



BOARD OF DIRECTORS REPORT

MEETING DATE: NOVEMBER 18, 2025 **AGENDA ITEM #:** 13

TYPE: ACTION ITEM

PREPARED BY: CHIEF OPERATING OFFICER/ASSISTANT GENERAL MANAGER
MARY GREGG

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: **ADOPTION OF A RESOLUTION REVISING THE POLICY FOR
DISPOSITION OF LOST OR UNCLAIMED BICYCLES**

RECOMMENDATION:

Staff recommends that the Board of Directors adopt Resolution No. 2025-07 approving a revision to the policy for disposition of lost or unclaimed bicycles to add the University of California Santa Barbara's (UCSB) Associated Students Bike Shop as a recipient of unclaimed bicycles.

DISCUSSION:

On May 16, 2017 the Board of Directors approved Resolution No. 2017-08, adopting a policy for *Disposition of Lost or Unclaimed Bicycles*. The policy established a process for managing lost and unclaimed bicycles left on Santa Barbara Metropolitan Transit District (MTD) buses or at MTD facilities. The process includes a tracking and storage system, a fee for storage and handling to be paid by the owner when reclaiming their bicycle, procedures for working with local law enforcement to identify reported lost, missing or stolen bicycles, and a disposition process of bicycles left unclaimed for over 90 days.

As part of the disposition process, unclaimed bicycles are donated to a local non-profit organization - the Santa Barbara Bicycle Coalition - a countywide advocacy and resource organization that promotes bicycling as a form of safe transportation and recreation.

Staff now recommends adding the University of California Santa Barbara's (UCSB) Associated Students Bike Shop (the Shop) as a recipient of unclaimed bicycles. Established in 1975, the Shop is a student-funded and operated nonprofit providing repairs and resources supporting UCSB's and local biking communities. The Shop partners with various organizations that focus on bicycling and sustainability, and participate in educational events such as Bike to Work Day, the Zero Waste Festival and the Bike Fair.

By including an additional organization as a recipient of unclaimed bicycles will give MTD flexibility to donate bicycles that may not be needed by the other recipient due to factors such as bicycle type, model or age.

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MTD is excited about this opportunity to expand its support and collaborate with a dedicated organization such as the Shop by providing unclaimed bicycles that will help them continue to offer services and strengthen the local biking communities.

ATTACHMENTS:

- Attachment 1 – Resolution No. 2025-07 Revising the Policy for Disposition of Lost or Unclaimed Bicycles
- Attachment 2 – Revised Policy for Disposition of Lost or Unclaimed Bicycles
- Attachment 3 – Resolution No. 2017-08
- Attachment 4 – 2017 Policy for Disposition of Lost or Unclaimed Bicycles

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

IN THE MATTER OF APPROVING A REVISION TO
THE POLICY FOR DISPOSITION OF LOST OR
UNCLAIMED BICYCLES TO ADD THE UNIVERSITY
OF CALIFORNIA SANTA BARBARA'S ASSOCIATED
STUDENTS BIKE SHOP AS A RECIPIENT OF
UNCLAIMED BICYCLES

RESOLUTION NO. 2025-07

The Santa Barbara Metropolitan Transit District Board of Directors does resolve as follows:

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

WHEREAS, on May 16, 2017 the Board of Directors approved Resolution No. 2017-08, adopting a policy for *Disposition of Lost or Unclaimed Bicycles* including the approval of a disposition process for bicycles left unclaimed for over 90 days to be donated to a local non-profit organization.

WHEREAS, adding the University of California Santa Barbara's (UCSB) Associated Students Bike Shop (the Shop) as an additional recipient of unclaimed bicycles giving MTD flexibility to donate bicycles that may not be needed by the other recipient due to factors such as bicycle type, model or age.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors approves UCSB's the Shop as a recipient of unclaimed bicycles.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 18th day of November 2025.

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

David Davis
Chair, Board of Directors

Attest:

Jen Lemberger
Secretary, Board of Directors



Santa Barbara Metropolitan Transit District

Policy for Disposition of Lost or Unclaimed Bicycles

This policy provides for lost or unclaimed bicycles, left either on Santa Barbara Metropolitan Transit District ("MTD") buses or at MTD's premises, to be donated to a non-profit organization approved by the Board of Directors' Resolution No. _____, when checking with local law enforcement fails to enable such bicycles to be returned to their lawful owner. In order to achieve a consistent process for handling such bicycles, MTD has established the following rules and procedures:

1. Bicycles left on buses or at MTD premises will be brought to MTD's Administrative Offices, where they will be logged into a tracking system and stored for at least 90 days.
2. Individuals who leave bicycles on a bus or at an MTD facility must come to MTD's Administrative Offices with a description of their bicycle. If a bicycle is properly identified, the owner will be charged a \$10 storage/handling fee to be paid in cash, a personal check, or money order, only. The bicycle will then be returned to the owner.
3. MTD's tracking system logs bicycles by description, make, and serial number. MTD staff will periodically check logged bicycles against the Bike Index System for reported lost, missing or stolen bicycles.
4. MTD will also periodically provide a list of descriptions and serial numbers of such bicycles to the Santa Barbara Police Department, Santa Barbara County Sheriff's Department, and the University of California Police Department.
5. Once a bicycle has remained unclaimed at MTD for at least 90 days, it may be donated to the Santa Barbara Bicycle Coalition or the University of California Santa Barbara (UCSB) Associated Students Bike Shop - both non-profit organizations - which will then assume ownership.
6. MTD will not be responsible for, and disclaims any liability for, any bicycle in its possession left unclaimed for longer than 90 days, even if it is first reported stolen or missing after that time.

ATTACHMENT 3

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

IN THE MATTER OF APPROVING THE SANTA BARBARA METROPOLITAN TRANSIT DISTRICT POLICY FOR DISPOSITION OF LOST OR UNCLAIMED BICYCLES

RESOLUTION NO. 2017-08

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

WHEREAS, the District comes into possession of lost or unclaimed bicycles on a regular basis; and

WHEREAS, the District makes an effort to track and return bicycles to their lawful owner by providing information on lost and unclaimed bicycles to area law enforcement agencies; and

WHEREAS, the District, once a bicycle has remained unclaimed at MTD for at least 90 days, may donate said bicycle to the Santa Barbara Bicycle Coalition, a non-profit organization; and

NOW THEREFORE, BE IT RESOLVED that the Board of Directors approves the Santa Barbara Metropolitan Transit District Policy for Disposition of Lost or Unclaimed Bicycles.

PASSED AND ADOPTED by the Board of Directors of the Santa Barbara Metropolitan Transit District this 16th day of May 2017, by the following vote:

AYES:

5

NAYS:

0

ABSENT:

2


Chair, Board of Directors

ATTEST:


Secretary, Board of Directors

Vice chair



Santa Barbara Metropolitan Transit District Policy for Disposition of Lost or Unclaimed Bicycles

This policy provides for lost or unclaimed bicycles, left either on Santa Barbara Metropolitan Transit District ("MTD") buses or at MTD's premises, to be donated to a non-profit organization if checking with local law enforcement fails to enable such bicycles to be returned to their lawful owner. In order to achieve a consistent process for handling such bicycles, MTD has established the following rules and procedures:

1. Bicycles left on buses or at MTD premises will be brought to MTD's Administrative Offices, where they will be logged into a tracking system and stored for at least 90 days.
2. Individuals who leave bicycles on a bus or at an MTD facility must come to MTD's Administrative Offices with a description of their bicycle. If a bicycle is properly identified, the owner will be charged a \$10 storage/handling fee to be paid in cash, with a local check, or money order, only. The bicycle will then be returned to the owner.
3. MTD's tracking system logs bicycles by description, make, and serial number. MTD staff will periodically check logged bicycles against the Bike Index System for reported lost, missing or stolen bicycles.
4. MTD will also periodically provide a list of descriptions and serial numbers of such bicycles to the Santa Barbara Police Department, Santa Barbara County Sheriff's Department, and the University of California Police Department.
5. Once a bicycle has remained unclaimed at MTD for at least 90 days, it may be donated to the Santa Barbara Bicycle Coalition, a non-profit organization, which will then become the new owner.
6. MTD will not be responsible for, and disclaims any liability for, any bicycle in its possession left unclaimed for longer than 90 days, even if it is first reported stolen or missing after that time.