



**AGENDA
WORKSHOP**
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
January 24, 2012
8:30 a.m.
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

2. ROLL CALL OF THE BOARD OF DIRECTORS

Dave Davis, Chair; Roger Aceves, Vice Chair; Olivia Rodriguez, Secretary; Dick Weinberg, Director; Brian Fahnestock, Director; John Britton, Director; Chuck McQuary, Director

3. REPORT REGARDING POSTING OF AGENDA

CONSENT CALENDAR

4. APPROVAL OF PRIOR MINUTES (ATTACHMENT- ACTION MAY BE TAKEN)

The Board will be asked to waive the reading of and approve the draft minutes for the meeting of January 10, 2012.

5. CASH REPORT- (ATTACHMENTS- ACTION MAY BE TAKEN)

The Board will be asked to review the cash report of January 3, 2012 through January 16, 2012.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board 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 before the meeting is convened, a "Request to Speak" form including a description of the subject you wish to address. Additional public comment will be allowed during each agenda item, including closed session items. Please fill out the Request to Speak form and indicate the agenda item # that you wish to comment on.

7. INTERREGIONAL TRANSFER DISCOUNT PROGRAM - (ACTION MAY BE TAKEN)

The Board will be asked to approve a discounted interregional transfer program.

8. STRATEGIC PLAN WORKSHOP (ATTACHMENTS- ACTION MAY BE TAKEN)

The Board and staff will discuss current and future issues affecting MTD. Issues may include, but are not limited to:

- MTD Mission and Goals
- Service Planning
- Service Delivery
- Bus Stops

- Funding
- Other issues

9. GENERAL MANAGER'S REPORT

The General Manager will report on district activities as outlined in the administrative update.

10. OTHER BUSINESS AND COMMITTEE REPORTS- (ACTION MAY BE TAKEN)

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

11. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.



MINUTES
Meeting
of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
January 10, 2012
8:30 a.m.
Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

Chair Davis called the meeting to order at 8:30 a.m.

2. ROLL CALL OF THE BOARD OF DIRECTORS

Chair Davis reported that all members were present.

3. REPORT REGARDING POSTING OF AGENDA

Natasha Carbajal, Administrative Assistant/Receptionist reported that the agenda was posted on January 6, 2012, mailed and emailed to those on the agenda minutes list and posted at MTD's Administrative offices and on MTD's website.

CONSENT CALENDAR

4. & 5. APPROVAL OF PRIOR MINUTES & CASH REPORT (ATTACHMENT- ACTION MAY BE TAKEN)

Director Britton moved to approve the draft minutes for the meeting of December 13, 2011 and the cash report of December 20, 2011 through January 2, 2012. Director McQuary seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

There was none made.

7. REFURBISH DONATED ELECTRIC SHUTTLES AND INTRODUCE INTO FLEET AS REPLACEMENTS (ACTION MAY BE TAKEN)

Steve Hahn, Materials Manager and Mike Cardona, Superintendent of Maintenance presented a slideshow to the board which proposed the introduction of two donated shuttles into the MTD fleet. Staff asked the Board to approve spending capital funds to refurbish two of the donated Ebus shuttles as replacements for EV1 and EV2. After a brief discussion Director Weinberg moved to approve the refurbishment of the two donated Ebus shuttles. Director Britton seconded the motion. The motion passed unanimously.

8. EMERGENCY STANDBY GENERATORS CONTRACT AWARD RECOMMENDATION (ACTION MAY BE TAKEN)

Brad Davis, Assistant Controller presented to the Board a recommendation to authorize the General Manager to execute a contract with Smith Electric Service for an emergency standby generator system for the Olive Terminal, and that the project budget be increased to \$550,000. The increase would be for

any contingency and unforeseen expenditure. After a brief discussion Director Fahnestock moved to approve the recommendation. Director Rodriguez seconded the motion. The motion passed unanimously.

9. ARTICULATED BUSES DISCUSSION (ACTION MAY BE TAKEN)

Staff presented its recommendation to lease an articulated bus for a short period of time to demonstrate its potential applicability on the line 15x, which serves Isla Vista to SBCC. After a brief discussion the Board asked that staff bring a plan back to the Board for review.

10. STAFF SALARIES (ACTION MAY BE TAKEN)

A discussion regarding cost of living wage increase for staff was discussed. Ultimately a motion was made by Chair Davis to bring the item back through the budget process, which has been MTD's practice. Director Weinberg seconded the motion. The motion passed unanimously.

11. GENERAL MANAGER'S REPORT- (ACTION MAY BE TAKEN)

Steve Maas, Manager of Strategic Planning & Compliance, discussed upcoming changes to the stops and the schedule of the Coastal Express Limited, and provided a ridership update for the service.

Mr. Maas also provided an update on the Regional Transportation Plan (RTP) update that is under preparation by the Santa Barbara County Association of Governments (SBCAG). MTD has submitted a list of potential projects to SBCAG for inclusion in the RTP, and will be providing SBCAG with more detail on the projects in February.

General Manager Fisher reported that the Human Resources department is currently working on staff health insurance renewal. A staff report on this item will be brought to the Board in a future meeting for a renewal date of March 1st.

The new ticket vending machines at the Transit Center are finishing up with final testing and will go live within a week.

General Manager Fisher reported that a long awaited project will be brought to the Board in a future meeting for discussion on obtaining and installing security cameras on MTD buses. Staff is currently working on other projects at the moment; however this is a project that MTD does have funds available for.

12. OTHER BUSINESS AND COMMITTEE REPORTS- (ACTION MAY BE TAKEN)

Director Rodriguez shared with the Board that she had been elected Committee Chair for the Facilities Committee. She shared that the Facilities Committee had met with staff and conducted site visits of MTD's facility locations. Director McQuary shared that the Development Committee had also met and that the items discussed would be brought to the next Board Meeting on January 24th.

13. ADJOURNMENT

Director Britton moved to adjourn the meeting at 10:10 a.m. Director McQuary seconded the motion. The motion passed unanimously.

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of January 24, 2012
For the Period January 3, 2012 through January 16, 2012

MONEY MARKET

Beginning Balance January 3, 2012 **\$5,295,065.45**

Passenger Fares	187,856.30
Accounts Receivable	33,731.07
Miscellaneous/Asset Sales	343.20
Total Deposits	221,930.57

ACH Garn/Escrow	(1,666.69)
WC Transfer - Dec 11	(23,940.63)
ACH Pensions Transfer	(31,469.41)
ACH Tax Deposit	(129,190.18)
Payroll Transfer	(293,983.38)
Operations Transfer	(462,546.72)
Total Disbursements	(942,797.01)

Ending Balance **\$4,574,199.01**

CASH INVESTMENTS

LAIF Account	\$3,304,474.28
Money Market Account	4,574,199.01

Total Cash Balance **\$7,878,673.29**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves (\$1,766,933.07)

Working Capital **\$6,111,740.22**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
100290	1/5/2012	ROGER ACEVES	DIRECTOR FEES	120.00	
100291	1/5/2012	NANCY ALEXANDER	HEALTH/DENTAL REIMBURSEMENT	200.00	
100292	1/5/2012	BAY ALARM COMPANY, INC	CONTRACT MAINT	268.68	
100293	1/5/2012	BIG BRAND TIRES	SERVICE VEHICLE MAINTENANCE	80.46	
100294	1/5/2012	BOWMAN DISTRIBUTION	SHOP SUPPLIES	57.24	
100295	1/5/2012	BRETZ, KARL	RETIREE HEALTH REIMBURSEMENT	368.34	
100296	1/5/2012	JOHN BRITTON	DIRECTOR FEES	120.00	
100297	1/5/2012	BUENA TOOL, INC.	SHOP/B&G SUPPLIES	30.06	
100298	1/5/2012	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	253.67	
100299	1/5/2012	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	171.04	
100300	1/5/2012	COAST CLUTCH & BRAKE, INC	BUS PARTS	6,024.99	
100301	1/5/2012	CINTAS FIRST AID & SAFETY LOC	FIRST AID SUPPLIES	861.54	
100302	1/5/2012	COAST TRUCK PARTS	BUS PARTS	244.74	
100303	1/5/2012	CUMMINS CAL PACIFIC LLC	BUS PARTS	1,296.11	
100304	1/5/2012	DAVID DAVIS JR.	DIRECTOR FEES	60.00	
100305	1/5/2012	EXPRESS AUTO PARTS EXCHANG	BUS PARTS	262.76	
100306	1/5/2012	BRIAN FAHNESTOCK	DIRECTOR FEES	60.00	
100307	1/5/2012	GEM EQUIPMENT	BUS PARTS & SUPPLIES	667.70	
100308	1/5/2012	GIBBS INTERNATIONAL INC	BUS PARTS	2,566.66	
100309	1/5/2012	GILLIG LLC	BUS PARTS	2,026.39	
100310	1/5/2012	GARY GLEASON	HEALTH/DENTAL REIMBURSEMENT	1,560.41	
100311	1/5/2012	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	10,013.10	
100312	1/5/2012	GRAINGER, INC.	SHOP/B&G SUPPLIES	305.15	
100313	1/5/2012	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	3,964.48	
100314	1/5/2012	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	924.04	
100315	1/5/2012	H.G. MAKELIM CO., INC.	BUS PARTS	7,211.21	
100316	1/5/2012	HILLYARD/LOS ANGELES	SHOP/BUS SUPPLIES	604.07	
100317	1/5/2012	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	97.87	
100318	1/5/2012	IPC (USA), INC.	BUS FUEL	66,269.97	
100319	1/5/2012	J&A EXPRESS ELECTRIC MOTOR	BUS PARTS REPAIRS	3,233.13	
100320	1/5/2012	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	258.60	
100321	1/5/2012	KLIPPEL TOOL REPAIR DBA	COMPRESSORS MAINTENANCE	380.71	
100322	1/5/2012	LUBRICATION ENGINEERS, INC.	LUBRICANTS	176.98	
100323	1/5/2012	MARBORG INDUSTRIES (INC)	UTILITIES & RENTAL FEES	169.71	
100324	1/5/2012	MC CORMIX CORP. (OIL)	LUBRICANTS	2,518.59	
100325	1/5/2012	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,236.54	
100326	1/5/2012	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	368.97	
100327	1/5/2012	MEDICAL EYE SERVICES, INC.	VISION SERVICES	240.34	

Check #	Date	Company	Description	Amount	Voids
100328	1/5/2012	CHUCK MCQUARY	DIRECTOR FEES	60.00	
100329	1/5/2012	MARVAC ELECTRONICS	BUS PARTS & SHOP SUPPLIES	244.96	
100330	1/5/2012	MIDTRONICS, INC.	BUS PARTS	97.32	
100331	1/5/2012	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	570.93	
100332	1/5/2012	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,145.35	
100333	1/5/2012	NEWEGG, INC	COMPUTER SUPPLIES & REPAIRS	75.06	
100334	1/5/2012	NEWARK ELECTRONICS, CORP.	BUS PARTS	30.24	
100335	1/5/2012	NU-COOL REDI GREEN	COOLANTS & SHOP SUPPLIES	234.09	
100336	1/5/2012	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	1,448.52	
100337	1/5/2012	PERRY LINCOLN MERCURY MAZD	SERVICE VEHICLE PARTS / REPAIRS	582.31	
100338	1/5/2012	PETTY CASH- HAHN, STEVE	MISC SHOP NEEDS	65.00	
100339	1/5/2012	PB-RESERVE ACCOUNT	PREPAID POSTAGE	1,500.00	
100340	1/5/2012	PORT SUPPLY	BUS PARTS	53.50	
100341	1/5/2012	POWERSTRIDE BATTERY	EV BATTERIES	1,931.33	
100342	1/5/2012	PRAXAIR DISTRIBUTION, INC.	SHOP SUPPLIES	263.02	
100343	1/5/2012	OLIVIA RODRIGUEZ	DIRECTOR FEES	60.00	
100344	1/5/2012	RON WILLIAMS MACHINE SHOP, I	BUS REPAIRS	723.00	
100345	1/5/2012	R.T. WELDING AND FABRICATION	SV REPAIRS & SUPPLIES	1,943.81	
100346	1/5/2012	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	186.82	
100347	1/5/2012	SHAHBAZIAN, R.	REIMBURSEMENT	41.00	
100348	1/5/2012	SERVICE MASTER OF SANTA BAR	JANITORIAL SERV./SUPPLIES	225.00	
100349	1/5/2012	SO. CAL. EDISON CO.	UTILITIES	4,337.36	
100350	1/5/2012	SPECIALTY TOOL & BOLT, LTD	SHOP SUPPLIES	15.89	
100351	1/5/2012	STERTIL-KONI USA, INC	MOBILE LIFTS	30,239.24	
100352	1/5/2012	SB CITY OF-REFUSE/WATER	UTILITIES	235.61	
100353	1/5/2012	TELCOM, INC.	RADIO INSTALLATION & SERVS.	405.00	
100354	1/5/2012	THE LIGHTHOUSE	SHOP SUPPLIES	21.74	
100355	1/5/2012	TANK TEAM INC.	TANK TESTS	117.00	
100356	1/5/2012	TEAMSTERS MISC FUND	UNION MEDICAL/DENTAL	126,391.00	
100357	1/5/2012	TRI-COUNTY AUTO GLASS INC	REPLACE BUS WINDOWS	220.00	
100358	1/5/2012	TRANSIT PRODUCTS AND SERVIC	BUS PARTS	10,115.14	
100359	1/5/2012	UNITED HEALTHCARE INSURANC	HEALTH INSURANCE	50,198.76	
100360	1/5/2012	UPS FREIGHT	FREIGHT SHIPPING	341.92	
100361	1/5/2012	VALLEY POWER SYSTEMS, INC.	BUS PARTS	751.28	
100362	1/5/2012	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,815.36	
100363	1/5/2012	VENTURA COUNTY STAR	EMPLOYMENT ADS	240.24	
100364	1/5/2012	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	523.39	
100365	1/5/2012	RICHARD WEINBERG	DIRECTOR FEES	180.00	
100366	1/6/2012	SB COUNTY AIR POLLUTION	PERMIT FEE	1,352.00	
100367	1/12/2012	CASH - Juan Perez	CASH - TVM REFILLS	2,408.00	
100368	1/13/2012	CHILD SUPPORT ENFORCEMENT A	PAYROLL RELATED	147.69	

Check #	Date	Company	Description	Amount	Voids
100369	1/13/2012	COX COMMUNICATIONS	INTERNET & CABLE TV	243.68	V
100370	1/13/2012	DEAILE, MARY	PAYROLL RELATED	106.15	
100371	1/13/2012	STATE OF CALIFORNIA	PAYROLL RELATED	53.00	
100372	1/13/2012	UNITED STATES TREASURY - IRS	PAYROLL RELATED	500.00	
100373	1/13/2012	SHERIFF CIVIL BUREAU	PAYROLL RELATED	228.86	
100374	1/13/2012	OTTIERI, ANN BRADY	PAYROLL RELATED	277.00	
100375	1/13/2012	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	1,248.00	
100376	1/13/2012	SEELEY, KAREN	PAYROLL RELATED	75.69	
100377	1/13/2012	SO. CAL. EDISON CO.	UTILITIES	2,468.83	
100378	1/13/2012	SB CITY OF-REFUSE/WATER	UTILITIES	2,568.37	
100379	1/13/2012	TEAMSTERS PENSION TRUST	UNION PENSION	87,342.39	
100380	1/13/2012	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,622.62	
100381	1/13/2012	COX COMMUNICATIONS	INTERNET & CABLE TV	243.68	
				462,790.40	
Current Cash Report Voided Checks:				243.68	
Prior Cash Report Voided Checks:				0.00	
Grand Total:				\$462,546.72	

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

Date	Company	Description	Amount
12/30/2011	La Playa Media	Advertising on Buses	1,470.50
1/4/2012	Demko Resource Group	Advertising on Buses	228.00
1/4/2012	Demko Resource Group	Advertising on Buses	98.00
1/4/2012	Terance Hinson	Cobra Delta Dental Insurance	61.81
1/5/2012	CA Dept. of Transportation	Amtrak Contract Fares	355.60
1/5/2012	The Richards Group	Advertising	1,643.75
1/5/2012	The Richards Group	Advertising	490.25
1/5/2012	The Richards Group	Advertising	1,211.00
1/5/2012	The Richards Group	Advertising	57.50
1/9/2012	ASTI Holding Company, LLC	Overpass Property Lease - Jan12	14,663.28
1/9/2012	Calles, Gilbert & Leandra	Health Insurance - Retiree	310.84
1/9/2012	County of Santa Barbara	Passes/Token Sales	2,905.50
1/9/2012	Department of Rehabilitation	Passes/Token Sales	20.00
1/9/2012	Fountain, Melvin and Elizabeth	Health Insurance - Retiree	310.84
1/9/2012	Jim Haggerty	Retiree - Vision	12.20
1/12/2012	UCSB - Parking Services-7001	Passes/Passport Sales	9,892.00
Total Accounts Receivable Paid During Period			\$33,731.07



BOARD OF DIRECTORS REPORT

MEETING DATE: JANUARY 24, 2012 **AGENDA ITEM #:** 7

TYPE: ACTION ITEM

PREPARED BY: STEVE MAAS

Signature

REVIEWED BY: GENERAL MANAGER

Signature

SUBJECT: Proposed Interregional Transfer Fare

RECOMMENDATION:

Staff recommends that the Board approve an appropriate interregional transfer fare. Staff also recommends that the Board provide staff with guidance regarding what form of payment to seek for the transfer fare. Payment options include:

- Reimbursement from the Measure A Interregional Transit Program, or
- The interregional passenger pays the transfer fare.

DISCUSSION:

MTD has a July 2007 agreement with the Ventura County Transportation Commission (VCTC) that provides for free transfers between MTD and VCTC's Coastal Express service. In FY 2011, this agreement resulted in approximately 1,400 monthly transfers from the Coastal Express to MTD, and an estimated 2,100 monthly transfers from MTD to the Coastal Express. MTD does not currently offer transfers to the Coastal Express Limited or the Clean Air Express.

Staff has been participating in meetings and discussions with staff of the Santa Barbara County Association of Governments (SBCAG) and VCTC, regarding development of a revised interregional transfer program that would provide MTD with funding for transfers between MTD and the various interregional bus services.

Staff recommends a \$1.00 transfer fare from interregional service to MTD. This would provide a 13 percent discount from MTD's 10-ride pass fare of \$1.15 per ride. Staff requests the Board to approve the \$1.00 transfer fare, or, alternatively, to approve a different transfer fare.

MTD staff continues to believe that the transfers should be free to the passengers, and that transit operators should be reimbursed for the transfers with Measure A Interregional Transit funds. SBCAG staff has expressed the opinion that the Measure A ordinance as written does not allow the Interregional Transit Program to fund the transfers. An alternative is for the passengers to pay the discounted fare for the transfers. Staff requests the Board to provide guidance regarding which form of payment to seek.

A draft Interregional Transfer Discount Program is attached. Although the draft program as written assumes that the passenger will pay the transfer fare, the elements of the program would also apply if Measure A provided reimbursement for transfers.

Implementation of an Interregional Transfer Discount Program is contingent upon MTD finalizing revised agreements with VCTC for the VISTA service, and with SBCAG for the Coastal Express Limited. If the Clean Air Express is included, a separate agreement with Santa Maria and/or SBCAG may be required.

ATTACHMENTS:

- Draft Interregional Transfer Discount Program

DRAFT

Interregional Transfer Discount Program

Ventura County or North Santa Barbara County Resident Traveling to South Coast

Interregional Transfer to MTD

- Passenger boards interregional bus.
 - Cost to Passenger: Interregional fare.
- Passenger requests transfer from interregional bus to MTD.
 - Cost to Passenger: No cost for issuance of interregional transfer.
- Passenger boards MTD bus with interregional transfer.
 - Cost to Passenger: Discounted fare paid to MTD.*
 - *Possibly \$1.00, actual amount to be determined.

MTD Transfer to Interregional

- Passenger boards MTD bus.
 - Cost to Passenger: MTD fare.
- Passenger requests transfer from MTD to interregional bus.
 - Cost to Passenger: No cost for issuance of interregional transfer.*
 - *Alternatively, MTD could function as a point-of-sale for the interregional transfer.
- Passenger boards interregional bus with interregional transfer.
 - Cost to Passenger: Discounted fare paid to interregional service.*
 - *Amount to be determined.

DRAFT

Interregional Transfer Discount Program (Continued)

South Coast Resident Traveling to Ventura County or North Santa Barbara County

MTD Transfer to Interregional

- Passenger boards MTD bus.
 - Cost to Passenger: MTD fare.
- Passenger requests transfer from MTD to interregional bus.
 - Cost to Passenger: No cost for issuance of interregional transfer.*
*Alternatively, MTD could function as a point-of-sale for the interregional transfer.
- Passenger boards interregional bus with interregional transfer.
 - Cost to Passenger: Discounted fare paid to interregional service.*
*Amount to be determined.

Interregional Transfer to MTD

- Passenger boards interregional bus.
 - Cost to Passenger: Interregional fare.
- Passenger requests transfer from interregional bus to MTD.
 - Cost to Passenger: No cost for issuance of interregional transfer.
- Passenger boards MTD bus with interregional transfer.
 - Cost to Passenger: Discounted fare paid to MTD.*
*Possibly \$1.00, actual amount to be determined.

To: Chair Davis
Members of the Board of Directors
From: Sherrie Fisher, General Manager
Date: 1/24/12
Subject: Administrative Update

Marketing is working with Traffic Solutions and SBCAG to promote the Coastal Express Limited and doing other community outreach events at Santa Barbara Village, the Goleta Valley Chamber of Commerce, Partners in Education, and Cottage Hospital. We are also preparing MTD's Annual Report to the Community.

Planning is finishing up the March 26th Bid, which is unchanged from the current one except for schedule changes to the Coastal Express Limited schedule and the annual Summer increase in service on the Downtown-Waterfront Shuttles, which will take effect on Memorial Day weekend.

Planning is working on preparing information for the Regional Transportation Plan update that is under preparation by the Santa Barbara County Association of Governments (SBCAG). Planning is also gathering data for August 2012 service change recommendations.

With assistance from staff members of all departments, surveys are scheduled next week for Lines 1 & 2 and Lines 12x & 24x.

As required by the Federal Transit Administration (FTA), staff submitted the December monthly Safety & Security Reports and Ridership Reports for MTD and Easy Lift to the National Transit Database.

Staff participated in the Santa Barbara County Association of Governments (SBCAG) "debriefing" of the process that was used to recommend funding for projects submitted for the first round of Measure A Bicycle and Pedestrian and Safe Routes to School Programs. The Committee recommended funding a total of 26 South Coast projects, and the South Coast Subregional Planning Committee and the SBCAG Board approved these recommendations.

Staff continues to participate in meetings and discussions with SBCAG and Ventura County Transportation Commission (VCTC) staff regarding development of an interregional transfer program between MTD and the various interregional bus services.

Operations operated on a Saturday service schedule for the Martin Luther King, Jr. Day holiday on Monday January 16th. Detailed ridership information will be reviewed to determine if this service level is the appropriate level for this holiday.

Operations Supervisor Sal Alvarez transported the SBMTD Board of Directors Facilities Committee, along with staff members Sherrie Fisher, Brad Davis, and Bill Morris, to several MTD-owned properties, including Calle Real, Overpass Road, and the Transit Center. The committee also reviewed locations for the back-up generator system, and recent repairs to the Salsipuedes driveway into the bus yard.

The Accounting department is nearing completion of a number of calendar-year-end functions, including employee W2 tax documents, vendor 1099 forms and other payroll related tasks.

The six-month financial report is scheduled to be presented to the board in early February. That report is typically followed by the six-month budget revision recommendations in late February with the draft budget for next fiscal year being presented in early to mid March.

Regarding the articulated bus demonstration project, staff is working with MTD's legal council to finalize the short-term lease of an articulated bus from Nova Bus Inc. Aside from the lease, issues that need to be addressed include DMV registration, insurance, driver training, short-term maintenance and public outreach. Staff's preliminary conversation with the local DMV was positive as it pertains to the issuance of a "temporary moving or operating permit." Insurance issues are being addressed and do not appear to present a problem.

Operations staff has received driver related training information from other transit agencies that operate articulated buses, and has conducted some research into the employee licensing requirements. We are optimistic that MTD can prepare drivers for the trial in a short period of time. Short-term maintenance requirements have been addressed, and we are prepared to support the vehicle.

Staff has completed the installation and testing of the software programming for the ticket vending machines (TVM). Two of the TVM's have been installed at the Transit Center, and a trial run is about to begin. Public information and signage is being prepared, along with employee information for the project. The long-term plan is to leave two TVM's at the Transit Center, and place the other three at locations throughout MTD's service area. Currently, staff is optimistic that arrangements can be made with the Goleta Valley Community Center, Scolari's grocery store on Milpas Street, and Albertson's in Carpinteria.

Upcoming procurements include the diesel fuel contract that is set to expire at the end of May. Staff is finalizing the solicitation documents for a new contract. The solicitation will likely request a fixed price for the supply and delivery of diesel fuel, as well as pricing if MTD were to choose to return to the index or variable price method of purchase. Staff is also preparing a scope of work and procurement documents for the radio and automated vehicle location system project.

Maintenance has completed the Gillig field retrofit program for replacement of the DEF tank filler neck on the fourteen new buses.

Maintenance has begun the Board-approved refurbishment of two Anaheim EV shuttles. This work will be conducted concurrently with the lithium battery installation in EV 14. Work continues on installation of the LiFePO4 cells into the four battery trays for EV 14.

EV 19 (lithium batteries) has been reporting a communication error. Troubleshooting points to the master controller. Thunder Sky/Winston Battery no longer will support the system manufactured by Guan Tuo Power Equipment Company. Direct communication with Guan Tuo has been initiated and the response says replacement parts are available in China.

To date Saft has used eleven (11) of the fifty-four (54) saleable STM 180 batteries that they are holding as salvage shipped by MTD. Saft provides to MTD new STM 140 modules for the STM 180 modules used.