TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip or a trip to the destination of your choice up to $17.00.

1. CALL TO ORDER
   1-1. Roll Call.
   1-2. Pledge of Allegiance.
   1-3. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

   These items will be approved by a single motion. Anyone may request that an item be discussed and considered separately.
3-1. Adopt Resolution 2018-03 recognizing Kevin Allshouse, Mobility Specialist, Employee of the Month for August 2017. (Robert Weber) (pg. 7)


3-3. Minutes of the regular meeting of July 10, 2017. (Jeanette Alegar-Rocha) (pg. 11)


3-5. Disposal of Property Left Aboard Buses - June and July 2017. (Sonia Wills) (pg. 35)

3-6. Approve New MAC Appointment. (Cristy Subago) (pg. 39)

3-7. Approval to donate MST Historical Bus to the Pacific Bus Museum (Robert Weber) (pg. 41)

3-8. Receive the minutes of the MQC meeting of August 16, 2016. (Deanna Smith) (pg. 45)

3-9. Receive the minutes of the MQC meeting of March 28, 2017. (Jeanette Alegar-Rocha) (pg. 47)

3-10. Receive the minutes of the MAC meeting of May 31, 2017. (Kevin Allshouse) (pg. 49)

3-11. Ratify Claim Staff Rejections. (Ben Newman) (pg. 53)

3-12. Claim Rejection. (Ben Newman) (pg. 55)

3-13. Award a Contract for Uniform and Linen Services. (Sandra Amorim) (pg. 57)

3-14. Approve Revised Resolution 2017-37 authorizing the execution of the State Highway Account- Sustainable Communities Planning Grant. (Michelle Overmeyer) (pg. 59)

3-15. Resolution 2018-05 CTSGP-CTAF Application Authority. (Michelle Overmeyer) (pg. 63)

3-16. Award Contract for Painting of Marina Transit Exchange. (Hunter Harvath) (pg. 67)

3-17. FY 2018 APTA Dues. (Hunter Harvath) (pg. 69)

End of Consent Agenda
4. **RECOGNITION AND SPECIAL PRESENTATIONS**

4-1. August Employee of the Month – Kevin Allshouse, Mobility Specialist. (Robert Weber)

4-2. September Employee of the Month – Jarred Augusta, Coach Operator. (Robert Weber)

4-2. 30 Years of Service – Charles Armbruster, Communications Systems Manager (Robert Weber)

5. **PUBLIC HEARINGS**

5-1. Conduct public hearing and adopt Revised FY 2017 Program of Projects. (Michelle Overmeyer) (pg. 71)

6. **ACTION ITEMS**

6-1. Authorize purchase of hardware and software for Trapeze EAM Fuel Focus System. (Mark Eccles) (pg. 73)

6-2. Authorize the purchase of two Fork Lifts and two Eagle Transit Utility Tractors. (Robert Weber) (pg. 75)

6-3. Authorize additional expenditure of funds for enhanced safety and performance features on Gillig coaches. (Sandra Amorim) (pg. 79)

6-4. Receive System-Wide Fleet Analysis Final Report. (Michelle Overmeyer) (pg. 81)

6-5. Approve GM/CEO extension of employment contract. (Kelly Halcon) (pg. 91)

6-6. Authorize $4 million revolving line of credit with Rabobank, N.A. (Hunter Harvath) (pg. 93)

6-7. Authorize contracts for South County Operations & Maintenance Facility design, engineering, civil, permitting and construction support services. (Hunter Harvath) (pg. 99)

6-8. Exercise Two Year Option for Legal Services. (Carl Sedoryk) (pg. 101)

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. (pg. 103)


7-4. Staff Trip Reports. (pgs. 155-160)

7-5. Correspondence
   a. Cap and Trade State Legislative Letter (pg. 161)
   b. Veterans Transition Center Request for Donation (pg.165)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8.-1 Reports on meetings attended by board members at MST expense.
   (AB 1234) (pgs. 167-170)

8-2. Board member comments and announcements.

8-3. Board member referrals for future agendas.


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

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

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 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

**NEXT MEETING DATE:** October 16, 2017

19 Upper Ragsdale Dr., Monterey, Suite 100

**NEXT AGENDA DEADLINE:** October 3, 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.

888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원
KEVIN ALLSHOUSE  
AUGUST 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, Kevin Allshouse began working at Monterey-Salinas Transit District in June of 2011 as a Mobility Specialist. He was instrumental in establishing the MST Navigator Program in 2011; and 

WHEREAS, Kevin Allshouse has received numerous attendance and safety awards. He has also successfully administered the Accessible Taxi Lease Program, the Taxi Voucher Program, and continues to provide administrative support to the Mobility Advisory Committee; and 

WHEREAS, Kevin Allshouse was involved in establishing the Taxi ADA Certification training (TACT) program, which provides training to local taxi cab drivers on DOT ADA service criteria requirements. Since the inception of the program, over 70 local taxi drivers which has improved the overall taxi service to seniors, individuals with disabilities and veterans within our community; and 

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Kevin Allshouse as Employee of the Month for August 2017; and 

BE IT FURTHER RESOLVED that Kevin Allshouse is to be congratulated for his excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-03 this 11th day of September 2017.

______________________   _______________________
     Tony Barrera            Carl G. Sedoryk
     Chairperson            Secretary
JARRED AUGUSTA
SEPTEMBER 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, Jarred Augusta began working at Monterey-Salinas Transit District in August of 2015 as a Coach Operator. During his two year of employment, he has received a safe driving award and multiple written and verbal commendations from Supervisor staff; and

WHEREAS, Jarred Augusta began a six-month assignment as an Interim Operations Supervisor. In this role, he has been a constant presence in the field helping the Coach Operators whenever and wherever needed; and

WHEREAS, Jarred Augusta quickly became part of the Supervisory team and was helpful in assisting other departments and the Communications Staff as well. He has been invaluable to the Operations Department as a Certified Line Instructor and worked daily performing Operator check rides for the Coach Operators as needed. Jarred has a keen eye for safety and is always looking for ways to improve potential unsafe conditions; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Jarred Augusta as Employee of the Month for September 2017; and

BE IT FURTHER RESOLVED that Jarred Augusta is to be congratulated for his excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-04 this 11th day of September 2017.

______________________ _______________________
Tony Barrera Carl G. Sedoryk
Chairperson Secretary
1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

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

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
Ken Cuneo City of Pacific Grove
Tony Barrera City of Salinas
David Pacheco City of Seaside
Anna Velazquez City of Soledad
Luis Alejo County of Monterey

Absent: Mary Ann Carbone City of Sand City

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Assistant General Manager
Robert Weber Chief Operating Officer
Norman Tuatavuki Deputy Chief Operating Officer
Kelly Halcon Director of HR & Risk Management
Mark Eccles Director of Information Technology
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Jim Fink expressed his concern on the safety of the bus stop location serving the Windsor Monterey Care Center residents and requested more frequency on Bus Line #3. Chair Barrera directed MST Staff to follow-up with Mr. Fink.

3. CLOSED SESSION AGENDA

MST General Counsel, Dave Laredo, announced the Closed Session items and Chair Barrera moved to Closed Session.

Public Comment – none

3-1. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST.

3-2. Conference with property negotiators – Parcel # APN 002-164-035-000

4. RETURN TO OPEN SESSION
4-1 Report on Closed Session and possible action

Upon return from closed session, Mr. Laredo reported that MST Board received the status from MST Staff on Items 3-1 and 3-2 but no reportable action was taken. Mr. Laredo reported that item 3-1 was listed on the consent agenda and item 3-2 will have an open discussion.

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


5-3. Minutes of the HR Committee June 12, 2017.

5-4. Minutes of the Facilities Committee June, 12, 2017.


5-6. Disposal of property left aboard buses.

5-7. Receive MST Committee Assignments.


5-9. Ratify MSTEA Memorandum of Understanding (MOU).


5-11. Approve New MAC Appointment.

5-12. Authorize the Purchase of Service Trucks.

Public Comment- None

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

6. RECOGNITION AND SPECIAL PRESENTATIONS

6-1. Employee of the Month July – Honesto Costales

Carl Wulf recognized Honesto “Jun” Costales, Utilities Technician, for his excellent service to MST and the entire community.
6-2. 30 Years of Service – Fernando Manansala

Mr. Manansala was not present at the board meeting, however, Robert Weber recognized Fernando Manansala, Maintenance Technician, for his 30 years of outstanding service to MST and the entire community.

6-3. Receive presentation on MST’s RealTime advertising campaign

Lisa Rheinheimer presented an update on the MST RealTime advertising campaign which included a 60 second television and website video and samples of the interior/exterior ads and brochures.

Public Comment- None

7. PUBLIC HEARINGS

None

8. ACTION ITEMS

8-1. Authorize CSUMB Funding Contract

Director LeBarre made the motion to approve 8-1 authorizing the CSUMB Funding Contract and was seconded by Director Alejo. The motion passed unanimously.

8-2. Authorize the Purchase of Toyota Prius Sedans

Director Clark made the motion to approve 8-2 authorizing the purchase of the Toyota Prius V Hybrid Sedans and was seconded by Director Hardy. The motion passed unanimously.

8-3. Authorize lease of office space in downtown Salinas.

Public Comment-

MacGregor Eddy commented that the MST Board and Staff should utilize Measure Q funds to have MST offices and staff located in various mobile locations in Salinas and South County rather than in central locations and questioned whether this was an appropriate use of Measure Q funds and whether MST had too much office space.

Carl Sedoryk responded that leasing this space was allowable under Measure Q and the current MST Administrative Office allows for the future growth and expansion of MST in the next 30-40 years. Hunter Harvath added that MST is giving up office space in downtown Monterey for a move to Salinas.
Director Alejo made the motion to approve 8-2 authorizing the lease of office space located at 25 Lincoln Avenue in downtown Salinas and was seconded by Director Hardy. The motion passed unanimously.

9. REPORTS & INFORMATION ITEMS

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

9-1. General Manager/CEO Report – May 2017
9-4. Staff Trip Reports May 2017
9-5. Correspondence

10. BOARD REPORTS, COMMENTS, AND REFERRALS

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

Director LeBarre announced that he will be attending the APTA Transit Board Member Seminar, July 22-25 along with Chair Barrera and Director Martinez.

Director Martinez commented on Adopt a Bus Stop which is available via the MST Website with Carl Wulf as the main contact for the program.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for May 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 11:22 a.m.

Prepared by: Jeanette Alegar-Rocha
Clerk to the Board
Reveiwed by: Carl G. Sedoryk
General Manager/CEO
To: Board of Directors
From: Lori Lee
Subject: Financial Reports – June 2017

RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$15,453,431.91</td>
</tr>
<tr>
<td>Revenues</td>
<td>3,146,642.38</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;-4,623,316.64&gt;</td>
</tr>
<tr>
<td>Ending balance</td>
<td>$13,976,757.65</td>
</tr>
</tbody>
</table>

POLICY IMPLICATIONS:

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

DISCUSSION:

With Fiscal Year 2017 now complete, unaudited results show fixed-route revenues exceeding the budget by $861,826 and expenses below budget by $2,303,648, producing a year-end surplus of $3,165,474 for MST Fixed-Route. For the MST RIDES part of the budget, revenues and expenses were virtually balanced, with only a less than 1% negative variance. On the revenue side, an 8.9% negative variance for fixed-route fares during FY 17 can be attributed to TAMC’s roundabout construction project at the Highway 1 / Holman Highway interchange. In response to pleas from
TAMC and the hospitality industry to help address construction-created congestion at this key transportation bottleneck, your Board authorized a deeply discounted transit pass ($95 per month passes discounted to $13) for those who work and/or live in the construction impact area. Because of the weather delays over the rainy season, the project has taken longer than originally planned. As such, the deeply discounted pass has been on sale longer than what was originally expected and budgeted.

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

1. **Labor** – Due to a severe bus driver shortage, a 9% negative variance in this category was due in large part to excessive overtime expenses that were incurred in order to operate MST bus service as scheduled.

2. **Professional & Technical** – Extended labor negotiations for the ATU contract and active work on the Bus on Shoulder grant-funded consultant consist of the majority of this 51% negative variance. The Bus on Shoulder consultant will be reimbursed through Caltrans grant funds.

3. **Outside Labor** – While there was a 78% negative variance in this category for the month of June, for the fiscal year, actual expenses were actually 4% less than what was budgeted. A portion of the June negative variance was a year-end reclassification of what were originally booked as capital expenses to the operating budget.

4. **Vehicle Maintenance** – this 11% negative variance can be attributed to MST’s aging fleet of buses, which are more expensive to maintain as they get older. In that regard, 25 new diesel buses have already been ordered, as well as two new electric buses. It should be noted that for the year, vehicle maintenance expenses are less than 2% above what was budgeted.

5. **Miscellaneous Expenses** – While for the fiscal year, Miscellaneous Expenses were 4% below budget, the 10% negative variance for the month of June can be attributed to permits and sales tax fees being above what was budgeted.

6. **Leases & Rentals** – This 83% negative variance reflects the unbudgeted cost of leasing from Army the temporary bus maintenance & operations facility at Joe Lloyd Way (JLW) on the former Fort Ord as well as the temporary restroom facilities at that location.

7. **RIDES Purchased Transportation** – This 15% negative variance was generated by greater demand for paratransit services than was originally forecast last year when the budget was created. As an unfunded federal mandate, MST must provide each and every paratransit trip requested as required by the Americans with Disabilities Act.
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                        Hunter Harvath
## CASH FLOW

### Beginning balance June 1, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers Revenue</td>
<td>353,163.64</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>465,470.00</td>
</tr>
<tr>
<td>LTF / STA / 5307</td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>774,869.72</td>
</tr>
<tr>
<td>Grants</td>
<td>1,300,094.82</td>
</tr>
<tr>
<td>TAMC Loan/Rabo LOC advance</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>22,236.27</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>230,807.93</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>3,146,642.38</strong></td>
</tr>
</tbody>
</table>

### Disbursements

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>4,517,034.39</td>
</tr>
<tr>
<td>Capital</td>
<td>106,282.25</td>
</tr>
<tr>
<td>Property Acquisition –</td>
<td></td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(4,623,316.64)</strong></td>
</tr>
</tbody>
</table>

### Ending balance June 30, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Rabo Bank</td>
<td>186,302.24</td>
</tr>
<tr>
<td>Checking(s) - Wells Fargo Bank</td>
<td></td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>9,087,069.74</td>
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<tr>
<td>Money Market - Homeland Security</td>
<td>841,699.45</td>
</tr>
<tr>
<td>Money Market - Rabo MM</td>
<td>777,167.47</td>
</tr>
<tr>
<td>Money Market - PTMISEA</td>
<td>1,473,420.49</td>
</tr>
<tr>
<td>Money Market - LCTOP</td>
<td>451,971.64</td>
</tr>
<tr>
<td>Money Market - Rabo Prop. 1 B</td>
<td>1,139,596.17</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>8,985.45</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,545.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13,976,757.65</strong></td>
</tr>
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</table>
## PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 9 Payroll &amp; Related Expenses</td>
<td>549,275.80</td>
</tr>
<tr>
<td>June 23 Payroll &amp; Related Expenses</td>
<td>749,939.46</td>
</tr>
<tr>
<td>Pers &amp; 457</td>
<td>213,475.67</td>
</tr>
<tr>
<td>Garnishments</td>
<td>5,842.97</td>
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<tr>
<td>Payroll adj</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td>1,518,533.90</td>
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## GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>3,017,414.60</td>
</tr>
<tr>
<td>Paydown loan</td>
<td>13,095.19</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>64,632.60</td>
</tr>
<tr>
<td>Interest expense</td>
<td>6,212.36</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>3,427.99</td>
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<tr>
<td><strong>Total Disbursements</strong></td>
<td>3,104,782.74</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>4,623,316.64</td>
</tr>
<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
<td>(106,282.25)</td>
</tr>
<tr>
<td><strong>Operating Disbursements</strong></td>
<td>4,517,034.39</td>
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## DISBURSEMENTS SUMMARY

**GENERAL ACCOUNT DISBURSEMENTS FOR June 1, 2017 - June 30, 2017**

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<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 06/02/2017</td>
<td>45186 - 45283</td>
<td>908,583.11</td>
</tr>
<tr>
<td>Accounts Payable 06/08/2017</td>
<td>45284 - 45331</td>
<td>178,859.23</td>
</tr>
<tr>
<td>Accounts Payable 06/13/2017</td>
<td>45332 - 45354</td>
<td>1,439.50</td>
</tr>
<tr>
<td>Accounts Payable 06/16/2017</td>
<td>45355 - 45437</td>
<td>330,817.91</td>
</tr>
<tr>
<td>Accounts Payable 06/23/2017</td>
<td>45438 - 45449</td>
<td>338,911.35</td>
</tr>
<tr>
<td>Accounts Payable 06/27/2017</td>
<td>45450 - 45457</td>
<td>31,065.82</td>
</tr>
<tr>
<td>Accounts Payable 06/30/2017</td>
<td>45458 - 45564</td>
<td>1,227,737.68</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>45186 - 45564</strong></td>
<td><strong>3,017,414.60</strong></td>
</tr>
</tbody>
</table>

### CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALIFORNIA PUBLIC EMPLOYEES</td>
<td>Recurring Expense</td>
<td>45478</td>
<td>06/30/17</td>
<td>331,743.68</td>
</tr>
<tr>
<td>MV TRANSPORTATION INC.</td>
<td>Recurring Expense</td>
<td>45246</td>
<td>06/02/17</td>
<td>618,128.85</td>
</tr>
<tr>
<td>MV TRANSPORTATION INC.</td>
<td>Purchased Transportation</td>
<td>45524</td>
<td>06/30/17</td>
<td>637,150.62</td>
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<tr>
<td>NEAL SERRANO</td>
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<td>45449</td>
<td>06/23/17</td>
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MST AGENDA / September 11, 2017 / Page 23
**LAIF ACCOUNT**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 06/01/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Withdrawal</td>
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<td></td>
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<td></td>
<td>9,065,810.16</td>
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<td>Local Agency Investment Fund:</td>
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<td>Quarterly interest earned</td>
<td>- .92%</td>
<td></td>
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<td>21,259.58</td>
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<td>LAIF Treasury Balance at 06/30/17</td>
<td></td>
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<td></td>
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<td>9,087,069.74</td>
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**RABOBANK MM ACCOUNT**

<table>
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<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 06/01/17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,289,980.67</td>
</tr>
<tr>
<td>06/02/17</td>
<td>To AP</td>
<td></td>
<td>645,000.00</td>
<td></td>
<td>1,644,980.67</td>
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<tr>
<td>06/07/17</td>
<td>from Pass Sales</td>
<td></td>
<td>462,000.00</td>
<td></td>
<td>2,106,980.67</td>
</tr>
<tr>
<td>06/10/17</td>
<td>To AP</td>
<td></td>
<td>880,000.00</td>
<td></td>
<td>1,226,980.67</td>
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<tr>
<td>06/16/17</td>
<td>To AP</td>
<td></td>
<td>450,000.00</td>
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<td>776,980.67</td>
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<tr>
<td>06/30/17</td>
<td>Interest @ 0.30%</td>
<td></td>
<td>186.80</td>
<td></td>
<td>777,167.47</td>
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<tr>
<td>RABO MM Balance at 06/30/17</td>
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<td></td>
<td></td>
<td></td>
<td>777,167.47</td>
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<tr>
<td>Revenue</td>
<td>Cur Mo. Actual</td>
<td>Cur Mo. Budget</td>
<td>Cur Mo. Variance</td>
<td>YTD Actual</td>
<td>YTD Budget</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
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<td>Passenger Fares</td>
<td>-318,783</td>
<td>-331,205</td>
<td>12,422</td>
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<td>Special Transit</td>
<td>-575,039</td>
<td>-489,987</td>
<td>-85,052</td>
<td>-5,265,865</td>
<td>-5,679,844</td>
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<td>Cash Revenue</td>
<td>-46,481</td>
<td>-23,199</td>
<td>-23,282</td>
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<td><strong>Total Revenue</strong></td>
<td><strong>-4,194,490</strong></td>
<td><strong>-3,292,101</strong></td>
<td><strong>-902,389</strong></td>
<td><strong>-40,367,038</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,348,342</td>
<td>1,233,488</td>
<td>114,854</td>
<td>14,707,727</td>
<td>14,801,856</td>
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<tr>
<td>Benefits</td>
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<td>762,962</td>
<td>-34,677</td>
<td>8,730,035</td>
<td>9,155,544</td>
<td>-425,509</td>
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<tr>
<td>Advertising &amp; Marketing</td>
<td>8,718</td>
<td>14,294</td>
<td>-5,576</td>
<td>284,397</td>
<td>171,528</td>
<td>112,869</td>
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<td>Professional &amp; Technical</td>
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<td>65,993</td>
<td>67,889</td>
<td>760,547</td>
<td>791,916</td>
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<td>29,843</td>
<td>26,321</td>
<td>3,522</td>
<td>355,470</td>
<td>315,852</td>
<td>39,618</td>
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<td>Outside Labor</td>
<td>184,007</td>
<td>103,359</td>
<td>80,648</td>
<td>1,911,255</td>
<td>1,240,308</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>203,747</td>
<td>305,144</td>
<td>-101,397</td>
<td>2,127,161</td>
<td>3,661,728</td>
<td>-1,534,567</td>
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<td>71,853</td>
<td>70,129</td>
<td>1,724</td>
<td>918,873</td>
<td>841,548</td>
<td>77,325</td>
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<td>92,615</td>
<td>83,544</td>
<td>9,271</td>
<td>1,019,256</td>
<td>1,002,528</td>
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<td>4,376</td>
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<td>52,512</td>
<td>-16,064</td>
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<td>Utilities</td>
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<td>36,998</td>
<td>304</td>
<td>435,719</td>
<td>463,176</td>
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<td>54,714</td>
<td>54,253</td>
<td>461</td>
<td>548,245</td>
<td>651,036</td>
<td>-102,791</td>
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<td>Purchased Transportation</td>
<td>404,489</td>
<td>403,028</td>
<td>1,461</td>
<td>4,677,786</td>
<td>4,838,336</td>
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<td>Miscellaneous Expenses</td>
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<td>62,559</td>
<td>8,181</td>
<td>720,085</td>
<td>750,708</td>
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<td>Interfund transfers</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td>6,167</td>
<td>-6,167</td>
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<td>74,004</td>
<td>-74,004</td>
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<td>9,509</td>
<td>10,583</td>
<td>-1,074</td>
<td>116,764</td>
<td>126,966</td>
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<td>Leases &amp; Rentals</td>
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<td>24,212</td>
<td>20,216</td>
<td>348,658</td>
<td>292,544</td>
<td>58,114</td>
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<tr>
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<td><strong>3,442,676</strong></td>
<td><strong>3,266,319</strong></td>
<td><strong>156,257</strong></td>
<td><strong>37,132,180</strong></td>
<td><strong>39,435,828</strong></td>
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<td><strong>-746,132</strong></td>
<td><strong>-3,234,866</strong></td>
<td><strong>-69,384</strong></td>
<td><strong>-3,165,474</strong></td>
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## MONTEREY-SALINAS TRANSIT

### Revenue & Expense - Consolidated

**Budget vs Actual**

_for the period from June 1, 2017 to June 30, 2017_

*(Amounts are in USD)*

*(Includes Fund: 002)*

*(Includes G/L Budget Name: BUDFY17)*

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
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<tr>
<td>Passenger Fares</td>
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<td>Special Transit</td>
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</tr>
<tr>
<td>Cash Revenue</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
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<td>-299,098</td>
<td>-3,589,176</td>
<td>-3,589,176</td>
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<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>8,746</td>
<td>4,770</td>
<td>3,976</td>
<td>88,380</td>
<td>57,240</td>
<td>31,140</td>
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<td>Benefits</td>
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<td>3,029</td>
<td>977</td>
<td>51,336</td>
<td>36,348</td>
<td>14,988</td>
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<tr>
<td>Advertising &amp; Marketing</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>417</td>
<td>-417</td>
<td>5,800</td>
<td>5,004</td>
<td>796</td>
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<tr>
<td>Outside Services</td>
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</tr>
<tr>
<td>Outside Labor</td>
<td>6,417</td>
<td>6,584</td>
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<td>48,460</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
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<td>39,577</td>
<td>-11,626</td>
<td>342,974</td>
<td>474,924</td>
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<tr>
<td>Supplies</td>
<td>238</td>
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<td>14,268</td>
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<td>Vehicle Maintenance</td>
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<td>511</td>
<td>511</td>
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</tr>
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<td>Marketing Supplies</td>
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</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Purchased Transportation</td>
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<td>266,018</td>
<td>40,969</td>
<td>3,365,112</td>
<td>3,216,216</td>
<td>148,896</td>
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<tr>
<td>Miscellaneous Expenses</td>
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<td>6,980</td>
<td>159,704</td>
<td>184,316</td>
<td>5,388</td>
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<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>377,048</td>
<td>338,007</td>
<td>38,041</td>
<td>4,087,017</td>
<td>4,056,064</td>
<td>30,953</td>
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<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>39,218</td>
<td>39,218</td>
<td>17,536</td>
<td>17,536</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: Board of Directors

From: Lori Lee

Subject: Financial Reports – July 2017

RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance July 1, 2017</td>
<td>$13,976,757.65</td>
</tr>
<tr>
<td>Revenues</td>
<td>3,588,313.07</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;4,338,535.59&gt;</td>
</tr>
<tr>
<td>Ending balance July 31, 2017</td>
<td>$13,226,535.13</td>
</tr>
</tbody>
</table>

POLICY IMPLICATIONS:

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

DISCUSSION:

At the end of the first month of the fiscal year, the District is off to a good start with a surplus of $370,616 on the fixed-route side of the budget. MST RIDES is also showing positive variances on both revenues and expenses, resulting in a $47,298 surplus.

The following expenses have negative variances of greater than 5% or have a monetary value greater than $5,000 as seen in the July Budget vs. Actual reports contained in Attachment #4:
1. **Benefits** -- The majority of this 8.2% negative variance is caused by an increase in the value of administrative employee’s “banked” paid time off and holiday time as their salaries collectively increase July 1st as bargained in the MSTEA agreement ratified by your Board. This expense hits the general ledger in July of each year, and usually balances out throughout the course of the fiscal year.


PREPARED BY: ___________________ REVIEWED BY: ___________________

Lori Lee Hunter Harvath
CASH FLOW

Beginning balance July 1, 2017 13,976,757.65

Revenues
- Passenger Revenue 497,840.55
- DOD Revenue 539,390.00
- LTF / STA / 5307 1,915,681.79
- Sales Tax 569,400.00
- Grants 23,720.70
- Interest Income 1,115.51
- Non Transit Revenue 41,164.52

Total Revenues 3,588,313.07

Disbursements
- Operations (See Attachment #2) 3,238,313.74
- Capital 1,100,221.85

Total Disbursements (4,338,535.59)

Ending balance July 31, 2017 13,226,535.13

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank 329,762.16
Checking(s) - Wells Fargo Bank -
Local Agency Investment Fund (LAIF) 8,337,069.74
Money Market - Homeland Security 831,142.94
Money Market - Rabo MM 1,163,072.80
Money Market - PTMISEA 815,171.05
Money Market - LCTOP 675,970.73
Money Market - Rabo Prop. 1 B 1,054,815.26
Bank of America - Escrow 8,985.45
Petty cash fund, STC Coin Machine, and 2 change funds 10,545.00

Total 13,226,535.13
### PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>July 7 Payroll &amp; Related Expenses</td>
<td>569,367.58</td>
</tr>
<tr>
<td>July 21 Payroll &amp; Related Expenses</td>
<td>601,985.72</td>
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<tr>
<td>Pers &amp; 457</td>
<td>312,328.30</td>
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<tr>
<td>CalPERS UL Prepayment</td>
<td>445,806.00</td>
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<tr>
<td>Garnishments</td>
<td>6,190.51</td>
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<tr>
<td>Payroll adj</td>
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### GENERAL ACCOUNT

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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>2,339,121.41</td>
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<tr>
<td>Annual Use Tax</td>
<td>1,386.00</td>
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<td>Paydown loan</td>
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<tr>
<td>Workers Comp. Disbursements</td>
<td>28,097.01</td>
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<tr>
<td>Interest expense</td>
<td>5,964.71</td>
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<tr>
<td>Bank Service Charge</td>
<td>14,945.51</td>
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</tbody>
</table>

Total Disbursements 4,338,535.59

Less Capital Disbursements & Transfers (1,100,221.85)

Operating Disbursements 3,238,313.74
## DISBURSEMENTS SUMMARY
GENERAL ACCOUNT DISBURSEMENTS FOR July 1, 2017 - July 31, 2017

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>Accounts Payable 07/06/2017</td>
<td>45565 - 45283</td>
<td>724,351.31</td>
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<tr>
<td>Accounts Payable 07/10/2017</td>
<td>45284 - 45595</td>
<td>1,597.31</td>
</tr>
<tr>
<td>Accounts Payable 07/13/2017</td>
<td>45596 - 45596</td>
<td>1,393.00</td>
</tr>
<tr>
<td>Accounts Payable 07/14/2017</td>
<td>45597 - 45722</td>
<td>441,165.48</td>
</tr>
<tr>
<td>Accounts Payable 07/19/2017</td>
<td>45723 - 45741</td>
<td>298,425.92</td>
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<tr>
<td>Accounts Payable 07/25/2017</td>
<td>45742 - 45764</td>
<td>42,617.20</td>
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<tr>
<td>Accounts Payable 07/28/2017</td>
<td>45765 - 45850</td>
<td>829,571.19</td>
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</table>

**TOTAL** 2,339,121.41

## CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
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<td>TDA Rehab September 19, 2016</td>
<td>45565</td>
<td>7/6/17</td>
<td>709,455.60</td>
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<tr>
<td>CSAC</td>
<td>Workers Comp Excess Insurance July 10, 2017</td>
<td>45624</td>
<td>7/14/17</td>
<td>126,930.00</td>
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<tr>
<td>CALIF TRANSIT INS POOL</td>
<td>Liability/Physical Damage Insurance</td>
<td>45725</td>
<td>7/19/17</td>
<td>129,990.00</td>
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<td>AECOM TECHNICAL SERVICES INC</td>
<td>TDA Remodel and Renovate February 6, 2017</td>
<td>45765</td>
<td>7/28/17</td>
<td>127,580.00</td>
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<td>Recurring Expense</td>
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<td>07/28/17</td>
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<td>TRAPEZE SOFTWARE GROUP</td>
<td>Real Time Signs February 6, 2017</td>
<td>45847</td>
<td>07/28/17</td>
<td>162,840.27</td>
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</table>
## LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 07/01/17</td>
<td></td>
<td></td>
<td>9,087,069.74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
<td>9,087,069.74</td>
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<tr>
<td>Withdrawal</td>
<td></td>
<td></td>
<td>750,000.00</td>
<td>8,337,069.74</td>
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<tr>
<td>Local Agency Investment Fund:</td>
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<tr>
<td>Quarterly interest earned - .92%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,337,069.74</td>
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<tr>
<td>LAIF Treasury Balance at 07/31/17</td>
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<td></td>
<td>8,337,069.74</td>
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## RABOBANK MM ACCOUNT

<table>
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<th>Date</th>
<th>Account</th>
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<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
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<tr>
<td>Balance Forward at 07/01/17</td>
<td></td>
<td></td>
<td>777,167.47</td>
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</tr>
<tr>
<td>from LAIF Checking</td>
<td>941,960.65</td>
<td></td>
<td>1,719,128.12</td>
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<td></td>
</tr>
<tr>
<td>to Workers Comp</td>
<td>30,000.00</td>
<td></td>
<td>1,689,128.12</td>
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<tr>
<td>To Blue Scope</td>
<td>710,000.00</td>
<td></td>
<td>979,128.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To AP</td>
<td>15,000.00</td>
<td></td>
<td>964,128.12</td>
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</tr>
<tr>
<td>To Payroll</td>
<td>700,000.00</td>
<td></td>
<td>264,128.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from LAIF Trust Fund</td>
<td>750,000.00</td>
<td></td>
<td>1,014,128.12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>from Pass Sales</td>
<td>500,000.00</td>
<td></td>
<td>1,514,128.12</td>
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<tr>
<td>To AP</td>
<td>475,000.00</td>
<td></td>
<td>1,039,128.12</td>
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<tr>
<td>from LAIF Checking</td>
<td>973,721.14</td>
<td></td>
<td>2,012,849.26</td>
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<tr>
<td>To AP</td>
<td>850,000.00</td>
<td></td>
<td>1,162,849.26</td>
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<tr>
<td>07/31/17</td>
<td>Interest @ 0.30%</td>
<td></td>
<td>223.54</td>
<td>1,163,072.80</td>
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<tr>
<td>RABO MM Balance at 07/31/17</td>
<td></td>
<td></td>
<td>1,163,072.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## MONTEREY-SALINAS TRANSIT
### Revenue & Expense - Consolidated

**Budget vs Actual**

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

(Amounts are in USD)

(Includes Fund: 091[004])

(Includes G/L Budget Name: BUDFY18)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Revenue</td>
<td>-38,232</td>
<td>-26,936</td>
<td>-9,296</td>
<td>-38,232</td>
<td>-26,936</td>
<td>-9,296</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,616,665</td>
<td>-2,616,657</td>
<td>592</td>
<td>-2,616,665</td>
<td>-2,616,657</td>
<td>592</td>
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</tbody>
</table>

**Total Revenue**

-3,574,896

---

## Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,303,810</td>
<td>1,340,540</td>
<td>-36,630</td>
<td>1,303,910</td>
<td>1,340,540</td>
<td>-36,630</td>
</tr>
<tr>
<td>Benefits</td>
<td>856,600</td>
<td>793,407</td>
<td>63,193</td>
<td>856,600</td>
<td>793,407</td>
<td>63,193</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>6,148</td>
<td>4,919</td>
<td>1,229</td>
<td>6,148</td>
<td>4,919</td>
<td>1,229</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>37,133</td>
<td>73,361</td>
<td>-36,228</td>
<td>37,133</td>
<td>73,361</td>
<td>-36,228</td>
</tr>
<tr>
<td>Outside Services</td>
<td>29,249</td>
<td>35,126</td>
<td>-5,877</td>
<td>29,249</td>
<td>35,126</td>
<td>-5,877</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>179,176</td>
<td>296,927</td>
<td>-117,751</td>
<td>179,176</td>
<td>296,927</td>
<td>-117,751</td>
</tr>
<tr>
<td>Supplies</td>
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<td>82,842</td>
<td>1,466</td>
<td>84,308</td>
<td>82,842</td>
<td>1,466</td>
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<td>58,787</td>
<td>94,334</td>
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<td>44,690</td>
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<td>44,690</td>
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<td>61,074</td>
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<td>Taxes</td>
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<td>17,387</td>
<td>-2,234</td>
<td>15,153</td>
<td>17,387</td>
<td>-2,234</td>
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<tr>
<td>Purchased Transportation</td>
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<td>443,582</td>
<td>-55,818</td>
<td>387,764</td>
<td>443,582</td>
<td>-55,818</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>41,370</td>
<td>51,676</td>
<td>-10,306</td>
<td>41,370</td>
<td>51,676</td>
<td>-10,306</td>
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<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td>717</td>
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<tr>
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<td>9,411</td>
<td>9,250</td>
<td>161</td>
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<tr>
<td>Leases &amp; Rentals</td>
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<td>36,299</td>
<td>-2,371</td>
<td>33,928</td>
<td>36,299</td>
<td>-2,371</td>
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</table>

**Total Operating Expenses**

3,204,280

**Operating (Surplus) Deficit**

-370,616
### MONTEREY-SALINAS TRANSIT
#### Revenue & Expense - Consolidated
Budget vs Actual
For the Period from July 1, 2017 to July 31, 2017
(Amounts are in USD)
(Includes Fund: 002)
(Includes G/L Budget Name: BUDFY18)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
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<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
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<tr>
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<td>Special Transit</td>
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</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-400,628</td>
<td>-383,553</td>
<td>-17,575</td>
<td>-400,628</td>
<td>-383,553</td>
<td>-17,575</td>
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<tr>
<td><strong>Expenses</strong></td>
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<td></td>
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<tr>
<td>Labor</td>
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<td>9,408</td>
<td>9,573</td>
<td>-165</td>
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<td>6,137</td>
<td>4,862</td>
<td>1,275</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
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<td>417</td>
<td>-417</td>
<td>417</td>
<td>-417</td>
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<tr>
<td>Outside Services</td>
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<td></td>
</tr>
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<td>7,042</td>
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<td>7,042</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
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<td>32,923</td>
<td>43,378</td>
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<td><strong>Vehicle Maintenance</strong></td>
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</tr>
<tr>
<td>Marketing Supplies</td>
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</tr>
<tr>
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<td>Insurance</td>
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</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
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<td>-14,651</td>
<td>280,999</td>
<td>295,650</td>
<td>-14,651</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
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<td>19,920</td>
<td>20,087</td>
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<td>Interfund transfers</td>
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<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
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</tr>
<tr>
<td>Interest Expense</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>353,330</td>
<td>383,053</td>
<td>-29,723</td>
<td>353,330</td>
<td>383,053</td>
<td>-29,723</td>
</tr>
<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>-47,298</td>
<td>-47,298</td>
<td></td>
<td>-47,298</td>
<td>-47,298</td>
<td></td>
</tr>
</tbody>
</table>
To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus-June 2017

Donation to St. Vincent De Paul (Seaside):

<table>
<thead>
<tr>
<th>Items</th>
<th>Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Backpacks</td>
<td></td>
</tr>
<tr>
<td>1 Book</td>
<td></td>
</tr>
<tr>
<td>13 Cell phones</td>
<td></td>
</tr>
<tr>
<td>2 iPods</td>
<td></td>
</tr>
<tr>
<td>6 Pairs of eyeglasses</td>
<td></td>
</tr>
<tr>
<td>3 Hats</td>
<td></td>
</tr>
<tr>
<td>2 Pairs of earrings</td>
<td></td>
</tr>
<tr>
<td>1 Lunch box</td>
<td></td>
</tr>
<tr>
<td>1 Pair of pants</td>
<td></td>
</tr>
<tr>
<td>1 Scarf</td>
<td></td>
</tr>
<tr>
<td>9 Pairs of Sunglasses</td>
<td></td>
</tr>
<tr>
<td>4 Jackets</td>
<td></td>
</tr>
<tr>
<td>1 Doll</td>
<td></td>
</tr>
<tr>
<td>2 Watches</td>
<td></td>
</tr>
<tr>
<td>2 Cell phone chargers</td>
<td></td>
</tr>
<tr>
<td>1 Blouse</td>
<td></td>
</tr>
<tr>
<td>1 Camera</td>
<td></td>
</tr>
<tr>
<td>1 Speaker</td>
<td></td>
</tr>
<tr>
<td>1 Headphone</td>
<td></td>
</tr>
<tr>
<td>5 Eyeglass cases</td>
<td></td>
</tr>
<tr>
<td>1 Beanie</td>
<td></td>
</tr>
<tr>
<td>2 Lanyards</td>
<td></td>
</tr>
<tr>
<td>1 Mug</td>
<td></td>
</tr>
<tr>
<td>1 Purse</td>
<td></td>
</tr>
<tr>
<td>1 Pair of socks</td>
<td></td>
</tr>
<tr>
<td>6 Sweatshirts</td>
<td></td>
</tr>
<tr>
<td>2 Tote bags</td>
<td></td>
</tr>
<tr>
<td>1 Pet bowl</td>
<td></td>
</tr>
<tr>
<td>5 Eyeglass cases</td>
<td></td>
</tr>
<tr>
<td>1 Beanie</td>
<td></td>
</tr>
<tr>
<td>2 Lanyards</td>
<td></td>
</tr>
<tr>
<td>1 Mug</td>
<td></td>
</tr>
<tr>
<td>1 Purse</td>
<td></td>
</tr>
<tr>
<td>1 Pair of socks</td>
<td></td>
</tr>
<tr>
<td>6 Sweatshirts</td>
<td></td>
</tr>
<tr>
<td>4 Water bottles</td>
<td></td>
</tr>
<tr>
<td>1 Pet bowl</td>
<td></td>
</tr>
</tbody>
</table>

To be disposed:

<table>
<thead>
<tr>
<th>Items</th>
<th>Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Aprons</td>
<td></td>
</tr>
<tr>
<td>1 Bottle of vodka</td>
<td></td>
</tr>
<tr>
<td>1 Lunch box</td>
<td></td>
</tr>
<tr>
<td>1 Pair of slippers</td>
<td></td>
</tr>
<tr>
<td>Mail</td>
<td></td>
</tr>
<tr>
<td>ID’s and Credit cards</td>
<td></td>
</tr>
</tbody>
</table>

To be retained:

$68.05 to Accounting for deposit.

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

Prepared by: Sonia Wills  Reviewed by: Carl G. Sedoryk
To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus-July 2017

Donation to St. Vincent De Paul (Seaside):

- 2 Backpacks
- 1 Blouse
- 1 Book
- 10 Cell phones
- 3 MP3 players
- 12 Pairs of eyeglasses
- 3 Beanies
- 1 Lanyard
- 3 Lunch boxes
- 4 Pairs of sunglasses
- 6 Sweaters
- 1 Tote bag
- 6 Wallets
- 2 Watches
- 1 Water bottle
- 1 Skateboard
- 1 Blanket
- 1 Pocket mirror
- 1 Walker
- 2 Pairs of pants
- 1 Water bottle
- 1 Fidget spinner

To be disposed:

- 6 ID’s
- 4 Keys
- 1 Cream
- 1 Safeway name tag
- 6 Bottles of eye drops
- 2 Dirty backpacks
- 5 Bottles of medication
- Toiletries
- 1 Glove
- 1 Pipe

To be retained:

$40.82 and ₱20 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: Sonia Wills

Reviewed by: Carl G. Sedoryk
To: Board of Directors  
From: Cristy Sugabo, Mobility Programs Coordinator  
Subject: Mobility Advisory Committee

RECOMMENDATION:

Appoint new member to the MST Mobility Advisory Committee.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your Board appoints members to the MST Mobility Advisory Committee.

DISCUSSION:

The Mobility Advisory Committee (MAC) is a standing advisory committee of the MST Board of Directors. It makes recommendations to MST staff and to your Board regarding the transportation needs of seniors, veterans, persons with disabilities, low income, youth and isolated populations. The Committee acts as a liaison between MST and these communities to assure that their constituents and clients have input into the MST service planning process.

There are currently three (3) vacancies on the MAC and its current members recommend that your Board appoint Kurt Schake to fill one of these vacancies. Kurt is currently employed as the Executive Director of the Veterans Transition Center and he desires to fill the position vacated by his predecessor from the Veterans Transition Center.

Approval by your Board of this item shall appoint Kurt Schake to the MST Mobility Advisory Committee.

A current listing of Committee members for the MAC is attached.
<table>
<thead>
<tr>
<th>No.</th>
<th>MEMBER</th>
<th>ALTERNATE</th>
<th>ORGANIZATION</th>
<th>ADVOCACY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kate Spacher</td>
<td>Kasuko Wessendorf</td>
<td>Interim, Inc.</td>
<td>Adult Mental Health Services</td>
</tr>
<tr>
<td>2</td>
<td>Kathleen Murry-Phillips</td>
<td>Interim, Inc.</td>
<td>Area Agency on Aging</td>
<td>Seniors</td>
</tr>
<tr>
<td>3</td>
<td>Diana Trapani</td>
<td>Blind and Visually Impaired Center</td>
<td>Blind and Visually Impaired Center</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Ronn Rygg</td>
<td>United Way – 211 Program</td>
<td>1 &amp; R – Emergency Services</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Rayna Gross</td>
<td>Alliance on Aging</td>
<td>Seniors</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Maureen McEachen</td>
<td>Visiting Nurses Association</td>
<td>Nonprofit Health Care Provider</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Melissa McKenzie</td>
<td>Carmel Foundation</td>
<td>Senior Services</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Amiee Cuda</td>
<td>Independent Transportation Network</td>
<td>Nonprofit Senior Transportation Provider</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Laurie Crosby</td>
<td>Consumer</td>
<td>People with Disabilities</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Todd Muck</td>
<td>Virginia Murillo</td>
<td>TAMC</td>
<td>Transportation Authority</td>
</tr>
<tr>
<td>11</td>
<td>Olivia Quezada</td>
<td>Central Coast Center for Independent Living</td>
<td>People With Disabilities</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Alejandro Fernandez</td>
<td>DaVita Dialysis Clinic</td>
<td>Health Care Provider</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Kurt Schake</td>
<td>Veterans Transition Center</td>
<td>Veterans</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Vacant</td>
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</tr>
<tr>
<td>15</td>
<td>Vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To:        Board of Directors

From:      Robert Weber, Chief Operating Officer

Subject:   Approval to Donate MST Historical Bus to the Pacific Bus Museum

RECOMMENDATION:

Authorize the donation of MST’s 1948 Fageol “Twin Coach” historical vehicle to the Pacific Bus Museum in Fremont California.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your Board approves all vehicle donations to non-profit agencies.

DISCUSSION:

In 1983 MST acquired a 1948 Fageol “Twin Coach” Model 34-S and - using only financial contributions from MST employees - fully restored the vehicle to its original condition. The coach was given the moniker “Bus 80” and for many years was displayed in local parades and during other special events. Over time, the public seemed to lose interest in Bus 80 and as a result the coach has been kept in storage.

In July of this year staff approached the Pacific Bus Museum (PBM) located in Fremont, California, to determine if there was interest by the Museum’s Board of Directors to accept Bus 80 as part of their permanent collection of historic buses. Given the historical significance of the vehicle to the public transit industry, the PBM Board was very interested and unanimous in their vote to accept the donation pending final approval by the MST Board of Directors. As part of the donation agreement, PBM has agreed to allow MST the use Bus 80 at any time for future public outreach events.

The few remaining MST employees who were originally involved in the vehicle’s restoration effort fully support the donation of Bus 80 to the PBM as it is widely known that the Museum will take excellent care of the coach - preserving it, so that it can be enjoyed by future generations.

Approval of this item shall authorize the donation of MST’s 1948 Fageol “Twin Coach” historical bus to the Pacific Bus Museum.
Attachments:

July 24, 2017

Robert Weber  
Chief Operating Officer  
Monterey Salinas Transit District  
19 Upper Ragsdale, Drive, Suite 200  
Monterey, CA 93940

Dear Robert,

In response to your July 6, 2017 inquiry to the Pacific Bus Museum (PBM) about our interest in Monterey Salinas Transit (MST) donating their 1948 Model 34-S Fageol - Twin Coach to the PBM, I can confirm we are very interested in acquiring this bus and also the canvas vehicle cover it is stored in as a donation. Currently there are 25 buses in our collection, many of which have historic ties to the bay area and northern California. We would consider it an honor to have this historically significant bus as part of our collection.

After personally inspecting the bus and the canvas cover at MST’s facility in Salinas on July 13, I appraised the museum’s Acquisitions Committee and the Board of Directors on the current status of both. Since then our Acquisitions Committee recommended approval of acquiring the bus and canvas cover. This was followed by approval by the museum’s Board of Directors to accept the donation of the bus and canvas cover from MST. The PBM 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.

Since 1997 we have kept our active bus fleet in Fremont, CA on property owned by Alameda County at 37974 Shinn St. At this site we are able to store 10 buses inside a building on the property and additional buses outside. It would be our intent to store the 1948 Model 34-S Twin Coach in Fremont inside our building. However should we be unable to do so we would utilize the canvas vehicle cover to store the 1948 Twin Coach on site.

Lastly, as a good will gesture, the PBM would make the 1948 Model 34-S Twin Coach available to MST for public relations purposes upon request.

Sincerely,

Ron Medaglia  
Executive Director, Pacific Bus Museum
Blank Page
Measure Q Oversight Committee
Monterey-Salinas Transit
19 Upper Ragsdale Dr., Suite 100

Minutes
August 16, 2016

Present: Juan Pablo Lopez, Salinas Urbanized
Sid Williams, Seaside-Marina-Monterey Urbanized
Susan Miller, Non-urbanized
Kathy Merritt, County of Monterey Unincorporated
Harry Mucha, Taxpayer’s Association
Kazuko Wessendorf, Mobility Advisory Committee
Laurie Crosby, Mobility Advisory Committee

Absent: None

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance & Administration; Alex Lorca, General Counsel; Deanna Smith, Deputy Secretary

Public: MacGregor Eddy

1. Call to Order

Chairperson Sid Williams called the meeting to order at 4:02 p.m.

2. Public Comment on Matters Not on the Agenda

No public comments.

3. Announcements

Mr. Harvath announced that MST staff member Beronica Carriedo is staffing the Monterey County Stand Down Event on behalf of MST and the Measure Q Committee in support of our local veterans.
4. Consent Agenda

4-1. Approve and recommend March 11, 2016 minutes to the MST board.

Mr. Lopez made a motion to approve the minutes and was seconded by Ms. Wessendorf. The motion carried unanimously, with Kathy Merritt absent.

5. New Business

5-1. Review committee member terms of office.

Mr. Harvath stated that Laurie Crosby and Kathy Merritt’s terms have expired. He requested feedback on their interest to continue serving on the committee. Ms. Crosby stated that she would like to continue to serve. Kathy Merritt was absent from the meeting at the time this item was discussed. MST staff will request appointments at the next MST board meeting. All committee members will serve three-year terms after their initial terms have expired.

5-2. Review Measure Q funded expenditures planned as a part of MST’s FY 2017 Budget as adopted by MST Board of Directors.

Mr. Harvath presented the FY 2017 RIDES budget and the Measure Q funded portion of the MST fixed route budget and answered committee member questions.

Kathy Merritt arrived at 4:17 p.m.

Ms. Merritt requested information on outreach to South County residents. She suggested that the King City Chamber of Commerce, Senior Center and hospitals are good locations to post information or provide outreach. Mr. Harvath stated that he would provide printed materials promoting MST’s services at these locations. He informed the committee of the upcoming South County Marketing program that will specifically target all of the communities in South County.

Committee members appreciated the level of budget detail presented and had no objections to planned expenditures.

Public Comment - none.

6. Staff and Committee Member Comments or Questions

Committee members requested larger font for the budget in the future.

Mr. Harvath asked Ms. Merritt if she was interested in continuing to serve on the Measure Q Oversight Committee and she stated that she would like to continue.

7. Adjourn

There being no further business, Chairperson Williams adjourned the meeting at 4:54 p.m.
Present:  Miller, Kathy  Urbanized Non-urbanized  
          Mucha, Harry  Unincorporated Taxpayer's Association  
          Williams, Sid  Seaside-Marina-Monterey Urbanized Non-urbanized  

Staff:  Hunter Harvath, Asst. GM of Finance & Administration; Dave Laredo, General Counsel; Jeanette Alegar-Rocha, Deputy Secretary, Eva Perez, Office Administrator  

Public:  Laurabeth Messimer-Lopez  

1.  Call to Order  
    Dave Laredo recommended that the committee act as a whole and meet since there was no quorum present. Chairperson Sid Williams called the meeting to order at 3:12 p.m.  

2.  Public Comment on Matters Not on the Agenda  
    No public comments.  

3.  Announcements  
    Mr. Harvath announced the recent resignation of Kathy Merritt and the announcement made at the April 10, 2017 MST board meeting for nominations.  

4.  Consent Agenda  
    4-1.  Approve and recommend August 16, 2016 minutes to the MST board.  
        No quorum to approve
5. New Business

5-1. Review Final Measure Q funded expenditures from MST’s FY 2017 Audited Financial Report. (Enclosure) (Hunter Harvath)

5-2. Discuss Form 700 and AB1234 Ethics Requirements. (Enclosure Form 700) (Hunter Harvath)

Hunter Harvath presented the Final Measure Q funded expenditures from MST’s FY 2017 Audited Financial Report to the committee. Mr. Harvath reviewed and reminded the committee of the compliance requirements.

Public Comment - none.

No quorum to approve

6. Staff and Committee Member Comments or Questions

6-1. GI Josie- Victims of Sexual Assault Discussion (Sid Williams)

Chair Williams introduced Laurabeth Messimer-Lopez, Chief Executive Officer and Founder of G.I. Josie, a non-profit organization that provide services to female veterans and their families. Ms. Messimer-Lopez presented an overview of the mission and vision of the organization.

7. Adjourn

There being no further business, Chairperson Williams adjourned the meeting at 4:12 p.m.
1. CALL TO ORDER

Chair Ronn Rygg called the meeting to order at 1:00 p.m. in the conference room of the Transportation Agency of Monterey County (TAMC).

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
Olivia Quezada Central Coast Council for Independent Living
Kathleen Murray-Phillips Monterey County Department of Social & Employment Services
Diana Trapani The Blind and Visually Impaired Center of Monterey County
Maureen McEachen Visiting Nurse Association

Absent: Melissa McKenzie Carmel Foundation
Laurie Crosby Consumer

Staff: Cristy Sugabo Mobility Services Coordinator
Kevin Allshouse Mobility Specialist
Lisa Rheinheimer Director of Planning and Marketing
Don Parslow MV Transportation
Erin Heatley Mobility Specialist
Claudia Valencia Mobility Specialist
Deanna Smith Compliance Analyst
Alvin Johnson Contract Transportation Supervisor

Public: Kurt Schake Veterans Transition Center
Alejandro Fernandez DaVita Salinas Dialysis

2. CONSENT AGENDA

2.1 Minutes of the regular meeting of March 29, 2017.
Member Cuda made a motion to approve the minutes and Member Wessendorf seconded. The motion was passed.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

4. NEW BUSINESS

4-1. Receive Report on 2017 Unmet Needs Comments (Virginia Murrillo)

Member Murrillo provided a brief history of the Unmet Transit Needs process and T AMC’s role in defining and outlining their response to the unmet transit needs public comments. She stated there are two identified unmet transit needs: more frequent bus service to South County residents and; more frequent and less expensive out of county medical trips. Ms. Murrillo stated that MST is increasing the number of special medical trips per month from 2 to 4 and reducing the cost to passengers from $40.00 to $20.00 round-trip for its Special Medical Trips Program, but plans to implement the changes as soon as its contractor can provide adequate staffing to operate the added service. Moreover, MST is planning on increasing service to Line 23 to South County cities, but will require additional drivers.

T AMC will continue to work towards addressing other items previously identified in the Unmet Transit Needs process. The following unmet needs to be addressed in TAMC’s and MST’s long-term plans are: service to San Juan Grade/Russell Road in Salinas, increased frequency for Route18, shuttle service between Pinnacles National Park and Fort Hunter Liggett, service to Rancho Cielo, service to San Juan Bautista, enhanced paratransit service to CSUMB, increased service between South County and Monterey County Courthouse, increased service in King City for Mee Memorial, and increased service to Big Sur.

4-2. Receive Report on Measure X Senior Mobility Transportation Services (Virginia Murrillo)

The Transportation Safety & Investment Plan (Measure X) includes $15 million for transportation and mobility programs for seniors and persons with disabilities over the life of the 30 year tax. TAMC is discussing opening a grant process whereby local non-profit organizations can apply for a grant to fund service to seniors and persons with disabilities.

Ms. Murrillo asked the committee’s feedback on Senior Mobility Transportation Services and the grant process. Feedback from the committee was as follows: the
importance of transparency and removing conflicts of interest from the process; concern for the grant application process in general, which can oftentimes be burdensome, particularly for smaller non-profit organizations; length of the grant cycle; the importance of liability concerns and oversight as they relate to vehicle purchases under grants.

5. COMMITTEE VACANCIES

5-1. Membership (Chair)

The committee unanimously accepted the resignation of Terry Bare. Member Murray-Phillips made a motion to remove Mr. George Dixon from the committee, and the motion was seconded by Member Murrillo.

Member Trapani made a motion to recommend Alex Fernandez of DaVita Salinas Dialysis to the MST Board of Directors for Mobility Advisory Committee membership, and the motion was seconded by Member Cuda.

Chair Rygg introduced Kurt Schake of the Veterans Transition Center. Mr. Schake introduced himself and expressed his interest in joining the Mobility Advisory Committee.

6. REPORTS

6-1. Receive MV Transit Report (Don Parslow)

Mr. Parslow, interim General Manager for MV Transportation was unable to provide a full report to the committee, but expects that he’ll be able to do so at the next MAC meeting in July. Mr. Parslow presented a monthly service report for the months of April and May.

6-2. Receive Update on Mobility Programs (Cristy Sugabo)

Ms. Sugabo introduced Erin Heatley, MST Mobility Specialist, to update on the Trapeze PASS Interactive Voice Response (IVR) and PASS-WEB system for the MST RIDES program. The IVR component, which provides RIDES customers with an automated telephone call the night before their next scheduled trip, is still being tested and is currently facing technical problems that need to be resolved. The PASS-Web booking component continues to be tested by active RIDES clients and has received positive feedback.

MST staff member Lisa Rheinheimer stated that the new Veterans Shuttle Line 61 began service on Memorial Day Weekend. The route starts at the Salinas Transit Center, and ends at the new VA/DOD clinic in Marina, returning back to the Salinas
Transit Center.

7. ANNOUNCEMENTS AND APPRECIATIONS

Member Trapani announced that on June 17, 2017 the Blind and Visually Impaired Center will host a free educational event at the Sally Griffin Center. Guest speakers include Dr. Del Piero, who will be discussing diabetic vision loss, and Dr. Katherine Wendt OD, who will be discussing low vision exams. The event is free and will include lunch.

Member Murray-Phillips announced that Area Agency on Aging will show the documentary film Gen Silent, which explores LGBT seniors and their battle for equality.

Member Gross announced that on June 15, 2017, Alliance on Aging will have a free presentation on Medicare at Villa Serra Senior Living in Salinas. Also, Reyna from Alliance on Aging passed out a flyer regarding distribution locations for Farmers’ Market Coupons, which provide fresh food and vegetables for low income seniors.

Member Rygg announced that 2-1-1 recently had a survey which asked, “What form of transportation will be used to get to the programs we will refer you to?” Chair Rygg provided the survey answers to the committee.

8. ADJOURN

There being no further business, Chair Rygg adjourned the meeting at 2:13 p.m.

PREPARED BY: __________________________
Kevin Allshouse

APPROVED BY: __________________________
Cristy Sugabo
To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejections

RATIFY STAFF REJECTION:

MST rejected claims by the claimants below due to the timely action required (within 45 days) from the date the claim was received.

FISCAL IMPACT:

<table>
<thead>
<tr>
<th>Claim</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>$13,500</td>
</tr>
<tr>
<td>2</td>
<td>$ 5,404</td>
</tr>
</tbody>
</table>

POLICY IMPLICATIONS:

None.

DISCUSSION:

1. On July 27, 2017 a claim was received from Gamal and Sandra Kalini regarding an accident that occurred on March 9, 2017 involving an MST bus. Sandra Kalini allegedly received soft tissue injury in addition to vehicle damage.

2. On July 14, 2017 a claim was received from Robert Grah regarding an alleged incident that occurred when a bus operated by MV Transportation suddenly braked causing alleged injury to include sprained neck and acute cervical myofascial strain. Mr. Grah was a passenger on the bus.

After conducting a preliminary investigation into these matters, it is determined that Monterey-Salinas Transit has no liability in these claims and has rejected the claims in their entirety.

The above claims are under investigation. If any Board member desires further information on these claims, they may request it be discussed in closed session.

PREPARED BY: Ben Newman
APPROVED BY: Carl Sedoryk
To: Board of Directors

From: Ben Newman, Risk Manager

Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

Exceeds $50,000

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted to MST on August 10, 2017 from Katz & Lapides Law Firm. The claim alleges injuries to their client Frank Homet, from an accident involving an MST bus that occurred on February 17, 2017 on Monterey St. @ Alisal St. in Salinas CA.

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

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

PREPARED BY: ___________________ APPROVED BY:_______________________

Ben Newman                                                Carl G. Sedoryk
To: Board of Directors

From: Sandra Amorim, Purchasing Manager

Subject: Award a Contract for Uniform and Linen Services

RECOMMENDATIONS:

Authorize the award of a one-year contract to Cintas for uniform and linen services. Authorize staff to extend the contract for one additional one-year period.

FISCAL IMPACT:

The cost is estimated at $50,000 per year, based upon projections for the number of uniformed employees over the contract period. Funding is available in the FY 2018 budget.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

MST has a continuing need for uniforms and cleaning linens to support the vehicle maintenance, facilities and bus cleaning functions. Uniforms are provided for mechanics, parts personnel, facilities staff, utilities staff and maintenance supervisors.

MST is eligible to purchase these uniform and linen services through U.S. Communities government purchasing alliance.

Cintas has committed to providing the lowest public sector pricing available through the U.S. Communities contract. All U.S. Communities participating agencies will receive the best public sector pricing available from Cintas. All pricing discounts are by product line and not tied to national volume. No minimal purchase is required to qualify for the best public sector pricing.

Therefore, the competitive pricing offered by Cintas through this alliance is advantageous to MST, as it eliminates the need for a RFP. In addition the pricing being offered is much lower that our current pricing and for some rental items reflects a 50% savings per item. Cintas also has the benefit of being located in Gilroy, where MST products will be laundered and serviced.
In that regard, the staff recommendation is to award a contract to Cintas to provide uniform and linen services.

PREPARED BY: Sandra Amorim

REVIEWED BY: Hunter Harvath
To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: State Highway Account- Sustainable Communities Caltrans Planning Grant- Revised Resolution

RECOMMENDATION:

Approve Revised Resolution 2017-37 authorizing the execution of the State Highway Account- Sustainable Communities Planning Grant.

FISCAL IMPACT:

Up to $132,800 in State Highway Account- Sustainable Communities funds would be used to help fund the Salinas Valley Express Transit Corridor Planning Study.

POLICY IMPLICATIONS:

The terms of the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant Program require that your Board authorize the General Manager/CEO, or designee, to enter into contract with Caltrans.

DISCUSSION:

The Sustainable Transportation Planning Grant Program was created to support Caltrans’ Mission: Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability. Transportation planning grants are provided to promote a balanced, comprehensive multimodal transportation system that promotes sustainability. The implementation of these grants should ultimately lead to the adoption, initiation, and programming of transportation improvements.

MST participated in the competitive process seeking funds from the Fiscal Year 2017-2018 cycle of Caltrans planning grants to help pay for the Salinas Valley Express Transit Corridor Planning Study. The project is a planning study to identify ways to advance Line 23 to be a rapid transit option with travel times comparable to the automobile. The study would identify primary boarding locations and key sites to implement transit information technology to aid in the successful implementation of a rapid transit corridor with limited stops and ½ hour headways during the peak travel commute. An express service would provide a safe and efficient way for people to travel between rural south Monterey County communities and the urban areas of Salinas and beyond.
MST is scheduled to receive $132,800 in State Highway Account- Sustainable Communities funds to help fund the Salinas Valley Express Transit Corridor Planning Study. At the June meeting, your Board approved a resolution, which authorizes the General Manager/CEO to execute all required documents for the grant program. Since that time, Caltrans staff has informed MST that the resolution must be revised to include the title of the project. In that regard, staff is requesting that your Board adopt this revised resolution so that this important planning project can move forward.

Attachments: Revised Resolution 2017-37

PREPARED BY Michelle Overmeyer REVIEWED BY Carl G. Sedoryk
RESOLUTION 2017–37
RESOLUTION AUTHORIZING THE GENERAL MANAGER/ CHIEF OPERATING OFFICER TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE STATE HIGHWAY ACCOUNT–SUSTAINABLE COMMUNITIES GRANT PROGRAM FOR THE SALINAS VALLEY EXPRESS TRANSIT CORRIDOR PLANNING STUDY

WHEREAS, Monterey-Salinas Transit is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit, authorize the General Manager/CEO, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

_______________________  _____________________
Tony Barrera                  Carl G. Sedoryk
Chairperson                   Secretary

ORIGINALLY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT on the 12th day of June, 2017 by the following vote:

AYES: Directors: Albert, Alejo. Barrera, Bonincontri, Carbone, Clark, Cuneo, Hardy, LeBarre, Martinez, Pacheco, O’Connell, Velazquez,

NOES:

ABSENT:

_______________________
Jeanette Alegar-Rocha
Board Secretary (Deputy)
REVISED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 11th day of September, 2017 by the following vote:

AYES:

NOES:

ABSENT:

_______________________
Jeanette Alegar-Rocha
Board Secretary (Deputy)
To: Board of Directors
From: Michelle Overmeyer, Grants Analyst
Subject: Resolution 2018-05 CTSGP-CTAF Application

Authority

RECOMMENDATION:

Approve Resolution 2018-05 authorizing the filing of a grant application with the California Governor’s Office of Emergency Services (formerly California Emergency Management Agency [Cal EMA] and also formerly the Governor’s Office of Homeland Security).

FISCAL IMPACT:

$322,090 in Proposition 1B Transit Security Grant Program funds to pay for MST’s safety and security capital projects.

POLICY IMPLICATIONS:

Your Board must authorize the filing of the grant application in order to secure the funding from the California Governor’s Office of Emergency Services (Cal OES).

DISCUSSION:

In November of 2006, the voters of the State of California approved a series of bond measures that are now providing capital funds for several categories of projects, including public transit projects. Since the program began, the administering agency has changed from the Governor’s Office of Homeland Security to California Emergency Management Agency to its current title, California Governor’s Office of Emergency Services. The grant program is now called California Transit Security Grant Program-California Transit Assistance Fund (CTSGP-CTAF). The program has provided funding assistance to MST for capital purchases of onboard and facility surveillance cameras, access card readers at doorways, a new gate at CJW, and components of MST’s recent upgrade of its Intelligent Transportation Systems (ITS). In all, MST has received over $3 Million in Homeland Security bond funds since the program began.

This fiscal year, MST is again eligible for these transit security bond funds in the amount of $322,090. To receive these funds, the attached resolution must be approved by your Board to authorize the filing of a grant application with the California Governor’s Office of Emergency Services. MST would use these bond funds for security measures such as surveillance cameras, security equipment, walls, and gates.
Attachment: Resolution 2018-05

PREPARED BY
Michelle Overmeyer

REVIEWED BY
Carl G. Sedoryk
RESOLUTION 2018–05
FY 16/17 CALIFORNIA TRANSIT SECURITY GRANT PROGRAM–CALIFORNIA TRANSIT ASSISTANCE FUND (CTSGP–CTAF) GRANT #6961–0002

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor’s Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, Monterey-Salinas Transit is eligible to receive CTSGP funds; and

WHEREAS, Monterey-Salinas Transit will apply for FY 16/17 CTSGP funds in an amount up to $322,090 to purchase vehicles, equipment and build structures which enhance the safety, security, and emergency response capability of MST’s facilities and infrastructure; and

WHEREAS, Monterey-Salinas Transit recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Monterey-Salinas Transit to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Monterey-Salinas Transit to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

THEREFORE BE IT RESOLVED by the Board of Directors of MST that the General Manager/CEO or his designee is hereby authorized to execute for and on behalf of MST, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor’s Office of Emergency Services under CTSGP.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-05 this 11th day of September 2017.

_______________________ _______________________
Tony Barrera Carl G. Sedoryk
Chairman Secretary
Certification

I, Tony Barrera, duly appointed and Chairman of the Board of Directors of Monterey-Salinas Transit do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Board of Directors of Monterey-Salinas Transit on the 11th day of September 2017.

_________________________
Tony Barrera
Chairman – MST Board of Directors

_________________________
Signature

_________________________
Date
To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: Award a Contract for Painting of Marina Transit Exchange

RECOMMENDATIONS:

Authorize the award of a contract to Ed Alaimo Painting in an amount not to exceed $74,840 for painting of the Marina Transit Exchange.

FISCAL IMPACT:

$74,840. These funds are available in the FY 2018 Operating Budget.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

Located at 280 Reservation Road at the corner of Deforest Road, the Marina Transit Exchange was constructed over 10 years ago and is now in need of both exterior and interior repainting. In that regard, staff sought bids from three local painting companies with which MST has worked before. The 3 bids received were as follows:

- $74,840 Ed Alaimo Painting
- $77,090 WB Saleh Painting
- $100,105 Pacific Coast Painting

In addition to being the lowest bidder, Ed Alaimo painting was the most recent firm of the three with which MST has done business as the painter of 19 Upper Ragsdale Drive Lichtanski Administration Building. In that regard, staff is recommending that your Board authorize the award of the Marina Transit Exchange painting contract to Ed Alaimo Painting in the amount not to exceed $74,840.
To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: FY 2018 APTA Dues

RECOMMENDATION:

Approve the expenditure of $35,029 for American Public Transit Association (APTA) dues for Fiscal Year 2018.

FISCAL IMPACT:

$35,029 in funds identified for APTA dues as a part of MST's FY 2018 Budget.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding $25,000.

DISCUSSION:

The American Public Transportation Association is the national advocacy group for public transit. APTA represents MST’s interests on a national level through lobbying and testifying before Congress on transit-related issues, as well as through its transit research programs, publications, industry standards and overall industry image building on behalf of transit. MST staff and members of your Board attend various APTA meetings, functions and conferences throughout the year. APTA dues are based on annual operating expenses for the most recent completed year. For FY 2018, MST’s operating budget falls within the $30 million to $50 million dues category of $35,029, resulting in a payment that is the same as last year.

PREPARED BY:______________________ REVIEWED BY:______________________

Hunter Harvath Carl G. Sedoryk
To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Conduct public hearing and adopt Revised FY 2017 Program of Projects

RECOMMENDATION:

1. Conduct public hearing for Revised FY 2017 Program of Projects

2. Adopt the Revised FY 2017 Program of Projects

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board must conduct a public hearing and approve MST’s Revised Program of Projects to comply with federal regulations.

DISCUSSION:

The Program of Projects (POP) allocates federal funds to specific projects each fiscal year. The POP becomes part of MST’s application for federal grant funding that is submitted to the Federal Transit Administration (FTA) via the Association of Monterey Bay Area Governments (AMBAG). According to federal regulations, MST is required to develop, publish and afford an opportunity for a public hearing on and submit for approval a POP. In addition, the projects listed in the POP are submitted to AMBAG for inclusion in the Metropolitan Transportation Improvement Program (MTIP).

In March 2017, your Board held a public hearing on the FTA’s Section 5307 estimated full year allocation to MST for fiscal year (FY) 2017. The estimated amount was $7,091,000. In July, the actual full year allocation was announced, and MST will receive $7,199,186 -- a total of $108,186 more than originally planned. These funds would be used for fixed-route bus planning and operations.

Monterey-Salinas Transit
Revised Final Program of
Section 5307 Federally Funded Projects
<table>
<thead>
<tr>
<th>Project</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Fixed-Route Bus Planning &amp; Operations</td>
<td>$7,091,000</td>
</tr>
<tr>
<td>Revised Fixed-Route Bus Planning &amp; Operations</td>
<td>$7,199,186</td>
</tr>
<tr>
<td>NET DIFFERENCE</td>
<td>$108,186</td>
</tr>
</tbody>
</table>

It is appropriate for your Board to conduct a public hearing to receive comments on the revised POP and then consider its adoption. With the exception of the budget increase, no changes to the project are proposed. Hearing notices were published in the *Herald, Californian,* and in *El Sol* on Saturday, July 29th.
To: Board of Directors

From: Mark Eccles, Director of Information Technology

Subject: Trapeze Enterprise Asset Management (EAM) - Assetworks FuelFocus System

RECOMMENDATIONS:

Authorize the purchase of additional hardware and software for the Trapeze EAM FuelFocus system to be installed at the remodeled MST Operations and Maintenance Facility (TDA) at a cost not to exceed $135,000.

FISCAL IMPACT:

Up to $135,000, which has been approved in the FY2018 capital budget.

POLICY IMPLICATIONS:

Your Board approves transactions greater than $25,000.

DISCUSSION:

In April 2005, MST implemented the Assetworks Inc. Maintenance system (now known as Trapeze EAM). The system is used to keep track of the maintenance of the MST revenue and non-revenue fleet. The automated fleet fuelling/fluid system is integrated with this product.

Due to the expansion of the remodeled site at TDA, there is a need to add hardware for the fuelling/fluid system in the additional bays. There is also a software licensing component, configuration and installation cost for this system. This is an integration into an existing system and allows MST to track current fuel/fluid levels and dispense the correct fuel/fluids into the appropriate vehicle types.

Approval of this item will allow staff to purchase and configure the required additional hardware and software to be installed before TDA reopens in January 2018.

PREPARED BY: Mark Eccles REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: Robert Weber, Chief Operating Officer

Subject: Purchase Approval: Two (2) Fork Lifts & Two (2) Eagle Transit Utility Tractors

RECOMMENDATION:

Authorize the purchase of two (2) Fork Lifts and Two Eagle Transit Utility Tractors not to exceed $295,000.

FISCAL IMPACT:

Up to $295,000. One fork lift and one utility tractor are eligible for funding through the TDA construction project at One Ryan Ranch Road. The other two vehicles will be funded through the FY 2018 Capital Budget that was adopted by your Board in June.

POLICY IMPLICATIONS:

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

DISCUSSION:

FORK LIFTS:

This purchase is for the replacement of two (2) forklifts that are used in support of Maintenance and Facilities activities at MST’s Monterey and Salinas Operations and Maintenance facilities. These units will replace the existing forklifts that have far exceeded their useful life. The existing lifts have been in service for 26 – 32 years and are routinely used to lift various objects (I.E. bus engines, transmissions, large pallets, etc) that can weigh up to 8,000 pounds.

MST received three quotes for this purchase and found that Pacific Material Handling Solutions in Salinas provided the best pricing for the desired model:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Cost Per Unit</th>
<th>Make</th>
<th>Firm Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Material Handling Solutions</td>
<td>$44,897</td>
<td>Yale</td>
<td>Salinas</td>
</tr>
<tr>
<td>Toyota</td>
<td>$48,533</td>
<td>Toyota</td>
<td>Livermore</td>
</tr>
<tr>
<td>PAPE Material Handling</td>
<td>$52,924</td>
<td>Hyster</td>
<td>Salinas</td>
</tr>
</tbody>
</table>
EAGLE TRANSIT UTILITY TRACTORS:

Also proposed is the procurement of two (2) new Eagle Transit Utility Tractors. These units would be an addition to MST’s support equipment used for Maintenance operations at both the Monterey and Salinas Operations and Maintenance facilities.

Eagle Transit Pro - TT-6D

These utility tractors have been specifically designed and engineered for the transit industry to service inoperable buses. With a towing / pushing capacity of up to 75,000 lbs, these units can safely and effectively push or tow any coach in MST’s fleet. They are also equipped with an on-board heavy-duty jump-start system for servicing dead batteries and an air compressor system for inflating flat tires and supporting bus air systems.

Acquiring this equipment has been deferred for many years, as funding has simply not been available. As a result, staff has used a variety of unconventional work-arounds to move disabled coaches, some of which have inadvertently caused minor damage to the fleet. And, with the addition of MST’s over the road coaches and the likely future addition to the fleet of articulated buses, the gross weight on some of these vehicles is increasing – requiring the appropriate support equipment to manage the fleet.

The purchase of these Utility Tractors is a sole source procurement as Eagle Corporation located in Taylor Michigan is the only manufacturer that produces these units – each designed and custom built to support transit maintenance operations. Additionally, Kirk’s Automotive located in Detroit, Michigan has been appointed the exclusive distributor of this product by Eagle Corporation. The cost per unit is approximately $79,700 excluding tax and shipping.

Both the forklifts and the Eagle Utility Tractors will have a service life of up to 15 to 20 years with proper care and preventative maintenance.
Approval of this item shall authorize staff to purchase two (2) Yale Forklifts and two (2) Eagle Transit Utility Tractors for an amount not to exceed $295,000.

Prepared by: [Signature]  
Robert Weber, Chief Operating Officer

Reviewed by: [Signature]  
Carl G. Sedoryk, General Manager/CEO
To: Board of Directors

From: Sandra Amorim, Purchasing Manager

Subject: Authorize additional expenditure of funds

RECOMMENDATIONS:

Authorize the additional expenditure of funds to support enhanced safety and performance features on MST’s pending order of twenty five (25) low floor coaches from Gillig Corporation.

FISCAL IMPACT:

The increased cost is approximately $9,000 per bus, for a total of $223,402 for the entire 25-bus purchase. Funding is available in the FY 2018 Capital budget.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

In November of 2016, MST staff made a request to the BOD to purchase twenty-five (25) low floor coaches from the Gillig Corporation. This request was approved by your Board. The purchase order was placed for the approved $12,321,462 and the MST order was placed into the Gillig Production schedule.

At the end of July, MST staff traveled to the Gillig Facility located in Livermore, CA and attended the Pre-Production meeting to discuss and finalize the production details and schedule for MST’s order. Staff included representatives from MST’s Maintenance and Operations, Purchasing, and Parts departments. During these meetings, Gillig representatives discussed a variety of components that are currently available in the market place, and how these components enhance the MST fleet with regards to safety, operator comfort, ease-of-use, and maintenance costs.

Listed below are components that MST staff viewed and recommends adding to the current order:
<table>
<thead>
<tr>
<th>Feature</th>
<th>Cost</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>xFE 3400 Transmission</td>
<td>$1,108.00</td>
<td>Easier to maintain and better performance. Improve fuel economy by 7% and reduce greenhouse gas emissions by 5 metric tons on annual basis.</td>
</tr>
<tr>
<td>Disc Brakes Front and Rear</td>
<td>$5,206.00</td>
<td>Safety enhancement. Reduced stopping distance. With disc brakes, stopping distance can be anywhere from 17% to 33% shorter than drum brakes, depending on speed. Disc brakes also allow for reduced maintenance costs.</td>
</tr>
<tr>
<td>EZ Steer Electric Assisted Steering</td>
<td>$1,895.00</td>
<td>Reduced physical stress related to manual steering.</td>
</tr>
<tr>
<td>Bonded Full Fixed Windows</td>
<td>$1,850.00</td>
<td>Easier maintenance and cleaning of windows.</td>
</tr>
<tr>
<td>Adjustable Pedals</td>
<td>$1,012.00</td>
<td>Allow operators to adjust foot pedals to their desire.</td>
</tr>
<tr>
<td>Extended Structural Warranty</td>
<td>$2,000.00</td>
<td>Provide for added protection against environmental elements consistent with MST’s operating environment.</td>
</tr>
<tr>
<td>Enhanced Ergonomic Drivers Seat</td>
<td>$1,080.00</td>
<td>Advanced ergonomic features such as lumbar support.</td>
</tr>
</tbody>
</table>

In addition, staff has identified opportunities to save money on other components that were deemed to be unnecessary for MST’s operating environment in Monterey County. As such the net cost increase staff is requesting authorization for is $223,402. This represents a less than 2% increase to the original contracted amount. Staff feels strongly these modifications would improve maintenance and operational performance, reduce maintenance costs, enhance safety, and improve comfort for coach operators.

Approval of this item authorizes staff to modify the existing purchase order by $223,402.

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

From: Michelle Overmeyer, Grants Analyst

Subject: System-Wide Fleet Analysis Final Report

RECOMMENDATION:

Receive update on the system-wide fleet analysis related to the potential for a transition to a zero emission fleet in future decades.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board has adopted a strategic goal to research, implement and promote policies and practices that encourage environmental sustainability and resource conservation.

DISCUSSION:

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

MST has begun testing some technology, including a lower emission diesel-hybrid bus and retrofitting a trolley to an all-electric propulsion system. Two new all-electric medium buses will be added to the fleet in the coming months. These efforts need to be coordinated in a cost-effective way that meets customer service requirements as well as any future regulations that may be issued by the California ARB.

In February 2017 your Board authorized awarding a contract to CALSTART to perform a system-wide fleet analysis to support the potential transition to a zero-emission fleet. Over the last several months, CALSTART and their sub consultant, SCVsoft, have calculated MST’s greenhouse gas emission inventory, evaluated current transit lines for operation with zero-emission buses, performed a cost-benefit analysis,
and recommended a method to phase in a new electric fleet-type and related infrastructure. Completing this planning study helps achieve the MST strategic goal to research, implement and promote policies and practices that encourage environmental sustainability and resource conservation. Including the report in future grant applications should make MST more competitive when applying for limited state and federal grants that fund zero-emission technology. The final report is completed, and the Executive Summary is attached to this report. Copies of the full report can be provided upon request.

Staff recommends your Board receive a brief presentation of the report highlights from CALSTART and SCVsoft representatives.

Attachments: MST System-wide Fleet Analysis Executive Summary

PREPARED BY Michelle Overmeyer REVIEWED BY Carl G. Sedoryk
Monterey-Salinas Transit System Wide Fleet Analysis Study

A Project Completed for MST by CALSTART

June 2017
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Glossary of Terms

**Advanced Clean Transit (ACT) Regulation**: A proposed regulation by CARB that seeks to transition all California public transit fleets to Zero-Emissions Bus (ZEB) technology by 2040.

**Altoona**: The Altoona Bus Research and Testing Center was established in 1987 by the Federal Transit Administration (FTA) to test new bus models for safety and performance before they can be purchased using federal funding.

**B20 and B100**: Biodiesel is diesel fuel made from renewable feedstocks (typically vegetable oils and animal fats) instead of fossil feedstock (oil). It generally burns lower in greenhouse gases than fossil diesel from an entire lifecycle perspective because the growth of biodiesel feedstocks pull CO₂ from the air while growing. B20 is a blend of 20% biodiesel and 80% fossil diesel while B100 is 100% biodiesel.

**Battery Electric Vehicle (BEV)**: An electric vehicle that receives 100% of its propulsion power from on-board battery storage.

**BYD**: Electric bus manufacturer headquartered in China with an office and a manufacturing facility in Southern California. BYD is the maker of the K9, an all-electric 40-foot public transit bus.

**California Air Resources Board (CARB)**: California’s governmental agency in charge of monitoring, advocating for, and regulating clean air. CARB was founded in 1967 and is a cabinet-level department in the California Environmental Protection Agency (EPA). CARB has been instrumental in driving innovation in the BEV market through legislative mandates.

**Complete Coach Works (CCW)**: Manufacturer of the Zero Emissions Propulsion System (ZEPS) bus, which is a remanufactured all-electric 40-foot transit bus that is available for purchase. ZEPS buses receive new VIN numbers and are eligible for FTA funds for new vehicle purchases.

**Compressed Natural Gas (CNG)**: A fossil fuel that propels an increasing number of public transit buses. CNG emissions are cleaner than diesel emissions with respect to some criteria air pollutants and GHGs but not necessarily all criteria air pollutants.

**Criteria Air Pollutants**: The 1963 Clean Air Act requires the U.S. Environmental Protection Agency (EPA) to set National Ambient Air Quality Standards (NAAQS) for six common air pollutants that collectively have become known as “criteria” air pollutants. The six criteria
pollutants are particulate matter (PM), photochemical oxidants (including ozone), carbon monoxide, sulfur oxides, nitrogen oxides, and lead.

**Diesel Particulate Filter (DPF):** A device designed to remove diesel PM (or soot) from exhaust gasses of diesel engines. Use of DPFs on heavy-duty diesel vehicles has become more frequent over time, particularly around 2007 when they became mandated by the EPA.

**Gillig:** American bus manufacturer headquartered in the California Bay area with over 75 years of experience building buses. Traditionally an internal combustion engine only bus manufacturer, Gillig has recently launched their first battery electric bus project in Walnut Creek, California.

**Greenhouse Gases (GHGs):** Gases in the Earth’s atmosphere that are responsible for retaining emitted radiation from the sun that is reflected off the Earth. Human activity since the Industrial Revolution has increased the concentration of GHGs in the Earth’s atmosphere by roughly 40%. Scientific consensus is that this increase in gas concentration is responsible for, and will continue to be responsible for, a warming trend of the Earth’s atmosphere. The most recent CO₂ concentration reported by the Carbon Dioxide Information Analysis Center (CDIAC) is 405 ppm.

**GreenPower:** GreenPower Motor Company was established in 2014 to make battery-electric buses. They manufacture a fleet of BEV buses, from 30-foot transit buses to a 45-foot double-decker and 60-foot articulated transit bus.

**Low or No Emission (Low-No) Program:** The Low or No Emission Competitive program provides funding to state and local governmental authorities for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities.

**Monterey-Salinas Transit Bus Yards:** MST operates a number of bus yards mentioned in this report, including Thomas D. Albert (TDA) – the permanent Monterey bus yard, Clarence J. Wright (CJW) – the permanent bus yard in Salinas, and Joe Lloyd Way (JLW) – the temporary facility being used by MST during construction.

**Motor Coach Industries (MCI):** An American manufacturer of road coach buses with manufacturing facilities in the U.S. and Canada. Subsidiary of New Flyer Industries.

**New Flyer:** A Canadian bus manufacturer with manufacturing operations in both Canada and the U.S. and more than 75 years of experience in building buses. In 2014, New Flyer delivered their first two battery electric buses to the Chicago Transit Authority.

**OEM:** Original Equipment Manufacturer. In this paper, OEM refers to the bus manufacturers.

**Optima:** A no longer existing brand of small transit buses that were manufactured in the U.S. In 2007, Optima was sold to North American Bus Industries (NABI).
**Proterra:** A manufacturer of all-new BEV 35- and 40-foot transit buses. Proterra vehicles have either a small battery and receive en-route charging from a proprietary overhead conductive charger, or a larger battery for traditional overnight charging.

**Road Coach:** A transit vehicle (bus) used primarily for express and intra-city connections. Seats are usually all forward-facing and elevated above the driver. Road Coaches usually have one door and three axles, and the vehicle is configured for longer distances, higher speeds and fewer stops than a standard transit bus.

**Tire and Brake Wear (TBW):** Particles from tire and brake wear of road-based vehicles can be a significant mobile source of PM regardless of propulsion type. As Diesel Particulate Filters (DPF) have become more and more prevalent, TBW has actually become in some instances a more prominent source of PM than actual exhaust emissions.

**Total Cost of Ownership (TCO):** The complete 12-year all-in cost of operating a transit vehicle including initial vehicle purchase price, the cost of any necessary infrastructure, as well as ongoing maintenance and fuel expenses.

**Transit Bus:** A standard transit vehicle of about 40 feet in length. Transit buses usually have at least two doors with entrances low to the ground. Seats are configured in a mixture of forward and side facing. The bus is configured for frequent stops and boardings/alightings.
Executive Summary

Public transit agencies are under increasing pressure to lower their fleet greenhouse gas and criteria air pollutant emissions, particularly in the State of California. This pressure is coming from federal regulators, state regulatory and environmental entities, as well as local constituents and air quality advocates. Nowhere in the United States is environmental quality a bigger topic of public concern than the State of California.

The market for battery-electric buses (BEVs) is rapidly expanding, affording MST a relatively robust selection of potential options. These buses are also rapidly expanding their range capabilities to the point where they can potentially serve a meaningful portion of MST’s public transit duty cycles.

The purpose of this paper is to accomplish the following:

1. Use MST’s own transit data to explore MST’s current fleet of transit vehicles along a number of relevant metrics;
2. Calculate and present a complete emissions inventory for MST’s current transit vehicle fleet;
3. Present alternative propulsion vehicle options and compare their emissions impacts and total cost of ownership;
4. Introduce vehicle financing options including the possibility of battery leasing for BEV buses; and
5. Recommend to MST a plan forward for introducing BEV buses.

Our findings reveal that bus electrification is not always the best method of reducing particular types of public transit vehicle air emissions. On a state-wide air emissions level, for GHGs and NOx, bus electrification would be MST’s most effective method of reducing these emissions. But in the case of CO, VOCs and both types of PM, the best method of reducing total state-wide emissions is to use the most current available diesel technology. However, it must be noted here that in 2000, the California Air Resources Board (CARB) adopted a Fleet Rule for Transit Agencies that requires larger transit agencies to purchase and demonstrate zero emission technology vehicles. Under these circumstances, diesel powered buses would not be an option. Furthermore, as California (and the rest of the nation as well) continues to add renewable electricity generation to its power grid to meet its 2050 climate change goals, bus electrification will continue to get cleaner and cleaner with respect to both GHG and point-source air emissions.

With today’s offerings of BEV buses (assuming a reliable daily range of 140 miles), a significant portion of MST’s daily weekday duty cycles (29 percent) could be reliably serviced by an electric
If charging could be incorporated during the day (either en-route charging or depot charging between block services), this 140-mile daily range limit could be extended, resulting in even more duty cycles becoming compatible with existing BEV bus offerings.

Our total-cost-of-ownership (TCO) analysis reveals that electric transit buses are more expensive to purchase than their traditionally fueled counterparts, but are generally less expensive to operate with respect to fuel and maintenance costs. For MST, the diesel 12-year TCO is lower than both electric and diesel-electric hybrid. The BEV bus option, while having lower overall fuel and maintenance costs than diesel, still ends up being about $190k more expensive than diesel over an entire bus life cycle. The diesel-electric hybrid bus is about $75k more expensive than the BEV option.

Given the above findings, we recommend that MST immediately begin the process of purchasing and integrating full-sized BEV transit buses into their fleet for the following reasons:

1. MST will increasingly be bound by CA regulatory standards to purchase and implement zero-emission vehicles;
2. Considering the erratic and higher cost of fuel and maintenance for fossil-fuel buses, MST would benefit from the financial stability of implementing BEV buses; and
3. MST should act now to benefit from a zero-emissions purchasing incentive structure that is currently strong.

In addition, we recommend that MST pursue the use of depot conductive charging, and not expand en-route charging infrastructure (either conductive or inductive). We further recommend that MST utilizes available battery leasing programs and structures grant financing in a way that allows more buses to be deployed. The main advantage with leasing batteries is that MST could deploy more vehicles at the outset with the same total grant funding amount. However, as the battery leasing financing programs and service agreements are relatively new products, it is recommended that they be evaluated carefully.

A phasing plan is provided later (Section 7) to assist MST in achieving a zero-emission fleet by 2040. The phasing plan addresses:

- Natural attrition;
- Implementing BEV transit buses on existing block schedules today;
- Modifying MST’s block schedules in the future; and
- Modifying Monterey and Salinas bus yards to accommodate more BEVs in the coming years.

---

1 This includes both routes operated by MST as well as those operated by MV.
To: HR Committee Members

From: K. Halcon, Director of Human Resources

Subject: Approve Extension of General Manager/CEO Contract

RECOMMENDATION:

Approve the extension of the General Manager/CEO Contract through to December 31, 2017.

FISCAL IMPACT:

The current pay and benefits established in the contract would remain in effect with the extension.

POLICY IMPLICATIONS:

Your Board approves the employment agreement with the General Manager/CEO.

DISCUSSION:

The HR committee is responsible for reviewing the GM/CEO contract. Mr. Sedoryk is asking for an extension of his current contract through to December 31, 2017. Currently, Mr. Sedoryk’s contract is set to expire as of September 30, 2017. He is requesting additional time in order to properly negotiate his contract with the HR Committee.

The General Manager/CEO’s compensation and benefits would remain as currently stated within the contract through the duration of the extension.

PREPARED BY: Kelly Halcon  APPROVED BY: Carl G. Sedoryk
To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: $4 million Revolving Line of Credit

RECOMMENDATIONS:

Authorize acceptance of a $4 million revolving line of credit with Rabobank, N.A. to maintain cash flow during the construction of the TDA expansion project and other short-term financing needs.

FISCAL IMPACT:

Prime rate plus 0.75% on funds borrowed up to $4 million credit limit.

POLICY IMPLICATIONS:

Your Board approves financial obligations in excess of $25,000.

DISCUSSION:

MST currently has a $1 million revolving line of credit with Rabobank, N.A. to utilize in situations where cash flow is unreliable due to delays in federal and/or state reimbursements of grant funds. While MST has not had to exercise this line of credit in recent months, staff has identified a possible cash flow risk associated with the TDA construction project at One Ryan Ranch Road.

Approximately half of the cost of this project is being funded by a $10 million state of California Transit and Intercity Rail Capital Program (TIRCP) grant. As this was the first year of grants awarded under this program, funded through the state’s “cap-and-trade” California Climate Investment initiative, the expenditure reimbursement process has turned out to be quite complicated and cumbersome.

For many of MST’s federal capital grants, funds are received first and then the agency has three days to issue checks to the vendors for the goods and services received. For the state’s TIRCP program, Caltrans is requiring that MST pay project bills first with its own local funds, then submit exhaustive documentation of those expenditures for review by the state. Once Caltrans staff is satisfied with the documentation, it then sends a request to the State Controller to issue a reimbursement.
check to MST. Overall, the state’s request for reimbursement process takes a number of months from expenditure to receipt of funds.

In that regard, staff conferred with representatives of Rabobank, N.A., who agreed that a prudent course of action to maintain cash flow would be to temporarily increase the revolving line of credit from $1 million to $4 million until the close-out of the TDA construction project next spring. While MST still maintains a healthy cash reserve at this time (approximately $8 million), the monthly construction project invoices are increasing in value as the project is currently at its peak activity. Having this short term financing in place would insure a smooth path to completion as staff contends with the slow reimbursement process that Caltrans follows under the TIRCP program. As such, staff requests your Board’s authorization to accept Rabobank’s Expression of Interest (Attachment) to increase MST’s revolving line of credit to $4 million for short term financing needs.

Attachment: Rabobank, N.A. Expression of Interest - $4 million revolving line of credit
August 18, 2017

Monterey Salinas Transit
Hunter Harvath
19 Upper Ragsdale Drive, Suite 200
Monterey, CA, 93940

Re: Non-Binding Expression of Interest

Dear Mr. Harvath,

Rabobank, N.A. ("Lender") is pleased to present you with this expression of interest as outlined below. The terms and conditions set forth in this letter are to be used as a basis for continued discussions and do not constitute a commitment by Lender to extend credit or an agreement of Lender to prepare, negotiate, execute or deliver such a commitment. Rather, negotiations adding to or modifying these terms may occur and Lender's decision to finance your request is contingent on completion of Lender's due diligence in accordance with its policies and procedures, and the decision to lend is at Lender's sole discretion once all relevant information has been received and evaluated.

This summary is not to be released to or discussed with any third party without the prior written consent of Lender. All figures, terms and conditions contained herein are subject to change at any time.

Borrower(s): Monterey Salinas Transit District
Guarantor(s): N/A
Lender: Rabobank, N.A. and/or its affiliates ("Rabobank").
Loan Facility: Revolving Line of Credit
Loan Amount: $4,000,000
Purpose: Short term financing
Maturity: 12 months term
interest Rate: Prime Rate + 0.75%
Fees: 50bps on increased amount ($3.0mln)
Pre-payment Penalty: None
Collateral: UCC-1 filing with Security Agreements on All Accounts, Equipment, Inventory And general intangibles
Other Conditions with Respect to the Facilities Described Above:

Financial Reporting Requirements:
- Preliminary year end accrual basis 06/30/2017 financial statements for Monterey Salinas Transit District followed by audited financial statements for the same period when available
- Interim financial statements with Accounts Receivable and Accounts Payable aging report for the same period

Financial and Other Covenants:
- Other covenants may be required as part of a final credit approval.

Governing Law:
The loan documents shall be governed by the laws of the State of California

This letter and its contents are only an expression of interest on the part of Lender. It is not a commitment to grant any financial accommodations of any kind or nature to the Borrower or any person or entity related to the Borrower. Lender's approval will be subject to a complete submission by you of a loan package and such other data, financial statements and other information as Lender and its counsel shall require. Any financial accommodations that will be extended by Lender, if any, shall be subject to Lender's underwriting policies and procedures and approval of Lender's appropriate delegated authority. All loan documents and submissions are to be in form and content satisfactory to Lender in its sole discretion.

This letter and its contents are furnished as a guideline for future discussions. Only formal written documents in a form and content approved by Lender will bind Lender in any manner. This letter supersedes all prior correspondence and conversations regarding the proposed financial accommodation(s) just have requested.

Andrea Gage
Relationship Manager
Business Banking Group
Rabobank, N.A.

ACKNOWLEDGEMENT

If the terms expressed in this letter meet your needs and you wish to continue please indicate your acceptance of the above terms by executing this letter in the space provided below, which upon execution will be considered a part of your loan application, and return it to me by no later than 10 days from date of issuance.

Proposal accepted and agreed to as of this ____ day of ________, 20___.
Expression of Interest

By: ________________________________
Print Name: ________________________
To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: South County Operations & Maintenance Facility design, engineering, civil, permitting and construction support services

RECOMMENDATIONS:

1. Authorize a contract with Paul Davis Partnership in the amount of $136,000.
2. Authorize a contract with Whitson Engineers in the amount of $137,000.

FISCAL IMPACT:

A total of $273,000, which is available in State of California Proposition 1B Bond funds identified for the South County Operations & Maintenance Facility in the MST capital budget.

POLICY IMPLICATIONS:

Your Board approves expenditures in excess of $25,000.

DISCUSSION:

In pursuit of additional bus maintenance and storage capacity, your Board has authorized the purchase of a 4.8 acre property in the East Ranch Industrial Park in King City. With MST’s recent expansion of services in southern Monterey County and northern San Luis Obispo County, this location appears to be ideal with population growth projected for the South County communities as well as with MST’s military partnerships with Fort Hunter Liggett and Camp Roberts.

Over the past year, staff has been working with both the US Department of Agriculture and the Federal Transit Administration on moving the project forward in the development process. To that end, the environmental and supporting documentation has recently been completed and submitted to city staff for review and comment.

As the general functionality of the South County facility will mirror that of MST’s existing CJW bus operations and maintenance facility in Salinas, staff is following a streamlined design/build process that complies with state and federal requirements. In that regard, the next step is to engage architectural and civil consulting firms to fine tune
the existing CJW plans to meet current building codes and to reposition the various buildings and parking areas to conform to the dimensions of the King City site.

To accomplish this work, staff has identified the following local firms which will provide these services:

The Paul Davis Partnership (Architecture/Planning) – $136,000
- Schematic Design
- Planning Approvals
- Design Development
- Construction Documents & Building Permit
- Construction Administration

Whitson Engineers (Civil Engineering) – $137,000
- Storm Water Control/Management Plan
- Pavement Design
- Earthwork Volumes
- Engineering Support During Construction
- Construction Staking

Both Paul Davis Partnership and Whitson Engineers have worked with MST on numerous projects in the past. In addition, staff has confirmed that their hourly rates are competitive in the current marketplace. As these consulting tasks are being completed, MST will conduct an RFQ/RFP process to competitively bid out the construction work. The results of the RFQ/RFP process will be presented to your Board at a subsequent meeting, at which your authorization will be requested to execute a contract with the most responsive and responsible construction firm.

PREPARED BY:  ___________________   REVIEWED BY:   ____________________

Hunter Harvath     Carl G. Sedoryk
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Renew Legal Services Contract

RECOMMENDATION:

Renew contract with De Lay & Laredo, Attorneys at Law, for a term of two years.

FISCAL IMPACT:

$119,700 is included in the board approved FY 2017 Operating Budget for general legal and labor negotiation expenses.

POLICY IMPLICATIONS:

Your Board authorizes contracts over 25,000.

DISCUSSION:

At your September 14, 2015 meeting your board awarded a contract to provide legal services to De Lay & Laredo, Attorneys at Law. The award authorized your board to extend the contract for up to nine additional one-year periods. Your board requested to receive a general counsel performance appraisal each year and to have the contract renewal request placed on Consent Agenda for consideration.

At its meeting of September 19, 2016 the board exercised the first one year option extending the agreement through September 30, 2017. During the past year DeLay and Laredo staff have served as general counsel to board, lead negotiators for labor agreements with the Amalgamated Transit Union and Monterey-Salinas Transit Employee Association, and has represented MST in a variety of contractual, employment and real estate related legal matters.

Currently a majority of MST Board members have about one year or less experience of working with DeLay and Laredo and may not have a strong basis of experience from which to provide a meaningful performance appraisal.

Staff seeks authorization to extend the agreement for an additional two years starting October 1, 2017.
To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – June / July 2017

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

For the year ending June 2017 MST saw a 1% decrease in passenger boardings likely attributed to decreased activity during those months where we experienced record-breaking rainfall. While this is the first time in four years that MST has not experienced ridership growth, staff is monitoring to determine if this was a weather related anomaly or part of larger trend of reduced transit ridership being experienced both across the state and nationwide. For the year performance metrics related to on-time performance, safety, reliability, and financial strength continued to be well above standards.

June 9 - 10 I travelled to Washington DC to advocate for increased investment in public transportation through meetings with staff of key Senate and House committees, and I met with the staff of Congressman Panetta. From there I travelled to Baltimore, MD to attend a meeting of the American Public Transportation Association Board of Directors.

Attachment #1 – Dashboard Performance Statistics
Attachment #4 – Administration Dept. Report – June / July 2017
Attachment #5 - Federal legislative meeting itinerary - June 9, 2017


PREPARED BY: Carl G. Sedoryk, General Manager/CEO
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - June
Fiscal Years 2015-2017

**Ridership**
- **Goal = 4,377,732 passengers**
- **Minimum = 3,862,706 passengers**

**Passengers Per Hour**
- **Goal = 20 passengers p/h**
- **Minimum = 15 passengers p/h**

**On Time Performance**
- **Goal = 90% on time**
- **Minimum = 75% on time**

**Percentage of Service Delivered**
- **Goal = 99% completed**
- **Minimum = 95% completed**

**Passengers Per Hour of Service**
- FY 2015: 15.94
- FY 2016: 15.28
- FY 2017: 14.77

**Total Passenger Boardings**
- FY 2015: 4,221,235
- FY 2016: 4,291,895
- FY 2017: 4,234,968
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - June
Fiscal Years 2015-2017

Fare Box Recovery Ratio

Goal = 25%
Minimum = 15%

Cost Per Revenue Hour

Maximum = $142.22 per RH
Goal = $129.29 per RH

Miles Between Preventable Collisions

Goal = 200K Miles
Minimum = 100K Miles

Miles Between Road Calls

Goal = 15K Miles
Minimum = 7K Miles
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - June
Fiscal Years 2015-2017

Ridership

Goal = 85,623 passengers
Maximum = 94,185 passengers

Passengers Per Hour

Goal = 1.87 passengers p/h
Maximum = 2.06 passengers p/h

On Time Performance

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

One Way Trips

Maximum = 9,325 one-way trips
Goal = 8,477 one-way trips
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - June
Fiscal Years 2015-2017

Fare Box Recovery Ratio

- FY 2015: 15.1%
- FY 2016: 12.8%
- FY 2017: 11.8%

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour

- FY 2015: $50.31
- FY 2016: $66.71
- FY 2017: $69.69

Goal = $69.39
Maximum = $76.33

Miles Between Road Calls

- FY 2015: 78,331 miles
- FY 2016: 66,484 miles
- FY 2017: 77,428 miles

Goal = 60,000 miles
Minimum = 30,000 miles

Miles Between Preventable Collisions

- FY 2015: 76,613 miles
- FY 2016: 92,764 miles
- FY 2017: 82,842 miles

Goal = 110K miles
Minimum = 100K miles

Miles Between Road Calls

- FY 2015: 78,331 miles
- FY 2016: 66,484 miles
- FY 2017: 77,428 miles

Goal = 60,000 miles
Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
July - June
Fiscal Year 2017

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST RIDES
Financial Performance Comparative Statistics
July - June
Fiscal Year 2017

MST RIDES Total Revenue
YTD Actual and Budget

$4,069,480 $4,056,084

Minimum 95%

MST RIDES Total Expenses
YTD Actual and Budget

$4,087,017 $4,056,084

Maximum 105%
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Month of July
Fiscal Years 2016-2018

**Ridership**

- **Goal = 398,768 passengers**
- **Minimum = 351,854 passengers**

**Passengers Per Hour**

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

**On Time Performance**

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

**Percentage of Service Delivered**

- **Goal = 99% completed**
- **Minimum = 95% completed**
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Month of July
Fiscal Years 2016-2018

Fare Box Recovery Ratio

Goal = 25%
Minimum = 15%

Cost Per Revenue Hour

Maximum = $149.91 per RH
Goal = $136.28 per RH

Miles Between Preventable Collisions

Goal = 200K Miles
Minimum = 100K Miles

Miles Between Road Calls

Goal = 15K Miles
Minimum = 7K Miles
FY 2016-2018

MST RIDES
YTD Dashboard Performance Comparative Statistics
Month of July
FY 2016-2018

Ridership

Goal = 8,624 passengers
Maximum = 9,486 passengers

Goal = 1.87 passengers p/h
Maximum = 2.06 passengers p/h

Total cumulative YTD passenger boardings

Passengers Per Hour

Goal = 1.87 passengers p/h

On Time Performance

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

Maximum = 9,265 one-way trips
Goal = 8,422 one way trips

Total cumulative YTD one-way passenger trips completed

One Way Trips
MST RIDES
YTD Dashboard Performance Comparative Statistics
Month of July
FY 2016-2018

**Fare Box Recovery Ratio**

- FY 2016: 12.0%
- FY 2017: 12.9%
- FY 2018: 10.5%

- Goal = 11%
- Minimum = 10%

**Cost Per Revenue Hour**

- FY 2016: $68.19
- FY 2017: $66.12
- FY 2018: $70.17

- Maximum = $77.19

**Miles Between Preventable Collisions**

- FY 2016: 90,690 miles
- FY 2017: 92,983 miles
- FY 2018: 104,461 miles

- Goal = 110K Miles
- Minimum = 100K Miles

**Miles Between Road Calls**

- FY 2016: 50,545 miles
- FY 2017: 49,613 miles
- FY 2018: 110,285 miles

- Goal = 60,000 miles
- Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
Month of July
Fiscal Year 2018

MST Fixed Route Total Revenue
YTD Actual and Budget

- YTD Actual: $3,574,896
- YTD Budget: $3,495,373
- Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

- YTD Actual: $3,204,280
- YTD Budget: $3,495,373
- Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
Month of July
Fiscal Year 2018

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
ATTACHMENT 2a

July 31, 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 – June 2017

FIXED ROUTE BUS OPERATIONS:

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

Boarding statistics indicate that ridership decreased by 1.13% in June 2017, (359,611), as compared to June 2016, (363,721). For the Fiscal year – passenger boardings have decreased slightly by 1.33% as compared to last Fiscal year.

Productivity decreased slightly from June of last year (15.7) to 15.2 passengers per hour for June of this year.

Supplemental / Special Services:

June 4: MST provided services for the Free to Learn project transporting 30 passengers between Greenfield and the Monterey Bay Aquarium.

June 3-4: MST provided supplemental services to the Monterey County Fair Grounds in support of the annual Artichoke Festival. The service transported 297 passengers during the two day event.

System Wide Statistics:

- Ridership: 359,611
- Vehicle Revenue Hours: 23,535
- Vehicle Revenue Miles: 383,057
- System Productivity: 15.2 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,539

Time Point Adherence: Of 119,403 total time-point crossings sampled for the month of June, the Transit Master™ system recorded 16,573 delayed arrivals to MST’s published time-points system-wide. This denotes that 86.12% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017.)
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 twelve (12) cancelled trips for the month of June for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical Failure</td>
<td>5</td>
<td>0</td>
<td>41.67%</td>
</tr>
<tr>
<td>Staff Shortage</td>
<td>2</td>
<td>0</td>
<td>16.67%</td>
</tr>
<tr>
<td>Traffic Congestion</td>
<td>1</td>
<td>0</td>
<td>8.33%</td>
</tr>
<tr>
<td>Unknown</td>
<td>4</td>
<td>0</td>
<td>33.33%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>12</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

1 Insufficient information available.

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

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>June-16</th>
<th>June-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>31</td>
<td>18</td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of June there were 10,350 passenger boardings. This denotes a 7.32% increase in passenger boardings from June of 2016, (10,048). For the Fiscal year – passenger boardings have increased by 6.00% as compared to last Fiscal year.

- Productivity for June of this year was at 1.74 passengers per hour, decreasing from June of 2016, (1.85).
- For the month of June, 92.72% of all scheduled trips for the MST RIDES program arrived on time, increasing from 91.99 % in June of 2016.

COMMUNICATIONS CENTER:

In June, MST’s Communications Center summoned public safety agencies on fifteen (15) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>3</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Illness / Injury</td>
<td>10</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Reported Fire</td>
<td>2</td>
</tr>
</tbody>
</table>

PREPARED BY: ____________________ REVIEWED BY: ______________________
ATTACHMENT 2b

August 25, 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 – July 2017**

---

**FIXED ROUTE BUS OPERATIONS:**

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

Boarding statistics indicate that ridership decreased by 5.04% in July 2017, (371,255), as compared to July 2016, (390,949). For the Fiscal year – passenger boardings have decreased by 5.04% as compared to last Fiscal year.

Productivity decreased from July of last year (16.5) to 15.8 passengers per hour for July of this year.

**Supplemental / Special Services:**

None to report

**System Wide Statistics:**

- Ridership: 371,255
- Vehicle Revenue Hours: 23,512
- Vehicle Revenue Miles: 383,230
- System Productivity: 15.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,176

**Time Point Adherence:** Of 121,989 total time-point crossings sampled for the month of July, the Transit Master™ system recorded 18,129 delayed arrivals to MST’s published time-points system-wide. This denotes that **85.14%** 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 eighteen (18) cancelled trips for the month of July for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Shortage</td>
<td>2</td>
<td>0</td>
<td>11.11%</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>2</td>
<td>0</td>
<td>11.11%</td>
</tr>
<tr>
<td>Staffing Shortage</td>
<td>12</td>
<td>0</td>
<td>66.67%</td>
</tr>
<tr>
<td>Traffic Congestion</td>
<td>1</td>
<td>0</td>
<td>5.56%</td>
</tr>
<tr>
<td>Unknown ¹</td>
<td>1</td>
<td>0</td>
<td>5.56%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>18</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

¹ Insufficient information available.

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

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>July-16</th>
<th>July-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>11</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>26</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of July there were 9,725 passenger boardings. This denotes a 2.62% increase in passenger boardings from July of 2016, (9,477). For the Fiscal year – passenger boardings have increased by 2.62% as compared to last Fiscal year.

- Productivity for July of this year was at 1.74 passengers per hour, decreasing from July of 2016, (1.83).
- For the month of July, 93.07% of all scheduled trips for the MST RIDES program arrived on time, increasing from 90.68 % in July of 2016.

COMMUNICATIONS CENTER:

In July, MST’s Communications Center summoned public safety agencies on seven (7) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>5</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Illness / Injury</td>
<td>2</td>
</tr>
</tbody>
</table>

PREPARED BY: ____________________ REVIEWED BY: ____________________
July 31, 2017

To: Carl G. Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: June 2017

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

<table>
<thead>
<tr>
<th>FY17 Fuel Budget:</th>
<th>Average Fuel Price June 2017:</th>
<th>Average Fuel Price: FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$1.91</td>
<td>$1.95</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$2.80</td>
<td>$2.31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: *Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2017</td>
<td>$0.95</td>
<td>19,022</td>
</tr>
<tr>
<td>FY2017</td>
<td>$0.89</td>
<td>18,733</td>
</tr>
<tr>
<td>FY2016:</td>
<td>$0.93</td>
<td>19,862 (Comparison)</td>
</tr>
<tr>
<td>FY2015</td>
<td>$1.01</td>
<td>21,306</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

The MST revenue fleet travelled 19,022 miles between mechanical road calls during the month of June. The total number of road-call incidents was 27, with 18 for major mechanical failures ¹ and 9 for other mechanical ² issues. The highest number of major mechanical road calls (28%) were attributed to electrical problems. Fiscal year to date, miles traveled between major mechanical road calls has decreased by 5.68% over the same period last year.

From June 6th to June 8th, the Deputy Chief Operating Officer traveled to Southern California along with a Maintenance Supervisor to attend the 1st Annual

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.
CalACT Maintenance Conference. The conference included two full-days of Maintenance Operations training with insights from transit leaders, peers, and industry vendors. The conference also featured an Expo where vendors showcased their products, met with existing customers, and answered product, warranty and service questions.

In June recruitment efforts continued to hire a revenue technician, a Mechanic and a Maintenance Supervisor.
August 21, 2017

To:      Carl G. Sedoryk, General Manager/CEO

From:     Robert Weber, Chief Operating Officer


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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$2.46</td>
<td>$2.46</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: *Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>July: 2018</td>
<td>$0.94</td>
<td>14,916</td>
</tr>
<tr>
<td>YTD: FY 2018</td>
<td>$0.94</td>
<td>14,916</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$0.89</td>
<td>18,733</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$0.93</td>
<td>19,862</td>
</tr>
</tbody>
</table>

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

**Department Activities/Comments:**

The MST revenue fleet travelled 14,916 miles between mechanical road calls during the month of July. The total number of road-call incidents was 28, with 24 for major mechanical failures \(^1\) and 4 for other mechanical \(^2\) issues. The highest number of major mechanical road calls (33%) was attributed to electrical problems. Fiscal year to date, miles traveled between major mechanical road calls has decreased by 5.04% 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.
From July 20\textsuperscript{th} to July 21\textsuperscript{st}, the Deputy Chief Operating Officer traveled to Livermore California along with two Maintenance Supervisors to attend a Pre-production meeting at the Gillig manufacturing facility. Two full days were dedicated to identifying the specifications for MST’s upcoming bus build of twenty-five (25) new Gillig buses.

In July an incentive program was implemented for eligible employees to obtain “Transit Bus” ASE Certificates. This one-year pilot program allows all related training expense(s) to be eligible for 100% reimbursement to participating maintenance employees. This added training is being fully funded by existing FTA grants for workforce development.

In July recruitment efforts continued to hire; a revenue technician, a Mechanic and a Maintenance Supervisor.
Date: August 1, 2017

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – June 2017

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

**Human Resources – June 2017**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY17</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>139</td>
<td>141</td>
<td>2</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>31</td>
<td>28</td>
<td>-3</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>49</td>
<td>48</td>
<td>-1</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>32</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>250</td>
<td>249</td>
<td>-1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>June Worker’s Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$20,100.94</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$11,809.40</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$32,861.01</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$7,512.08</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$77,283.43</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$1,857,698.76</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($1,172,204.60)</strong></td>
</tr>
<tr>
<td><strong># Ending Open Claims</strong></td>
<td>38</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>16</td>
</tr>
<tr>
<td>Post Accident/Post Incident Re-training</td>
<td>2</td>
</tr>
<tr>
<td>MST Return to Work Re-training</td>
<td>1</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Excel Level 3</td>
<td>1</td>
</tr>
<tr>
<td>MST In-Service training: E-trolley docking and charging</td>
<td>1</td>
</tr>
<tr>
<td>MST In-Service training: Safe Place Procedures for Coach Operators</td>
<td>12</td>
</tr>
<tr>
<td>Maintenance: Midtronics Battery Chargers Training</td>
<td>11</td>
</tr>
<tr>
<td>Maintenance In-Service Training: CJW in-ground hoist operational update and review</td>
<td>11</td>
</tr>
<tr>
<td>SamTrans Training: Multiplex and charging systems</td>
<td>2</td>
</tr>
<tr>
<td>SamTrans Training: Heating Ventilation and Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>Vehicle Familiarization: 994</td>
<td>1</td>
</tr>
<tr>
<td>Equal Employment Opportunities Commission Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Descrip</th>
<th>June 2017 Preventable</th>
<th>June 2016 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>MST bus hit stationary object</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

During the month of June there were two minor occurrence of a bus making contact with a stationary object.
Accident Statistics

Number of Accidents

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

Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average
Customer Service Update – June 2017

This Customer Service Update includes a Customer Service Call Center report (see below). MST upgraded its phone system last year and information about our customer call center is now available through the new provider. The Call Center information will be included as a part of this Customer Service Update in future Board reports.

Customer Service Reports Summary:

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>*Other Provider</th>
<th># of valid reports</th>
<th>% of reports received</th>
<th>June '16</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Driving</td>
<td>16</td>
<td>0</td>
<td>2</td>
<td>19.6%</td>
<td>10</td>
<td>20.9%</td>
</tr>
<tr>
<td>Fare/Transfer Dispute</td>
<td>2</td>
<td>1</td>
<td>1*</td>
<td>3.7%</td>
<td>3</td>
<td>6.3%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>7</td>
<td>4</td>
<td>2/3*</td>
<td>13.5%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Passed By</td>
<td>7</td>
<td>1</td>
<td>1</td>
<td>9.8%</td>
<td>3</td>
<td>6.3%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>8</td>
<td>7</td>
<td>1/6*</td>
<td>18.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>3</td>
<td>0</td>
<td></td>
<td>3.7%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Carried By</td>
<td>2</td>
<td>0</td>
<td></td>
<td>2.5%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>3</td>
<td>2</td>
<td>1*</td>
<td>6.1%</td>
<td>2</td>
<td>4.2%</td>
</tr>
<tr>
<td>Service Other</td>
<td>7</td>
<td>2</td>
<td>1</td>
<td>11.0%</td>
<td>5</td>
<td>10.5%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>2</td>
<td>0</td>
<td></td>
<td>2.5%</td>
<td>3</td>
<td>6.3%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>1.3%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.3%</td>
<td>9</td>
<td>18.8%</td>
</tr>
<tr>
<td>Inaccurate public information</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.3%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>2</td>
<td>4.2%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>0</td>
<td>1</td>
<td></td>
<td>1.3%</td>
<td>3</td>
<td>6.3%</td>
</tr>
<tr>
<td>Off Route</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>2.5%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>1</td>
<td></td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.3%</td>
<td>1</td>
<td>2.1%</td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>2.1%</td>
</tr>
</tbody>
</table>

Total Complaints 62 20 100.0%* 48 100.0%*

* Due to rounding, percentages shown June not add up precisely to the totals provided.
Customer Service Call Center Report:

During the month of June 2017, MST received a total of 3,260 calls which lasted a total of 63 hours and 40 minutes. The average call duration was one (1) minute, ten (10) seconds. MST received the most number of calls on Tuesday, June 27 at 175. 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. To help address this situation, MST will install a new Interactive Voice Response (IVR) system in July that will hopefully be more user-friendly and provide more pre-recorded information more quickly.

![Customer Service Call Center Report](image)

Note: No data was provided by AT&T for calls on June 13, 2017.

Finance Update – June 2017

General Accounting/Accounts Payable

During the month of June, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analyses. Throughout the month, staff gathered and compiled information in preparation of MST’s June 30th fiscal year-end close and annual interim portion of the Audit performed by Vavrinek, Trine, Day & Co., LLP scheduled for July 24-28, 2017.
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 June, staff prepared and submitted applications to the Federal Transit Administration’s Low or No Emission Program, as well as the Monterey Bay Air Resources District AB2766 Program.

Purchasing
During the month of June, Parts Staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are remaining under $200K. Parts has worked to keep inventory levels low as JLW has limited space, and we work with primary suppliers such as Gillig to have parts delivered "just in time". Parts Staff has also been working on improving workflow processes with the help of Mechanics and Maintenance Supervisors. We recently ordered a new Parts rack to help mechanics identify parts and their corresponding work orders.

Information Technology Update – June 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 liaised with Trapeze Software Group in the process of implementing the Fixed-Route Interactive Voice Response (IVR) and Short Messaging System (SMS) systems. Staff monitored the RealTime bus arrival system data. Staff worked with Trapeze Group regarding the Paratransit IVR, Web, SMS/Email process.

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 the
outlying areas of service. 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 – June 2017

Published news stories include: “Keep your teenager safe with Summer bus pass” (The Salinas Californian, 6/1/2017); “Bike share works well with public transit” (The Salinas Californian, 6/1/17); “Desire for their labor, rejected as neighbors. Farmworkers in California face hostile communities” (LA Times, 6/2/17); “A safe and mobile summer for teenagers” (The Salinas Californian, 6/8/17); “Monterey-Salinas Transit partners with National Safe Place to help youth in crisis” (Monterey County Herald, 6/9/2017); “MST partners with National Safe Place for help youth in crisis” (Monterey County Business Council Friday Facts, 6/9/2017); “Trail connecting two parts of Big Sur may open to public by July 1” (Monterey County Herald, 6/12/2017); “Trail connecting two parts of Big Sur may open to public by July 1” (The Mercury News, 6/13/2017); “Business Digest: Old Monterey Foundation plans ‘Picnic in the Park’ at Lower Presidio Historic Park” (Monterey County Herald, 6/21/2017); “Tickets on sale for art and wine celebration” (Monterey County Herald, 6/21/17); “Coast Lines, June 28, 2017: Santa Cruz Women’s Health Center gets $1.5 million” (Santa Cruz Sentinel, 6/27/2017)

Press releases sent include: “MST Partners with National Safe Place to Help Youth in Crisis” (6/8/2017); “Media Invitation: Ribbon Cutting for MST Partnership with National Safe Place” (6/8/2017); “MST Celebrates 12th Annual National Dump the Pump Day” (6/13/2017); “MST Discontinues Deeply-Discounted Monthly Pass Beginning July 1” (6/20/2017); “MST Bus Service on Independence Day” (6/29/2017)

Marketing activities: Staff continued planning for the RealTime bus arrival campaign including departmental coordination featuring technology testing and website design; staff continued work on the grant-funded South County marketing campaign through social media, radio, and TV; staff managed MST’s website content, Facebook page, Twitter account, and Instagram page.

Community outreach: Staffed information booth at Palenke Art Festival in Seaside; staffed information booth for STEM at Jesse Sanchez Elementary in Salinas; staffed/organized a coffee and brownie booth at Dump The Pump day in Salinas; staffed information booth at Middlebury Institute in Monterey. Delivered Special Medical Trip Brochures to all of South County with Mobility Specialist staff, Ruben. Hosted a Safe Place ribbon cutting event at MST’s Pearl office in Monterey.

Presentations: Presented to seniors from Regency Court Senior housing in Salinas; presented to participants' of the "Age Well Drive Smart" CHP workshop in Monterey.

Collaborative/Committees: Attended Monterey County’s Community Voices for Aging (MCCVA) meeting in Salinas; attended P.A.R.T.S collaborative in Soledad; attended
ACOMI planning committee in Salinas; attended S.C.O.R.E collaboration meeting in Camphora.

Social media:
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 – June 2017

During the month of June, 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
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.

In June, 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. We also held the second of three technical advisory committee meetings to discuss existing traffic operations.

Staff finalized discussions with CSUMB staff for bus service for the 2017-18 academic year.

Staff continued planning efforts in support of California Environmental Quality Act (CEQA) environmental analysis for the South County Operations and Maintenance Facility. MST staff met with King City staff in a preliminary review of the proposed project to make sure that the environmental analysis and project meets City requirements.

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.
Date: August 1, 2017
To: C. Sedoryk, General Manager/CEO
From: Hunter Harvath, Assistant General Manager, Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Sonia Wills, Customer Service Supervisor.
Subject: Administration Department Monthly Report –July 2017

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

**Human Resources – July 2017**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY18</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>148</td>
<td>143</td>
<td>-5</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>33</td>
<td>28</td>
<td>-4</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>54</td>
<td>49</td>
<td>-3</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>31</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>266</td>
<td>251</td>
<td>-12</td>
</tr>
</tbody>
</table>

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

**July Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$14,258.42</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$6,487.90</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$7,054.44</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$8,939.66</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$41,740.42</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$1,865,494.59</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td>(<strong>$1,166,747.51</strong>)</td>
</tr>
<tr>
<td><strong># Ending Open Claims</strong></td>
<td>40</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>6</td>
</tr>
<tr>
<td>Post Accident/Post Incident Re-training</td>
<td>1</td>
</tr>
<tr>
<td>MST Return to Work Re-training</td>
<td>2</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Pivot Tables</td>
<td>1</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Advanced Business Writing for</td>
<td>1</td>
</tr>
<tr>
<td>Professionals</td>
<td></td>
</tr>
<tr>
<td>MST In-Service training: Report/Conflict Resolution Prevention</td>
<td>1</td>
</tr>
<tr>
<td>Harassment Prevention Training for Transit Employees</td>
<td>8</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>July 2017 Preventable</th>
<th>July 2016 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MST bus hit stationary object</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Accident Statistics
Customer Service Update – July 2017

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

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>*Other Provider</th>
<th># of valid reports</th>
<th>% of reports received</th>
<th>July '16</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1.5%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>5</td>
<td>0</td>
<td>2</td>
<td>7.5%</td>
<td>10</td>
<td>17.9%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>3</td>
<td>1</td>
<td>1*</td>
<td>6.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>0</td>
<td>5/2*</td>
<td>0.0%</td>
<td>2</td>
<td>3.6%</td>
</tr>
<tr>
<td>Passed By</td>
<td>9</td>
<td>0</td>
<td>2</td>
<td>13.5%</td>
<td>5</td>
<td>9.0%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>9.0%</td>
<td>5</td>
<td>9.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.5%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>6</td>
<td>3</td>
<td>12*</td>
<td>13.5%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>No Show</td>
<td>5</td>
<td>2</td>
<td>1/2*</td>
<td>10.5%</td>
<td>2</td>
<td>3.6%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>4.5%</td>
<td>3</td>
<td>5.4%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.0%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Service Other</td>
<td>9</td>
<td>4</td>
<td>3/2*</td>
<td>19.4%</td>
<td>3</td>
<td>5.4%</td>
</tr>
<tr>
<td>Category</td>
<td>Count</td>
<td>Frequency</td>
<td>% of Total</td>
<td>Count</td>
<td>Frequency</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------</td>
<td>-----------</td>
<td>------------</td>
<td>-------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>1</td>
<td>1.5%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Early Departure</td>
<td>0</td>
<td>0.0%</td>
<td>4</td>
<td>7.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Employee Other</td>
<td>1</td>
<td>3.0%</td>
<td>10</td>
<td>17.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Off Route</td>
<td>1</td>
<td>1.5%</td>
<td>1</td>
<td>1.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overcrowding</td>
<td>1</td>
<td>1.5%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>1.5%</td>
<td>3</td>
<td>5.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Routing</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Request to Add Service</td>
<td>2</td>
<td>3.0%</td>
<td>2</td>
<td>3.6%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0.0%</td>
<td>3</td>
<td>5.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Vandalism</td>
<td>1</td>
<td>1.5%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Complaints</td>
<td>55</td>
<td>100.0%</td>
<td>56</td>
<td>100.0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
<th>Frequency</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Compliment</td>
<td>2</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Service Compliment</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

* Due to rounding, percentages shown may not add up precisely to the totals provided.

**Customer Service Call Center Report:**

During the month of July 2017, MST received a total of 2,364 calls which lasted a total of 43 hours and 6 minutes. The average call duration was one (1) minute, six (6) seconds. MST received the most number of calls on Monday, July 17 at 195. 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. There was no data recorded from July 20-31 even though calls were received.
Finance Update – July 2017

**General Accounting/Accounts Payable**
During the month of July, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analyses. Accounting is now in FY18 and will simultaneously continue to reconcile and analyze general ledger accounts for both FY17 and 18.

During the month of July, staff provided Vavrinek, Trine, Day & Co., LLP (the CPA firm conducting our annual audit) with the information necessary to complete the interim portion of the FY17 Financial Audit. The interim audit occurred during the week beginning July 24th. The remainder of the audit will be completed during the week beginning September 25th.

**Payroll**
Second quarter tax returns were completed and filed. 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 July staff assisted the financial auditors for MST’s interim audit and continued to prepare reimbursement requests from Caltrans. Quarterly reports were submitted on time to FTA and Caltrans.
**Purchasing**

During the month of July, Parts staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are remaining under $200K and with the new buses added to the fleet, Parts staff is seeing a decline in the expenditure of costly component replacements. Procurements were underway for a new uniform supplier and Parts is reviewing oil and lubricant suppliers for opportunities to reduce costs.

**Information Technology Update – July 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 liaised with Trapeze Software Group in 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 the outlying areas of service. 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 – July 2017**

Published news stories include: “Customer Service open at Watsonville Transit” (Capitola Soquel Times, 7/3/17); “Monterey-Salinas Transit doubles special medical trips, cuts price” (The Salinas Californian, 7/6/17); “Special medical trips out of county available to all” (The Salinas Californian, 7/13/17); “Older drivers: What to do if you cannot drive anymore” (The Salinas Californian, 7/20/17); “MST launches its latest RealTime bus arrival information” (Passenger Information); “Death and delay on scenic Highway 68” (The Salinas Californian, 7/27/17); “MST’s RealTime gives transit riders new tools for flexibility” (Monterey County Business Council, 7/28/17)
Press releases sent include: “MST Launches Its latest RealTime Bus Arrival Information” (7/24/2017); “Volunteers Sought for MST’s Measure Q Oversight Committee” (7/28/2017); “Bus Delays from Construction at Fremont/Canyon Del Rey - Free Fares on all Jazz Bus Lines” (7/28/2017)

Marketing activities: Staff continued planning for the RealTime bus arrival campaign including departmental coordination featuring technology testing and website design; staff managed MST’s website content, Facebook page, Twitter account, and Instagram page.

Community outreach: Staffed information booth at La Clausura (Migrant Program) in King City; staffed information booth at the Health Fair in Gonzales.

Presentations: Presented to the parents of students attending the Migrants Summer Program (24 parents) in King City, as well as all the students enrolled in the Migrant Summer program in King City from K-8th grade; attended the Age Well Drive Smart program (36) at AAA in Monterey and made a presentation to Goodwill staff (11) in Salinas.

Projects: Photo taken with Heller Chapel (MST Supervisor) and Bones (a horse) for the rodeo; filmed with Steve Crow and clients from Hope Services in Marina and Seaside; spent a day with Ruben Gomez from MST Mobility Department distributing Special Medical Trips brochures to locations in all of South County.

Collaborative/Meeting/Committees: Attended the Senior Day committee meeting in Salinas; attended Monterey County’s Community Voices for Aging (MCCVA) meeting in Salinas; attended Alisal Family Center meeting in Salinas; attended ACOMI collaboration meeting in Salinas.

Social media:

![Social Fans Chart]

- Facebook: 892 fans
- Twitter: 543 fans
- Instagram: 84 fans
Overview by Social Media Platform:

**Twitter**

![Twitter metrics](image)

**Facebook**

![Facebook metrics](image)

**Instagram**

![Instagram metrics](image)

**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.
Planning Update – July 2017

During the month of July, 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.

In July, 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 include 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. Administrative draft documents were reviewed and those changes were submitted to the consultant.

Staff met with the City of Salinas on a roundabout project along Boronda Road. Staff continues to work with all jurisdictions on roadway projects which impact MST services.

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.
THURSDAY, JUNE 8, 2017

9:30 p.m. Arrive - DCA

FRIDAY, JUNE 9, 2017

10:30 a.m. Congressman Jimmy Panetta
228 Cannon House Office Building
Washington, DC 20515
Contact: Rose Leopold 202-225-2861
Subject: Low-No program applications, update you on MST’s 5339 rural project and USDA funding, and discuss issues related to 5311 f funded vehicles and spare ratios.

11:30 a.m. Caryn Moore Lund, Professional Staff Member to Chairman Sam Graves (R-MO), Subcommittee on Highway and Transit, House Committee on Transportation and Infrastructure
2029 Rayburn House Office Building
***meet in 2253 Rayburn
Contact: 226-0727
Subject: Infrastructure issues and FTA programs such as the Low-No grants.

1:00 p.m. Bruce Robinson, Associate Administrator, Office of Program Management
Federal Transit Administration
East Building, 1200 New Jersey Avenue, S.E., 4th Floor
***use the 4th Street entrance
Contact:
Subject: Low-No program applications, update you on MST’s 5339 rural project and USDA funding, and discuss issues related to 5311 f funded vehicles and spare ratios.

2:30 p.m. Homer Carlisle, Professional Staff Member to Ranking Minority Member Sherrod Brown (D-OH), Senate Committee on Banking, Housing, and Urban Affairs
SD-534 Dirksen Senate Office Building
***Go to 823 Hart - in the middle of the interior hallway that runs between Hart and Dirksen
Contact: Homer Carlisle – 224-7391
Subject: Infrastructure issues and FTA programs such as the Low-No grants.

6:00 pm Depart Union Station

SATURDAY, JUNE 10, 2017

Noon – 6: p.m. American Public Transportation Association Board of Directors Meeting, Hilton Baltimore
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
In July Governor Brown signed AB 1113 (Bloom), a California Transit Association-sponsored bill which 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 operators statewide.

At the urging of the Association, the Legislature temporarily reversed these changes by enacting SB 838 and gave the transit industry, our regional agency partners, and state officials up to two years to come up with a long-term solution.

That solution is reflected in AB 1113, which restores operation of the STA program to how it was supposed to run before the 2016 administrative changes. As the bill contains an urgency clause and other conforming language, the clarified procedures and definitions will be applied to the dollars allocated in 2017-18.

Also, in July Governor Brown signed AB 398 (E. Garcia), which extends the state’s Cap and Trade program until December 30, 2030. The bill also improves the program’s structure by establishing a price ceiling for auction allowances, limiting the use of out-of-state carbon offsets, and decreasing free carbon allowances by over 40 percent by 2030.

When they reconvene later this summer, Legislative leaders will turn to finalizing a Cap and Trade Expenditure Plan, which could include a reconfiguration of the continuous appropriation of Cap and Trade auction proceed established by SB 862. The continuous appropriation currently supports the Transit and Intercity Capital program (TIRCP), the Low Carbon Transit Operations program (LCTOP), the Affordable Housing and Sustainable Communities program, and the California high-speed rail project.

To ensure that the Legislature does not backtrack on its commitment to public transportation by eliminating or scaling back the continuous appropriations to the TIRCP and the LCTOP, staff has contacted our legislative delegation to emphasize the importance of investing in these programs. For its part, the Association has been meeting with legislators and staff to advocate for doubling the continuous appropriations.
to the TIRCP and LCTOP. A group of 28 legislators from both parties and both houses, led by Senate Transportation and Housing Committee Chair Jim Beall, have adopted the message and have formally requested that Governor Brown and Legislative leaders double the state’s investment in public transportation.

Prepared by: Carl G. Sedoryk, General Manager/CEO
June 14, 2017

To: Carl Sedoryk

From: Deanna Smith – Compliance Analyst

Subject: TRIP REPORT – June 2017

On June 8-9 I attended the Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment and Housing (DFEH) Region IX Seminar in San Jose, CA. During the conference I attended the following sessions:

- “What to Expect in 2017: Enforcement Trends and Priorities for U.S. EEOC and DFEH”
- “Harassment – Retaliation: Reboot Your Workplace Harassment Prevention and Implement EEOC’s New Retaliation Guidance”
- “EEO Legal Updates: Learn How Key EEO Decisions and Cases Impact Your Workplace”
- “Social Media, Online Conduct, and Employer Reputation”
- “Hot Topics: Test Your HR Instincts on Trending Issues and Scenarios with Shades of Gray”

The sessions were led by EEOC and DFEH staff and legal experts. The information provided me with up-to-date information to ensure that MST complies with all EEO compliance requirements and also highlighted areas of discrimination that both the federal and state governments are focusing on.
August 30, 2017

To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager

Subject: TRIP REPORT – June 2017

From June 14th through 16th, I traveled to Chicago to attend the annual American Public Transportation Association’s Small Operations Committee Summer Planning Meeting at the O’Hare Airport Hilton. During the meeting several topics were covered, including:

- Small Transit System Operators Roundtable – “Hot Topics”
- Role of the Small Operations Steering Committee
- Strategies to Improve Committee Engagement
- Review of APTA Bylaws Changes and their Effects on the Small Operations Committee Members
- APTA Legislative Update
- Research Communications and Advocacy Update
- Regulatory Update
- APTA CEO Search Update
- APTA Standards Program
- APTA Public Transportation & Universities Conference
- 2018 Committee Work Plan Development Discussion
- Strategies to Raise the Profile of Small Operators within APTA

PREPARED BY: ___________________ REVIEWED BY: ___________________

Hunter Harvath       Carl G. Sedoryk
On July 20th and July 21st, I attended a Pre-production Meeting at the Gillig manufacturing facility in Livermore, along with Maintenance Supervisors Janet Madler and Tony Valladares. Together, we spent two full days discussing MST’s upcoming build of twenty-five (25) buses which includes:

- twelve (12) 40 foot low-floor;
- nine (9) 35 foot low-floor;
- four (4) suburban commuter-style buses.

These new buses will be replacing existing buses in MST’s fleet that will have met their useful vehicle life expectancy and will be eligible for disposal. The pre-production meeting began with a complete tour of Gillig’s new manufacturing facility, its production line, and the improvements resulting from the new facility.

Gillig also introduced several safety, comfort, and operational components for MST’s consideration. The team reviewed these design options and specified some of these elements into this future bus build, some of which include:
• Front and rear axle disc-brakes – improved braking, enhanced safety, easier to maintain
• TRW EZ steer – improved operator steering, reduced physical stress on operator
• Improved operator seat – enhanced comfort and safety features
• I/O Dinex Star Turn Signal – improved pedestrian safety feature
• Bonded Transom windows – enhanced design, easier to maintain
• Updated Transmission – improved performance, easier to maintain

Historically, MST has designed and purchased buses from Gillig – a highly respected family-owned American business that has operated in California for more than 125 years. This upcoming bus build will enable MST to introduce new buses with new features and components designed to improve operator comfort and performance, reduce maintenance costs, improve and enhance safety and the overall riding experience for our customers, our employees, and the community we serve.

Prepared by: _____________________ Reviewed by: _____________________
Norman Tuitavuki                  Carl G. Sedoryk
August 24, 2017

The Honorable Kevin de León
President Pro Tempore, California State Senate
State Capitol, Room 205
Sacramento, CA 95814

The Honorable Anthony Rendon
Speaker, California State Assembly
State Capitol, Room 219
Sacramento, CA 95814

RE: Double Investment in Public Transportation in FY 2017-18 Cap and Trade Expenditure Plan

Dear President pro Tempore de León and Speaker Rendon:

On behalf of Monterey-Salinas Transit (MST) I write to you today to respectfully request that you strengthen the state’s commitment to public transportation and clean air by doubling the percentage of annual Cap and Trade auction proceeds directed to the Transit and Intercity Rail Capital program (TIRCP) and the Low Carbon Transit Operations program (LCTOP). These programs, which respectively receive 10% and 5% of annual Cap and Trade auction proceeds, have:

- Driven the public transportation industry’s investments in cleaner technologies, including electric transit buses and tier IV locomotives;
- Accelerated the expansion of electrified rail throughout the state; and,
- Increased transit service levels and operational efficiencies in disadvantaged communities.

At MST these programs have been used to invest in the reconstruction and rehabilitation of the Monterey Bay Operations and Maintenance Facility which is providing infrastructure to power 9 zero emission electric vehicles to operate in the Seaside-Monterey urban zone. Also these programs have funded the purchase of 2 zero emission all electric buses to operate in Salinas and additional transit services in the disadvantaged communities of East Salinas, and fare-free weekends for all routes that operate within the City of Salinas.
Letter to Hon. K. de León and Hon. A. Rendon
August 22, 2017
Page 2 of 3

As you consider this request, we wish to remind you that the transportation sector is responsible for 38% of the greenhouse gas (GHG) emissions in the state. These emissions contribute not only to climate change, but to air quality challenges – the subject of the recently enacted AB 617 (C. Garcia) [Chapter 136, Statutes of 2017] – which disproportionately impact our state’s most vulnerable communities. These emissions are attributable to our state’s reliance on single-occupancy vehicle travel and a freight and rail network largely dependent on diesel fuel. Public transportation is the solution for reducing emissions from the transportation sector because, when it is fast and efficient, it pulls people out of their cars and puts them into a shared vehicle with low per-person emissions. Public transportation also supports other modes of zero-emission travel, like bicycling and walking, and discourages car ownership. Additionally, public transportation vehicles, like electric transit buses, serve as the testing ground for the zero-emission heavy-duty technologies needed to reduce emissions of GHGs, NOx and PM 2.5 in heavily-polluted freight corridors.

With additional investment of Cap and Trade auction proceeds, public transportation agencies like ours will be able to further invest in projects that expand capacity, increase service levels, and improve accessibility and reliability for the traveling public with a focus on low-income and disadvantaged communities. With additional funding, our agency would accelerate the rehabilitation and reconstruction of our Salinas Operations and Maintenance Facility, which would provide the infrastructure required to operate an additional 3 zero emission electric vehicles throughout the City of Salinas. And, as zero emission electric bus battery ranges improve MST will be able replace even more of its diesel fleet with more zero emission buses. These projects would result in benefits that including reduction of over 8,000 MTCO2e GHG emissions as well as increased levels of more affordable and reliable transit service to disadvantaged communities in the Monterey Bay region. As noted in the Brown Administration’s California Transportation Plan 2040, these types of projects will be instrumental in meeting our future mobility needs and reducing GHG emissions to meet our 2030 and 2050 GHG emissions targets.

Thank you for your consideration of our request. If you have any questions about the importance of the TIRCP and LCTOP to our agency and the benefits of additional investment in public transportation, please contact me at 831-264-5001.

Sincerely,

Carl G. Sedoryk, General Manager/CEO
Monterey-Salinas Transit District
cc: The Honorable Edmund G. Brown, Jr., Governor, State of California
The Honorable Holly Mitchell, Chair, Senate Budget and Fiscal Review Committee
The Honorable Bob Wieckowski, Chair, Senate Budget Subcommittee No. 2 on Resources, Environmental Protection, Energy and Transportation
The Honorable Phil Ting, Chair, Assembly Budget Committee
The Honorable Richard Bloom, Chair, Assembly Budget Subcommittee No. 3 on Resources and Transportation
The Honorable Senator William Monning, 17th Senate District
The Honorable Senator Anthony Canella, 12th Senate District
The Honorable Assembly Member Mark Stone, 29th Assembly District
The Honorable Assembly Member Anna Caballero, 30th Assembly District
Jeanette Alegar-Rocha  
Executive Assistant & Clerk to the Board  
Monterey-Salinas Transit  
19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940  

Dear Jeanette,  

We request two used vans from MST.  

The Veterans Transition Center (VTC) is a 501c3 non-profit that operates in Monterey and Salinas. We serve Veterans that are homeless or at risk of homelessness by providing transitional housing, case management, life skills, substance abuse counseling, and emergency food. We operate in Marina and have done so for almost two decades. Recently, we were awarded California Non-Profit of the Year for Assembly District 29.  

We recently made a video which describes our people and program. It can be found on YouTube under “VTC Vets Helping Vets” or at the following address:  

https://www.youtube.com/watch?v=UrUwH8HeUpQ  

At any time, we house about 75 people in our program and they have a wide variety of transportation needs. These two vans would be put to great use shuttling our residents and staff to medical facilities, job sites, donation pick-ups, and external meetings. Our facility has recently expanded and our existing fleet is old and inadequate. We would put these two vans to immediate use and serve a variety of critical functions for our program.  

Should you have any questions, I can be reached at the following  

kschake@vtcmonterey.org  
925-818-8391  

Thank you for this consideration  

Very Respectfully,  

Kurt Schake, PhD  
Executive Director  

25 August 2017
August 24, 2017

To: Carl Sedoryk, General Manager/CEO; MST Board of Directors
From: Tony Barrera, City of Salinas

Subject: Trip Report APTA 2017 Annual Transit Board Member and Board Support Seminar, Chicago, Illinois

I attended the American Transportation Association (APTA) Transit Board Members & Board Support Seminar in Chicago IL.

I attended the following meetings and sessions:

- APTA Chair & President's Round Table
- Maximizing the Board Member/Board Support Relationship
- Building a Rock-Solid Transit Board-CEO Working Relationship
- Public Transportation: An Overview of the Industry, Key Federal Programs and Legislative Processes
- Transit Oriented Development-Funding Sources, Community Engagement and Implementation

This conference brought together policy makers to learn more about current trends in public transportation and expand their governance skills.

We built consensus by sharing experiences to help further develop everyone’s leadership skills, helping one another create and communicate to all the essential value of social, environmental and economic quality of life that transit brings to communities.

Submitted by: Tony Barrera, Chair
July 30, 2017

To: Carl Sedoryk, General Manager/CEO; MST Board of Directors

From: Mike LeBarre, City of King

Subject: Trip Report APTA 2017 Annual Transit Board Member and Board Support Seminar, Chicago, Illinois

I attended the American Public Transportation Association (APTA) annual Transit Board Member and Board Support Seminar in Chicago, Illinois from July 22nd thru the 25th. The conference theme is “Where Public Transportation Goes, Communities Grow”. The focus this year was on professional development, expanding governance skills, and current trends in public transportation.

There were several great speakers that spoke of transit funding, board member/board support relationship, and good governance practices.

I attended the following committee meetings, sessions, and workshops:

- Public Transportation: Overview of the Industry, Key Federal Programs, and Legislative Process
- Transit Board Members Committee Meeting
- Opening General Session: Where Public Transportation Goes, Communities Grow
- Maximizing the Board Member/Board Support Relationship
- Safety Culture: Leading from the Top
- Building a Rock Solid Transit Board – CEO Working Relationship
- Inclusion, Opportunity, and Equity: It starts at the Top
- Oversight and Accessibility: Updates from the FTA
- Trends in Transportation Finance
- Closing Session: Innovation and Disruption in Urban Mobility

I also was very appreciative of the opportunity to represent MST as a joint panelist on the Maximizing the Board Member/Board Support Relationship session. This was a great experience and provided the opportunity to highlight how our agency helps people. Some examples I gave were how we help dialysis patients get to their...
appointments, provide access to adult day care services, and our partnerships with education and the military.

This was a positive and informative conference that focused on the importance of the Board Member, Board Support, CEO, and staff relationship as well as trends in the industry. Highlights for me were to meet and hear from legislative staffers, FTA officials, attending my APTA committee meetings, and to participate as a panelist.

Submitted by: Mike LeBarre, Vice Chair