

To: MTD Board of Directors  
From: Jerry Estrada, General Manager  
Date: November 18, 2025  
Subject: General Manager's Report

### *Operations and Fleet Maintenance*

Congratulations to our newest member of the Maintenance Department, Service Person Jesus V., for successfully passing his Commercial Drivers Licensing exam. Congratulations as well to Bus Operator Douglas C., who has successfully completed all licensing and training requirements, and has been cleared for revenue service.

Operator bidding for the December 2025 service change is proceeding smoothly and is expected to conclude within the next week. This marks the first bid cycle to include service originating from our Terminal 2 facility in Goleta. The team overseeing the bidding process is doing a fantastic job.

The Santa Barbara Police Department's SWAT division recently conducted team training exercises at the Santa Barbara Airport. As part of their training program, SWAT utilized an MTD bus to simulate hostage situations. MTD Operations personnel were on-site throughout the duration of the exercises.

### *Capital Projects*

Smith MEP has completed the majority of the electrical rough-in at the Haley Canopy and Electrical Room. Smith MEP's painting subcontractor, New Generation, is finalizing the paint prep at the Fuel Island and has begun applying primer. In the coming weeks, New Generation will apply paint at the Fuel Island and start paint prep activities at the Haley Canopy and Salsipuedes Canopy. During that same period, Smith MEP will take delivery of the charging equipment and finalize the electrical rough-in at the Haley Canopy and Electrical Room.

### *Finance & Administration*

Accounting/Finance along with Grants/Compliance have been actively engaging in filing the National Transit Database Reports, as well as Quarterly/Annual Federal Financial and Milestone Progress Reports for the five (5) Open Federal Transportation Administration (FTA) grants. The Quarterly Compliance Report presented to the Board of Directors includes the other requirements that were met during the period. At the same time, the groups are collaborating on the Financial and Single Audits.

Congratulations to Diana Flores for being appointed Interim Accounting Supervisor, where she will continue leading core accounting functions and provide supervision for Accounts Payable, Accounts Receivable, and related duties under the Director of Finance and Administration.

A report will soon be presented to the Board recommending providers for Banking and Financial Services, following an RFP process. Evaluations for On-Call Architectural and Engineering Contracts are also underway, with a recommendation expected in January 2026.

Procurement staff are supporting the launch of Terminal 2 by securing necessary services and materials, while also assisting Capital Projects Managers with the Haley Yard Infrastructure Improvement Project.

Information Technologies has been preparing Terminal 2 for opening as well, installing and upgrading computing and security systems while coordinating connections across all three SBMTD sites. IT is also collaborating with the Planning Department on the LYT Transit Priority Signal pilot program, which requires coordination among multiple partners.

### *Planning & Marketing*

Staff attended a meeting of the Santa Barbara County Association of Governments' (SBCAG's) Technical Transportation Advisory Committee (TTAC) meeting on November 6, 2025. TTAC members received updates on SBCAG's AI Bike Map and Wayfinding Project, the 2026-2027 Overall Work Program, and several other informational items.

The committee approved the 2025 Measure A Strategic Plan, recommended approval of the Measure A Audit Reports Final Draft, approved the Measure A Compliance Audit Reports, approved apportionments for TDA State Transit Assistance, and approved Amendment 14 to the 2025 Federal Transportation Improvement Program (FTIP) and the 2026 Regional Transportation Improvement Program (RTIP).

Additionally, the committee recommended that unspent REAP 2.0 funding originally earmarked to a recipient unable to complete the intended project, be directed to the City of Santa Maria for their Santa Maria Downtown Revitalization Project.

### *Human Resources*

The District would like to recognize and express appreciation to those that have or will be retiring:

- John Martinez, Bus Operator, retired effective November 8, 2025, after over 13 years of service.
- Jack Graham, Staff, will retire on November 21, 2025, celebrating 50 years with the District.
- Phillip Velez, Operations Supervisor, will retire effective January 17, 2026, after nearly 19 years of service.

The upcoming Operations Supervisor retirement will initiate an internal review and recruitment plan. As of November, the District has five vacant Bus Operator positions. Recruitment remains strong, with several candidates progressing through pre-employment steps. In Maintenance, one Service Person position has been filled and another is pending final screening, which will bring the unit to full staffing. The Safety Manager recruitment will reopen following the American Public Transportation Association (APTA) Safety & Risk Management Seminar being held in San Diego December 7-10, 2025, where staff will engage in targeted networking efforts while in attendance at the seminar.

The ADP Benefits Module was completed in October, automating payroll deductions and supporting upcoming ACA reporting. Open enrollment for Staff health insurance for the 2026 plan year concludes November 14, 2025.