



TRANSIT DISTRICT MEMBERS:

*City of Carmel-by-the Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas
City of Sand City • City of Seaside • City of Soledad • County of Monterey*

**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.

- 3-1. Adopt Resolution 2019-10 recognizing Greg Burchelle, Coach Operator, as Employee of the Month for November 2018. (Robert Weber) (Page 5).

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

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

PH 1-888-MST-BUS1 (1-888-678-2871) • FAX (831) 899-3954 • WEB mst.org

- 3-2. Adopt Resolution 2019-11 recognizing Roger Ralph, Coach Operator for his 23 years of service. (Robert Weber) (Page 7).
- 3-3. Minutes of the regular meeting of October 8, 2018. (Jeanette Alegar-Rocha) (Page 9).
- 3-4. Minutes of the Administrative Performance Committee (BAPC) Meeting of October 8, 2018. (Jeanette Alegar-Rocha) (Page 15).
- 3-5. Financial Report – October 2018. (Lori Lee) (Page 17).
- 3-6. Disposal of Property Left On Board Buses. (Sonia Wills) (Page 25).
- 3-7. Purchase Information Technology Consultants for Audit Services. (Mark Eccles/Sandra Amorim) (Page 27).
- 3-8. Receive Minutes of the Monterey-Salinas Transit Corporation (MSTC) meeting of October 8, 2018. (Jeanette Alegar-Rocha) (Page 29).
- 3-9. Receive Minutes of the Mobility Advisory Committee (MAC) meeting of July 25, 2018. (Claudia Valencia) (Page 33).

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. November Employee of the Month – Greg Burchelle, Coach Operator. (Robert Weber).
- 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)
- 7-2. Washington, D.C. Lobby Report – October 2018. (Page 73).
- 7-3. State Legislative Advocacy Update – September 2018. (Page 75).
- 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

- 9-1. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU) and MST. (D. Laredo, K. Halcon).

- 9-2. Approve General Manager/CEO Performance Incentive Gov. Code § 54957 (K. Halcon) (Enclosure).

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.



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**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
Chairperson

Carl G. Sedoryk
Secretary

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**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
Chairperson

Carl G. Sedoryk
Secretary

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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

Claudia Valencia
Angelina Ruiz
Jessica Diaz
Melissa Valadez

Mobility Specialist
Human Resources Manager
Human Resources Assistant
Human Resources Assistant

Public:

Don Parslow
Chris Chidlaw
Sean Coleman
Cheryl Wilson

MV Transportaion
Chidlaw Marketing
Transit Rider
Transit Rider

Apology is made for any misspelling of a name.

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)

3-2. Adopt Resolution 2019-08 Adopt Resolution recognizing Ken Walker, Coach Operator for his 21 years of service. (Robert Weber)

- 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)
- 3-9. Claim Rejections - Jarrod Dirig, Karen Reinhard and Vonda White.
(Ben Newman)

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.

- 7-1. General Manager/CEO Report – August 2017.
7-2. Washington, D.C. Lobby Report – September 2017.
7-3. State Legislative Advocacy Update – August 2017.
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-Millas-Brown Act representative

- 9-1. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated

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.

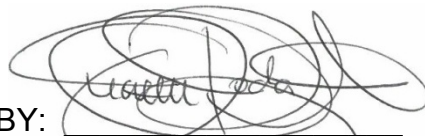
11. ATTACHMENTS

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:


Jeanette Alegar-Rocha

REVIEWED BY:


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**
- 13. Adjourn.**

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

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

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.

Beginning balance September 1, 2018	\$12,905,181.45
Revenues	2,445,912.37
Disbursements	<u><5,616,713.35></u>
Ending balance September 30, 2018	<u>\$9,734,380.47</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

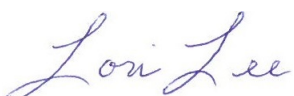
By the end of the first quarter of FY 2019, a \$315,688 surplus on the fixed-route portion of the operations was offset by a \$161,757 deficit on the MST RIDES operation, resulting with a year-to-date surplus of \$153,931. This negative RIDES variance can be attributed in part to increased demand for 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.

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

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Hunter Harvath

(REVENUES & DISBURSEMENTS)

CASH FLOW

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

Passenger Revenue	438,406.42	
DOD Revenue	272,650.00	
LTF / STA / 5307	278,070.64	
Sales Tax	822,298.19	
Grants	70,375.25	
Loan Proceeds	486,625.00	
Interest Income	32,375.25	
Non Transit Revenue	45,111.62	
Total Revenues		2,445,912.37

Disbursements

Operations (See Attachment #2)	4,123,169.92	
Capital	1,493,543.43	
Total Disbursements		(5,616,713.35)

Ending balance 09/30/18		<u><u>9,734,380.47</u></u>
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PAYROLL ACCOUNT

September 14 Payroll & Related Expenses	612,648.29	
September 28 Payroll & Related Expenses	620,758.20	
PERS & 457	266,605.38	
Garnishments	4,913.88	
PERS Health Insurance	<u>394,971.41</u>	
	1,899,897.16	1,899,897.16

GENERAL ACCOUNT

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

Total Disbursements	<u>5,616,713.35</u>
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Less Capital Disbursements & Transfers	(1,493,543.43)
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Operating Disbursements	<u>4,123,169.92</u>
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DISBURSEMENTS SUMMARY
GENERAL ACCOUNT DISBURSEMENTS FOR September 01, 2018 - September 30, 2018

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

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
BLUESCOPE CONSTRUCTION	TDA Rehab September 19, 2016	49862	9/7/18	1,133,213.78
SC FUELS	Recurring Expense	49937	9/7/18	124,021.99
SC FUELS	Recurring Expense	50076	9/14/18	105,686.67
CREATIVE BUS SALES, INC	Bus Purchase February 6, 2017	50125	9/28/18	101,136.14
CREATIVE BUS SALES, INC	Bus Purchase April 10, 2017	50125	9/28/18	202,272.28
MV TRANSPORTATION	Recurring Expense	49909	9/7/18	818,495.99

TREASURY TRANSACTIONS
FOR SEPTEMBER 2018**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 09/01/18					5,627,608.01
09/06/18	308	Transfer to General Checking		1,150,000.00	4,477,608.01
					4,477,608.01
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

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 09/01/18					1,769,563.95
09/04/18	479	LTF	1,245,175.61		3,014,739.56
09/06/18	LAIF Trust	LAIF Trust Fund	1,150,000.00		4,164,739.56
09/07/18	308	AP/Payroll		2,250,000.00	1,914,739.56
09/13/18	212	Military	200,000.00		2,114,739.56
09/13/18	308	AP/Payroll		945,000.00	1,169,739.56
09/28/18	308	AP/Payroll		470,000.00	699,739.56
09/30/18		Interest @ 0.30%	247.88		699,987.44
RABO MM Balance at 09/30/18					699,987.44

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: 001|004)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-327,934	-316,249	-11,685	-940,535	-948,747	8,212
Special Transit	-391,176	-571,644	180,468	-1,286,342	-1,714,932	428,590
Cash Revenue	-77,945	-29,912	-48,033	-182,480	-89,736	-92,744
Cash Grants & Reimbursement	-2,752,152	-2,753,652	1,500	-8,256,456	-8,260,956	4,500
Total Revenue	-3,549,207	-3,671,457	122,250	-10,665,813	-11,014,371	348,558

NOTES

Expenses

	Labor	1,309,250	1,366,996	-57,746	3,988,570	4,100,988	-112,418
	Benefits	792,173	881,991	-89,818	2,472,145	2,645,973	-173,828
①	Advertising & Marketing	17,209	7,434	9,775	35,711	22,302	13,409
	Professional & Technical	56,130	74,375	-18,245	193,655	223,125	-29,470
	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
	Supplies	58,138	86,744	-28,606	195,532	260,232	-64,700
②	Vehicle Maintenance	115,617	69,183	46,434	278,573	207,549	71,024
	Marketing Supplies	1,621	2,293	-672	4,188	6,879	-2,691
	Utilities	40,534	46,929	-6,395	126,453	140,787	-14,334
③	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	1,409,351	1,395,477	13,874
	Miscellaneous Expenses	49,801	46,904	2,897	119,449	140,712	-21,263
	Interfund transfers						
	Pass Thru/Behalf of Others						
	Interest Expense	16,748	16,667	81	37,794	50,001	-12,207
	Leases & Rentals	32,881	39,713	-6,832	105,868	119,139	-13,271
	Total Operating Expenses	3,429,836	3,671,457	-241,621	10,350,126	11,014,371	-664,245
	Operating (Surplus) Deficit	-119,371		-119,371	-315,688		-315,688

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)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-22,269	-23,171	902	-68,882	-69,513	631
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-435,443	-435,443		-1,306,329	-1,306,329	
Total Revenue	-457,712	-458,614	902	-1,375,211	-1,375,842	631
Expenses						
Labor	9,763	10,473	-710	31,275	31,419	-144
Benefits	5,521	5,562	-41	16,719	16,686	33
Advertising & Marketing		417	-417		1,251	-1,251
Professional & Technical		417	-417		1,251	-1,251
Outside Services						
Outside Labor	5,173	8,375	-3,202	15,522	25,125	-9,603
Fuel & Lubricants	50,462	38,070	12,392	160,496	114,210	46,286
Supplies	261	1,957	-1,696	1,452	5,871	-4,419
Vehicle Maintenance						
Marketing Supplies						
Utilities	120		120	280		280
Insurance						
Taxes						
Purchased Transportation	401,538	374,490	27,048	1,255,634	1,123,470	132,164
Miscellaneous Expenses	18,494	18,853	-359	55,590	56,559	-969
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	491,331	458,614	32,717	1,536,968	1,375,842	161,126
Operating (Surplus) Deficit	33,619		33,619	161,757		161,757

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	14 cell phones
1 Apple charger	1 car charger
1 Google chrome laptop	2 calculators
1 iPod	1 DS charger
1 USB memory drive	

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 prescription eyeglasses
9 Pairs of sunglasses	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
--	----------------------------------


1Bag with coins


7 books

Estimated fair market value of \$100 or more:

None

Cash to be retained: \$355.40

PREPARED BY: 
Sonia Wills

REVIEWED BY: 
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.

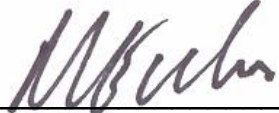
DISCUSSION:

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:

Firm	Cumulative Score	Pricing
True North	90	\$79,800.00
RSM	87	\$88,500.00
Third Wave	87	\$62,905.00
TAP Technologies	82	\$61,320.00
Securance Consulting	65	\$67,906.00

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.

PREPARED BY: 
Mark Eccles

REVIEWED BY: 
Carl G. Sedoryk

MST CORPORATION BOARD OF DIRECTORS

19 Upper Ragsdale Drive, Suite 100
Monterey, CA 93940

Minutes

October 8, 2018

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

Deanna Smith
Eva Perez
Mike Butler
Cristy Sugabo
Claudia Valencia
Angelina Ruiz
Jessica Diaz
Melissa Valadez

Compliance Analyst
Office Administrator
Marketing and Customer Service Manager
Mobility Manager
Mobility Specialist
Human Resources Manager
Human Resources Assistant
Human Resources Assistant

Public: Don Parslow
Chris Chidlaw
Sean Coleman
Cheryl Wilson
MV Transportation
Chidlaw Marketing
Transit Rider
Transit Rider

Apology is made for any misspelling of a name.

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:  REVIEWED BY: 
Jeanette Alegar-Rocha Carl G. Sedoryk

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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

Claudia Valencia	Mobility Specialist
Kevin Allshouse	Mobility Specialist
Lesley van Dalen	Mobility Specialist
Alvin Johnson	Contract Transportation Supervisor
Lisa Rheinheimer	Director of Planning and Marketing
Beronica Carriedo	Community Relations Coordinator
Jeanette Rocha	Executive Administrative Assistant

Public:

Don Parslow	MV General Manager
Maribel Trejo	Alliance on Aging

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, TAMC representative and Member McKillip seconded. The motion was passed unanimously.

5.3 Member Rygg made a motion to recommend Stefania Castillo as TAMC 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

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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.

Supplier	Bid Amount
Dilax	\$535,031.00
Urban Transpiration Associates	\$734,823.00
Clever Devices	\$863,888.00

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:  REVIEWED BY: 
Lisa Rheinheimer 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:

SUPPLIER	LOCATION	AMOUNT	DBE
SC Fuels	Orange, CA	\$10,214,800	No
Pinnacle Petroleum	Huntington Beach, CA	\$10,350,000	No
Golden Gate Petroleum	Martinez, CA	\$10,472,400	No
Mansfield Oil	Gainesville, GA	\$10,492,600	No

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:

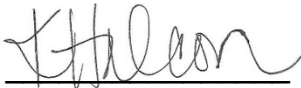
In 2013, MST chose to award separate contracts for each Worker's Compensation service as a means to reduce some of the costs. Pacific Claims Management was selected to provide Third Party Administration service for Claims Administration based on recorded and verified performance and cost. Worker's Compensation 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.

Third Party Administrator	Monthly Cost
Pacific Claims Management	\$5,208.00
Pegasus Risk Management	\$4,583.00

Staff is asking the Board to grant authorization to award a contract with Pacific Claims Management for Third Party Administrative Services.

PREPARED BY: 
Kelly Halcon

REVIEWED BY: 
Carl G. Sedoryk

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:

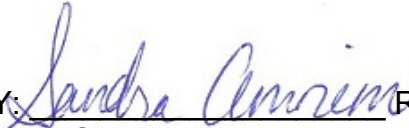
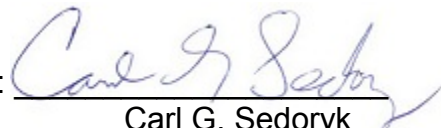
On April 28, 2017 Governor Brown signed Senate Bill 1 (SB1) (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. State of Good Repair is one program funded under SB1. It funds maintenance, rehabilitation, and capital projects. MST has \$772,263 in SGR funds to use toward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

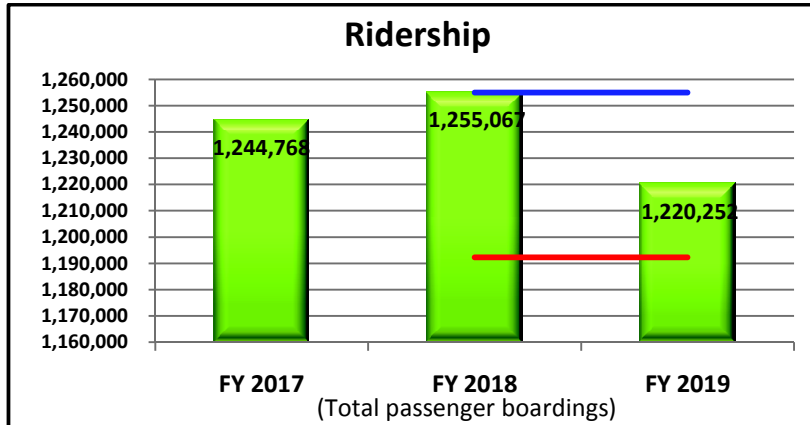
Attachment #4 – Administration Dept. Report – September 2018

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

YTD Dashboard Performance Comparative Statistics September 2018 Fiscal Years 2017-2019

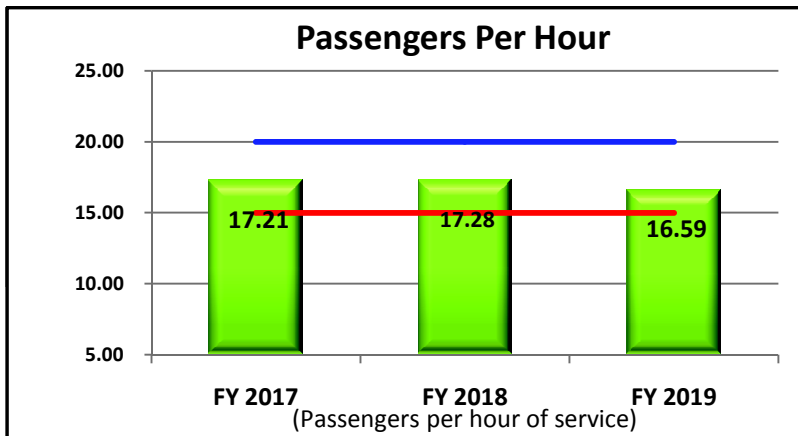


Goal = 1,255,067
passengers

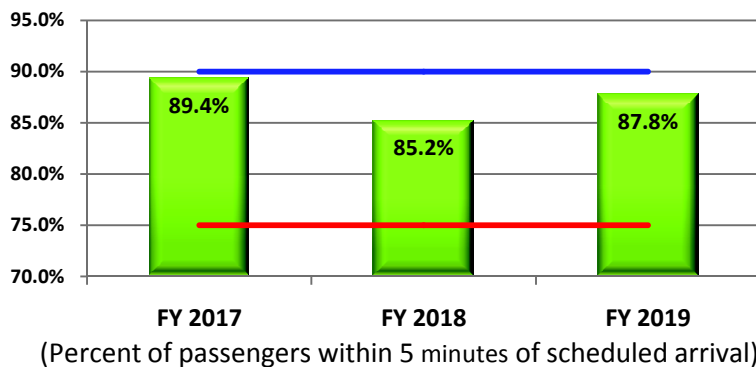
Minimum = 1,192,314
passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

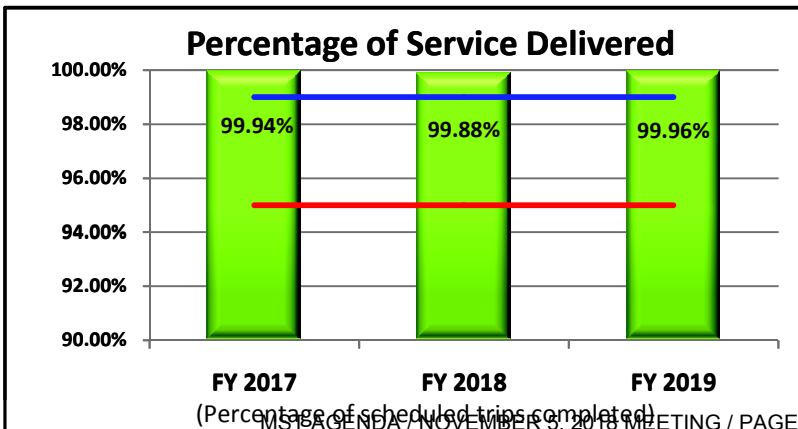


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

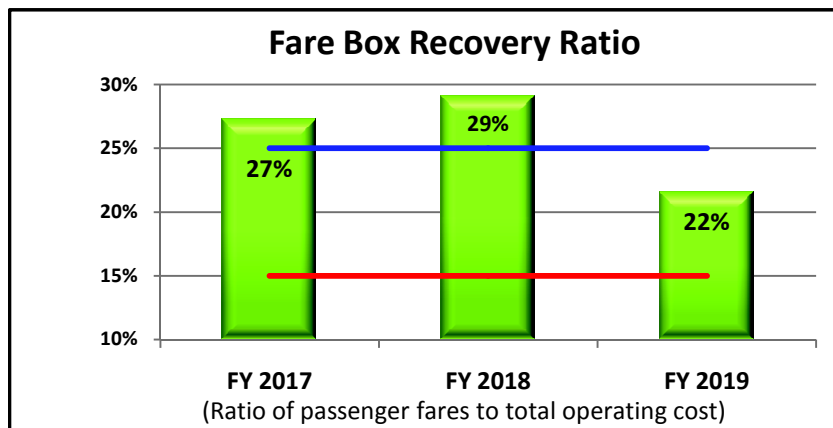


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

September 2018

Fiscal Years 2017-2019

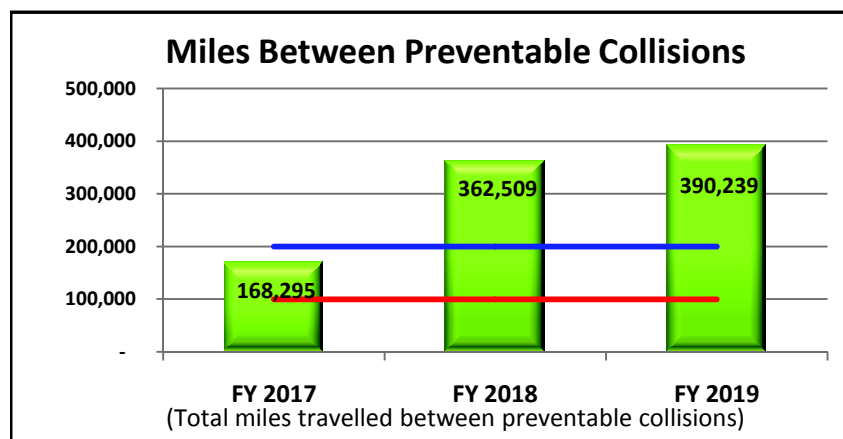
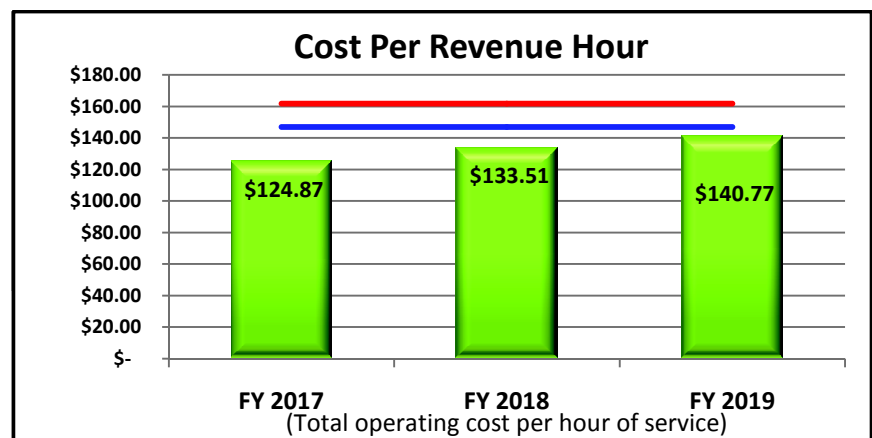


Goal = 25%

Minimum = 15%

Goal = \$147.03 per RH

Maximum = \$161.73 per RH

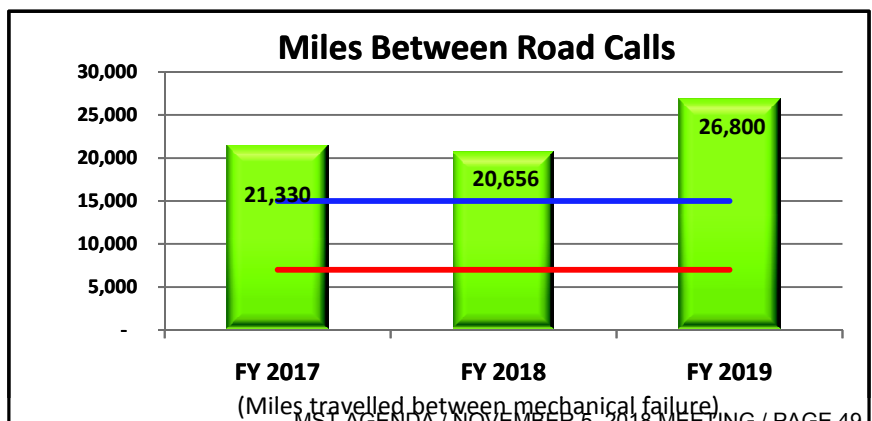


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

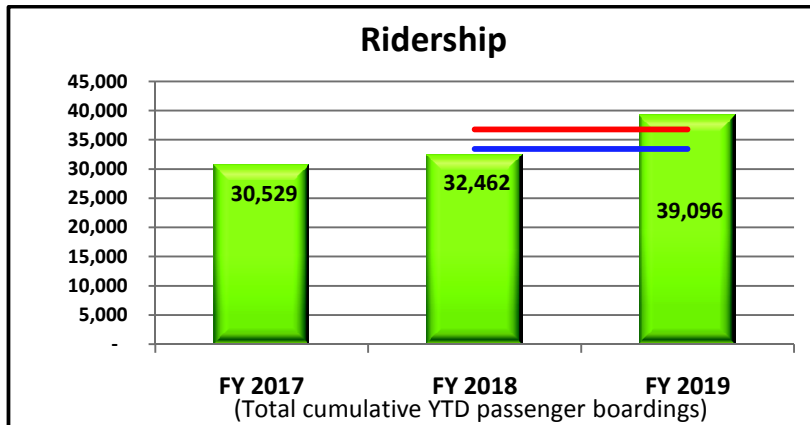


MST RIDES

YTD Dashboard Performance Comparative Statistics

September 2018

Fiscal Years 2017-2019

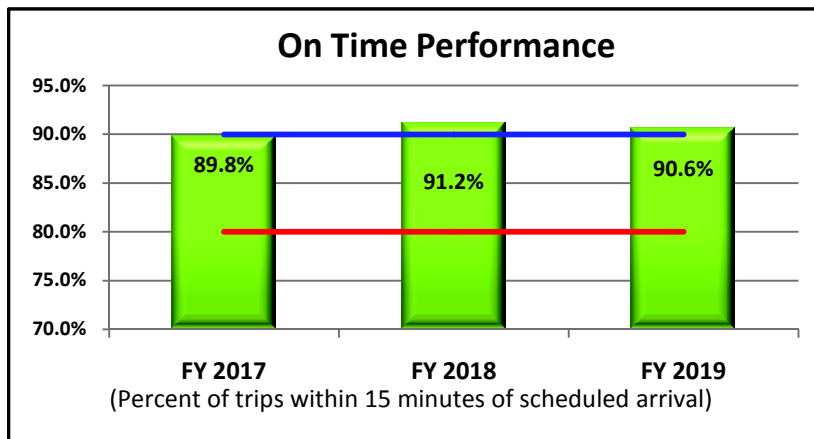
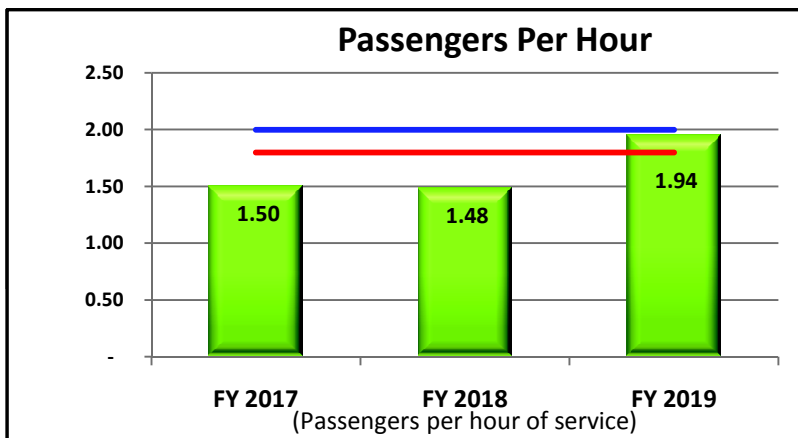


**Goal = 33,436
passengers**

**Maximum = 36,779
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

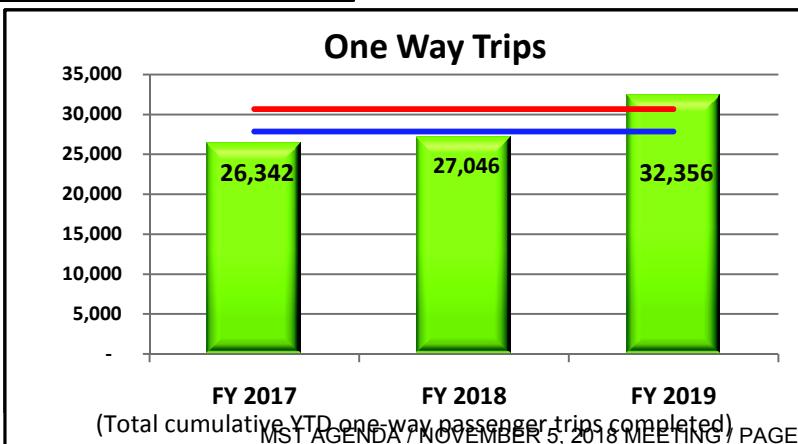


Goal = 90% on time

Minimum = 80% on time

**Maximum = 30,643
one-way trips**

**Goal = 27,857
one-way trips**

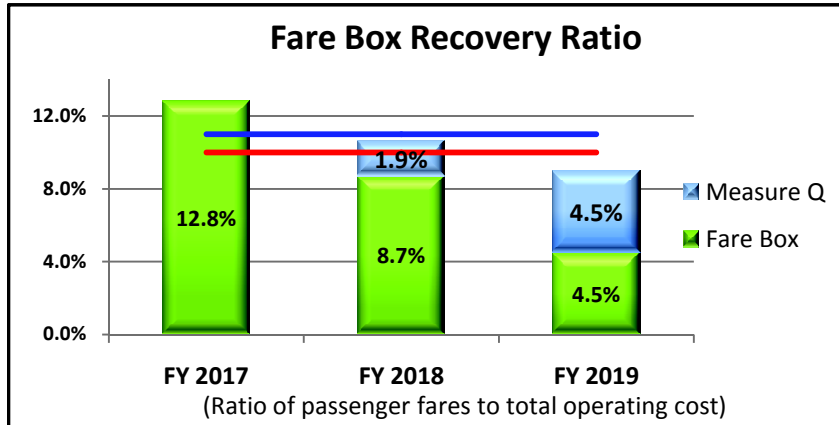


MST RIDES

YTD Dashboard Performance Comparative Statistics

September 2018

Fiscal Years 2017-2019

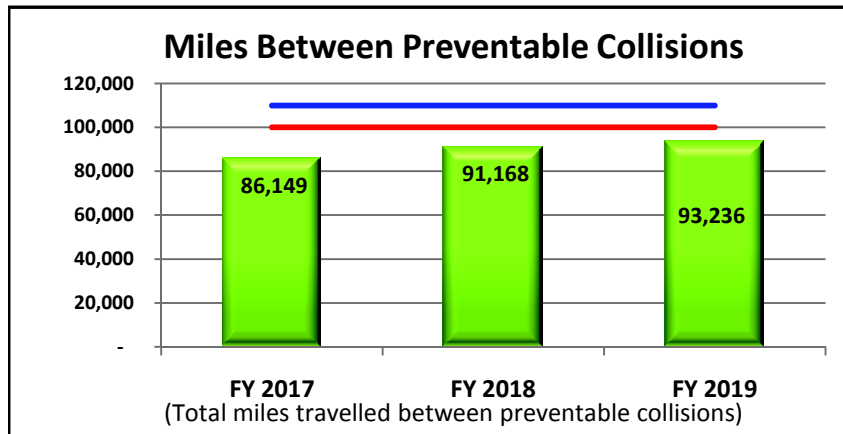
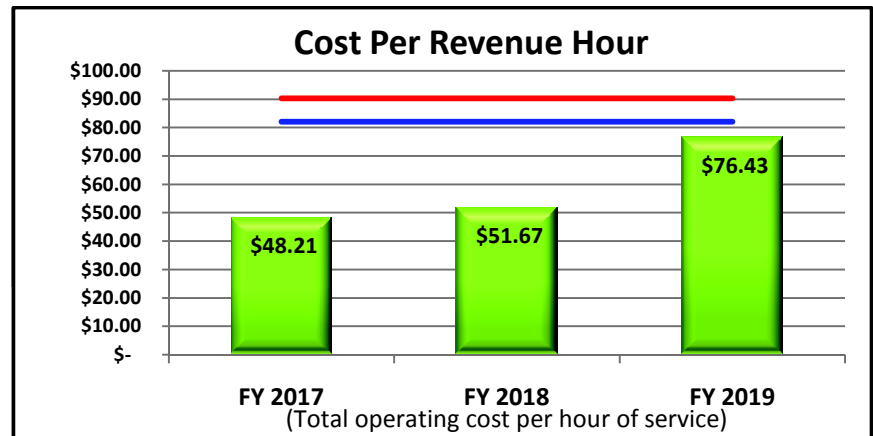


Goal = 11%

Minimum = 10%

Goal = \$82.14 per RH

Maximum = \$90.35 per RH

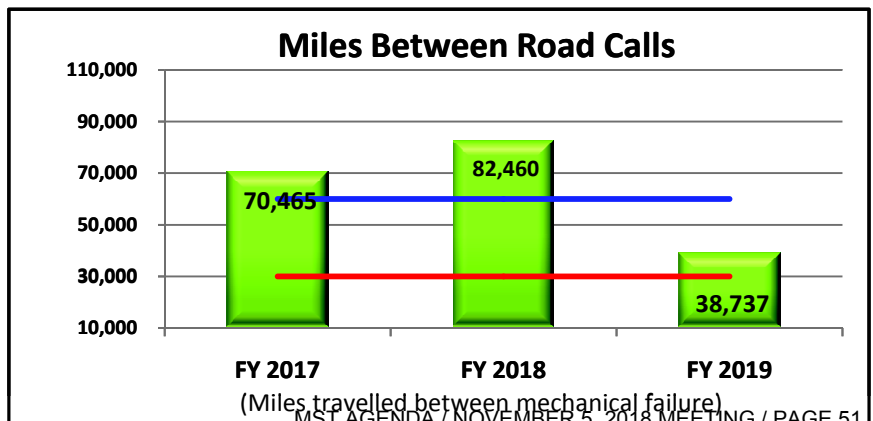


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

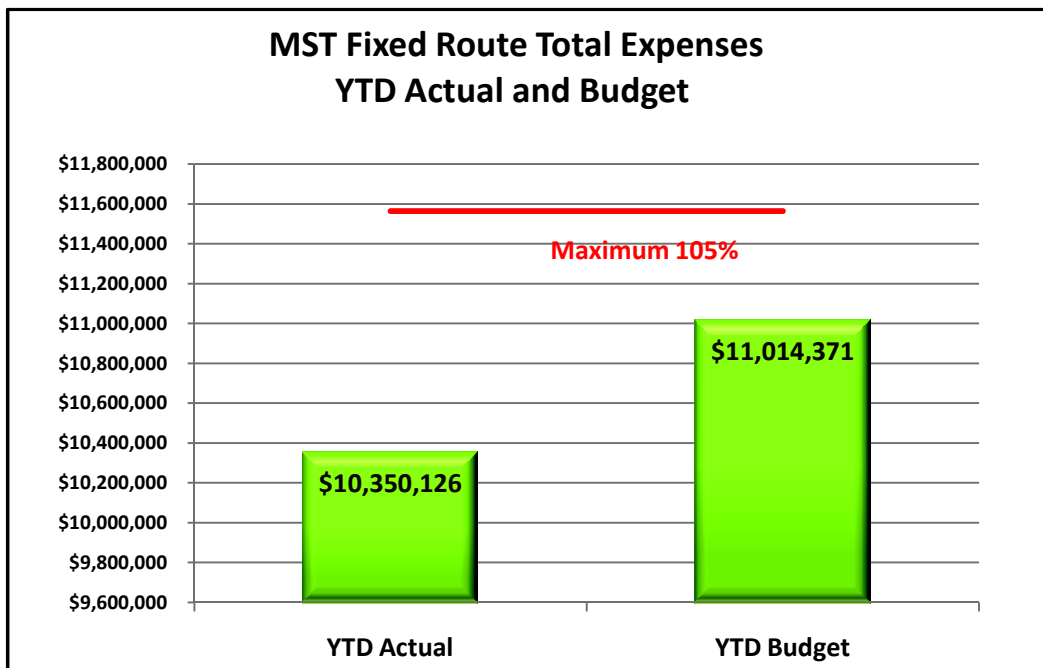
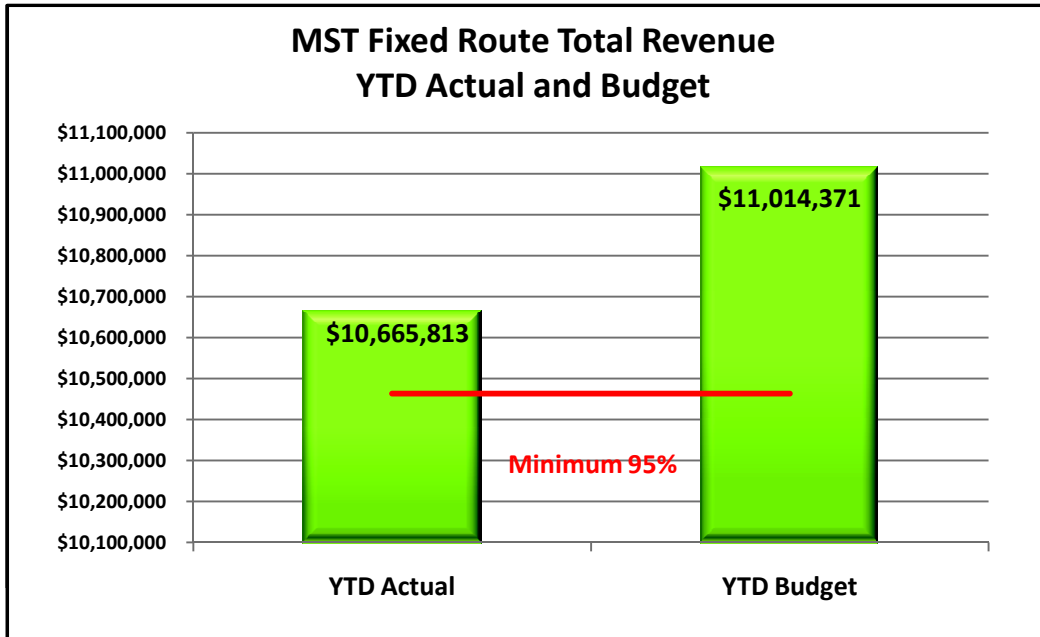


MST Fixed Route

Financial Performance Comparative Statistics

Month of September 2018

FY 2017-2019

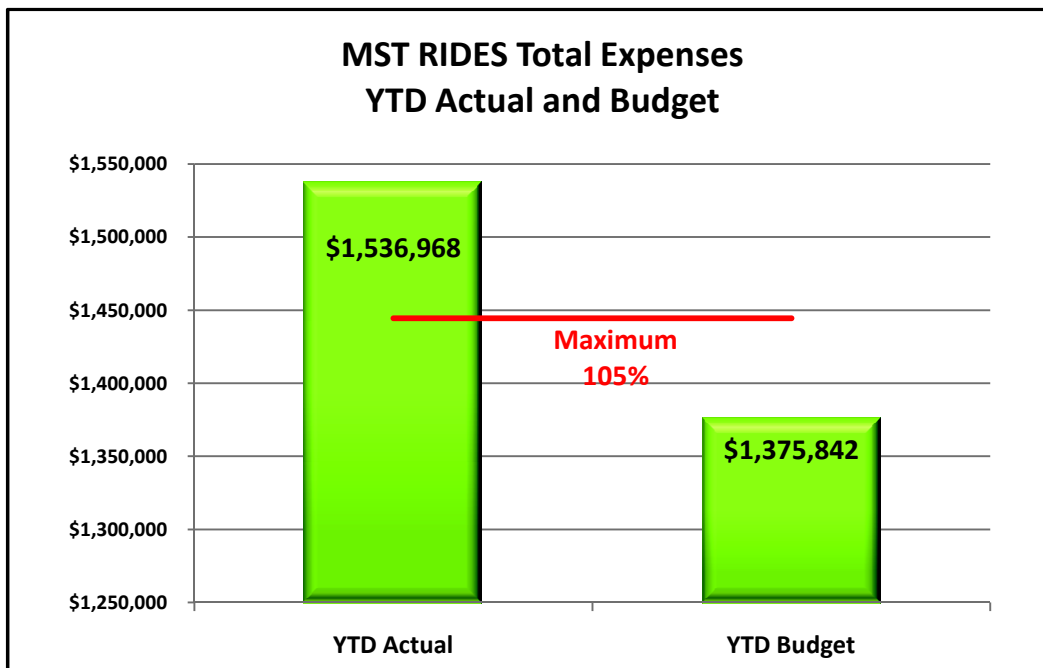
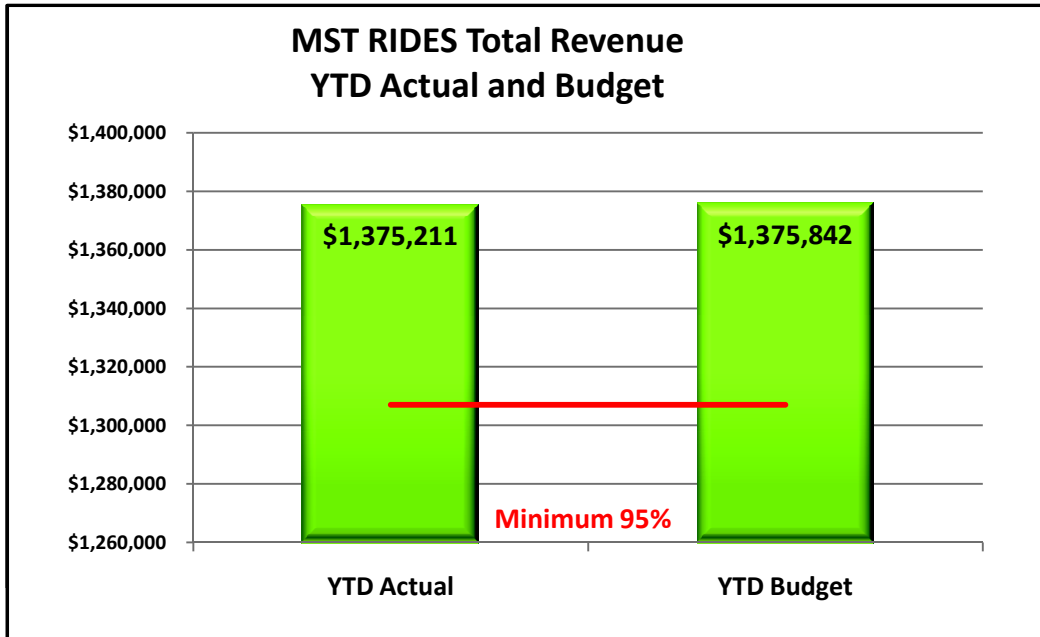


MST RIDES

Financial Performance Comparative Statistics

Month of September 2018

FY 2017-2019



October 19, 2018

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:

Total Trips Provided: 34,527			
Category	MST	MV	%
Accident	1	0	10%
Mechanical	1	1	20%
Staffing Shortage	4	0	40%
Traffic	0	1	10%
Unknown ¹	1	1	20%
Totals	7	3	100%

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:

Occurrence Type	September-17	September-18
Collision: MST Involved	11	12
Employee Injury	1	1
Medical Emergency	1	2
Object Hits Coach	1	4
Passenger Conflict	9	8
Passenger Fall	3	6
Passenger Injury	0	1
Other	4	1
Near Miss	0	2
Fuel / fluid Spill	3	2
Unreported Damage	0	2
Totals	33	41

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:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	13
EMS	Passenger Medical Emergency / Injury	4

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

ATTACHMENT 3

October 18, 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.

FY19 Fuel Budget:	Average Fuel Price September 2018:	Average Fuel Price: FY2019
Diesel: \$3.10	\$2.87	\$2.79
Gasoline: \$3.20	\$3.10	\$3.06

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
September: 2018	\$0.98	25,634
YTD: FY 2019	\$0.95	24,364
FY 2018	\$0.92	21,943
FY 2017	\$0.89	18,733

***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.

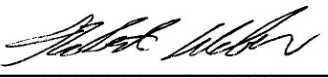
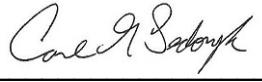
¹ These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

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.

PREPARED BY:  REVIEWED BY: 
Robert Weber Carl G. Sedroyk

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:

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

*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.

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

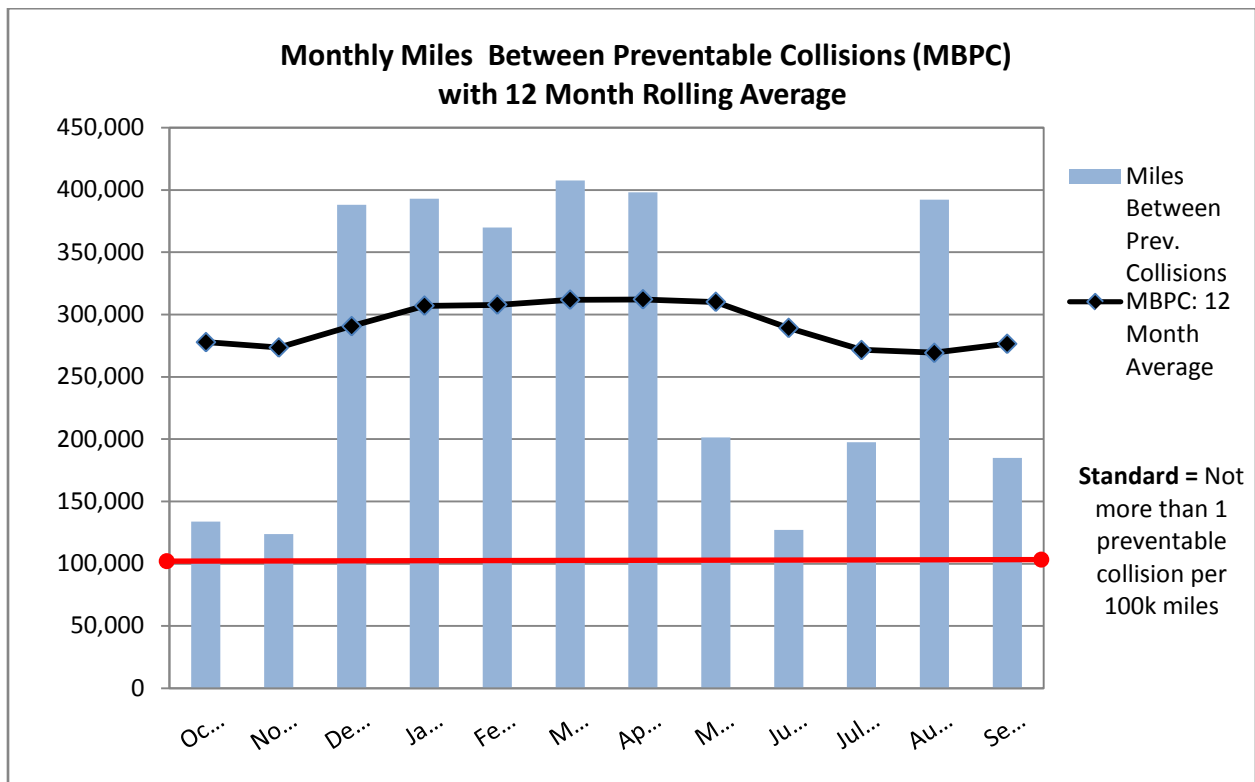
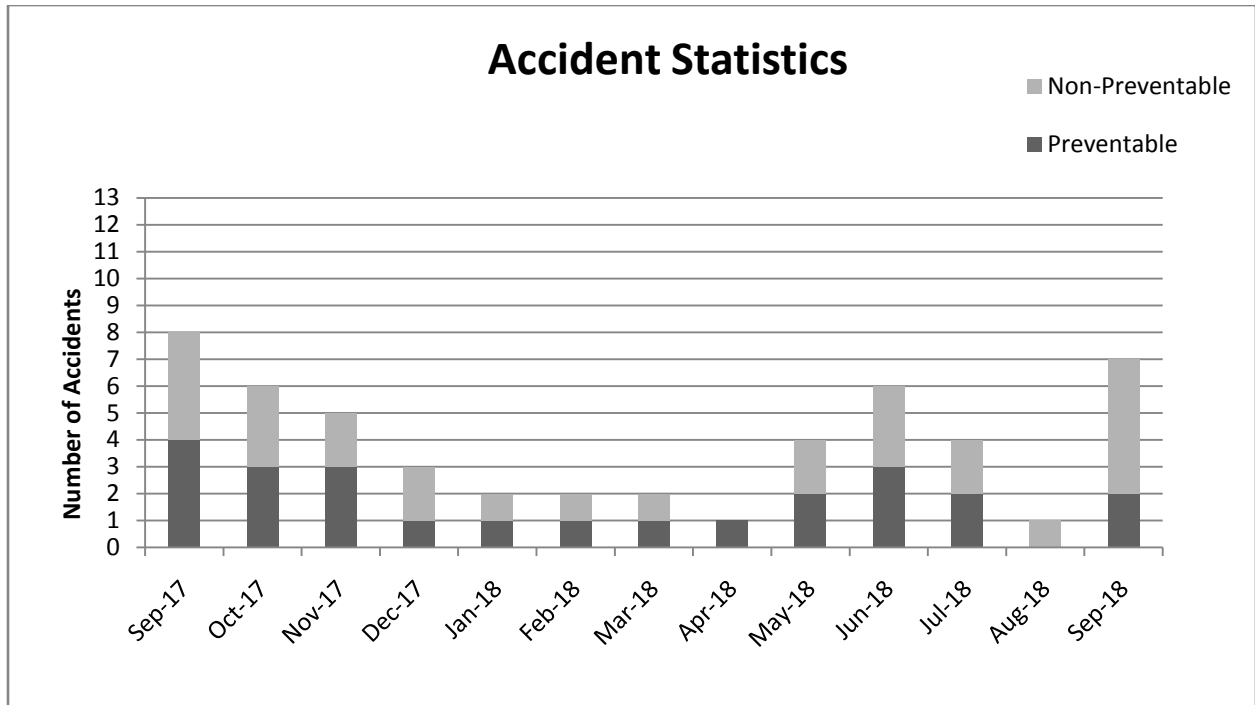
Training

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

Risk Management

	September 2018 Preventable		September 2017 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	5	0	4
MST Preventable Accidents	2	0	4	0
TOTAL	0	5	4	4

During the month of September there two accidents considered preventable.



Customer Service Update – September 2018

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

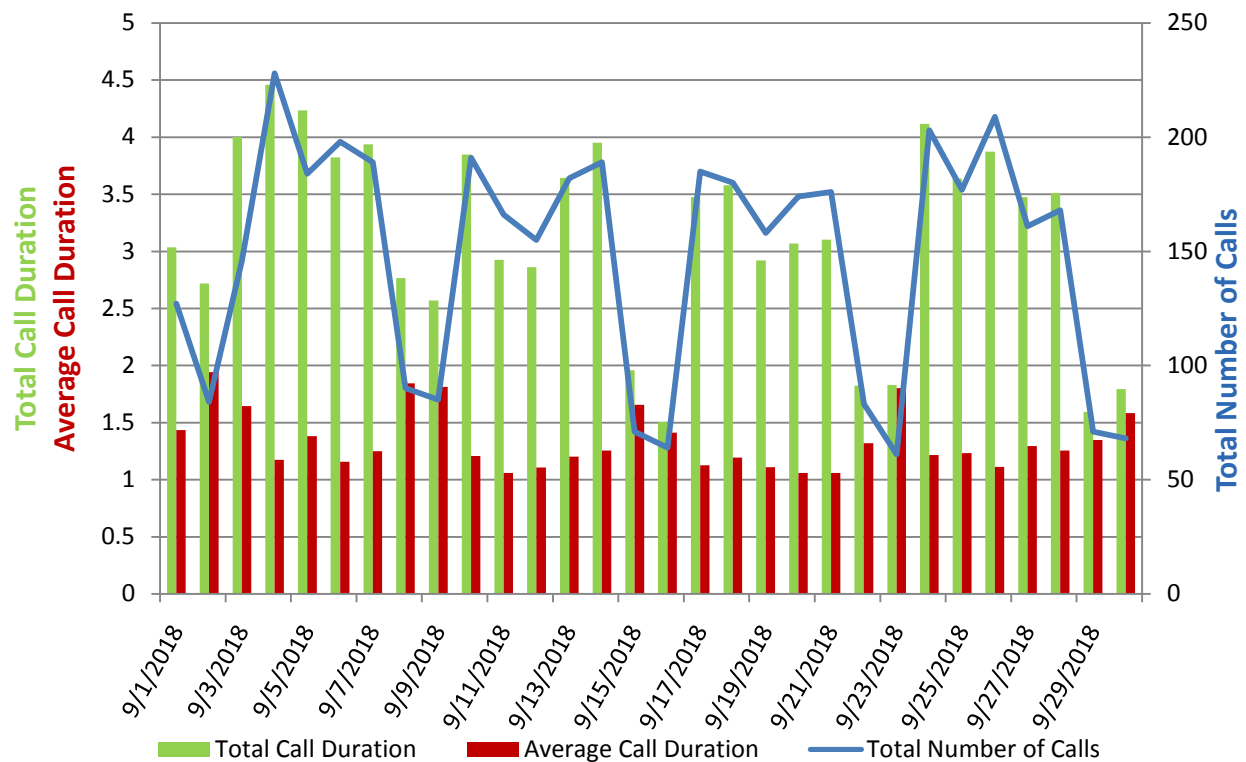
*Operated by MV Transportation or taxi provider

**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.

Customer Service Call Center Report September 2018



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:

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

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.

Published news stories include the following: “Wireless charging is now a reality for Long Beach’s battery electric bus fleet” (*Long Beach Post*, 9/6/2018), “Maintenance Supervisor” (*TransitTalent*, 9/8/2018), “Calif.’s MST wraps its first five-year plan with the Monterey Jazz Festival” (*Metro Magazine*, 9/10/2018), “County’s one-of-a-kind transit system honored” (*Meadville Tribune*, 9/11/2018), “Bracing for a possible gas tax repeal, MST may cut routes, raise its bus fares or both” (*Monterey County Weekly*, 9/13/2018), “Carmel: Planning a coastal park. Citizen’s gather to help determine a plan for Carmel coast” (*Monterey Herald*, 9/15/2018), “Monterey County Stand Down for Homeless Veterans this weekend at Fairgrounds” (*Monterey Herald*, 9/26/2018), “Central Coast transit agencies come out against state’s zero emission plan” (*KSBW.com*, 9/26/2018), “Transportation meeting ” (*Gonzales Tribune*, 9/26/2018), “Marina’s Del Monte Boulevard extension plan to open new artery” (*Monterey Herald*, 9/27/2018), “California could be rolling all electric buses by 2040” (*The Mercury News*, 9/27/2018), “Editorial: Proposition 6 would send traffic solutions in reverse” (*Santa Cruz Sentinel*, 9/29/2018), “Editorial: Proposition 6 would send traffic solutions in reverse” (*Monterey Herald*, 9/29/2018).

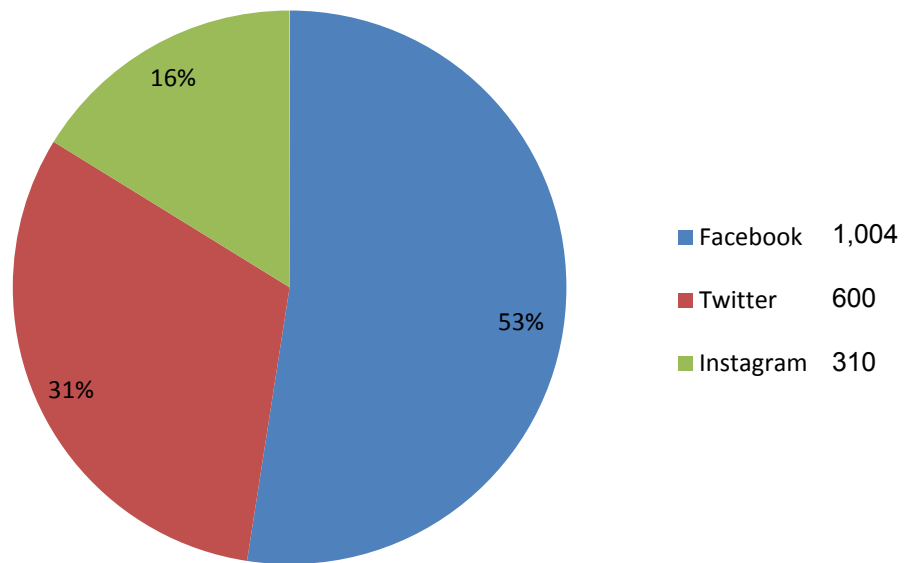
Press releases sent include “MST Board of Directors States Opposition to November Ballot’s Proposition 6” (9/10/2018), “Monterey-Salinas Transit Partners To Provide Transportation for Veterans Event” (8/26/2018).

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 Ciclovía 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.

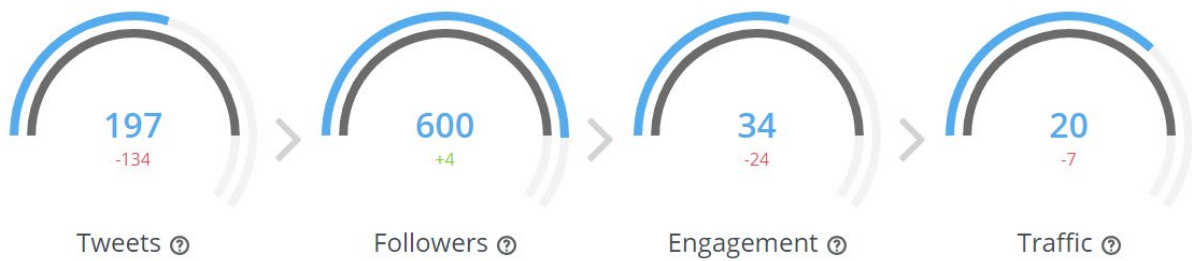
Collaborative/Meeting/Presentations/Committees: attended MCCVA collaboration meeting in Salinas; attended SCORE collaboration meeting in Camphora; attended a public meeting in Salinas; attended a public meeting for the new Hartnell campus in Soledad; presented to parents from Alisal High School in Salinas;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

Social Fans

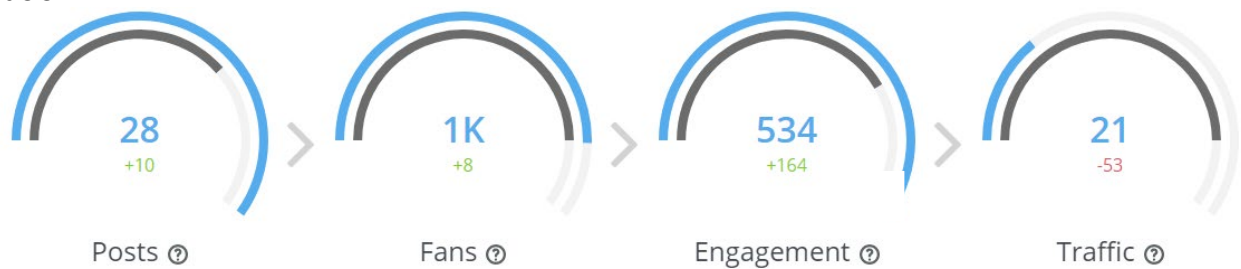


Overview by Social Media Platform:

Twitter



Facebook



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

1. Begin transition of fixed route services to Monterey Bay Operations and Maintenance Facility and begin operations. May 2019.
Status: A transition plan is in place, related labor contract issues have been implemented and plan implementation is dependent upon bus driver recruitment efforts.
2. Complete negotiations of outstanding labor contract issues. September 2019.
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.
6. Procure design and environmental services for Phase 2 Bus Rapid Transit (SURF!). June 2019.
Status: Pending.
7. Complete Salinas Valley express transit corridor planning study. June 2019.
Status: Study is ongoing as planned.
8. Implement Maintenance Apprenticeship program with Hartnell College. January 2019.
Status: Staff continues to work with Hartnell college to develop training programs.

9. Complete rehabilitation of Salinas Transit Center public restrooms and employee break areas. June 2019.

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.

11. Procure and install automated passenger counting technology to support National Transit Database reporting requirements. June 2019.

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

12. Begin environmental and project scoping for rehabilitation of Salinas Operations and Maintenance Facility and develop a project funding/financing plan. March 2019.

Status: Staff has started environmental process.

13. Begin development of zero emission bus transition plan as required by Air Resources Board regulations. June 2019.

Status: Staff researching technology and monitoring regulation development.

14. Transition internal hosted Microsoft Office Exchange to external Microsoft 365 system. March 2019.

Status: Pending

15. Complete a comprehensive review of Information Technology policies, practices and staffing. March 2019.

Status: Consultants selection scheduled for November board meeting.

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Thomas Walters & Associates, Inc.
Washington, D.C.

October 18, 2018

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



October 8, 2018

To: Robert Weber – Chief Operating Officer (COO)

From: *Norman K. Tuitavuki*
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 K. Tuitavuki*
Norman Tuitavuki

REVIEWED BY: *Carl G. Sedoryk*
Carl G. Sedoryk

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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:  REVIEWED BY: 
Lisa Rheinheimer Carl G. Sedoryk

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October 23, 2018

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:

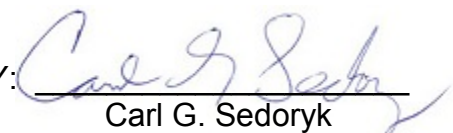
- The Future is Now: Innovative Mobility Practices
- Strategic Planning for New Mobility
- Advancing Transit Asset Management
- Future Proofing Transit – Advancing Climate Resiliency

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

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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 TAMC 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 Alta 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.

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