Board of Directors Regular Meeting
November 5, 2018

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 or a trip to the destination of your choice up to $17.00.

1. CALL TO ORDER

   1-1. Roll Call.

   1-2. Pledge of Allegiance.

   1-3. Review Highlights of the agenda. (Carl Sedoryk).

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. CONSENT AGENDA

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


3-6. Disposal of Property Left On Board Buses. (Sonia Wills) (Page 25).


End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS


4-2. Retirement- 23 Years of Service – Roger Ralph, Coach Operator. (Robert Weber).

4-3. 30 Years of Service - Sonia Wills, Customer Service Supervisor. (Lisa Rheinheimer).

4-4. Receive Presentation from Veterans Transition Center For Operation Stand Down (No Enclosure).

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Approve Purchase of Automatic Passenger Counters from Dilax with a contract period of up to three (3) years not to exceed $600,000. (Lisa Rheinheimer) (Enclosure) (Page 39).
6-2. Award a three-year contract to SC Fuels to furnish Ultra Low Sulfur Diesel Fuel (ULSDF) and Unleaded Gasoline at $3,404,933 for the initial year and Authorize staff to extend the contract for up to two one-year extensions under the same terms. (Sandra Amorim) (Enclosure) (Page 41).

6-3. Approve Contract for Workers Compensation Third Party Administrator Services to Pacific Claims Management. (Kelly Halcon) (Page 43).

6-4. Approve Purchase of Ten (10) New Mini Buses from Creative Bus Sales. (Sandra Amorim) (Page 45)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – October 2018. (Page 47)


7-4. Staff Trip Reports. (Page 77-81).

7-5. Correspondence (Page 83).

8. BOARD REPORTS, COMMENTS & REFERRALS

8-1. Reports on meetings attended by board members at MST expense. (AB 1234).

8-2. Board member comments and announcements.

8-3. Board member referrals for future agendas.

9. 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


10. RETURN TO OPEN SESSION

10-1. Report on Closed Session and possible action.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for September 2018 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

12. ADJOURN

**NEXT MEETING DATE:** December 10, 2018

19 Upper Ragsdale Dr., Monterey, Suite 100

**NEXT AGENDA DEADLINE:** November 27, 2018

*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 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
GREGORY BURCHELL  
NOVEMBER 2018  
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 his positive contribution to MST and to the entire community; and

WHEREAS, Gregory Burchell began his career with Monterey-Salinas Transit in May of 2014 as a Coach Operator. He has been recognized in the past for outstanding performance with numerous Safe Driving and Attendance Awards; and

WHEREAS, Gregory Burchell was selected as a Line Instructor for our Coach Operator training program because he has demonstrated leadership, and outstanding safety record and professionalism at work; and,

WHEREAS, Gregory Burchell recently dealt with a difficult passenger, who became hostile and violent when he refused to follow MST’s policies to ride the bus. During the altercation, Greg remained cool and collected without endangering himself or his passengers and the passenger eventually left his bus; and

WHEREAS, Gregory Burchell demonstrates outstanding customer service and professionalism on a daily basis. He is an asset to the Operations Department and to his fellow co-workers; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Gregory Burchell as Employee of the Month for November 2018; and

BE IT FURTHER RESOLVED that Gregory Burchell is to be congratulated for his outstanding performance, dedication, and supreme effort toward the success of MST completing its mission.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2019-10 this 5th day of November 2018.

_______________________ _______________________
Michael LeBarre Carl G. Sedoryk
Chairperson Secretary

MST AGENDA / NOVEMBER 5, 2018 MEETING / PAGE 5
ROGER RALPH
23 YEARS OF SERVICE

WHEREAS, Roger Ralph began his career with the Monterey-Salinas Transit in January of 1995. During his 23 year career at MST, Roger Ralph supported MST’s Transportation Department and MST customers, and

WHEREAS, Roger Ralph was recognized for both his safety and attendance record – receiving 12 safe driving awards and 13 attendance awards, and has received multiple written commendations and certificates of appreciation for his services to MST and its customers and

WHEREAS, Roger Ralph serviced with distinction as a Line Instructor and Behind the wheel Trainer and

WHEREAS, Roger Ralph was recognized for his commitment to MST’s Mission as the Employee of the Month in December of 1996 and

WHEREAS, after 23 years of service to MST and approximately 586,000 miles behind the wheel serving his customers, Roger Ralph retired on November 3, 2018.

THEREFORE BE IT RESOLVED that the Board of Directors of the Monterey-Salinas Transit District recognizes and congratulates Roger Ralph for his exceptional support and service to MST and our customers; and

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

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2019–11 this 5th day of November 2018.

________________________________________  _________________________________________
Mike LeBarre  Carl G. Sedoryk
Chairperson  Secretary
MST BOARD OF DIRECTORS

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

MEETING MINUTES

October 8, 2018

Present:
Carolyn Hardy   City of Carmel-by-the-Sea
Kristin Clark   City of Del Rey Oaks
Yanely Martinez City of Greenfield
Mike LeBarre    City of King
Frank O’Connell City of Marina
Timothy Barrett City of Monterey (Alternate)
Luis Alejo      County of Monterey
Ken Cuneo       City of Pacific Grove
Tony Barrera    City of Salinas
Dave Pacheco    City of Seaside
Anna Velazquez  City of Soledad

Absent:
Robert Bonincontri City of Gonzalez
Dan Albert      City of Monterey
Mary Ann Carbone City of Sand City

Staff:
Carl Sedoryk          General Manager/CEO
Hunter Harvath         Assistant General Manager
Robert Weber           Chief Operating Officer
Norman Tuatavuki       Deputy Chief Operating Officer
Kelly Halcon           Directory of HR &Risk Management
Mark Eccles            Director of Information Technology
Lisa Rheinheimer       Director of Planning and Marketing
Jeanette Alegar-Rocha  Executive Assistant /Clerk to the Board
Beronica Carriedo      Community Relations Coordinator
Andrea Williams        Accountant and Budget Manager
Sandra Amorim          Procurement and Contract Manager
Michelle Overmeyer     Grants Analyst
Alvin Johnson          Contract Transportation Supervisor
Deanna Smith           Compliance Analyst
Eva Perez              Office Administrator
Mike Butler            Marketing and Customer Service Manager
Cristy Sugabo          Mobility Manager
1. **CALL TO ORDER**

   1-1. Roll Call.

   1-2. Pledge of Allegiance.

   Chair LeBarre called the meeting to order at 10:10 a.m. The pledge of allegiance was led by Director Barrett.

   1-3. Review Highlights of the agenda.

   Mr. Sedoryk reviewed the highlights of the agenda.

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

   Mr. Sean Coleman, a regular MST bus passenger and disabled veteran, expressed a complaint related to feeling verbally abused by a coach operator before the board of directors.

   Mr. Sedoryk and the MST Board sincerely apologized for the treatment received by Mr. Coleman and informed him that MST staff was present to address his concerns.

   Ms. Cheryl Wilson, a regular and disabled MST Rides passenger asked the board of directors and staff why there was a changed in the schedule for bus routes 13 and 17.

   Mr. Sedoryk informed her that MST staff was present to address her concerns.

3. **CONSENT AGENDA**

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

   3-1. Adopt Resolution 2019-07 recognizing Jessica Diaz, HR Assistant as Employee of the Month for October 2018. (Angelina Ruiz)

3-3. Minutes of the regular meeting of September 10, 2018. (Jeanette Alegar-Rocha)

3-4. Minutes of the BOPC Meeting of September 10, 2018. (Jeanette Alegar-Rocha)

3-5. Financial Report – August 2018. (Lori Lee)

3-6. Disposal of Property Left On Board Buses. (Sonia Wills)

3-7. Approve Performance Incentive Pool for MSTEA and Confidential Unit. (Carl Sedoryk)

3-8. Extension of Advertising Sales with Chidlaw Marketing. (Hunter Harvath)


End of Consent Agenda

Public Comment – None

Director Barrett made the motion to abstain from item 3-3 as he was not present. Director Alejo made the motion to approve all items on the consent agenda and was seconded by director Velazquez. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. October Employee of the Month – Jessica Diaz, HR Assistant. (Angelina Ruiz)

4-2. 21 Years of Service- Ken Walker, Coach Operator. (Robert Weber)

5. PUBLIC HEARINGS

5-1. Public Hearing for Emergency Service Reductions and/or Fare Increases (Hunter Harvath) (Enclosure)

Public Comment – None

Director Velazquez commented that due to the low attendance in the South County public hearings, she would like to have follow-up public hearings if Prop 6 passes explaining any reductions in services and/or increases in bus fares.

Chair LeBarre made the motion to hold the public hearing and was seconded by director Barrett. The motion passed unanimously.

6. ACTION ITEMS
6-1. Receive Update Approve Financing Documents for South County Maintenance & Operations facility. (Hunter Harvath)

Public Comment – None

**Director Clark made the motion to approve South County Maintenance & Operations Facility Financing Documents and was seconded by director Alejo. The motion passed unanimously.**

6-2. Authorize MST to purchase one (1) 40 foot low-floor coach from Gillig Corporation not to exceed $554,600. (Norm Tuitavuki)

Public Comment – None

Chair LeBarre commented that Gillig will provide a workshop at their Livermore, CA location to the Board of Directors and Staff in January 2019.

**Director Martinez made the motion to approve the purchase of the Gillig Coach and was seconded by director Velazquez. The motion passed unanimously.**

6-3. Authorize the purchase of three (3) service trucks at the lowest price/best options at the time of purchase not to exceed $37,000.00 each. (Norman Tuitavuki)

Public Comment – None

**Director O’Connell made the motion to approve the purchase of three (3) service trucks and was seconded by director Hardy. The motion passed unanimously.**

6-4. Approve a Three Year Agreement with ZONAR™ Corporation for an Electronic Verified Inspection Reporting System. (Robert Weber)

Public Comment – None

**Director Barerra made the motion to approve a three (3) year agreement with ZONAR™ Corporation for an Electronic Verified Inspection Reporting System and was seconded by director Hardy. The motion passed unanimously.**

7. **REPORTS & INFORMATION ITEMS**

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


7-4. Staff Trip Reports.
7-5. Correspondence
   a. Air District Press Release - AB2766
   b. Innovative Clean Transit Letter
   c. Janus Decision

Public Comment – None

8. BOARD REPORTS, COMMENTS & REFERRALS

8.-1 Reports on meetings attended by board members at MST expense.
   (AB 1234)

8-2. Board member comments and announcements.
   a. Zero Emission Bus Ribbon Cutting at Salinas City Hall, Tuesday, October 9, 2018 at 3pm.
   b. Chair LeBarre verbally provided a report on his attendance at the 2018 APTA Annual Meeting in Nashville, TN.
   c. Director Velazquez verbally reported on her attendance at the 2018 APTA Annual Meeting in Nashville, TN.

8-3. Board member referrals for future agendas.
   a. Director Martinez announced the upcoming Harvest Festival in Greenfield.

At 11:34 a.m., Chair LeBarre made the motion to hold a recess.

At 11:45 a.m., Chair LeBarre called the meeting to reconvene with Dave Laredo announcing the closed session item 9-1.

9. 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

Transit Union (ATU), and MST. (D. Laredo, K. Halcon)

Public Comment – None

10. RETURN TO OPEN SESSION

10-1 Report on Closed Session and possible action.

Dave Laredo reported that staff provided updates on closed session item 9-1 with no reportable action.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for August 2018 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 LeBarre adjourned the meeting at 11:56 a.m.

PREPARED BY:  ___________________   REVIEWED BY:  _____________________
Jeanette Alegar-Rocha            Carl G. Sedoryk
Board Operations Performance Committee (BAPC)
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes
October 8, 2018
9:00 a.m.

Present: Barrera (Chair), Clark (Vice Chair), Martinez, O’Connell, Pacheco

Absent: Luis Alejo

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Assistant General Manager; Robert Weber, Chief Operating Officer, Lisa Rheinheimer, Director of Planning & Marketing; Mark Eccles, Director of Information Technology, Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board

Public: Sean Coleman

1. Call to Order.
   Chairperson Barerra called the meeting to order at 9:00 a.m.

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

   Public Comment- None

3. Received Administrative Performance Preview

4. Received Update on Emergency Service Reduction

5. Received Legislative Update
6. South County Maintenance Facility Procurement Update

7. Received update on Procurement Of Automated Passenger Counters

8. Received update on Service Anniversary Awards

9. Received Workers Compensation Program Update

10. Closed session

As permitted by Government Code §54957 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board’s Meyers-Milias-Brown Act representative.

10-1. General Manager Performance Evaluation

11. Return to open session and report on closed session

12. Staff and Committee member comments, questions, or referrals


There being no further business, the meeting was adjourned at 10:10 a.m.
To: Board of Directors

From: Lori Lee

Subject: Financial Reports – September 2018

RECOMMENDATION:

1. Accept report of September 2018 cash flow presented in Attachment #1

2. Approve September 2018 disbursements listed in Attachment #2

3. Accept report of September 2018 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance Sept. 1</td>
<td>$12,905,181.45</td>
</tr>
<tr>
<td>Revenues</td>
<td>$2,445,912.37</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;5,616,713.35&gt;</td>
</tr>
<tr>
<td>Ending balance Sept. 30</td>
<td>$9,734,380.47</td>
</tr>
</tbody>
</table>

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:

By the end of the first quarter of FY 2019, a $315,688 surplus on the fixed-route portion of the operations was offset by a $161,757 deficit on the MST RIDES operation, resulting with a year-to-date surplus of $153,931. This negative RIDES variance can be attributed in part to increased demand for paratransit services on weekends in Salinas, which must be provided for free in association with our “Free 40’s” promotion for fixed-route buses in Salinas on weekends. Under the federal Americans with Disabilities Act
regulations, when free fares are offered on fixed-route buses, comparable ADA paratransit trips must also be free. Staff has noted record high passenger boardings on the MST Rides program.

The following fixed-route expenses have negative variances of greater than 5% or have a monetary value greater than $5,000 as seen in the September Budget vs. Actual reports contained in Attachment #4:

1. **Advertising and Marketing** – This significant 231% negative variance can be attributed to having two separate ad campaigns running in September. In honor of the annual Monterey Jazz Festival, MST runs its award-winning television advertisement during the month. Staff anticipates that October’s expenditures in this category will return to normal as the Jazz advertisement will be off the air until next September. In addition, it should be noted that while the negative variance measured as a percentage appears significant, the actual dollars spent over budget was $9,775, representing less than one percent (0.2%) of the district’s total expenses for the month.

2. **Vehicle Maintenance** – This 67% negative variance is being investigated further by staff. With the new buses in service fully in September, vehicle maintenance costs should be lower than previous years.

3. **Insurance** – The majority of this 10% negative variance is due to a significant repair cost of one of the Relief Unit sedans that transport coach operators between TDA or CJW and major transit centers in Monterey, Sand City and Salinas when shift changes occur.


PREPARED BY: ___________________ REVIEWED BY: ___________________

Lori Lee Hunter Harvath
(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 09/01/18 12,905,181.45

Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>438,406.42</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>272,650.00</td>
</tr>
<tr>
<td>LTF / STA / 5307</td>
<td>278,070.64</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>822,298.19</td>
</tr>
<tr>
<td>Grants</td>
<td>70,375.25</td>
</tr>
<tr>
<td>Loan Proceeds</td>
<td>486,625.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>32,375.25</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>45,111.62</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>2,445,912.37</strong></td>
</tr>
</tbody>
</table>

Disbursements

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>4,123,169.92</td>
</tr>
<tr>
<td>Capital</td>
<td>1,493,543.43</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(5,616,713.35)</strong></td>
</tr>
</tbody>
</table>

Ending balance 09/30/18 9,734,380.47
### PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14 Payroll &amp; Related Expenses</td>
<td>612,648.29</td>
</tr>
<tr>
<td>September 28 Payroll &amp; Related Expenses</td>
<td>620,758.20</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>266,605.38</td>
</tr>
<tr>
<td>Garnishments</td>
<td>4,913.88</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>394,971.41</td>
</tr>
<tr>
<td></td>
<td>1,899,897.16</td>
</tr>
</tbody>
</table>

### GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>3,595,300.68</td>
</tr>
<tr>
<td>Transfer to RTA</td>
<td>2,738.89</td>
</tr>
<tr>
<td>Paydown loans</td>
<td>52,197.66</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>42,355.54</td>
</tr>
<tr>
<td>Interest expense</td>
<td>13,665.97</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>10,557.45</td>
</tr>
<tr>
<td></td>
<td>3,716,816.19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>5,616,713.35</td>
</tr>
<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
<td>(1,493,543.43)</td>
</tr>
<tr>
<td><strong>Operating Disbursements</strong></td>
<td><strong>4,123,169.92</strong></td>
</tr>
</tbody>
</table>
## DISBURSEMENTS SUMMARY

**GENERAL ACCOUNT DISBURSEMENTS FOR September 01, 2018 - September 30, 2018**

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 09/05/2018</td>
<td>49854 - 49854</td>
<td>128.00</td>
</tr>
<tr>
<td>Accounts Payable 09/07/2018</td>
<td>49855 - 49959</td>
<td>2,482,023.10</td>
</tr>
<tr>
<td>Accounts Payable 09/10/2018</td>
<td>49960 - 49985</td>
<td>1,556.82</td>
</tr>
<tr>
<td>Accounts Payable 09/14/2018</td>
<td>49986 - 50103</td>
<td>493,901.14</td>
</tr>
<tr>
<td>Accounts Payable 09/25/2018</td>
<td>50104 - 50111</td>
<td>33,879.72</td>
</tr>
<tr>
<td>Accounts Payable 09/28/2018</td>
<td>50112 - 50178</td>
<td>583,811.90</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,595,300.68</strong></td>
<td></td>
</tr>
</tbody>
</table>

### CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUESCOPE CONSTRUCTION</td>
<td>TDA Rehab September 19, 2016</td>
<td>49862</td>
<td>9/7/18</td>
<td>1,133,213.78</td>
</tr>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>49937</td>
<td>9/7/18</td>
<td>124,021.99</td>
</tr>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>50067</td>
<td>9/14/18</td>
<td>105,686.67</td>
</tr>
<tr>
<td>CREATIVE BUS SALES, INC</td>
<td>Bus Purchase February 6, 2017</td>
<td>50125</td>
<td>9/28/18</td>
<td>101,136.14</td>
</tr>
<tr>
<td>CREATIVE BUS SALES, INC</td>
<td>Bus Purchase April 10, 2017</td>
<td>50125</td>
<td>9/28/18</td>
<td>202,272.28</td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
<td>Recurring Expense</td>
<td>49909</td>
<td>9/7/18</td>
<td>818,495.99</td>
</tr>
</tbody>
</table>
### LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>5,627,608.01</strong></td>
</tr>
<tr>
<td>09/06/18</td>
<td>308</td>
<td>Transfer to General Checking</td>
<td>1,150,000.00</td>
<td></td>
<td><strong>4,477,608.01</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>4,477,608.01</strong></td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:

Quarterly interest earned - 2.16%

31,509.51

4,509,117.52

LAIF Treasury Balance at 09/30/18

4,509,117.52

### RABOBANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1,769,563.95</strong></td>
</tr>
<tr>
<td>09/04/18</td>
<td>479</td>
<td>LTF</td>
<td>1,245,175.61</td>
<td></td>
<td><strong>3,014,739.56</strong></td>
</tr>
<tr>
<td>09/06/18</td>
<td>LAIF Trust</td>
<td>LAIF Trust Fund</td>
<td>1,150,000.00</td>
<td></td>
<td><strong>4,164,739.56</strong></td>
</tr>
<tr>
<td>09/07/18</td>
<td>308</td>
<td>AP/Payroll</td>
<td>2,250,000.00</td>
<td></td>
<td><strong>1,914,739.56</strong></td>
</tr>
<tr>
<td>09/13/18</td>
<td>212</td>
<td>Military</td>
<td>200,000.00</td>
<td></td>
<td><strong>2,114,739.56</strong></td>
</tr>
<tr>
<td>09/13/18</td>
<td>308</td>
<td>AP/Payroll</td>
<td>945,000.00</td>
<td></td>
<td><strong>1,169,739.56</strong></td>
</tr>
<tr>
<td>09/28/18</td>
<td>308</td>
<td>AP/Payroll</td>
<td>470,000.00</td>
<td></td>
<td><strong>699,987.44</strong></td>
</tr>
</tbody>
</table>

09/30/18

Interest @ 0.30% | 247.88 | 699,987.44

RABO MM Balance at 09/30/18

699,987.44

---

**LAIF TREASURY BALANCE**

Balance Forward at 09/01/18 | 5,627,608.01

RABO MM Balance at 09/30/18 | 1,769,563.95

**LOCAL AGENCY INVESTMENT FUND**

Quarterly interest earned - 2.16%

31,509.51

LAIF Treasury Balance at 09/30/18 | 4,509,117.52
### MONTEREY-SALINAS TRANSIT

**Revenue & Expense - Consolidated**

Budget vs Actual

For the Period from September 1, 2018 to September 30, 2018

(Amounts are in USD)

(Includes Fund: 001004)

(Includes Gil Budget Name: BUDFY19)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-327,934</td>
<td>-316,249</td>
<td>-11,685</td>
<td>-940,535</td>
<td>-648,747</td>
<td>8,212</td>
</tr>
<tr>
<td>Special Transit</td>
<td>-391,176</td>
<td>-571,644</td>
<td>180,468</td>
<td>-1,286,342</td>
<td>-1,714,932</td>
<td>428,590</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>-77,945</td>
<td>-29,912</td>
<td>-48,033</td>
<td>-182,480</td>
<td>-89,736</td>
<td>92,744</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,752,152</td>
<td>-2,753,625</td>
<td>1,500</td>
<td>-8,256,456</td>
<td>-8,260,956</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-3,549,207</td>
<td>-3,571,467</td>
<td>122,250</td>
<td>-10,665,813</td>
<td>-11,014,371</td>
<td>348,558</td>
</tr>
</tbody>
</table>

### Notes

**Expenses**

- Labor: 1,309,250, 1,366,096, -56,846, 3,988,570, 4,100,988, -112,418
- Benefits: 792,173, 811,991, -20,818, 2,472,145, 2,645,873, -173,728
- Advertising & Marketing: 17,209, 7,434, 9,775, 36,714, 22,302, 13,409
- Professional & Technical: 96,130, 74,375, -18,245, 193,665, 223,125, -29,460
- Outside Services: 36,440, 37,084, -644, 110,586, 111,252, -666
- Outside Labor: 89,956, 124,339, -34,383, 256,052, 373,017, -116,965
- Fuel & Lubricants: 256,125, 307,865, -51,740, 720,589, 923,595, -203,006
- Vehicle Maintenance: 115,617, 69,183, 46,434, 279,573, 207,549, 71,024
- Marketing Supplies: 1,621, 2,293, -672, 4,188, 6,879, -2,691
- Utilities: 40,534, 46,929, -6,395, 129,463, 140,787, -11,324
- Insurance: 88,292, 80,148, 8,144, 245,877, 240,444, 5,433
- Taxes: 12,572, 17,633, -5,061, 49,731, 52,899, -3,168
- Purchased Transportation: 456,349, 465,159, -8,810, 1,409,361, 1,395,477, 13,874
- Miscellaneous Expenses: 49,801, 46,904, 2,897, 119,449, 140,712, -21,263

- Interest Expense: 16,748, 16,667, 81, 37,784, 50,001, -12,207
- Leases & Rentals: 32,881, 39,713, -6,832, 105,868, 119,139, -13,271

**Total Operating Expenses**

3,429,836, 3,571,467, -241,621, 10,350,126, 11,014,371, -664,245

**Operating Surplus/Deficit**

-119,371, -119,371, -216,688, -216,688
### MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from September 1, 2018 to September 30, 2018

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY19)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-22,269</td>
<td>-23,171</td>
<td>902</td>
<td>-68,882</td>
<td>-69,513</td>
<td>631</td>
</tr>
<tr>
<td>Special Transit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-457,712</td>
<td>-465,614</td>
<td>902</td>
<td>-1,375,211</td>
<td>-1,375,842</td>
<td>631</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>9,763</td>
<td>10,473</td>
<td>-710</td>
<td>31,275</td>
<td>31,419</td>
<td>-144</td>
</tr>
<tr>
<td>Benefits</td>
<td>5,521</td>
<td>5,562</td>
<td>-41</td>
<td>18,719</td>
<td>16,686</td>
<td>33</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>417</td>
<td>-417</td>
<td></td>
<td>1,261</td>
<td>1,261</td>
<td>-1,251</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>417</td>
<td>-417</td>
<td></td>
<td>1,261</td>
<td>1,251</td>
<td>-1,251</td>
</tr>
<tr>
<td>Outside Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>5,173</td>
<td>8,375</td>
<td>-3,202</td>
<td>15,522</td>
<td>25,125</td>
<td>-9,603</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>50,462</td>
<td>38,070</td>
<td>12,392</td>
<td>160,496</td>
<td>114,210</td>
<td>46,286</td>
</tr>
<tr>
<td>Supplies</td>
<td>261</td>
<td>1,957</td>
<td>-1,696</td>
<td>1,452</td>
<td>5,871</td>
<td>-4,419</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>120</td>
<td>120</td>
<td>280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>401,538</td>
<td>374,490</td>
<td>27,048</td>
<td>1,255,634</td>
<td>1,123,470</td>
<td>132,164</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>18,494</td>
<td>18,853</td>
<td>-358</td>
<td>56,590</td>
<td>56,559</td>
<td>-469</td>
</tr>
<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>491,331</td>
<td>458,614</td>
<td>32,717</td>
<td>1,536,968</td>
<td>1,375,842</td>
<td>161,126</td>
</tr>
<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>33,619</td>
<td>33,619</td>
<td>161,757</td>
<td>161,757</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

Per MST’s Disposal of Lost and Found Property Policy adopted on November 13, 2017, lost items listed below which are left on buses, bus benches, at transit centers, at bus stops, and/or which have been turned in to bus or RIDES Operators, Customer Service Representatives, or any MST employee will be held at one of MST’s Customer Service locations for a three (3) month period.

MST makes an attempt to contact the owners of Lost and Found items. The items listed below are unclaimed after 90 days and will be auctioned off per Policy:

**Electronic devices: (cell phones, laptops, iPods, iPads, tablets, etc)**
1 Portable charger
1 Apple charger
1 Google chrome laptop
1 iPod
1 USB memory drive
14 cell phones
1 car charger
2 calculators
1 DS charger

**Wallets/purses and Driver’s License or Identification Cards:**
8 wallets

**Keys, glasses, jewelry, credit cards, cash:**
2 Rings with fake diamond
9 Pairs of sunglasses
9 Pairs of prescription eyeglasses
5 Pairs of reading glasses

**Musical instruments:**
None

**Skateboards, strollers, and scooters**

**Umbrellas:**
None

**Bicycles, bike helmets, and locks:**
10 bicycles

**Briefcases, portfolios, books and backpacks:**
1 Blue backpack with 2 bottles of liquor
1 Monterey Bay Aquarium tote bag
1 Bag with coins 7 books

*Estimated fair market value of $100 or more:*
None

*Cash to be retained: $355.40*

---

**PREPARED BY:** [Signature]
Sonia Wills

**REVIEWED BY:** [Signature]
Carl G. Sedoryk
To: Board of Directors
From: Mark Eccles, Director of Information Technology
Subject: Information Technology Department Structure and Staffing Audit Services

RECOMMENDATIONS:

Award a contract to Third Wave Corporation to perform a review of MST's Information Technology Department structure and service delivery.

FISCAL IMPACT:

Fiscal impact of $62,905.00, available in the FY19 operating budget.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

In August of 2018, MST procurement staff issued a Request for Proposals for IT Department Structure and Staffing Audit Services. The objective of this independent evaluation is to review our current structure and receive recommendations that MST can use to effectively support our internal business process improvements and provide enhanced service delivery of Information Technology needs.

Four proposals were received, with the results as follows:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Cumulative Score</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>True North</td>
<td>90</td>
<td>$79,800.00</td>
</tr>
<tr>
<td>RSM</td>
<td>87</td>
<td>$88,500.00</td>
</tr>
<tr>
<td>Third Wave</td>
<td>87</td>
<td>$62,905.00</td>
</tr>
<tr>
<td>TAP Technologies</td>
<td>82</td>
<td>$61,320.00</td>
</tr>
<tr>
<td>Securance Consulting</td>
<td>65</td>
<td>$67,906.00</td>
</tr>
</tbody>
</table>

After careful consideration of each proposal and their proposed cost, staff recommendation is to proceed with Third Wave who is competitively priced and received an acceptable score and evaluation from Staff.
1. CALL TO ORDER

1-1. Roll call

Chair LeBarre called the meeting to order at 11:35 a.m. and roll call was taken.

Present: Carolyn Hardy City of Carmel-by-the-Sea
         Kristin Clark City of Del Rey Oaks
         Yanely Martinez City of Greenfield
         Mike LeBarre City of King
         Frank O’Connell City of Marina
         Timothy Barrett City of Monterey (Alternate)
         Ken Cuneo City of Pacific Grove
         Tony Barrera City of Salinas
         David Pacheco City of Seaside
         Anna Velazquez City of Soledad
         Luis Alejo County of Monterey

Absent: Robert Bonincontri City of Gonzales
        Dan Albert City of Monterey
        Mary Ann Carbone City of Sand City

Staff: Carl Sedoryk General Manager/CEO
       Hunter Harvath Assistant General Manager
       Robert Weber Chief Operating Officer
       Norman Tuatavuki Deputy Chief Operating Officer
       Kelly Halcon Directory of HR &Risk Management
       Mark Eccles Director of Information Technology
       Lisa Rheinheimer Director of Planning and Marketing
       Jeanette Alegar-Rocha Executive Assistant /Clerk to the Board
       Beronica Carriedo Community Relations Coordinator
       Andrea Williams Accountant and Budget Manager
       Sandra Amorim Procurement and Contract Manager
       Michelle Overmeyer Grants Analyst
       Alvin Johnson Contract Transportation Supervisor
1. CALL TO ORDER

1-1. Roll call.

Chair LeBarre called the meeting to order at 11:35 a.m.

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 MSTC 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.

Public Comment – None

3. REPORTS AND INFORMATION ITEMS

None

4. ACTION ITEM

4-1. Adopt Resolution 2019-01 USDA Financing (Hunter Harvath) (Enclosure) (Page 3).

Public Comment – None

   Director Barerra made the motion to approve Resolution 2019-01 for the USDA Financing and was seconded by director Velazquez. The motion passed unanimously.

5. ADJOURN
There being no further business, the meeting was adjourned at 11:44 a.m.

PREPARED BY: Jeanette Alegar-Rocha

REVIEWED BY: Carl G. Sedoryk
MOBILITY ADVISORY COMMITTEE (MAC)

The Lichtanski Administrative Building (LAB)
First Floor Board Room, 19 Upper Ragsdale Dr., Monterey, CA 93940

MINUTES
Wednesday, July 25, 2018

1. CALL TO ORDER

1.1 Roll Call

Chairperson Kurt Schake called the meeting to order at 1:04 p.m. in the Monterey-Salinas Transit Board of Directors Chamber room (MST).

Present:

Kurt Schake Veterans Transition Center
Ronn Rygg United Way Monterey County
Reyna Gross Alliance on Aging
Kazuko Wessendorf Interim, Inc.
Virginia Murillo Transportation Agency for Monterey County (TAMC)
Jessica McKillip ITN Monterey
Maria Magaña Central Coast Center for Independent Living (CCCIL)
Aimee Cuda Central Coast Senior Services
Jenny Swad The Blind and Visually Impaired Center
Kathleen Murray-Phillips Monterey County Department of Social & Employment Services

Absent:

Melissa McKenzie Carmel Foundation
Alejandro Fernandez DaVita Dialysis
Maureen McEachen Visiting Nurse Association

Staff:

Carl Sedoryk General Manager/ CEO
Cristy Sugabo Mobility Services Manager
Edwin Marticorena Mobility Services Coordinator
Member Magaña and Member McKillip arrived at 1:05 p.m.

2. **CONSENT AGENDA**

2.1 Minutes of the regular meeting of May 30, 2018.

Member Murray-Phillips made a motion to approve the Minutes and Member Gross seconded. The motion was passed unanimously.

3. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

None.

4. **SPECIAL PRESENTATION**

4.1 Recognition Award for Ronn Rygg

Carl Sedoryk, General Manager/ CEO presented a recognition award to Member Rygg for his years of commitment and contribution to the Mobility Advisory Committee.

5. **MEMBERSHIP**

5.1 Member Murray-Phillips made a motion to accept membership resignation for Ronn Rygg, United Way representative and Member Wessendorf seconded. The motion was passed unanimously.

Member Murillo arrived at 1:16 p.m.
5.2 Member Cuda made a motion to accept membership resignation for Virginia Murillo, TMC representative and Member McKillip seconded. The motion was passed unanimously.

5.3 Member Rygg made a motion to recommend Stefania Castillo as TMC representative to the MST Board of Directors for membership and Member Magaña seconded. The motion was passed unanimously.

6. UNFINISHED BUSINESS

6.1 Received report on MAC Ad Hoc Subcommittee

Member Murray-Phillips reported back to the MAC that the subcommittee met to discuss the proposed expansion to the MST RIDES Special Transportation service zones and that the subcommittee was all in agreement with the proposed expansion. She asked that the MAC review the report in advance before the next MAC meeting.

Chair Schake requested that Staff send the report to all MAC members before the next meeting.

7. REPORTS

7.1 MV Transit Report

MV General Manager Don Parslow provided statistical report on the RIDES paratransit service delivery.

7.2 MST Mobility Updates

Edwin Marticorena, MST Mobility Programs Coordinator, stated that the MST Mobility Department has a new office at 15 Lincoln Avenue in Salinas and that activities at this office are by appointment only. The office will be used for RIDES interviews, functional assessments, and to conduct travel training activities in the near future. In addition, Mr. Marticorena provided a statistical report on RIDES eligibility and distributed the new Mobility Booklets.

7.3 MST Taxi Vouchers Update

Kevin Allshouse, MST Mobility Specialist, provided an update on the taxi voucher program. He stated that a new fiscal year started and that all current vouchers will expire next year on June 2019. Moreover, in the coming fall the taxi voucher program will have its new customer and driver handbook.
8. SUBJECT ITEM REQUEST

8.3 Statistical Report for the MST Taxi Program in November’s MAC meeting.

9. ANNOUNCEMENTS AND APPRECIATIONS

Member Murray-Phillips announced that the Monterey County Social Services approved to purchase bus passes for seniors, and they are looking for partners to help distribute them. In addition, the Area Agency on Aging (AAA) is planning to design a senior needs assessment starting in January 2019.

Member Gross complimented her fellow employee Maribel Trejo, Alliance on Aging Transportation Coordinator, for providing information assistance to seniors on transportation options. Also, she mentioned that the rural community in San Jerardo would benefit in receiving transportation services information. Lastly, she handed out flyers for the Farmer’s Market Coupon Program.

Member Cuda distributed flyers for the Monterey County Fair Senior and Veterans Day in August.

Mr. Marticorena announced that he is resigning from MST, and his last day of work is August 3, 2018.

Alvin Johnson, Contract Transportation Supervisor announced that in June, the MST Board of Directors approved the two year contract extension for MV Transportation.

Lisa Rheinheimer, Director of Planning and Marketing stated that at the July MST Board of Directors meeting the Board approved MST to conduct public hearings for possible fare increases and service reduction.

Chairperson Shake announced the Annual Veteran Stand Down Event for homeless veterans will be held in September. In addition, he expressed his appreciation to Member Murillo for all the hard work and dedication on the Measure X project.

10. ADJOURN
Chair Schake asked for a motion to adjourn the meeting. Member Cuda made a motion to end the meeting, and member Wessendorf seconded the motion. Meeting adjourned at 1:54 p.m.

Prepared by: Claudia Valencia  
Mobility Specialist

Reviewed by: Cristy Sugabo  
Mobility Services Manager
To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing
Mark Eccles, Director of Information Technology
Sandra Amorim, Purchasing Manager

Subject: Procurement of Automatic Passenger Counters

RECOMMENDATION:

Award contract to Dilax for Automatic Passenger Counters for up to 170 vehicles for a contract period of up to 3 years with an NTE of $600,000.00

FISCAL IMPACT:

The MST FY 2018/19 Capital Budget includes $150,000 for the purchase of Automatic Passengers Counters. MST recently received $163,000 in SB 1 formula funding which must be matched on a one to one basis. The lowest bid came in at $535,031.00 for up to 170 passenger counters. The shortfall can be covered from FY 2017/18 surplus/reserves.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

Automatic passenger counters (APC) are infrared sensors which are installed at the doors of buses to automatically count those boarding and alighting from the bus. The information collected from automatic passenger counters is used to report the number of passengers in monthly reports, monthly National Transit Database reports, as well as the triennial passenger survey of boardings and alightings as required by the National Transit Database.

Until automatic passenger counters are installed on vehicles, the method of retrieving and reporting passenger boardings is by way of the farebox where people pay by cash or a transit pass. The location of where people get off the bus is not captured at the farebox. As such, for the previous triennial passenger survey in 2016, MST has pulled video from the bus on randomly selected trips to record origin and destination information. This method is time and resource intensive.
The next triennial passenger survey year begins July 1, 2019, and this is one of the main reasons for installing automatic passenger counters now. Other advantages include:

- Reduces staff time spent cleaning passenger data collected from the farebox
- Provides real-time passenger loads which can be used to better manage bus size requirements
- Provides 97% data accuracy
- Provides adherence information to better manage route scheduling

MST solicited bids for automatic passenger counters in October with bids due October 23rd. The lowest responsive, responsible bidder was Dilax. Staff is also requesting additional funds up to $600,000 due to options that staff may elect to purchase, such as additional training, extended warranty and software support.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dilax</td>
<td>$535,031.00</td>
</tr>
<tr>
<td>Urban Transpiration Associates</td>
<td>$734,823.00</td>
</tr>
<tr>
<td>Clever Devices</td>
<td>$863,888.00</td>
</tr>
</tbody>
</table>

Upon award by your Board, MST staff will work with Dilax to install 60 automatic passenger counters on MST buses before July 1, 2019. An additional 5 will have been installed on the new trolley buses which will begin service on Memorial Day weekend in May 2019. The remaining APC's will be installed on the rest of the fleet in 2019/2020, if FY 2019/20 budget allows.

PREPARED BY: Lisa Rheinheimer    REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: Sandra Amorim, Purchasing Manager

Subject: Award Contract for Ultra Low Sulfur Diesel Fuel (ULSDF) and Unleaded Gasoline.

RECOMMENDATION:

1. Award a three-year contract to SC Fuels to furnish Ultra Low Sulfur Diesel Fuel (ULSDF) and Unleaded Gasoline.

2. Authorize staff to extend the contract for up to two one-year extensions under the same terms, conditions and prices provided the supplier has provided satisfactory service.

FISCAL IMPACT:

$3,404,933 for the initial year. This is the estimated cost for Ultra Low Sulfur Diesel Fuel (ULSDF) and Unleaded Gasoline for the first initial year of the contract period. Funding is available in the FY 2019 operations budget.

POLICY IMPLICATIONS:

Your Board approves contract greater than $25,000.

DISCUSSION:

MST has a continuing need for diesel fuel and gasoline for buses and support vehicles. Prices for fuel are rising and increasingly are taking a larger share of MST’s operation budget.

The IFB was published as a cooperative effort between MST and Regional Transit Coordinating Council (RTCC). The RTCC represents various agencies with much larger fuel requirements than MST, therefore providing us with added leverage for better pricing. Bidders were requested to submit cost information for delivery of ULSDF and Unleaded Gasoline.

Bid amounts for a three-year period for the estimated quantities of ULSDF and Unleaded Gasoline were requested. Fuel prices are based on the average weekly fuel price. The Results of the IFB are listed below.
SC Fuels was the lowest responsible and responsive bidder. The pricing below reflects a $470,000.00 savings on the adder over the contract period.

Results of the IFB for MST are as follows:

<table>
<thead>
<tr>
<th>SUPPLIER</th>
<th>LOCATION</th>
<th>AMOUNT</th>
<th>DBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC Fuels</td>
<td>Orange, CA</td>
<td>$10,214,800</td>
<td>No</td>
</tr>
<tr>
<td>Pinnacle Petroleum</td>
<td>Huntington Beach, CA</td>
<td>$10,350,000</td>
<td>No</td>
</tr>
<tr>
<td>Golden Gate Petroleum</td>
<td>Martinez, CA</td>
<td>$10,472,400</td>
<td>No</td>
</tr>
<tr>
<td>Mansfield Oil</td>
<td>Gainesville, GA</td>
<td>$10,492,600</td>
<td>No</td>
</tr>
</tbody>
</table>

Based upon their submission of a responsive price quote with the lowest cost, and offering all the services that meet the IFB specifications requested by staff, the recommendation is to award a three-year contract to Southern Counties Oil Company (SC Fuels). Approval of this action also authorizes staff to extend the contract for up to two additional one-year periods.

PREPARED BY:  Sandra Amorim REVIEWED BY: Hunter Harvath
To: Board of Directors

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

Subject: Approve Contract for Workers Compensation Third Party Administrator Services to Pacific Claims Management

RECOMMENDATION

Authorize staff to enter into a (3) year contract with Pacific Claims Management to provide Third Party Claims Administration service for Worker’s Compensation.

FISCAL IMPACT:

$5,708 per month for a total cost of $63,000 annually. Funding is available within the reserves set aside for Worker’s Compensation services.

POLICY IMPLICATIONS:

Your board approves all contracts great than $25,000.

DISCUSSION:

In 2013, MST chose to award separate contracts for each Worker’s Compensation service as a means to reduce some of the costs. Pacific Claims Management was selected to provide Third Party Administration service for Claims Administration based on recorded and verified performance and cost. Worker’s Compensation Third Party Administrators are the liaison between the injured party, physicians and the employer. Based on the information they receive for vendors on a claim, they provide recommendations on how to proceed with a claim.

Through their guidance and partnership with MST staff, MST has been able to see a cost savings valued at over $600,000 in operating dollars. Pacific Claims Management has aggressively administered claims and reduced MST’s open claims from 46 open claims in a year to 32 on average. MST’s overall Workers’ Compensation claims submitted on annual basis has also been reduced from 42 on average a year to 17 claims a year. These results have lead to significant costs savings and overall change in our safety culture with our employees.

As a self insured employer, MST is required to have a Third Party Administrator to adjust our Worker’s Compensation claims. In September 2018, Staff issued an RFP. Staff received two responses. While Pacific Claims Management is more costly than the lower cost proposal, the management of cases and cost savings to the agency warrants the contract cost. In addition, Pegasus monthly cost excludes the data conversion costs associating with switching suppliers. These costs range from $10,000-$16,000. Monthly costs for both proposals are listed below.
<table>
<thead>
<tr>
<th>Third Party Administrator</th>
<th>Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Claims Management</td>
<td>$5,208.00</td>
</tr>
<tr>
<td>Pegasus Risk Management</td>
<td>$4,583.00</td>
</tr>
</tbody>
</table>

Staff is asking the Board to grant authorization to award a contract with Pacific Claims Management for Third Party Administrative Services.
To: Board of Directors
From: Sandra Amorim
Subject: Purchase Ten Medium Buses for the MST Fixed Route Program

RECOMMENDATIONS:

Authorize the purchase of ten (10) medium sized (mini) buses from Creative Bus Sales for the MST Fixed Route program operated by MV Transportation.

FISCAL IMPACT:

These ten vehicles are to be purchased at estimated (final pricing will be submitted to your Board at the November 5th meeting) $105,000 cost each and are funded as follows: $772,263 through SB1, $207,737 through FORA, and $70,000 in FY2019 Capital budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

On April 28, 2017 Governor Brown signed Senate Bill 1 (SB1) (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. State of Good Repair is one program funded under SB1. It funds maintenance, rehabilitation, and capital projects. MST has $772,263 in SGR funds to use toward the replacement of 10 fixed route cutaway vehicles.

The Fort Ord Reuse Authority (FORA) oversees the redevelopment of the former Fort Ord military base. Through development fees, FORA is able to implement capital improvements required through the base reuse plan and mitigation measures. MST has $207,737 in FORA impact fees that will be used toward the replacement of 10 fixed route cutaway vehicles.

MV Transportation operates a fleet of cutaway buses for some of MST’s fixed route service. The useful life of a cutaway bus is 5 years or 150,000 miles. More than 1/3 of MST’s fixed route cutaway buses have exceeded this useful life and will need replacing. MST has funds to replace 10 of those vehicles now.
MST is approved to purchase mini-buses through the CalAct Transit Authority vehicle purchasing cooperative. The cooperative has previously solicited competitive pricing from vehicle manufacturers and has established itself as a one-stop shopping location for purchasing mini-buses. The use of the cooperative eliminates the need for MST to develop our own vehicle specifications and manage the bidding process.

Approval of this item will authorize the purchase of ten vehicles and the disposal of all retired vehicles associated with this procurement, which have no book value and are considered fully depreciated.

PREPARED BY: Sandra Amorim  REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – September 2018

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for September 2018 and a status update on progress made towards achieving FY 2019 Action Plan goals.

September 13-14 I attended a meeting of the California Transit Association Executive Committee in San Diego.

September 22-25 I attended committee meetings and workshops at the American Public Transportation Association annual conference in Nashville, TN.

Attachment #1 – Dashboard Performance Statistics September 2018
Attachment #2 – Operations Dept. Report – September 2018
Attachment #3 – Facilities & Maintenance Dept. Report September 2018
Attachment #4 – Administration Dept. Report – September 2018
Attachment #5 - FY 2019 Action Plan Update - September 2018

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: Carl G. Sedoryk
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
September 2018
Fiscal Years 2017-2019

Ridership

Goal = 1,255,067 passengers
Minimum = 1,192,314 passengers

Passengers Per Hour

Goal = 20 passengers p/h
Minimum = 15 passengers p/h

On Time Performance

Goal = 90% on time
Minimum = 75% on time

Percentage of Service Delivered

Goal = 99% completed
Minimum = 95% completed
MST RIDES
YTD Dashboard Performance Comparative Statistics
September 2018
Fiscal Years 2017-2019

Ridership

Goal = 33,436 passengers

Maximum = 36,779 passengers

Goals for Passengers Per Hour:

- Goal = 2.0 passengers p/h
- Minimum = 1.8 passengers p/h

On Time Performance

- Goal = 90% on time
- Minimum = 80% on time

Goals for One Way Trips:

- Maximum = 30,643 one-way trips
- Goal = 27,857 one-way trips
MST Rides
YTD Dashboard Performance Comparative Statistics
September 2018
Fiscal Years 2017-2019

Fare Box Recovery Ratio

<table>
<thead>
<tr>
<th>Year</th>
<th>Measure Q</th>
<th>Fare Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017</td>
<td>12.8%</td>
<td>12.8%</td>
</tr>
<tr>
<td>FY 2018</td>
<td>8.7%</td>
<td>8.7%</td>
</tr>
<tr>
<td>FY 2019</td>
<td>4.5%</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

(Ratio of passenger fares to total operating cost)

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour

<table>
<thead>
<tr>
<th>Year</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017</td>
<td>$48.21</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$51.67</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$76.43</td>
</tr>
</tbody>
</table>

(Total operating cost per hour of service)

Goal = $82.14 per RH
Maximum = $90.35 per RH

Miles Between Preventable Collisions

<table>
<thead>
<tr>
<th>Year</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017</td>
<td>86,149</td>
</tr>
<tr>
<td>FY 2018</td>
<td>91,168</td>
</tr>
<tr>
<td>FY 2019</td>
<td>93,236</td>
</tr>
</tbody>
</table>

(Total miles travelled between preventable collisions)

Goal = 110,000 Miles
Minimum = 100,000 Miles

Miles Between Road Calls

<table>
<thead>
<tr>
<th>Year</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017</td>
<td>70,465</td>
</tr>
<tr>
<td>FY 2018</td>
<td>82,460</td>
</tr>
<tr>
<td>FY 2019</td>
<td>38,737</td>
</tr>
</tbody>
</table>

(Miles travelled between mechanical failure)

Goal = 60,000 Miles
Minimum = 30,000 Miles
MST Fixed Route
Financial Performance Comparative Statistics
Month of September 2018
FY 2017-2019

MST Fixed Route Total Revenue
YTD Actual and Budget

- YTD Actual: $10,665,813
- YTD Budget: $11,014,371
- Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

- YTD Actual: $10,350,126
- YTD Budget: $11,014,371
- Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
Month of September 2018
FY 2017-2019

MST RIDES Total Revenue
YTD Actual and Budget

$1,375,211
$1,375,842
Minimum 95%

MST RIDES Total Expenses
YTD Actual and Budget

$1,536,968
$1,375,842
Maximum 105%
To: Carl Sedoryk, General Manager / C.E.O.

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

Subject: Transportation Department Monthly Report – September 2018

FIXED ROUTE BUS OPERATIONS:

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

Boarding statistics indicate that ridership decreased by 4.00% in September 2018, (406,048), as compared to September 2017, (422,979). For the Fiscal Year – to date passenger boardings have decreased by 2.77% as compared to last Fiscal Year.

Productivity decreased slightly from September of last year (17.3) to 17.0 passengers per hour in September of this year.

Supplemental / Special Services:

September 1-3: In support of the annual Monterey County Fair, MST deployed supplemental services to transport attendees to the event, which was held at the Monterey County Fair Grounds. The service transported 12,893 passengers during the three day event - increasing by 68% from last year’s event, (7,663).

September 21 – 23: In support of the annual Monterey Jazz Festival, MST deployed supplemental services to transport attendees to the event, which was held at the Monterey County Fair Grounds. The service transported 11,717 passengers during the three day event – increasing by 1.45% from last year’s event (11,550).

System Wide Statistics:

- Ridership: 406,048
- Vehicle Revenue Hours: 23,866
- Vehicle Revenue Miles: 398,197
- System Productivity: 17.0 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 34,527
**Time Point Adherence:** Of 134,023 total time-point crossings sampled for the month of September, the Transit Master™ system recorded 22,419 delayed arrivals to MST’s published time-points system-wide. This denotes that 83.27% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2018 - 2019.)

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

**Cancelled Trips:** As listed below, there were a total of ten (10) cancelled trips for the month of September for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Total Trips Provided: 34,527</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Accident</td>
</tr>
<tr>
<td>Mechanical</td>
</tr>
<tr>
<td>Staffing Shortage</td>
</tr>
<tr>
<td>Traffic</td>
</tr>
<tr>
<td>Unknown ¹</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
</tr>
</tbody>
</table>

¹ Insufficient information available- additional research required.

**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 September 2017 and 2018:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>September-17</th>
<th>September-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>33</td>
<td>41</td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of September there were 12,774 passenger boardings. This denotes a 9.67% increase in passenger boardings from September of 2017, (11,648). For the Fiscal year to date – passenger boardings have increased by 20.44% over FY 2018.

- Productivity for September of this year was at 1.83 passengers per hour, decreasing slightly from September of 2017 (1.88).
- For the month of September, 89.68% of all scheduled trips for the MST RIDES program arrived on time, increasing from September of 2017 (88.84%).

COMMUNICATIONS CENTER:

In September, MST’s Communications Center summoned public safety agencies on seventeen (17) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Disturbance / Other</td>
<td>13</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Medical Emergency / Injury</td>
<td>4</td>
</tr>
</tbody>
</table>

Robert Weber

ATTACHMENTS:

MST Fixed-Route Bus ~~ On Time Compliance FY 2019
MST Fixed-Route Bus ~~ Boarding Statistics FY 2019
MST Trolley ~~ Boarding Statistics FY 2019
MST RIDES ~~ On Time Compliance FY 2019
MST RIDES ~~ Boarding Statistics FY 2019
Operations Summary Report ~ September 2018
Mobility Management Report ~ September 2018
To: Carl Sedoryk, General Manager/CEO  
From: Robert Weber, Chief Operating Officer  
Subject: Monthly Maintenance Operations Report: September 2018

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$2.87</td>
<td>$2.79</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$3.10</td>
<td>$3.06</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: *Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September: 2018</td>
<td>$0.98</td>
<td>25,634</td>
</tr>
<tr>
<td>YTD: FY 2019</td>
<td>$0.95</td>
<td>24,364</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$0.92</td>
<td>21,943</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$0.89</td>
<td>18,733</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

The MST revenue fleet travelled 25,634 miles between major mechanical road calls during the month of September. The total number of road-call incidents was 13, all of which were for major mechanical failures ¹ and 0 were for other mechanical ² issues. The highest number of major mechanical road calls (61%) were attributed to electrical and engine defects. Fiscal year to date, the miles traveled between major mechanical road calls increased by 41.12% over the same period last year.

¹ These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.
² These are failures of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service.
On September 10, 2018, MST accepted delivery of two (2) 2018 - 30’ BYD Battery Electric Coaches. Pending final acceptance testing and staff training, it is anticipated these vehicles will be placed into revenue service in early to mid October.

September 23-26: The Deputy Chief Operating Officer traveled to Nashville, TN to attend the APTA annual meeting. In addition to attending a variety of sessions crossing multiple disciplines within our industry, he participated in sessions that were solely focused on Battery Electric bus technology and infrastructure.

In September the Department began recruitment efforts for a Maintenance Supervisor and Maintenance Technician to fill recent vacancies.
Date: October 19, 2018

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager; Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Sonia Wills, Customer Service Supervisor; Mike Butler, Marketing Manager.

Subject: Administration Department Monthly Report –September 2018

The following significant events occurred in Administration work groups for the month of September 2018:

**Human Resources**

A total employment level for September 2018 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY19</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>150</td>
<td>140</td>
<td>-10</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>34</td>
<td>33</td>
<td>-1</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>52</td>
<td>53</td>
<td>1</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>267</td>
<td>256</td>
<td>-11</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>September Worker’s Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$14,167.54</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$7,634.73</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$20,553.27</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$8,765.17</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$56,120.71</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$1,649,989.24</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($1,075,208.02)</strong></td>
</tr>
<tr>
<td><strong># Ending Open Claims</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>0</td>
</tr>
<tr>
<td>Certification and In-service training on 2018 CAT Forklift Model E3500</td>
<td>2</td>
</tr>
<tr>
<td>Post Accident/Incident Re-training</td>
<td>2</td>
</tr>
<tr>
<td>Return to Work Re-training</td>
<td>0</td>
</tr>
<tr>
<td>Harassment Prevention Training for Transit Employees</td>
<td>9</td>
</tr>
<tr>
<td>Libert Cassidy Whitmore: Management Guide to Public Sector Labor Relations</td>
<td>6</td>
</tr>
<tr>
<td>Forklift Re-Certificate Training</td>
<td>4</td>
</tr>
<tr>
<td>Fred Pryor Seminars: Communication Skills for Woman</td>
<td>1</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Excel Level 1 Training</td>
<td>1</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Excel Level 2 Training</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>September 2018 Preventable</th>
<th>September 2017 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

During the month of September there were two accidents considered preventable.
Accident Statistics

Number of Accidents

Non-Preventable
Preventable

Standard = Not more than 1 preventable collision per 100k miles

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

Miles Between Prev. Collisions
MBPC: 12 Month Average

MST AGENDA / NOVEMBER 5, 2018 MEETING / PAGE 61
# Customer Service Update – September 2018

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>Other Provider*</th>
<th># of valid reports</th>
<th>% of reports received**</th>
<th>September 2017</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>0</td>
<td>4</td>
<td>3*</td>
<td>5.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2.6%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>1</td>
<td>2</td>
<td>2*</td>
<td>3.9%</td>
<td>5</td>
<td>5.1%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>2</td>
<td>1</td>
<td>1*</td>
<td>3.9%</td>
<td>4</td>
<td>4.1%</td>
</tr>
<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>0</td>
<td>1</td>
<td></td>
<td>1.3%</td>
<td>2</td>
<td>2.0%</td>
</tr>
<tr>
<td>Full Bus / Left Behind</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>4</td>
<td>2</td>
<td>2*</td>
<td>7.9%</td>
<td>10</td>
<td>10.2%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>9</td>
<td>0</td>
<td>2</td>
<td>11.8%</td>
<td>17</td>
<td>17.3%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>2</td>
<td>1</td>
<td>1/1*</td>
<td>3.9%</td>
<td>6</td>
<td>6.1%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>1</td>
<td>3</td>
<td>3*</td>
<td>5.3%</td>
<td>6</td>
<td>6.1%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>0</td>
<td>5</td>
<td>4*</td>
<td>6.6%</td>
<td>7</td>
<td>7.1%</td>
</tr>
<tr>
<td>Off Route</td>
<td>1</td>
<td>2</td>
<td>1*</td>
<td>3.9%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Overcrowding</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passed By</td>
<td>8</td>
<td>3</td>
<td>4/2*</td>
<td>14.5%</td>
<td>14</td>
<td>14.3%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2.6%</td>
<td>2</td>
<td>2.0%</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reasonable Modification</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3.9%</td>
<td>3</td>
<td>3.1%</td>
</tr>
<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Routing</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Other</td>
<td>9</td>
<td>3</td>
<td>3/2*</td>
<td>15.8%</td>
<td>20</td>
<td>20.4%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2.6%</td>
<td>2</td>
<td>2.0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total reports MST and *Other Provider</td>
<td>76</td>
<td></td>
<td></td>
<td>100.0%</td>
<td>98</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Employee Compliment                        | 1   | 2               |                    | 1                       |
*Operated by MV Transportation or taxi provider
**Numbers may not add up exactly due to rounding

**Customer Service Call Center Report:**

During the month of September 2018, MST received a total of 4,423 calls which lasted a total of 94 hours and 3 minutes. The average call duration was one minute and seventeen seconds (1:17). MST received the most number of calls on Tuesday, September 4th at 228. Of the total number of calls, 956 (22%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST’s pre-recorded automated system, which appears to take more time.
Finance Update – September 2018

**General Accounting/Accounts Payable**

During the month of September, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to work effectively to meet financial reporting deadlines. During September 11th-13th, Vavrinek, Trine, Day & Co. LLP (VTD) was onsite performing MST’s financial audit for FY18.

**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**

During the month of September staff attended an SB1 workshop at Caltrans District 5 headquarters in San Luis Obispo. Grant materials were compiled for the agency’s final audit, and work was started on the annual National Transit Database report.

**Purchasing**

During the month of September, staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at CJW and TDA locations. The inventory value for the month of September was $181,415, which was a 4% decrease over the month of August. Staff continues to define and evaluate the best level of inventory to support Maintenance needs. Staff also worked on several large procurements such as for IT Department Audit Services and support vehicles.

**Information Technology Update – September 2018**

Staff worked with Operations and Maintenance Department personnel in monitoring the Intelligent Transportation Systems (ITS) equipment installed on the vehicles. These include the hardware and software for the Trapeze Automatic Vehicle Location systems on the fixed-route and Paratransit fleets. Staff monitored the Fixed Route Real-Time bus arrival/departure system. Staff worked with the Paratransit fleet contractor regarding the IVR and web booking system.

Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system and configured reporting documentation. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff monitored and reconfigured the WiFi systems installed on 15 buses used on the commuter routes.

Staff worked with Giro and MST staff in the ongoing implementation of the latest modules in the Hastus system.
Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications in the MST service area.

Staff monitored and configured the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system. Staff worked with AT&T regarding the high speed data system upgrades at the MST locations.

Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements. Staff are working on specifications for hardware upgrade requirements needed over the next six months.

Marketing Update – September 2018

RealTime Usage:

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>RealTime Phone</th>
<th>CSR Phone</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2017</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July+</td>
<td>177</td>
<td>*</td>
<td>2,364**</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>August</td>
<td>3,959</td>
<td>1,332</td>
<td>4,463</td>
<td>70,282</td>
<td>4,552</td>
</tr>
<tr>
<td>September</td>
<td>5,297</td>
<td>1,379</td>
<td>4,614</td>
<td>99,289</td>
<td>4,919</td>
</tr>
<tr>
<td>October</td>
<td>6,168</td>
<td>1,306</td>
<td>3,769</td>
<td>112,114</td>
<td>5,381</td>
</tr>
<tr>
<td>November</td>
<td>5,805</td>
<td>1,321</td>
<td>4,278</td>
<td>107,642</td>
<td>4,932</td>
</tr>
<tr>
<td>December</td>
<td>5,956</td>
<td>1,212</td>
<td>3,913</td>
<td>86,928</td>
<td>4,615</td>
</tr>
<tr>
<td><strong>2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>5,520</td>
<td>1,193</td>
<td>4,013</td>
<td>99,050</td>
<td>4,711</td>
</tr>
<tr>
<td>February</td>
<td>5,536</td>
<td>1,290</td>
<td>4,028</td>
<td>118,088</td>
<td>4,999</td>
</tr>
<tr>
<td>March</td>
<td>5,758</td>
<td>961***</td>
<td>4,259</td>
<td>115,521</td>
<td>4,994</td>
</tr>
<tr>
<td>April</td>
<td>7,101</td>
<td>751</td>
<td>4,112</td>
<td>129,201</td>
<td>5,451</td>
</tr>
<tr>
<td>May</td>
<td>7,551</td>
<td>886</td>
<td>4,146</td>
<td>121,831</td>
<td>4,638</td>
</tr>
<tr>
<td>June</td>
<td>7,054</td>
<td>951</td>
<td>4,421</td>
<td>117,730</td>
<td>5,332</td>
</tr>
<tr>
<td>July</td>
<td>7,838</td>
<td>1,197</td>
<td>5,204</td>
<td>124,495</td>
<td>5,359</td>
</tr>
<tr>
<td>August</td>
<td>10,196</td>
<td>1,195</td>
<td>5,210</td>
<td>161,709</td>
<td>7,164</td>
</tr>
<tr>
<td>September</td>
<td>10,159</td>
<td>956</td>
<td>4,423</td>
<td>182,161</td>
<td>7,488</td>
</tr>
</tbody>
</table>

Notes:
* RealTime was launched July 24, 2017.
* RealTime phone and Transit App usage is not available for July.
** Due to an AT&T system glitch, there was no phone data recorded from July 20-31 even though calls were received.
*** The number of MST RealTime phone calls received during the month of March was below average. This irregularity was a result of the RealTime phone system being unavailable due to a lost data connection March 17-20. During these four days, there were no RealTime phone calls received. The average daily number of calls received through the RealTime phone system was 31 during the month of March.

**Press releases sent include** “MST Board of Directors States Opposition to November Ballot’s Proposition 6” (9/10/2018), “Monterey-Salinas Transit Partners To Provide Transportation for Veterans Event” (8/26/2018).

**Marketing activities:** staff prepared for the BYD Zero-Emissions Bus Ribbon-Cutting Event in Salinas. Staff continued to prepare graphics for the Salinas Mobility Center and plan the dedication ceremony. Staff designed and placed a display ad in the MC Weekly’s Best of Monterey Student Guide. Staff updated and ordered two brochures.

**Community outreach:** staffed information booth at Ciclovia in Gonzales; staffed information booth at PACT- Division of Adult Parole meeting in Salinas; staffed information booth for CSUMB; staffed information booth for Gathering for Women in Monterey; staffed information booth at El Grito in Salinas; staffed information booth for the King City Chamber Resource Fair in King City; staffed information booth for the Stand Down in Monterey; staffed information booth with the CHOMP mobile clinic in Seaside.

**Collaborative/Meeting/Presentations/Committees:** attended MCCVA collaboration meeting in Salinas; attended SCORE collaboration meeting in Camphora; attended a public meeting in Salinas; attended a public meeting for the new Hartnell campus in Soledad; presented to parents from Alisal High School in Salinas; HOME Collaboration meeting in Castroville.
Overview by Social Media Platform:

Twitter

- Tweets: 197 (-134)
- Followers: 600 (+4)
- Engagement: 34 (-24)
- Traffic: 20 (-7)

Facebook

- Posts: 28 (+10)
- Fans: 1K (+8)
- Engagement: 534 (+164)
- Traffic: 21 (-53)
Instagram

Notes: On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.

A Facebook "fan" is a user who likes a particular Facebook page. Users who "like" a page are able to receive updates from that page's administrator through status updates, posted content, and event invitations. A list of pages a fan has liked will appear on his or her profile page.

“Engagement” is the sum of likes and comments received by all posts.

“Traffic” is the total number of clicks on all the links posted.

Planning Update – September 2018

During the month of September, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio approximately one day each week to assist with the program. Revenues received from the federal transit benefit have stabilized during recent months so that revenues are matching expenses and have fully made up for previous losses. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues with the comprehensive tax reform bill that was passed in December 2017. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future.

Staff worked with the Presidio on identifying locations for new bus stop shelters, which have been delivered from the supplier. The Presidio staff is working on the required site work to allow installation of the shelters. As reported in February, only one new shelter had been installed at one of the higher ridership stops.

In September, staff continued work on the Salinas Valley Express Corridor Planning Study with Fehr and Peers consultants. Staff attended a Pinnacles Gateway Partnership meeting with participants of Pinnacles National Park, local jurisdictions, and non-profit interests.
In September, staff conducted public hearings in Seaside, Salinas, and Greenfield on possible service reductions and fare increases. Public hearings are necessary if MST proposes major service reductions or fare increases. Service cuts and fare increases would be necessary if a repeal of SB 1 gas tax funding is approved by California voters on November 6th.

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, Monterey Peninsula Chamber of Commerce Government Affairs Committee, Monterey County Business Council, and the Fort Ord Reuse Authority.
FY 2019 Draft Project Action Plan

   
   **Status:** A transition plan is in place, related labor contract issues have been implemented and plan implementation is dependent upon bus driver recruitment efforts.

   
   **Status:** Completed.

3. Permit and procurement design/build, and start construction of South County maintenance facility. March 2019.
   
   **Status:** Permitting completed. Staff currently finalizing procurement documents.

4. Implement new Measure Q projects including transition of Intelligent Voice Response systems to "cloud-based" servers, ADA emergency rapid response module, and complete Salinas Mobility Center Training. June 2019.
   
   **Status:** Mobility staff has started operations in Mobility Center. Construction of training facilities is ongoing. IVR system transitioned to "cloud-based" servers and staff is working on technical issues resulting from transition.

5. Accept delivery and place in to service new buses, trolleys, mini buses, and service and support vehicles. Ongoing.
   
   **Status:** New buses, minibuses and support vehicles were placed in to service.

   
   **Status:** Pending.

   
   **Status:** Study is ongoing as planned.

   
   **Status:** Staff continues to work with Hartnell college to develop training programs.

**Status:** Delayed as staff continues to await necessary city permits.

10. Develop and begin implementation of a comprehensive marketing plan to increase passenger boardings and improve customer and stakeholder satisfaction with MST services January 2019.

**Status:** Under development.


**Status:** Procurement of new technology planned for Fall 2018 with implementation occurring during Spring 2019.


**Status:** Staff has started environmental process.


**Status:** Staff researching technology and monitoring regulation development.


**Status:** Pending


**Status:** Consultants selection scheduled for November board meeting.
TO: Carl Sedoryk
FROM: Don Gilchrest

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

**Budget Update**
Congress adjourned in early October after racing to complete floor action on numerous bills, including a long-term reauthorization for Federal Aviation Administration programs, assistance for the opioids crisis, disaster assistance reform, and a U.S. Army Corps of Engineers authorization package. The crowded legislative schedule also included efforts to enact as many of the twelve individual appropriations bills as possible before the October 1 start of the new Federal fiscal year. A three-bill “minibus” made up of the Energy-Water, Legislative Branch, and Military Construction-VA bills was enacted on September 21. In addition, a funding package made up of the Defense Department and Labor-HHS-Education bills was signed into law earlier today. This pace of appropriations work is the most productive in over ten years and funds about 75 percent of the Federal discretionary budget. However, 7 out of 12 of the funding bills remain unfinished and a Continuing Resolution to provide interim funding through December 7 has been signed into law to allow Congress time to complete the bills after the election.

**Transportation Appropriations**
Final fiscal year 2019 spending levels for programs at the Department of Transportation remain unresolved pending the outcome of this fall’s budget negotiations. House and Senate appropriators have been continuing negotiations on a final version of the *FY 2019 Transportation and Housing and Urban Development Appropriations (THUD) Act* in a conference committee for a four-bill “minibus” funding package, but the adjournment in early October means that the DOT funding will not be finalized until the Lame Duck Session.
As currently drafted, the two versions of the THUD bill include:

- **FTA Formulas** – both the House and the Senate versions would fully fund as authorized by the FAST Act with an $800 million supplement from the general fund.
- **Buses** – within the formula programs, House would increase bus discretionary grants by $300 million and the low-emission/no-emission bus program would be increased by $50 million. The Senate version adds $209 million to the bus formula program, $161 million to bus discretionary grants, and $29.5 million to No/Low Bus grants.
- **New Starts/Capital Investment Grants** – The House bill would provide $2.614 billion and the Senate bill $2.553. This is close to the funding level from last year and significantly more than the $1 billion included in the President's budget request.
- **Build Grants** (formerly the TIGER grant program) - The House would fund at $750 million and the Senate included $1 billion. This program, which can fund a wide variety of transportation projects, was funded at $1.5 billion in FY 2018. However, the Administration had proposed it for elimination.

In addition, both the House and Senate THUD bills include a one-year prohibition on the use of FTA formula or bus funding for any new procurement of mass transit rail cars or buses from companies owned or subsidized by the government of the People’s Republic of China.

**Lobbying Strategies & Opportunities**

With the potential for significant legislative activity in the post-election Lame Duck Session of Congress, we are carefully monitoring the agenda for any opportunities to advocate your Federal agenda. While the exact issues will depend in large part on the election results, we can expect areas of focus for MST to continue to be advocacy for FY 2019 transportation appropriations and grant opportunities. President Trump has indicated that he will be pressing for border wall funding and other immigration priorities, which has raised the possibility of a budget impasse on the remaining funding bills and a partial government shut-down. We continue regular consultations with MST staff to respond to these legislative developments.

TPW:dwg
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

The following represents a summary of the transit bills of interest to MST during this legislative session.

**SB 1119 (Beall) Low-Carbon Transit Operations Program:** This bill would make changes to the LCTOP program to provide relief from disadvantaged community requirements related to discount transit passes for students and the operation of bus service.

**Status:** This bill was signed by Governor Brown on September 20 [Chapter 606, Statutes of 2018].

**SB 1434 (Leyva) Electricity Rates:** This bill would have required the California Public Utilities Commission to begin a proceeding requiring investor owned utilities to propose electricity rate structures to accelerate widespread transit electrification.

**Status:** This bill was held in the Assembly Appropriations Committee.

**AB 3124 (Bloom):** This bill would authorize the use of three-position bike racks on 60-foot articulated buses subject to the approval of a route review committee.

**Status:** This bill was signed by Governor Brown on June 1 [Chapter 22, Statutes of 2018].

**AB 3201 (Daly) Zero-Emission Buses:** This bill would have authorized the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program to fund large-scale zero-emission bus deployments and infrastructure.

**Status:** This bill was held in the Assembly Appropriations Committee.
SB 1376 (Hill) TNCs: Disability Access: This bill would require the California Public Utilities Commission (CPUC) to develop regulations, by January 1, 2020, for transportation network companies (TNCs) related to accessibility for persons with disabilities.

Status: This bill was signed by Governor Brown on September 22 [Chapter 701, Statutes of 2018].

AB 2034 (Kalra) Human Trafficking Awareness Training: This bill aims to curb the incidence of human trafficking in California by requiring transit agencies to train employees, who are likely to interact or encounter victims of human trafficking, in recognizing the signs of human trafficking and how to report those signs to law enforcement.

Status: This bill was signed by Governor Brown on September 27 [Chapter 812, Statutes of 2018].

AB 2145 (Reyes) Vehicular Air Pollution: This bill would make several changes to the California Energy Commission’s (CEC) Advanced and Renewable Fuel and Vehicle Technology Program (ARFVTP) and the California Air Resources Board’s (ARB) Clean Truck, Bus and Off-Road Vehicle and Equipment Technology Program (Program) to better facilitate the deployment of heavy-duty electric vehicle infrastructure.

Status: This bill was signed by Governor Brown on September 27 [Chapter 812, Statutes of 2018].

Submitted by _______________________

Carl G. Sedoryk
To: Robert Weber – Chief Operating Officer (COO)

From: Norman K. Tuitavuki – Deputy COO

Subject: APTA ANNUAL MEETING

I attended the APTA Annual Meeting from September 23-26 in Nashville, TN. along with several other MST Executive Leadership Team members and Directors’ from MST’s Board.

I attended the following sessions:

- Where Public Transportation Goes, Community Grows
- Products and Services Showcase
- Leadership for Every Generation
- The Transit Response to Homelessness
- Battery Electric Buses: Meeting the Infrastructure Challenge
- Our Shared Future: The Role of Transit in an Evolving Mobility Landscape
- Safety Management Systems (SMS): Information, Approaches and Best Practices
- Discovering Transit’s Value Messages in Big Data

PREPARED BY: Norman Tuitavuki
REVIEWED BY: Carl G. Sedoryk
October 15, 2018

To: Carl Sedoryk

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: TRIP REPORT – September 2018

Between September 23-26, 2018, I attended the American Public Transportation Association’s 2018 Annual Conference in Nashville, TN. Aside from the general sessions, I attended the following topic-specific sessions:

- Making the Transition to Electric Buses: CEO Panel
- Community Connections: Building Transit-Oriented Communities
- Strategic Planning for New Mobility
- Curb Appeal: Complete Streets and Curb Management
- Executive Presence Matters: How Do You Embody Diversity and Inclusion as a Leader?

Overall, the APTA conference was very useful in gaining knowledge and understanding of issues facing MST and the transit industry.

PREPARED BY: Lisa Rheinheimer

REVIEWED BY: Carl G. Sedoryk
To: Carl Sedoryk  

From: Hunter Harvath, Assistant General Manager  

Subject: TRIP REPORT – September 2018  

Between September 23-26, 2018, I attended the American Public Transportation Association’s 2018 Annual Conference in Nashville, TN. Aside from the general sessions; I attended the following targeted sessions:  

- The Future is Now: Innovative Mobility Practices  
- Strategic Planning for New Mobility  
- Advancing Transit Asset Management  
- Future Proofing Transit – Advancing Climate Resiliency  

In addition, I took advantage of the useful networking opportunities throughout the conference as well as visited a variety of booths in the products and services showcase.

PREPARED BY: Hunter Harvath  
REVIEWED BY: Carl G. Sedoryk
Transportation meeting fills Gonzales City Chambers

By: Staff Report - Updated: 1 week ago

Posted Sep 26, 2018

Photo by Samantha Bengtson

Butch Lindley speaks to the TMC committee about the amount of cars on Spence Road and the cannabis businesses that are taking over greenhouses in the area.

GONZALES — Gonzales City Hall Chambers were full last Wednesday as the Transportation Agency of Monterey County (TAMC) hosted a town hall meeting with the California Transportation Commission to discuss future transportation projects on the Central Coast.

Priority projects for the area include a Highway 101 safety improvement plan at the north end. Though it does not take place in South County, the project could affect commuters who are traveling to Salinas.

Presenters included representatives from TAMC, the City of Gonzales, the Association of Monterey Bay Area Governments, Monterey County Farm Bureau, Monterey-Salinas Transit and Caltrans District 5.

After the Sept. 19 meeting, the commissioners reviewed the Gonzales Alto Street Project, which was the county’s first major project funded by revenues from Measure X and the gas tax (SB 1), and toured the Taylor Farms facility in Gonzales.