



**MONTEREY-SALINAS TRANSIT DISTRICT  
BOARD ADMINISTRATIVE PERFORMANCE COMMITTEE  
MEETING AGENDA**

**Date:** March 14, 2022  
**Time:** 9:00 AM Pacific Time (US and Canada)  
**Location:** In-Person and Zoom Conference

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey-Salinas Transit District will hold meetings in-person and via Zoom virtual meeting as indicated below:

**In-Person Participation:**

The Board Administrative Performance Committee in-person meeting will be held on March 14, 2022 at 9:00 a.m. at 19 Upper Ragsdale Drive, Suite 100. *Members of the public are required to wear a face covering and will be socially distanced in the Board room.*

**OR**

**Zoom Participation:**

The Board Administrative Performance Committee Zoom virtual meeting will be held on March 14, 2022 at 9:00 a.m. via Zoom conference, click <https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdj3Y0eW94WmtRZ1Myc0Vldz09> and enter the following:

Meeting ID: 845 0086 6234 and Passcode: 652252.

By telephone: (669) 900-6833 same Meeting ID: 845 0086 6234 and Passcode: 652252.

*Public comments may be made either in person, via Zoom, or via email. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment. 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](mailto:clerk@mst.org) by 3:00 pm on Friday, March 11, 2022; those comments will be distributed to the MST Board of Directors before the meeting. Written comments may be emailed to [clerk@mst.com](mailto:clerk@mst.com), and should include the subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)."*

## **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](mailto:clerk@mst.org) • **Phone:** (888) 678-2871



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

# ***MST AGENDA & MEETING NOTICE***

**Group:** Board Administrative Performance Committee (BAPC)

<b>Directors:</b>	John Gaglioti	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Mike LeBarre (Chair)	City of King
	David Burnett	City of Marina
	Dave Pacheco (Vice Chair)	City of Seaside
	Luis Alejo	County of Monterey

<b>Staff:</b>	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Kelly Halcon	Director of HR and Risk Management
	Michael Kohlman	Chief Information Officer
	Michelle Overmeyer	Director of Planning and Innovation

**Date:** March 14, 2022

**Time:** 9:00 am (Pacific)

*The BAPC Committee provides policy direction to the Board and monitor performance in areas of Finance and Budget, Procurement, Legislative, Intergovernmental Relations, Business Development, Planning, Marketing, and Customer Service, Regulatory Compliance, Risk Management, Employee Compensation/Benefit Programs, and Information Technology.*

## **1. CALL TO ORDER**

## **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.*

**3. CONSENT AGENDA**

- 3-1. Approve Minutes of the Board Administrative Performance Committee of November 15, 2021. (Jeanette Alegar-Rocha) (Page 5)

**4. ACTION ITEMS**

- 4-1. Review of Administrative Performance. (Carl Sedoryk) (Refer to MST Board Agenda Item 7-1)
- 4-2. Receive Update on Federal Legislative Priorities. (Carl Sedoryk/Don Gilchrest)
- 4-3. Receive Update on State Legislative Priorities. (Carl Sedoryk/Michelle Overmeyer)
- 4-4. Receive Report on Governor’s Proposed Budget for FY 2022/23. (Michelle Overmeyer/Carl Sedoryk)
- 4-5. Receive Draft Action Plan for FY 2022/23 and FY 2023/24. (Carl Sedoryk) (Page 9)
- 4-6. Receive MST Brand Vision. (Ikuyo Yoneda-Lopez)

**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. ADJOURN**

**NEXT SCHEDULED MEETING DATE: May 9, 2022**

**9:00 a.m.**

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

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

**Board Administrative Performance Committee (BAPC)**  
ZOOM Teleconference Meeting

**Minutes**

November 15, 2021

9:00 a.m.

<b>Present:</b>	Mike LeBarre (Chair)	City of King
	Yanely Martinez	City of Greenfield
	David Burnett	City of Marina
	Luis Alejo	County of Monterey
	Dave Pacheco (Vice Chair)	City of Seaside
<b>Absent:</b>	John Gaglioti	City of Del Rey Oaks
<b>Staff:</b>	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Michael Kohlman	Chief Information Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning & Innovation
	Jeanette Alegar-Rocha	Clerk to the Board
	Andrea Williams	General Accounting & Budget Manager
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Beronica Carriedo	Community Relations Coordinator
	Scott Taylor	IT Manager
	Ezequiel Rebolgar	IT Technician
	Lisa Cox	Risk and Safety Manager
	Dave Bielsker	Transit Scheduler
	Matthew Deal	Grants Analyst
	Deanna Smith	Civil Rights Officer
<b>Counsel:</b>	David Laredo	General Counsel, De Lay & Laredo
	Michael D. Laredo	Assistant Counsel, De Lay & Laredo
<b>Public:</b>	Don Gilchrest	Thomas Walters & Associates
	Douglas Thomson	MV Transportation

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

1. **CALL TO ORDER**

**Chair LeBarre called the meeting to order at 9:00 a.m. with roll call taken as the meeting was held via ZOOM teleconference. A quorum was established.**

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

**There were no public comments.**

3. **CONSENT AGENDA**

3-1. **Approve Minutes of the Board Administrative Performance Committee of September 13, 2021.**

**There were no public comments.**

**On a motion by Board Committee Director Alejo, seconded by Board Committee Vice Chair Pacheco and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes:**

<b>AYES:</b>	<b>5</b>	<b>Alejo, Burnett, LeBarre, Martinez and Pacheco</b>
<b>NOES:</b>	<b>0</b>	
<b>ABSENT:</b>	<b>1</b>	<b>Gaglioti</b>
<b>ABSTAIN:</b>	<b>0</b>	

4. **ACTION ITEMS**

4-1. **Review of Administrative Performance.**

**The Committee received a report from Carl Sedoryk on Board agenda item 7-1 MST Administrative Performance.**

**There were no public comments.**

4-2. **Receive Draft 2022 State Legislative Program and Recommend Approval to the Board of Directors. (Michelle Overmeyer)**

**The Committee received the Draft 2022 State Legislative Program.**

**There were no public comments.**

**On a motion by Board Committee Director Alejo, seconded by Board Committee Director Martinez and carried by the following vote, which was conducted by roll call, the Committee approved to recommend the Draft 2022 State Legislative Program to the full Board:**

<b>AYES:</b>	<b>5</b>	<b>Alejo, Burnett, LeBarre, Martinez and Pacheco</b>
<b>NOES:</b>	<b>0</b>	
<b>ABSENT:</b>	<b>1</b>	<b>Gaglioti</b>

**ABSTAIN: 0**

4-3. Receive Draft 2022 Federal Legislative Program and Recommend Approval to the Board of Directors. (Carl Sedoryk/Don Gilchrest)

**There were no public comments.**

**On a motion by Board Committee Director Alejo, seconded by Board Committee Vice Chair Pacheco and carried by the following vote, which was conducted by roll call, the Committee approved to recommend the Draft 2022 Federal Legislative Program to the full Board:**

**AYES: 5 Alejo, Burnett, LeBarre, Martinez and Pacheco**  
**NOES: 0**  
**ABSENT: 1 Gaglioti**  
**ABSTAIN: 0**

5. **CLOSED SESSION**

None.

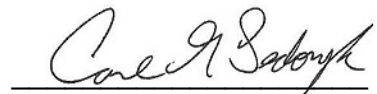
6. **ADJOURN**

**There being no further business, Chair LeBarre adjourned the meeting at 9:57 a.m.**

PREPARED BY:

  
Jeanette Alegar-Rocha

REVIEWED BY:

  
Carl G. Sedoryk

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To: Board Administrative Performance Committee  
From: Carl Sedoryk, General Manager/CEO  
Subject: Strategic Plan Action Plan

**RECOMMENDATION:**

Receive draft Action Plan for FY 2022/23 and FY 2023/24.

**FISCAL IMPACT:**

There are no immediate fiscal impacts to receiving and discussing the draft Action Plan.

**POLICY IMPLICATIONS:**

This draft Action Plan supports the Board's Strategic Plan developed in early 2021 as well as informing the preparation of the FY 2023/24 through FY 2023/24 Two (2)-Year Budget.

**DISCUSSION:**

The attached draft Action Plan is for review and discussion by the Committee. This draft includes items previously discussed at the Board meeting of February where the Board considered emerging issues not previously included in the District's approved Plan.

The Action Plan will be included in the District's budget in support of the expenditures and projects contemplated.

**ATTACHMENT(S):**

Draft Action Plan for FY 2022/23 and FY 2023/24

Prepared by:

  
Carl Sedoryk

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## Draft Action Plan for FY 2022/23 and FY 2023/24

### A. FY 2023-2024 Project Action Plan

1. Initiate comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST's workforce. December 2022
2. Complete demonstration of contactless fare payment and mobile ticketing solution and determine feasibility of continuing technology on MST fixed route, MST RIDES and MST subsidized taxi services. July 2022
3. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022
4. Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Technology Strategic Action Plan. December 2022
5. Complete implementation of Board approved service changes (new Network Plan) to fixed route and Measure Q funded services along with supporting staffing plan and supporting fare policy. December 2022
6. Continue final design and submit application for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project (BRT). June 2024
7. Begin fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility and review of MST excess properties. June 2023
8. Implement MST sponsored Vanpool Program to supplement existing fixed-route and mobility services. December 2022
9. Continue partner-funded programs for students and educational organizations. October 2022
10. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, BRT and ZEB infrastructure investments. June 2023
11. Complete Collective Bargaining Agreement with the Amalgamated Transit Union. December 2022
12. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023
13. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023

## **B. FY 2023-2024 Ongoing and Recurring Action Items**

1. Continue efforts to ensure passenger and employee safety and security.
2. Continue transit activities within board adopted operational and financial performance standards.
3. Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure.
4. Maintain ongoing community partnerships and seek new opportunities as appropriate.
5. Develop and implement service levels, facilities, polices, and procedures appropriate to funding availability and community requirements.
6. Actively participate in state and national trade associations to support issues of local concern.
7. Continue employee training and development opportunities through partnerships with local colleges, universities, trade associations, and vendors.
8. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.
9. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.
10. Adopt and execute federal and state legislative programs.
11. Continue marketing and community outreach programs to promote and educate the communities we serve regarding the benefits of MST mobility services.
12. Continue board development/educational activities and policy reviews.
13. Continue to adopt policies and adapt practices to existing Emergency Operations plan to address impacts to the operations and workforce of MST and ensure safety and cyber security of MST data and telecommunications systems, networks, and programs.
14. Continue to seek funding from grant sources and extra governmental partnerships to maintain and expand mobility services.
15. Continue implementation of Zero Emission Bus (ZEB) Roll Out Plan: Focus on ZEB vehicles, equipment, infrastructure, and develop long term funding plan to include public-private partnerships.
16. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers.
17. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. June 2024