MONTEREY-SALINAS TRANSIT DISTRICT  
BOARD ADMINISTRATIVE PERFORMANCE COMMITTEE  
MEETING AGENDA AND NOTICE  

Date: May 8, 2023  
Time: 9:00 AM Pacific Time (US and Canada)  
Location: In-Person and Zoom Conference  

MST Administrative Performance Committee Participation:  
The Board Administrative Performance Committee in-person meeting will be held on May 8, 2023 at 9:00 AM at 19 Upper Ragsdale Drive, Suite 100.  

Supervisor Luis Alejo Participation: Pursuant to Traditional Brown Act Teleconferencing Rules (Gov't Code § 54953(b), Supervisor Alejo will participate remotely at:  

Location: Hilton Sacramento Arden West Lobby, 2200 Harvard St Sacramento CA 95815 via Zoom:  
https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjd3Y0eW94WmtRZ1My0cVldz09 and enter the following:  

Meeting ID: 845 0083 6234 and Passcode: 652252.

Public Participation:  
Public participation for the Regular Board Meeting is available in-person at 19 Upper Ragsdale Drive, Suite 100, as well as virtually via Zoom, telephone, and email. To participate virtually, click https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjd3Y0eW94WmtRZ1Myc0Vldz09 and enter the following:  

Meeting ID: 845 0083 6234 and Passcode: 652252.  
To attend by telephone, dial (669) 900-6833 same Meeting ID: 845 0083 6234 and Passcode: 652252.  

Public comments may be made either in person, via Zoom, or via email. Members of the public may attend the Committee Meeting in person and request to speak to the Committee 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 by 3:00 pm on Friday, May 5, 2023; those comments will be distributed to the MST Board of Directors before the meeting. Written comments may be emailed to 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 ● 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
The BAPC Committee provides policy direction to the Board and monitors performance in areas of Finance and Budget, Procurement, Legislative, Intergovernmental Relations, Business Development, Planning, Marketing, Customer Service, Regulatory Compliance, Risk Management, Employee Compensation/Benefit Programs, and Information Technology.

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. Receive Minutes of the Board Administrative Performance / BAPC Committee on September 12, 2022. (Jeanette Alegar-Rocha) (Page 5)

   3-2. Receive Minutes of the Board Administrative Performance / BAPC Committee on November 14, 2022. (Jeanette Alegar-Rocha) (Page 9)

4. ACTION ITEMS

   4-1. Review of Administrative Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)
4-2. Update on State Legislative Activities. (Michelle Overmeyer/Matt Robinson)

4-3. Update on Federal Legislative Activities. (Carl Sedoryk/Don Gilcrest)

4-4. Receive Report on MST Recruitment Efforts. (Kelly Halcon) (Page 13)

4-5. Receive Update on MST Diversity, Equity, and Inclusion Efforts. (Deanna Smith) (Page 25)

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-Milius-Brown Act representative.

None.

6. ADJOURN

NEXT SCHEDULED MEETING DATE July 10, 2023
9:00 a.m.

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

Please contact MST for accurate meeting date, times and teleconference information or check online at http://mst.org/about-mst/board-of-directors/board-meetings/
Board Administrative Performance Committee (BAPC)
In Person/Zoom Meeting

Minutes
September 12, 2022
9:00 a.m.

Present: Dan Albert (Chair)  City of Monterey
          Dave Pacheco (Vice Chair)  City of Seaside
          David Burnett  City of Marina
          Luis Alejo  County of Monterey

Absent: John Gaglioti  City of Del Rey Oaks
        Yanely Martinez  City of Greenfield

Staff: Carl Sedoryk  General Manager/CEO
       Lisa Rheinheimer  Assistant General Manager
       Norman Tuitavuki  Chief Operating Officer
       Michael Kohlman  Chief Information Officer
       Michelle Overmeyer  Director of Planning & Innovation
       Jeanette Alegar-Rocha  Clerk to the Board
       Andrea Williams  General Accounting & Budget Manager
       Daniel Bruno  Scheduling Assistant
       Elena Grigorichina  Operations Analyst
       Emma Patel  Associate Planner
       Ezequiel Rebollar  IT Technician
       Ikuyo Yoneda-Lopez  Marketing & Customer Service Manager
       Jacqueline Munoz  Customer Service Representative
       Lisa Cox  Risk and Safety Manager
       Matthew Deal  Grants Analyst
       Rolando Munoz  Customer Service Representative
       Scott Taylor  IT Manager
       Steven Bruno  Purchasing Agent

Counsel: Michael D. Laredo  De Lay & Laredo

Public: Don Gilchrest  Thomas Walters & Associates
1. **CALL TO ORDER**

   Chair Albert called the meeting to order at 9:01 a.m. with roll call taken and 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 / BAPC Committee on May 9, 2022. (Jeanette Alegar-Rocha)

   3-2. Approve Minutes of the Board Administrative Performance / BPAC Committee on July 11, 2022. (Jeanette Alegar-Rocha)

   On a motion by Director Alejo, seconded by Director Burnett and carried by the following vote, which was conducted by roll call, the Committee approved items 3-1 and 3-2 on the Consent Agenda:

   **AYES:** 4  Albert, Alejo, Burnett, and Pacheco
   **NOES:** 0
   **ABSENT:** 2  Gaglioti and Martinez
   **ABSTAIN:** 0

4. **ACTION ITEMS**

   4-1. Review of Administrative Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

   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 State Legislative Advocacy Update. (Michelle Overmeyer)

   The Committee received an update from Michelle Overmeyer on State legislative priorities.

   There were no public comments.

   4-3. Receive Federal Legislative Update. (Carl Sedoryk/Don Gilchrest)

   The Committee received a Federal legislative update from Don Gilchrest.
There were no public comments.

4-4. Receive Update on SURF! Busway and Bus Rapid Transit Project Public Outreach Efforts. (Lisa Rheinheimer) (No Enclosure)

The Committee received an update from Lisa Rheinheimer on SURF! Busway and Bus Rapid Transit Project public outreach efforts.

There were no public comments.

5. CLOSED SESSION

None.

6. ADJOURN

There being no further business, Chair Albert adjourned the meeting at 9:45 a.m.

Prepared by: Jeanette Alegar-Rocha  Reviewed by: Carl G. Sedoryk
Board Administrative Performance Committee (BAPC)
In Person/Zoom Meeting

Minutes
November 14, 2022
9:00 a.m.

Present:  David Burnett  City of Marina

Absent:  Andrea Renny (Alternate)  City of Monterey
         Dave Pacheco (Vice Chair)  City of Seaside
         John Gaglioti  City of Del Rey Oaks
         Yanely Martinez  City of Greenfield
         Luis Alejo  County of Monterey

Staff:  Carl Sedoryk  General Manager/CEO
        Lisa Rheinheimer  Assistant General Manager
        Norman Tuitavuki  Chief Operating Officer
        Michael Kohlman  Chief Information Officer
        Michelle Overmeyer  Director of Planning & Innovation
        Jeanette Alegar-Rocha  Clerk to the Board
        Andrea Williams  General Accounting & Budget Manager
        Daniel Bruno  Scheduling Assistant
        Elena Grigorichina  Operations Analyst
        Emma Patel  Associate Planner
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        Jacqueline Munoz  Customer Service Representative
        Lisa Cox  Risk and Safety Manager
        Matthew Deal  Grants Analyst
        Rolando Munoz  Customer Service Representative
        Scott Taylor  IT Manager
        Steven Bruno  Purchasing Agent

Counsel:  Michael D. Laredo  De Lay & Laredo

Public:  Matt Robinson  Shaw, Yoder, Antwih, Schmelzer & Lange
         Michael Pimentel  Shaw, Yoder, Antwih, Schmelzer & Lange
         Don Gilchrest  Thomas Walters & Associates
1. **CALL TO ORDER**

Presiding officer Burnett called the meeting to order at 9:04 a.m. with roll call taken and a committee of the whole was established.

2. **CONSENT AGENDA**

2-1. Approve Minutes of the Board Administrative Performance / BAPC Committee on September 12, 2022. (Jeanette Alegar-Rocha)

The Committee received the minutes of the Board Administrative Performance / BAPC Committee on September 12, 2022.

3. **ACTION ITEMS**

3-1. Review of Administrative Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

The Committee received the update on the Administrative Performance.

3-2. Recommend Approval of the 2023 State Legislative Program to the Board of Directors. (Michelle Overmeyer)

The Committee received a slide presentation of the 2023 State Legislative Program from State legislative advocates, Matt Robinson and Michael Pimentel of Shaw, Yoder, Antwih, Schmelzer & Lange.

3-3. Recommend approval of the 2023 Federal Legislative Program to the Board of Directors. (Carl Sedoryk/Don Gilchrest)

The Committee received the 2023 Federal Legislative Program from Federal legislative advocate Don Gilchrest of Thomas Walters & Associates.

3-4. Receive Update on the SURF! Busway and Bus Rapid Transit Project. (Lisa Rheinheimer)(No Enclosure)

The Committee received an update on the SURF! Busway and BUS Rapid Transit Project from Lisa Rheinheimer.

4. **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
5. ADJOURN

There being no further business, Presiding Officer Burnett adjourned the meeting at 9:53 a.m.

Prepared by: ______________________ Reviewed by: ______________________
Jeanette Alegar-Rocha                Carl G. Sedoryk
Transit 101: MST Recruitment Practices Analysis

Kelly Halcro-Director of Human Resources/Risk Management
Overview

- Review of MST open positions
- Review the facts of MST’s recruitment process
- Review the objectives to reach full staffed
- Review the options to meet objective
- Review of the decisions to move forward
Current MST Openings

Coach Operators are budgeted for 126. We have 106 operators on the books. MST needs to hire another 20 operators to meet budget.

Mechanics are budgeted for 23. We are down 5 mechanics. We have job offered 4 and 3 accepted their offers and started on February 28. We are still looking for 2.

In administration we are actively recruiting for a Planning Manager and a Report Developer. The Planning Manager position has been open for almost a year. The Report Developer is a newly created position added to this year’s budget.
Recruitment Process for March Coach Operator Class

Assess applications

Invite individuals in for BOSS testing

Candidates who scored 1-3 invited for a virtual interview

Contingent offer of position based on successfully passing a pre-employment background check, pre-employment DOT drug screen and pre-employment DMV physical.

Upon first day of work, they must provide a copy of their Class B Permit and have a negative DOT drug result.

The process typically takes about 2-2 ½ months
Analysis of the Coach Operator Process
The Facts

- MST is down 20 Coach Operators
- MST is seeing a 50% decrease in the number of applicants for the Coach Operator Position.
- 30% of the applicants who apply will not pass the BOSS test (Bus Operator Selection Survey)
- 90% of the applicants who pass the BOSS are offered the Coach Operator position.
- Training is 7 weeks with only 2 days of the training in non-essential.
- 95% of those who make it out of the training stay with the job for 2-5 years.
New Objective

Net 10 drivers in the next year!
## Options to meet Objective

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offer</td>
<td>Offer higher incentives for applicants and employees who refer them.</td>
</tr>
<tr>
<td>Work</td>
<td>Work with Marketing department to develop a campaign that will attract individuals to apply.</td>
</tr>
<tr>
<td>Continue</td>
<td>Continue to use the BOSS but not as a tool to weed out applicants but to help develop their training plan.</td>
</tr>
<tr>
<td>Increase</td>
<td>Increase visibility at Job Fairs. Bring a bus and a coach operator to talk to perspective applicants.</td>
</tr>
<tr>
<td>Frequent</td>
<td>More frequent Coach Operator classes with a smaller class size. 2:1 class size ratio.</td>
</tr>
<tr>
<td>Increase</td>
<td>Increase the training wage (Possibly a higher rate for individuals already in possession of Class B/A commercial license).</td>
</tr>
<tr>
<td>Look</td>
<td>Look at developing a work schedule for a more work life balance.</td>
</tr>
<tr>
<td>Advertise</td>
<td>Advertise the total compensation to entice applicants.</td>
</tr>
</tbody>
</table>
Additional Options for the Future

- Look at offering incentives for coach operators to not retire.
- Work to lower the age of a commercial driver (Legislative change).
- Decrease the time for training by reducing the number of different fleet types.
The Decision on moving Forward

To fully implement the MST Board’s vision of the Better Bus Network, MST will need to be fully staffed on Coach Operators.

To make this shared vision come to life, all MST departments and the union leadership will need to come together to share personnel and resources to achieve our goal.
Questions?
To: MST Board Administrative Performance Committee
From: Deanna Smith, Civil Rights Officer
Subject: Diversity, Equity, and Inclusion Update

RECOMMENDATION:

Receive update on MST Diversity, Equity, and Inclusion efforts.

FISCAL IMPACT:

N/A.

POLICY IMPLICATIONS:

MST must comply with the Federal Transit Administration’s (FTA) Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), Title VI, and ADA regulations, all of which are relevant to Diversity, Equity, and Inclusion (DEI) efforts. MST must also ensure compliance with State of California protected classes which offer broader protections.

DISCUSSION:

MST’s Civil Rights staff are responsible for implementing, monitoring, and reporting on FTA’s mandated civil rights programs. Each of these programs – EEO, DBE, Title VI, and ADA identify and require proactive measures to ensure equity in the workplace, equity in the provision of transit service, and equity in MST’s job and contracting opportunities. Together, these programs affirm protections for race, color, religion, national origin, sex, age, genetic information, disability, veteran status, and retaliation.

MST’s efforts to comply with these requirements are documented in triennial program updates to its DBE Overall Goal and Title VI Program, and its quadrennial EEO program. Today, before the Board of Directors, staff recommends approval of the Title VI Update, August 1, 2023 – July 31, 2026, which focuses on providing enhanced language assistance (document translation and interpretation services) and robust public participation opportunities for major service changes, fare increases, and transit facility siting and construction.
Notable changes to this Program include the removal of Vietnamese and Korean from our “Safe Harbor” languages, leaving Spanish and Tagalog as language groups that will receive enhanced language assistance.

MST has also implemented a Rapid Equity Lens to help MST staff identify and prioritize equity opportunities, review policies, service reductions, fare increases, and transit projects for potential adverse impact on people of color, low-income households, and historically marginalized groups. MST staff completed the Lens to evaluate the recent Better Bus Network and SURF! projects. A copy of the Equity Lens template is included as an attachment to this report.

As part of our effort to create a diverse and inclusive workplace, provide opportunities for MST employees to engage with one another, and promote a sense of belonging, safety, and acceptance, MST has partnered with Circa to create “MST DEI Unite,” a web-based platform similar to a social media platform. The platform is currently being beta-tested by a group of “early adopters” consisting of MST’s General Manager/CEO, Managers, and volunteer employees, who are posting content related to workplace culture, holidays, inclusive actions, sustainability, resources such as articles of interest related to health and fitness, disability alliance, working parents, LGBTQ support, etc.

Content is monitored for compliance with our rules of engagement to ensure an atmosphere of camaraderie and respect:

- Be respectful of others’ experiences, ideas, and views
- Keep an open mind
- Be careful of your tone
- No hateful posts, belittling, or bullying
- No breach of confidentiality or privacy
- Use the anonymous feature if needed
- Be open to growth and learning from others
- Enjoy sharing and engaging
- Report concerns to the Civil Rights Office

Information Technology is working to provide all MST employees with an MST email address to ensure we can properly monitor the platform for appropriate content and civility. Our Marketing Department will be a valuable partner in this effort to provide content such as employee recognitions, agency events, and other topics of interest, and we hope employees who desire to will find support and perhaps form ally groups that reflect their interests or concerns.

ATTACHMENT(S):
1. Rapid Equity Lens Template
2. SURF! Busway and Bus Rapid Transit Project Rapid Equity Lens
3. Invitation to be an Early Adopter of our DEI Program
RAPID EQUITY LENS TEMPLATE

This Rapid Equity Lens (Equity Lens) includes a set of questions to help MST staff identify and prioritize equity opportunities when actions must be taken quickly. The Equity Lens also helps MST review its policies, service reductions, fare increases, and other projects — both small and large — for potential adverse impact on people of color, lower income households, and historically marginalized groups as an alternative to conducting a Title VI equity analysis. This is not a program but, rather, a tool to ensure that equity is considered and a part of the decision-making process.

What is Equity?
Within the public transportation sector, equity can be viewed as a process to address racial, socioeconomic, and gender disparities and an outcome that ensures fair and just access to opportunities and basic needs including food, jobs, housing, education, healthcare, mobility options, and healthier communities. It is achieved when one’s outcomes in life are not predetermined by racial, geographic, or social preconceptions. It requires decision-makers to be informed and sensitive to the needs-based impact and implementation of services, programs, and policies that reduce and prevent disparities.

When Should You Use the Rapid Equity Lens?
The Equity Lens should be used for actions or decisions that:

1) will impact a major service change as defined by MST Public Hearing Policy, safety, or customer experience as defined by change in fare policy,
2) do not otherwise require another equity analysis, or
3) will result in a major capital investment project with potential impacts to the public we serve or policy change impacting the above.

The Equity Lens should be used early and throughout the decision-making process. By grounding MST’s decisions within an atmosphere of concern for equitable outcomes, we assert our commitment that historically marginalized communities and others facing disparities of access to opportunities are not left behind as we respond or maneuver quickly.

How Should You Use the Rapid Equity Lens?
All questions should be answered to the best extent possible before a decision is made. If you have any questions regarding this process, please contact MST’s Civil Rights Officer for assistance. The Assessment should be completed by a diverse group within the project team, including staff with a variety of experiences, knowledge, backgrounds, and skillsets. The completed form should be emailed to the Civil Rights Officer at CRO@mst.org. A summary of

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1 MST does not meet the criteria established by the Federal Transit Administration requiring a transit agency to conduct a Title VI service equity analysis prior to major service changes or fare increases.
the Rapid Equity Lens should be included in all reports for which it has been applied, including board reports or other documents, as part of the evaluation process.

**RAPID EQUITY WORKSHEET**

**Team Members** (include all team members/reviewers):

**Proposed Action Title:**

**Proposed Action Summary:** (add photos or graphics of the project as needed)

1. Will the Project positively benefit and/or negatively impact any of the following groups?

<table>
<thead>
<tr>
<th>Negative Impact?</th>
<th>Category</th>
<th>Positive Impact?</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black, Indigenous, People of Color</td>
<td>Black, Indigenous, People of Color</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low-income households (Avg. income &lt; $35K)</td>
<td>Low-income households (Avg. income &lt; $35K)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>People with disabilities</td>
<td>People with disabilities</td>
<td></td>
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<tr>
<td>Equity Focus Communities</td>
<td>Equity Focus Communities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other marginalized communities (LEP, women, older adults, other)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Women-owned businesses, DBEs, Disabled veterans, other</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>School aged children, colleges, universities</td>
<td>School aged children, colleges, universities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Could this present an equity opportunity?**  ☐ Yes or ☐ No
   
   (An “equity opportunity” is a decision that is designed to enhance positive impacts or reduce negative impacts for historically marginalized communities or others facing disparities in access to opportunities.)

3. **Who will benefit from and/or be burdened by this decision?**
   
   (Are there barriers that will prevent some people from benefiting from this decision? Physical ability, affordability, isolated communities, other)
For those potentially impacted in #1 above, a further explanation is provided below:

<table>
<thead>
<tr>
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<th>Category</th>
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<tbody>
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<td></td>
<td>Add categories from table results above</td>
<td></td>
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</table>

4. How will the decision prioritize the needs of the populations identified above?  
_(What are the consequences of not implementing this action and are they worse for those populations?)_

5. What are the strategies to mitigate any potential negative consequences of this decision?  
_(Please include specific examples related to community engagement, messaging, outreach, etc. If unknown now, revisit this tool if unintended negative consequences occur.)_

6. How will you proceed with the action and how will you monitor impact to the identified populations above?  
_(Summarize any adjustments or changes made to the decision due to the utilization of the rapid equity assessment.)_

7. Conclusion  
_(Summarize the REL analysis for inclusion for a board memo, if appropriate.)_

**EQUITY FOCUS COMMUNITIES MAP**

_(Include Equity Focus maps. Equity Focus maps identify communities most heavily impacted by the project according to census data by geographic location. Geographic areas may be by census tract, city, county, etc. Equity communities may include, but are not limited to, race, gender, income, disability, limited English proficiency, automobile ownership, etc.)_
SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT  
RAPID EQUITY LENS

The Rapid Equity Lens (Equity Lens, Lens) is designed to assist MST staff identify and prioritize equity opportunities when actions must be taken quickly. The Lens also helps MST review its policies, major service reductions, fare increases, and other projects for potential adverse impact on people of color, low-income households, and historically marginalized groups\(^1\). The Equity Lens is a tool to ensure that equity is considered as part of the decision-making process.

**What is Equity?**

Within the public transportation sector, equity can be viewed as a *process* to address racial, socioeconomic, and gender disparities and an *outcome* that ensures fair and just access to opportunities and basic needs including food, jobs, housing, education, healthcare, mobility options, and healthier communities. It is designed to avoid predetermined racial, geographic, or social preconceptions and requires decision-makers to be informed and sensitive to how its services, programs, and policies may result in or prevent disparities.

**When Should You Use the Rapid Equity Lens?**

The Equity Lens should be used for actions or decisions that:

1. will impact a major service change as defined by MST Public Hearing Policy, safety, or customer experience as defined by change in fare policy,
2. do not require another equity analysis, or
3. will result in a major capital investment project with potential impacts to the public we serve or policy change impacting the above.

The Lens should be used early and throughout the decision-making process. By grounding MST’s decisions within an atmosphere of concern for equitable outcomes, we assert our commitment that historically marginalized communities and others facing disparities of access to opportunities are not left behind as we respond or maneuver quickly.

**How Should You Use the Rapid Equity Lens?**

All questions should be answered to the best extent possible before a decision is made. If you answer no to questions one or two, cannot identify burdens under question three, or have any questions regarding this process, please contact MST’s Civil Rights Officer for assistance. The Assessment should be completed by a diverse group within the project team, including staff with a variety of experiences, knowledge, backgrounds, and skillsets. The completed form should be emailed to the Civil Rights Officer. A summary of the Equity Lens may be included in any report, including board reports or other documents explaining the decision or recommendation.

\(^1\) MST does not meet the criteria established by the Federal Transit Administration requiring a transit agency to conduct a Title VI service equity analysis prior to major service changes or fare increases.
Team Members: Sloan Campi, Marzette Henderson, Cristy Sugabo, Beronica Carriedo, Lisa Rheinheimer, Norman Tuitavuki, Deanna Smith.

Proposed Action Title: Construct the SURF! Busway and implement Rapid Transit Service

Proposed Action Summary: Construct a new bus-only facility and implement new BRT service.
1. **Will the Project positively benefit and/or negatively impact any of the following groups?**

<table>
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</tbody>
</table>

2. **Could this present an equity opportunity?** ✓ Yes or □ No  
*(An “equity opportunity” is a decision that is designed to enhance positive impacts or reduce negative impacts for historically marginalized communities or others facing disparities in access to opportunities.)*

The SURF! Project will provide more meaningful transit service and better quality of life for riders so they can spend less time on the bus with faster service using the SURF! corridor.

Non-rider residents of the apartments next to the busway in Marina may be inconvenienced by the corridor between Palm to the freeway overpass but this inconvenience presents an opportunity for community engagement through the design process.

3. **Who will benefit from and/or be burdened by this decision?**
*(Are there barriers that will prevent some people from benefiting from this decision? Physical ability, affordability, isolated communities, other)*

There were no barriers identified that would prevent someone from using transit services operating along the SURF! busway. Benefits to others were identified including bicycle riders with access to bike racks on buses as well as improvements to active transportation trail connections and supportive infrastructure at the 5th Street Station.

For those potentially impacted in #1 above, a further explanation is provided below:
4. How will the decision prioritize the needs of the populations identified above?

(What are the consequences of not implementing this action and are they worse for those populations?)

The consequences of not moving forward with the SURF! project will be longer travel times on MST buses as traffic continues to get worse. Transit service guarantee will worsen. MST will not be able to meet the region’s transit demand as growth continues.

5. What are the strategies to mitigate any potential negative consequences of this decision?

(Please include specific examples related to community engagement, messaging, outreach, etc. If unknown now, revisit this tool if unintended negative consequences occur.)

There is an opportunity to lead some community engagement efforts including design charettes in Marina. The area of focus would be between Palm/Del Monte and the freeway overpass.
6. How will you proceed with the action and how will you monitor impact to the identified populations above?  
(Summarize any adjustments or changes made to the decision due to the utilization of the rapid equity assessment.)

The SURF! Team may monitor project progress, provide community engagement opportunities and communication.

7. Conclusion  
(Summarize the REL analysis for inclusion for a board memo, if appropriate.)

After a thorough review of the project, the MST Rapid Equity Lens review group for the SURF! Busway and Bus Rapid Transit Project believes that the SURF! project in its totality re-enforces the goal of supporting equity for transit customers and serves a population in need of quality public transportation services. The community served by the busway includes those living within the Monterey County low-income poverty bracket, non-White or of Hispanic/Latino origin populations, households that are car free, people living with a disability, workers who currently take public transportation, and workers in essential jobs. More community engagement opportunities exist to help refine the hardscape and urban design details, especially at the north end of the project.

**EQUITY FOCUS COMMUNITIES MAP**

The map below shows the population served within ¾ mile of the new SURF! service as well as existing transit lines which will utilize the busway after completion of construction. Demographic stats are also included in the table.
January 11, 2023

To: Deanna Smith, Civil Rights Officer

Subject: Invitation to be an Early Adopter of our DEI Program

Request for Early Adopter Participation

The Civil Rights Office is asking you to become an “early adopter” of MST’s new diversity, equity, and inclusion platform. The MST DEI Unite! platform (“Platform”) is the next step in implementing our DEO Program.

The Platform will be a place for all MST employees to discuss topics of interest related to diversity, equity, and inclusion; share ideas; and engage with one another in a respectful and supportive environment.

When we launch the Platform for all our employees, we want them to have something to view. As an early adopter, you will help set the tone for our organization by creating content that encourages group conversations.

Here is what we are asking of you as an Early Adopter:

- Be willing to spend 5-10 minutes a few times a week to post and react to your colleagues’ posts (posts can be DEI-related or may pertain to work life balance, giving back to our communities, or just sharing an inspirational story).

- MST’s DEI Unite! Platform is where our DEI Strategy resides. As an Early Adopter, you will be able to view the DEI Objectives and associated actions MST will be working on to enhance our DEI posture. You will be provided a list of Micro Actions to get you started, or you can be creative and post your own. You can also make your actions visible to others by linking them to a DEI objective.

- We have established “Rules of Engagement” that will set the tone for all postings and interactions on the Platform, and request that you agree to the rules to participate as an early adopter:
  - Be respectful of others’ experiences, ideas, and views
  - Keep an open mind
  - Be careful of your tone
  - No hateful posts, belittling, or bullying
  - No breach of confidentiality or privacy
  - Use the anonymous feature if needed
  - Be open to growth and learning from others
  - Enjoy sharing and engaging
  - Report concerns to the Civil Rights Office
Don’t use “all caps” when you post

Please respond to this email by 4:00 p.m. on Friday, January 20th letting us know if you would like to be an MST Early Adopter of our DEI Program and Platform and agree to the Rules of Engagement. Once you notify us that you would like to participate, we will email to you an invitation to join the Platform.

Deanna Smith, Civil Rights Officer