

To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Monthly Report – February 2023

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for the month of February 2023. (Attachments 1 – 5).

Attachment #1 – Dashboard Performance Comparative Statistics – February 2023

Attachment #2 – Transportation Department Monthly Report – February 2023

Attachment #3 – Maintenance Department Monthly Report – February 2023

Attachment #4 – Administration Department Monthly Report – February 2023

Attachment #5 – MST COVID-19 After Action Report – February 2023

Complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

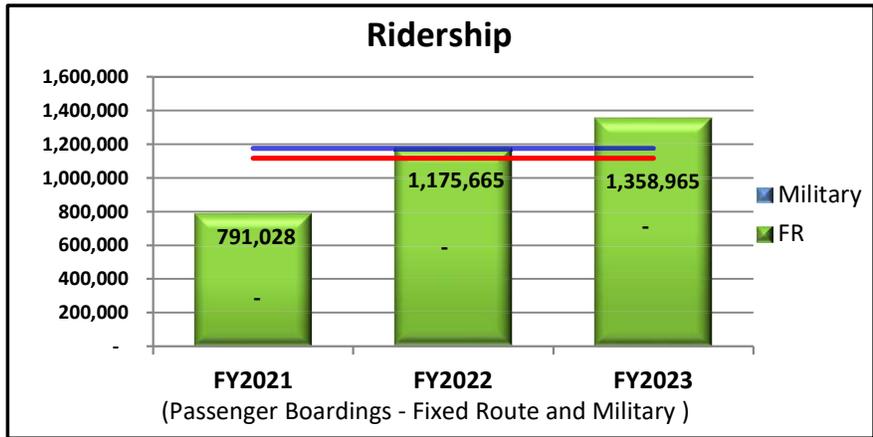
Prepared by:   
Carl G. Sedoryk

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YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2021-2023

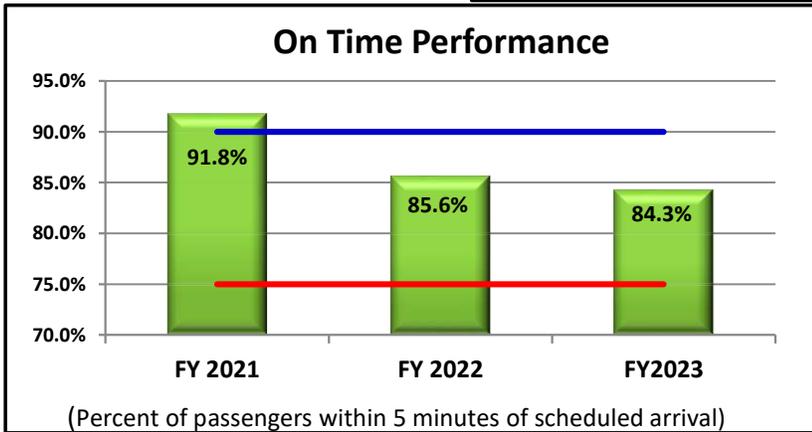
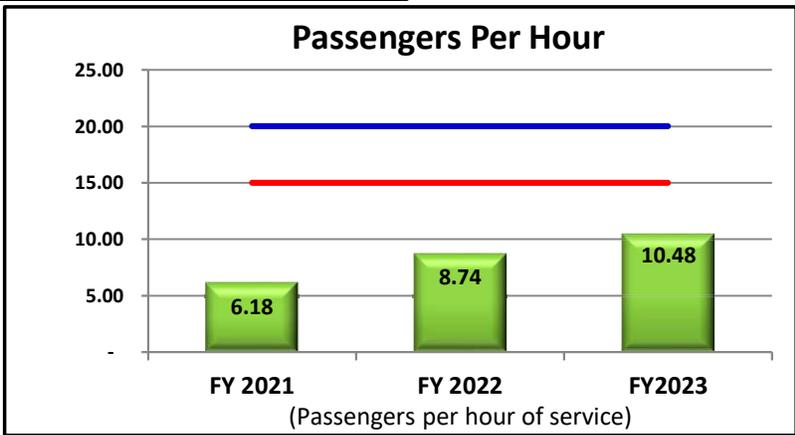


Goal = 1,175,665 passengers

Minimum = 1,116,882 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

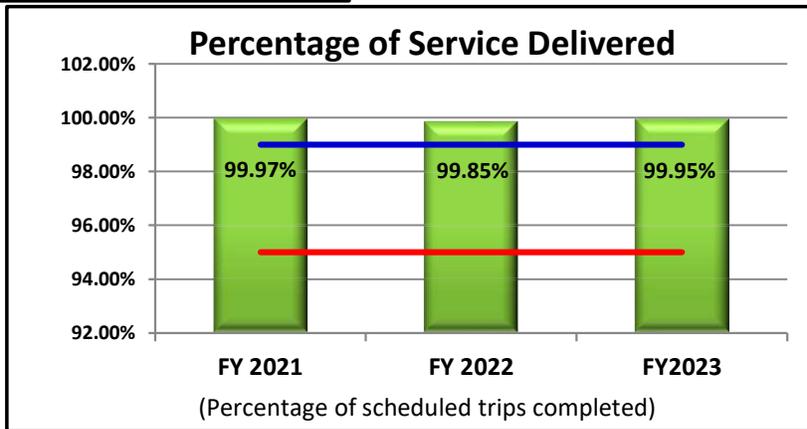


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

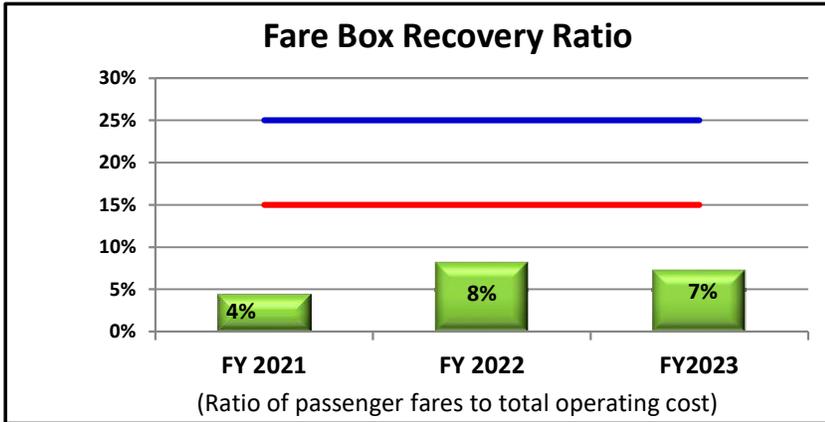


# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### July - February

### Fiscal Years 2021-2023

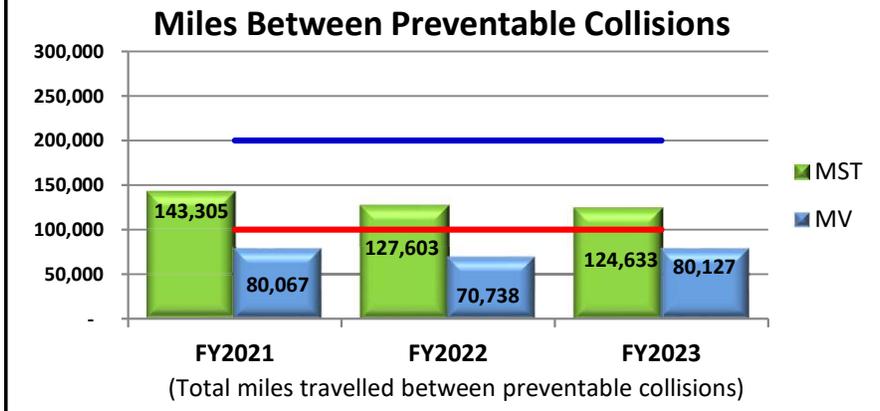
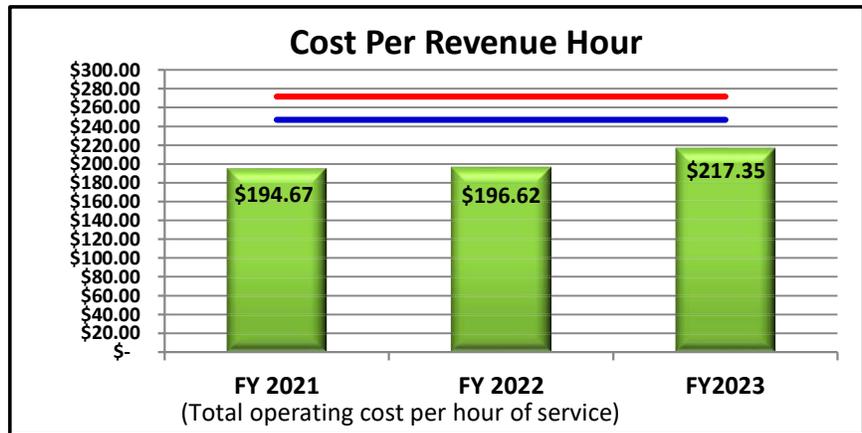


**Goal = 25%**

**Minimum = 15%**

**Goal = \$246.83 per RH**

**Maximum = \$271.52 per RH**

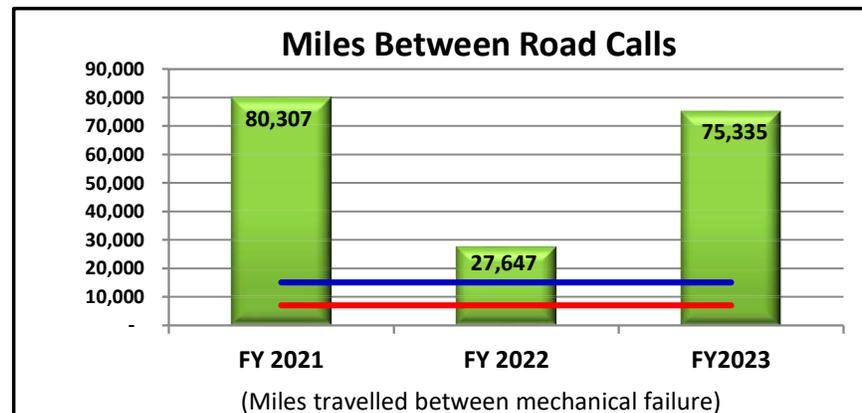


**Goal = 200,000 Miles**

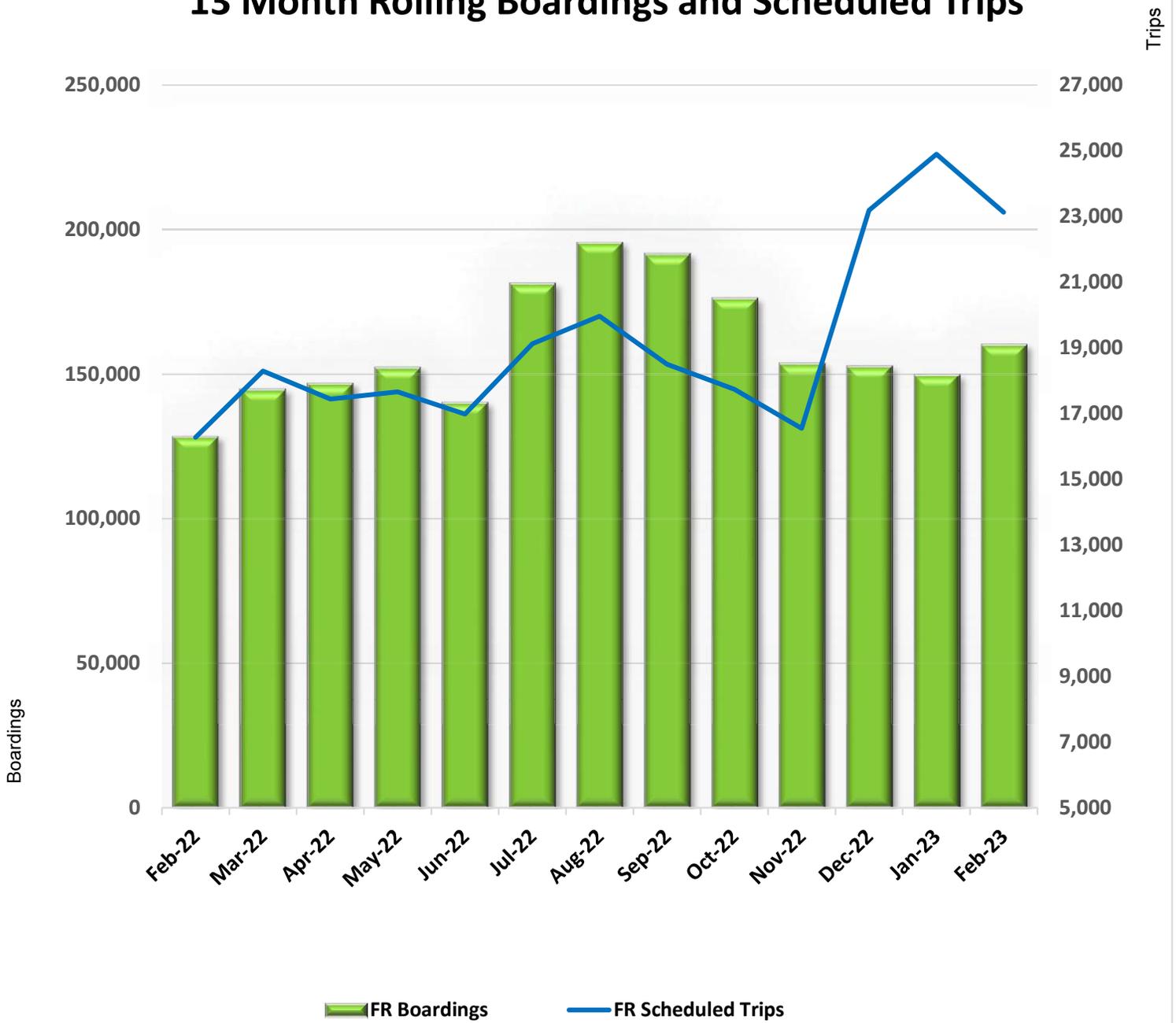
**Minimum = 100,000 Miles**

**Goal = 15,000 Miles**

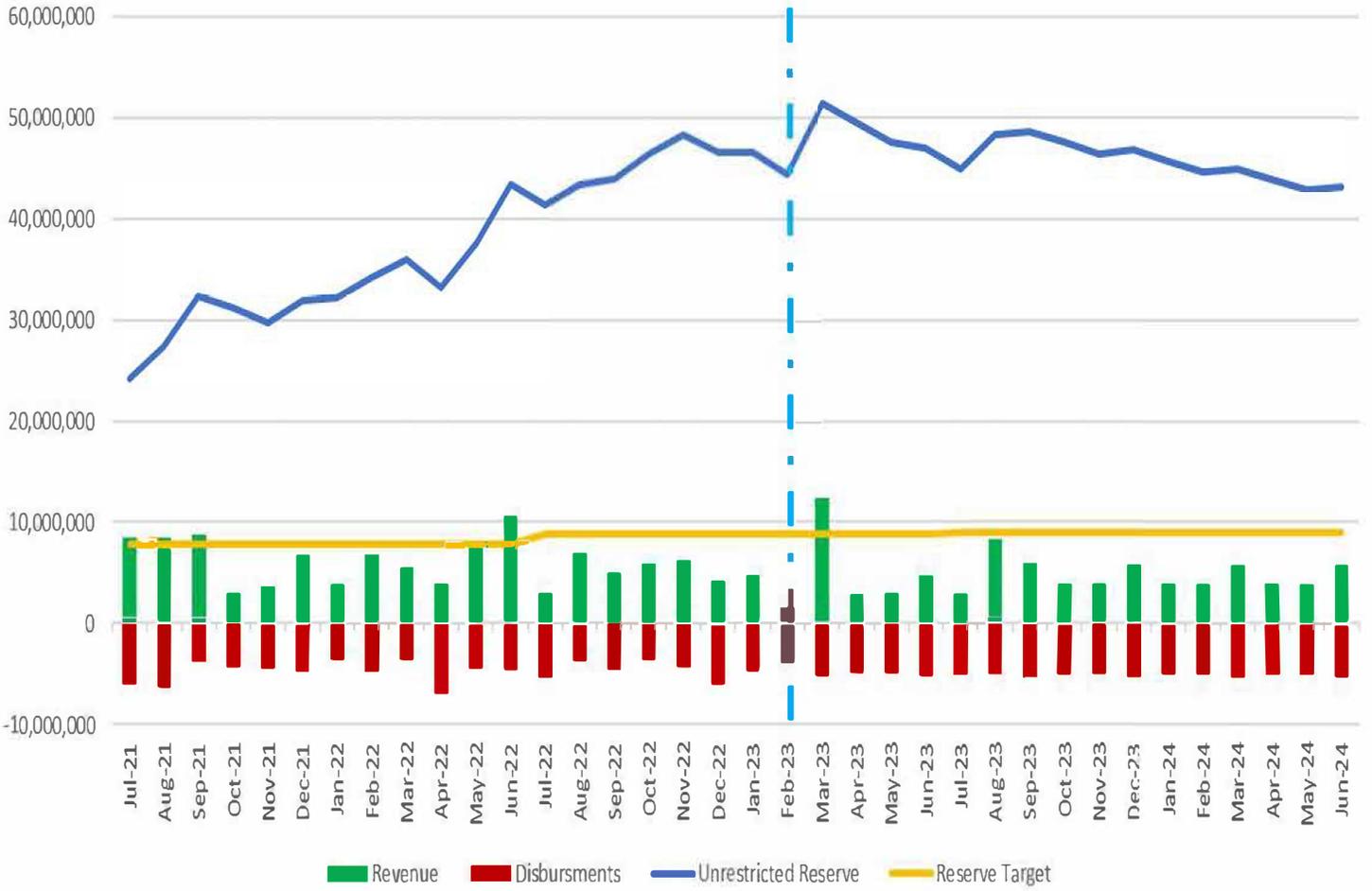
**Minimum = 7,000 Miles**



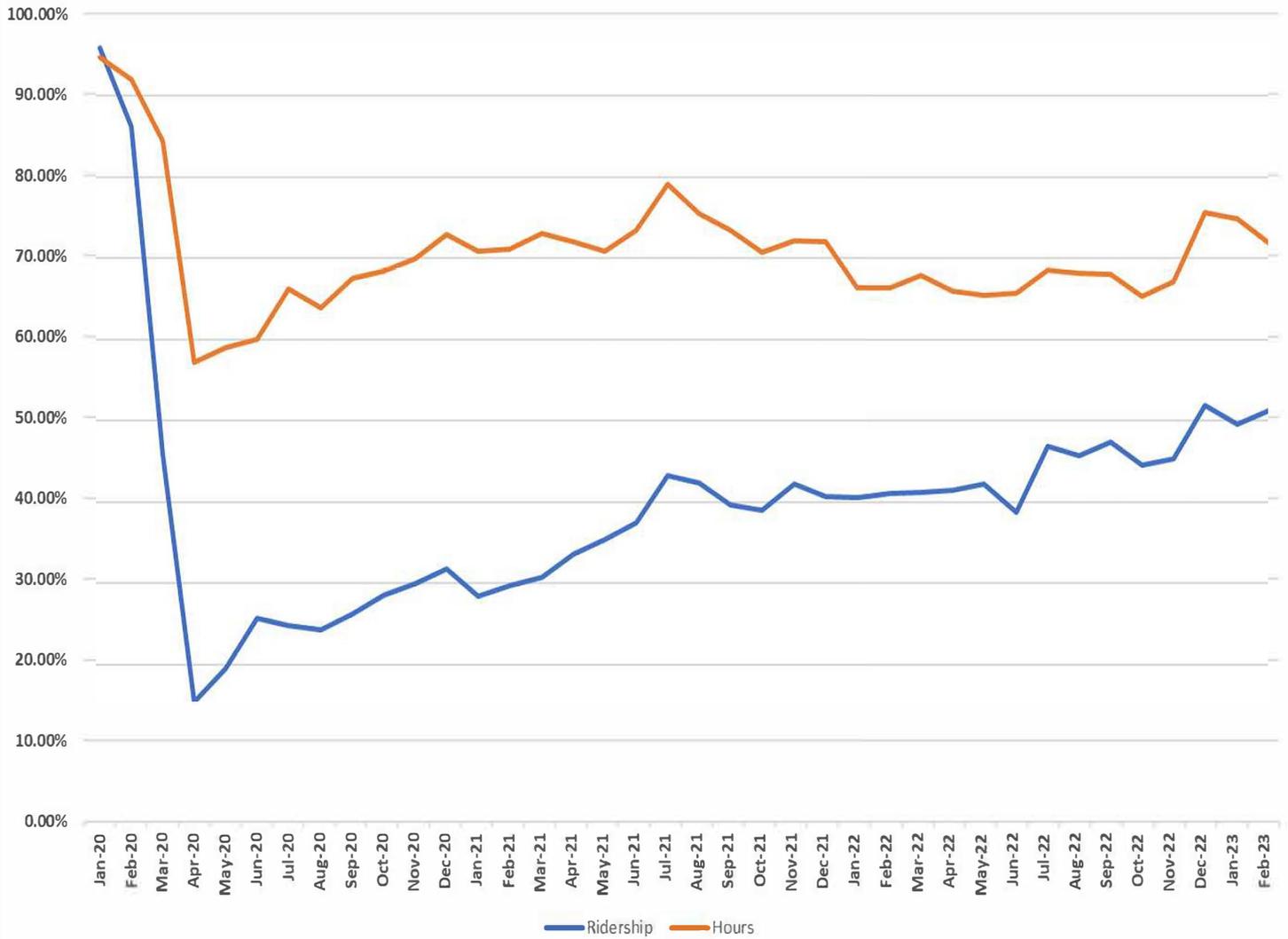
# 13 Month Rolling Boardings and Scheduled Trips



## Cash Flow Projections July 2021 - June 2024



## Percent of Monthly Ridership and Revenue Hours from CY17-19 Average

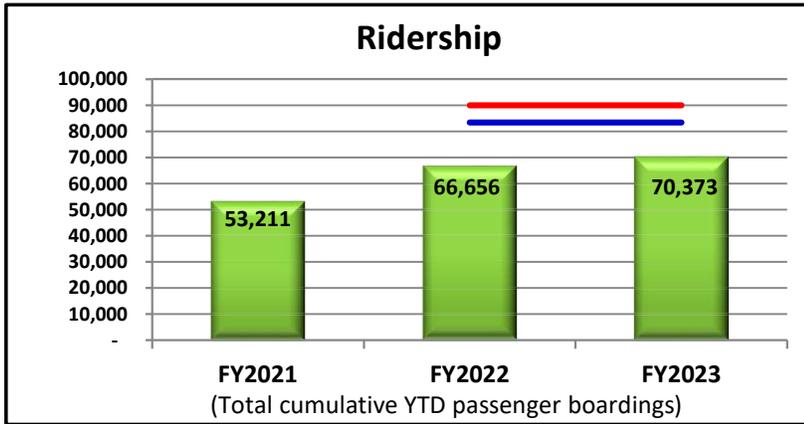


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### July - February

### Fiscal Years 2021-2023

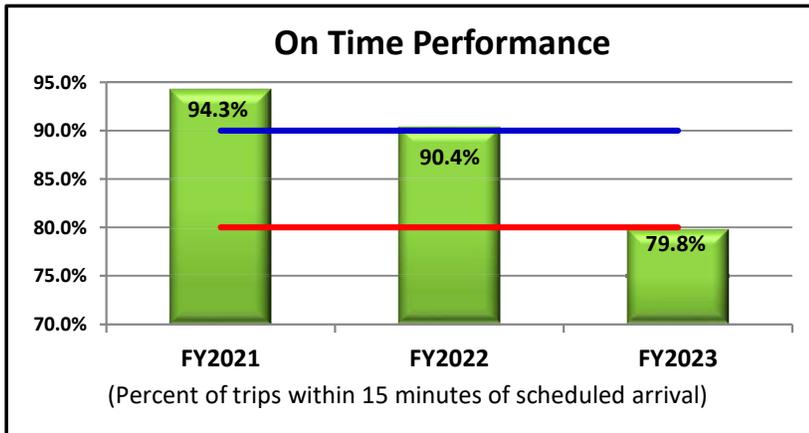
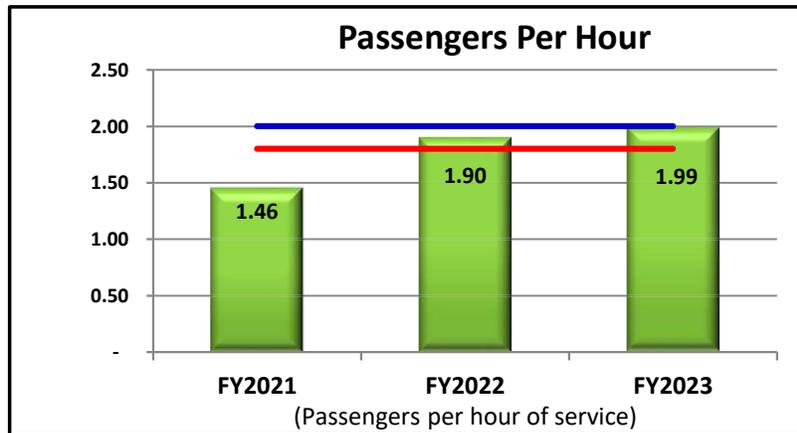


**Goal = 83,320**  
passengers

**Maximum = 89,986**  
passengers

**Goal = 2.0**  
passengers p/h

**Minimum = 1.8**  
passengers p/h

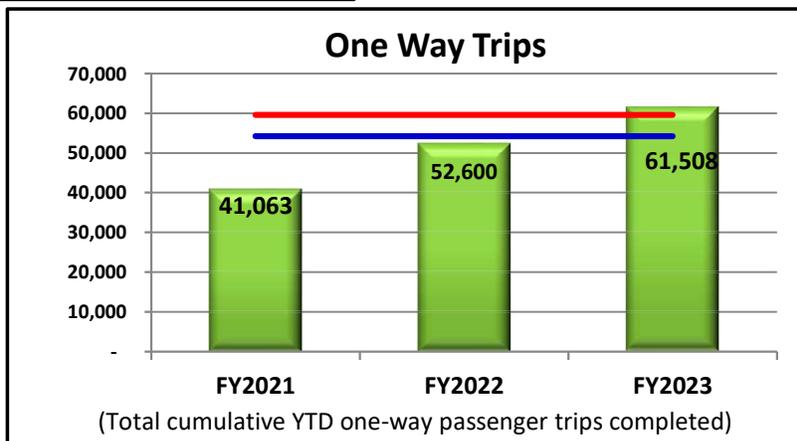


**Goal = 90% on time**

**Minimum = 80% on time**

**Maximum = 59,596**  
one-way trips

**Goal = 54,178**  
one-way trips

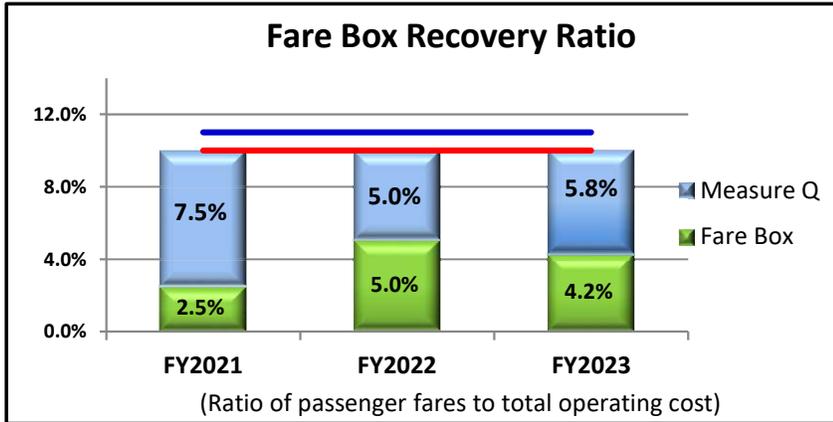


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### July - February

### Fiscal Years 2021-2023

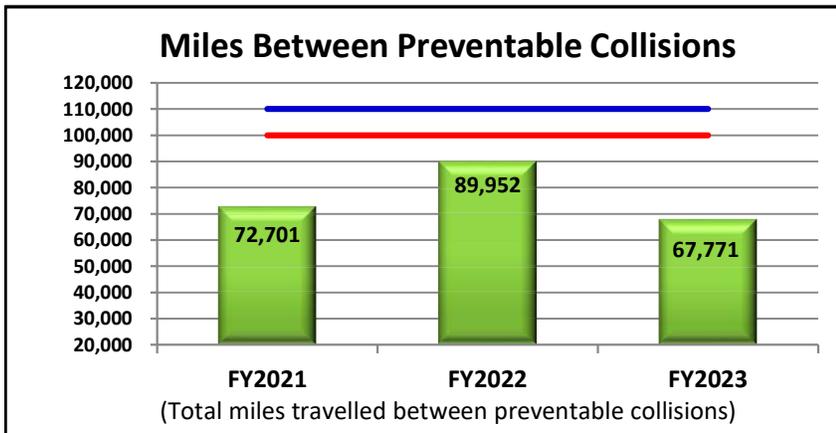
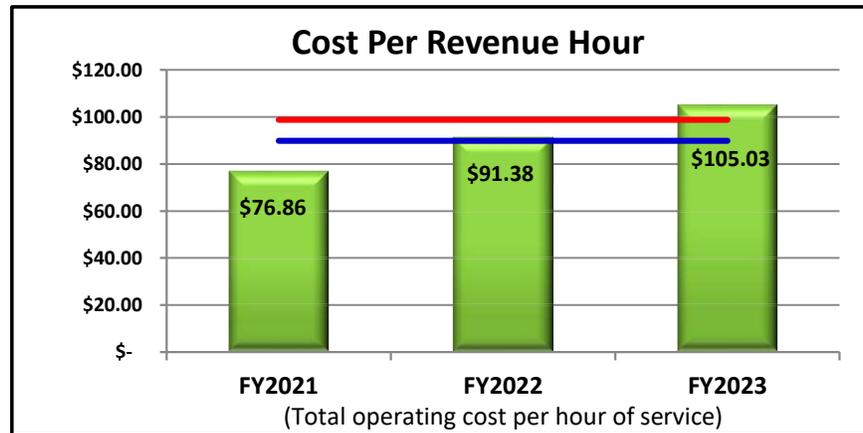


**Goal = 11%**

**Minimum = 10%**

**Goal = \$89.82 per RH**

**Maximum = \$98.80 per RH**

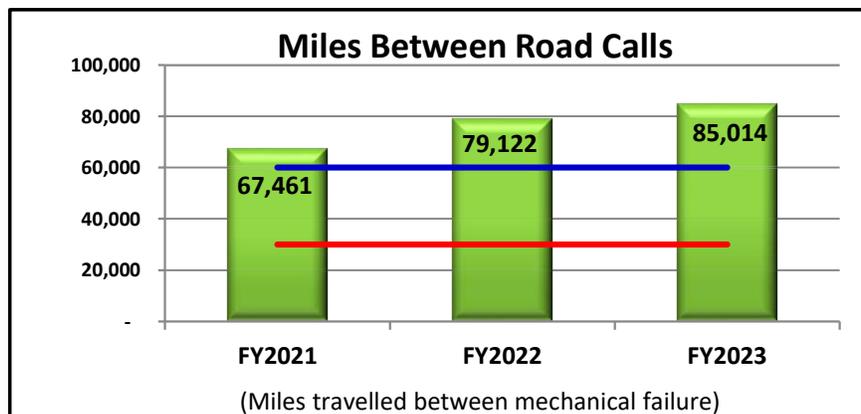


**Goal = 110,000 Miles**

**Minimum = 100,000 Miles**

**Goal = 60,000 Miles**

**Minimum = 30,000 Miles**

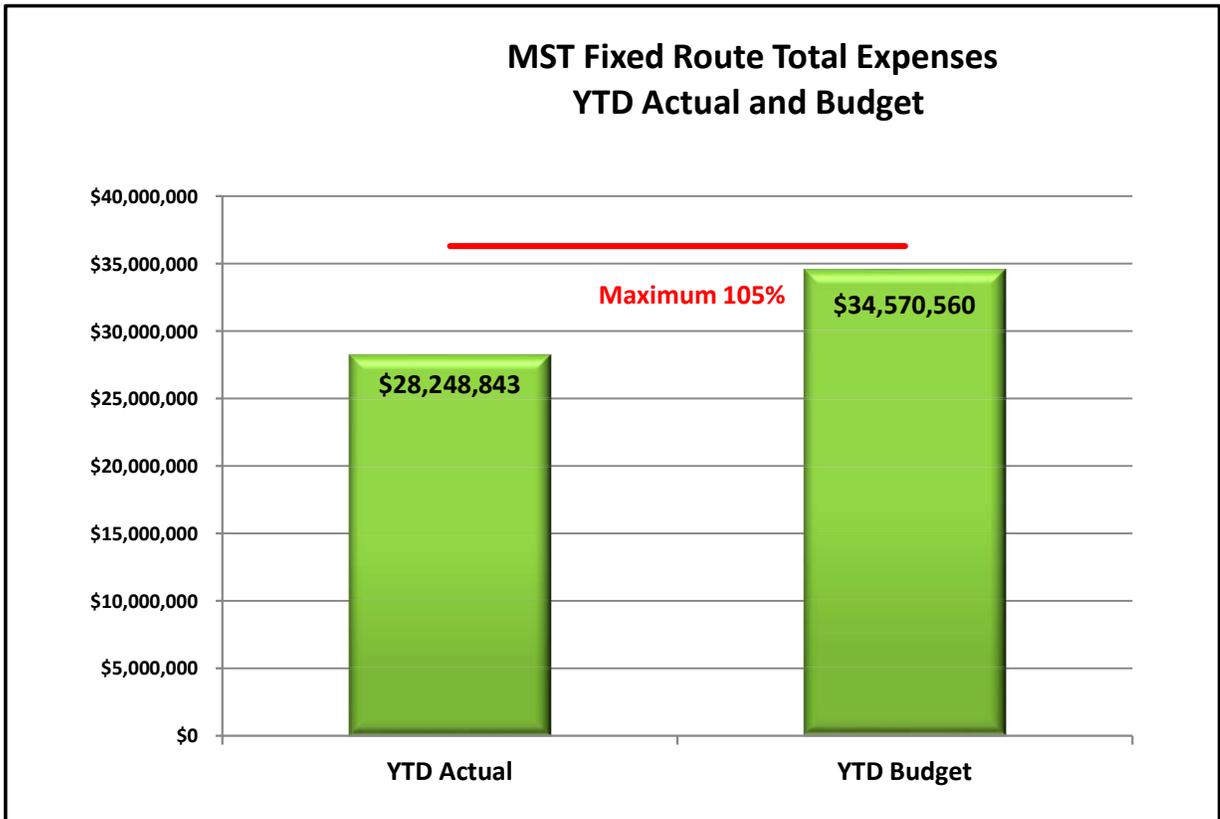
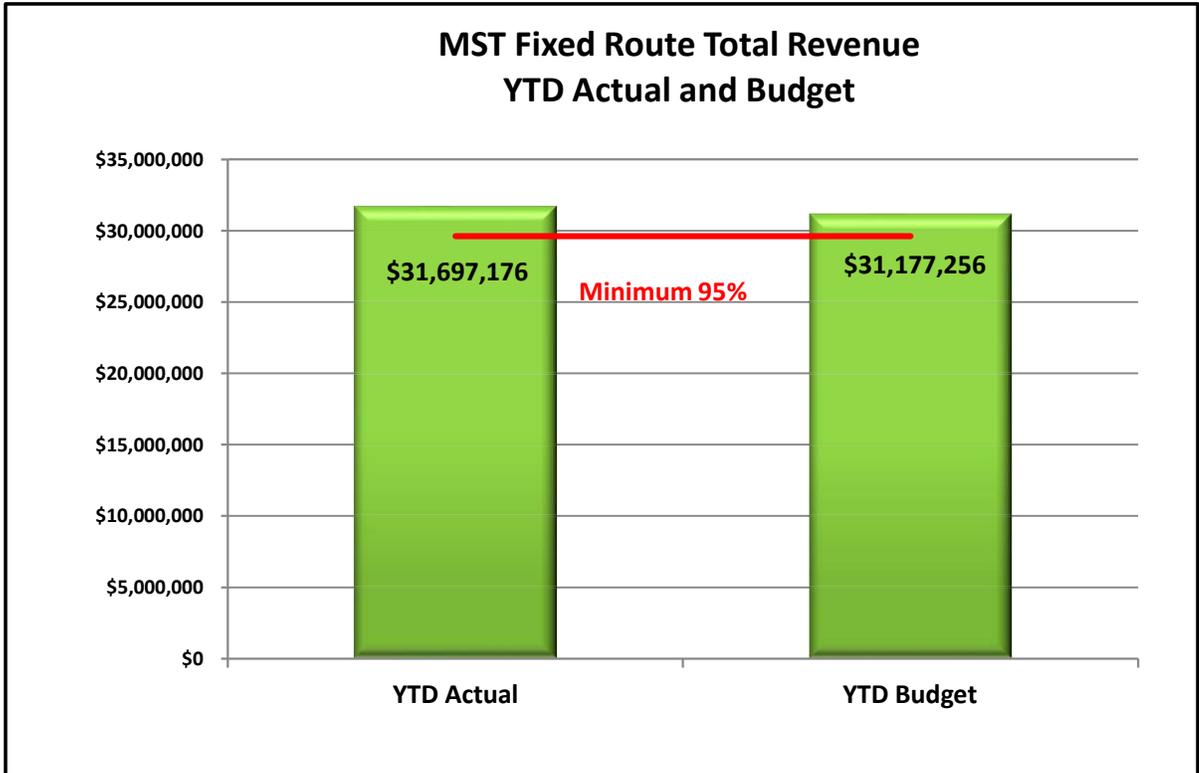


# MST Fixed Route

## Financial Performance Comparative Statistics

### July - February

### Fiscal Year 2023

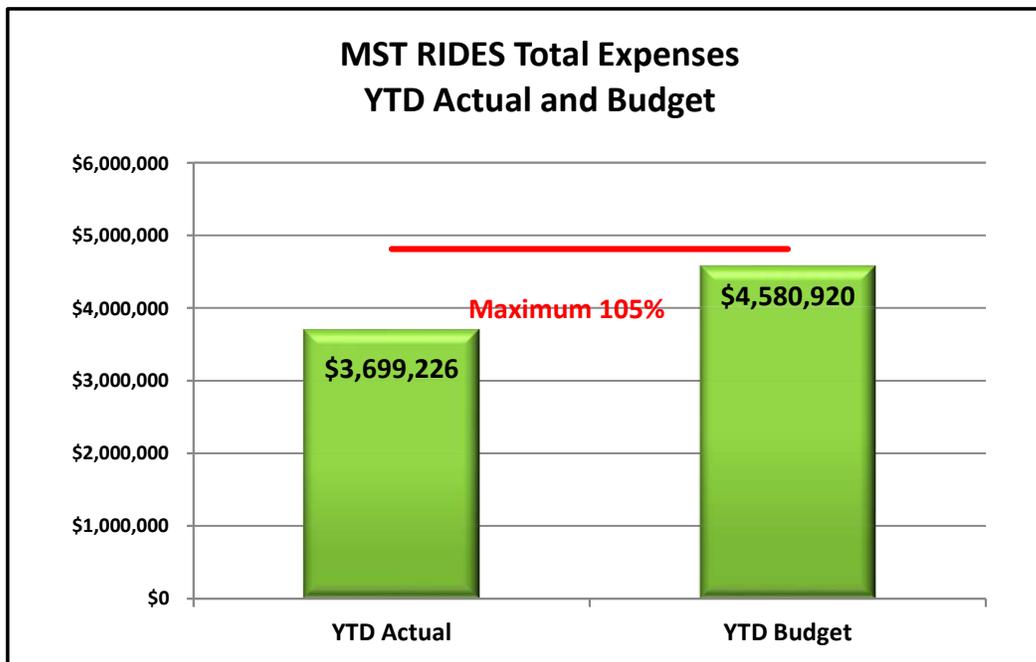
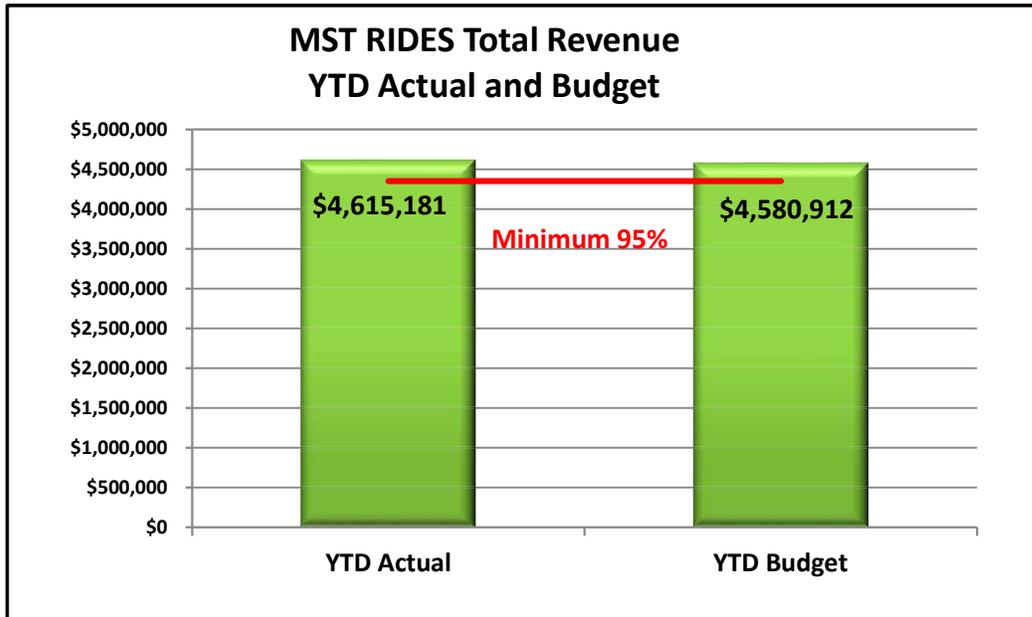


# MST RIDES

## Financial Performance Comparative Statistics

### July - February

### Fiscal Year 2023



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Date: March 27, 2023  
To: Carl Sedoryk, General Manager / CEO  
From:  Norman K. Tuitavuki, Chief Operating Officer  
Subject: **Transportation Department Monthly Report – February 2023**

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**FIXED ROUTE BUS OPERATIONS:**

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

MST's boarding statistics indicate ridership was 159,976 in February 2023, which represents a 24.8% increase compared to 2022's ridership of 128,215. For the fiscal year to date, passenger boardings continue to increase overall.

MST's productivity continues to improve monthly. MST's productivity increased from nine (9) passengers per revenue hour in February 2022, to ten (10) passengers per revenue hour in February 2023. This represents a 15% productivity improvement compared to February 2022.

**Supplemental / Special Services:**

None.

**System-Wide Statistics:**

- Ridership: 159,976
- Vehicle Revenue Hours: 15,839
- Vehicle Revenue Miles: 258,765
- System Productivity: 10 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 23,131

**On-Time Performance (OTP):** Of 85,545 total time-point crossings sampled for December, the Transit Master™ system recorded 11,850 delayed arrivals to MST's published time points system-wide. As a result, **86%** of all scheduled arrivals arrived on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2022 - 2023*.)

**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 eight (8) service cancellations in February for both directly operated and contracted services – compared to eight (8) service cancellations in the previous month, January 2023.

<b>Total Revenue Trips Completed: 23,131</b>			
<b>Reason for Service Cancellation</b>	<b>MST</b>	<b>MV</b>	<b>Totals</b>
Accident (MST)	0	1	1
Service Delay	0	0	0
Mechanical Failure	1	2	3
Other	0	0	0
Passenger Incident	1	1	2
Road Closure/Construction	0	0	0
Staff Shortage	0	2	2
Traffic	0	0	0
<b>Totals</b>	<b>2</b>	<b>6</b>	<b>8</b>

**Documented Occurrences:** MST **requires** Coach Operators 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 that often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for February 2022 and February 2023:

<b>Occurrence Type</b>	<b>February-22</b>	<b>February-23</b>
Collision: MST Involved	1	5
Employee Injury	1	0
Medical Emergency	0	0
Object Hits Coach	0	2
Passenger Conflict	2	2
Conflict: Passenger VS Passenger	0	0
Passenger Fall	2	4
Passenger Injury	1	0
Other	2	2
Near Miss	0	0
Fuel/fluid Spill	1	2
Unreported Damage	1	1
<b>Totals</b>	<b>11</b>	<b>18</b>

## CONTRACTED TRANSPORTATION SERVICES:

### MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for February 2023 there were 7,966 passenger boardings. This is a 1.6% decrease in passenger boardings compared to February 2022, (8,098). For the fiscal year – passenger boardings have increased by 5.6% compared to FY 2022.

- Productivity for February 2023 increased from 1.65 to 1.69 passengers per hour compared to the previous month, January 2023.
- For February 2023, 82% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

## COMMUNICATIONS CENTER:

In February, MST's Communications Center summoned public safety agencies on five (5) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	2
Medical	Employee Request / Passenger Request / Other	3
Fire	Employee Request / Passenger Request / Other	0
<b>Totals</b>		<b>5</b>

## DEPARTMENT ACTIVITIES:

In February, the Monterey County Office of Emergency Services activated its Emergency Operations Center (EOC) in response to the "Atmospheric Rivers" affecting California's Central Coast. As a result, MST provided special transportation services for Monterey County residents, ensuring safe travel throughout the County.

Throughout February, I attended several operations-specific virtual meetings on behalf of MST where I provided continued support and professional guidance. I also communicated the concerns and needs for MST at the following virtual meetings:

- American Public Transportation Association (APTA) Bus Operations Committee
- Central Coast Community Energy (CCCE) Community Advisory Council

Prepared by: Norman K. Tuitavuki  
Norman K. Tuitavuki

Reviewed by: Carl G. Sedoryk  
Carl G. Sedoryk

**ATTACHMENTS:**

MST Fixed-Route Bus ~~ On Time Compliance FY 2023

MST Fixed-Route Bus ~~ Boarding Statistics FY 2023

MST Trolley ~~ Boarding Statistics FY 2023

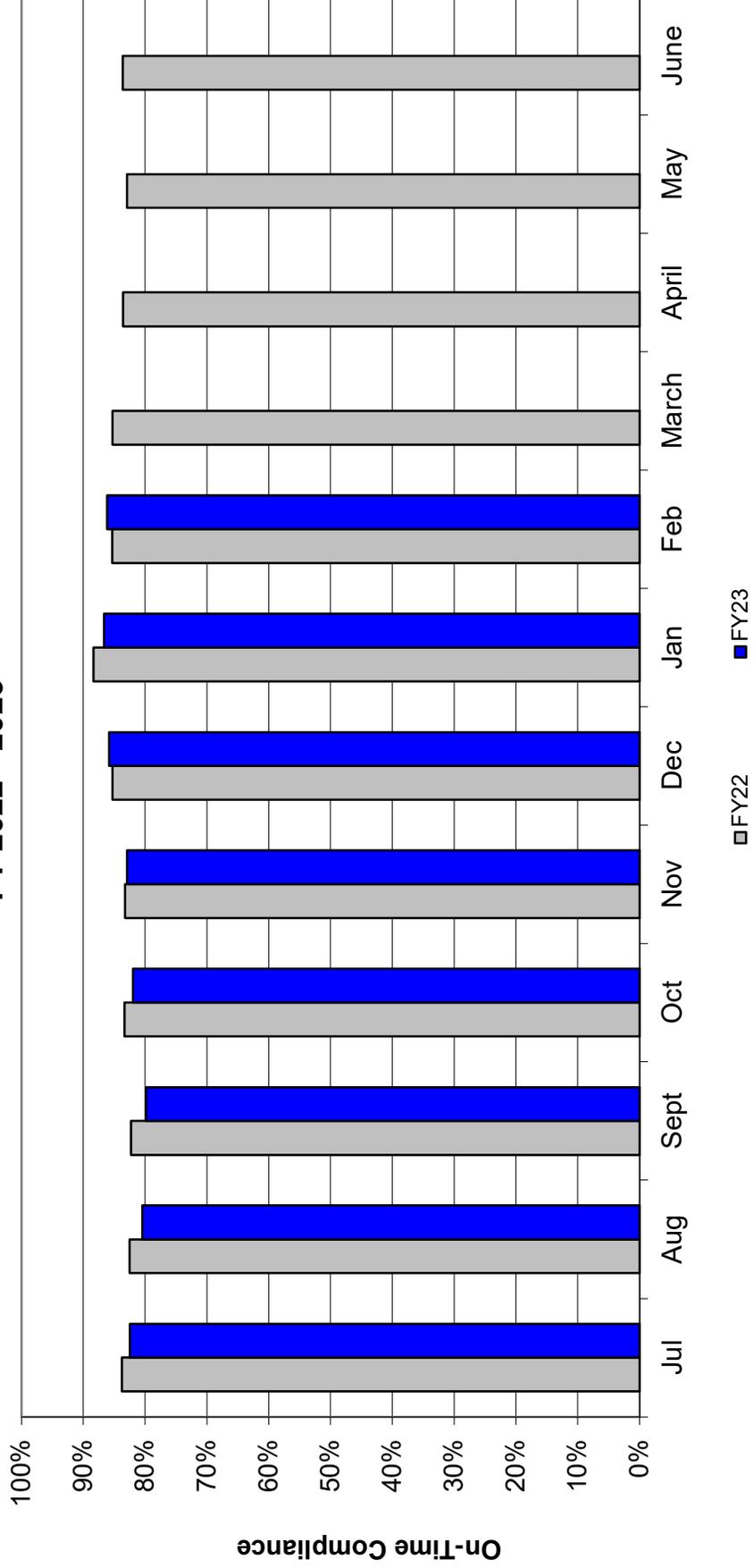
MST RIDES ~~ On Time Compliance FY 2023

MST RIDES ~~ Boarding Statistics FY 2023

Operations Summary Report – February 2023

Mobility Management Report – February 2023

### On-Time Compliance FY 2022 - 2023



# MST FIXED ROUTE BOARDINGS

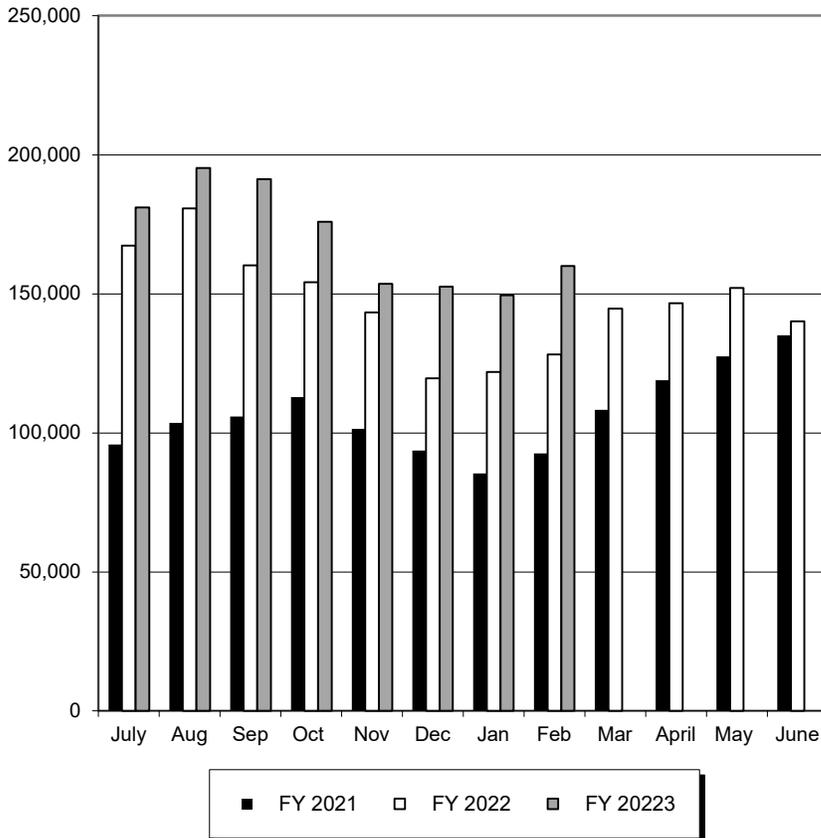
## FY 2023 Monthly Boardings

MONTH	FY 2021	FY 2022	FY 20223	% CHANGE
July	95,804	167,376	181,032	8.16%
Aug	103,571	180,779	195,184	7.97%
Sep	105,859	160,193	191,297	19.42%
Oct	112,734	154,244	175,973	14.09%
Nov	101,413	143,346	153,518	7.10%
Dec	93,641	119,621	152,565	27.54%
Jan	85,388	121,891	149,420	22.58%
<b>Feb</b>	<b>92,618</b>	<b>128,215</b>	<b>159,976</b>	<b>24.77%</b>
Mar	108,182	144,628		
April	118,917	146,570		
May	127,422	152,164		
June	135,070	140,023		
<b>TOTAL</b>	<b>1,280,619</b>	<b>1,759,050</b>	<b>1,358,965</b>	
YTD Avg.	98,879	146,958	169,871	15.59%
YTD Cumulative	791,028	1,175,665	1,358,962	15.59%

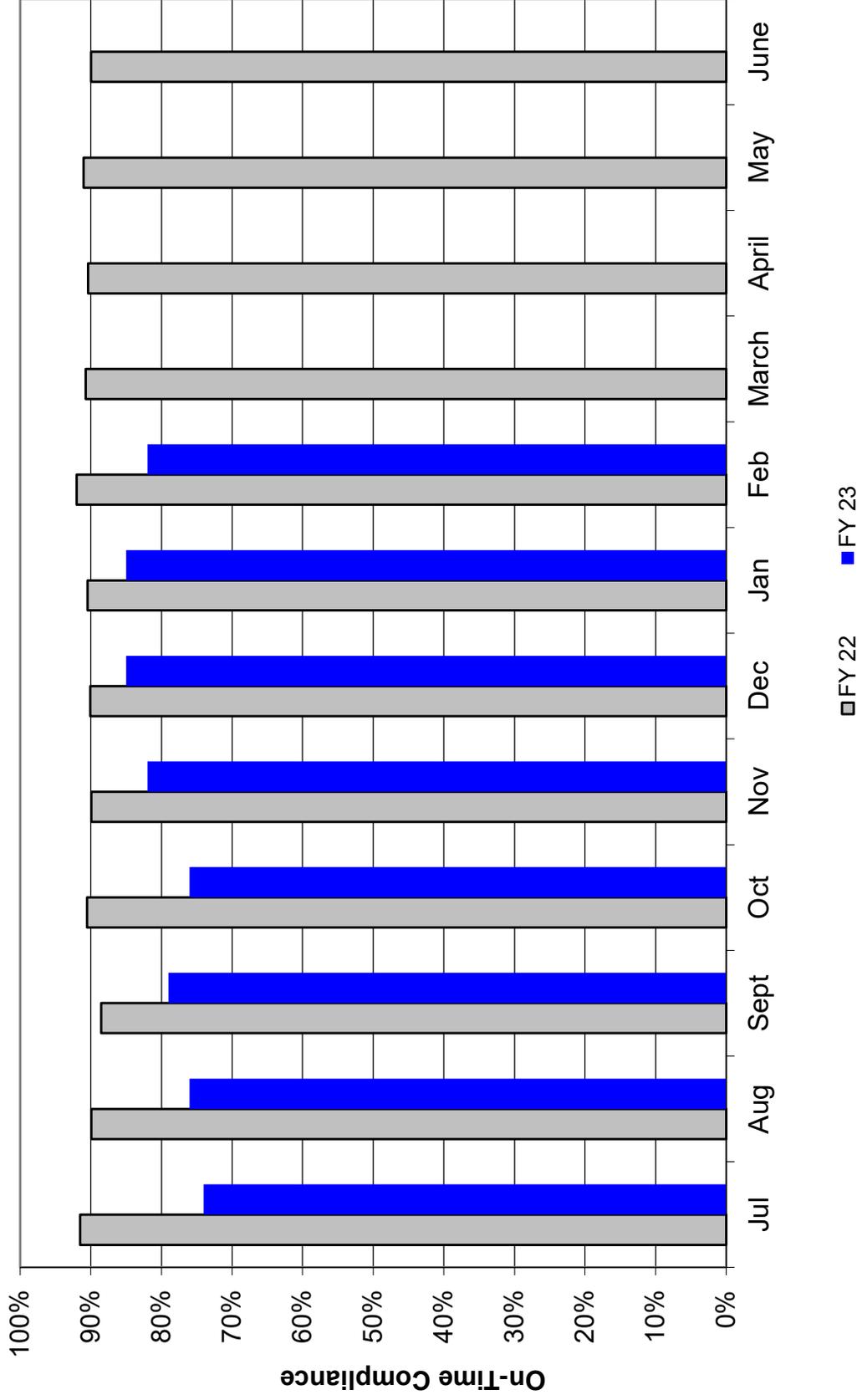
**\* Preliminary**

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

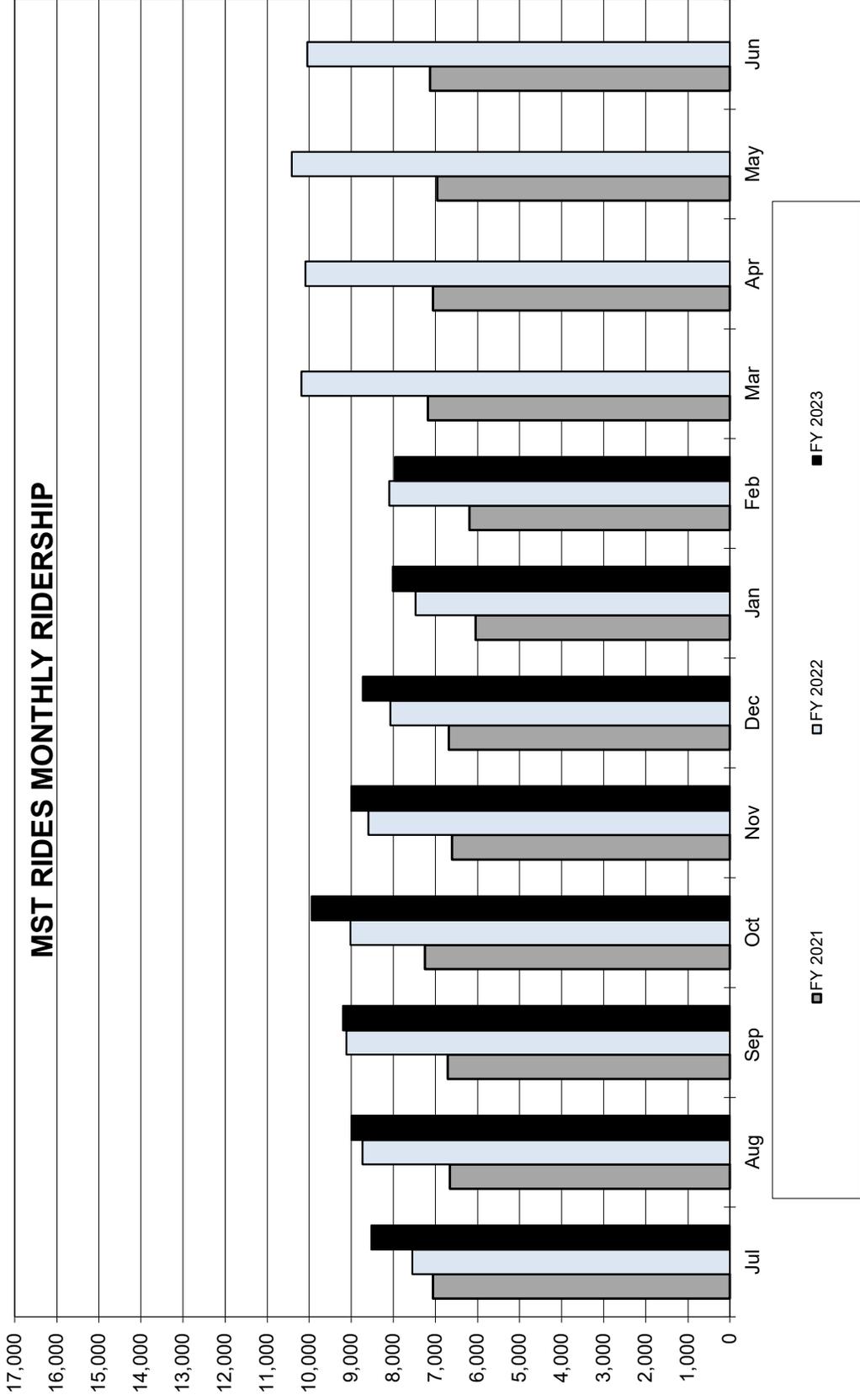
### MONTHLY RIDERSHIP



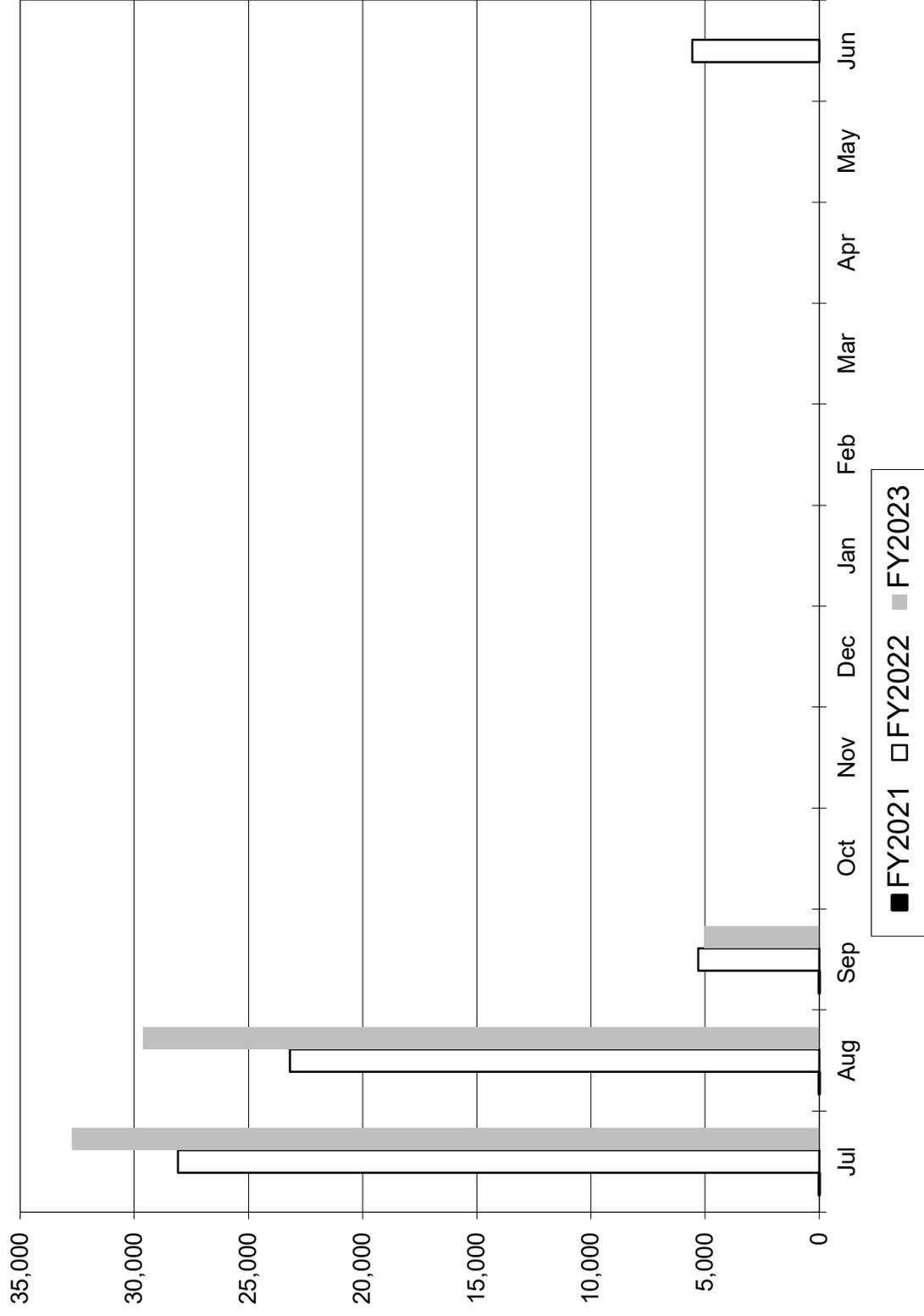
# MST RIDES On-Time Compliance FY 2022 - 2023



### MST RIDES MONTHLY RIDERSHIP



# MONTEREY TROLLEY MONTHLY RIDERSHIP





# Operations Summary Report

*Fixed Route Services*

*February 2023*

SERVICE DELIVERED		SERVICE QUALITY	
Ridership	159,976	On-Time Time Points	73,695
Passengers / Vehicle Revenue Hour	10.1	Delayed Time Points	11,850
Revenue Miles	258,765	On-Time Passenger Boardings	137,622
One-Way Trips Operated	23,131	Percent On-Time Boardings	86%

### Systemwide Service:

Boardings reported for the month of February show ridership to be 24.8% higher than in February of 2022, when 128,215 boardings were reported. Over that same timeframe, the amount of revenue hours operated increased by 8.4%, resulting in a 15.1% increase in productivity, from 8.8 Passengers Per Hour last February to 10.1 Passengers Per Hour this February. The increase in ridership can be attributed to fewer emergency service reductions and fewer county wide restrictions due to COVID-19, as well as the implementation of the Better Bus Network on December 10, 2022.

For the fiscal year ridership has increased 15.6% and revenue hours operated have decreased 3.0%, resulting in a 19.2% increase in productivity (from 8.8 PPH to 10.5 PPH).

### Seasonal Service:

No seasonal service operated in February.

### Supplemental / Special Event Service:

No supplemental service operated in February.

#### System-Wide Ridership

FY 21	FY 22	FY 23
1,280,619	1,759,050	1,358,965
Year To Date: 791,028	Year To Date: 1,175,665 Difference from FY21: ▲ 384,637 (49%)	Difference from FY22: ▲ 183,300 (16%)

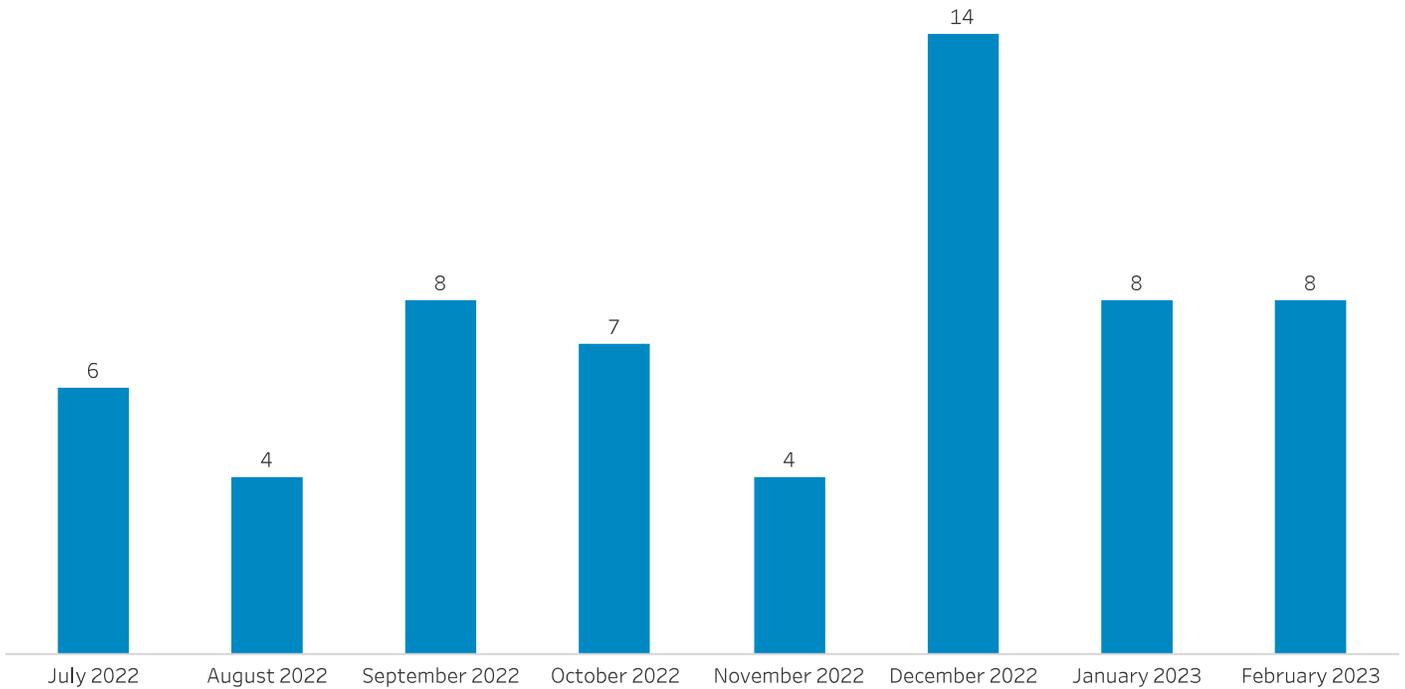
#### System-Wide Passengers Per Revenue Hour

FY 21	FY22	FY23
6.48	8.90	10.45
Year to Date: 6.18	Year to Date: 8.77 Difference from FY 21: ▲ 2.59 (42%)	Difference from FY 22: ▲ 1.68 (19%)

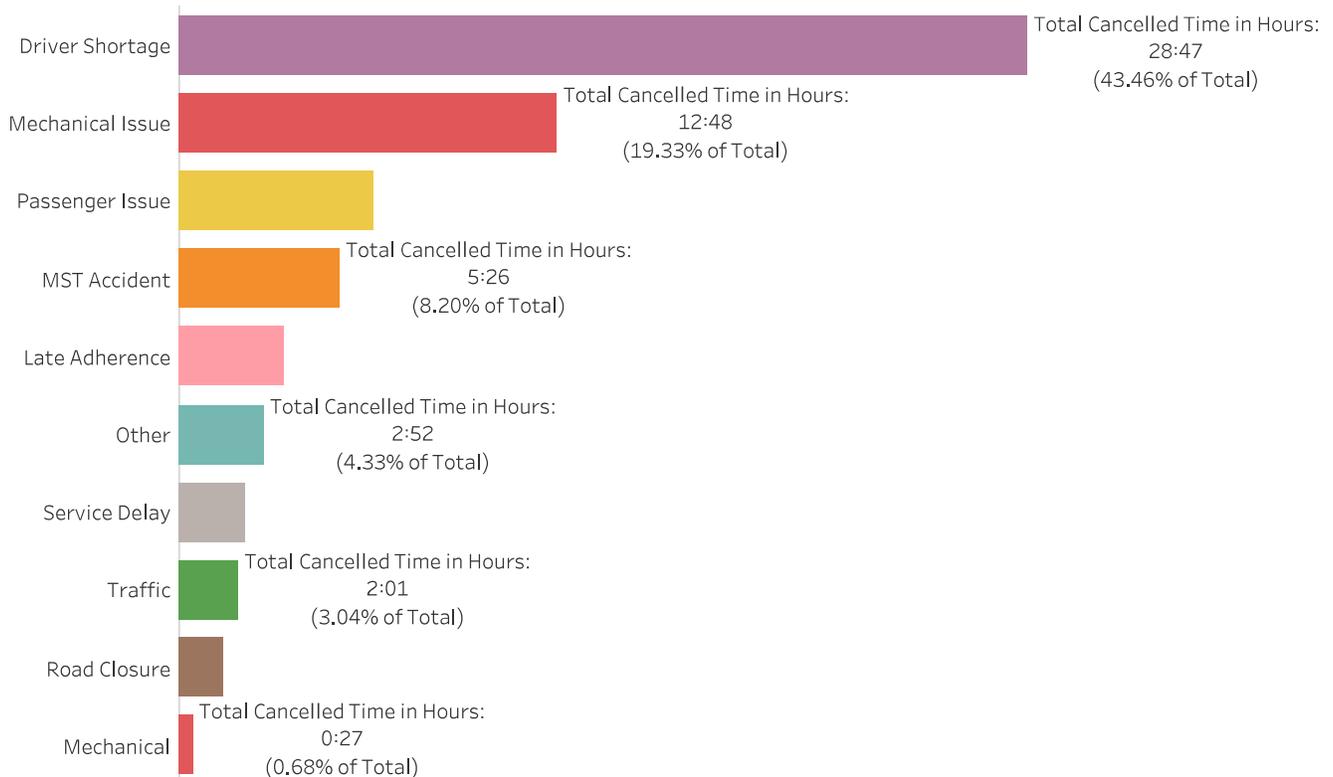
# Fixed Route Cancellations

February 2023

## Service Cancellations by Month

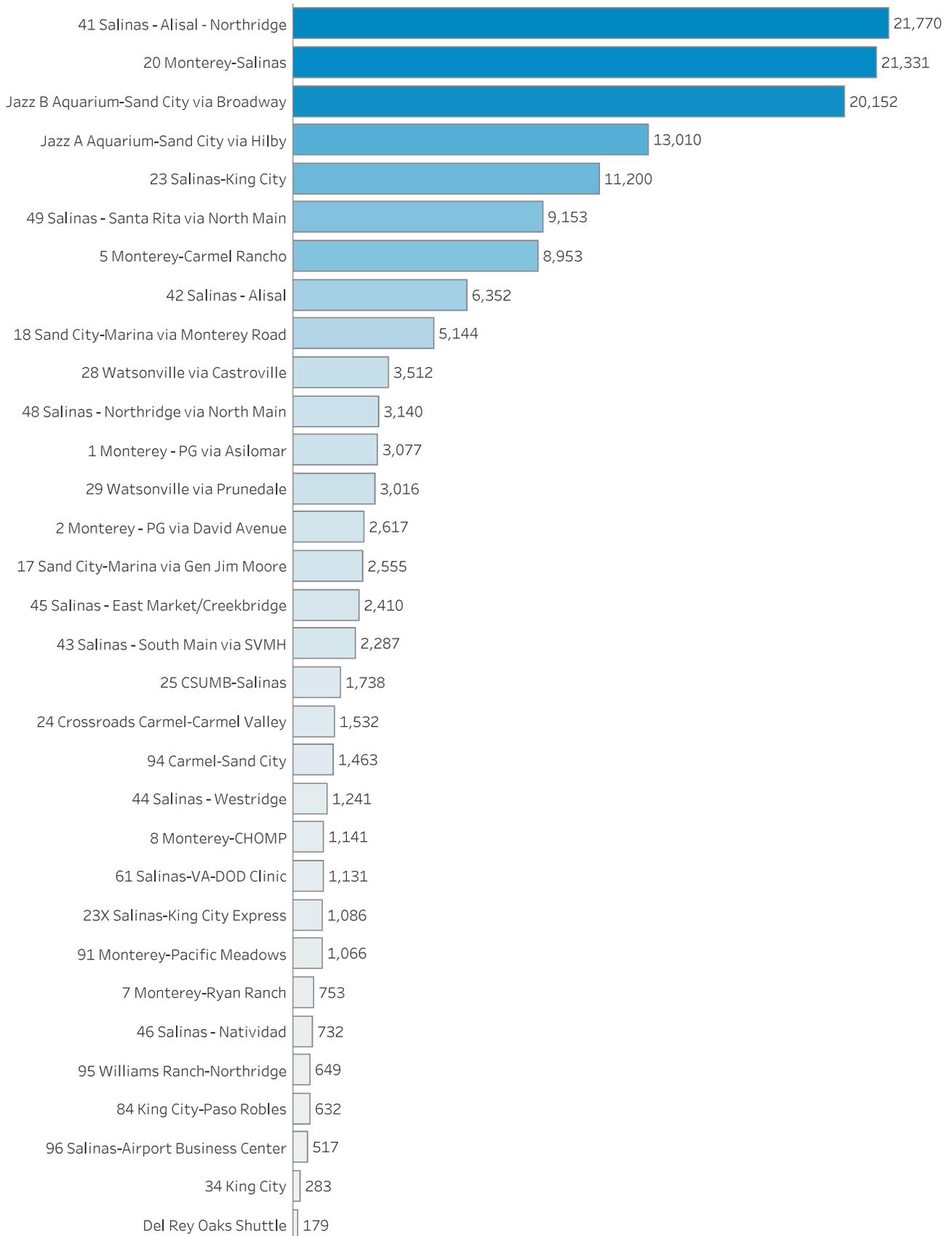


## Cancelled Hours - Year to Date



# Ridership by Line

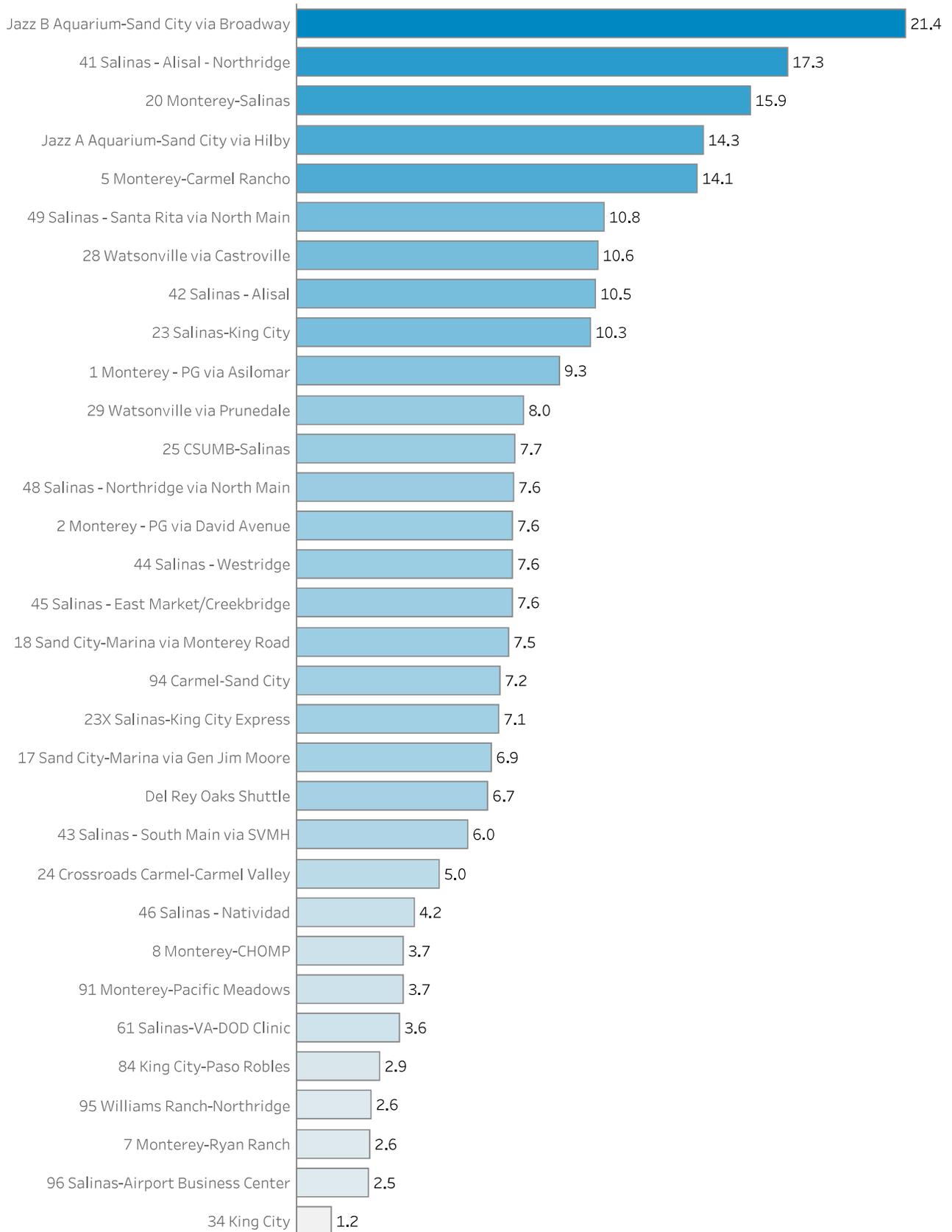
February 2023



# Productivity by Line

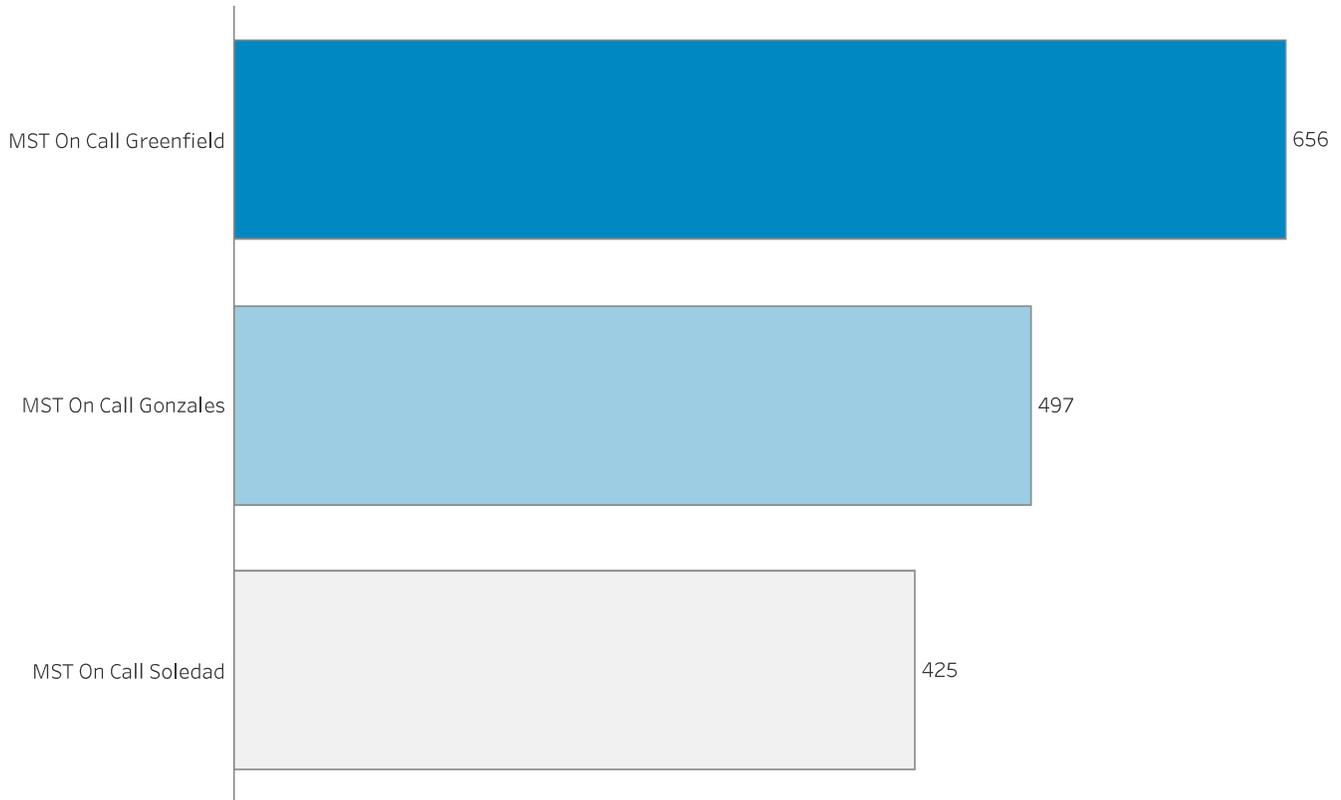
(Passengers/Hour)

February 2023



## Microtransit Ridership

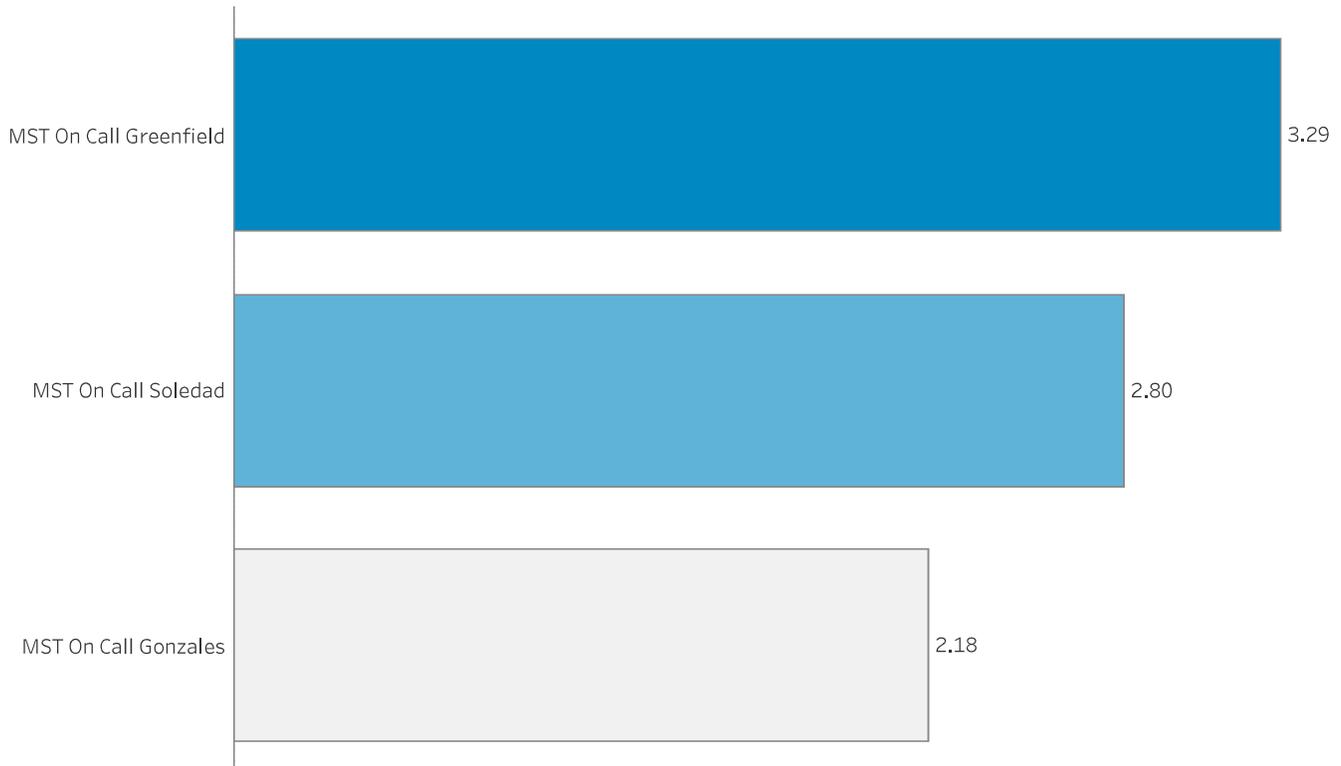
February 2023



## Microtransit Productivity

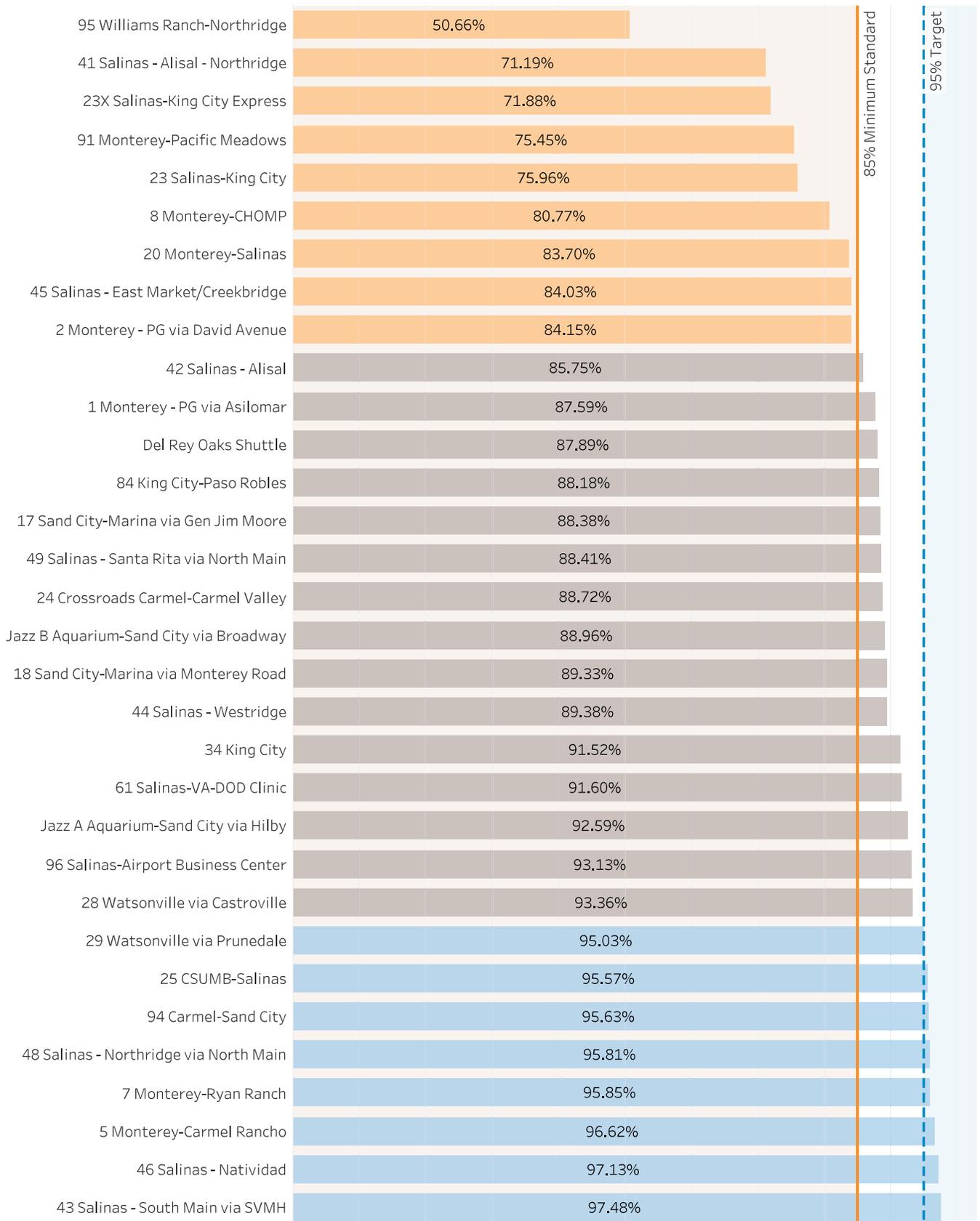
(Passengers / Revenue Hour)

February 2023



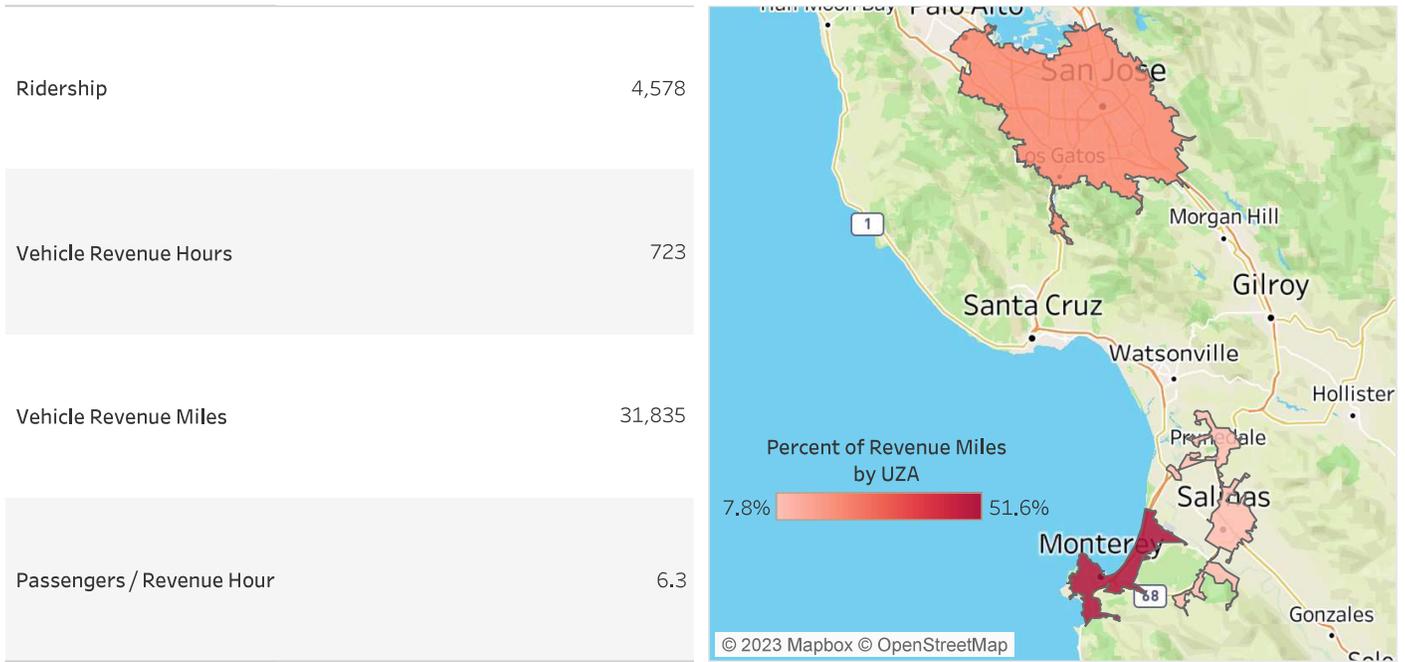
# Schedule Adherence by Line

Percent On-Time Timepoints  
February 2023

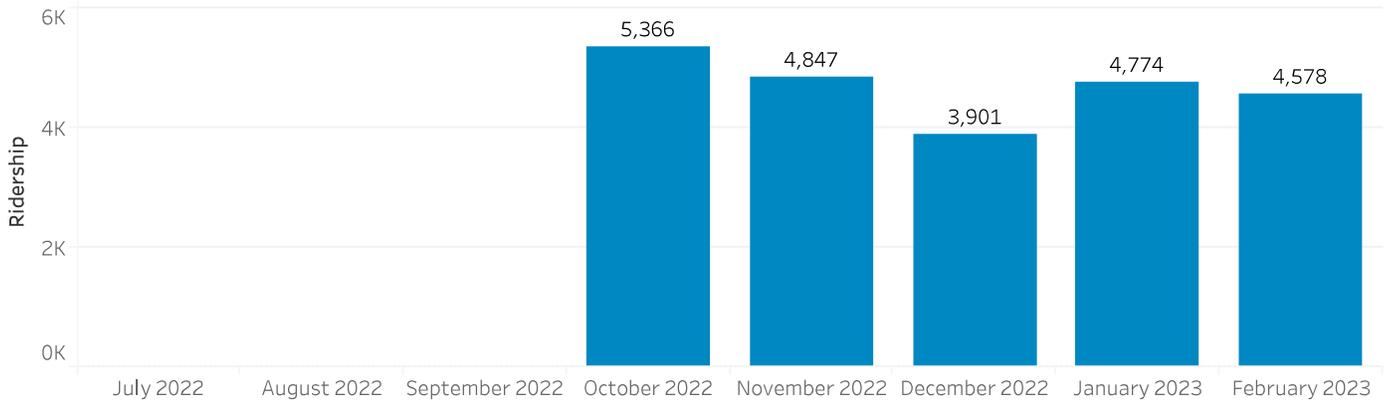


# Vanpool

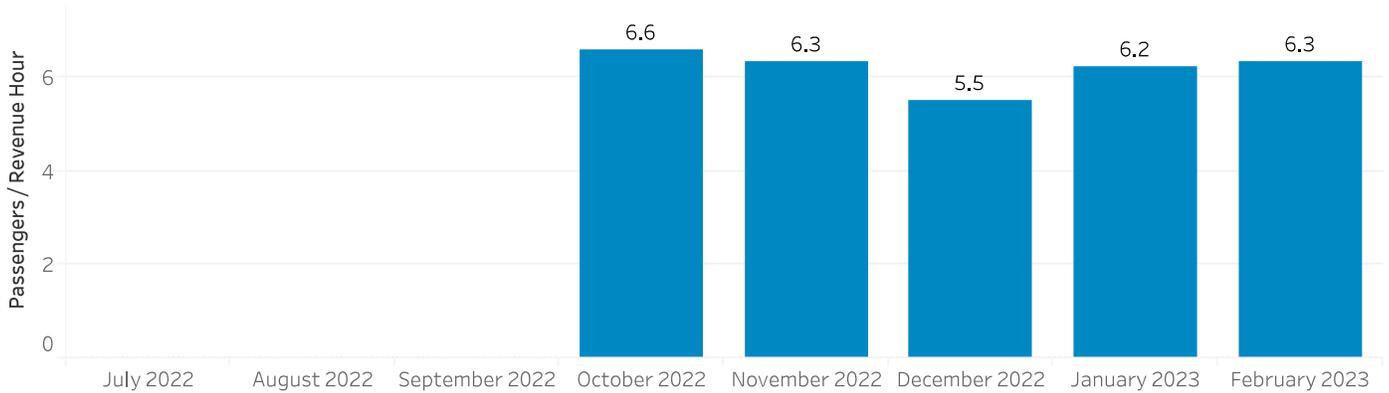
February 2023



## Vanpool Ridership



## Vanpool Productivity



# February 2023

Systemwide Riders: 159,976  
 Systemwide Revenue Miles: 258,765  
 Systemwide Revenue Hours: 15,838:49

## 15 Minute Service

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
41 Salinas - Alisal - Northridge *	1,260:57	21,770	12,419.0	17.3	13.6%	8.0%
42 Salinas - Alisal *	603:55	6,352	5,711.9	10.5	4.0%	3.8%
48 Salinas - Northridge via North Main *	411:02	3,140	2,657.4	7.6	2.0%	2.6%
49 Salinas - Santa Rita via North Main *	845:23	9,153	7,695.2	10.8	5.7%	5.3%
Jazz A Aquarium-Sand City via Hilby *	910:17	13,010	9,104.5	14.3	8.1%	5.7%
Jazz B Aquarium-Sand City via Broadway *	940:50	20,152	10,262.8	21.4	12.6%	5.9%

## 30 Minute Service

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
1 Monterey - PG via Asilomar (MV) *	332:16	3,077	4,060.9	9.3	1.9%	2.1%
2 Monterey - PG via David Avenue (MV) *	344:08	2,617	4,577.7	7.6	1.6%	2.2%
5 Monterey-Carmel Rancho	636:22	8,953	7,769.8	14.1	5.6%	4.0%
17 Sand City-Marina via Gen Jim Moore *	372:23	2,555	5,132.5	6.9	1.6%	2.4%
18 Sand City-Marina via Monterey Road *	689:47	5,144	8,434.4	7.5	3.2%	4.4%
20 Monterey-Salinas	1,338:41	21,331	26,324.1	15.9	13.3%	8.5%
34 King City (MV)	235:36	283	2,424.3	1.2	0.2%	1.5%
43 Salinas - South Main via SVMH (MV)	381:34	2,287	4,578.9	6.0	1.4%	2.4%

## 60 Minute Service

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
7 Monterey-Ryan Ranch (MV)	295:16	753	3,922.0	2.6	0.5%	1.9%
8 Monterey-CHOMP (MV)	304:40	1,141	4,405.0	3.7	0.7%	1.9%
23 Salinas-King City	1,085:12	11,200	36,332.5	10.3	7.0%	6.9%
24 Crossroads Carmel-Carmel Valley (MV)	304:57	1,532	7,961.0	5.0	1.0%	1.9%
25 CSUMB-Salinas	226:25	1,738	4,739.5	7.7	1.1%	1.4%
44 Salinas - Westridge (MV)	163:30	1,241	2,051.6	7.6	0.8%	1.0%
45 Salinas - East Market/Creekbridge	318:18	2,410	3,959.7	7.6	1.5%	2.0%
46 Salinas - Natividad (MV)	176:05	732	1,910.2	4.2	0.5%	1.1%
96 Salinas-Airport Business Center (MV)	203:49	517	2,182.3	2.5	0.3%	1.3%

## More than 60 Minute Service

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
23X Salinas-King City Express	152:38	1,086	6,471.6	7.1	0.7%	1.0%
28 Watsonville via Castroville	331:19	3,512	7,177.4	10.6	2.2%	2.1%
29 Watsonville via Prunedale	377:14	3,016	8,000.7	8.0	1.9%	2.4%
61 Salinas-VA-DOD Clinic (MV)	313:19	1,131	5,839.6	3.6	0.7%	2.0%
84 King City-Paso Robles	215:41	632	7,298.2	2.9	0.4%	1.4%
91 Monterey-Pacific Meadows (MV)	285:36	1,066	3,556.1	3.7	0.7%	1.8%
94 Carmel-Sand City (MV)	204:30	1,463	2,872.1	7.2	0.9%	1.3%
95 Williams Ranch-Northridge (MV)	247:54	649	3,520.9	2.6	0.4%	1.6%
Del Rey Oaks Shuttle	26:36	179	540.0	6.7	0.1%	0.2%

\* Indicates combined service

## Microtransit

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
MST On Call Gonzales (MV)	228:00	497	1,146.6	2.2	0.3%	1.4%
MST On Call Greenfield (MV)	199:30	656	1,030.7	3.3	0.4%	1.3%
MST On Call Soledad (MV)	151:59	425	858.7	2.8	0.3%	1.0%

## Vanpool

Line	VRH	Riders	VRM	Pax/Hr	% Riders	% Hours
Vanpool	723:00	4,578	31,835.0	6.3	2.9%	4.6%

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## **MOBILITY DEPARTMENT UPDATE – FEBRUARY 2023**

### **Outreach and Training:**

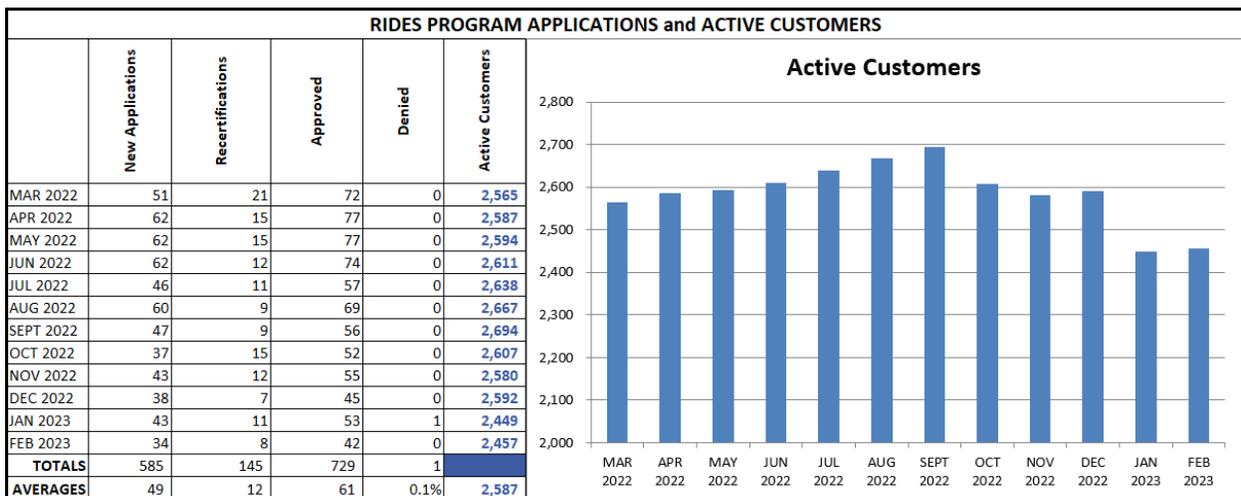
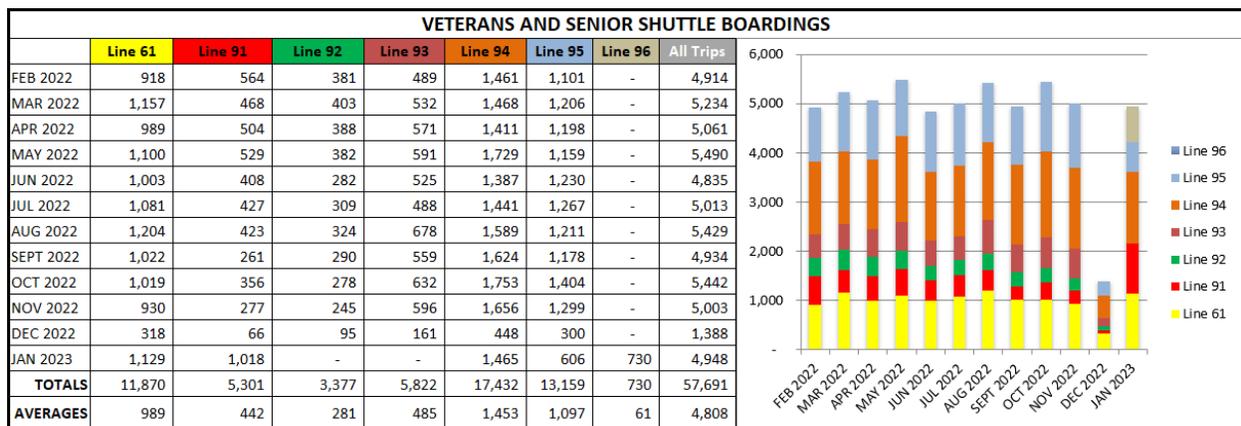
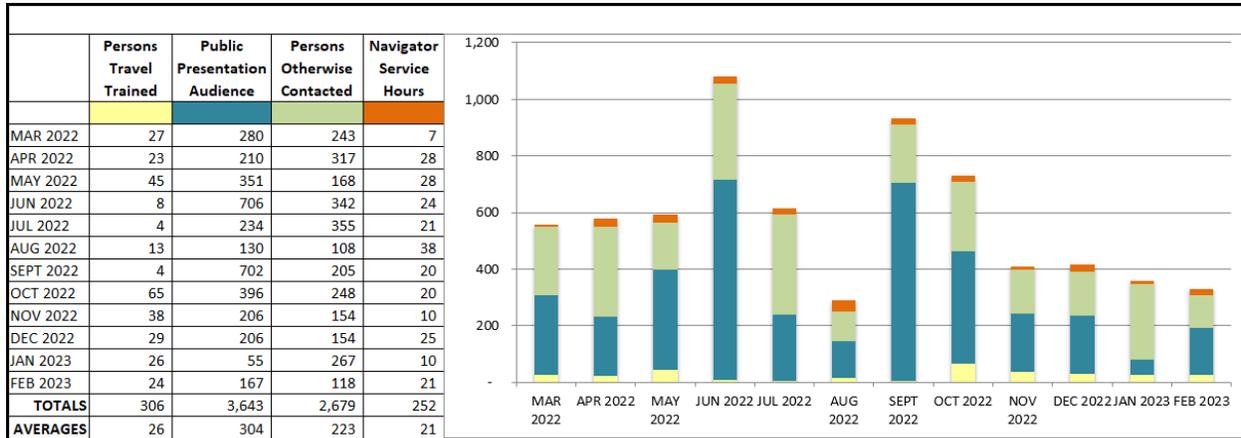
- Mobility Specialist was a guest at the following event(s) or community center(s) with an informational table or presentation on MST services and mobility programs:
  - Merrill Gardens, Monterey
  - Spread Your Wings, Marina
  - Carmel Foundation, Carmel-By-The-Sea
  - Meals on Wheels of Monterey Peninsula, Pacific Grove
  - Junsay Oaks, Marina
  - SOCOS/NOCOS Social, Monterey County
  - Veterans Transition Center (VTC), Marina
  - Los Abuelitos, Salinas
- A Mobility Specialist provided MST bus system orientation and training for the following customers:
  - Monterey Adult School
  - Monterey County – California Children Services
  - Carmel Valley Manor
  - Interim CHOICE Program
  - A senior resident from the City of Marina

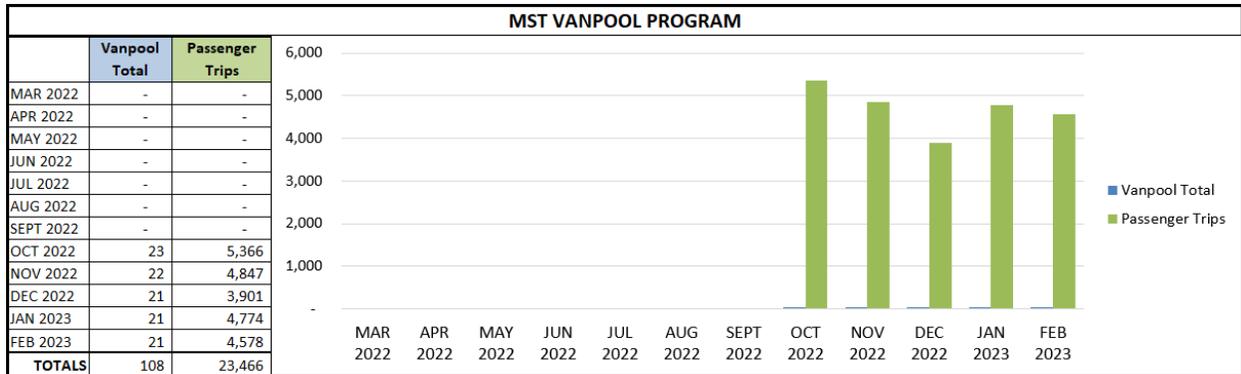
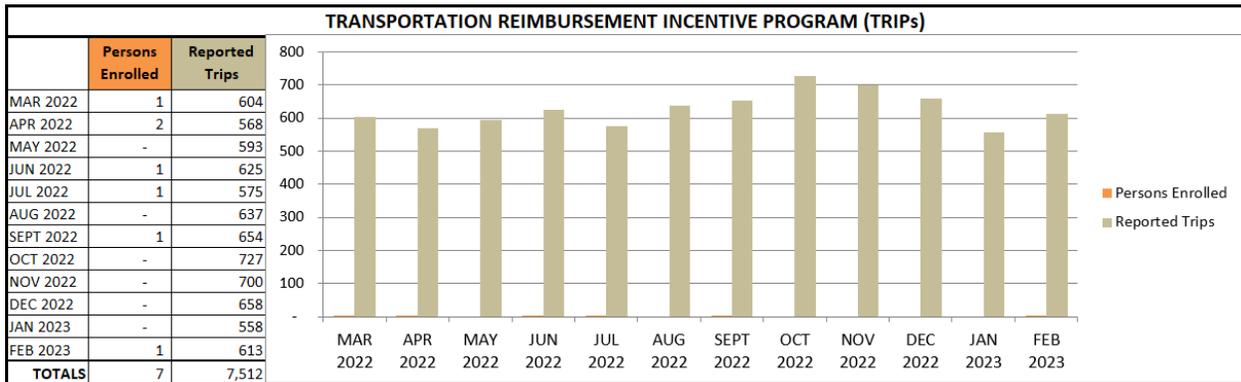
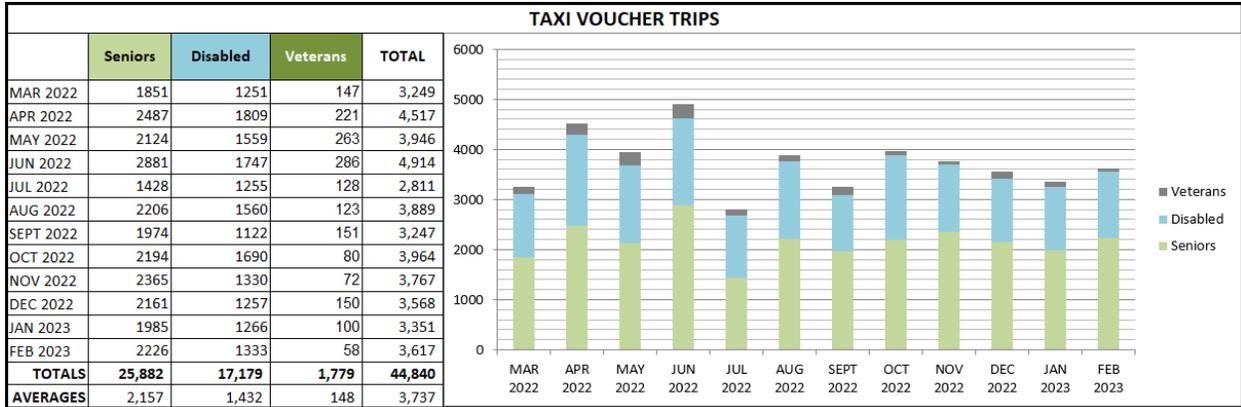
### **Taxi Voucher Program:**

- Mobility Specialist processed 1,770 voucher requests for the 3<sup>rd</sup> quarter in February for both the disabled and Salinas senior voucher program.
- The Veterans distribution locations sites issued 130 taxi vouchers in February.
- Mobility Specialist processed 3,098 redeemed vouchers for taxi provider reimbursement.

### **Transportation Reimbursement Incentive Program:**

- There are currently 68 seniors, 21 persons with disabilities, and 12 Veterans enrolled in the program.





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ATTACHMENT 3

Date: March 27, 2023  
To: Carl Sedoryk, General Manager/CEO  
From: **NKT** Norman K. Tuitavuki, Chief Operating Officer  
Subject: **Maintenance Department Monthly Report – February 2023**

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

Fuel Budget FY2023	Average Fuel Price February 2023	Average Fuel Price FY2023
Biofuel: \$5.40	\$3.66	\$4.32
Gasoline: \$5.40	\$4.40	\$4.76

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: <sup>1</sup>
February 2023	\$1.20	47,738
YTD FY 2023	\$1.54	61,526
FY 2022	\$1.32	24,366
FY 2021	\$1.23	54,756

<sup>1</sup> Minimum: 7,000 Miles; Goal: 15,000 Miles

**DEPARTMENT ACTIVITIES / COMMENTS:**

February 2023's cost per gallon for gasoline **increased by 9.1%, an increase of 37 cents**, and the cost per gallon for biofuel **decreased by 9.4%, a decrease of 39 cents** compared to the previous month, January 2023. For FY23, MST increased its budgeted cost per gallon for both biofuel and gasoline fuels based on the prices experienced in the previous fiscal year. As a result, the cost per gallon for biofuel and gasoline fuels remains under budget. Fuel prices continue to fluctuate unpredictably. Staff continues to monitor all movement of vehicles to minimize unnecessary fuel usage.

In February, MST traveled 47,738 miles between major mechanical failures with four major mechanical road calls – exceeding the 15,000-mile goal. MST's Maintenance department completed 93% of their scheduled preventive maintenance inspections (PMI) on time. MST has continued to meet or exceed the stated goal within this area of

performance. It should be noted that MST has reduced the overall number of revenue miles traveled to conform with current ridership demands and other factors resulting from the COVID-19 pandemic and implementation of the Better Bus Network.

In February, MST's Maintenance department began replacing and installing upgraded ZONAR tablets in its revenue fleet. The new ZONAR tablets are faster and more reliable – which should result in improved vehicle inspection processing. MST expects to complete this project in 4-6 weeks and is working with Training and Operations staff to train and familiarize all employees with the new tablet.

Throughout February, I attended several Maintenance specific virtual meetings on behalf of MST where I provided continued support and professional guidance. I also communicated the concerns and needs for MST at the following virtual meetings:

- California Transportation Association (CTA) Maintenance Committee
- California Transit Training Consortium (CTTC) Educational Services Committee
- APTA Zero Emission Fleet (ZEF) Committee Meeting
- Zero Emission Bus Resource Alliance (ZEBRA) Membership Meeting

Prepared by: *Norman K. Tuitavuki*  
Norman K. Tuitavuki

Reviewed by: *Carl G. Sedoryk*  
Carl G. Sedoryk

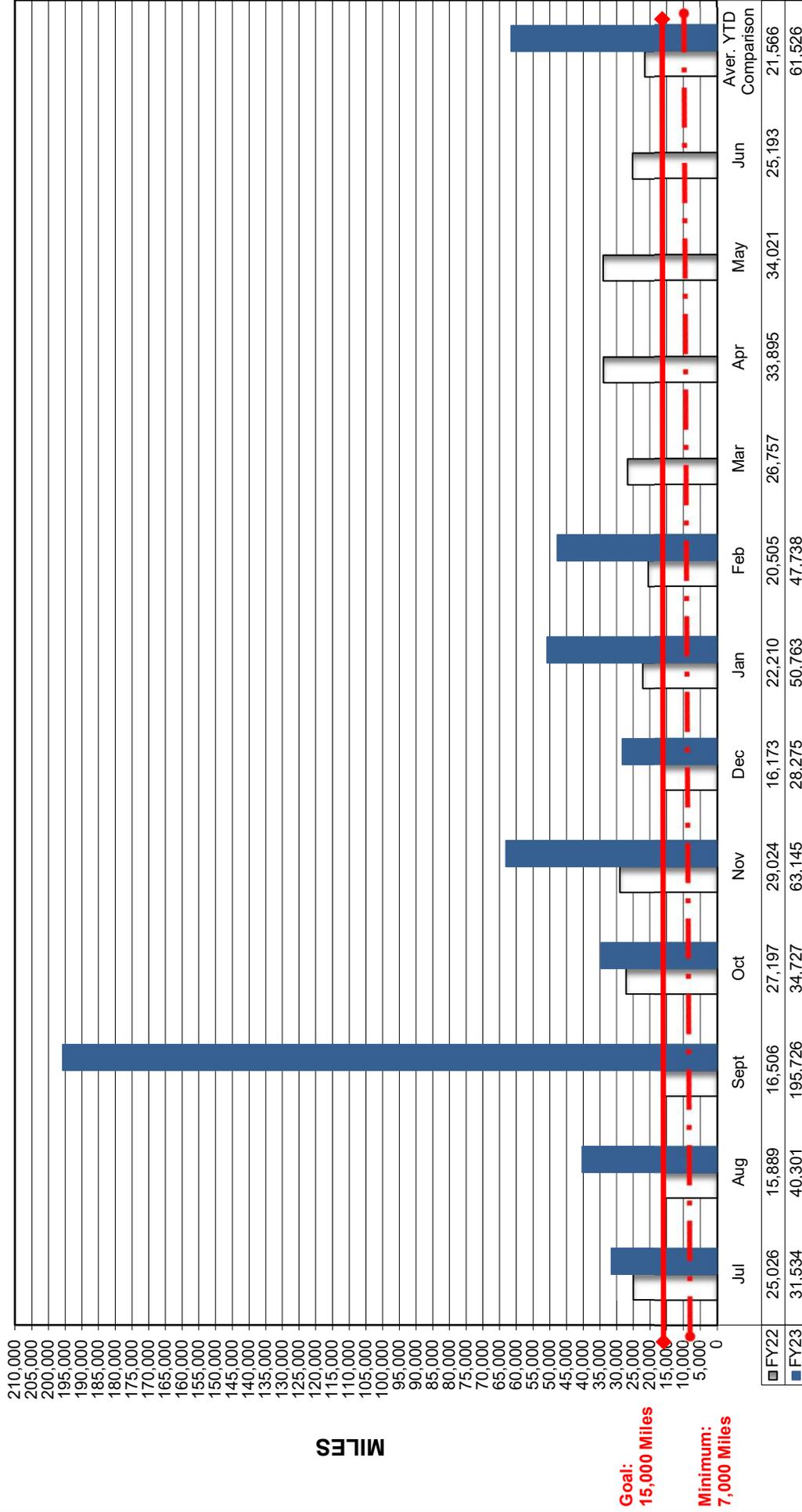
February 2023  
MST Operated Fixed Route Fleet Summary Information

Fleet Bus #	New (Yes/ No)	Manufacturer Model/Year	Quantity In Revenue Service	Engine	Fuel Type	Fleet Bus #	Life To Date Miles Prev Month	Life To Date Miles	Fleet Bus #
1714	No	Gillig 40' Low-floor 2003	1	Detroit DC Series 50 ERG	ULS Diesel	1714	712,674	712,674	1714
1716	No	Gillig 40' Low-floor 2003	1	Detroit DC Series 50 ERG	ULS Diesel	1716	717,527	721,027	1716
1718	No	Gillig 40' Low-floor 2008	1	Detroit DC Series 50 ERG	ULS Diesel	1718	755,404	758,473	1718
1721	No	Gillig 40' Low-floor 2011	1	Detroit DC Series 50 ERG	ULS Diesel	1721	762,715	763,297	1721
1725	No	Gillig 40' Low-floor 2008	1	Cummins ISM 280 HP	ULS Diesel	1725	441,410	441,410	1725
1726	No	Gillig 40' Low-floor 2009	1	Cummins ISM 280 HP	ULS Diesel	1726	534,007	536,953	1726
1727	No	Gillig 40' Low-floor 2010	1	Cummins ISM 280 HP	ULS Diesel	1727	409,241	411,558	1727
1728	No	Gillig 40' Low-floor 2011	1	Cummins ISM 280 HP	ULS Diesel	1728	519,848	525,300	1728
1729	No	Gillig 40' Low-floor 2012	1	Cummins ISM 280 HP	ULS Diesel	1729	485,281	485,308	1729
1730	No	Gillig 40' Low-Floor 2015	1	Cummins ISM 280 HP	ULS Diesel	1730	358,218	360,196	1730
1731	No	Gillig 40' Low-Floor 2015	1	Cummins ISM 280 HP	ULS Diesel	1731	342,785	342,990	1731
1732	No	Gillig 40' Low-Floor 2015	1	Cummins ISM 280 HP	ULS Diesel	1732	370,830	371,658	1732
1733	No	Gillig 40' Low-Floor 2015	1	Cummins ISM 280 HP	ULS Diesel	1733	369,038	371,979	1733
1734	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1734	185,822	187,564	1734
1735	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1735	213,897	216,872	1735
1736	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1736	205,545	210,390	1736
1737	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1737	197,303	200,013	1737
1738	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1738	212,512	216,691	1738
1739	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1739	211,262	213,171	1739
1740	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1740	202,612	203,894	1740
1741	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1741	196,330	200,520	1741
1742	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1742	219,218	223,633	1742
1743	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1743	211,061	212,870	1743
1744	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1744	193,495	193,598	1744
1745	No	Gillig 40' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	1745	209,013	212,078	1745
1746	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1746	35,419	40,313	1746
1747	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1747	35,587	38,605	1747
1748	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1748	33,581	34,245	1748
1749	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1749	34,322	38,873	1749
1750	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1750	15,904	16,206	1750
1751	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1751	20,270	23,622	1751
1752	No	Gillig 40' Low-Floor 2021	1	Cummins ISM 280 HP	ULS Diesel	1752	29,210	32,073	1752
1753	Yes	Gillig 40' Low-Floor 2022	1	Cummins ISM 280 HP	ULS Diesel	1753	0	0	
1754	Yes	Gillig 40' Low-Floor 2022	1	Cummins ISM 280 HP	ULS Diesel	1754	0	0	
1901	No	2003 Optima Trolley Electric	1	Cummins ISB	Electric	1901	134,169	134,169	1901
1907	No	2003 Optima Trolley	1	Cummins ISB	ULS Diesel	1907	222,586	222,586	1907
1908	No	2003 Optima Trolley	1	Cummins ISB	ULS Diesel	1908	178,452	178,452	1908
1909	No	2019 Home Town Trolley 30 Foot	1	CUMMINS 280HP	ULS Diesel	1909	4,757	4,757	1909
1910	No	2019 Home Town Trolley 30 Foot	1	CUMMINS 280HP	ULS Diesel	1910	7,533	7,533	1910
1911	No	2019 Home Town Trolley 30 Foot	1	CUMMINS 280HP	ULS Diesel	1911	4,632	4,632	1911
1912	No	2019 Home Town Trolley 30 Foot	1	CUMMINS 280HP	ULS Diesel	1912	6,540	6,540	1912
1913	No	2019 Home Town Trolley 30 Foot	1	CUMMINS 280HP	ULS Diesel	1913	8,403	8,403	1913
2001	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2001	497,989	503,557	2001
2002	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2002	524,953	526,879	2002
2003	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2003	595,049	597,129	2003
2004	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2004	634,325	637,566	2004
2006	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2006	647,855	650,853	2006
2007	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2007	606,298	608,994	2007
2008	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2008	636,319	636,884	2008
2009	No	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2009	627,802	629,482	2009
2011	No	Gillig 35' Low-floor 2015	1	Cummins ISL 281	ULS Diesel	2011	317,754	320,648	2011
2012	No	Gillig 35' Low-floor 2015	1	Cummins ISL 282	ULS Diesel	2012	322,395	324,806	2012
2013	No	Gillig 35' Low-floor 2015	1	Cummins ISL 283	ULS Diesel	2013	287,268	290,195	2013
2014	No	Gillig 35' Low-floor 2015	1	Cummins ISL 284	ULS Diesel	2014	319,628	321,156	2014
2015	No	Gillig 35' Low-floor 2015	1	Cummins ISL 285	ULS Diesel	2015	288,598	290,855	2015
2016	No	Gillig 35' Low-floor 2015	1	Cummins ISL 286	ULS Diesel	2016	286,773	289,295	2016
2017	No	Gillig 35' Low-floor 2015	1	Cummins ISL 287	ULS Diesel	2017	331,022	332,652	2017
2018	No	Gillig 35' Low-floor 2015	1	Cummins ISL 288	ULS Diesel	2018	301,882	305,115	2018
2019	No	Gillig 35' Low-floor 2015	1	Cummins ISL 289	ULS Diesel	2019	303,788	303,788	2019
2020	No	Gillig 35' Low-floor 2015	1	Cummins ISL 290	ULS Diesel	2020	276,990	276,990	2020
2021	No	Gillig 35' Low-floor 2015	1	Cummins ISL 291	ULS Diesel	2021	285,097	288,186	2021
2022	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2022	172,407	175,121	2022
2023	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2023	205,201	209,368	2023
2024	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2024	169,602	171,589	2024
2025	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2025	161,307	164,025	2025
2026	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2026	190,078	193,740	2026
2027	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2027	146,041	148,435	2027
2028	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2028	165,900	168,723	2028
2029	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2029	164,104	167,853	2029
2030	No	Gillig 35' Low-Floor 2018	1	Cummins ISM 280 HP	ULS Diesel	2030	147,371	148,397	2030
2031	Yes	Gillig 35' Low Floor 2022	1	Cummins ISM 280 HP	ULS Diesel	2031	0	169	2031
2032	Yes	Gillig 35' Low Floor 2022	1	Cummins ISM 280 HP	ULS Diesel	2032	0	13	2032
2101	No	Gillig 40' Low-Floor 2013	1	Cummins ISL 280	ULS Diesel	2101	440,653	442,538	2101
2102	No	Gillig 40' Low-Floor 2015	1	Cummins ISL 280	ULS Diesel	2102	548,355	552,690	2102
2103	No	Gillig 40' Low-Floor 2015	1	Cummins ISL 280	ULS Diesel	2103	566,599	570,617	2103
2104	No	Gillig 40' Low-Floor 2015	1	Cummins ISL 280	ULS Diesel	2104	522,923	525,812	2104
2105	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2105	349,177	350,671	2105
2106	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2106	320,356	323,511	2106
2107	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2107	309,652	311,915	2107
2108	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2108	227,616	230,912	2108
2109	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2109	195,653	200,175	2109
2110	No	Gillig 40' Suburban 2018	1	Cummins ISM 280 HP	ULS Diesel	2110	72,339	75,486	2110
2200	No	BYD ELECTRIC 2018	1	K7M	Electric	2200	55,421	55,421	2200
2201	No	BYD ELECTRIC 2018	1	K7M	Electric	2201	46,664	46,664	2201
2202	Yes	Gillig Electric Bus 2021	1	Cummins	Electric	2202	1294	1294	2202
2203	Yes	Gillig Electric Bus 2021	1	Cummins	Electric	2203	1285	1285	2203
4501	No	MCI D4500 45' 2009	1	Cummins ISM 480 HP	ULS Diesel	4501	743,027	745,236	4501
4502	No	MCI D4500 45' 2010	1	Cummins ISM 480 HP	ULS Diesel	4502	773,803	776,418	4502
4503	No	MCI D4500 45' 2010	1	Cummins ISM 480 HP	ULS Diesel	4503	882,475	885,419	4503
4504	No	MCI D4500 45' 2012	1	Cummins ISM 480 HP	ULS Diesel	4504	703,339	703,889	4504

**February 2023  
MST Operated Fixed Route Fleet Summary Information**

Fleet Bus #	New (Yes/ No)	Manufacturer Model/Year	Quantity In Revenue Service	Engine	Fuel Type	Fleet Bus #	Life To Date Miles Prev Month	Life To Date Miles	Fleet Bus #
4505	No	MCI D4500 45' 2015	1	Cummins ISX 385 HP	ULS Diesel	4505	564,621	566,282	4505
4506	No	MCI D4500 45' 2015	1	Cummins ISX 385 HP	ULS Diesel	4506	541,541	544,630	4506
Total Revenue Vehicles-Active Fleet:			92						
Contingency Fleet	1122	Gillig Phantom 2003 35'	1	Detroit DC Series ERG	ULS Diesel	1122	525,481	525,481	1122
Contingency Fleet	1126	Gillig Phantom 2003 35'	1	Detroit DC Series ERG	ULS Diesel	1126	564,265	564,265	1126
Contingency Fleet	1706	Gillig Low-floor 2002 40'	1	Cummins ISM 280 HP	ULS Diesel	1706	625,719	625,719	1706
Contingency Fleet	1708	Gillig Low-floor 2002 40'	1	Cummins ISM 280 HP	ULS Diesel	1708	630,003	630,003	1708
Contingency Fleet	1709	Gillig Low-floor 2002 40'	1	Cummins ISM 280 HP	ULS Diesel	1709	619,333	619,333	1709
Contingency Fleet	1720	Gillig 40' Low-floor 2010	1	Detroit DC Series 50 ERG	ULS Diesel	1720	627,266	627,444	1720
Contingency Fleet	1723	Gillig 40' Low-floor 2013	1	Detroit DC Series 50 ERG	ULS Diesel	1723	620,525	621,092	1723
Contingency Fleet	2005	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2005	551,438	551,438	2005
Contingency Fleet	2010	Gillig 35' Low-floor 2007	1	Cummins ISM 280 HP	ULS Diesel	2010	521,947	521,947	2010
Total Contingency Fleet			9						
Total Fleet			101						
	Revenue Fleet	Non-Revenue Fleet			Current Inventory Value: 02/28/23				
Miles:	190,207	36,522		Fuel, Coolant & Lubricants:	220,339				
Gallons:	34,107	2,213		Parts & Supplies:	323,862				
Average Miles Per Gallon:	5.6	16.5		Total Value:	544,201				

### Miles Between Major Mechanical Roadcalls FY22 vs. FY23 YTD Year to Date Comparison



MILES

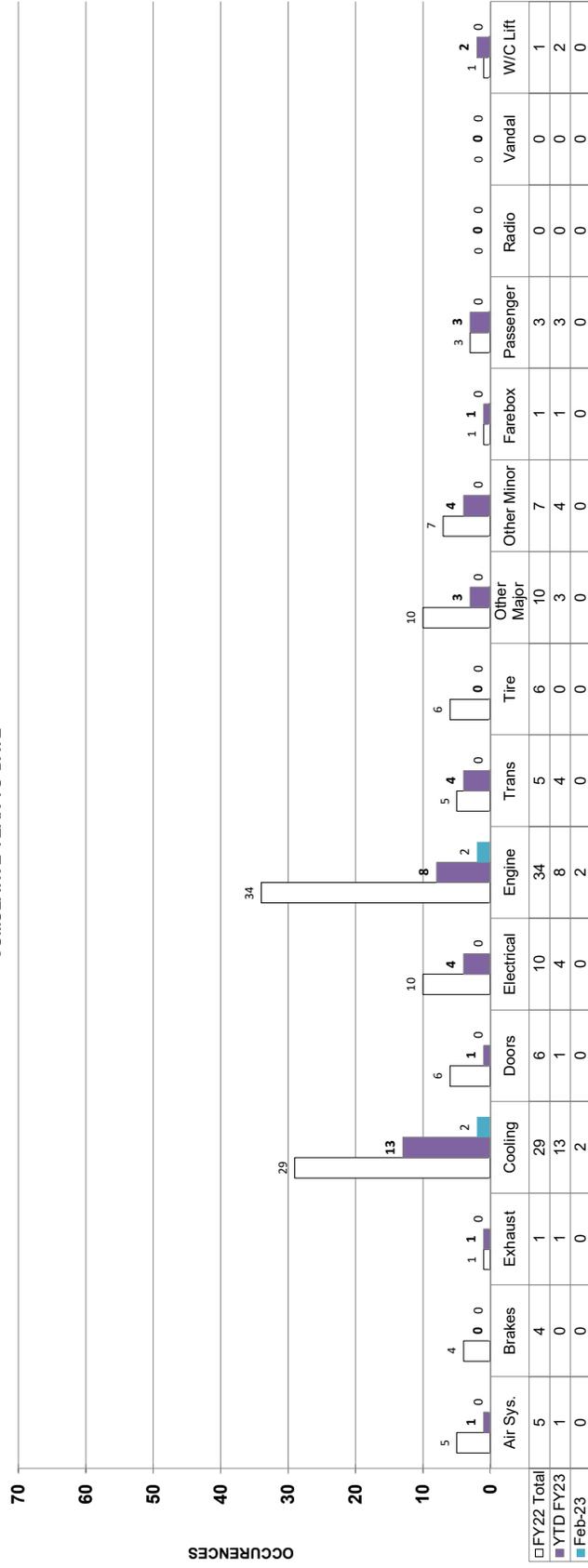
Goal:  
15,000 Miles

Minimum:  
7,000 Miles

**ALL ROAD CALLS - BY CATEGORY**

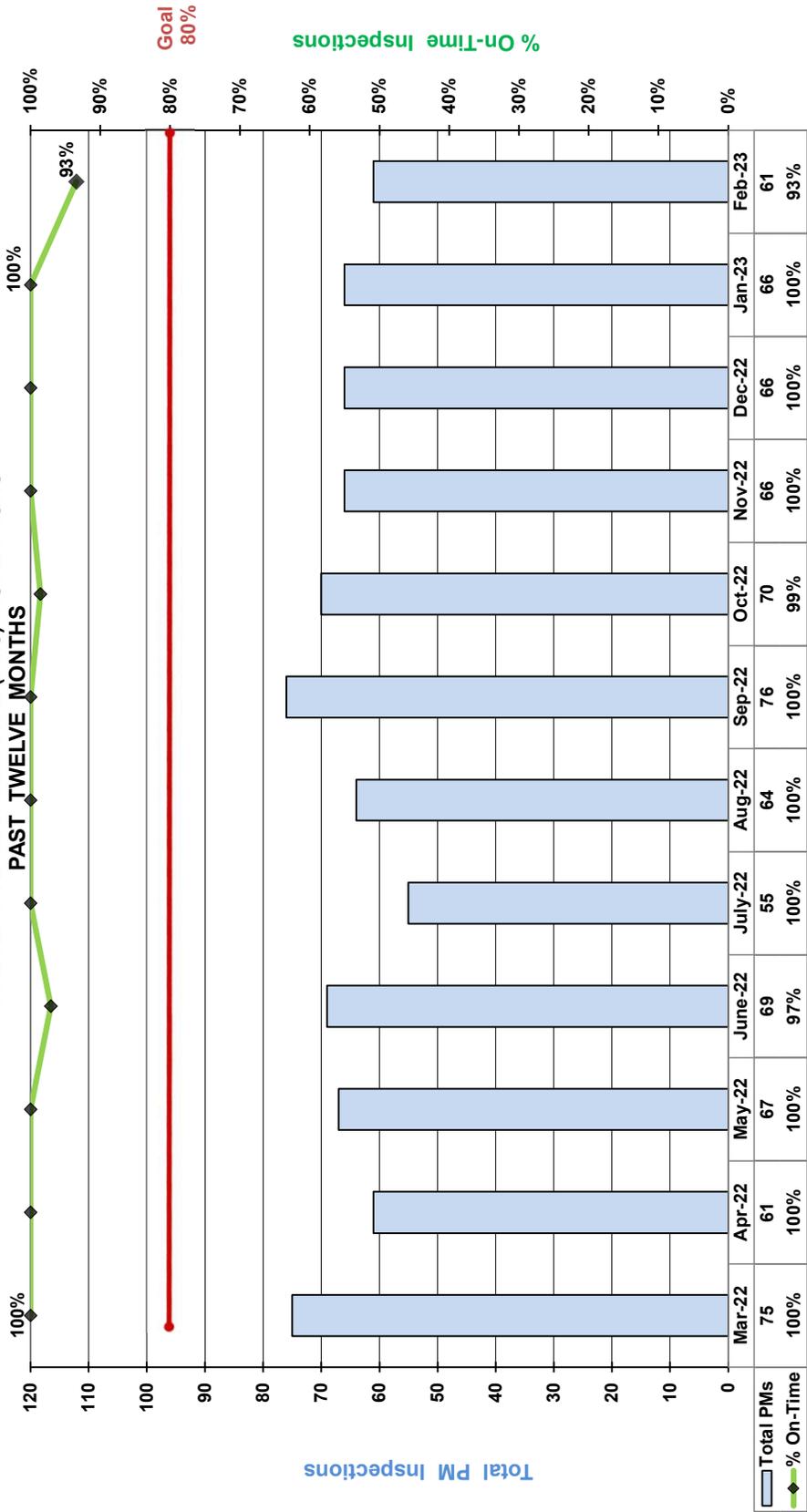
FY 2022 & FY 2023

CUMULATIVE YEAR-TO-DATE



her Major" and "Other Minor" categories includes major or minor mechanical failures not listed on this chart

### PREVENTIVE MAINTENANCE (PMs) INSPECTIONS PAST TWELVE MONTHS



Total PM Inspections

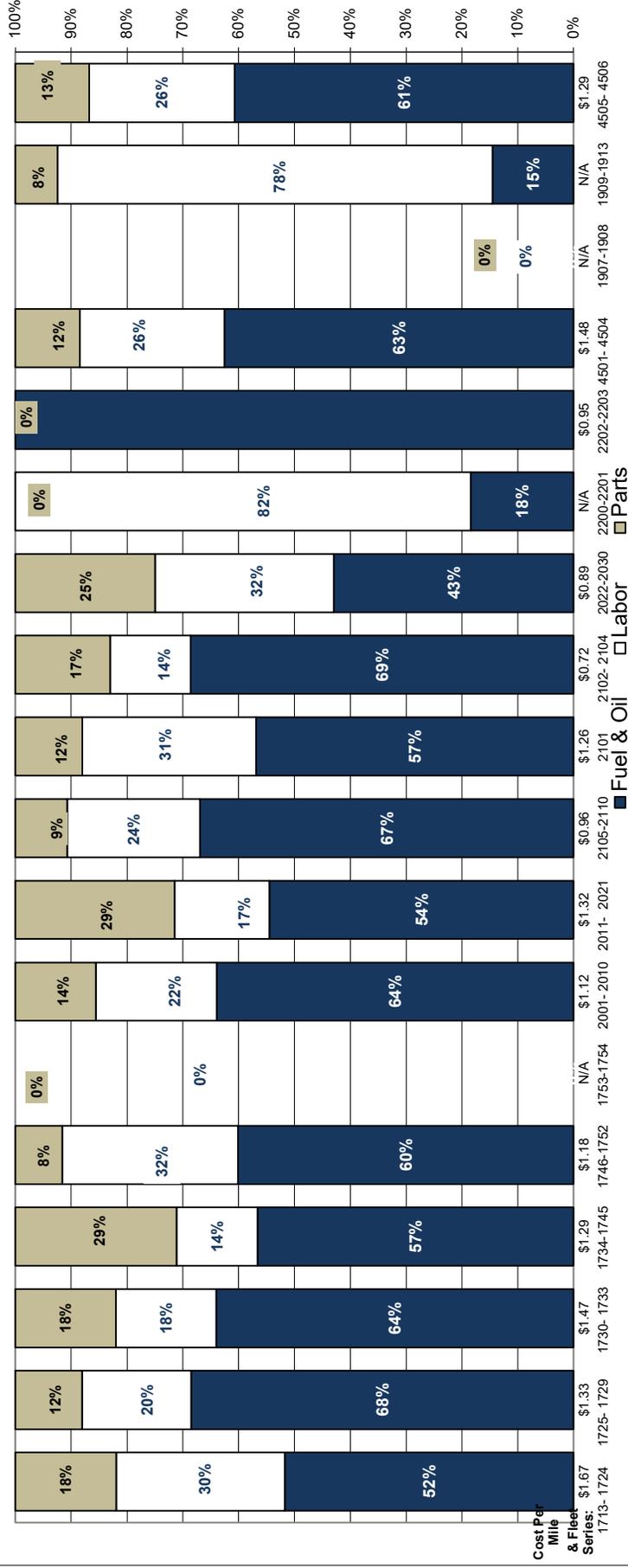
% On-Time

Goal  
80%

## Revenue Fleet: Cost Per Mile

### February 2023

0%

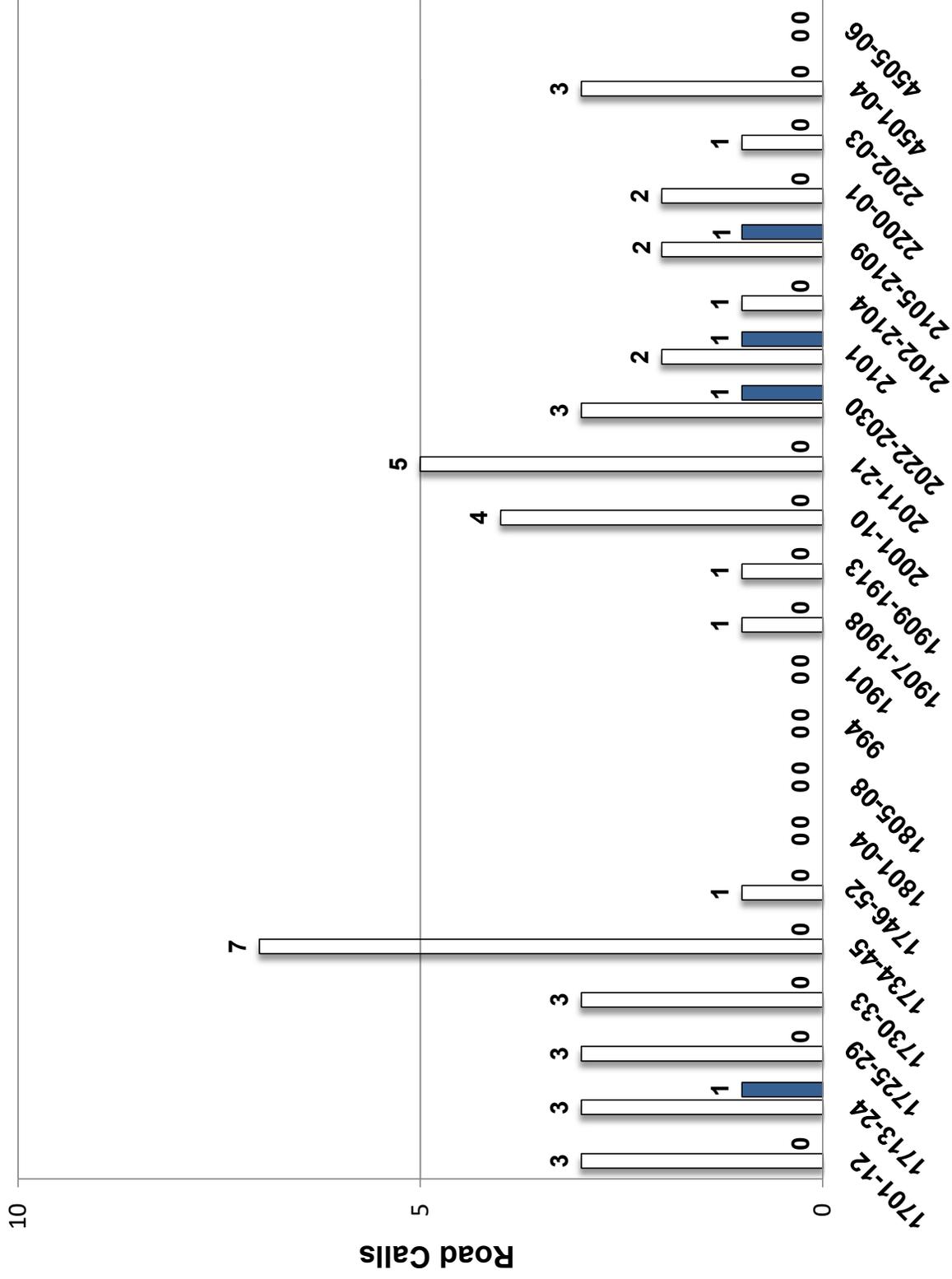


Cost Per Mile & Fleet Series

Legend: ■ Fuel & Oil □ Labor □ Parts

**February 2023: ALL ROAD CALLS BY BUS SERIES  
Major Mechanical 4: Other/Minor Mechanical 0**

**Total Miles 190,770**

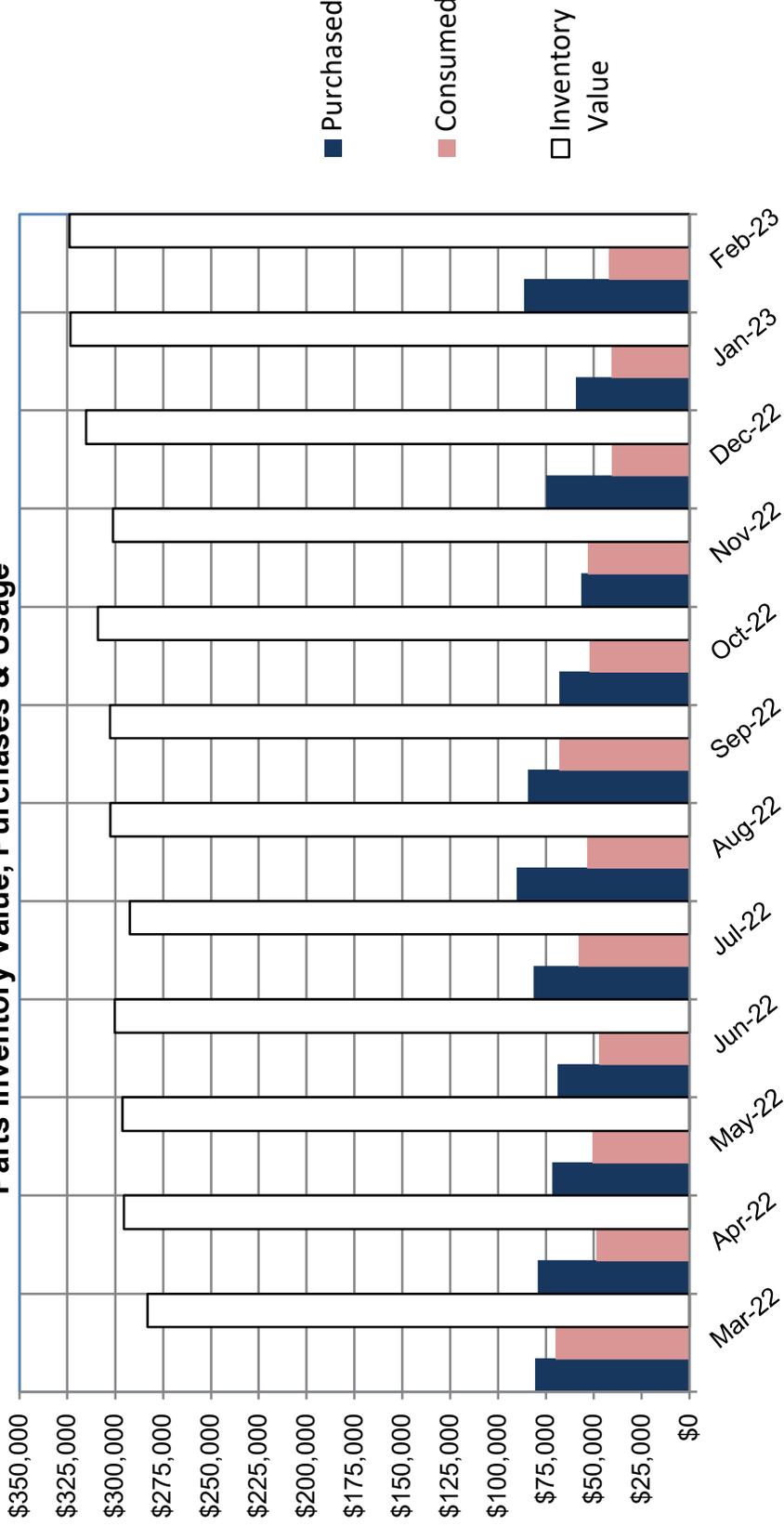


**Fleet Series**

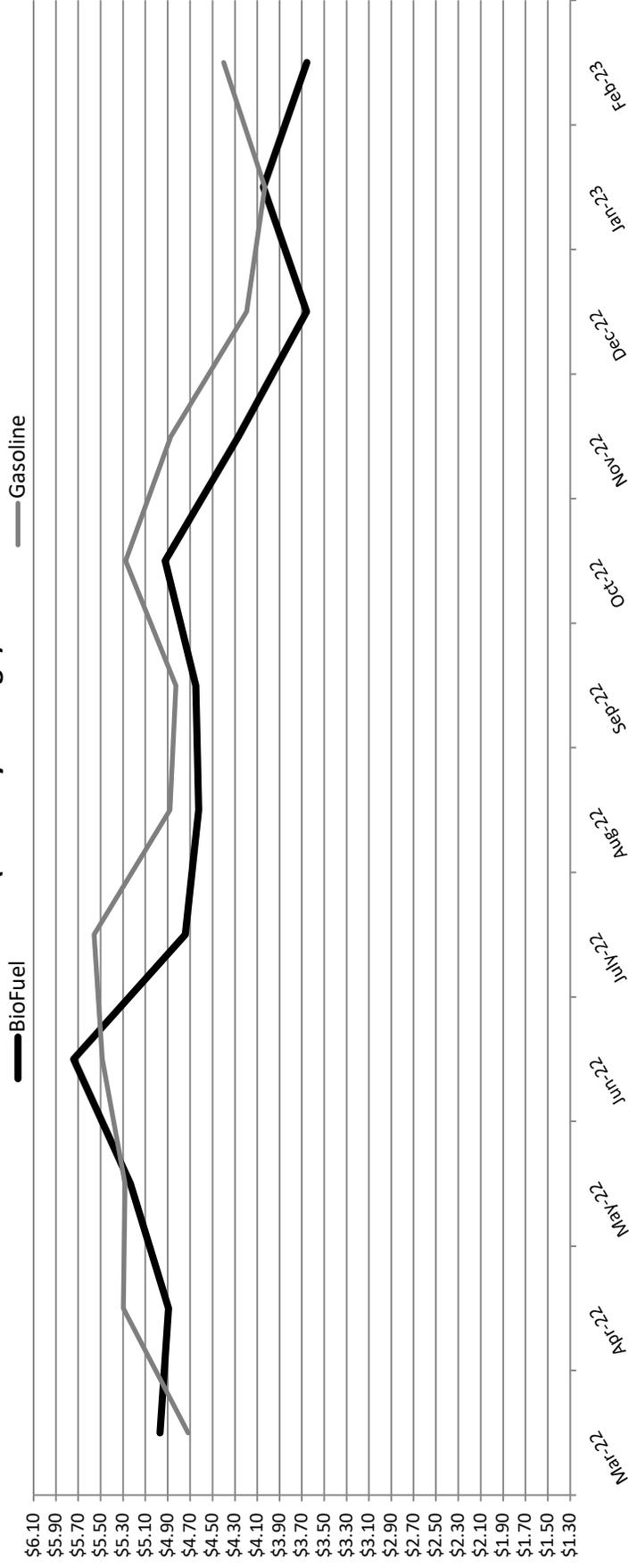
□ FY23 YTD    ■ Feb-23

# FY 2023 - Fleet Support

## Parts Inventory Value, Purchases & Usage



### 12 Month Rolling Fuel Cost (Monthly Average)



**12 Month Average:**

Diesel: \$1.88

Gasoline: \$2.36

**FY21 Average:**

Diesel: \$2.02

Gasoline: \$2.56

**FY21 Fuel Budget**

Diesel: \$2.32

Gasoline: \$2.63

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**ATTACHMENT 4**

Date: March 28, 2023

To: C. Sedoryk, General Manager/CEO

From: Lisa Rheinheimer, Assistant General Manager; Michelle Overmeyer, Director of Planning /Innovation, Andrea Williams, Finance Manager; Michael Kohlman, Chief Information Officer; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Cox, Risk and Security Manager; Ikuyo Yoneda-Lopez, Marketing and Communications Manager; Beronica Carriedo, Customer Service and Community Relations Supervisor.

Subject: **Administration Department Monthly Report – February 2023**

The following significant events occurred in Administration work groups for the month of February 2023:

**Human Resources**

A total employment level for February 2022 is summarized as follows:

<b>Positions</b>	<b>Budget FY22</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators F/T	126	116	-10
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	(1)	(0)	(-1)
Operations Staff	33	26	-7
Maintenance & Facilities	55	52	-3
Administrative (Interns 1 PT)	38	36	-2
<b>Total</b>	<b>253</b>	<b>230</b>	<b>-23</b>

\*Total budget numbers do not include the C/O on Long Term Leave as those numbers are already reflected in the Coach Operators/Trainees number.

<b>February Worker's Compensation Costs</b>	
<i>Indemnity (paid to employees)</i>	<b>\$33,847.21</b>
<i>Other (includes Legal)</i>	<b>\$6,411.08</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$7,869.66</b>
<i>TPA Administration Fee</i>	<b>\$5,708.33</b>
<i>Excess Insurance</i>	<b>\$9,510.75</b>
<b>Total Expenses</b>	<b>\$63,347.03</b>
<b>Reserves</b>	<b>\$1,383,750.06</b>
<b>Excess Reserved</b>	<b>(\$274,802.77)</b>
<i># Ending Open Claims</i>	<b>41</b>

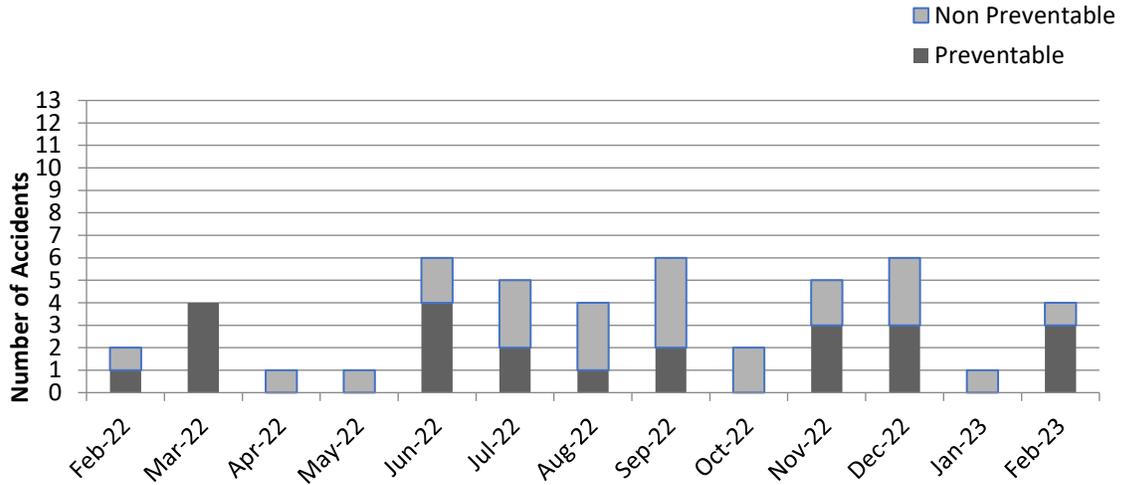
## Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	19
Post-Accident/Incident Re-training	3
In-Service Training: BBN Familiarization of 2 hrs. for \$2	1
In-Service Training: 2022-2023 Model Gillig 40' and 35' Diesel low floor Familiarization Training	29
In-Service Training: 2021 Gillig Zeb Battery Electric Bus Familiarization Training	51
Forklift and Recertification Training	2
Alvarez Technology Group: 2023: Cyber Manager Training-MAN-101	1
DeLay and Laredo: AB 1234 Public Service Ethics Education	3
Sexual Harassment Prevention for Transit Employees	22
Review of Avoid, Deny, Defend Active Shooter Presentation	9
DOT Transportation Safety Institute: Transit System Security	1
DeLay and Laredo: AB1825 Harassment Prevention for Supervisors	8
Alvarez Technology Group: 2023 Cybersecurity Training-Sec-107	2
Yale Model 80VX Class 4	2
DOT Transportation Safety Institute: FT00435 Fundamentals of Bus Collision Investigation DOT	1
In-Service Training: Line 5 route familiarization	1
In-Service Training: Drug& Alcohol, Title VI, EEO Refresher	1
Alliance Career Training Solutions: Advanced Business Writing for Professionals	1

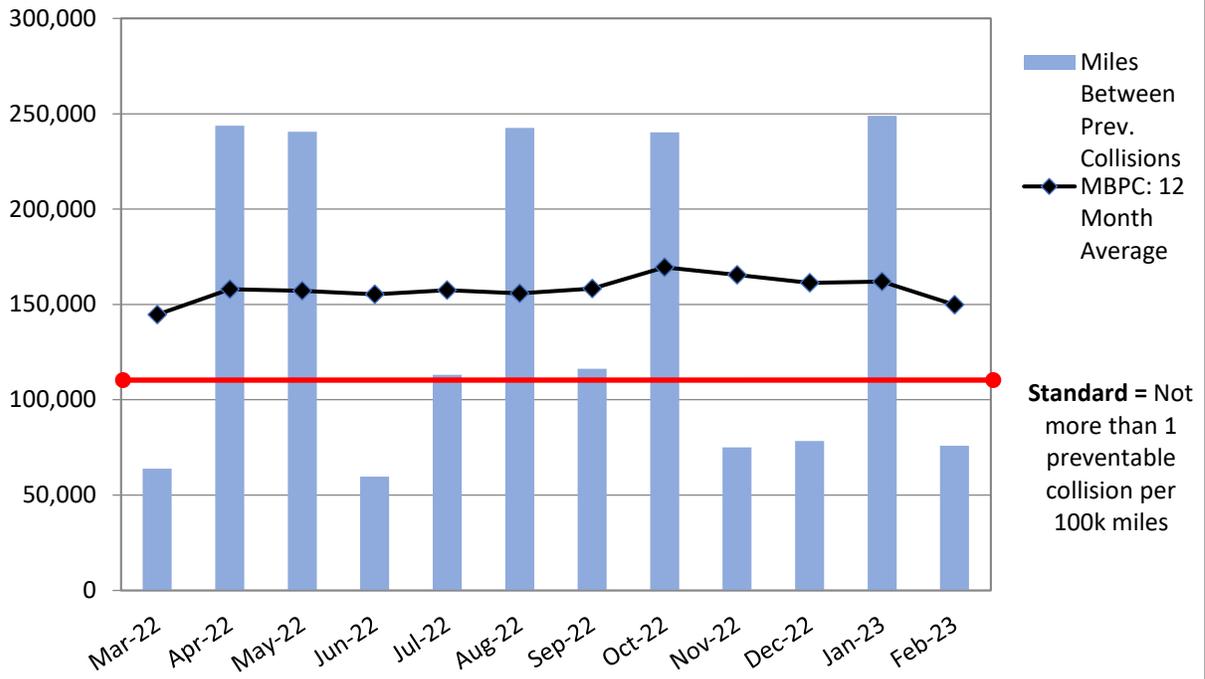
## Risk Management

Description	February 2023 Preventable		February 2022 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	0	0	2
MST Preventable Accidents	3	1	1	1
<b>TOTAL</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>

## Accident Statistics



## Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average



## Customer Service Update

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	Feb-22	
ADA/RM Request	1	0	1	2.3%	0	0.0%
Agency Policy				0.0%	0	0.0%
Bus Stop Amenities	2	0	1	4.7%	0	2.4%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	0		0.0%	1	0.0%
Employee Other	1	1	1	4.7%	4	26.8%
Facilities Vandalism	1	0		2.3%	0	0.0%
Fare / Transfer Dispute	0	0		0.0%	1	2.4%
Full Bus / Left Behind	0	0		0.0%	1	7.3%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	0	1		2.3%	2	12.2%
Improper Employee Conduct	2	1	1	7.0%	1	7.3%
Inaccurate Public Information	1	0	1	2.3%	0	0.0%
Late Arrival	1	7	1*	18.6%	1	7.3%
Late Departure	0	0		0.0%	0	4.9%
No Show	0	0		0.0%	1	9.8%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	2	1	1	7.0%	6	7.3%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	1	0		2.3%	1	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	5	0	3	11.6%	4	2.4%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	6	7	2/1*	30.2%	1	9.8%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	0	1		2.3%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	1	1*	2.3%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	23	20				
Grand Total MST and *Other Provider		43		100.0%	24	100.0%

Employee Compliment – 0

Service Compliment – 0

\*Operated by MV Transportation or taxi provider

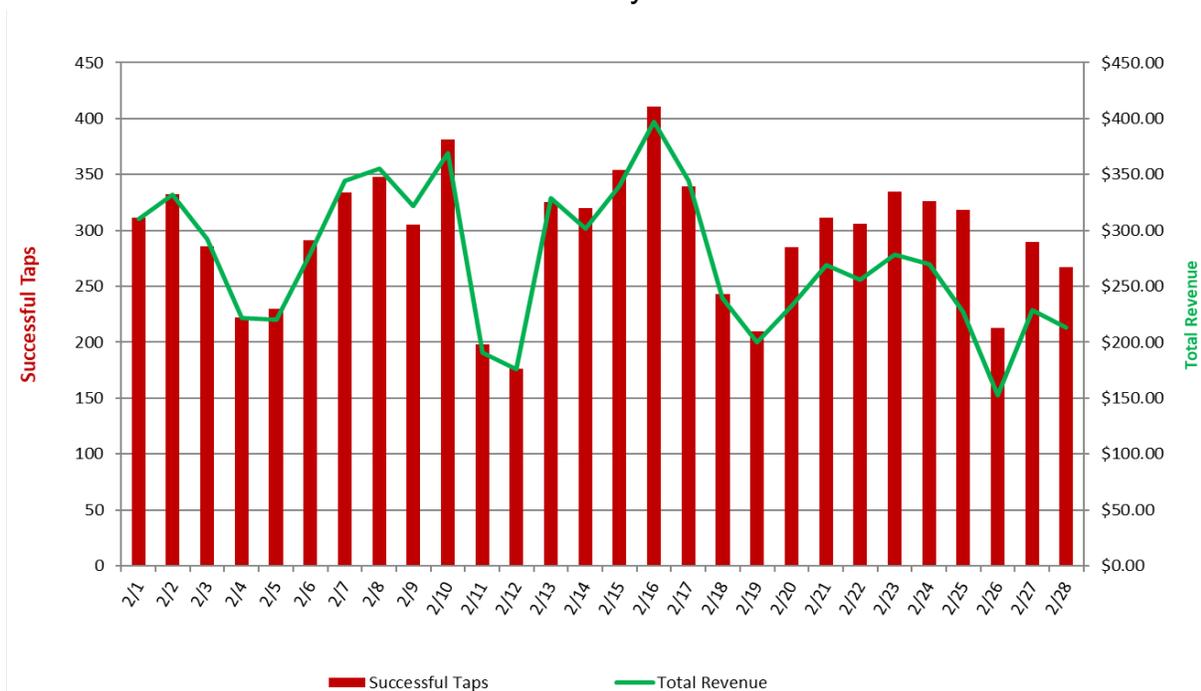
\*\*Numbers may not add up exactly due to rounding

### Contactless Tap to Pay:

During the month of February, MST received a total of 8,267 taps. With the BBN launch, a new fare structure was introduced removing the need for passengers to tap off when exiting the bus.

Since launching the demonstration project on May 11, 2021, there have been a total of 155,913 successful taps. Total revenue collected to the end of February from passengers using contactless payment was \$222,055.

### Contactless Tap to Pay Report February 2023



## Finance Update

### General Accounting/Accounts Payable

During the month of February, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff is working on preparing the fiscal year 2024-2025 budget draft that will be presented to the MST Board Committee in May. MST's external auditors, Eide Bailly LLP, anticipate the completion of MST's Annual Comprehensive Financial Report for FY 2022 no later than March 31, 2023.

### Payroll

Payroll continued to provide hours and earnings reports upon request to MST departments. Routine changes and adjustments to payroll records were maintained along with double checking of all filing for federal, state, and retirement reports and

payments on a timely basis

## Grants

During the month of February, staff drafted, followed up on, responded to, and submitted pending applications, requests for reimbursement, and program reporting under the following programs:

- Federal 5307 Traditional
- Federal 5310 Competitive
- Federal 5311 & 5311(f) Programs
- Federal 5339 Formula
- Federal COVID relief funding (CARES, CRRSAA, ARPA)
- Low Carbon Transit Operations Program
- Transit and Intercity Rail Capital Program (TIRCP)
- MST Capital Improvement Program
- CA SB1 State of Good Repair
- CA SB1 Local Partnership Program
- Federal 5309 Capital Investments Grants
- Caltrans Sustainable Transportation Planning Grants
- Clean CA Local Grant Program
- Congressionally Designated Spending

In addition to attending webinars for future grant opportunities, staff also participated in several meetings regarding current and future projects, bus procurements, and other capital projects. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also worked internally to provide information for MST's annual National Transit Database submission, financial audit, DBE tracking, and triennial review.

<b>Grants Summary</b>	
Active Grant Funding	\$90,723,468
Grant Funds Pending Award	\$4,482,471

## Procurements and Purchasing

Procurement efforts for the month included reviewing invoices, tracking supply requisition forms, and placing supply orders for each MST facility. Business cards and workstation name plates were ordered for a number of new employees as well as existing employees that have had recent changes in their titles. Several quotes were gathered from printers to produce a set of parking permits for MST's property on Gigling Road and 8<sup>th</sup> Avenue. ASAP Signs provided the best price and have begun producing the permits. A Request for Quotations was issued for an on-call consultant to put together bus stop designs for MST's South County circulators. The RFQ was sent out to an approved list of qualified consultants put together through the City of Gonzalez's own Request for Qualifications in which MST had a piggyback option. Final quotes are due by 5:00 p.m. on Tuesday, March 7. As approved at the February Board of Directors Meeting, MST has entered into a contract with Remix Technologies, extending the

agreement between MST and Remix for transit planning software services through February 14, 2026.

## **Information Technology Update**

### **Governance:**

- **I.T. Steering Committee:** The I.T. Steering Committee met on February 21<sup>st</sup>. At that time the committee was updated on the 2-year projected time of I.T. projects, as well as discussed potential technology training opportunities. The next meeting is scheduled for March 21<sup>st</sup>.

### **Operations Technology:**

- **Contactless Fare System:** Planning and discussion on the transition from SC Soft contactless card readers (PADs) to PADs from KUBA systems is continuing on schedule, with the expectation of more frequent meetings beginning in March ahead of an expected delivery of the initial KUBA PADs in April. The implementation goal remains for a the June 2023 timeframe.
- **Email and communications accounts for all MST Staff:** I.T. has been in the process of examining the feasibility of providing a basic email and communications account to all MST staff. This project has advanced to the final design and testing stage, with an implementation goal of 2<sup>nd</sup> quarter of CY2023.

### **Cybersecurity:**

- **Audit and Review of MST Systems:** I.T. has engaged in preliminary discussions to conduct a 3<sup>rd</sup> party cybersecurity review with the goal of performing this review and evaluation any recommendations in the 2<sup>nd</sup> to 3<sup>rd</sup> quarter of CY2023.

**Identity management:** In conjunction with the project to provide expanded email and communications capability to all staff at MST, I.T. has also been in the process of designing and expanding a tiered identity management system, with goal of providing a simpler and more secure way of sharing and collaborating information within the organization. This project is in the final design and testing stage, with an implementation goal of 2<sup>nd</sup> quarter of CY2023.

## **Marketing Update**

### **MST RealTime Usage:**

<b>2022</b>	<b>Text</b>	<b>RealTime Phone</b>	<b>App Sessions</b>	<b>App Users</b>
February	3,539	484	102,577	2,237
March	3,460	664	117,212	2,529
April	3,869	567	116,347	2,579
May	4,311	766	112,898	2,736
June	4,025	844	97,975	2,536
July	4,037	847	105,717	2,603

August	4,761	871	143,536	3,350
September	5,841	689	161,032	3,341
October	7,947	778	135,989	3,022
November	6,047	771	136,873	3,084
December	6,375	1,030	112,856	2,990
January	4,889	906	157,511	3,190
<b>February</b>	<b>4,746</b>	<b>632</b>	<b>145,138</b>	<b>3,121</b>

**Transit App:** For the month of February, there were a total of 360 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were:

1. Line Jazz B– 13,896 taps
2. Line Jazz A– 10,609 taps
3. Line 20 – 8,079 taps

**Published news stories include the following:**

None for the month of February

**Press releases sent include:**

“MST Bus Service on Presidents’ Day” (2/14/2023)

**Projects:**

The following activities were undertaken during the month:

- Visa Contactless Card 50% off Campaign
- Tabling at the Kinder Festival in Greenfield
- Transit Employee Appreciation Day
- Senior Transit Day
- Quantum Wheelchair Securement System Rack Card & Education video production

**External Collaboratives/Meetings/Committees:**

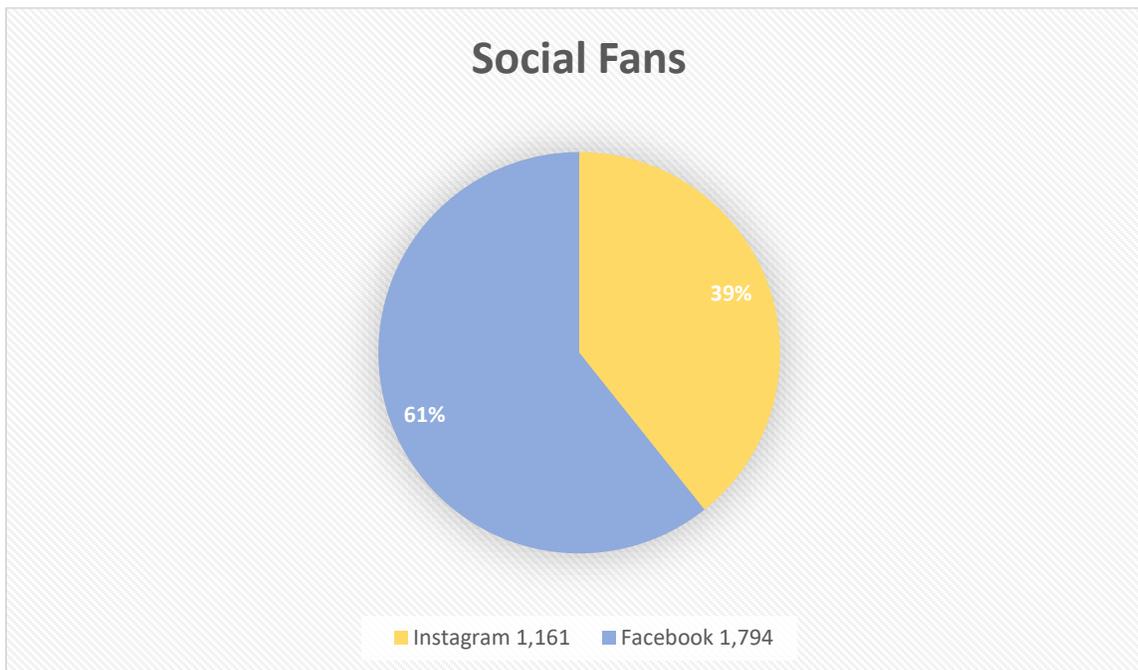
- Cal-ITP Contactless Operations and Customer Service Meetings
- SURF! Outreach and TOD-Related Meetings
- Training: MST- HVS Call Center Training
- Alliance on Aging Meeting
- Customer Service Team Meeting
- Marketing, Outreach, and Customer Service Bi-weekly Team Meeting
- Transit Employee Appreciation Day Planning Meeting
- Senior Transit Day Planning Meeting
- Workshop: Community-Based Social Marketing
- Training: Quantum Wheelchair Securement System
- Conference: APTA Marketing & Communications

## Social Media:

Posts and stories created during the month of February:

- Recruitment
- Rosa Parks Birthday
- Trip Planning/Transit App Tutorial
- TOD Survey Message
- Valentine's Day Post with Former Driver
- Meals on Wheels
- Quantum Training Video

## Social Media Performance:

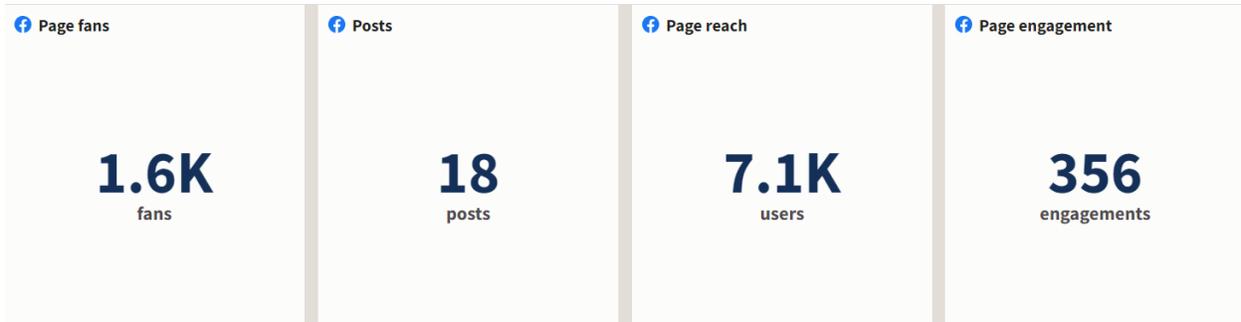


## Overview by Social Media Platform:

### Instagram



### Facebook



## **Planning Update**

### **Service Planning and Standard Reporting**

Throughout the month, planning staff was finalizing work for the March service change to make minor adjustments to the Better Bus Network. Customer service reports were responded to. With the release of census data, staff updated the National Transit Database annual report. Work on the FTA triennial review was also completed. Hosted MST Community Planning Meetings for SB922 requirements.

### **Transit-Oriented Development Planning Study**

Work continued work on the Transit-oriented Development (TOD) planning study in support of the SURF! Busway and Bus Rapid Transit project. Staff worked with the consultant to review the draft Existing Conditions Report and presented preliminary results to the technical advisory committee. The project team also met with staff from cities of Seaside, Sand City, Marina, as well as CSUMB.

### **Regional Planning**

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County and Association of Monterey Bay Area Governments.



## MST COVID-19 AFTER ACTION REPORT

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*“Connecting Communities,  
Creating Opportunities,  
Being Kind to Our Planet”*



# Acknowledgments

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We are especially indebted to the Monterey-Salinas Transit District (MST) Board of Directors for their encouragement and leadership during this pandemic. With their support, MST continued to provide transit services and a variety of new and existing mobility options to the communities we serve. Throughout the pandemic, MST fulfilled its obligations to community members – going above and beyond in some instances to provide relief, protection, and human services when needed. The lessons learned described in this After-Action Report (AAR) will be considered for future inclusion in MST’s crisis and emergency planning efforts.

MST’s collaboration with local community organizations and entities throughout the pandemic has contributed to many opportunities to serve the residents of Monterey County. The success of MST’s efforts would not have been possible without the support and contributions of MST’s coach operators, maintenance mechanics and technicians, facilities technicians, utility workers, communications specialists, operations supervisors, maintenance superintendents, maintenance supervisors, and supporting managers, directors, and officers who contributed throughout this trying time.

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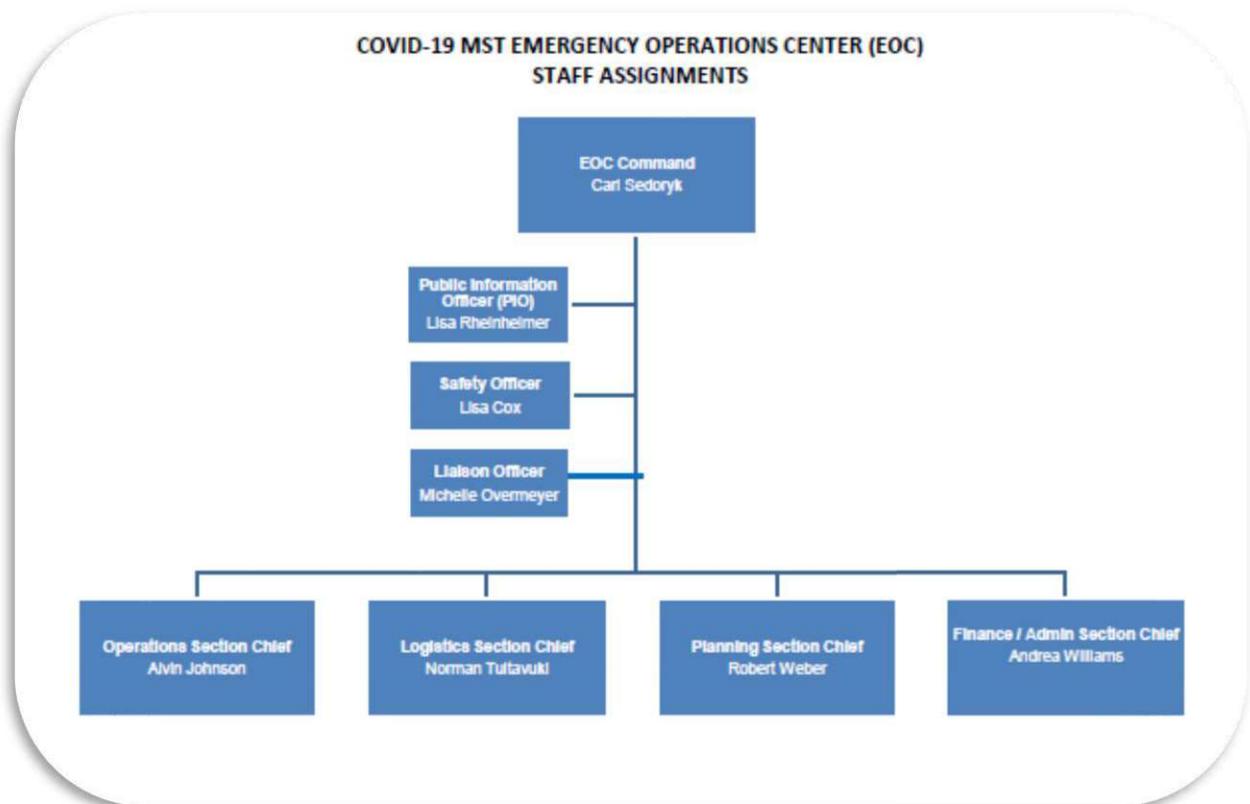
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## SECTION 1.0: Incident Summary:

The news and media first reported the origins of COVID-19 in China in December 2019 with the first case in the United States reported the following year, in 2020. Due to the magnitude and duration of the response, this AAR is not all-inclusive but strives to document key phases of the pandemic and the actions taken by MST. The COVID-19 pandemic has profoundly impacted the world, including the public transit industry. The ultimate purpose of this report is to document MST's response efforts to the pandemic and to identify areas for improvement.

### 1.1 Summary of Response and Recovery:

In response to the pandemic's possible spread into California, MST staff initiated and activated the Emergency Operations Center (EOC) on February 26, 2020, and immediately began planning and preparing MST's response and recovery plans. Following the Incident Command System (ICS) model for responding to disasters and emergencies, MST's EOC was staffed accordingly.



On March 4, 2020, Governor Newsom issued a state of emergency in response to the growing threat of the COVID-19 pandemic. MST's EOC staff identified and initiated a variety of tactics to protect employees, their families, and everyone we contact from the spread of the virus; to

serve our community partners in their efforts to respond and recover; and to innovate new practices and technologies to better plan, prepare, prevent, and mitigate against future crises while responding to our current situation.

MST's recovery plan provided an integrated perspective across the emergency response phases of Prevention, Protection, Mitigation, Response, and Recovery to achieve unity of effort and make the most effective use of limited resources. MST's recovery efforts were based on a "whole community" approach that includes efforts to restore the infrastructure, services, economy, and tax base that supports MST and the communities that MST serves.

The recovery plan recognizes and seeks opportunities to collaborate with a variety of partners, including economic development professionals, business leaders, affordable housing advocates, faith-based organizations, and functional and access needs populations, and each has a significant part to play in recovery. This type of recovery framework and approach allowed MST to improve collaboration efforts, take advantage of available resources, and seize opportunities to increase local resiliency, sustainability, accessibility, and social equity.

The MST COVID-19 EOC was disbanded on February 28, 2023, in conjunction with Governor Newsom's end of the declared state of emergency.

## **SECTION 2.0: Actions Taken**

### **2.1 Policies**

#### **COVID Workplace Policy**

On February 8, 2021, MST's Board of Directors formally adopted MST's COVID Workplace Policy (CWP). The CWP includes the actions MST took to mitigate the spread of the coronavirus, COVID-19. The CWP is essential to the success of keeping MST's employees, customers, and the communities it serves safe; and is following Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidelines. The Board-adopted CWP is attached herewith as Appendix A.

On February 8, 2021, MST's Board of Directors approved MST's COVID-19 Vaccination Plan which is designed to take a proactive approach to stop the spread of the COVID-19 virus. The Plan is also designed to educate MST's workforce by guiding them to remain safe and healthy throughout the pandemic. A copy of the Board-approved Plan is attached herewith as Appendix B.

#### **Vaccination Requirement**

On September 13, 2021, MST's Board of Directors formally adopted MST's Mandatory COVID Vaccination Workplace Policy that required employees to provide proof of vaccination to remain employed by MST. MST's Civil Rights Office, led by MST's Equal Employment Opportunity (EEO) Officer carefully reviewed and considered accommodation requests received. The EEO Officer approved or denied accommodation requests following strict adherence to applicable rules and regulations. The Board-adopted Vaccination Policy is attached herewith as Appendix C.

#### **MST Board Meeting Attendance Modifications**

Like many public-facing agencies and per state and federal guidelines, MST revised its policy regarding Board Meeting attendance. The policy allowed Directors to attend MST Board Meetings virtually instead of in person. The policy required all in-person attendees to wear a face mask or face covering. Seat spacing within the MST Board of Directors meetings was increased between meeting attendees to provide increased social distancing.

#### **Remote Work from Home (WFH)**

In March 2020, MST created and implemented a remote work-from-home policy for non-essential personnel, mostly those employees who did not work in MST's Operations Department. MST offered these employees the option to work remotely from home throughout the pandemic.

MST had to quickly procure laptops and software to facilitate this policy. MST required the affected employees to review, acknowledge, and sign documentation outlining MST's WFH program. The program contained specific security requirements all WFH employees must

adhere to. The WFH program helped MST reduce the number of employees physically reporting to each facility, thereby reducing the possibility of infected employees spreading the illness to others.

### **Masks and Social Distancing on MST’s Transit System**

One of the earliest policies MST adopted required all who traveled on MST buses or at an MST facility (including bus stops) to wear a face mask or face covering. Additionally, MST implemented social distancing on MST buses, vehicles, and facilities. MST expanded these policies to include all MST employees who are on duty and at MST employee facilities.



Requiring face coverings while at work was in alignment with the CDC which also enacted similar guidance across the nation requiring *“the wearing of masks by people on public transportation conveyances or the premises of transportation hubs to prevent the spread of the virus that causes COVID-19”* (see link <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>).

### **Passenger Seating Modifications**

MST modified seating arrangements inside its revenue vehicles. To reduce the possibility of spreading the virus, MST temporarily reduced the seating capacity in its buses. Additionally, MST relocated the passenger “limit lines” in its revenue vehicles to increase the space between passengers and the coach operator.

## **2.2 Procedures and Protocols:**

### **Revised Cleaning Efforts**

At the start of the pandemic, MST immediately began researching, analyzing, and following industry “best practices” and using CDC-recommended chemicals for cleaning and disinfecting for combating the COVID-19 virus. MST worked with industry peers and its external business entities to acquire and implement the use of these chemicals inside vehicles and interiors of MST facilities.

MST purchased electro-static sprayers to apply chemicals effectively and efficiently on surfaces inside buses, MST facilities, and other appropriate locations that require regularly scheduled cleaning and disinfecting. MST revised its existing Standard Operating Procedures (SOP) and will continue regularly reviewing and monitoring industry best practices for continual improvement.

## 2.3 Protective Measures

### **COVID-19 Tracing Unit**

In response to the COVID-19 pandemic and to improve employee safety against the pandemic, MST created a COVID-19 Tracing Unit (Unit) that fell under the EOC. The Unit completed online certificated training through the John Hopkins University program that provided specific training for contact tracing, and other topics that included:

- ✓ The natural history of SARS-CoV-2, the infectious period, and evidence of how the virus is transmitted;
- ✓ Case investigation, contact tracing, common barriers, and issues, and strategies to overcome;
- ✓ Definition of an infectious contact, the timeline for public health intervention through contact tracing;
- ✓ Ethical considerations around contact tracing, isolation, and quarantine.

The Unit traced and contacted all employees who were infected (directly and indirectly) by the virus and implemented “best practices” procedures to protect against the pandemic. The Unit carefully reviewed and analyzed all reported cases and implemented the appropriate responses per specific guidance and training. Members of the Unit rotated their time on duty within the Unit to allow time for resting and recovering throughout the pandemic.

To streamline the Unit’s contact tracing processes – MST implemented a telephonic-based reporting system for employees. The COVID-19 “Hotline” remained accessible for employees 24 hours per day, 7 days per week. MST directed employees to call the Hotline to report infections and contacts. A member of the Unit received messages and provided follow-up responses with guidance and directions to mitigate and protect against the spreading of the virus.

MST deactivated the Unit in October 2022 but continues to monitor and adhere to specific guidance from local, state, and federal authorities. MST established internal protocols requiring employees to contact their supervisor if they presented with COVID-19-like symptoms or believed they were a close contact. MST continues to monitor employee absences and health status. While the Unit has been deactivated, MST continues encouraging employees to remain at home when ill, or when suspected of coming into contact with the virus or a person who may be infected with the virus.

### **Contactless Fare Payment Devices**

MST procured and installed contactless fare payment devices that enable customers to avoid physically handling and paying their fares with cash or coins. MST no longer requires customers to interact solely with the traditional farebox when they board a bus – customers can tap their credit cards or smart devices (cellular phones, smart watches, etc.) to pay their fare. MST installed these devices at the doors of every MST commercial vehicle. Introducing this innovative technology into MST’s suite of customer amenities helped reduce physical interactions, thereby reducing the possibility of transmitting the virus.



From a customer perspective, this payment option is like the familiar payment process using a credit/debit or e-wallet at many major grocery and retail stores to purchase goods and services.

### **Take-Home Test Kits**

MST’s Logistics Section procured thousands of take-home test kits and made them available to employees on an as-needed basis. Additionally, when appropriate, MST provided take-home test kits to its community members and other local entities. Test kits remain stocked at all MST Customer Service Centers (Salinas, Marina, and Monterey) and MST’s Operations and Maintenance facilities. Employees can retrieve any amount of test kits from any of these locations.



Additionally, MST actively monitors the life cycle of take-home test kits to ensure inventory levels are adequate and test kits remain available for employees. To avoid discarding unused take-home test kits, approximately 60 days before expiration, MST donates a portion of take-home test kits to local agencies and human services.

### **Personal Protective Equipment (PPE)**

At the onset of the pandemic, MST’s Logistic Section began increasing the amount of PPE stored and available on-hand. This effort included increasing the number of masks, gloves, sanitizer, cleaning chemicals, and other pandemic-specific supplies. MST streamlined distribution and improved access to PPE by installing vending machines in each of its operating divisions (Monterey, Salinas, and King City). MST strategically placed the PPE vending machines within each operating division – employees use their MST credentials to retrieve PPE.



MST procured and installed PPE Vehicle Kits in every MST commercial vehicle. The PPE kits are deployed, when necessary, at the employees’ discretion. Each PPE Kit contains N-95 masks, G-16 eye protection, hand sanitizer, and disposable gloves.

MST supported its third-party transportation provider, MV Transportation, Inc. (MVT) by supplying PPE for its employees. Additionally, MST approved a contract amendment that enabled MVT to seek reimbursement from MST for PPE and other pandemic-related costs.

MST installed protective barriers in the drivers’ compartments of all buses to add another layer of protection for coach operators. Installation of the protective driver barriers began near the start of the pandemic and over several months. The supply chain and demand for protective barriers resulted in long lead times and longer than hoped-for installation; however, MST has completed the installation of protective barriers inside all MST coaches, trolleys, and cutaways.

### **Thermal Scanning Station (TSS)**

MST installed Thermal Scanning Stations (TSS) near the entrance to every facility accessed by employees. The stations measure an employee’s temperature by scanning their wrist before entering fully past specific entrances. As an employee enters a facility, they must scan their wrist and receive an “acceptable” temperature measurement before moving forward into the facility. The TSS visually and audibly verifies and confirms an “acceptable” temperature. “Unacceptable” temperatures activate the TSS to visually and audibly advise the employee their temperature is outside of the “acceptable” threshold and provide notification to MST’s EOC.



MST has advised employees who receive “unacceptable” readings to immediately leave MST property and return home to notify MST and receive specific guidance and instruction.

### **Air Treatment Devices**

MST installed new air treatment devices in its vehicles and facilities to improve air quality and combat the virus.

The CCT12V-1 electronic air cleaners were acquired from Climate Comfort Technologies (CCT) through an MST vendor. The device improves indoor air quality in buses by distributing elevated positive and negative ions through the onboard air handling system. The increased ions help to inhibit bacterial and fungal/mold growth and help to increase efficacy on various pathogens including viruses such as the COVID-19 virus.

### **MERV-7 Filters**

MST transitioned its onboard air handling systems in its buses to MERV-7 filters – an upgraded filter that increases the ability to filter and capture respiratory droplets and particles exhaled during talking, singing, breathing, and coughing. MST has installed these filters in all its commercial vehicles. MST updated its regular preventive maintenance inspection intervals to include inspecting, servicing, and replacing these filters when appropriate.

### **Free Fares**

On March 18, 2020, for the health and safety of MST employees and customers, MST suspended the collection of fares and required rear door boarding to reduce physical interaction between MST employees and customers. During the “free fare” period, MST continued installing protective equipment and implementing processes and procedures to reduce the spread of the virus. On August 1, 2020, MST reinstated fare collection system-wide along with other central coast transit operators Santa Cruz Metro, San Luis Obispo RTA, and Santa Clara VTA.

### **Hand-Sanitizer Stations**

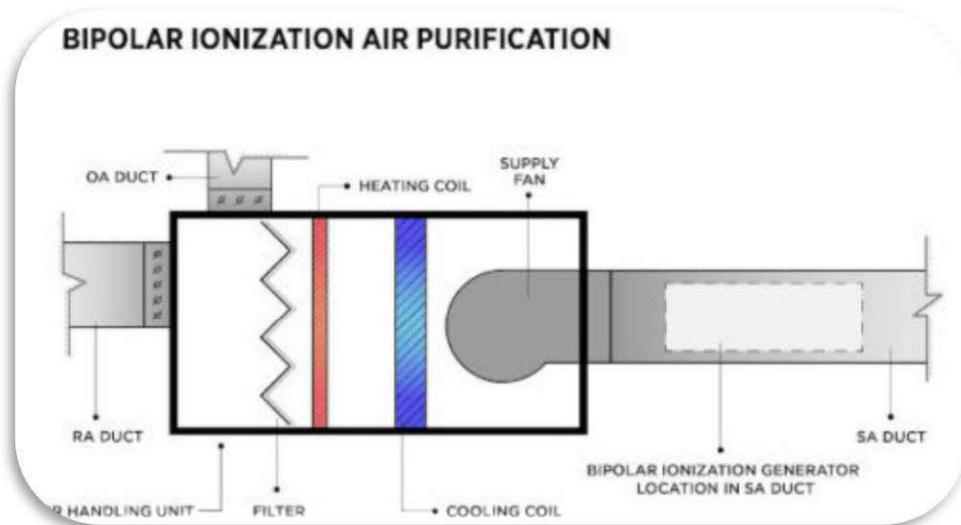
To protect MST employees, passengers, and the community against COVID-19, MST procured and installed hand sanitizing dispensers at the doors of its buses. MST’s Utility Service Personnel (USP) inspect these stations nightly as part of the service and wash procedures for next-day service. USPs ensure the stations are functioning properly and are topped off with hand sanitizer before vehicles pull out for next-day service.



### **Bipolar Ionization Technology:**

MST upgraded the HVAC systems in all its facilities to bipolar ionization technology. The technology utilizes specialized tubes that take oxygen molecules from the air and convert them

into charged atoms that then cluster around microparticles, surrounding and deactivating harmful substances like airborne mold, bacteria, allergens, and viruses. These charged atoms also attach to expelled breath droplets and dust particles that can transport viruses, enlarging and catching them in filters. This process provides continuous disinfection.



## SECTION 3.0: LESSONS LEARNED

### 3.1 Training

#### **Updated Training:**

MST has revised and included the following training topics in a bi-annual certification course for all Utility Service Persons (USP):

- Proper donning and doffing of personal protective equipment (PPE)
- Proper storage and care of PPE
- Proper use and application of chemicals
- Proper use of tools and equipment
- Proper use of Foggers and Misters

#### **Mandatory and On-going Incident Command System (ICS) Training**

The Incident Command System (ICS) is a proven method for the *command, control, and coordination* of a response to any incident, including a pandemic. During MST's initial response to the COVID-19 crisis, MST learned that key management and other important personnel had not received prior ICS training. This lack of preparation became problematic as some of these individuals were expected to staff critical positions within MST's Emergency Operations Center (EOC), which relies heavily on the use of ICS controls during emergency operations. MST must strengthen its ICS training and certification program for all Supervisor and Manager level personnel.

MST shall make ICS training mandatory for designated management-level personnel within the agency. At a minimum, staff shall be required to complete a certification in FEMA's IC-100c. This course describes the history, features, principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

MST's Transit Supervisors shall continue to be required to certify in FEMA's IS-200c. This training offers a higher level of certification designed to meet the all-hazard, all-agency NIMS ICS requirement for operational personnel.

### 3.2 Logistics and Supply Chain Management

#### **90-Day PPE Supply**

Early in the COVID-19 crisis, MST experienced a shortage of PPE. As a preparedness strategy, MST attempted to establish contractual relationships with vendors to ensure and guarantee a minimum 90-day supply of PPE. While this strategy was not achieved – MST developed relationships with its vendors to improve vendor performance and reduce procurement times. Some of the strategies introduced through this relationship included installing PPE vending

machines and automatic PPE stocking through real-time inventory data collected from the vending machines. The vending machines are equipped with internet-enabled devices that report inventory levels in real time to our PPE vendor. Our PPE vendor receives these reports and then restocks and replenishes the PPE vending machines. This real-time function ensures PPE is always adequately stocked.

**Leveraging Local, State, and Federal Supply Chains**

The global strain on the supply chain for PPE and other goods forced MST to innovate. Through local, state, and federal entities, MST identified several supply chains that were previously unknown. The following are examples of some of these resources and the supplies provided:

ENTITY	RESOURCE(S) PROVIDED
City of Monterey Fire Department	COVID-19 Vaccines and Boosters
Monterey County	Face Masks, Gloves, Sanitizer
Federal Transit Administration	Face Masks, COVID-19 Home Test Kits
Monterey County Citizens	Donated Hand-Made Cloth Face Masks
American Public Transportation Association (APTA)	Suggested Supply Chain Innovations, List of Suppliers, and other COVID-19 Resources
California Transit Association (CTA)	Suggested Supply Chain Innovations, List of Suppliers, and other COVID-19 Resources

**3.3 Planning for Future Disasters**

**Annual Review and Updates of MST Emergency Response and Related Documents:**

MST staff shall review its Emergency Response plans and related documents annually to capture lessons learned and to revise plans where appropriate. At a minimum, the annual review and update shall include the following plans and documents:

- ✓ MST COVID-19 Recovery Plan
- ✓ COVID-19 Protocols
  - Employee Death Response
  - Positive Case Contact Tracing
  - Post Exposure to Employee Screening
- ✓ Continuity of Operations Plan (COOP)
- ✓ MST Contractors’ Agreements (for applicable modification)
- ✓ Pandemic Attachment
- ✓ Contingency Fleet Plan
- ✓ Central Coast Mutual Aid (Memorandum of Understanding)

**Disaster Response Plan Testing (Tabletop Exercises, Live Drills):**

MST staff shall conduct at least one tabletop exercise annually to evaluate its Continuity of Operations (COOP) and emergency response plans. MST staff shall conduct after-action reviews following the completion of each exercise and will incorporate lessons learned into future disaster planning updates.

### 3.4 Financials

#### **Federal Emergency Management Agency (FEMA) Public Assistance Program**

Per section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the “Stafford Act”), eligible emergency protective measures taken by MST to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA’s Public Assistance program. FEMA provides a 75 percent federal cost share.

State, territorial, tribal, and local government entities, and certain private non-profit organizations, such as MST are eligible to apply for Public Assistance (PA).

#### **Eligible Assistance for Costs Incurred by MST**

Under the COVID-19 Emergency Declaration, FEMA *may* assist with specific emergency protective measures MST completed. The following MST actions were undertaken and *might* be reimbursement eligible:

- ✓ Emergency Operation Center costs.
- ✓ Training specific to the declared event.
- ✓ Disinfection of eligible public facilities.
- ✓ Technical assistance to state, tribal, territorial, or local governments on emergency management and control of immediate threats to public health and safety.
- ✓ Emergency medical transport.
- ✓ Purchase and distribution of food, water, ice, medicine, and other consumable supplies, including personal protective equipment and hazardous material suits movement of supplies and persons.
- ✓ Communications of general health and safety information to the public.
- ✓ Reimbursement for state, tribe, territory, and/or local government force account overtime costs.

The FEMA reimbursement process is lengthy – it requires patience, consistent follow-up, and attention to detail. MST staff coordinating the process carefully tracked and documented all eligible expenditures. Staff communicated with FEMA on numerous occasions throughout the reimbursement process. Assigning one specific employee to execute the FEMA reimbursement process is recommended. Other recommendations include using an electronic document storage system for tracking FEMA reimbursement-eligible expenditures. The storage system should provide adequate security measures and the ability to access documents from an internet-enabled device.

### 3.5 Communications (Internal and External)

#### **Internal Communications:**

##### **Communications from MST’s General Manager/Chief Operating Officer (GM/CEO)**

In March 2020, MST’s GM/CEO began regularly publishing internal memorandums to all MST employees describing the actions MST had taken to protect employees against the COVID-19 virus. In addition to the specific actions taken, the GM/CEO offered support, encouragement, and gratitude through these memorandums. These memorandums proved to be an effective tool for communicating with MST employees.

##### **Monthly Employee Townhall Meetings**

To improve internal employee communications, MST’s GM/CEO began conducting monthly virtual “Townhall” meetings. These virtual meetings enabled MST’s Executive Leadership Team (ELT) to speak directly to employees and answer employee questions in real-time.

#### **External Communications:**

##### **MST Website and Social Media**

MST’s Marketing Department leveraged its existing social media presence to provide external communications to customers and community members. MST posted service alerts, rules promulgated because of the pandemic, and links to other media outlets to help keep customers and community members educated. This existing communication channel continues to prove effective for quickly distributing information.

##### **Communications at Customer Service Centers**

MST continued posting and publishing “paper” media at its customer-facing facilities in Monterey, Marina, and Salinas. Posters, flyers, memorandums, and other forms of paper media proved to be an effective form of external communication – inspecting these communications, removing, and replacing outdated or damaged materials ensured current information was provided.



Additionally, MST used its customer-facing facilities to coordinate outreach efforts, including vaccination opportunities for the public.

### **Coordination with County and Surrounding Jurisdictions**

MST staff participated in daily, weekly, and monthly coordination meetings with Monterey County EOC, California Transit Association, and other affinity groups throughout the pandemic. These ongoing touchpoints enabled MST to share information and reevaluate its strategies as new ideas emerged in the industry.

## **3.6 Conclusion**

### **Closing Statement**

The COVID-19 pandemic presented unprecedented challenges for MST and other public transit operators across California and the world. Despite the difficulties, MST remained committed to ensuring the safety of our customers, employees, and our communities while continuing to provide essential transportation services to the community. MST participated in several “non-transit” opportunities to serve our communities – we picked up and delivered food to our vulnerable and aging community members, provided internet connections through our Wi-Fi-enabled buses to communities with little or no internet, and donated PPE and COVID-19 test kits throughout our region. Through rapid adaptation and response to the evolving situation, MST was able to implement measures such as increased cleaning and sanitation, enhanced communications with employees and customers, social distancing protocols, and other effective measures. These measures helped MST minimize the spread of COVID-19 while keeping our transit system safe and operational.

This pandemic has brought to light vulnerabilities in our operations and highlighted the need for continued focus and regular review of our emergency response plans. In addition, MST will continue to review technology and infrastructure that further strengthens our plans and ability to respond.

We extend our deepest gratitude to our employees, customers, community partners, and our Board of Directors for their unwavering dedication, cooperation, and support during this challenging time. Together, we will continue to navigate this pandemic and emerge stronger and more prepared for the future.

## **APPENDIX:**

## A: COVID Workplace Policy – Adopted February 8, 2021

Agenda # **6-2**  
February 8, 2021 Meeting

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To: Board of Directors  
From: Kelly Halcon, Director of Human Resources/Risk Management  
Subject: MST COVID Workplace Policy

### **RECOMMENDATION:**

Adopt MST's COVID Workplace Policy to promote the safety of our employees and passengers and to help stop the spread of COVID-19.

### **FISCAL IMPACT:**

None.

### **POLICY IMPLICATIONS:**

Your Board adopts policies for employees and non-employees. Adoption of a COVID Workplace Policy is required by Cal/OSHA rules. This new Workplace Policy will be posted in every MST facility and sent out as a payroll inserts to our employees.

### **DISCUSSION:**

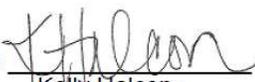
MST has created a COVID Workplace Policy in compliance with the new Cal/OSHA requirements for all employers as adopted on November 30, 2020. MST has already addressed and implemented the requirements of the new Cal/OSHA rules and with this Policy incorporates the protocols and guidance previously issued to employees. When the spread of COVID became a concern within the workplace in March of 2020, MST developed and implemented many protocols to provide guidance to our workforce on how to stay safe and to help stop the spread of COVID-19.

However, the pandemic guidance from the CDC, the State, and our local Health Department has changed numerous times. The changing guidance did not make it favorable to develop and adopt a COVID policy without stable requirements. The attached COVID Workplace Policy was developed by incorporating and listing current protocols and information MST posted to our workforce since March of 2020. The attached Policy has been reviewed by MST management, meet and conferred with by our unions, and reviewed by MST's legal team.

Staff recommends the Board adopt MST's COVID Workplace Policy. By adopting this policy, the Board helps MST become compliant with the newest Cal/OSHA COVID workplace regulations.

**ATTACHMENT(S):**

COVID Workplace Policy

PREPARED BY:  APPROVED BY:   
Kelly Halcon Carl Sedoryk

**COVID Workplace Policy**

Adopted:

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**OBJECTIVE:** Workplace health and safety is both an individual and shared responsibility of all personnel working at Monterey-Salinas Transit District. 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.

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**POLICY STATEMENT**

This company policy includes the measures MST is actively taking to mitigate the spread of Coronavirus. Monterey-Salinas Transit District is committed to providing a healthy and safe workplace for all employees and the passengers we serve. It is important that we all respond responsibly and transparently to these health precautions.

**I. COVID Terms and Definitions**

**Asymptomatic** A person who does not show any signs or symptoms of a disease. People with asymptomatic infection feel well. Because they feel well, they don't know they're infected, and they often continue their regular activities, which can easily transmit the virus to others.

**Case** A person having a particular disease, disorder, or condition. A variety of criteria may be used to identify cases—for example, a physician diagnosis or a diagnostic test.

**Confidentiality** The obligation not to disclose information; the right of a person to withhold information from others. Information in medical records is generally confidential.

**Contact** A well person who has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection.

**Coronaviruses (COVID)** A large group of viruses. COVID-19 Short for coronavirus disease 2019.

**High-risk subpopulation** A segment of the population that has characteristics that increase the risk of infection or severe disease.

**Incubation period** The interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For SARS-CoV-2, the incubation period is on average 4–5 days but may be as long as 14 days.

**Infectious period** Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.

**Isolation** Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an

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infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.

**Quarantine** Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period

**Respiratory droplets** These are particles of respiratory secretions that are exhaled and typically consist of water-like fluid. If someone is infected with SARS-CoV-2, their respiratory droplets will contain SARS-CoV-2 virus, and these are infectious. Respiratory droplet particles cannot float in the air; they will drop to the ground by gravity. Therefore, after a person exhales them, they fall within 3–4 feet. From a technical standpoint, these particles are defined as >5 microns in diameter.

**SARS** Short for severe acute respiratory syndrome. This coronavirus emerged in Guangdong, China, in 2002. SARS-CoV-2 The virus that causes the illness we call COVID-19.

**Signs of illness** A health effect that can be observed externally, such as temperature, sweating, oxygen saturation, or heart rate. Signs are also abnormal findings on a physical examination that are observed or measured by a clinician (a physician or nurse). Some signs mean that the disease is becoming more severe or progressing.

## **II. Implementation of workplace controls**

MST has adopted engineering, administrative, safe work practices, and personal protective equipment (PPE) processes and protocols to keep the MST employees and passengers safe and to help stop the spread of COVID.

### **A. Engineering Controls**

Engineering controls involve isolating employees from work-related hazards. Below is a listing of steps MST has taken to make the working environment safe.

- Installed high-efficiency particulate air (HEPA) filters at all facilities and high-efficiency air filters on all buses.
- Implemented protocols to keep bus windows open aboard the buses to increase air circulation while in service.
- Installed physical barriers in the driver compartment of the buses. Customer service locations have physical barrier windows. The administrative office will remain closed to the public and vendors.
- Removed furniture within breakrooms to encourage social distancing. Opened conference rooms to be lunchrooms. Closed quiet rooms that are tiny and do not have windows with the ability to open.

### **B. Administrative Controls**

Actions MST has taken, and MST has asked our employees to take in order to keep each other, passengers and our families safe.

- Encouraged employees to stay home if they are sick or exhibiting symptoms of COVID-19.
- Provide a protocol for supervisors to send sick employees home.

- Discontinued non-essential travel for MST staff. This includes all training that would require an employee to leave the state, travel by airplane or cannot be done so virtually.
- Any employee who travels out of state is required to report their travel plans to the Human Resources department. The employee will be required to self-quarantine at home for no less than 14 days from the day they returned to their home.
- Any employee who takes a leave of absence, has workplace injury or takes personal time that is longer than 5 days cannot return to work without going through the return to work questionnaire administered by the Human Resources Department in accordance with CDC guidelines.
- Developed a process for employees and/or supervisors to report a possible contact.
- Developed and implemented a COVID tracing unit. This unit is to assist the County Health department in their tracing efforts. Within the unit, the certified tracers have developed a process for tracing contacts, checking in with sick employees and when to return employees back to work.
- Developed and implemented a return to work procedure following CDC protocols for any employee who has been deemed a “case” of a “contact”.
- Developed and implemented a COVID leave program in accordance with the Family First Rights Act and the Department of Labor.
- Implemented a protocol that not more than 50% of the administrative staff are in the administrative building at any given.
- Allowed those positions who have to the ability to telecommute to do so. Those employees working from home have been given an MST owned laptop and training on how to utilize the virtual private network (VPN) to access their desktop computer.
- Those employees who are required to wear PPE have been given the proper training on how to put on and take off the PPE in accordance with CDC guidance.
- All supervisors and managers have been provided with the appropriate training on COVID leaves of absence, confidentiality, HIPPA regulations and the process to send home sick employees and the reporting process for sick employees.
- Facilities and Utility Service have been given training on the proper cleaning techniques to sanitize MST buses and facilities.
- MST evaluated routes and schedules to reduce staff in breakrooms and within multiple buses to ensure social distancing and enable contact tracing.
- Engaged light duty, security guards and customer service workforce to help ensure social distancing at STC and MTX.
- Established a working group with the executive leadership at Monterey County Health Department to collaborate on on-going health and safety measures.

**C. Safe Work Practices**

Safe work practices are controls MST has put in place to include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

- MST has posted various posters, memos, and videos on the proper usage of PPE.
- MST posted a memo on the when and where employees are required to wear a facial covering while working at MST facilities and aboard the buses.
- MST has provided hand sanitizer and hand sanitizer stations around MST facilities for employee usage.
- MST has installed vending machines for dispensing of PPE equipment for our employees who are required to wear PPE.
- MST has developed protocol and implemented deep cleaning for areas where we have had a “contact” working in a facility, bus, or non-revenue vehicle.
- MST has limited one driver per MST vehicle to ensure “social distancing”.
- Postings on proper hand washing techniques has been posted in all bathrooms or sink areas within MST facilities.
- MST employees have been given sanitizing wipes, germicide, and towels to help with sanitizing common areas.
- Encouraged and gave each employee thermometers to use to self-administer temp checks before coming to work.
- Provide training and guidance to drivers on social distancing and capacity limitations aboard the buses.
- Developed internally training videos on various COVID related topics for the MST workforce.
- MST installed permanent barriers aboard buses to encourage social distancing between the drivers and passengers while collecting fares.
- Published and utilized MST social media accounts to educate the public on proper safety techniques such as: facial coverings, washing their hands and social distancing.
- Installed Temperature Check stations at all MST’s Operating Facilities. Developed protocols on how the temp check stations would be utilized and what to do if an individual is flagged for having a temperature.

**D. Personal Protective Equipment (PPE)**

MST is committed to providing the proper training and PPE to those employees who have frequent contact with the public and or areas where the public frequents. While correctly using PPE can help prevent some exposures, it should not take the place of other preventive strategies mentioned above.

- Utility and Facilities employees have been given goggles and hazmat suits to use while cleaning the buses, non-revenue vehicles, or facilities.
- Drivers have been issued: gloves, facial coverings, N95 masks and goggles for their use aboard the bus. The drivers have been trained in the proper use of gloves, goggles and N95 mask. Drivers are required to wear PPE while securing wheelchair passengers or passengers in mobility devices.

### **III. Reference Materials**

MST will continue to monitor, and update protocols as needed to align with guidance or regulations provided by CDC, OSHA, federal, state, or local authorities. Below is a sampling of memos provided to MST staff on COVID guidance since March 2020:

- No Touching Memo- July 28, 2020
- PPE Mask and Google Advisory memo- June 30, 2020
- Updated Guidance on Social Circles memo-June 29, 2020
- Updated Shelter in Place and defining Social Circles memo- June 18, 2020
- Update on improved ventilation on buses memo- June 4, 2020
- Hand Sanitizer on Buses Notice Memo- June 1, 2020
- N95 Mask guidance memo- May 13, 2020
- Requirement to wear facial coverings in common areas memo-May 4, 2020
- Defining facial coverings memo- May 1, 2020
- How to properly remove gloves memo/poster-April 10, 2020
- Guidance on capacity aboard buses memo-April 9, 2020
- Guidance on hand sanitizer memo-April 9, 2020
- An update on cleaning protocols within MST facilities memo-April 8, 2020
- Guidance on the use of germ swipe memo- April 7, 2020
- Guidance on personal travel memo-April 7, 2020
- Guidance on breakroom safety and social distancing-March 30, 2020
- Guidance on responding to and reporting sick employees' protocol-March 27, 2020
- Request for COVID leave process- April 14, 2020
- Guidance on when and how to send home sick employees from work- March 13, 2020
- Protocol on Non-Essential Travel- March 13, 2020

B: COVID-19 Vaccination Plan – Approved February 8, 2021

Agenda # **6-3**  
February 8, 2021 Meeting

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**To:** Board of Directors  
**From:** K. Halcon, Director of Human Resources and Risk Management  
**Subject:** Monterey-Salinas Transit's Vaccination Plan

**RECOMMENDATION:**

Approve Monterey-Salinas Transit's COVID-19 Vaccination Plan.

**FISCAL IMPACT:**

No fiscal impact is associated with MST's vaccination plan.

**POLICY IMPLICATIONS:**

Your Board approves plans that have potential policy implications.

**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. As part of that continued education, MST's COVID-19 Emergency Operations Center (EOC) Commander established a COVID Vaccination Unit to draft a plan to internally address vaccinations and how to establish a point of contact for MST to coordinate vaccination roll out with the Monterey County Health Department.

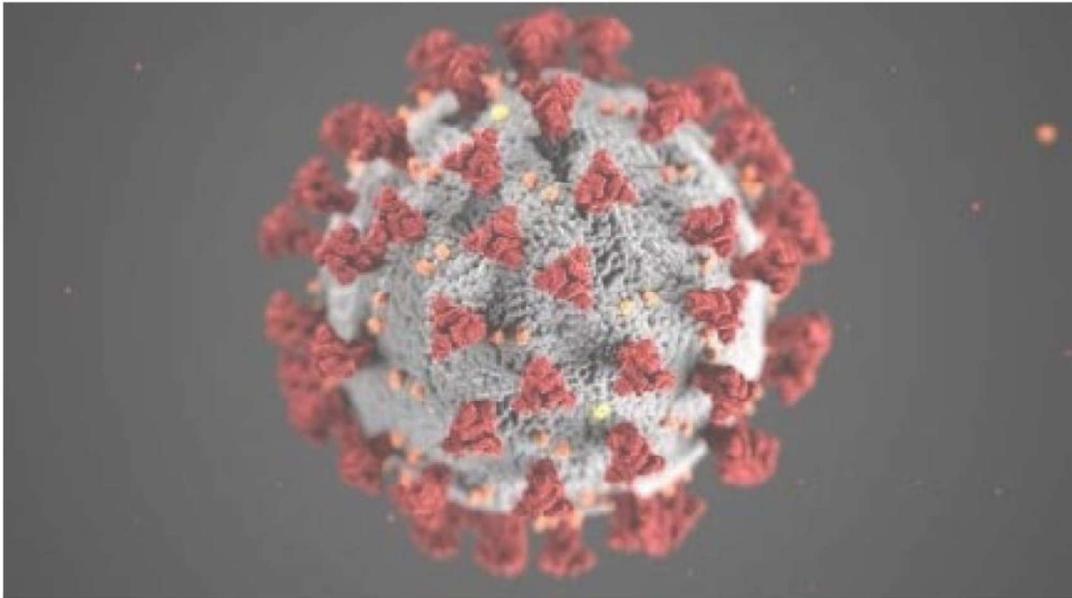
The MST COVID Vaccination Unit drafted a vaccination plan using information from resources provided by the State of California and the Monterey County Health Department. Attached is a draft COVID-19 Vaccination Plan that addresses the tiers established by the State of California and adopted by the Monterey County Health Department. MST has drafted our own internal tiers for our workforce based on potential risk exposure factors to COVID-19. The Plan includes helpful links and examples of educational posters for our workforce regarding the benefits of vaccinations. MST management is currently working directly with our Union representatives to discuss vaccinations and creative ways to encourage our workforce to get vaccinated if they can do so.

Staff recommends the MST Board approve MST's COVID-19 Vaccination Plan.

**ATTACHMENT(S):** MST COVID-19 Vaccination Plan

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

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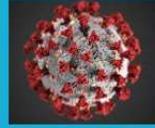


# MONTEREY-SALINAS TRANSIT COVID-19 Vaccination Plan

January 14, 2021

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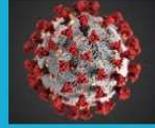
# COVID-19 VACCINATION PLAN



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## COVID-19 VACCINATION PLAN



### Executive Summary

Immunization that includes a safe and effective COVID-19 vaccine is a critical component of the United States' strategy to reduce COVID-19-related illnesses, hospitalizations, and deaths, and helps restore societal functioning. The goal of the U.S. government is to have enough COVID-19 vaccines for all people in the United States who wish to be vaccinated. As the state of California distributes vaccines amongst the counties, there may be a limited supply of COVID-19 vaccines, in which case vaccines will be distributed by the tiers listed in the vaccination plan of the State.

The purpose of this Plan is to develop and coordinate a COVID-19 vaccination plan for Monterey-Salinas Transit (MST). MST works closely with the Monterey County Health Department to support the roll out of vaccine distribution.

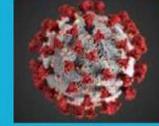
Currently, the County of Monterey has adopted the State of California's tiered distribution vaccination plan, with transportation employees included in Phase 1B, Tier 2 as "Critical infrastructure workers." MST's plan will establish workforce classifications and will prioritize these classifications to ensure that MST employees receive vaccinations based on their exposure to the public and hazardous blood-borne pathogens.

This plan was developed by the MST COVID Vaccination Unit. Members of the unit include representatives from a variety of departments based on their workplace expertise:

- Albert Garcia, MST Driver/ATU Local 1225 President
- Deanna Smith, MST Civil Rights Officer
- Ikuyo Yoneda-Lopez, MST Marketing/Customer Service Manager
- Kelly Halcon, MST Director of Human Resources and Risk Management

*Information in this plan will be updated as new information becomes available.*

# COVID-19 VACCINATION PLAN



## Section 1: Monterey-Salinas Transit Use of State Guidelines

COVID-19 vaccination is one of the most important tools to stop the spread of the COVID-19 virus and help end the pandemic. The State of California has developed a plan that prioritizes vaccines for equitable distribution to individuals who wish to receive the vaccine. The State’s plan anticipates having enough vaccines to vaccinate most California residents in all 58 counties by July of 2021.

### California’s COVID-19 Vaccination Plan

Individuals and groups in Phase 1a include those individuals who have a higher risk for severe disease (due to age or other factors), are unable to work at home, or live or work in geographic areas that have been highly impacted.

Currently, individuals and groups in Phase 1b, Tier Two, include Transit Workers which are prioritized as “Critical infrastructure workers” and will include MST employees, per the Community Vaccine Advisory Committee (CVAC) of the California Department of Public Health, which provides guidance and recommendations to the Governor on vaccine allocations and distribution. For this plan, MST will utilize the vaccination schedule developed by the County of Monterey Health Department. However, this could tier schedule is subject to change. If that is the case, MST will follow the most up to date tier schedule.

## COVID-19 Vaccine Schedule

**COUNTY OF MONTEREY  
HEALTH DEPARTMENT**

*Together we can  
end the pandemic.*

**PHASE 1a** Persons at risk of exposure to SARS-CoV-2 through their work in any role in direct health care or long-term care setting.

Vaccinating NOW Tier 1	Vaccinating NOW Tier 2	Vaccinating NOW Tier 3
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Acute care, psychiatric and correctional facility hospitals.</li> <li><input checked="" type="checkbox"/> Skilled nursing facilities, assisted living facilities, and similar settings for older or medically vulnerable individuals.</li> <li><input checked="" type="checkbox"/> Residents in long-term care settings.</li> <li><input checked="" type="checkbox"/> Paramedics, EMTs and others providing emergency medical services.</li> <li><input checked="" type="checkbox"/> Dialysis centers.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Intermediate care facilities for persons who need non-continuous nursing supervision and supportive care.</li> <li><input checked="" type="checkbox"/> Home health care and in-home supportive services.</li> <li><input checked="" type="checkbox"/> Community health workers, including promotoras.</li> <li><input checked="" type="checkbox"/> Public health field staff.</li> <li><input checked="" type="checkbox"/> Primary care clinics, including federally qualified health centers, rural health centers, correctional facility clinics, and urgent care clinics.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Specialty clinics (i.e. optometry, cardiology, neurology, outpatient surgery, physical therapy, etc.)</li> <li><input checked="" type="checkbox"/> Laboratory workers.</li> <li><input checked="" type="checkbox"/> Dental and other oral health clinics.</li> <li><input checked="" type="checkbox"/> Pharmacy staff not working in settings at higher tiers.</li> <li><input checked="" type="checkbox"/> Mortuary workers.</li> </ul>

\* Proposed strategies may change due to vaccine availability and ACIP, CDPH guidance.

**PHASE 1b**

**1B Tier One:**

- Persons aged 65 years and older.
- Frontline essential workers.

**1B Tier Two:**

- Critical infrastructure workers.
- Incarcerated
- Homeless

**PHASE 1c**

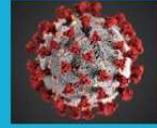
- Persons aged 50 to 64 years.
- Persons aged 16 to 49 years with high-risk medical condition
- Other essential workers

Adapted from Kern County Public Health Department

[www.mtyhd.org/covid19](http://www.mtyhd.org/covid19) • 831-769-8700

1/15/2021

## COVID-19 VACCINATION PLAN



California Department of Public Health (CDPH) will decide:

- Which vaccine(s) will be distributed within California.
- How many vaccines will be allocated to each county's local health department.
- A state-specific framework identifying who will be eligible for the vaccine and when (per Federal guidelines).
- Which data systems will be used across California to monitor vaccine distribution and inoculation rates.
- Ongoing data collection, monitoring, and oversight.

### COVID-19 Vaccine Doses Shipped

As of January 18, 2021, a total of 1,454,626 vaccine doses have been administered statewide. As of January 16, 2021, a total of 3,226,775 vaccine doses, which includes the first and second dose, have been shipped to local health departments and health care systems within California.

### **Monterey County Health Care Systems/Facilities List:**

- Salinas Valley Memorial Hospital (Salinas, CA)
- Community Hospital of Monterey Peninsula (Monterey, CA)
- Natividad County Hospital (Salinas, CA)
- Mee Memorial Hospital (King City, CA)

For up-to-date numbers on vaccine doses shipped and administered, visit this link (updated daily):

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/VaccineDoses.aspx>

For more information about COVID-19 vaccines, visit these links:

California Vaccination Page: <https://covid19.ca.gov/vaccines/#When-can-I-get-vaccinated>

Monterey County Vaccination Page: <https://www.co.monterey.ca.us/government/departments-and-health/diseases/2019-novel-coronavirus-covid-19/2019-novel-coronavirus-covid-19-vaccines>

Monterey County Interest Survey:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qsBxyiig7EOMMAVrYO10FMw4msASlr5Ct5BLe66TX99URDFONldOWFVOMVY3QTAzMVJMM1BZRFVpNC4u&wdLOR=c5883B3E3-FCB3-4F80-A3E3-F1D640COA32E>

## COVID-19 VACCINATION PLAN



### Section 2: MST's coordination with County Guidelines

MST continues to work closely with the Monterey County Health Department on vaccination planning and distribution program:

#### **Monterey County Health Department**

(831) 755-4500 <https://www.co.monterey.ca.us/government/departments-a-h/health/public-health>

*POC: Elsa Jimenez, Director of Health Services/Public Administrator/Public Guardian*

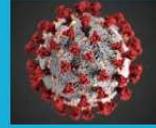
*(831) 755-4526, Email: Jimenezem@co.monterey.ca.us*

The Monterey County Health Department will:

- Coordinate local infrastructure for vaccine storage, distribution, and administration.
- Promote equitable distribution across the county throughout local jurisdictions.
- Develop a county-specific framework for who gets the vaccine and when they get it (per state guidelines).
- Conduct ongoing data reporting and monitoring.

#### **Monterey County**

The County of Monterey is currently developing their vaccination plan. The County of Monterey Health Department has hosted at least one virtual meeting, and another is planned within the next month to provide guidance on the vaccination plan to Monterey county residents.



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## Section 3: MST Preparation Efforts

Members of the MST COVID Emergency Operations Center (EOC), along with the COVID Vaccination Unit, are actively working to prepare MST's workforce for the vaccination roll out as soon as Monterey County Health Department provides the schedule and other relevant logistical information for vaccinating the MST workforce.

MST has asked the Monterey County Health Department to prioritize MST employees to receive the vaccine in accordance with the Phase 1B plan. In addition, MST EOC has activated an External COVID Vaccination Unit to assist in providing transportation for Monterey County residents to county-wide vaccination sites established by the Monterey County Health Department. MST is able to provide our community with assistance in these efforts and has done so throughout the COVID pandemic. MST will continue to communicate the importance of making MST's front line workers a priority for vaccination.

The COVID Vaccination Unit will highly recommend and encourage MST's workforce to get vaccinated in accordance with Equal Employment Opportunity Commission / Americans with Disabilities Act (EEOC/ADA) guidelines and state/local guidelines. The Unit will develop a vaccination protocol for its employees once the County of Monterey has published their vaccination plan for employers and/or residents. At this time, MST will not require its workforce to get vaccinated for reasons including legal implications that are still being considered.

The COVID Vaccination Unit is currently working on vaccination campaign materials for our workforce as the time gets closer to get access to vaccinations. MST management continues to provide ongoing communication to its employees through various forms including memos, MST newsletters, social media, payroll inserts, and monthly virtual meetings regarding COVID-19 and the status of vaccinations.

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# COVID-19 VACCINATION PLAN



## Section 4: MST Prioritization Table

### Priority:

MST employees are assigned into one of the five priority groups: 1,2,3,4, and 5 (1 denotes highest priority) based on their risk level dealing with the public. All employees fall within the State’s Phase 1B Tier 2.

1. Customer-facing frontline and mission critical employees.
2. Frontline employees who cannot always maintain social distance or could come in contact with blood-borne pathogens due to the nature of their work or Operational needs.
3. Essential workers who have been coming into the office to work and/or for Operation’s needs.
4. Operations Support employees who have been coming into the office to work.
5. Operations Support employees who are working remotely from home.

### Groups:

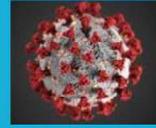
Group 1	MST Drivers and Operations Supervisors
Group 2	Facilities Department Employees and Utility Service Persons
Group 3	Mechanics and Maintenance Supervisors
Group 4	Communication Staff and Customer Service Representatives
Group 5	Administration

### Summary:

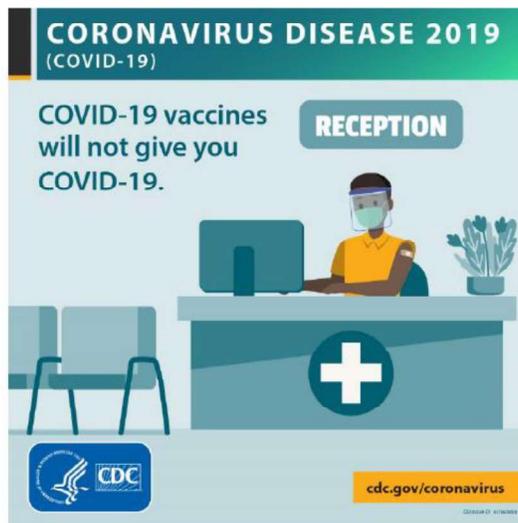
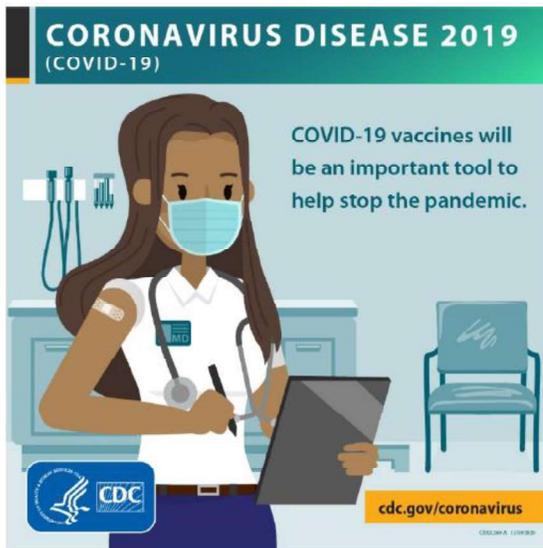
Group	Classification	Number of Employees in Classification
1	Drivers	131
1	Operations Supervisors	11
2	Facility Technicians	8
2	Utility Service Persons	10
3	Mechanics	25
3	Maintenance Supervisor	5
4	Communications Staff	7
4	Customer Service Staff	5
5	General Administration	50

The COVID Vaccination Unit will put together a list for every MST employee, their group prioritization, and contact information. The unit will also be surveying the MST workforce to ascertain who would be interested in receiving the vaccine.

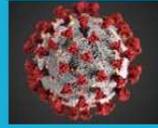
# COVID-19 VACCINATION PLAN



## Section 5: COVID-19 Vaccination CDC Sample Posters



## COVID-19 VACCINATION PLAN



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### Section 6: Revision and Feedback

Revision control of the plan is maintained by the COVID Vaccination Unit. Please direct comments and questions regarding this plan to Kelly Halcon, Director of Human Resources and Risk, at (831) 264-5911 or [khalcon@mst.org](mailto:khalcon@mst.org).

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## C: COVID Workplace Testing Policy – Adopted September 13, 2021

Agenda # **6-3**  
September 13, 2021 Meeting

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**To:** Board of Directors  
**From:** K. Halcon, Director of Human Resources-Risk Management  
**Subject:** **MST's COVID Workplace Testing Policy**

### **RECOMMENDATION:**

Approve Monterey-Salinas Transit's COVID Workplace Testing Policy.

### **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 partners 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 new variants and related COVID positive cases both within Monterey County and nationwide, MST is concerned for the on-going safety of our employees, their families, and the passengers we serve.

MST frontline employees predominantly live-in areas of the county with the greatest concentration of COVID-19 positivity rates. MST passengers primarily represent disadvantaged populations from low income, minority communities who often lack access to health care, including COVID-19 vaccinations, and who have experiences high rates of COVID infections. Many MST passengers have serious health conditions that make them particularly vulnerable to COVID infections.

MST also serves many senior citizens who depend on MST Fixed route, and MST RIDES mobility services. And while over 80% of senior citizens in Monterey County have received COVID vaccinations, this populations remains extremely

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vulnerable to serious side-effects due to Delta variant secondary infections. CDC data show that nearly three-fourths (74 percent) of people who have been hospitalized or have died from COVID-19 after being fully vaccinated have been adults 65 and older.

MST has provided every opportunity and incentive to encourage our employees to get vaccinated for the health and safety of their families, coworkers, and members of the public with whom they interact on a continuing and ongoing basis. In order to get more frontline employees protected, the next step is to mandate vaccinations throughout our workforce. Employees may request a reasonable accommodation from receiving a vaccination Those who have religious or medical reasons/exemption from the mandate for acceptable religious or medical reasons. Those individuals who are granted a reasonable accommodation will be required to engage in weekly COVID testing.

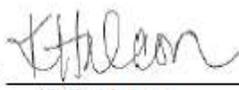
The policy only applies to MST employees. Staff is working with MST contractors to ensure that ensure that any contractors who have regular and continuing contact with MST passengers, and direct employees are vaccinated. A separate policy for contractors may be brought to your board, if needed.

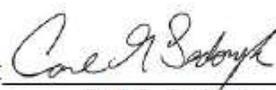
Staff have met and conferred with the elected representatives of both the Amalgamated Transit Union and Monterey Salinas Transit Employee Association. MST employees who refuse to abide by third policy shall be subject to progressive disciplinary actions up to, and including, termination of employment.

The Board Operations Performance Committee reviewed the Testing Policy at their meeting of August 16, 2021, and recommended approval by the MST Board.

**ATTACHMENT(S):**

COVID Workplace Testing Policy

PREPARED BY:   
Kelly Halcon

REVIEWED BY:   
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.

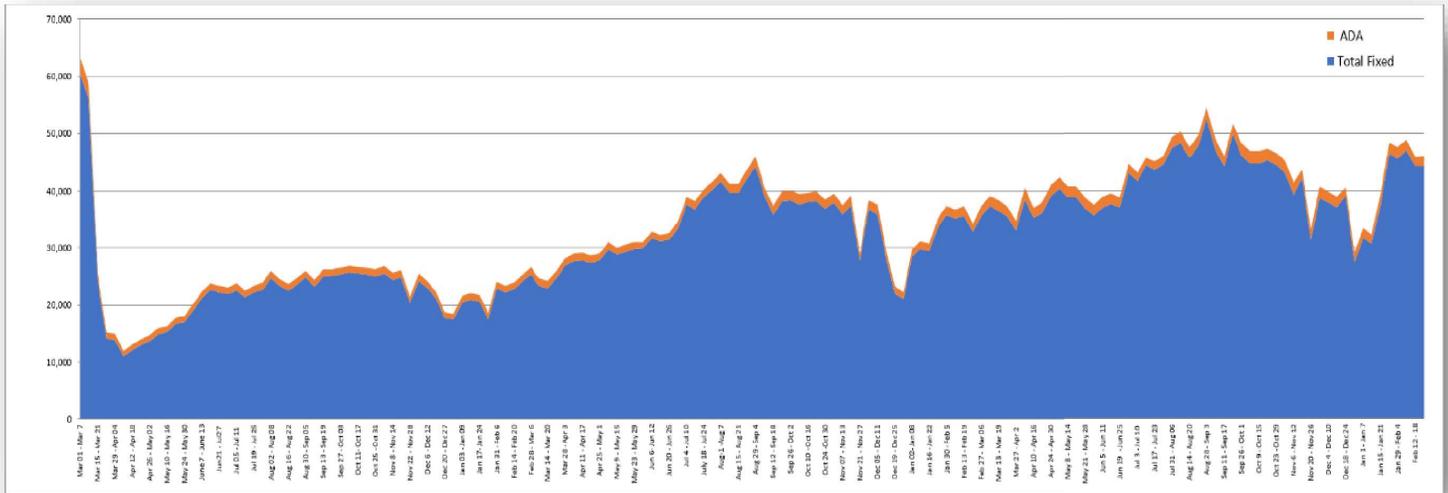
The testing period will be open on Monday of each week and all test results must be submitted to MST's Risk and Security Manager by the Friday of each week. Failure to comply with the testing program will lead to disciplinary action up to and including termination of employment.

[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.

## D: COVID Ridership Report



Ridership during the COVID-19 pandemic dramatically decreased and continues to slowly recover. At the end of the declared emergency, MST’s ridership reached 73% of pre-COVID levels which is comparable to ridership reported to the American Public Transportation Association (APTA) in communities of similar size to that of MST.

MST continues to explore and implement options to increase ridership.

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Board Report  
 MONTEREY-SALINAS TRANSIT DISTRICT

Vendor Ledger Entry: Posting Date 02/01/23..02/28/23

Check Date	Check No.	Name	Description	Sum of Amount
2/3/2023	66156	ACE PORTABLE SERVICES	EQUIPMENT RENTALS	145.13
2/3/2023	66157	A & C SIGNS	OTHER OUTSIDE LABOR	241.23
2/3/2023	66158	ALL AMERICAN MAILING INC.	2022 Annual Report Mail Service	1,285.50
2/3/2023	66159	AMERICAN SUPPLY COMPANY	BUILDING CLEANING SUPPLIES	45.20
2/3/2023	66159	AMERICAN SUPPLY COMPANY	SHELTER & BUS STOP SUPPLIES	184.85
2/3/2023	66160	AT&T MOBILITY	COMPUTER MAINTENANCE	11,955.34
2/3/2023	66161	REPUBLIC SERVICES	DISPOSAL & SEWER	521.08
2/3/2023	66162	CALIFORNIA AMERICAN WATER	WATER & FIRE PROTECTION	2,407.29
2/3/2023	66163	CINTAS CORPORATION	COVID-19	396.96
2/3/2023	66163	CINTAS CORPORATION	LAUNDRY Facilities	768.65
2/3/2023	66163	CINTAS CORPORATION	LAUNDRY Maintenance	2,876.64
2/3/2023	66164	CLEAR BLU ENVIORMENTAL	BUS WASHER MAINTENANCE	237.50
2/3/2023	66165	SC FUELS	DIESEL FY23 DIESEL CJW TDA KC	30,714.49
2/3/2023	66165	SC FUELS	DIESEL SALES TAX	1,478.12
2/3/2023	66166	COAST COUNTIES TRUCK & EQUIPT	OTHER OUTSIDE LABOR	2,263.29
2/3/2023	66167	COMMERCIAL TRUCK CO.	REVENUE PARTS	102.85
2/3/2023	66168	CONSOLIDATED ELECTRICAL	ELECTRICAL, Supplies	874.00
2/3/2023	66169	C S C OF SALINAS	BUILDING AND EQUIPMENT MAINT	1,164.99
2/3/2023	66170	DALIA ROJAS	EE OTHER DEDUCTION	230.77
2/3/2023	66171	DIRECT TV	ANTENNA/ SATELLITE RENTAL	110.44
2/3/2023	66172	DOCUTECH	COPIER & OFFICE EQUIP REPAIR	2,075.42
2/3/2023	66173	FASTENAL COMPANY	BUILDING AND EQUIPMENT MAINT	290.08
2/3/2023	66173	FASTENAL COMPANY	COVID 19	154.47
2/3/2023	66173	FASTENAL COMPANY	SHOP SUPPLIES	715.62
2/3/2023	66174	FERGUSON ENTERPRISES INC #686	BUILDING AND EQUIPMENT MAINT	475.06
2/3/2023	66175	FRANCHISE TAX BOARD	EE OTHER DEDUCTION	100.00
2/3/2023	66176	GENFARE LLC.	FAREBOX PARTS	476.59
2/3/2023	66177	GOODYEAR TIRE - RUBBER CO	TIRES & TUBES	249.06
2/3/2023	66178	GRAINGER	BUILDING AND EQUIPMENT MAINT	359.83
2/3/2023	66178	GRAINGER	NON STOCK SHOP SUPPLIES FOR ALL 3 SHOPS	17.33
2/3/2023	66179	THE HARTFORD	EE HEALTH/LIFE INS. DEDCTN	3,350.67
2/3/2023	66180	WHITE CAP L.P	BUILDING AND EQUIPMENT MAINT	451.38
2/3/2023	66181	MISSION SQUARE	EE DEFERRED COMPENSATION	1,290.38
2/3/2023	66182	IMPERIAL SUPPLIES LLC	SHOP SUPPLIES	131.76
2/3/2023	66183	JOHNSON ASSOCIATES	SUPPORT VEHICLE PARTS	182.23
2/3/2023	66184	KING CITY ACE HARDWARE	BUILDING AND EQUIPMENT MAINT	320.77
2/3/2023	66185	LIEBERT CASSIDY WHITMORE	Liebert Cassidy Whitmore Training Consortium CY2023 Subscription	4,360.00
2/3/2023	66186	LIFT-U	REVENUE PARTS	777.13
2/3/2023	66187	MARINA TAXI COMPANY	PURCH TRANS-RIDES-CERT. TAXI	588.00
2/3/2023	66187	MARINA TAXI COMPANY	PURCH TRANS-SENIOR TAXI VOUCHE	1,120.00
2/3/2023	66188	MOODY'S INVESTORS SERVICE INC.	CONSULTING	500.00
2/3/2023	66189	M & S BUILDING SUPPLY INC.	BUILDING AND EQUIPMENT MAINT	156.88
2/3/2023	66190	MUNCIE TRANSIT SUPPLY	REVENUE PARTS	8.19
2/3/2023	66191	NAPA AUTO PARTS OF SALINAS	SHOP SUPPLIES	499.24
2/3/2023	66192	NFI PARTS - NEW FLYER	REVENUE PARTS	1,955.22
2/3/2023	66193	NOLAND HAMERLY ETIENNE & HOSS	OTHER MISC. EXPENSE	1,508.50
2/3/2023	66194	BILL'S WINDSHIELD REPAIR	OTHER OUTSIDE LABOR	60.00
2/3/2023	66195	O'REILLY AUTO ENTERPRISES LLC	REVENUE PARTS	109.75
2/3/2023	66196	PACIFIC CLAIMS MANAGEMENT	Third Party Administrator Contract	5,708.33
2/3/2023	66197	PACIFIC GAS AND ELECTRIC CO	PG&E	1,800.08
2/3/2023	66198	PACIFIC TRUCK PARTS INC	REVENUE PARTS	539.17
2/3/2023	66199	PAPE KENWORTH	REVENUE PARTS	1,126.21
2/3/2023	66200	PITNEY BOWES	OTHER SUPPLIES	402.50
2/3/2023	66201	PREMIUM AUTO PARTS INC.	NON STOCK RU USE	340.45
2/3/2023	66202	QUALITY PRINT & COPY LLC	Business Cards-Flores, Williams, Scardina	198.84
2/3/2023	66203	BECK'S SHOE STORE INC.	Safety Boots - Maintenance up to \$250.00 per pair	190.37
2/3/2023	66204	RYAN RANCH PRINTERS	MST Security Window Envelopes (5,000)	1,859.28
2/3/2023	66205	SAFETEQUIP INC.	SHELTER & BUS STOP SUPPLIES	897.59
2/3/2023	66206	SAL'S TAXI	PURCH TRANS-RIDES-CERT. TAXI	2,016.00
2/3/2023	66206	SAL'S TAXI	PURCH TRANS-SENIOR TAXI VOUCHE	5,404.00
2/3/2023	66207	SARABIA SALES & MANUFACTURING INC.	SUPPORT VEHICLES REPAIR	151.86
2/3/2023	66208	SHERWIN-WILLIAMS CO	BUILDING AND EQUIPMENT MAINT	202.74
2/3/2023	66209	TARGET PEST CONTROL INC.	PEST CONTROL	350.00
2/3/2023	66210	TEC EQUIPMENT	REVENUE PARTS	4,093.13
2/3/2023	66211	TELEPHONETICS INC	MARKETING SERVICES	87.50
2/3/2023	66212	TRAPEZE SOFTWARE GROUP INC.	TECHNOLOGY PARTS	1,772.62
2/3/2023	66213	LUMINATOR TECHNOLOGY GROUP	OTHER OUTSIDE LABOR REVENUE VEHICLE REPAIRS	1,660.57
2/3/2023	66214	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	ELECTRIC/GAS - JLW B4512	1,110.14
2/3/2023	66214	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	SEWER/WASTEWATER - JLW B4512	73.42
2/3/2023	66214	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	WATER - JLW B4512	326.38
2/3/2023	66215	VALLEY PACIFIC PETROLEUM	SHOP SUPPLIES -C2 OIL KIT FOR TDA CJW	1,674.17
2/3/2023	66216	VALLEY POWER SYSTEMS INC	REVENUE PARTS	62.71
2/3/2023	66217	VERIZON WIRELESS	CELLULAR PHONES/PAGERS	1,375.96
2/3/2023	66218	WORK WORLD WHISTLE WORKWEAR	SAFETY BOOTS - FACILITIES	185.71
2/3/2023	Total			113,897.61
2/10/2023	66219	ACCURATE BACKGROUND INC	Background Services	324.10
2/10/2023	66220	A & C SIGNS	OTHER OUTSIDE LABOR	2,375.00
2/10/2023	66222	AIRTEC SERVICE	BUILDING AND EQUIPMENT MAINT	8,016.10
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Agreement Cloudfinder Backup	225.00
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Agreement CyberProtect Managed Services	8,000.00
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Agreement Hosted Tools & Support	1,058.14
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Agreement Threatlocker	795.00
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Service & Support for MST-Seon (server)	724.98
2/10/2023	66223	ALVAREZ TECHNOLOGY GROUP INC	Service & Support for TM_RT (server)	722.38
2/10/2023	66224	AMERICAN AED INC.	AED Electrode Pads & Battery Replacement	337.00
2/10/2023	66225	ANDERSEN'S LOCK AND SAFE INC	BUILDING AND EQUIPMENT MAINT	121.50

Board Report  
 MONTEREY-SALINAS TRANSIT DISTRICT

Vendor ledger Entry: Posting Date 02/01/23..02/28/23

Check Date	Check No.	Name	Description	Sum of Amount
2/10/2023	66226	ASAP SIGNS & PRINTING	OFFICE SUPPLIES	40.97
2/10/2023	66227	BERONICA CARRIEDO	1s Day of Travel Feb 25 LasVegas,NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66227	BERONICA CARRIEDO	2nd-4th Days of travel Feb 26-Feb 28 ,LasVegas,NV, 2023 APTA Mktg&Communications Conf	207.00
2/10/2023	66227	BERONICA CARRIEDO	Last Day of Travel, Mar1, LasVegas,NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66228	REPUBLIC SERVICES	DISPOSAL & SEWER	2,148.44
2/10/2023	66229	CALSTART INC.	CHAMBER AND OTHER DUES	1,950.00
2/10/2023	66230	CARLON'S FIRE EXTINGUISHER	FIRE EXTINGUISHER SERVICE	307.24
2/10/2023	66231	WASTE MANAGEMENT CORPORATE	DISPOSAL & SEWER	1,238.62
2/10/2023	66232	CHEM-PAK	REVENUE PARTS	207.58
2/10/2023	66233	CHIDLAW MARKETING	ADVERTISING AGENCY	941.00
2/10/2023	66234	CINTAS CORPORATION	COVID-19	396.96
2/10/2023	66234	CINTAS CORPORATION	LAUNDRY Facilities	1,264.19
2/10/2023	66234	CINTAS CORPORATION	LAUNDRY Maintenance	2,606.23
2/10/2023	66235	SC FUELS	DIESEL FY23 DIESEL CJW TDA KC	30,192.06
2/10/2023	66235	SC FUELS	DIESEL SALES TAX	1,603.95
2/10/2023	66236	SC FUELS	FUEL PURCHASE - SHIP TO MV	57,872.43
2/10/2023	66237	COMMERCIAL TRUCK CO.	REVENUE PARTS	1,141.45
2/10/2023	66237	COMMERCIAL TRUCK CO.	Transmission B400-R core w/taxes	4,916.26
2/10/2023	66237	COMMERCIAL TRUCK CO.	Transmission B400-R w/ taxes	5,586.06
2/10/2023	66238	C S C OF SALINAS	BUILDING AND EQUIPMENT MAINT	282.65
2/10/2023	66238	C S C OF SALINAS	REVENUE VEHICLE PARTS	85.48
2/10/2023	66239	CYPRESS COAST FORD-L/M	SUPPORT VEHICLES REPAIR	411.90
2/10/2023	66240	DIGI-KEY CORPORATION 290506	FAREBOX PARTS	60.60
2/10/2023	66241	DIRECT TV	ANTENNA/ SATELLITE RENTAL	430.96
2/10/2023	66242	PSI SERVICES LLC	BOSS Testing	75.00
2/10/2023	66243	ELECTRONIC DATA MAGNETICS INC	TICKETS- 1 Day Pass Un-Encoded	24,525.00
2/10/2023	66244	FAO-USAED	JLW Appraisal Cost	30,738.40
2/10/2023	66245	FASTENAL COMPANY	COVID 19	494.43
2/10/2023	66245	FASTENAL COMPANY	SHOP SUPPLIES	2,297.26
2/10/2023	66246	FIRST ALARM	PREPAID EXPENSES	1,822.59
2/10/2023	66249	GILLIG LLC	REVENUE PARTS	13,621.53
2/10/2023	66251	GRAINER	BUILDING AND EQUIPMENT MAINT	2,845.81
2/10/2023	66251	GRAINER	NON STOCK SHOP SUPPLIES FOR ALL 3 SHOPS	2,618.13
2/10/2023	66252	GREEN RUBBER-KENNEDY AG	BUILDING AND EQUIPMENT MAINT	209.83
2/10/2023	66253	GREENWASTE RECOVERY INC.	DISPOSAL & SEWER	1,691.78
2/10/2023	66254	GROWER-SHIPPER ASSOCIATION	CHAMBER AND OTHER DUES	700.00
2/10/2023	66255	HOMETOWN TROLLEY	REVENUE PARTS	147.09
2/10/2023	66256	IKUYO YONEDA-LOPEZ	1st Day of Travel Feb25,LasVegas,NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66256	IKUYO YONEDA-LOPEZ	2nd-4th Days of Travel Feb 26-Feb 28 ,LasVegas,NV, 2023 APTA Mktg&Communications Conf	207.00
2/10/2023	66256	IKUYO YONEDA-LOPEZ	Last Day of Travel, Mar1, LasVegas,NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66257	THE JANEK CORPORATION	FAREBOX PARTS	327.75
2/10/2023	66258	KELLY-MOORE PAINT CO	BUILDING AND EQUIPMENT MAINT	469.73
2/10/2023	66259	KING CITY ACE HARDWARE	BUILDING AND EQUIPMENT MAINT	194.27
2/10/2023	66260	KIRK'S AUTOMOTIVE INC.	REVENUE PARTS	2,439.19
2/10/2023	66261	LANGUAGE LINE SERVICES	Translation and Interpretation Services	34.20
2/10/2023	66262	LARGE'S METAL FABRICATION INC	TECHNOLOGY PARTS	839.86
2/10/2023	66263	MARY H. NINO REVOCABLE TRUST	SEWER - 201 PEARL ST	200.00
2/10/2023	66264	McMASTER-CARR SUPPLY COMPANY	FAREBOX PARTS	36.02
2/10/2023	66265	MONTEREY CITY DISPOSAL	DISPOSAL & SEWER	1,092.91
2/10/2023	66266	MONTEREY BAY AIR RESOURCES DIST.	PERMITS	4,711.00
2/10/2023	66267	MONTEREY ONE WATER	DISPOSAL & SEWER	1,107.99
2/10/2023	66268	M & S BUILDING SUPPLY INC.	BUILDING AND EQUIPMENT MAINT	45.69
2/10/2023	66269	MUNCIE TRANSIT SUPPLY	REVENUE PARTS	94.79
2/10/2023	66270	NAVIA BENEFIT SOLUTIONS CLIENT PAY	Sec. 125 Participant Fee for January 2023	139.20
2/10/2023	66271	NAVIA BENEFIT SOLUTIONS CLIENT PAY	EE FLEXIBLE SPENDING	2,016.24
2/10/2023	66272	NFI PARTS - NEW FLYER	REVENUE PARTS	242.00
2/10/2023	66273	O'REILLY AUTO ENTERPRISES LLC	REVENUE PARTS	21.73
2/10/2023	66274	PACIFIC GAS AND ELECTRIC CO	PG&E	647.20
2/10/2023	66275	PACIFIC GAS AND ELECTRIC CO	PG&E	4,689.78
2/10/2023	66276	PACIFIC MATERIAL HANDLING SOLUTIONS INC.	SHOP EQUIPMENT REPAIR	1,186.98
2/10/2023	66277	PAPE KENWORTH	REVENUE PARTS	10,726.05
2/10/2023	66278	PENINSULA MESSENGER LLC	OTHER OUTSIDE LABOR	1,153.00
2/10/2023	66279	PREMIUM AUTO PARTS INC.	NON STOCK RU USE	105.14
2/10/2023	66280	SALINAS VALLEY PRO SQUAD	Mobility Staff Uniform	325.50
2/10/2023	66280	SALINAS VALLEY PRO SQUAD	UNIFORMS, FISCAL YEAR 2023 (JULY 1, 2022 - JUNE 30, 2023)	651.00
2/10/2023	66281	SAFETY-KLEEN CORP	HAZARDOUS WASTE DISPOSAL	323.78
2/10/2023	66282	SAFETEQUIP INC.	SAFETY & PROTECTIVE SUPPLIES	124.80
2/10/2023	66282	SAFETEQUIP INC.	SHELTER & BUS STOP SUPPLIES	63.37
2/10/2023	66283	SALINAS VALLEY FORD SLS	REVENUE PARTS	50.75
2/10/2023	66284	SC LUBRICANTS LLC	GASOLINE ALL LOCATIONS	2,898.26
2/10/2023	66284	SC LUBRICANTS LLC	GASOLINE TAX	109.82
2/10/2023	66284	SC LUBRICANTS LLC	LUBRICANTS DEF AND LUBRICATION	1,015.64
2/10/2023	66285	SCOTT TAYLOR	Think Transit Nashville	658.40
2/10/2023	66286	SPRINGBOARD	Adding work needed for Costco Card	135.00
2/10/2023	66286	SPRINGBOARD	Art work for new Costco display card	600.00
2/10/2023	66287	STERICYCLE INC.	OFFICE EQUIPMENT	129.81
2/10/2023	66288	SUNSTAR MEDIA	Marketing Services for Mobility Website	350.00
2/10/2023	66289	TARGET PEST CONTROL INC.	PEST CONTROL	550.00
2/10/2023	66290	TENNANT SALES AND SERVICE	SHOP EQUIPMENT REPAIR	363.37
2/10/2023	66291	TERRYBERRY COMPANY LLC	EE Recognition Catalogue	322.79
2/10/2023	66292	TRAPEZE SOFTWARE GROUP INC.	COMPUTER SUPPLIES *****	0.05
2/10/2023	66292	TRAPEZE SOFTWARE GROUP INC.	Maintenance - Modems AVL	143.95
2/10/2023	66293	UPS FREIGHT	POSTAGE & EXPRESS SERVICE	769.81
2/10/2023	66294	UNITED SITE SERVICES	JLW RESTROOM OPERATIONS	4,423.75
2/10/2023	66295	URSULLA SCARDINA	1st Day of Travel Feb25 LasVegas ,NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66295	URSULLA SCARDINA	2nd-4th Days of Travel Feb 26-28,LasVegas,NV, 2023 APTA Mktg&Communications Conf	207.00

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2/10/2023	66295	URSULLA SCARDINA	Last Day of Travel Mar 1st, LasVegas, NV, 2023 APTA Mktg&Communications Conf	51.75
2/10/2023	66296	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	ELECTRIC/GAS - JLW B4512	1,217.76
2/10/2023	66296	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	SEWER/WASTEWATER - JLW B4512	73.42
2/10/2023	66296	US TREASURY FUNDED PROGRAM -S0036834.2.5.1.1	WATER - JLW B4512	418.68
2/10/2023	66297	VALLEY PACIFIC PETROLEUM	CJW lifts EQUIPMENT MAINT	351.69
2/10/2023	66298	VALLEY POWER SYSTEMS INC	REVENUE PARTS	212.78
2/10/2023	66299	THOMAS WALTERS AND ASSOC INC	CONSULTING - Federal Advocate	4,500.00
2/10/2023	66300	WORK WORLD WHISTLE WORKWEAR	SAFETY BOOTS - FACILITIES	207.56
<b>2/10/2023 Total</b>				<b>272,615.04</b>
2/14/2023	66301	MARY ANN CARBONE	MARY ANN CARBONE-DIRECTOR FEES	100.00
2/14/2023	66302	MARY ANN CARBONE	MARY ANN CARBONE-MILEAGE	5.90
2/14/2023	66303	DAVID PACHECO	DAVID PACHECO-DIRECTOR FEES	100.00
2/14/2023	66304	MARIA YANELY MARTINEZ	MARIA YANELY MARTINEZ-DIRECTOR FEES	100.00
2/14/2023	66305	MICHAEL Le BARRE	MICHAEL Le BARRE-DIRECTOR FEES	100.00
2/14/2023	ACH0000287.TXT	TONY BARRERA	TONY BARRERA-DIRECTOR FEES	100.00
2/14/2023	ACH0000288.TXT	EDWIN D. SMITH	DIRECTORS FEES	100.00
2/14/2023	ACH0000289.TXT	ELISABETH VISSCHER	DIRECTORS FEES	100.00
2/14/2023	ACH0000290.TXT	JEFFREY BARON	JEFFREY BARON-MILEAGE	11.92
2/14/2023	ACH0000291.TXT	JEFFREY BARON	JEFFREY BARON-DIRECTOR FEES	100.00
2/14/2023	ACH0000292.TXT	KIMBERLY SHIRLEY	DIRECTORS FEES	100.00
2/14/2023	ACH0000293.TXT	KIMBERLY SHIRLEY	BOARD TRAVEL	3.01
2/14/2023	ACH0000294.TXT	ANNA M. VELAZQUEZ	ANNA M. VELAZQUEZ-DIRECTOR FEES	100.00
2/14/2023	ACH0000295.TXT	ANNA M. VELAZQUEZ	ANNA M. VELAZQUEZ-MILEAGE	47.29
2/14/2023	ACH0000296.TXT	LORRAINE WORTHY	LORRAINE WORTHY-DIRECTOR FEES	100.00
2/14/2023	ACH0000297.TXT	LORRAINE WORTHY	LORRAINE WORTHY-MILEAGE	34.19
<b>2/14/2023 Total</b>				<b>1,202.31</b>
2/17/2023	66306	ALLIED UNIVERSAL COMPANY	FOOT PATROL SERVICES	15,158.64
2/17/2023	66306	ALLIED UNIVERSAL COMPANY	MOBILE PATROL SERVICES	6,792.00
2/17/2023	66307	AMALGAMATED TRANSIT UNION	EE OTHER DEDUCTION	10,857.21
2/17/2023	66308	AMERICAN SUPPLY COMPANY	BUILDING CLEANING SUPPLIES	198.30
2/17/2023	66308	AMERICAN SUPPLY COMPANY	SHELTER & BUS STOP SUPPLIES	68.44
2/17/2023	66309	AT&T	TELEPHONE LINE SERVICE	1,117.24
2/17/2023	66310	AT&T CALNET	TELEPHONE LINE SERVICE	3,659.82
2/17/2023	66311	CALIFORNIA WATER SERV CO	WATER & FIRE PROTECTION	39.10
2/17/2023	66312	CINTAS CORPORATION	COVID-19	241.96
2/17/2023	66312	CINTAS CORPORATION	LAUNDRY Facilities	273.11
2/17/2023	66312	CINTAS CORPORATION	LAUNDRY Maintenance	1,608.79
2/17/2023	66313	SC FUELS	DIESEL FY23 DIESEL CJW TDA KC	27,384.62
2/17/2023	66313	SC FUELS	DIESEL SALES TAX	1,454.81
2/17/2023	66314	COAST COUNTIES TRUCK & EQUIPT	OTHER OUTSIDE LABOR	46.48
2/17/2023	66314	COAST COUNTIES TRUCK & EQUIPT	REVENUE PARTS	2,330.86
2/17/2023	66315	COMMERCIAL TRUCK CO.	REVENUE PARTS	430.42
2/17/2023	66316	C S C OF SALINAS	BUILDING AND EQUIPMENT MAINT	161.70
2/17/2023	66317	CYPRESS COAST FORD-L/M	SUPPORT VEHICLES REPAIR	222.48
2/17/2023	66318	DALIA ROJAS	EE OTHER DEDUCTION	230.77
2/17/2023	66319	DE LAY AND LAREDO	CONTRACT NEGOTIATION 17399	1,536.40
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17397	3,040.00
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17398	400.80
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17400	4,275.20
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17401	601.20
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17402	3,907.80
2/17/2023	66319	DE LAY AND LAREDO	LEGAL SERVICES 17403	100.20
2/17/2023	66320	ENVIRONMENTAL LOGISTICS INC.	HAZARDOUS WASTE DISPOSAL	1,397.50
2/17/2023	66321	FASTENAL COMPANY	SHOP SUPPLIES	902.90
2/17/2023	66322	FRANCHISE TAX BOARD	EE OTHER DEDUCTION	100.00
2/17/2023	66324	GRAINGER	BUILDING AND EQUIPMENT MAINT	1,031.49
2/17/2023	66324	GRAINGER	NON STOCK SHOP SUPPLIES FOR ALL 3 SHOPS	743.16
2/17/2023	66324	GRAINGER	SAFETY & PROTECTIVE SUPPLIES	280.44
2/17/2023	66324	GRAINGER	SHOP SUPPLIES	(128.53)
2/17/2023	66325	IAN FERGUSON	MARKETING SERVICES	2,082.50
2/17/2023	66326	MISSION SQUARE	EE DEFERRED COMPENSATION	1,290.38
2/17/2023	66327	JOHNSON ASSOCIATES	SUPPORT VEHICLE PARTS	911.01
2/17/2023	66328	KELLY-MOORE PAINT CO	BUILDING AND EQUIPMENT MAINT	699.16
2/17/2023	66329	KIMLEY-HORN & ASSOCIATES INC	CONSULTING - GRANT FUNDED - TOD	32,839.36
2/17/2023	66330	KING CITY ACE HARDWARE	BUILDING AND EQUIPMENT MAINT	277.89
2/17/2023	66331	U.S.BANK EQUIPMENT FINANCE	Copier Lease (All Locations)	321.48
2/17/2023	66332	U.S.BANK EQUIPMENT FINANCE	Copier Lease (All Locations)	3,203.62
2/17/2023	66333	LIFT-U	REVENUE PARTS	259.14
2/17/2023	66334	LISA RHEINHEIMER	LEGAL SERVICES	30.00
2/17/2023	66334	LISA RHEINHEIMER	MISC MARKETING	60.00
2/17/2023	66335	MONTEREY REGIONAL WASTE	DISPOSAL & SEWER	235.00
2/17/2023	66336	MONTEREY BAY ANALYTICAL SERV	INSPECTION	40.00
2/17/2023	66336	MONTEREY BAY ANALYTICAL SERV	INSPECTION STOR SAMPLES	580.00
2/17/2023	66337	M & S BUILDING SUPPLY INC.	BUILDING AND EQUIPMENT MAINT	165.80
2/17/2023	66338	MST EMPLOYEE ASSOC - MSTE A	EE OTHER DEDUCTION	4,690.00
2/17/2023	66339	MUNCIE TRANSIT SUPPLY	REVENUE PARTS	127.37
2/17/2023	66340	MV TRANSPORTATION INC.	ADA TAXI TRIPS	87,502.66
2/17/2023	66340	MV TRANSPORTATION INC.	FIXED ROUTE	278,069.76
2/17/2023	66340	MV TRANSPORTATION INC.	MST RIDES	266,103.40
2/17/2023	66340	MV TRANSPORTATION INC.	MV GAINSHARE 07/22	(7,191.00)
2/17/2023	66340	MV TRANSPORTATION INC.	MV GAINSHARE 08/22	(12,018.00)
2/17/2023	66340	MV TRANSPORTATION INC.	MV GAINSHARE 09/22	(2,109.00)
2/17/2023	66340	MV TRANSPORTATION INC.	MV GAINSHARE 10/22	(14,800.00)
2/17/2023	66340	MV TRANSPORTATION INC.	MV RIDES REVENUE	(2,816.00)
2/17/2023	66340	MV TRANSPORTATION INC.	MV TAXI FARE REVENUE	(7.50)
2/17/2023	66340	MV TRANSPORTATION INC.	ON CALL	60,374.48

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2/17/2023	66340	MV TRANSPORTATION INC.	RETRO MST RIDES 07/22	26,549.22
2/17/2023	66340	MV TRANSPORTATION INC.	RETRO MST RIDES 08/22	29,394.71
2/17/2023	66340	MV TRANSPORTATION INC.	RETRO MST RIDES 09/22	32,731.39
2/17/2023	66340	MV TRANSPORTATION INC.	RETRO MST RIDES 10/22	31,972.19
2/17/2023	66340	MV TRANSPORTATION INC.	RETRO MST RIDES 11/22	36,461.34
2/17/2023	66340	MV TRANSPORTATION INC.	SPECIAL MEDICAL	165.89
2/17/2023	66341	NAVIA BENEFIT SOLUTIONS CLIENT PAY	COBRA Fee	178.85
2/17/2023	66341	NAVIA BENEFIT SOLUTIONS CLIENT PAY	Sec. 125 Participant Fee	167.40
2/17/2023	66342	NEGOV	COMPUTER MAINTENANCE	40,759.31
2/17/2023	66343	NFI PARTS - NEW FLYER	REVENUE PARTS	1,410.09
2/17/2023	66344	O'REILLY AUTO ENTERPRISES LLC	REVENUE PARTS	22.82
2/17/2023	66345	OVERHEAD DOOR CO. OF SALINAS	BUILDING AND EQUIPMENT MAINT	445.00
2/17/2023	66346	PACIFIC CLAIMS MANAGEMENT	Third Party Administrator Contract	102.00
2/17/2023	66347	PACIFIC GAS AND ELECTRIC CO	PG&E	25.01
2/17/2023	66348	PAPE KENWORTH	REVENUE PARTS	154.48
2/17/2023	66349	PINNACLE HEALTHCARE	Drug and Alcohol Test	27.00
2/17/2023	66350	PREMIUM AUTO PARTS INC.	NON STOCK RU USE	450.04
2/17/2023	66351	SAN LORENZO LUMBER	BUILDING AND EQUIPMENT MAINT	264.36
2/17/2023	66352	BECK'S SHOE STORE INC.	Safety Boots - Maintenance up to \$250.00 per pair	167.15
2/17/2023	66353	SAFETEQUIP INC.	SAFETY & PROTECTIVE SUPPLIES	171.52
2/17/2023	66354	SC LUBRICANTS LLC	GASOLINE ALL LOCATIONS	7,417.45
2/17/2023	66354	SC LUBRICANTS LLC	GASOLINE TAX	273.39
2/17/2023	66354	SC LUBRICANTS LLC	LUBRICANTS DEF AND LUBRICATION	1,215.64
2/17/2023	66355	SHAW YODER ANTIWIH	CONSULTING	6,000.00
2/17/2023	66356	SHERWIN-WILLIAMS CO	BUILDING AND EQUIPMENT MAINT	105.91
2/17/2023	66357	THE SOHAGI LAW GROUP PLC.	BUS RAPID TRANSIT - Litigation Defense	28,066.67
2/17/2023	66358	SOUTHLAND PRINTING COMPANY INC.	PASSES	374.11
2/17/2023	66358	SOUTHLAND PRINTING COMPANY INC.	RIDES \$2 Ticket Booklets	3,277.50
2/17/2023	66359	TEC EQUIPMENT	REVENUE PARTS	307.33
2/17/2023	66360	TK ELEVATOR	BUILDING AND EQUIPMENT MAINT	769.65
2/17/2023	66361	U.S. BANK CORP PAYMENT SYSTEM	CAL CARD 01/23	36,893.07
2/17/2023	66362	VALLEY PACIFIC PETROLEUM	LUBRICANTS - DELO GEAR, DELO 50/50, DELVAC ATF, DELO 400	112.42
2/17/2023	66363	VALLEY POWER SYSTEMS INC	Shipping cost	199.34
2/17/2023	66363	VALLEY POWER SYSTEMS INC	Turbocharger 23535314 w/tax	3,888.44
2/17/2023	66364	VAL'S PLUMBING & HEATING INC	PLUMBING	524.37
2/17/2023	66365	WILLIAMSON BODY AND PAINT	OTHER OUTSIDE LABOR	436.81
2/17/2023	66366	I/O CONTROLS CORPORATION	COMPUTER MAINTENANCE	1,200.00
2/17/2023	66367	MONTEREY COUNTY CLERK	LEGAL ANNOUNCEMENTS	50.00
<b>2/17/2023 Total</b>				<b>1,084,118.69</b>
2/24/2023	66368	BARRY MIRKIN	RENT -15 LINCOLN AVENUE	7,133.86
2/24/2023	66369	FAO-USAED	Rent-Real Estate OMC-DACA#05-1-17-504	8,305.00
2/24/2023	66370	Lehman James Pinckney Jr. Trustee	19 UPPER RAGS#100-LT NOTE	6,640.82
2/24/2023	66371	MARY H. NINO REVOCABLE TRUST	RENT- 201 PEARL ST MONTEREY	4,244.00
2/24/2023	66372	PROFESSIONAL OFFICE CONDO ASSOC AT RYAN COURT	ASSOC DUES-19 UPPER RAGSDALE #110	680.59
2/24/2023	66372	PROFESSIONAL OFFICE CONDO ASSOC AT RYAN COURT	ASSOC DUES-19 UPPER RAGSDALE #200	8,099.57
2/24/2023	66373	PITNEY BOWES	POSTAGE ACCT 11226164	500.00
2/24/2023	66374	SAF KEEP STORAGE-DEL REY OAKS	STORAGE RENT UNIT #1003	642.00
2/24/2023	66374	SAF KEEP STORAGE-DEL REY OAKS	STORAGE RENT UNIT #4004	371.00
2/24/2023	66375	ALLIED UNIVERSAL COMPANY	FOOT PATROL SERVICES	14,924.82
2/24/2023	66375	ALLIED UNIVERSAL COMPANY	MOBILE PATROL SERVICES	6,744.00
2/24/2023	66376	AMERICAN SUPPLY COMPANY	BUILDING CLEANING SUPPLIES	352.13
2/24/2023	66377	ASAP SIGNS & PRINTING	Office Name Plate	13.82
2/24/2023	66378	AT&T CALNET	TELEPHONE LINE SERVICE	5,305.35
2/24/2023	66379	CALIFORNIA TOWING & TRANSPORT LLC	TOWING	504.00
2/24/2023	66380	CALIF TRANSIT INS POOL	PUBLIC LIABILITY	2,550.24
2/24/2023	66381	CALIFORNIA WATER SERV CO	WATER & FIRE PROTECTION	1,248.61
2/24/2023	66382	CALIFORNIA FIRE PROTECTION INC	INSPECTION Annual Fire Sprinkler	1,675.00
2/24/2023	66383	CARLON'S FIRE EXTINGUISHER	FIRE EXTINGUISHER SERVICE	472.71
2/24/2023	66384	CINTAS CORPORATION	COVID-19	551.96
2/24/2023	66384	CINTAS CORPORATION	LAUNDRY Facilities	1,267.57
2/24/2023	66384	CINTAS CORPORATION	LAUNDRY Maintenance	2,732.09
2/24/2023	66385	COAST COUNTIES TRUCK & EQUIPT	OTHER OUTSIDE LABOR	67.11
2/24/2023	66386	COMMERCIAL TRUCK CO.	REVENUE PARTS	1,309.66
2/24/2023	66387	CONTE'S GENERATOR SERVICE INC.	EQUIPMENT MAINT GENERATOR SERVICE	6,010.27
2/24/2023	66388	C S C OF SALINAS	REVENUE VEHICLE PARTS	76.07
2/24/2023	66389	CYPRESS COAST FORD-L/M	SUPPORT VEHICLES REPAIR	248.48
2/24/2023	66390	DECALS BY DESIGN INC.	RECEIVABLE REGIONAL TAXI AUTH	1,067.29
2/24/2023	66391	DIRECT TV	ANTENNA/ SATELLITE RENTAL	366.01
2/24/2023	66392	EXECUTIVE SERVICES	BUILDING CLEANING SUPPLIES	3,668.32
2/24/2023	66392	EXECUTIVE SERVICES	JANITORIAL SERVICES	24,960.17
2/24/2023	66393	FASTENAL COMPANY	SHOP SUPPLIES	110.36
2/24/2023	66394	FIRST ALARM	ALARM SERVICE	120.00
2/24/2023	66394	FIRST ALARM	PREPAID EXPENSES	519.24
2/24/2023	66397	GILLIG LLC	REVENUE PARTS	8,617.11
2/24/2023	66398	GRAINGER	BUILDING AND EQUIPMENT MAINT	1,402.82
2/24/2023	66398	GRAINGER	NON STOCK SHOP SUPPLIES FOR ALL 3 SHOPS	433.57
2/24/2023	66398	GRAINGER	SAFETY & PROTECTIVE SUPPLIES	47.54
2/24/2023	66399	IMPERIAL SUPPLIES LLC	SHOP SUPPLIES	600.23
2/24/2023	66400	INSTITUTE FOR TRANSIT OPERATIONS PLANNING	Daniel Bruno Reg Fee- April 24-27, Las Vegas, NV Transit Op Planning	950.00
2/24/2023	66401	JOHNSON ASSOCIATES	Truck 506 added step side w/tax	1,226.71
2/24/2023	66402	KELLY-MOORE PAINT CO	BUILDING AND EQUIPMENT MAINT	733.79
2/24/2023	66403	KOPIS LLC.	COMPUTER MAINTENANCE	758.40
2/24/2023	66403	KOPIS LLC.	KOPIS Development and Consulting	2,000.00
2/24/2023	66404	MARINA COAST WATER DIST	WATER & FIRE PROTECTION	436.09
2/24/2023	66405	MUNCIE TRANSIT SUPPLY	REVENUE PARTS	620.79
2/24/2023	66406	NAPA AUTO PARTS OF SALINAS	SHOP SUPPLIES	8.73

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2/24/2023	66407	NAVIA BENEFIT SOLUTIONS CLIENT PAY	EE FLEXIBLE SPENDING	2,016.24
2/24/2023	66408	BILL'S WINDSHIELD REPAIR	OTHER OUTSIDE LABOR	120.00
2/24/2023	66409	O'REILLY AUTO ENTERPRISES LLC	REVENUE PARTS	25.00
2/24/2023	66410	PACIFIC GAS AND ELECTRIC CO	PG&E	24,647.87
2/24/2023	66411	PACIFIC GAS AND ELECTRIC CO	PG&E	12.33
2/24/2023	66412	PINNACLE HEALTHCARE	Drug and Alcohol Test	104.00
2/24/2023	66413	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	POSTAGE METER RENTAL	1,452.64
2/24/2023	66414	PREMIUM AUTO PARTS INC.	SHOP SUPPLIES	59.58
2/24/2023	66415	PREFERRED ALLIANCE INC	Drug and Alcohol TPA Services	1,445.00
2/24/2023	66416	QUALITY PRINT & COPY LLC	PRINTING	463.22
2/24/2023	66417	BECK'S SHOE STORE INC.	Safety Boots - Maintenance up to \$250.00 per pair	232.16
2/24/2023	66418	SAFETEQUIP INC.	SHELTER & BUS STOP SUPPLIES	9.29
2/24/2023	66419	SALINAS VALLEY FORD SLS	REVENUE PARTS	432.80
2/24/2023	66420	CARL SEDORYK	1nt Mar 2-3 CTA Exec Committee Mtg, Sacramento, CA	69.00
2/24/2023	66421	SHERWIN-WILLIAMS CO	BUILDING AND EQUIPMENT MAINT	452.86
2/24/2023	66422	STACY HOGAN	Cobra refund	150.37
2/24/2023	66423	TEC EQUIPMENT	REVENUE PARTS	4,387.27
2/24/2023	66424	VERIZON WIRELESS	CELLULAR PHONES/PAGERS	251.90
2/24/2023	66425	WORK WORLD WHISTLE WORKWEAR	SAFETY BOOTS Maintenance - \$250 limit	103.77
2/24/2023	66426	NORMAN TUITAVUKI	1st day of Travel Feb 28 Autonomous Vehicles & Public Transport Conf, San Francisco	59.25
2/24/2023	66426	NORMAN TUITAVUKI	2nd day of Travel Mar 1 Autonomous Vehicles & Public Transport Conf, San Francisco	79.00
2/24/2023	66426	NORMAN TUITAVUKI	Last Day of Travel Mar 2 Autonomous Vehicles & Public Transport Conf, San Francisco	59.25
<b>2/24/2023 Total</b>				<b>167,950.70</b>
2/28/2023	66427	CARRIE LYNN REEVE	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66428	DORA YIP	PURCH TRANS-RIDES-CERT. TAXI	55.50
2/28/2023	66429	PAUL WILLIAM FRISBIE	PURCH TRANS-RIDES-CERT. TAXI	95.00
2/28/2023	66430	ROSEMARY SOARES	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66431	RICHARD WILBON RIST	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66432	SOCORRO REYES	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66433	THEODORE CLOSTER III	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66434	SHARON CLOSTER	PURCH TRANS-RIDES-CERT. TAXI	69.94
2/28/2023	66435	MARLENE THOMASON	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66436	CHARLES ATWOOD ROWLEY	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66437	BRUCE GORDON ELLIOTT	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66438	ANNE MARIE RIANDA	PURCH TRANS-RIDES-CERT. TAXI	83.44
2/28/2023	66439	JUANITA CASTILLO ELDEGE	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66440	NORMA GADDINI RIANDA	PURCH TRANS-RIDES-CERT. TAXI	110.69
2/28/2023	66441	ANNA FORMAN-MACFARLANE	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66442	VICTOR SHURTLIFF	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66443	CHARLES WALKER	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66444	MARY LOUISE SHURTLIFF	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66445	JANET M. RIANDA	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66446	GLORIA IACI	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66447	GLORIA SANDOVAL AVILA	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66448	LOU ROBIN SHICK	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66449	GLORIA GUTIERREZ	PURCH TRANS-RIDES-CERT. TAXI	143.75
2/28/2023	66450	RITA GERTRUDE WALKER	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66451	AGNES CHARLES	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66452	WILLIAM ELDREDGE	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66453	PAULINE SALINAS	PURCH TRANS-RIDES-CERT. TAXI	149.88
2/28/2023	66454	JANIE WENZ	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66455	DARLENE NELSON	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66456	GLORIA JEAN SANTOS	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66457	JOHN W. McELMOYL	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66458	LISA MARIE VON SALTZA	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66459	WILLIE CHAN	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66460	MARIA BALADAD	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66461	HAROLD RICHARD KINNAMAN	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66462	CHARLES MELL	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66463	STEVE EVERETT CRAIG	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66464	MYONG BUTTGERIT	PURCH TRANS-RIDES-CERT. TAXI	88.75
2/28/2023	66465	MARY M. DEZELLE	PURCH TRANS-RIDES-CERT. TAXI	76.25
2/28/2023	66466	ANNA MARY McNETT	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66467	PATRICIA UNDERWOOD	PURCH TRANS-RIDES-CERT. TAXI	104.38
2/28/2023	66468	WILLIAM TAYLOR	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66469	HELEN WILLIAMS	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66470	LINDA DAMES	PURCH TRANS-RIDES-CERT. TAXI	150.00
2/28/2023	66471	GLORIA B FLORES	PURCH TRANS-RIDES-CERT. TAXI	73.00
2/28/2023	66472	FIDENCIO URIBE MATA	PURCH TRANS-RIDES-CERT. TAXI	99.38
2/28/2023	66473	JOSEPH ANTHONY PINTACURA	PURCH TRANS-RIDES-CERT. TAXI	150.00
<b>2/28/2023 Total</b>				<b>6,399.96</b>
<b>Grand Total</b>				<b>1,646,184.31</b>

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