



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

October 16, 2017

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

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

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

- 3-1. Adopt Resolution 2018-06 recognizing Beronica Carriedo, Community Relations Coordinator as Employee of the Month for October 2017. (Lisa Rheinheimer) (pg. 7)
- 3-2. Adopt January Retirement Resolution 2018-07, Robert Llorin, Coach Operator. (Robert Weber) (pg. 9)
- 3-3. Minutes of the regular meeting of September 11, 2017. (Jeanette Alegar-Rocha) (pg. 11)
- 3-4. Minutes of the HR Committee Meeting of September 11, 2017. (Jeanette Alegar-Rocha) (pg. 19)
- 3-5. Financial Report – August 2017. (Lori Lee) (pg. 21)
- 3-6. Disposal of Property Left Aboard Buses - August 2017. (Sonia Wills) (pg. 29)
- 3-7. Receive the minutes of the MAC meeting of September 27, 2017. (Claudia Valencia) (pg. 31)
- 3-8. Approve Performance Incentive Pool for MSTEA and Confidential Unit. (Carl Sedoryk) (pg. 35)
- 3-9. Authorize the purchase of Replacement Radios for Automatic Vehicle Location (AVL) system. (Mark Eccles) (pg. 37)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. October Employee of the Month – Beronica Carriedo, Community Relations Coordinator (Lisa Rheinheimer)
- 4-2. Retirement – Robert Llorin, Coach Operator (Robert Weber)
- 4-3. 30 years of Service- Ben Newman, Risk and Safety Manager (Kelly Halcon)
- 4-4. 30 years of Service- Billy McGowan, Coach Operator (Robert Weber)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Authorize Staff to enter into negotiations with MV Transportation Inc for the extension of their current contract by two (2) additional years.

(Robert Weber) (pg. 39)

- 6-2. Adopt Resolution 2018-08 and approve South County Operations and Maintenance Facility Project (Lisa Rheinheimer) (Enclosure) (Pg. 43)
- 6-3. Authorize staff to issue free parking permits for MST property adjacent to the entrance to the Fort Ord National Monument.
(Hunter Harvath) (Pg. 53)
- 6-4. Consider request from County of Monterey to provide a location for Safe Parking program on MST property. (Carl Sedoryk) (Pg. 55)

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. (pg. 57)
- 7-2. Washington, D.C. Lobby Report – September 2017. (pg. 81)
- 7-3. State Legislative Advocacy Update – August 2017. (pg. 83)
- 7-4. Staff Trip Reports. (pgs. 87-91)
- 7-5. Correspondence
 - a. CAPSLO Healthcare - Thank You (Pg. 93)
 - b. The Pacific Bus Museum- Thank You (Pg. 95)

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 property negotiators – Parcel # APN 032-171-005.
(Hunter Harvath)

9.2 Public Employee Performance Evaluation, Gov. Code § 54957: General Manager/CEO. (K. Halcon)

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 August 2017 can be viewed online within the GM Report at
<http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: November 13, 2017

19 Upper Ragsdale Dr., Monterey, Suite 100

NEXT AGENDA DEADLINE: October 31, 2017

**Dates and times are subject to change.*

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

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

Upon request, Monterey-Salinas Transit will provide written 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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**BERONICA CARRIEDO
OCTOBER 2017
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Beronica Carriedo began working at Monterey-Salinas Transit District in February of 2010 as a Mobility Trainer. She has been recognized as Employee of the Month on two separate occasions and Employee of the Year in 2014 due to her personal volunteer efforts on Measure Q; and

WHEREAS, Beronica Carriedo was transitioned in the position of Community Outreach Coordinator in the Marketing Department in May of 2016. In this new role, she has excelled in the new role and has demonstrated initiative and professionalism; and

WHEREAS, Beronica Carriedo has attended community events with enthusiasm to showcase MST and its services. Since January 2017, she has increased MST's social media presence significantly with the following statistics: Facebook fans by 32%, Twitter followers by 9%, and Instagram followers by 1,257%; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Beronica Carriedo as Employee of the Month for October 2017; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2018-06 this 16th day of October 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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ROBERT LIORIN 8 YEARS OF SERVICE

WHEREAS, Robert Llorin began his career with Monterey-Salinas Transit in April 2009 as a Coach Operator, and

WHEREAS, Robert Llorin has been recognized for three years of safe driving in March of 2017; and

WHEREAS, Robert Llorin has a great attitude in the workplace and is known for his honesty and “by the book” approach to his duties. He is well liked by his fellow co-workers as well as MST staff; and,

WHEREAS, after 8 years of service with MST, Robert Llorin retired on September, 30, 2017.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Robert Llorin for his outstanding service to MST; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Robert Llorin and wishes him continued success, and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-07 this 16th day of October 2017.

Tony Barrera
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

MINUTES
September 11, 2017

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 10:00 a.m and requested a moment of silence in remembrance of the victims of 9/11. Roll call was taken and the pledge of allegiance followed and was led by Director Hardy.

Director Alejo arrived at 10:02 a.m.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present:	Carolyn Hardy	City of Carmel-by-the-Sea
	Kristin Clark	City of Del Rey Oaks
	Robert Bonincontri	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	Dan Albert	City of Monterey
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	David Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	Ken Cuneo	City of Pacific Grove
	Anna Velazquez	City of Soledad
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Assistant General Manager
	Robert Weber	Chief Operating Officer
	Norman Tuatavuki	Deputy Chief Operating Officer

Kelly Halcon	Director 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
Eva Perez	Office Administrator
Andrea Williams	General Accounting & Budget Manager
Michelle Overmeyer	Grants Analyst
Sandra Amorim	Procurement and Contract Manager
Alvin Johnson	Contract Transportation Supervisor
Cristy Subago	Mobility Services Manager
Erin Heatly	Mobility Specialist
Claudia Valencia	Mobility Specialist
Beronica Carriedo	Community Relations Coordinator
Dave Laredo	De Lay & Laredo

Public:	Don Parslow	MV Trans
	Javier Gomez	County of Monterey
	MacGregor Eddy	Salinas Californian
	James May	CalStart

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

3. CONSENT AGENDA

- 3-1. Adopt Resolution 2018-03 recognizing Kevin Allshouse, Mobility Specialist, Employee of the Month for August 2017.
- 3-2. Adopt Resolution 2018-04 recognizing Jarred Augusta, Coach Operator, Employee of the Month for September 2017.
- 3-3. Minutes of the regular meeting of July 10, 2017.
- 3-4. Financial Report – June and July 2017.
- 3-5. Disposal of Property Left Aboard Buses - June and July 2017.
- 3-6. Approve New MAC Appointment.
- 3-7. Approval to donate MST Historical Bus to the Pacific Bus Museum.
- 3-8. Receive the minutes of the MQC meeting of August 16, 2016.
- 3-9. Receive the minutes of the MQC meeting of March 28, 2017.
- 3-10. Receive the minutes of the MAC meeting of May 31, 2017.

- 3-11. Ratify Claim Staff Rejections.
- 3-12. Claim Rejection.
- 3-13. Award a Contract for Uniform and Linen Services.
- 3-14. Approve Revised Resolution 2017-37 authorizing the execution of the State Highway Account- Sustainable Communities Planning Grant.
- 3-15. Resolution 2017-05 CTSGP-CTAF Application Authority.
- 3-16. Award Contract for Painting of Marina Transit Exchange.
- 3-17. FY 2018 APTA Dues.

Public Comment – none

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

Director LeBarre commented on item 3-7 Historic Bus restoration and donation and thanked MST Staff for giving back to the community.

4. RECOGNITION AND SPECIAL PRESENTATIONS

Public Comment – none

- 4-1. August Employee of the Month – Kevin Allshouse, Mobility Specialist.

Robert Weber recognized Kevin Allshouse, Mobility Specialist, for his excellent service to MST and the entire community.

- 4-2. September Employee of the Month – Jarred Augusta, Coach Operator.

Robert Weber recognized Jarred Augusta, Coach Operator., for his excellent service to MST and the entire community.

- 4-2. 30 Years of Service – Charles Armbruster, Communications Systems Manager.

Robert Weber recognized, Charles Armbruster, Communications Systems Manager for his 30 years of outstanding service to MST and the entire community.

5. PUBLIC HEARINGS

- 5-1. Conduct public hearing and adopt Revised FY 2017 Program of Projects.

Public Comment – none

Director LeBarre made the motion to conduct public hearing adopt the revised FY2017 Program of Projects and was seconded by Director Clark. The motion passed unanimously.

6. ACTION ITEMS

Public Comment- None

- 6-1. Authorize purchase of hardware and software for Trapeze EAM FuelFocus system.

Director Clark made the motion to approve the purchase of hardware and software for the Trapeze EAM FuelFocus system and was seconded by Director Hardy. The motion passed unanimously.

- 6-2. Authorize the purchase of two Fork Lifts and two Eagle Transit Utility Tractors.

Director LeBarre inquired on what will happened to the forklifts and tractors being replaced and suggested donating them to local community college.

Director Martinez made the motion to the purchase of two YALE forklifts and two Eagle Transit Utility Tractors and was seconded by Director Alejo. The motion passed unanimously.

- 6-3. Authorize additional expenditure of funds for enhanced safety and performance features on Gillig coaches.

Director LeBarre asked what the current miles per gallon is on the Gillig coaches and Norman Tuitavuki, Deputy Chief Operating Office confirmed they are getting up to 7 miles per gallon.

Director Hardy asked how many years is the extended warranty on the Gillig coaches and Norman Tuitavuki confirmed the extended warranty is for ten years.

Director Hardy made the motion to authorize the additional expenditure for safety and performance features on Gillig coaches and was seconded by Director LeBarre. The motion passed unanimously.

- 6-4. Receive System-Wide Fleet Analysis Final Report.

CalStart presented an update on the System-Wide Fleet Analysis to support the potential transition to a zero-emission fleet and recommend a method to phase in a new electric fleet-type and related infrastructure.

Director LeBarre made the motion to approve the System-Wide Fleet Analysis Final report and Executive Summary with recommendations and was seconded by Director Alejo. The motion passed unanimously.

6-5. Approve GM/CEO extension of employment contract.

Director Albert made the motion to approve the GM/CEO extension of employment contract and was seconded by Director Martinez. The motion passed unanimously.

6-6. Authorize \$4 million revolving line of credit with Rabobank, N.A.

Director LeBarre made the motion to authorize acceptance of the \$4 million revolving credit line with Rabobank, N.A. and was seconded by Director Albert. The motion passed unanimously.

6-7. Authorize contracts for South County Operations & Maintenance Facility design, engineering, civil, permitting and construction support services.

Director Alejo made the motion to authorize contract award to Paul Davis Partnership in the amount of \$136,000 and to Whitson Engineers in the amount of \$137,00 for the South County Operations and Maintenance Facility and was seconded by Director Carbone. The motion passed unanimously.

6-8. Exercise Two Year Option for Legal Services.

Director O'Connell made the motion to further discuss maintaining the original 1 year option which was seconded by Director Albert.

Director Clark made a substitute motion to support staff recommendation of approving a two year option which was seconded by Director Hardy.

Director Albert withdrew his second of the original motion. The substitute motion passed with one no vote by Director O'Connell.

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 – June and July 2017.

7-2. Washington, D.C. Lobby Report – August 2017.

7-3. State Legislative Advocacy Update – June and July 2017.

7-4. Staff Trip Reports.

7-5. Correspondence.

- a. Cap and Trade State Legislative Letter.
- b. Veterans Transition Center Request for Donation.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

Director LeBarre, Barrera and Martinez reported that they attended the APTA Transit Board Member Seminar in Chicago, Illinois.

- 8-2. Board member comments and announcements.

- 8-3. Board member referrals for future agendas.

- 8-4. CalACT Fall 2017 Conference in Monterey October 31 to November 3, 2017.

Carl Sedoryk announced that the CalACT Fall 2017 conference will be held at the Monterey Plaza and that any board members who wish to attend contact Jeanette Alegar-Rocha, Clerk to the Board.

- 8-5. GM/CEO performance evaluation forms on each board member dais.

Chair Barrera requested that board member complete and return the evaluation forms in a timely manner.

9. CLOSED SESSION

- 9-1. Approve Performance Incentive Pool for MSTEA and Confidential Unit.

Public Comment- None

10. RETURN TO OPEN SESSION

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


Dave Laredo, reported that the board provided direction that item 9-1 will be added to the October 2017 consent agenda.

11. ATTACHMENTS

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

12. ADJOURN

There being no further business, Chair Barrera adjourned the meeting at 11:37 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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HR Committee

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

September 11, 2017
9:00 a.m.

Present: Directors: Clark (Chair), Pacheco, Velazquez

Absent: Cuneo, Velazquez

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

Public: None

1. Call to Order.

Chairperson Clark called the meeting to order at 9:08 a.m. With no quorum, the committee met as a whole.

2. Public Comment on Matters Not on the Agenda.

None

3. Closed session.

- 3-1. Recommend Performance Incentive Pool for MSTEA and Confidential Unit (Enclosure) (Kelly Halcon) (§54957.6)
- 3-2. General Manager/CEO Employment Extension (Kelly Halcon) (§54957.b)
- 3-3. General Manager/CEO Performance Evaluation (Kelly Halcon) (§54957.b)

Public Comment- None

4. Return to open session and report on closed session.

Upon return from closed session, Mr. Laredo reported that MST staff provided an update on items 3-1 and 3-3 but no reportable action was taken.

5. Action Item

- 5-1. Recommend General Manager Contract Extension
(Kelly Halcon)

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

7. Adjourn.

There being no further business, the meeting was adjourned at 9:37 a.m.

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

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – August 2017

RECOMMENDATION:

1. Accept report of August 2017 cash flow presented in Attachment #1
2. Approve August 2017 disbursements listed in Attachment #2
3. Accept report of August 2017 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance August 1, 2017	\$13,226,535.13
Revenues	7,363,356.38
Disbursements	<u><4,670,655.55></u>
Ending balance August 31, 2017	<u>\$15,919,235.96</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:

At the end of the first two months of the fiscal year, the District continues to manage its expenses, resulting with a surplus of \$713,292 on the fixed-route side of the budget. MST RIDES is also showing positive variances on both revenues and expenses, resulting in a \$58,385 surplus year to date.

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

1. **Miscellaneous** – A large portion of this 52.2% negative variance is caused by a large multimedia advertising purchase to kick off MST's RealTime rollout as well as staff travel, mostly to training sessions. Some of the training sessions MST staff participates in are free to attend, but the district must pay for travel. On other occasions, MST includes funding for both the training sessions as well as travel to those sessions in its grant applications for major projects. Both the advertising buy and travel to training are spent unevenly throughout the year. Staff will monitor these expenditures to ensure they are on track to be balanced by the end of the fiscal year.

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:  REVIEWED BY: 
Lori Lee Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance August 1, 2017		13,226,535.13
Revenues		
Passenger Revenue	531,036.49	
DOD Revenue	844,490.00	
LTF / STA / 5307	4,951,265.14	
Sales Tax	759,200.00	
Grants	241,901.23	
Interest Income	867.45	
Non Transit Revenue	34,596.07	
Total Revenues		7,363,356.38
Disbursements		
Operations (See Attachment #2)	2,844,989.04	
Capital	1,825,666.51	
Total Disbursements		(4,670,655.55)
Ending balance August 31, 2017		<u><u>15,919,235.96</u></u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	915,766.25
Checking(s) - Wells Fargo Bank	-
Local Agency Investment Fund (LAIF)	7,837,069.74
Money Market - Homeland Security	831,354.71
Money Market - Rabo MM	3,812,517.56
Money Market - PTMISEA	815,325.07
Money Market - LCTOP	632,592.64
Money Market - Rabo Prop. 1 B	1,055,079.54
Bank of America - Escrow	8,985.45
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	<u><u>15,919,235.96</u></u>

PAYROLL ACCOUNT

August 4 Payroll & Related Expenses	629,028.76	
August 18 Payroll & Related Expenses	580,622.58	
Pers & 457	193,206.94	
Garnishments	5,725.28	
Payroll adj		
	<hr/>	
	1,408,583.56	1,408,583.56

GENERAL ACCOUNT

Disbursements on Attached Summary	3,187,579.11	
Paydown loan	13,193.77	
Workers Comp. Disbursements	33,749.36	
Interest expense	6,113.78	
Bank Service Charge	21,435.97	
	<hr/>	
	3,262,071.99	3,262,071.99

Total Disbursements	<hr/>	4,670,655.55
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Less Capital Disbursements & Transfers		<hr/> (1,825,666.51)
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Operating Disbursements		<hr/> 2,844,989.04
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR August 1, 2017 - August 31, 2017

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 08/01/2017	45851 - 45852	370.00
Accounts Payable 08/02/2017	45853 - 45853	370.00
Accounts Payable 08/03/2017	45854 - 45876	182,513.00
Accounts Payable 08/11/2017	45877 - 46026	2,158,649.26
Accounts Payable 08/18/2017	46027 - 45209	45,077.09
Accounts Payable 08/17/2017	45210 - 46041	(361.92)
Accounts Payable 08/25/2017	46042 - 46162	681,537.83
Accounts Payable 08/29/2017	46163 - 46167	119,423.85
TOTAL		<u>3,187,579.11</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
BLUESCOPE CONSTRUCTION	TDA Rehab September 19, 2016	45565	8/11/17	1,143,094.66
MV TRANSPORTATION SERVICES INC	Recurring Expense	45969	8/11/17	618,145.48
CALIFORNIA PUBLIC EMPLOYEES	Recurring Expense	46065	08/25/17	351,892.77

TREASURY TRANSACTIONS
FOR AUGUST 2017

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 08/01/17					8,337,069.24
8/9/17	687	Withdrawal		2,000,000.00	6,337,069.24
8/31/17	308	Deposit	1,500,000.00		7,837,069.24
Local Agency Investment Fund: Quarterly interest earned - .92%					7,837,069.24
LAIF Treasury Balance at 08/31/17					7,837,069.24

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 08/01/17					1,163,072.80
08/03/17	308	To AP		755,000.00	408,072.80
08/09/17	LAIF Trust	from LAIF Trust Fund	2,000,000.00		2,408,072.80
08/11/17	308	To AP		1,900,000.00	508,072.80
08/17/17	212	from Military Vending Sales	628,000.00		1,136,072.80
08/25/17	308	To AP		150,000.00	986,072.80
08/31/17	479	FTA 5307 FY17 CA201702201	3,143,413.00		4,129,485.80
08/31/17	479	LTF FY 16-17 #12 TAMC Res 2016	1,322,993.14		5,452,478.94
08/31/17	479	LTF FY 16/17 STA	484,859.00		5,937,337.94
08/31/17	212	from Military Vending Sales	215,000.00		6,152,337.94
08/31/17	LAIF Trust	to LAIF Trust Fund		1,500,000.00	4,652,337.94
08/31/17	308	To AP/Payroll		840,000.00	3,812,337.94
08/31/17		Interest @ 0.30%	179.62		3,812,517.56
RABO MM Balance at 08/31/17					3,812,517.56

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from August 1, 2017 to August 31, 2017

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY18)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-368,095	-350,659	-17,436	-675,968	-701,318	25,350
Special Transit	-535,166	-501,121	-34,045	-1,149,892	-1,002,242	-147,650
Cash Revenue	-53,667	-26,936	-26,731	-89,899	-53,872	-36,027
Cash Grants & Reimbursement	-2,616,065	-2,616,657	592	-5,232,130	-5,233,314	1,184
Total Revenue	-3,572,993	-3,495,373	-77,620	-7,147,890	-6,990,746	-157,144
Expenses						
Labor	1,285,402	1,340,540	-55,138	2,589,312	2,681,080	-91,768
Benefits	714,558	793,407	-78,849	1,573,158	1,586,814	-13,656
Advertising & Marketing	2,690	4,919	-2,229	8,839	9,838	-999
Professional & Technical	56,641	73,361	-16,720	93,775	146,722	-52,947
Outside Services	30,642	35,126	-4,484	59,891	70,252	-10,361
Outside Labor	65,000	106,366	-41,366	128,568	212,732	-84,164
Fuel & Lubricants	203,429	296,927	-93,498	382,605	593,854	-211,249
Supplies	107,172	82,842	24,330	191,480	165,684	25,796
Vehicle Maintenance	96,460	94,334	2,126	155,247	188,668	-33,421
Marketing Supplies	2,571	2,876	-305	2,571	5,752	-3,181
Utilities	36,036	44,690	-8,654	72,723	89,380	-16,657
Insurance	53,698	61,074	-7,376	112,788	122,148	-9,360
Taxes	14,342	17,387	-3,045	29,495	34,774	-5,279
Purchased Transportation	436,467	443,582	-7,115	824,231	887,164	-62,933
Miscellaneous Expenses	78,747	51,676	27,071	120,117	103,352	16,765
Interfund transfers						
Pass Thru/Behalf of Others		717	-717		1,434	-1,434
Interest Expense	9,547	9,250	297	18,958	18,500	458
Leases & Rentals	36,913	36,299	614	70,841	72,598	-1,757
Total Operating Expenses	3,230,317	3,495,373	-265,056	6,434,597	6,990,746	-556,149
Operating (Surplus) Deficit	-342,676		-342,676	-713,292		-713,292

NOTES

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MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from August 1, 2017 to August 31, 2017

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY18)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-39,031	-19,454	-19,577	-76,060	-38,908	-37,152
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-363,599	-363,599		-727,198	-727,198	
Total Revenue	-402,630	-383,053	-19,577	-803,258	-766,106	-37,152
Expenses						
Labor	10,398	9,573	825	19,806	19,146	660
Benefits	5,749	4,862	887	11,886	9,724	2,162
Advertising & Marketing						
Professional & Technical		417	-417		834	-834
Outside Services						
Outside Labor	3,560	7,042	-3,482	7,118	14,084	-6,966
Fuel & Lubricants	37,116	43,378	-6,262	70,039	86,756	-16,717
Supplies	173	2,044	-1,871	516	4,088	-3,572
Vehicle Maintenance						
Marketing Supplies						
Utilities	40		40	80		80
Insurance						
Taxes						
Purchased Transportation	314,588	295,650	18,938	595,588	591,300	4,288
Miscellaneous Expenses	19,920	20,087	-167	39,840	40,174	-334
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	391,543	383,053	8,490	744,873	766,106	-21,233
Operating (Surplus) Deficit	-11,087		-11,087	-58,385		-58,385

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

Donation to St. Vincent De Paul (Seaside):

4 Books	6 Cell phones
1 Laptop	1 Speaker
1 Pair prescription eyeglasses	1 Hat
1 Pair of shorts	4 Pairs of socks (New)
5 Pairs of sunglasses	2 Sweaters
2 Tote bags	2 Dolls
5 Wallets	1 Watch
1 Water bottle	1 Pet bowl
1 Phone case	1 Bracelet
3 Headphones	

To be disposed:

1 Key	1 Dirty Sweater
2 School ID's (MPC)	1 Lock
2 Medications	5 CA ID's
2 Dirty ripped wallets	3 Credit cards

To be retained:

\$26.02 For accounting to deposit.

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

PREPARED BY:  Reviewed by: 
Sonia Wills Carl G. Sedoryk

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Mobility Advisory Committee
Regular Meeting Minutes
Wednesday, July 26, 2017

1. CALL TO ORDER

Chair Ronn Rygg called the meeting to order at 1:02 p.m. in the Monterey-Salinas Transit Board of Directors Chamber (MST).

Present:

Ronn Rygg	United Way Monterey County
Aimee Cuda	ITN Monterey
Virginia Murillo	Transportation Agency for Monterey County
Kazuko Wessendorf	Interim, Inc.
Reyna Gross	Alliance on Aging
Alejandro Fernandez	Davita Salinas Dialysis
Melissa McKenzie	Carmel Foundation
Laurie Crosby	Consumer
Diana Trapani	The Blind and Visually Impaired Center of Monterey County
Olivia Quezada	Central Coast Council for Independent Living

Absent:

Maureen McEachen	Visiting Nurse Association
Kathleen Murray-Phillips	Monterey County Department of Social & Employment Services

Staff:

Cristy Sugabo	Mobility Services Coordinator
Kevin Allshouse	Mobility Specialist
Claudia Valencia	Mobility Specialist
Lisa Rheinheimer	Director of Planning and Marketing
Alvin Johnson	Contract Transportation Supervisor
Don Parslow	MV Interim General Manager
Leona Medaris-Peach	MV Transportation

Public:	Kurt Schake	Veterans Transition Center
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2. CONSENT AGENDA

2.1 Minutes of the regular meeting of May 31, 2017.

Member Cuda made a motion to approve the minutes and Member Trapani seconded the motion. The motion was passed.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

4. MEMBERSHIP

4.1 Chair Rygg welcomed Alejandro Fernandez to the committee and states the committee's recommendation to the board for Mr. Fernandez membership was approved by MST Board of Directors.

4.2 Member McKenzie made a motion to recommend Kurt Schake of the Veterans Transition Center to the MST Board of Directors for Mobility Advisory Committee membership, and the motion was seconded by Member Cuda.

5. PRESENTATION

5.1 Presentation on MST's RealTime advertising campaign. (Lisa Rheinheimer)

Lisa Rheinheimer started by saying that people do not like to wait. Studies have shown that waiting for the bus, on the other hand, is particularly frustrating because a passenger cannot see where the bus is located until it's within sight. Thanks to new technology, now thru "MST RealTime", passengers will obtain bus arrival information. There are four different ways that a passenger can receive the information: text message, phone call, smart phone application, and Google Maps.

MST will be having an advertising campaign to let passengers know about the different options available for bus arrival information. The marketing approach will be by having bus ads, brochures on all buses, at transit centers, and at local businesses/organizations, MST website, paid social media ads, TV Commercials plus others.

Lisa mentioned that some of the goals for MST RealTime are to improve passenger convenience, meet passenger expectations, reduce customer service demands, improve passenger experience, and attract new ridership.

6. REPORTS

6.1 MV Transit Report (Alvin Johnson)

Mr. Johnson provided MV RIDES Paratransit Statistics for Fiscal Year 2017. MV is meeting goals across board with on-time performance, phone calls answered, on hold times, and with scheduled appointments times by being on time. MST is working closely with MV to try and reduce the number of RIDES Paratransit NO-Shows and Late Cancells.

Don Parslow provided information about the Monthly Service Report for RIDES Paratransit trip purpose for the period of June 1st to June 30th. Alvin Johnson added that there has been a significant increase in the number of trips to Education, Training, and Adult Day Care in the last Fiscal Year.

6.2 Update on Mobility Programs (Cristy Sugabo)

Ms. Sugabo announced the approval by the MST Board of Directors to reduce the MST RIDES fare in half effective September 2, 2017. The New Fare structure: One-way, 2.7 miles or less will cost \$1.50; One-way; more than 2.7 miles and less than 17.0 miles will cost \$2.50; and One-way, more than 17.0 miles will cost \$3.50. This will be possible thanks to Measure Q funds. RIDES clients will be notified by mail after August 25th, and also will have car cards displayed inside the bus.

Another update was on the Special Medical Trips. Effective since July 3rd, MST Special Medical Trips will now provide transportation for medical appointments four days per month; twice to San Jose area and twice to the San Francisco area. The fare was also reduced from \$40 to \$20 round-trip. In order to use this service, a reservation will need to be done by 5:00pm three days before the appointment.

7. SUBJECT ITEM REQUEST

Measure Q report was recommended.

8. ANNOUNCEMENTS AND APPRECIATIONS

Member Cuda announced that she has accepted a new position with Central Coast Senior Services as Community Outreach Specialist, but that she will continue working with ITN Monterey County in the meantime.

Member Cuda distributed flyers about the Senior Day and Veteran's Connect Resource days at the Monterey County Fair on August 31st and September 1st.

Cristy Sugabo announced that Claudia Valencia will be the new staff assistant for the Mobility Advisory Committee, and that currently is training with Kevin Allshouse.

Ms. Sugabo also announced that there is still a full-time position as a Mobility Specialist.

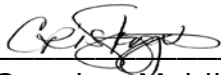
Alejandro Fernandez stated that there is a new Dialysis Clinic that was built in Marina, but they anticipate opening until next year. There will also be a new Dialysis clinic built in the next 3-4 years in the Salinas Natividad-Creekbridge area.

MST staff Lisa Rheinheimer announced that bus line 94 will be cut, and renamed to line '4'.

9. ADJOURN

There being no further business, Chair Rygg adjourned the meeting at 2:06 p.m.

PREPARED BY: 
Claudia Valencia, Mobility Specialist

APPROVED BY: 
Cristy Sugabo, Mobility Services Manager

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Approve Performance Incentive Pool for MSTEA and Confidential Unit

RECOMMENDATION:

Award FY 2018 performance incentives for eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees per. recommendation from General Manager/CEO to implement

FISCAL IMPACT:

Approximately \$121,692 in annual performance incentive payments for 52 eligible MSTEA and MST Confidential Unit employees (excluding the General Manager/CEO). This amount is available in the approved FY 2018 Operating Budget.

POLICY IMPLICATIONS:

Per an agreement with the MSTEA, each year your board establishes the size of an incentive pay pool equal to two (2) to three (3) percent of total base pay of the approximately 64 MSTEA and Confidential Unit Members.

DISCUSSION:

The current agreement with the MSTEA requires that an incentive pay pool equal to two (2) to three (3) percent of the total base pay of approximately eligible MSTEA and Confidential Unit members shall be established by the Board for each contract year. The contract states that incentive pay shall be based upon meeting the Board's adopted annual performance goals and award percentages.

Your Board received a presentation from the General Manager/CEO in Closed Session at your meeting of **September 11, 2017** on staff performance in achievement of board adopted goals. The incentive payment shall be a one-time payment to the employees and shall not increase the employee's base pay.

PREPARED BY:


Carl G. Sedoryk

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To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: Replacement Radios for Automatic Vehicle Location (AVL) system

RECOMMENDATION:

Authorize the purchase and configuration of radios that integrate with the Transit Master AVL system, not to exceed \$38,000.

FISCAL IMPACT:

Up to \$38,000 for the purchase and configuration of Radio hardware and software. 100% funding is available in the Board approved FY 2018 Capital Budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST has recently upgraded the AVL system, an integral part of which is the radio needed to communicate between the Operations Center and the vehicles in service. Due to the fact that the current Motorola radios are obsolete, being the original parts installed in 2001, a replacement campaign is required to ensure that there are no safety disruptions as these old radios start to fail. MST will be scheduling replacement to occur over the next 3 years. This is the second phase. 40 radios are to be purchased, configured and installed in 2018 at a cost not to exceed \$38,000.

By approving this purchase, the current AVL system Motorola radios will be replaced with TAIT radios. The cost of the radio replacement and configuration was approved in the MST 2018 Capital Budget.

PREPARED BY:  REVIEWED BY: 
Mark Eccles Carl G. Sedoryk

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To: MST Board of Directors

From: Robert Weber – Chief Operating Officer

Subject: Authorize Staff to enter into negotiations with MV Transportation Inc for the extension of their current contract by two (2) additional years.

RECOMMENDATION:

1. Authorize staff to enter into negotiations with MV Transportation Inc. to identify the terms and conditions of a two (2) year extension to the current contract for the following contracted transportation services:
 - A. MST RIDES - Annual Service Hours = Approximately 62,000 to Include:
 - ADA Paratransit Mini-bus Services
 - ADA Paratransit Taxi Services
 - Special Transportation (ST) Program
 - Special (Out of County) Medical Trips
 - B. Other Services - Annual Service Hours = Approximately 82,000 to include:
 - Select Fixed Route Services
 - On Call Services (Public Dial-A-Ride)
 - Trolley Services
2. Direct staff to return this matter to your Board following the conclusion of contract negotiations for review and final action.

FISCAL IMPACT:

Unknown at this time, however, should your Board approve a two year extension to this contract any associated financial impact(s) shall have an effect on the FY 2019 – FY 2020 budget cycles.

POLICY IMPLICATIONS:

Your board approves all Contracts that are valued at, or above \$25,000. It has been MST's practice to utilize private transportation providers to operate the following types of MST service:

- Demand Response (On Call and RIDES programs)

- Seasonal (Seasonal Trolley Services, 22-Big Sur)
- Demonstration Projects (Limited funding)
- Other services as deemed appropriate (lack of manpower, equipment, or financial requirements)

DISCUSSION:

On January 14, 2013 your Board approved staff to execute an exclusive five (5) year service agreement with MV Public Transportation Inc. to provide the aforementioned services. The contract went into effect on July 18, 2013 and is due to expire on July 17, 2018. There is an option within the agreement to extend this contract by mutual agreement for up to (2) two, (2) two-year periods.

Staff is recommending that MST begin negotiations with MV Transportation Inc. to identify the proposed terms and conditions of a two (2) year extension to this contract and return this matter to your Board for further consideration and or action.

The alternative option would be to place the contract out to a nationwide bid, which staff does not recommend at this time for the following reasons:

The Contractor is currently satisfying all of the contractual key performance indicators to include;

- Safety
- ADA Paratransit On time performance
- Productivity (passengers per hour)
- Paratransit passenger travel times.
- Reservation telephone hold times
- Fixed route pull out and on time performance standards.

Also, it is important to consider that bringing in a new service provider for a contract of this scope will likely increase the costs to the District for the first year or two of the contract term. The new Contractor will need to recover their start-up costs and typically build those added costs into their rates.

As a final consideration - a transition of service of this magnitude to a new provider has a high probability of causing varying degrees of service disruption to our passengers. Unfortunately, this has been staff's previous experience with such transitions.

Currently, staff is conducting a cost analysis by surveying several other public transit properties to determine the fare market value for these services, which will help us ensure that MST is getting the best value as we move forward in this process.

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

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To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: South County Operations and Maintenance Facility

RECOMMENDATION:

1. Find that the South County Operations and Maintenance Facility project is exempt from the California Environmental Quality Act pursuant to CEQA Guidelines Section 1506(b)(3), General Rule exemption and Section 15332 In-Fill Development Projects; and
2. Adopt Resolution 2017-08 approving the South County Operations and Maintenance Facility Project, subject to approval by the City of King City Planning Commission and other agency permits; and
3. Authorize the filing of appropriate loan documents to advance the project to the design-build phase of work.

FISCAL IMPACT:

An estimated \$10,366,505. A number of funding mechanisms will be used to construct the South County Operations and Maintenance Facility.

- State of California Proposition 1B funds (\$517,000) are available from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) to support design-build and construction.
- MST will receive a grant from the Federal Transit Administration (FTA) 5339(b) Bus and Bus Facilities Program in the amount of \$4,119,172 for construction activities.
- A \$5,730,333 short-term construction loan will be obtained from Rabobank.
- A United States Department of Agriculture's (USDA) Rural Development Program loan is being sought, which would reimburse Rabobank for the construction loan.
- In November 2016, Monterey County voters approved a local sales tax measure (Measure X) dedicated to funding transportation-related projects. Measure X will be used to repay the USDA loan

At this time, staff recommends the board authorize the filing of appropriate loan documents to advance the project to construction.

POLICY IMPLICATIONS:

Your Board is the lead agency for the CEQA process and is responsible for approving the project and making any findings under CEQA. The project qualifies for an

Exemption from the California Environmental Quality Act pursuant to CEQA Guidelines Section 15061(b) (3), General Rule exemption and Section 15332 In-Fill Development Projects.

DISCUSSION:

In March 2017, your Board authorized a contract with Denise Duffy and Associates for environmental and permitting related pre-construction services to build a new South County Operations and Maintenance Facility.

MST is the designated “lead agency” for CEQA purposes following its change in legal status as a result of becoming a “district” under AB 644 in 2010. This change allows the MST Board to approve the project with the City of King City acting as a responsible agency under CEQA. However, MST must still request that the City of King City issue a conditional use permit and architectural review for the project to move forward.

As part of this work, several studies were conducted to ascertain any environmental effects the project may have on the environment, both under CEQA as well as under that National Environmental Policy Act (NEPA). Because the project is funded with two federal sources, federal NEPA regulations apply to the project.

The proposed project is located at an approximately 4.8-acre, vacant parcel in King City, California (project site) (Figure 1). The site is bounded to the west by a vacant lot, to the south by San Antonio Drive, to the north by the King City Energy Center, and to the east by Don Bates Way (Figure 2). The site is flat, surrounded by industrial uses, and is heavily disturbed due to mowing and maintenance activities. The approximate elevation of the proposed project site is 340 feet above mean sea level.

The proposed project would accommodate future transit demand in the rural communities of Monterey’s South County. According to AMBAG, a significant amount of growth is anticipated to occur over the next 20 years along the US 101 corridor. MST serves the South County areas from both the future Monterey Bay Operations and Maintenance Facility in Monterey as well as the Clarence J. Wright facility in Salinas. Buses travel 50 to 60 miles before serving the first significant time point in Soledad, King City, Fort Hunter Liggett, or Paso Robles. Constructing a new operations and maintenance facility will save fuel and maintenance costs by starting transit service closer to where buses are housed and maintained. Additionally, MST would be able to add more service to this growth area with a new operations and maintenance facility. MST projects that the project will save an estimated 481,000 miles annually.

Through a formal procurement process, MST would select a design-build contractor to build the new facility. MST would use a design similar to the Monterey Bay Operations and Maintenance Facility. The building would be a pre-engineered (Butler) type of building, constructed on a concrete slab and would have a metal roof and siding. The proposed project includes a maintenance area; an administration area; an area for

parts storage, a mezzanine, steam cleaning, and other miscellaneous uses; and parking.

The proposed project site is located within the boundaries of the approved East Ranch Business Park Specific Plan. The Specific Plan planning area consists of approximately 107 acres of industrial and related uses located northeast of King City. The Specific Plan planning area is bordered by Metz Road to the west, Bitterwater Road to the south, and Airport Drive to the east. San Antonio Road dissects the East Ranch Business Park. The industrial area provides an area of larger land parcels with enhanced aesthetic standards exclusively for sound industrial development wherein manufacturing and other industries can locate and operate away from the restricting influences of non-industrial uses. The Specific Plan planning area is characterized by industrial and commercial development. The site is zoned P-D/SP Planned Development/Specific Plan District and designated in the King City General Plan as LI-Light Industrial.

As such, the proposed project would fall under the permitted uses and adhere to the design requirements as stipulated by the Specific Plan. The Specific Plan defines the development framework, establishes the development and design standards, and identifies implementation measures to accommodate a well-planned business park. Manufacturing and other industries can be located in the East Ranch Business Park and operate away from the restricting influences of non-industrial uses, while maintaining an environment free from offensive or objectionable noise, dust, odor, or other nuisances. The proposed project is allowed under the Specific Plan as an industrial type use, pursuant to acquiring a Conditional Use Permit and Architectural Review approval.

MST submitted a pre-application for the proposed project to the City on June 16, 2017 and attended a pre-application meeting with the City's Project Review Committee on June 27, 2017. King City staff provided positive comments about the proposed project. During the pre-application review process, City staff provided suggestions which have been incorporated into the project.

Because this project is exempt under CEQA, a public review period is not required. However, MST must approve the project and provide a Notice of Exemption to the California Office of Planning and Research State Clearinghouse and the Monterey County Clerk which starts a 35-day statute of limitations for legal challenges to the project.

Additionally under NEPA, no public review period is required for a Categorical Exclusion, which this project falls under. The project does not impact any resources including but not limited to, biological, farmland, traffic, flood plain, archeological, or historic properties, and would not adversely impact minority or low income populations which would trigger a more in-depth NEPA review.

The project will be required to submit permit application to other resources agencies including the Monterey Bay Air Resources Board, Regional Water Quality

Control Board, Monterey County Airport Land Use Commission, Monterey County Environmental Health, and the State of California Water Resources Control Board.

The next steps include the following:

October 16, 2017

MST Board approves the project and makes its CEQA finding

Fall/Winter 2017-18

Submit project to the City of King City for a conditional use permit and for architectural review.

Fall/Winter 2017-18

MST issues Request for Qualifications and subsequent Request for Proposals for the design/build phase of work.

Summer/Fall 2018

Construction phase begins.

The environmental studies prepared for the project including a complete project description for the MST Board of Directors was sent under separate cover due to its size.

The full report can be viewed on MST's website at <https://mst.org/about-mst/planning-development/> or obtained from MST at 19 Upper Ragsdale Drive, Suite 200, Monterey, 93940, any time between the hours of 8:00 a.m. to 5:00 p.m. Monday-Friday, excluding holidays. To have a copy of the report mailed directly to you, please send your request to clerk@mst.org or call 831-264-5002.


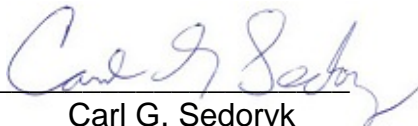
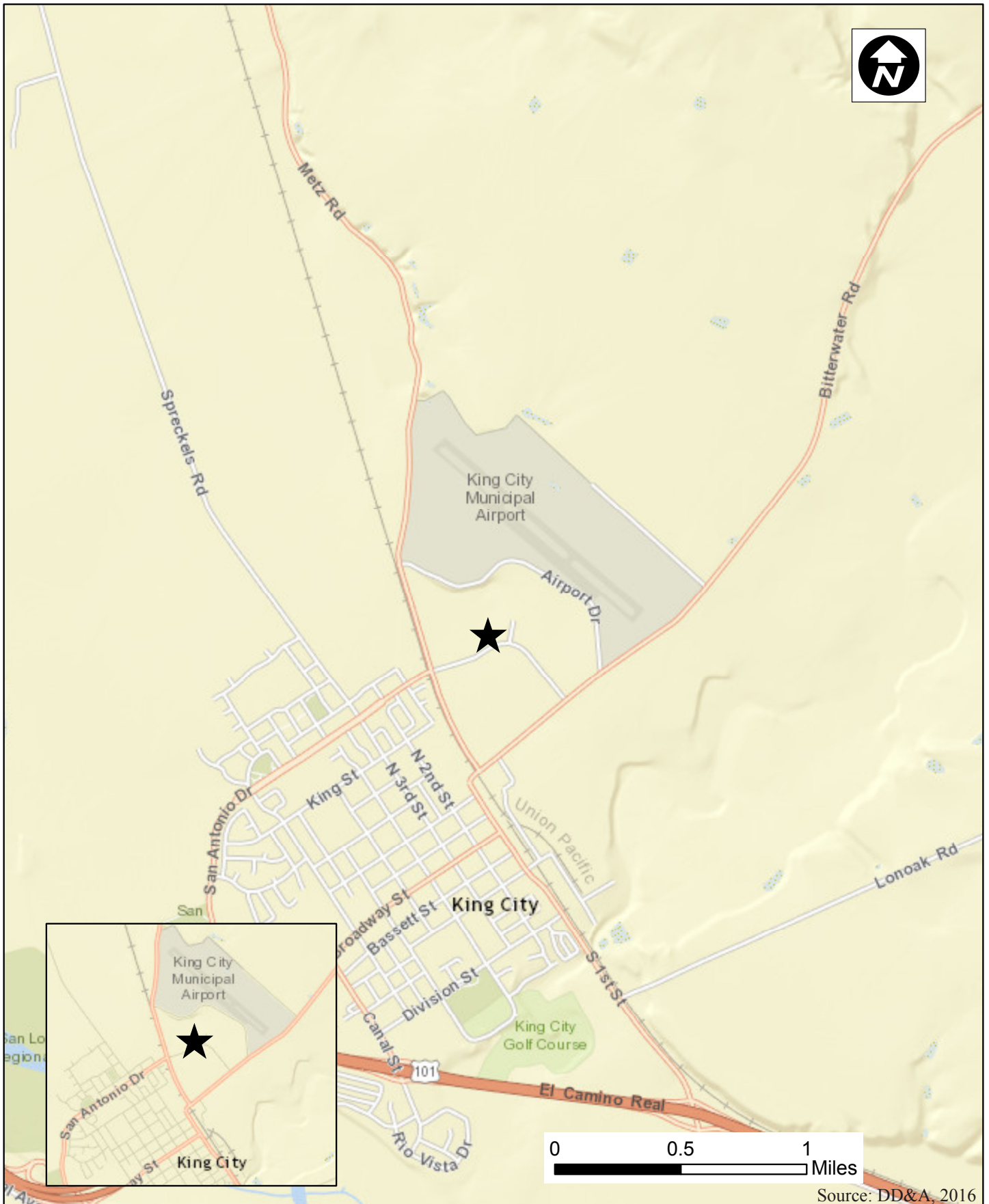
PREPARED BY:  REVIEWED BY: 
Lisa Rheinheimer Carl G. Sedoryk

FIGURE 1



Regional Map

Monterey-Salinas Transit
South County Operations and Maintenance Facility Project

Figure
1

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Project Vicinity Map

Monterey-Salinas Transit
South County Operations and Maintenance Facility Project

Figure
2

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RESOLUTION 2017-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MONTEREY-SALINAS TRANSIT DISTRICT FINDING THE SOUTH COUNTY OPERATIONS AND MAINTENANCE FACILITY PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE PROPOSED PROJECT AT 179 SAN ANTONIO DRIVE, KING CITY, CALIFORNIA

WHEREAS, the Monterey-Salinas Transit District South County Operations and Maintenance Facility is located at 179 San Antonio Drive, in King City, California; and

WHEREAS, the proposed South County Operations and Maintenance Facility project is for existing and future bus operations and maintenance needs; and

WHEREAS, Monterey-Salinas Transit has determined that the South County Operations and Maintenance Facility is exempt from California Environmental Quality Act pursuant to CEQA Guidelines Section 15061(b)(3), General Rule exemption and Section 15332 In-Fill Development Projects; and

WHEREAS, the proposed South County Operations and Maintenance Facility project is characterized as in-fill development meeting the following conditions under Section 15332 In-Fill Development Projects:

- (a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
- (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
- (c) The project site has no value as habitat for endangered, rare or threatened species.
- (d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
- (e) The site can be adequately served by all required utilities and public services.; and

WHEREAS, the project was introduced and conceptually reviewed by the City of King City representatives on June 27, 2017.

NOW, THEREFORE, BE IT RESOLVED, Pursuant to the requirements of California Public Resources Code Section 21000 et seq. ("CEQA") and Title 14, California Code of Regulations Section 15000 et seq. (the "CEQA" Guidelines), the Monterey-Salinas Transit District hereby finds that the South County Operations and Maintenance Facility is exempt from the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and all other applicable guidelines. Evidence: The relevant supporting documents used in the preparation of this exemption are filed in the project record located at the Monterey-Salinas Transit District offices at 19 Upper Ragsdale Drive, Monterey, California. A Notice of Exemption will be filed with the California State Office of Planning and Research and the Monterey County Clerk.

BE IT FURTHER RESOLVED, that the Monterey-Salinas Transit District hereby approves the South County Operations and Maintenance Facility Project.

THE BOARD OF DIRECTORS OF THE MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2017-08 on this 16th day of October, 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE MONTEREY-SALINAS TRANSIT BOARD OF DIRECTORS this 16th day of October, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Board Secretary (deputy)

To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: Free Parking Permits for MST Property adjacent to Ft. Ord National Monument.

RECOMMENDATIONS:

Authorize staff to issue free parking permits to allow vehicular parking on a portion of MST property near the corner of Gigling Road and 8th Avenue in unincorporated Monterey County.

FISCAL IMPACT:

Less than \$1,000.

POLICY IMPLICATIONS:

Your Board authorizes changes in the usage of MST properties.

DISCUSSION:

On the former Fort Ord, MST currently owns – or is waiting for conveyance of – seven parcels of land totaling approximately 50 acres. One of the parcels that MST owns (L.2.4.2) is a 13-acre property used primarily for storage of buses awaiting auction/donation, shelters and benches awaiting installation, and other miscellaneous supplies. In addition, a portion of the property is utilized as a bus training course for MST coach operators. As of now, the entire property is fenced, with the exception of a portion of minimal acreage at the corner of Gigling Road and 8th Avenue across the street from the entrance to the Fort Ord National Monument.


Even before the “wildlands” of Fort Ord were declared a national monument, users of the natural areas west of 8th Avenue often used this unfenced portion of MST’s property as an unofficial parking area. With the declaration of the Fort Ord National Monument, this area has become more popular and well-known to locals and visitors alike. With this increased popularity, MST’s property is being used more frequently as a parking area for those individuals accessing the national monument at the Gigling Road/8th Avenue entrance.

In that regard, staff has become concerned about potential liability and risk exposure related to the use of this MST property by the general public and brought the matter to the attention of the Facilities Committee at their meeting of June 12, 2017.

The committee discussed several options with staff including doing nothing, fencing off the property completely, or developing a permit system to limit MST liability. The Facilities Committee directed staff to devise a system to permit vehicles using MST property to access the national monument in a manner that limits MST liability and retains MST's rights to future uses of its own property.

After consulting with MST's legal counsel and the insurance carrier of the California Transit Indemnity Pool (of which MST is a member), staff has developed a permit system that would continue to enable the public to utilize the parking area, while providing a degree of protection from liability in the event of injury, theft, or vandalism to users and their vehicles while parked on this property. In order to make this process as easy and convenient for the users, staff has developed a free permit form (Attachment) that would be made available on-site in a free-standing mailbox-type lockbox enclosure. The form includes language informing the user that they are using MST property and are assuming any risk of injury, theft, vandalism, etc. After signing the perforated form, the user would tear off the attached permit, put the form in the lockbox slot and then simply place the permit on the dashboard of their vehicle. The permit would have no personal information visible – only a permit number and a date.

Periodically, staff would retrieve these forms from the lockbox and inspect the vehicles to evaluate compliance with the free permitting system. If a vehicle did not have a permit, staff would leave a note on the windshield as a “friendly reminder” about how the permit system works and that it is free so as to encourage future compliance. Staff views this free permit protocol as a user-friendly alternative to fencing off the entire area that would at the same time reduce MST's risk of legal liability. In addition, signage and the proposed permit would inform the public that they are indeed parking as a courtesy on MST's property and not on an official parking lot of the Fort Ord National Monument. As such, staff requests the authorization of your Board to implement this proposed permit system at MST's property near the corner of Gigling Road and 8th Avenue on the former Fort Ord.

PREPARED BY:  Hunter Harvath

REVIEWED BY:  Carl G. Sedoryk

To: MST Board of Directors

From: Carl Sedoryk, General Manager / CEO

Subject: Consider request from County of Monterey to provide a location for Safe Parking program on MST property.

RECOMMENDATION:

Consider request from County of Monterey to provide a location for Safe Parking program on MST property.

FISCAL IMPACT:

Unknown .

POLICY IMPLICATIONS:

County of Monterey has requested this item be placed on your agenda for consideration.

DISCUSSION:

The County of Monterey has hired a contractor to assist in the implementation of a Safe Parking program in various locations throughout the county. The intent of the program is to allow for overnight parking at pre-determined locations for individuals and families living in their vehicles as a last resort form of housing.

Among the properties that has been suggested is the parking lot owned by MST on the corner of Gigling and 8th St in the unincorporated County on the former Fort Ord. The 13 acre property is currently used all year round as a both a storage yard for MST equipment and buses and as a bus driver training course.

The county desires to have a Safe Parking Program up and running by December 1 and MST Board representative and District 1 County Supervisor Luis Alejo has requested this item be placed on the agenda for consideration by your Board.

PREPARED BY: _____


Carl G. Sedoryk

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – August 2017

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for August 2017 (Attachments 1-4).

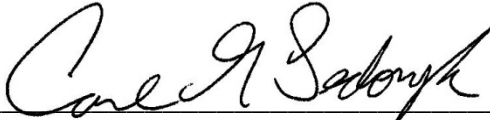
Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report –August 2017

Attachment #3 – Facilities & Maintenance Dept. Report – August 2017

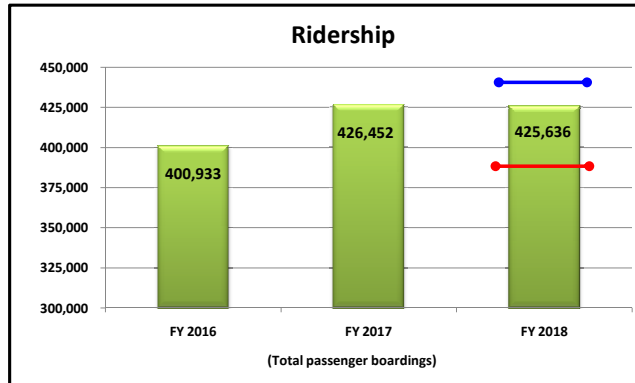
Attachment #4 – Administration Dept. Report – August 2017

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, General Manager/ CEO

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MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Month of August
Fiscal Years 2016-2018

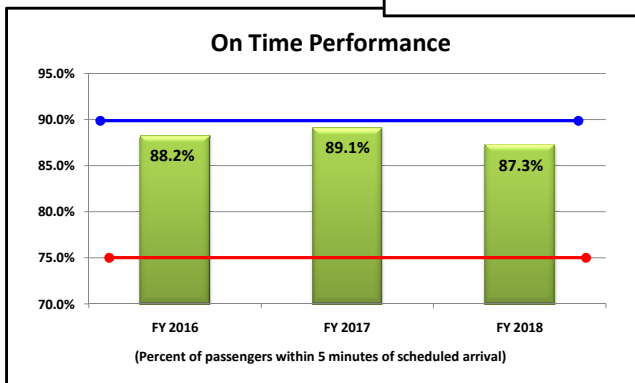
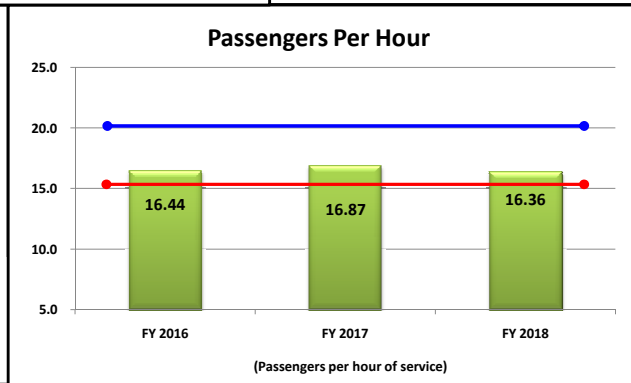


**Goal = 434,981
passengers**

**Minimum = 383,807
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

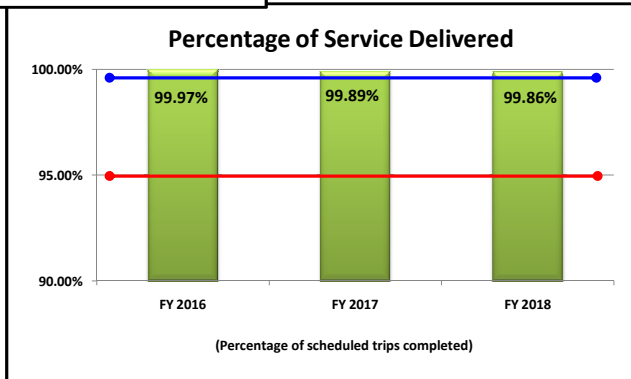


Goal = 90% on time

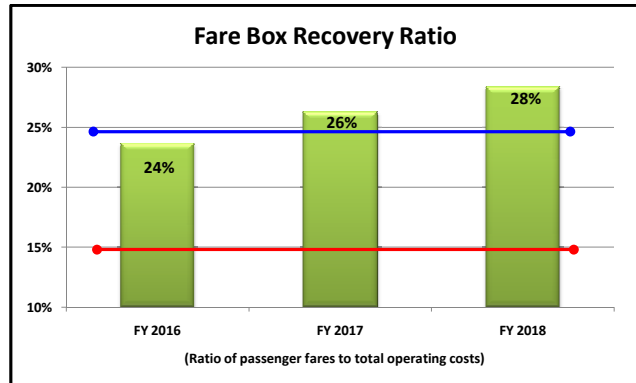
Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed



MST Fixed Route **YTD Dashboard Performance Comparative Statistics** **Month of August** **Fiscal Years 2016-2018**

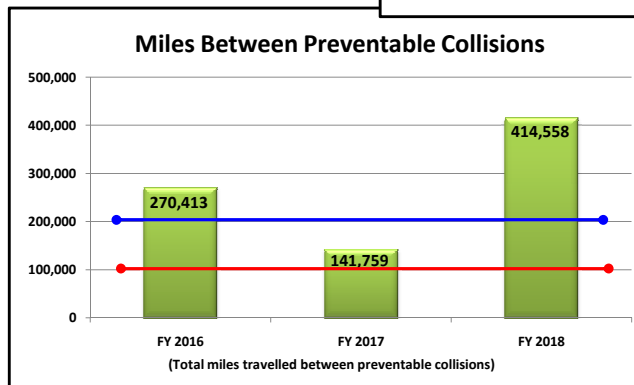
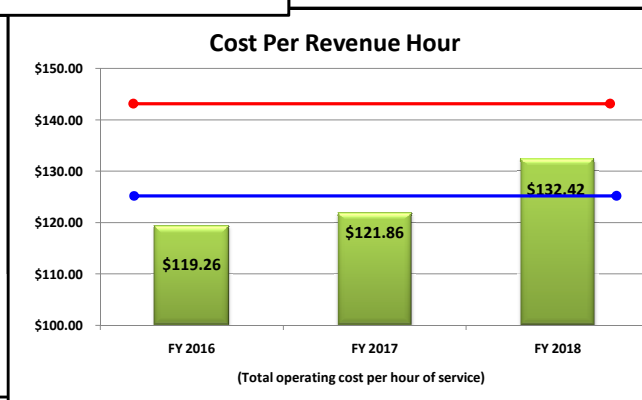


Goal = 25%

Minimum = 15%

Maximum = \$141.26 per RH

Goal = \$128.42 per RH

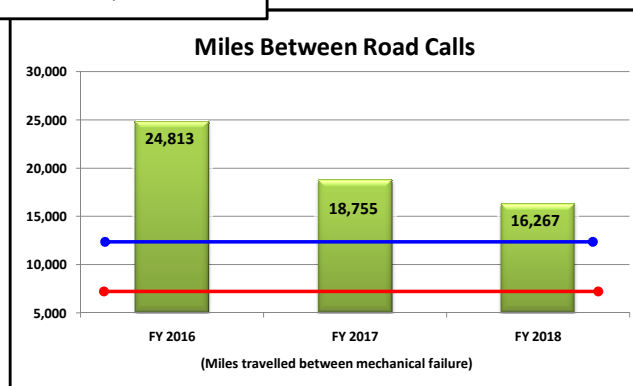


Goal = 200K Miles

Minimum = 100K Miles

Goal = 15K Miles

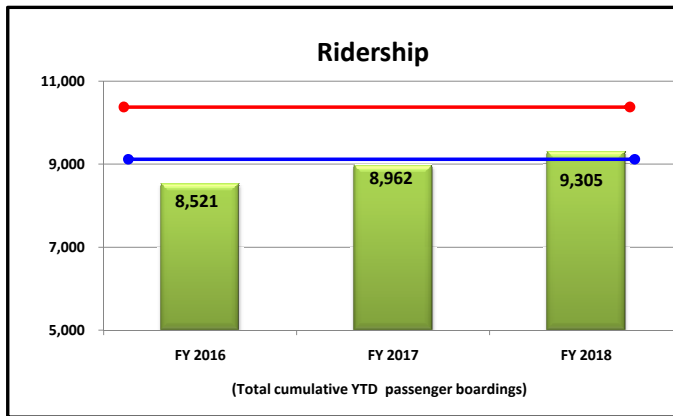
Minimum = 7K Miles



MST RIDES

YTD Dashboard Performance Comparative Statistics

Month of August FY 2016-2018

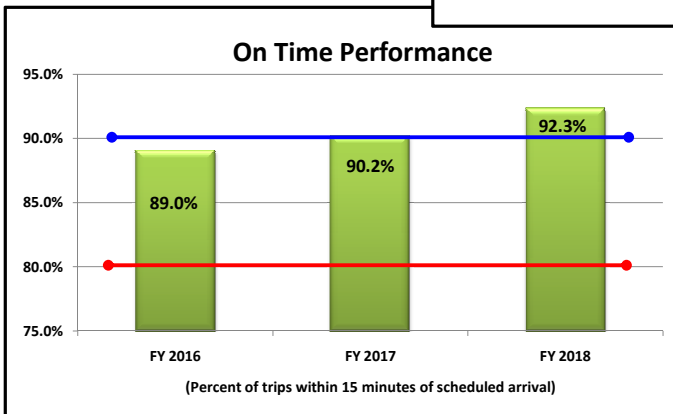
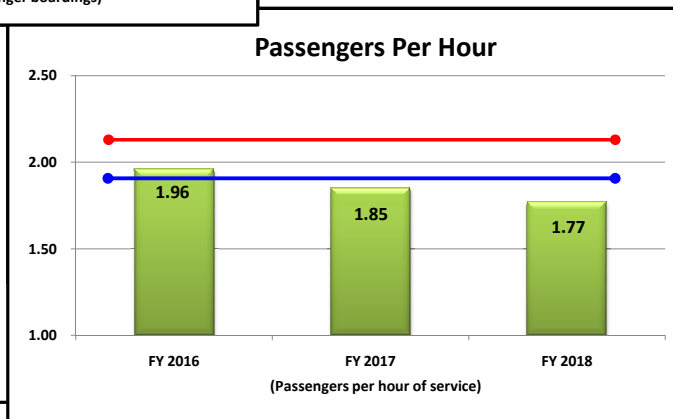


Goal = 9,230 passengers

Maximum = 10,153 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h

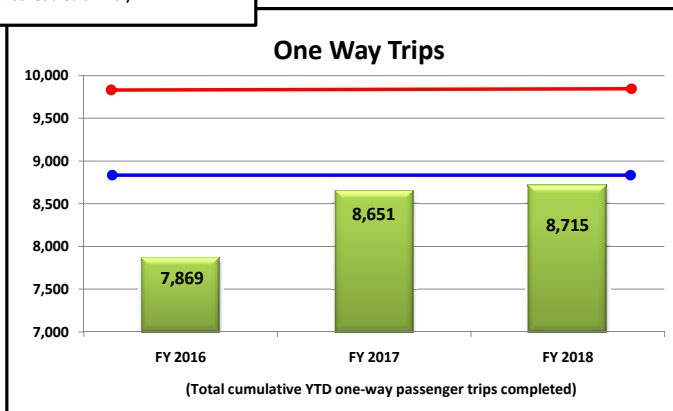


Goal = 90% on time

Minimum = 80% on time

Maximum = 9,802 one-way trips

Goal = 8,911 one way trips

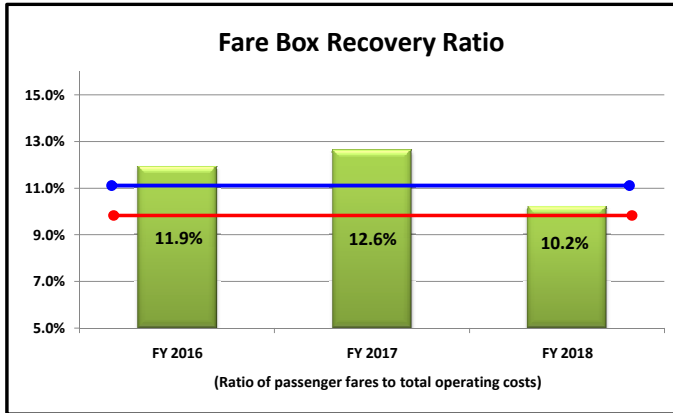


MST RIDES

YTD Dashboard Performance Comparative Statistics

Month of August

FY 2016-2018

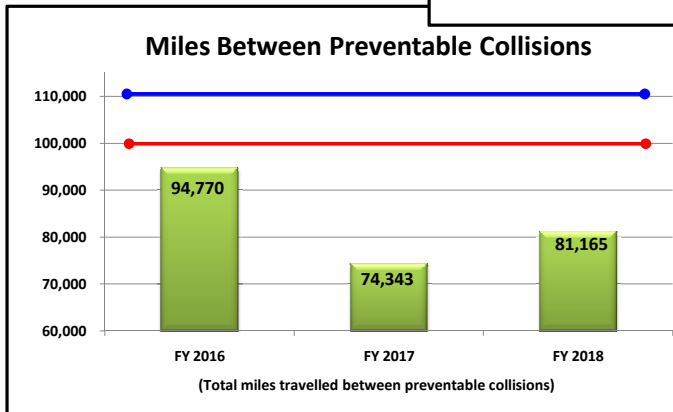
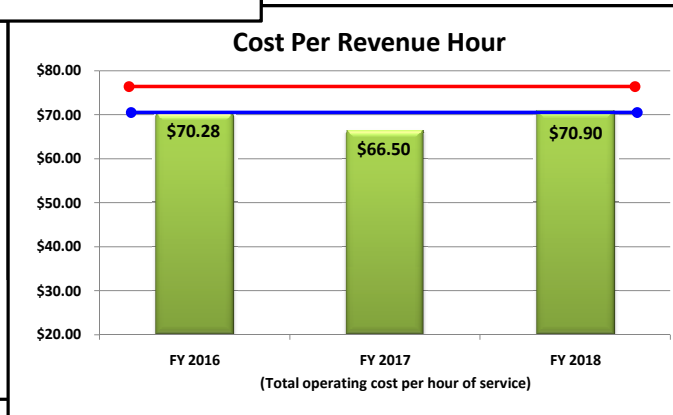


Goal = 11%

Minimum = 10%

Goal = \$70.17

Maximum = \$77.19

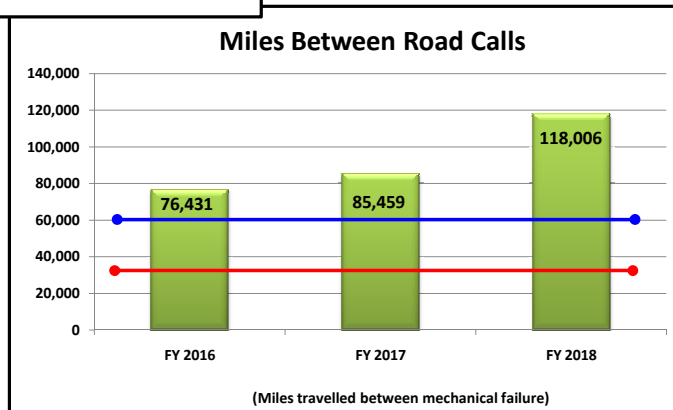


Goal = 110K Miles

Minimum = 100K Miles

Goal = 60,000 miles

Minimum = 30,000 miles

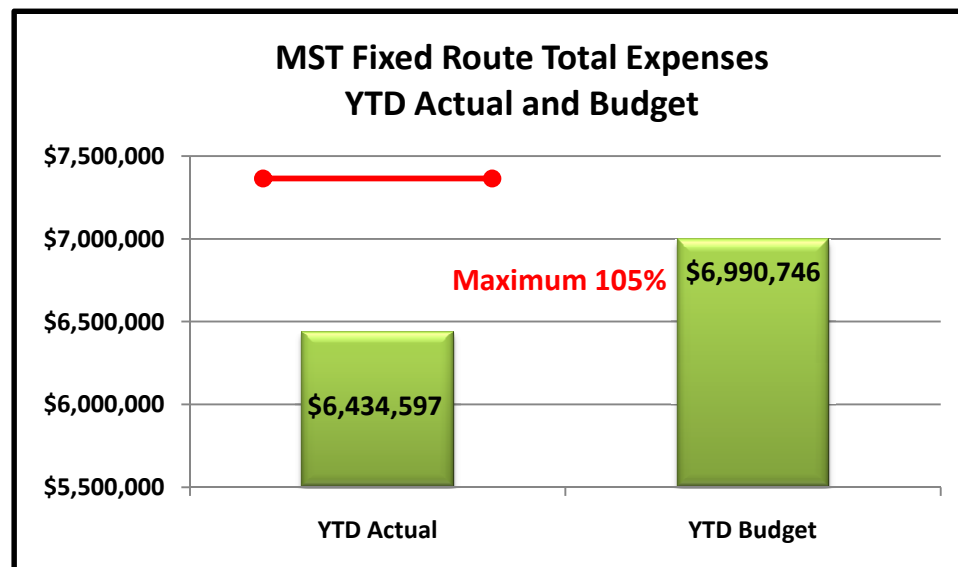
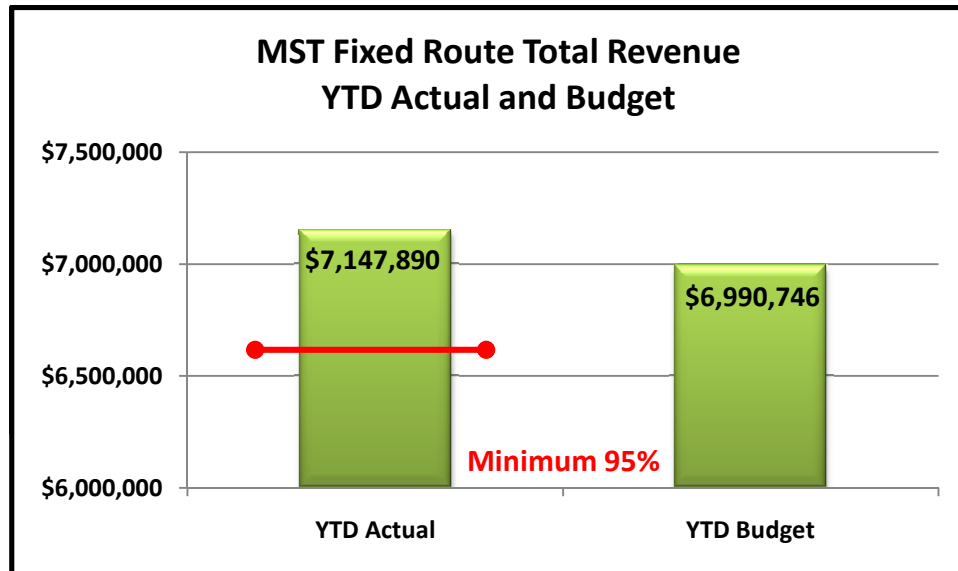


MST Fixed Route

Financial Performance Comparative Statistics

Month of July

Fiscal Year 2018

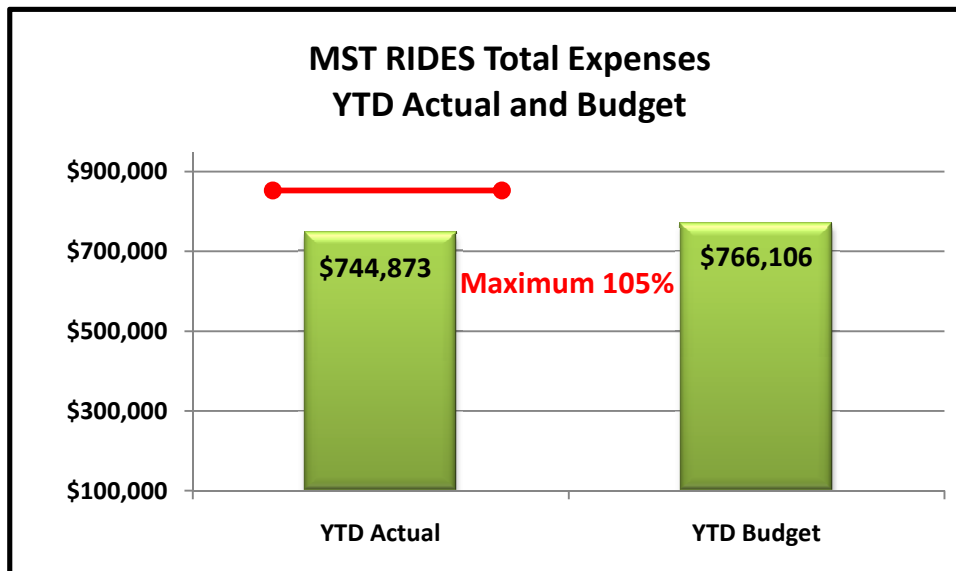
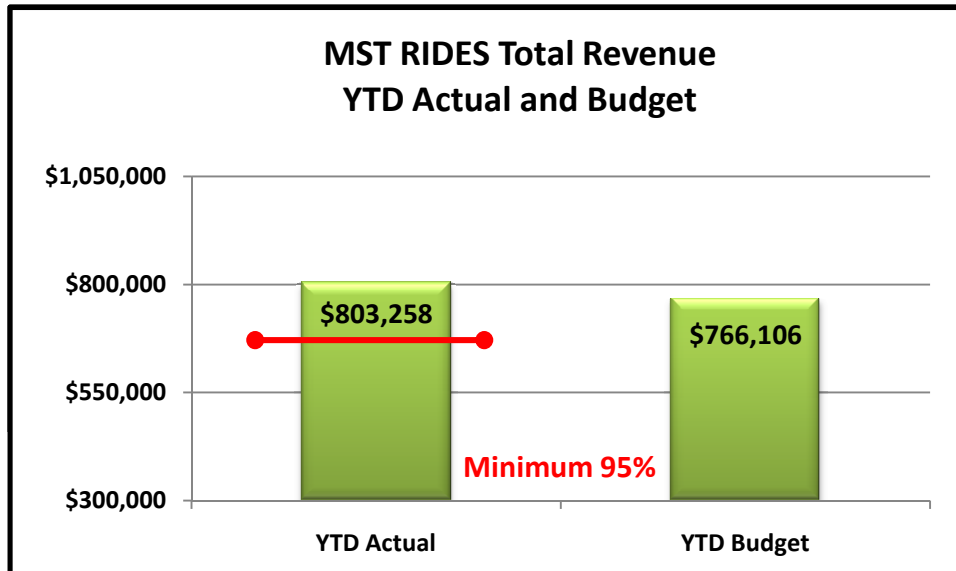


MST RIDES

Financial Performance Comparative Statistics

Month of July

Fiscal Year 2018



October 2, 2017

To: Carl Sedoryk, General Manager / C.E.O.

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – August 2017**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 0.51% in August 2017, (428,636), as compared to August 2016, (426,452). For the Fiscal year – passenger boardings have decreased by 2.14% as compared to last Fiscal year.

Productivity remained practically unchanged from August of last year (17.1) to 17.0 passengers per hour in August of this year.

Supplemental / Special Services:

August 26-27: In support of the annual West End Celebration in Sand City, MST deployed dedicated trolley services to transport attendees to various venues within the event. The service transported 402 passengers during the two day event - increasing by **115%** over last year's event, (187).

System Wide Statistics:

- Ridership: 428,636
- Vehicle Revenue Hours: 25,126
- Vehicle Revenue Miles: 407, 991
- System Productivity: 17.0 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 35,553

Time Point Adherence: Of 132,599 total time-point crossings sampled for the month of August, the Transit Master™ system recorded 21,846 delayed arrivals to MST's published time-points system-wide. This denotes that **83.52%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017 - 2018.*)

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 twenty one (21) cancelled trips for the month of August for both directly operated and contracted services:

Total Trips Provided: 35,553			
Category	MST	MV	%
Mechanical Failure	7	1	38.10%
Staffing Shortage	6	1	33.33%
Traffic Congestion	6	0	28.57%
Totals	19	2	100.00%

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of August 2016 and 2017:

Occurrence Type	August-16	August-17
Collision: MST Involved	9	6
Employee Injury	1	0
Medical Emergency	3	2
Object Hits Coach	0	2
Passenger Conflict	10	4
Passenger Fall	3	3
Passenger Injury	1	0
Other	2	5
Near Miss	0	0
Fuel / fluid Spill	2	2
Unreported Damage	1	0
Totals	32	24

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of August there were 11,089 passenger boardings. This denotes a 4.46% increase in passenger boardings from August of 2016, (10,616). For the Fiscal year – passenger boardings have increased by 3.59% as compared to last Fiscal year.

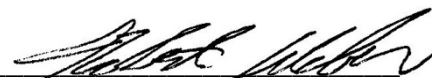
- Productivity for August of this year was at 1.80 passengers per hour, decreasing from August of 2016, (1.87).
- For the month of August, 91.59% of all scheduled trips for the MST RIDES program arrived on time, increasing from 89.68 % in August of 2016.

COMMUNICATIONS CENTER:


In August, MST's Communications Center summoned public safety agencies on fourteen (14) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	11
EMS	Passenger Illness / Injury	2
Fire Department	Trash Can Fire	1

PREPARED BY:


Robert Weber

REVIEWED BY:


Carl G. Sedoryk

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ATTACHMENT 3

October 2, 2017

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **August 2017**

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

FY18 Fuel Budget:	Average Fuel Price August 2018:	Average Fuel Price: FY2018
Diesel: \$3.10	\$2.20	\$2.10
Gasoline: \$3.20	\$2.43	\$2.45

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
August: 2018	\$0.84	17,617
YTD: FY 2018	\$0.89	16,267
FY 2017	\$0.89	18,733
FY 2016	\$0.93	19,862

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

Department Activities/Comments:

The MST revenue fleet travelled 17,617 miles between major mechanical road calls during the month of August. The total number of road-call incidents was 29, with 21 for major mechanical failures ¹ and 8 for other mechanical ² issues. The highest number of major mechanical road calls (28%) was attributed to engine cooling system failures. Fiscal year to date, average miles traveled between major mechanical road calls has decreased by 13.27% 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 August 30th the Deputy Chief Operating Officer traveled to Southern California to attend the Board of Directors meeting for the Southern California Transit Training Consortium (SCRTTC) at the Orange County Transportation Authority's (OCTA) office in Orange County. Among other topics discussed the SCRTTC began laying the groundwork to develop a training program on servicing electric vehicles operated by public transit agencies'. Once realized, this project could allow up to six California transit agencies to become training centers for Zero/Low Emissions technology.

On August 28th, Frank Marcos joined MST's newest Maintenance Supervisor. Frank brings many years of medium and heavy duty vehicle maintenance experience to MST's maintenance operations. Frank has worked on the shop floor as a Maintenance Technician, and has also worked in the parts department and served in other maintenance related roles throughout his career. Frank comes to us from Creative Bus Sales where he held the position of Service Manager for the past 10 years.

In August recruitment efforts continued to hire; three Maintenance Technicians and one Utilities Service Worker.

Prepared by:  Reviewed by: 
Robert Weber Carl G. Sedoryk

Date: August 1, 2017

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report –August 2017

The following significant events occurred in Administration work groups for the month of August 2017:

Human Resources – August 2017

A total employment level for August 2017 is summarized as follows:

Positions	Budget FY18	Actual	Difference
Coach Operators F/T	148	143	-5
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	33	28	-5
Maintenance & Facilities	54	50	-4
Administrative (Interns 1 PT)	30	31	1
Total	266	252	-14

*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.

August Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$15,412.53
<i>Other (includes Legal)</i>	\$4,228.36
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$14,108.47
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$8,939.66
Total Expenses	\$47,689.02
Reserves	\$1,854,611.47
Excess Reserved	(\$1,153,435.66)
# Ending Open Claims	42

Training

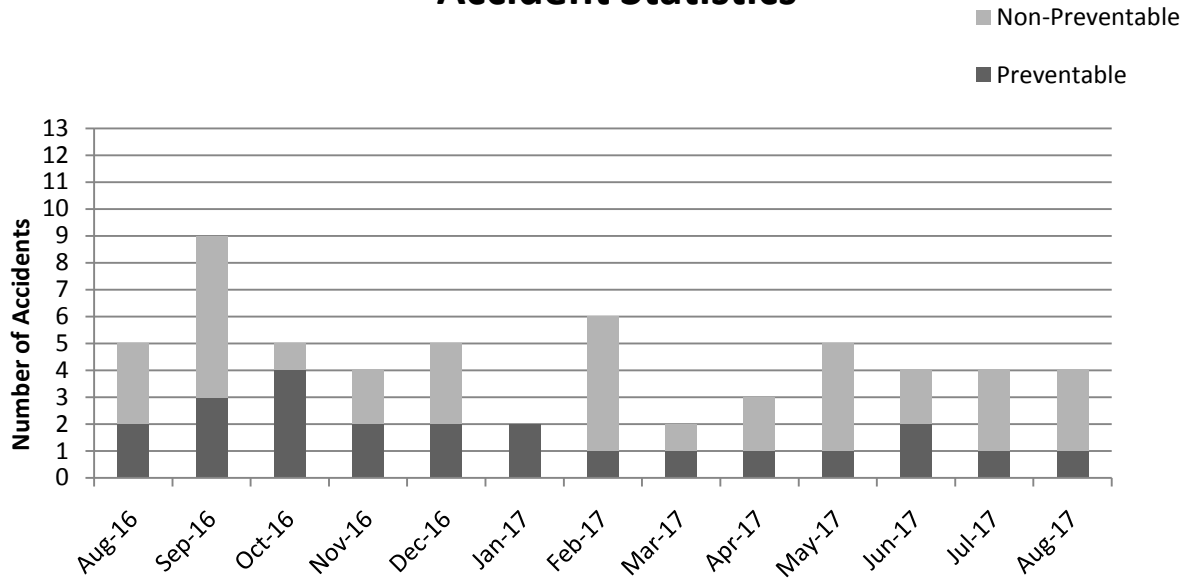
Description	Attendees
Annual Coach Operator Verification of Transit Training	0
SamTrans: Repair Skills Fasteners	1
Thermo King: Yellow Jacket-A/C Service	8
Alliance Career Training Solutions: Excel Level 4	1
Alliance Career Training Solutions: Business Writing and Grammar Skills	2
FEMA-200 Incident Command System for Single Resources & Initial Action Incident	1
Department of Transportation: Fundamentals of Bus Collision Investigation	1

Risk Management

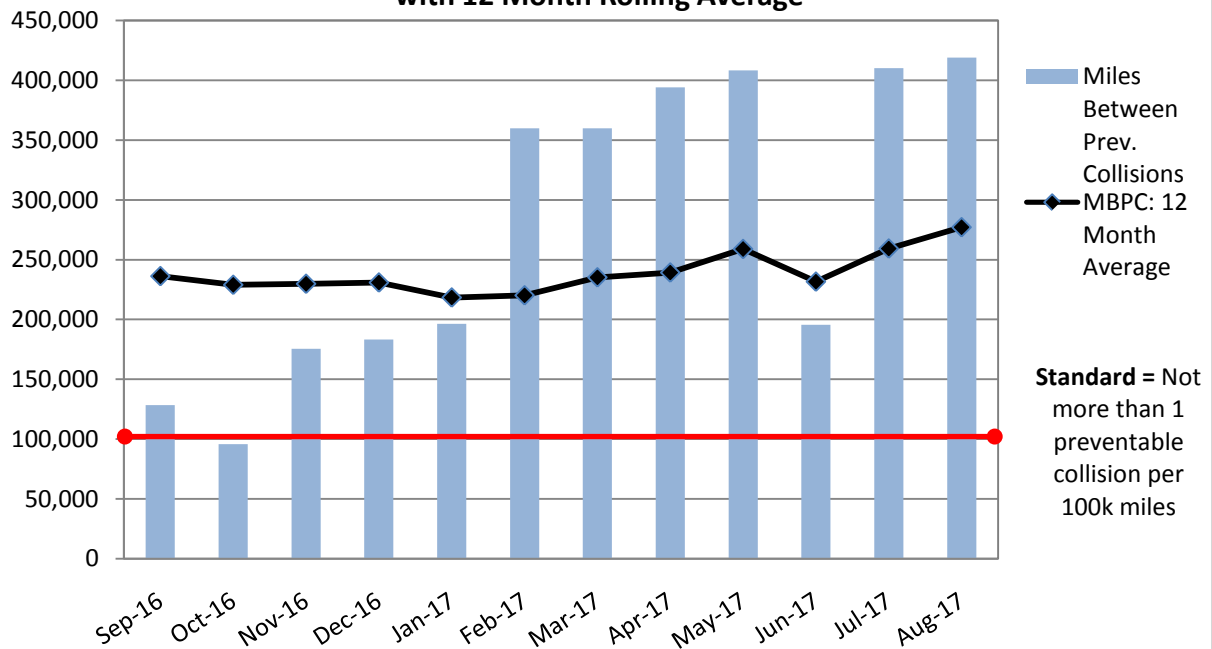
Descrip	August 2017 Preventable		August 2016 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	3	0	3
MST bus hit stationary object	1	0	2	0
TOTAL	1	3	2	3

During the month of August there was one minor occurrence of a bus making contact with a stationary object.

Accident Statistics



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



Customer Service Update – August 2017

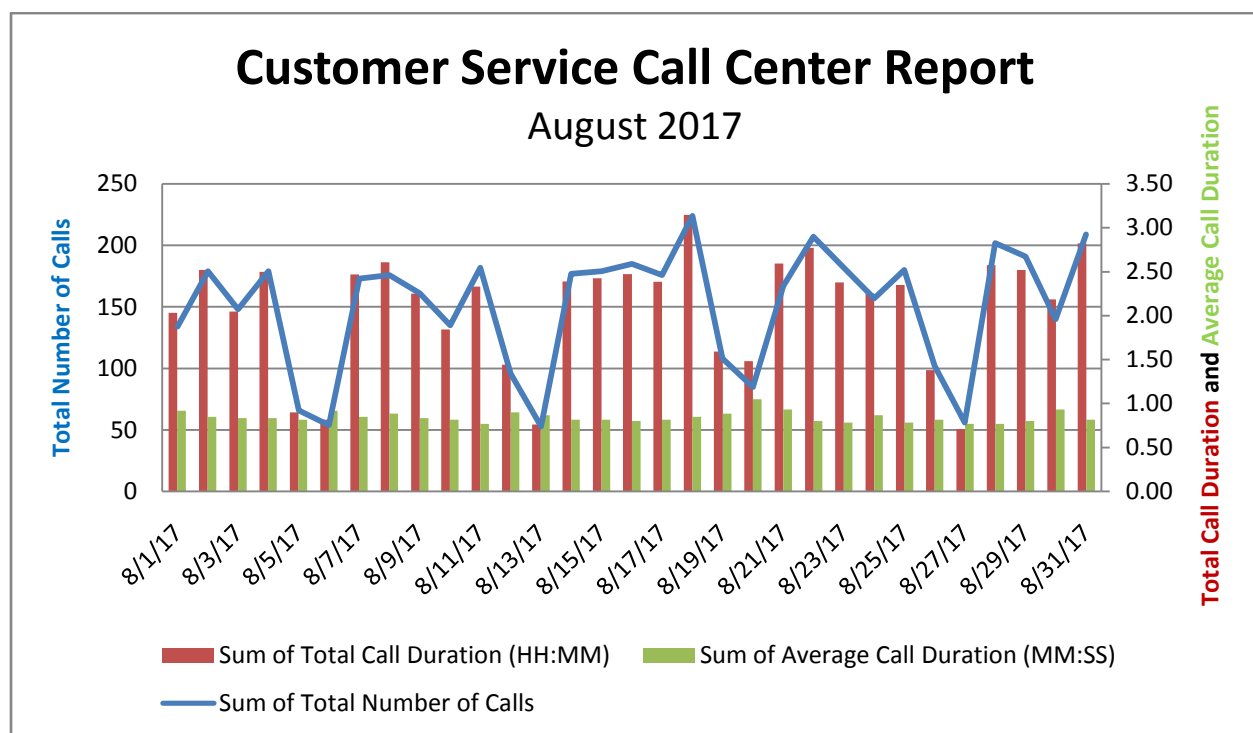
This Customer Service Update also includes a Customer Service Call Center report (see below).

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	August '16	% of reports received
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	1	0		1.2%	0	0.0%
Bus Stop Amenities	3	1	1	4.9%	3	4.5%
Discriminatory Behavior by Employee	0	0		0.0%	1	1.6%
Early Departure	3	1	1*	4.9%	2	3.0%
Employee Other	4	1	1*	6.2%	6	9.0%
Fare / Transfer Dispute	3	1	1*	4.9%	2	3.0%
Full bus / Left behind	0	0		0.0%	1	1.6%
Harassment by Employee	0	0		0.0%	2	3.0%
Improper Driving	14	1	1/1*	18.5%	7	10.6%
Improper Employee Conduct	10	1	1*	13.6%	4	6.1%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	6	2	2/1*	9.9%	4	6.0%
Late Departure	0	0		0.0%	1	1.6%
No Show	5	2	1/1*	8.6%	2	3.0%
Off Route	0	0		0.0%	1	1.6%
Overcrowding	0	0		0.0%	1	1.6%
Passed By	4	1	2/1*	6.2%	10	15.1%
Passenger Conduct	1	0	1	1.2%	2	3.0%
Passenger Injury	0	0		0.0%	0	0.0%
Request To Add Service	0	0		0.0%	1	1.6%
Routing	3	0	3	3.7%	3	4.5%
Service Other	6	6	2/5*	14.8%	10	15.1%
Service Schedule	0	0		0.0%	2	3.0%
Title VI Complaint	0	0		0.0%	1	1.6%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	1	0		1.2%	0	0.0%
Total Complaints	64	17		100.0%	66	100.0%
Employee Compliment	2	1			3	
Service Compliment						

+ Due to rounding, percentages shown may not add up precisely to the totals provided.
 *Operated by MV or taxi provider

Customer Service Call Center Report:

During the month of August 2017, MST received a total of 4,463 calls which lasted a total of 64 hours and 56 minutes. The average call duration was fifty (50) seconds. MST received the most number of calls on Friday, August 18 at 224. Of the total number of calls, 1,332 were requests for RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.



Finance Update – August 2017

General Accounting/Accounts Payable

During the month of August, 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.

In August, staff continued working on finalizing the annual audit preparation for FY17. Vavrinek, Trine, Day & Co. LLP (VTD) will perform the remainder of the audit during the week of September 25th.

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 August staff worked on a number of grant and compliance activities. Materials were prepared for the USDA loan request for the South County Operations and Maintenance Facility. Reimbursement requests to Caltrans were prepared, and the semi-annual progress reports for Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) funds were submitted on time. Staff compiled all necessary information and documents to submit a grant application to the Bus and Bus Facilities Infrastructure Program.

Purchasing

During the month of August staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at both CJW and JLW locations. Our inventory value has been on a steady decrease. This month our inventory value was at \$158,000. The space constraints of JLW and the new buses added to the fleet in 2016 have created a downward pressure on our inventory value. Procurement has also been working on large projects such as the Design and Build procurement of our future South County Maintenance Facility located in King City.

Information Technology Update –August 2017

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

Staff completed the implementation of the Fixed-Route Interactive Voice Response (IVR) and Short Messaging System (SMS) systems. Staff monitored the RealTime bus arrival system data.

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

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

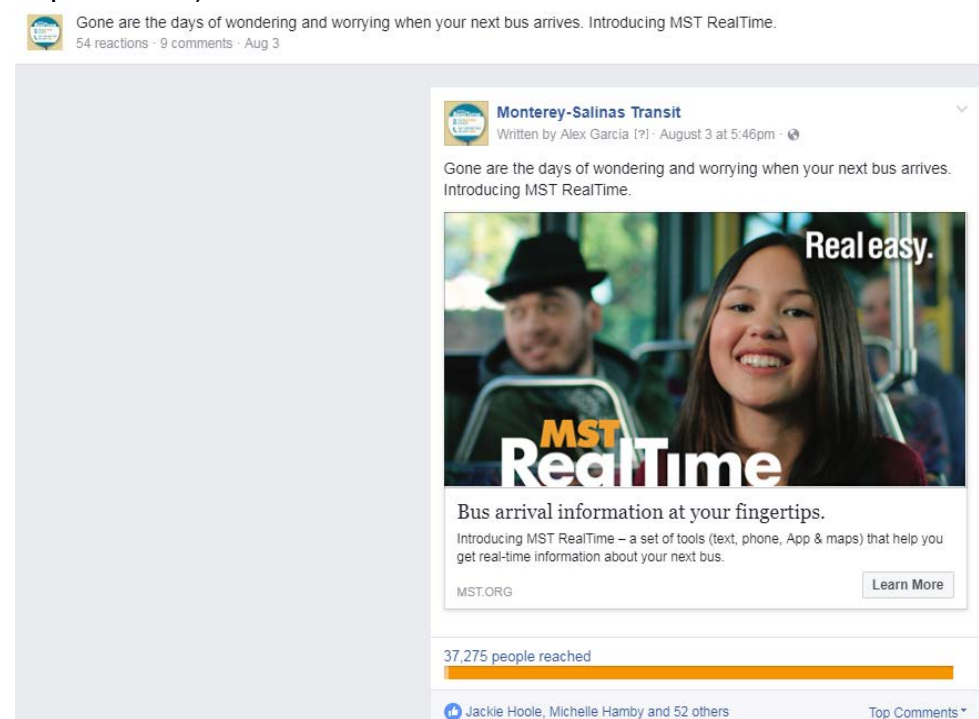
Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications in

MST service area. Staff monitored the virtual computer systems. Staff monitored and configured the AT&T-managed Voice Over Internet Protocol (VOIP) telephone system. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements.

Marketing Update – August 2017

RealTime Campaign:

Facebook screenshot - 9/1/17 (This post reached 37,275 people between August 3 and September 1)



During the first month of the RealTime marketing campaign, usage was as follows:

2017	Text	Phone	App Sessions	App Users
August	3,959	1,332	70,282	4,552

Published news stories include: “Tackling street parking limits on East Alisal” (The Californian, 8/4/17); “Bike share for Salinas, at no cost to the city?” (The Californian, 8/10/17); “Monterey-Salinas Transit CEO discusses public transit in South County” (Soledad Bee, 8/16/17); “Free weekend bus rides in Salinas” (The Californian, 8/24/17).

Press releases sent include: “MST August board meeting cancelled” (8/12/17); “MST introduces ‘Ride the 40’s on us’ with free fare weekends” & “Media invitation: Ribbon cutting ceremony for ‘Ride the 40’s On Us’ campaign” (8/28/17); “MST service changes go into effect Saturday, September 2” (8/29/17); “MST bus service on Labor Day” (8/31/17).

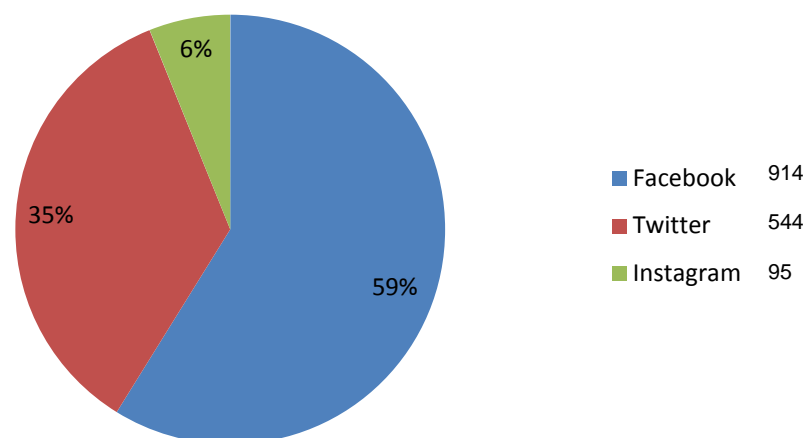
Marketing activities: Created digital ads and car cards for 'Ride the 40's on us' campaign; planned for 'Ride the 40's on us' farebox capping event at the Salinas Transit Center; coordinated with Central Coast Sign and Design to wrap MST's new community outreach vehicle; distributed RealTime brochures to locations throughout Monterey County; staff managed MST's website content, Facebook page, Twitter account, and Instagram page.

Community outreach: staffed information booths at the following events and locations:
National Night Out in Pacific Grove
Marina Transit Exchange, Salinas Transit Center and Monterey Transit Plaza for RealTime campaign
Salinas Food and Wine Festival
Pop-up booth at Greenfield Library bus stop for RealTime campaign
CSUMB; staffed informational booth at Fresh Express Cooler in Salinas
West End Festival in Sand City
El Día Del Trabajador in Greenfield
Senior Day at the County Fair
Monterey County Convention and Visitor's Bureau Annual Luncheon at the Embassy Suites in Seaside

Presentations: Seniors from Merrill Gardens in Monterey; Age Well Drive Smart program at Oldemeyer Center in Seaside.

Collaboratives, meetings, and committees: Attended the Senior Day committee meeting in Monterey; attended the Alisal Vibrancy Open House in Salinas; attended ACOMI collaboration meeting in Salinas.

Social Media 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 – August 2017

During the month of August, 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 and increased 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 in case a comprehensive tax reform bill is passed that could reduce or eliminate a number of tax breaks and benefits. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future. Staff is also working with the Presidio on identifying locations for bus stop shelters, which have been ordered from the supplier and were being manufactured during the month. The Presidio staff is waiting until after the beginning of the federal fiscal year (October 1, 2017) to do the required site work to allow installation of the shelters.

In August, staff continued a bi-weekly check-in meeting with the consultant and Santa Cruz METRO for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study.

Staff continued efforts to finalize service changes planned for implementation on September 2, 2017. Planned service changes included routing and scheduling changes on certain routes, elimination of Monterey Bay Air Resources District-funded line 10, and new line 67 service from the Presidio to Marina on Fridays and weekends.

Staff continued planning efforts in support of California Environmental Quality Act (CEQA) environmental analysis for the South County Operations and Maintenance Facility. An administrative draft National Environmental Policy Act and California Environmental Quality Act document was submitted to the US Department of Agriculture, Federal Transit Administration, and City of King City for review and comment. The environmental document submitted was under the category of Categorical Exclusion/Exemption.

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 County Business Council, and the Fort Ord Reuse Authority.

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

August 25, 2017

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget

The new Federal fiscal year will begin October 1, and so far none of the twelve annual appropriations bills to fund the Federal government in FY 2018 have been enacted. House Speaker Ryan (R-WI) recently indicated that interim funding through a short-term Continuing Resolution will be necessary in order to provide additional time for Congress to complete the bills.

In addition to the limited number of legislative days in Congress before October 1, several issues are complicating the spending bills. President Trump is insisting that the spending bills include funding for his border wall proposal. Republicans are also planning to fund defense programs at a level approximately \$72 billion above the spending caps established by the Budget Control Act of 2011, which would require Democratic support to achieve. There are also various other points of contention between the parties over raising the debt ceiling, program funding levels and legislative riders that need to be resolved. In order to overcome these obstacles, Congressional leaders will attempt to package several of the bills together for consideration at the same time, which can allow them to expedite floor action and limit debate and amendments.

Transportation Appropriations

Both the House and Senate Appropriations Committees marked up and approved their draft versions of the *FY 2018 Transportation, Housing and Urban Agencies Appropriations Act (THUD)* in July, but neither bill advanced to consideration by the full House or Senate before the August recess. Both bills provide funding for FTA's Transit Formula programs at the \$9.733 billion level authorized by the FAST Act.

The President's FY 2018 Budget proposed to reduce funding for New Starts/Capital Investment Grants by half, from \$2.3 billion to \$1.2 billion. The Senate THUD bill rejected that proposal and would provide \$2.133 billion for New Starts. The House bill includes \$1.753 billion, but up to \$400 million of that total would be directed towards the Gateway Program of passenger rail infrastructure projects in New Jersey and New York.

The potential reduction in funding for New Starts/Capital Investment Grants could impact MST's future participation in the program. During previous MST staff advocacy meetings in Washington, DC, we have successfully urged our local Delegation to contact the Appropriations Committees urging that the program be fully funded.

Infrastructure Initiative

The Senate's failure in July to pass legislation to repeal and/or replace the Affordable Care Act has increased the chances that Congress will act on infrastructure legislation, as Republican Leaders look for other opportunities to move their agenda. So far, no specific infrastructure legislation has been released by the Administration, but President Trump's Budget Submission to Congress included broad principles describing the Initiative, which emphasized targeted Federal investments to incentivize non-Federal resources. We have been working with Congressman Panetta, the infrastructure committees, and Senators Feinstein and Harris to continue to stress the need for direct Federal funding for public transportation projects.

House and Senate leaders have stated that tax reform legislation could be used to provide the funding needed to move forward on the Infrastructure Initiative. On August 24, House Speaker Ryan (R-WI) reiterated that Republicans plan to complete tax reform in 2017. This would dramatically improve the opportunity to draft infrastructure legislation, but that issue seems likely to carry over into 2018.

Debt Limit

Congress must raise the debt ceiling in order to prevent default on Federal financial obligations. Treasury Secretary Mnuchin has said that the Federal government can continue to make payments through September, but the potential economic disruption from a Federal default is increasing the urgency and potential contentiousness of this issue. The Trump Administration is pushing for a "clean" debt ceiling increase, but many Congressional Republicans want to attach spending cuts to the measure. If Democratic votes are needed to pass a debt limit increase, they are expected to oppose adding spending reductions, which increases the likelihood of stalemate.

Lobbying Strategies & Opportunities

When Congress reconvenes after the Labor Day weekend, House and Senate Leaders plan an intense burst of activity to complete action on the Federal budget. In addition, the crowded Congressional calendar includes potential action in the areas of infrastructure funding and tax reform. We are closely monitoring these developments and are recommending additional Washington, DC, meetings for MST staff in early September to advocate on issues that are specific to your agency's Federal Agenda based on emerging opportunities.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Receive State Legislative Update

On September 15th the State Legislature adjourned for the 2017 calendar year, marking the end of the first year of the 2017-2018 Regular Legislative Session. Governor Brown now has until October 15 to act on all bills passed by the Legislature on or before September 15. The Legislature will reconvene on January 3 to begin the second year of the 2017-2018 Regular Session.

Included in the bills acted on this session are two bills sponsored by the California Transit Association as follows:

SB 614 (Hertzberg) Public Transportation Agencies: Administrative Penalties –

This bill requires administrative penalties levied for certain passenger misconduct violations on or in a transit facility or vehicle to be deposited with the public transportation agency that issued the citation.

Status: This bill was signed into law by Governor Brown on September 1, 2017.

AB 1113 (Bloom) State Transit Assistance Program – This bill amends the statutes governing the State Transit Assistance (STA) program, to clarify several ambiguities in law that led to administrative changes made in 2016 by the State Controller's Office; these changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these funds are distributed to transit agencies.

Status: This bill was signed into law by Governor Brown on July 21, 2017.

Additionally, in the final days of session, the Legislature acted on several of the Association's other high priority bills, including budget trailer bills that would provide significant new funding for zero-emission buses and extend state-level NEPA delegation authority to transit projects. A summary of these bills follows.

SB 20 (Hill) Vehicles: Buses: Seatbelts – This bill would require bus drivers and passengers to wear seat belts in buses that are equipped with them and requires drivers to notify passengers of this requirement and the fine for not wearing a seat belt either before departure or with posted signs or placards.

Status: This bill is on the Governor's desk.

SB 649 (Hueso) Wireless Telecommunications Facilities – This bill would establish new permitting and leasing requirements for small cell wireless facilities (i.e. 5G wireless infrastructure) that cities and counties must follow, and would make several other changes to California law governing this infrastructure.

Status: This bill is on the Governor's desk.

AB 17 (Holden) Transit Pass Pilot Program – This bill would, upon the appropriation of moneys from the Public Transportation Account by the Legislature, create the Transit Pass Pilot Program, to provide free or reduced-fare transit passes to low-income public school, community college, California State University and University of California students.

Status: This bill is on the Governor's desk.

AB 134 (Committee on Budget) Budget Act of 2017 – This bill would appropriate up to \$180 million for the California Air Resources Board's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, commonly known as HVIP, with \$35 million guaranteed for zero-emission bus purchases. This investment represents an increase of \$162 million over the funding made available to HVIP in Fiscal Year 2016-17. Moreover, the \$35 million minimum investment in zero-emission buses ensures that transit agencies maintain access to this important funding source – historically, only 2% of HVIP vouchers have been directed to transit buses.

Status: This bill was signed into law by Governor Brown on September 16, 2017.

AB 135 (Committee on Budget) Transportation – This bill would allow a grant recipient of Solutions for Congested Corridors program, newly-created in SB 1 (Beall and Frazier), to seek a letter of no prejudice from the California Transportation Commission allowing the recipient to expend its own funds on a project and be reimbursed by the state for the project at a later time. The Transit and Intercity Rail Capital Program received a similar authorization in 2015 through SB 9 (Beall) [Chapter 710, Statutes of 2015].

This bill would also authorize the Secretary of the California State Transportation Agency to assume the responsibility of the Secretary of the United States Department of Transportation for federal environmental review and clearance under the National Environmental Policy Act of 1969 for any railroad, public transportation or multimodal project undertaken by the agency. This authority would sunset on January 1, 2021.

Status: This bill was signed into law by Governor Brown on September 16, 2017.

AB 301 (Rodriguez) Commercial Motor Vehicles: Examination Requirements: Driving Skills Test – This bill would require the Department of Motor Vehicles to establish performance goals to decrease the wait time to obtain an appointment to take the driving skills test to operate a commercial motor vehicle.

Status: This bill is in the Senate Appropriations Committee; it is now a two-year bill.

AB 1250 (Jones-Sawyer) Counties: Contracts for Personal Services – This bill would place onerous restrictions on a county or county agency, but not a city and county, from contracting for personal services currently or customarily performed by the county's employees.

Status: This bill is in the Senate Rules Committee; it is now a two-year bill.

Finally, in addition to the bills acted on in the last days of session, the Legislature used this year to make progress on a variety of top state priorities, including climate change, housing funding, and, transportation funding. A summary of these bills follows.

SB 1 (Beall and Frazier) Transportation Funding – This bill generates \$5.24 billion a year from various taxes and fees, which would be directed to repairing and maintaining our state highways and local roads, improving our trade corridors, and supporting public transit & active transportation. The bill is expected to invest more than \$700 million a year in public transit and intercity and commuter rail.

Status: This bill was signed into law by Governor Brown on April 27, 2017.

SB 3 (Beall) Housing Bond – This \$4 billion bond to finance a variety of housing programs includes \$150 million for TOD projects "to provide local assistance to cities, counties, cities and counties, transit agencies, and developers for the purpose of developing or facilitating the development of higher density uses within close proximity to transit stations that will increase public transit ridership." The bond also contains \$300 million for "infill incentive grants to assist in the new construction and rehabilitation of infrastructure that supports high-density affordable and mixed-income housing in locations designated as infill, including, but not limited to... transportation improvements related to infill development projects."

Status: This bill is on the Governor's desk.

AB 398 (E. Garcia) California Global Warming Solutions Act of 2006: Market-Based Compliance Mechanisms – This bill, with a 2/3 vote of each house of the Legislature, extends the state's Cap and Trade program until December 30, 2030. The bill also alters the program's structure by establishing a price ceiling for auction allowances and limiting the use of carbon offsets.

Status: This bill was signed into law by Governor Brown on July 25, 2017.

AB 617 (C. Garcia) Non-vehicular Air Pollution – This bill places various new requirements on the California Air Resources Board related to the statewide monitoring, reporting and addressing of emissions of criteria pollutants and toxic air contaminants.

Status: This bill was signed into law by Governor Brown on July 25, 2017.

AB 673 (Chu) Public Transit Operators: Bus Procurements: Safety Considerations This bill requires a transit agency, before the procurement of a new bus, to take into consideration recommendations put forward by labor representatives to curb the risk of assault on bus operators, prevent accidents caused by blind spots, and enhance the safety of those that may interact with a bus in operation.

Status: This bill was signed into law by Governor Brown on July 24, 2017.

A handwritten signature in black ink, reading "Carl G. Sedoryk". The signature is fluid and cursive, with the first name "Carl" and last name "Sedoryk" clearly legible, and "G." as a small initial in the middle.

PREPARED BY:

Carl G. Sedoryk, General Manager/CEO



September 28, 2017

To: Carl Sedoryk

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: TRIP REPORT – AUGUST 2017

I traveled to Minneapolis, Minnesota to attend the APTA Sustainability and Multimodal Planning Workshop from August 5 – August 9, 2017. During the workshop, I attended the following specific sessions:

- Transit Oriented Development Technical Tour
- Health + Transit for Sustainability: Strengthening the Connections with Health
- Battery Electric Buses Roundtables
- Working with your Utility Company to Provide an Electric Solution for your Bus Fleet
- Community Engagement and Public Outreach
- Ride along on a Bus on Shoulder Transit Route

PREPARED BY:

A handwritten signature in blue ink, appearing to read "Lisa Rheinheimer".

Lisa Rheinheimer

REVIEWED BY:

A handwritten signature in blue ink, appearing to read "Carl G. Sedoryk".

Carl G. Sedoryk

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October 3, 2017

To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager

Subject: TRIP REPORT – August 2017

From August 9th through 11th, I traveled to Asheville, NC, to participate in the Community Transportation Association of America's "Small Urban Network" Conference entitled "Smart Leaders Smart Solutions Impacting Small Urban Change." This conference is targeted at transit systems serving areas with populations between 50,000 and 200,000. During the conference, I made a presentation about MST's value to the Monterey County community. Other sessions focused on the following topics:

- Fare Recovery Strategies
- Supporting Transit Sustainability through Alternative Fuel Buses
- Technology Showcase
- Ridership Strategies
- Mobility – Autonomous Vehicles, Transportation Network Companies (TNC's)
- Management Approaches
- Federal Policy and Legislation Updates

PREPARED BY: _____


Hunter Harvath

REVIEWED BY: _____


Carl G. Sedoryk

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September 12, 2017

To: Robert Weber – Chief Operating Officer (COO)

From: Norman K. Tuitavuki – Deputy COO

Subject: SCRTTC Board Meeting TRIP REPORT – August 2017

On August 30th, I attended the Board of Directors (BOD) Meeting for the Southern California Transit Training Consortium (SCRTTC) at the Orange County Transportation Authority's (OCTA) office in Orange, CA. As a Board member, I participated in discussions to further the goals of the SCRTTC. The highlights of the BOD's Agenda included:

Draft project – “Electric Vehicles in Transit Fleets’ Emerging Management Techniques and Vehicle-Grid Service Opportunities”.

- This project will allow transit agencies to become training centers for Zero/Low Emissions technology.

Hartnell College in Salinas – to receive approximately \$3 Million in funding.

- An SCRTTC Board Member reported his involvement and positive experience in the award to Hartnell for one of two educational grants.
- One grant is specifically designed to increase educational opportunities for Hispanics and low-income students. The second is an “implementation” grant for which Hartnell successfully won.
- A portion of the funding for both grants will be used to increase educational/training programs for maintenance of heavy-duty diesel, zero/low emissions, agriculture equipment.
- Hartnell now employs three (3) full-time staff members responsible for creating, approving, and implementing these training/education programs
- MST is actively engaged in discussions with Hartnell Staff for creating and enhancing training opportunities for MST employees and other possibilities.

New SCRTTC Member – San Luis Obispo Regional Transit Authority (SLORTA).

Creation of Workgroup – for reviewing, updating and revising SCRTTC's Strategic Plan.

- I volunteered to participate in this workgroup to ensure MST's needs and the needs of our region are considered.

APTA Learning Zone – SCRTTC will be participating in meetings and presenting on the consortium's activities and strategic plan.

- Opportunities to present at APTA will be communicated to the BOD for their availability and consideration.

The next SCRTTC BOD Meeting is scheduled for November 14, 2017, tentatively scheduled to be held in Culver City. I am reviewing my work calendar to plan and coordinate my attendance at this meeting.

Prepared by: 
Norman Tuitavuki

Reviewed by: 
Carl G. Sedoryk

THANK YOU

**"Alone we can do so little; together
we can do so much."**

-Helen Keller

On behalf of No. Monterey County,
We would like to **Thank you** for your
kind participation at this year's Health Fair.


Area Manager


Administrative Assistant

August 26, 2017

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The Pacific Bus Museum P.O. Box 601105 Sacramento, California 95860 - 1105

September 22, 2017

To: Robert Weber, Chief Operating Officer
Board of Directors and all the Employees of the Monterey-Salinas Transit
19 Upper Ragsdale Drive, Suite 200
Monterey, CA. 93940

This letter acknowledges your donation of BUS 80, the 1948 Fageol, "Twin Coach" Model 34-S plus the tent covering it, to the Pacific Bus Museum. Your donation is greatly appreciated by all our members. It will also be enjoyed by the people who come to the Pacific Bus Museum to view this historic bus. Along with the rest of our growing fleet of antique buses.

Again, The Executive Board, Members of our Museum and all the people who will view this wonderful Bus thank you for your generosity.

The Pacific Bus Museum is a California non-profit Corporation under 501(c) 3 of the Internal Revenue Code. Our Federal ID number is 95-4298756 and our State of California ID number is 1683391. Your donation may be deductible to the extent allowed by law. No goods or services were provided in exchange for your donation.

Thank you again for your donation. Your support of the Pacific Bus Museum is truly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Homer R. Beaudoin". The signature is written in a cursive, flowing style.

Homer R. Beaudoin
Secretary
Pacific Bus Museum
cc. P.B.M. Files

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