

**Board of Directors Regular Meeting
February 6, 2017**



Frank J. Lichtanski Administrative Building
Board Room, First Floor
19 Upper Ragsdale Dr., Suite 100, Monterey 93940
10:00 a.m.

TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip (good for a \$17 one-way trip).

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)
- 1-4. Conduct swearing in ceremony for new members (Tony Barrera)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Members of the public may address the Board on any matter related to the jurisdiction of MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time either individually, through staff, or on a subsequent agenda.

3. CLOSED SESSION

Members of the public may address the Board on any matter related to Closed Session. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time individually, through staff, or on a subsequent agenda.

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative.

Advocating and delivering quality public transportation as a leader within our community and industry.

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

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- 3-1. Conference with Real Property Negotiators, Gov. Code § 54956.8. (19 Upper Ragsdale Dr., Suite 110, Monterey, CA. Parcel # APN 259-184-002). Agency negotiators Carl Sedoryk, Hunter Harvath, MST. Negotiating party James Pinckney, Jr., seller. Purchase Price: \$318,725. (Hunter Harvath) (No Enclosure)
- 3-2. Conference with Real Property Negotiators, Gov. Code § 54956.8: (Parcel # APN 002-164-035) (Hunter Harvath)
- 3-3. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)

4. RETURN TO OPEN SESSION

Report on Closed Session and possible action.

5. CONSENT AGENDA

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

- 5-1. Adopt Resolution 2017-18 recognizing Jose De Jesus Rueles, Entry Level Mechanic, as Employee of the Month for January 2017. (Mike Hernandez) (Page 7)
- 5-2. Adopt Resolution 2017-19 recognizing Ruben Cano, Jr., Coach Operator, as Employee of the Year 2016. (Robert Weber) (Page 9)
- 5-3. Adopt January Retirement Resolution 2017-20, Danny Alvarado, Coach Operator. (Robert Weber) (Page 11)
- 5-4. Adopt Resolution 2017-21 recognizing Isamar Velazquez, Customer Service Representative, as Employee of the Month for February 2017. (Sonia Wills) (Page 13)
- 5-5. Minutes of MAC Meeting November 30, 2016. (Kevin Allshouse) (Page 15)
- 5-6. Minutes of the Legislative Committee on December 12, 2016. (Jeanette Alegar-Rocha) (Page 19)
- 5-7. Minutes of the MST Board Meeting on December 12, 2016. (Jeanette Alegar-Rocha) (Page 21)
- 5-8. Minutes of the MST Board Corporation Meeting on December 12, 2016. (Jeanette Alegar-Rocha) (Page 27)

- 5-9. Minutes of the MST Board Meeting and Strategic Planning Workshop on January 9, 2017. (Jeanette Alegar-Rocha) (Page 31)
- 5-10. Financial Report – November and December 2016. (Andrea Williams) (Page 35)
- 5-11. Disposal of Property left aboard buses- November. (Sonia Wills) (Page 51)
- 5-12. Claim Rejections – (Benjamin Newman) (Page 55)
- 5-13. MST May 2017 Board Meeting date change- (Carl Sedoryk) (Page 61)
- 5-14. Award contract to CALSTART for System-wide Fleet Analysis (Michelle Overmeyer) (Page 67)
- 5-15. Authorize Purchase of Printer/Encoder Machine (Michelle Overmeyer) (Page 69)
- 5-16. Receive Public Review of 2017-2020 Title VI Draft Public Participation Plan (Deanna Smith) (Page 71)
- 5-17. Receive results of FY 2014 – 2016 FTA Triennial Review (Hunter Harvath) (Page 121)
- 5-18. Adopt Resolution 2017-22 to authorize MST participation in ERMA (Kelly Halcon) (Page 145)
- 5-19. Adopt Resolution 2017-23 to recognizing Lisa Rheinheimer, Director of Planning and Marketing for MST Management Excellence Award (Carl Sedoryk) (Page 147)
- 5-20. Authorize AECOM Contract Extension (Michael Hernandez) (Page 149)
- 5-21. Receive FY2017 Committee Assignments (Carl Sedoryk) (Page 151)

End of Consent Agenda

6. RECOGNITION AND SPECIAL PRESENTATIONS

- 6-1. Employee of the Month, January – Jose De Jesus Rueles, Entry Level Mechanic, (Michael Hernandez)
- 6-2. Employee of the Year 2016- Ruben Cano, Jr., Coach Operator, (Robert Weber)
- 6-3. 2016 Management Excellence Award - Lisa Rheinheimer, Director of Planning and Marketing, (Carl Sedoryk)

- 6-4. Retirement- Danny Alvarado, Coach Operator (Robert Weber)
- 6-5. Employee of the Month, February – Isamar Velazquez, Customer Service Representative (Sonia Wills)

7. PUBLIC HEARINGS

None

8. ACTION ITEMS

- 8-1. Temporary Facility Update (Michael Hernandez) (Page 155)
- 8-2. Authorize 45 Transit Master (TM) OnStreet Signs Configuration (Mark Eccles) (Page 157)
- 8-3. Authorize Purchase of Mini Bus from Creative Bus Sales (Sandra Amorim) (Page 159)
- 8-4. Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 110 (APN# 259-184-002) in the amount of \$318,725. (Hunter Harvath) (Page 161)

9. REPORTS & INFORMATION ITEMS

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

- 9-1. General Manager/CEO Report – November and December 2016 (Page 163)
- 9-2. Washington, D.C. Lobby Report – January 2017 (Page 205)
- 9-3. State Legislative Advocacy Update – November and December 2016 (Page 207)
- 9-4. Staff Trip Reports. (Page 209)
- 9-5. Correspondence. (Page 225)

10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234)
- 10-2. Board member comments and announcements.
- 10-3. Board member referrals for future agendas.

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for January 2017 and February 2017 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: March 6, 2017

19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940

Boardroom First Floor

10:00 a.m.

NEXT AGENDA DEADLINE: February 21, 2017

**Dates and times are subject to change.*

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

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

Upon request, Monterey-Salinas Transit will provide written agenda materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org. Taxi-related materials and information are available on www.mst.org.



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**JOSE DE JESUS RUELAS
JANUARY 2017
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Jose De Jesus Ruelas began working at Monterey-Salinas Transit District as an Entry Level Mechanic in March of 2015; and

WHEREAS, Jose De Jesus Ruelas responsibilities include completing routine preventative maintenance on MST's fleet and fixing mechanical defects that occur during the service day; and

WHEREAS, Jose De Jesus Ruelas has excelled in both experience and knowledge and does an excellent job keeping our fleet operating safely and reliably for MST's customers. He often works in a lead capacity, making good decisions regarding fleet repairs and is also eager to learn and take on challenging repairs; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Jose De Jesus Ruelas as Employee of the Month for January 2017; and

BE IT FURTHER RESOLVED that Jose De Jesus Ruelas is to be congratulated for his excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2017-18 this 6th day of February 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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**RUBEN CANO JR.
2016
EMPLOYEE OF THE YEAR**

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

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

WHEREAS, Ruben Cano Jr. began his career as a Coach Operator with Monterey-Salinas Transit District in August of 2008; and

WHEREAS, Ruben Cano Jr. was recipient of a 6 Year Safe Driving award, has received numerous attendance awards and other special commendations throughout his career. He was previously recognized for his outstanding performance as Employee of the Month in March of 2015 and April of 2016; and

WHEREAS, Ruben Cano Jr. was named as one of five recipients of the 2015 General Manager's Coach Operator Excellence Award. This annual award recognizes Operators who have maintained; perfect attendance, on time performance of 90% or higher, and have received no valid employee conduct complaints This is the fourth time in which he has received this award since 2011; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Ruben Cano Jr. as Employee of the Year for 2016; and

BE IT FURTHER RESOLVED that Ruben Cano Jr. is to be congratulated for his excellent work and dedication at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-19 this 6th day of February 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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**DANNY ALVARADO
21 YEARS OF SERVICE**

WHEREAS, Danny Alvarado began his career with the Monterey-Salinas Transit in May of 1995. During his 21 year career at MST, Danny Alvarado supported MST's Transportation Department and MST customers, and

WHEREAS, Danny Alvarado was recognized for his safety record accumulating more than 15 years of safe driving and has received multiple written commendations and customer compliments as a result of his exceptional customer service, attention to detail, reliability, and excellent driving skills; and

WHEREAS, after over 21 years of service to MST and approximately 535,080 miles behind the wheel serving his customers, Danny Alvarado retired on December 30, 2016.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Danny Alvarado for his excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Danny Alvarado and wishes him success and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-20 on this 6th day of February 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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**ISAMAR VELAZQUEZ
FEBRUARY 2017
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Isamar Velazquez began her career at Monterey-Salinas Transit District in April of 2014 as a temporary Mobility Assistant. During her time in the Mobility Department, she showed initiative and professionalism. Her excellent translation skills were an asset with scheduling Spanish only speaking RIDES program applicants; and

WHEREAS, Isamar Velazquez was later promoted in April of 2015 to the position of Customer Service Representative/Spanish-English Translator. In this position, she works with the public providing a variety of customer service duties. Isamar is very professional when representing MST at public outreach events and at MST board meetings; and

WHEREAS, Isamar Velazquez was recently tasked with recording the phone tree for the new phone system. This extensive project, which streamlines the call flow, required her to record numerous messages in both English and Spanish. With each new demand or request, Isamar remains professional, calm and collected with a smile on her face; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Isamar Velazquez as Employee of the Month for February 2017; and

BE IT FURTHER RESOLVED that Isamar Velazquez is to be congratulated for her excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-21 this 6th day of February 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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Mobility Advisory Committee
Regular Meeting Minutes
Wednesday, November 30, 2016

1. CALL TO ORDER

Chair Ronn Rygg called the meeting to order at 1:08 p.m. in the Monterey- Salinas Transit Board of Directors Chamber (MST).

Present:	Ronn Rygg	United Way Monterey County
	Maureen McEachen	Visiting Nurse Association
	Virginia Murillo	Transportation Agency for Monterey County
	Kazuko Wessendorf	Interim, Inc.
	Reyna Gross	Alliance on Aging
	Olivia Quezada	Central Coast Council for Independent Living
	Kathleen Murray-Phillips	Monterey County Department of Social & Employment Services
	Melissa McKenzie	The Carmel Foundation
	Laurie Crosby	Consumer

Absent:	Diana Trapani	The Blind and Visually Impaired Center
	Aimee Cuda	ITN Monterey County
	Terry Bare	Veterans Transition Center
	George Dixon	MC Military & Veterans Affairs

Staff:	Tom Hicks	Mobility Services Manager
	Kevin Allshouse	Mobility Specialist
	Lisa Rheinheimer	Director of Planning and Development
	JR Berke	MV Transportation
	Erin Heatley	Mobility Specialist
	Alvin Johnson	MST Staff

2. CONSENT AGENDA

2.1 Minutes of the regular meeting of September 28, 2016

Member Murillo made a motion to approve the minutes and Member Wessendorf seconded. The motion was passed.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

4. NEW BUSINESS

Presentation on Active Transportation Plan (Virginia Murillo)

Member Murillo discussed the TAMC Active Transportation Plan, which is an update of Monterey County's Bicycle and Pedestrian Master Plan of 2011. The Plan identifies future improvements for biking and walking. TAMC is currently in the public comment phase of the plan and is reaching out to local communities for feedback regarding where they'd like to see pedestrian and biking improvements.

Member Murillo discussed the vision statement and goals of the Plan, stating that the overall intent is to educate the public about the benefits of active transportation, increase safe active transportation (biking, walking, and running), improve pedestrian and biking networks, enhance overall connectivity for those in the community, and do so in a way that's equitable across the socio-economic strata.

She followed up with some current Monterey County examples of shared transportation spaces, and provided a website that residents can use to provide feedback (<http://www.tamcmonterey.org/participate-in-the-active-transportation-plan/>).

Update on Measure X and Public Transportation Plan (Virginia Murillo)

Ms. Murillo provided an update on the results of the Measure X vote, which provides a 3/8 of a cent sales tax for transportation. Currently, the measure has not officially passed, but the ballots will be certified on December 6, 2016. The tax, if passed, is expected to generate \$20 million per year and go towards local street and road improvements, projects for bike and pedestrian safety, commuter bus service in South County, and services for seniors and persons with disabilities. Also, if the measure is passed, there will be a citizen's oversight committee.

5. REPORTS

MV Transit Report (JR Berke)

Mr. Berke, MV General Manager, provided a spreadsheet broken down by trip purpose for 3 months-worth of RIDES trips (September, October, and November). September and October saw significant increases in trips to South County, particularly for dialysis. The increase is likely due to local dialysis centers being maxed out with their enrollment, which causes patients to be unable to get into the dialysis centers that

are the closest to where they live. There is a dialysis summit scheduled with MST, MV, and local dialysis centers which will focus on scheduling and will include education on how the RIDES Program works, the goal of which is to cut down on some of the long on travel times that some dialysis patients are experiencing.

Adult daycare trips are increasing, as well. The strain these trips put on the system should be lessened in the near future with the introduction of 5 new vehicles into the RIDES Program, but for now, Mr. Burke is relying heavily on Yellow Cab to compensate for all of the increased trips to dialysis and adult daycare.

Monterey-Salinas Transit Mobility Report (Tom Hicks)

Mr. Hicks provided a brief update on MST's Taxi ADA Certification Training (TACT) Program. There are currently 55 taxi drivers certified under the program. A list of certified drivers can be found at www.mstmobility.org/TACT. Only certified drivers are eligible to provide RIDES trips and accept taxi vouchers.

There continues to be gradual progress on the Interactive Voice Response system (IVR) and Web-Booking systems for MST RIDES. These new systems will allow clients to either book trips online, or book trips through an IVR system. Clients will be called the night before their scheduled trip as a reminder, and they'll be given the opportunity to cancel their trip at that time. The hope is that these new systems will cut down on the amount of 'No Shows,' which will save the program money in the long run.

Update on Measure Q Programs (Tom Hicks)

Mr. Hicks discussed the Veterans Taxi Voucher Program, which is in collaboration with the Veterans Resource Center, which will provide taxi vouchers to local veterans in need of transportation for finding work and housing.

Lastly, Mr. Hicks discussed the program to provide bus passes to 12 local veterans. There is an annual selection of 12 veterans as part of the Veteran of the Year ceremony. These same 12 veterans were provided monthly bus passes from MST. The veterans that received the passes are encouraged to use them, or pass them on to a veteran who will use the pass.

6. SUBJECT ITEMS TO FOLLOW-UP

Transportation Funding Flow Chart (Tom Hicks)

Mr. Hicks passed out a MST draft budget which identified the local, State, and Federal funding sources. Attached to the budget was "A Simplified Overview of Transportation Funding," which further broke down the various funding sources for transportation.

Designation of Member Alternates (Tom Hicks)

Mr. Hicks outlined the procedure for designating a member alternate, and the importance of having an alternate in the event that a particular member is unable to make it to a MAC meeting.

7. SUBJECT ITEMS TO REQUEST

Update on Active Transportation Plan
Update on Measure X Outcome and Implementation
Update on Dialysis Summit

8. ANNOUNCEMENTS AND APPRECIATIONS

Kathleen Murray-Phillips

Area Agency on Aging (AAA) is looking for volunteers to sit on their Advisory Council.

Area Agency on Aging (AAA) is going to send out a Request for Proposals (RFP) to solicit bids for the provision of services to seniors throughout Monterey County. There will be money set aside specifically for transportation.


Tom Hicks

The MST Mobility Department has an opening for Mobility Specialist, and the job posting should be on the MST website in the coming weeks.

9. ADJOURN

There being no further business, Chair Rygg adjourned the meeting at 2:39 p.m.

PREPARED BY: 
Kevin Allshouse

APPROVED BY: 
Tom Hicks

MST Legislative Committee

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

December 12, 2016

9:00 a.m.

- Present:** Directors: Armenta (9:04 a.m.), Barrera, Downey (9:01 a.m.), Pendergrass,
- Absent:** Directors: Clark, Hardy
- Staff:** Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance & Administration; Mike Hernandez, Asst. GM/COO; Lisa Rheinheimer, Director of Planning & Development; Kelly Halcon, Director of HR & Risk Services; Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board
- Public:** Don Gilchrest, Thomas Walters & Associates

1. CALL TO ORDER.

Chair Barrera called the meeting to order at 9:00 a.m. Roll call was taken and the pledge of allegiance followed.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA.

No public comment.

3. PRESENTATIONS

- 3-1. Receive Federal Legislative Update and recommend approval of the proposed MST 2017 Federal Legislative Program to the Board of Directors.

Don Gilchrest from Thomas & Anderson, Inc. provided a 2016 year end summary of federal legislative activities and Hunter Harvath presented the 2017 Federal Legislation Program to the committee for recommendation for approval.

- 3-2. Receive State Legislative Update and recommend approval of the proposed MST 2017 State Legislative Program to the Board of Directors.

Carl Sedoryk provided a summary of key pieces of legislation that were supported by MST and signed in to law in 2016. Hunter Harvath presented the 2017 State Legislation Program to the committee for recommendation for approval.

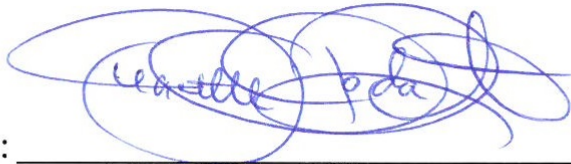
Director Pendergrass made the motion to recommend to the board approval of the 2017 Federal Legislative Program and the 2017 State Legislative Program and was seconded by Director Downey. The motion passed unanimously.

4. ANNOUNCEMENTS

4-1. APTA Legislative Conference, March 12-14, 2017, Washington, DC

5. ADJOURN

The Committee adjourned at 9:52 a.m.



Prepared by: _____

Jeanette Alegar-Rocha, Deputy Secretary

MST BOARD OF DIRECTORS

Frank J. Lichtanski Administrative Building
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

MINUTES
December 12, 2016

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 10:00 a.m. Roll call was taken and the pledge of allegiance led by Director O'Connell followed.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present:	Fernando Armenta	County of Monterey
	Tony Barrera	City of Salinas
	Robert Bonincontri	City of Gonzales
	Libby Downey	City of Monterey
	Carolyn Hardy	City of Carmel-by-the-Sea
	Mike LeBarre	City of King
	Pat Lintell (Alt)	City of Del Rey Oaks
	Ken Cuneo (Alt)	City of Pacific Grove
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
Absent:	Patricia Stephens	City of Soledad
	Kristin Clark	City of Del Rey Oaks
	Dan Miller	City of Pacific Grove
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. GM/Finance & Administration
	Michael Hernandez	Asst. GM/COO
	Kelly Halcon	Director of HR & Risk Management
	Lisa Rheinheimer	Director of Planning and Development
	Andrea Williams	General Accounting & Budget Manager

Mark Eccles	Director of Information Technology
Tom Hicks	Mobility Services Manager
Robert Weber	Director of Transportation Services
Alvin Johnson	Contract Transportation Supervisor
Carl Wulf	Facilities Manager

Deanna Smith	Compliance Analyst / Deputy Secretary
Beronica Carriedo	Community Relations Coordinator
Dave Laredo	De Lay & Laredo
Eva Perez	Office Administrator

Public:	Ken Walker	ATU
	Erich Fredrick	AMBAG
	Don Parslow	MVT
	Josh Stewart	NAACP
	Sharon Morelli	Resident of Del Rey Oaks

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Josh Stewart represented his concerns regarding the treatment of elderly passengers by certain drivers while riding on the bus. Mr. Sedoryk directed MST staff present at the board meeting to speak with Mr. Stewart and address the issue.

Sharon Morelli represented her concern as a passenger on MST Rides regarding a specific incident with a driver. Mr. Sedoryk stated that MST staff will speak with Ms. Morelli to address the issue.

3. CONSENT AGENDA

- 3-1. Adopt Resolution 2017-11 recognizing Edward Goodin, as Employee of the Month for December 2016. (Robert Weber)
- 3-2. Adopt Resolution of 2017-12 for CSAC. (Kelly Halcon)
- 3-3. Adopt Resolution of Appreciation 2017-13 for services rendered by Fernando Armenta. (Carl Sedoryk)
- 3-4. Adopt Resolution of Appreciation 2017-14 for services rendered by Libby Downey. (Carl Sedoryk)
- 3-5. Adopt Resolution of Appreciation 2017-15 for services rendered by Dan Miller. (Carl Sedoryk)
- 3-6. Minutes of the MST Board Meeting of November 14, 2016. (Jeanette Alegar-Rocha)

- 3-7. Minutes of the Finance Committee November 14, 2016.
(Jeanette Alegar-Rocha)
- 3-8. Minutes of the Mobility Advisory Committee September 28, 2016
(Alvin Johnson)
- 3-9. Financial Report – October 2016. (Angela Dawson)
- 3-10. Disposal of property left aboard buses. (Sonia Bannister)
- 3-11. Receive 2017 board calendar and conference schedule
(Jeanette Alegar-Rocha)
- 3-12. Adopt Resolution Adopt Resolution 2017-16 recognizing Sally Cota,
Customer Service Representative, for her 13 years of service.
(Sonia Bannister)
- 3-13. Adopt Resolution Adopt Resolution 2017-17 recognizing Mark Looyen,
Coach Operator, for his 10 years of service. (Robert Weber)
- 3-14. Claim Rejections-Barrios. (Ben Newman)

Public Comment – none.

Director LeBarre made a motion to approve all items on the Consent Agenda and was seconded by Director Pendergrass. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. December Employee of the Month – Edward Goodin, Operations
Supervisor. (Robert Weber)

Mr. Goodin was not in attendance for the presentation.

- 4-2. Recognition of Board Member Services (Carl Sedoryk)
 - a. Fernando Armenta
 - b. Libby Downey
 - c. Dan Miller

Carl Sedoryk recognized Fernando Armenta, Libby Downey and Dan Miller for their service and dedication to the MST Board of Directors. Chairperson Barrera, the MST Board and Staff thanked Directors Armenta, Downey and Miller for their outstanding contribution to MST and the entire community.

- 4-3. Retirement – 13 Years of Service- Sally Cota, Customer Service
Specialist. (Sonia Bannister)

Ms. Cota was not in attendance for the presentation.

4-4. Retirement- 10 Years of Service- Mark Looyesen, Coach Operator
(Robert Weber)

Mr. Looyesen was not in attendance for the presentation.

5. PUBLIC HEARINGS – none.

6. ACTION ITEMS

6-1. Temporary Facility and Property Lease Status (Michael Hernandez)

Michael Hernandez, Assistant GM/Chief Operating Office, announced the agenda item and provided an update on the Temporary Facility and Property Lease during the construction and remodel of MST's operations and maintenance facility.

6-2. Receive and approve proposed January 9 Board Strategic Planning Workshop Agenda (Carl Sedoryk)

Carl Sedoryk, GM/Chief Executive Officer, announced the agenda item and provided the agenda for the Board Strategic Planning Workshop on January 9.

6-3. Receive 2016 End of Year Update presentation from Thomas Walters & Associates and approve 2017 Federal Legislation Program. (Carl Sedoryk and Don Gilcrest)

Carl Sedoryk, GM/Chief Executive Officer, announced the agenda item and Don Gilcrest from Thomas Walters & Associates, Inc. provided the 2016 End of Year Federal Legislation Update. Mr. Sedoryk presented the 2017 Federal Legislation Program to the Board for approval.

Director Hardy made a motion to approve the 2017 Federal Legislative Program, and was seconded by Director Downey. The motion passed unanimously.

Director Armenta left the Board Meeting at 10:55 a.m.

6-4. Receive and approve 2017 State Legislation Program (Carl Sedoryk)

Carl Sedoryk, GM/Chief Executive Officer, announced the agenda item and provided the 2016 End of Year State Legislation Update. Mr. Sedoryk presented the 2017 State Legislation Program to the Board for approval.

Director Pendergrass made a motion to approve the 2017 State Legislative Program, and was seconded by Director LeBarre. The motion passed unanimously.

- 6-5. Approve procurement of Trapeze™ Paratransit Rapid Response Software Module (Alvin Johnson)

Alvin Johnson presented the request for Board approval of Measure Q funds to purchase the Paratransit Rapid Response Software Module not to exceed \$131,004.

Director Cuneo made a motion to approve the purchase of Trapeze™ Paratransit Rapid Response Software Module, and was seconded by Director Bonincontri. The motion passed unanimously.

Public Comment – none.

7. REPORTS & INFORMATION ITEMS

- 7-1. General Manager/CEO Report – October 2016.
- 7-2. Washington, D.C. Lobby Report – December 2016
- 7-3. State 2016 Year End Legislative Update – December 2016.
- 7-4. Staff Trip Reports.

Public Comment – none.

8. CLOSED SESSION

MST General Counsel, Dave Laredo, announced the Closed Session items, which were also listed in the MST Corporation Agenda and requested roll call for the MST Corporation Board. Deputy Secretary, Jeanette Alegar-Rocha confirmed MST Corporation quorum attendance and Chair Barrera moved to Closed Session.

Public Comment – none.

- 8-1. Conference with Real Property Negotiators, Gov. Code § 54956.8:
(Parcel # AP 026-521-031)
- 8-2. Conference with Labor Negotiators, Gov. Code § 54957.6:
Amalgamated Transit Union and MST (D. Laredo, K. Halcon)
(No Enclosure)

9. RETURN TO OPEN SESSION

- 9-1. Report on Closed Session and possible action.

Mr. Laredo reported that MST staff and general counsel provided a status report on items 8-1 and 8-4. The board provided direction to staff but no reportable action was taken.

10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234).

Director LeBarre provided an update on his attendance at the 2016 CTA Fall Conference.

- 10-2. Board member comments and announcements.

- 10-3. Board member referrals for future agendas.

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for April 2016 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

There being no further business, Chair Barrera adjourned the meeting at 11:36 a.m.



Prepared by: _____

Jeanette Alegar-Rocha, Deputy Secretary

MST CORPORATION BOARD OF DIRECTORS

19 Upper Ragsdale Drive, Suite 100
Monterey, CA 93940

Minutes

December 12, 2016

Immediately Following Regular Meeting of MST Board of Directors

1. CALL TO ORDER

1-1. Roll call

1-2. Pledge of Allegiance

Chair Barrera called the meeting to order at 11:13 a.m. and roll call was taken.

Present:	Carolyn Hardy	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
	Pat Lintell (alt)	City of Del Rey Oaks
	Libby Downey	City of Monterey
	Mike LeBarre	City of King
	Ken Cuneo (alt)	City of Pacific Grove
	Frank O'Connell	City of Marina
	Tony Barrera	City of Salinas
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Patricia Stephens	City of Soledad
Absent:	Fernando Armenta	County of Monterey
	Patricia Stephens	City of Soledad
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. GM/Finance & Administration
	Michael Hernandez	Asst. GM/COO
	Kelly Halcon	Director of HR & Risk Management
	Lisa Rheinheimer	Director of Planning and Development
	Andrea Williams	General Accounting & Budget Manager
	Mark Eccles	Director of Information Technology
	Tom Hicks	Mobility Services Manager
	Robert Weber	Director of Transportation Services

Alvin Johnson	Contract Transportation Supervisor
Carl Wulf	Facilities Manager
Deanna Smith	Compliance Analyst / Deputy Secretary
Beronica Carriedo	Community Relations Coordinator
Dave Laredo	De Lay & Laredo
Eva Perez	Office Administrator

Public:	Ken Walker	ATU
	Erich Fredrick	AMBAG
	Don Parslow	MVT
	Josh Stewart	NAACP
	Sharon Morelli	Resident of Del Rey Oaks

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

No public comment.

3. REPORTS AND INFORMATION ITEMS

3-1. General Manager's Report.

Mr. Sedoryk stated that the MST Corporation exists as a holding agency for MST capital assets that are financed. MST is not currently financing any capital assets, but may be doing so during 2017. There is no business for discussion or consideration at this time.

4. CLOSED SESSION

4-1. Conference with Legal Counsel-Pending Litigation- Neal Serrano vs. Monterey-Salinas Transit Corporation, § 54956.9 Monterey County Superior Court Case No. 16CV003496) (K. Halcon)

Mr. Laredo announced during the regular MST Board Meeting that closed session item 4-1 may also be discussed during the close session of the regular MST Board Meeting. Deputy Secretary, Jeanette Alegar-Rocha took roll call and confirmed MST Corporation quorum attendance and Chair Barerra moved to closed session.

5. RETURN TO OPEN SESSION

5-1. Report on Closed Session and possible action.

Mr. Laredo reported that MST staff and general counsel provided a status report on items 4-1. The board provided direction to staff but no reportable action was taken.

6. ADJOURN

There being no further business, Chair Barrera adjourned the meeting at 11:36 a.m.



Prepared by: _____

Jeanette Alegar-Rocha, Deputy Secretary

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**MONTEREY-SALINAS TRANSIT DISTRICT
BOARD OF DIRECTORS**

Frank J. Lichtanski Administrative Building
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

MINUTES
January 9, 2017

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 9:00 a.m. Roll call was taken and the pledge of allegiance followed.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

1-4. Conduct Swearing in Ceremony for new board members.

Directors Dan Albert for the City of Monterey and Ken Cuneo for the City of Pacific Grove were sworn in by Chair Barrera.

Present:	Carolyn Hardy	City of Carmel-by-the-Sea
	Kristin Clark	City of Del Rey Oaks
	Ken Cuneo	City of Pacific Grove
	Mike LeBarre	City of King
	Dan Albert	City of Monterey
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Leah Sañtibiañez	City of Greenfield
	Robert Bonincontri	City of Gonzales
	David Pendergrass	City of Sand City

Absent:	Fernando Armenta	County of Monterey
	Frank O'Connell	City of Marina

Staff:	Carl Sedoryk	General Manager/CEO
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Hunter Harvath	Asst. General Manager/Finance & Administration
Michael Hernandez	Asst. General Manager/COO
Kelly Halcon	Director of Human Resources & Risk Management
Mark Eccles	Director of Information Technology
Lisa Rheinheimer	Director of Planning and Marketing
Robert Weber	Director of Transportation Services
Jeanette Alegar-Rocha	Executive Assistant/Clerk to the Board
Eva Perez	Office Administrator
Heidi Quinn	General Counsel/De Lay & Laredo

Public:	Lisa Yates	ACS Quantum Strategies, LLC
	Judith DeKamp	ACS Quantum Strategies, LLC
	Zöe Shoats	MST Marketing Manager
	Andrea Williams	MST Accounting Manager
	Bill Peake	City of Pacific Grove
	Debbie Hale	TAMC
	Ken Walker	ATU
	J.R. Berke	MV Transit, Inc.

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

3. CONSENT AGENDA

3-1. Ratify provision of Presidio Monterey Special Services (Hunter Harvath)

3-2. Award Contract for Jazz Bus Rapid Transit shelter displays
(Hunter Harvath)

Director Pendergrass made the motion to approve all items on the consent agenda and was seconded by Director Cuneo. The motion passed unanimously.

4. STRATEGIC PLANNING WORKSHOP

4-1. Welcome and Introductions – Tony Barrera and Carl Sedoryk

4-2. Conduct Strategic Planning Workshop – Lisa Yates

Mr. Sedoryk introduced the Workshop Facilitator, Lisa Yates, of ACS Quantum Strategies, LLC. Ms. Yates conducted the workshop.

5. PUBLIC COMMENT AND ANNOUNCEMENTS

Debbie Hale announced that the TAMC wants to coordinate funding efforts with MST.

Chair Barrera announced that the 2017 ID Badge Stickers will be distributed following the meeting.

6. ADJOURN

There being no further business, Chair Barrera adjourned the meeting at 11:56 a.m.



Prepared by: _____
Jeanette Alegar-Rocha, Deputy Secretary

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To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – November 2016

RECOMMENDATION:

1. Accept report of November 2016 cash flow presented in Attachment #1
2. Approve November 2016 disbursements listed in Attachment #2
3. Accept report of November 2016 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance November 1, 2016	\$16,498,336.35
Revenues	4,325,521.44
Disbursements	<u><2,735,455.53></u>
Ending balance November 30, 2016	<u><u>\$18,088,402.26</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the fiscal year five months through, revenues overall are over \$100,000 ahead of budget and expenses are 8% lower than budget, producing a year-to-date surplus of \$1,514,784 for both Fixed-Route and RIDES combined. Positive variances for the month are occurring in virtually all categories of expenses, with the exception of the following negative variances of greater than 5% or with a monetary value greater

than \$5,000 as seen in the November Budget vs. Actual reports contained in Attachment #4:

1. **Miscellaneous** – This 8% negative variance can be attributed largely to staff travel, as the California Transit Association had its annual conference in Oakland during the month. Because staff travel is budgeted evenly over the 12 months of the fiscal year, during the occasional months when there is an APTA or CTA annual conference, staff travel costs will produce a negative variance. By the end of the fiscal year, this expense category should even out to the budgeted level.
2. **Purchased Transportation** – This 11% negative variance can be attributed to increase usage of the MST RIDES paratransit system. Under the requirements of the Americans with Disabilities Act, MST must provide each and every trip demanded by RIDES clients. As such, staff has little control over this federally mandated expenditure. Fortunately, the MST RIDES program is 100%-eligible for Measure Q funding, which will fully cover these expenditures.

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

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance November 1, 2016		16,498,336.35
Revenues		
Passenger Revenue	756,710.23	
DOD Revenue	430,995.00	
LTF / STA / 5307 / Sales Tax	2,698,432.47	
Grants	402,615.00	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	36,768.74	
Total Revenues		4,325,521.44
Disbursements		
Operations (See Attachment #2)	2,424,442.63	
Capital	311,012.90	
Property Acquisition –	-	
Total Disbursements		(2,735,455.53)
Ending balance November 30, 2016		18,088,402.26

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	481,271.63
Checking(s) - Wells Fargo Bank	58,880.14
Local Agency Investment Fund (LAIF)	4,548,526.79
Money Market - Homeland Security	840,234.27
Money Market - Rabo MM	4,576,857.95
Money Market - PTMISEA	5,661,724.82
Money Market - LCTOP	520,675.24
Money Market - Rabo Prop. 1 B	1,377,496.50
Bank of America - Escrow	8,984.92
Petty cash fund, STC Coin Machine, and 2 change funds	13,750.00
Total	18,088,402.26

PAYROLL ACCOUNT

October 28 Taxes	110,776.86	
November 10 Payroll & Related Expenses	554,780.27	
November 25 Payroll & Related Expenses	566,003.70	
Pers & 457	118,012.15	
Garnishments	7,360.24	
Payroll adj	-	
	<hr/>	
	1,356,933.22	1,356,933.22

GENERAL ACCOUNT

Disbursements on Attached Summary	1,301,359.05	
Paydown loan	12,754.68	
Workers Comp. Disbursements	41,169.40	
Interest expense	6,552.87	
Bank Service Charge	16,686.31	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	-	
	<hr/>	
	1,378,522.31	1,378,522.31

Total Disbursements	<hr/>	2,735,455.53
Less Capital Disbursements & Transfers		(311,012.90)
		<hr/>
Operating Disbursements		<u><u>2,424,442.63</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR November 1, 2016 - November 30, 2016

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 11/04/16	43019 - 43105	626,777.48
Accounts Payable 11/09/16	43106 - 43136	86,684.96
Accounts Payable 11/15/16	43164 - 43189	1,554.44
Accounts Payable 11/18/16	43190 - 43289	540,804.57
Accounts Payable 11/22/16	43290 - 43295	13,359.78
Accounts Payable 11/28/16	43296 - 43302	22,177.82
Accounts Payable 11/30/16	43303	10,000.00
TOTAL		<u>1,301,359.05</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS - Health	Recurring Expense	43037	11/04/16	324,398.06
Creative Bus Sales	February 8, 2016	43213	11/18/16	201,196.11

TREASURY TRANSACTIONS
FOR NOVEMBER 2016

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/16					4,548,526.79
Deposit			-		-
Local Agency Investment Fund: Quarterly interest earned -			-		-
LAIF Treasury Balance at 11/30/16					4,548,526.79

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/16					3,424,845.35
11/04/16		To A/P		85,000.00	3,339,845.35
11/09/16		To P/R		205,000.00	3,134,845.35
11/22/16		To P/R		355,000.00	2,779,845.35
11/23/16		LTF	1,435,422.84		4,215,268.19
11/28/16		STA	361,009.63		4,576,277.82
11/30/16		Interest @ 0.30%	580.13		4,576,857.95
RABO MM Balance at 11/30/16					4,576,857.95

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from November 1, 2016 to November 30, 2016

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

NOTES**Revenue**

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Passenger Fares	-332,795	-331,205	-1,590	-1,659,705	-1,656,025	-3,680
Special Transit	-492,584	-489,987	-2,597	-2,488,947	-2,449,935	-39,012
Cash Revenue	-32,910	-23,199	-9,711	-170,705	-115,995	-54,710
Cash Grants & Reimbursement	-2,486,329	-2,447,710	-38,619	-12,252,501	-12,238,550	-13,951
Total Revenue	-3,344,617	-3,292,101	-52,516	-16,571,858	-16,460,505	-111,353

Expenses

Labor	1,139,482	1,233,488	-94,006	6,123,053	6,167,440	-44,387
Benefits	792,365	762,962	29,403	3,631,290	3,814,810	-183,520
Advertising & Marketing	4,148	14,294	-10,146	43,552	71,470	-27,918
Professional & Technical	59,512	65,993	-6,481	247,451	329,965	-82,514
Outside Services	27,749	26,321	1,428	141,620	131,605	10,015
Outside Labor	93,068	95,409	-2,341	363,589	477,045	-113,456
Fuel & Lubricants	155,407	305,144	-149,737	817,787	1,525,720	-707,933
Supplies	45,993	70,129	-24,136	356,258	350,645	5,613
Vehicle Maintenance	76,247	83,544	-7,297	419,259	417,720	1,539
Marketing Supplies	124	4,376	-4,252	4,045	21,880	-17,835
Utilities	30,384	38,598	-8,214	171,585	192,990	-21,405
Insurance	44,856	54,253	-9,397	224,297	271,265	-46,968
Taxes	13,602	17,309	-3,707	59,144	86,545	-27,401
Purchased Transportation	375,444	403,028	-27,584	1,977,405	2,015,140	-37,735
Miscellaneous Expenses	65,191	60,509	4,682	289,187	302,545	-13,359
Interfund transfers						
Pass Thru/Behalf of Others		6,167	-6,167		30,835	-30,835
Interest Expense	9,946	10,583	-637	49,908	52,915	-3,007
Leases & Rentals	18,491	24,212	-5,721	93,162	121,060	-27,898
Total Operating Expenses	2,952,011	3,276,319	-324,308	15,012,590	16,381,595	-1,369,005
Operating (Surplus) Deficit	-392,607	-15,782	-376,825	-1,559,267	-78,910	-1,480,357

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from November 1, 2016 to November 30, 2016

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY17)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-36,993	-38,909	1,916	-205,842	-194,545	-11,297
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-1,495,490	-1,495,490	
Total Revenue	-336,091	-338,007	1,916	-1,701,332	-1,690,035	-11,297
Expenses						
Labor	9,953	4,770	5,183	30,461	23,850	6,611
Benefits	7,420	3,029	4,391	18,189	15,145	3,044
Advertising & Marketing						
Professional & Technical		417	-417		2,085	-2,085
Outside Services						
Outside Labor	5,470	6,584	-1,114	22,781	32,920	-10,139
Fuel & Lubricants	21,694	39,577	-17,883	138,972	197,885	-58,913
Supplies	597	1,919	-1,322	4,716	9,595	-4,879
Vehicle Maintenance				511		511
Marketing Supplies						
Utilities	40		40	160		160
Insurance						
Taxes						
Purchased Transportation	297,495	268,018	29,477	1,383,240	1,340,090	43,150
Miscellaneous Expenses	13,526	13,693	-167	67,875	68,465	-590
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	356,195	338,007	18,188	1,666,905	1,690,035	-23,130
Operating (Surplus) Deficit	20,105		20,105	-34,427		-34,427

②

To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – December 2016

RECOMMENDATION:

1. Accept report of December 2016 cash flow presented in Attachment #1
2. Approve December 2016 disbursements listed in Attachment #2
3. Accept report of December 2016 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance December 1, 2016	\$18,088,402.26
Revenues	1,841,232.95
Disbursements	<u><4,088,215.04></u>
Ending balance December 31, 2016	<u><u>\$15,841,420.17</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the first half of the fiscal year complete, revenues are nearly \$90,000 ahead of budget and expenses continue to trend 8% below budget, producing a year-to-date surplus of \$1,730,828 for both Fixed-Route and RIDES combined. On the revenue side, a 16% negative variance for the month is primarily due to the seasonal fluctuations in ridership. The number of passengers carried during the winter is lower than during the summer, especially in months like December that have holidays (Christmas Eve,

Christmas, New Year's Eve). When ridership is lower, fare revenue is also lower. Passenger fares are budgeted evenly over the twelve months of the year, which creates the negative variance during slower winter months.

Positive variances for the month are occurring in most categories of expenses, with the exception of the following which have negative variances of greater than 5% or with a monetary value greater than \$5,000 as seen in the December Budget vs. Actual reports contained in Attachment #4:

1. **Benefits** – a 15% negative variance for the month is primarily due to the fact that there are 3 paid holidays during the month (Christmas Eve, Christmas, New Year's Eve), and that there were 3 pay days in December. MST pays employees every two weeks rather than monthly. As such there are two months each fiscal year when there are 3 pay days. For those two months each year, wages and/or benefits expenses are usually higher than budget.
2. **Advertising & Marketing** – This 197% negative variance in this category is due to the activities of the South County Marketing Plan, which is currently in high gear of production. This project is 100% funded by a federal grant administered by Caltrans. All expenses on this project have to occur before January 31, 2017. Once this project winds down early in 2017, these marketing expenses are expected to once again be in line with budget.

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

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance December 1, 2016		18,088,402.26
Revenues		
Passenger Revenue	381,418.04	
DOD Revenue	428,460.00	
LTF / STA / 5307 / Sales Tax	832,182.05	
Grants	58,407.00	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	140,765.86	
Total Revenues		1,841,232.95
Disbursements		
Operations (See Attachment #2)	3,780,092.29	
Capital	308,122.75	
Property Acquisition –	-	
Total Disbursements		(4,088,215.04)
Ending balance December 31, 2016		15,841,420.17

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	(198,276.12)
Checking(s) - Wells Fargo Bank	678.94
Local Agency Investment Fund (LAIF)	4,556,274.78
Money Market - Homeland Security	840,441.45
Money Market - Rabo MM	3,239,918.11
Money Market - PTMISEA	5,656,720.22
Money Market - LCTOP	520,696.64
Money Market - Rabo Prop. 1 B	1,205,436.23
Bank of America - Escrow	8,984.92
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	15,841,420.17

PAYROLL ACCOUNT

December 9 Payroll & Related Expenses	568,130.73	
December 23 Payroll & Related Expenses	561,638.26	
Pers & 457	218,782.63	
Garnishments	7,509.08	
Payroll adj	-	
	<hr/>	
	1,356,060.70	1,356,060.70

GENERAL ACCOUNT

Disbursements on Attached Summary	2,605,271.46	
Paydown loan	13,012.09	
Workers Comp. Disbursements	33,714.55	
Interest expense	6,295.46	
Bank Service Charge	15,860.78	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	58,000.00	
	<hr/>	
	2,732,154.34	2,732,154.34

Total Disbursements	<hr/>	4,088,215.04
Less Capital Disbursements & Transfers		(308,122.75)
		<hr/>
Operating Disbursements		<u><u>3,780,092.29</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR December 1, 2016 - December 31, 2016

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 12/02/16	43304 - 43398	1,193,885.38
Accounts Payable 12/05/16	43399	5,716.98
Accounts Payable 12/09/16	43400-43418	29,543.80
Accounts Payable 12/12/16	43419-43421	6,380.24
Accounts Payable 12/13/16	43422-43444	1,565.45
Accounts Payable 12/16/16	43445-43570	641,832.60
Accounts Payable 12/19/16	43571-43577	22,177.82
Accounts Payable 12/21/16	43578-43582	47,485.00
Accounts Payable 12/27/16	43583-43601	21,422.39
Accounts Payable 12/28/16	43602	22,626.56
Accounts Payable 12/30/16	43603-43604	612,635.24
TOTAL		<u>2,605,271.46</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS - Health	Recurring Expense	43317	12/02/16	321,895.77
MV Transportation	Recurring Expense	43358	12/02/16	600,443.47
Giro, Inc.	December 8, 2014	43497	12/16/16	112,306.80
Trapeze Software Group	September 19, 2016	43560	12/16/16	108,656.72
MV Transportation	Recurring Expense	43604	12/30/16	592,938.75

TREASURY TRANSACTIONS
FOR DECEMBER 2016

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/16					4,548,526.79
Deposit			-		-
Local Agency Investment Fund:					
Quarterly interest earned -			-		-
					-
LAIF Treasury Balance at 12/31/16					4,548,526.79

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/16					4,576,857.95
12/02/02		To A/P		97,500.00	4,479,357.95
12/02/16		To AP		975,000.00	3,504,357.95
12/16/16		To AP		265,000.00	3,239,357.95
12/31/16					3,239,357.95
					3,239,357.95
		Interest @ 0.30%	560.16		3,239,918.11
RABO MM Balance at 12/31/16					3,239,918.11

MONTEREY - SALINAS TRANSIT
Revenue & Expense - Consolidated
Budget vs Actual

For the Period from December 1, 2016 to December 31, 2016

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

NOTES

①
②

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-279,266	-331,205	51,939	-1,938,971	-1,987,230	48,259
Special Transit	-529,839	-489,987	-39,852	-3,018,786	-2,939,922	-78,864
Cash Revenue	-18,865	-23,199	4,335	-189,570	-139,194	-50,376
Cash Grants & Reimbursement	-2,441,543	-2,447,710	6,167	-14,694,044	-14,686,260	-7,784
Total Revenue	-3,269,513	-3,292,101	22,588	-19,841,370	-19,752,606	-88,764
Expenses						
Labor	1,129,245	1,233,488	-104,243	7,252,298	7,400,928	-148,630
Benefits	876,000	762,962	113,038	4,507,289	4,577,772	-70,483
Advertising & Marketing	42,390	14,294	28,096	85,941	85,764	177
Professional & Technical	52,862	65,993	-13,131	300,313	395,958	-95,645
Outside Services	30,015	26,321	3,694	171,636	157,926	13,710
Outside Labor	72,396	95,409	-23,013	435,985	572,454	-136,469
Fuel & Lubricants	167,199	305,144	-137,945	984,987	1,830,864	-845,877
Supplies	55,138	70,129	-14,991	411,396	420,774	-9,378
Vehicle Maintenance	75,419	83,544	-8,125	494,678	501,264	-6,586
Marketing Supplies	648	4,376	-3,728	4,693	26,256	-21,563
Utilities	40,924	38,598	2,326	212,509	231,588	-19,079
Insurance	44,852	54,253	-9,401	269,150	325,518	-56,368
Taxes	16,590	17,309	-719	75,734	103,854	-28,120
Purchased Transportation	400,358	403,028	-2,670	2,377,764	2,418,168	-40,404
Miscellaneous Expenses	-1,309	60,509	-61,818	287,878	363,054	-75,176
Interfund transfers						
Pass Thru/Behalf of Others		6,167	-6,167		37,002	-37,002
Interest Expense	9,675	10,583	-908	59,583	63,498	-3,915
Leases & Rentals	29,196	24,212	4,984	122,359	145,272	-22,913
Total Operating Expenses	3,041,599	3,276,319	-234,720	18,054,190	19,657,914	-1,603,724
Operating (Surplus) Deficit	-227,913	-15,782	-212,131	-1,787,180	-94,692	-1,692,488

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from December 1, 2016 to December 31, 2016

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY17)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-45,151	-38,909	-6,242	-250,994	-233,454	-17,540
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-1,794,588	-1,794,588	
Total Revenue	-344,249	-338,007	-6,242	-2,045,582	-2,028,042	-17,540
Expenses						
Labor	9,516	4,770	4,746	39,977	28,620	11,357
Benefits	8,493	3,029	5,464	26,681	18,174	8,507
Advertising & Marketing						
Professional & Technical		417	-417		2,502	-2,502
Outside Services						
Outside Labor	1,903	6,584	-4,681	24,684	39,504	-14,820
Fuel & Lubricants	28,961	39,577	-10,616	167,933	237,462	-69,529
Supplies	468	1,919	-1,451	5,185	11,514	-6,329
Vehicle Maintenance				511		511
Marketing Supplies						
Utilities	40		40	200		200
Insurance						
Taxes						
Purchased Transportation	277,429	268,018	9,411	1,660,669	1,608,108	52,561
Miscellaneous Expenses	13,526	13,693	-167	81,401	82,158	-757
Interfund transfers						
Pass Thru/Benefit of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	340,337	338,007	2,330	2,007,242	2,028,042	-20,800
Operating (Surplus) Deficit	-3,913		-3,913	-38,340		-38,340

To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus November 2016

St. Vincent De Paul (Seaside)

4 Cell Phones	1 Vest
3 Sunglasses	1 Toy
3 Mugs	2 Beanies
2 Wallets	6 Umbrellas
1 Watch	1 Vest
2 Coin Purses	1 Golf Club
1 Sweater	1 Lunch Bag

To be disposed

3 keys	2 ID's
4 Credit Cards	2 Toiletries
1 Glove	2 Soiled Items
4 Keys	1 Medication

To be retained

\$ 7.00 to accounting for deposit

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

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To: Board of Directors
From: Sonia Wills, Customer Service Supervisor
Subject: Disposal of unclaimed property left on bus- December 2016

St. Vincent De Paul (Seaside)

20 Cell Phones	11 Books
17 Prescription eyeglasses	5 Water bottles
4 Helmets	5 Lunch bags
8 Wallets	2 Sweater
1 Pair of shoes	1 Vest
3 Earphones	3 Backpacks
1 Bike lock	2 Jackets
4 Rings	4 Sunglasses
2 Umbrellas	1 Skateboard

To be disposed

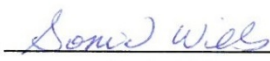
8 keys	7 ID's
7 Credit cards	4 Food packages
1 Glove	1 Bag
11 Keys	1 Man's glove

To be retained

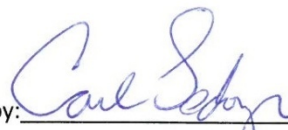
\$2 to accounting for deposit

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

Prepared by: _____


Sonia Wills

Reviewed by: _____


Carl Sedoryk

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To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejection- December 2016

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

Unknown

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on December 14, 2016 from Barbara M. Goulding, L+G LLP Attorneys at Law regarding an accident involving an MST bus that was struck by a vehicle running a red traffic light. The claim alleges their clients Ms Mary Beth De John and Angelina Vincenza De John received serious injuries by being thrown from their seats, violently striking the interior of the bus.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY: 

Ben Newman

APPROVED BY: 

Carl Sedoryk

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To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejection- January 2017

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

\$2000.00

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on January 3, 2017 from Michelle Lozano. The claim alleges injuries to both arms and both legs. However, there are no circumstances of occurrence or transactions noted in the claim that support the allegations.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY: 

Ben Newman

APPROVED BY: 

Carl Sedoryk

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To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

None Noted

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on January 25, 2017 from Jacqueline C. Ortiz. The claim alleges on January 14, 2017 she fell when stepping off a bus and is now experiencing chronic lower back pain and right knee pain. There are no documents or transactions noted in the claim that support the allegations.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:  Ben Newman APPROVED BY:  Carl Sedoryk

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To: Board of Directors

From: Jeanette Alegar-Rocha, Executive Assistant/Clerk to the Board

Subject: Update to 2017 Board Calendar and Conference Schedule

RECOMMENDATION:

Change May 2017 regular board meeting from May 15 to May 8 and receive the updated 2017 MST Board Calendar and Conference Schedule.

FISCAL IMPACT:

None.

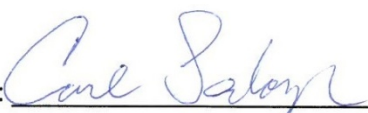
POLICY IMPLICATIONS:

DISCUSSION:

This year more detail has been provided on MST Conferences, delineating which meetings are attended by MST staff and board members or MST staff only. The regularly scheduled meetings of the RTA Board are also included in the calendar for the convenience of those board members who serve on the RTA. All board meetings have been scheduled to accommodate holidays and conferences attended by MST staff and/or board members. Effective July 2016, MST Board and Committee meetings are held at 19 Upper Ragsdale Drive, Suite 100, Monterey, CA 93940 unless otherwise noted.

Attachment 1: Calendar Year 2017 Board Calendar and Conference Schedule

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl Sedoryk, GM Manager/CEO

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2017 MST Board Meeting Schedule

January 9	MST / RTA STRATEGIC PLANNING REVIEW
February 6	MST BOARD MEETING
<i>February 11-14</i>	<i>APTA Transit CEO Seminar, San Diego, CA</i>
March 6	MST BOARD MEETING
<i>March 12 – 14</i>	<i>APTA Legislative Conference, Washington, DC</i>
April 10	MST BOARD MEETING
April 20 – 21	Transit Board Members Seminar, TBD
<i>May 7 – 10</i>	<i>APTA Bus & Paratransit Conference, Reno, NV</i>
May 8	MST BOARD MEETING
June 12	MST BOARD MEETING
July 10	MST BOARD MEETING
August 14	MST BOARD MEETING
September 18	MST BOARD MEETING
<i>October 8 – 11</i>	<i>APTA Annual Meeting, Los Angeles, CA</i>
October 16	MST BOARD MEETING
<i>November 8 - 10</i>	<i>CTA Fall Conference & EXPO, Riverside, CA</i>
November 13	MST BOARD MEETING
December 11	MST BOARD MEETING

2017 MST Conference Schedule

<i>February 11-14</i>	<i>APTA Transit CEO Seminar, San Diego, CA**</i>
<i>March 12 – 14</i>	<i>APTA Legislative Conference, Washington, DC*</i>
<i>May 7 – 10</i>	<i>APTA Bus & Paratransit Conference, Reno, NV**</i>
<i>October 8 – 11</i>	<i>APTA Annual Meeting, Los Angeles, CA*</i>
<i>November 8 - 10</i>	<i>CTA Fall Conference & EXPO, Riverside, CA*</i>

- Conferences marked “*” are attended by some board members.
- Conference marked “**” are attended by the General Manager/CEO.

2017 RTA Board Meeting Schedule

January 9	RTA BOARD MEETING & STRATEGIC PLANNING REVIEW – 9:00AM
April 24	RTA BOARD MEETING
July 24	RTA BOARD MEETING
October 23	RTA BOARD MEETING

2017 MST BOARD DEADLINES

Staff Reports Due	Agenda Mailed	Board Meeting
Dec 20	Jan 4	Jan 9
Jan 24	Jan 27	Feb 6
Feb 21	Feb 24	*March 6
March 21	March 24	April 10
April 25	April 28	May 8
May 30	June 2	June 12
June 24	June 30	July 10
July 31	Aug 4	Aug 14
Sept 5	Sept 8	Sept 18
Oct 3	Oct 6	*Oct 16
Oct 31	Nov 3	Nov 13
Nov 28	Dec 1	Dec 11

*Unless otherwise noted, board meetings are held the second Monday of each month at the **Frank J. Lichtanski Administrative Building (LAB) Board Room, First Floor**. Meetings begin at 10:00a.m.

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To: Board of Directors
From: Michelle Overmeyer, Grants Analyst
Subject: System-Wide Fleet Analysis

RECOMMENDATION:

Award contract to CALSTART in the amount of \$75,000 to perform a system-wide fleet analysis to support the transition to a zero emission fleet.

FISCAL IMPACT:

The contract award is for \$75,000. Throughout the year MST applies for a number of grants to implement zero emission projects. This study is needed to inform that grant application process. Funds to pay for this project are included in MST's FY 2017 general operating budget.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding \$25,000.

DISCUSSION:

California Air Resources Board (ARB) has released the 2017 Climate Change Scoping Plan Update which is set to be implemented this spring. The Plan would require 20 percent of new urban buses purchased beginning in 2018 to be zero emission buses, ramping up to 100 percent of new sales in 2030.

MST has begun testing some technology, including a lower emission diesel-hybrid bus and retrofitting a trolley to an all-electric propulsion system. Two new all-electric medium buses will be added to the fleet in the coming months. The efforts need to be expanded in a cost-effective way that meets customer service requirements.

A system-wide fleet analysis is needed to identify MST's greenhouse gas emission inventory, evaluate current lines for operation with zero-emission buses, and a method to phase in a new fleet-type and related infrastructure. Completing this planning study should make MST more competitive when applying for limited state and federal grants that fund zero-emission technology.

MST issued a Request for Quotations in November 2016. It was mailed to several consulting firms and published on MST's website with a submittal deadline of January 6, 2017. The following table identifies the three responding consulting firms, their overall score, and cost proposal.

Respondent	Location	Overall Score	Pricing
CALSTART, INC.	Pasadena, CA	85.00	\$ 75,000.00
Center for Transportation and the Environment (CTE)	Berkeley, CA	84.67	\$ 98,647.00
Trinity Consultants	Sacramento, CA	90.00	\$124,950.00

A team of MST staff evaluated the responses according to the *Evaluation Criteria, Quotation Evaluation and Award* in the Request for Quotations. Consultants were evaluated and ranked on their proposed scope of work and technical aspects in meeting the requirements of the Request for Quotations. All responses were deemed technically acceptable and were evaluated without cost as a consideration. After scoring, cost was factored into the recommended consulting firm. While Trinity Consultants met all the technical criteria and scored the highest, the pricing was more than MST has available for this study and was 67% higher than the next highest scored proposal. Both CALSTART and Center for Transportation and the Environment (CTE) had similar scores, but CTE's response was incomplete according to the *Evaluation Criteria, Quotation Evaluation and Award* in the Request for Quotations and was \$23,647 higher than CALSTART.

Staff recommends awarding a contract to CALSTART in the amount of \$75,000 to perform a system-wide fleet analysis to support the eventual transition to a zero-emission fleet. After the contract is awarded, the study will take approximately 6 months to complete, at which time the consultant will present the results to your board.

PREPARED BY  REVIEWED BY 
 Michelle Overmeyer Carl G. Sedoryk

To: Board of Directors
From: Michael Hernandez, Assistant General Manager/COO
Subject: Authorize Purchase of Printer/Encoder Machine

RECOMMENDATIONS:

Authorize the purchase of two Printer/Encoder Machines from GFI Genfare

FISCAL IMPACT:

\$37,183. Funds are available in the approved MST FY17 Capital Budget.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

In April 2010 MST purchased a new fare collection system from GFI Genfare, replacing MST's previous 17 year old system.

GFI fareboxes validate fares and provide passengers with various fare payment options including the use of reloadable smart cards, magnetic swipe cards and various options for day/month passes and transfers. Based on our experience, these units have a useful life of about 6 or 7 years.

MST uses proprietary GFI Printer/Encoder Machines (PEMs) to program passes and smart cards in bulk quantities. These two new units are intended to supplement or replace original PEM units due to ongoing reliability issues with the older PEM models.

Approval of this item authorizes the purchase of two PEMs from GFI Genfare in the amount of \$37,183.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk
Michael Hernandez Carl Sedoryk

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To: Board of Directors
From: Deanna Smith, Compliance Analyst
Subject: 2017-2020 Title VI Draft Public Participation Plan

RECOMMENDATION:

Receive 2017-2020 Draft Title VI Public Participation Plan (Plan) for public review and comment period.

FISCAL IMPACT:

MST must complete a Board-adopted Title VI Program every three years in order to receive federal grant funds.

POLICY IMPLICATIONS:

None at this time, as this report is simply a notification to your board of the draft Plan and public review and comment period. Your board is responsible for conducting programmatic oversight and compliance regarding MST's federally-funded programs. A Board-approved Title VI Program (Program), one element of which is the Public Participation Plan, is required for MST to be in compliance with federal regulations.

DISCUSSION:

Per 49 U.S.C. Sections 5307(b), 5307(c)(1)(1) and the Federal Transit Administration's (FTA) Circular 4702.1B, MST must submit a Title VI Program every three years. MST's current Program expires on July 31, 2017 and must be submitted to FTA on June 1, 2017. The Program update will cover the period from June 1, 2017 to June 1, 2020.

One element of a Title VI Program is the Public Participation Plan, which outlines MST's commitment to Title VI of the Civil Rights Act of 1964 (Title VI) which states:

"No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The attached Draft Plan has been developed to comply with Title VI and to ensure that MST provides the public – regardless of race, color, or national origin – with meaningful opportunities for inclusive and accessible public engagement during the transportation decision-making process. The Plan identifies the strategic approach,

goals, and guiding principles MST has established to foster public participation and defines how MST will incorporate these standards into its transportation decision-making process.

MST is notifying the Board of a public comment period for the Draft Plan. With this notification MST staff will then:

1. Post the Plan in English on MST's website and provide a copy of the Plan by request;
2. Provide written or verbal translation of this document, upon request, to individuals who speak Spanish;
3. Send a press release to media outlets throughout Monterey County announcing the public input period and Plan availability;
4. Mail a copy of the Plan to a list of stakeholders, including legislative bodies, social service agencies, community organizations, schools, and other groups that provide vital links between MST and its customers (Attachment A of the Plan).

MST has established a March 3, 2017, deadline for public comments into this Draft Plan. Upon closing the public comment period, MST staff will review and consider all comments for inclusion into the final Public Participation Plan, which will be returned to your Board on April 10, 2017, for final approval as part of MST's 2017-2020 Title VI Program Update. (A summary of public comments received by MST during the public comment process will be included in the final Plan.)

MST's Title VI Program Update timeline is provided in the table below.

Open Public Participation Plan for public comment	February 6, 2017
Close Public Participation Plan for public comment	March 3, 2017
MST staff review of public comments	March 6-10, 2017
2017-2020 Title VI Program presented to MST Board for approval	April 10, 2017

Attachments:

1. Draft 2017-2020 Public Participation Plan



Deanna Smith
Compliance Analyst



Carl Sedoryk
General Manager/CEO



DRAFT PUBLIC PARTICIPATION PLAN

JANUARY 24, 2017

Monterey-Salinas Transit
19 Upper Ragsdale Dr., Suite 200
Monterey, CA 93940

Civil Rights Contact: Deanna Smith, Compliance Analyst
complianceanalyst@mst.org
1-888-678-2871

ACKNOWLEDGMENTS

The following individuals assisted with the preparation of this Public Participation Plan:

Monterey-Salinas Transit:

Deanna Smith, Compliance Analyst/Title VI Coordinator (lead preparer)

Beronica Carriedo, Community Relations Coordinator

Hunter Harvath, Assistant General Manager - Finance & Administration

Michelle Overmeyer, Grants Analyst

Eva Perez, Office Administrator

Lisa Rheinheimer, Director of Planning and Marketing

Carl Sedoryk, General Manager/CEO

Zoë Shoats, Director of Marketing and Customer Service

Cristy Sugabo, Mobility Services Coordinator

Association of Monterey Bay Area Governments:

Gina Schmidt, GIS Coordinator, AMBAG

Sean Reilly Vienna, Planner, AMBAG

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1. INTRODUCTION

This Public Participation Plan (PPP, Plan) has been developed in accordance with 49 U.S.C. Sections 5307(b) and 5307(c)(1)(1); the requirements of the U.S. Department of Transportation (USDOT), including the Federal Transit Administration's (FTA) Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" issued on October 1, 2012, and Circular 4703.1 "Environmental Justice Policy Guidance for FTA Recipients" issued on December 11, 2012. The Plan also complies with Title VI of the Civil Rights Act of 1964. Compliance with these regulations and guidelines ensures that Monterey-Salinas Transit (MST) provides an opportunity for inclusive and accessible public engagement in its transportation decision-making process.

Monterey-Salinas Transit (MST, District) is committed to providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. This Plan has been developed to identify the strategic approach, goals, and guiding principles MST has established to foster public participation. The Plan also defines how MST incorporates these standards into its transportation decision-making processes by identifying the techniques the District can use to help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

Because each transportation decision is unique and might affect populations and individuals within MST's service area differently, the techniques used during the public participation process may vary according to each circumstance and should be viewed as a "toolbox" of options, not rigid obligations, chosen with the goal of most effectively reaching out to MST's diverse communities. MST has also established baseline methods for its public outreach to ensure that every effort is made to achieve the standards it has set.

It is important to note that MST is required to implement and comply with specific policies for public engagement, such as Disadvantaged Business Enterprise goal-setting, that may require a departure from this Plan, but that are legitimate and reasonable. Additionally, this Public Participation Plan is a living document which may evolve according to the demographic makeup of our communities and their unique needs, as well as MST's evaluation of its public participation effectiveness.

MST has requested public comment on this Public Participation Plan from its stakeholders and the public-at-large. The Plan was posted in English on MST's website and made available in hard copy by request, allowing all members of the public an opportunity to review and provide input prior to approval by the MST Board of Directors (Board, Directors). MST has also made written or verbal translation of this document available, upon request, to individuals who speak Spanish. A press release was sent to media outlets throughout Monterey County announcing the public input period and PPP availability. A list of MST Stakeholders who were provided a copy of this document can be found in **Attachment A**. For a summary of public comments received by MST during the public input process, see **Attachment B**.

MST'S DISTRICT PROFILE

In 2009, Monterey-Salinas Transit sponsored legislation (AB644 Caballero) creating the Monterey-Salinas Transit District under Public Utilities Code Section 106000, effective July 1, 2010.

Each of the 12 cities within Monterey County and the County of Monterey appoints an elected official from their governing council or board to serve on the MST Board of Directors (Board). The following jurisdictions are represented on the MST Board:

The City of Carmel-by-the-Sea
The City of Del Rey Oaks
The City of Gonzales
The City of Greenfield

The City of King
The City of Marina
The City of Monterey
The City of Pacific Grove
The County of Monterey

The City of Salinas
The City of Sand City
The City of Seaside
The City of Soledad

MST currently employs 241 individuals including 139 coach operators; 74 operations, maintenance and facilities workers; and 28 administrative staff¹ who operate out of the following locations:

Clarence J. Wright Operations Division – Salinas
Frank J. Lichtanski Administration Building – Monterey
Joe Lloyd Way Temporary Maintenance & Operations Facility – Seaside
Thomas D. Albert Maintenance & Operations Facility – Monterey
Bus Stop Shop – Monterey
Mobility Management Center – Monterey
Salinas Transit Center
Sand City Station
Marina Transit Exchange
Monterey Transit Plaza

MST'S MISSION STATEMENT

“Advocating and delivering quality public transportation as a leader
within our community and industry”

MST'S VISION STATEMENT

“A fully funded public transit system providing quality, valued, and affordable mobility and
transportation services for the people in Monterey County”

¹ Total staffing levels as of October 31, 2016.

MST'S SERVICE AREA

MST provides public transportation to an approximate 294 square-mile area of Monterey County, Southern Santa Cruz County, Northern San Luis Obispo County, and Santa Clara County (**Figure 1**). In 2016, its 60 routes served an estimated population of 433,898 based upon the area within $\frac{3}{4}$ mile of established routes within Monterey County (**Figure 2**). In 2016, MST's fixed route fleet of 123 buses, shuttles, and trolleys boarded 4.3 million passengers, while the MST RIDES paratransit service carried 114,829 passengers with a fleet of 29 vehicles.

Figure 1: MST's Service Area

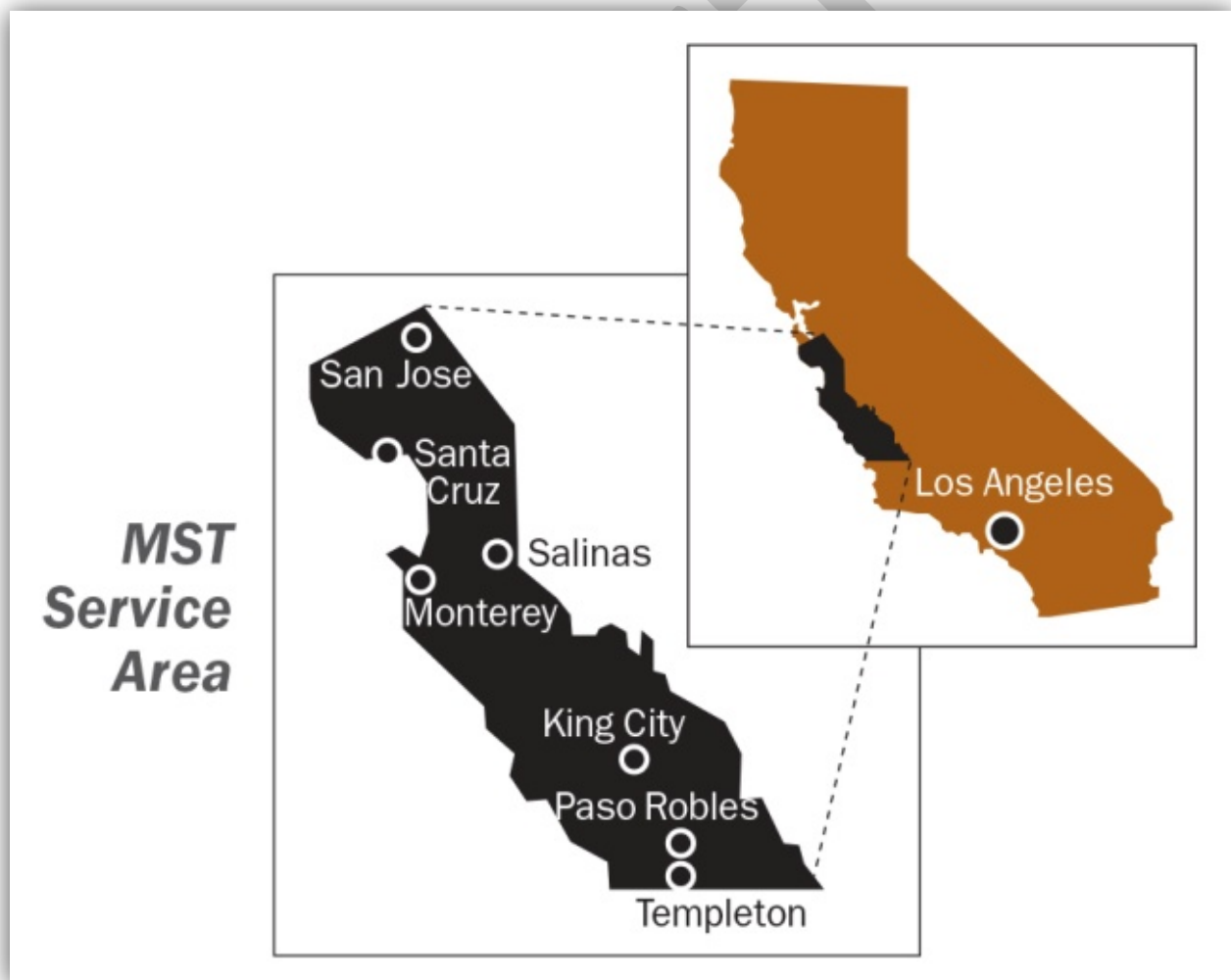
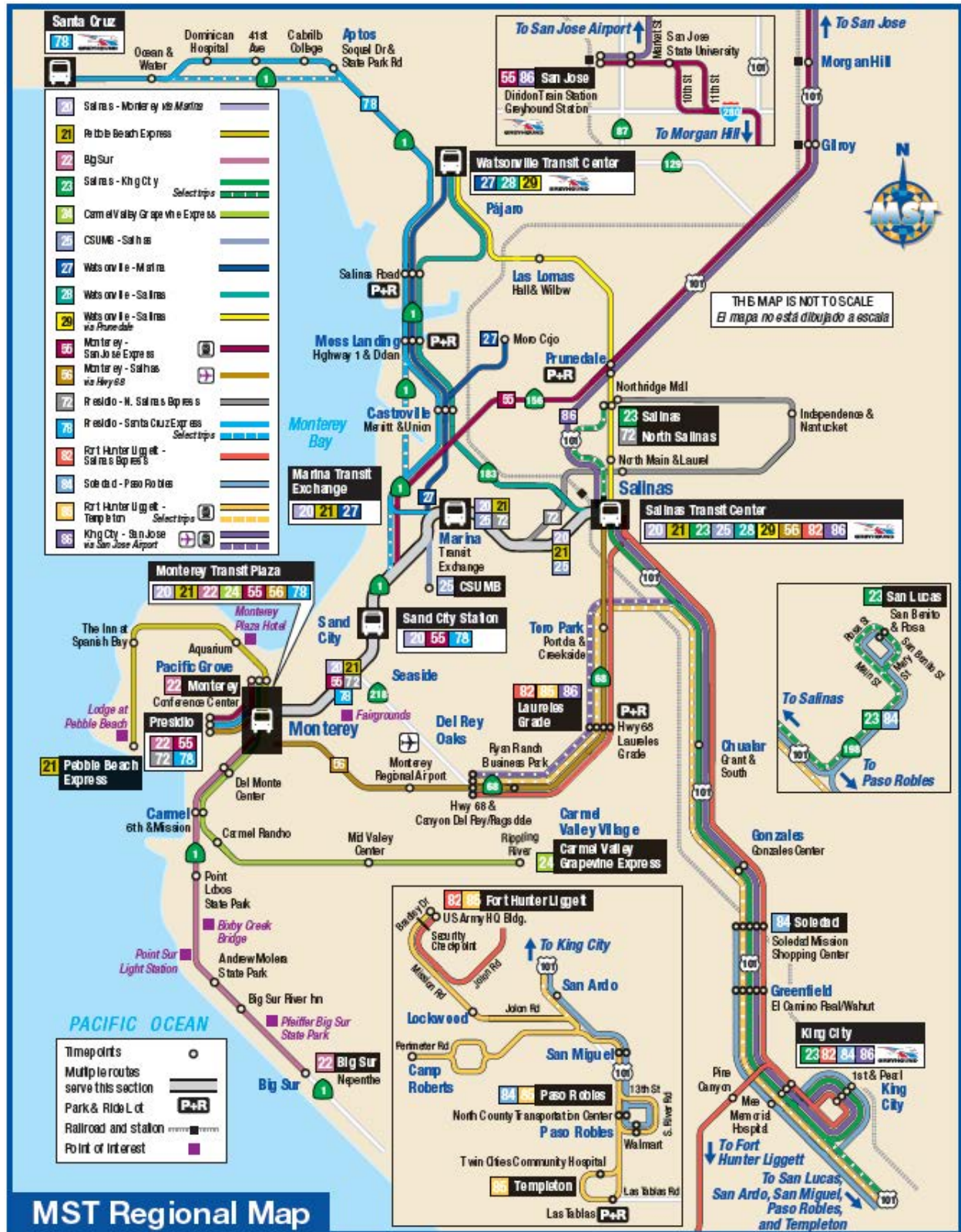


Figure 2: MST's Regional Map



2. MST'S STAKEHOLDERS

MST considers all who reside, work, and travel within Monterey County to be stakeholders of the District. Communication with the public is a multi-faceted effort of information sharing regarding changes, reductions, or loss of public transit services; fare increases; service planning and construction projects; environmental studies and other plans and projects. A vital component of this communication effort is to evaluate comments, requests, and suggestions from the public and to integrate them, as appropriate and when feasible, into MST's projects and service-related decisions.

MST is accountable to the diverse population of individuals who reside, work, and travel within the 12 cities and unincorporated areas of Monterey County. American Community Survey (ACS) 2015 data have identified Monterey County's population as being 50.8 percent male and 49.2 percent female, of whom 57.8 percent are Hispanic or Latino (of any race), 30.6 percent are white, 5.5 percent are Asian, and 2.3 percent are black or African American. A range of ethnicities, including those who identify as two or more races, make up the remaining 3.8 percent of the population of Monterey County. ACS Data used in this Public Participation Plan can be found in **Attachment C**.

USDOT has adopted the Department of Justice's (DOJ) Safe Harbor Provision, which stipulates that if a recipient of federal funds provides written translation of vital documents for each eligible LEP language group that constitutes five percent or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, such action will be considered strong evidence of compliance with the recipient's written translation obligations².

MST has identified four LEP populations who meet this threshold and for whom written translation of vital documents is provided in the following languages: Spanish, Tagalog, Korean, and Vietnamese.

MST's stakeholders are, in general, the public-at-large of Monterey County, although they can be identified as a broad range of individuals, legislative bodies, social service agencies, and community-based organizations that provide vital links between MST and its customers, such as:

- Transit customers
- Individuals or groups who are affected by a transit-related project or action
- Residents located within affected geographic areas
- Businesses located within affected geographic areas
- Traditionally under-served and/or under-represented communities or populations
 - Persons with limited English proficiency (LEP)
 - Minorities
 - Persons with disabilities
 - Seniors
 - Veterans
 - Low income communities
- Government agencies and municipalities

² MST's Language Assistance Plan can be found in Attachment F of its June 2017 Title VI Program Update.

- Community and faith-based organizations
- Social service agencies and nonprofits
- Schools, colleges, and universities

MST values the partnerships it has established with legislative bodies, social service agencies, and community-based organizations that provide vital links between MST and its customers. Information-sharing is a vital component of public outreach and MST will continue to preserve and increase its partnerships within our communities.

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3. MST'S STRATEGIC APPROACH TO PUBLIC PARTICIPATION

MST defines public participation as the process through which stakeholders' concerns, needs, and values are incorporated into the public transit decision-making process. Public outreach refers to the efforts made to enable stakeholders to affect and influence decision-making processes related to the delivery of public transportation services such as changes, reductions, or loss of public transit services; fare increases; service planning and construction projects; environmental studies and other plans and projects.

MST understands that including the public in service planning and project development can be challenging. A great deal of time and effort is required to plan and implement successful outreach efforts; the public may believe that decisions are already "baked in" and that their input will not be considered, while others might have difficulty speaking in public or finding the time to participate. The U.S. Department of Transportation and Federal Transportation Administration has published "Public Involvement Techniques for Transportation Decision-making" to assist transportation entities in identifying myriad tools and techniques to design a public participation effort. MST has integrated many of these recommendations, as well as other best practices found to promote effective public participation and collaborative decision-making, into this Public Participation Plan.

MST has established goals and guiding principles for its public outreach efforts which provide a foundation on which MST can identify the appropriate outreach techniques to improve the public participation process. The ultimate goal of MST's strategic approach is to increase information sharing, encourage public participation, initiate public input, and integrate the priorities of MST's customers and stakeholders into its transit-related decisions.

Because each transportation decision is unique and might affect populations and individuals within MST's service area to varying degrees, the techniques used during the public participation process may vary according to each circumstance.

MST'S PUBLIC PARTICIPATION GOALS

MST strives to ensure that its public participation efforts are early, continuous, and meaningful. The following public participation goals have been established to meet federal requirements for public participation and increase MST's outreach success:

Implement Consistent Communication

MST is committed to providing its stakeholders with enough time to participate in the decision-making process to help improve overall participation rates and customer satisfaction.

Increase Diversity

MST understands that effective and legitimate public participation involves all stakeholders regardless of their race or ethnicity, language, socioeconomic status, or disability. Stakeholders who cannot, or who find it difficult to, participate because of accessibility issues or language barriers will be considered and accommodated to the extent possible in all outreach efforts.

Make Public Participation Accessible

MST will make every effort to ensure public participation opportunities are accessible to persons with disabilities.

Maintain and Identify New Partnerships

MST values the partnerships it has established with legislative bodies, social service agencies, and community-based organizations that provide vital links between MST and its customers. Information-sharing is a vital component of public outreach and MST will continue to preserve and increase its partnerships within our communities.

Provide Relevant Information

Public participation is most effective when the information provided is relevant to the specific concerns, interests, and values of affected communities and stakeholders. Information provided to the public should be stated accurately and with an appropriate level of technical detail to be understood by the greatest number of participants.

Clearly Define Potential for Influence

MST will clearly identify how and to what degree the public's input will be able to influence and have a direct impact on the District's decision-making. The public will also be clearly informed regarding issues such as budgetary constraints, staffing limitations, or other barriers that may limit MST's ability to implement certain requests.

Integrate public input into the decision making process

Public comments received by MST are valued. MST will record, analyze, and integrate public input to the extent it is relevant, constructive, financially and administratively possible and would result in improved plans, projects, programs, and decisions.

MST'S PUBLIC PARTICIPATION GUIDING PRINCIPLES

To assist MST in achieving its public participation goals, the following guiding principles have been identified to assist MST staff when planning for changes, reductions, or loss of public transit services; fare increases; service planning and construction projects; environmental studies and other plans and projects. These guiding principles create a “communication loop³” of early, continuous, and meaningful public participation (**Figure 3**).

1. **Identify:** impacted stakeholders, outreach methods, meeting locations/frequency, outreach timeline
2. **Notify:** stakeholders of issues under consideration, participation opportunities, resource availability
3. **Provide:** relevant information and materials and potential for influence
4. **Evaluate:** all public input against financial, regulatory, or administrative constraints
5. **Integrate:** public input into the final transportation decision, as appropriate
6. **Inform:** stakeholders of evaluation and integration process and why final decisions were made

Figure 3: Public Participation Communication Loop

Public participation is most effective for both stakeholders and transit staff when it is early, continuous, and meaningful.

³ While many articles, both peer reviewed and non-peer reviewed, have been written on “communication loop theory,” perception loop theory,” etc., for disciplines ranging from speech monitoring to information technology, the term has been applied within the development of this Plan to specifically apply to MST’s public participation outreach. Every effort was made to ensure that MST’s example of its communication loop was not used without attribution, nor was it found to exist in this exact form anywhere else.

MST'S PUBLIC PARTICIPATION TECHNIQUES

A one-size-fits-all approach to public outreach does not result in high participation rates; therefore, MST has identified a range of techniques to be considered at the beginning of its public participation process. Because each transportation decision is unique and might affect populations and individuals within MST's service area differently, the techniques used during the public participation process may vary according to each circumstance and should be viewed as a "toolbox" of options, not rigid obligations.

Each stage of MST's communication loop provides an opportunity to identify techniques that are best suited to the nature and scope of the issue under consideration in order to increase the success of the public participation process and result in better outcomes. This process is designed to be used for all of MST's outreach efforts including changes, reductions, or loss of public transit services; fare increases; service planning and construction projects; environmental studies and other plans and projects.

Each phase of the communication loop is specifically addressed below along with a variety of techniques that may be used improve the process⁴.

1. IDENTIFY

The first phase of MST's communication loop includes identifying impacted stakeholders, preferable outreach methods, meeting locations/frequency, and creating the overall outreach timeline.

Certain demographic groups may be more impacted than others by a transportation policy or project; therefore, the following stakeholders should be identified during this phase:

- Transit customers
- Individuals or groups who are affected by a transit-related project or action
- Residents located within affected geographic areas
- Businesses located within affected geographic areas
- Traditionally under-served and/or under-represented communities or populations
 - Persons with limited English proficiency (LEP)
 - Minorities
 - Persons with disabilities
 - Seniors
 - Veterans
 - Low income communities
- Government agencies and municipalities
- Community and faith-based organizations
- Social service agencies and nonprofits
- Schools, colleges, and universities

⁴ The techniques identified in this PPP represent only a sample of tools available. Detailed descriptions of the techniques listed in this document, as well as many others, can be found in the U.S. Department of Transportation and Federal Transportation Administration's "Public Involvement Techniques for Transportation Decision-making."

Techniques

MST staff may use the following techniques to identify impacted stakeholders, preferable outreach methods, determine meeting locations/frequency, and create the overall outreach timeline:

- Review and analyze demographic maps, transit routes, etc.
- Solicit input from advisory committees and other groups who represent or serve underserved populations
- Create a database of meeting locations that are transit-convenient, ADA accessible, located within impacted communities, and familiar to impacted stakeholders
- Use Gantt charts or other project management tools to establish an outreach timeline
- Schedule meetings at locations and frequencies that are convenient and transit-accessible for minority and LEP communities
- Consider different meeting sizes and formats. Examples include:
 - Board meetings, public hearings
 - Community meetings, drop-in centers
 - Focus groups
 - Open houses, workshops, charrettes
 - Information booths
- Determine the need for language translation or interpretation

2. NOTIFY

The second phase of MST's communication loop includes notifying stakeholders of issues under consideration, participation opportunities, and resource availability.

Whether the goal is to reach a broad segment of MST's stakeholders or to reach a more targeted demographic, identifying the most effective notification methods for each demographic can improve public participation.

Techniques

MST staff may use the following techniques to notify stakeholders of the issues under consideration, the participation opportunities available to them, and how and where they can access resources:

- Create a database of media outlets and other non-traditional opportunities to notice public meetings, including those that target impacted stakeholders. Examples include:
 - Traditional media (print, radio, television)
 - Social media (Twitter, Facebook, Instagram)
 - Magazines and other publications that are widely distributed
 - Magazines and other publications that serve minority and LEP populations
 - Schools, libraries, or other locations frequented by impacted stakeholders
 - Online public participation platforms (NextDoor, MindMixer, Crowdbrite, etc.)
 - MST website www.mst.org
- Use alternative distribution formats to notice public meetings. Examples include:
 - Brochures, newsletters, flyers
 - Direct mailers
 - Email lists
 - Press releases

- Public service announcements
- Social media (Twitter, Facebook, Instagram)
- MST website www.mst.org
- Advisory committees and groups who represent or serve underserved populations
- Provide opportunities for public comment other than attending meetings and clearly advertise the opportunities. Examples include:
 - Written
 - Email
 - Telephonic submission
 - Drop-in centers, pop-up booths
 - Surveys
 - Social media
 - Website

3. PROVIDE

The third phase of the communication loop involves providing the public with relevant information and materials and informing them of their potential for influence.

MST has determined that public participation is most effective when the public is provided information that is relevant to the specific concerns, interests, and values of affected communities and stakeholders and when they have multiple opportunities to receive information and provide input.

Information provided to the public should be stated accurately and with an appropriate level of technical detail so it can be understood by the greatest number of participants. Additionally, MST will clearly identify how, and to what degree, the public's input will be able to influence and have a direct impact on the District's decisions. The public will also be clearly informed regarding issues such as budgetary constraints, staffing limitations, or other barriers that may limit MST's ability to implement certain requests.

Techniques

MST staff may use the following techniques to ensure informational materials are relevant and that the public understands their potential for influence. Examples include:

- Clearly summarize project or policy
- Provide specific project or policy options and clearly identify options that are not available due to financial, administrative, technical, or other reasons
- Avoid technical jargon and complexity
- Use summarized fact sheets to convey project or policy highlights
- Utilize images, photos, diagrams wherever possible
- Provide appropriate language translation of materials for LEP individuals
- Provide appropriate interpretation for LEP individuals
- PowerPoint presentations (emphasize bullet points and diagrams instead of lengthy paragraphs)
- Design surveys to offer specific and feasible project or policy preferences and avoid "open-ended input"
- Consider having meetings facilitated by a neutral party

4. EVALUATE

The fourth phase of the communication loop includes evaluating all public input against financial, regulatory, and administrative constraints.

MST operates within a regulatory environment that may at times preclude certain requests from being implemented; additionally, there may be technical, budgetary, or other barriers that may limit MST's ability to implement certain requests. For this reason, the evaluation phase of the public participation process most often will be conducted by MST staff or consultants.

The goal of the public outreach effort is to ensure positive outcomes, better solutions, and a transit system that acknowledges the concerns, needs, and values of its stakeholders. For this reason, public input is evaluated for integration into the final project or decision to the extent it is relevant, constructive, and financially and administratively feasible.

Techniques

Following closure of the public comment period, MST staff will categorize and summarize all public input in formats conducive to staff review and evaluation, such as:

- Minutes of all public meetings
- Lists
- Tables
- Spreadsheets

MST staff and/or consultants will evaluate public input for integration into its final project or decision by analyzing the following dimensions:

- Administrative feasibility (staffing and labor availability)
- Ethical conformity (negative impacts on minorities, low income, or underserved populations)
- Financial feasibility (budget/funding availability)
- Project effectiveness (improve outcomes and efficiencies)
- Technical feasibility (technological/capacity/resource limitations, public safety)

MST staff and/or consultants may use the following techniques during their analysis:

- SWOT analysis (strengths, weaknesses, opportunities, and threats of proposed options)
- FOD analysis (facts, outcomes, options, decision)
- Mapping, planning, and scheduling comparisons (efficiency/effectiveness of proposed options)
- Resource availability analysis (staff/labor, technological/capacity limitations)
- Budget analysis (cost/benefit analysis, budget/funding limitations)
- Legal review (regulatory requirements, equity and civil rights violations, industry best practices)

5. INTEGRATE

The fifth phase of the communication loop involves integrating public input into the final transportation project or decision.

Following the evaluation phase, MST staff will integrate into the final project or decision the recommendations that have been found to result in positive outcomes, better solutions, and a transit system that acknowledges the concerns, needs, and values of its stakeholders.

Techniques

Examples of techniques to integrate changes and revisions in a manner that preserves the public record and prepares MST to inform the public of the influence their input resulted in include:

- Revise draft plans, programs, and policies for final approval by the MST Board of Directors
- Record all public comments received from relevant sources
 - Minutes of all public meetings
 - Written, email, telephonic submissions
 - Surveys
 - Comments received from social media
 - Comments received on MST website www.mst.org
 - Drop-in centers, pop-up booths
- Describe the mechanism(s) used to evaluate/analyze public comments
 - SWOT analysis
 - FOOD analysis
 - Mapping, planning, and scheduling comparisons
 - Resource availability analysis
 - Budget analysis
 - Legal review
- Include the reasons for accepting or rejecting public comments
 - Administrative feasibility
 - Ethical conformity
 - Financial feasibility
 - Project effectiveness
 - Technical feasibility

6. INFORM

The sixth and final phase of the communication loop involves informing stakeholders of the evaluation and integration process and why final decisions were made.

To ensure transparency and complete the communication loop, MST has developed methods to inform the public of suggestions and requests that were or were not able to be included into the final project or decision, as well as a summary of why these determinations were made. Examples include:

- Include all public comments received
 - In the appendix of the final plan/project
 - In staff memos presented to the MST Board
 - On MST website www.mst.org
 - In other public information efforts (emails, mailers, etc.)
- Include the mechanism for evaluating/analyzing public comments
 - In the appendix of the final plan/project
 - In staff memos presented to the MST Board
 - On MST website www.mst.org

- In other public information efforts (emails, mailers, etc.)
- Include the reasons for accepting or rejecting public comments
 - In the appendix of the final plan/project
 - In staff memos presented to the MST Board
 - On MST website www.mst.org
 - In other public information efforts (emails, mailers, etc.)

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4. MST'S BASELINE METHODS FOR PUBLIC OUTREACH

MST has established baseline methods for public outreach to comply with DOT, FTA, and Title VI requirements and to ensure a process through which stakeholders' concerns, needs, and values are incorporated into the public transit decision-making process.

While this Plan is designed to assist MST staff in implementing a range of outreach techniques to increase public participation, a baseline of participation methods has been established to ensure MST meets the basic requirements for public participation. All public outreach efforts incorporate the requirements of MST's LAP to ensure meaningful access to persons with limited English proficiency.

The following baseline public participation methods are provided by MST:

Monthly Board Meetings

The MST Board of Directors holds monthly public meetings of the full board, as well as meetings of its member committees (Facilities, Finance, Human Resources, Legislative, Marketing, Planning & Operations). A public comment period is provided at every board and committee meeting, allowing stakeholders the opportunity to comment on any issue of concern, whether on or not on the agenda.

- All board meetings are noticed at least 72 hours in advance on MST's website www.mst.org, at meeting locations, and on social media.
- Agendas are available to the public at least 72 hours in advance of board meeting on MST's website www.mst.org and by mail or email upon request.
- Accessible formats and language translation or interpretation⁵ is provided with three working days' advance notice, and instructions on obtaining these services are provided on every agenda.
- Bilingual (English/Spanish) Customer Service Representatives are present at every board and committee meeting.

MST's accessibility and language assistance notice can be found in **Attachment D** of this document.

Public Hearings

In accordance with 49 USC Chapter 53, Section 5307, recipients of federal grants must have a locally developed process to solicit and consider public comments before implementing a major reduction in service⁶ or an increase in bus fares. The District's Public Hearing Policy can be found in **Appendix E**.

Transit Service and Fares

MST conducts public hearings for major service changes or any increase in bus fares.

- MST will hold one or more public hearings on the Monterey Peninsula, within the City of Salinas, and/or within a jurisdiction of the central Salinas Valley, depending on the nature of the service change or fare increase and the impacted population(s).

⁵ MST provides language translation and interpretation services in Spanish, Tagalog, Vietnamese and Korean, per its Language Assistance Plan.

⁶ Details on how MST defines a major service change can be found within its Public Hearing Policy in Appendix E.

- Depending on the nature of the service change or fare increase and the affected population(s), MST may hold hearings at multiple locations, days, and times.
- At least two weeks' notice will be provided for public hearings, and information on submitting written, email, verbal, or telephonic comments is provided for those unable to physically attend the hearings.
- Public hearings will be noticed in both English and Spanish and will include MST's Safe Harbor notice of language services in English, Spanish, Tagalog, Vietnamese, and Korean.
- Public hearings will be advertised in local newspapers of record with broad distribution, as well as targeted distribution to relevant language groups and affected communities, as appropriate.
- Public hearings will be noticed in the legal section of local newspapers of record with broad distribution, as well as targeted distribution to relevant language groups and affected communities, as appropriate.
- Public hearings will be advertised onboard MST buses (car cards) and on the MST website www.mst.org during the two-week notice period. Press releases will be sent to local media outlets.
- Accessible formats and language translation or interpretation will be provided with three working days' advance notice, and instructions on obtaining these services will be provided on every public notice.
- Bilingual (English/Spanish) Customer Service Representatives will be present at every public hearing.
- All public hearing presentation materials will be provided in English and Spanish.

Program of Projects – FTA Section 5307

A public hearing is conducted annually when MST applies for federal operating assistance.

- In addition to its inclusion and notice within the MST agenda, the federal grant application process will be advertised in local newspapers of record and will provide a 30-day public comment period.
- The hearing will be advertised in both English and Spanish with MST's Safe Harbor notice of language services provided in English, Spanish, Tagalog, Vietnamese, and Korean.
- Public hearings will be advertised in local newspapers of record with broad distribution, as well as targeted distribution to relevant language groups and affected communities, as appropriate.
- Accessible formats and language translation or interpretation will be provided with three working days' advance notice, and instructions on obtaining these services will be provided on every public notice.
- Bilingual (English/Spanish) Customer Service Representatives will be present at every public hearing.
- All public hearing presentation materials will be provided in English and Spanish.

Advisory Committees

Advisory committees are a representative group of stakeholders that meets regularly to discuss issues of common concern and/or to provide input, recommendations, or suggestions to improve transportation policies, programs, and services. MST currently benefits from two advisory committees, the Measure Q Oversight Committee (MQC) and the Mobility Advisory Committee (MAC). Each provides valuable oversight and input into MST's transit service and programs, and their members are representative of the individuals and communities who benefit from public transportation.

Measure Q Oversight Committee

On November 4, 2014, the voters of Monterey County approved the first-ever countywide sales tax measure for public transit. The Monterey-Salinas Transit Local Transit Funding for Seniors, Veterans, and Persons with Disabilities sales tax measure (Measure Q) went into effect in April of 2015, and is expected to raise approximately \$6 million per year to provide vital public transit services to these groups. The sales tax will expire after 15 years unless renewed by the voters of Monterey County.

Per Ordinance 2015-01, Section 18, the MST Board of Directors is required to appoint members to an oversight committee to review and report on the revenue and expenditure of funds from the tax. The membership of the Measure Q Oversight Committee (MQC) consists, at a minimum, of a representative from each of the following:

1. The Salinas Urbanized Area, to include a representative from the City of Salinas;
2. The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel-by-the-Sea, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;
3. The Non-urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City;
4. The County of Monterey, to include a representative from an unincorporated area of Monterey County;
5. A bona fide non-profit organization that represents the interests of taxpayers in the County; and
6. The District's existing Mobility Advisory Committee, to include two members of the Mobility Advisory Committee.

MQC members meet at least two times per year to review and report on the revenue and expenditure of funds from the tax to ensure that all funds are spent to benefit seniors, veterans, and persons with disabilities. All Measure Q meetings are open to the public.

Nominations for MQC members are solicited by MST staff from a variety of nonprofit agencies, social service providers, municipalities, and board members, with special consideration given to individuals who are themselves seniors, veterans, or persons with disabilities.

MST staff makes every attempt to maintain a racially diverse committee membership and encourages minority participation when filling vacancies due to attrition or term limits. The Title VI Coordinator monitors the racial makeup of MST's advisory committees and makes diversity recommendations when

vacancies occur. A breakdown of the racial/ethnic composition of MST's advisory committees is provided in **Figure 4**.

Mobility Advisory Committee

Monterey-Salinas Transit is committed to assisting persons with disabilities and other travel challenges to ensure they receive the same level of mobility and travel independence on public transit that others enjoy. To this end, MST operates a range mobility services offering a variety of travel options that allow riders to participate fully in their communities.

All MST mobility program services are planned and implemented with the input and oversight of the Mobility Advisory Committee (MAC). The MAC is comprised of consumers and medical/social service agency personnel who have first-hand experience using MST services and/or in assisting others to do so. The MAC provides advice and recommendations on improving mobility services to MST staff and its Board of Directors.

MAC members are nominated by existing members of the committee and are then referred to the MST Board for approval. The committee seeks to maintain a balance of representation from among various service providers and across the MST service area. MST staff makes every attempt to maintain a racially diverse committee membership and encourages minority participation when filling vacancies due to attrition or term limits. The Title VI Coordinator monitors the racial makeup of MST's advisory committees and makes diversity recommendations when vacancies occur.

The Mobility Advisory Committee meets every two months, and meetings are open to the public. The MAC reports directly to the MST board of directors, and provides advice and recommendations on improving these services.

Figure 4: Racial Composition of MST's Advisory Committees.

Committee	WH	AI or AN	AS	BL/AA	H/L	NH or PI	2+	Total No. Members
MQC	66%			17%	17%			6
MAC	64%			9%	27%			11

Surveys

MST regularly conducts surveys in both English and Spanish to gauge the opinions of its customers and the community at large. Market research activities allow MST to identify program strengths and weaknesses while developing strategies for enhancing service, thereby improving mobility for those who live and work within MST's service area. Service planning and marketing decisions require a solid foundation of quality, current data regarding travel patterns, customer perceptions, the customer profile, and demand for public transit service.

Onboard Rider Surveys

In 2016, MST hired consultants to conduct a transit rider survey, designed to quantify usage, measure satisfaction levels, track travel behavior, and identify service perceptions. The objectives of the onboard

survey were to gain objective insight of MST customer opinions spanning across many regular MST service lines, and to compile a demographic profile of the typical MST rider.

Community Surveys

MST also conducted a community non-rider survey in 2016 to assess perceptions of Monterey County residents who do not currently patronize Monterey-Salinas Transit, and subsequently identify possible barriers to transit use. Community perceptions of MST were also assessed. Analysis of community member responses enables informed decision-making inferences regarding travel-related issues.

The impact of this market research project provides a wealth of benefits to MST in developing tactics and strategies required in areas such as marketing, planning, and community involvement.

Stakeholder Surveys

MST surveys stakeholders annually in its service area to gauge knowledge of and opinions regarding this agency.

In February 2016, eBlast advertisements were sent out to all members of the Monterey Peninsula, Salinas Valley, Carmel-by-the-Sea and Pacific Grove chambers of commerce encouraging participation in MST's annual Community Stakeholder Survey. MST also received unpaid promotion of the survey through the Monterey County Business Council's Friday Facts newsletter.

Community Outreach

Community Meetings

On occasion, MST staff conducts public educational/informational meetings on a variety of topics of interest to the general public. These meetings may also be used to supplement the public hearing process for projects that could benefit from additional outreach opportunities. Potential meeting formats may include, but are not limited to:

- Drop-in centers
- Focus groups
- Open houses
- Workshops
- Charrettes
- Transportation fairs
- Presentations at senior centers, community organizations, etc.

These community meetings employ many of the same outreach methods as MST's other regular meetings:

- MST will hold one or more community meetings, at locations, days, and times depending on the purpose of the meeting and the target audience.
- At least two weeks' notice will be provided for community meetings.
- Community meetings will be advertised in both English and Spanish and will include MST's Safe Harbor notice of language services in English, Spanish, Tagalog, Vietnamese, and Korean.
- Community meetings will be advertised in print and/or other formats, as appropriate for the purpose of the meeting and the target audience.

- Community meetings will be advertised on the MST website www.mst.org.
- Accessible formats and language translation or interpretation will be provided with three working days' advance notice, and instructions on obtaining these services will be provided in all ads.
- Bilingual (English/Spanish) Customer Service Representatives will be present at every community meeting.
- All meeting presentation materials will be provided in English and Spanish. If the meeting is targeting specific language groups and communities, translation and interpretation will be provided in those languages, to include presentation materials.
- Bilingual (English/Spanish) Customer Service Representatives will be present at every community meeting.

Targeted One-on-One, Small, or Large Group Outreach

On occasion, MST staff conducts transit education or support meetings to specific demographic groups, social service providers, senior centers, veterans groups, and minority groups, among others, either by request or to promote MST transit services to those who may be unaware of, or unfamiliar with, public transportation.

MST employs a Community Relations Coordinator dedicated to community engagement and the support and promotion of Monterey-Salinas Transit's services. This person maintains regular contact with various community and interest groups such as schools, nonprofits, clubs, social service providers, senior living communities, and other organizations.

MST also employs Mobility Specialists who provide one-on-one, small, or large group outreach and educational meetings for persons with disabilities, including seniors and veterans. These meetings can be informational, promotional, or designed to address public or customer concerns, providing an alternative public participation opportunity to board meetings and more formal community meetings.

Examples of recent outreach activities include:

- Dialysis summit with participants from dialysis clinics
- Meeting with the Veterans Services Collaborative
- Attending Senior Kings and Queens Club
- Outreach at the Pacific Meadows Health Fair
- Outreach at the Monterey Fairground Senior Day
- Volunteering at senior center sites to answer questions and provide travel training

MST Travel Trainers

MST Travel Trainers provide free fixed-route training to teach interested individuals how to safely and independently ride the MST bus system. MST staff offers this training to individuals or groups. Training typically involves a brief classroom session and/or a bus ride accompanied by a travel trainer. Travel Trainers assist the public on a variety of topics, including:

- How to plan a bus trip
- How to understand route maps, stops, bus schedules and landmarks
- How to board and de-board a bus safely
- How to pay fares and purchase bus passes

- How to transfer to other buses
- How to use a mobility device
- Support for those with cognitive challenges

Paratransit Outreach

MST is committed to assisting persons with disabilities or other travel challenges, to ensure that they receive the same level of mobility and travel independence on public transit that other people enjoy. To this end, MST operates a robust mobility program that includes an ADA compliant paratransit program (MST RIDES) and a travel assistance program for those who do not qualify for paratransit service or who do not require paratransit service for some or all of their transit trips. MST's mobility services include:

MST RIDES

In compliance with the Americans with Disabilities Act of 1990, MST offers its MST RIDES ADA paratransit program to customers who have a disability that prevents them from using MST's regular fixed route bus service. MST RIDES is a ride-share program and its buses are fully accessible and equipped with wheelchair lifts.

MST RIDES ST

The program includes the RIDES Special Transportation (ST) service for those who reside in parts of unincorporated North and South Monterey County which are outside of MST's ADA service area. MST offers a RIDES taxi voucher program for persons with disabilities who qualify.

Senior Shuttle

MST's Senior Shuttles are specially designed routes which go to locations where seniors want to go without the need to transfer from bus to bus. Many of Monterey County seniors live in senior communities and in locations outside of city centers, and these riders often need to reach vital services such as medical appointments, grocery stores, and pharmacies.

To support both fixed route and paratransit customers, MST offers the services of travel trainers and MST Navigators to educate and train individuals to ride the bus.

MST Navigators

MST Navigators work side-by-side with MST staff in promoting mobility for individuals with travel challenges. Navigators perform a variety of tasks and outreach activities to MST's customers and potential customers, including:

- Teaching people or groups to navigate the bus system
- Assisting bus passengers including seniors or persons with disabilities with their shopping needs
- Providing public education and community outreach
- Visiting senior centers to answer transportation questions and provide travel training
- Providing general assistance during paratransit services
- Giving presentations at service-related organizations, groups, and senior centers
- Staffing information booths at fairs, events, and workshops

Routine Public Information

Press Releases

MST regularly issues press releases to notify the public of service changes, holiday schedules, special services, new amenities for riders, grant awards and other new funding sources, and educational campaigns.

- All press releases are published on MST's website in English with MST's Safe Harbor notice of language services provided in English, Spanish, Tagalog, Vietnamese, and Korean.
- Press releases are distributed to local English and Spanish newspapers, radio, and television stations.

Social Media

MST uses several social media formats to keep its customers informed of issues such as holiday schedules, route detours, and late buses. MST currently uses the following social media platforms:

- Facebook: <https://www.facebook.com/montereysalinas.transit>
- Twitter: https://twitter.com/MST_BUS
- Instagram: https://www.instagram.com/mst_bus/

Printed Materials

MST provides a wide range of printed materials to educate, inform, and promote its transit service to the public and to provide transparent financial and statistical performance data to the public. Examples of MST's printed materials include:

- Brochures
 - MST Special Visitor Route Brochures*
 - MST Trolley Brochures*
 - ADA Paratransit Services*
 - Travel Training*
 - Taxi Voucher Program*
 - Navigators
 - Comprehensive Annual Financial Report
- Fact Sheets
 - JAZZ Bus Rapid Transit
 - MST Fares*
 - Special Projects*
 - Special and Discount Fares*
- Rider's Guide*

**Materials are bilingual in English and Spanish*

Website

MST maintains a website www.mst.org to provide a wealth of valuable information*, including in part:

- Complete Rider's Guide
- Customer Services Information
- Quick Trip Planner

- Routes and Schedules
- Fares
- General “About MST” Information
 - News
 - Board meeting agendas and minutes
 - Financial information
 - Employment information
- Contact Us
 - Customer Service Report Online Complaint Form
 - Civil Rights information (Title VI, ADA) including Complaint Forms
 - Lost and Found
- Comprehensive Mobility Site
 - Paratransit services and application forms
 - Reasonable modification
 - Publications
 - Informational videos and tutorials

*MST’s website is equipped with Google Translate to provide language translation in over 100 languages.

Language Assistance

MST upholds the goals of Title VI of the Civil Rights Act of 1964, Federal Executive Order 13166, and the Department of Transportation’s Limited English Proficiency Guidelines by ensuring that all persons, regardless of race, color, or national origin, are afforded meaningful access to its transit services.

To comply with federal regulations and guidelines, and to encourage participation by minorities and LEP persons, MST has established minimum thresholds for providing language assistance to its stakeholders, per its Language Assistance Plan:

- All MST Customer Service Representatives are bilingual in Spanish and English, and a representative is present at every publicly noticed meeting.
- Board meetings and public meetings are advertised in both English and Spanish with MST's Safe Harbor notice of language services provided in English, Spanish, Tagalog, Vietnamese, and Korean.
- Translation or interpretation services for board meetings and public hearings are provided in Spanish, Tagalog, Vietnamese, and Korean with three working days’ advance notice, and instructions on obtaining these services are provided on every agenda and public hearing notice.
- MST offers Google Translate on its website www.mst.org, providing web visitors with the ability to translate every page on MST’s website in addition to the MST Rider’s Guide.
- MST contracts with Language Line Solutions to provide telephone or in-person interpretation in over 190 languages.
- MST provides written translation of its vital documents in Spanish, Tagalog, Vietnamese, and Korean.

- MST Customer Service Representatives, Coach Operators, and Transportation Operations Supervisors are trained in accessing Language Line Services and properly interacting with LEP customers.

Accessibility Methods

- MST's website content is ADA accessible and is compatible with screen reading devices for individuals with visual impairments.
- MST's board meetings are held in a location accessible by public transportation, including MST RIDES paratransit service, with wheelchair accessible meeting rooms and bathrooms.
- Other public meetings will be held at transit-convenient, ADA compliant venues whenever possible, and will be held at flexible times and near communities of interest.
- MST offers TDD/TTY service for individuals who are hard of hearing. Hearing assistance loop devices are provided upon request at MST public meetings.
- MST will strive to use symbols, pictures, videos and other non-traditional education/communication methods whenever possible to communicate with a broader segment of the community.

5. OUTREACH EFFORTS OVER PAST THREE YEARS

The following public hearings, scoping meetings and requests for public comment took place over the last three years. Public hearings were noticed per MST's Public Hearing Guidelines and Public Hearing Policy. MST will begin implementing its revised Public Hearing Policy (**Attachment E**) on June 1, 2017, to reflect new language assistance requirements for LEP populations that have met the threshold of 5 percent of MST's service area population or 1,000 persons, whichever is less, per MST's Language Assistance Plan guidelines.

- On April 14, 2014, MST held a **public hearing** for its Final Program of Section 5307 Federally Funded Projects.
- In July of 2014, MST published a **public notice** soliciting public comment on its proposed Disadvantaged Business Enterprise Goal for Federal Fiscal Years 2015-2017.
- On April 13, 2015, MST held a **public hearing** for its Final Program of Section 5307 Federally Funded Projects.
- In 2015, MST held a series of four **public hearings** for a draft emergency service reduction plan in response to the Amalgamated Transit Union's objection to the processing and certification of MST's Federal Transit Administration (FTA) Section 5307 Operating Assistance grant. ATU's objection was in response to ongoing concerns with the adoption of the 2013 Public Employees Pension Reform Act (AB 340) by the California state legislature and Governor Jerry Brown. The reductions were scheduled to take place on May 16, 2015; however, MST was successful in receiving its FY15 federal funds despite the objections from the ATU, and service reductions were not implemented.
- On May 10, 2015, MST published a **Notice of Intent to Adopt a Mitigated Negative Declaration** for the Monterey-Salinas Transit Monterey Bay Operations and Maintenance Facility Renovation and Expansion Project located at 1 Ryan Ranch Rd., Monterey, CA 93940. A review and public comment period was provided and a public hearing was held at its July 13, 2015, board meeting where MST's Board approved the project and adopted the Initial Study & Mitigated Negative Declaration.
- In 2015, MST held two **public hearings** proposing a minor fare structure revision for its ADA paratransit services known as MST RIDES. A public hearing was held at MST's November 9, 2015, board meeting where the MST Board approved the fare revision.
- In 2016, MST held a series of three **public hearings** for a proposed fare increase. The increase resulted from a proposed reduction of the maximum distance for Primary base routes. MST did not implement the fare increase.
- On March 7, 2016, MST held a **public hearing** for its Final Program of Section 5307 Federally Funded Projects.
- In April of 2016 MST held two **public scoping meetings** to inform and solicit comments from the public on developing site selection goals for a future bus maintenance and operations facility to serve south Monterey County.
- On May 9, 2016, MST held a **public hearing** for proposed new service and approval to file the appropriate grant application with Caltrans using Section 5311(f) funds to inform and solicit comments for new fixed-route operations from Fort Hunter Liggett to Templeton.

The following community events, presentations, and collaborative meetings were attended by MST staff in 2016.

Community Events			
Date	Event Name	City	Attendees
May			
5/13/2016	Language Day	Presidio-Monterey	22
5/20/2016	Interim Health Fair	Salinas	47
June			
6/11/2016	Military Appreciation Day	Seaside	300
6/26/2016	Viva La Familia	Salinas	728
August			
8/2/2016	National Night Out	Marina	Unknown
8/11/2016	La Gloria School- Resource Fair	Gonzales	Unknown
8/13/2016	Salinas Food & Wine	Salinas	923
8/16/2016	Community Action- Resource Fair	Soledad	100+
8/18/2016	Electric Trolley in Wheels of the Future	Pacific Grove	Unknown
8/19/2016	Stand Down	Seaside	76
8/20/2016	Stand Down	Seaside	42
8/21/2016	Stand Down	Seaside	21
8/27/2016	West End Celebration	Sand City	163
8/28/2016	Dia Del Trabajador	Greenfield	254
8/30/2016	7Th Annual MISS	Monterey	30+
September			
9/1/2016	Senior Day @ the Fair	Monterey	1200
9/2/2016	Veterans day @ the Fair	Monterey	-200
9/11/2016	Dia Del Grito	E. Salinas	1,084+
9/17/2016	Open House & Information Scholze	Monterey	39
October			
10/5/2016	City of Salinas -Health & Wellness Fair	N. Salinas	76
10/9/2016	Ciclovia	E. Salinas	1,084
10/11/2016	Veterans Cemetery Ceremony	Fort Ord	Unknown
10/13/2016	Health Options Fair	E. Salinas	17
10/16/2016	Greenfield Harvest Festival	Greenfield	309
10/17/2016	Greenfield ATP Groundbreaking	Greenfield	Unknown
10/21/2016	Firehouse Resource fair	Salinas	70
10/22/2016	Premium Packing, Inc	N. Salinas	159
10/28/2016	Regency Court	Salinas	23
November			
11/8/2016	Hospitality Recognition Luncheon	Monterey	Unknown

11/10/2016	Firehouse Senior Center	Salinas	48
11/10/2016	Health Fair @ Cesar Chavez Library	E. Salinas	25
11/19/2016	Expanding Your Horizons Career Fair	Salinas	200
11/27/2016	Salinas Parade of Lights	Old Town Salinas	Unknown
December			
12/1/2016	Ribbon Cutting @ Natividad Acute Rehab Center	Salinas	Unknown
12/1/2016	Monterey Bay Aquarium Board of Trustees Reception	Monterey	Unknown
12/3/2016	Adelante Con Orgullo Mujer Migrante Conference	Salinas (Hartnell)	108
12/15/2016	Health Options Information Fair	Salinas	Unknown
January			
1/21/2017	Instituto de Educacion Especial	Greenfield	Unknown

Community Presentations			
Date	Agency/Group Name	City	Attendees
May			
5/16/2016	Holman HYW 68 Roundabout	Pacific Grove	32
5/17/2016	Holman HYW 68 Roundabout	Carmel	11
5/23/2016	Holman HYW 68 Roundabout	Carmel	37
June			
6/1/2016	Partners For Peace	Salinas	13
July			
7/22/2016	CHP Age Well Drive Smart Workshop	Monterey	44
September			
9/16/2016	CHP Age Well Drive Smart Workshop	Salinas	19
9/27/2016	First 5- Service providers bus trip	Greenfield	21
October			
10/14/2016	Montecito Senior Apartments	Salinas	13
10/21/2016	Senior Resource Fair	Salinas	36
November			
11/1/2016	Montecito Senior Apartments	Salinas	17
11/1/2016	St. Ansgars Church Senior Luncheon	Salinas	60+
11/3/2016	La Gloria Apartments	Salinas	8
11/4/2016	CHP Age Well Drive Smart Workshop	Salinas	11
11/7/2016	Steinbeck Apartments	Salinas	23
11/15/2016	CHP Age Well Drive Smart Workshop	Carmel	17
11/15/2016	Salinas Valley Memorial Hospital	Salinas	9
11/15/2016	Latino Farmers Conference	Salinas	28
December			
12/7/2016	CHP Age Well Drive Smart Workshop	Monterey	Unknown

Community Collaboration and Meetings		
	Name of group	Location
June		
6/3/2016	Monterey County's Community Voice for Aging (MCCVA)	Salinas
6/30/2016	South County Outreach Resource Education (SCORE)	Soledad
July		
7/8/2016	Monterey County's Community Voice for Aging (MCCVA)	Salinas
7/28/2016	South County Outreach Resource Education (SCORE)	Soledad
August		
8/5/2016	Monterey County's Community Voice for Aging (MCCVA)	Salinas
Last Thur/mo	South County Outreach Resource Education (SCORE)	Soledad
September		
9/9/2016	Monterey County's Community Voice for Aging (MCCVA)	Salinas
9/29/2016	South County Outreach Resource Education (SCORE)	Soledad
October		
10/5/2016	Senior Day - Fair wrap up	CCSS main office
10/6/2016	CISNE (Monterey County Immigrant Service Network of Empowerment)	MCOE
10/7/2016	Monterey County's Community Voice for Aging (MCCVA)	Salinas
10/27/2016	South County Outreach Resource Education (SCORE)	Soledad
November		
11/2/2016	Gonzales Community Collaboration	Gonzales PD
11/3/2016	CISNE (Monterey County Immigrant Service Network of Empowerment)	Salinas
11/21/2016	AMBAG	Marina
11/30/2016	Adelante Mujer Imigrante committee	Salinas
December		
12/2/2016	Monterey County's Community Voice for Aging (MCCVA)	Sand City
12/7/2016	Gonzales Community Collaboration	Gonzales PD
12/9/2016	Alisal Vibrancy Plan Engagement	Salinas
12/15/2016	Latino Luncheon	
January		
1/26/2016	South County Outreach Resource Education (SCORE)	Soledad

6. CONCLUSION

This Public Participation Plan must, first and foremost, be accountable to the public. The strategic approach, goals, and guiding principles MST has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by MST help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

The Plan has also been prepared to guide and support MST staff in complying with 49 U.S.C Sections 5307(b) and 5307(c)(1)(1), USDOT requirements, including the FTA Circular 4702.1B and Circular 4703.1, and Title VI of the Civil Rights Act of 1964. Compliance with these regulations and guidelines ensures that Monterey-Salinas Transit (MST) provides an opportunity for inclusive and accessible public engagement in its transportation decision-making process.

While the methods and techniques used during the public participation process may vary according to each circumstance, MST will make every effort to achieve the standards it has set and to design public outreach efforts with the goal of most effectively reaching out to MST's diverse communities. As a living document, the Plan may evolve according to the demographic makeup of MST's communities and their unique needs, as well as MST's evaluation of its public participation effectiveness.

MST thanks its stakeholders for their comments and input.

Carl Sedoryk
General Manager/CEO

Date

7. LIST OF ATTACHMENTS

Attachment A: MST Stakeholder List

Attachment B: Summary of Public Comments

Attachment C: American Community Survey Data

Attachment D: MST Accessibility and Language Assistance Notice

Attachment E: MST Public Hearing Policy

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Attachment A: MST Stakeholder List

MST Public Outreach Stakeholder List
Alliance on Aging
Always Best Care
Alzheimer's Association
Association of Monterey Bay Area Governments (AMBAG)
ATU Local No. 1225
Bicycling Monterey
Big Sur Land Trust
Blind & Visually Impaired Center
Boys & Girls Club
California Legal Rural Assistance
California State University Monterey Bay (CSUMB)
Carmel Chamber of Commerce
Carmel Foundation
Carmel Valley Chamber of Commerce
Catholic Charities Diocese of Monterey
Central California Alliance for Health
Central Coast Center for Independent Living
Central Coast Senior Services
Central Coast VNA and Hospice
City of Carmel-by-the-Sea
City of Del Rey Oaks
City of Gonzales
City of Greenfield
City of King
City of Marina
City of Monterey
City of Pacific Grove
City of Salinas
City of Sand City
City of Seaside
City of Soledad
Clinica de Salud del Valle de Salinas
Communities Organized for Relational Power in Action (COPA)
Community Foundation for Monterey County
Community Hospital of Monterey County (CHOMP)
Community Housing Improvement Systems and Planning Association (CHISPA)
Community Human Services
County of Monterey
County of Monterey Workforce Development Board

Deaf and Hard of Hearing Service
Defense Language Institute Foreign Language Center (DLI)
Door to Hope
Dorothy's Place
Drake House
Elder Focus LLC
Family inHome Caregiving of Monterey
Food Bank for Monterey County
Gateway Center
Hartnell College
Health Projects Center
Hebbron Head Start
HOPE Services
Housing Authority Monterey County
Housing Resource Center Monterey County
Interim, Inc
King City Chamber of Commerce
King City Unified School District
Kinship Center
LandWatch Monterey County
League of United Latin American Citizens (LULAC)
Legal Services for Seniors
Local Agency Formation Commissions (LAFCO)
Marina Rotary
Meals on Wheels of the Monterey Peninsula
Meals on Wheels of the Salinas Valley
Measure Q Oversight Committee (MQC)
Mobility Advisory Committee (MAC)
Monterey Bay Air Resources District
Monterey Bay Aquarium
Monterey Bay Economic Partnership
Monterey County Area Agency on Aging
Monterey County Behavioral Health Services
Monterey County Business Council
Monterey County Department of Health
Monterey County Department of Social Services
Monterey County Hospitality Association
Monterey County Office of Education
Monterey County Unified School District
Monterey County Water Resources Agency
Monterey Peninsula Chamber of Commerce
Monterey Peninsula College

Monterey Peninsula Foundation
Monterey Regional Airport
Monterey Senior Center
Moss Landing Chamber of Commerce
Multiple Sclerosis Quality of Life Project
MV Transportation, Inc.
Natividad Medical Center
Naval Postgraduate School
Old Fisherman's Wharf Association
Old Monterey Business Association / New Monterey Business Association
Pacific Grove Chamber of Commerce
Prunedale Senior Center
Rancho Cielo
Salinas Adult School
ResCare HomeCare
Salinas Senior Center
Salinas Unified High School District
Salinas United Business Association (SUBA)
Salinas Valley Chamber of Commerce
Salinas Valley Memorial Healthcare System
Salvation Army
SCORE
Seaside/Sand City Chamber of Commerce
Shelter Outreach Plus
Soledad-Mission Chamber of Commerce
South County YMCA
Sun Street Centers
Transportation Agency for Monterey County (TAMC)
United Way Monterey County
Veterans Transition Center

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Attachment D: MST Accessibility and Language Assistance Notice

Accessibility and Language Assistance Notice – MST Board and Committee Agendas

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

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

Accessibility and Language Assistance Notice – Public Hearings and Other Community Meetings

An agenda and other informational materials related to this meeting are available by request within 72 hours of the meeting date.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



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Language Assistance Notice – Vital Documents and Select Public Facing Materials (Option 1)



If information is needed in another language, contact 888-678-2871

Si necesita información en otro idioma, llame a 888-678-2871

Kung kailangan ang impormasyon sa ibang wika, makipag-ugnayan sa 888-678-2871

Nếu quý vị cần thông tin bằng một ngôn ngữ khác, vui lòng gọi số 888-678-2871

다른 언어로 된 정보가 필요하실 경우, 888-678-2871 번으로 전화해 주십시오.

Language Assistance Notice – Vital Documents and Select Public Facing Materials (Option 2)



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong

para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

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To: Board of Directors

From: H. Harvath, Assistant General Manager – Finance & Administration

Subject: Results of Federal Transit Administration Triennial Review

RECOMMENDATION:

Receive results of FY 2014 – 2016 FTA Triennial Review.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board is responsible for conducting financial and programmatic oversight and compliance regarding MST's federal programs, including the Federal Transit Administration's Section 5307 Operating Assistance grants, which are the subject of this triennial review.

DISCUSSION:

Every three years, the Federal Transit Administration conducts a review of each public transit agency in the country that receives Section 5307 urbanized area formula funding from the federal government. This Triennial Review is the FTA's assessment of MST's compliance with federal requirements determined by examining a sample of grant management and program implementation practices over 17 separate focus areas. As MST receives approximately \$7 million annually from this funding source, the Triennial Review is one of the most important and comprehensive evaluations performed on the agency on a regular basis and requires several months of preparation and organizational work on the part of staff as well as the submittal of thousands of pages of documents to the federal government for evaluation.

After conducting a desk review of MST's document submittals, FTA consultant George Harris of Calyptus Consulting Group, Inc., visited MST on April 26-27, 2016, for a two-day in-person review. In all, approximately 12 administrative staff members were interviewed by Mr. Harris, who also conducted a facility tour as part of the review process. Overall, it is staff's opinion that MST performed well during the Triennial Review. However, the reviewer did identify deficiencies in the following seven areas:

Area	Deficiency/ Advisory Comment
Financial Management and Capacity	ECHO documentation deficient
Technical Capacity	Inadequate oversight of subrecipient/ third-party contractor/ lessees
ADA	Limits or capacity constraints on ADA complementary paratransit service
Procurement	Lacking required cost/price analysis
DBE	DBE uniform reports do not include required information
	DBE goal achievement analysis not completed or not submitted
Planning / Program of Projects	No current agreement or deficiencies in agreement with MPO
Drug Free Workplace and Drug and Alcohol Program	FTA drug and alcohol testing program not applied to all safety sensitive positions

The deficiencies noted were the result of inadequate or incomplete documentation by staff of information requested by the reviewers, or the need for minor updates to policies. Two of these corrective actions required were completed before the Final Report was issued to MST Chair Libby Downey on June 29, 2016, and included as Attachment 1 to this memo.

As noted in the final report, the FTA allowed staff as much as 90 days to address the aforementioned deficiencies. All required corrections have now been completed, and the FTA issued a final close out letter on December 16, 2016, and a copy is provided as Attachment 2.

ATTACHMENT 1: Final Report - FY 2016 Triennial Review of the Monterey-Salinas Transit District (MST)

ATTACHMENT 2: FY 2016 Triennial Review Report Closure

PREPARED BY:  HUNTER HARVATH
 REVIEWED BY:  CARL G. SEDORYK



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam
American Samoa,
Northern Mariana Islands

90 Seventh Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490
415-734-9489 (fax)

JUN 29 2016

Mr. Carl Sedoryk
General Manager/CEO
Monterey-Salinas Transit
One Ryan Ranch Road
Monterey, CA 93940

RE: FY 2016 Final Triennial Review Report

Dear Mr. Sedoryk:

The enclosed final report documents the Federal Transit Administration's (FTA) Triennial Review of Monterey-Salinas Transit (MST) in Monterey, California. This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of MST's compliance with Federal requirements, determined by examining a sample of grant management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with grant requirements.

The Triennial Review focused on MST's compliance in 17 areas. No deficiencies were found with the FTA requirements in ten (10) areas. Deficiencies were found in seven (7) areas: Financial Management and Capacity, Technical Capacity, Americans with Disabilities Act (ADA), Procurement, Disadvantaged Business Enterprise (DBE), Planning/Program of Projects, and Drug-Free Workplace/Drug and Alcohol Program. MST had no repeat deficiencies from the 2013 Triennial Review.

Subsequent to the site visit, MST provided sufficient documentation to address the corrective actions and close the following deficiencies in the Financial Management and Capacity and ADA areas:

D.142	ECHO documentation deficient
D.109	Limits or capacity constraints on ADA complementary paratransit service

MST also submitted documentation to address deficiency 480: No current agreement or deficiencies in agreement with MPO. This submission is being reviewed by FTA; therefore, the deficiency remains open pending acceptance.

We greatly appreciate your commitment to making public transportation America's mode of choice. Thank you for your personal contribution, cooperation and assistance during this Triennial Review since we realize that the review involved effort, time, and planning. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Philoki Barros at (415) 734-9452 or by email at philoki.barros@dot.gov.

Sincerely,


Leslie T. Rogers
Regional Administrator

Enclosure

cc: L. Downey, Board Chair
Monterey-Salinas Transit
One Ryan Ranch Road
Monterey, CA 93940

FINAL REPORT

FY 2016 TRIENNIAL REVIEW

of the

Monterey-Salinas Transit
[MST]
Monterey, CA
Recipient ID: 1688

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION IX

Prepared by:

Calyptus Consulting Group, Inc.

Scoping Meeting Date: January 8, 2016
Site Visit Dates: April 26-27, 2016
Draft Report Date: May 27, 2016
Final Report Date: July 1, 2016

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I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of Monterey-Salinas Transit (MST). The review was performed by Calyptus Consulting Group, Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. MST's transit and maintenance facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on MST's compliance in 17 areas.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
Financial Management and Capacity	D.142	ECHO documentation deficient
Technical Capacity	D. 208	Inadequate oversight of subrecipient/third-party contractor/lessees
Americans with Disabilities Act (ADA)	D. 109	Limits or capacity constraints on ADA complementary paratransit service
Procurement	D. 271	Lacking required cost/price analysis
Disadvantaged Business Enterprise (DBE)	D. 329	DBE uniform reports do not include required information
	D. 308	DBE goal achievement analysis not completed or not submitted
Planning/Program of Projects	D. 480	No current agreement or deficiencies in agreement with MPO
Drug-Free Workplace/Drug and Alcohol Program	D. 551	FTA drug and alcohol testing program not applied to all safety sensitive positions

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f)(2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the grantee’s compliance in 17 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of MST. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed are referenced in this report and are available at FTA’s regional office or the grantee’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee’s location. The review scoping meeting was conducted with the Region 9 Office on January 8, 2016. Necessary files retained by the regional office were sent to the reviewer electronically. A grantee information request and review package was sent to MST advising it of the site visit and indicating information that would be needed and issues that would be discussed. The site visit to MST occurred on April 26-27, 2016.

The on-site portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers toured MST’s transit administrative offices and maintenance facility on Ryan Ranch Road to provide an overview of activities related to FTA-funded projects. The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to MST at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a grantee is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee’s implementation of the requirements.

- Deficient: An area is considered deficient if any of the requirements within the area reviewed were not met.
- Not Applicable: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Grantee Description

1. Organization

Monterey-Salinas Transit (MST) was created by State Law AB644. It was formed July 1, 2010 when the City of Salinas joined the Monterey Peninsula Transit Joint Powers Agency. MST directly operates its fixed- route service, and contracts with MV Transportation, Inc. of Dallas, Texas to operate its ADA paratransit, trolley, and minibus services. MST provides service in an area of less than 200,000 persons.

Current members of MST are the Cities of Carmel-By-The-Sea, Del Rey Oaks, Greenfield, Gonzales, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad, and the County of Monterey. A Board of Directors with a representative from each member jurisdiction governs the agency and appoints the General Manager/CEO.

MST operates a network of 68 fixed routes. Service is provided weekdays from 3:51am-12:39am (MB DO); 3:59am-11:41pm (CB DO); and 4:33am-3:22am (MB PT). Saturday service is operated from 5:40am-12:25am (MB DO); 4:15am-12:03am (CB DO); and 4:33am-3:27am (MB PT). Sunday service is operated from 5:50am- 9:39pm (MB DO); 5:02am-10:30pm (CB DO); and 4:33am-8:42pm (MB PT). MST's complementary paratransit service, known as RIDES, operates during the same days and hours of service as the fixed routes and is provided within ¾ mile of fixed routes, except the Big Sur route that has a FTA exemption.

The basic adult fare for bus service is \$2.50 and a reduced fare of \$1.25 is offered to seniors who are 65 years or older, valid Medicare Card holders, persons with disabilities, veterans, and children ranging from 46" tall to 18 years of age. Children less than 46" tall ride free. The basic fare for ADA paratransit service is \$3.00. MST ADA-eligible passengers qualify for half-fare on the fixed route system at all times.

MST operates a fleet of 118 buses for its fixed-route service. Its bus fleet consists of 73, 35- and 40-foot standard and low floor buses, six MCI 45-foot coaches for commuter service, eight trolleys and 31 minibuses. MST has a fleet of 33 buses for paratransit service and On-Call service, which are operated by MV Transportation. Of these, 28 vehicles are used for ADA complementary paratransit service and five are used for the MST On-Call (general public dial-a-ride) service in the neighborhoods of Marina, Gonzales, Greenfield, Soledad, and King City.

MST operates from the Thomas D. Albert Division in Monterey and the Clarence J. Wright Division in Salinas. A new MST Mobility Management Center was built in downtown Monterey and opened in 2015. It serves members of the public who apply for ADA eligibility, MST passes, and MST ADA passengers who want training for using the fixed route system. In addition, MST has staff in a second downtown Monterey office and also shares an office with the Alliance on Aging in Salinas two days per week. Transit Centers are located in Monterey, Salinas, and at the Marina Transit Exchange.

2. Services

MST's National Transit Database Report for fiscal year 2014 provided the following financial and operating statistics for its fixed-route and paratransit service:

Operating Statistic	Fixed-Route Service	Paratransit Service	Commuter Bus
Unlinked Passengers	4,001,953	189,029	68,492
Revenue Hours	208,520	69,516	14,756
Operating Expenses	\$26,829,901	\$ 3,737,911	\$ 2,502,649

3. Grant and Project Activity

Below is a list of MST's open grants at the time of the review.

Grant Number	Grant Amount	Year Executed	Description
CA-90-Z005-00	\$2,906,900.00	2012	JARC & NF xfer: Cycle 6 Projects

In the past few years, MST completed the following noteworthy projects:

- Purchased 4 Diesel-Hybrid Mini Buses (CA-58-0014); all four diesel-hybrid buses are now in service.
- Constructed the Salinas Intermodal Station (CA-03-0717); the Salinas Intermodal Station was completed in early 2015. Amtrak and Greyhound are now operating out of the newly renovated facility.
- Completed Bus Purchase (CA-04-0274); MST completed the purchase of 16 new 35- and 40-foot buses. These were funded by a State of Good Repair grant.
- Put into service the WPT Trolley (CA-03-0823); MST completed electrification of an old diesel trolley style bus to an all-electric engine that is charged through Wireless Power Transfer (WPT) technology.

MST is currently implementing the following noteworthy projects using FTA funds:

- Purchase of a second senior shuttle vehicle under CA-90-Z005.
- Software improvements to MARS, a web-based database operated by the vendor that hosts mstmobility.org.

MST plans to pursue the following noteworthy projects using FTA funds in the next three to five years:

- In 2013, California Governor Brown signed AB 946 (Stone) which authorized MST and Santa Cruz Metropolitan Transit District to operate public transit buses on road shoulders in Monterey and Santa Cruz Counties. The state law requires the highway segments be jointly determined by the transit districts, the State Department of Transportation, and the

California Highway Patrol. The Regional Transportation Planning Agency and the Metropolitan Planning Organization have both committed funds for a corridor planning study for Highway 1 in Monterey and Santa Cruz Counties, which will be underway in the coming months.

- Also in the expenditure plan of the November 2016 local sales tax referendum is \$15 million to support Phase 2 of MST's JAZZ Bus Rapid Transit project. As with Phase 1, which was completed in 2014 using an FTA Very Small Starts Grant, Phase 2 will again start at the Monterey Bay Aquarium but will travel northward along a different route using portions of a defunct railroad right of way. While most of Phase 1 utilized mixed-flow BRT enhancements, portions of Phase 2 will have a dedicated lane to provide enhanced travel time savings for bus passengers. Bus on Shoulder feasibility options and issues as well as proposed alignments for Phase 2 will be explored in the aforementioned corridor planning study. A funding plan will also be finalized pending passage of the tax and completion of the planning study.

IV. Results of the Review

1. Financial Management and Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, cover maintenance and operational costs for FTA-funded facilities and equipment, and conduct and respond to applicable audits.

During this Triennial Review of MST, one (1) deficiency was found with the FTA requirements for Financial Management and Capacity.

Finding 142: MST's ECHO draw documentation does not reflect a net project cost showing eliminations or farebox revenue deductions from total expenses (DEFICIENCY CODE 142: ECHO documentation deficient).

Corrective Action and Schedule: The grantee must submit procedures and train appropriate staff for documenting ECHO draws, specifically in regards to eliminations and fares and other revenue, within thirty (30) days from the date of the final report. After the site visit, the grantee provided implemented procedures for documenting ECHO draws, and satisfied the corrective action. This closes the finding and no further action is required.

2. Technical Capacity

Basic Requirement: The grantee must be able to implement FTA-funded projects in accordance with the grant application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices.

During this Triennial Review of MST, one (1) deficiency was found with the FTA requirements for Technical Capacity.

Finding 208: MST does not monitor its operating contractor to ensure compliance with FTA requirements, including EEO, DBE, and Title VI (DEFICIENCY CODE 208: Inadequate oversight of subrecipient/ third-party contractor/ lessees).

Corrective Action and Schedule: The grantee must submit procedures and a staffing plan to the FTA regional office to monitor its contractor with responsibility for meeting FTA requirements, within thirty (30) days from the date of the final report.

3. Maintenance

Basic Requirement: Grantees and subrecipients must keep federally funded vehicles, equipment and facilities in good operating condition. Grantees and subrecipients must keep Americans with Disabilities Act (ADA) accessibility features on all vehicles, equipment and facilities in good operating order.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Maintenance.

4. Americans with Disabilities Act

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

During this Triennial Review of MST, one (1) deficiency was found with the U.S. Department of Transportation (US DOT) requirements for ADA.

Finding 109: MST does not monitor or collect data regarding missed trips or excessively long trips to assess capacity constraints (DEFICIENCY CODE 109: Limits or capacity constraints on ADA complementary paratransit service).

Corrective Action and Schedule: The grantee must submit to the FTA RCRO procedures for monitoring its ADA complementary paratransit service reservation and scheduling system for capacity constraints, specifically regarding missed trips and excessively long trips, within thirty (30) days from the date of the final report. After the site visit, the grantee submitted documentation regarding monitoring paratransit services. This documentation satisfies the corrective action and no further action is required.

5. Title VI

Basic Requirement: The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

Note: The fiscal year 2016 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI, which provided more information on how to comply and changed requirements for some grantees with populations over 200,000. FTA Circular 4702.1B became effective October 1, 2012. Title VI programs submitted to FTA after this date must comply with the requirements of this circular. The Triennial Review will look at compliance with the requirement of FTA Circular 4702.1A for the period prior to October 1, 2012, and compliance with the revised circular for activities after this date.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Title VI.

6. Procurement

Basic Requirement: Grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable Federal law, including 49 CFR Part 18, (repealed effective December 26, 2014), 2 CFR Part 1201, incorporating 2 CFR Part 200 (specifically Sections 200.317-200.326), and FTA Circular 4220.1F, “Third Party Contracting Guidance.”

During this Triennial Review of MST, one (1) deficiency was found with the FTA requirements for Procurement.

Finding 271: MST did not evaluate or conduct a cost/price analysis on options for its fuel and security contracts at the time of award (DEFICIENCY CODE 271: Lacking required cost/price analysis).

Corrective Action and Schedule: The grantee must provide the FTA regional office documentation that it has updated its procurement process to include performing cost and price analysis for every procurement action including contract modifications, as well as ensuring that options are evaluated at the time of award. The grantee must provide staff training on the revised procedures, within thirty (30) days from the date of the final report.

7. Disadvantaged Business Enterprise

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

During this Triennial Review of MST, two (2) deficiencies were found with the US DOT requirements for DBE.

Finding 329: MST did not include all applicable FTA funded contract activity in its DBE uniform reports (DEFICIENCY CODE 329: DBE uniform reports do not include required information).

Corrective Action and Schedule: The grantee must submit to the FTA RCRO procedures for including all applicable FTA-funded contracting activity, including information on subcontracts awarded by prime contractors, in future reports and inform the FTA RCRO of the implementation of these procedures with the submission of the next semi-annual report. This may include submission of supporting documentation demonstrating how procurement records reconcile with DBE reports. The grantee must revise the submitted reports for FY2013-2015 using the template report to reflect this information and submit to the RCRO, within thirty (30) days from the date of the final report.

Finding 308: MST did not conduct the required shortfall analysis in FY2014 (DEFICIENCY CODE 308: DBE goal achievement analysis not completed or not submitted). After the site visit, the grantee provided information on the status of achieving its FY2014 goal. Additional

information, including a revised set of reports for FY2014, must be provided to the FTA RCRO for review.

Corrective Action and Schedule: The grantee must submit to the FTA RCRO the required shortfall analysis for at least FY2014, and a corrective action plan, along with a written process to ensure future analyses are completed timely, within thirty (30) days from the date of the final report.

8. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA-funded projects. Grantees must comply with Restrictions on Lobbying requirements.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Legal.

9. Satisfactory Continuing Control

Basic Requirement: The grantee must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

10. Planning/Program of Projects

Basic Requirement: The grantee must participate in the transportation planning process in accordance with FTA, Moving Ahead for Progress in the 21st Century, and the metropolitan and statewide planning regulations. Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

During this Triennial Review of MST, one (1) deficiency was found with the FTA requirements for Planning/POP.

Finding 480: MST's agreement with AMBAG expired in 2012; MST does not have a current agreement with the MPO (DEFICIENCY CODE 480: No current agreement or deficiencies in agreement with MPO).

Corrective Action and Schedule: The grantee must provide the FTA regional office with a schedule for providing a fully executed agreement that specifies the cooperative procedures for carrying out transportation planning and programming and addresses at least the grantee's responsibilities, the development and sharing of information for financial plans, and the

development of the annual listing of obligated projects, within ninety (90) days from the date of the final report. After the site visit, the grantee submitted a schedule for providing a fully executed MPO agreement. This documentation is under review; in addition, this agreement should reflect whether the grantee will rely on the MPO's public participation process.

11. Public Comment on Fare Increases and Major Service Reductions

Basic Requirement: Section 5307 grantees are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Public Comment on Fare Increases and Major Service Reductions.

12. Half Fare

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities, or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Half Fare.

13. Charter Bus

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Charter Bus.

14. School Bus

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for School Bus.

15. Security

Basic Requirement: As recipients of Section 5307 funds, grantees must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Security.

16. Drug Free Workplace and Drug and Alcohol Program

Basic Requirement: Grantees are required to maintain a drug-free workplace for all grant-related employees and to have an ongoing drug-free awareness program. Grantees receiving Section 5307, 5309, 5311 or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

During this Triennial Review of MST, one (1) deficiency was found with the FTA requirements for Drug-Free Workplace and Drug and Alcohol Program.

Finding 551: MST does not monitor random drug and alcohol testing of taxi drivers that use FTA-funded vehicles for paratransit trips (DEFICIENCY CODE 551: FTA drug and alcohol testing program not applied to all safety sensitive positions).

Corrective Action and Schedule: The grantee must submit evidence to the FTA regional office that it has developed and implemented a drug and alcohol testing program for all covered employees, within ninety (90) days from the date of the final report.

17. Equal Employment Opportunity

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Capacity	D.142	ECHO documentation deficient	The grantee must submit procedures and train appropriate staff for documenting ECHO draws, specifically in regards to eliminations and fares and other revenue.	8/1/16	5/18/16
2. Technical Capacity	D. 208	Inadequate oversight of subrecipient/ third-party contractor/ lessees	The grantee must submit procedures and a staffing plan to the FTA regional office to monitor its contractor with responsibility for meeting FTA requirements.	8/1/16	
3. Maintenance	ND				
4. ADA	D. 109	Limits or capacity constraints on ADA complementary paratransit service	The grantee must submit to the FTA RCRO procedures for monitoring its ADA complementary paratransit service reservation and scheduling system for capacity constraints, specifically regarding missed trips and excessively long trips.	8/1/16	6/10/16
5. Title VI	ND				
6. Procurement	D. 271	Lacking required cost/price analysis	The grantee must provide the FTA regional office documentation that it has updated its procurement process to include performing cost and price analysis for every procurement action including contract modifications, as well as ensuring that options are evaluated at the time of award. The grantee must provide staff training on the revised procedures.	8/1/16	
7. DBE	D. 329	DBE uniform reports do not include required information	The grantee must submit to the FTA RCRO procedures for including all applicable FTA-funded contracting activity, including information on subcontracts awarded by prime contractors, in future reports and inform the FTA RCRO of the implementation of these procedures with the submission of the next semi-annual report. This may include submission of supporting documentation demonstrating how procurement records reconcile with DBE reports. The grantee must revise the submitted reports for FY2013-2015 using the template report to reflect this information and submit to the RCRO.	8/1/16	
	D. 308	DBE goal achievement analysis not completed or not submitted	The grantee must submit to the FTA RCRO the required shortfall analysis for at least FY2014, and a corrective action plan, along with a written process to ensure future analyses are completed timely.	8/1/16	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	D. 480	No current agreement or deficiencies in agreement with MPO	The grantee must provide the FTA regional office with a schedule for providing a fully executed agreement that specifies the cooperative procedures for carrying out transportation planning and programming and addresses at least the grantee's responsibilities, the development and sharing of information for financial plans, and the development of the annual listing of obligated projects.	9/29/16	
11. Public Comment on Fare Increases and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	D. 551	FTA drug and alcohol testing program not applied to all safety sensitive positions	The grantee must submit evidence to the FTA regional office that it has developed and implemented a drug and alcohol testing program for all covered employees.	9/29/16	
17. EEO	ND				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Monterey-Salinas Transit (MST)</i>			
Michael Hernandez	Assistant General Manager/Chief Operating Officer	831-393-8132	mhernandez@mst.org
Michelle Overmeyer	Grants Analyst	831-393-8131	movermeyer@mst.org
Carl Sedoryk	CEO	831-393-8123	csedoryk@mst.org
Deanna Smith	Compliance Analyst	831-393-8156	dsmith@mst.org
Hunter Harvath	Assistant General Manager for Finance & Administration	831-393-8129	hharvath@mst.org
Angela Dawson	Accountant	831-393-8130	adawson@mst.org
Lisa Rheinheimer	Director of Planning & Development	831-393-8124	lrheinheimer@mst.org
Sandra Amorim	Purchasing Manager	831-393-8127	samorim@mst.org
Robert Weber	Director of Transportation	831-393-8109	rweber@mst.org
Kelly Halcon	Director of HR/Risk	831-393-8114	khalcon@mst.org
Angelina Ruiz	HR Generalist	831-393-8161	aruiz@mst.org
Andrea Williams	General Accounting & Budget Manager	831-393-8125	awilliams@mst.org
<i>FTA</i>			
Philoki Barros	FTA Region IX	415-734-9452	philoki.barros@dot.gov
Marisa Appleton	Regional Civil Rights Officer	312-705-1270	marisa.appleton@dot.gov
<i>Reviewer Firm: Calyptus Consulting Group, Inc.</i>			
George Harris	Reviewer	617-577-0041	gharris@calyptusgroup.com
Orla Kennedy	Reviewer	617-577-0041	okennedy@calyptusgroup.com

VII. Appendices

No appendices included in this report.



U.S. Department
of Transportation
**Federal Transit
Administration**

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American Samoa,
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DEC 16 2016

Mr. Carl Sedoryk
General Manager/CEO
Monterey-Salinas Transit
One Ryan Ranch Road
Monterey, California 93940

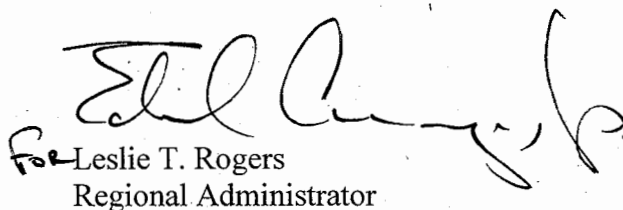
RE: FY 2016 Triennial Review Report Closure

Dear Mr. Sedoryk:

Thank you for your staff's responses to the deficiencies reported in the Fiscal Year (FY) 2016 Triennial Review of Monterey-Salinas Transit (MST), Monterey, California. The responses indicate completion of corrective actions on deficiencies contained in the review areas of Technical Capacity, Procurement, Drug and Alcohol Program, Disadvantaged Business Enterprise, and Planning and Programming. After reviewing the documentation submitted, we conclude that corrective actions have been achieved and that no further correspondence is required. We have attached a copy of the Findings Summary with the closing dates for your records.

Please convey our appreciation to your staff for their efforts and assistance in closing the FY 2016 Triennial Review. If you have any questions or comments, please contact your FTA Program Manager, Philoki Barros at (415) 734-9452 or at Philoki.Barros@dot.gov.

Sincerely,


For Leslie T. Rogers
Regional Administrator

Enclosure

cc: H. Harvath, MST
M. Overmeyer, MST

Help

Findings Search

Grantee Profile

Assessments

Existing

Oversight Plans

Oversight Calendar

Reviews

Existing

ERMs

New / Existing

Training

New / Existing

OIG Hotlines

Existing

Single Audits

New / Existing

OIG/GAO Audits

Existing

Reports

Exit

Findings Search Results

Criteria: Fiscal Year: 2016; Grantee: Monterey-salinas Transit Corporation; Grantee Office: TRO-09; Grantee State: CA; Review Category: Comprehensive; Review Type: Triennial;



There are 8 results.

Type	Fiscal Year	Grantee FTA Office	Grantee	Finding Code ID	Finding	Due Date	Close Date	Repeat Finding	Functions
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	329	329 - DBE uniform reports do not include required information	10/31/2016	11/21/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	308	308 - DBE goal achievement analysis not completed or not submitted	10/31/2016	11/21/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	480	480 - No current agreement or deficiencies in agreement with MPO	09/29/2016	10/07/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	551	551 - FTA drug and alcohol testing program not applied to all safety sensitive positions	09/29/2016	10/06/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	142	142 - ECHO documentation deficient	08/01/2016	06/30/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	208	208 - Inadequate oversight of subrecipient/third party contractor/lessees	08/01/2016	08/31/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	109	109 - Limits or capacity constraints on ADA Complementary Paratransit service	08/01/2016	06/30/2016	No	
Triennial	2016	TRO-09	Monterey-salinas Transit Corporation	271	271 - Lacking required cost/price analysis	08/01/2016	08/31/2016	No	

To: Board of Directors

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

Subject: Resolution to authorize participation in ERMA by Monterey-Salinas Transit Board

RECOMMENDATION:

Adopt Resolution 2017-22 delegating the General Manager/CEO or his/her designate to enter into an agreement with CSAC Excess Insurance Authority to join the benefit insurance pool.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

Monterey-Salinas Transit District is a member of CalTIP, (California Transit Insurance Pool). CalTIP contracts with insurance brokers and carriers on the pool's behalf for General Liability, Physical Liability and Excess Workers' Compensation insurance. On an annual basis, CalTIP will explore insurance options to make sure members have the best coverage with the most affordable rate possible.

Over the past year, Bickmore Risk Services, CalTIP's Third Party Administrator, has been investigating and negotiating with ERMA, Employment Risk Management Authority, to provide General Liability coverage for CalTIP members. ERMA began providing coverage and loss prevention services to California public entities July 1, 1999. ERMA is the first statewide risk sharing pool created exclusively to provide broad coverage for employment practices liability at reasonable rates with tailored loss prevention services. To enter into an agreement for coverage, ERMA requires MST's Board to pass a resolution allowing Mr. Carl Sedoryk, General Manager/CEO, or his designate authorization to participate in the new program.

Staff recommends that the Board adopt the resolution appointing the General Manager/CEO or his designate to act on behalf of MST in these matters.



PREPARED BY: _____
Kelly Halcon

**LISA RHEINHEIMER
2016
MANAGEMENT EXCELLENCE AWARD**

WHEREAS, each year the Monterey-Salinas Transit General Manager/CEO recognizes an outstanding member of the management staff to receive the Management Excellence Award.

WHEREAS, the Management Excellence Award recipient is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Lisa Rheinheimer began her career as a Director of Planning and Marketing with Monterey-Salinas Transit District in August 11, 2014; and

WHEREAS, Lisa Rheinheimer during 2016 was able to secure all necessary permits required by MST to begin construction of the Monterey Bay Operations and Maintenance Facility; and

WHEREAS, Lisa Rheinheimer during 2016 took the lead in coordinating the movement of staff and resources into the Lichtanski Administration Building; and

WHEREAS, Lisa Rheinheimer during 2016 had convened a team of transportation and public safety professionals to study Bus On Shoulder alternatives in Monterey County; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Lisa Rheinheimer as Management Excellence Award recipient for 2016; and

BE IT FURTHER RESOLVED that Lisa Rheinheimer is to be congratulated for her excellent work and dedication at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-23 this 6th day of February 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Authorize AECOM Contract Extension

RECOMMENDATION:

Authorize a contract extension with AECOM for continued design/engineering and management support services during the remodel of MST's maintenance and operations facility on Ryan Ranch Road.

FISCAL IMPACT:

Not to exceed \$60,000. This work is funded through existing Proposition 1B and Cap and Trade funds.

POLICY IMPLICATIONS:

Your Board approves expenditures over \$25,000.

DISCUSSION:

In June 2014 MST issued a contract to AECOM in the amount of \$1.9M for architectural/engineering and other pre-construction services for the expansion and remodel of MST's Thomas D. Albert (TDA) facility. In April 2015 a contract modification in the amount of \$89,958 was approved for expansion of the fuel island and in April 2016 \$102,730 was approved for additional design/engineering services related to jurisdictional requirements and design costs beyond contracted budget allocations, for a total project cost of \$2,092,688.

MST's construction phase commenced on January 16, 2017 and is scheduled for completion in February 2018. MST's contract with AECOM expired on January 31, 2017 and additional management/administrative support are required during the facility construction phase which includes, but is not limited to the following tasks:

- Provide responses to BlueScope & SSB Construction for formal Requests for Information
- Approve construction material submittals by BlueScope & SSB Construction
- Review construction design and engineering issues that require AECOM's review
- Review PG&E's electrical plan to power the facility
- Review and respond to construction inspection findings/issues as needed

Approval of this item authorizes a contract extension with AECOM through January 2018 in the amount of \$60,000 for continued support services during the construction of MST's Ryan Ranch facility.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk
Michael Hernandez Carl Sedoryk

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: MST Committee Assignments

RECOMMENDATION:

Receive Chairperson Barrera's committee appointments for the remainder of FY 2017.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

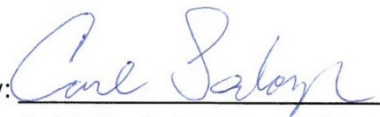
According to the MST Bylaws, Article VI., Officers, "The Chair may appoint committees from time to time for any purpose he or she deems proper for the conduct of Board business."

DISCUSSION:

Chairperson Barrera has appointed the following members (Attachment 1) to serve on MST committees for the remainder of FY 2017. Chairperson designations are also provided.

ATTACHMENT: Committee appointments for FY 2017

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl Sedoryk, GM Manager/CEO

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2017 MST Committee Assignments

	Facilities	Finance	Human Resources	Legislative	Marketing	Planning/ Operations
Alejo		•		•	•	
Barrera	Chair			Chair		
Hardy	•			•		
Bonincontri					•	•
Clark			Chair	•		Chair
Albert	•			•		
LeBarre	•					•
Cuneo			•		•	
O'Connell	•	Chair				
Pacheco			•			•
Pendergrass				•	Chair	
Santibañez		•			•	
Velazquez		•	•			

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To: Board of Directors
From: Michael Hernandez, Assistant General Manager/COO
Subject: Temporary Facility Update

RECOMMENDATION:

Receive a staff update on the relocation of MST's Operations and Maintenance Departments from Ryan Ranch Road to a temporary facility located on Joe Lloyd Way.

FISCAL IMPACT:

None with this action.

POLICY IMPLICATIONS:

None with this action.

DISCUSSION:

In late August 2016 MST identified a site on Joe Lloyd Way in the Presidio of Monterey Annex suitable for the temporary relocation of half of MST's fleet. The two sites, approximately 600 feet apart, include a separate parking area for 45 buses, a 3,200 square foot garage for maintenance activities and 2,858 square feet of office space. The lease for both locations is \$8,305 monthly.

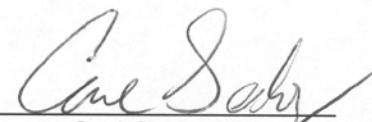
MST received an executed contract from the U.S. Army Core of Engineers on December 21 and immediately began site preparations. On January 13th MST's fleet was relocated to the Joe Lloyd Way facility and operations officially commenced the next day.

Additional details will be provided at the February 6 Board Meeting.

PREPARED BY:


Michael Hernandez

REVIEWED BY:


Carl Sedoryk

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To: MST Board of Directors

From: M. Eccles, Director of Information Technology

Subject: OnStreet Real-Time Arrival Information Signs

RECOMMENDATION:

Authorize \$220,000 for the configuration of 45 Transit Master (TM) OnStreet from Trapeze Group to display Real-Time bus arrival/departure information.

FISCAL IMPACT:

\$220,000 for the 45 electronic signs. The funding was approved with the adoption of the 2017 Capital Budget .

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$25,000.

DISCUSSION:

In September 2016, your Board authorized MST to procure up to 48 electronic TransitMaster (TM) Real-Time bus arrival signs from Trapeze Group for up to \$230,000. These signs were surplus from an order for Santa Monica (Big Blue Bus) Transit and MST staff negotiated an extremely favorable price from the vendor. At that time, the proposed power configuration for the signs was of 15 solar, 15 Power Over Ethernet (POE) and 18 directly powered from electric main lines.

In the time since your Board approved this purchase, the total number of signs available from Trapeze has been reduced to 45. MST staff has determined that due to the proposed installation locations of the signs, the solar-powered option is the most beneficial power configuration for all of the signs. Solar power will ensure that Real-Time bus arrival information will be available at bus stops in areas with no access to electric power and the ongoing operating costs will be lower. The additional required solar components have increased the original cost that was approved in September from \$230,000 to \$450,000 bringing the total price per 4-line sign with solar configuration to \$10,000 each. Even with the added costs of solar configuration for all

of the sign the total cost is still about 70% lower than comparable signs MST purchased for other bus stop locations.

Approval of this item will authorize the additional cost for the solar-powered configuration for 45 TM OnStreet Real-Time signs from Trapeze Group, not to exceed \$220,000 for a total project cost not to exceed \$450,000.

PREPARED BY: Mark Eccles REVIEWED BY: Carl Sedoryk

To: Board of Directors
From: Sandra Amorim-Ruiz, Purchasing Manager
Subject: Approve the Purchase of One Medium Bus

RECOMMENDATIONS:

Authorize the purchase of one medium (mini) bus from Creative Bus Sales.

FISCAL IMPACT:

\$100,836.02. This purchase is fully funded through Measure Q.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST currently operates four different routes geared to service for seniors and other MST customers on lines 91, 92, 94 and 95. This vehicle will be used as an expansion vehicle for MST's senior shuttle service providing greater schedule flexibility and convenience for customers.

MST will purchase the vehicles through the CalAct/ Morongo Basin Transit Authority Purchasing Cooperative. The Cooperative previously solicited competitive pricing from vehicle manufacturers and has established itself as a one-stop shopping option for transit properties for the purchase of buses, vans and shelters. The use of the Cooperative eliminates the need for MST to develop our own specifications and manage a lengthy procurement process.

PREPARED BY:  APPROVED BY: 
Sandra Amorim Carl Sedoryk

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To: MST Board of Directors

From: Hunter Harvath, Assistant General Manager/Finance and Administration

Subject: Property Acquisition – 19 Upper Ragsdale Rd., Suite 110 – APN# 259-184-002

RECOMMENDATION:

Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 110 (APN# 259-184-002) in the amount of \$318,725.

FISCAL IMPACT:

\$318,725, which will be funded through MST's capital reserves.

POLICY IMPLICATIONS:

Your Board approves purchases in excess of \$25,000.

DISCUSSION:

On November 9, 2015, your Board approved the purchase of office space at 19 Upper Ragsdale Drive, Suites 100 and 200, to be used by MST administrative staff and your Board for its monthly meetings. These office suites consisted of the entire second floor of the building, plus approximately 3,000 square feet of space on the bottom floor.

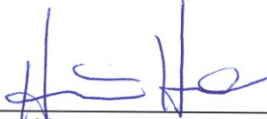
The previous owner of Suite 100, James Pinkney, still has retained ownership of a small rental office space – Suite 110 – of approximately 1,000 square feet. His prior tenant chose not to renew his lease and has vacated Suite 110 as of December 31, 2016. In that regard, Mr. Pinkney approached staff to see if MST would be interested in purchasing the space from him. Subsequently, senior staff viewed Suite 110, which consists primarily of two private offices, a mini-kitchen and a large open space that could be divided in cubicles.

Staff believes that the offer of \$318,725 for Suite 110 is fair and reasonable based on current market conditions in the Ryan Ranch area as well as MST's prior experience with the November 2015 purchase price of Suite 100. As such, in anticipation of future growth regarding MST's transit and related mobility activities, staff recommends signing a purchase agreement for Suite 110 at this time, taking advantage of its vacancy before it is leased out again. Upon signing this agreement, a Due Diligence Contingency Period will commence, during which staff will investigate,

analyze and perform testing or studies related to purchasing the Property, which may include, but not be limited to, the following:

- Physical Inspections
- Economic Analysis
- Title Review
- Property Survey
- Environmental Studies, including a Phase 1 and/or Phase 2 Assessment(s)
- Regulatory Matters
- CC&R's and Association Documents
- Buyer's Loan

Once staff is satisfied that the property is ready for purchase, escrow will close and ownership will transfer from James Pinckney, Jr., to Monterey-Salinas Transit.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November/December 2016

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November / December 2016 (Attachments 1-5). Overall performance results still fall within acceptable standards year to date. However, staff is monitoring a recent increase in the frequency of preventable accidents since July 2016. While the severity of the accidents have been mostly minor in nature the MST safety committee comprised of coach operators, maintenance and administrative professionals is reviewing the data to recommend specific actions to reverse this trend.

November 16 - 19 I attended the California Transit Association Annual Conference and Product Showcase in Oakland, CA. At the conference I attended a meeting of the association executive committee, a variety of workshops and participated on a panel focusing on federal, state and local election results and their impact on transit.

November 30 - December 2, I traveled to Washington DC to attend meetings of the American Public Transit Association Board of Directors and participated in National Center for Mobility Management peer exchange which focused on how transit agencies are working with new technologies, Transportation Network Companies and other mobility service providers to move customers. Staff and our lobbyist Don Gilcrest of Thomas Walters and Associates

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – November/December 2016


Attachment #3 – Facilities & Maintenance Dept. Report – November/December 2016

Attachment #4 – Administration Dept. Report – November/December 2016

Attachment # 5 - FY 2017 Action Plan Quarterly Update

Attachment #6 - Itinerary of Washington DC Meetings - November 30 - December 1

A 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/>

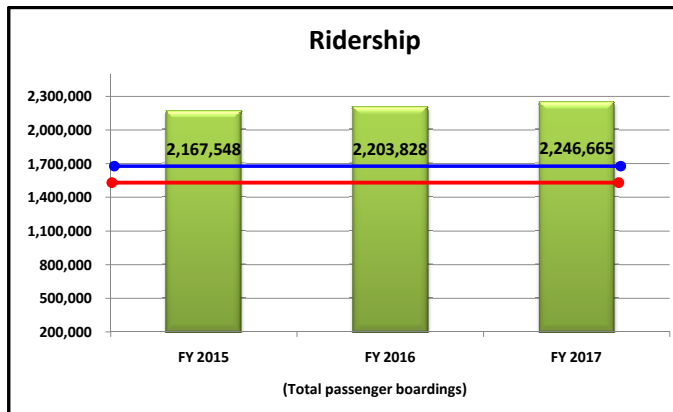
Prepared by:  _____

MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - December

Fiscal Years 2015-2017

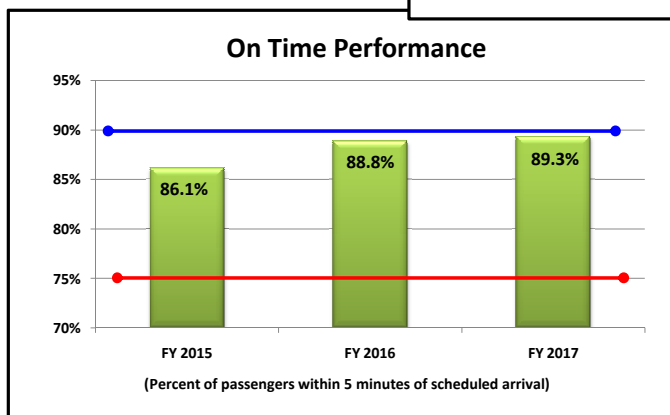
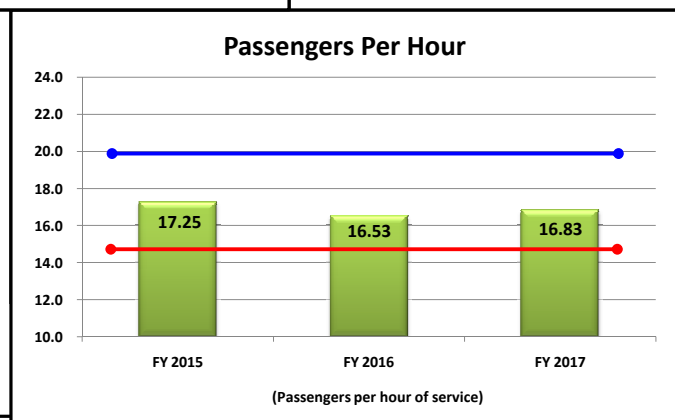


Goal = 1,613,499 passengers

Minimum = 1,423,676 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

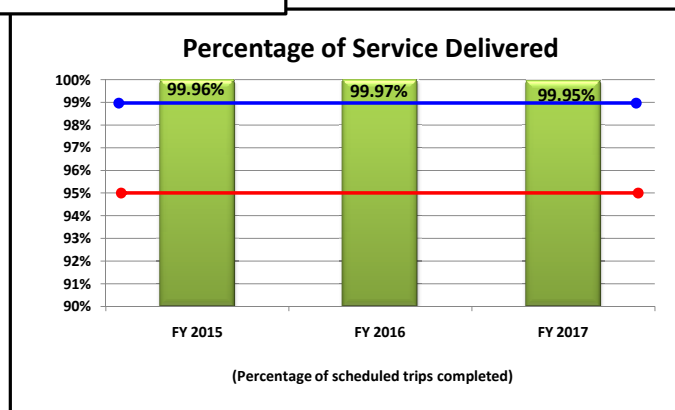


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

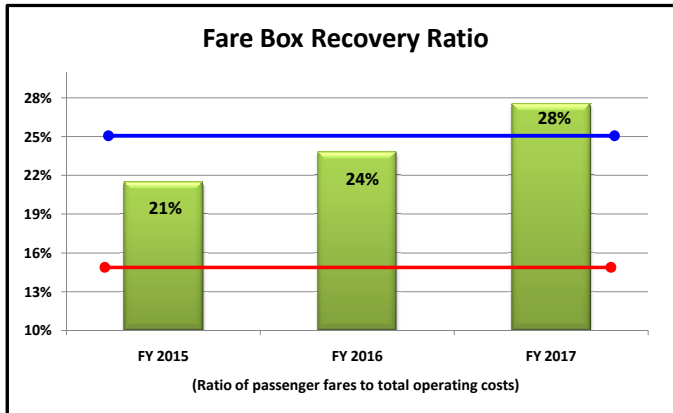


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - December

Fiscal Years 2015-2017

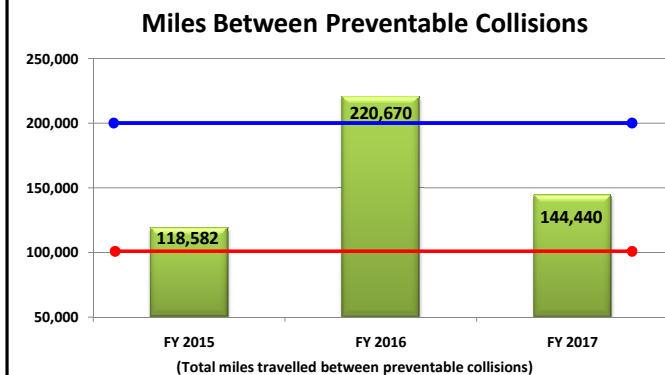
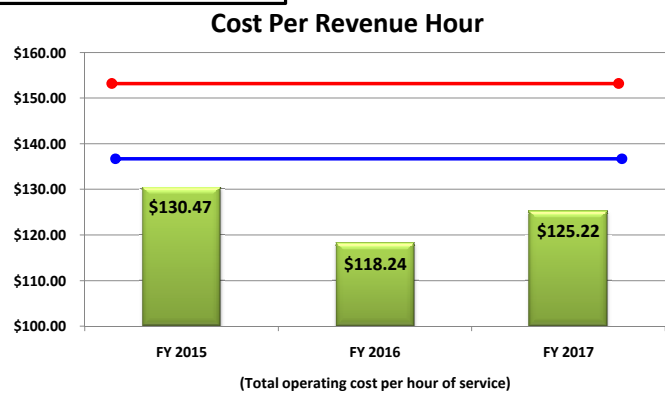


Goal = 25%

Minimum = 15%

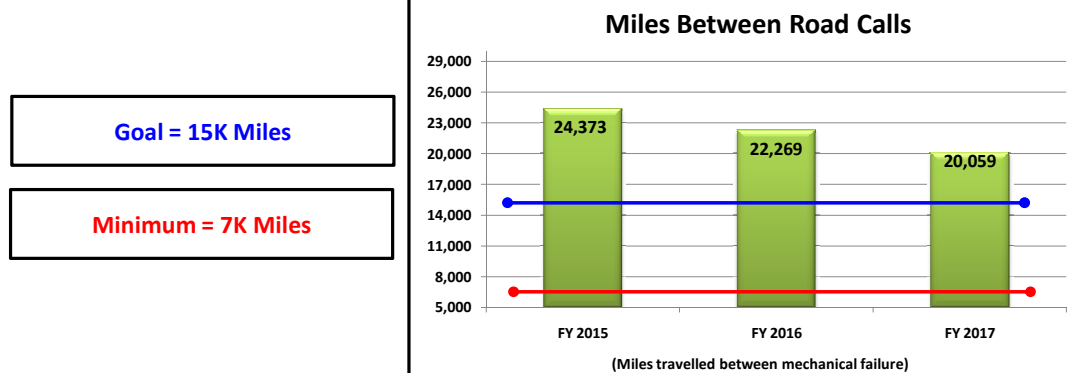
Maximum = \$153.28 per RH

Goal = \$139.35 per RH



Goal = 200K Miles

Minimum = 100K Miles



Goal = 15K Miles

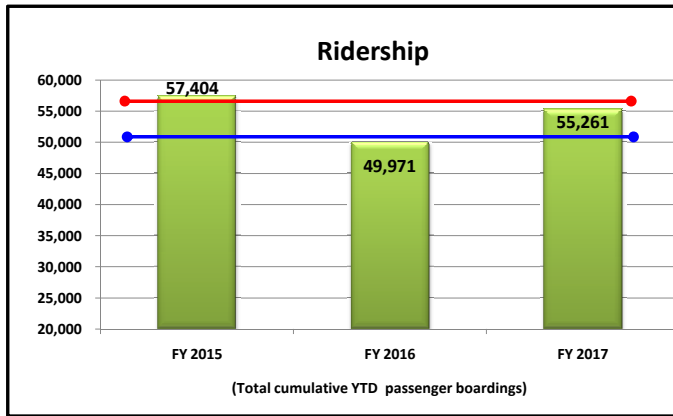
Minimum = 7K Miles

MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - December

Fiscal Years 2015-2017

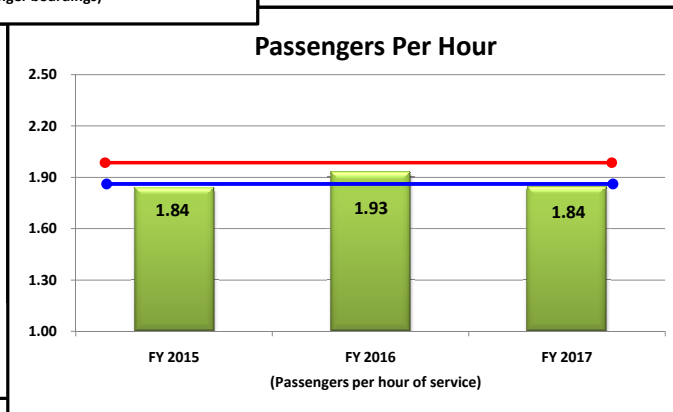


Goal = 51,470 passengers

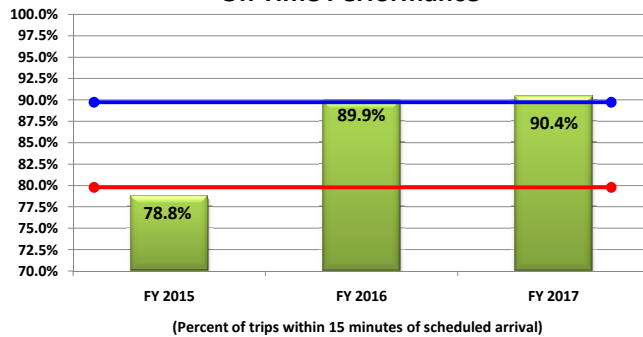
Maximum = 56,617 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



On Time Performance

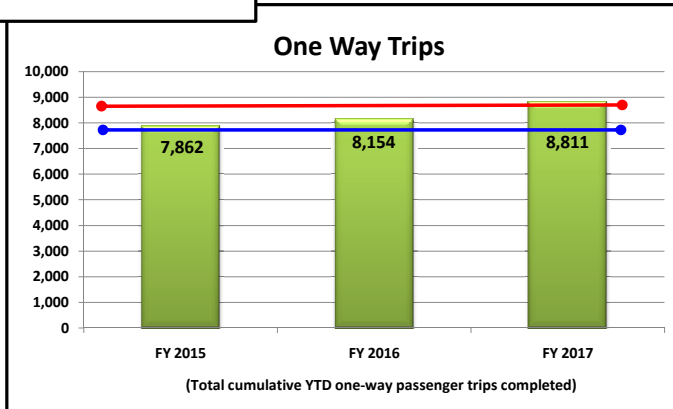


Goal = 90% on time

Minimum = 80% on time

Maximum = 8,723 one-way trips

Goal = 7,930 one-way trips

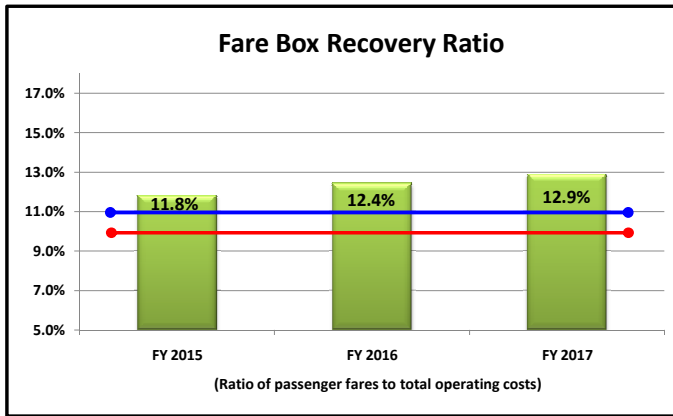


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - December

Fiscal Years 2015-2017

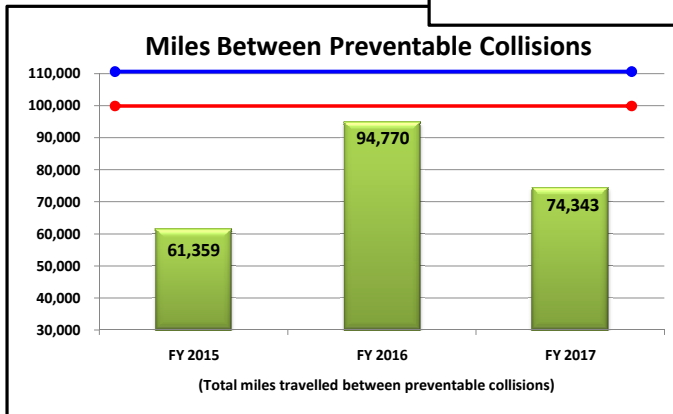
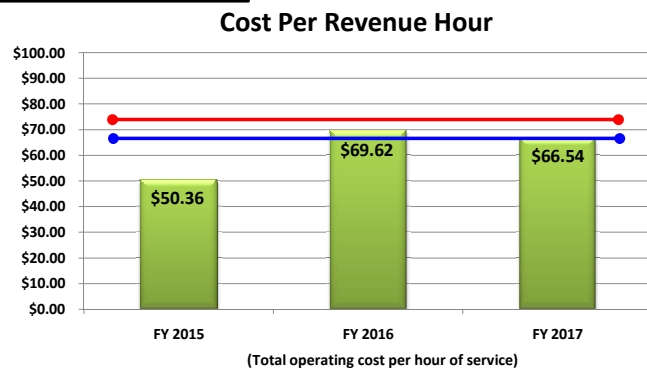


Goal = 11%

Minimum = 10%

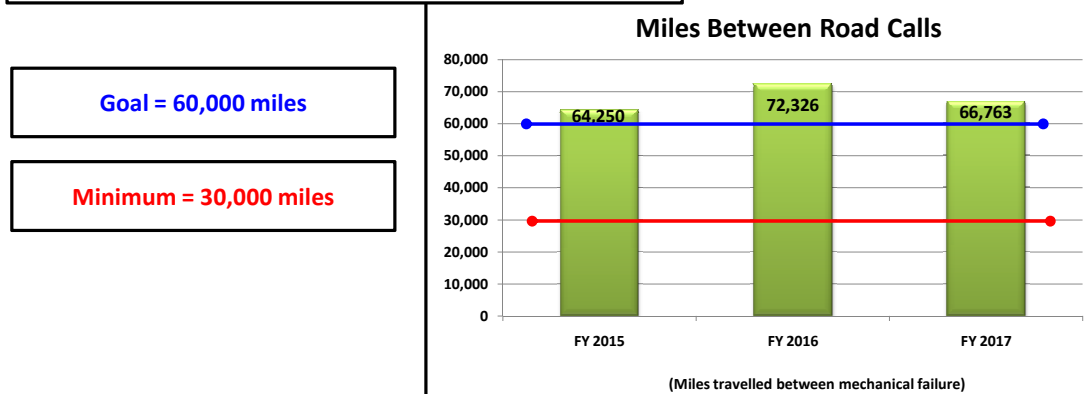
Goal = \$67.58

Maximum = \$74.34



Goal = 110K Miles

Minimum = 100K Miles



Goal = 60,000 miles

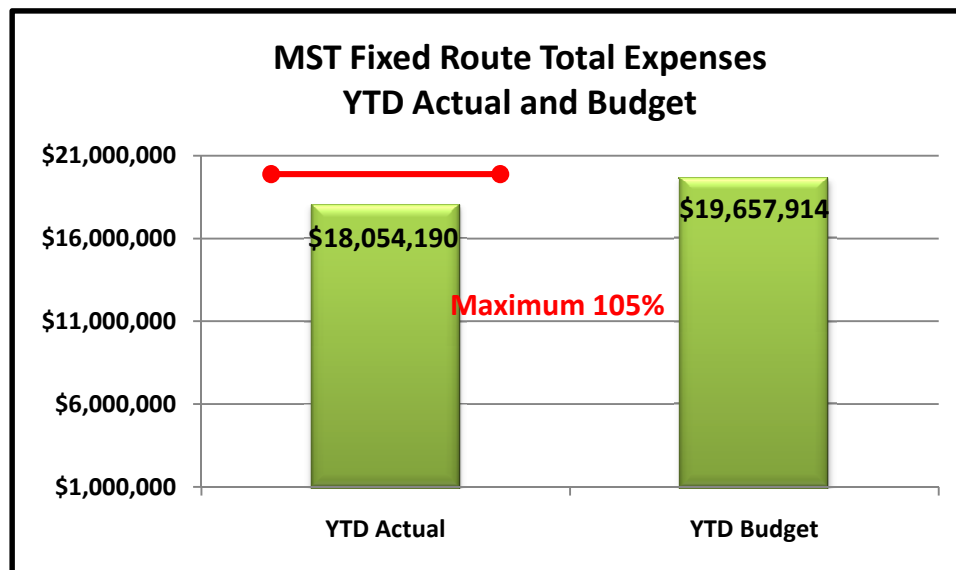
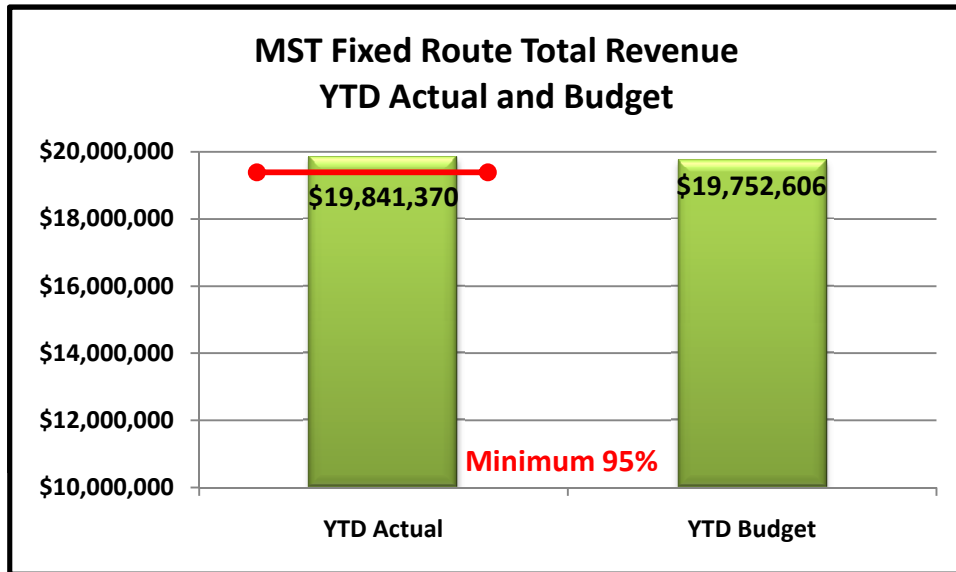
Minimum = 30,000 miles

MST Fixed Route

Financial Performance Comparative Statistics

July - December

Fiscal Year 2017

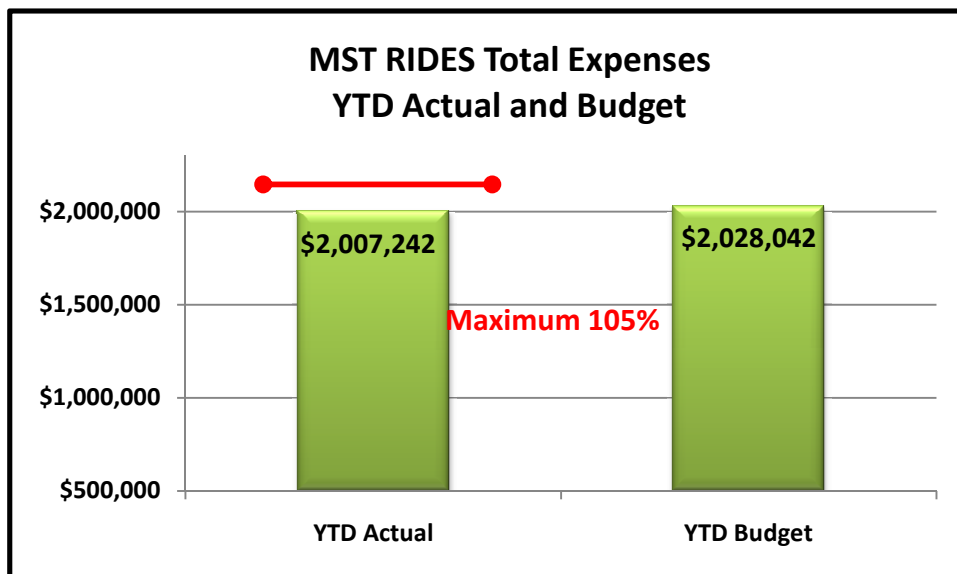
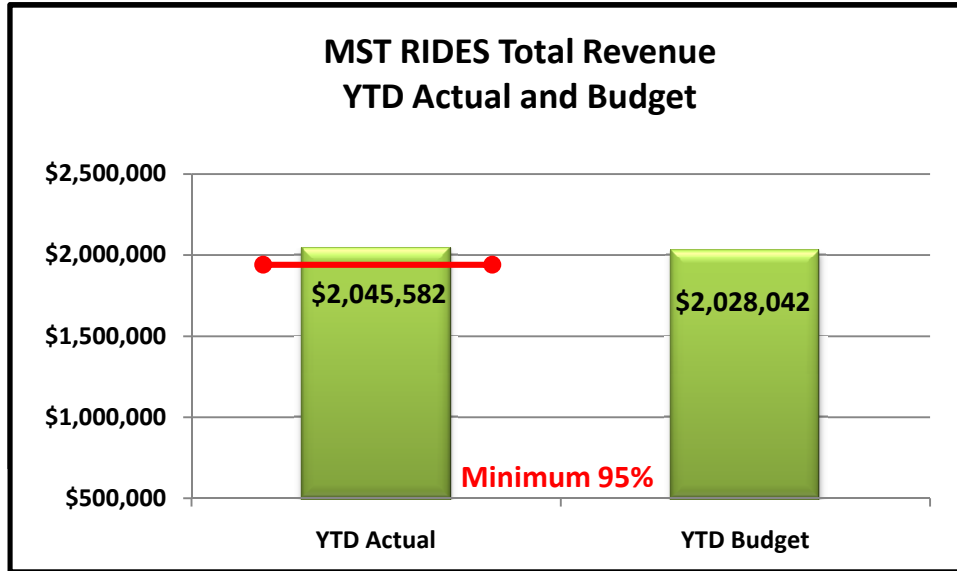


MST RIDES

Financial Performance Comparative Statistics

July - December

Fiscal Year 2017



December 21, 2016

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – November 2016**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 2.92% in November 2016, (338,846), as compared to November 2015, (329,224). Fiscal year to date – passenger boardings have increased by 2.60% as compared to the same period last year.

Productivity increased slightly from November of last year (14.9) to 15.1 passengers per hour for November of this year.

Supplemental / Special Services:

November 27: MST provided supplemental services during the annual Salinas Holiday Parade of lights transporting 85 passengers – increasing from 21 passengers transported during last year's event.

System Wide Statistics:

- Ridership: 338,846
- Vehicle Revenue Hours: 22,328
- Vehicle Revenue Miles: 365,437
- System Productivity: 15.1 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 30,938

Time Point Adherence: Of 125,812 total time-point crossings sampled for the month of November, the TransitMaster™ system recorded 18,121 delayed arrivals to MST's published time-points system-wide. This denotes that **85.60%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2016.*)

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

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

Total Trips Provided: 30,938			
Category	MST	MV	%
Equipment Shortage	2	0	28.57%
Employee Error	0	1	14.29%
Mechanical Failure	4	0	57.14%
Totals	6	1	100.00%

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of November 2015 and 2016:

Occurrence Type	November-15	November-16
Collision: MST Involved	10	5
Employee Injury	1	0
Medical Emergency	2	1
Object Hits Coach	1	0
Passenger Conflict	5	5
Passenger Fall	6	6
Passenger Injury	0	1
Other	1	1
Near Miss	0	0
Fuel / fluid Spill	2	1
Unreported Damage	2	1
Totals	30	21

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of November there were 10,202 passenger boardings. This denotes a 11.30% increase in passenger boardings from November of 2015, (9,166). Fiscal year to date – passenger boardings have increased by 5.53% as compared to the same period last year.

- Productivity for November of this year was at 1.80 passengers per hour, remaining unchanged from November of 2015, (1.80).
- For the month of November, 90.78% of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 94.06 % in November of 2015.

COMMUNICATIONS CENTER:

In November, MST's Communications Center summoned public safety agencies on *eleven (11)* separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	6
EMS	Passenger Illness / Injury	5

Robert Weber

ATTACHMENTS:

MST Fixed-Route Bus ~~ On Time Compliance FY 2016
MST Fixed-Route Bus ~~ Boarding Statistics FY 2016
MST Trolley ~~ Boarding Statistics FY 2016
MST RIDES ~~ On Time Compliance FY 2016
MST RIDES ~~ Boarding Statistics FY 2016
Operations Summary Report ~ November 2015
Mobility Management Report ~ November 2015



Prepared by: Robert Weber

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January 25, 2017

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – December 2016**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 2.33% in December 2016, (285,917), as compared to December 2015, (292,742). Fiscal year to date – passenger boardings have increased by 1.94% as compared to the same period last year.

Productivity decreased slightly from December of last year (12.8) to 12.3 passengers per hour for December of this year.

Supplemental / Special Services:

December 31: MST provided supplemental services during the annual First Night Monterey event transporting 878 passengers – increasing from 862 passengers transported during last year's event.

System Wide Statistics:

- Ridership: 285,917
- Vehicle Revenue Hours: 23,099
- Vehicle Revenue Miles: 379,303
- System Productivity: 12.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 31,021

Time Point Adherence: Of 126,122 total time-point crossings sampled for the month of December, the TransitMaster™ system recorded 15,828 delayed arrivals to MST's published time-points system-wide. This denotes that **87.45%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2016.*)

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

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

Total Trips Provided: 31,021			
Category	MST	MV	%
Employee Error	1	0	9.09%
Mechanical Failure	1	0	9.09%
Staff Shortage	3	0	27.27%
Unknown ¹	6	0	54.55%
Totals	11	0	100.00%

¹ Insufficient information available.

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of December 2015 and 2016:

Occurrence Type	December-15	December-16
Collision: MST Involved	3	3
Employee Injury	1	0
Medical Emergency	0	0
Object Hits Coach	1	0
Passenger Conflict	5	4
Passenger Fall	4	3
Passenger Injury	1	0
Other	8	1
Near Miss	1	0
Fuel / fluid Spill	2	0
Unreported Damage	2	0
Totals	29	11

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of December there were 9,888 passenger boardings. This denotes a 7.25% increase in passenger boardings from December of 2015, (9,220). Fiscal year to date – passenger boardings have increased by 5.80% as compared to the same period last year.

- Productivity for December of this year was at 1.77 passengers per hour, decreasing slightly from December of 2015, (1.78).
- For the month of December, 92.62% of all scheduled trips for the MST RIDES Program arrived on time, decreasing slightly from 92.69 % in December of 2015.

COMMUNICATIONS CENTER:

In December, MST's Communications Center summoned public safety agencies on *twelve (12)* separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	6
EMS	Passenger Illness / Injury	6

ATTACHMENTS:

MST Fixed-Route Bus ~~ On Time Compliance FY 2016
MST Fixed-Route Bus ~~ Boarding Statistics FY 2016
MST Trolley ~~ Boarding Statistics FY 2016
MST RIDES ~~ On Time Compliance FY 2016
MST RIDES ~~ Boarding Statistics FY 2016
Operations Summary Report ~ December 2015
Mobility Management Report ~ December 2015



Prepared by: Robert Weber

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ATTACHMENT 3a

December 20, 2016

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for November 2016

This report summarizes the activities of the Maintenance and Facilities Departments as well as fuel prices during the past month.

FY17 Fuel Budget:	Average Fuel Price November 2016:	Average Fuel Price: FY2017
Diesel: \$3.10	\$1.86	\$1.86
Gasoline: \$3.20	\$2.08	\$2.12

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
November 2016	\$1.11	19,940
FY2017	\$0.94	19,681 YTD
FY2016:	\$0.93	18,924 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

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

Department Activities/Comments:

There were 19,940 miles between major mechanical road calls during the month of November. There were a total of 25 road calls during the month, which included 16 for major mechanical issues and nine for minor/non-mechanical road calls. The highest number of road calls was for engine issues (6). The cost per mile rose to \$1.11 due to the replacement of some major components (differentials) on several coaches.

MST continued efforts with Presidio of Monterey staff in an attempt to secure a lease for an operations and maintenance site required during the remodel of TDA. The annex (office trailer) at TDA was prepared for relocation to the temporary facility.

During the month of November a new mechanic was hired and a new portable hoist was delivered to TDA. Staff continued work on in-processing new RIDES buses.

SUBMITTED BY: Michael Hernandez
Michael Hernandez

ATTACHMENT 3a

December 20, 2016

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for November 2016

This report summarizes the activities of the Maintenance and Facilities Departments as well as fuel prices during the past month.

FY17 Fuel Budget:	Average Fuel Price November 2016:	Average Fuel Price: FY2017
Diesel: \$3.10	\$1.86	\$1.86
Gasoline: \$3.20	\$2.08	\$2.12

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
November 2016	\$1.11	19,940
FY2017	\$0.94	19,681 YTD
FY2016:	\$0.93	18,924 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

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

Department Activities/Comments:

There were 19,940 miles between major mechanical road calls during the month of November. There were a total of 25 road calls during the month, which included 16 for major mechanical issues and nine for minor/non-mechanical road calls. The highest number of road calls was for engine issues (6). The cost per mile rose to \$1.11 due to the replacement of some major components (differentials) on several coaches.

MST continued efforts with Presidio of Monterey staff in an attempt to secure a lease for an operations and maintenance site required during the remodel of TDA. The annex (office trailer) at TDA was prepared for relocation to the temporary facility.

During the month of November a new mechanic was hired and a new portable hoist was delivered to TDA. Staff continued work on in-processing new RIDES buses.

SUBMITTED BY: Michael Hernandez
Michael Hernandez

January 20, 2017

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for December 2016

This report summarizes the activities of the Maintenance and Facilities Departments as well as fuel prices during the past month.

FY17 Fuel Budget:	Average Fuel Price December 2016:	Average Fuel Price: FY2017
Diesel: \$3.10	\$2.00	\$1.88
Gasoline: \$3.20	\$2.00	\$2.10

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
December 2016	\$0.95	21,947
FY2017	\$0.94	20,059 YTD
FY2016:	\$0.93	18,831 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

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

Department Activities/Comments:

There were 21,947 miles between major mechanical road calls during the month of December. There were 24 total road calls during the month, which includes 15 for major mechanical issues and nine for minor/non-mechanical road calls. The highest number of road calls was for engine issues (5).

On December 21 staff was notified by the Core of Engineers that our request for a temporary facility on Joe Lloyd Way (JLW) was approved. MST staff began clean up and site preparations at the temporary facility the next day. MST's Annex (trailer) at TDA was relocated to JLW and move out preparations commenced.

MST's construction contractor, SSB Construction, began minor construction work at TDA beginning mid December.

SUBMITTED BY: 
Michael Hernandez

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Date: January 9, 2017

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration;
Andrea Williams, General Accounting & Budget Manager; Mark Eccles,
Director of Information Technology; Kelly Halcon, Director of Human
Resources/Risk Management; Zoe Shoats, Marketing Manager; Sonia
Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report –November 2016

The following significant events occurred in Administration work groups for the month of November 2016:

Human Resources

A total employment level for November 2016 is summarized as follows:

Positions	Budget FY17	Actual	Difference
Coach Operators F/T	139	138	-1
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	30	-1
Maintenance & Facilities	49	46	-3
Administrative (Interns 1 PT)	30	30	0
Total	250	244	-6

*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.

<i>October Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$8,512.81
<i>Other (includes Legal)</i>	\$5,788.73
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$26,577.30
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
<i>Total Expenses</i>	\$53,390.92
<i>Reserves</i>	\$1,36,253.88
<i>Excess Reserved</i>	(\$403,670.49)
<i># Ending Open Claims</i>	33

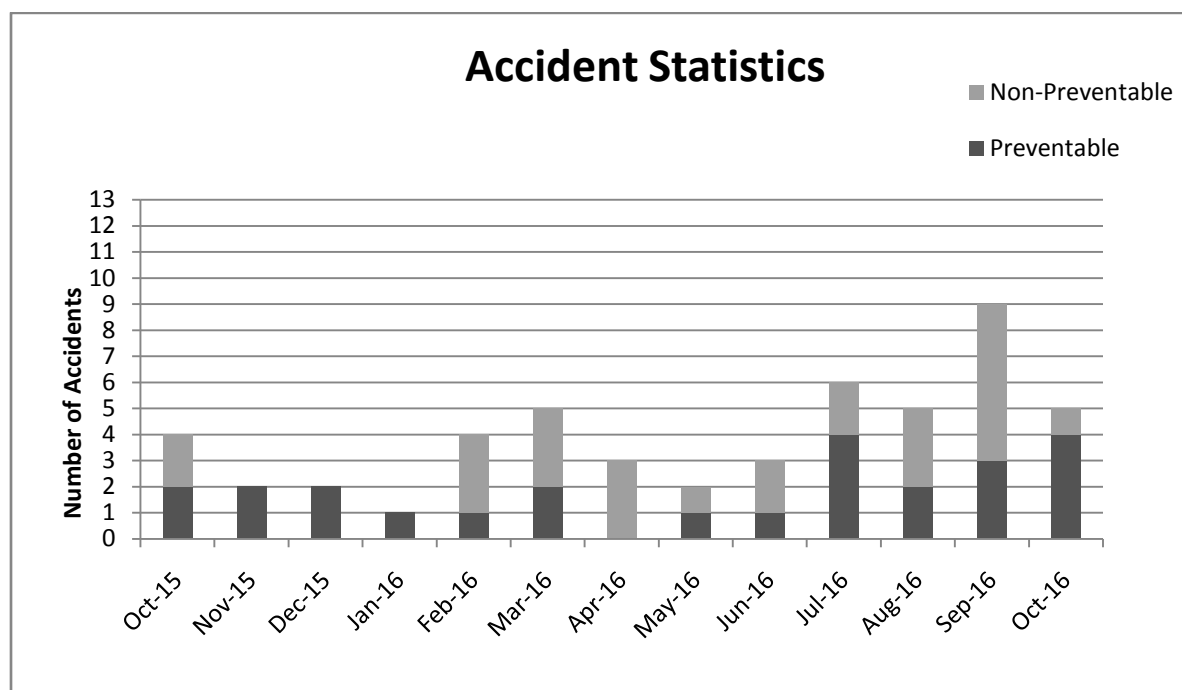
Training

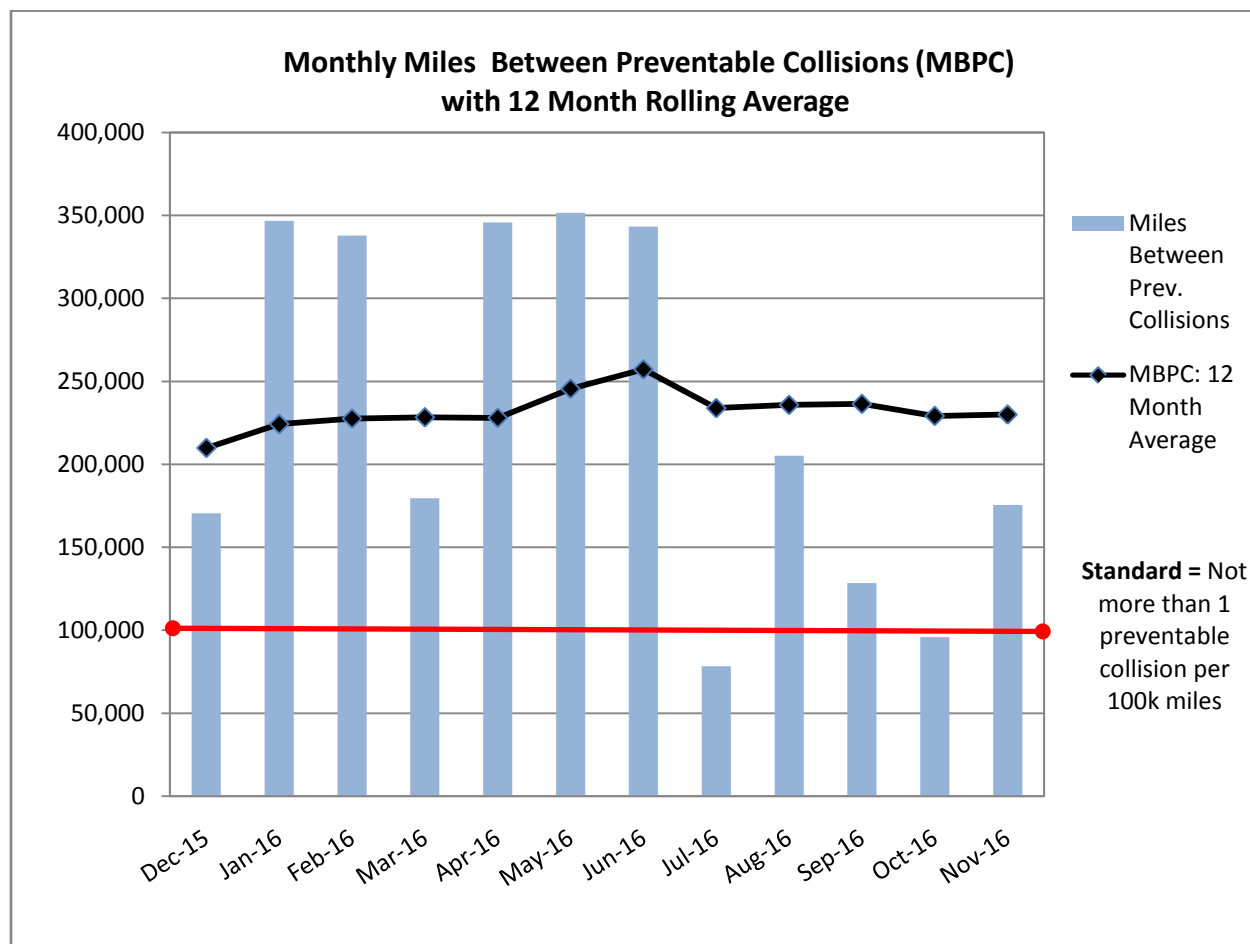
Description	Attendees
Annual Coach Operator Verification of Transit Training	3
FEMA IS-00100.b-Introduction to Incident Command System	2
Post-Accident/Incident Re-training	4
Harassment Prevention for Transit Employees	3
Alliance Career Training Solution: Excel Level 1	1
Special District Risk Management: Special District Board Secretary/Clerk Program	1
Sam Trans: Diesel Engine Tune-Up and Troubleshooting	2
CTA Fall Conference Attendance	10

Risk Management

Description	November 2016 Preventable		November 2015 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	0
MST bus hit stationary object	2	0	2	0
TOTAL	2	2	2	0

During the month of November there were two occurrences of a bus making contact with stationary objects. Both considered minor with no injuries to report.





There were \$8,185.04 in claim recoveries during this period and no claims paid.

Customer Service Update – November 2016

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	November '15	% of reports received
Improper Driving	4	6	1/5*	17.6%	5	12.2%
Routing	2	0	2	3.5%	1	2.4%
Passed By	2	3	1*	8.8%	2	4.9%
Improper Employee Conduct	1	0		1.8%	3	7.3%
Bus Stop Amenities	2	0		3.5%	1	2.4%
Late Arrival	0	0		0.0%	2	4.9%
Fare / Transfer Dispute	0	1		1.8%	1	2.4%

No Show	1	0		1.8%	1	2.4%
Inaccurate Public Information	0	0		0.0%	1	2.4%
Service Other	2	4	1/2*	10.6%	9	22.0%
Passenger Conduct	2	0		3.5%	1	2.4%
Early Departure	2	8	1/8*	17.6%	5	12.2%
Off Route	0	0		0.0%	1	2.4%
Employee Other	5	2	2/1*	12.3%	6	14.6%
Service Schedule	2	0	1	3.5%	0	0.0%
Agency Policy	0	1		1.8%	2	4.9%
ADA Compliance	1	0	1	1.8%	0	0.0%
Harassment by Employee	0	1	1*	1.8%	0	0.0%
Service Animal	2	0		3.5%	0	0.0%
Taxi	0	1	1*	1.8%	0	0.0%
Title VI Complaint	1	0		1.8%	0	0.0%
Unsafe Conditions	1	0		1.8%	0	0.0%
Total Complaints	30	27		100.0%	41	100.0%
Employee Compliment	0	1			1	
Service Compliment	0	0			1	

Finance Update – November 2016

General Accounting/Accounts Payable

During the month of November, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. In addition, staff completed and submitted the required annual reporting to the National Transit Database which aids in the appropriation of FTA formula funds to transit agencies.

Payroll

Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis. Payroll continued to provide hours and earnings reports upon request to MST departments

Grants

Staff prepared for and participated in a site visit from Caltrans. It was a comprehensive review of program expenses for Prop 1B Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). The Grants Analyst assisted with compiling information for the National Transit Database annual report.

The Low Carbon Transit Operations Program progress report was prepared and submitted on time.

Purchasing

During the month of November, Parts Staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are remaining under \$200K and with the new buses added to the fleet. Parts staff is seeing a decline in the expenditure of costly component replacements. Parts staff has also been evaluating and disposing of obsolete inventory in preparation for the future relocation of Parts inventory and staff, to a temporary location during construction at TDA.

Information Technology Update- November 2016

Staff worked with MST Operations and Maintenance Department personnel for the monitoring of the ITS equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic Vehicle Location system on the fixed route and Paratransit fleets.

Staff liaised with Trapeze Software Group to start the process for implementation of the Fixed Route Interactive Voice Response (IVR) system. Staff purchased and configured the necessary hardware for this system.

Staff monitored and tweaked the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system.

Staff continued to support the users of the Serenic Navision accounting/payroll system.

Staff monitored the functionality of the customer service database.

Staff worked with Giro and MST staff in preparing for the next phase of the implementation of the new modules in the Hastus system.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose and other outlying areas of service.

Staff monitored the virtual computer systems.

Staff monitored and tweaked the AT&T managed Voice Over IP (VOIP) telephone system.

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

Staff attended the CTA Conference in Oakland.

Marketing and Sales Update – November 2016

Published news stories include: “Voters give a lift to transportation needs” (The Californian, 11/11/16); “MST to hold job fair” (Monterey County Herald, 11/16/16); “Good Week/Bad Week” (Monterey County Weekly, 11/17/16); “\$192,521 grant awarded to cut Salinas pedestrian deaths” (The Californian, 11/17/16); “Deeply discounted bus and parking passes” (Carmel Chamber of Commerce Weekly Update, 11/29/16).

Press releases sent include: “Monterey-Salinas Transit honors twelve outstanding veterans with annual bus passes, 11/8/16); “Monterey-Salinas Transit job fair Saturday” (11/15/16); “MST provides limited bus service Thanksgiving Day, Saturday schedule day after Thanksgiving” (11/18/16).

Marketing activities: Met with Wellman Advertising regarding updating JAZZ displays; held kickoff meeting with Wellman Advertising regarding RealTime bus arrival campaign; worked with staff to develop new phone tree layout; updated website for November 5 service modifications; continued work on RealTime flag signs; took photo of new Hartnell bus shelter for annual report; attended Monterey County Hospitality Recognition Luncheon; conducted interviews and hired two customer service representative/bilingual English/Spanish translators; held annual report meeting with staff and contracted graphic designer to determine design direction; edited annual report articles; continued work on MST-branded signage for LAB; created draft of phone tree scripts; continued work on grant-funded South County marketing campaign; decorated and coordinated MST Trolley appearance in Salinas Holiday Parade of Lights; provided edits to first proof of annual report; attended HWY 68 Roundabout Construction Project communications meeting; managed MST website content, Facebook page, and Twitter account.

Community outreach: Staffed information booth at St. Ansgar Church senior luncheon in Salinas; staffed information booth at Health Fair at Cesar Chavez library in Salinas; staffed information booth at La Gloria senior apartments in Salinas; staffed information booth at the CHP Age Well Drive Smart workshop in Carmel; staffed information booth at the CHP Age Well Drive Smart workshop in Salinas; staffed information booth at Salinas Valley Memorial Hospital in Salinas; staffed information booth at Steinbeck senior apartments in Salinas; staffed information booth at the Latino Farmers Conference in Salinas; presented to staff at Salinas Valley Memorial Hospital in Salinas; presented to staff and seniors in two CHP workshops in Salinas and Carmel.

Planning Update – November 2016

During the month of November, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 2014 Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. During the month the Presidio, with assistance of MST Business Development Transit Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes. Fortunately, Congress voted in December 2015 to raise the transit benefit again on a permanent basis. The benefit was raised for the Presidio participants on March 10, 2016. As such, staff will continue discussions with the Presidio to re-evaluate the program with some expansions possible for the future.

In November, staff held a kick-off meeting with agency partners on the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study. In attendance were representatives from Caltrans, California Highway Patrol, AMBAG, TAMC, Santa Cruz METRO, Santa Cruz Regional Transportation Commission, City of Marina, and the consultant team, CDM Smith.

Staff met with City of Gonzales staff to evaluate the possibility of installing bus stops in the downtown area to better serve the City and MST passengers.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Salinas Valley Chamber of Commerce Government Relations Committee, the Monterey County Hospitality Association, Monterey County Business Council, and the Fort Ord Reuse Authority.

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Date: February 6, 2017

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning & Marketing; Zoe Shoats, Marketing Manager; Andrea Williams, General Accounting & Budget Manager; Sonia Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report –December 2016

The following significant events occurred in Administration work groups for the month of December 2016:

Human Resources

A total employment level for December 2016 is summarized as follows:

Positions	Budget FY17	Actual	Difference
Coach Operators F/T	139	136	-3
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	30	-1
Maintenance & Facilities	49	47	-2
Administrative (Interns 1 PT)	30	30	0
Total	250	243	-7

*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.

<i>December Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$8,512.81
<i>Other (includes Legal)</i>	\$5,788.73
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$26,577.30
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
<i>Total Expenses</i>	<i>\$53,390.92</i>
<i>Reserves</i>	<i>\$1,36,253.88</i>
<i>Excess Reserved</i>	<i>(\$403,670.49)</i>
<i># Ending Open Claims</i>	<i>33</i>

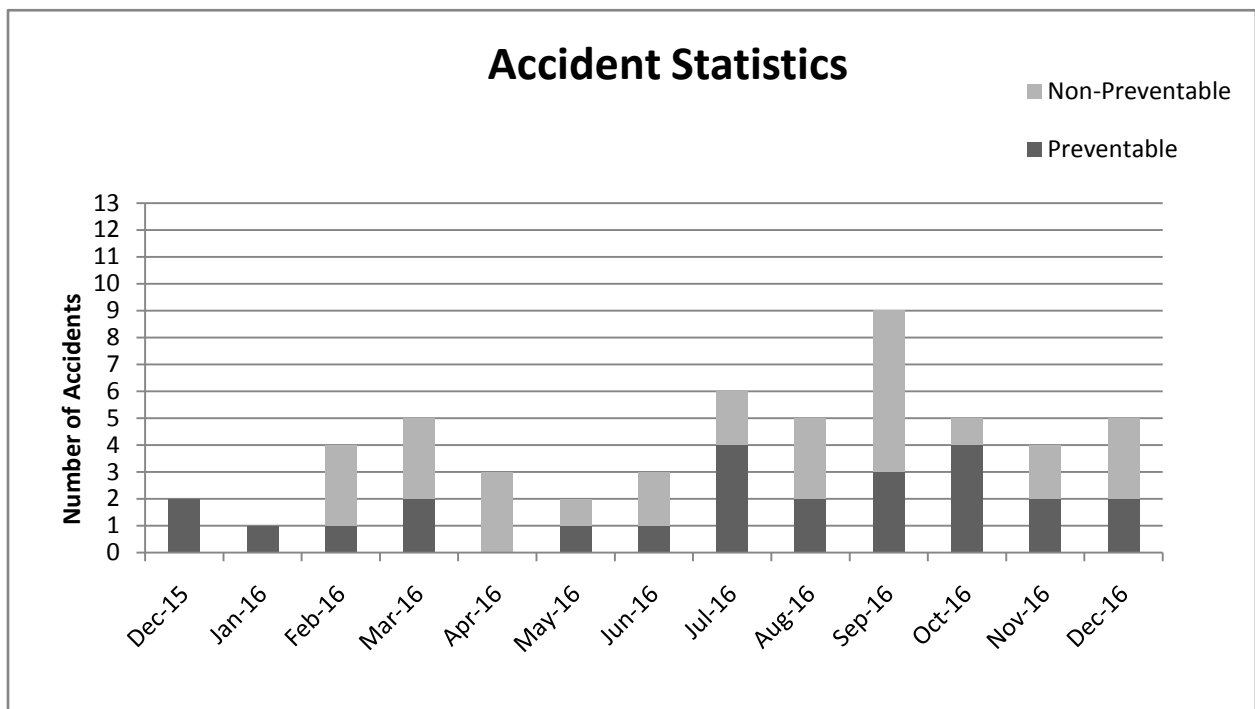
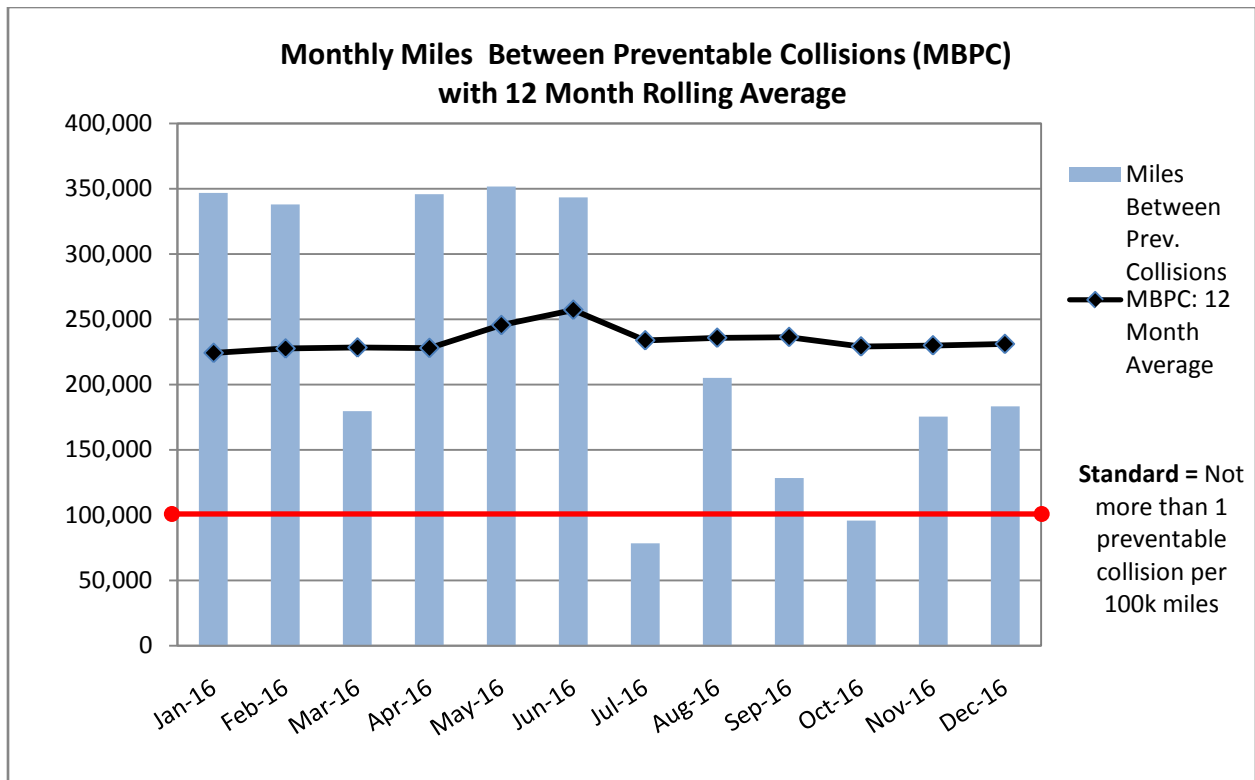
Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	3
FEMA IS-00100.b-Introduction to Incident Command System	2
Post-Accident/Incident Re-training	4
Harassment Prevention for Transit Employees	3
Alliance Career Training Solution: Excel Level 1	1
Special District Risk Management: Special District Board Secretary/Clerk Program	1
Sam Trans: Diesel Engine Tune-Up and Troubleshooting	2
CTA Fall Conference Attendance	10

Risk Management

Description	December 2016 Preventable		December 2015 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	3	0	0
MST bus hit stationary object	2	0	2	0
TOTAL	2	3	2	0

During the month of December there were two occurrences of a bus making contact with stationary objects.



There were \$100,000 in claim recoveries during this period and \$1,436.60 claims paid.

Customer Service Update – December 2016

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	December '15	% of reports received
Improper Driving	4	6	1/5*	17.6%	5	12.2%
Routing	2	0	2	3.5%	1	2.4%
Passed By	2	3	1*	8.8%	2	4.9%
Improper Employee Conduct	1	0		1.8%	3	7.3%
Bus Stop Amenities	2	0		3.5%	1	2.4%
Late Arrival	0	0		0.0%	2	4.9%
Fare / Transfer Dispute	0	1		1.8%	1	2.4%
No Show	1	0		1.8%	1	2.4%
Inaccurate Public Information	0	0		0.0%	1	2.4%
Service Other	2	4	1/2*	10.6%	9	22.0%
Passenger Conduct	2	0		3.5%	1	2.4%
Early Departure	2	8	1/8*	17.6%	5	12.2%
Off Route	0	0		0.0%	1	2.4%
Employee Other	5	2	2/1*	12.3%	6	14.6%
Service Schedule	2	0	1	3.5%	0	0.0%
Agency Policy	0	1		1.8%	2	4.9%
ADA Compliance	1	0	1	1.8%	0	0.0%
Harassment by Employee	0	1	1*	1.8%	0	0.0%
Service Animal	2	0		3.5%	0	0.0%
Taxi	0	1	1*	1.8%	0	0.0%
Title VI Complaint	1	0		1.8%	0	0.0%
Unsafe Conditions	1	0		1.8%	0	0.0%
Total Complaints	30	27		100.0%	41	100.0%
Employee Compliment	0	1			1	
Service Compliment	0	0			1	

Finance Update – December 2016

General Accounting/Accounts Payable

During the month of December, staff processed timely and accurate payments to

vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Vavrinek, Trine, Day & Co., LLP, to complete our Comprehensive Annual Financial Report for FY2016.

Payroll

Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis. Payroll continued to provide hours and earnings reports upon request to MST departments

Grants

Staff participated in the California Air Resources Board workshop for Volkswagen's California Zero Emission Vehicle Investment Commitment and began coordinating several proposals to submit to Volkswagen for consideration. Staff also attended the Monterey County community Development Block Group (CDBG) annual workshop. The FTA Triennial Review was officially closed out in December.

Purchasing

During the month of December, Parts staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are remaining under \$200K. Parts staff has also been evaluating obsolete parts and equipment in anticipation of our relocation to a temporary facility during the construction of the new operations and maintenance building at Ryan Ranch Road. The temporary Parts room will be smaller; therefore, some inventory will be relocated to the parts room at CJW.

Information Technology Update – December 2016

Staff worked with MST Operations and Maintenance Department personnel for the monitoring of the ITS equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic Vehicle Location system on the fixed route and Paratransit fleets.

Staff liaised with Trapeze Software Group to continue the process for implementation of the Fixed Route Interactive Voice Response (IVR) system. Staff monitored the Real-time bus arrival system data. Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database.

Staff worked with Giro and MST staff in the next phase of the implementation of the additional modules in the Hastus system. Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose and other outlying areas of service. Staff monitored the virtual computer systems. Staff monitored and configured the AT&T managed Voice Over IP (VOIP) telephone system. And, staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

Marketing and Sales Update – December 2016

Published news stories include: “Deeply discounted bus and parking passes” (Carmel Chamber of Commerce Weekly Update, 12/13/16); “Council says farewell to two members” (Soledad Bee, 12/13/16); “Deeply discounted bus and parking passes” (Carmel Chamber of Commerce Weekly Update, 12/20/16); “Seeing Salinas through holiday lights” (The Californian, 12/20/16); “Holiday schedules for Christmas, Sunday, Dec. 25, and Monday, Dec. 26” (Monterey County Herald, 12/23/16); “MST offers free bus service to First Night button holders” (Monterey County Herald, 12/28/16); “Special late buses to run New Year’s Eve” (The Californian, 12/29/16); “Holiday schedules for New Year’s Day and Monday, Jan. 2” (Monterey County Herald, 12/29/16).

Press releases sent include: “MST to provide limited bus service for the holidays” (12/19/16); “Free MST bus service to First Night Monterey” (12/27/16).

Marketing activities: Completed installation of signage at Lichtanski Administration Building; held meetings with representatives from Community Human Services regarding MST’s buses and customer service locations becoming Safe Places for youth in crisis; ordered wallet-sized calendars with holiday bus schedules for 2017; continued work on grant-funded South County marketing campaign; received scope and quotes for updating JAZZ displays with Wellman Advertising; received scope, quotes, and general theme for RealTime bus arrival campaign with Wellman Advertising; worked with staff to develop new phone tree layout and scripts; continued work on RealTime flag signs; edited annual report proofs and approved final draft for printing; set-up Hootsuite account to better-manage MST’s presence on Social media; managed MST website content, Facebook page, and Twitter account.

Community outreach: Staffed information booth at Adelante Con Orgullo Mujer Inmigrante conference in Salinas; staffed information booth at Health Fair at Cesar Chavez library in Salinas; attended the reopening celebration of the newly-renovated Sam Karas Acute Rehabilitation Center in Natividad Medical Center; attended the Monterey Bay Aquarium Board of Trustees special reception in Monterey; presented to seniors in a CHP Age Well Drive Smart workshop in Monterey; attended the Gonzales Community collaboration meeting in Gonzales; attended Monterey County’s Community Voices for Aging (MCCVA) meeting in Sand City; attended Alisal Vibrancy Plan Engagement meeting in Salinas.

Planning Update – December 2016

During the month of December, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 2014 Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. During the month the

Presidio, with assistance of MST Business Development Transit Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes. Fortunately, Congress voted in December 2015 to raise the transit benefit again on a permanent basis. The benefit was raised for the Presidio participants on March 10, 2016. As such, staff will continue discussions with the Presidio to re-evaluate the program with some expansions possible for the future.

In December, staff began a bi-weekly check in with the consultant for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study. Staff met with CSUMB to discuss transit items on campus. CSUMB hired a new transportation planner who will be coordinating with MST on planned transit service. Staff attended a State Parks meeting to discuss transportation issues along Highway 1 in the Carmel and Point Lobos corridor. State Parks is preparing a Master Plan for State-owned lands in the area south and east of Carmel.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, Monterey County Business Council, and the Fort Ord Reuse Authority.

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FY 2017 Project Action Plan

1. Complete move-in and dedication of 19 Upper Ragsdale Administration facility. Jul 2016
Status: Completed on July 9th 2016
2. Complete negotiations of ATU and MSTEA labor agreements. Jun 2017
Status: Ongoing. ATU negotiations have been ongoing with completion anticipated by Spring 2017 to be followed directly by negotiations with MSTEA.
3. Begin construction of Monterey Bay Operations and Maintenance Facility. Jan 2017
Status: Pre construction activities began December 2016 with full Notice To Proceed issued to contractor January 2017.
4. Develop strategy for replacement/expansion of Salinas maintenance facility Jun 2017
Status: Ongoing with staff working realtor to identify suitable alternatives .
5. Conduct Board Strategic Planning Workshop. Jan 2017
Status: Board Workshop conducted on January 9, 2017 with final strategic plan scheduled for adoption at meeting March 6, 2017
6. Secure grants to fund south county maintenance facility project including environmental documentation, design, permitting, property acquisition, and construction. Jun 2017
Status: MST received a federal grant to fund \$4.3M related to a south county maintenance facility and is actively working with US Department of Agriculture on an low interest financing package through rural community facilities program to complete the project.
7. Implement staff structure reorganization to support long term strategy. Feb 2017
Status: Staff continues to recruit for key operations and fleet maintenance management positions to be in place before April 2017.
8. Implement new projects from Measure Q transportation improvement plan as funding allows. Jun 2017
Status: Per the board adopted Measure Q implementation plan key staff have been hired, intelligent voice recording system is being tested, free veterans pass programs and a paratransit emergency system has been ordered.
9. Implement upgrade of Hastus software, and implement intelligent voice recording system. Mar 2017
Status: MST Fixed route intelligent voice recording system scheduled to be deployed Spring 2017. Upgrade of Hastus scheduling/dispatch software is ongoing.
10. Commence Feasibility Study of Bus Operations on State Route 1 Shoulders and Monterey Branch Line in coordination with Santa Cruz Metro. Mar 2017
Status: Bus on Shoulder feasibility study is under way.

FY 2017 Ongoing and Recurring Action Items

1. Conduct transit activities within board adopted operational and financial performance standards. **Status: Operational activities remain at or above standard in virtually all areas. Staff is developing plans to address recent increase in the frequency of preventable accidents.**
2. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements. **Status: Due to inability to attract sufficient numbers of applicants some planned service expansion has been delayed.**
3. Actively participate in state and national trade association to support issues of local concern. **Status: MST staff continues to actively participate in all state and national trade associations.**
4. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors. **Status: MST recently received a federal grant that supports training activities in local colleges and was successful in engaging Hartnell College to continue its participation in a regional transit training consortium.**
5. Provide administrative support in service to Monterey County RTA. **Status: Ongoing. Staff continues to support the RTA and has held board meetings and a strategic planning session during the year to date.**
6. Ensure compliance with federal, state and local regulations and conduct regular review of policies and practices. **Status: Ongoing. This past month staff received the close-out of its federal triennial review.**
7. Maintain adequate staffing and organizational structure for MST and RTA. **Status: Staff is attempting to fill coach operator positions and Operations and Maintenance manager positions.**
8. Adopt and execute federal and state legislative programs. **Status: Ongoing. Both state and federal legislative programs have been adopted and staff is working with our state and national trade associations to implement and lobbyists to implement.**
9. Procure replacement buses and shelters as funding allows. **Status: Ongoing. Year to date staff has received 9 mini buses and has another on order to support services for veterans, seniors and disabled customers. Twenty-five heavy duty diesel and two zero emission electric buses have been placed on order.**
10. Implement marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation. **Status: Ongoing . A south county outreach and promotion campaign is currently underway. Staff is planning separate ad campaigns to**

launch the new MST RealTime system and an update of the MST JAZZ Bus Rapid Transit Service in Spring 2017.

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Thomas Walters & Associates, Inc.
25 Massachusetts Avenue, N.W., Suite 570
Washington, D.C. 20001
(202) 737-7523

**MONTEREY-SALINAS TRANSIT
Washington, D.C. Itinerary**

Carl Sedoryk, General Manager/CEO
Hunter Harvath, Deputy CEO

November 30 –December 2, 2016

WEDNESDAY, NOVEMBER 30, 2016

- 9:30 a.m.** **Organizational Meeting -Thomas Walters & Associates**
25 Massachusetts Avenue, N.W., Suite 570
(202) 737-7523
- 10:30 a.m.** **Jamie Matese, Legislative Director to Rep. Peter King (R-NY)**
339 Cannon House Office Building
Contact: 202-225-7896
Subject: transit commuter fringe benefit
- 11:00 a.m.** **Andrew Banducci, Workforce Policy Counsel to Chairman John Kline (R-MN)**
John Martin, Majority Staff; Geoffrey MacLeay, Professional Staff Member
House Committee on Education and the Workforce
200 C St SW, Washington, DC 20024 (call when you get there)
Contact: John Martin – 202-226-9412
Subject: 13c Transportation Labor Issue
- 1:30 p.m.** **Congressman Sam Farr and Debbie Merrill, Legislative Director**
1126 Longworth House Office Building
Subject: Fort Ord Army Lease
- 2:30 p.m.** **Molly Lowe, Professional Staff to Congressman Calvert (R-CA)**
2205 Rayburn House Office Building
Contact: Molly Lowe – 225-1986
Subject: 13c Transportation Labor Issue
- 3:30 p.m.** **John Sandell, Associate Tax Counsel to Chairman Brady (R-TX)**
House Ways and Means Committee
1136 Longworth House Office Building
Contact: 202-225-5522
Subject: Wireless Power Transfer project/electric vehicle tax credit

THURSDAY, DECEMBER 1, 2016

- 9:00am - noon** **National Center For Mobility Management Peer Exchange**
1300 I (Eye) Street NW, 11th Floor
- 2:00 p.m.** **Jack Overstreet, Legislative Correspondent to Sen. Isakson (R-GA)**
131 Russell Senate Office Building,
Contact: 202-224-3643
Subject: Wireless Power Transfer project/electric vehicle tax credit

FRIDAY, DECEMBER 2, 2016

- 10:00am - 3:00pm** **APTA Board of Directors Meeting**
1300 I (Eye) Street NW, 11th Floor
- 12:45 p.m.** **Lunch meeting with Debbie Merrill, Legislative Director to Congressman**
Acqua Al 2
7th Street Southeast, Washington DC, 20003
Contact: (202) 525-4375212

Monterey-Salinas Transit
Washington, D.C. Office

January 24, 2017

TO: Carl Sedoryk

FROM: Thomas P. Walters

The following report summarizes actions taken on behalf of Monterey-Salinas Transit in January.

115th Congress and Trump Administration

The 115th Congress convened on January 3, and the House of Representatives and the Senate have begun a steady schedule of legislative business designed to take advantage of the new electoral realities. The swearing-in of President-elect Trump on January 20 has intensified this process and the agenda is expected to include significant initiatives on infrastructure and tax reform.

Elaine Chao has been nominated by President Trump to serve as Secretary of Transportation. The Senate has held hearings on her nomination and a vote to confirm is expected in the near future. Chao is seen as a conventionally conservative, rather than revolutionary, pick to head the agency, based on her previous service as Secretary of Labor in the George W. Bush Administration. Chao has also served successfully in other roles within the DOT as head of the Maritime Administration and as Deputy Secretary. Although this pick has been reassuring to many transportation stakeholders, the direction that DOT takes this year will be significantly impacted by the other officials who are subsequently named to head the various modal agencies.

Infrastructure Initiative

The Trump Administration is proposing to spend \$1 trillion on various infrastructure projects over 5-10 years. Very little is known about the details of this proposal, other than that the plan will be revenue-neutral and will rely heavily on tax credits and private sector investment. Democratic Congressional Leaders have expressed a strong interest in working with President Trump on his infrastructure plan, but are insisting on billions of dollars of increased Federal spending and not just tax credits to secure their support. During her confirmation hearings, Secretary-designate Chao indicated that the plan would include additional direct Federal spending on projects. Additional details are expected later in February when President Trump spells out his budget proposals.

Budget Process and Outlook

The House and Senate Appropriations Committees worked throughout 2016 to restore “regular order” by drafting individual FY 2017 appropriations bills in order to enact them by the October 1 start of the new fiscal year. Although most of the twelve FY 2017 spending measures were drafted at the Committee level, progress through the full House and Senate faltered and Congressional Leaders opted instead for a Continuing Appropriations Resolution to provide interim funding through April 28, 2017. Since the Federal government is operating under this short-term funding authority, final decisions about transportation funding levels will not be made until late spring.

Lobbying Strategies & Opportunities

The 115th Congress that convened on January 3 is faced with the need to finish the FY 2017 budget while simultaneously beginning work on the FY 2018 funding bills. In addition, an aggressive calendar is being planned by Congressional Leaders to work on President Trump’s agenda. The specific agenda will include infrastructure funding, budget and tax issues that are critical to MST. Accordingly, we are planning for meetings later this month for MST staff to advocate on issues that are specific to your agency’s Federal Agenda and will provide additional recommendations based on emerging opportunities in the future.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

On December 8th MST hosted a transportation summit for representatives of our state delegation. Attendees included the General Manager of the Santa Cruz Metropolitan Transit District as well as staff members from the offices Senator Canella and Monning and Assembly member Stone.

In early January Governor Brown unveiled his proposed 2017-18 State Budget and the following is an analysis provided by the California Transit Association:

Citing economic uncertainty, the \$176 billion budget emphasizes fiscal restraint, while continuing strategic investments to strengthen California's economic footing, improve our infrastructure, counteract the effects of poverty, and address climate change.

Importantly, the proposed budget restates the Governor's commitment to addressing the state's transportation infrastructure crisis, and introduces a revised transportation funding package, which would invest \$43 billion in transportation over the next decade (an increase of approximately \$600 million annually from his 2016-17 proposal). The Governor's Budget states that "the repair, maintenance, and efficient operation of the state's transportation system are vital to California's economic growth" and once again emphasizes a few key principles:

- Focusing new revenue primarily on "fix it first" investments to repair neighborhood roads and state highways and bridges;
- Making key investments in trade corridors to support continued economic growth and implementing a sustainable freight strategy;
- Continuing measures to improve performance, accountability and efficiency at Caltrans;
- Investing in passenger rail and public transit modernization and improvement;
- Avoiding an impact on the General Fund.

The Governor's proposed transportation funding package shares elements of AB 1 (Frazier) and SB 1 (Beall), and includes "a combination of new revenues, additional investments of Cap and Trade auction proceeds, accelerated loan repayments, Caltrans efficiencies & streamlined project delivery, accountability measures, and constitutional

protections for the new revenues,” and revenues will be split evenly between state and local priorities.

Specifically, the \$4.2 billion proposal provides annualized resources as follows:

- *Road Improvement Charge* — \$2.1 billion from a new \$65 fee on all vehicles, including hybrids and electrics;
- *Stabilize Gasoline Excise Tax* — \$1.1 billion by setting the gasoline excise tax beginning in 2017-18 at the 2013-14 rate of 21.5 cents and eliminating the current annual adjustments. The broader gasoline tax would then be adjusted annually for inflation to maintain purchasing power;
- *Diesel Excise Tax* — \$425 million from an 11 cent increase in the diesel excise tax beginning in 2017-18, adjusted annually for inflation;
- *Cap and Trade* — \$500 million in additional Cap and Trade proceeds; and,
- *Caltrans Efficiencies* — \$100 million in cost saving reforms.

Additionally, the Budget includes a General Fund commitment to transportation by accelerating \$706 million in loan repayments over the next three years. These funds will support additional investments in the Transit and Intercity Rail Capital Program, trade corridor improvements, and repairs to the state highway system.

The Governor’s plan does include a ramp up in 2017-18, with only \$1.8 billion in new revenues the first year. However, by year two the plan would provide approximately \$4.2 billion for a number of programs. Of this amount, approximately \$1.8 billion would be available for local streets and roads, \$1.8 billion for state highways, \$250 million for goods movement, and \$400 million for transit.

Finally, the Governor’s plan provides \$25 million annually for competitive planning grants to assist regions and local governments in achieving the sustainable transportation requirements of SB 375 (Steinberg) [Chapter 728, Statutes of 2008] and other State objectives.



December 1, 2016

To: C. Sedoryk, General Manager/CEO

From: Mark Eccles – Director of Information Technology

Subject: Trip Report – California Transit Association (CTA) Conference

I attended the CTA conference on the 15th – 18th November, 2016 in Oakland CA. I am the chairperson of the CTA Information Technology Committee and had a meeting on 15th November. The CTA IT Committee represents the CTA member state transit agencies, by facilitating a formal structure to determine the types and uses of the Intelligent Transportation Systems (ITS) that are in place within California.

I attended the following sessions:

- Transit Asset Management and FTA Audits - this session laid out requirements for categorizing and reporting of Transit Assets. At MST, we would be able to utilize the EAM system to achieve this, with a little tweaking.
- Performance Indicators, Best Practices - the presenters at this session gave information about their asset management systems and how they have streamlined their reporting to give them "real-time" and collated information. AC Transit has a great suite of systems in place that they have developed in-house.
- Affordable Public Transit Software Solutions - this session was very informative. Again, AC Transit has developed a great suite of reporting systems and configuration info that they have offered to other agencies. I will discuss this option at the next IT Committee meeting in January. Open source (free) Mapping software is available that MST will be taking advantage of in order to integrate into the TM and Hastus GEO systems.



Prepared by: Mark Eccles



December 1, 2016

To: C. Sedoryk, General Manager/CEO

From: Jeanette Alegar-Rocha, Executive Assistant to GM/CEO and Clerk to the Board

Subject: Trip Report

I attended the Board Secretary/Clerk Conference in Monterey, California November 15-16, 2016. During the conference I attended all seminar sessions which included the following:

- **Board Secretary/Clerk Foundations** presented by David Aranda
- **Understanding Board Member and District Liability Issues** presented by the Special District Risk Management Authority (SDRMA)
- **Staying in Compliance: Understanding Fundamental Special District Laws** Meyers Nave
- **Records Retention and Management presented by** Burke Williams Sorensen and Laserfiche

The curriculum was developed to provide a conference training program over two days to educate attendees on all major aspects related to a board secretary/clerk's responsibilities.

Upon commencement of the conference, I received a Certificate of Completion of the Board Secretary/Clerk Training Program on November 16, 2016.



Prepared by: _____
Jeanette Alegar-Rocha, Deputy Secretary



December 13, 2016

To: Carl Sedoryk

From: Michelle Overmeyer, Grants Analyst

Subject: TRIP REPORT

On November 16, 2016 I travelled to Oakland to participate in the California Transit Association's 3-day Fall Conference & Expo, which was held on November 16-18, 2016. I attended the following sessions during the conference:

- Understanding Transit Funding Resources in a Dynamic Environment
- Legislative Updates and Advocacy for Transit Initiatives
- East Bay Bus Rapid Transit (BRT) Construction Tour
- Zero Emission Impact on Infrastructure
- Pathways to the Zero-Emissions Bus

A handwritten signature in black ink, appearing to read "Michelle Overmeyer", with a long, sweeping horizontal line extending to the right.

Prepared by: Michelle Overmeyer

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December 19, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: CTA Fall Conference Trip Report

I attended the **CTA Fall Conference** in Oakland, CA from November 16-18, 2016 along with other transit professional representing properties all throughout California.

I was lucky enough to attend four sessions that focused on organizational leadership within the transit industry. The sessions were:

- **Diversity Awareness and Respect in the Workplace-** The session covered how management needs to be the role model by making diversity and respect in the workplace a priority in the workforce.
- **Educational Opportunities and Succeeding in the Transit Today-** The session covered how many transit systems are addressing education and training with their organizations. An example that jumped out was Foothill Transit that partnered with their local college to provide leadership classes at their facilities. This allowed their middle manager to obtain their Bachelor and Graduate degrees directly after work.
- **Succession Planning and Attracting New Transit Talent-** This session covered the importance of putting the right people into the right positions to help plan for the future of the organization. The importance of contacts and networking can help with the recruitment and future retention of employees.
- **Continuity of Operations and Disaster Response/Recovery Planning-** The last session was a continuation of the General Session with General Honroe. The session touched upon the importance of the transit during emergency situations and agencies taking a seat at the table. Transportation agencies also have to work their employees in educating them on what is expected of the agency during a time of emergency.

The experience of talking with other transit professionals and having the opportunities to discuss agency projects is enlightening. I appreciate the opportunity to have attended this training.



Prepared By: Kelly Halcon



December 21, 2015

To: Mike Hernandez – Assistant General Manager – Chief Operating Officer

From: Robert Weber, Director – Transportation Services

Subject: TRIP REPORT – November 2016

From November 16th through 18th, I traveled to the City of Oakland, California to attend the annual CTA conference. While at the conference I attended several break out and general sessions relevant to public transit operations, maintenance, and administration which included;

General Sessions:

Bernard J. Tyson – Chairman – CEO of Kaiser Foundation: Embracing technology and innovation to meet today's challenges.

Lieutenant General Russell L. Honoré: Leadership and Preparedness in the 21st Century.

Carol H. Williams: President & CEO – Carol H. Williams Advertising: Taking a fresh approach in brand management in the public transportation industry.

Break Out sessions:

- Transit Asset Management:
- Performance Indicators in Maintenance Operations and Best Practices:
- Educational Opportunities & Succeeding In Transit Today:
- Pathways to zero emissions:
- Continuity of Operations - Disaster & Recovery Planning

CTA Operations Committee

I attended the CTA Operations Committee meeting to discuss a wide range of issues to include ; ARB's proposed Advanced Clean Transit regulation, pending transit related regulations, and other CTA business.

Prepared by:



Robert Weber



December 21, 2016

To: Robert Weber – Director – Transportation Services

From: Alvin Johnson, Contract Transportation Supervisor

Subject: TRIP REPORT – November 2016

From November 16th through 18th, I traveled to Oakland, California to attend the fall CTA Conference. While at the conference I attended several sessions and meetings relevant to public transit operations, and administration to include;

- 1) Human Trafficking and Its Relationship with Public Transit: This session discussed how public transportation has inadvertently become a mechanism for human traffickers to ply their trade. We learned how to recognize the subtle signs of victims, what to do about it, and how public transportation authorities are successfully working with service providers, law enforcement, and other professionals in California to serve victims.
- 2) The Triennial Review from the Reviewers Perspective: This session discussed the steps you should take before auditors arrive at your door. I acquired knowledge about what will help your agency navigate successfully through the complex process.
- 3) Affordable Public Transit Software Solutions: Leveraging Open Source Data, Tools, and Platforms. This session looked at some of the options now available to leverage open source applications and software development communities. In addition, we explored other unique application development strategies, including a growing library of open source applications and other applications that, while not strictly open source, are very low cost.
- 4) Continuity of Operations and Disaster Response/recovery Planning: Hurricane Katrina, the Boston Marathon bombing, Hurricane Sandy, and the recent San

Bernardino terrorist attacks are but a few of the events that have tested our industry's preparedness and capabilities. We heard from subject matter experts who have been on the front lines of some of the most noted U.S. natural and man-made disaster, and better prepare our agency to plan for, respond to, and recover from these incidents.

- 5) General Session(s): Key Note Presentation Lieutenant General Russel L. Honore, (U.S. Army, Retired), gave great presentation on the importance of emergency response planning. He discussed how transportation agencies play an important role in emergency response and the importance of transit agency's to plan ahead.



Prepared By: Alvin Johnson



January 9, 2017

To: Carl Sedoryk, General Manager/CEO
From: Michael Hernandez, Assistant General Manager/COO
Subject: TRIP REPORT – CTA Annual Meeting

I attended the California Transit Annual Fall Conference in Oakland from November 16-18 and attended the following sessions:

- CTA Maintenance Committee
- Transit Asset Management and FTA Audits
- General/Opening Sessions
- Performance Indicators, Best Practices
- Zero-emission Impact on Infrastructure
- Pathways to Zero-Emission Bus
- Vendor Expo/Product Show

Points of interest from several sessions included details on upcoming FTA requirements for tracking the condition of Federal assets and the conference provided excellent information on the progress of electric bus technologies.

I was a speaker at the “Zero-Emission Impact on Infrastructure” session and provided attendees with an update on MST’s electric trolley project and construction challenges. At the product showcase I had an opportunity to review the latest vehicles on display and meet with several vendors/suppliers.

Prepared by: _____
Michael Hernandez

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January 25, 2017

To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager – Finance & Administration

Subject: TRIP REPORT – November & December 2016

From November 15th through 17th, I traveled to Oakland to attend the California Transit Association's 51st Annual Fall Conference & Expo. While at the conference I attended the following sessions:

- CTA Maintenance Committee
- Transit Asset Management and FTA Audits
- Marketing Roundtables
- Redefining Marketing
- Keynote Presentation – Lieutenant General Russel L. Honore'
- Product and Service Exposition
- Small Operators Breakfast – which included honoring US Congressman Sam Farr as CTA's elected official of the year

From November 29th through December 2nd, I traveled to Washington, DC, to participate in legislative advocacy meetings with staff members to various legislators and Congressional committees, including:

- Rep. Peter King
- Rep. John Kline
- Rep. Sam Farr
- Rep. Ken Calvert
- Rep. Kevin Brady
- Sen. John Isakson
- House Committee on Education and the Workforce
- House Ways and Means Committee

While in Washington, I also attended a meeting of the APTA Small Operators Committee.

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Prepared by: _____
Hunter Harvath



MONTEREY
PENINSULA
CHAMBER OF
COMMERCE

THE MONTEREY PENINSULA CHAMBER OF COMMERCE BOARD OF DIRECTORS
CONGRATULATES AND ACKNOWLEDGES THE COMMITMENT, DEDICATION AND
SUPPORT OF THE CHAMBER'S MISSION AND GOALS WHICH

MONTEREY-SALINAS TRANSIT

HAS SHOWN THROUGH

25 YEARS OF CONTINUOUS MEMBERSHIP

PRESENTED THIS 24TH DAY OF JANUARY, 2017 AT THE ANNUAL MEMBERSHIP LUNCHEON

JODY HANSEN
PRESIDENT AND CEO

KEN GORDON
CHAIR, 2017 BOARD OF DIRECTORS



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