



AGENDA

STRATEGIC PLAN WORKSHOP
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, September 29, 2015
8:30 A.M.-12:00 P.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; Chuck McQuary, Vice Chair; Olivia Rodriguez, Secretary; Dick Weinberg, Director; Bill Shelor, Director; David Tabor, Director; Roger Aceves, 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 meetings of September 1, 2015 and September 15, 2015.

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

The Board will be asked to review the cash reports for the periods of August 25, 2015 through September 7, 2015 and September 8, 2015 through September 21, 2015.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

Members of the public may address the Board on items within 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 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 number that you wish to comment on.

7. INCREASE OF GENERAL MANAGER'S LIABILITY AND WORKERS' COMPENSATION SETTLEMENT AUTHORITY- (ACTION MAY BE TAKEN)

Staff recommends that the MTD Board of Directors approve an increase in the General Manager's settlement authority as follows:

- Liability claims, increase from \$4,999.99 to \$25,000.00
- Workers Compensation claims, increase from \$4,999.99 to \$75,000.

8. GENERAL MANAGER'S REPORT UPDATE-(INFORMATIONAL)

- a) Ticket Vending Machine-Franklin Center
- b) Local Projects & Developments
- c) Capital Projects

TIME CERTAIN 9:00 A.M.

9. DISCUSSION OF STRATEGIC PLAN WORKSHOP # 2- (ATTACHMENT-ACTION MAY BE TAKEN)

Staff recommends that the MTD Board of Directors, MTD staff and representatives of partner agencies participate in a second Strategic Plan update workshop facilitated by Mr. Daniel Iacofano.

10. ADJOURNMENT

AMERICAN 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

Tuesday, September 1, 2015

8:30 A.M.

Santa Barbara MTD Auditorium

550 Olive Street, Santa Barbara, CA 93101

1. CALL TO ORDER

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

2. ROLL CALL OF THE BOARD OF DIRECTORS

Vice Chair McQuary reported that all members were present with the exception of Chair Davis.

3. REPORT REGARDING POSTING OF AGENDA

Natasha Garduno, Executive Assistant, reported that the agenda was posted on Friday, August 28, 2015 at MTD's Administrative office, mailed and emailed to those on the agenda list, and posted on MTD's website.

CONSENT CALENDAR

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

Director Aceves moved to waive the reading of and approve the draft minutes for the meeting of August 18, 2015. Director Tabor seconded the motion. The motion passed unanimously with two abstentions by Director Rodriguez and Director Shelor who had been absent from the meeting.

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

Director Rodriguez moved to approve the cash report for the periods of August 11, 2015 through August 24, 2015. Director Tabor seconded the motion. The motion passed unanimously.

THIS CONCLUDES THE CONSENT CALENDAR

6. PUBLIC COMMENT

None was made.

7. AMMENDMENT TO THE MOU BETWEEN MTD AND EASY LIFT- (ATTACHMENT-ACTION MAY BE TAKEN)

Staff recommended that the Board authorize the General Manager to sign an amendment to the Memorandum of Understanding (MOU) between MTD and Easy Lift. Steve Maas, Manager of Government Relations & Compliance, shared that the FTA requires transit agencies to ensure that denials of ADA paratransit service constraints are kept to a minimum. Recently, Easy Lift has experienced a significant demand for the service that they provide which has also resulted in a substantial increase in denied trips. The Board approved an increase on June 9th and the amendment to the MOU between MTD and Easy Lift memorializes the increase in funding.

Director Rodriguez moved to approve the recommendation by staff. Director Tabor seconded the motion. The motion passed unanimously.

8. 457(b) PENSION PLAN- (ATTACHMENT- ACTION MAY BE TAKEN)

Staff recommended that the Board of Directors approve the following two items associated with the administration of the 457(b) Pension Plan for represented employees:

1. That the Board of Directors approve the attached Amendment to the 457(b) Plan Document
2. That the Board of Directors approve the attached resolution officially authorizing the formation of a participant committee for the 457(b) Pension Plan

General Manager Estrada shared that a transition from one retirement product offered by Voya to a new product is underway. The new product will result in the reduction of fees charged to participants as well as offer more administrative assistance in the management of the program. The proposed amendment is needed to finalize the transition to the new plan. After a brief discussion the motion to approve staff's recommendation passed unanimously with 6 ayes, 0 nays, and 1 absent.

9. CAL-CARD (STATE OF CALIFORNIA'S PURCHASING CARD) -(ATTACHMENT-ACTION MAY BE TAKEN)

Staff recommended that the Board of Directors authorize the General Manager and MTD's Attorney to file an application with U.S. Bank National Association for a CAL-Card account offered by the State of California.

General Manager Estrada shared that staff had met with the Finance Committee regarding the agency's credit card account as well as its policy and procedures for purchases. The committee requested that staff look into an option for an account that would provide safeguards and restrictions for the agency's credit card purchases. Staff researched a few options and feels that the CAL-Card program would be the best option as it is used by many local government agencies and includes many restrictions on purchases as well as the ability to control and regulate various uses and purchases from vendors. After a brief discussion the motion to approve staff's recommendation passed unanimously with 6 ayes, 0 nays, and 1 absent.

10. UPCOMING TRANSIT FUNDING OPPORTUNITIES UPDATE-(INFORMATIONAL)

Mr. Steve Maas provided that Board with an update regarding various transit funding opportunities expected to be available over the coming months. Funding opportunities from the California Cap-and-Trade include Low Carbon Transit Operations Program (LCTOP), Transit and Intercity Rail Capital Program (TIRCP), and Zero-Emission Truck and Bus Pilot Projects. Mr. Maas also shared other funding opportunities available through the Federal Transit Administration and Santa Barbara County Measure A.

11. DISCUSSION OF STRATEGIC PLAN WORKSHOP-(ATTACHMENT-ACTION MAY BE TAKEN)

The Board discussed recommendations from the Development Committee regarding the upcoming MTD Strategic Plan workshop. Director McQuary shared that he liked the format of the San Joaquin strategic plan and Director Tabor shared that he too appreciated the example and liked the idea of simplicity as he feels the current plan is too long. Director Weinberg shared that the plan is necessary for the Board and staff to keep focus throughout the year.

The workshops will both be held from 8:30 a.m.-12:00 p.m. on Tuesday, September 15th and Tuesday, September 29th.

12. GENERAL MANAGER'S REPORT UPDATE-(INFORMATIONAL)

General Manager Estrada shared that SBCC informed staff that their 2015 Fall Enrollment has decreased by approximately 7.2%. As a result staff is anticipating a decrease in ridership through the semester. Mr. Estrada also updated the Board on the construction project and detours for the Castillo underpass area.

Mr. Estrada reported that it is required by state law to replace engines on hybrid bus fleets at 185k miles. The CARB mandated engine change outs on the 2011 hybrid fleet will begin next week.

Five EV battery conversions have been completed and two more are underway. Additional trays for the battery sets have also been purchased.

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

Director Shelor shared that the Finance Committee met recently to discuss the cash reserve policy and guidelines. The committee requested a five year cash flow analysis and Director Shelor shared that he felt the information was very valuable.

14. ADJOURNMENT

Director Weinberg moved to adjourn the meeting at 9:30 a.m. Director Rodriguez seconded the motion. The motion passed unanimously.



MINUTES

STRATEGIC PLAN WORKSHOP
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency
Tuesday, September 15, 2015
8:30 A.M.-12:00 P.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 Garduno, Executive Assistant, reported that the agenda was posted on Friday, September 11, 2015 at MTD's Administrative Office, mailed and emailed to those on the agenda list, and posted on MTD's website.
4. **PUBLIC COMMENT**
None was made.
5. **DISCUSSION OF STRATEGIC PLAN- (ATTACHMENT-ACTION MAY BE TAKEN)**
MTD staff and invited representatives from local agencies in Southern Santa Barbara County participated in a Strategic Plan update workshop that was facilitated by Mr. Daniel Iacofano.

The discussion began with identifying the desired outcomes and expected results of the workshop followed by the participants then discussing the status of the current plan and creating a list identifying the successes and strengths of the MTD. Strategic issues, opportunities and ways to measure success were also highlighted during the discussion. The participants concluded the workshop discussion with a review of the agencies mission, values, goals, and objectives, and discussed next steps to be discussed at the next workshop which included opportunities for making Board meetings more accessible to the public and employees. (See attached Workshop #1 Summary for more details).
6. **ADJOURNMENT**
The meeting was adjourned at 12:00 p.m.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of September 15, 2015
For the Period August 25, 2015 through September 7, 2015

MONEY MARKET

Beginning Balance August 25, 2015 **\$9,706,299.25**

SB-325 (LTF)	664,114.03
Passenger Fares	198,590.92
Accounts Receivable	161,710.07
Advertising/Prepaid Deposi	14,642.80
Interest Income	3,764.97
Miscellaneous/Asset Sales	209.23
Measure "A"	<u>.00</u>
Total Deposits	1,043,032.02

ACH Garn/Escrow	(911.58)
Bank/CC Fees	(2,473.15)
ACH Pensions Transfer	(31,961.83)
WC Transfer	(62,238.34)
ACH Tax Deposit	(137,888.91)
Operations Transfer	(209,599.95)
Payroll Transfer	<u>(308,830.62)</u>
Total Disbursements	(753,904.38)

Ending Balance **\$9,995,426.89**

CASH INVESTMENTS

LAIF Account	\$3,340,358.63
Money Market Account	<u>9,995,426.89</u>

Total Cash Balance **\$13,335,785.52**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,928,545.40)
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Working Capital **\$9,407,240.12**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
110369	8/27/2015	ABC BUS COMPANIES INC	BUS PARTS	1,348.56	
110370	8/27/2015	ROGER ACEVES	DIRECTOR FEES	180.00	
110371	8/27/2015	HENRY ANDREWS	RETIREE HEALTH REIMBURSEMENT	783.54	
110372	8/27/2015	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	140.00	
110373	8/27/2015	B2B SERVICES DBA	OFFICE SUPPLIES	943.92	
110374	8/27/2015	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	46.72	
110375	8/27/2015	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	175.00	
110376	8/27/2015	BUENA TOOL, INC.	SHOP/B&G SUPPLIES	136.08	
110377	8/27/2015	BUYNAK, FAUVER, ARCHBALD&S	LEGAL COUNSEL	9,605.96	
110378	8/27/2015	CALIFORNIA ELECTRIC SUPPLY, I	SHOP/B&G SUPPLIES	347.03	
110379	8/27/2015	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	213.30	
110380	8/27/2015	STAN CISOWSKI	RETIREE HEALTH REIMBURSEMENT	426.72	
110381	8/27/2015	CHK AMERICA INC.	SCHEDULE INFO & SYSTEM MAP	540.00	
110382	8/27/2015	CINTAS CORPORATION	FIRST AID SUPPLIES	71.40	
110383	8/27/2015	CIO SOLUTIONS, LP	IT SERVICES	629.75	
110384	8/27/2015	COAST TRUCK PARTS	BUS PARTS	529.55	
110385	8/27/2015	CUMMINS PACIFIC, LLC	BUS PARTS	8,384.90	
110386	8/27/2015	DEPARTMENT OF MOTOR VEHICL	VEHICLE REGISTRATION	230.00	
110387	8/27/2015	BRADLEY P DAVIS	TRAVEL REIMBURSEMENT	394.73	
110388	8/27/2015	DAVID DAVIS JR.	DIRECTOR FEES	180.00	
110389	8/27/2015	DELTA WELDING	B&G REPAIRS & SUPPLIES	570.00	
110390	8/27/2015	ALICIA DIEHL	RETIREE HEALTH REIMBURSEMENT	90.00	
110391	8/27/2015	DOMINANCE SOFTWARE DEVELO	SOFTWARE SUPPORT SERVICES	536.25	
110392	8/27/2015	FEDEX dba	FREIGHT CHARGES	538.47	
110393	8/27/2015	SHERRIE FISHER	RETIREE HEALTH REIMBURSEMENT	885.72	
110394	8/27/2015	FLORES AUTO BODY & PAINT D	BUS REPAIRS	466.56	
110395	8/27/2015	MELVIN FOUNTAIN	RETIREE HEALTH REIMBURSEMENT	90.00	
110396	8/27/2015	GIBBS INTERNATIONAL INC	BUS PARTS	2,158.47	
110397	8/27/2015	GILLIG LLC	BUS PARTS	2,965.06	
110398	8/27/2015	GARY GLEASON	RETIREE HEALTH REIMBURSEMENT	247.95	
110399	8/27/2015	ROBERT GONZALEZ	RETIREE HEALTH REIMBURSEMENT	585.00	
110400	8/27/2015	JIM HAGGERTY	RETIREE HEALTH REIMBURSEMENT	200.80	
110401	8/27/2015	ALI HABIBI	RETIREE HEALTH REIMBURSEMENT	217.90	
110402	8/27/2015	HAYNES SALES DBA	B&G REPAIRS & SUPPLIES	27.87	
110403	8/27/2015	JOHN HERNANDEZ	TOOL ALLOWANCE	1,100.00	
110404	8/27/2015	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	94.83	
110405	8/27/2015	HR AUTOGLASS DBA	BUS PARTS/REPAIRS	380.00	
110406	8/27/2015	INTERCON TECHNOLOGIES DBA	BUS PARTS	3,658.00	

Check #	Date	Company	Description	Amount	Voids
110407	8/27/2015	IPC (USA), INC.	BUS FUEL	24,528.63	
110408	8/27/2015	JAY DANIEL ROBERTSON	RETIREE HEALTH REIMBURSEMENT	209.01	
110409	8/27/2015	DONALD JACKSON	RETIREE HEALTH REIMBURSEMENT	90.00	
110410	8/27/2015	JANEK CORP	BUS PARTS	432.00	
110411	8/27/2015	J n L GLASS INC.	REPLACE BUS WINDOWS	450.00	
110412	8/27/2015	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	30.00	
110413	8/27/2015	LINDA LEE LACKEY	RETIREE HEALTH REIMBURSEMENT	720.18	
110414	8/27/2015	LANSPEED DBA	IT SERVICES	87.50	
110415	8/27/2015	LARA'S AUTO REPAIR DBA	BUS REPAIRS	56.00	
110416	8/27/2015	LAWSON PRODUCTS INC	SHOP SUPPLIES	120.24	
110417	8/27/2015	LYNDA.COM, INC.	EMPLOYEE TRAINING	359.88	
110418	8/27/2015	MC CORMIX CORP. (OIL)	LUBRICANTS	3,653.04	
110419	8/27/2015	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,362.12	
110420	8/27/2015	MCMASTER-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	49.45	
110421	8/27/2015	CHUCK MCQUARY	DIRECTOR FEES	180.00	
110422	8/27/2015	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	695.00	
110423	8/27/2015	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	99.00	
110424	8/27/2015	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	832.98	
110425	8/27/2015	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	533.99	
110426	8/27/2015	DAVID MORSE	TRAVEL REIMBURSEMENT	47.80	
110427	8/27/2015	NATIONAL AUTO BODY & PAINT I	EV REPAINTING	3,498.00	
110428	8/27/2015	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	27,423.00	
110429	8/27/2015	NEW FLYER INDUSTRIES CANADA	BUS PARTS	1,419.83	
110430	8/27/2015	NEW PIG CORP.	B/G SUPPLIES (OF)	505.78	
110431	8/27/2015	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	537.03	
110432	8/27/2015	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS	404.58	
110433	8/27/2015	PEARL BAY CORPORATION	CANOPY PROJECT	937.50	
110434	8/27/2015	PEI-GENESIS INC.	BUS PARTS	1,015.57	
110435	8/27/2015	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	1,135.00	
110436	8/27/2015	OLIVIA RODRIGUEZ	DIRECTOR FEES	120.00	
110437	8/27/2015	AL ROMERO SR.	RETIREE HEALTH REIMBURSEMENT	90.00	
110438	8/27/2015	SANTA BARBARA FASTENERS, IN	SHOP SUPPLIES	130.63	
110439	8/27/2015	SANTA BARBARA NEWSPRESS D	BUS SCHEDULE BOOKLETS	12,198.65	
110440	8/27/2015	SILVAS OIL CO., INC.	LUBRICANTS	494.81	
110441	8/27/2015	WILLIAM JOHN SHELOR	DIRECTOR FEES	180.00	
110442	8/27/2015	SM TIRE, CORP.	BUS TIRE MOUNTING	2,271.94	
110443	8/27/2015	SIGNS BY KEN, INC	EV RELETTERING	375.00	
110444	8/27/2015	SMART & FINAL	OFFICE/MEETING SUPPLIES	175.07	
110445	8/27/2015	SOUTHWEST LIFT & EQUIPMENT,	LIFT REPAIRS & SUPPLIES	704.18	
110446	8/27/2015	VADIVEL SREEDAR	COASTAL EXPRESS LIMITED REFUND	52.50	
110447	8/27/2015	STAPLES INC. & SUBSIDIARIES	OFFICE SUPPLIES	282.55	

Check #	Date	Company	Description	Amount	Voids
110448	8/27/2015	STAPLES CREDIT PLAN	OFFICE & COMPUTER SUPPLIES	496.76	
110449	8/27/2015	AARON SUHR	FOR ESTATE - HEALTH REIMBURSEM	927.40	
110450	8/27/2015	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	250.00	
110451	8/27/2015	SB CITY OF-REFUSE/WATER	UTILITIES	753.96	
110452	8/27/2015	THE MEDCENTER	MEDICAL EXAMS	3,925.00	
110453	8/27/2015	DAVID T. TABOR	DIRECTOR FEES	180.00	
110454	8/27/2015	TANK TEAM INC.	TANK TESTS	123.00	
110455	8/27/2015	INTERSTATE CAPITAL CORPORAT	UNIFORMS	315.74	
110456	8/27/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	5,185.92	
110457	8/27/2015	VENTURA STEEL, INC.	B&G REPAIRS & SUPPLIES	38.51	
110458	8/27/2015	VERIZON CALIFORNIA	TELEPHONES	3,022.68	
110459	8/27/2015	VERIZON WIRELESS	WIRELESS PHONES	448.71	
110460	8/27/2015	VOLT MANAGEMENT CORP.	CONTRACT EMPLOYMENT	1,700.79	
110461	8/27/2015	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,017.14	
110462	8/27/2015	RICHARD WEINBERG	DIRECTOR FEES	120.00	
110463	8/27/2015	WILSON PRINTING INC.	PRINTING SERVICES	1,060.44	
110464	8/27/2015	WOODY'S, CATERING BY WOODY'	EMPLOYEE RELATIONS	1,000.00	
110465	8/27/2015	WURTH USA WEST INC.	SHOP SUPPLIES	673.00	
110466	8/27/2015	ALEXANDER YOUNG	RETIREE HEALTH REIMBURSEMENT	390.98	
110467	9/4/2015	BANK OF AMERICA, N.A.	CREDIT CARD PURCHASES	3,701.60	
110468	9/4/2015	BAY CITY FAB DBA	BUS BATTERY TRAY SETS	29,670.00	
110469	9/4/2015	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	98.00	
110470	9/4/2015	CUMMINS PACIFIC, LLC	BUS PARTS	2,726.12	
110471	9/4/2015	MARY DEAIL	PAYROLL RELATED	106.15	
110472	9/4/2015	RONY GAMARRO	COASTAL EXPRESS LTD REIMBURSEM	35.00	
110473	9/4/2015	SHERIFF CIVIL BUREAU	PAYROLL RELATED	401.10	
110474	9/4/2015	MOUNTAIN SPRING WATER	SHOP & OFFICE SUPPLIES	1,324.75	
110475	9/4/2015	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
110476	9/4/2015	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	1,060.00	
110477	9/4/2015	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
110478	9/4/2015	SO. CAL. EDISON CO.	UTILITIES	14,653.89	
110479	9/4/2015	SB CITY OF-REFUSE/WATER	UTILITIES	3,784.23	
110480	9/4/2015	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	349.20	
110481	9/4/2015	U.S. DEPARTMENT OF EDUCATIO	PAYROLL RELATED	99.40	
				209,599.95	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$209,599.95

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

Date	Company	Description	Amount
8/1/2015	UCSB Graduate Student Association	Passes/Passports Sales	2,489.50
8/17/2015	Montecito Bank & Trust	Advertising on Buses	4,045.00
8/25/2015	City of SB - (Downtown Shuttle)	Downtown Shuttle - June 2015	1,372.74
8/25/2015	City of SB - (Downtown Shuttle)	Downtown Shuttle - June 2015	88,719.83
8/25/2015	Department of Rehabilitation	Passes/Passports Sales	644.00
8/25/2015	UCSB - Parking Services-7001	Passes/Passports Sales	1,040.00
8/26/2015	Idea Engineering, Inc.	Advertising on Buses	2,637.00
8/26/2015	SB School District	Passes/Token Sales	2,550.00
8/27/2015	City of SB Creeks Division	Advertising on Buses	3,174.00
8/27/2015	UCSB - Parking Services-7001	Passes/Passports Sales	7,188.00
9/1/2015	Coverly Professional Services	Advertising on Buses	2,000.00
9/3/2015	SB School District	Passes/Token Sales	41,250.00
9/3/2015	UCSB Bookstore	Passes/Passport Sales	4,600.00
Total Accounts Receivable Paid During Period			\$161,710.07

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of September 29, 2015
For the Period September 8, 2015 through September 21, 2015

MONEY MARKET

Beginning Balance September 8, 2015 **\$9,995,426.89**

Passenger Fares	169,383.92
Accounts Receivable	51,995.98
Advertising/Prepaid Deposits	1,806.00
Miscellaneous/Asset Sales	1,205.55
Total Deposits	224,391.45

ACH Garn/Escrow	(888.21)
ACH Pensions Transfer	(35,538.69)
ACH Tax Deposit	(145,562.04)
Payroll Transfer	(306,276.52)
Operations Transfer	(898,092.66)
Total Disbursements	(1,386,358.12)

Ending Balance **\$8,833,460.22**

CASH INVESTMENTS

LAIF Account	\$3,340,358.63
Money Market Account	8,833,460.22

Total Cash Balance **\$12,173,818.85**

SELF INSURED LIABILITY ACCOUNTS

WC / Liability Reserves	(\$3,928,545.40)
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Working Capital **\$8,245,273.45**

**Santa Barbara Metropolitan Transit District
Accounts Payable**

Check #	Date	Company	Description	Amount	Voids
110364	8/21/2015	THE GAS COMPANY DBA	UTILITIES	5,738.92	V
110482	9/11/2015	ABC BUS COMPANIES INC	BUS PARTS	1,649.95	
110483	9/11/2015	ERICKA J. ADAMS	DMV/VTT REIMBURSEMENT	52.00	
110484	9/11/2015	NANCY ALEXANDER	TRAVEL REIMBURSEMENT	30.34	
110485	9/11/2015	AQUA-FLO	BUS WASH SUPPLIES	87.31	
110486	9/11/2015	ASBURY ENVIRONMENTAL SERVI	WASTE OIL RECYCLER	35.00	
110487	9/11/2015	AXLE TECH INTERNATIONAL D	BUS PARTS & REPAIRS	1,278.40	
110488	9/11/2015	B2B SERVICES DBA	OFFICE SUPPLIES	637.20	
110489	9/11/2015	BICKMORE INC	WC ACTUARIAL REVIEW	1,900.00	
110490	9/11/2015	BIG BRAND TIRES, BRANDCO BILL	SERVICE VEHICLE MAINTENANCE	214.57	
110491	9/11/2015	BIG GREEN CLEANING CO. DBA	JANITORIAL SERV./SUPPLIES	5,450.00	
110492	9/11/2015	BNS ELECTRONICS, INC.	SANTA YNEZ SITE RENTAL	269.27	
110493	9/11/2015	CARQUEST AUTO PARTS	BUS PARTS & SUPPLIES	198.08	
110494	9/11/2015	CENTRAL CITY ABS, INC.	BUS SUPPLIES	62.28	
110495	9/11/2015	CITY OF CARPINTERIA	ELECTRIC CHARGING STATION	759.65	
110496	9/11/2015	RICHARD CERVANTEZ	VTT REIMBURSEMENT	10.00	
110497	9/11/2015	CHANNEL CITY ENGINEERING	SHOP EQUIPMENT REPAIRS	75.00	
110498	9/11/2015	COMPRESSED AIR OF CALIFORNIA	BUS PARTS	7,333.06	
110499	9/11/2015	CHK AMERICA INC.	SCHEDULE INFO & SYSTEM MAP	14,158.80	
110500	9/11/2015	COMMUNITY RADIO, INC.	GIB. SITE RENTAL	242.03	
110501	9/11/2015	CINTAS CORPORATION	FIRST AID SUPPLIES	393.76	
110502	9/11/2015	CIO SOLUTIONS, LP	IT SERVICES	400.68	
110503	9/11/2015	COAST TRUCK PARTS	BUS PARTS	1,087.54	
110504	9/11/2015	COX COMMUNICATIONS, CORP.	INTERNET & CABLE TV	334.60	
110505	9/11/2015	CUMMINS PACIFIC, LLC	BUS PARTS	6,429.80	
110506	9/11/2015	DAL POZZO TIRE CORP.	TIRE REPAIR/MOUNTING	35.00	
110507	9/11/2015	DELTA DENTAL OF CALIFORNIA	DENTAL INSURANCE	10,507.02	
110508	9/11/2015	DELTA DENTAL INSURANCE COM	DENTAL INSURANCE	2,244.60	
110509	9/11/2015	DENMUN OFFICE SOLUTIONS DB	IT CONTRACT SERVICE	3,570.00	
110510	9/11/2015	DOCUPRODUCTS CORPORATION	COPIER MAINTENANCE/SUPPLIES	413.85	
110511	9/11/2015	EASY LIFT TRANSPORTATION, INC	ADA SUBSIDY	68,792.58	
110512	9/11/2015	EBUS, INC.	BUS PARTS	69.89	
110513	9/11/2015	FERRO MAGNETIC CORPORATION	BATTERY CHARGERS/PARTS	502.63	
110514	9/11/2015	FRAZEE INDUSTRIES, INC	BUS STOP MAINT.	44.59	
110515	9/11/2015	GIBBS INTERNATIONAL INC	BUS PARTS	1,640.28	
110516	9/11/2015	GILLIG LLC	BUS PARTS	11,588.20	
110517	9/11/2015	GOODYEAR TIRE & RUBBER CO	LEASED TIRES	10,657.35	
110518	9/11/2015	GRAINGER, INC.	SHOP/B&G SUPPLIES	62.28	

Check #	Date	Company	Description	Amount	Voids
110519	9/11/2015	NIKOLA GRUBISIC	VTT REIMBURSEMENT	10.00	
110520	9/11/2015	GUARDIAN-APPLETON (DENTAL I	DENTAL INSURANCE	3,931.51	
110521	9/11/2015	GUARDIAN-APPLETON (LIFE INS)	LIFE INSURANCE	574.88	
110522	9/11/2015	HAYNES SALES DBA	B&G REPAIRS & SUPPLIES	2,316.41	
110523	9/11/2015	HOME IMPROVEMENT CTR.	SHOP/B&G SUPPLIES	118.11	
110524	9/11/2015	INTERCON TECHNOLOGIES DBA	EV/CHARGER REPAIRS	3,093.76	
110525	9/11/2015	IPC (USA), INC.	BUS FUEL	49,725.92	
110526	9/11/2015	JERRY'S PLUMBING & HEATING, I	PLUMBING REPAIRS	75.00	
110527	9/11/2015	JOY EQUIPMENT PROTECTION, IN	SERVICING FIRE EXTINGUISHERS	350.00	
110528	9/11/2015	DANA MARK KEPFORD	DMV/VTT REIMBURSEMENT	52.00	
110529	9/11/2015	LANSPEED DBA	IT SERVICES	906.25	
110530	9/11/2015	LIBERTY MUTUAL GROUP INC.	ANNUAL PROPERTY INSURANCE	10,030.00	
110531	9/11/2015	KARL LUST	VTT REIMBURSEMENT	10.00	
110532	9/11/2015	LEO MEJIA	PROGRAMMING SERVICES	440.00	
110533	9/11/2015	MC CORMIX CORP. (OIL)	LUBRICANTS	3,236.08	
110534	9/11/2015	MC CORMIX CORP. (GAS)	FUEL-SERVICE VEHICLES	2,141.71	
110535	9/11/2015	MCGOWAN GUNTERMANN	ANNUAL AUDIT	9,715.37	
110536	9/11/2015	MCMaster-CARR SUPPLY CO.	SHOP/B&G SUPPLIES	46.81	
110537	9/11/2015	MEDICAL EYE SERVICES, INC.	VISION INSURANCE	261.08	
110538	9/11/2015	MIKE CUEVAS GARDENING SERVI	LANDSCAPE MAINTENANCE SERVICE	1,885.00	
110539	9/11/2015	KENNETH B. MILLS	PROCUREMENT SERVICES	4,263.00	
110540	9/11/2015	MISSION LINEN SUPPLY, INC	UNIFORM & LINEN SERVICE	4,625.40	
110541	9/11/2015	MURPHY ELECTRIC MAINTENANC	ELECTRICAL REPAIRS/INSTALLATION	919.70	
110542	9/11/2015	MOHAWK MFG. AND SUPPLY CO.	BUS PARTS	195.46	
110543	9/11/2015	NATIONAL INTERSTATE INS INC.	LIABILITY INSURANCE	27,423.00	
110544	9/11/2015	NEWEGG, INC	WORKSTATIONS & MONITORS	4,686.35	
110545	9/11/2015	NEWARK ELECTRONICS, CORP.	BUS PARTS	52.84	
110546	9/11/2015	NU-COOL REDI GREEN, INC	COOLANTS & SHOP SUPPLIES	471.69	
110547	9/11/2015	NU IMAGE SIGNS AND GRAPHIX	PRINTING SERVICES	2,289.91	
110548	9/11/2015	PREVOST CAR INC.- CREDIT DEPT.	BUS PARTS & SOFTWARE	631.53	
110549	9/11/2015	RICHARD O'REILLY	DMV REIMBURSEMENT	42.00	
110550	9/11/2015	PEOPLES' SELF-HELP HOUSING, C	SUPPORTING EVENT	250.00	
110551	9/11/2015	POWERSTRIDE BATTERY CO.	EV BATTERIES	942.74	
110552	9/11/2015	REPUBLIC ELEVATOR, INC	ELEVATOR MAINTENANCE	153.20	
110553	9/11/2015	ROGERS, SHEFFIELD & CAMPBELL	LEGAL COUNSEL	14,431.45	
110554	9/11/2015	JUAN CARLOS RUIZ-GUZMAN	DMV REIMBURSEMENT	42.00	
110555	9/11/2015	SB LOCKSMITHS, INC.	B&G REPAIR & SUPPLIES	3.51	
110556	9/11/2015	SILVAS OIL CO., INC.	LUBRICANTS	724.65	
110557	9/11/2015	SPECIAL DISTRICT RISK MGMT	MEDICAL HEALTH INSURANCE	49,204.80	
110558	9/11/2015	SMITTY'S TOWING SERVICE D	TOWING SERVICES	315.00	
110559	9/11/2015	SM TIRE, CORP.	BUS TIRE MOUNTING	563.00	

Check #	Date	Company	Description	Amount	Voids
110560	9/11/2015	SIMPLEX GRINNELL	FIRE ALARM SERVICES	576.00	
110561	9/11/2015	SO. CAL. EDISON CO.	UTILITIES	6,594.37	
110562	9/11/2015	THE GAS COMPANY DBA	UTILITIES	114.68	
110563	9/11/2015	SOUTHWEST LIFT & EQUIPMENT, I	LIFT REPAIRS & SUPPLIES	2,052.96	
110564	9/11/2015	STAPLES INC. & SUBSIDIARIES	OFFICE SUPPLIES	473.66	
110565	9/11/2015	STEWART'S DE-ROOTING & PLUM	PLUMBING REPAIRS	520.00	
110566	9/11/2015	TEAMSTERS MISC SECURITY TRU	UNION MEDICAL INSURANCE	151,697.00	
110567	9/11/2015	UNITED PARCEL SERVICE, INC.	FREIGHT CHARGES	254.02	
110568	9/11/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	6,100.13	
110569	9/11/2015	VALLEY POWER SYSTEMS, INC.	BUS PARTS	1,850.90	
110570	9/11/2015	VOLT MANAGEMENT CORP.	CONTRACT EMPLOYMENT	4,935.00	
110571	9/11/2015	WAXIE SANITARY SUPPLY DBA	JANITORIAL SUPPLIES	1,511.46	
110572	9/11/2015	YELLOW (YRC) TRANSPORTATION	FREIGHT CHARGES	150.00	
110573	9/18/2015	CLEVER DEVICES LTD	AIM SYSTEMS	238,260.93	
110574	9/18/2015	MARY DEAILÉ	PAYROLL RELATED	106.15	
110575	9/18/2015	STATE OF CALIFORNIA	PAYROLL RELATED	521.57	
110576	9/18/2015	GRAYPHICS DIGITAL IMAGING DB	PRINTING SERVICES	871.00	
110577	9/18/2015	IPC (USA), INC.	BUS FUEL	24,202.85	
110578	9/18/2015	SHERIFF CIVIL BUREAU	PAYROLL RELATED	405.85	
110579	9/18/2015	NATIONAL DRIVE	PAYROLL DEDUCTION	96.00	
110580	9/18/2015	ANN BRADY OTTIERI	PAYROLL RELATED	277.00	
110581	9/18/2015	SB COUNTY FEDERAL CREDIT UNI	PAYROLL DEDUCTION	1,060.00	
110582	9/18/2015	SANTA BARBARA SHERIFF'S DEPT	PAYROLL RELATED	75.00	
110583	9/18/2015	SO. CAL. EDISON CO.	UTILITIES	6,118.26	
110584	9/18/2015	THE GAS COMPANY DBA	UTILITIES	105.74	
110585	9/18/2015	TEAMSTERS PENSION TRUST	UNION PENSION	90,161.43	
110586	9/18/2015	TEAMSTERS UNION LOCAL NO. 18	UNION DUES	9,852.95	
110587	9/18/2015	UNITED WAY OF SB	PAYROLL DEDUCTION	68.00	
110588	9/18/2015	U.S. DEPARTMENT OF EDUCATION	PAYROLL RELATED	246.97	
110589	9/18/2015	VERIZON CALIFORNIA	TELEPHONES	94.99	
110590	9/18/2015	YACO SCHOLARSHIP FUND	PAYROLL DEDUCTION	108.00	
				903,831.58	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	5,738.92
				Grand Total:	\$898,092.66

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

Date	Company	Description	Amount
9/3/2015	Federal Transit Administration	FTA Operating Assistance	12,325.00
9/3/2015	Federal Transit Administration	FTA Operating Assistance	14,038.00
9/8/2015	Montecito Bank & Trust	Advertising on Buses	3,448.00
9/10/2015	Department of Rehabilitation	Passes/Passports Sales	164.00
9/10/2015	Jim Haggerty	Retiree - Vision	12.20
9/16/2015	ASTI Holding Company, LLC	Overpass Property Lease - Sept 15	15,389.18
9/16/2015	County of Santa Barbara	Passes/Token Sales	3,290.00
9/16/2015	Department of Rehabilitation	Passes/Passports Sales	664.00
9/16/2015	Department of Rehabilitation	Passes/Passports Sales	52.00
9/17/2015	Fritz Creative Marketing	Advertising on Buses	810.00
9/17/2015	Fritz Creative Marketing	Advertising on Buses	1,407.60
9/18/2015	KCSB - FM	Advertising on Buses	396.00
Total Accounts Receivable Paid During Period			\$51,995.98



BOARD OF DIRECTORS REPORT

MEETING DATE: September 29, 2014

AGENDA ITEM #: 7

DEPARTMENT: Risk

TYPE: ACTION

PREPARED BY: Mary Gregg

Signature

REVIEWED BY: Jerry Estrada

GM Signature

SUBJECT: Increase of General Manager's Liability and Workers' Compensation Settlement Authority

RECOMMENDATION:

Staff recommends that the MTD Board of Directors approve an increase in the General Manager's settlement authority as follows:

- Liability claims, increase from \$4,999.99 to \$25,000.00
- Workers Compensation claims, increase from \$4,999.99 to \$75,000

DISCUSSION:

This matter was taken to the Finance Committee for consideration and assessment of the issue. After initial review, the Finance Committee directed staff to conduct a survey of other California public agency's to assist with the determination of an appropriate settlement authority level for the General Manager.

The Finance Committee recently considered staff's findings related to the agency's peers, and unanimously approved the aforementioned recommendation. The Finance Committee also instructed staff to provide annual updates regarding claims and costs in a fashion that provides an appropriate level of transparency.

ANALYSIS:

Staff surveyed local public agencies for comparison of settlement authority levels among MTD peer groups and presented a summary of findings to the Finance Committee on September 22, 2015.

Based on our research of those agencies that have first dollar coverage, we found that settlement authorities at the corresponding General Manager level were in line with our recommendations:

Maximum Authority	City	County	Transit District
\$75,000	1	0	0
\$50,000	2	2	0
\$35,000	1	0	0
\$25,000	0	0	1

Liability Claims

National Interstate Insurance is MTD's third-party administrator for the management of liability claims with the Office of Rogers and Sheffield providing legal representation. The Risk Department performs its due diligence in reporting to National Interstate Insurance all occurrences of liability claims. The General Manager and Manager of Human Resources and Risk work with legal council and the claims administrator assigned by National Interstate Insurance to resolve all liability claims.

Workers Compensation

John Lamoutte, MTD's Workers' Compensation attorney, has advised a settlement authority increase will significantly reduce the time required to settle claims under the current process, which in turn will decrease legal fees.

Bruce White, MTD's TPA Claims Manager with Workers' Compensation Administrators, LLC, has also advised that a settlement authority increase can save the cost of additional litigation expense and provide MTD with the advantage of settlement opportunities as they present.

To: MTD Board of Directors
From: Jerry Estrada, General Manager
Date: September 25, 2015
Subject: General Manager's Report

Planning

Planning and Operations staff attended the monthly COAST Bus Riders Meeting on September 10th. Staff discussed the fall changes that began on August 24th and responded to various service related questions and feedback.

UCSB classes for the fall quarter began on September 24th. The Sierra Madre housing project located on the west side of Storke Road across from the Santa Catalina student residency hall was recently completed. It is anticipated that many of the 500+ students and faculty who will reside there will utilize the transit system to reach campus and elsewhere. As a result, an elongated bus pocket was included as part of the project in order to allow for more efficient passenger boarding of multiple bus lines at the same time.

Staff met with City of Goleta and other agency staff on September 2nd to review current design plans of the Hollister Class I Bike Path project proposed along the south side of the roadway between Pacific Oaks Road and Pebble Beach Drive. MTD sent a comment letter on October 6th regarding the conceptual design plans. Staff will continue to coordinate with City of Goleta staff as the project continues through the design phase.

The City of Santa Barbara Historic Landmarks Commission and Architectural Board of Review recently approved a Public Container Master Plan. The plan includes guidance in repair and replacement of containers including two types (Urban Renaissance and Wausau) MTD will be permitted to install at bus stops within City jurisdiction.

Operations & Maintenance

MTD successfully passed its recent CHP Audit. The State of California Department visits transit agencies annually to maintain various compliance and licensing mandates. This generally takes a few days, and as in the past went very smoothly.

Santa Barbara has commenced its "Cruise Ship Season" this fall. Several of the cruise lines anchor off of our coast, with their passengers and crew disembarking to visit our community. MTD, with financial support from the City of Santa Barbara, adds extra downtown shuttles and supervision to mitigate the massive influx of visitors, as to not impact our regular riders.

Our newest Operator, Paul Dosa, passed his DMV test! Congratulations Paul! He will continue his training for a few more weeks, which includes driving all of the routes in our system. He should be released soon, and will assume his normal bid shift.

Training for Operations has started for our new onboard camera and dispatch systems. Our department will be testing a "mini fleet" in the coming weeks prior to full fleet installation. Among having many functions, these systems will offer GPS, automatic stop announcements, automatic passenger counters, and other "real time" functions. Operations staff is very excited about this technology!

Nova articulated bus number 1001's articulated joint issue has been repaired. Nova bus sent a technician to the MTD who installed a replacement potentiometer and recalibrated it. The failed part will be sent back for warranty.

A Cummins Pacific technician recalibrated the ECM's of all fourteen 2013 Gilligs and all three Nova articulated buses on site at the MTD to lessen the number of problems with the coolant probes. These probes were manufactured by Cummins and installation on coolant tanks of the bus manufacturer's design have been the source of numerous road calls.

An additional pack of CALB LiFePO₄ batteries for the Ebus fleet is being assembled by Intercon Technologies for a planned September installation into one of the MTD's current NiCad electric shuttles. There are currently five LifePo₄ buses in the fleet (12, 14, 15, 18 and 19) with two additional conversions planned for the immediate future.

The Balqon battery management system in EV12 is failing and with no manufacturer support it will be replaced with the Ligoo system installed on the other four LiFePO₄ shuttles.

The CARB mandated engine change outs on the 2011 hybrid fleet has begun. The 2011 Cummins ISB engines are rated by CARB regulations as a medium heavy duty engine that must be replaced every 185,000 miles. Bus 912 is nearly complete and bus 909 is next. The engine for 909 has arrived at Cummins' Ventura facility and will be picked up shortly. All seven will have to have their engines replaced at 185,000 mile intervals for the life of the bus.

The routine County of Santa Barbara Hazardous Waste Generator inspection took place on July 30, 2015. A few compliance issues were noted dealing with waste oil and filters, which MTD staff is working on. New waste oil barrels and covers have been installed and steps are being taken to change processes to become compliant with new state hazardous materials regulations.

The second air conditioning unit for the IT server room has been installed and is operational. This unit will help cool the new servers installed as part of the AIM project.

Human Resources & Administration

Human Resources is actively recruiting for several positions. Increased presence on job boards and internal posting for referrals for drivers resulted in a large turnout for the first driver orientation and testing held in September. Three candidates have been offered driver positions and are expected to start in early October. A second driver orientation is being held in September. Interviews for the Safety and Training Officer will be held in early October, and applications continue to be accepted for Manager of Maintenance as well as Mechanic.

Risk reviewed with the Finance Committee a summary of settlement authority levels of local public agencies as part of a due diligence for the Committee's consideration of a recommendation to increase in the General Manager's settlement authorization for Liability and Workers Compensation. Of particular consideration, raising the Workers' Compensation settlement authority will significantly reduce the time required to settle claims under the current process.

October is Open Enrollment for Staff Medical and Dental insurance and HR will present the renewal for both policies at the next Board meeting in October. Preliminary review of the annual increase in premiums falls within budget.

The Manager of HR and Risk attended a meeting held in Santa Barbara for the local chapter of PARMA (Public Agency Risk Managers Association). The meeting was focused on emergency and disaster preparedness.

Staff attended meetings of SBCAG's Technical Transportation Advisory Committee (TTAC) and Joint Technical Advisory Committee (JTAC) on Thursday, September 3. MTD is a voting member of both Committees. JTAC received a report on the update to SBCAG's Regional Transportation Plan - Sustainable Communities Strategy. TTAC received reports on the US 101 High Occupancy Vehicle (HOV) project and on SBCAG staff's ongoing update of the Measure A Strategic Plan. The Committee recommended that the SBCAG Board approve the Request for Proposals for the upcoming Transportation Development Act Triennial Performance Audits of SBCAG and the county's transit operators.

Staff listened in on a Federal Transit Administration (FTA) webinar regarding the FTA's Notice of Proposed Rulemaking on safety regulation. Staff also listened in on an American Public Transportation Association (APTA) discussion of the issue.

As required by the FTA, staff submitted MTD's August Safety & Security Reports and Ridership Reports to the National Transit Database (NTD). Staff received

notice that the reporting module has opened for MTD's FY 2015 NTD Annual Report. The initial report is due by October 31.

Onsite work on the AIM project began in earnest in mid-September. Clever Devices set up and configured their IT equipment and is now carrying out the onboard equipment installation on 11 buses for the "mini-fleet" testing. Required training for Operations supervisors and operators to carry out the test is also taking place this week. The test will use buses in live revenue service, although it will not include all features. For instance, public access to estimated bus arrival times requires the entire fleet to be equipped to provide accurate information on the entire fleet. The test is scheduled to begin September 29 but this could be delayed somewhat as Clever Devices works through several configuration and communications issues that are inevitable in a project of this complexity.

The invitation for bids package for the Olive Terminal canopy modifications project is being put together. However, because of the ongoing installations of the AIM equipment taking place under the canopy that will continue into January, the start of canopy project work will be delayed until the AIM equipment installations are complete.

Staff has received and reviewed the preliminary TC renovation plans that will be submitted to the City's HLC and Sign Committee for review. LMA Architects is in the process of revising the plans to take into account staff's comments.

MTD will be replacing the chain link fence along Olive and Cota Streets to provide greater yard security. The main reason for the replacement is to increase the difficulty of access to the property which has resulted in the damaging of buses when parked adjacent to the fence. Preliminary plans have been approved by the City's ABR. LMA will now produce the minimal construction drawings required and carry out the balance of the permitting process. Thereafter, the project will go out to bid.

The annual financial and compliance audits for fiscal year 2014/2015 by McGowan Guntermann are proceeding on schedule. Most of the auditor's fieldwork at MTD is completed and they will soon be putting the reports together.



BOARD OF DIRECTORS REPORT

MEETING DATE: SEPTEMBER 29, 2015

AGENDA ITEM #: 9

TYPE: ACTION ITEM

PREPARED BY: STEVE MAAS

Signature

REVIEWED BY: GENERAL MANAGER

GM Signature

SUBJECT: Strategic Plan Workshop #2

RECOMMENDATION:

Staff recommends that the MTD Board of Directors, MTD staff, and representatives of partner agencies participate in a second Strategic Plan update workshop facilitated by Mr. Daniel Iacofano.

DISCUSSION:

The MTD Board and staff expect that the Strategic Plan that results from this process will serve as guiding principles for the District going forward. Information regarding Strategic Plan Workshop #2 is attached.

Following this second workshop, staff will prepare a Revised Draft Strategic Plan, and conduct a public outreach process to provide stakeholders and interested parties another opportunity for comment.

The attached "Menu of Options" for outreach is an all-encompassing list of potential outreach activities that could be conducted if time and cost were not at issue. Staff recommends that employee outreach be conducted through a series of meetings open to all employees and held on different days and at different times (to accommodate schedules) and an employee survey. Staff further recommends that public outreach be conducted through an on-line survey that is extensively advertised.

Following the consideration of comments received during the outreach process, staff will prepare a Draft Final Strategic Plan and bring it to the Board with a recommendation for adoption.

ATTACHMENTS:

- Workshop Agenda

- Summary of Workshop #1
- Second Draft MTD Strategic Plan
- Menu of options for MTD employee and public engagement



Santa Barbara Metropolitan Transit District

Strategic Plan FY 2016-17

Workshop #2 Agenda

September 29, 2015, 9:00 A.M. - Noon

MTD Board Room

1. Review results of workshop #1
2. Consider possible Vision Statement; review and discuss proposed changes to Mission Statement, Values, and Goals
3. Review, discuss and prioritize potential strategic plan objectives, strategies, and action steps
4. Review and discuss potential MTD employee and public engagement activities in the MTD strategic planning process
5. Review and discuss timeline for plan completion and implementation



Santa Barbara Metropolitan Transit District

Strategic Plan FY 2016-17

Workshop #1 Summary

September 15, 2015, 8:30 A.M. – Noon

The following comprises summary notes from the first of two Board workshops devoted to MTD's Strategic Plan process.

1. Introduction and Overview

A. Desired outcomes and expected results of workshops

- Improve understanding of key issues
- Think about the future
- Set realistic goals
 - Update and enhance financial plan
 - Update priorities
- Understand MTD's core constituency
 - Transit dependent
 - Needs of other public agencies
- Identify 3 - 5 initiatives to "move the needle"
- Allocate resources efficiently
- Leverage MTD's stability relative to other transit providers

B. Status of current plan – MTD successes and strengths

- Fiscal management
- Positive relations with labor
- Our facilities
- Drivers and mechanics
- Service stability
- Planning
- Flexibility
- Public communications
- Reputation – we are well-respected
- The diversity of our fleet
- Dedicated staff – they are customer-oriented and accessible
- Our agency partners

2. Strategic Issues and Opportunities

A. Strategic issues

- Meeting our future compensation and benefits responsibilities
- Maintaining schedule adherence which in turn affects reliability
- Recruiting qualified employees to meet all current and future needs
 - New positions
 - Drivers & mechanics
 - Management/trainers
- Maintaining and improving customer satisfaction
 - We are experiencing slightly lower ridership
- Improving transit center design and operations
- Improving our capacity to identify and anticipate growth in light of changing demographics
 - Seniors
 - Transit dependent
 - The millennial generation
 - Paratransit demand
- Understanding how new development plans and build-out of the area in general will affect MTD service levels and operations – we need a long term plan
- Improving our operating facilities (e.g., Goleta, UCSB, Overpass, etc.)
- Strengthening relationships between local/regional and interregional transit service

B. Opportunities

- Providing input to new development projects to create opportunities for more transit-friendly development patterns
- Increasing MTD visibility within the community
- Working with our agency partners to coordinate plans and projects early in our respective planning processes (e.g., utility coordination)
- Tapping into California Cap-and-Trade funds
- Leveraging the on-going paradigm shift away from the private automobile
- Leveraging the property we own (e.g., Overpass, Calle Real, etc.)
- Deploying new technology (e.g., AVL, smart cards, Wi-Fi, etc.)

3. Measuring Success

Potential metrics:

- Partnership quality
- Fares in relation to the cost of service delivery
- Schedule adherence
- MTD openness and transparency
- Riders per hour
- Fare box recovery ratio
- Customer complaints and complaint resolution

4. Review of MTD Mission, Values and Goals

A. Adjust Mission to incorporate the following concepts:

- Fiscally sound
- Prudently and equitably
- Employees/workers/commuters

B. Adjust Values to incorporate the following concept:

- Commitment to a pleasant customer experience

C. Adjust Goals to incorporate the following:

- Prioritize Goal #5 of the adopted strategic plan (Goal F in the current draft plan)

NOTE:

Look for opportunities for making MTD Board meetings more accessible to the public such as by holding some meetings in the evening or in different locations around the service area.

5. Develop Objectives

A. Improve schedule reliability and adherence

- Deploy new tech tools for operations and customer service
- Expand incident management capabilities
- Encourage support for non-automotive modes (mode shift!); utilize more means of in-city non-auto transport
- Establish new operational positions within MTD (e.g., dispatcher, social media, etc.)
- Use bike share, car share
- Encourage TDM (transportation demand management) strategies (e.g., work with employers to arrange staggered work schedules to reduce peak hour trips)
- Adjust schedules in light of road conditions

B. Leverage/expand facilities

- Increase space for bus storage, offices and maintenance facilities
- Develop a facility master plan; estimate costs for needed improvements

C. Expand workforce recruitment efforts

- Provide housing stipend
- Address housing needs (use Calle Real!)
- Expand participation in activities such as job fairs, etc.
- Align training needs with community college course offerings
- Offer competitive compensation

D. Address unfunded liabilities (e.g. pension plan)

- Develop new revenue streams (e.g., real estate assets such as Calle Real)
- Continue to work in partnership with our employee labor groups on contract terms
- Update 5 year financial plan

E. Maintain and improve customer satisfaction

- Formulate and implement an MTD communications plan to strengthen marketing and outreach, our brand image and identity, and customer satisfaction
- Improve the customer experience
- Improve bus stops
- Maintain and expand customer service training

F. Address medium- and long-term service planning

- Analyze South Coast build-out potential based on general and specific plans
- Flesh out a long-term (30 year) plan for MTD service

- Work with agency partners to coordinate plans and services
- Define levels of service – coverage vs. ridership
- Deploy smart card readers

G. Address long-term fuel path

- Implement renewable energy systems where feasible and cost-effective

6. Implementation (to be discussed at workshop #2)

7. Next Steps (to be discussed at workshop #2)



FY 2016-17 STRATEGIC PLAN

VISION & MISSION

(Staff Draft) Public transit within the District should be so available and attractive that use of an automobile is a choice, not a necessity.

The mission of MTD is to enhance the mobility of South Coast residents, commuters, and visitors by offering safe, clean, reliable, courteous, accessible, environmentally responsible, equitable, and fiscally sound transit service throughout the district.

VALUES

- Well-Run & Respected
- Pleasant Customer Experience

- Professional Employees
- Technical Expertise

- Conservative With Public Funds
- Community & Local Agency Support

GOALS

**A.
High Quality
Transit Service**

**B.
Responsible Financial
Management**

**C.
Practical Asset
Management**

**D.
Employee
Development**

**E.
Customer
Relations**

**F.
Community & Agency
Outreach**

OBJECTIVES

- A.1. Determine balance between greatest demand & lifeline service
- A.2. Enhance schedule adherence
- A.3. Sustain & enhance employee safety programs
- A.4. Implement security cameras on buses
- A.5. Expand service as feasible
- A.6. Expand incident management capabilities
- A.7. Develop a long-term (e.g., 30 year) plan for MTD service

- B.1. Address unfunded liabilities
- B.2. Pursue all practical capital & operating funding opportunities
- B.3. Maintain special pass program fees consistent with general fare policy
- B.4. Develop new revenue streams
- B.5. Update and enhance 5-year financial plan

- C.1. Seek opportunities to participate in proof-of-concept demonstrations for electric buses
- C.2. Implement renewable energy systems where feasible and cost-effective
- C.3. Deliver capital projects as soon as practicable
- C.4. Develop facilities master plan for future use of District's real estate
- C.5. Increase space for bus storage, maintenance, and offices

- D.1. Encourage & support professional & leadership development
- D.2. Enhance employee health & wellness programs
- D.3. Enhance employee communications (e.g., MTD intranet, "State of the District" updates)
- D.4. Expand workforce recruitment efforts
- D.5. Continue to work in partnership with represented employees

- E.1. Continue to improve passenger facilities
- E.2. Continue progress on Transit Center rehabilitation
- E.3. Enhance customer service training & practices
- E.4. Continue to enhance the passenger experience (e.g., A/C on buses, free Wi-Fi on buses)
- E.5. Fully implement MTD's new "AIM" (AVL) system
- E.6. Implement an MTD communications plan to strengthen marketing and outreach, our brand image and identity, and customer satisfaction
- E.7. Implement "smart card" technology

- F.1. Participate in local & regional bus & rail transit planning
- F.2. Educate stakeholders regarding public transit funding, challenges, & constraints
- F.3. Continue to enhance public outreach programs
- F.4. Enhance marketing & outreach programs to attract new riders
- F.5. Encourage the provision of TDM strategies
- F.6. Continue to analyze South Coast build-out potential based on general and specific plans
- F.7. Work with agency partners to coordinate plans and services



Santa Barbara Metropolitan Transit District
Strategic Plan FY 2016-17
Employee and Public Engagement Activities
Menu of Options

Employee Engagement Options

1. Workshops with represented employees and administrative staff
2. Employee survey

Public Engagement Options

1. Focus groups with seniors, students, people with disabilities, etc.
2. On-line customer survey
3. Intercept surveys on buses and/or at bus stops
4. Pop-up workshops at special events
5. Workshops for representatives of public agency staff
6. Virtual workshop on the web