



**Board of Directors Regular Meeting and Strategic Planning Workshop**  
**January 14, 2019**

Frank J. Lichtanski Administrative Building  
Board Room, First Floor  
19 Upper Ragsdale Dr., Suite 100, Monterey 93940  
**9:00 a.m.**

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

**1. CALL TO ORDER**

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

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

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

**3. CONSENT AGENDA**

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

- 3-1. Adopt Resolution 2019-18 for Services Rendered by Robert Bonincontri. (Carl Sedoryk) (Page 5)

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

**Transit District Members** Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey  
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3-2. Liability Claim Rejection - Edward Gerard. (Kelly Halcon) (Page 7)

**4. RECOGNITION AND SPECIAL PRESENTATIONS**

4-1. Recognition of Boardmember Service-Robert Bonincontri

**5. PUBLIC HEARINGS**

None

**6. ACTION ITEMS**

6-1. Award contract for Automatic Passenger Counters up to 170 vehicles for a contract period of up to 3 years with a cost NTE \$600,000. (Lisa Rheinheimer, Mark Eccles, Sandra Amorim) (Page 9)

6-2. Conduct Strategic Planning Workshop. (Carl Sedoryk) (Page 13)

**7. 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.*

**8. COMMENTS BY BOARD MEMBERS**

8-1. Board member Comments and Announcements.

8-2. Board member Referrals for future agendas.

**9. ADJOURN**

**NEXT MEETING DATE:** February 4, 2019  
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940  
Boardroom First Floor

**10:00 a.m.**

**NEXT AGENDA DEADLINE:** January 22, 2019

*\*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](mailto:clerk@mst.org).*



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**ROBERT BONINCONTRI  
RESOLUTION 2019-18  
APPRECIATION FOR SERVICES RENDERED**

WHEREAS, Robert Bonincontri has served on the Board of Directors of Monterey-Salinas Transit from February of 2015 to November 2018; and

WHEREAS, Robert Bonincontri served on the Monterey-Salinas Transit Planning Operations and Marketing Committees; and

WHEREAS, Robert Bonincontri was a strong advocate for the citizens of Monterey County who depend upon public transportation; and

WHEREAS, Robert Bonincontri remains a staunch advocate of public transportation; and

WHEREAS, Robert Bonincontri has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors gives Robert Bonincontri its sincerest thanks and best wishes as he leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2019-18 this 14<sup>th</sup> day of January 2019.

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Mike LeBarre  
Board Chair

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Carl G. Sedoryk  
Board Secretary

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To: Board of Directors  
From: Kelly Halcon, Director of Human Resources/Risk Management  
Subject: Liability Claim Rejection

**RECOMMENDATION:**

Reject claim by the claimant below.

**FISCAL IMPACT:**

Request exceeds \$10,000.00

**POLICY IMPLICATIONS:**

None

**DISCUSSION:**

The claim was submitted on December 21, 2018 from Mr. Edward Gerard regarding an accident involving MST bus causing him to sustaining bodily injury.

It has been determined that the current claim submitted has failed to comply with the California tort claims act and is insufficient. Staff recommends the claim 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:   
Kelly Halcon Carl Sedoryk

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To: Board of Directors  
From: Sandra Amorim, Purchasing Manager  
Subject: Procurement of Automatic Passenger Counters

**RECOMMENDATION:**

Award contract for Automatic Passenger Counters up to 135 vehicles for a contract period of up to 3 years not to exceed \$654,455.

**FISCAL IMPACT:**

The MST FY 2018/19 Capital Budget includes \$150,000 for the purchase of Automatic Passengers Counters. MST recently received \$163,000 in SB 1 formula funding which must be matched on a one to one basis. The remainder of the funds required will be programmed in the FY 2020 Draft Capital Budget, which will be presented to your Board to review and approve in June 2019.

**POLICY IMPLICATIONS:**

Federal regulations require MST provide a methodical and accurate accounting of passenger ridership statistics to the National Transit Database (NTD), which is used to apportion transit funds throughout the country.

Your Board approves purchases over \$25,000.

**DISCUSSION:**

Due to historical financial constraints, MST has retrieved and reported passenger boardings to the NTD by way of the farebox, where people pay by cash or a transit pass - a function for which the fareboxes were not designed to perform. Using this method, the location of where people get off the bus is not captured at the farebox, making it impossible for staff to know how many passengers are actually riding on a specific bus at any particular time. To address this issue during previous triennial passenger surveys, onboard camera videos were pulled from randomly selected bus trips for staff to review and record origin and destination information. This method is time and resource intensive and quite inefficient. In addition, NTD is increasingly dissatisfied with this methodology and process.

Rather than continuing with its current practices, staff has for several years investigated utilizing Automatic passenger counters (APC) to perform these tasks. APC's are infrared sensors which are installed at the doors of buses to automatically count those boarding and alighting from the bus. The information collected from automatic passenger counters would be used to document the number of passengers in monthly reports, monthly NTD reports, the triennial passenger survey of boardings and alightings required by the NTD.

New, continued funding from SB1 will allow MST to purchase APC equipment for the MST fleet to better comply with NTD requirements during our next review period... The next triennial passenger survey year begins July 1, 2019, and this is one of the main reasons for installing automatic passenger counters before that date. Other advantages of APC's include:

- Reduced staff time spent “cleaning” passenger data collected from the farebox
- Real-time passenger loads are provided, which can be used to better manage bus size requirements
- 97% data accuracy
- Adherence information is provided to better manage route scheduling

MST solicited proposals for automatic passenger counters in November with proposals due December 17. MST staff ranked proposers on qualifications and experience of the firm, features and benefits of proposed product, service and warranty, and the pricing of the total package. The highest ranking proposer based on the evaluation criteria was Urban Transportation Associates.

Supplier	Score	Proposal Amount
Dilax	80.25	\$454,662
<b>Urban Transportation Associates</b>	<b>87.25</b>	<b>\$654,455</b>
INFODEV	58.75	\$830,580

MST staff reached out to several other transit agencies to seek feedback in regards to system performance and project implementation for both Dilax and Urban Transportation Associates (UTA). While UTA scored the highest it is also approximately \$200,000 higher than Dilax. As such, MST staff wanted to proceed cautiously and verify that the additional cost was warranted by performance of the product and project management experience.

To that end, staff conducted meetings with Dilax and UTA staff and customers prior to finalizing its recommendation to your Board. Based on the feedback from Dilax customers and from key MST staff who met with Dilax personnel, significant concerns

were raised that Dilax would not meet our objectives based substantially on issues such as lack of transit focus and experience with NTD reporting.

On the other hand, the feedback for UTA was positive and reaffirming that they have extensive experience with NTD objectives, requirements and implementation of the tools necessary to have relevant statistical information. UTA staff members are experts in the transit industry and have successfully handled multiple transit agency installations and NTD certifications, unlike Dilax, which covers a variety of markets and did not have comprehensive knowledge to the questions/concerns posed by MST staff.

Therefore, staff feels the pricing is warranted and are highly confident that UTA is best positioned in the marketplace to deliver a premium product and implementation required for NTD certification.

Upon award by the Board, MST staff will work with Urban Transportation Associates to install approximately 44 automatic passenger counters on MST buses before July 1, 2019. Having this number of units installed would allow the NTD-required data to be collected. An additional five (5) will have been installed on the new trolley buses, which will begin service on Memorial Day weekend in May 2019. The remaining APC's will be installed on the rest of the fleet in 2019/2020, if there is sufficient capital funding at that point in the future.

PREPARED BY: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
Sandra Amorim Carl G. Sedoryk

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To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: Annual Strategic Planning Workshop

Enclosed under separate cover is an agenda (attached) and workbook for the Annual Board of Directors Strategic Planning Workshop. The agenda topics to be covered represent items that have arisen during the past year that may require further discussion and/or direction from your board. The workbook contains discussion papers or presentation materials for each agenda topic to help facilitate an informed dialogue between board members and staff.

During the workshop your Board may decide that for a specific topic no further action is required. For other topics, general direction may be given to staff for specific action at a future board meeting. Or, your Board may choose to refer the topic to a board subcommittee (Administration, Operations, ADHOC) or a Board Advisory Committee (Mobility Advisory Committee, Measure Q Citizens Advisory Committee) for further review and recommendation as necessary.

PREPARED BY: \_\_\_\_\_  
Carl G. Sedoryk

Attachment: Strategic Planning Workshop Agenda

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**Monterey-Salinas Transit District  
Strategic Planning  
January 14, 2019  
9:00 a.m. – 12:00 p.m.**

**AGENDA**

<b>I. YTD Performance and Action Plan Update</b>	<b>Carl Sedoryk</b>	<b>9:15am - 9:30am</b>
<b>II. Measure Q Updates</b>	<b>Robert Weber Cristy Sugabo</b>	<b>9:30am-9:45am</b>
<b>III. Innovative Clean Transit Rule Compliance Strategy</b>	<b>Carl Sedoryk, Hunter Harvath,</b>	<b>9:45am-10:00am</b>
<b>IV. South County Services Update</b> <ul style="list-style-type: none"> <li>• Salinas Valley Express Bus Study</li> <li>• Microtransit Study and Demonstration</li> </ul>	<b>Lisa Rheinheimer, Carl Sedoryk</b>	<b>10:00am-10:45am</b>
<b>V. MST Role with Emerging Technologies and Mobility Models</b>	<b>Carl Sedoryk</b>	<b>10:45am-11:15am</b>
<b>VI. Future of Contracted Services</b>	<b>Robert Weber, Kelly Halcon, Carl Sedoryk</b>	<b>11:15am-11:30am</b>
<b>VII. Community Requests for Unfunded Fare Discounts and New Services</b>	<b>Carl Sedoryk, Hunter Harvath,</b>	<b>11:30am - 11:45am</b>
<b>VIII. Board Education / Development</b>	<b>Carl Sedoryk</b>	<b>11:45am-Noon</b>
<b>IX. Adjourn</b>		<b>Noon</b>

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