



**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

Board of Directors Regular Meeting

**Monday, October 10, 2011**

MST Conference Room  
One Ryan Ranch Road, Monterey

10:00 a.m.

**TRANSPORTATION: Ride Line 8 Ryan Ranch-Edgewater to MST Office**

**1. CALL TO ORDER**

- 1-1. Roll call.
- 1-2. Pledge of Allegiance.

**2. CONSENT AGENDA**

- 2-1. Review highlights of Agenda. (Carl Sedoryk)

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

- 2-2. Adopt Resolution 2012-06 recognizing Heller Chappel, Coach Operator, as Employee of the Month for October 2011. (Robert Weber ) (pg. 1)
- 2-3. Minutes of the regular meeting of September 12, 2011. (Deanna Smith) (pg. 3)
- 2-4. Disposal of property left aboard buses. (Sonia Bannister) (pg. 11)
- 2-5. Financial Report – August, 2011. (Kathy Williams) (pg. 13)
- 2-6. General Manager/CEO's Contract Renewal. (Kelly Halcon) (pg. 19)
- 2-7. Adopt Resolution 2012-07 recognizing Rafael Rosado, Coach Operator, for 33 years of service. (Mike Hernandez) (pg. 29)
- 2-8. Establishment of Whispering Oaks ad hoc committee. (Carl Sedoryk) (pg. 31)

- 2-9. Requesting approval to enter into a four year lease for a multi function copier. (Hunter Harvath) (pg. 33)

End of Consent Agenda

### **3. SPECIAL PRESENTATIONS**

- 3-1. October Employee of the Month – Heller Chappel, Coach Operator. (Robert Weber)
- 3-2. 20 years of Service- William Parks, Coach Operator. (Robert Weber)
- 3-3. Retirement-Rafael Rosado, Coach Operator. (Mike Hernandez)
- 3-4. 30 years of Service- Genaro Verba, Coach Operator. (Mike Hernandez)

### **4. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

*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.*

### **5. COMMITTEE REPORTS**

*No action required unless specifically noted.*

- 5-1. HR Committee Minutes of September 12, 2011. (Deanna Smith) (pg. 35)

### **6. BIDS/PROPOSALS**

- 6-1 Award a contract to conduct passenger and non-passenger surveys. (Hunter Harvath) (pg. 39)

### **7. PUBLIC HEARINGS**

### **8. UNFINISHED BUSINESS**

- 8-1. Receive update on TAMC / AMBAG consolidation. (Carl Sedoryk) (pg. 41)
- 8-2. Authorize staff to renew contract with GY Investigations for taxi administration consulting services on a month-to-month basis for up to 4 months in an amount not to exceed \$9,216 per month. (Hunter Harvath) (pg. 45)

**9. NEW BUSINESS**

- 9-1. Authorize the Purchase of Accessible Mini-Vans. (Michael Hernandez)  
(pg. 47)

**10. REPORTS & INFORMATION ITEMS**

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

- 10-1. General Manager/CEO Report. (pg. 49)
- 10-2. TAMC Highlights – September, 2011. (pg. 93)
- 10-3. Washington D. C. Lobbyist report – September, 2011. (pg. 95)
- 10-4. State Lobbyist report – September, 2011. (pg. 97)
- 10-5. Monterey Bay Bus Operations & Maintenance Center: Budget Summary.  
(Michael Hernandez) (pg. 99)

**11. COMMENTS BY BOARD MEMBERS**

- 11-1. Reports on meetings attended by Board members at MST expense  
(AB1234).

**12. ANNOUNCEMENTS**

**13. ATTACHMENTS**

- 13-1 Disbursement Journal for August, 2011 Financial Report.

**14. 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.*

- 14-1 Conference with property negotiators. (Parcel # APN 032-171-005, L.2.3, L.2.4.1, L.2.4.2, APN 031-011-056-000) (No enclosure) (Carl Sedoryk)

- 14-2 Conference with Legal Counsel-Litigation-Landwatch v. County of Monterey. (Monterey Superior Court Case No. M113552) (No enclosure) (Carl Sedoryk)

14-3 Conference with Labor Negotiators- Monterey-Salinas Transit Employee Association (MSTEA) and MST (No enclosure) (D. Laredo, K. Halcon) (§54957.6)

14-4 General Manager Performance Evaluation- (K. Halcon) (§54957 (b) (No enclosure)

**15. RETURN TO OPEN SESSION**

15-1. Report on Closed Session and possible action.

**16. ADJOURN**

**NEXT MEETING DATE:** November 14, 2011 in MST Conference Room.

**NEXT AGENDA DEADLINE:** November 2, 2011

*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 5 days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or [dsmith@mst.org](mailto:dsmith@mst.org).*



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**Board of Directors Meeting-Tour of MST Facilities**

**REVISED**

**Monday, October 10, 2011**

MST Conference Room  
One Ryan Ranch Road, Monterey

**Time:** Immediately following adjournment of the Board of Directors Regular Meeting of Monday, October 10, 2011

**TRANSPORTATION: Ride Line 8 Ryan Ranch-Edgewater to MST Office**

*The limited purposes of this session are (1) to visit the site of project(s) listed on the meeting agenda and (2) to allow staff to respond to Board members inquiries regarding factual aspects of each site. The site review meeting is an open meeting. Members of the public may attend. Transportation for members of the public will not be provided to the location(s) of the site visit(s).*

**1. CALL TO ORDER**

- 1-1. Roll call.
- 1-2. Pledge of Allegiance.

**2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

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**3. STAFF OVERVIEW OF EACH SITE TO BE CONSIDERED**

#### **4. VISIT EACH SITE AS LISTED**

- 3-1 One Ryan Ranch Road, Monterey
- 3-2 8<sup>th</sup> and Gigling Site, County of Monterey
- 3-3 7<sup>th</sup> and Intergarrison Site, County of Monterey
- 3-4 Marina Airport Business Park – Research Drive/Blanco, Marina
- 3-5 Salinas Division, 443 Victor Way, Salinas, CA

**Recommended Action: Review projects, ask questions for clarification, and visit each site.**

#### **4. ADJOURNMENT**

*This meeting is open to the public and all interested persons are welcome to attend. Monterey-Salinas Transit District does not discriminate against individuals with disabilities and meetings are held in accessible facilities.*

*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 5 days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or [dsmith@mst.org](mailto:dsmith@mst.org).*

**HELLER CHAPPEL  
OCTOBER 2011  
EMPLOYEE OF THE MONTH**

WHEREAS, each month Monterey-Salinas Transit recognizes an outstanding employee as Employee of the Month; and

WHEREAS, the Employee of the Month is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Heller Chappel began her career as a Coach Operator in April of 2009 and recently worked as a Interim Operations Supervisor to assist the Operations Department; and

WHEREAS, Heller Chappel was recently recognized for 2 years of Safe Driving and was complimented by a passenger for her wonderful customer service skills. During her first months at MST, Heller confiscated a fraudulent super day pass; and

WHEREAS, Heller Chappel worked as Interim Operations Supervisor over the summer season. While assisting Operations Department, she was commended for her level of support, cooperation and professionalism by her co-workers and fellow MST staff member. Heller is always pleasant, patient, and smiling while she is at work; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Heller Chappel as Employee of the Month for October 2011; and

BE IT FURTHER RESOLVED that Heller Chappel is to be congratulated for her excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2012-06 this 10<sup>th</sup> day of October 2011.



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Fernando Armenta  
Chairman



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Carl G. Sedoryk  
Secretary

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BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MEETING  
MONTEREY-SALINAS TRANSIT  
September 12, 2011

**1. CALL TO ORDER**

Chair Armenta called the meeting to order at 10:00a.m. in the MST Conference Room and the Pledge of Allegiance followed.

<b>Present:</b>	Fernando Armenta	County of Monterey
	Alan Cohen	City of Pacific Grove
	Jerry Edelen (alt)	City of Del Rey Oaks
	Libby Downey	City of Monterey
	John Huerta, Jr.	City of Greenfield (arrived at 10:18a.m.)
	Susan Kleber	City of King
	Frank O'Connell	City of Marina
	David Pendergrass	City of Sand City
	Sergio Sanchez	City of Salinas
	Karen Sharp	City of Carmel-by-the-Sea
	Patricia Stephens	City of Soledad (arrived at 10:05a.m.)
<b>Absent:</b>	Alvin Edwards	City of Seaside
	Maria Orozco	City of Gonzales
<b>Staff:</b>	Sonia Bannister	Office Administrator/Marketing & Sales Specialist
	Mark Eccles	Director of IT
	Kathy Williams	General Budget & Accounting Manager
	Kelly Halcon	Director of Human Resources
	Hunter Harvath	Asst. General Manager/Finance & Administration
	Michael Hernandez	Asst. General Manager/COO
	Carl Sedoryk	General Manager/CEO
	Zoe Shoats	Marketing Analyst
	Deanna Smith	Executive Assistant to the GM/CEO
	Robert Weber	Director of Transportation Services
	Rose Bayles	HR Generalist
<b>Others:</b>	David C. Laredo	De Lay & Laredo
	Heidi Quinn	De Lay & Laredo
	Jerry Laval	Occlink
	Edward De Ocampo	Andreini
	Bill Weigle	Resident of Seaside
	Margaret Davis	Friends of the Ft. Ord Workhorse

Kay Cline	Sustainable Seaside
Jim Fink	Public
Amy White	LandWatch
Jason Campbell	Seaside Resident

***Apology is made for any misspelling of a name.***

## **2. CONSENT AGENDA**

The consent agenda items consisted of the following:

2-1 Review highlights of Agenda.

Mr. Sedoryk presented the highlights of the agenda.

2-2 Adopt Resolution 2012-04 recognizing Carl Wulf, Facilities Manager, as Employee of the Month for August, 2011.

2-3 Adopt Resolution 2012-05 recognizing Agustin Ruelas, Advanced Mechanic, as Employee of the Month for September, 2011.

2-4 Disposal of property left aboard buses.

2-5 Minutes of the regular meeting of July 11, 2011.

2-6 Financial Report—June, 2011.

2-7 Financial Report—July, 2011.

2-8 Claim Rejections—Tamayo, Ceiro.

2-9 Approve sale of 1957 GMC Bus.

2-10 General Manager/CEO's Contract Renewal.

2-11 Fremont-Lighthouse BRT Contingency Budget and Modifications to Contract.

Director Downey requested Item 2-10 be pulled because she had not had time to read the handout. Mr. Laredo stated that there was no need to pull the item; three (3) options were available to the Board: 1) move the item to Closed Session to provide for in-depth comment; 2) remove from Consent Agenda; or 3) continue the item to the next Board meeting.

Director Downey asked if there were any increases to Mr. Sedoryk's benefit package. Mr. Sedoryk stated that there were no increases to his salary or benefits. The language regarding benefits had been changed to reference keeping his benefits comparable to those listed in the MSTEA employee contract. Director Downey stated

she wanted to continue the item so the public and board had more time to view the draft contract.

**Director Armenta moved the item to Closed Session for further discussion.**

Public Comments - None.

**Director Stephens made a motion to approve the Consent Agenda with the exception of Item 2-10 and was seconded by Director Kleber. The motion carried unanimously.**

### **3. SPECIAL PRESENTATIONS**

3-1 August Employee of the Month—Carl Wulf, Facilities Manager.

Mike Hernandez recognized Carl Wulf, Facilities Manager, as Employee of the Month for his positive contribution to the entire community and for his outstanding efforts on managing capital projects that have been instrumental in helping MST meet the needs of our community.

3-2 September Employee of the Month—Agustin Ruelas, Advanced Mechanic.

Mike Hernandez recognized Agustin Ruelas, Advanced Mechanic, as Employee of the Month for his positive contribution to MST and for being instrumental in the project to restore two Oklahoma City trolleys which helped MST complete the trolley project in time for summer service.

John Huerta, Jr. arrived at 10:18a.m.

3-3 Board Resource Guide online presentation and Paperless Agenda Survey.

Mr. Sedoryk announced that in response to the goal of researching, implementing, and promoting policies and practices that encourage environmental sustainability and resource conservation within the Strategic Plan adopted in July 2010, staff is asking for input and a response to MST's efforts to increase paperless distribution of monthly agendas. Up to \$8,000 can be saved annually if agendas are prepared and distributed in PDF format. He will be following up with special districts and city councils to determine if there is an interest in a combined contribution toward the purchase of electronic readers for city council members. A Paperless Agenda Survey was distributed to gauge the Board's interest in promoting and taking part in this effort.

Deanna Smith, Executive Administrative Assistant to the General Manager/CEO, presented an online tutorial on navigating the online FY 2011 Board Resource Guide. This is MST's first attempt at creating an electronic version of a document formerly available exclusively in print format.

Director Edelen warned of litigation involving a Brown Act violation surrounding the use of electronic readers during Board meetings.

Chair Armenta asked that the issue be researched and brought back to the Board for further discussion.

Director Huerta stated that he was favorable to the concept provided MST maintained fairness and equity in distributing agenda documents.

#### **4. PUBLIC COMMENT**

Amy White of LandWatch stated that they had successfully supported a petition drive to overturn the Board of Supervisor's decision to approve MST's Whispering Oaks facility. 10,000 signatures were required and volunteers obtained 18,000 signatures. She stated that the proposed site does not make sense with MST's "green" legacy.

Jason Campbell, Seaside resident, asked the Board to respect the people and change the location for the new facility.

Margaret Davis with Friends of the Ft. Ord Warhorse read a letter that she distributed to the Board.

Jim Fink, member of the public, asked that it be formally recorded that he considers LandWatch's petition efforts to be fraudulent. He accuses them of fraud, deceit, and gathering signatures on false pretense. He also asks that MST consider increasing fares instead of cutting services. He believes MST's fares are not high enough.

Kay Cline of Sustainable Seaside provided statistics that state Seaside has only 1.7 acres of parkland per thousand residents. She asks the Board to choose another location.

Bill Weigle, resident of Seaside, stated that some members of the Board are not paying attention to public comments. He stated that he is primarily concerned with the destruction of 2,400 trees on the Whispering Oaks site.

Close Public Comment

#### **5. COMMITTEE REPORTS AND PRESENTATIONS**

5-1 Legislative Committee Minutes of July 11, 2011.

5-2 Revised Finance Committee Minutes of May 9, 2011.

5-3 Marketing Committee Minutes of August 29, 2011.

Public Comment – None.

## 6. BIDS/PROPOSALS

- 6-1 Exercise \$96,000 option year three with Occlink for worker's compensation employer-based management program.

Kelly Halcon, Director of Human Resources and Risk Management, requested the Board's authorization to approve the third contract year with Occlink for MST's Worker's Compensation Employer Based Management Program. Over the last two (2) years, MST's reserves have decreased from \$2.2 million to \$750,000, representing an 85% savings.

Public Comment – None.

**Director Downey made a motion to authorize the General Manager/CEO to exercise the option for year 3 of the Occlink contract and was seconded by Director Sanchez. The motion carried unanimously.**

## 7. PUBLIC HEARINGS

None.

## 8. UNFINISHED BUSINESS

None.

## 9. NEW BUSINESS

None.

## 10. REPORTS & INFORMATION ITEMS

- 10-1 General Manager/CEO Report.
- 10-2 TAMC Highlights of August, 2011.
- 10-3 Board Satisfaction Survey Results.
- 10-4 Federal Gas Tax Extension Update.
- 10-5 APTA 2011 Update, Impacts of the Recession on Public Transportation Agencies.
- 10-6 Safety Update, *Why aren't there seatbelts on buses?* [Aaa.com/via](http://Aaa.com/via), September/October 2011.
- 10-7 Washington D.C. Lobbyist Report.
- 10-8 State Lobbyist Report.

10-9 Staff Trip Reports.

10-10 New Benefit Options.

10-11 Correspondence, Assembly Member Luis Alejo re: transit project bond sale.

Director Kleber asked staff to be careful dealing with Aflac, as she has had a negative experience with them.

#### Public Comment

Jim Fink stated that he ghost-wrote the California Seatbelt Law of 1986, but that the seatbelt requirement for school and public transit buses was removed from the law. He encourages the use of seatbelts on MST buses.

### **11. COMMENTS BY BOARD MEMBERS**

11-1 Reports attended by Board Members at MST expense - None.

Director Downey asked that a detailed budget of Whispering Oaks expenses should go to all Board members. She asked for an update on the meeting between MST and the City of Marina. She stated that she would like to see questions regarding the RTA on the Board Satisfaction Survey. She also asked whether the horse trail was adjacent to the Whispering Oaks site or ran through it, and whether the \$ 30 million grant funding could be transferred to another property.

Director Edelen requested that a visit to all of the proposed Administrative Facility locations be arranged for all Board members. He also stated that he felt the General Manager/CEO contract should be made public before being voted on.

Director Sanchez thanked Ms. Smith for her efforts at implementing paperless agendas. He asked that staff and Board members begin thinking about attracting new riders within the population, particularly youth.

Chair Armenta clarified that the General Manager's contract should be available for the public to view and comment on, but that the public is not a part of the actual contract negotiations.

Director Pendergrass encouraged staff to present the Whispering Oaks budget expenses to date to the public, as he feels they do not have that information when they are considering opposing the project.

### **12. REFERRALS BY BOARD MEMBERS**

12-1 Officer Term Limits.

Mr. Sedoryk asked if the Board would like to instruct the Nominating Committee to rotate officers by jurisdiction to ensure that all Board members have the opportunity for Board leadership or if a change to the Bylaws is desired. The consensus was that the Bylaws be amended to ensure that the policy is followed.

**Director Edelen made a motion to amend the MST bylaws to mirror the TAMC bylaw example and encourage leadership among all Board Members and was seconded by Director Huerta. The motion carried unanimously.**

12-2 90-Day Analysis of New Fare Structure.

Mr. Sedoryk stated that an analysis of the new fare structure revealed that passengers were impacted less than a nickel per fare equating to about a 3% increase, and the new technology resulted in less fraud and a 7% increase in total fares collected. He believes the 5 cent fare impact could be due to the fact that passengers are now using their Smart Cards to take advantage of the savings. MST also offers half-priced fares on Sunday and has realized a 25% increase in Sunday ridership.

Public Comment

Mr. Fink re-stated his request that fares be raised annually according to inflation and an analysis of wages.

### **13. ANNOUNCEMENTS**

None.

### **14. ATTACHMENTS**

14-1 Disbursement Journal for June and July, 2011 Financial Report.

### **15. 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.*

The Board moved to Closed Session at 11:26a.m.

- 15-1. Conference with Labor Negotiators – Monterey-Salinas Transit Employee Association (MSTEA) and MST (D. Laredo, K. Halcon) (§54957.6)
- 15-2. Conference with Legal Counsel-Litigation- Tabitha Stanislaw and James Conboy (§ 54956.9) (K. Halcon) (Enclosure)
- 15-3. General Manager Performance Evaluation – (K. Halcon) (§54957 (b)) (No enclosure)

- 15-4 Conference with property negotiators. (Parcel # APN 032-171-005, L.2.3, L.2.4.1, L.2.4.3, L.2.4.2, APN 031-011-056-000)  
(No enclosure) (Carl Sedoryk)
- 15-5 Conference with Legal Counsel-Litigation-LandWatch v. County of Monterey. (Monterey Superior Court Case No. M113552) (No enclosure)  
(Carl Sedoryk)

## **16. RETURN TO OPEN SESSION**

16-1. Report on Closed Session and possible action – No reportable action taken.

## **17. ADJOURN**

There being no further business, Chairperson Armenta adjourned the meeting at 12:35p.m.

Prepared by:

  
Deanna Smith, Deputy Secretary



To: Board of Directors  
From: Sonia Bannister, Office Administrator  
Subject: Disposal of unclaimed property left on bus

S. Vincent De Paul (P.G.)

2 bike locks	1 key
1 pair of ear buds	1 key ring with 3 keys
1 t-shirt	3 backpacks
1 Comcast bag	1 purse
1 Trader Joe's bag	1 girl's jacket
1 harmonica	1 girl's sweater
1 cell charger	1 stuffed animal (dog)
3 pairs prescription glasses	1 personal CD player
6 sunglasses	1 diaper bag
1 military dog tags	3 kids books
11 cell phones	1 coat
1 VW car key	1 man's sweater

To be disposed

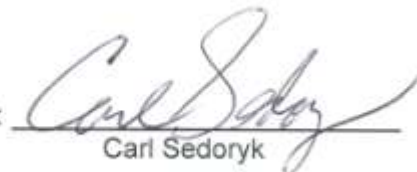
3 sweatshirts  
1 empty wallet  
1 broken pair of sunglasses  
1 toothbrush/toothpaste  
1 lunch bag

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list.

PREPARED BY:

  
Sonia Bannister

REVIEWED BY:

  
Carl Sedoryk

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To: Board of Directors  
From: Kathy Williams, General Accounting & Budget Manager  
Subject: Financial Reports – August 2011

**RECOMMENDATION:**

1. Accept report of August 2011 cash flow presented in Attachment #1
2. Approve August 2011 disbursements listed in Attachment #2
3. Accept report of August 2011 treasury transactions listed in Attachment #3

**FISCAL IMPACT:**

The cash flow for August is summarized below and is detailed in Attachment #1.

Beginning balance August 1, 2011	\$ 3,521,096.16
Revenues	6,136,293.58
Disbursements	<u>&lt;4,532,488.66&gt;</u>
Ending balance August 31, 2011	<u>\$ 5,124,901.08</u>

**POLICY IMPLICATIONS:**

Disbursements are approved by your Board each month and are shown in Attachment #2. Treasury transactions are reported to your Board each month, and are shown in Attachment #3.

Prepared by:   
Kathy Williams

Reviewed by:   
Carl Sedoryk

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**(REVENUES & DISBURSEMENTS)****CASH FLOW**

Beginning balance August 1, 2011			\$ 3,521,096.16
Revenues			
Passenger Revenue	670,889.63		
DOD Revenue	439,621.00		
LTF / STA / 5307	4,923,007.00		
Grants	24,438.00		
Non Transit Revenue	78,337.95		
Total Revenues		<u>6,136,293.58</u>	
Disbursements			
Operations (See Attachment #2)	4,427,917.53		
Capital	104,571.13		
Total Disbursements		<u>(4,532,488.66)</u>	
Ending balance August 31, 2011			<u><u>\$ 5,124,901.08</u></u>

**COMPOSITION OF ENDING BALANCE**

Checking - First National Bank	\$ 5,071.31
Checking - Rabo Bank	316,120.09
Checking(s) - Wells Fargo Bank	147,912.70
Local Agency Investment Fund (LAIF)	42,278.69
Money Market - Homeland Security	755,670.52
Money Market - Rabo MM	3,169,208.27
Money Market - Rabo Prop. 1 B	638,886.94
Bank of America - Escrow	23,034.56
Petty cash fund, STC Coin Machine, and 2 change funds	8,750.00
Rabobank-RTA	17,968.00
<b>Total</b>	<u><u>\$ 5,124,901.08</u></u>

**PAYROLL ACCOUNT**

August 12 Payroll & Related Expenses	482,048.01	
August 26 Payroll & Related Expenses	481,605.20	
Manual Checks	0.00	
	<u>963,653.21</u>	963,653.21

**GENERAL ACCOUNT**

Disbursements on Attached Summary	3,547,734.33	
Workers Comp. Disbursements	15,587.06	
Bank Service Charge/Armored Car	5,514.06	
	<u>3,568,835.45</u>	\$3,568,835.45

Total Disbursements 4,532,488.66

Less Capital Disbursements & Transfers (104,571.13)

**Operating Disbursements \$4,427,917.53**

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR Aug 1, 2011 - Aug 31, 2011**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 08/01/11	25924-25925	34,262.45
Accounts Payable 08/05/11	25926-26107	2,238,271.33
Accounts Payable 08/09/11	26108	271,791.29
Accounts Payable 08/19/11	26109-26255	1,002,362.44
Accounts Payable 08/22/11	26256-26257	1,046.82
<b>TOTAL</b>		<b><u>3,547,734.33</u></b>

**CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
Coast Oil	Recurring Expense	25961	08/05/11	133,304.43
MV Transportation	Recurring Expense	26046	08/05/11	478,649.19
TAMC	RSTP Loan	26085	08/05/11	1,000,000.00
Pers-Contributions	Recurring Expense	26108	08/09/11	271,791.29
Coast Oil	Recurring Expense	26137	08/19/11	155,435.74
MV Transportation	Recurring Expense	26195	08/19/11	496,262.39

TREASURY TRANSACTIONS  
FOR AUGUST 2011

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 08/01/11				41,916.00
	Transfer to checking for payroll				0.00
	Local Agency Investment Fund: Interest earned - 0.381%		362.69		362.69
	LAIF Treasury Balance at 08/31/11				42,278.69

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 08/01/11				1,814,762.63
					1,814,762.63
08/01/11		Deposits	91,077.57		1,905,840.20
08/02/11		Fed 5307	3,786,605.00		5,692,445.20
08/02/11		To P/R		450,000.00	5,242,445.20
08/03/11		Deposits	73,471.00		5,315,916.20
08/08/11		Deposits	80,677.29		5,396,593.49
08/08/11		To A/P		2,000,000.00	3,396,593.49
08/10/11		Deposits	122,810.00		3,519,403.49
08/12/11		To P/R		500,000.00	3,019,403.49
08/18/11		Deposits	266,698.00		3,286,101.49
08/22/11		To A/P		850,000.00	2,436,101.49
08/26/11		To P/R		405,000.00	2,031,101.49
08/31/11		LTF	1,136,402.00		3,167,503.49
08/31/11		Fee		30.00	3,167,473.49
08/31/11		Interest	1,734.78		3,169,208.27
	RABO MM Balance at 08/31/11				3,169,208.27



To: Board of Directors  
From: K. Halcon, Director of Human Resources  
Subject: General Manager/CEO Contract Renewal

**RECOMMENDATION:**

Approve job description and 3-year employment agreement for the General Manager/CEO.

**FISCAL IMPACT:**

Wages are included in the approved FY 2011 Budget.

**POLICY IMPLICATIONS:**

Your Board approves the employment agreement with the General Manager/CEO. The Human Resources committee recommends to your Board approval of the contract.

**DISCUSSION:**

The Human Resources committee has reviewed the GM/CEO contract and has provided staff with input for non-substantive changes. The final draft was reviewed by the HR committee at its meeting of September 12<sup>th</sup> prior to the meeting of the MST Board of Directors. Mr. Sedoryk is asking for a 3 year contract term with a salary and benefit package that provides compensation competitive to other General Managers of transit or other special districts of similar size and scope of responsibility, and benefits comparable to those granted or paid to members of the MST administrative staff.

As previously discussed, the General Manager/CEO's base salary is currently comparable to other General Managers of transit or other special districts of similar size and scope of responsibility however benefits are slightly less than those compared.

An updated job description (attachment 1) and draft contract (attachment 2) as recommended by the HR Committee are provided for your Board's consideration.



PREPARED BY: \_\_\_\_\_  
Kelly Halcon



APPROVED BY: \_\_\_\_\_  
Carl G. Sedoryk

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## ATTACHMENT 1

### Job Description

**Job Title:** General Manager/CEO

**Reports To:** Board of Directors

**FLSA Status:** Exempt

**Department:** Special District – Monterey-Salinas Transit District

**Location:** Monterey

**Prepared By/Date:** 8/3/2011

**Summary:** Responsible for the administrative management of all services and operations for the District's regional public transit system and regional taxi authority.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Under the guidance of the Board of Directors, plan, develop, and establish Agency policies and objectives; direct the Agency towards current and long range goals; and assure compliance with federal, state, and municipal laws.
- Confer with senior staff to plan business objectives; direct, develop, and enforce organizational policies to coordinate functions and operations between divisions and departments; and establish responsibilities and procedures for attaining objectives.
- Oversee activity reports and financial statements to determine the progress and status of the Agency's financial structure. Direct the development of the operating and capital budgets. Revise objectives and plans in accordance with current conditions. Direct and coordinate the formulation of financial programs to provide funding for new and continuing operations to maximize returns and increase productivity.
- Confer with legislative liaison individuals and/or committees to develop recommendations for change in legislation and administrative procedures. Maintain official and informal associations with various federal, state, and local professionals and officials to facilitate funding and promote Agency objectives.
- Make recommendations to the Board of Directors regarding matters affecting Agency management, services, and operations.

**Other Job Functions:** Represent the Agency at national, state, and local meetings/conferences to promote and explain Agency objectives. Consult with other government agencies, business community, and private organizations to resolve problems. Act as chief negotiator in the formulation of agreements with contract personnel. Establish and maintain an effective system of communications throughout the organization.

**Competency:**

**Knowledge and Abilities**

- Functions and responsibilities of a regional Transit District, and regional Taxi Authority.
- Principles of administration and management, labor relations, and personnel management.
- Laws, ordinances, rules, and regulations affecting mass public transit.
- Sources of federal, state, and local funding for public transportation.
- Economic, political, social, and psychological factors related to providing public transportation.
- Budget development and administration.
- Financial planning and cost control.
- Planning and development.

**Required Ability to:**

- Understand the interrelationship between federal, state, and local governments as they affect transportation.
- Assimilate information from a variety of sources, analyze complex information, and recommend courses of action.
- Plan, organize and direct Agency services and operations.
- Read, analyze, and interpret technical journals, financial reports, and legal documents.
- Respond to common inquiries/complaints from customers, regulatory agencies, and business community.
- Apply mathematical concepts such as probability and statistical inference.
- Prepare complex reports and correspondence.
- Communicate clearly and effectively in written and oral form.
- Speak persuasively before groups.
- Direct a staff of diverse professionals.
- Exercise good judgment.
- Establish credibility with the Board of Directors.
- Interact professionally with various levels of legislative and administrative officials, citizen boards, general public, and Agency employees.
- Maintain a valid Class C California driver's license issued by the Department of Motor Vehicles.

Work is primarily performed in an indoor office setting for eight hours per day. While performing the duties of this job, the incumbent must regularly:

- Talk, hear, and see when communicating with the public and employees.
- Frequently sit, and occasionally stand and walk.
- Have the ability to work in a fast paced environment and meet deadlines.
- Work beyond normal office hours for evening and weekend meetings.
- Conduct business travel within the state and to other states may be required periodically.
- Utilize necessary aptitudes which include understanding instructions, reason to make judgments, numeric aptitude, problem solving and analytic abilities.
- Show initiative, ingenuity, and imagination; and memory and concentration.
- Need patience and persuasiveness when interacting with other people.
- Require strong verbal aptitude and public speaking ability.

**Minimum Qualifications** — Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Required Prior Experience:**

Graduation from an accredited college or university and four years of executive level experience in a large urban public transportation system. Multi-modal experience desirable.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Education and experience equivalent to graduation from an accredited four-year college or university and five years of transit planning experience (fixed route and paratransit) or any equivalent combination of education and experience which provides the desirable knowledge, skills, and abilities. Masters degree in Public Administration, Planning, or related transportation fields is desirable.

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**DRAFT EMPLOYMENT AGREEMENT  
WITH  
CARL G. SEDORYK**

WHEREAS, Monterey-Salinas Transit District (MST) desires continuity of management, adequate assurances that the General Manager/Chief Executive Officer will serve for a specified period of time, and

WHEREAS, MST wishes to be assured of the continued services of Carl G. Sedoryk as General Manager/Chief Executive Officer (GM/CEO), and

WHEREAS, Carl G. Sedoryk wishes to be assured of his continued employment as GM/CEO of MST with adequate compensation that is competitive to positions with other comparable districts and agencies of similar scope and size.

IT IS MUTUALLY AGREED AS FOLLOWS:

**1. TERM**

This agreement shall be effective for a period commencing the effective date of this agreement and ending September 30, 2014.

**2. ANNUAL SALARY**

The current base salary of the GM/CEO is \$171,068. Salary shall be paid in equal installments in the same time and manner as other management salaries are paid. In no case shall the salary be less than 120 percent of the highest paid employee of MST.

**3. BENEFITS**

MST shall provide the GM/CEO the following benefits:

**a. Retirement Contribution**

MST shall continue to pay GM/CEO's contribution to PERS retirement.

**b. Health Insurance**

MST shall provide the same health insurance options and make the same contribution to health insurance premiums under an IRS 125 cafeteria plan as made to other administrative staff members, except that MST shall pay the full cost of such benefit without any charge for dependents coverage.

**c. Life Insurance**

MST shall provide Sedoryk with a term life insurance policy in an amount \$200,000, or at the employee's option contribute the cost of such coverage into a deferred compensation plan of the employee's choosing. Employee agrees to contribute such mandatory sums as may be required by law.

**d. Personal Leave**

MST shall provide paid personal leave at the rate of eight hours per month, plus five weeks.

**e. Holidays**

MST shall provide the same paid holidays as provided to other administrative staff members.

**f. Management Leave**

MST will provide ten days management leave each year convertible to cash.

**h. Vehicle**

MST shall provide an automobile for use by the GM/CEO, or an auto allowance of no less than \$400 per month.

**i. Professional Development**

MST shall continue to support the professional development of the GM/CEO by allowing and encouraging the GM/CEO to participate in activities and conferences that are deemed beneficial to MST.

**m. Other Benefits**

MST shall grant or pay comparable benefits as are granted or paid to members of the administrative staff.

**j. Incentive Pay:**

An incentive pay pool equal to 5% of the total base salary of EMPLOYEE shall be established. The incentive pay pool for first year of the contract will use the total base salary of the EMPLOYEE as of July 1, 2011. Years two and three of this contract will use the total base salary as of July 1, 2012 and July 1, 2013. Said incentive pay shall be paid to EMPLOYEE based upon performance in accordance with achievement of Board adopted goals and objectives. Said payment shall be a one-time payment for each contract year and shall not increase the EMPLOYEE'S base pay.

:



**k. Deferred Compensation Match:** EMPLOYEE shall be eligible to receive a dollar for dollar matching contribution from MST to an approved deferred compensation program in an annual amount not to exceed 50% of the annual individual contribution allowed under current Internal Revenue Service guidelines.

**l. Reasonable Expenses**

Reasonable business expenses, when incurred within the course and scope of the professional services rendered pursuant to this Agreement shall be reimbursed in accordance with applicable MST policies.

**m. Wage Increase:**

MST shall grant or pay comparable wage increases as are granted or paid to members of the administrative staff. Significant changes in job responsibilities or duties may result in an increase in base salary subject to Board approval.

**4. PERFORMANCE EVALUATION**

The Board shall provide an annual performance evaluation of the GM/CEO. The MST Board shall provide the evaluation by October 31st of each year. The MST Board reserves the right to increase the GM/CEO compensation after each evaluation is satisfactorily completed and may take the form of an increase in base salary, one time performance incentive or some combination thereof. The GM/CEO will inform the MST Board of Directors of its obligation pursuant to this section and keep the Board informed of current trends and industry best practices in executive performance evaluation and compensation.

**5. EXCLUSIVE AND OUTSIDE WORK**

The GM/CEO agrees to devote his full time and effort to perform the duties of GM/CEO as set forth in MST Policy & Procedures Section 3.2.1 provided he may teach or write for publication without prior approval of MST. GM/CEO may enter into consulting arrangements with public or private entities, but only with the prior written approval of MST provided that such activities do not interfere with the duties of GM/CEO.

**6. TERMINATION OF AGREEMENT**

This agreement may be terminated at any time in the following manner:

**a. Cause**

By action of the Board of Directors, MST may terminate this agreement and all rights and benefits hereunder by a finding that the GM/CEO is physically or mentally unable to perform the duties or has committed an act of moral turpitude. Prior to taking any action, the Board shall meet in closed session and give the GM/CEO an opportunity to respond to any allegations. At the close of the session the Board shall announce its decision as required by law, but shall not divulge any further information.

**b. Without cause**

By action of the Board of Directors, MST may terminate this contract at any time without cause. In said event MST shall pay GM/CEO ~~six~~ nine (9) months pay and benefits as the rates set forth in Sections 2 and 3. All other portions of this contract shall be terminated.

**7. CONTINUATION AFTER END OF AGREEMENT**

Each year the agreement may be extended by one year upon mutual agreement. In the event this agreement is not extended prior to July 1, 2014 each party shall give the other party notice of its intention to continue or discontinue this contract, or the conditions under which they are willing to continue the contract. In the event both parties desire to continue the employment relationship, and a new contract cannot be agreed upon prior to September 30, 2014, this agreement shall continue from month-to-month until terminated by either party by giving 30 days notice in writing of termination.

**8. NOTICES**

Notices under this Agreement shall be by US mail, postage prepaid, addressed as follows, or such other address as the parties may establish and provide written notice of:

Chair, Board of Directors  
Monterey-Salinas Transit  
One Ryan Ranch Road  
Monterey, CA 93940

Carl G. Sedoryk  
810 Arbor Place  
Del Rey Oaks, CA 93940

Executed at Monterey, California this 12th day of September 2011.

For MST:

\_\_\_\_\_  
Fernando Armenta, Chair

\_\_\_\_\_  
Carl Sedoryk, CEO

## RAFAEL ROSADO RETIREMENT AFTER 33 YEARS OF SERVICE

WHEREAS, Ralph Rosado began his career with Monterey-Salinas Transit in October 1977 as a Coach Operator; and

WHEREAS, Ralph Rosado has been recognized with multiple attendance and outstanding customer service awards throughout his career. In 2006, he received the General Manager's Coach Operator Performance Excellence Award; and

WHEREAS, Ralph Rosado was the Employee of the Month in June of 2011 and was previously recognized on three other occasions between May 2001 and April 2007. This year, Ralph was also recognized for 28 Years of Safe Driving; and

WHEREAS, Ralph Rosado has the highest seniority amongst the Coach Operators. He is a role model for all of his co-workers when it comes to his dedication and professionalism when he is behind the wheel. He has been an asset to this agency and helped MST meet our mission; and,

WHEREAS, after 33 years of service with MST, Ralph Rosado retired on September 22, 2011.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Ralph Rosado for his outstanding service to MST; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Ralph Rosado and wishes him continued success, and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2012-07 this 10th day of October 2011.



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Fernando Armenta  
Chairman



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Carl G. Sedoryk  
Secretary

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To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Whispering Oaks ad hoc committee.

**RECOMMENDATION:**

Receive update from General Manager/CEO regarding establishment of Whispering Oaks ad hoc committee by MST Board Chair.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None. The MST District bylaws provide the Board chair with the authority to appoint special ad hoc committees on an as needed basis.

**DISCUSSION:**

MST staff and legal counsel have been responding to inquiries from County of Monterey staff related to ongoing litigation between Landwatch and the County of Monterey. Recent developments in the discussions required staff to receive policy direction in advance of our regularly scheduled October 10, 2011 Board meeting. Board chair Armenta established an ad hoc Whispering Oaks committee to assist staff with its ongoing deliberations and negotiations. The board members selected to participate on this committee include: Alvin Edwards, City of Seaside; Kristin Clark, City of Del Rey Oaks; Sergio Sanchez, City of Salinas; Maria Orozco, City of Gonzales; and Fernando Armenta, County of Monterey.

A meeting of the ad hoc committee occurred on Thursday, September 29, 2011, to provide policy direction to staff and counsel with regard to the ongoing litigation and property negotiation related to the Whispering Oaks site. The details of the meeting will be discussed at the meeting of October 10, 2011, during Closed Session under items 14-1 and 14-2.

*Carl G. Sedoryk*

PREPARED BY: \_\_\_\_\_  
Carl G. Sedoryk

To: Board of Directors  
From: Sandra Amorim, Purchasing Manager  
Subject: Photocopier Equipment Lease

**RECOMMENDATION:**

Approve General Manager/CEO to enter into a four year lease contract for a multi function photocopier.

**FISCAL IMPACT:**

A four-year lease cost of \$34,810. \$8,702 annual lease payment is available in the approved FY 2012 budget.

**POLICY IMPLICATIONS:**

Your board approves contracts over \$25,000.

**DISCUSSION:**

The primary administrative office copier is no longer functioning at the level required to support the operating needs of the organization. Increasingly over the past year, frequent service calls and down time have become routine for the only multi-function copier machine at the administrative office, causing a loss of productivity and additional costs resulting from sending documents out for printing when the copier is broken. Therefore, staff is recommending the lease of a new copier.

A four-year lease term was selected because of significant cost savings over the two or three year lease. There were further cost savings at five years; however, experience with the current machine indicates that there are more maintenance problems over time and an increased likelihood of the technology becoming outdated.

A Request for Quotations was offered to Monterey Bay Office Products, Ikon Office Solutions, Inc., and Canon Business Solutions (Newcal Industries). All three potential suppliers responded by submitting quotes.

The new qualifications for the large production machine included a slightly faster machine to increase the efficiency for copying board packets and other large documents, three-hole punching, and the latest technology in scanning (scanning to email and scan to network file). The table below compares the three machines reviewed by Monterey-Salinas Transit staff.

	<b>Model Viewed</b>	<b>Pages Per Minute (ppm)</b>	<b>Monthly Lease</b>	<b>Average Monthly Usage</b>	<b>Maintenance Agreement Cost per Image</b>	<b>True Cost (monthly)</b>
<b>Bidders</b>						
<i>Canon</i>	Canon C7065	65	\$725.20	32,000	\$0.001	\$757.20
<i>Ikon</i>	Im5530 (Sharp)	55	\$756.00	32,000	\$0.006	\$948.00
<i>Monterey Bay Office Products</i>	Konica Minolta	50	\$652.06	32,000	\$0.006	\$844.06

Based on the best pricing and the fastest output, staff recommends award to Canon Business Solutions of a 4 year contract to lease photocopier equipment at a cost not to exceed \$34,810.

PREPARED BY: *Sandra Amorim* APPROVED BY: *Carl Sedoryk*  
 Sandra Amorim Carl Sedoryk



## **Human Resources Committee**

September 12, 2011

Minutes

Present: Directors Sharp, Cohen, Stephens, Edelen (alternate for Kristin Clark); Carl Sedoryk, GM/CEO; Dave Laredo, General Counsel; Kelly Halcon, Director of Human Resources/Risk Management; Hunter Harvath, AGM/Director Finance & Administration; Heidi Quinn, Legal Counsel; Jerry Laval, Occlink.

Absent: None

### **1. Call to Order**

Director Sharp called the meeting to order at 9:00a.m.

### **2. Public Comments - None.**

### **3. New Business**

#### **3-1 New Benefit Options Information**

Kelly Halcon stated that staff has been identifying options to enhance MST's Cafeteria Plan while lowering overall insurance costs to employees. Two current vendors providing dental and supplemental insurance policies have increased their costs without enhancing customer service options. She stated that Aflac and Guardian meets MST qualifications. The two vendors could provide a cost savings to employees of up to \$40,000 annually. There is no net cost to MST for the insurance options.

Mr. Sedoryk commended Ms. Halcon for her work to help employees lower their out-of-pocket insurance costs.

Public Comment – None.

#### **3-2 Occlink Contract Award – Year 3**

Ms. Halcon stated that staff recommends authorization to exercise the option for a third year contract extension with Occlink. She introduced Jerry Laval of Occlink to make a presentation to the Committee.

Mr. Laval provided information on the cost savings realized over the last two years since Occlink has been managing MST's new and old worker's compensation

claims. In the prior-year plan, MST's claims average has dropped from 48 claims per year to 17. The average costs incurred have been reduced by 85% and claims reserves have been reduced to under \$1 million.

Public Comment – None.

**Director Stephens made a motion to recommend that the MST Board authorize the third-year contract extension with Occlink and was seconded by Director Cohen. The motion carried unanimously.**

#### **4. Old Business**

##### 4-1 General Manager Contract Renewal

Ms. Halcon stated that in June of 2011 the HR Committee recommended several changes to the Draft GM contract. Staff conducted several salary surveys among special districts, the County of Monterey, and APTA to compare General Manager salaries in similarly sized transit districts throughout California. The results clarified that Mr. Sedoryk's compensation is within salary ranges for similarly sized transit districts and job descriptions. She stated that staff is requesting a recommendation of contract approval from the HR Committee to the MST Board.

Mr. Sedoryk stated that changes to the original Draft Contract are underlined and were based on input from the HR Committee. He clarified that there is no increase to his base pay.

Director. Cohen asked whether the base pay took into account Mr. Sedoryk's time spent on RTA business. Mr. Sedoryk stated that while he does track the time he spends on RTA-related business, he has not included this time in his contract. He stated that he anticipates a reimbursement for the time he logs for the RTA when it begins to receive enough revenue, probably within the next two (2) to three (3) years. Director Cohen asked if Mr. Sedoryk has seen an increase in the time he spends on the RTA. Mr. Sedoryk stated that the time he logs seems to be decreasing, and that permits should be priced to cover all real costs.

Public Comment – None.

**Director Stephens made a motion to recommend to the Board approval of the General Manager/CEO Contract for FY 2011 and was seconded by Director Cohen. The motion carried unanimously.**

#### **5. Closed Session**

*As permitted by Government Code §54957 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.*

- 5-1. Conference with Labor Negotiators – Monterey-Salinas Transit Employee Association (MSTEA) and MST (D. Laredo, K. Halcon) (§54957.6)

- 5-2. Conference with Legal Counsel-Litigation- Tabitha Stanislaw and James Conboy (§ 54956.9) (K. Halcon) (Enclosure)
- 5-3. General Manager Performance Evaluation – (K. Halcon) (§54957 (b)) (No enclosure)

**6. Return to Open Session**

The following action was taken in Closed Session: No Action required.

**7. Adjourn**

**There being no further business, Director Cohen made a motion to adjourn at 9:57a.m. and was seconded by Director Stephens.**

Prepared by:



Deanna Smith, Deputy Secretary

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To: Board of Directors  
From: Hunter Harvath, AGM Finance & Administration  
Subject: Survey Research Consultant RFP

**RECOMMENDATION:**

Award a contract to conduct passenger and non-passenger surveys.

**FISCAL IMPACT:**

Estimated cost is \$45,000 for the 2011 Passenger and Non-Passenger Surveys. Funds are in MST's FY 2011 budget.

**POLICY IMPLICATIONS:**

Your Board approves expenditures exceeding \$25,000.

**DISCUSSION:**

Public transit agencies regularly conduct passenger and non-passenger surveys to gauge opinions of customers and to find out information about those individuals who do not currently take public transit. This data can then be used to improve services for existing passengers as well as to increase ridership by marketing MST more effectively to non-riders. These surveys should be conducted approximately every two years to ensure data is current and remains valid as economic, social, and population conditions change.

MST has issued an RFP for a Survey Research Consultant to conduct in-person surveys of passengers as well as telephone and in-person surveys of Monterey County residents who have not used MST transit in the past year. The RFP has been sent to 14 potential Proposers. Responses are due September 30, 2011.

Once the proposals are reviewed, an update will be provided as to the staff recommendation for the award at your October 10<sup>th</sup> meeting.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Realignment of Monterey-Salinas Transit (MST), Transportation Agency for Monterey County (TAMC), Santa Cruz Regional Transportation Commission (RTC), San Benito Council of Government (SBCOG) and Association of Monterey Bay Area Government (AMBAG) roles.

**RECOMMENDATION:**

1. Receive update from General Manager/CEO regarding recent discussions involving the potential for realignment of responsibilities of regional transportation planning and operational agencies.
2. Authorize Board chair to send a letter outlining Monterey-Salinas Transit recommendations.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None. It is appropriate for staff to provide your Board an update on discussions that may have long-term impacts on policy governance of regional transportation planning and operations. It is appropriate for your Board to send a letter to the regional transportation planning agencies regarding improved process and coordination of activities.

**DISCUSSION:**

At the May 25, 2011, Strategic Planning session of the TAMC Board of Directors, several public comments were made by TAMC Board members calling for a review of the roles and responsibilities of MST, a public transit operator (PTO); TAMC, a regional transportation planning agency (RTPA); and AMBAG, a metropolitan planning organization (MPO). The purpose of the review was to determine if there were opportunities for a realignment of the roles and responsibilities of the organizations in order to increase overall operational efficiencies, decrease duplicative duties, and simplify governance. Since that time, numerous presentations have been made by both TAMC and AMBAG staff to their respective governance boards looking at the roles and

responsibilities of their organizations. A brief summary the current roles and responsibilities of the transportation planning agencies within our region follows.

**Background:**

Section 5303 of the Federal Public Transportation Law (49 USC Chapter 53) requires that a metropolitan planning organization (MPO) be designated for each urbanized area with a population of more than 50,000 individuals. The law defines that the purpose of the MPO is to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through planning processes in support of the national interest. The law states that each MPO shall consist of local elected officials, officials of public agencies that administer or operate major modes of transportation in the area, and appropriate State officials. California Government Code requires the MPO to adopt a sustainable communities strategy to identify policies to reduce the greenhouse gas emissions from automobiles and light trucks to achieve, if there is a feasible way to do so, the greenhouse gas emission reduction targets approved by the state. Also, the State of California has designated AMBAG as the “designated recipient” for certain federal funds used by Monterey-Salinas Transit and Santa Cruz Metropolitan Transit District (METRO) to fund transit operations.

TAMC and RTC were created by the State of California as transportation planning agencies. Under the State of California Transportation Development Act (TDA) and State Transit Assistance Act, TAMC and RTC are responsible to authorize funding to local transportation agencies, and ensure public participation process and needs assessments are conducted. The State Government Code requires the RTPA to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system, including, but not limited to, public transportation, highway, railroad, maritime, bicycle, pedestrian, goods movement, and aviation facilities and services.

In San Benito County, the Council of Governments (SBCOG) was formed in 1973 by the Cities of Hollister and San Juan Bautista and the County of San Benito for the purpose of forming consensus on regional issues facing San Benito County.

In recent months there have been numerous presentations made by the directors of AMBAG, TAMC, and other transportation planning agencies in the AMBAG region regarding the perceived duplication of responsibilities and activities, and the potential for cost savings that could be achieved via a realignment of responsibilities between the regional planning agency and the MPO. Options that have been considered include:

1. Create single county MPO’s for both Santa Cruz and Monterey County through elimination of AMBAG and transition MPO responsibilities to TAMC and RTC.



2. Consolidate county regional planning agency activities under AMBAG through the elimination of TAMC and RTC.
3. No change to current relationships and responsibilities, but increase effectiveness through improved coordination and communication between the parties.


Different studies conducted by the different agencies involved have come to different conclusions with regard to which option would be the most cost effective and best serve the interests of individual counties, and the region as a whole.

**MST staff recommendations:**

MST staff believes that any of the options discussed could be made to work in a fashion that improves overall coordination of transportation planning activities but there does not appear to be a single solution that at this point has shown it to be significantly superior in terms of reducing overall costs to the community. Regardless of the outcome of these discussions, MST staff would recommend the following changes to be made in responsibility and accountability of transportation planning and funding activities regardless of the path chosen for governance of metropolitan planning:

1. Request MST and METRO to be made the Governor's designated recipient for federal transit funds.
2. Provide a seat on the metropolitan planning organization Board of Directors for public transit operators.
3. Delegate additional responsibility for unmet transit needs hearings and recommendations to public transit operator, specifically in Monterey.
4. Delegate Monterey County public transit planning activities to the public transit operators for all modes including bus, demand response, bus rapid transit, and intra-county rail.
5. Improve coordination between planning agencies and transit operators for alternative transportation program planning including, vanpool and rideshare programs.

At their meeting of September 14, 2011, the AMBAG Board of Directors voted to have the executive committee of their board meet with the sub committees of board representative from TAMC, RTC, and SBCOG to discuss next steps. As MST and METRO board members were not included, staff recommends your Board to direct the MST Board chair to send a letter on behalf of MST to the AMBAG and TAMC and RTC subcommittee to solicit input from public transit operators before any formal recommendations are finalized, and to ask them to consider the issues highlighted above during their discussions.

PREPARED BY:   
Carl G. Sedoryk

To: Board of Directors  
From: H. Harvath, Assistant General Manager – Finance & Administration  
Subject: Taxi Administration Consulting Services

**RECOMMENDATION:**

Authorize staff to renew contract with GY Investigations for taxi administration consulting services on a month-to-month basis for up to 4 months in an amount not to exceed \$9,216 per month.

**FISCAL IMPACT:**

None to MST's annual budget. The revenues generated through taxi permits, licenses, and other fees will cover 100% of the cost of this contract.

**POLICY IMPLICATIONS:**

Your Board awards contracts in excess of \$25,000.

**DISCUSSION:**

At its August 9, 2010, meeting, the Board of Directors of the Monterey County Regional Taxi Authority (RTA) awarded a contract to MST to administer the regional taxi program. As stated in the RTA Joint Powers Agreement, the RTA is to contract with MST for the provision of all administrative, licensing, and inspection services necessary to administer the RTA program, including but not limited to the provision of insurance, professional investigators, consultants, accountants, attorneys and transportation experts or other advisors as the RTA Board deems necessary and appropriate. At that time, staff recommended that MST provide directly Board support and legal services, with the remaining regulatory-oriented services to be subcontracted out to a third party.

In that regard, at its September 13, 2010, meeting, your Board approved a subcontract with GY Investigations to provide the licensing and inspection services associated with the day-to-day administration of the RTA, including tasks such as conducting criminal background checks, verifying drug tests, vehicle inspections, application tracking and periodic evaluations of taxi services.

Over the course of the previous year, staff has been working with members of your Board's finance committee to find ways to reduce licensing and permitting fees paid by taxi drivers and vehicle owners. To that end, the city of Monterey has offered to provide these services through a subcontract instead of GY Investigations at a cost of just under \$500 per driver/vehicle permit. In response to this offer, the Regional Tax Authority at its June 27, 2011, meeting, gave staff direction to pursue this subcontracting arrangement. Since that time, staff has worked closely with Monterey Deputy Chief Phil Penko to prepare for this new arrangement. The city of Monterey has identified a prospective employee to perform these services, but has not completed its full background check on this individual. With GY-Investigations' one-year contract authorization from your Board nearing completion, staff still requires the firm's services on a temporary basis to continue the sale of taxi licenses and permits until the city of Monterey is ready to assume these duties. As such, staff requests authorization from your Board to continue subcontracting with GY Investigations on a limited, month-to-month basis while the city of Monterey makes final arrangements to assume the responsibilities of taxi driver permitting and vehicle licensing on behalf of the RTA.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

To: Board of Directors  
From: Michael Hernandez, Assistant General Manager/COO  
Subject: Authorize the Purchase of Accessible Mini-Vans

**RECOMMENDATIONS:**

Authorize the purchase of three (3) wheelchair accessible taxi mini-vans.

**FISCAL IMPACT:**

Not to exceed \$120,000 for three vehicles, not including sales tax. These vehicles are 80% funded through the Federal Transit Administrations New Freedom Grant (5317) in the amount of \$96,000. The remaining 20% or \$24,000 is MST's local match and is available through MST's Capital Budget.

**POLICY IMPLICATIONS:**

Your Board approves all purchases that exceed \$25,000.

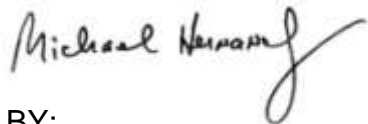
**DISCUSSION:**

The New Freedom grant program provides additional funding to overcome barriers facing Americans with disabilities who seek integration into the work force and full participation in society. The New Freedom program helps expands transportation mobility options for individuals with disabilities beyond the requirements of the Americans with Disabilities Act.

MST is authorized to purchase vehicles through the California Association for Coordinated Transportation/Morongo Basin Transit Authority purchasing cooperative. The cooperative previously solicited competitive pricing from vehicle manufacturers and provides transit operators with discount pricing for medium size buses and mini-vans. The use of the cooperative eliminates the need for MST to develop our own specifications and bid documents.

It is anticipated that the accessible minivans will be ready for service by the end of December 2011. Prior to that time procedures will be developed to determine how best to place these vehicles into taxi service. MST has the option to purchase up to an additional three accessible taxis. The purchase of the remaining vehicles will come

back to your Board at a later date when additional vehicle types become available through the CalAct cooperative.



PREPARED BY: \_\_\_\_\_  
Michael Hernandez



REVIEWED BY: \_\_\_\_\_  
Carl Sedoryk

To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: August 2011 Monthly Report

Attached are the most recent monthly statistics and the reports from the Administration and Operations/Maintenance Departments.

Attachment #1 – Operations Department Report August 2011  
Attachment #2 – Facilities & Maintenance Department Report August 2011  
Attachment #3 – Administration Department Report August 2011

PREPARED BY:   
Carl G. Sedoryk

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## ATTACHMENT 1

September 28, 2011

To: M. Hernandez, Assistant General Manager / C.O.O.  
From: R. Weber, Director of Transportation Services  
Cc: MST Board of Directors  
Subject: **Transportation Department Monthly Report – August 2011**

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### **FIXED ROUTE BUS OPERATIONS:**

#### **System Wide Service: (Fixed Route & DART Services):**

Preliminary boarding statistics indicate that ridership increased by 4.78% in August 2011, (449,737), as compared to August 2010, (412,265). Fiscal year-to-date, this represents a 3.13% increase in passenger boardings for the same period last year.

Productivity decreased from 19.7 passengers per hour (August 2010), to 17.9 PPH in August of this year.

#### **Trolley Services:**

**MST Carmel Trolley:** carried 3,179 passengers in August, which represents a 27.01% increase from August of 2010 (2,503).

**MST Monterey Trolley:** carried 43,747 passengers in August, which represents a 1.12% increase from August of 2010 (43,262).

**MST Pacific Grove Trolley:** carried 6,531 passengers during the month of August, averaging 211 passengers per day. In August of 2010 an 11 day pilot study was conducted for this service and during that period the service carried an average of only 160 passengers per day. A comparison to August 2011 data suggests that the service may have experienced a 31.67% increase in average passenger boardings over last year's trail period.

#### **Supplemental / Special Services:**

August 20-21: MST provided services on Lines 37, 38, & 39 to the Laguna Seca Raceway for the Rolex Motorsport Reunion - 482 passengers were carried over this two day event, which represents a 19% increase over last year's event (405).

August 28: MST provided Trolley shuttle services for the annual Sand City West End Celebration – carrying 232 passengers during this one day event.

August 28: MST provided shuttle services for the Marina “OtterFest” Celebration – carrying 94 passengers during this one day event.

**System Wide Statistics:**

- Ridership: 449,737
- Vehicle Revenue Hours: 25,072
- Vehicle Revenue Miles: 398,293
- System Productivity: 17.9 Passengers Per Vehicle Revenue Hour
- Scheduled One-Way Trips: 39,034

**Time Point Adherence:** Of 139,320 total time-point crossings sampled for the month of August, the TransitMaster™ system recorded 24,060 delayed arrivals to MST’s published time-points system-wide. This denotes that **82.73%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2012.*)

Service arriving later than **5** minutes beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system wide “on-time performance” as a percentage to the total number of reported time-point crossings.

**Trips With 10 or More Standees:** There were forty (40) reported trips with 10 or more standees for the month of August. (See *Operations Summary report for further information*)

**Cancelled Trips:** As listed below, there were a total of seven (7) cancelled trips for the month of August for both directly operated and contracted services.

Reason	MST	MV Transportation	% Of All Missed
Mechanical Failure	1	0	14.29%
Employee Error	1	0	14.29%
Collision	5	0	71.43%
<b>Totals</b>	<b>7</b>	<b>0</b>	<b>100%</b>

**Documented Occurrences:** MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of August 2010 and 2011:

Occurrence Type	August-10	August-11
Collision: MST Involved	4	6
Medical Emergency	2	1
Object Hits Coach	0	0
Passenger Conflict	6	7
Passenger Fall	5	6
Passenger Injury	0	0
Employee Injury	0	0
Other	6	1
Near Miss	0	1
Unreported Damage	2	2
Fuel / Fluid Spill	0	2
<b>Total Occurrences</b>	<b>25</b>	<b>26</b>

## **CONTRACTED SERVICES:**

### **MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of August there were 9,638 passenger boardings. This represents a 9.60% increase in passenger boardings from August of 2010, (8,794). Fiscal year-to-date, this represents a 4.85% increase in passenger boardings for the same period last year

- For the month of August, 84.92 % of all scheduled trips for the MST RIDES Program arrived on time, decreasing slightly from 85.44 % in August of 2010. (See *MST RIDES ~ On Time Compliance Chart FY 2012.*)
- Productivity for August of this year was at 1.96 passengers per hour, increasing slightly from 1.91 in August of 2010.

### **Paratransit Certification Statistics:**

- For the month of August, 80 applications were reviewed, resulting in 75 approvals and 5 denials. Of the approvals, 32 were new program participants, and 43 were recertifications.
- 74 participants were deactivated in the database.
- A total of 101 applications were received – 21 did not complete the application process.
- As of August 2011, there are 3,226 registered / active program participants.

### **Other:**

August 4: MVTI was involved in a non injury preventable collision in RIDES vehicle # 5485 resulting in \$1,000 in damage to the coach.

August 14: MVTI was involved in a non injury preventable collision in Trolley #1906 resulting in \$200.00 in damage to the vehicle.

August 22: MVTI deployed the new CSUMB Otter Trolley service providing on-campus trolley shuttle services for students and faculty. **Note to provide connections to the new Trolley shuttle service, MST also commenced early operation of the Line 25 Marina – Salinas services.**

## **COMMUNICATIONS CENTER:**

In August, the Communications Center summoned public safety agencies on *nine* (9) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	5
Emergency Medical Services	Medical Emergency	4

Robert Weber

**ATTACHMENTS:**

MST Fixed-Route Bus ~~ On Time Compliance FY 2012.

MST Fixed-Route Bus ~~ Boarding Statistics FY 2012.

MST Trolley Service ~~ Boarding Statistics FY 2012

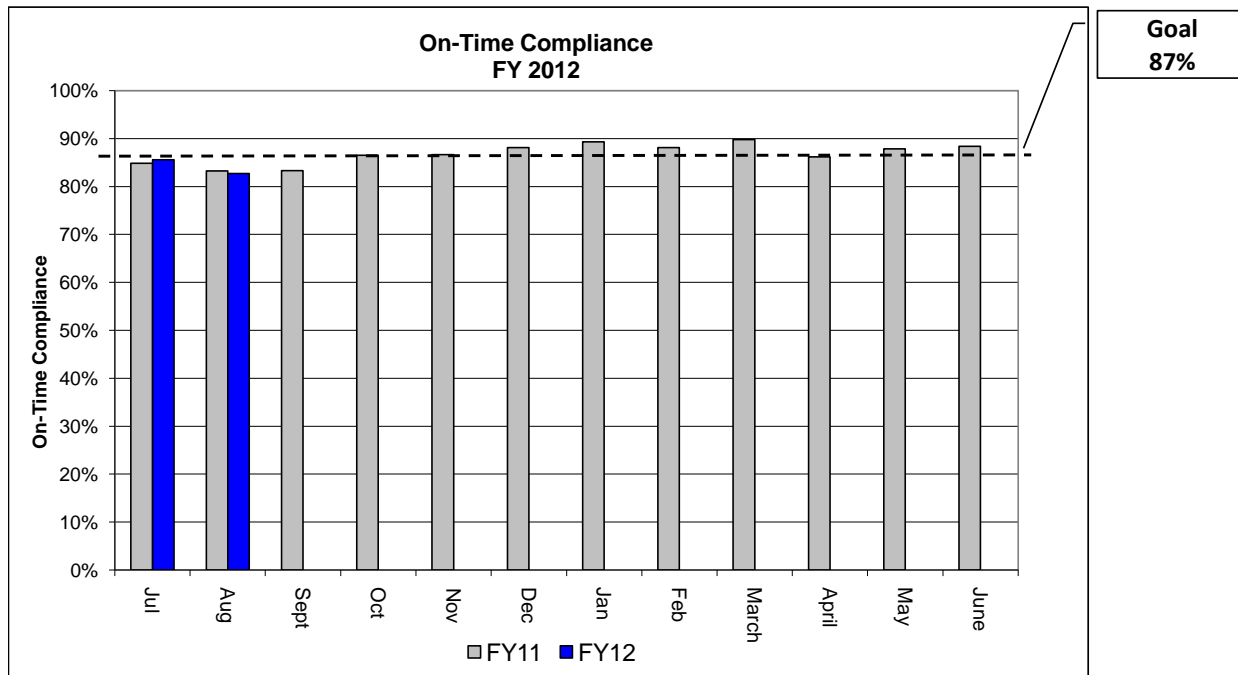
MST RIDES ~~ On Time Compliance FY 2012

MST RIDES ~~ Boarding Statistics FY 2012

**MST FIXED ROUTE  
ON-TIME COMPLIANCE FY 2012**

August 2011  
Data Sampled: 92.0%

MONTH	FY 11 ON-TIME PERFORMANCE	FY12 TIME POINT COUNT	FY12 DELAYED ARRIVALS 5 + MINUTES	FY12 ON-TIME PERFORMANCE
Jul	84.86%	118,325	17,036	85.60%
<b>Aug</b>	<b>83.25%</b>	<b>139,320</b>	<b>24,060</b>	<b>82.73%</b>
Sept	83.31%			
Oct	86.54%			
Nov	86.62%			
Dec	88.10%			
Jan	89.30%			
Feb	88.11%			
March	89.79%			
April	86.19%			
May	87.87%			
June	88.36%			
<b>Total</b>	N/A	257,645	41,096	N/A
<b>YTD Average</b>	84.05%	128,823	20,548	84.17%



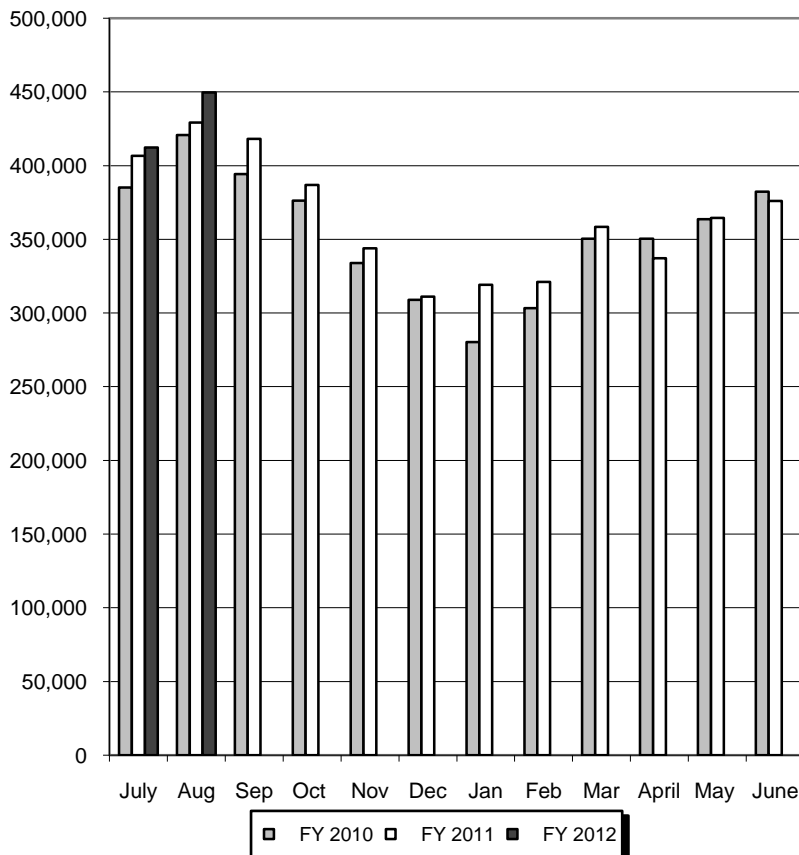
# MST FIXED ROUTE BOARDINGS

## FY 2012 Monthly Boardings

MONTH	FY 2010	FY 2011	FY 2012	% CHANGE
July	385,052	406,623	412,265	1.39%
<b>Aug</b>	<b>420,751</b>	<b>429,204</b>	<b>449,737</b>	<b>4.78%</b>
Sep	394,189	418,155		
Oct	376,171	386,961		
Nov	333,974	343,922		
Dec	308,937	311,123		
Jan	280,327	319,097		
Feb	303,307	321,023		
Mar	350,500	358,403		
April	350,469	337,070		
May	363,614	364,594		
June	382,331	375,977		
<b>TOTAL</b>	<b>4,249,622</b>	<b>4,372,152</b>	<b>862,002</b>	
YTD Avg.	402,902	417,914	431,001	<b>3.13%</b>
YTD Comparison	805,803	835,827	862,002	<b>3.13%</b>

*Boardings are inclusive of all On Call, Trolley, & Fixed Route Services*

### MONTHLY RIDERSHIP



## MST FIXED ROUTE BUS Program Comparative Statistics FY 2011 - FY 2012

MONTH	INPUT of Resources				OUTPUT				END PRODUCT	
	TOTAL EMPLOYEES		OPERATING COST		VEHICLE REVENUE MILES		VEHICLE REVENUE HOURS		TOTAL BOARDINGS (UNLINKED TRIPS)	
	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012
*JUL	240.0	248.0	\$1,927,614	\$2,235,897	341,909	384,558	21,949	24,255	406,623	412,265
*AUG	237.0	247.0	\$2,093,268	\$2,468,451	338,511	398,293	21,764	25,072	429,204	449,737
SEP	234.0		\$2,545,265		334,253		20,981		418,155	
OCT	235.0		\$2,105,961		341,855		21,322		386,961	
NOV	238.0		\$2,177,880		320,533		19,991		343,922	
DEC	238.0		\$2,848,523		336,441		20,880		311,123	
<b>SUBTOTAL</b>			\$13,698,511	\$4,704,348	2,013,502	782,851	126,887	49,327	2,295,988	862,002
JAN	241.0		\$2,243,787		333,567		20,638		319,097	
FEB	245.0		\$2,160,033		315,750		19,446		321,023	
MAR	253.0		\$2,460,010		361,376		22,211		358,403	
APR	250.0		\$2,454,335		366,221		22,558		337,070	
MAY	247.0		\$2,322,640		374,013		23,065		364,594	
JUN	248.0		\$3,196,674		371,981		23,252		375,977	
<b>TOTAL</b>	-	-	\$28,535,990	\$4,704,348	4,136,410	782,851	258,057	49,327	4,372,152	862,002
<b>AVERAGE</b>	242.2	247.5	\$2,377,999	\$2,352,174	344,701	391,426	21,505	24,664	364,346	431,001

MONTH	Service Efficiency		Cost Efficiency		Service Effectiveness Measures				Cost Effectiveness	
	VEHICLE REVENUE HRS/ EMPLOYEE		COST/ REVENUE HOUR		BOARDINGS/ REVENUE MILE		BOARDINGS/ REVENUE HOUR		COST/ UNLINKED TRIP	
	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012
*JUL	91.5	97.8	\$87.82	\$92.18	1.19	1.07	18.5	17.0	\$4.74	\$5.42
*AUG	91.8	101.5	\$96.18	\$98.45	1.27	1.13	19.7	17.9	\$4.88	\$5.49
SEP	89.7		\$121.31		1.25		19.9		\$6.09	
OCT	90.7		\$98.77		1.13		18.1		\$5.44	
NOV	84.0		\$108.94		1.07		17.2		\$6.33	
DEC	87.7		\$136.42		0.92		14.9		\$9.16	
<b>SUBTOTAL</b>										
JAN	85.6		\$108.72		0.96		15.5		\$7.03	
FEB	79.4		\$111.08		1.02		16.5		\$6.73	
MAR	87.8		\$110.76		0.99		16.1		\$6.86	
APR	90.2		\$108.80		0.92		14.9		\$7.28	
MAY	93.4		\$100.70		0.97		15.8		\$6.37	
JUN	93.8		\$137.48		1.01		16.2		\$8.50	
<b>TOTAL</b>										
<b>AVERAGE</b>	84.1	99.7	\$105.16	\$95.37	1.10	1.10	17.7	17.5	\$6.53	\$5.46

Note - All statistics include contracted-out service.

\* - Preliminary data for current year.

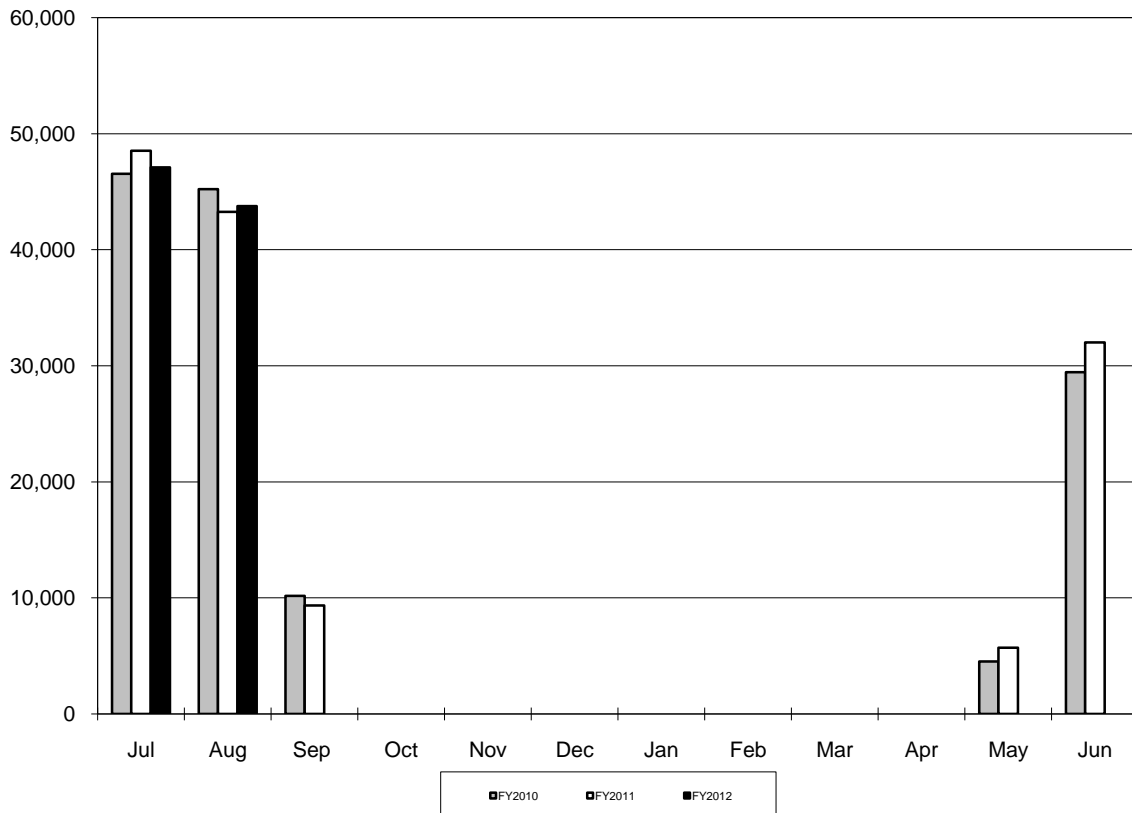
# MST TROLLEY - MONTEREY

## FY 2012 Monthly Boardings

Did Not Operate

MONTH	FY2010	FY2011	FY2012	% CHANGE
Jul	46,544	48,540	47,101	-2.96%
<b>Aug</b>	<b>45,228</b>	<b>43,263</b>	<b>43,747</b>	<b>1.12%</b>
Sep	10,164	9,346		
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May	4,511	5,715		
Jun	29,444	32,011		
Total Ridership	135,891	138,875	90,848	
YTD Average	45,886	45,902	45,424	-1.04%
YTD Comparison	91,772	91,803	90,848	-1.04%

### MONTEREY TROLLEY MONTHLY RIDERSHIP





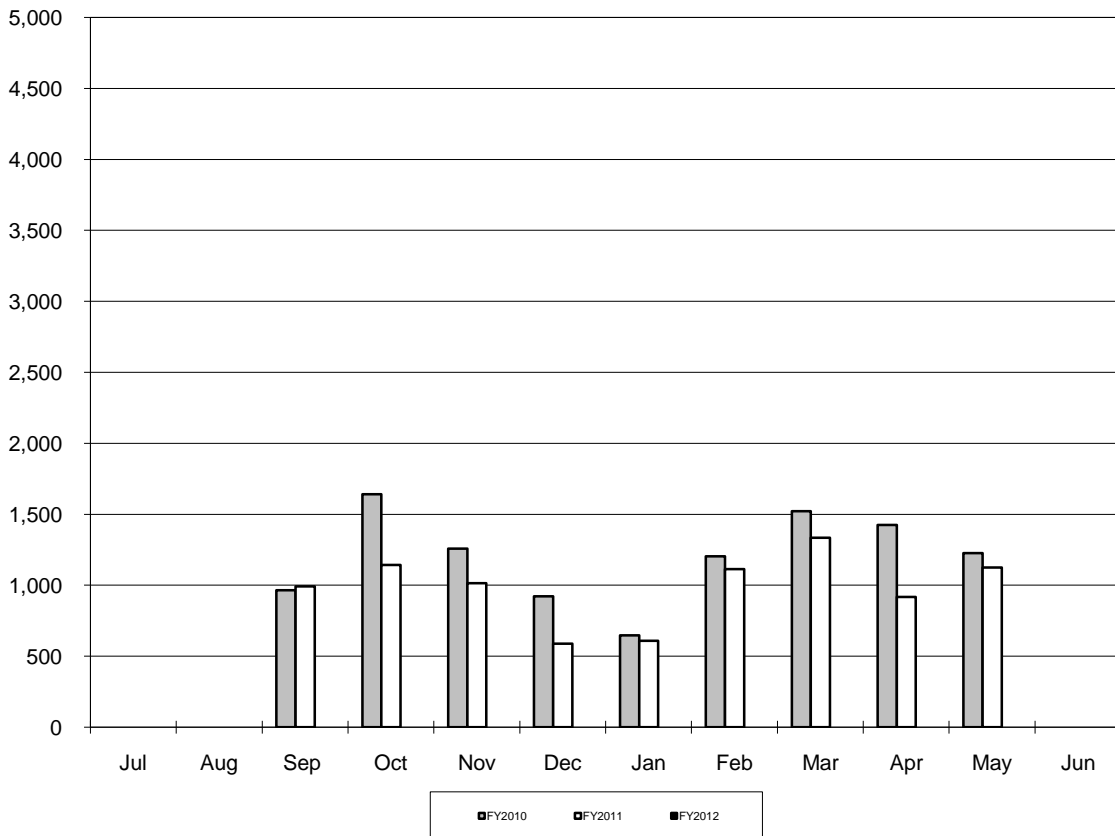
# MST TROLLEY - SALINAS

## FY 2012 Monthly Boardings

Did Not Operate

MONTH	FY2010	FY2011	FY2012	% CHANGE
Jul				
<b>Aug</b>				
Sep	966	993		
Oct	1,642	1,143		
Nov	1,258	1,016		
Dec	922	589		
Jan	648	610		
Feb	1,205	1,114		
Mar	1,523	1,334		
Apr	1,425	918		
May	1,227	1,126		
Jun				
Total Ridership	10,816	8,843		
YTD Average	1,202	983		
YTD Comparison	10,816	8,843		

### SALINAS TROLLEY MONTHLY RIDERSHIP



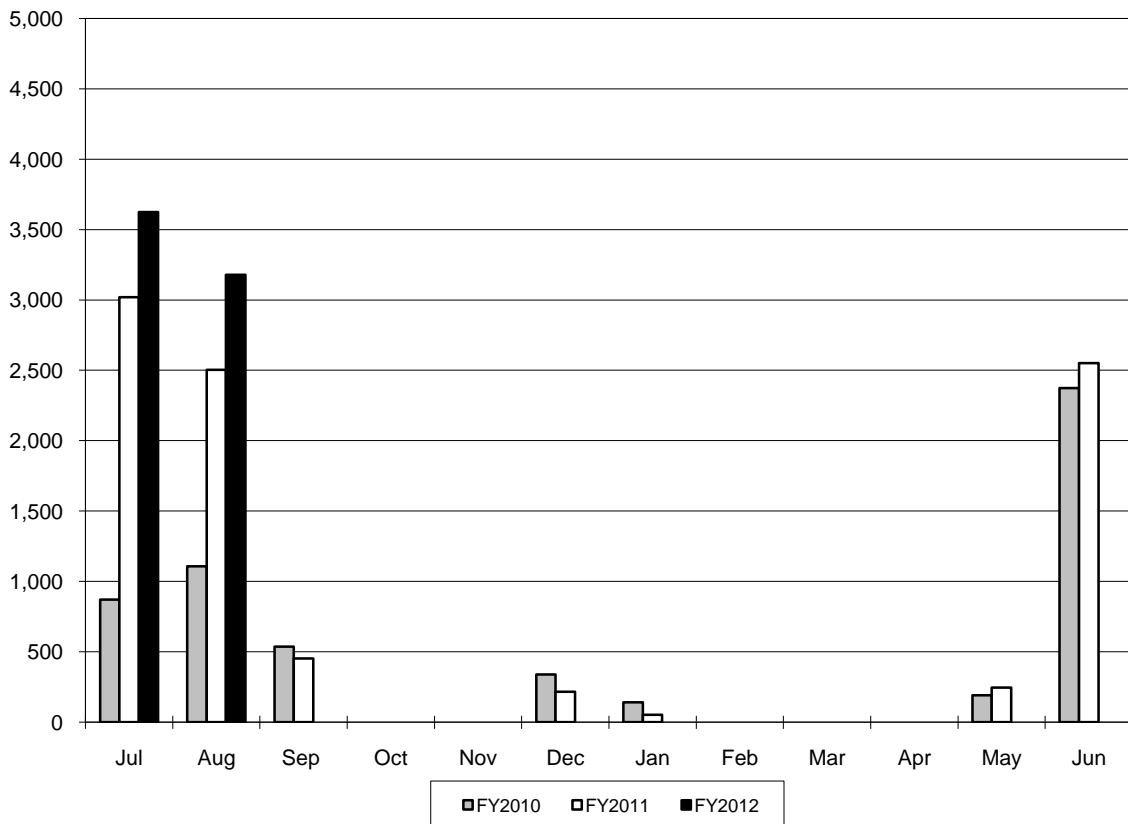
# MST TROLLEY - CARMEL

## FY 2012 Monthly Boardings

Did Not Operate

MONTH	FY2010	FY2011	FY2012	% CHANGE
Jul	871	3,020	3,624	20.00%
<b>Aug</b>	<b>1,109</b>	<b>2,503</b>	<b>3,179</b>	<b>27.01%</b>
Sep	537	454		
Oct				
Nov				
Dec	340	216		
Jan	143	54		
Feb				
Mar				
Apr				
May	191	246		
Jun	2,373	2,551		
<b>Total Ridership</b>	<b>5,564</b>	<b>9,044</b>	<b>6,803</b>	
<b>YTD Average</b>	<b>990</b>	<b>2,762</b>	<b>3,402</b>	<b>23.18%</b>
<b>YTD Comparison</b>	<b>1,980</b>	<b>5,523</b>	<b>6,803</b>	<b>23.18%</b>

### CARMEL TROLLEY MONTHLY RIDERSHIP



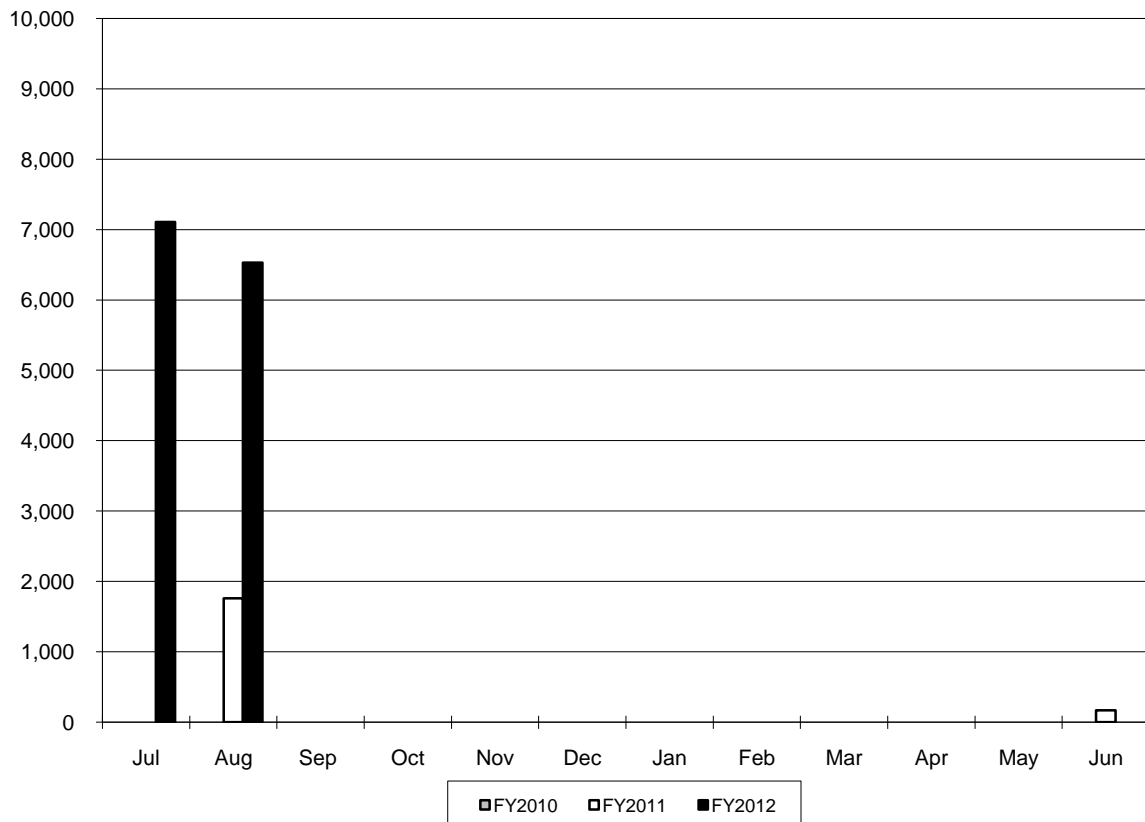
# MST TROLLEY - PACIFIC GROVE

## FY 2012 Monthly Boardings

Did Not Operate

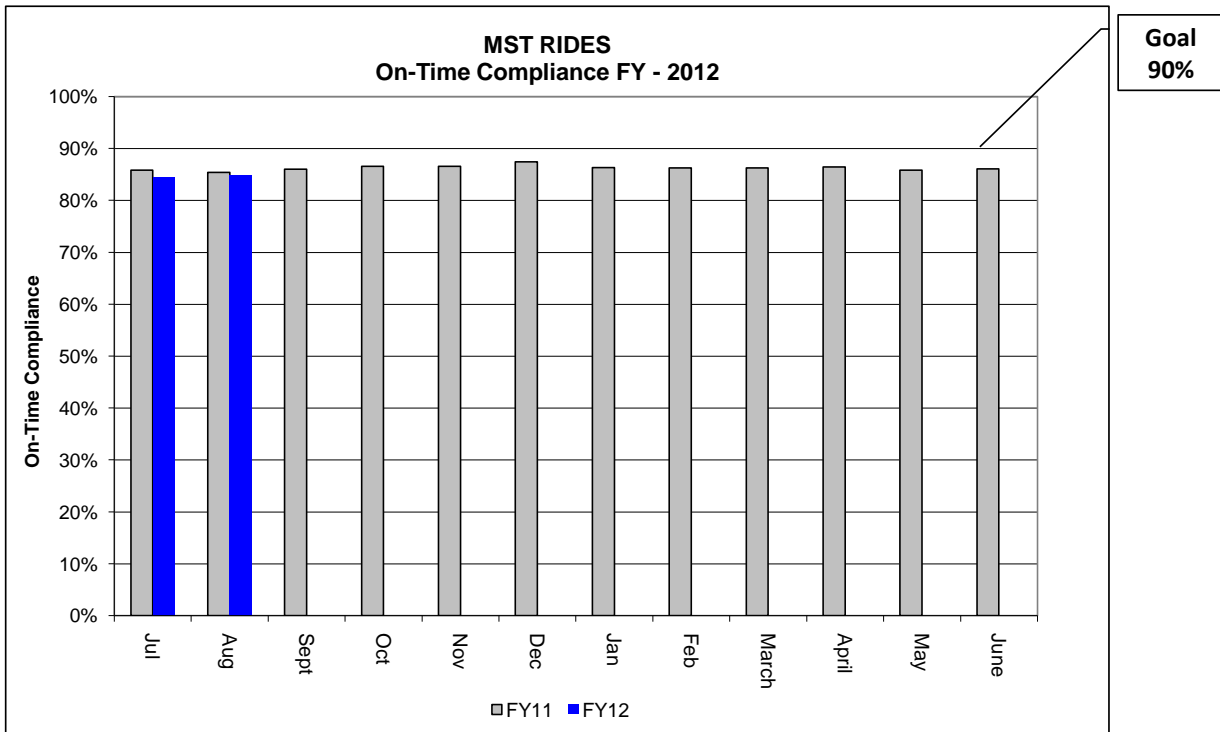
MONTH	FY2010	FY2011	FY2012	% CHANGE	
Jul			7,108	N/A	
<b>Aug</b>		<b>1,760</b>	<b>6,531</b>	<b>271.08%</b>	
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
Jun			170		
Total Ridership		1,930	13,639		
YTD Average		1,760	6,820	287.47%	
YTD Comparison		1,760	13,639	674.94%	

### PACIFIC GROVE TROLLEY MONTHLY RIDERSHIP



**MST RIDES  
ON TIME COMPLIANCE FY - 2012**

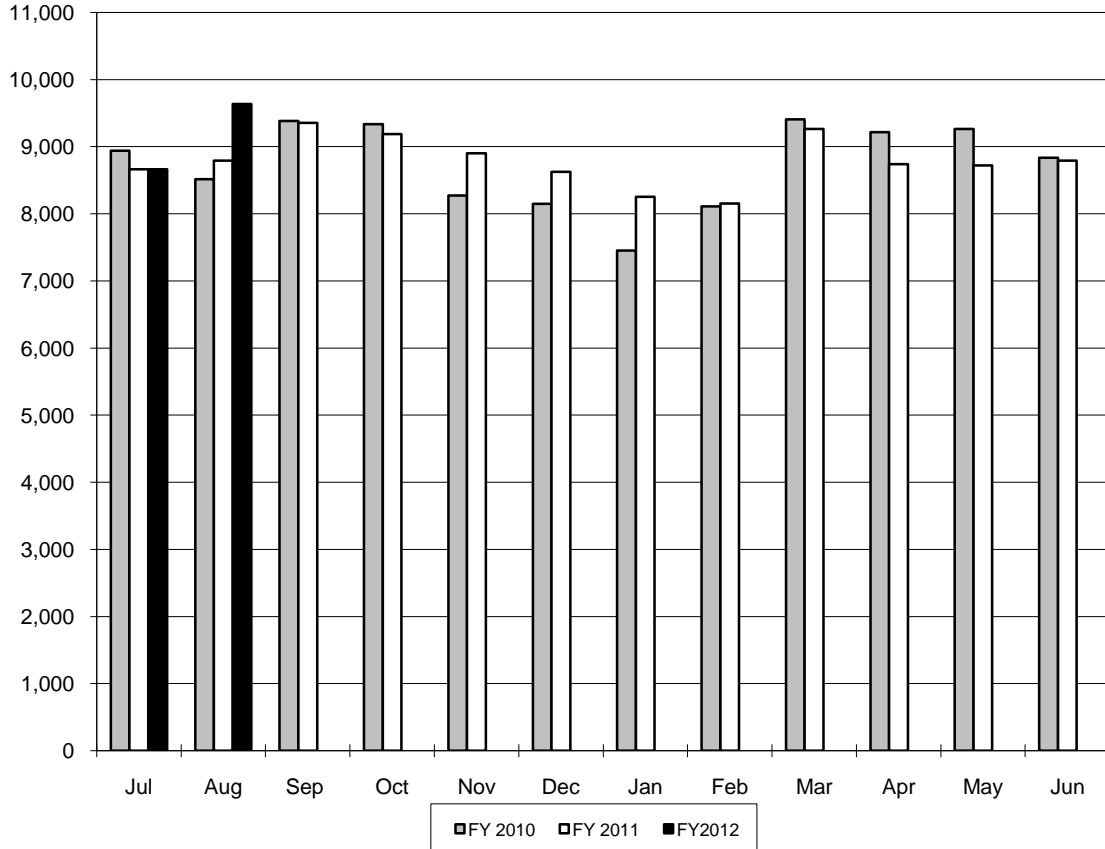
<b>MONTH</b>	<b>FY11</b>	<b>FY12</b>
Jul	85.85%	84.47%
<b>Aug</b>	<b>85.44%</b>	<b>84.92%</b>
Sept	86.06%	
Oct	86.56%	
Nov	86.56%	
Dec	87.47%	
Jan	86.34%	
Feb	86.30%	
March	86.27%	
April	86.47%	
May	85.87%	
June	86.12%	
<b>YTD Average</b>	<b>85.65%</b>	<b>84.70%</b>



## **MST RIDES Program Monthly Boardings**

<b>MONTH</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY2012</b>	<b>% CHANGE</b>
Jul	8,939	8,663	8,665	0.02%
<b>Aug</b>	<b>8,514</b>	<b>8,794</b>	<b>9,638</b>	<b>9.60%</b>
Sep	9,386	9,354		
Oct	9,335	9,189		
Nov	8,275	8,900		
Dec	8,147	8,626		
Jan	7,454	8,253		
Feb	8,112	8,155		
Mar	9,406	9,266		
Apr	9,219	8,739		
May	9,263	8,720		
Jun	8,837	8,793		
<b>Total Ridership</b>	<b>104,887</b>	<b>105,452</b>	<b>18,303</b>	
<b>YTD Average</b>	<b>8,727</b>	<b>8,729</b>	<b>9,152</b>	<b>4.85%</b>
<b>YTD Comparison</b>	<b>17,453</b>	<b>17,457</b>	<b>18,303</b>	<b>4.85%</b>

### **MST RIDES MONTHLY RIDERSHIP**



**MST RIDES Program  
Comparative Statistics  
FY 2011 - FY 2012**

MONTH	INPUT of Resources				OUTPUT				END PRODUCT	
	TOTAL EMPLOYEES		OPERATING COST		VEHICLE REVENUE MILES		VEHICLE REVENUE HOURS		TOTAL BOARDINGS (UNLINKED TRIPS)	
	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012
JUL	41.0	46.0	\$237,015	\$220,118	80,427	83,056	4,544	4,428	8,663	8,665
AUG	42.0	46.0	\$238,374	\$217,185	80,569	87,416	4,616	5,210	8,794	9,638
SEP	44.0		\$264,418		85,883		4,992		9,653	
OCT	45.0		\$257,503		87,487		5,052		9,189	
NOV	45.0		\$242,626		82,945		4,639		8,900	
DEC	45.0		\$240,625		85,293		4,673		8,626	
SUBTOTAL			\$1,480,561	\$437,303	502,604	170,472	28,516	9,638	53,825	18,303
JAN	45.0		\$232,814		81,593		4,257		8,253	
FEB	45.0		\$233,818		81,036		4,310		8,155	
MAR	46.0		\$262,661		91,823		4,828		9,266	
APR	45.0		\$253,388		88,003		4,613		8,739	
MAY	45.0		\$260,110		90,121		4,735		8,720	
JUN	46.0		\$259,398		89,446		4,545		8,793	
<b>TOTAL</b>	<b>272</b>	<b>\$0</b>	<b>\$2,982,750</b>	<b>\$437,303</b>	<b>1,024,626</b>	<b>170,472</b>	<b>55,803</b>	<b>9,638</b>	<b>105,751</b>	<b>18,303</b>
<b>AVERAGE</b>	<b>44.5</b>	<b>46.0</b>	<b>\$248,563</b>	<b>\$218,652</b>	<b>85,386</b>	<b>85,236</b>	<b>4,650</b>	<b>4,819</b>	<b>8,813</b>	<b>9,152</b>

MONTH	Service Efficiency		Cost Efficiency		Service Effectiveness Measures				Cost Effectiveness	
	VEHICLE REVENUE HR/ EMPLOYEE		COST/ REVENUE HOUR		BOARDINGS/ REVENUE MILE		BOARDINGS/ REVENUE HOUR		COST/ UNLINKED TRIP	
	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012	FY 2011	FY 2012
JUL	110.8	96.3	\$40.62	\$49.71	0.11	0.10	1.9	2.0	\$21.25	\$25.40
AUG	109.9	113.3	\$42.25	\$41.69	0.11	0.11	1.9	1.9	\$22.21	\$22.53
SEP	113.5		\$40.59		0.11		1.9		\$21.41	
OCT	112.3		\$42.88		0.11		1.9		\$22.65	
NOV	103.1		\$43.17		0.11		1.9		\$23.12	
DEC	103.8		\$42.05		0.10		1.8		\$23.39	
SUBTOTAL	108.9		\$41.93		0.11		1.9		\$22.34	
JAN	94.6		\$50.08		0.11		1.8		\$27.29	
FEB	95.8		\$52.20		0.11		1.9		\$27.14	
MAR	105.0		\$48.30		0.11		1.9		\$25.14	
APR	102.5		\$51.73		0.11		1.9		\$27.35	
MAY	105.2		\$52.58		0.11		1.9		\$27.36	
JUN	98.8		\$52.92		0.11		1.9		\$27.34	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>AVERAGE</b>	<b>104.5</b>	<b>104.8</b>	<b>\$46.55</b>	<b>\$45.38</b>	<b>0.11</b>	<b>0.11</b>	<b>1.9</b>	<b>1.9</b>	<b>\$24.60</b>	<b>\$23.89</b>

Note - All statistics include contracted-out service.

\* - Preliminary Data

Monterey-Salinas Transit

# Operations Summary Report

*Fixed Route Services*

*August 2011*

# Fixed Route Operations Summary Report

## Aug 2011

Service Delivered		Service Quality	
Ridership	449,737	On-time Time Points	115,260
Passengers / Vehicle Revenue Hour	17.9	Delayed Time Points	24,060
Revenue Miles	398,293.3	On-time Passenger Boardings	373,754
One-way Trips Scheduled	39,034	Percent On-time Boardings	83%

### Systemwide Service:

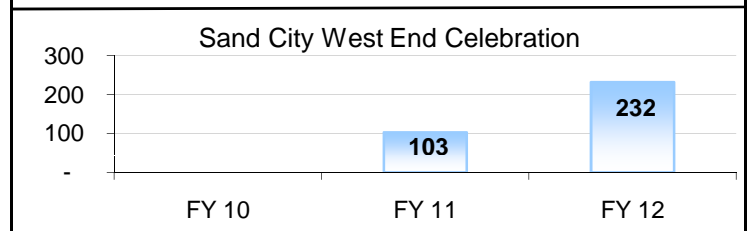
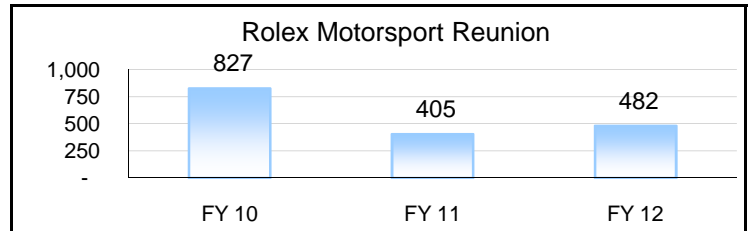
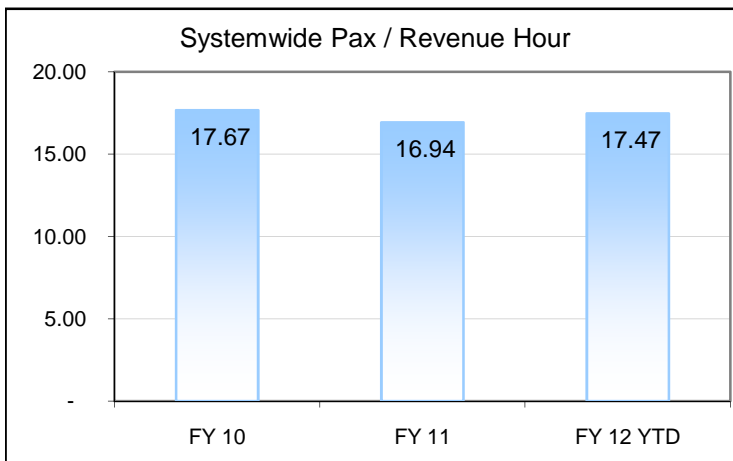
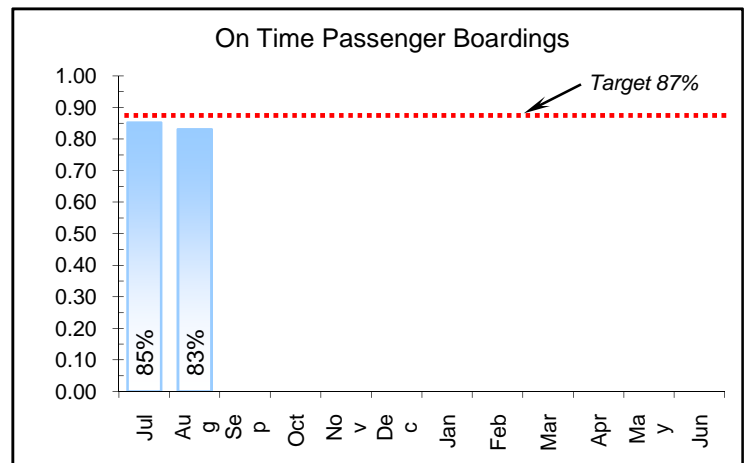
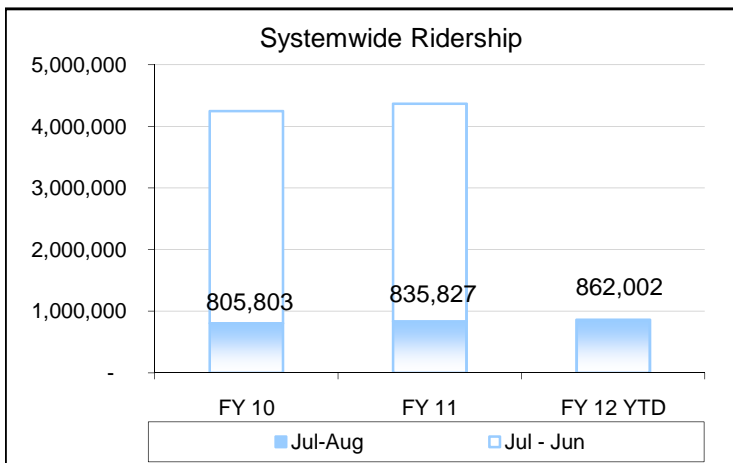
Ridership for this month increased 4.8% compared to last August when we had only 429,204 boardings, with revenue hours increasing by 15.2% over the same timeframe. The net effect was a 9% drop in productivity, measured in passengers per hour (PPH), going from 19.7 PPH last August down to 17.9 PPH this month.

### Seasonal Service:

MST Trolleys operated this month in Carmel, Monterey and Pacific Grove. The Carmel Trolley carried 3,179 passengers, the Monterey Trolley carried 43,747 passengers and the Pacific Grove Trolley carried 6,531 passengers. Additionally, the CSUMB Otter Trolley began service on August 22nd, providing trips to the east and west end of campus every 8 minutes on weekdays and carrying 368 passengers during its 8 days of operation.

### Supplemental Service:

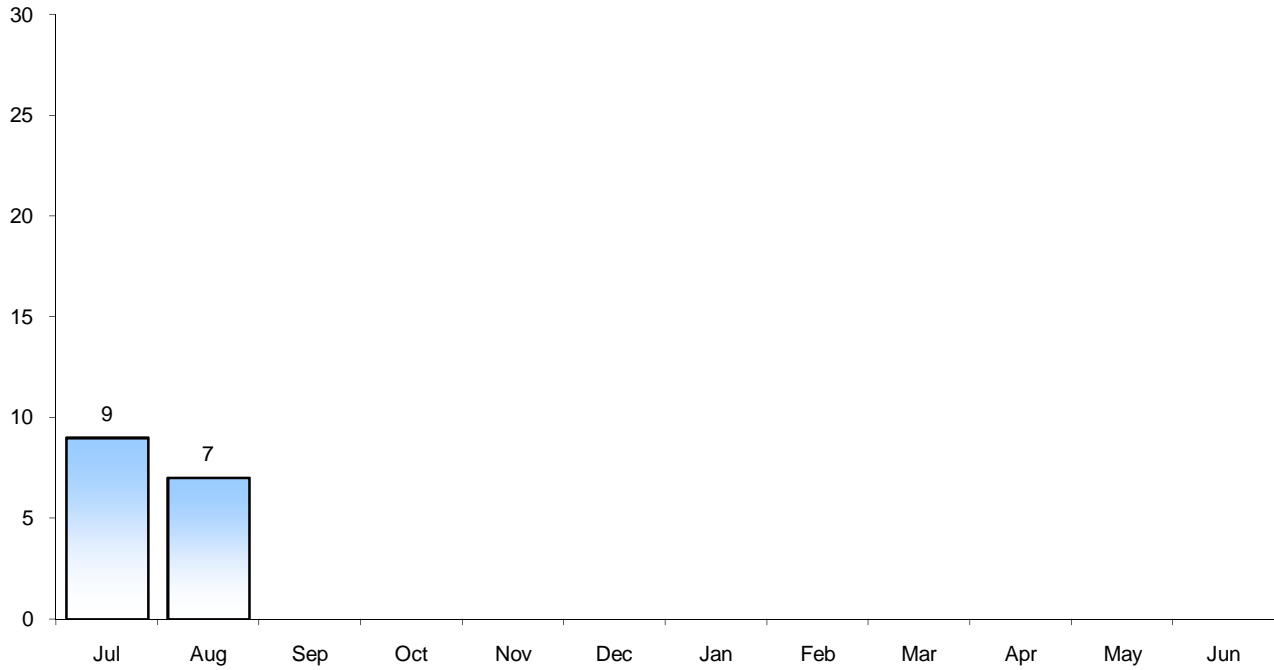
Supplemental service was operated on line 9 during the Sand City West End Celebration, carrying 232 passengers. An additional bus was operated to supplement the Marina On Call service for the Otter Fest, carrying 94 passengers. Service to Laguna Seca was operated for the Rolex Motorsport Reunion, carrying 482 passengers.



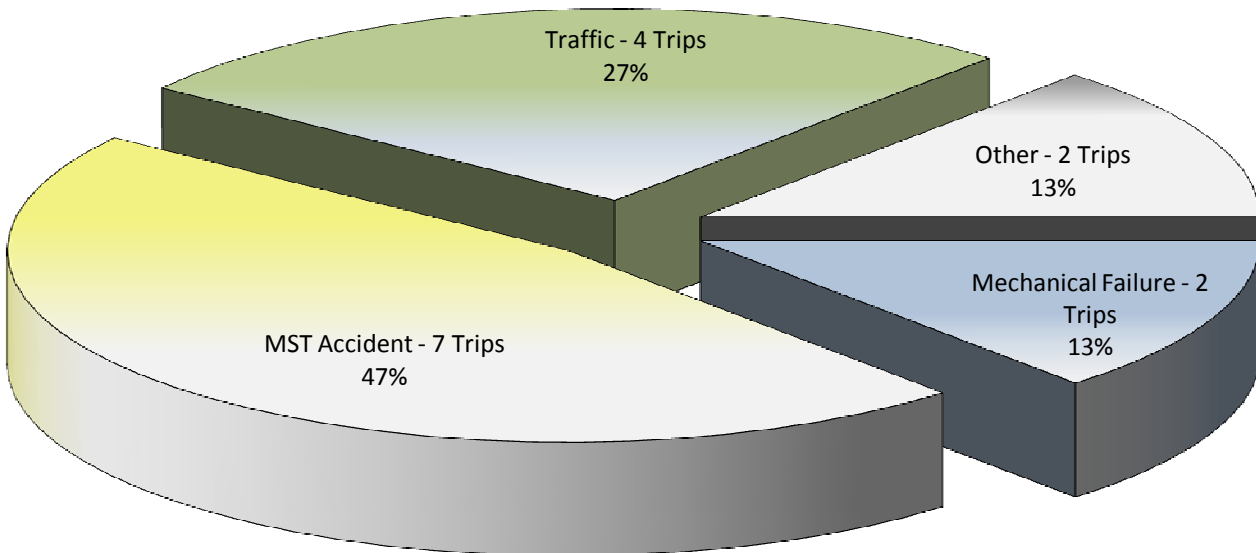


# Fixed Route Operations Summary Report August 2011

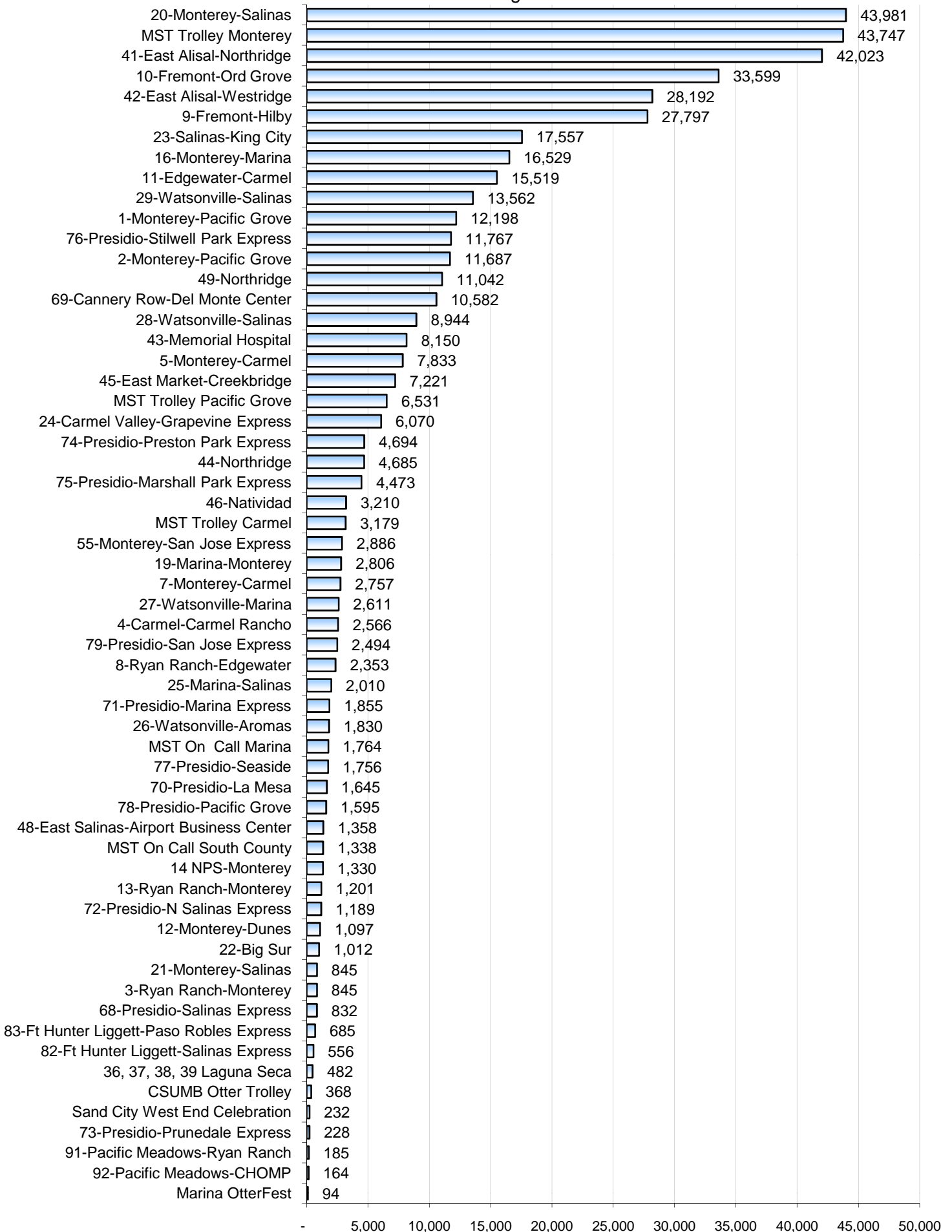
## Cancelled Trips by Month - Fiscal Year to Date



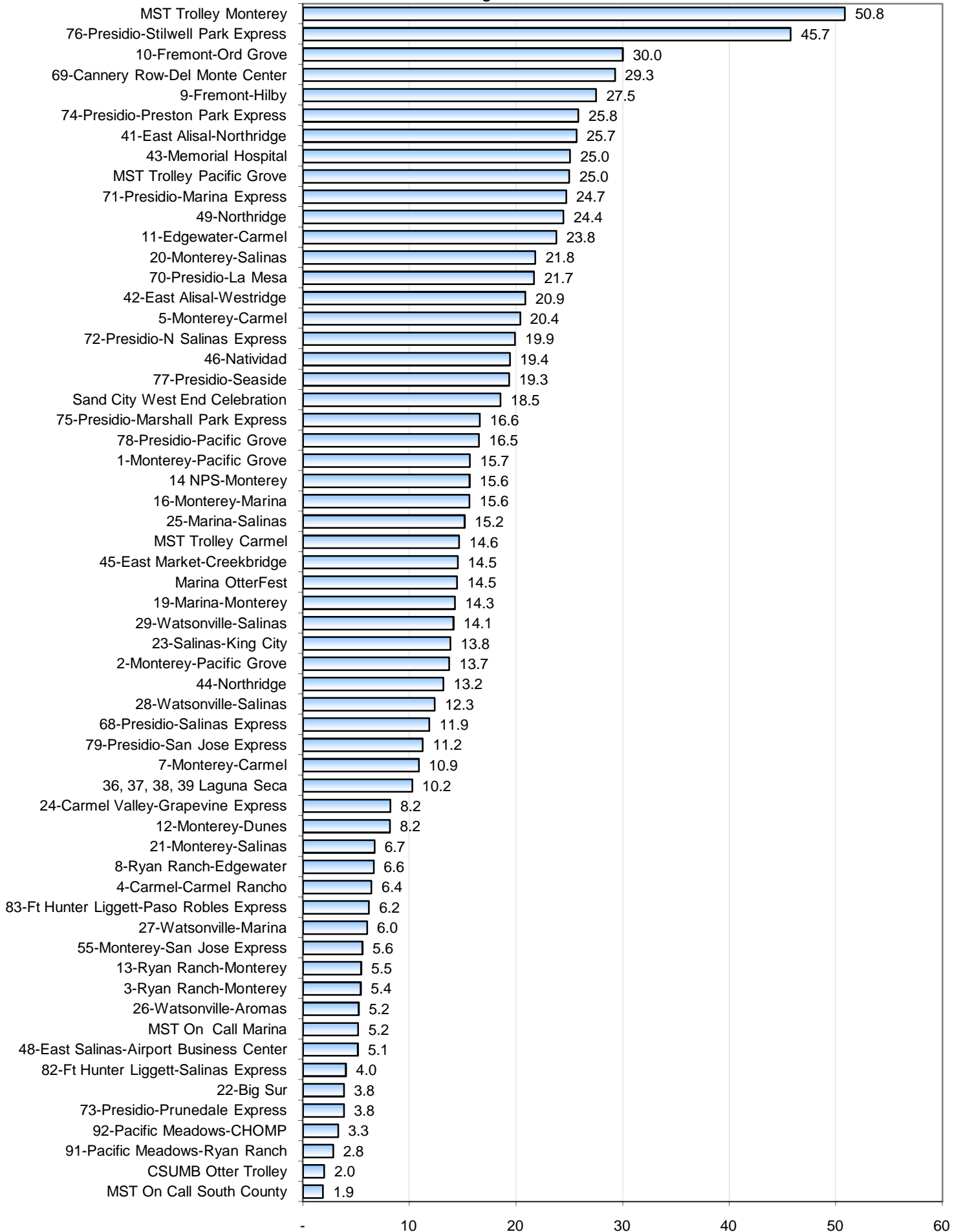
## Cancelled Trips by Reason - Fiscal Year



## Ridership by Line - August 2011 Total Passengers

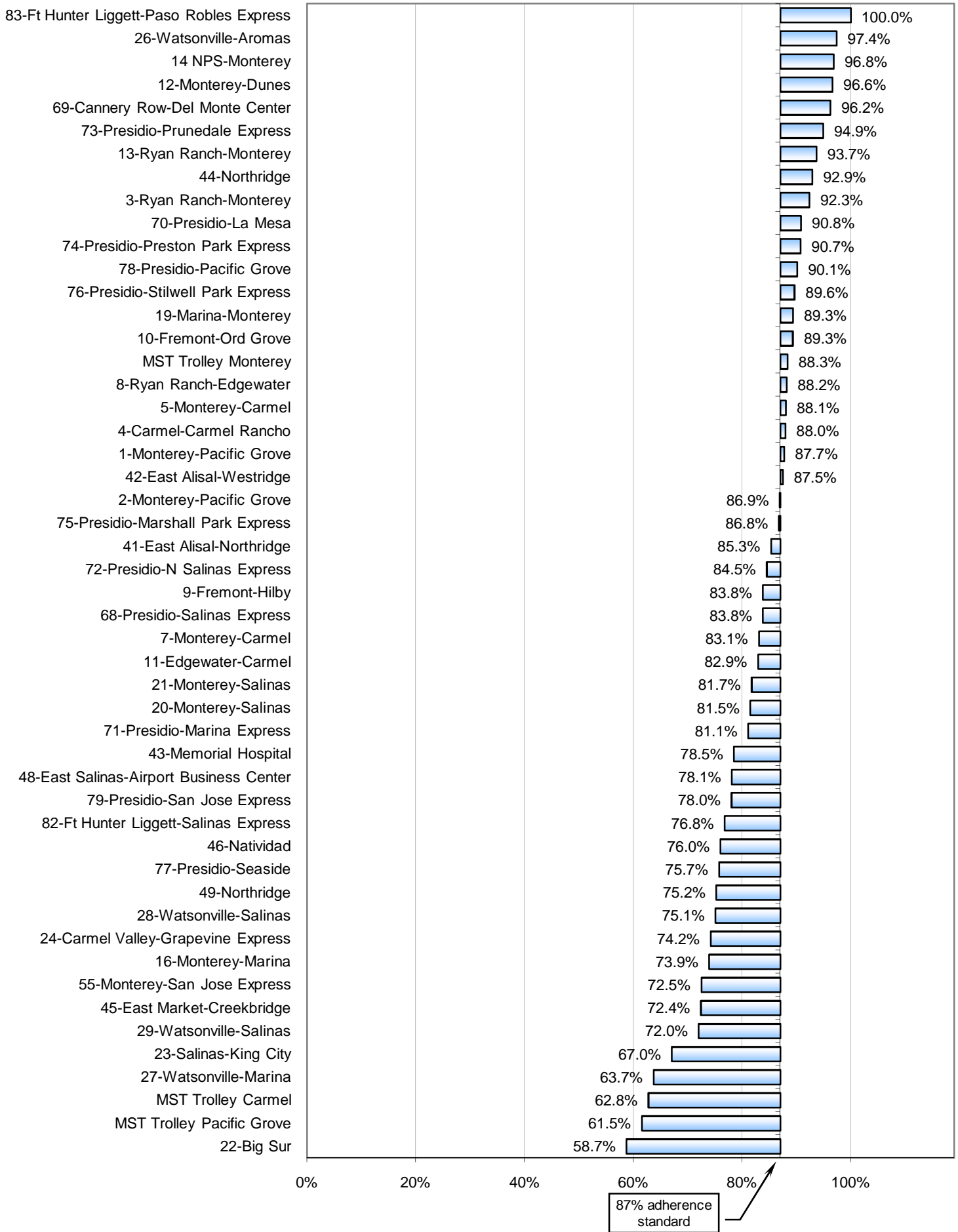


## Productivity by Line - August 2011 Passengers Per Hour



## Schedule Adherence by Line - August 2011

### Percent On-time Timepoints



# August 2011

Systemwide Ridership: 449,737  
 Systemwide Revenue Hours: 25072:16  
 Systemwide Revenue Miles: 398,293.3

## Primary Routes

	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
1-Monterey-Pacific Grove	12,198	779:21	7,533.3	15.65	2.7%	3.1%
9-Fremont-Hilby	27,797	1011:14	10,939.9	27.49	6.2%	4.0%
10-Fremont-Ord Grove	33,599	1120:07	12,102.2	30.00	7.5%	4.5%
41-East Alisal-Northridge	42,023	1638:15	17,482.7	25.65	9.3%	6.5%
42-East Alisal-Westridge	28,192	1350:55	14,596.3	20.87	6.3%	5.4%
<b>Total</b>	<b>143,810</b>	<b>5899:52</b>	<b>62,654.4</b>	<b>24.4</b>	<b>32.0%</b>	<b>23.5%</b>

## Local Routes

	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
2-Monterey-Pacific Grove	11,687	851:59	11,352.3	13.72	2.6%	3.4%
3-Ryan Ranch-Monterey	845	155:44	1,885.4	5.42	0.2%	0.6%
4-Carmel-Carmel Rancho	2,566	399:55	4,072.5	6.42	0.6%	1.6%
5-Monterey-Carmel	7,833	384:23	4,572.6	20.38	1.7%	1.5%
7-Monterey-Carmel	2,757	253:44	2,976.7	10.86	0.6%	1.0%
8-Ryan Ranch-Edgewater	2,353	354:57	5,447.6	6.63	0.5%	1.4%
11-Edgewater-Carmel	15,519	653:19	9,666.8	23.75	3.5%	2.6%
13-Ryan Ranch-Monterey	1,201	220:06	3,578.5	5.46	0.3%	0.9%
16-Monterey-Marina	16,529	1058:22	18,604.9	15.62	3.7%	4.2%
43-Memorial Hospital	8,150	325:27	3,912.7	25.04	1.8%	1.3%
44-Northridge	4,685	355:39	4,173.8	13.17	1.0%	1.4%
45-East Market-Creekbridge	7,221	497:28	7,483.0	14.51	1.6%	2.0%
46-Natividad	3,210	165:24	1,794.7	19.40	0.7%	0.7%
48-East Salinas-Airport Business Center	1,358	263:44	5,070.1	5.15	0.3%	1.1%
49-Northridge	11,042	452:09	3,142.8	24.42	2.5%	1.8%
91-Pacific Meadows-Ryan Ranch	185	65:10	1,219.0	2.84	0.0%	0.3%
92-Pacific Meadows-CHOMP	164	49:50	814.2	3.30	0.0%	0.2%
<b>Total</b>	<b>97,303</b>	<b>6507:20</b>	<b>89,767.5</b>	<b>15.0</b>	<b>21.6%</b>	<b>26.0%</b>

## Regional Routes

	Ridership	VRHrs	VRMi	Pax/Hr	% Riders	% Hrs
19-Marina-Monterey	2,806	196:49	3,534.9	14.25	0.6%	0.8%
20-Monterey-Salinas	43,981	2019:26	37,067.5	21.78	9.8%	8.1%
21-Monterey-Salinas	845	125:44	2,291.7	6.72	0.2%	0.5%
23-Salinas-King City	17,557	1268:21	36,791.1	13.84	3.9%	5.1%
24-Carmel Valley-Grapevine Express	6,070	741:24	15,056.8	8.19	1.3%	3.0%
25-Marina-Salinas	2,010	132:32	4,672.8	15.17	0.4%	0.5%
26-Watsonville-Aromas	1,830	350:06	6,519.5	5.23	0.4%	1.4%
27-Watsonville-Marina	2,611	433:29	11,420.3	6.02	0.6%	1.7%
28-Watsonville-Salinas	8,944	724:26	20,176.5	12.35	2.0%	2.9%
29-Watsonville-Salinas	13,562	960:25	16,006.1	14.12	3.0%	3.8%
55-Monterey-San Jose Express	2,886	517:09	15,589.1	5.58	0.6%	2.1%
<b>Total</b>	<b>103,101</b>	<b>7469:51</b>	<b>169,126.2</b>	<b>13.8</b>	<b>22.9%</b>	<b>29.8%</b>

## ***Military Express Routes***

	<b>Ridership</b>	<b>VRHrs</b>	<b>VRMi</b>	<b>Pax/Hr</b>	<b>% Riders</b>	<b>% Hrs</b>
12-Monterey-Dunes	1,097	134:33	2,399.2	8.15	0.2%	0.5%
14 NPS-Monterey	1,330	85:06	905.5	15.63	0.3%	0.3%
68-Presidio-Salinas Express	832	70:09	1,289.8	11.86	0.2%	0.3%
69-Cannery Row-Del Monte Center	10,582	361:32	4,609.1	29.27	2.4%	1.4%
70-Presidio-La Mesa	1,645	75:54	844.3	21.68	0.4%	0.3%
71-Presidio-Marina Express	1,855	75:08	1,248.8	24.68	0.4%	0.3%
72-Presidio-N Salinas Express	1,189	59:48	1,246.7	19.88	0.3%	0.2%
73-Presidio-Prunedale Express	228	59:25	1,311.6	3.84	0.1%	0.2%
74-Presidio-Preston Park Express	4,694	181:42	3,165.9	25.83	1.0%	0.7%
75-Presidio-Marshall Park Express	4,473	269:29	4,320.2	16.60	1.0%	1.1%
76-Presidio-Stilwell Park Express	11,767	257:13	3,423.4	45.75	2.6%	1.0%
77-Presidio-Seaside	1,756	90:51	1,175.4	19.33	0.4%	0.4%
78-Presidio-Pacific Grove	1,595	96:36	1,214.2	16.51	0.4%	0.4%
79-Presidio-San Jose Express	2,494	221:57	7,496.9	11.24	0.6%	0.9%
82-Ft Hunter Liggett-Salinas Express	556	138:00	5,617.7	4.03	0.1%	0.6%
83-Ft Hunter Liggett-Paso Robles Express	685	110:47	4,670.1	6.18	0.2%	0.4%
<b>Total</b>	<b>46,777</b>	<b>2288:10</b>	<b>44,938.7</b>	<b>20.4</b>	<b>10.4%</b>	<b>9.1%</b>

## ***MST On Call***

	<b>Ridership</b>	<b>VRHrs</b>	<b>VRMi</b>	<b>Pax/Hr</b>	<b>% Riders</b>	<b>% Hrs</b>
MST On Call Marina	1,764	341:15	4,705.0	5.17	0.4%	1.4%
MST On Call South County	1,338	713:00	5,612.0	1.88	0.3%	2.8%
<b>Total</b>	<b>3,102</b>	<b>1054:15</b>	<b>10,317.0</b>	<b>2.9</b>	<b>0.7%</b>	<b>4.2%</b>

## ***Seasonal / Supplemental***

	<b>Ridership</b>	<b>VRHrs</b>	<b>VRMi</b>	<b>Pax/Hr</b>	<b>% Riders</b>	<b>% Hrs</b>
22-Big Sur	1,012	263:30	6,593.7	3.84	0.2%	1.1%
36, 37, 38, 39 Laguna Seca	482	47:02	1,017.6	10.25	0.1%	0.2%
MST Trolley Monterey	43,747	860:50	6,295.6	50.82	9.7%	3.4%
MST Trolley Carmel	3,179	217:00	1,822.8	14.65	0.7%	0.9%
MST Trolley Pacific Grove	6,531	261:26	3,050.4	24.98	1.5%	1.0%
CSUMB Otter Trolley	368	184:00	2,594.4	2.00	0.1%	0.7%
Sand City West End Celebration	232	12:30	115.0	18.54	0.1%	0.0%
Marina OtterFest	94	6:30	0.0	14.46	0.0%	0.0%
<b>Total</b>	<b>55,644</b>	<b>1852:48</b>	<b>21,489.5</b>	<b>30.0</b>	<b>12.4%</b>	<b>7.4%</b>

**ATTACHMENT 2**

September 29, 2011

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manger/COO

Subject: Monthly Maintenance Report for August 2011

This monthly report summarizes information about fuel prices and the activities of the Maintenance/Facilities Departments during the month of August. Detailed statistical information is also attached.

**Fuel Prices:**

	<b>Aug Low</b>	<b>Aug High</b>	<b>July Average</b>	<b>August Average</b>	<b>% Change</b>
Diesel	\$3.25	\$3.51	\$3.52	\$3.39	-3.7%
Gasoline	\$3.37	\$3.57	\$3.55	\$3.52	-0.8%

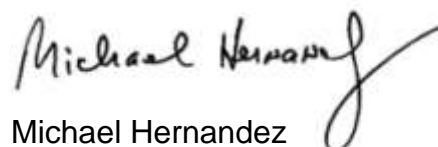
**Fleet Status:**

<b>Road Call Rate Goal: 7,000 Miles or More</b>	<b>Miles Between Road Calls:</b>	<b>Operating Cost Per Mile:</b>	
August	14,659	August	\$1.08
Past 12 Months:	15,623	FY12 Year To Date	\$1.10

**Comments:**

In August there were a total of 26 road calls of which 23 were maintenance related. Exhaust, cooling and electrical issues were the highest road call category during the month. Fleet preventative maintenance (PM) inspection compliance was at 90% in August.

During the month several facility repairs were completed including: roof repair at the Salinas Transit Center; security glass improvements for Customer Service at the Bus Stop Shop in downtown Monterey and heating/ventilation repairs in the Communications Center at TDA.

  
Michael Hernandez

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**August 2011**  
**MST Operated Fixed Route Bus Fleet - Summary Information**

Active Fleet Series	Manufacturer Model/Year	Quantity	Engine	Fuel Type	MPG	Average Life To Date Miles
1101 - 1121	Gillig - 2000	21	Cummins ISM 280 HP	Diesel	4.50	506,537
1122 - 1129	Gillig - 2003	8	Detroit DC Series 50 ERG	Diesel	4.45	334,081
1701 - 1712	Gillig Low-floor 2002	12	Cummins ISM 280 HP	Diesel	4.09	359,689
1713 - 1724	Gillig Low-floor 2003	12	Detroit DC Series 50 ERG	Diesel	4.31	288,404
1725 - 1729	Gillig Low-floor 2007	5	Cummins ISM 280 HP	Diesel	4.48	130,084
1801 - 1804	Gillig Suburban 2002	4	Cummins ISM 280 HP	Diesel	4.66	556,268
1805 - 1808	Gillig Suburban 2003	4	Detroit DC Series 50 ERG	Diesel	4.85	479,939
2001 - 2010	Gillig Low-floor 2007	10	Cummins ISM 280 HP	Diesel	4.72	160,436
4501 - 4503	MCI D4500 2009/10	3	Cummins ISM 480 HP	Diesel	5.61	101,613

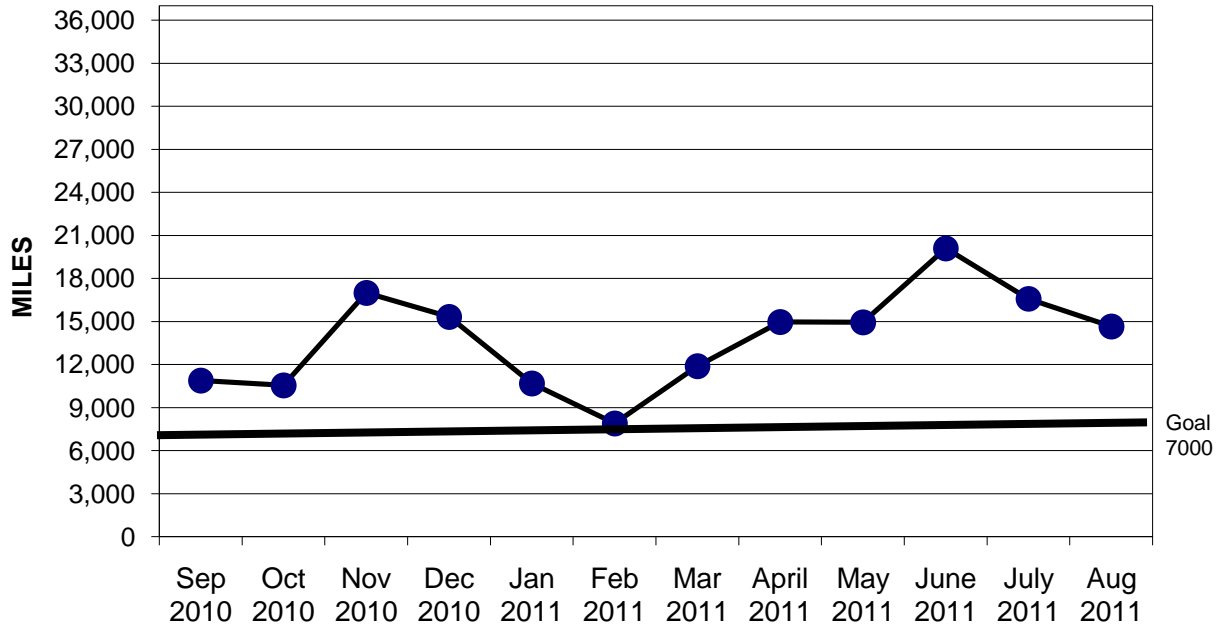
Historical Fleet	Manufacturer Model	Quantity	Fuel Type	Average Life To Date Miles
80	Fageol Twin Coach 1948 #80	1	Gasoline	N/A
93	GMC TGH3102 1957 #93	1	Gasoline	335,000

Fuel Used	Revenue Diesel Fleet	Non-Revenue Fleet	Inventory Value	
Miles Traveled	337,166	37,533		
*Gallons/Equivalent	74,909	1,814	Fuel, Coolant, Lubricants	\$92,336.83
Average Miles/Gallon	4.50	20.69	Parts/Supplies	\$256,550.87
			<b>Total Value</b>	<b>\$348,887.70</b>

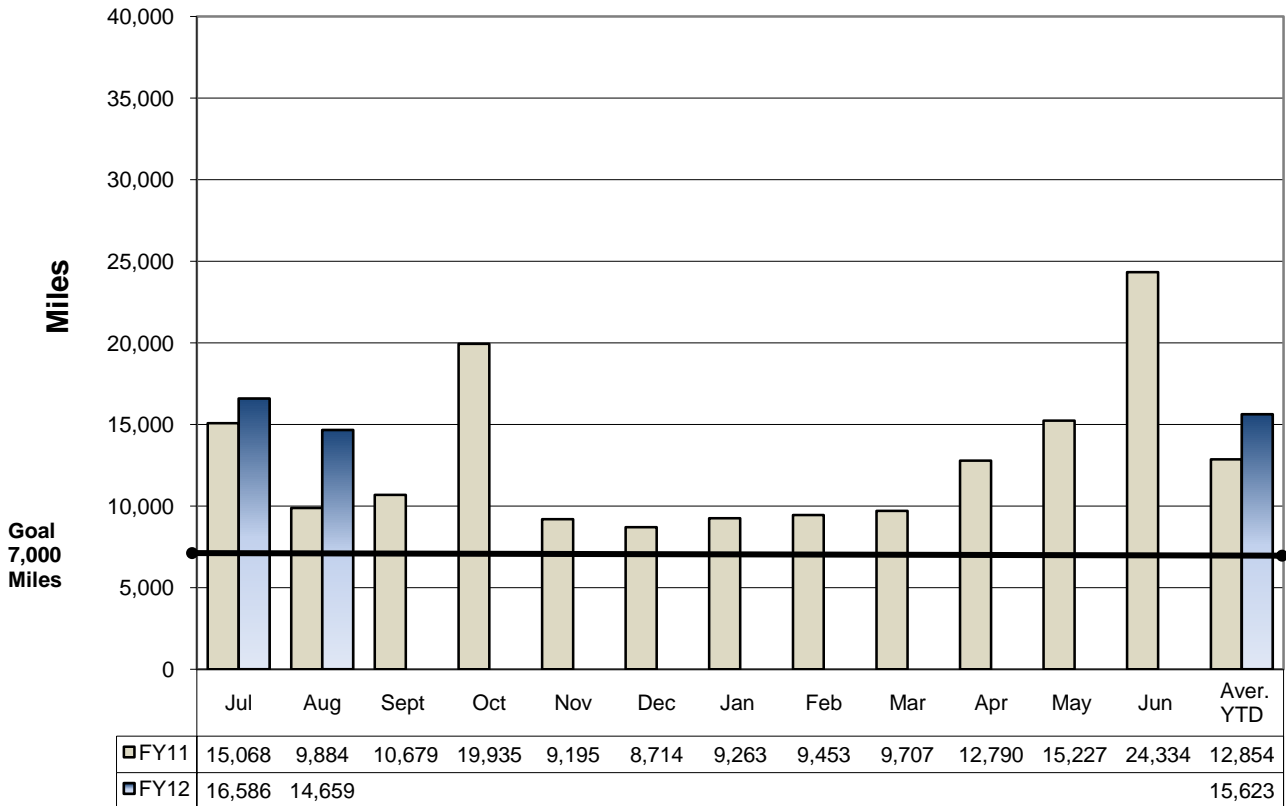
Repeat Road Calls

0

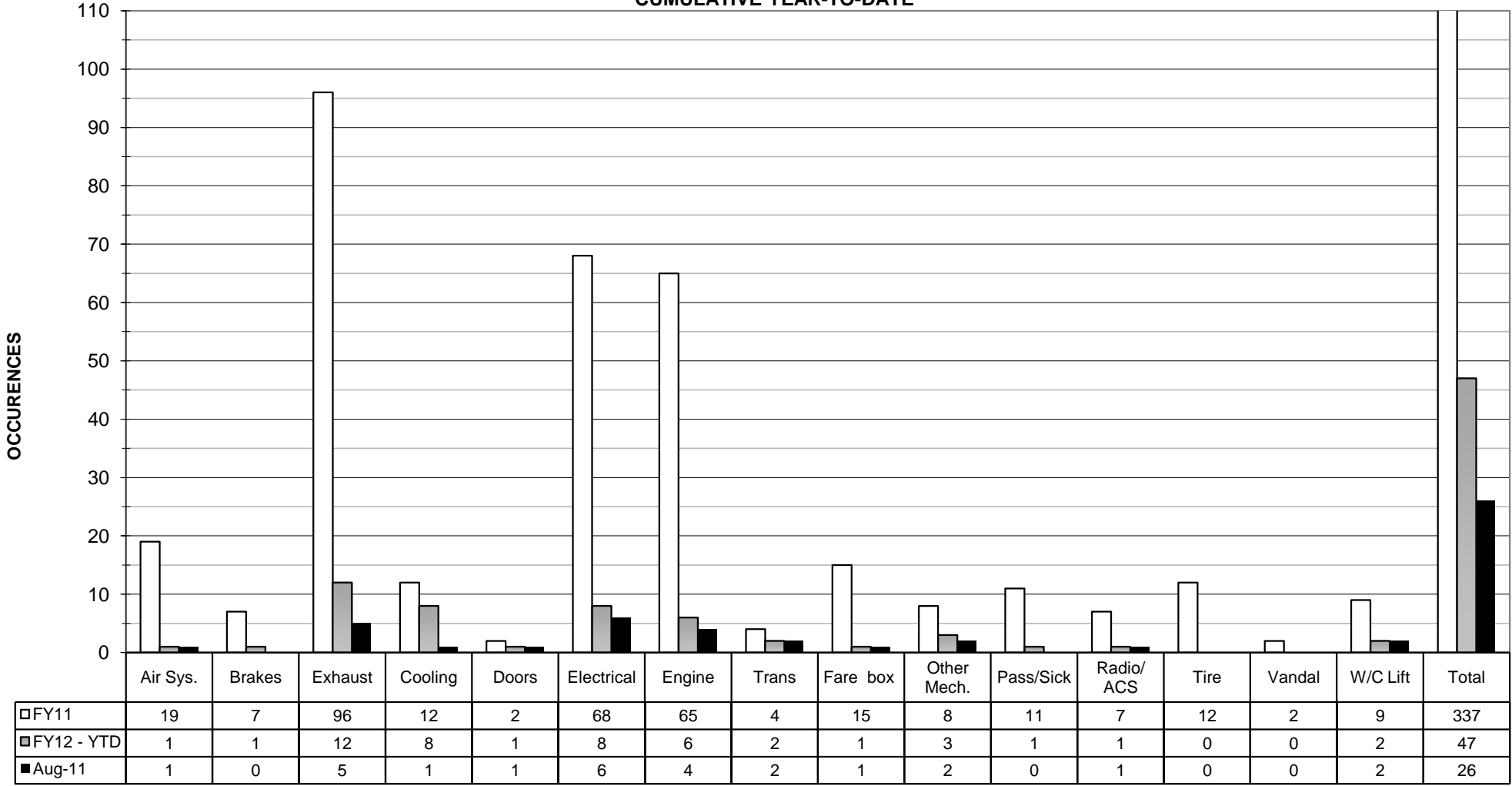
**MILES BETWEEN MECHANICAL ROAD CALLS**  
**Aug 2011 - Miles: 337,166**



**Fleet Wide Miles Between Roadcalls**  
**FY11 vs. FY12 Year to Date Comparison**

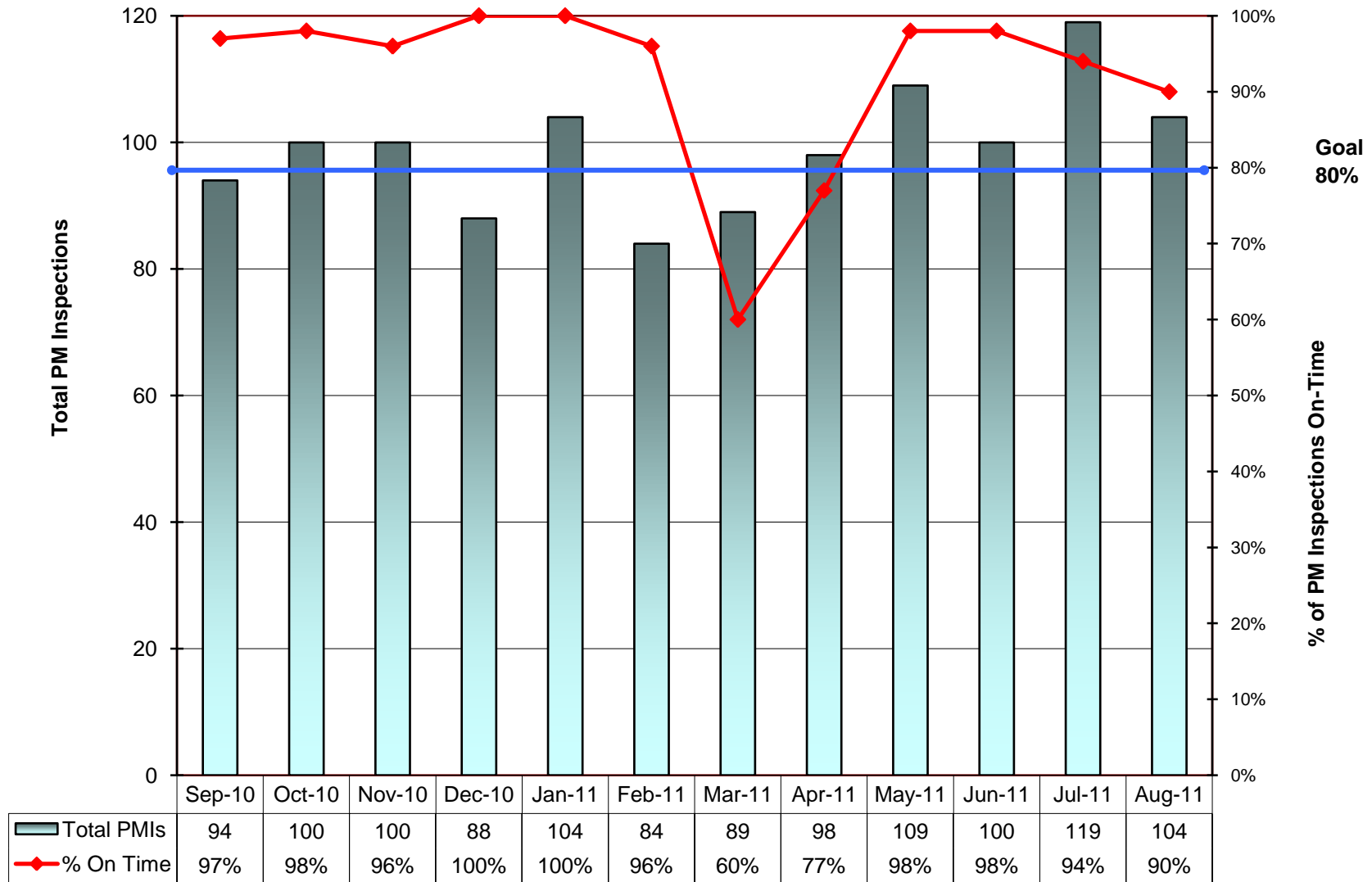


**All ROAD CALLS - BY CATEGORY  
FY 2011 & 2012  
CUMULATIVE YEAR-TO-DATE**



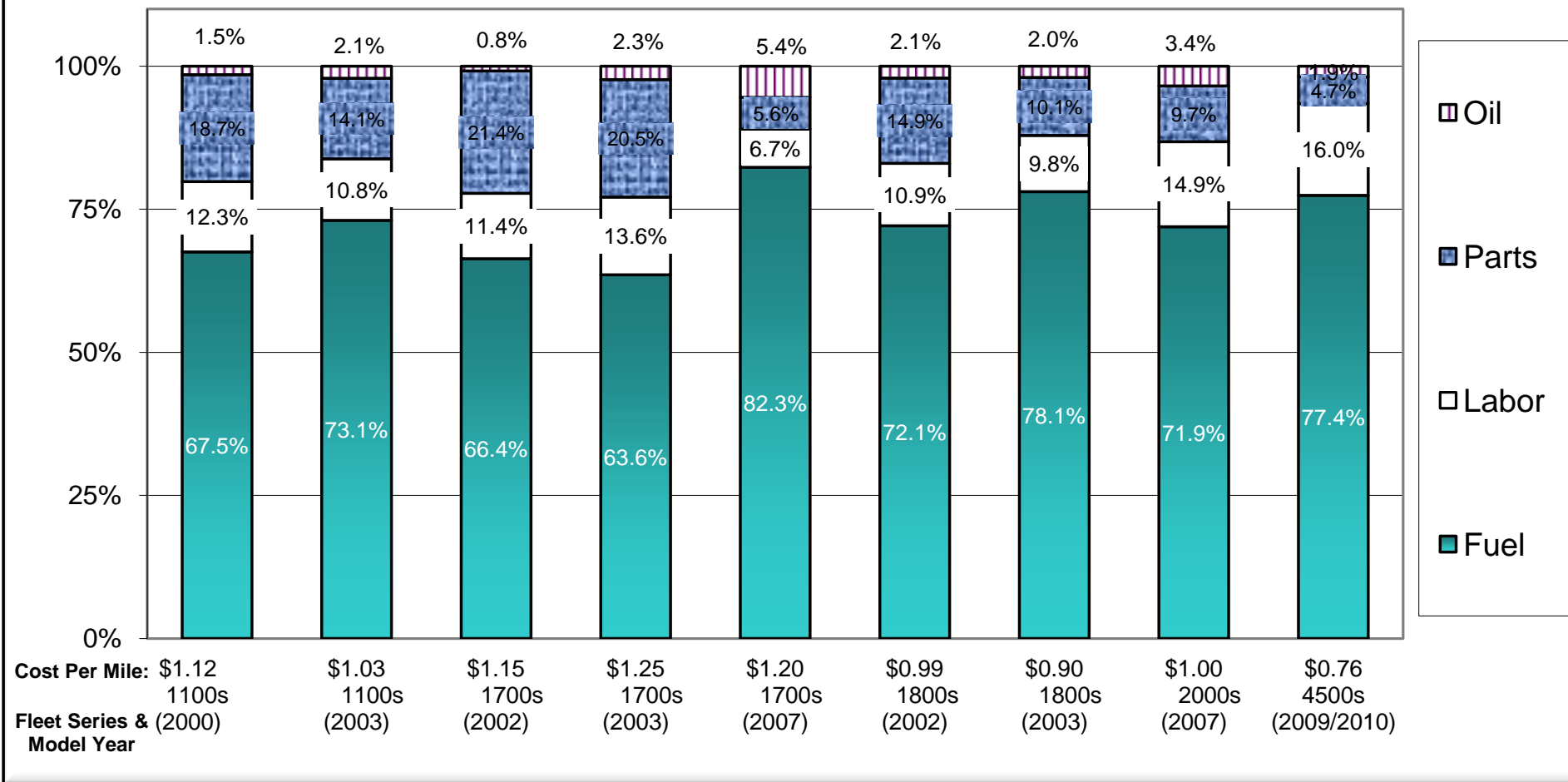
\* "Other" category includes: Fluid leaks, Lights, Windshield Wipers other items.

**PREVENTIVE MAINTENANCE INSPECTIONS  
PAST TWELVE MONTHS**



## Fleet Cost Per Mile August 2011

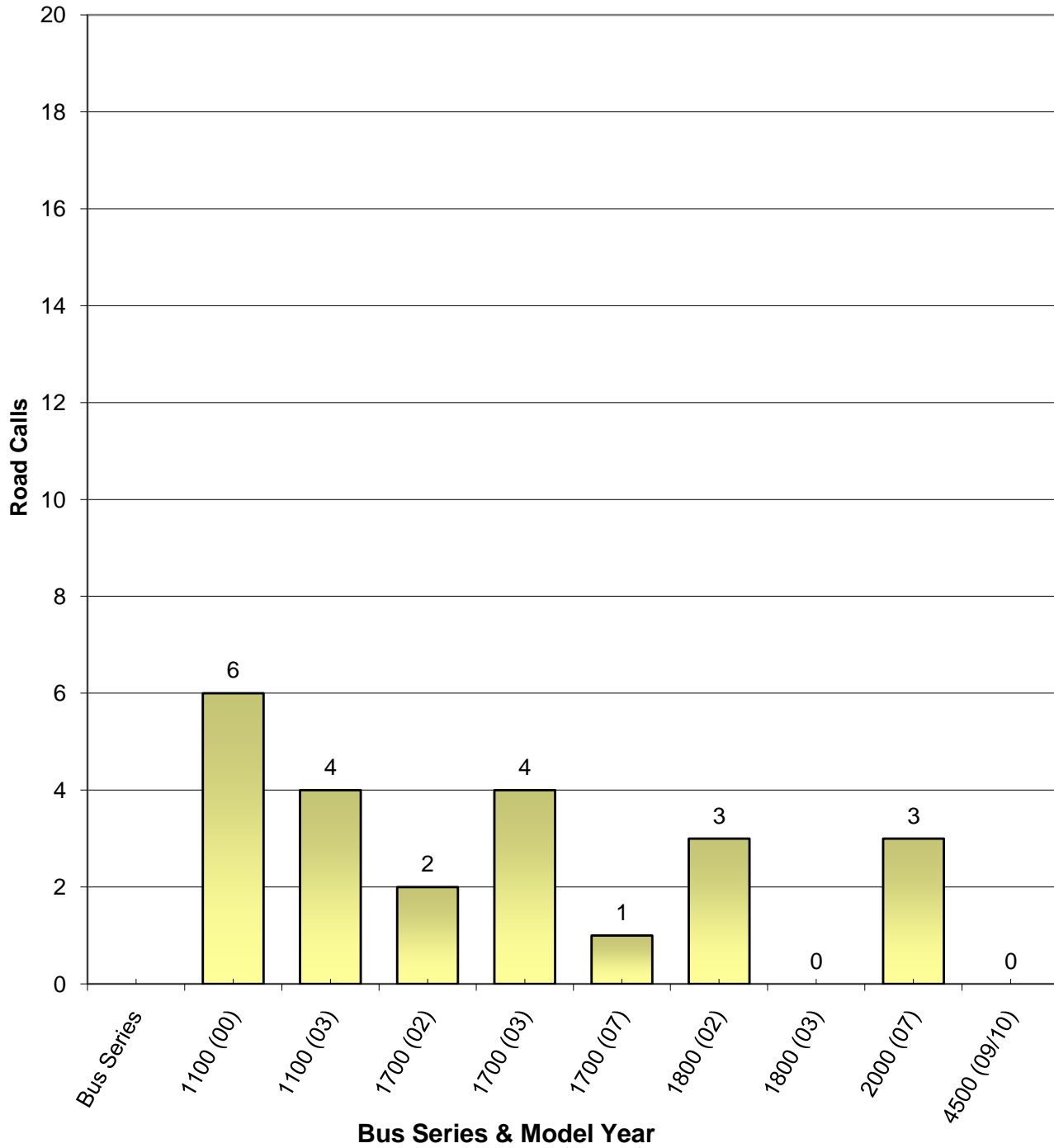
Fleet Miles: 337,166    Average Fleet Cost Per Mile: \$ 1.08



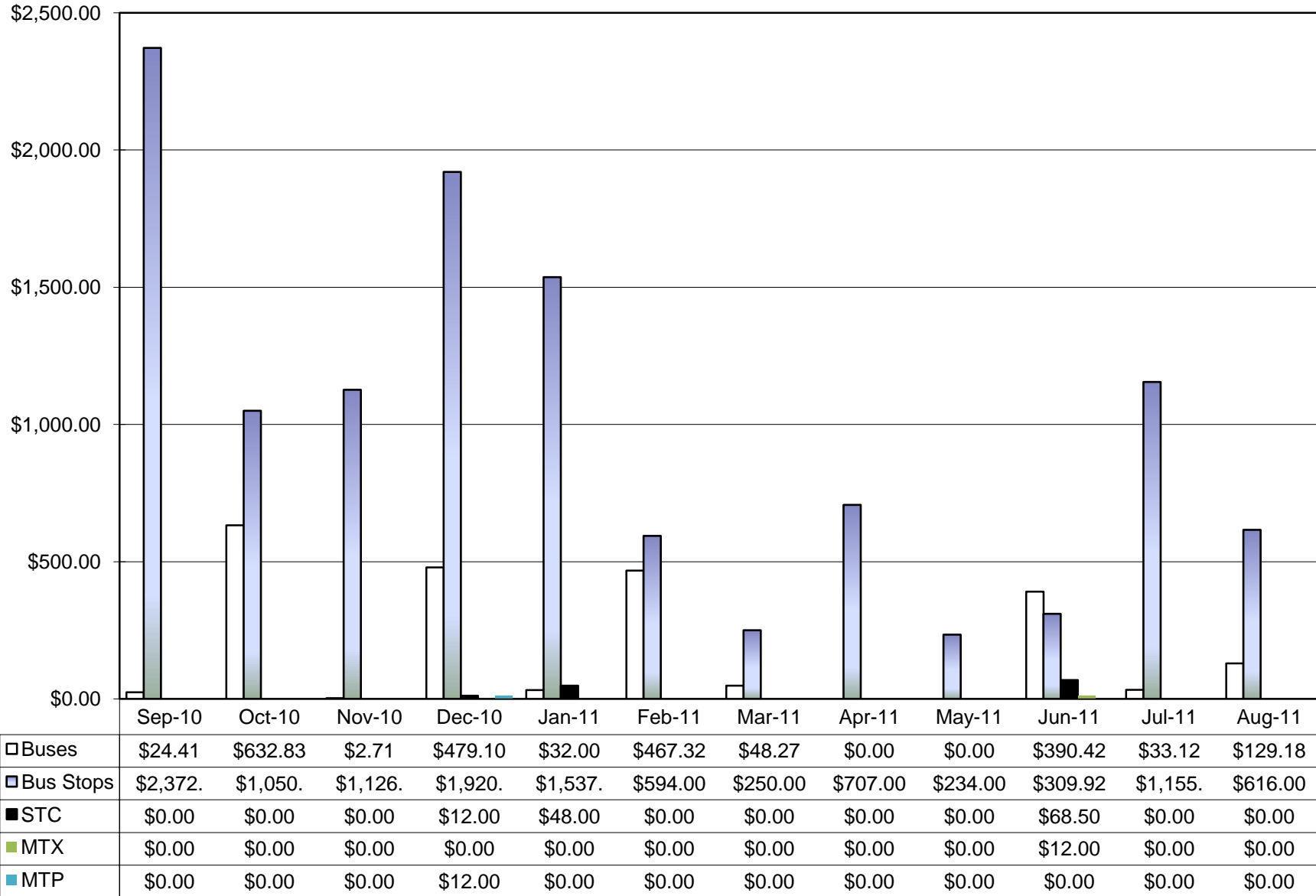
# MECHANICAL ROAD CALLS BY BUS SERIES

August 2011

Total Diesel Miles: 337,166 Roadcalls: 23

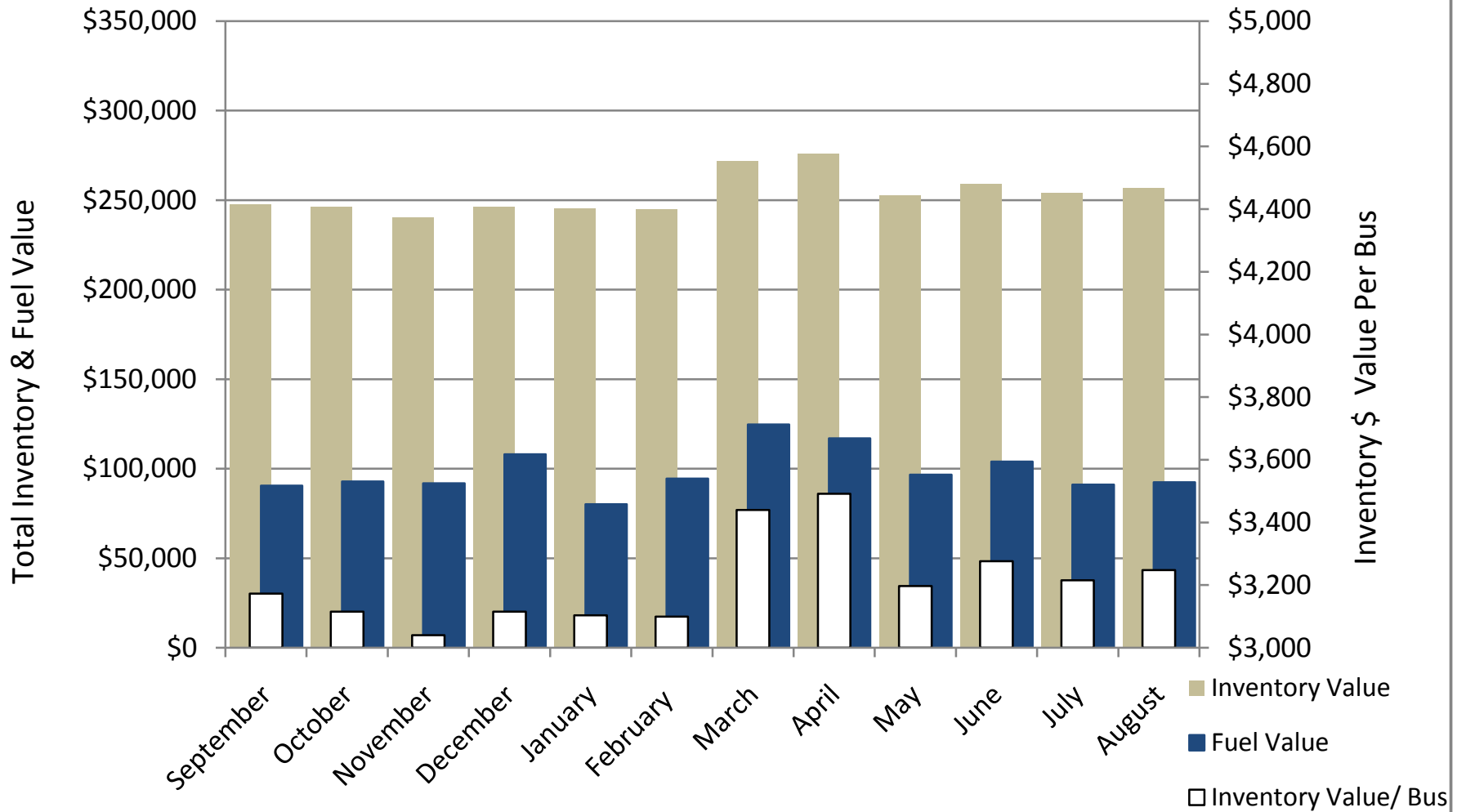


### VANDALISM COSTS - PAST 12 MONTHS



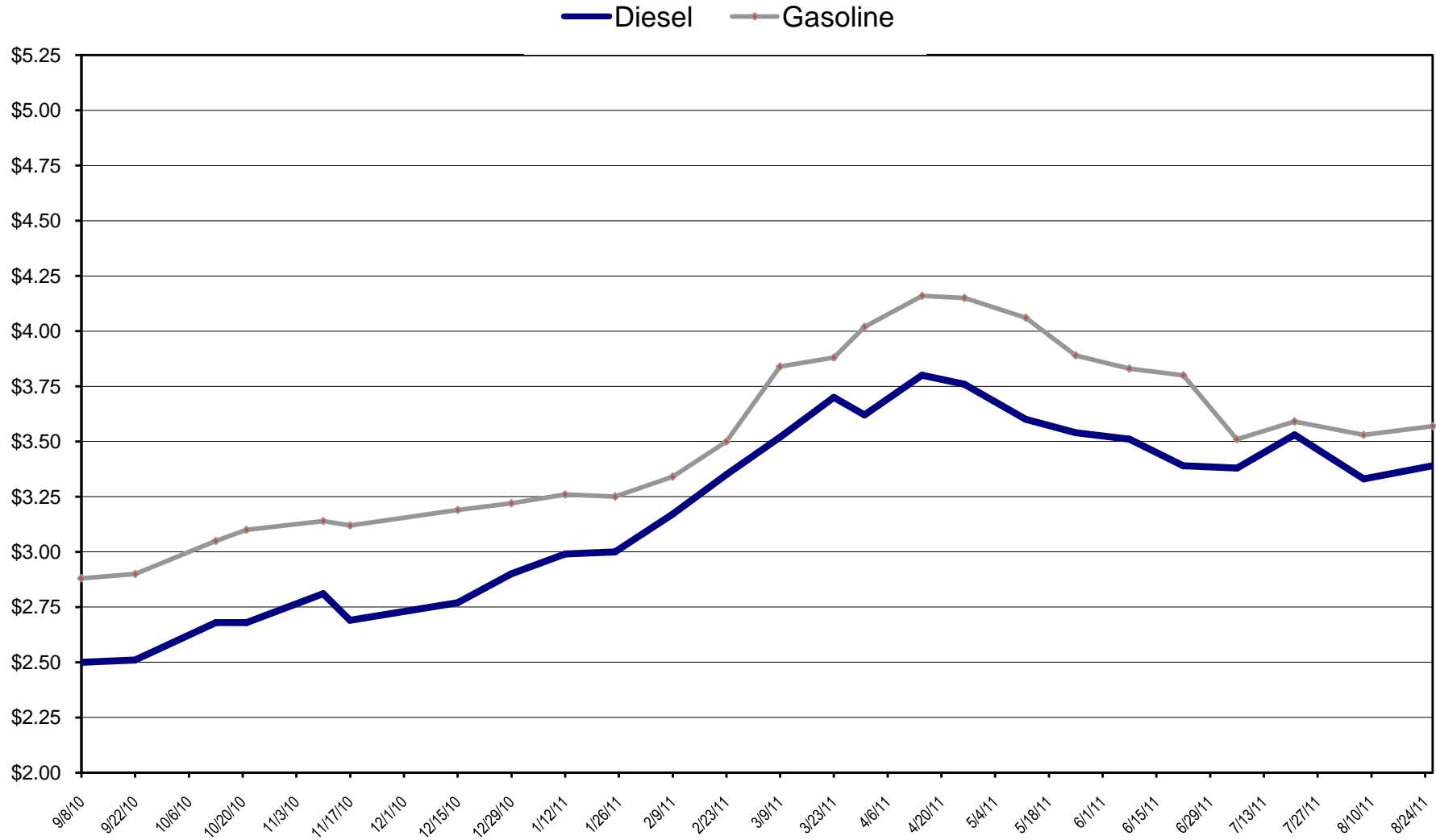
# 12 Month Rolling Inventory, Fuel & Fluids Value - August 2011

**Total Inventory: \$ 348,888; Value Per Bus: \$ 3,247; 12 Month Average: \$ 3,209**





# 12 Month Rolling Fuel Cost - As of August 31, 2011



**ATTACHMENT 3**

Date: October, 2011

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager Finance & Administration; Mark Eccles, Director Information Technology; Kathy Williams, General Accounting Manager; Kelly Halcon, Director of Human Resources/Risk Management; Tom Hicks, CTSA Manager; Sonia Bannister, Office Administrator; Zoe Shoats, Marketing Analyst

Subject: **Administration Department** Monthly Report August, 2011

The following significant events occurred in Administration work groups for the month of August 2011:

**Human Resources**

A total employment level for August 2011 is summarized as follows:

<b>Positions</b>	<b>Budget FY11</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	143	136	-7
C/O on Long Term Leave *	2	10	8
Coach Operators Limited Duty	2	2	0
Operations Staff	26	26	0
Maintenance & Facilities	48	48	0
Administration (Interns 2 PT)	24.5	24.5	0
<b>Total</b>	<b>245.5</b>	<b>245.5</b>	<b>0</b>

<b>August Worker's Compensation Costs</b>	
<i>Indemnity (paid to employees)</i>	\$5,614.29
<i>Other (includes Legal)</i>	\$2,729.52
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$6,783.25
<i>TPA Administration Fee</i>	\$4,000.00
<i>Excess Insurance</i>	\$3,493.58
<b>Total Expenses</b>	\$15,127.06
<b>Reserves</b>	\$1,325,786.86
<b>Excess Reserved</b>	(\$405,857.19)
<i># Ending Open Claims</i>	46

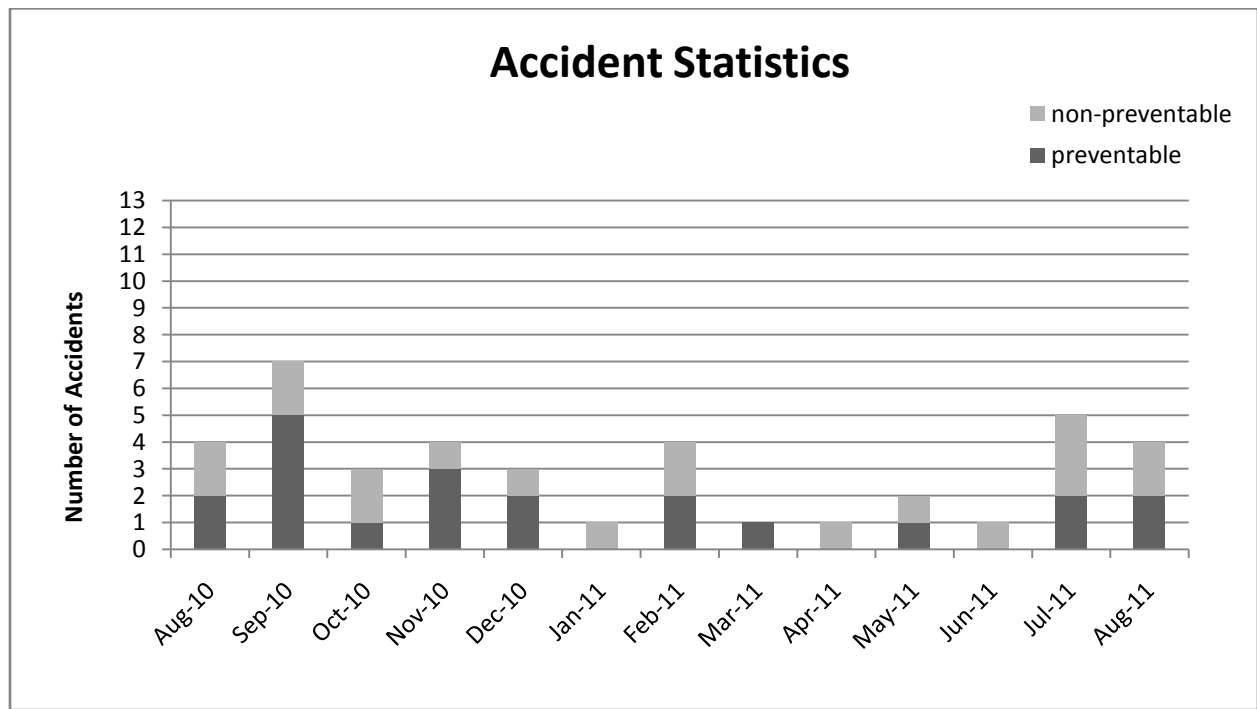
## Training

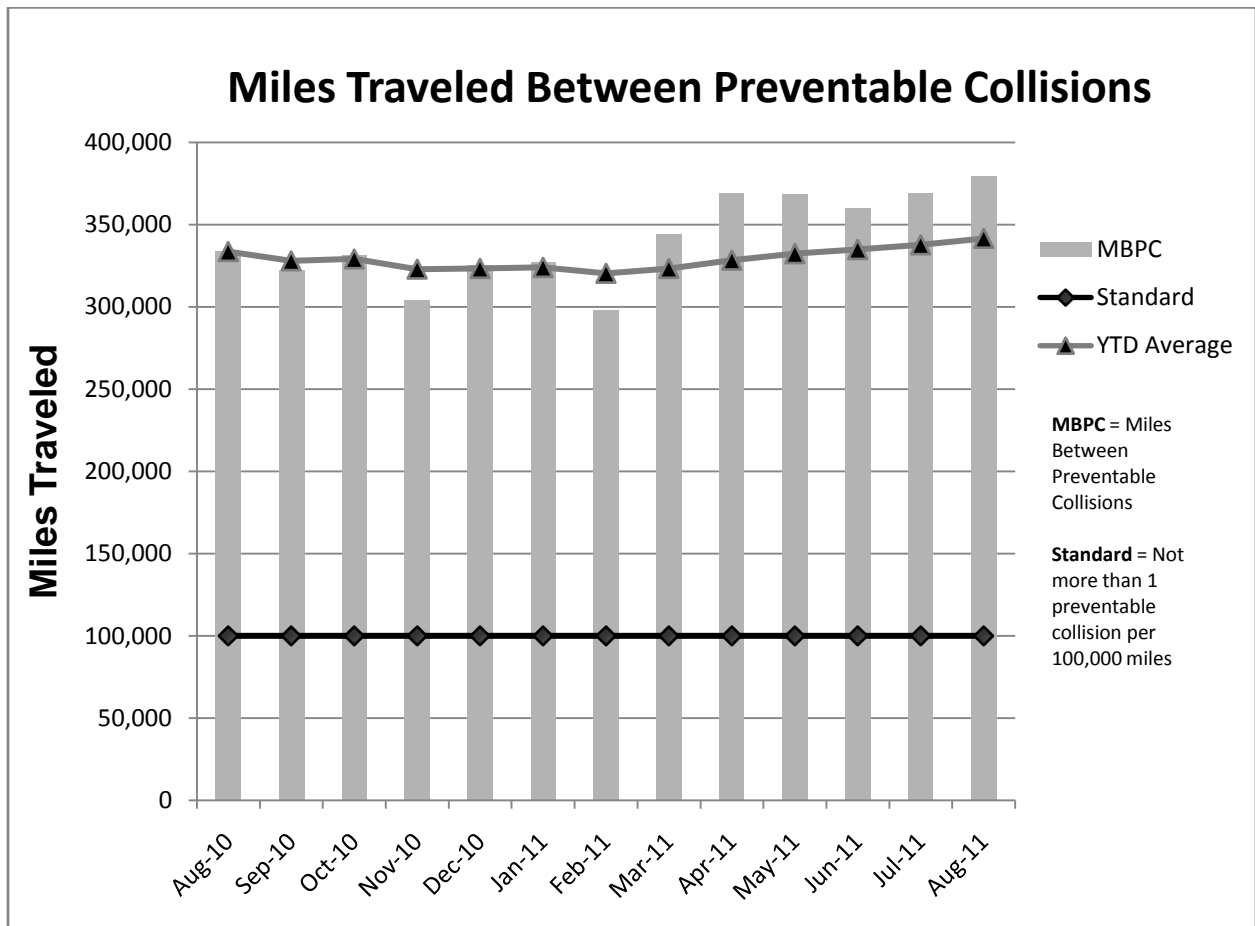
Description	Attendees
Annual Training	22
Harassment Prevention for Transit Employees	6
AB 1234 Ethics Training	1
Sexual Harassment Training	22
Road Call Response Procedure	12
Forklift Certification	4

## Risk Management Update

Description	August 2011 Preventable		August 2010 Preventable	
	Yes	No	Yes	No
Vehicle hits Bus	2	0	2	0
Bus hits object	0	2	0	2
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

During the month of August 2011 there were 2 preventable collisions. Both collisions were minor. MST's Accident Frequency Rate (AFR) continues constant and at a low rate.





### Liability Claims Paid/Recovered – Property and Personal Injury

There were no recoveries, and no claims paid during this period.

### Accounting Update

During the month of August, staff worked on preparing for the annual financial audit, state controllers reporting and NTD (National Transit Database) annual reporting. In addition, staff is working on the CalPers retirement system and Navision system upgrades.

Payroll and accounts payable continue to meet their weekly deadlines.

### CTSA Update

The CTSA Manager and staff met several times with Nelson/Nygaard consultants reviewing MST's paratransit program for compliance with State and Federal ADA requirements as well as for making recommendations regarding best practices. The consultants are also exploring the possibility of MST establishing a brokerage for transportation services that would match customer needs with transportation options both within and outside MST.

The CTSA Manager also worked closely with the Regional Taxi Authority (RTA) in expanding the current taxi voucher pilot program for seniors and persons with disabilities in Carmel to other areas of Monterey County. Subsequently, two expansion zones were created, the first covering all areas within the city limits of Salinas, and the second covering the cities of Pacific Grove, Monterey, Seaside, Del Rey Oaks and Sand City. It is anticipated that these expansion zones will be receiving taxi voucher service sometime in September or early October 2011. The cost of the vouchers will be split between the participating cities and MST through a New Freedom grant. The customer will also pay a three-dollar (\$3.00) co-pay at the time of service. The Carmel program will continue to operate as it does currently and will not be affected by the expansion.

The two conferences will be held in tandem in September in Berkeley. The CTSA Manager will be both a presenter and a session moderator for both conferences. The CTSA Manager also participated in a meeting of the Monterey County Veteran Services Collaborative to gather information about the transportation needs of veterans with disabilities and other travel challenges.

For the month of August, the Mobility Trainer attended S.C.O.R.E (South County Outreach Efforts) meeting in Soledad; the P.A.R.T.S (Preventing Alcohol Related Trauma in South County) meeting in Soledad; and gave five presentations to the Emeritus Senior Living facility where 6 people attended, to Thunderbirds in Carmel where 11 seniors attended, to a AARP group in Monterey where 8 seniors attended, to Regency Court Senior Living facility where 23 seniors attended, and to the CSUMB Internship Program where 9 students attended. The Travel Training staff also participated in two community fairs, one at the Sierra Villa Senior living complex in Salinas and the second at the El Dia Del Trabajador in Greenfield.

In addition, the Mobility Trainer completed 41 ADA Paratransit physical assessments, 1 travel training assessment, 1 bus staging in Marina, and a total of 6 travel training sessions.

The Mobility Intern interviewed 6 applicants for the MST Navigator Volunteer Program. In addition, the Mobility Intern continued to work on creating training curriculum, finalizing a volunteer handbook, and spent approximately 11 hours handing out and posting MST Navigator marketing materials in various places throughout Salinas, Marina, Seaside and Monterey.

## Customer Service Update

Service Report Type	Aug 11		Valid	Aug 10	
		%			%
Employee Compliment	5	7.46%	1	5	8.93%
Service Compliment	0	0.00%		0	0.00%
Improper Employee Conduct	20	29.85%	5	9	16.07%
Improper Driving	14	20.90%	2	12	21.43%
Request To Add Service	7	10.45%		4	7.14%
Late Arrival	4	5.97%		0	0.00%
No Show	3	4.48%	2	4	7.14%
Fare / Transfer Dispute	3	4.48%	1	3	5.36%
Passed By	2	2.99%		4	7.14%
Inaccurate Public Information	2	2.99%		3	5.36%
Passenger Conduct	2	2.99%		2	3.57%
Passenger Injury	2	2.99%	1	1	1.79%
Bus Stop Amenities	1	1.49%		4	7.14%
Service Schedule	1	1.49%		0	0.00%
Unsafe Conditions	1	1.49%		0	0.00%
Early Departure	0	0.00%		2	3.57%
Facilities Vandalism	0	0.00%		1	1.79%
Off Route	0	0.00%		1	1.79%
Overcrowding	0	0.00%		1	1.79%
	<b>67</b>	<b>100.00%</b>		<b>56</b>	<b>100.00%</b>

“Improper Driving” reports (14) represented 20.90 % of overall service reports for August '11. “Improper Employee Conduct” (20) represented 29.85 % of overall service reports for August '11.

MST received five “Employee Compliment” reports in August. One involved MST contracted service as follows:

- Martha Yates (passenger) - complimented her experience with her RIDES interview & front desk staff at the Bus Stop Shop. “Everyone was wonderful.”

- Ken Nimri (passenger) - complimented MST Coach Operator Sue Ellis. The Coach Operator recognized his medical emergency condition, and called an ambulance. He credits her with saving his life when he was unable to help himself.
- Miss Carolyn (passenger) – complimented customer service representative Gretchen Faus. “Caller was given excellent information and helpful tips on traveling on the Trolleys.”
- Timothy Stewert (passenger) – complimented a coach operator on her professionalism during an incident with another passenger that was unable to pay their fare who became rude and used profanity in their language. The coach operator remained polite during the entire incident.
- Sally Wridner (passenger) – complimented MV RIDES coach operator Margarita. “She was very nice & helpful.”

### **Information Technology Update**

Staff monitored the Trapeze ITS Transitmaster system configuration. Staff continued to monitor and configure software and hardware for the Assetworks Maintenance system. Staff continued to support and monitor the FAMIS Payroll system.

Staff continued to configure data and co-ordinate testing for the ongoing implementation of the GIRO DDAM Timekeeping system. Staff updated software components of MST workstations. Staff continued developing functionality of the Payroll and Customer Service databases. Staff kept the MST web page updated and made the appropriate changes as required.

Staff continued to support MST staff as needed, proactively ensuring MST staff were supported fully with their IT needs.

### **Marketing and Sales Update**

Published news stories include: “Steps to help transit systems get on the road to financial viability” (Metro Magazine, 8/11); “Letters: When the bus rides you” (Monterey County Herald, 8/1/11); “Letters: Witnessing the horror of the scar” (Monterey County Herald, 8/1/11); “Editorial: Bus yard needs alternate location” (Monterey County Herald, 8/2/11); “Letters: MST approval a dirty trick” (Monterey County Herald, 8/2/11); “Letters: Speakers made to feel like victims” (Monterey County Herald, 8/2/11); “Letters: Parker: Pick a side and stick to it” (The Californian, 8/3/11); “Hopping on the bus to save money” (KION, 8/3/11); “Ag report: Busing the Industry” (KION, 8/4/11) “Letters to the editor: Pick a side and stay there” (The Carmel Pine Cone, 8/5/11); “Letters: A new meaning to ‘swing vote’” (Monterey County Herald, 8/6/11); “Letters: Sinking money into empty buses” (Monterey County Herald, 8/7/11); “Letters: Mystery doings at Fort Ord” (Monterey County Herald, 8/8/11); “Letters: Get a reality check” (Monterey County Herald, 8/8/11); “Whispering Oaks Bus Facility Debate” (KSBW, 8/8/11); “Group gathers more than 18,000 signatures to block bus repair facility at Fort Ord” (The Californian,

8/9/11); “Opponents get signatures; take Whispering Oaks to ballot” (KION, 8/9/11); “Group protests business park” (Monterey County Herald, 8/10/11); “Letters: Horse park for profiteers” (Monterey County Herald, 8/11/11); “Editorial: Whispering Oaks MST – Reconsideration?” (KSBW, 8/12/11); “LandWatch sues county over Whispering Oaks” (The Carmel Pine Cone, 8/12/11); “Smiles and Scowls: Scowls to Monterey-Salinas Transit...” (The Californian, 8/15/11); “CSU Monterey Bay president delivers State of University address” (The Californian, 8/17/11); “75<sup>th</sup> annual Monterey County Fair opens Wednesday” (The Californian, 8/26/11); “Public transit gets creative to keep seniors mobile” (HealthyCal, 8/30/11).

Press releases sent include: “Free bus service for Laguna Seca ticket holders to Rolex Monterey Motorsports Reunion automobile races August 20-21, 2011” (8/17/11);

Marketing activities: Planned marketing strategy for CSUMB’s added service; created a new bus advertising media kit; organized new fare media room; organized marketing storage; updated Rider’s Guide for 9/17/11 service change; updated all Spanish translation for 9/17/11 Rider’s Guide; updated RFP for rider/non-rider survey with purchasing manager; ordered additional Carmel Trolley brochures; met with representatives from Monterey Jazz Festival to finalize service details for their event; participated in CTA Editorial Brand Strategy Advisory Group conference call; met with representative from Monterey Symphony to discuss marketing/advertising partnership; updated website homepage with JAZZ BRT content; coordinated service of CSUMB Otter Trolley shuttle; CSR attended MIIS student orientation info fair; ordered directional signage for POM service; ordered MST promotional materials; managed MST website content and Facebook page; delivered printed promotional materials; managed group discount and vendor programs.

## **Planning Update**

During the month of August, staff worked diligently on preparing the largest reduction in service to core routes that MST has had to implement in over 5 years in order to meet the FY 2012 budget requirements. At the same time, staff continued working with military partners at Naval Postgraduate School, Presidio of Monterey and Fort Hunter Liggett to fine tune existing services and to plan for new services in southern Monterey County to assist enlisted personnel and their families in traveling on weekends to King City and Paso Robles. In addition, staff made the final arrangements for a new internal trolley system for California State University Monterey Bay as well as for regional services connecting CSUMB with Salinas, downtown Monterey and the Del Monte Shopping Center. Also, staff finalized arrangements for the Hartnell Free Fare Zone, which was implemented August 15<sup>th</sup>. Overall, staff was working on 3 separate service changes concurrently during the month of August, with implementation dates scheduled for late August, early September and mid-September.

In addition, staff continued working with its design and engineering consultants on the JAZZ Bus Rapid Transit project and assessing next steps for the development of the Monterey Bay Bus Operations and Maintenance Center on the former Fort Ord.



Staff met with representatives of Hartnell College in an attempt to facilitate a new bus stop at the college's East Campus location.

Staff participated in a climate action plan meeting in the city of Gonzales as well as traffic, parking and redevelopment meetings with city of Monterey staff and their consultants. Staff made a presentation to the Seaside City Council regarding the fall service reductions and met with a representative of Congressman Sam Farr to provide an update on MST's projects and programs. Staff traveled to Sacramento to meet with representatives of Caltrans, California Transit Association and California Association for Coordinated Transportation to discuss challenges encountered by small transit operators in their interactions with the Division of Mass Transportation at the state and regional levels. In addition, staff attended meetings of various agencies and organizations, including the Transportation Agency for Monterey County, the Association for Monterey Bay Area Governments, the Monterey County Business Council, the Monterey County Hospitality Association and the Monterey County Workforce Investment Board.

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# TRANSPORTATION AGENCY FOR MONTEREY COUNTY

[www.tamcmonterey.org](http://www.tamcmonterey.org)

## *HIGHLIGHTS*

### **September 28, 2011 Meeting**

#### **FEDERAL TRANSPORTATION AUTHORIZATION BILL AND GAS TAX EXTENDED**

The Transportation Agency Board heard a report on Federal Legislation. The Federal Surface Transportation Authorization bill and the federal gas tax were extended to March 2012, keeping transportation programs funded for another six months. This is the eighth extension of the "Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users" (SAFETEA-LU). The funding source for transportation projects, the 18.4 cents per gallon federal gas tax, was also extended.

Both the Senate and the House have drafted reauthorization bills: Senator Boxer's Environment and Public Works Committee crafted a two-year, \$109 billion reauthorization that would keep spending at current levels. Senator Boxer has also begun discussions on how to raise additional transportation revenues to continue to fund transportation beyond the bill's two-year limit. In July, Congressman Mica's Transportation and Infrastructure Committee proposed a six-year, \$235 billion bill that assumes no new transportation revenues, resulting in a one-third cut to transportation funding compared to the current transportation law. Both proposals are significantly less than the \$556 billion President Obama proposed spending on transportation at the beginning of this year. House Republicans appear to have signed off on adopting the Senate's approach of finding just enough revenue to keep funding at current levels. Taxes on gasoline and diesel are the biggest contributors to the Highway Trust Fund, but they have not kept pace with spending demands, as fuel-efficient vehicles grow in popularity and taxes lose ground to inflation. House Speaker John Boehner discussed the possibility of linking expanded American energy production with increased transportation funding, but has not fleshed out how expanded oil and gas leasing could be tied to infrastructure spending. However, no House action is likely on long-term bill this calendar year unless the Senate moves its bill on a bipartisan basis.

On September 8, the House passed a transportation appropriations bill, which contains no earmarks, and reflects a 35% cut to highway funding. The Senate version keeps spending at current year levels. The appropriations bill governs transportation spending for federal fiscal year 2012 (October 1, 2011 – September 30, 2012), and must be passed by September 30, 2011 to take effect. All spending bills are in limbo pending resolution of the federal budget deal, and may end up being Continuing Resolutions, which would continue funding at current levels.

#### **DISCUSSIONS CONTINUE ON REALIGNMENT OF PUBLIC AGENCIES**

The Transportation Agency Board discussed the Association of Monterey Bay Area Governments response to the idea of the Transportation Agency taking on the federal metropolitan transportation organization (MPO) responsibilities that are currently handled by the multi-county Association of Monterey Bay Area Governments. AMBAG contemplates keeping the current separate agency structure however performance improvements and streamlining are anticipated.

The next steps are a joint agency Executive Committee Meeting on October 6, 2011 and discussions with the City of Salinas Council on October 11, 2011.

### **MST RECEIVES STATE TRANSIT FUNDS**

The Transportation Agency adopted a resolution allocating over \$2,700,000 to Monterey-Salinas Transit (MST) in State Transit Assistance funds for RIDES paratransit operations. State Transit Assistance funds are generated through the state sales tax on diesel fuel and are used by transit operators for capital improvements such as new bus purchases. State law allows MST to claim these funds for operating costs related to its Americans with Disabilities Act compliant RIDES paratransit service, which is provided pursuant to the federal mandate.

### **TRANSPORTATION AGENCY REQUEST FOR GRAPHIC DESIGNERS**

The Transportation Agency has issued a Request for Qualifications for on-call consultant(s) to assist the Agency and the member agencies with projects that require marketing and graphic design assistance. A number of projects are in need of marketing graphic design assistance. Consultants will work closely with staff to design project flyers, pamphlets, logos, mailers and the Agency Annual Report.

To view the Request for Qualifications visit the Transportation Agency website at: [http://www.tamcmonterey.org/information/bids\\_prop/index.html](http://www.tamcmonterey.org/information/bids_prop/index.html) or contact Kristen Hoschouer at: [Kristen@tamcmonterey.org](mailto:Kristen@tamcmonterey.org).

### **GREENFIELD RECEIVES STATE TRANSPORTATION FUNDS**

The Transportation Agency allocated more than \$3 million in Regional Surface Transportation Funds to the City of Greenfield to complete the City's Speed Study Project. Projects eligible for Regional Surface Transportation Program funding include local street and roadway rehabilitation, local match for federal transportation funds, bike lanes, pedestrian facilities, public transit capital, and signal coordination.

### **REVISED--GREENFIELD RECEIVES STATE TRANSPORTATION FUNDS**

The Transportation Agency allocated more than **\$3,000** in Regional Surface Transportation Funds to the City of Greenfield to complete the City's Speed Study Project. Projects eligible for Regional Surface Transportation Program funding include local street and roadway rehabilitation, local match for federal transportation funds, bike lanes, pedestrian facilities, public transit capital, and signal coordination.

**Monterey-Salinas Transit**  
*Washington, D.C. Office*

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DATE: September 28, 2011

TO: Carl Sedoryk

FROM: Thomas P. Walters

The following report summarizes recent actions taken on behalf of Monterey-Salinas Transit:

- Contacted FTA to follow up grant applications and request assistance with project funding.
- Contacted House Appropriations Committee to advocate for transit formula funding in FY 2012 and to discuss pending appropriations legislation.
- Researched and analyzed land conveyance legislation and agency procedures for release of land.
- Researched and analyzed legislation to provide interim funding and authorization for Federal transportation and reported on potential impacts on MST.
- Provided updates to MST on transportation and appropriations legislation.
- Advised on lobbying strategies and MST Federal agenda and priorities.

TPW:dwg

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# MEMO

**DATE:** September 29, 2011  
**TO:** Carl Sedoryk, General Manager/CEO  
Monterey-Salinas Transit  
**FROM:** John E. Arriaga, President  
**SUBJ:** August 2011 Activity Report

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## **Week of September 5, 2011**

- Reviewed all new and amended transportation legislation for discussion and updates included in the MST legislative track
- Attended all deadline hearings and monitored last minute gut and amended legislation in the final week before the deadline to pass legislation, September 9th
- Monitored gubernatorial appointments
- Monitored California Transit Association activities on advocacy
- Monitored California Transportation Commission activities
- Provided MST with JEA & Associates Capitol Weekly Report on key events and activities in Sacramento/the Capitol

## **Week of September 12, 2011**

- Interim Recess
- Monitored legislation awaiting review by the Governor after September 9th deadline for passing legislation in order to update and include in the final MST legislative track
- Monitored California Transit Association activities
- Monitored gubernatorial appointments

- Monitored California Transportation Commission activities
- Provided MST with JEA & Associates Capitol Weekly Report on key events and activities in Sacramento/the Capitol

**Week of September 19, 2011**

- Interim Recess
- Monitored legislation awaiting review by the Governor after September 9th deadline for passing legislation in order to update and include in the final MST legislative track
- Monitored gubernatorial appointments
- Monitored California Transit Association activities
- Met with Sacramento advocates and leadership (League of California Cities, CSAC, Senate President pro Tem Steinberg's, and CTA) to monitor any transportation intelligence, thus far there are no expected changes to transportation funding.
- Monitored California Transportation Commission activities
- Provided MST with JEA & Associates Capitol Weekly Report on key events and activities in Sacramento/the Capitol

**Week of September 26, 2011**

- Interim Recess
- Monitored legislation awaiting review by the Governor after September 9th deadline for passing legislation in order to update and include in the final MST legislative track
- Monitored gubernatorial appointments
- Monitored California Transit Association activities
- Monitored California Transportation Commission activities
- Provided MST with JEA & Associates Capitol Weekly Report on key events and activities in Sacramento/the Capitol

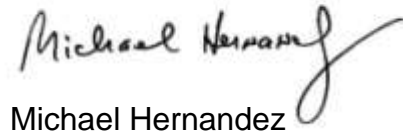
Please feel free to contact me at (916) 669-1340 with any questions or concerns you may have regarding information contained in this report.



To: C. Sedoryk, General Manager/CEO  
From: Michael Hernandez, Assistant General Manager/COO  
Subject: Monterey Bay Bus Operations & Maintenance Center: Budget Summary

At the September Board of Directors meeting there was a request for an update on expenses to date for the Monterey Bay Bus Operations & Maintenance Center.

The attached spread sheet shows project expenses and budget balance as of September 2011.

  
Michael Hernandez

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## Monterey Bay Bus Operations & Maintenance Center

Budget Status: September 2011

### 1 - Project Budget

Vendor:	Date Board Authorized & Description:	Board Approved Budget:	Project Budget:
AECOM	July 2008 - Design & Engineering	\$3,113,000	
AECOM	March 2009 - Design Changes & Contingency	\$387,000	
AECOM	March 2009 - Site Relocation	\$337,000	
		<b>\$3,837,000</b>	
		Total Budget AECOM:	<b>\$3,837,000</b>
Various	August 2009 - Permitting & Fees Budget:		<b>\$3,450,000</b>
		Total Project Budget:	<b>\$7,287,000</b>

### 2 - Project Expenses / Balance:

	<b>Expenditures:</b>
Total Design/Engineering & Contingency:	<b>\$3,746,544</b>
Total Permits & Fees:	<b>\$1,394,069</b>
<b>Approximate Expenses to Date:</b>	<b>\$5,140,613</b>
<b>Approximate Project Balance:</b>	<b>\$2,146,387</b>

### 3 - Project Expenses Summary

Design & Engineering Expenses:	Description:	Amount:
AECOM - Design & Engineering & Contingency	Design & Engineering	\$3,664,251

Permits, Fees & Other Expenses:	Description:	Amount:
Various Permits/Entitlement & Fees (AECOM Managed)	Entitlement support services; Environmental CEQA/NEPA)	\$468,893
Monterey County Resource Management	Various Permits: Planning Submittal	\$427,572
Redevelopment Agency - County of Monterey	Water Rights Deposit	\$350,000
Redevelopment Agency - County of Monterey	EIR Plan	\$125,000
Denise Duffy & Assoc.	Environmental: Tiger Salamander	\$19,004
Marina Coast Water	Plan Check Fees	\$3,000
US Green Building Council	LEED Registration	\$600
<b>Approximate Total Fees &amp; Permits:</b>		<b>\$1,394,069</b>

Additional Expenses - Contingency Budget:	Description:	Amount:
Tomas-Dubois	Security Consultant	\$25,755
De Lay & Laredo	Legal	\$15,983
SM Watts & Springboard	Value engineering & Signage consultants	\$13,462
Various: M3 Enviro. Consulting; Earth Systems Pacific; Monterey Bay Networks; San Jose Blue; Green Enviro. Council	Consulting: Environmental; Geotechnical; Schematics; Blue Prints; LEED;	\$11,347
Steven Brown Associates	Property Appraisal	\$8,700
Otto Construction	PG&E Gas Line	\$3,660
Whitson Engineers	Engineering	\$3,386
<b>Approximate Total Additional Expenses:</b>		<b>\$82,293</b>

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