



BOARD OF DIRECTORS AGENDA

REGULAR MEETING
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, February 20, 2024
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 February 6, 2024.
- 5. CASH REPORTS - (ACTION MAY BE TAKEN)**
The Board of Directors will be asked to review and approve the Cash Reports from January 27, 2024 through February 9, 2024.
- 6. TERMINAL 2 RECOMMISSIONING – CONSTRUCTION MANAGEMENT CONTRACT AMENDMENT - (ACTION MAY BE TAKEN – ATTACHMENT)**
Staff recommends the Board authorize General Manager to execute an amendment to the On-Call Construction Management (CM) Services Agreement with Kitchell/CEM, Inc.

THIS CONCLUDES THE CONSENT CALENDAR

- 7. PUBLIC COMMENT**
Members of the public may address the Board of Directors on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, 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.

BOARD OF DIRECTORS AGENDA

- 8. PLANNING DEPARTMENT WORK PLAN FOR FY 2024-25 – (INFORMATIONAL)**
The Board of Directors will receive an update from the Planning Department on the service change work plan for FY 2024-25.
- 9. ADOPTION OF FISCAL YEAR 2024-25 MEASURE A PROGRAM OF PROJECTS SUBMITTAL – (ACTION MAY BE TAKEN - ATTACHMENT)**
Staff is requesting that the Board approve the submittal of Santa Barbara Metropolitan Transit District (MTD) Measure A Program of Projects for Fiscal Year 2024-25.
- 10. ADVANCE AUTHORITY TO EXECUTE CONTRACT FOR RENEWABLE DIESEL – (ACTION MAY BE TAKEN)**
Staff requests that the Board provide advance authority to the General Manager to enter into a renewable diesel (RD) contract.
- 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. RECESS TO CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (ACTION MAY BE TAKEN)**
The Board will meet in closed session, pursuant to Government Codes § 54957 and § 54954.5(e), to evaluate the performance of the District’s General Manager.

PUBLIC COMMENT RELATED TO CLOSED SESSION ITEM WILL BE ALLOWED BEFORE THE RECESS

- 14. 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
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SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, February 6, 2024
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 Director Perotte.
- 3. REPORT REGARDING THE POSTING OF THE AGENDA**
Lilly Gomez, Clerk of the Board reported that the agenda was posted on Friday, February 2, 2024, at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

CONSENT CALENDAR

- 4. APPROVAL OF PRIOR MINUTES - (ACTION MAY BE TAKEN)**
The Board of Directors was asked to approve the draft minutes for the meeting of January 16, 2024.
- 5. CASH REPORTS - (ACTION MAY BE TAKEN)**
The Board of Directors was asked to review and approve the Cash Reports from January 6, 2024 through January 26, 2024.

Vice Chair Tabor requested an edit to item number 11 on the minutes to reflect a unanimous approval to postpone the item. Secretary Lemberger moved to approve the consent calendar with Vice Chair Tabors recommended edits. Director Lapuz seconded the motion. The consent calendar was approved unanimously with one absent and two abstentions on the minutes from Director Sarkar and Chair Davis.

THIS CONCLUDES THE CONSENT CALENDAR

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

BOARD OF DIRECTORS DRAFT MINUTES

7. FINANCIAL UPDATE & MID-YEAR REVIEW OF FISCAL YEAR 2023-24 – (INFORMATIONAL - ATTACHMENT)

Director of Finance and Administration, Nancy Tillie presented the financial report for the Santa Barbara Metropolitan Transit District second quarter of the 2023-24 fiscal year.

8. FISCAL YEAR 2023-24 SECOND QUARTER PERFORMANCE REPORTS – (INFORMATIONAL - ATTACHMENT)

Planning and Marketing Manager, Hillary Blackerby presented the second quarter fiscal year 2023-24 performance reports for the three-month period ending December 31, 2023.

9. IMPACTS TO SANTA BARBARA URBANIZED AREA TRANSIT SERVICE DUE TO THE 2020 POPULATION EXCEEDING 200,000 PERSONS – (ACTION - ATTACHMENT)

Director of Finance and Administration, Nancy Tillie and Chief Operating Officer and Assistant General Manager, Mary Gregg provided the Board of Directors with the impacts and needs of the Santa Barbara Urbanized Area of large from small as a result of the 2020 Decennial Census. Requesting to authorization for the General Manager to recruit and hire three administrative positions: Grants and Compliance Specialist, Safety Management Systems Specialist, and Assistant Fleet & Facilities Manager.

Vice Chair Tabor moved to approve authorizing the General Manager to recruit and hire three administrative positions. Director Solorzano seconded the motion. The motion was approved unanimously with one absent.

10. GENERAL MANAGER'S REPORT – (INFORMATIONAL)

The General Manager and Assistant General Manger reported on updates to district activities.

11. OTHER BUSINESS AND REPORTS – (INFORMATIONAL)

Mr. Estrada advised the Board of Directors that the Agreement between MTD and Easy Lift is due to expire in June but anticipates a renewal and will provide an update by the March regular scheduled meetings.

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

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

No public comments related to closed session were made.

Chair Davis recessed the Board to Closed Session at 9:53am.

The Board reconvened from Closed Session at 10:37am.

Chair Davis reported out of closed session that no action was taken.

13. ADJOURNMENT

Chair Davis adjourned the meeting at 10:38am.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of February 20, 2024
For the Period January 27, 2024 through February 9, 2024

MONEY MARKET

Beginning Balance January 27, 2024 **\$1,646,803.72**

Accounts Receivable	2,416,845.08
Passenger Fares	79,330.88
Miscellaneous Income	6,989.33
Prepays & Advertising	326.00
Measure A Transfer	2.52
Total Deposits	2,503,493.81

Bank & Credit Card Fees	(471.77)
Miscellaneous Transfers	(11,258.09)
401(k)/Pension Transfer	(55,645.90)
Payroll Taxes	(171,837.76)
Payroll	(382,663.28)
Accounts Payable	(1,624,732.78)
Total Disbursements	(2,246,609.58)

Ending Balance **\$1,903,687.95**

CASH INVESTMENTS

LAIF Account	\$6,156,631.00
Money Market Account	1,903,687.95

Total Cash Balance **\$8,060,318.95**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,475,954.07)
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Working Capital **\$4,584,364.88**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
134158	1/29/2024	WINNER CHEVROLET, INC.	SERVICE VEHICLES	57,306.88	
134159	2/2/2024	ABC BUS COMPANIES INC	BUS PARTS	276.31	
134160	2/2/2024	COMPLETE COACH WORKS	FLEET RENEWAL CAMPAIGN	24,561.34	
134161	2/2/2024	CINTAS CORPORATION	FIRST AID SUPPLIES	308.88	
134162	2/2/2024	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	171.10	
134163	2/2/2024	CUMMINS SALES & SERVICE dba	BUS PARTS & REPAIRS	16,914.93	
134164	2/2/2024	CROSSLINE SUPPLY LLC	BUS PARTS	272.97	
134165	2/2/2024	FEDEX dba	FREIGHT CHARGES	86.34	
134166	2/2/2024	FIDELITY SECURITY LIFE INS. CO	VISION INSURANCE	491.66	
134167	2/2/2024	GIBBS INTERNATIONAL INC	BUS PARTS	1,259.84	
134168	2/2/2024	GILLIG LLC	BUS PARTS	3,654.42	
134169	2/2/2024	GOODYEAR TIRE & RUBBER CO	BUS TIRE LEASE	10,883.48	
134170	2/2/2024	GRAYPHICS DIGITAL IMAGING D	PRINTING SERVICES	603.30	
134171	2/2/2024	GRAINGER, INC.	SHOP/B&G SUPPLIES	93.14	
134172	2/2/2024	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	5,553.40	
134173	2/2/2024	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	1,137.67	
134174	2/2/2024	HAYWARD LUMBER	SHOP/B&G SUPPLIES	24.87	
134175	2/2/2024	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	307.86	
134176	2/2/2024	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	280.00	
134177	2/2/2024	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	662.50	
134178	2/2/2024	KIRKS AUTOMOTIVE, INC	BUS/AUTO PARTS	2,518.10	
134179	2/2/2024	LANSPEED DBA	IT SERVICES	2,363.75	
134180	2/2/2024	LENZ PEST CONTROL DBA	FUMIGATION SERVICES	70.00	
134181	2/2/2024	MC CORMIX CORP. (OIL)	LUBRICANTS	5,103.75	
134182	2/2/2024	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	1,080.49	
134183	2/2/2024	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	41.33	
134184	2/2/2024	MOLINA MANUFACTURING D	REFURBISH BUS SEATS	1,416.36	
134185	2/2/2024	MUNOZ JANITORIAL	JANITORIAL/DISINFECTANT SERVICE	11,300.00	
134186	2/2/2024	NEW FLYER OF AMERICA, INC.	LOW-FLOOR BATTERY ELECTRIC BUS	933,343.85	
134187	2/2/2024	NFI PARTS DBA	BUS PARTS	525.43	
134188	2/2/2024	O'REILLY AUTO PARTS DBA	BUS/SERVICE VEHICLE PARTS	10.86	
134189	2/2/2024	SILVAS OIL CO., INC.	LUBRICANTS	3,372.18	
134190	2/2/2024	SMITTY'S TOWING SERVICE D	TOWING SERVICES	3,042.25	
134191	2/2/2024	SHERWIN-WILLIAMS CORP.	BUS STOP MAINTENANCE	78.19	
134192	2/2/2024	SOCIETY FOR HUMAN RESOURCE	SHRM MEMBERSHIP	244.00	
134193	2/2/2024	SO. CAL. EDISON CO.	UTILITIES	1,919.47	
134194	2/2/2024	SB CITY OF-REFUSE/WATER	UTILITIES	1,853.40	
134195	2/2/2024	THE MEDCENTER	MEDICAL EXAMS	925.00	

Check #	Date	Company	Description	Amount	Voids
134196	2/2/2024	TILFORD WELDING DBA	VENDOR BUS REPAIRS	65.00	
134197	2/2/2024	NANCY TILLIE	TRAVEL PER DIEM	182.00	
134198	2/2/2024	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	414.35	
134199	2/2/2024	J.C.M. AND ASSOCIATES INC.	UNIFORMS	530.89	
134200	2/2/2024	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	669.76	V
134201	2/2/2024	ALIGNMENT TEST		0.00	V
134202	2/2/2024	ALIGNMENT TEST		0.00	V
134203	2/2/2024	VERIZON WIRELESS	WIRELESS PHONES & AIM CELLULAR	669.76	
134204	2/9/2024	ABC BUS COMPANIES INC	BUS PARTS	1,723.97	
134205	2/9/2024	AMERICAN MOVING PARTS, LLC	BUS PARTS	447.88	
134206	2/9/2024	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	115.00	
134207	2/9/2024	AUTOZONE STORES LLC	BUS/SERVICE VEHICLE PARTS	14.14	
134208	2/9/2024	BRINK'S INCORPORATED	ARMORED TRANSPORTATION SERVIC	844.06	
134209	2/9/2024	BROWN & BROWN INSURANCE SE	OCP LIABILITY INSURANCE	4,556.42	
134210	2/9/2024	MANUEL CASTANON	REIMBURSEMENT	60.00	
134211	2/9/2024	CENTRAL COAST CIRCULATION, L	BUS BOOK DISTRIBUTION	777.00	
134212	2/9/2024	CENTRAL COAST TANK TESTING	TANK TESTS	145.00	
134213	2/9/2024	COMPLETE COACH WORKS	FLEET RENEWAL CAMPAIGN	12,280.67	
134214	2/9/2024	COREGEN INSURENCE AGENCY, L	CONSULTING SERVICES	1,575.00	
134215	2/9/2024	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	548.34	
134216	2/9/2024	CROSSLINE SUPPLY LLC	BUS PARTS	788.44	
134217	2/9/2024	ALLIANT POWER DBA	BUS PARTS	2,746.87	
134218	2/9/2024	DIVERSIFIED TRANSPORTATION S	FREIGHT CHARGES	431.04	
134219	2/9/2024	EAST PENN MANUFACTURING CO	BUS PARTS	1,579.24	
134220	2/9/2024	EMERGENCY DRAIN SERVICES DB	DRAIN SERVICES	127.50	
134221	2/9/2024	FERGUSON ENTERPRISES, INC	SHOP SUPPLIES	94.87	
134222	2/9/2024	STATE OF CALIFORNIA	PAYROLL RELATED	90.00	
134223	2/9/2024	STATE OF CALIFORNIA	PAYROLL RELATED	628.85	
134224	2/9/2024	GENFARE LLC	FAREBOX REPAIRS & PARTS	4,427.88	
134225	2/9/2024	GILLIG LLC	BUS PARTS	1,330.19	
134226	2/9/2024	GLOBAL INDUSTRIAL DBA	B&G REPAIRS & SUPPLIES	2,520.48	
134227	2/9/2024	GOLETA WATER DISTRICT	UTILITIES	235.14	
134228	2/9/2024	GRAPHICINK	PRINTING SERVICES	553.27	
134229	2/9/2024	MARY GREGG	TRAVEL EXPENSE REIMBURSEMENT	276.50	
134230	2/9/2024	HAYWARD LUMBER	SHOP/B&G SUPPLIES	244.65	
134231	2/9/2024	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	340.78	
134232	2/9/2024	IMPULSE ADVANCED COMMUNIC	INTERNET	400.00	
134233	2/9/2024	LANSPEED DBA	IT SERVICES	2,935.00	
134234	2/9/2024	LAWSON PRODUCTS INC	SHOP SUPPLIES	897.34	
134235	2/9/2024	MARTIN AUTO COLOR, INC.	BUS SUPPLIES	25.27	
134236	2/9/2024	IVETTE MARTINEZ	TRAVEL EXPENSE REIMBURSEMENT	231.66	

Check #	Date	Company	Description	Amount	Voids
134237	2/9/2024	MAYAN GENERAL CONSTRUCTIO	LANDSCAPE MAINTENANCE SERVICE	3,420.00	
134238	2/9/2024	MC CORMIX CORP. (OIL)	LUBRICANTS	3,241.39	
134239	2/9/2024	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	1,374.60	
134240	2/9/2024	NEOPART TRANSIT LLC	BUS PARTS	220.97	
134241	2/9/2024	NFI PARTS DBA	BUS PARTS	2,183.45	
134242	2/9/2024	NORTHWEST PUMP & EQUIPMENT	FUEL ISLAND SUPPLIES	445.06	
134243	2/9/2024	PETTY CASH - MANNY CASTANON	MISC. PURCHASES	299.46	
134244	2/9/2024	PORT HUENEME MARINE SUPPLY	B&G SUPPLIES	111.15	
134245	2/9/2024	SAFETY-KLEEN CORPORATION	SHOP SUPPLIES	557.95	
134246	2/9/2024	SANSUM CLINIC	MEDICAL EXAMS	491.00	
134247	2/9/2024	SAFEGUARD DBA	OFFICE SUPPLIES	340.15	
134248	2/9/2024	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	260.00	
134249	2/9/2024	SPECIAL DISTRICT RISK MGMT	HEALTH INSURANCE	84,811.23	
134250	2/9/2024	THAIS SAYAT	TRAVEL PER DIEM	34.00	
134251	2/9/2024	ENVIRONMENTAL HEALTH SERVI	CHARGE READY CONFERENCE CALL	61.80	
134252	2/9/2024	SMARDAN-HATCHER CO., INC	B&G REPAIRS & SUPPLIES	2,806.05	
134253	2/9/2024	SHI INTERNATIONAL CORP	TRANSIT DASHBOARDS	61,832.98	
134254	2/9/2024	SO. CAL. EDISON CO.	UTILITIES	6,053.39	
134255	2/9/2024	STAPLES CONTRACT & COMMERC	OFFICE SUPPLIES	339.77	
134256	2/9/2024	SB CITY OF-REFUSE/WATER	UTILITIES	2,120.48	
134257	2/9/2024	NANCY TILLIE	TRAVEL PER DIEM	34.00	
134258	2/9/2024	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	206,019.00	
134259	2/9/2024	TEAMSTERS PENSION TRUST	UNION PENSION	88,485.79	
134260	2/9/2024	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	10,977.00	
134261	2/9/2024	U.S. BANK CORP. PAYMENT SYST	CREDIT CARD PURCHASES	7,120.11	
134262	2/9/2024	VALLEY POWER SYSTEMS, INC.	BUS PARTS	19.13	
134263	2/9/2024	VEHICLE MAINTENANCE PROGRA	BUS PARTS	730.54	
134264	2/9/2024	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	428.58	
				1,625,402.54	
				Current Cash Report Voided Checks:	669.76
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$1,624,732.78

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

Date	Company	Description	Amount
1/29/2024	Goodland BBQ	Advertising on Buses	284.00
1/30/2024	City of SB Creeks Division	Advertising on Buses	300.00
1/30/2024	Local Transportation Fund	SB 325 - Jan 2024	759,974.68
1/30/2024	Measure A, Section 3 LSTI	Measure A Funds - Capital Reimb.	1,422,821.59
2/1/2024	Measure A, Section 3 LSTI	Measure A Funds - Jan 2024	217,058.31
2/6/2024	Department of Rehabilitation	Passes/Passports Sales	468.00
2/6/2024	Wells Marketing, LLC	Advertising on Buses	1,958.40
2/7/2024	UCSB - Parking Services-7001	Passes/Passports Sales	8,208.00
2/9/2024	Montecito Bank & Trust	Advertising on Buses	2,721.10
2/9/2024	Stacy Miller Public Affairs, Inc.	Advertising on Buses	270.00
2/9/2024	Stacy Miller Public Affairs, Inc.	Advertising on Buses	2,781.00
Total Accounts Receivable Paid During Period			\$2,416,845.08



BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 20, 2024 **AGENDA ITEM #: 6**

TYPE: ACTION ITEM

PREPARED BY: PROJECT DEVELOPMENT SPECIALIST, DAVID RZEPINSKI

REVIEWED BY: GENERAL MANAGER, JERRY ESTRADA

SUBJECT: TERMINAL 2 RECOMMISSIONING – CONSTRUCTION MANAGEMENT CONTRACT AMENDMENT

RECOMMENDATION:

Staff recommends the Board authorize General Manager to execute an amendment to the On-Call Construction Management (CM) Services Agreement with Kitchell/CEM, Inc. to perform construction management services and support for Phase 1 of the Terminal 2 Recommissioning for a not-to-exceed price of \$298,940.

DISCUSSION:

Background: On January 16, 2024, the Board authorized the General Manager to award and execute a construction contract to Menemsha Development Group, Inc. for Phase 1 of the recommissioning of MTD's Terminal 2 (T2) property at 5353 Overpass Rd. in Goleta, CA. With the construction contract in place, MTD's On-Call Construction Management contractor, Kitchell/CEM will now be tasked with representing MTD as the construction manager for this phase of the project. To date, Kitchell/CEM provided construction document and bid assistance, and performed a constructability review of the Phase 1 design plans per the On-Call CM agreement. At this time, MTD is prepared to move forward with Construction Management Services. The On-Call CM agreement approved by the Board of Directors on October 4, 2022 permits for Task Orders to be issued in order to authorize specific work for the contract to add the remaining construction management related services and support necessary for the remainder of Phase 1 of the Terminal 2 Recommissioning Project.

To begin later this month, Kitchell/CEM will kick off the Preconstruction task involving the construction contractor, design team (Stantec Architecture), and staff. The remaining task areas to be supported by Kitchell/CEM include: Construction, Material Testing and Inspections, and Close Out. An initial proposal from Kitchell/CEM was received in January of 2024 for these four task areas. However, the proposal included the cost for a project arborist subcontractor that has since been replaced with another proposed arborist and annual cost escalation assumed prior to verification of each year's increase, which is based on the Consumer Price Index but not to exceed 4% in a given year per the On-Call CM agreement. Therefore, staff is negotiating and finalizing the proposal with Kitchell, which is anticipated to be completed after today's Board meeting by February 22, 2024.

BOARD OF DIRECTORS REPORT

Financial Impact: While staff is in the process of finalizing negotiations with Kitchell/CEM, a not-to-exceed amount for the remaining task areas in the amount of \$298,940 has been developed based on previous proposals received by Kitchell/CEM. Staff is the process of revising the annual escalation rate assumptions, and final subcontractor rates. The proposed amount for Kitchell/CEM to provide the remaining construction management services and support for Phase 1 of the Terminal 2 Recommissioning is less than 10% of the construction cost and are determined to be fair and reasonable.

The construction management and support costs shall be paid for by various sources, including the Transit and Intercity Rail Capital Program (TIRCP), Federal Transit Administration (FTA), and Measure A Staff seeks Board approval for the On-Call Construction Management Agreement Task Order #2, allowing Kitchell/CEM to provide Construction Management throughout Terminal 2 Recommissioning – Phase 1 construction.

ATTACHMENT:

- Kitchell/CEM Proposal for Construction Management Services for Phase 1 at Terminal 2



January 26, 2024

Via Email to: drzepinski@sbmtd.gov

Mr. David Rzepinski, Capital Projects Manager
Santa Barbara Metropolitan Transit District
550 Olive Street
Santa Barbara, CA 93101

Re: Santa Barbara Metropolitan District On-Call Construction Management Services
Task Order #2 - Proposal for Terminal 2 Reactivation, Phase 1

Dear Mr. Rzepinski:

We at Kitchell greatly value the opportunity to continue with SBMTD providing construction management, materials testing and special inspection services, and arborist services for the Terminal 2 Reactivation project, Phase 1. This is a critical step in enhancing SBMTD’s transportation services for the community. We are dedicated to the District’s success by providing local, experienced construction management personnel to successfully manage the project.

Our proposed not-to-exceed fee can range from \$334,668 to \$487,009 depending upon the staffing needs during the construction phase and is broken down in detail in the following table:

Task Description	Estimated Hours			Estimated NTE Fee
	PD	CM	Est.	
Task 1.1 - Construction Document & Bid Assistance Phase - IV.B.3, 4, 5	Task selected as part of SBMTD PO 10829, 8/23/23			
Task 1.2 - Conduct a Constructability Review of the Construction Documents - IV.B.2	Task selected as part of SBMTD PO 10829, 8/23/23			
Task 1.3 - Documentation of Compliance with Environmental Requirements - IV.B.6	Task not selected by SBMTD			
Task 2 - Preconstruction Phase - IV.C.	4	32	-	\$ 6,852
Task 3 - Construction Phase - IV.D. (CM staffing p/t 3 days/week average)	106	1,056	60	\$ 233,855
Task 3 - Construction Phase - IV.D. (CM staffing full-time)	176	1,760	80	\$ 386,196
Task 4 - Material Testing & Inspection - IV.E (subconsultant fee w/ markup)	See Quote			\$ 26,285
Task 5 - Close Out Phase - IV.F	10	100	12	\$ 24,160
Added - Arborist Services (Rincon) - (subconsultant fee w/ markup)	See Quote			\$ 43,516
Total Estimated Not-to-Exceed Fee (CM Part-time):				\$ 334,668
Total Estimated Not-to-Exceed Fee (CM Full-time):				\$ 487,009

Our proposed fee is derived from the following assumptions:

- Staffing levels are based on the estimated personnel hours in the above table. The construction phase Construction Manager staffing level may range from part-time 3 days/week on average to fulltime depending on the selected contractor’s approach. We recognize this is an unknown for SBMTD and Kitchell. We are willing to start with the 3 days/week approach with the understanding that SBMTD and Kitchell will review the hours spent four months after the project commences. A supplemental Task Order (change) may be required if it is determined that more hours are needed to provide the services outlined in the tasks above.
- The Scope of Services we will perform is defined in the Master Agreement Scope of Work Section IV, broken down by primary task in the above table
- The project Scope of Work is in accordance with the plans received from Stantec titled “ISSUE FOR BID” dated 10-03-2023
- Estimated Construction Value: Approx. \$4.3 million
- Timeline: Construction Award and Notice to Proceed by the end of Q1 2024; and construction completion by Q1 2025

- Construction duration = 10 months
- Closeout = 2 months sequential to the construction phase
- Billing rates in accordance with the Master Agreement. Anticipating a rate increase on 11/1/2023 based on CPI, not-to-exceed 4%.
- Testing & Inspection fee according to Earth System's proposal (attached).
- Arborist fee according to Rincon's proposal (attached).

Kitchell is very excited to continue to work with you and your team to successfully manage Phase 1 of the Terminal 2 Reactivation Project. Should you have any questions regarding our proposal, please don't hesitate to contact me or my colleague Shane Mahan at 805-689-1423.

Sincerely,

A handwritten signature in black ink, appearing to read 'Randy Reminger', with a long horizontal flourish extending to the right.

Randy Reminger
Principal-In-Charge



February 28, 2023
(Revised January 9, 2023)

Mr. Shane Mahan, Director
Kitchell
1540 Marsh Street, Suite 150
San Luis Obispo, CA 93401

PROJECT: SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
TERMINAL 2 - RECOMMISSIONING
5353 OVERPASS ROAD
GOLETA, CALIFORNIA

SUBJECT: *Second Revision of Estimate of Fees for Special Inspection and Material Testing Services*

Dear Mr. Mahan:

As requested in your email dated January 5, 2024, this revised estimate of fees to provide special inspection and materials testing services has been prepared for the Santa Barbara MTD – Terminal 2 – Recommissioning project in Goleta, California. This revision is based on the plans provided in your email, the information regarding the project schedule (groundbreaking in Feb/March 2024, total 10 months construction timeframe), the screen shot of the Material Testing & Inspection Scope of Work, and the screen shot of our contract rates. We understand the project will include construction of a new bus wash roof and trench drain, fueling facility, and public improvements. We understand the requested services include special inspection of structural concrete, shop and field welding, and post-installed anchors. Compaction testing during overexcavation for the fuel tank foundation, and during preparation of subgrade and aggregate base in pavement and sitework improvement areas, as well as associated lab testing will be performed. We have assumed that the steel fabrication shop will be in Goleta or Santa Maria. Typical project management and reporting has also been included. We have assumed four structural concrete placements that will require inspection.

Our anticipated scope of services and estimated fees are as follows:

Principal Professional	6 hrs. @ \$220.00/hr.....	\$1,320.00
Field Technician	76 hrs. @ 135.00/hr.....	10,260.00
Special Inspector	42 hrs. @ 140.00/hr.....	5,880.00
Maximum Density/Optimum		
Moisture Tests	4 test @ \$315.00 ea.....	1,260.00
Concrete Compression Tests	4 sets @ 5/set @ \$40.00 ea.....	800.00
Technical Assistant	6 hrs. @ 125.00/hr.....	750.00
Certified Payroll Reporting	8 weeks @ \$85.00 ea.....	680.00
Compaction Tests	80 tests @ \$10.00 ea.....	800.00
Mileage	22 trips @ \$97.50 ea.....	2,145.00
ESTIMATED PROJECT TOTAL.....		<u>\$23,895.00</u>



CONDITIONS

The fees and conditions of this proposal will remain in effect for a period of 120 days from the date of issue. Our technicians will attempt, wherever practicable, to test multiple areas during site visits, in order to keep the final bill as low as practicable. However, as the presence of our personnel at the site will depend upon the contractor's schedule and the progress of the work, the fees presented above are to be considered as estimates only, and shall not be construed as guaranteed maximum fees. It is important to note that we cannot control the construction process or the contractor's schedule, therefore the total cost amount indicated above is an estimate only, and the actual costs may be greater or less than the estimated amount shown. The estimate does not include charges for services beyond what has been specifically noted above.

This estimate is based on services provided for maximum 8-hour workdays during regular working hours (0700 to 1700), Monday through Friday. Services provided from 8 to to 12 hours in a day and all-day Saturday will be charged at 1.5 times the rates noted. Services provided in excess of 12 hours per day, and all-day Sunday and on regular holidays will be charged at 2 times the rates noted. Personnel time is billed portal to portal from Santa Maria. All field services will be subject to a minimum 4-hour charge per day. We have assumed that all general building inspections, including MEP, painting/coatings, accessibility, etc., and any other inspections not specifically noted in the estimate above will be provided by others.

When testing services are required, this firm should be contacted a minimum of 24 hours in advance by the client or whom the client designates the responsibility for contacting this firm. Our dispatch phone number is 805-544-3276 ext. 1. The client or client's agent is to supply latest plans and specifications, and notify us of any changes pertinent to the performance of testing and observations. Previously failed areas may be retested or reinspected after rework, if required. Charges for retests or reinspections due to failing results or improper work, or when tests or inspections are requested but the contractor is not ready and does not cancel scheduled testing the day before will be billed at the hourly rates listed previously. This firm shall not be responsible for backcharging contractors for retests or reinspections.

Routine project supervision by an engineer has been included in the above estimate. Charges for retesting due to failing results are not included in the estimate and will be billed at the unit rates listed previously. This firm shall not be responsible for backcharging contractors. Based upon the current work load, we anticipate that the supervising engineer for this project will be the undersigned.

It is our understanding that the project is subject to California Prevailing Wage Law. In order to upload certified payrolls to the State's website, the project's DIR number is necessary. Please complete the attached Prevailing Wage and Accounts Payable Information Request form and return to our office at your convenience.



Thank you for your consideration of our firm for this project. If you have any questions or require additional information, please contact the undersigned at your convenience.

Sincerely,

Earth Systems Pacific

Robert Down, PE 70206
Senior Vice President

Attachment: SB 854 DIR and eCPR Compliance Information Request

Doc. No.: SLO-2302-088.PRP.REV2/cr



EARTH SYSTEMS

4378 Santa Fe Road | San Luis Obispo, CA 93401 | (805) 544-3276 | www.earthsystems.com

Prevailing Wage and Accounts Payable Information Request

Thank you for this opportunity to be of service on your public works project. Please complete and return this form to allow us to comply with California’s prevailing wage requirements, and to prepare Earth Systems’ invoices in accordance with your organization’s billing requirements in a timely manner. Thank you!

Legal Name of Earth Systems	Earth Systems Pacific
PWC Registration No.	1000003643
Earth Systems Project No.	

PUBLIC WORKS PROJECT REGISTRATION INFORMATION:

CLIENT’S PROJECT NAME	
DIR PROJECT ID (PWC-100)	
APPLICABLE BID ADVERTISEMENT DATE	
CLIENT’S REPRESENTATIVE FOR DIR PROJECT ID INFORMATION	Name: E-mail: Phone No.:
LABOR COMPLIANCE PROGRAM (LCP) APPLICABLE TO THIS PROJECT?	Yes or No If yes, please confirm if Earth Systems will be subject to the LCP and provide a copy of the LCP manual to Earth Systems before start of project.

CLIENT’S BILLING REQUIREMENTS:

PURCHASE ORDER NO. (if applicable)	
ADDITIONAL INFORMATION REQUIRED ON INVOICES	
SPECIFY ANY ADDITIONAL FORMS OR BILLING FORMATS REQUIRED TO BE SUBMITTED WITH INVOICES (please attach example)	
ACCOUNTS PAYABLE CONTACT INFORMATION	Name: E-mail: Phone No.:
INVOICE DELIVERY METHOD	E-mail: Mailing Address:
Date	

Doc. No.: SLO-2302-088.PRP.REV2/cr



Rincon Consultants, Inc.
319 East Carrillo Street, Suite 105
Santa Barbara, California 93101
805-319-4092

January 22, 2024
Rincon Project No. 24-15640

Shane Mahan
Kitchell CEM, Inc.
Street Address (even if sending digitally; always fully spelled out)
City, California (always spelled out) Zip
Via email: smahan@kitchell.com

**Subject: Proposal for Arborist Services for the Santa Barbara Metropolitan Transit District
Terminal 2 Recommissioning – Phase 1
5353 Overpass Road, Goleta CA 93111**

Dear Mr. Mahan,

Rincon Consultants, Inc. (Rincon) is pleased to provide this proposal to conduct arborist services for the Santa Barbara Metropolitan Transit District (SBMTD) Terminal 2 Recommissioning – Phase 1 project (project) located at 5353 Overpass Road in the city of Goleta, California. Rincon understands that arborist services are required per Section 01 56 39 – Temporary Tree and Plant Protection of the Project Manual and Sheet L401 – Landscape Specifications of the project drawings prepared by Stantec Architecture, Inc.

Project Understanding

The project involves sitework including demolition of the existing sidewalk and landscaping, new perimeter security fencing and vehicle gates, installation of new above ground 12,000-gallon diesel fuel tanks, new steel framed canopy, maintenance and refurbishment of existing buildings, and offsite work including a new public sidewalk along Overpass Road, driveway, and adjacent landscaping.

The city of Goleta (City) does not currently have an established tree ordinance, but the City's General Plan/Coastal Land Use Plan protects native trees and trees serving as habitat for monarch butterflies and other special status wildlife. Rincon understands that the project plans have been reviewed by the City and measures noted in the Project Manual and project drawings have been accepted. No environmental permits are required for this project. As such, Rincon assumes that all trees located within or directly adjacent to the project site and shown on the project drawings Sheet LD-100 are protected.

Rincon understands that some trees will be removed and some will be protected in place and that tree replacement will occur based on the Planting Plan (Sheet L-200 of the project drawings) prepared by True Nature Landscape Architecture. Per Sheet LD-100, if any trees noted on the plan as "to remain, protect in place" are damaged, killed, or otherwise disturbed to the point of being unviable, the tree will be replaced with a 15-gallon tree of the same species or species as directed by the landscape architect. The City does not define specific thresholds for impacts to protected trees. As such the impact threshold for damaging, killing, or otherwise disturbing a tree to the point of being unviable will be defined as approximately 30 percent of the tree protection zone (TPZ) or as determined by the arborist. The TPZ is defined in Section 01 56 39 of the Project Manual as an area surrounding individual trees to be protected with a radius 1.5 times the diameter of the dripline.



Scope of Work

Task 1 Tree Survey

A Rincon International Society of Arboriculture (ISA) Certified Arborist (arborist) will survey all trees with a TPZ overlapping or directly adjacent to the project site. Based on review of Sheet LD-100 of the project drawings, it is assumed that there are approximately 60 trees that will need to be surveyed. Data collected for each tree will include:

- Trunk location (using a GPS device capable of submeter accuracy)
- Species
- Number of trunks
- Trunk diameter at standard height
- Tree height
- Crown spread (eight cardinal directions)
- Physical condition rating (Excellent, Good, Fair, Poor, Dead)
- Notes on conditions of concern (structural defects, health issues, utility conflicts, etc.)
- Tree age class (young, mature, overmature)
- Representative photograph

The survey will include an above-ground physical and horticultural evaluation only. The surface area around the root zone of the tree will be visually assessed to identify obvious defects, such as soil cracks or heaving. Aerial branches will be examined from the ground with the use of binoculars, as needed. Each tree will be assigned a unique number, and a 1.25-inch round, aluminum identification tag will be affixed to each tree using an aluminum nail.

Task 2 Arborist Report

Per Section 01 56 39, Part 3 of the Project Manual, the arborist will prepare an arborist report that includes the following:

- Project Overview
- Methods
- Tree Survey Results
- Impact Assessment
- Tree Protection Measures, including those stated in the Project Manual Section 01 56 39 and project drawings Sheet LD100
- Tree Replacement
- Tree Location Map including critical root zone (CRZ; defined as an area with a radius of 12 inches for every 1 inch of trunk diameter per project drawings Sheet LD100 and Project Manual Section 01 56 39, Part 3) and TPZ
- A photo index of each protected tree in the survey

Task 3 Arborist Oversight

Per Section 01 56 39, Part 3 of the Project Manual, a Rincon arborist will provide oversight during construction, including site walks with the project team, design change coordination, and direction on plant-protection measures.



This task includes up to 20 half-day (4 hour) site visits including travel time, as well as in-office coordination and digital meetings. This task also includes tree impact tracking via field monitoring forms which will be provided to the client at the end of the project or as-needed. The monitoring forms will serve as inspection reports required per Section 01 56 39, Part 3.07 of the Project Manual.

Project Management

This task includes an active project management including communication, coordination, maintaining a close working relationship with the client and SBMTD, management of project budget and schedule, and invoicing.

Data Needed

The following data is needed from the client:

- Computer-aided design files of the project drawings in .DWG format file containing clearly identified and separate layers of closed polylines/polygons of project features with the potential to impact protected trees (i.e. grading limits) and projected in a State Plan coordinate system or,

Assumptions

- Construction is anticipated to begin in March 2024 and will continue over a 10-month period.
- Rincon will attend up to one, 1-hour kickoff call with the project team.
- This scope of work assumes up to 60 trees will be surveyed. Surveying of additional trees can be performed on a time and materials reimbursement basis following written authorization.
- This scope of work does not include support for obtaining a tree permit from the City. If needed, permit support can be provided on a time and materials basis following an approved contract amendment.
- Site access will be provided by the applicant prior to initiation of the tree survey.
- Rincon will not be responsible for mapping the locations of any required replacement trees.
- Trees will be surveyed using a GPS device capable of sub-meter accuracy using the State Plan Coordinate System. *No reference points will be collected unless requested prior to conducting the field survey.*
- Electronic tree data can be provided upon request in both tabular format (MS Excel spreadsheet) and GIS shapefiles and/or CAD (.dwg file).
- Rincon will provide up to 20 (4-hour) arborist oversight visits and will complete field monitoring forms for each tree that is impacted. This scope of work does not include a final construction completion report.
- Costs have been allocated to tasks based on the above methodology, but specific costs may be re-allocated among tasks and/or direct costs within the authorized amount.
- Additional services herein would be provided, at your request, on a time and materials basis in accordance with our 2024 standard fee schedule. No other services would be provided without your express written authorization.

Cost and Schedule

Rincon will complete the Tasks identified above on a time and materials basis not to exceed **\$39,560** and based on our 2024 standard fee schedule with a 3.5% annual rate escalation on January 1. Table



1 below summarizes project costs. Rincon will start the tree survey within two weeks of signed contract and receipt of the data needed, and the arborist report will be submitted to the client within three weeks following completion of the tree survey and/or receipt of required project materials.

Table 1 Cost Summary

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Task 1. Tree Survey		21.00	3,956.50	201.10	4,157.60
Principal	307.00	0.50	153.50		
Senior Biologist I	238.00	0.50	119.00		
Biologist IV	211.00	10.00	2,110.00		
GIS/CADD Specialist II	167.00	2.00	334.00		
Biologist I	155.00	8.00	1,240.00		
GPS				67.00	
Standard Field Package				114.00	
Travel - Mileage				20.10	
Task 2. Arborist Report		40.00	8,065.00	0.00	8,065.00
Principal	307.00	1.00	307.00		
Senior Biologist I	238.00	4.00	952.00		
Biologist IV	211.00	24.00	5,064.00		
GIS/CADD Specialist II	167.00	6.00	1,002.00		
Biologist I	155.00	4.00	620.00		
Production Specialist I	120.00	1.00	120.00		
Task 3. Arborist Oversight		95.00	22,418.00	201.00	22,619.00
Principal	307.00	5.00	1,535.00		
Senior Biologist I	238.00	80.00	19,040.00		
Biologist IV	211.00	5.00	1,055.00		
GIS/CADD Specialist II	167.00	4.00	668.00		
Production Specialist I	120.00	1.00	120.00		
Travel - Mileage				201.00	
Project Management		22.00	4,719.00	0.00	4,719.00
Principal	307.00	2.00	614.00		
Senior Biologist I	238.00	15.00	3,570.00		
Admin Assistant/Billing Specialist	107.00	5.00	535.00		
Project Total		178.00	39,158.50	402.10	39,560.60

Direct Expenses Summary	Amount
GPS	67.00
Standard Field Package	114.00
Travel - Mileage	221.10
Direct Expenses Subtotal	402.10

Thank you for your consideration and for this opportunity to support your project. If you have any questions regarding this proposal, please contact Yuling Huo or yhuo@rinconconsultants.com or Greg Ainsworth at gainsworth@rinconconsultants.com.



Sincerely,
Rincon Consultants, Inc.

A handwritten signature in black ink, appearing to read "Yuh H", written over a light gray rectangular background.

Yuling Huo, ISA WE-11975A
Senior Arborist / Project Manager

A handwritten signature in black ink, appearing to read "G. Ainsworth", written over a light gray rectangular background.

Greg Ainsworth, ISA WE-7473A
Director of Natural Resources & Urban
Forestry

Attachments

Attachment 1 2024 Standard Fee Schedule with 3-Year Annual 3.5% Rate Escalation



Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate			
	January 1 – December 31, 2024	January 1 – December 31, 2025	January 1 – December 31, 2026	January 1 – December 31, 2027
Senior Principal	\$319	\$330	\$342	\$366
Principal	\$307	\$318	\$329	\$353
Director	\$307	\$318	\$329	\$353
Senior Supervisor II	\$292	\$302	\$313	\$335
Supervisor I	\$272	\$282	\$292	\$313
Senior Professional II	\$255	\$264	\$273	\$293
Senior Professional I	\$238	\$246	\$255	\$273
Professional IV	\$211	\$218	\$226	\$242
Professional III	\$196	\$203	\$210	\$225
Professional II	\$174	\$180	\$186	\$200
Professional I	\$155	\$160	\$166	\$178
Associate III	\$130	\$135	\$140	\$150
Associate II	\$117	\$121	\$125	\$134
Associate I	\$109	\$113	\$117	\$125
Field Technician	\$94	\$97	\$100	\$108
Data Solutions Architect	\$196	\$203	\$210	\$225
Senior GIS Specialist	\$187	\$194	\$201	\$215
GIS/CADD Specialist II	\$167	\$173	\$179	\$191
GIS/CADD Specialist I	\$150	\$155	\$160	\$172
Technical Editor	\$147	\$152	\$157	\$168
Project Accountant	\$125	\$129	\$134	\$144
Billing Specialist	\$107	\$111	\$115	\$123
Publishing Specialist	\$120	\$124	\$128	\$137
Clerical	\$107	\$111	\$115	\$123

* Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$400.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – B/W	\$0.25 (single-sided), \$0.45 (double-sided)
Photocopies – Color	\$1.55 (single-sided), \$3.10 (double-sided)
Photocopies – 11” by 17”	\$0.55 (B/W), \$3.40 (color)
Oversized Maps	\$8.50/square foot
Digital Production	\$15/CD, \$20/flash drive
Light-Duty and Passenger Vehicles*	\$90/day
4WD and Off-Road Vehicles*	\$150/day

*Current IRS mileage rate for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other Direct Costs. Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 16%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to 3.5% annual escalation, on January 1.

Payment Terms. All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within 10 days from receipt or per the contractually required payment terms.



Equipment	Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$160
Four Gas Monitor	\$137
Flame Ionization Detector	\$110
Photo Ionization Detector	\$82
Hand Auger Sampler	\$62
Water Level Indicator, DC Purge Pump	\$46
CAPDash	\$7,500
Natural Resources Field Equipment	
UAS Drone	\$300
Spotting or Fiberoptic Scope	\$170
Petterson Bat Ultrasound Detector/Recording Equipment	\$170
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$113
GPS (Sub-meter Accuracy)	\$67
Infrared Sensor Digital Camera or Computer Field Equipment	\$57
Scent Station	\$23
Laser Rangefinder/Altitude	\$11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.55/\$0.55
Water and Marine Resources Equipment	
Boat (20 ft. Boston Whaler or Similar)	\$800
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$170
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$62
Refractometer (Salinity) or Turbidity Meter	\$38
Large Block Nets	\$114
Minnow Trap	\$98
Net, Hand/Large Seine	\$57
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$114
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$144
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$170
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$57
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$57/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$100
Insurance, Hazard and Fees	
Historic Research Fees	\$55
L&H Dive Insurance	\$57/diver
Level C Health and Safety	\$70/person



BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 20, 2024 **AGENDA ITEM #: 8**

TYPE: INFORMATIONAL ITEM

PREPARED BY: PLANNING AND MARKETING MANAGER, HILLARY BLACKERBY

REVIEWED BY: GENERAL MANAGER, JERRY ESTRADA

SUBJECT: PLANNING DEPARTMENT WORK PLAN FOR FY 2024-25

RECOMMENDATION:

That the Board of Directors receive an update from the Planning Department on the service change work plan for FY 2024-25.

DISCUSSION:

Introduction

Every year MTD Planning staff develops a work plan for possible bus service changes to go into effect in August. Items under consideration are based on a number of factors. Those factors include current ridership, demand for service, on-time performance, funding, workforce availability, and feedback from the public.

The MTD Moves Ahead Short-Range Transit Plan adopted by the Board of Directors in November 2022 remains staff's guiding document for service restoration and enhancement, along with data analysis of ridership, on-time performance, and other metrics.

Summary of Service Change Items under Consideration

- Improve internal run structure for reliability
- Expand Line 15x span of service
- Add service and improve on-time performance on Line 27
- Launch Goleta Microtransit pilot
- On-time performance

For several years now, MTD has struggled with a shortage of bus operators which has resulted in an unacceptable number of missed trips and made it difficult to address requests for additional service. While not close to its former peak, hiring has picked up and our bus operator numbers are increasing.

This brings us to a situation where staff can take a look at the best options for internal run restructuring that will improve workloads for bus operators and reliability for riders. Of course, all of this is dependent on workforce availability which may change. Additionally, service changes being considered may not all be possible to enact this August, but staff believes it is important to discuss and plan for them so that we are prepared in the best-case workforce scenario.

Line 15x (SBCC/UCSB Express)

Line 15x operates weekday service between SBCC and UCSB year-round except for SBCC Winter and Spring breaks. This service was suspended when the SBCC campus was closed during the pandemic, and came back at a lower service level than pre-pandemic in August of 2021. Line 15x currently runs from approximately 7:00 a.m. to 6:00 p.m. with headways around 30 minutes in the AM peak and hourly for the rest of the day. SBCC students have expressed a need for more service on the 15x and service that goes later into the evening. Staff believes that many students, upon seeing that the bus doesn't run after 6:00 p.m., eschew taking the route altogether since they wouldn't be able to get back home the same way in the evening. To address this issue, staff is recommending expanding the span of service to around 9:00 p.m. as it was pre-pandemic. Headways in the evening would be roughly every hour.

Line 27 (Isla Vista Shuttle)

Line 27 serves the UCSB campus, Camino Real Marketplace, and is the only route that serves the heart of Isla Vista. As mentioned above, Line 27 service has been operating on what was previously a "UCSB out" reduced schedule with 36 minute headways since the beginning of the pandemic. The current span of service is from approximately 7:00 a.m. to 8:45 p.m. Monday through Friday, with 42 minute headways on weekends.

The Isla Vista Community Mobility Plan being developed by the Isla Vista Community Services District consistently showed from its outreach efforts that a high priority for Isla Vista residents is more service within Isla Vista, not just on the Storke and El Colegio corridors. It is staff's recommendation to restore Line 27 service when UCSB is in session to a more frequent 20 minute headways. Staff will also be able to refine the schedule to improve on-time performance on the route, which has consistently been a poorer OTP performer than most MTD lines as of late.

Microtransit

MTD has been allocated operating funds for a microtransit pilot through a State of California Low Carbon Transit Operations Program. Microtransit is a flexible, on-demand, curb-to-curb public transportation service provided within a specified zone for a flat fare and operated with smaller vehicles instead of transit buses. This service, known as The Wave, has been in the works for several years now, with intensive testing having taken place in fall of 2023 in the planned Goleta and Isla Vista zone. Unfortunately, the start of the pilot has been delayed by performance issues with the electric Ford Transit vans acquired for the service. MTD staff is working to procure a

contingency fleet of gasoline Ford Transit vans in the meantime to ensure that we can reliably start the service soon. Details on the planned service can be found at sbmtd.gov/thewave

While the first zone for microtransit is slated for an area in Goleta and Isla Vista, MTD has modeled and is planning to pilot microtransit in Carpinteria and Santa Barbara in the future as well. The Short-Range Transit Plan outlines the zones which would tentatively serve the following areas: Carpinteria: all areas within the City of Carpinteria and some adjacent unincorporated county areas such as Santa Claus Lane. Santa Barbara: areas of the waterfront, the Mesa, with points at the Transit Center, the train station, the Mission, and in the Funk Zone. MTD has received grant funding for 3 additional microtransit vans which will facilitate the expansion into the Carpinteria area.

On-Time Performance

On-time performance before and during the pandemic has been at high levels, generally meeting and beating agency performance standards. Planning staff analyzes on-time performance on a monthly and quarterly basis, and considers changes based on route conditions (such as construction or heavy loads). This monitoring helps investigate whether issues are related to traffic conditions, run structure, or other operational items. While no specific on-time performance fixes are currently recommended outside of the Line 27 restructure, staff will continue to monitor conditions and may recommend minor changes to further refine schedule timing in August.

Next Steps

In March, staff will return to the Board with more defined proposals for service to be enacted in August 2024. Staff will then go to the public with those proposed changes in April to receive input for the final service plan.



BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 20, 2024 **AGENDA ITEM #: 9**

TYPE: ACTION ITEM

PREPARED BY: DIRECTOR OF FINANCE & ADMINISTRATION, NANCY TILLIE,

REVIEWED BY: GENERAL MANAGER, JERRY ESTRADA

SUBJECT: ADOPTION OF FISCAL YEAR 2024-25 MEASURE A PROGRAM OF PROJECTS SUBMITTAL

RECOMMENDATION:

Staff is requesting that the Board approve the submittal of Santa Barbara Metropolitan Transit District (MTD) Measure A Program of Projects for Fiscal Year 2024-25 (FY24-25).

DISCUSSION:

Consistent with the Measure A ordinance, MTD prepared its Program of Projects for FY24-25. Attached is the submittal form provided by SBCAG including MTD's estimated appropriation for the next five years. The Program of Projects must be submitted to the Santa Barbara County Association of Governments by March 29, 2024.

ATTACHMENT:

- Five year Measure A Program of Projects

Santa Barbara Metropolitan Transit District
Measure A Program of Projects
(Figures in \$1000's)

<u>Capital Projects Detail</u>	<u>Five Year Total</u>
Revenue Vehicle Purchases	\$24,020
Revenue Vehicle Improvements	900
Operating Facilities	11,361
Passenger Facilities	1,643
Intelligent Transportation Systems	750
Information Systems	2,717
Other Equipment	2,062
	<u>\$43,453</u>



BOARD OF DIRECTORS REPORT

MEETING DATE: FEBRUARY 20, 2024 **AGENDA ITEM #:** 10

TYPE: ACTION ITEM

PREPARED BY: SENIOR PURCHASING AGENT, VALERIE WHITE

REVIEWED BY: GENERAL MANAGER, JERRY ESTRADA

SUBJECT: ADVANCE AUTHORITY TO EXECUTE CONTRACT FOR RENEWABLE DIESEL

RECOMMENDATION:

Staff requests that the Board provide advance authority to the General Manager to enter into a renewable diesel (RD) contract resulting from an upcoming bid solicitation subject to the following conditions:

- The gross price does not exceed \$3.57 per gallon;
- The fixed price contract term shall not exceed twelve months; and,
- The contract is awarded to the low bidder found to be responsive and responsible.

DISCUSSION:

Background: MTD's current agreement for RD supply terms on June 30, 2024. In preparation for the next fuel contract, Staff will issue a Request for Qualifications to identify responsive and responsible vendors to issue an Invitation for Bids to, where the lowest bidder shall be awarded the contract. RD is the alternative fuel MTD utilizes for its bus operations that is nearly identical to petroleum-based diesel in its performance characteristics yet is not produced from fossil fuels, producing fewer greenhouse gas (GHG) and other harmful emissions.

Advanced Authority: MTD shall seek a firm, fixed-price contract for RD to achieve budget goals and market risk tolerance. The qualified suppliers are expected to hedge their bid prices by analyzing commodity futures, and the winning bidder will seek to purchase the futures contract as quickly as possible following bid submittal to secure its profit margin. The greater the period between bid submittal and MTD contract award notification, the greater the potential for futures contract price changes, thereby increasing the price risk to the bidder. Thus, MTD must guarantee to bidders to make the award decision quickly following the receipt of bids to minimize the risk premium vendors will add to their bid prices. Board approval for advanced authority to enter into a fuel contract will allow Staff to honor that promise to bidders, lock in prices, and award the contract the same day fuel bids are received.

Price Bid Maximum: The price of RD is strongly correlated and competitive with ultra-low sulfur diesel (ULSD) in California (this is partly the result of the state's Low Carbon Fuel Standard, which

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offsets some of the production cost through carbon credits). Based on the margins between ULSD futures trading prices and fixed price RD fuel contracts MTD has experienced over the years, Staff is estimating bids to come in under \$3.57 per gallon. This price shall include the costs to supply and deliver to MTD's Terminal 1, but not include applicable fees and taxes. Based on current market conditions, Staff has determined that price bid maximum to be fair and reasonable and should prevent the necessity of returning to the Board for increased authority.

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: February 20, 2024
Subject: General Manager's Report

The bidding process for our next service change, which begins on February 26th, went smoothly and was completed in two weeks. This was finished faster than usual, as this next service change is very similar to our current schedule, so bus operators were familiar with the work.

Training continues for the newest units in our fleet, the 40' all electric New Flyers, which will include over the road training for mechanics and utility after bus operator training is completed. Carlos A., our newest Operator in Training, continues his journey through learning and mastering all the different facets of MTD and commercial driving.

Facilities maintenance is in the final stages of finishing a project at Terminal 1 to repair leaks to the main water line. This has been an ongoing project since late 2023 when a replacement of the main water shut off was completed to address an originally identified leak. Working with a leak detection plumbing vendor, two further leaks were ultimately identified and repaired. In the upcoming week, MTD's Facilities Specialist will be pouring concrete to fill the areas where the repairs were done to complete this project.

Staff continues to close out the grants associated with the New Flyer battery-electric bus (BEB) procurement, and has completed closeout activities for grants related to the electric bus charging infrastructure project. Of the just over \$1.4 million in discretionary grant funding tied to the BEB procurement, MTD has received almost \$900,000. Additionally, due to changes to stacking prohibitions with the Volkswagen Mitigation Trust grants, MTD is pursuing an additional \$414,000 in Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) funding. If successful, that would bring the total for discretionary grant funding tied to the BEB procurement to \$1,847,455. The discretionary grant total for the electric bus charging infrastructure project was \$496,320, which came from the Santa Barbara Air Pollution Control District (\$225,000) and Southern California Edison (\$271,320).

Staff completed the requisite 2023 Annual Report for MTD's California Air Resources Board (CARB) Low Carbon Fuel Standard (LCFS) account. The report details the energy used to charge MTD's 14 30' BYD battery-electric buses (BEBs), 14 Chevrolet Bolt sedans, 3 electric Ford Transit vans, and 9 40' New Flyer BEBs throughout the 2023 calendar year. MTD also receives credits for the use of the public charger at the front of the Administration Building. During the preceding period, MTD generated 254 credits. That combined with the credits earned in prior years brings MTD's credit total to 952.

Planning staff is working to solidify the 2024-25 planning work plan while beginning work developing the summer bid. The Marketing team is developing plans for future marketing campaigns to attract ridership and spread the word about MTD's existing and upcoming improvements.

The Federal Transit Administration (FTA) has scheduled MTD's Triennial Review for 2024; the dates remain unknown. The Triennial Review is one of FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. Each recipient of FTA Urbanized Area Formula Program (Section 5307) funds undergoes a Triennial Review once every three years. It examines how recipients of those funds meet statutory and administrative requirements. The review currently examines up to 23 areas. In addition to helping evaluate grantees, the review gives FTA an opportunity to provide technical assistance on FTA requirements and aids FTA in reporting to the Transportation Secretary, Congress, other oversight agencies, and the transit community on the Urbanized Area Formula Program. Staff has uploaded all requested document for the "desk review" portion of the Triennial Review, and is awaiting word on the dates for the site visit.

The Human Resources and Risk Manager will be attending the FTA Drug and Alcohol Program National Conference in early April. The Human Resources team is currently working on the completion of the following reports; EEO, MIS and 1095. In recruitment, there are 11 Bus Operator applicants, 2 Mechanics applicants, 4 Service Person applicants, 3 HR Generalist applicants and 3 Transit Planner applicants.

The HR Team, along with the Brown and Brown Representative, Allison Olsen, are preparing the General Liability and Commercial Auto Insurance quote, as well as the Excess Liability. This coverage begins on April 1, 2024. Santa Barbara MTD recently had a visit from National Interstate and received the Recommendation Letter for Brown and Brown to continue the process on quotes.

The Director of Finance and Administration and Finance Manager attended an Audit update workshop hosted by Vasquez & Company, LLP in Glendale. This review included new accounting pronouncements, updates on previously implemented protocols, compliance issues and Managing IT Risks. The Director of Finance and Administration also completed an Advanced Title Vi & Transit training through the National Transit Institute.

The Kick-off for the Clever Devices System upgrade was held on February 2. The project will be led by the IT Department and will have participation from Operations, Facilities and Fleet Management, Marketing, and Planning.

The Construction Contract with Menemsha Development Group, Inc., for the Terminal 2, Phase I Project, has been signed and with a Notice to Proceed. Kickoff meetings are scheduled for the last week of February. A task order with Kitchell for the Construction Management of the Project is being prepared. Stantec has been commissioned for the NEPA on Terminal 2. The Plans, Specifications and Engineering Task Orders for Phase 2 of Terminal 2 and the Haley Street Canopy Project have been established with Stantec under the On Call Architectural and Engineering Contract.