



TRANSIT DISTRICT MEMBERS:

City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas
City of Sand City • City of Seaside • City of Soledad • County of Monterey

REVISED

**Board of Directors Regular Meeting
January 11, 2016**

Monterey Bay Unified Air Pollution Control District
Board Room, 3rd Floor
24580 Silver Cloud Ct., Monterey

9:00 a.m.

REVISED TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 8:15 a.m. or Sand City Station at 8:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip (good for a \$17 one-way trip).

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Members of the public may address the Board on any matter related to Closed Session.

Members of the public may address the Board on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

3. CLOSED SESSION

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

- 3-1. Public Comment

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3-2. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)

3-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005)

4. RETURN TO OPEN SESSION

4-1. Report on Closed Session and possible action.

5. CONSENT AGENDA

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

5-1. Approve Low Carbon Transit Operations Program FY 15/16 Allocation. (Michelle Overmeyer) (pg. 5)

End of Consent Agenda

6. CONDUCT STRATEGIC PLANNING WORKSHOP

6-1. Strategic Planning Workshop Packet. (pg.13)

7. COMMENTS BY BOARD MEMBERS

13-1. Board member Comments and Announcements.

13-2. Board member Referrals for future agendas.

8. ADJOURN

NEXT MEETING DATE: February 8, 2016

Monterey Bay Unified Air Pollution Control District Board Room, 3rd Floor

NEXT AGENDA DEADLINE: January 26, 2016

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office at 1 Ryan Ranch Road, Monterey, CA during normal business hours.

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to Deanna Smith, MST, 1 Ryan Ranch Road, Monterey, CA 93940 or dsmith@mst.org.

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To: Board of Directors
From: Michelle Overmeyer, Grants Analyst
Subject: Low Carbon Transit Operations Program (LCTOP) FY 15/16 Allocation

RECOMMENDATION:

1. Approve Resolution 2016-01 authorizing the transfer of LCTOP funds
2. Approve Resolution 2016-02 authorizing the execution of the certifications and assurances and authorized agent forms for LCTOP
3. Approve Resolution 2016-03 authorizing the execution of the LCTOP Project for FY 15/16

FISCAL IMPACT:

Up to \$296,890 in LCTOP funds would be used to purchase an all-electric bus to be operated on Line 42 in East Salinas. Approximately \$150,000 from the Local Transportation Fund (LTF) would be used to fund the difference in sales price. The remaining \$182,694 in FY 15/16 LCTOP funds allocated to Monterey County would be transferred to Santa Cruz Metropolitan Transit District.

POLICY IMPLICATIONS:

The terms of the LCTOP require that your Board authorize the filing of the grant application and transfer of FY 15/16 funds totaling \$479,584.

DISCUSSION:

The LCTOP was first brought to your Board in March 2015 and then again in July 2015. A new program in FY15, LCTOP draws from the State's Greenhouse Gas Reduction Fund (GGRF) to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. MST received Monterey County's FY15 allocation of LCTOP funds (\$162,869) plus a transfer of \$182,694 from Santa Cruz County, as Santa Cruz Metropolitan Transit District (SCMTD) was unable to get an approved project by the State's June 30, 2015 deadline. At your July meeting, your Board approved receiving the transfer from Santa Cruz County and agreed to transfer the funds back to SCMTD in a future cycle of LCTOP.

The State Controller's Office released the FY15/16 allocations of LCTOP, and Monterey County's allocation is \$479,584. At this time it is appropriate to transfer \$182,694 back to SCMTD. Additionally, staff recommends using the remaining \$296,890 LCTOP funds toward the purchase of a new all-electric bus to be operated on Line 42.

To transfer \$182,694 to SCMTD and to receive \$296,890 for an electric bus, your Board must approve the attached resolutions which authorize the General Manager/CEO to execute all required documents for the LCTOP.

Attachments: Resolution 2016-01

Resolution 2016-02

Resolution 2016-03

PREPARED BY  REVIEWED BY 
Michelle Overmeyer Carl G. Sedoryk

ATTACHMENT 1

RESOLUTION 2016-01

AUTHORIZATION TO TRANSFER FISCAL YEAR 2015/2016 FUNDS FROM THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive Fiscal Year 2015/2016 state funding for the Low Carbon Transit Operations Program (LCTOP); and

WHEREAS, Monterey-Salinas Transit was allocated \$412,065 under Public Utility Code (PUC) 99313 and \$67,519 under PUC 99314 for a total Fiscal Year 2015/2016 allocation of \$479,584; and

WHEREAS, the LCTOP funds must be applied to a project approved by both the Department of Transportation (Department) and the California Air Resources Board (ARB); and

WHEREAS, the Santa Cruz Metropolitan Transit District (SMCTD) is an eligible project sponsor and transferred its Fiscal Year 2014/2015 LCTOP allocation, in the amount of \$182,694, to Monterey-Salinas Transit's approved "Transit in East Salinas" project; and

WHEREAS, Monterey-Salinas Transit agreed to transfer \$182,694 of its future LCTOP allocation back to SMCTD; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund transfer is now reciprocated.

BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, is hereby authorized and empowered to execute on behalf of Monterey-Salinas Transit all grant-related documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 11th day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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ATTACHMENT 2

RESOLUTION 2016-02

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED
AGENT FORMS FROM THE LOW CARBON TRANSIT
OPERATIONS PROGRAM (LCTOP)**

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager/CEO, or its designee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, be authorized to execute all required documents of the LCTOP and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 11th day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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ATTACHMENT 3

RESOLUTION 2016-03

**AUTHORIZATION FOR THE EXECUTION OF THE LOW
CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
MST ELECTRIC BUS (\$296,890)**

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED that the Board of Directors of Monterey-Salinas Transit hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2015-2016 LCTOP funds:

Project Name: MST Electric Bus

Description: All-electric bus to be operated in East Salinas

Contributing Sponsor: Transportation Agency for Monterey County

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 11th day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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Monterey-Salinas Transit Strategic Planning Workshop Agenda

- 1. Review of Agenda.** (Carl Sedoryk) (pg.15)
- 2. MST Organizational Progress.** (pg.17)
 - Review progress toward Strategic Goals and Annual Action Plan. (Executive Leadership Team)
 - Receive performance update. (Carl Sedoryk)
- 3. Measure Q Update and Planning.** (pg. 19)
 - Receive presentation and discuss proposed Measure Q Transit Investment Plan. (Lisa Rheinheimer) (pg. 21)
- 4. Receive Update on Status of Major Capital Projects.** (pg. 25)
 - Receive report on MST capital budget, property acquisition and renovation financing options, and federal and state funding opportunities for 2016. (Hunter Harvath)
 - Receive updates on MST facilities projects:
 - Ryan Ranch Administrative Facility update. (Michael Hernandez)
 - TDA Bus and Maintenance Facility renovation update. (Michael Hernandez)
 - South County, Marina Transit Exchange, and Salinas Transit Center property updates. (Hunter Harvath and Michael Hernandez)
- 5. Discuss Board Governance Issues.** (pg. 27)
 - Discuss and recommend changes to MST's board stipend policy to include mileage reimbursement. (Carl Sedoryk)
 - Review and discuss proposed changes to MST board agenda format: order of business; financial reporting; and action items. (Carl Sedoryk) (pg. 29)
 - Provide suggestions for new board member orientation process. (Carl Sedoryk)

- Discuss timing and process for strategic plan update. (Carl Sedoryk)

6. MST “Transit Champion” Award. (pg. 31)

- Discuss and make recommendations for MST’s Transit Champion Award annual presentation schedule.

7. Return to Agenda for Closing Remarks.

SECTION 1

Review of Agenda

(Carl Sedoryk)

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SECTION 2

MST Organizational Progress

- Review progress towards Strategic Goals and Annual Action Plan. (Executive Leadership Team)
- Receive performance update and provide direction on performance measures. (Carl Sedoryk)

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SECTION 3

Measure Q Update and Planning

- Receive presentation. (Lisa Rheinheimer)
- Discuss Draft Measure Q Transit Investment Plan.
(Lisa Rheinheimer) (pg. 21)

(The Draft Measure Q Transit Investment Plan can be obtained by contacting the MST Clerk of the Board at clerk@mst.org, 831-393-8192, or by requesting a copy at One Ryan Ranch Rd., Monterey, CA 93940, Attn: Clerk of the Board)

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To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Development

Subject: Draft Measure Q Transit Investment Plan

DISCUSSION:

At the January 2015 meeting, your Board directed staff to proceed with the preparation and development of a plan for the expenditure of Measure Q 1/8 cent sales tax funds. After Measure Q received overwhelming support of the voters in November 2014, the State began collecting the first of the Measure Q sales tax revenues in April 2015. MST received its first payment of Measure Q revenues in July 2015.

With these new revenues, MST was able to protect transit services to the most vulnerable populations in our community: seniors, people with disabilities, and veterans. Federal funding was severely cut for programs which MST relied upon to serve seniors and people with disabilities. Without Measure Q funding, many of the services provided to this population would have been significantly reduced or eliminated.

Through a competitive consultant selection process last spring, MST engaged Nelson\Nygaard Consulting to help prepare the Measure Q Transit Investment Plan (attached under separate cover). The approach taken in preparing the Plan is common practice in the planning field. The county was evaluated in terms of its demographic profile of the specific population, existing services and gaps were identified, public input was solicited, projects were proposed and outlined in an implementation plan.

The Measure Q Transit Investment Plan covers these topics in 8 chapters. The Executive Summary serves as a stand-alone document which can be shared with the community and interested groups.

Key takeaways from the report are outlined below:

The population of Monterey County and Cities will age over the next 15 years. With this influx of retirees and residents aging in place, demand for transit services which serve the elderly will increase. The highest percentage of veterans are located in unincorporated Monterey County, Salinas, Monterey, Seaside, Marina, and Pacific Grove. Salinas has the highest percentage of people with disabilities followed by the unincorporated County.

The public outreach component of this Draft Plan consisted of a community-wide public survey, stakeholder interviews, and Mobility Advisory Committee input. In June and July, MST asked for community input through an online and paper survey. Over 180 surveys were returned from veterans, people with disabilities, seniors, and their advocates.

Additionally, MST conducted stakeholder interviews with 5 community groups representing seniors, people with disabilities, and veterans geographically balanced across the County.

Gathering public input and soliciting ideas from community groups helped form an extensive list of 21 potential projects and programs. This list was reviewed and prioritized through an extensive process considering these factors: community criteria, transportation benefits, financial, and implementation.

The project list was further separated into three categories:

1. Protect Existing Transit Services
2. List of New Projects
3. Long-Term Vision Plan - Concepts

The first category of Protecting Existing Transit Services delivers on the promises of Measure Q to protect transit services for seniors, veterans, and people with disabilities. These projects include incremental cost increases or expansion of existing services:

- Capital Needs
- Technology Needs
- Paratransit and Special Transportation Services
- Senior and Veteran Focused Shuttles
- Taxi Vouchers
- Invest in Improvements to Bus Stops Utilized by Seniors, People with Disabilities, and Veterans
- Mobility Department
- Reserve Fund

The second category of projects were prioritized for the short-term and included in the 5-year implementation period. These projects rose to the top of the list because they are relatively inexpensive and can be phased quickly into MST's existing programs. These projects include:

- **Expand the MST Navigators program.** By recruiting more volunteers, MST can serve more passengers who need assistance navigating the transit system.
- **Pilot a flex voucher program.** MST's taxi voucher program offers a popular transit alternative for passengers while relieving demand on the MST RIDES ADA paratransit program. Applying vouchers to other transportation services would provide additional choices for riders.
- **Nominate veterans for free passes.** By nominating a veteran for a free annual pass, MST could honor veterans for their outstanding service or simply support those who need some extra help.

- **Launch a veterans-helping-veterans program.** Expanding the current MST Navigators program by training military veterans to help other veterans who use public transit would support the close-knit military community.
- **Assist families and friends with reimbursements.** Extending transportation incentives to relatives and friends who take elderly individuals to medical appointments and basic services could ease financial pressures for Monterey County residents.
- **Paratransit Emergency Response Module.** This module allows transportation organizations to dynamically manage ADA paratransit service disruptions due to localized emergency events or regional situations. This software also enables automatic rerouting of vehicles.

The Long-Term Vision Plan identifies projects and programs which may be implemented over the 15-years of the Measure Q lifespan. These projects include:

- Expand Taxi Voucher Program to Veterans
- Paratransit Easy Wallet
- Pilot a Weekly Medical Appointments Service to Destinations outside Monterey County
- Establish a Grant Program to Fund Community Transportation Services

The Draft Measure Q Transit Investment Plan is being made available for comment and review by your Board. These comments will be incorporated into the final Plan as appropriate and placed on the February Board meeting agenda for approval and adoption.

Prepared by:  Approved by: 

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SECTION 4

Status of Major Capital Projects

- Receive report on MST capital budget, property acquisition and renovation financing options, and federal and state funding opportunities. (Hunter Harvath)
- Receive update on MST facilities projects.
 - Ryan Ranch administrative facility update. (Michael Hernandez)
 - TDA bus and maintenance facility renovation update. (Michael Hernandez)
 - South County, Marina Transit Exchange, and Salinas Transit Center property updates. (Hunter Harvath and Michael Hernandez)

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SECTION 5

Board Governance Issues

- Discuss and recommend changes to MST's Board Stipend Policy to include mileage reimbursement. (Carl Sedoryk)
- Review and discuss proposed changes to MST agenda format. (Carl Sedoryk) (pg. 29)
 - Order of business
 - Financial reporting
 - Action items
- Provide suggestions for new board member orientation process. (Carl Sedoryk)
- Discuss timing and process for Strategic Plan update. (Carl Sedoryk)

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DRAFT PROPOSED

Board of Directors Regular Meeting Month, Date, Year

Location

Time

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1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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3. CONSENT AGENDA

These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.

4. RECOGNITION AND SPECIAL PRESENTATIONS

5. PUBLIC HEARINGS

6. ACTION ITEMS

7. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.

8. CLOSED SESSION

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9. RETURN TO OPEN SESSION

10. BOARD COMMENTS, REFERRALS, AND REPORTS

11. ATTACHMENTS

12. ADJOURN

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SECTION 6

MST Transit Champion Award

- Discuss and make recommendations for MST's Transit Champion Award annual presentation schedule.
(Carl Sedoryk)

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