



MONTEREY-SALINAS TRANSIT DISTRICT
BOARD OPERATIONS PERFORMANCE COMMITTEE
MEETING AGENDA

August 16, 2021

Time: 9:00 AM Pacific Time (US and Canada)

Governor Newsom's COVID-19 Executive Order N-29-20 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The August 16, 2021 meeting of the Board Operations Performance Committee will be held via Zoom conference. There will be NO physical location of the meeting. The public is asked to use the Zoom app for best reception. There may only be limited opportunity to provide oral comments during the meeting. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, August 13, 2021; those comments will be distributed to the legislative body before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair. Prior to the meeting, participants should download the Zoom app at:

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<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> and
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<https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjZ3Y0eW94WmtRZ1Myc0Vldz09>

Meeting ID: 845 0083 6234

Passcode: 652252

One tap mobile

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Meeting ID: 845 0083 6234

Passcode: 652252

Find your local number: <https://us06web.zoom.us/j/kbnXH3OYQo>

MST Board and Committee Agendas

Accessibility, Language Assistance, and Public Comments

Materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, 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, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting at the address below.

Public comments may be submitted for any item on the agenda by contacting MST:

Mail: MST, Attn: Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940

Website: <https://mst.org/contact-us/> • **Email:** clerk@mst.org • **Phone:** (888) 678-2871



TTY/TDD: 831-393-8111 • 711 Relay 888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

MST AGENDA & MEETING NOTICE

Group: **Board Operations Performance Committee (BOPC)**

| | | |
|-------------------|-------------------------|-----------------------|
| Directors: | Jeff Baron | City of Carmel |
| | Lorraine Worthy | City of Gonzales |
| | Joe Amelio (Vice-Chair) | City of Pacific Grove |
| | Tony Barrera | City of Salinas |
| | Mary Ann Carbone | City of Sand City |
| | Anna Velazquez (Chair) | City of Soledad |

| | | |
|---------------|--------------------|-------------------------------------|
| Staff: | Carl Sedoryk | General Manager/CEO |
| | Lisa Rheinheimer | Assistant General Manager |
| | Kelly Halcon | Director of HR and Risk Management |
| | Norman Tuitavuki | Chief Operating Officer |
| | Mark Eccles | Director of Information Technology |
| | Michelle Overmeyer | Director of Planning and Innovation |

Counsel: Dave Laredo General Counsel, DeLay & Laredo

Date: August 16, 2021

Time: 9:00 am

The BOPC Committee provides policy direction to the Board and monitor performance in areas of Transit, ADA Paratransit and Mobility Management Service Design/Service Delivery, Capital Investment Requirements, Capital Projects, Transit Facilities/Customer Amenities, Asset Management, Labor Relations, and Safety/Security.

1. CALL TO ORDER

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Members of the public may address the Committee 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 Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

3. CONSENT AGENDA

- 3-1. Approve Minutes of the Board Operations Performance / BOPC Committee on June 14, 2021. (Jeanette Alegar-Rocha) (Page 5)

4. ACTION ITEMS

- 4-1. Review of Operations Performance. (Carl Sedoryk) (Page 9)
- 4-2. Receive an Update on the Comprehensive Operational Analysis (COA) Draft Network Plan and Provide Feedback. (Michelle Overmeyer) (Page 25)
- 4-3. Receive an Update on the South County Operations and Maintenance Facility Project. (Lisa Rheinheimer)
- 4-4. Receive an Update on the Innovative Clean Transit Rule Rollout Plan. (Norm Tuitavuki) (Page 27)
- 4-5. Recommend Approval of Monterey-Salinas Transit's COVID Workplace Testing Policy to MST's Board of Directors. (Kelly Halcon) (Page 33)

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.

None.

6. ADJOURN

NEXT SCHEDULED MEETING DATE: October 11, 2021

**Dates, times and information are subject to change.*

Please contact MST for accurate meeting date, times and information or check online at <http://mst.org/about-mst/board-of-directors/board-meetings/>

Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Minutes

June 14, 2021
9:00 a.m.

| | | |
|-----------------|--|--|
| Present: | Joe Amelio Tony Barerra (Vice Chair) Jeff Baron Paul Miller Anna Velazquez (Chair) | City of Pacific Grove City of Salinas City of Carmel-by the Sea City of Gonzales City of Soledad |
| Absent: | Mary Ann Carbone | City of Sand City |
| Staff: | Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Alvin Johnson Lisa Cox Marzette Henderson Deanna Smith Sloan Campi Emma Patel Dave Bielsker Daniel Aquino Tricia Ferrante | General Manager/CEO Assistant General Manager Chief Operating Officer Director of HR and Risk Management Director of Information Technology Director of Planning and Innovation Clerk to the Board General Accounting and Budget Manager Marketing Manager Transit Manager Risk and Safety Manager Contract Services Manager Civil Rights Officer Planning Manager Associate Planner Transit Scheduler Scheduling Assistant Trainer |
| Counsel: | Dave Laredo Michael D. Laredo | General Counsel, De Lay & Laredo Assistant Counsel, Del Lay & Laredo |
| Public: | Daniel Constantino Alvaro Carriedes Jarrett Walker | Jarrett Walker + Associates Jarrett Walker + Associates Jarrett Walker + Associates |

David Burnett
Debbie Hale
Molly Erickson

Council Member, City of Marina
Transportation Agency for Monterey County
Stamp / Erickson Law

1. Call to order.

Chair Velazquez called the meeting of the Committee to order at 9:00 a.m. Roll call was taken and a quorum was established.

2. Public comment on matters not on the agenda.

Members of the public may address the Committee 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 Committee 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.

Public Comments – None

3. CONSENT AGENDA

- 3-1. Approve Minutes of the Board Operations Performance / BOPC Committee on April 12, 2021. (Jeanette Alegar-Rocha)

Director Barrera made the motion to approve the minutes which was seconded by Director Baron. A roll call vote was taken with three voting in favor: Barrera, Baron, and Velazquez, two abstentions: Amelio and Miller and 1 absent: Carbone. The motion passed.

4. ACTION ITEMS

- 4-1. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)
- 4-2. Receive Presentation on Comprehensive Operational Analysis Choices Report and Provide Direction. (Michelle Overmeyer)

The Committee received a presentation on the Comprehensive Operational Analysis Choices Report from Daniel Constantino from Jarrett Walker + Associates.

There was a consensus by the Committee to provide the following policy direction to staff on the Comprehensive Operational Analysis Choices Report:

Focus transit services based more on demand for service (60%) compared to focusing on coverage (40%) and at the same time focusing transit service on areas where better social equity can be achieved over geographic equality. Focus on regional balance where 40% of service is distributed to the Peninsula area,

40% of service goes to Salinas, and the remaining 20% is distributed to other areas.

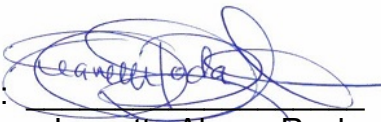
Public Comments – None

5. Closed Session

None.

6. Adjourn.

With no further business, Chair Velazquez adjourned the meeting at 10:03 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

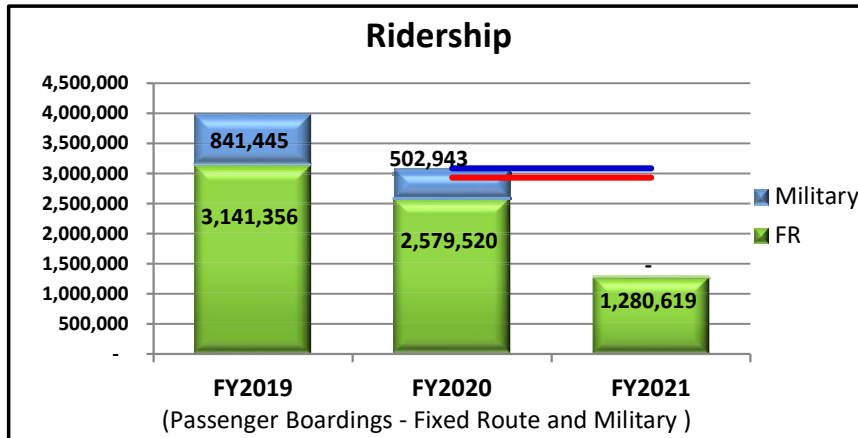
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MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - June

Fiscal Years 2019-2021

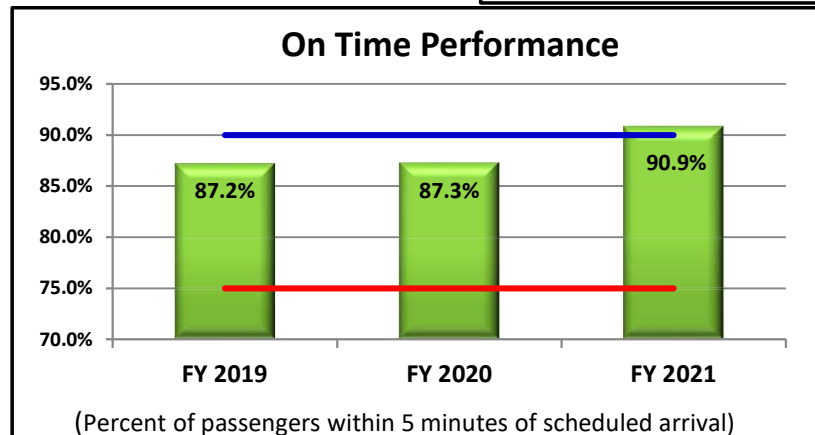
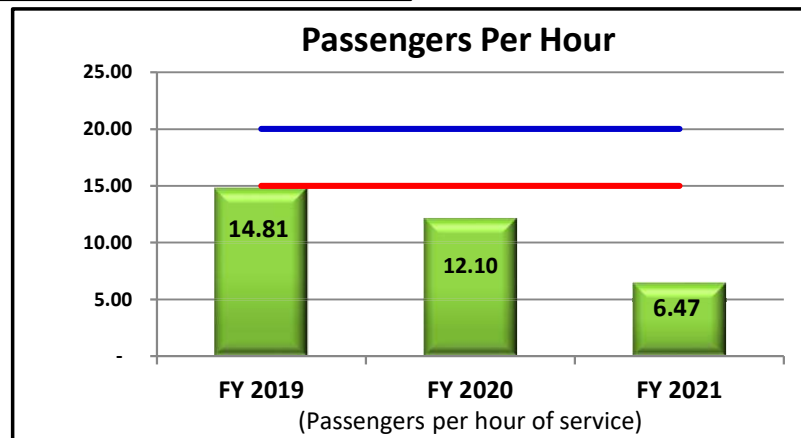


Goal = 3,082,463 passengers

Minimum = 2,928,340 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

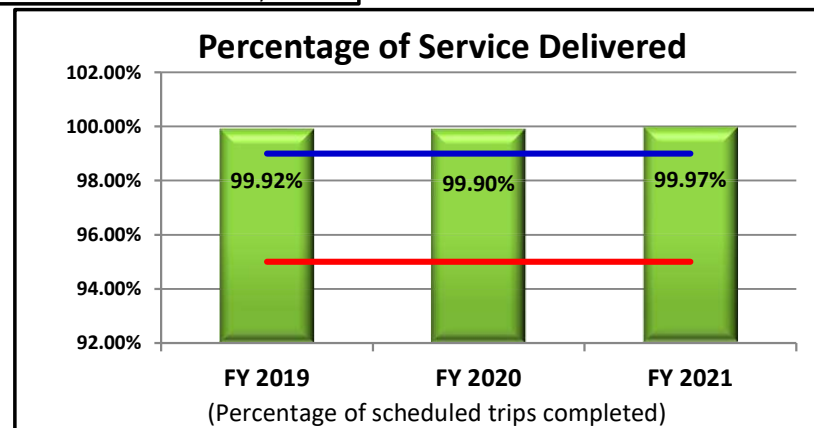


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

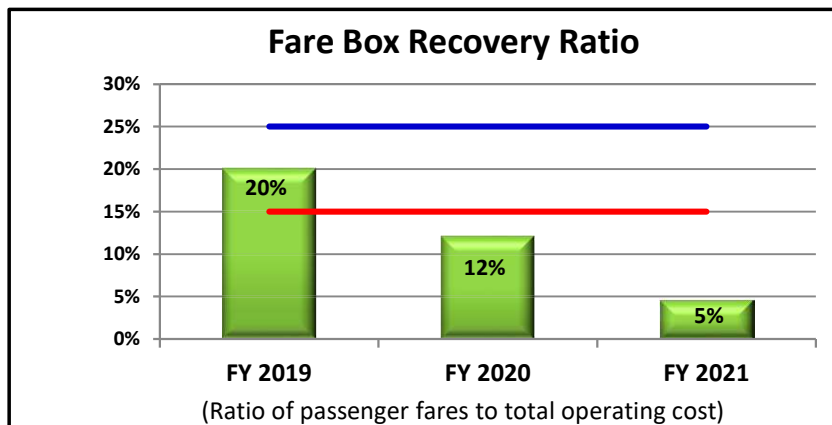


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - June

Fiscal Years 2019-2021

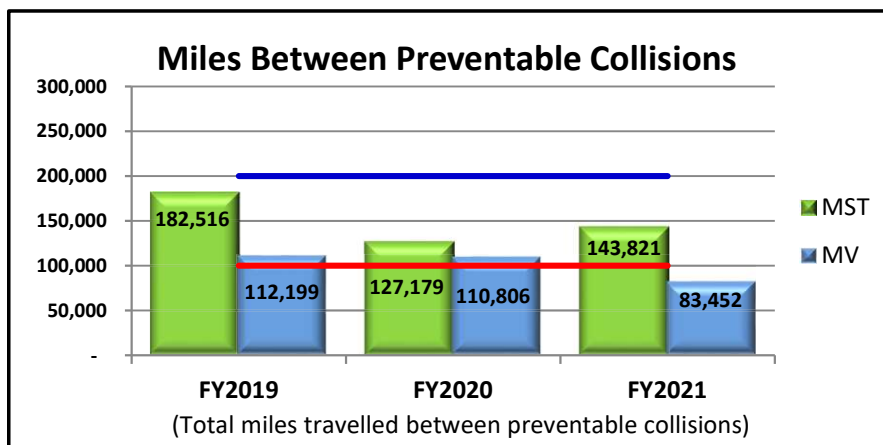
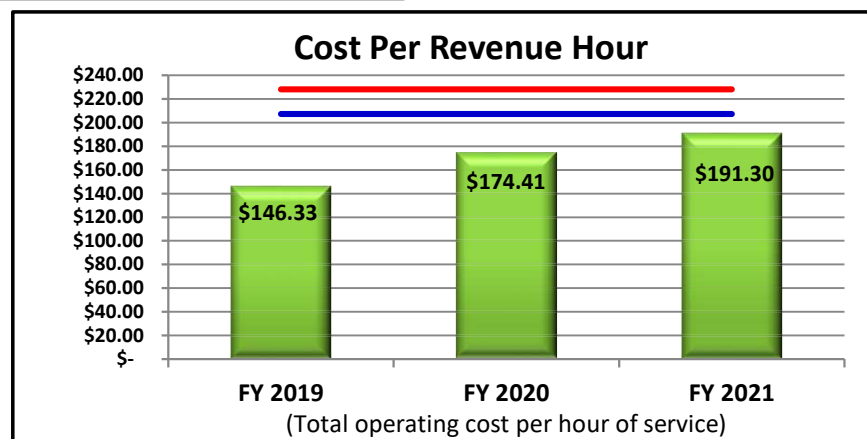


Goal = 25%

Minimum = 15%

Goal = \$207.33 per RH

Maximum = \$228.07 per RH

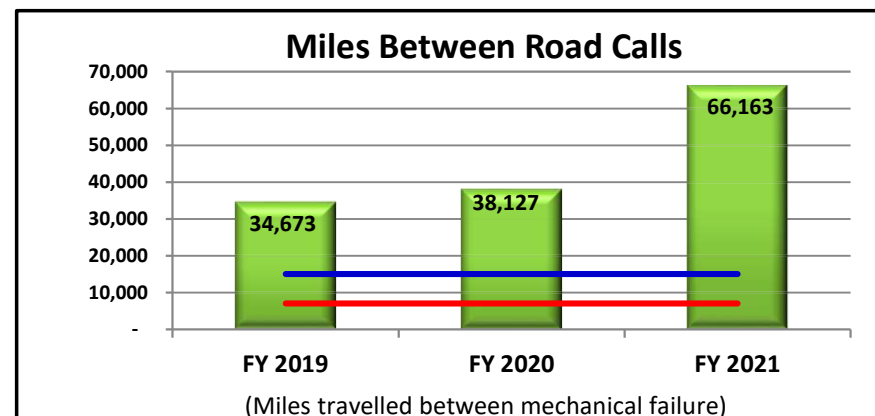


Goal = 200,000 Miles

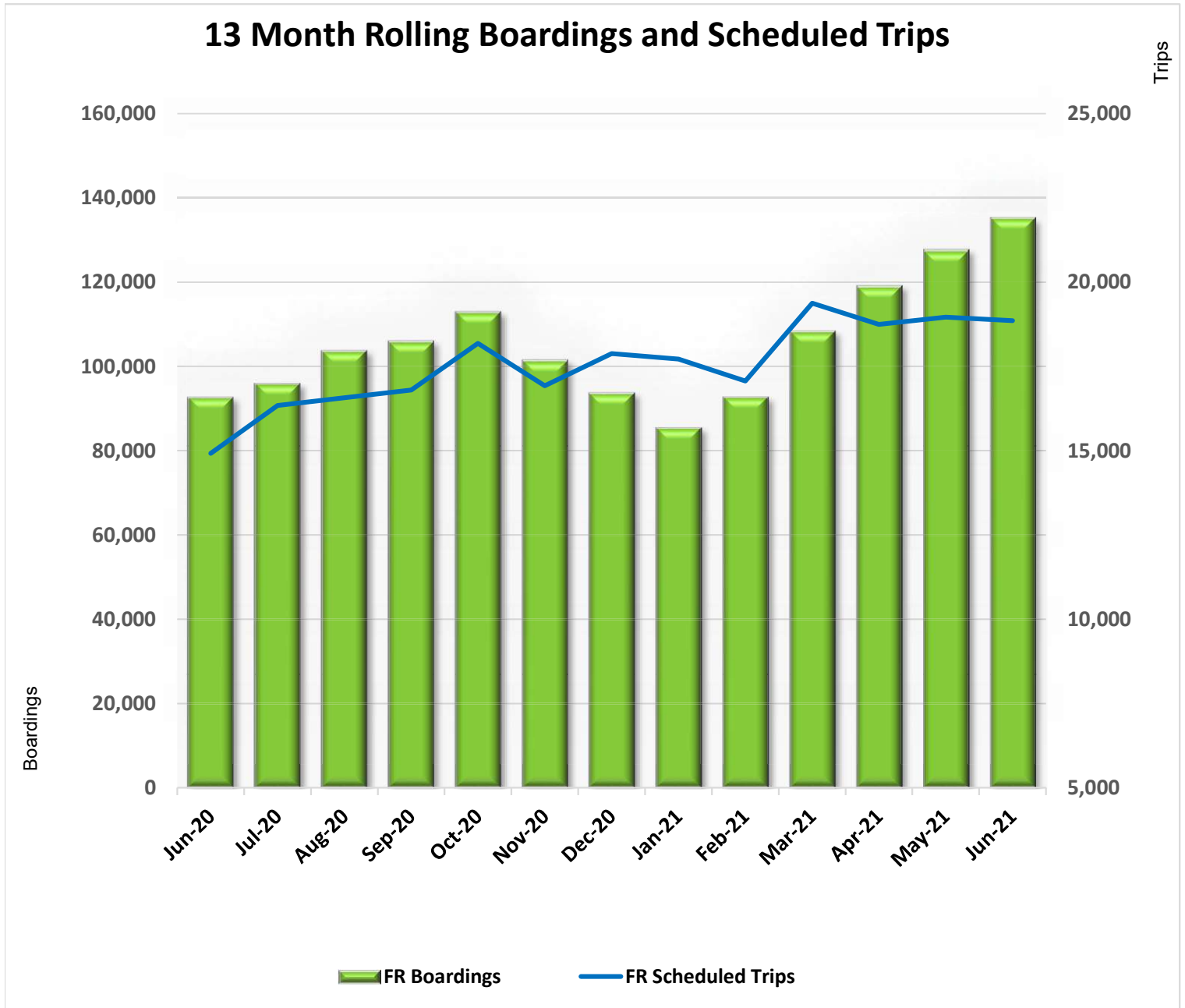
Minimum = 100,000 Miles

Goal = 15,000 Miles

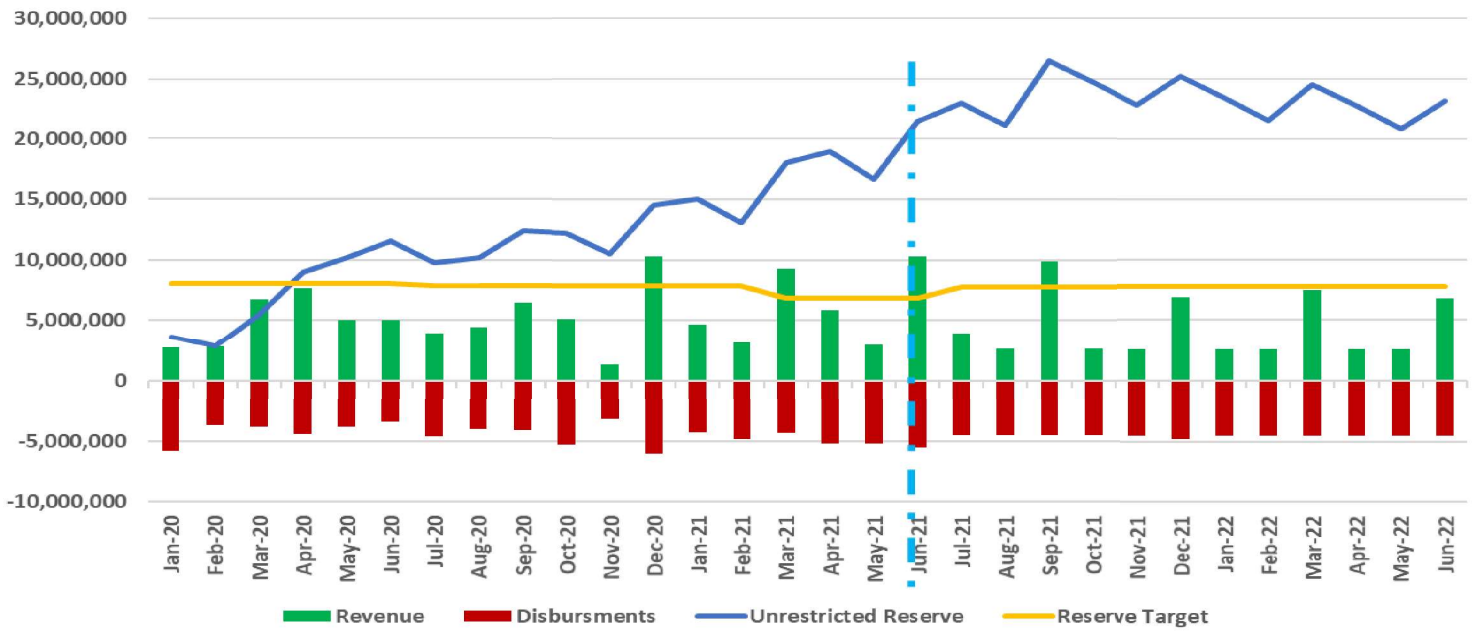
Minimum = 7,000 Miles



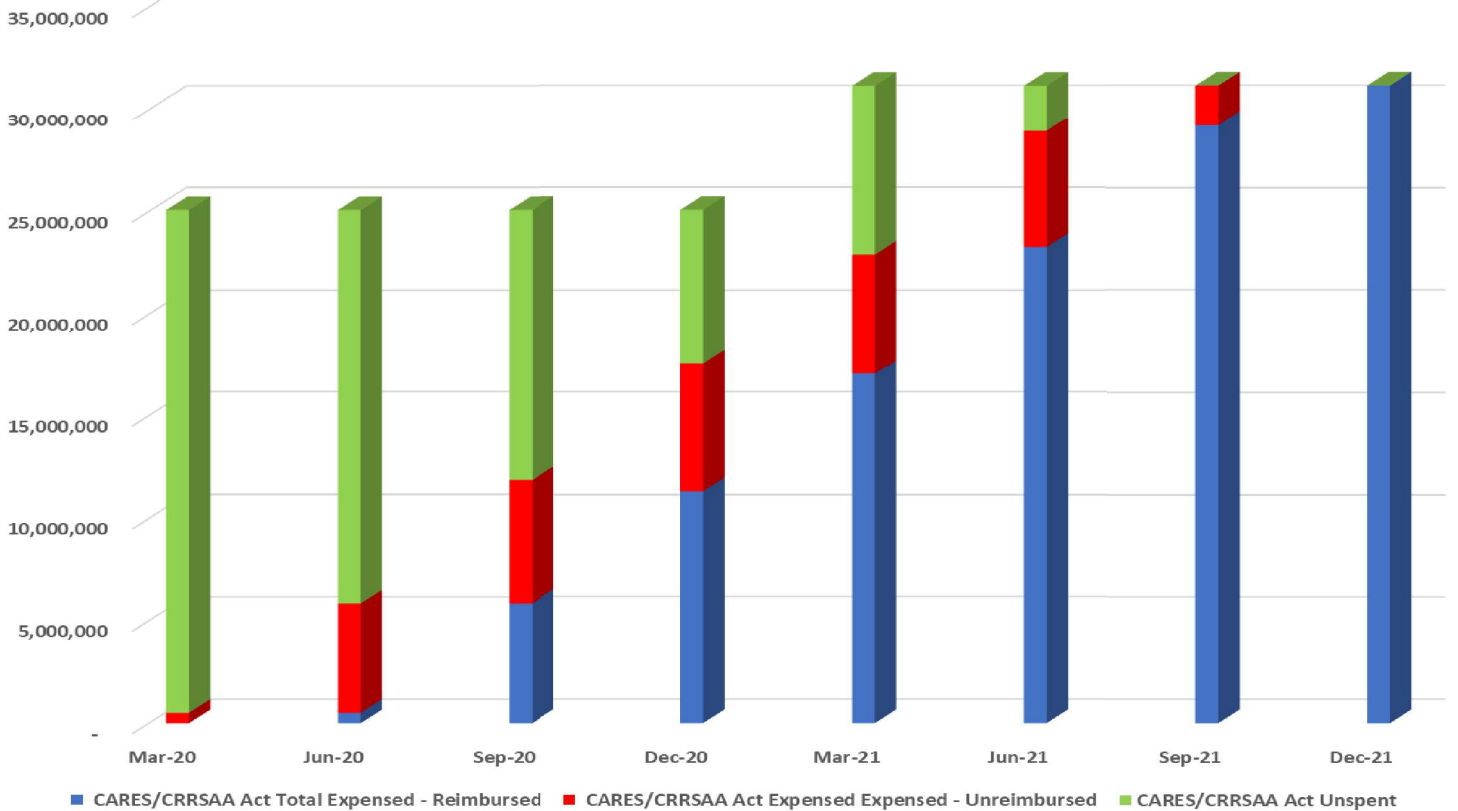
COVID-19 MST Statistics and Projections



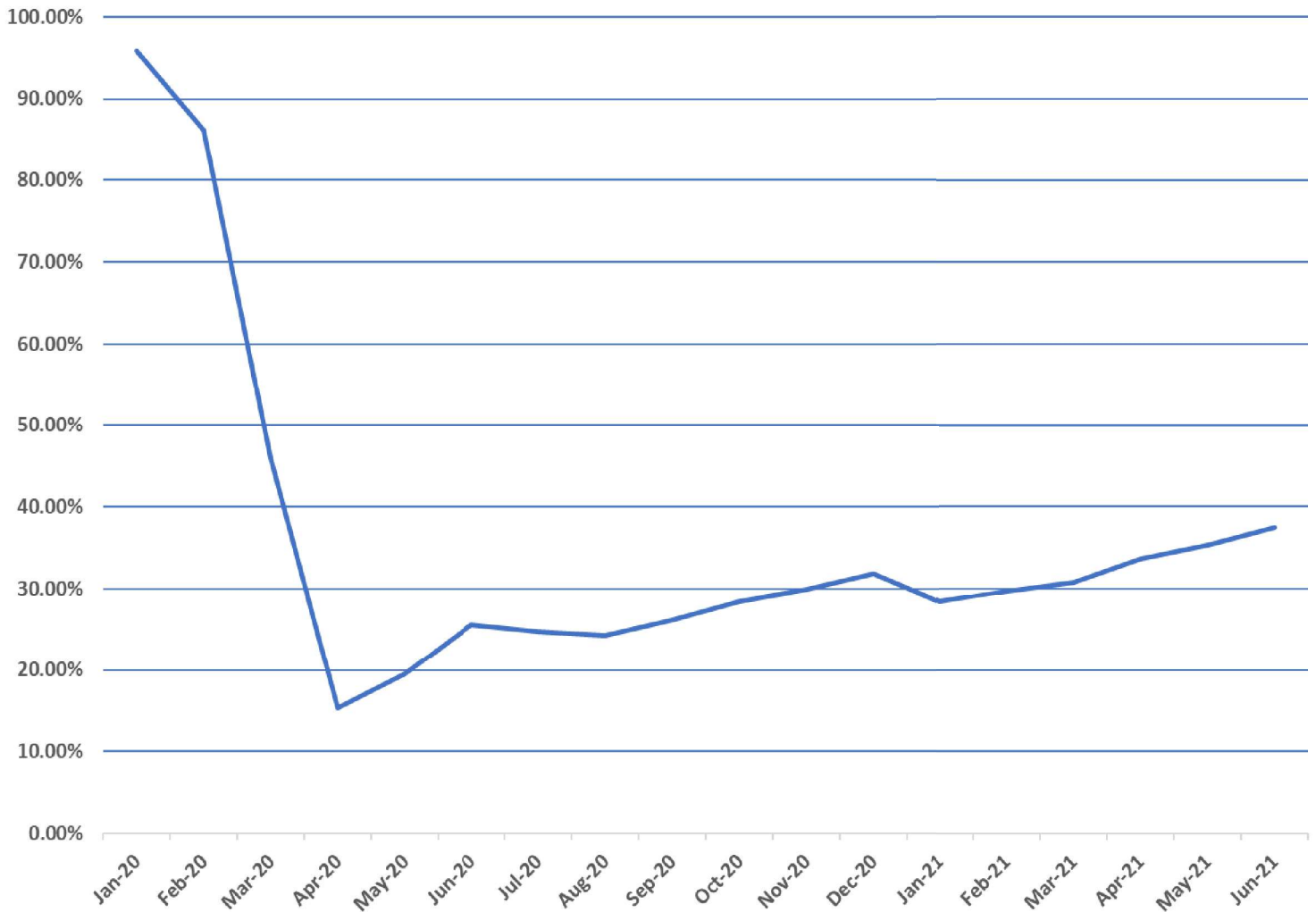
Cash Flow Projections Jan 20 - June 22



CARES/CRRSAA Act Funds



Percent of Monthly Ridership from CY17-19 Average

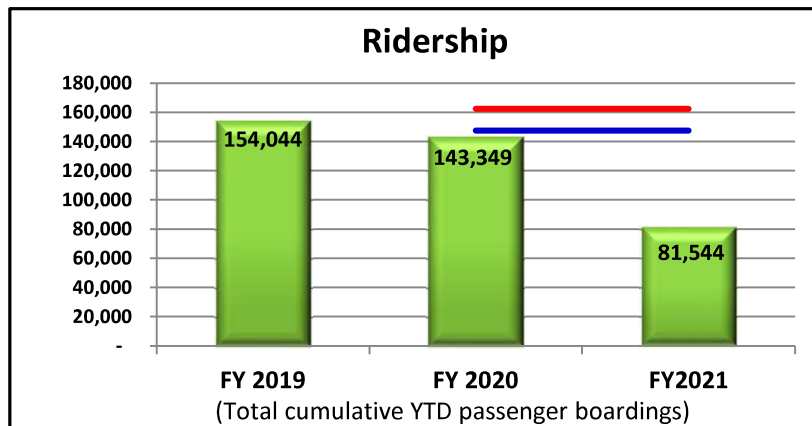


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - June

Fiscal Years 2019-2021

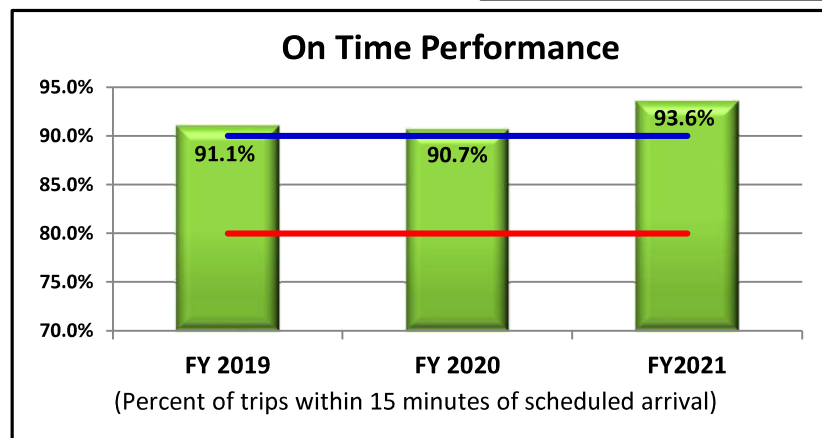
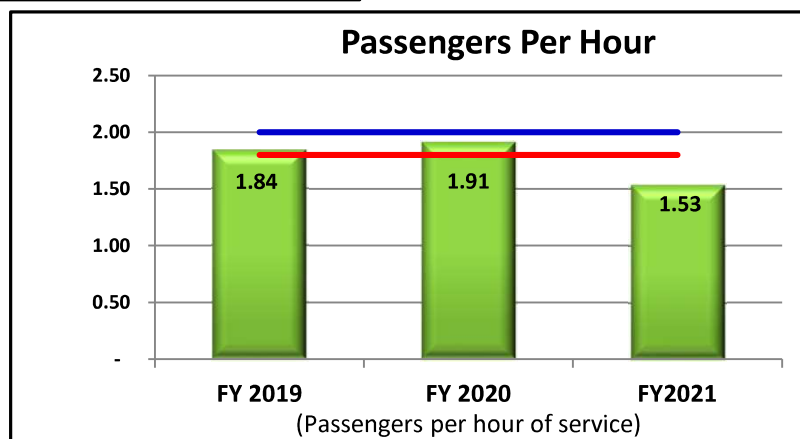


**Goal = 147,649
passengers**

**Maximum = 162,414
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

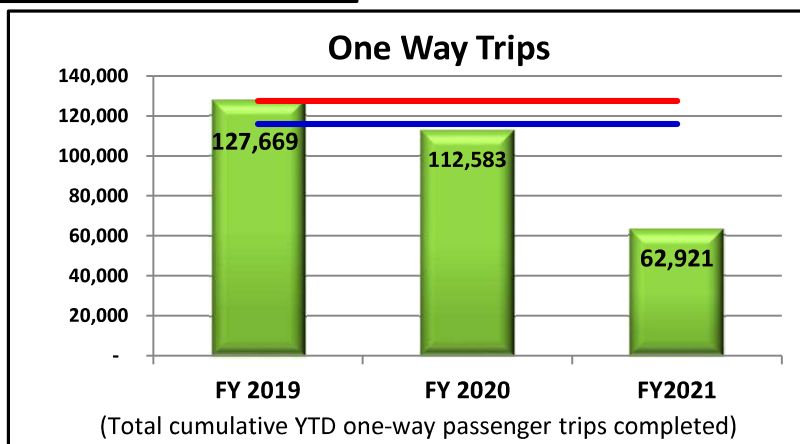


Goal = 90% on time

Minimum = 80% on time

**Maximum = 127,557
one-way trips**

**Goal = 115,960
one-way trips**

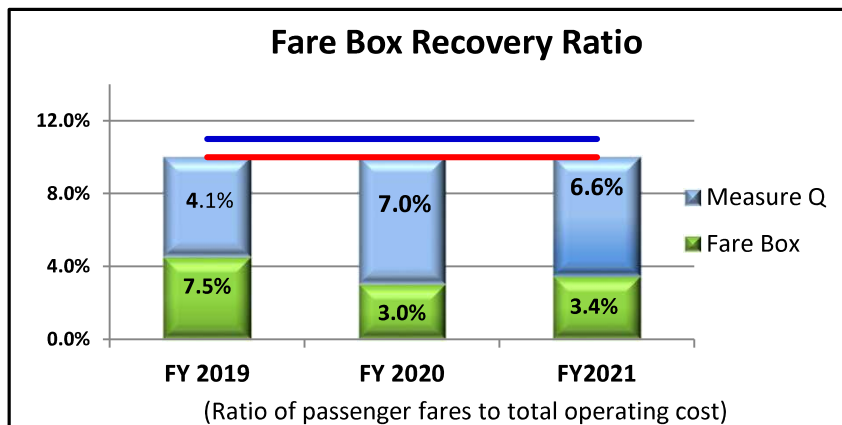


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - June

Fiscal Years 2019-2021

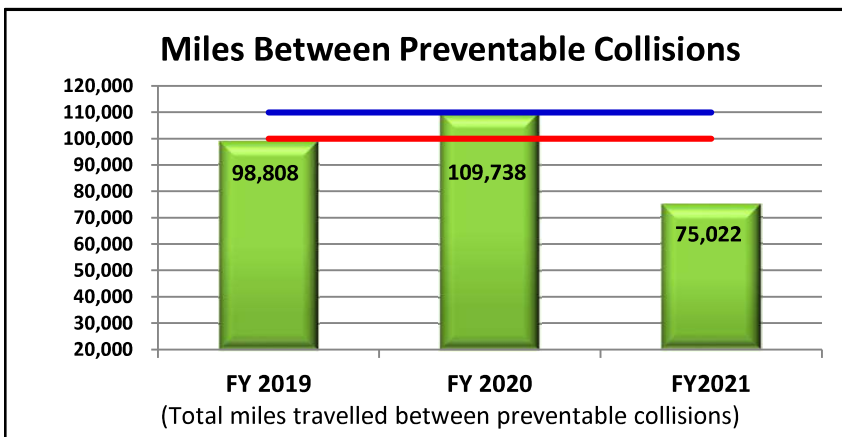
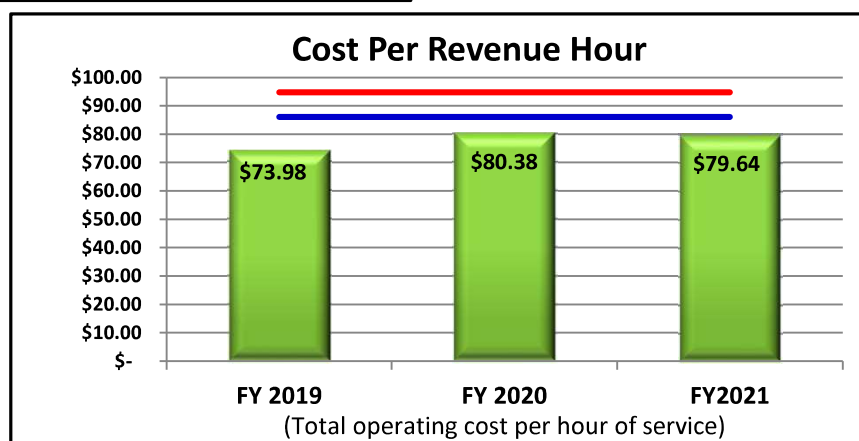


Goal = 11%

Minimum = 10%

Goal = \$86.13 per RH

Maximum = \$94.74 per RH

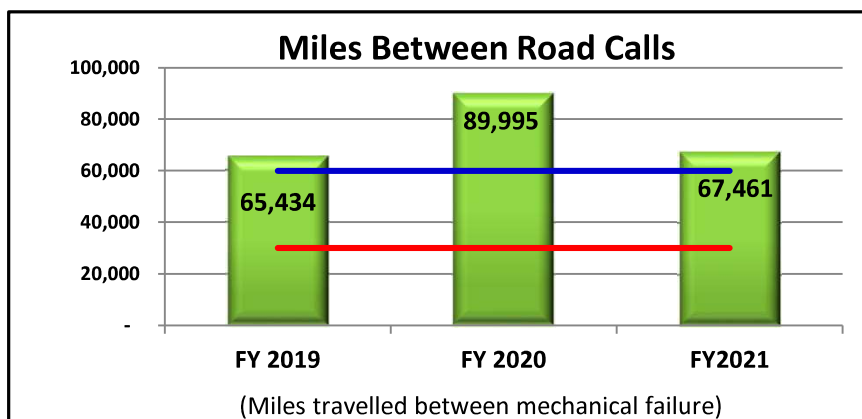


Goal = 110,000 Miles

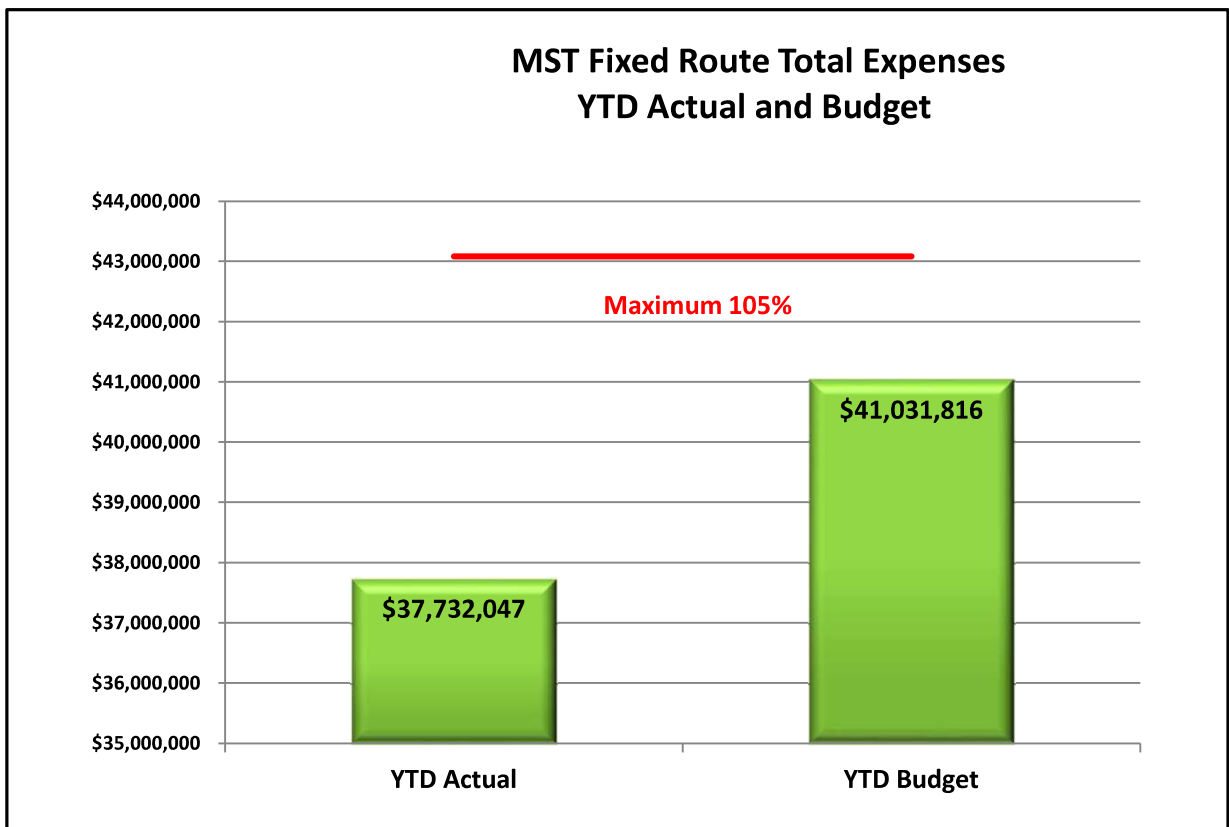
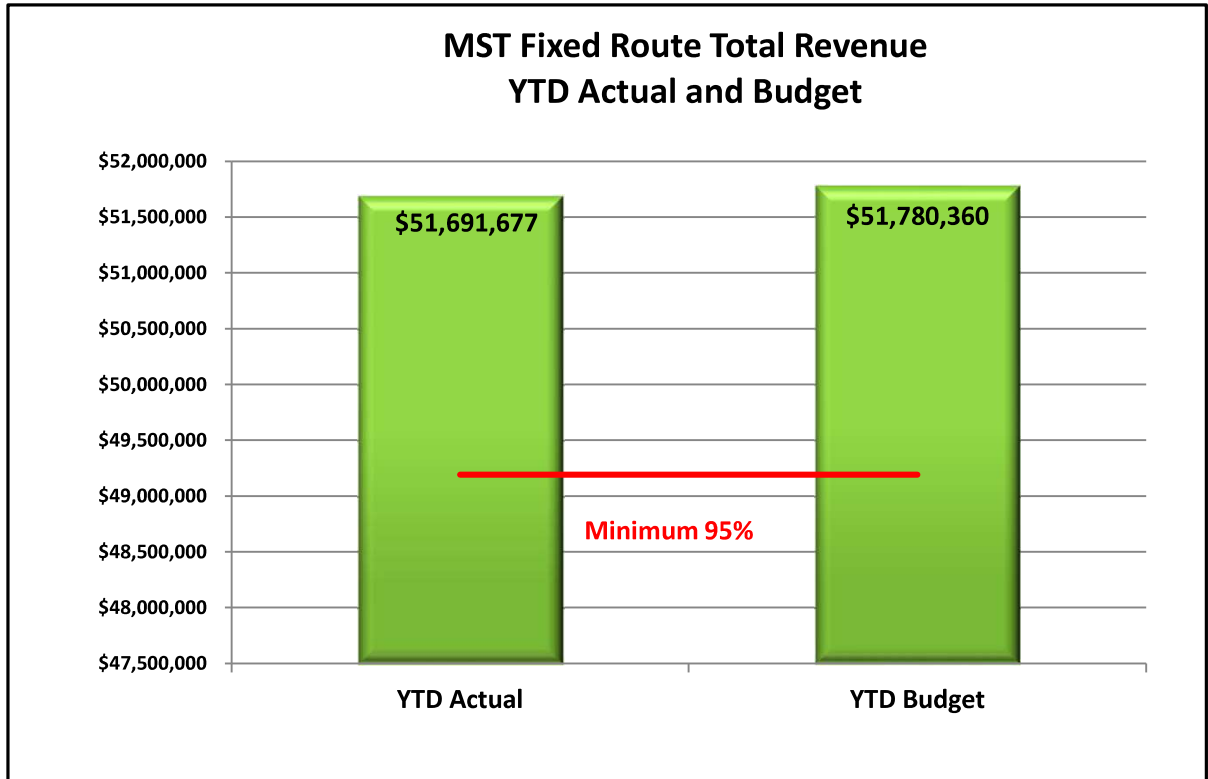
Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles



**MST Fixed Route
Financial Performance Comparative Statistics
July - June
Fiscal Year 2021**

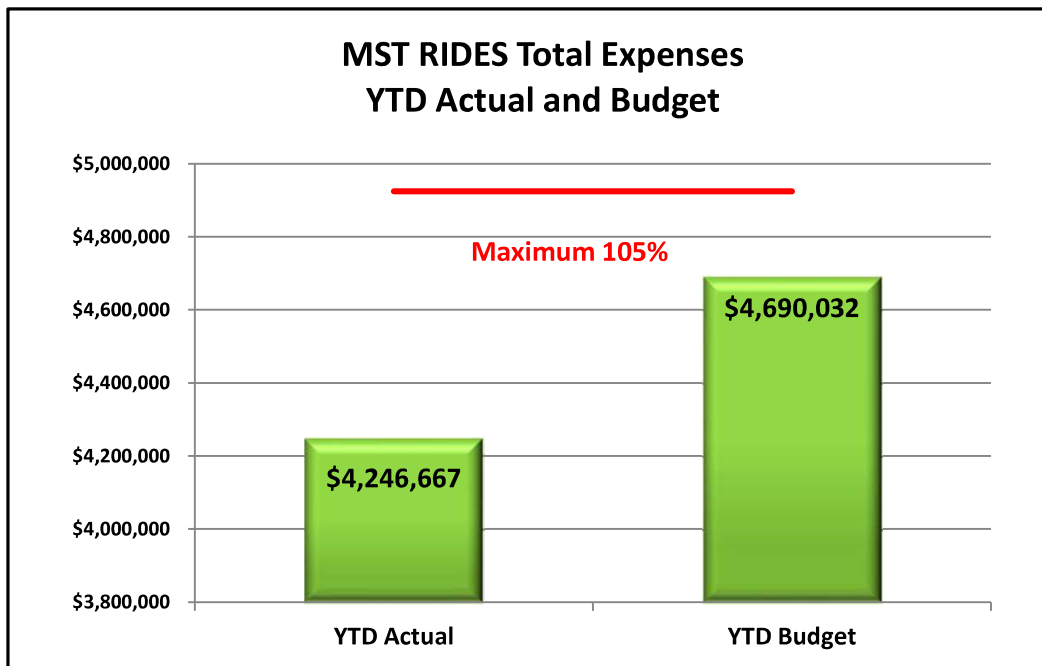
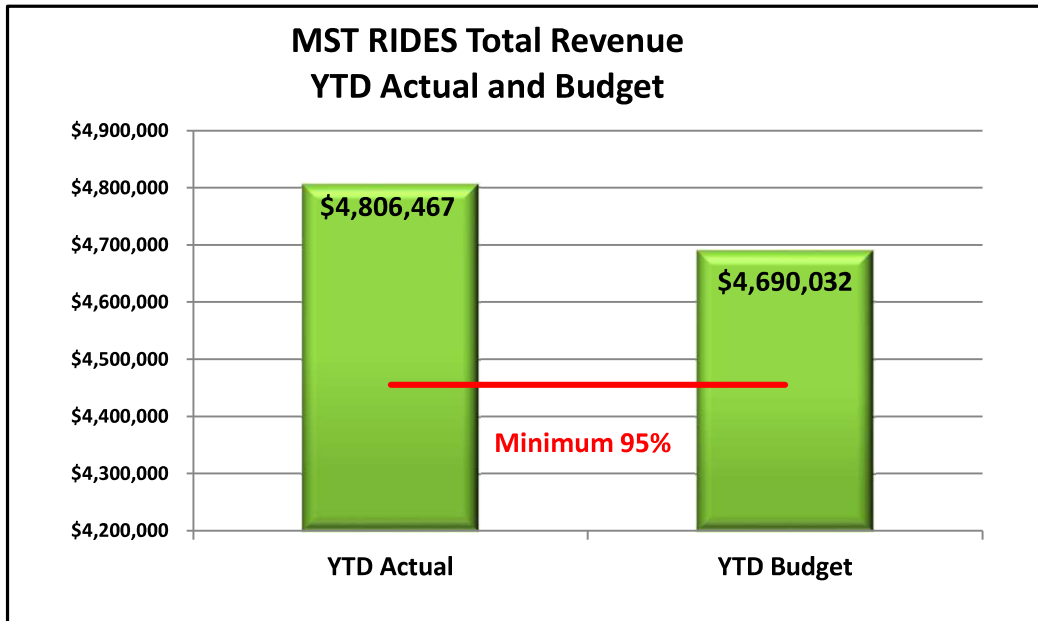


MST RIDES

Financial Performance Comparative Statistics

July - June


Fiscal Years 2019-2021



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Date: July 27, 2021

To: Carl Sedoryk, General Manager / C.E.O.

From:  Norman K. Tuitavuki, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – June 2021**

FIXED ROUTE BUS OPERATIONS:

System-Wide Service: (Fixed Route & On-Call Services):

Preliminary boarding statistics indicate ridership reached 135,070 in June 2021, which represents an 46% increase compared to June 2020's ridership of 92,576. For the fiscal year to date, passenger boardings continue to increase as the effects from the pandemic begin to ease.

Month over month, MST's productivity has improved. Productivity increased from 6.5 passengers per hour in June 2020 to 7.8 passengers per hour in June of this year.

Supplemental / Special Services:

Line 22 – Big Sur: 593 Boardings

System-Wide Statistics:

- Ridership: 135,070
- Vehicle Revenue Hours: 17,263
- Vehicle Revenue Miles: 258,510
- System Productivity: 7.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,860

Time Point Adherence: Of 135,070 total time-point crossings sampled for June, the Transit Master™ system recorded 14,363 delayed arrivals to MST's published time-points system-wide. This denotes that **87%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2020 - 2021.*)

Note: 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 of the total number of reported time-point crossings.

Service Canceled: As listed below, there were a total of four (4) service cancellations in June for both directly operated and contracted services:

| Total Trips Completed: 24,953 | | | |
|--------------------------------------|------------|-----------|----------------|
| Category | MST | MV | % |
| Accident | 0 | 0 | 0 |
| Accident – non-MST | 1 | 0 | 33% |
| Mechanical Failure | 1 | 0 | 33% |
| Unknown | 0 | 0 | 0 |
| Staff Shortage | 1 | 1 | 33% |
| Totals | 3 | 1 | 100.00% |

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. 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 June 2020 and 2021:

| Occurrence Type | June-20 | June-21 |
|-------------------------|----------------|----------------|
| Collision: MST Involved | 4 | 1 |
| Employee Injury | 0 | 1 |
| Medical Emergency | 0 | 0 |
| Object Hits Coach | 2 | 0 |
| Passenger Conflict | 6 | 2 |
| Passenger Fall | 4 | 2 |
| Passenger Injury | 2 | 1 |
| Other | 1 | 2 |
| Near Miss | 0 | 0 |
| Fuel / fluid Spill | 1 | 1 |
| Unreported Damage | 0 | 1 |
| Totals | 20 | 11 |

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for June 2021 there were 7,128 passenger boardings. This denotes an 10% increase in passenger boardings compared to June of 2020, (6,475). For the Fiscal year – passenger boardings have decreased by 43% compared to FY2020.

Note: This scarp decline in passenger boardings is attributed to the COVID-19 crisis and the March 18th county-wide shelter in place order.

- Productivity for June 2021 was 1.63 passengers per hour, a slight change compared to the previous month (May 2021).
- For June 2021, 90% of all scheduled trips for the MST RIDES program arrived on time, meeting the expected 90% standard.

COMMUNICATIONS CENTER:

In June, MST's Communications Center summoned public safety agencies on seven (7) separate occasions to MST's transit vehicles and facilities:

| Agency Type | Incident Type | Number of Responses |
|--------------------|--|----------------------------|
| Police | Vehicle Accident / Passenger Disturbance / Other | 5 |
| Medical | Employee Request / Passenger Request / Other | 2 |
| Fire | Employee Request / Passenger Request / Other | 0 |

ATTACHMENTS:

MST Fixed-Route Bus ~~ On Time Compliance FY 2021
MST Fixed-Route Bus ~~ Boarding Statistics FY 2021
MST Trolley ~~ Boarding Statistics FY 2021
MST RIDES ~~ On Time Compliance FY 2021
MST RIDES ~~ Boarding Statistics FY 2021
Operations Summary Report – June 2021
Mobility Management Report – June 2021

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ATTACHMENT 3

Date: July 27, 2021

To: Carl Sedoryk, General Manager/CEO

From: **NKT** Norman K. Tuitavuki, Chief Operating Officer

Subject: **Maintenance Department Monthly Report – June 2021**

This report summarizes the performance and major activities of the Maintenance Department as well as fuel and operating expenses during the month.

| FY21 Fuel Budget: | Average Fuel Price June 2021: | Average Fuel Price: FY2021 |
|------------------------------|--|---------------------------------------|
| Diesel: \$2.75 | \$2.92 | \$2.27 |
| Gasoline: \$2.85 | \$3.66 | \$2.84 |

| Period: | Revenue Fleet: Operating Cost Per Mile: | Revenue Fleet: Miles Between Major Mechanical Road Calls:¹ |
|---------------------|--|--|
| June: 2021 | \$1.36 | 41,801 |
| YTD: FY 2021 | \$1.23 | 54,756 |
| FY 2020 | \$1.05 | 30,571 |
| FY 2019 | \$0.93 | 29,354 |

¹ **Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

Department Activities/Comments:

In June 2021, MST traveled nearly 55,000 miles between major mechanical failures – well above the 15,000 mile goal and another great achievement. The Miles Between Road Calls (MBRC) performance above the target goal is can mostly be attributed to the decrease in the overall number of hours and miles MST has traveled in response to the COVID-19 pandemic.

MST's operating cost per mile increased slightly to \$1.36 cents per mile from \$1.15 per mile in the of June 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

MST's June 2021, fuel cost per gallon continues to rise. June's cost per gallon for diesel increased by .17 cents. The June cost per gallon for gasoline increased by .24 cents. Staff continues to track fuel costs and strives to increase fuel efficiencies where possible.

The Maintenance Manager and staff continues supporting the King City construction project by attending and contributing to the areas of his responsibility. The Maintenance frontline employees continued executing the Acceptance procedures for the new Gillig ZEB and worked closely with Gillig to schedule maintenance specific training.

Additionally, the Maintenance department continues supporting MST's efforts to implement its Enterprise Asset Management (EAM) system for the Facilities Department. This system will enable MST to improve employee scheduling, organize the work order process, and help streamline many other processes and procedures.

Prepared by: Norman K. Tuitavuki Reviewed by: Carl G. Sedoryk
Norman Tuitavuki Carl G. Sedoryk

To: Board Operations Performance Committee

From: Michelle Overmeyer, Director of Planning & Innovation

Subject: Comprehensive Operational Analysis Draft Network Plan

RECOMMENDATION:

Receive an update on the Comprehensive Operational Analysis (COA) Draft Network Plan and provide feedback.

FISCAL IMPACT:

The Network Plan is being designed under three scenarios to provide options to meet MST's future financial environment.

- Low Scenario - This is the contingency scenario, about -5% below the amount of general-fund service MST has been providing during the pandemic. It allows MST to prepare for an eventuality where regular general-fund sources (i.e., fares, State TDA, non-pandemic federal funds etc.) are not fully recovered by the time MST's federal pandemic recovery funds run out.
- Medium Scenario - This is the baseline scenario, about +5% above the amount of general-fund service MST has been providing during the pandemic. This assumes regular general fund sources recover to pre-pandemic levels by the time MST's federal pandemic recovery funds run out.
- High Scenario - This scenario assumes approval of a new 1/8 cent sales tax, bringing in a level of revenue similar to Measure Q but for fixed-route service. It amounts to approximately +35% increase over the amount of general-fund service MST has been providing in the pandemic.

POLICY IMPLICATIONS:

MST has not completed a COA in many years, instead relying on various localized service plans to update routes and schedules (e.g., Salinas Area Service Study, Peninsula Area Service Study, Marina Area Service Study, etc.). The intent of the COA is to design the transit network to meet a consistent set of service goals. The COA supports the Board's Strategic Plan that was adopted this year.

At the May meeting, your Committee directed staff to focus the Network Plan on these priorities areas:

- Ridership over coverage: focusing better and more frequent service where more people live and work rather than spreading minimal service to as many areas of the County as possible
- Equity over equality: targeting the areas that have the greatest need for public transit rather than spreading service equally among the population
- Regional balance of transit service: 40% service to Peninsula area, 40% service to Salinas, and the remaining 20% to other areas.

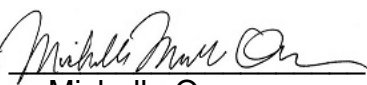
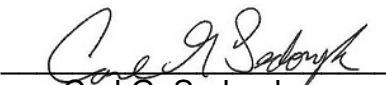
DISCUSSION:

A series of six Core Design Workshops took place in mid-June to redesign MST's existing transit network. City and county staff from all planning and engineering departments were invited to participate in the virtual Core Design Workshops led by MST's consultant, Jarrett Walker + Associates. Each workshop was four hours in length and focused on a different area of the County. An executive briefing was held at the end of each workshop date, and all city managers, and the County Administrative Officer, were invited to attend. The staff-level workshops and the daily briefings were an iterative process over two weeks. The workshops focused on the Medium scenario described above, with an expected implementation of 2022. A Low scenario and High scenario were also designed during the workshops.

The Draft Plan will be finalized after a presentation to your Committee, and it will be made available to the public for review in August 2021. Staff plans to hold public meetings in September 2021 to review the Draft Plan with the community and gather more feedback.

ATTACHMENT(S):

None

PREPARED By:  REVIEWED: 
Michelle Overmeyer Carl G. Sedoryk

Zero Emissions Bus (ZEB) Roll-Out Plan

Innovative Clean Transit (ICT) Rule

Norman K. Tuitavuki, Chief Operating Officer (COO)
Operations Performance Committee



PROJECT STATUS:

- Completed Battery Electric bus and Hydrogen Fuel Cell Feasibility Modeling
- Evaluated Hydrogen
 - On-Site Generation (single and 3 sites)
 - Truck and Tank Options
- Developed Operating Cost Comparisons of Current Operations
 - Battery Electric Bus
 - Hydrogen Fuel Cell
- Developed Preliminary Budget and Operating Costs
- Draft Feasibility Report Being Developed – Deliver Late July/Early August

NEXT STEPS:

- MST Review Draft Report
- Workshop to Discuss Zero Emission Path Forward
- Develop Final Costing Analysis
- Update Feasibility Study and Recommendations Section
- Prepare Board Materials
- Continue Developing ICT Plan

UPCOMING SCHEDULE:

- Workshop to Discuss Zero Emission Path forward (August)
- Develop Final Costing Analysis (August)
- Update Feasibility Study Including Recommendations Section (End of August)
- Prepare Board Materials (September)
- Board Presentation (October)

RELATED ACTIVITIES:

MST Successfully Submitted Vehicle Fleet Profile/Info to State of California
(*Operations Analyst, Elena Grigorichina*)

COO and Key Operations Staff Continue Attending ZEB Related
Industry Committees, Meetings, Conferences, and Related Opportunities

MST Successfully
Deployed two (2) Zero Emission Buses (ZEB) to the Monterey Peninsula
Converted from petroleum-based diesel fuel to renewable diesel fuel

Maintenance Frontline and Management Employees Formally Trained on
ZEB Technologies

QUESTIONS?



To: Board of Directors

From: K. Halcon, Director of Human Resources-Risk Management

Subject: MST's COVID Workplace Testing Policy

RECOMMENDATION:

Recommend approval of Monterey-Salinas Transit's COVID Workplace Testing Policy to MST's Board of Directors.

FISCAL IMPACT:

No fiscal impact is associated with recommending approval of the Policy.

POLICY IMPLICATIONS:

Your Board approves MST policies that can affect employment of MST employees.

DISCUSSION:

Monterey-Salinas Transit District continues to take a proactive approach to help stop the spread of COVID-19 and to educate our workforce on how to remain safe and healthy during this pandemic. As part of that continued education, MST's COVID Vaccination Unit worked with our private partnerships to coordinate vaccination opportunities for MST's workforce. Through MST's communication and educational efforts, we currently show that 80% of our workforce is vaccinated. However, only 73% of our frontline employees are vaccinated. Those employees who are not currently vaccinated have been enrolled in a COVID testing program.

With the increase in COVID positive cases, MST is concerned for the on-going safety of our employees, their families, and the passengers we serve. MST has provided every opportunity and incentive to encourage our employees to get vaccinated for the betterment of those around them. However, MST believes that the next step is to mandate vaccinations for our workforce. Those who have religious or medical reasons/exemption as to not get vaccinated, can request a reasonable accommodation. Those individuals who are granted a reasonable accommodation will be required to engage in weekly COVID testing.

Staff recommends that the Operations Committee recommend approval of the new policy to the MST Board.

ATTACHMENT(S):

1. COVID Workplace Testing Policy

PREPARED BY:  REVIEWED BY: 
Kelly Halcon Carl G. Sedoryk

COVID Workplace Testing Policy

Adopted:

OBJECTIVE:

Workplace health and safety is both an individual and shared responsibility of all personnel working at Monterey-Salinas Transit District (MST). The following policy is essential to the success in keeping MST's employees and passengers safe in accordance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidelines and to aid in stopping the spread of the COVID virus and future mutations of the virus.

POLICY STATEMENT:

To ensure the safety of all employees, their families and our community, Monterey-Salinas Transit District is enforcing measures designed to prevent the spread of COVID-19 and future mutations of the virus. This policy applies to all employees.

Employee vaccinations

Monterey-Salinas Transit District wants to continue to take a proactive approach in keeping the number of positive COVID cases low and to help stop in the spread of the COVID virus. MST has previously highly encouraged employees to get vaccinated by providing PTO hours and partnered with vaccination providers to help with vaccinating our employees at no cost. Those employees who were unvaccinated were engaged in a monthly COVID testing program.

With low vaccination rates in the United States, the increase of COVID positives, MST believes that our current approach may not be enough to protect our employees, their families, and the passengers that we serve. Effective immediately, MST will be mandating COVID vaccinations for all our current and future employees. Employees who are currently unvaccinated will be given a grace period of 60 days from the implementation of this policy to get vaccinated. They will be required to provide a copy of their vaccination card to the Risk and Security Manager or their designee. Those employees who are currently on a leave of absence upon the implementation this policy will be given notice of the new policy. They will be required to show proof of their vaccination prior to returning to work. All new hires will be required to provide proof of their vaccination upon their first day of work. This notice will be incorporated in new hire offers of employment.

Those employees who have religious and medical reasons for not getting vaccinated at this time, will have the 60 days to seek a reasonable accommodation with our Compliance department. The employees who qualify for a reasonable accommodation will be required to be COVID tested on a weekly basis.

Any employee who refuses to comply with this policy will be disciplined up to and including termination of their employment.

Testing for COVID-19

All employees, who have not been vaccinated, are required to undergo weekly tests for COVID-19. Employees, who have been vaccinated, are encouraged to join the COVID testing program but are not required to. Testing will be applied in a consistent, non-discriminatory manner, in accordance with all laws and regulations at the local, state, and federal level.

The COVID-19 tests shall be tests that have been approved by the FDA. MST will partner with outside testing labs to provide COVID-19 tests to employees at no cost to the employee. However, employees who would like to seek testing on their own, are encouraged to do so at a free testing site.

The testing period will be open on Monday of each week and all test results must be submitted to MST's Risk and Security Manager by the Friday of each week. Failure to comply with the testing program will lead to disciplinary action up to and including termination of employment.

[See attached testing protocol]

Paid time to Test for ATU employees

All non-vaccinated ATU employees will be required to adhere to the above testing policy and protocol. For those employees, who engage in testing on site, will be paid (15) fifteen minutes for testing. For those employees, who engage in testing off site at a place of their choosing will be paid (30) thirty minutes. To get paid, an employee will need to complete a UTW form and provide their test result and form to the MST's designated COVID tester for approval of pay. MST's designated tester will submit the approved UTW to payroll for payment.