara UZA, and include a Disadvantaged Community and a number of low-income communities, as defined by the State of California.
- MTD provides high-quality service on, and parallel to, the Highway 101 corridor, connecting the various communities that comprise the Santa Barbara UZA.
- MTD serves the University of California Santa Barbara (UCSB), Santa Barbara City College (SBCC), Junior High Schools and High Schools, the Santa Barbara Municipal Airport, the Goleta Amtrak station, Santa Barbara County administrative and service facilities, the two hospitals in the UZA and several other medical facilities, and Santa Barbara UZA central business districts.
- MTD serves a substantial number of seniors, persons with disabilities, low-income passengers, Junior High and High School students, and community college and university students.
- MTD has student pass programs with UCSB and SBCC, and also has an agreement with UCSB to fund Line 28 that connects major student origins and destinations.
- MTD has transfer agreements with the Coastal Express commuter service from Ventura County and with the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN) that administers the Amtrak Pacific Surfliner.
- MTD provides approximately 85% of the transit passenger trips provided in the entire county.

Estimated Effect of Transition to a Large UZA on MTD Section 5307 Formula Funds

MTD relies upon FTA formula programs as an integral source of funding. Historically, MTD utilized all of its Section 5307 formula funds for operating expenses, and those funds have provided a significant percentage of the agency's operating funding.

In 1998, FTA began development of the Small Transit Intensive Cities (STIC) portion of the Section 5307 program. The STIC program awards additional Section 5307 funds to small UZAs that perform better than the average of cities up to 1,000,000 population in one or more of six measures. MTD has qualified under all six measures each year that the STIC program has existed. In FY 2023 the STIC portion of the Section 5307 funds awarded to MTD totaled \$3.3 million. However, beginning in FY 2024 MTD will no longer be eligible for STIC funds, because the Santa Barbara UZA is now a large UZA.

As a large UZA, the formula funds apportioned to the Santa Barbara UZA will be based on a different formula. The large UZA formula is beneficial to transit agencies that generate a disproportionately large number of revenue miles and passenger miles, relative to the number of passengers carried. Overall, the Section 5307 funding available to MTD in FY 2024 and ongoing is estimated to decrease by more than \$3.4 million, nearly a 40% decrease from the FY 2023 apportionment of more than \$8.7 million.

Potential FTA Formula Funds Allocation Method

MTD has estimated the results of various possible methods of allocating Section 5307 formula funds beginning in FY 2024. The method preferred by SBCAG staff, "Return to Provider," is discussed below.

BOARD OF DIRECTORS REPORT

Under the “Return to Provider” allocation method, MTD would receive all funds that are apportioned based on population (i.e., population, population x density, low-income population, and growing states funds). The funds generated by revenue miles and by the large UZA incentive tier (i.e., passenger miles x passenger miles / operating cost) would be returned to the provider of the service that generated the funds. MTD estimates that, under this method, the FY 2024 Section 5307 and Section 5339(a) funds would be allocated as shown in Table 3 below.

Table 3: Estimated Allocation of FY 2024 Section 5307 & Section 5339(a) Funds Under "Return to Provider" Method

FY 2023 Actual Compared to FY 2024 Estimated	FY 2023 (Excl. STIC)	FY 2024 (Est.)	Variation
<u>Section 5307 (Excluding STIC)</u>			
Designated Recipient MTD	\$5,469,832	\$5,319,633	(\$150,199)
Designated Recipient SBCAG	\$0	\$2,005,229	\$2,005,229
<u>Section 5339(a)</u>			
Designated Recipient MTD	\$479,569	\$473,339	(\$6,230)
Designated Recipient SBCAG	\$0	\$77,334	\$77,334

As shown in the table , even when the FY 2023 STIC funds are excluded, MTD is estimated to receive less that it received in FY 2023. The interregional services handled by SBCAG received no Santa Barbara UZA Section 5307 or Section 5339(a) funds in FY 2023, nor did they receive those funds in any prior year. However, those services are estimated to receive more than \$2.0 million a year under this allocation method.

Designated Recipient Selection Nationally

The Transit Cooperative Research Program (TCRP) program of the Transportation Research Board (TRB) published “TCRP Synthesis 113: Sub-allocating FTA Section 5307 Funding Among Multiple Recipients in Metropolitan Areas” in 2014. The Synthesis discussed formulas used by designated recipients around the country to allocate Section 5307 funds. “Appendix B: Summary Work Table of UZAs with a Population of 200,000 or More” of the Synthesis includes information regarding the designated recipient or recipients around the country. Appendix B shows that it is common for transit agencies to serve as designated recipients. The Appendix also shows that many UZAs have multiple designated recipients.

Conclusion

In conclusion, the MTD proposes that MTD and SBCAG both serve as designated recipients of FTA formula funds from Sections 5307, 5310, 5337, 5339(a). This proposal, modeled after the structure of Measure A, provides a reasonable and equitable process for allocating those formula funds.



BOARD OF DIRECTORS REPORT

MEETING DATE:	JULY 18, 2023	AGENDA ITEM: #8
DEPARTMENT:	CAPITAL PROJECTS	
TYPE:	INFORMATIONAL ITEM	
PREPARED BY:	RYAN GRIPP	_____
		<i>Signature</i>
REVIEWED BY:	GENERAL MANAGER	_____
		<i>Signature</i>
SUBJECT:	CAPITAL PROJECTS UPDATE	

DISCUSSION:

Staff will provide a presentation to update the Board on MTD capital projects. The presentation will provide details about the scope and status of active capital projects. The projects to be discussed are as follows:

- Facilities
 - Terminal 2 Recommissioning (Phase 1)
 - Terminal 1 Charge Ready Bridge Project
 - Haley Street Electric Bus Charging Canopy Upgrade
- Equipment
 - New Flyer 40' Battery-Electric Buses (9 buses)
 - Ford Transit Passenger Vans (2 vans)
 - Fleet Renewal Campaign
- Planning
 - Zero-Emission Bus Rollout Plan/Fleet Electrification Plan
 - California Energy Commission Blueprint Grant



BOARD OF DIRECTORS REPORT

MEETING DATE: JULY 18, 2023 **AGENDA ITEM: #9**

DEPARTMENT: ADMINISTRATION

TYPE: ACTION ITEM

PREPARED BY: JERRY ESTRADA

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: TERMINATION OF DECLARATION OF FISCAL AND PUBLIC HEALTH EMERGENCY DUE TO COVID-19 PANDEMIC

RECOMMENDATION:

Staff recommends the Board of Directors terminate the Declaration of Fiscal and Public Health Emergency previously adopted on March 27, 2020.

DISCUSSION:

On March 27, 2020 the Board of Directors held a public hearing and adopted Resolution 2020-03 declaring a fiscal and public health emergency for the agency. The adoption of Resolution 2020-03 declaring a fiscal and public health emergency for the agency, enabled the implementation of emergency service reductions, and delegating to the General Manager/CEO and/or his designee(s) authority to take action to commit District resources and expenditures to respond to the COVID-19 pandemic.

Out of caution for the MTD workforce and in light of travel being limited to essential trips only, on March 19, 2020, service was suspended on the following lines: Lines 15x, 16, and 28, with a reduction in service on Line 27. These were all related to the closures of the SBCC and UCSB campuses. On April 6, 2020, further reductions were made with the suspension of Lines 10, 36, 37, the Downtown-Waterfront Shuttles, and the three Amtrak first-last mile shuttles serving peak trains.

As of today, Lines 10, 36, 37, the Downtown-Waterfront Shuttles, and Amtrak services remain suspended. While Line 16 came back for a short time in 2021, it is also currently suspended. Lines 15x and 28 have added back some service, and Line 27 remains on a reduced schedule.

Additionally, MTD increased inventory supplies on Personal Protective Equipment (PPE) in response to regulations passed by local, state and Federal authorities, such the Division of Occupational Safety and Health (CalOSHA) and the Centers for Disease Control (CDC). Expenditures associated with these regulations also included air ventilation system and filter upgrades, as well as equipment such as hand-held disinfecting fogging machines. CalOSHA guidance regarding ventilation and PPE remains in effect until 2025. Notification to employees of positive covid cases in the workplace was centralized through the use of a software program that provided a communication platform to mobile devices.

ATTACHMENTS:

- Adopted 2020-03 Declaration of Fiscal and Public Health Emergency in Response to COVID-19 Pandemic

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

IN THE MATTER OF DECLARATION OF
FISCAL AND PUBLIC HEALTH EMERGENCY
IN RESPONSE TO COVID-19 PANDEMIC

RESOLUTION NO. 2020-03

WHEREAS, a novel coronavirus (COVID-19) was first detected in Wuhan City, Hubei Province, China, in December 2019 and has since spread rapidly throughout the world and the United States; and

WHEREAS, the World Health Organization has declared the spread of the novel coronavirus a pandemic; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) considers the virus to be a very serious public health threat; and

WHEREAS, an emergency has been declared by the President of the United States, the Governor of California, and the Santa Barbara County Office of Emergency Services; and

WHEREAS, in consultation with the MTD Board Chairperson, the General Manager has activated the use of the Districts Emergency Reserve to be used in the event of extraordinary losses resulting from natural or man-made disasters, major funding losses or suspensions, and other similar extreme circumstances(the amount of the Emergency Reserve is 10% of the approved operating budget); and

WHEREAS, rapidly changing conditions may necessitate reductions in public transportation services due to illness among MTD employees or other causes; and

WHEREAS, due to staff and operational constraints, the ability to timely respond to requests under the California Public Records Act (CPRA) may be compromised. Such responses, while important, are not an essential service that affects public health or safety. For this reason, strict compliance with time limits to respond to a CPRA will be extended to enable MTD to provide essential services. However, such responses during this emergency will be made as soon as available resources allow; and

WHEREAS, these emergency conditions require greater flexibility in terms of purchasing authority of the General Manager and/or his designee(s).

THEREFORE, BE IT RESOLVED that the Board of Directors of Santa Barbara Metropolitan Transit District:

1. Declares a Fiscal and Public Health Emergency, effective March 27, 2020

2. Authorizes the General Manager and/or his designee(s) to take all actions necessary or intended to protect MTD employees and the public from this health emergency
3. Authorizes the General Manager and/or his designee(s) to begin emergency bus service reductions as may be necessary
4. Authorizes the General Manager and/or his designee(s), in consultation with the Board Chairperson and/or his designee(s), to implement employee policy changes that have budgetary impacts, and that such changes will be brought to the board at a later date with any necessary budget or policy amendments.
5. Directs that responses to suggestions made by the public at the meeting of March 27, 2020, if any, be made within 30 days at a scheduled public meeting

THE BOARD OF DIRECTORS OF SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

PASSED AND ADOPTED RESOLUTION 2020-03 this 27th day of March 2020.

AYES: 7
NAYS: 0
ABSENT:

 3/27/2020
Chair, Board of Directors

ATTEST:


Bill Shelor 3/27/20

Secretary, Board of Directors

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: July 18, 2023
Subject: General Manager's Report

The Operations Department commenced bidding last week for the upcoming service changes that take effect August 14, for the "Fall" bid which is through November 24. Bus Operators bid for work in seniority order and the bidding process is anticipated to take four weeks.

Summer is in full swing, and, even though State Street is closed to vehicles downtown, Operations has had to still initiate minor detours for Summer Solstice and Independence Day. We expect the same plans from last year, with Old Spanish Days in August.

The Fleet Renewal Campaign is ongoing, with a total of 39 buses now completed and 5 buses currently in process at Complete Coach Works. Kuba credit card readers are scheduled to start being installed July 10 and will be a project for the Fleet & Facilities department throughout the coming weeks.

New Mechanic Etienne just completed his training and has passed his Class "B" license test. Congratulations Etienne! Recruitment continues for a Part Time Service Person and Fleet Supervisor I.

This summer MTD staff gave presentations at 7 sessions of Safety Town, a safety education program for preschoolers and kindergarteners. Staff gives an orientation on how to safely ride the bus, and students get to experience what is, for some of them, their very first ride on a bus!

Mary Gregg, Chief Operating Officer/AGM, Nancy Tillie, Director of Finance & Administration, and Thais Sayat, Finance Manager, successfully completed the Westgate Center for Leadership and Management Development Transit Paratransit Management Certificate Program. This certificate program is offered by University of the Pacific, Eberhardt School of Business. It is geared to the management of rural, small, and medium sized transit agencies. In order to complete the program, participants must attend seven courses over a 4-month period with each course consisting of 4 hours of self-paced prep work and 3 hours of instructor led live online sessions. The courses included Transit Legislation, Regulation and Policy; Effective Communication Skills, Budgeting and Financial Management, Strategic Thinking, Legal Issues in Employee Relations, Marketing through Customer Service, Budgeting and Financial Management, and Enhancing Leadership Effectiveness.

Risk has completed renewal of three insurance policies under General Manager authorization: Excess Workers Compensation (EWC), Flood, and Cyber Liability. The EWC policy renewed on July 1 with Public Risk Innovation, Solutions, and Management (PRISM) for the 2023/24 policy year. PRISM is a member-directed public agency insurance risk sharing pool. The policy renewed with a self-insured retention (SIR) of \$250,000 at an annual premium of \$190,767, representing a premium rate increase of 7% over the expiring policy. Premiums are in part based on estimated future payroll and the final premium will be based on actuals after the policy period concludes and is audited by PRISM. The Flood policy renewed on July 10 with

Lloyds of London for the 2023/24 policy year, with a \$5,000 deductible at an annual premium of \$21,263.50. The policy covers all buildings and their contents at 550 Olive Street and complies with the FTA requirement that grantees with federally-funded buildings located in a flood zone must purchase flood insurance for those properties. MTD's flood insurance coverage has been historically administered by Wright National Flood Insurance Company through the National Flood Insurance Program (NFIP), which has offered the best rate in previous years. MTD's insurance broker, Brown & Brown, markets the policy every year and for the 2023/24 policy renewal, was able to secure better terms with Lloyds of London, at a lower deductible and premium than through NFIP, with the same coverage limits. Cyber Liability will renew August 1 for the 2023/24 policy, again with Coalition Insurance Solutions, Inc. The annual premium is \$14,136.69, a reduction in premium over the expiring policy of \$2,510, with a per occurrence deductible of \$10,000, with a \$1,000,000 limit of liability for all claim types. There is one exception, with Funds Transfer Fraud. Due to an increased frequency and severity of funds transfer fraud claims in the market, and not as a result of any claims experience with MTD, the sub-limit has been reduced to \$250,000 across the board on all Coalition policies with a deductible of \$25,000.

Vasquez & Company, LLP has been again engaged to perform the 2022-2023 Financial and Single Audits. The entrance meeting was held on June 26, 2023. The Inventory of the Bus parts was completed on June 30, 2023, in one day due to the coordination and process improvements between Accounting and the Shop. An auditor was on hand for observation and fieldwork. Staff is working diligently to complete closure of the records for the year ending June 30, 2023 and meet the audit timelines.

Accounting and Shop Staff attended six hours of Enterprise Asset Management Training with the software manufacturer, TRAPEZE. The system is being upgraded and this training was helpful in learning how to better utilize the new "cloud"-based system, creating Work Orders, tracking Bus Parts Inventory, time-keeping enhancements, fuel transactions and data loading, and running reports. This opens up the possibility to automate other tasks.