



**Board of Directors Regular Meeting
February 4, 2019**

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

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

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Adopt Resolution 2019-17 recognizing Michelle Overmeyer, Grants Administrator, as Employee of the Month for January 2019.
(Hunter Harvath) (Page 7)

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

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

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

- 3-2. Adopt Resolution 2018-21 recognizing Ruben Gomez, Mobility Specialist, as Employee of the Month for February 2019. (Cristy Sugabo) (Page 9)
- 3-3. Adopt Resolution 2019-20 recognizing Marcus Medina, Inventory Clerk, as Employee of the Year 2018. (Sandra Amorim) (Page 11)
- 3-4. Minutes of the MST Board Meeting on December 10, 2018. (Jeanette Alegar-Rocha) (Page 13)
- 3-5. Financial Reports – November and December 2018. (Lori Lee) (Page 19)
- 3-6. Disposal of Property Left On Board Buses. (Sonia Wills) (Page 35)
- 3-7. Claim Rejection - John Lenner Saldivio. (Kelly Halcon) (Page 37)
- 3-8. Minutes of the Ops / BOPC Committee on December 10, 2018. (Jeanette Alegar-Rocha) (Page 39)
- 3-9. Minutes of the MST Board Meeting and Strategic Planning Workshop on January 14, 2019. (Jeanette Alegar-Rocha) (Page 41)
- 3-10. Minutes of the MAC Committee on September 26, 2018. (Claudia Valencia) (Page 45)
- 3-11. Adopt Resolution 2019-16 recognizing Robert Tadman, Entry Level Mechanic, for his 29 years of service. (Norman Tuitavuki) (Page 49)
- 3-12. Adopt Resolution 2019-19 recognizing Enrique Fernandez, Coach Operator for his 29 years of service. (Robert Weber) (Page 51)
- 3-13. Approve Revisions to Lost and Found Policy and Public Hearing Policy. (Lisa Rheinheimer) (Page 53)
- 3-14. Approve Purchase of REMIX Planning Software. (Lisa Rheinheimer) (Page 63)
- 3-15. Authorize Measure Q expenditures not to exceed \$84,000 for exterior paint and decal work on fourteen (14) new RIDES mini-buses.(Norman Tuitavuki) (Page 67)
- 3-16. Authorize Measure Q expenditures not to exceed \$50,000 for on-board video surveillance camera equipment, wiring, and other related components for fourteen (14) new RIDES paratransit buses. (Norman Tuitavuki) (Page 69)
- 3-17. Authorize Measure Q expenditures not to exceed \$28,000 for video camera installation services on fourteen (14) new RIDES mini-buses. (Norman Tuitavuki) (Page 71)

- 3-18. Approve purchase of TransitMaster radio network controllers from Trapeze Group in an amount not to exceed \$35,000. (Mark Eccles) (Page 73)
- 3-19. Receive MST's audited FY 2018 Comprehensive Annual Financial Report. (Hunter Harvath) (Page 75)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month, January 2019 – Michelle Overmeyer, Grants Administrator. (Hunter Harvath)
- 4-2. Employee of the Month, February 2019 – Ruben Gomez, Mobility Specialist. (Robert Weber)
- 4-3. Employee of the Year 2018 – Marcus Medina, Inventory Clerk. (Sandra Amorim)
- 4-4. 2018 Management Excellence Award – Norman Tuitavuki, Deputy Chief Operating Officer. (Carl Sedoryk)
- 4-5. 30 Years of Service – Carrol "Jamey" McCallon, Communications Systems Specialist. (Robert Weber)
- 4-6. 29 Years of Service – Enrique Fernandez, Coach Operator. (Robert Weber)
- 4-7. 29 Years of Service – Robert Tadman, Entry Level Mechanic. (Norman Tuitavuki)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve \$1 million line of credit extension from Rabobank, N.A. (Hunter Harvath) (Page 83)
- 6-2. Approve purchase of King City fencing and security systems in an amount not to exceed \$290,000. (Hunter Harvath) (Page 85)
- 6-3. Approve purchase of First Alarm March camera system for facilities expansion in an amount not to exceed \$250,000. (Mark Eccles) (Page 87)
- 6-4. Update on Status of Federal Government Shutdown on MST. (Carl Sedoryk/Hunter Harvath) (No Enclosure)

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 – November and December 2018.
(Page 89)
- 7-2. Washington, D.C. Lobby Report – January 2019. (Page 131)
- 7-3. State Legislative Advocacy Update – November and December 2018.
(Page 133)
- 7-4. Staff Trip Reports. (Pages 135-137)
- 7-5. Correspondence. (Page 139)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on meetings attended by board members at MST expense.
(AB 1234) (Page)
- 8-2. Board member comments and announcements.

a) Monterey-Salinas Transit Mobility Center Ribbon Cutting and
Dedication Ceremony:

Date: Wednesday, February 6, 2019
Time: 11:30 a.m. to 2:00 p.m.
Location: 15 Lincoln Avenue, Salinas, CA 93901

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

9. CLOSED SESSION

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

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Milias-Brown Act representative

- 9-1. Conference with Legal Counsel – Homet vs. Monterey-Salinas Transit,
Gov.Code § 54956.95.
- 9-2. Conference with Legal Counsel – BlueScope vs. Monterey-Salinas Transit,
Gov.Code § 54956.95.

- 9-3. Conference with Legal Counsel – AECOM vs. Monterey-Salinas Transit, Gov.Code § 54956.95.
- 9-4. Conference with Legal Counsel – LWP / JT2 vs. Monterey-Salinas Transit, Gov.Code § 54956.95.

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 November 2018 and December 2018 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: March 11, 2019

19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor

10:00 a.m.

NEXT AGENDA DEADLINE: February 26, 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.



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**MICHELLE OVERMEYER
JANUARY 2019
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 her positive contribution to MST and to the entire community; and

WHEREAS, Michelle Overmeyer began her career with Monterey-Salinas Transit District in January of 2011 as the Grants and Compliance Analyst. She came to MST with a broad knowledge and experience in the public sector including in transit; and

WHEREAS, Michelle Overmeyer applies for grants that may apply toward operational and/or capital needs for the agency. In 2016, she successfully coordinated a competitive application for a \$10 million dollar grant to help fund the renovation of MST's TDA facility, resulting in the allocation of those fund to MST by the California Transit Commission; and

WHEREAS, Michelle Overmeyer has been responsible for assembling an overwhelming amount of documentation in order to get reimbursed by Caltrans for funds spent on that grant. She successfully found enough expenditures to draw down the entire \$10 million and close out the grant; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Michelle Overmeyer as Employee of the Month for January 2019; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-17 this 4th day of February 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**RUBEN GOMEZ
FEBRUARY 2019
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Ruben Gomez began his career with Monterey-Salinas Transit in January of 2017 as a Mobility Specialist in the Mobility Department. In the course of his position, he has provided a high level of support to the Mobility Department that has received several compliments from customers; and

WHEREAS, Ruben Gomez has proved to be a very fast learner, providing support to a wide range of Mobility programs, which include: MST RIDES eligibility determination, travel training, taxi vouchers, and various public outreach and promotional activities; and

WHEREAS, Ruben Gomez recently participated in the development of the Transportation Reimbursement Incentive Program (TRIPS), which he currently administers. This program provides transportation options to seniors, veterans, or persons with disabilities who live outside of MST's service area, reimbursing participants \$0.40 per mile, up to 250 miles per month; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Ruben Gomez as Employee of the Month for February 2019; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-20 this 4th day of February 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**MARCUS MEDINA
2018
EMPLOYEE OF THE YEAR**

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

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

WHEREAS, Marcus Medina began his career with Monterey-Salinas Transit District in April of 2015 as an Inventory Clerk. His daily work activities entail overseeing the parts storeroom operation which supports MST's fleet; and

WHEREAS, Marcus Medina has done an excellent job keeping the Parts room in Salinas organized, stocked and ready for the mechanics. He has taken the lead in managing the parts room warranty return process, which has resulted in thousands of dollars in savings for MST; and

WHEREAS, Marcus Medina discovered a credit with Gillig in the amount of \$115,000.00 that will help in purchasing much needed frequently used parts for the MST fleet; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Marcus Medina as Employee of the Year for 2018; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-20 this 4th day of February 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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MST BOARD OF DIRECTORS

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

MEETING MINUTES

December 10, 2018

Present:	Jeff Baron	City of Carmel-by-the-Sea
	Pat Lintell (Alternate)	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	Dan Albert	City of Monterey
	Luis Alejo	County of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City of Soledad
Absent:	Kristin Clark	City of Del Rey Oaks
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Assistant General Manager
	Robert Weber	Chief Operating Officer
	Norman Tuitavuki	Deputy Chief Operating Officer
	Kelly Halcon	Directory of HR & Risk Management
	Mark Eccles	Director of Information Technology
	Lisa Rheinheimer	Director of Planning and Marketing
	Jeanette Alegar-Rocha	Executive Assistant /Clerk to the Board
	Andrea Williams	Accountant and Budget Manager
	Michelle Overmeyer	Grants Analyst
	Alvin Johnson	Contract Transportation Supervisor
	Eva Perez	Office Administrator
	Claudia Valencia	Mobility Specialist
	Charlie Armbruster	Communications Systems Manager
	Ben Newman	Risk and Security Manager
	Elena Grigorichina	Operations Analyst
	Cristy Sugabo	Mobility Manager

Public: Don Parslow MV Transportation
Carolyn Hardy City of Carmel
Ken Cuneo City of Pacific Grove
Don Gilchrest Thomas Walters and Associates
Mike Hernandez Retired MST Employee

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair LeBarre called the meeting to order at 10:00 a.m. The new board members Jeff Baron for the City of Carmel and Joe Amelio for the City of Pacific Grove were announced. The pledge of allegiance was led by Director Baron.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

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 2019-12 recognizing Miguel Vargas, Coach Operator, as Employee of the Month for December 2018. (Robert Weber)
- 3-2. Adopt Resolution 2019-13 recognizing Ben Newman, Risk and Security Manager for his 31years of service. (Kelly Halcon)
- 3-3. Minutes of the regular meeting of November 5, 2018. (Jeanette Alegar-Rocha)
- 3-4. Minutes of the Board Operations Performance Committee (BOPC) Meeting of November 5, 2018. (Jeanette Alegar-Rocha)
- 3-5. Financial Report – October 2018. (Lori Lee)
- 3.6. Disposal of Property Left On Board Buses. (Sonia Wills)
- 3.7. Receive 2019 board calendar and conference schedule. (Jeanette Alegar-Rocha)
- 3-8. Adopt Resolution 2019-14 for services rendered by Carolyn Hardy. (Carl Sedoryk)

- 3-9. Adopt Resolution 2019-15 for services rendered by Ken Cuneo. (Carl Sedoryk)
- 3-10. Adopt Resolution 2019-16 CALTIP Boardmember Appointment. (Carl Sedoryk)
- 3-11. Update on Federal Drug and Alcohol Program. (Enclosure) (Deanna Smith)
- 3-12. Award construction contract to Graniterock in the amount of \$93,812 to construct a new JAZZ Bus Rapid Transit station at the corner of Fremont & Hannon Streets in the city of Monterey. (Hunter Harvath)

End of Consent Agenda

Public Comment – None

Director Albert made the motion to approve all items on the consent agenda and was seconded by director Martinez. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. December Employee of the Month – Miguel Vargas, Coach Operator. (Robert Weber)
- 4-2. Retirement – 31 Years of Service – Ben Newman, Risk and Safety Manager. (Kelly Halcon)
- 4-3. Recognition of Board Member Services - (Carl Sedoryk)
 - a. Carolyn Hardy
 - b. Ken Cuneo

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve General Manager / CEO Performance Incentive. Gov. Code § 5495. (Kelly Halcon)

Public Comment – None

Director Albert made the motion to approve and was seconded by Director Velazquez, the motion passed with 9 votes in favor, 2 opposed and 1 abstention.

- 6-2. Receive presentation of Thomas Walters & Associates and approve 2018 Federal Legislative Program. (Carl Sedoryk and Don Gilcrest)

Public Comment – None

Director Alejo made the motion to approve and was seconded by director Albert. The motion passed unanimously.

6-3. Receive and approve 2019 State Legislative Program. (Hunter Harvath)

Public Comment – None

Director Martinez made the motion and was seconded by director Albert. The motion passed unanimously.

6-4. RIDES Special Transport Zone Expansion- (Enclosure) Alvin Johnson)

Public Comment – None

Director Barerra made the motion to approve all items and was seconded by director Velazquez. The motion passed with 8 votes in favor and 1 abstention.

6-5. Discuss and Approve proposed January 14 Workshop Agenda.
(Carl Sedoryk)

Public Comment – None

Director Albert made the motion to approve and was seconded by Director Velazquez. The motion passed unanimously.

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – October 2018.

7-2. Washington, D.C. Lobby Report – October 2018.

7-3. State Legislative Advocacy Update – September 2018.

7-4. Staff Trip Reports.

7-5. Correspondence.

Public Comment – None

8. BOARD REPORTS, COMMENTS & REFERRALS

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

8-2. Board member comments and announcements.

Director Barrera, thanked MST Staff for the handmade holiday ornaments left at

each board member dais and wished everyone “Happy Holidays.”

8-3. Board member referrals for future agendas.

The MST Strategic Planning Workshop will be held January 14, 2019.

9. CLOSED SESSION

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

As permitted by Government Code §64956 et seq. of the State of California, the Board of Directors may adjourn to Closed Session to consider specific matters dealing with personnel and/or pending possible litigation and/or conferring with the Board's Meyers-Millas-Brown Act representative

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

Public Comment – None

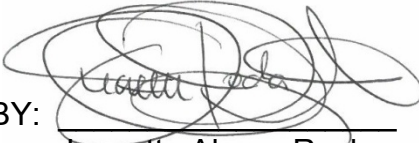
Mr. Laredo announced that in the interest of time, a memo update can be provided to board and staff.

10. ATTACHMENTS

10-1. The detailed monthly Performance Statistics and Disbursement Journal for September 2018 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

11. ADJOURN

There being no further business, Chair LeBarre adjourned the meeting at 11:56 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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To: Board of Directors
From: Lori Lee, Accountant
Subject: Financial Reports – November 2018

RECOMMENDATION:

1. Accept report of November 2018 cash flow presented in Attachment #1
2. Approve November 2018 disbursements listed in Attachment #2
3. Accept report of November 2018 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance November 1, 2018	\$10,954,411.54
Revenues	1,687,291.10
Disbursements	<u><4,872,672.66></u>
Ending balance November 30, 2018	<u><u>\$7,769,029.98</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of the first five months of FY 2019, a \$259,014 surplus on the fixed-route portion of the operations was more than offset by a higher \$324,217 deficit on the MST RIDES operation, resulting in a modest year-to-date deficit of just over \$65,000. This negative RIDES variance can be attributed in part to increased demand for paratransit services on weekends in Salinas, which must be provided for free in association with our “Free 40’s” promotion for fixed-route buses in Salinas on

weekends. Under the federal Americans with Disabilities Act regulations, when free fares are offered on fixed-route buses, comparable ADA paratransit trips must also be free. Staff has noted record high passenger boardings on the MST RIDES program. While this is the first time in several years that MST has shown a deficit on a monthly report, the negative variance is less than one percent (0.3%) of the year-to-date budget. (A de minimus amount, this negative variance is so small as to consider the budget “balanced” with regards to the process of budget forecasting and reporting.)

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

1. **Benefits** – This 8.2% negative variance can be primarily attributed to the fact that during the month of November, there are 3 paid holidays. MST’s holiday benefits are budgeted evenly over the 12 months, which often causes negative variances in months – like November and December – that have higher than average paid holidays.
2. **Marketing Supplies** – This \$5,359 negative variance barely reaches above the \$5,000 reporting threshold and can be attributed to the occasional bulk ordering of marketing supplies, tchotchkes, and other promotional items.
3. **Insurance** – For this category, the 10.4% negative variance can be attributed to the irregular payment schedules for MST’s various insurance policies and expenditures. For the year-to-date, the negative variance for the Insurance category is only 3.4% -- well within an acceptable range given the unpredictability of insurance costs for public transit agencies.
4. **Miscellaneous Expenses** – While for the month of November a 14.3% negative variance was reported, for the year-to-date, Miscellaneous Expenses were running a positive variance of 13.9% (\$32,563).
5. **Leases & Rentals** – A significant portion of this 17.2% negative variance is attributable to lease payments for a specialized heavy duty rental truck with lifting equipment for the Facilities Department. This truck is being rented while a replacement truck is being procured and outfitted with heavy lifting equipment required to conduct daily tasks by Facilities staff, such as placing shelters at bus stops and other similar tasks.

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

PREPARED BY:


Lori Lee

REVIEWED BY:


Hunter Harvath

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 11/01/18		10,954,411.54
Revenues		
Passenger Revenue	419,734.27	
DOD Revenue	283,205.00	
LTF / STA / 5307	34,079.00	
Sales Tax	891,640.64	
Grants	8,750.00	
Interest Income	1,141.75	
Non Transit Revenue	48,740.44	
Total Revenues		1,687,291.10
Disbursements		
Operations (See Attachment #2)	4,528,944.36	
Capital	343,728.30	
Total Disbursements		(4,872,672.66)
Ending balance 11/30/18		<u>7,769,029.98</u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	310,562.19
Local Agency Investment Fund (LAIF)	2,309,117.52
Money Market - Homeland Security	501,108.48
Money Market - Rabo MM	289,967.25
Money Market - PTMISEA	2,636,561.36
Money Market - LCTOP	927,679.56
Money Market - Rabo Prop. 1 B	774,502.10
Bank of America - Escrow	8,986.52
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	<u>7,769,029.98</u>

PAYROLL ACCOUNT

November 9 Payroll & Related Expenses	630,704.18	
November 23 Payroll & Related Expenses	630,092.35	
PERS & 457	268,085.44	
Garnishments	4,913.88	
PERS Health Insurance	337,576.66	
	<u>1,871,372.51</u>	1,871,372.51

GENERAL ACCOUNT

Disbursements on Attached Summary	2,872,585.04	
Paydown loans	58,313.47	
Workers Comp. Disbursements	43,165.98	
Interest expense	16,703.39	
Bank Service Charge	10,532.27	
	<u>3,001,300.15</u>	3,001,300.15

Total Disbursements		<u>4,872,672.66</u>
Less Capital Disbursements & Transfers		(343,728.30)
Operating Disbursements		<u>4,528,944.36</u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR November 01, 2018 - November 30, 2018

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 11/02/2018	50477 - 50558	1,161,029.87
Accounts Payable 11/06/2018	50559 - 50582	1,447.99
Accounts Payable 11/16/2018	50583 - 50733	641,252.35
Accounts Payable 11/27/2018	50734 - 50740	33,679.72
Accounts Payable 11/30/2018	50741 - 50788	1,035,175.11
TOTAL		<u>2,872,585.04</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
SC FUELS	Recurring Expense	50700	11/16/18	127,795.87
MHK CONSTRUCTION	CJW Bus Charging Stations November 13, 2017	50513	11/2/18	78,896.00
	15 Lincoln Avenue Mobility Training Center September 11, 2018			24,030.00
MV TRANSPORTATION	Recurring Expense	50516	11/2/18	815,052.09
MV TRANSPORTATION	Recurring Expense	50775	11/30/18	880,249.55

ATTACHMENT 3a

TREASURY TRANSACTIONS FOR NOVEMBER 2018

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/18					2,909,117.52
11/19/18	308	Transfer to General Checking		600,000.00	2,309,117.52
					2,309,117.52
Local Agency Investment Fund:					
Quarterly interest earned - 2.16%					-
					2,309,117.52
LAIF Treasury Balance at 11/30/18					2,309,117.52

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/18					2,676,858.32
11/02/18	308	AP/Payroll		800,000.00	1,876,858.32
11/07/18	212	Military	215,000.00		2,091,858.32
11/08/18	308	AP/Payroll		1,025,000.00	1,066,858.32
11/13/18	702	LCTOP	82,937.02		1,149,795.34
11/15/18	308	AP/Payroll		550,000.00	599,795.34
11/19/18	LAIF Trust	LAIF Trust Fund	600,000.00		1,199,795.34
11/21/18	308	AP/Payroll		700,000.00	499,795.34
11/30/18	212	CC/Military Sales	40,000.00		539,795.34
11/30/18	308	AP/Payroll		250,000.00	289,795.34
11/30/18 Interest @ 0.30%					171.91
RABO MM Balance at 11/30/18					289,967.25

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-254,541	-316,249	61,708	-1,551,423	-1,581,245	29,822
Special Transit	-368,293	-571,644	203,351	-2,033,659	-2,858,220	824,561
Cash Revenue	-39,774	-29,912	-9,862	-260,186	-149,560	-110,626
Cash Grants & Reimbursement	-2,752,152	-2,753,652	1,500	-13,760,760	-13,768,260	7,500
Total Revenue	-3,414,760	-3,671,457	256,697	-17,606,027	-18,357,285	751,258
Expenses						
Labor	1,237,739	1,366,996	-129,257	6,753,249	6,834,980	-81,731
Benefits	960,593	881,991	78,602	4,191,806	4,409,955	-218,149
Advertising & Marketing	-19,742	7,434	-27,176	34,586	37,170	-2,584
Professional & Technical	25,371	74,375	-49,004	253,204	371,875	-118,671
Outside Services	33,530	37,084	-3,554	187,035	185,420	1,615
Outside Labor	86,944	124,339	-37,395	417,974	621,695	-203,721
Fuel & Lubricants	223,471	307,865	-84,394	1,187,368	1,539,325	-351,957
Supplies	76,839	86,744	-9,905	340,180	433,720	-93,540
Vehicle Maintenance	68,547	69,183	-636	417,324	345,915	71,409
Marketing Supplies	7,652	2,293	5,359	18,584	11,465	7,119
Utilities	38,764	46,929	-8,165	208,302	234,645	-26,343
Insurance	89,469	80,148	9,321	414,283	400,740	13,543
Taxes	16,304	17,633	-1,329	87,945	88,165	-220
Purchased Transportation	451,379	465,159	-13,780	2,358,357	2,325,795	32,562
Miscellaneous Expenses	54,708	46,904	7,804	201,957	234,520	-32,563
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	19,755	16,667	3,088	76,060	83,335	-7,275
Leases & Rentals	46,525	39,713	6,812	198,797	198,565	232
Total Operating Expenses	3,417,847	3,671,457	-253,610	17,347,013	18,357,285	-1,010,272
Operating (Surplus) Deficit	3,087		3,087	-259,014		-259,014

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MONTEREY-SALINAS TRANSIT
Revenue & Expense - Consolidated
Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-19,900	-23,171	3,271	-116,955	-115,855	-1,100
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-435,443	-435,443		-2,177,215	-2,177,215	
Total Revenue	-455,343	-458,614	3,271	-2,294,170	-2,293,070	-1,100
Expenses						
Labor	5,790	10,473	-4,683	50,860	52,365	-1,505
Benefits	8,908	5,562	3,346	32,849	27,810	5,039
Advertising & Marketing		417	-417		2,085	-2,085
Professional & Technical		417	-417		2,085	-2,085
Outside Services						
Outside Labor	5,222	8,375	-3,153	25,917	41,875	-15,958
Fuel & Lubricants	50,902	38,070	12,832	274,997	190,350	84,647
Supplies	157	1,957	-1,800	1,991	9,785	-7,794
Vehicle Maintenance				474		474
Marketing Supplies						
Utilities	120		120	520		520
Insurance						
Taxes						
Purchased Transportation	434,911	374,490	60,421	2,138,203	1,872,450	265,753
Miscellaneous Expenses	18,494	18,853	-359	92,577	94,265	-1,688
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	524,503	458,614	65,889	2,618,387	2,293,070	325,317
Operating (Surplus) Deficit	69,159		69,159	324,217		324,217

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – December 2018

RECOMMENDATION:

1. Accept report of December 2018 cash flow presented in Attachment #1
2. Approve December 2018 disbursements listed in Attachment #2
3. Accept report of December 2018 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance December 1, 2018	\$7,769,029.98
Revenues	4,122,980.46
Disbursements	<u><2,989,157.78></u>
Ending balance December 31, 2018	<u>\$8,902,852.66</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of the first half of FY 2019, a \$354,494 surplus on the fixed-route portion of the operations was offset by a nearly equal \$333,280 deficit on the MST RIDES operation, resulting with a modest year-to-date surplus of just over \$20,000. This negative RIDES variance can be attributed in part to increased demand for paratransit services on weekends in Salinas, which must be provided for free in association with our “Free 40’s” promotion for fixed-route buses in Salinas on weekends. Under the federal Americans with Disabilities Act regulations, when free


fares are offered on fixed-route buses, comparable ADA paratransit trips must also be free. Staff has noted record high passenger boardings on the MST RIDES program.

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

1. **Maintenance** – This 25.0% negative variance can be primarily attributed to consuming a significantly higher amount – or value amount – of parts for MST's large transit buses. Staff will be looking into the cause of this negative variance and, if it continues into the second half of the fiscal year, will detail the cause(s) in future monthly financial report memos to your Board.

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

PREPARED BY:


Lori Lee

REVIEWED BY:


Hunter Harvath

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 12/01/18 7,769,029.98

Revenues

Passenger Revenue	310,053.59	
DOD Revenue	274,633.00	
LTF / STA / 5307	2,602,023.00	
Sales Tax	873,488.13	
Grants	9,964.00	
Interest Income	18,895.62	
Non Transit Revenue	33,923.12	
Total Revenues		4,122,980.46

Disbursements

Operations (See Attachment #2)	2,840,542.40	
Capital	148,615.38	
Total Disbursements		(2,989,157.78)

Ending balance 12/31/18 **8,902,852.66**

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	272,008.12
Local Agency Investment Fund (LAIF)	2,326,761.08
Money Market - Homeland Security	501,236.16
Money Market - Rabo MM	1,443,708.89
Money Market - PTMISEA	2,637,192.98
Money Market - LCTOP	927,718.95
Money Market - Rabo Prop. 1 B	774,694.90
Bank of America - Escrow	8,986.58
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	<u>8,902,852.66</u>

PAYROLL ACCOUNT

December 07 Payroll & Related Expenses	621,026.49	
December 21 Payroll & Related Expenses	632,012.28	
PERS & 457	268,054.17	
Garnishments	4,913.88	
PERS Health Insurance	<u>345,509.52</u>	
	1,871,516.34	1,871,516.34

GENERAL ACCOUNT

Disbursements on Attached Summary	988,023.93	
Paydown loans	59,027.41	
Workers Comp. Disbursements	42,427.27	
Interest expense	15,941.21	
Bank Service Charge	<u>12,221.62</u>	
	1,117,641.44	1,117,641.44

Total Disbursements	<u>2,989,157.78</u>
Less Capital Disbursements & Transfers	(148,615.38)
Operating Disbursements	<u><u>2,840,542.40</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR December 01, 2018 - December 31, 2018

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 12/07/2018	50789 - 50881	258,122.80
Accounts Payable 12/11/2018	50882 - 50900	1,199.81
Accounts Payable 12/14/2018	50901 - 50903	210,485.57
Accounts Payable 12/19/2018	50904 - 50911	33,907.72
Accounts Payable 12/21/2018	50912 - 51034	484,308.03
TOTAL		<u>988,023.93</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
SC FUELS	Recurring Expense	50901	12/14/18	131,302.35

TREASURY TRANSACTIONS
FOR NOVEMBER 2018**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/18					2,909,117.52
11/19/18	308	Transfer to General Checking		600,000.00	2,309,117.52
					2,309,117.52
Local Agency Investment Fund:					
Quarterly interest earned - 2.16%					-
					2,309,117.52
LAIF Treasury Balance at 11/30/18					2,309,117.52

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/18					2,676,858.32
11/02/18	308	AP/Payroll		800,000.00	1,876,858.32
11/07/18	212	Military	215,000.00		2,091,858.32
11/08/18	308	AP/Payroll		1,025,000.00	1,066,858.32
11/13/18	702	LCTOP	82,937.02		1,149,795.34
11/15/18	308	AP/Payroll		550,000.00	599,795.34
11/19/18	LAIF Trust	LAIF Trust Fund	600,000.00		1,199,795.34
11/21/18	308	AP/Payroll		700,000.00	499,795.34
11/30/18	212	CC/Military Sales	40,000.00		539,795.34
11/30/18	308	AP/Payroll		250,000.00	289,795.34
11/30/18 Interest @ 0.30%					171.91
RABO MM Balance at 11/30/18					289,967.25

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from December 1, 2018 to December 31, 2018

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-277,323	-316,249	38,926	-1,828,746	-1,897,494	68,748
Special Transit	-357,682	-571,644	213,962	-2,391,341	-3,429,864	1,038,523
Cash Revenue	-42,154	-29,912	-12,242	-302,340	-179,472	-122,868
Cash Grants & Reimbursement	-2,752,152	-2,753,652	1,500	-16,512,912	-16,521,912	9,000
Total Revenue	-3,429,311	-3,671,457	242,146	-21,035,339	-22,028,742	993,403
Expenses						
Labor	1,237,728	1,366,996	-129,268	7,990,977	8,201,976	-211,000
Benefits	921,442	881,991	39,451	5,113,249	5,291,946	-178,697
Advertising & Marketing	6,833	7,434	-601	41,419	44,604	-3,185
Professional & Technical	56,513	74,375	-17,862	309,717	446,250	-136,533
Outside Services	38,786	37,084	1,702	225,821	222,504	3,317
Outside Labor	66,354	124,339	-57,985	484,329	746,034	-261,705
Fuel & Lubricants	182,012	307,865	-125,853	1,369,380	1,847,190	-477,810
Supplies	62,637	86,744	-24,107	402,817	520,464	-117,647
Vehicle Maintenance	86,459	69,183	17,276	503,783	415,098	88,685
Marketing Supplies	1,030	2,293	-1,264	19,614	13,758	5,856
Utilities	41,915	46,929	-5,014	250,218	281,574	-31,356
Insurance	80,577	80,148	429	494,860	480,888	13,972
Taxes	10,600	17,633	-7,033	98,545	105,798	-7,253
Purchased Transportation	452,702	465,159	-12,457	2,811,060	2,790,954	20,106
Miscellaneous Expenses	32,698	46,904	-14,206	234,655	281,424	-46,769
Interfund transfers						
Pass Thru/Benefit of Others						
Interest Expense	18,978	16,667	2,311	95,038	100,002	-4,964
Leases & Rentals	36,566	39,713	-3,147	235,363	238,278	-2,915
Total Operating Expenses	3,333,831	3,671,457	-337,626	20,680,844	22,028,742	-1,347,898
Operating (Surplus) Deficit	-95,480		-95,480	-354,494		-354,494

NOTES

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MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from December 1, 2018 to December 31, 2018

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-32,362	-23,171	-9,191	-149,317	-139,026	-10,291
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-435,443	-435,443		-2,612,658	-2,612,658	
Total Revenue	-467,805	-458,614	-9,191	-2,761,975	-2,751,684	-10,291
Expenses						
Labor	6,253	10,473	-4,220	57,113	62,838	-5,725
Benefits	9,107	5,562	3,545	41,956	33,372	8,584
Advertising & Marketing		417	-417		2,502	-2,502
Professional & Technical		417	-417		2,502	-2,502
Outside Services						
Outside Labor	5,221	8,375	-3,154	31,138	50,250	-19,112
Fuel & Lubricants	33,520	38,070	-4,550	308,517	228,420	80,097
Supplies	179	1,957	-1,778	2,170	11,742	-9,572
Vehicle Maintenance				474		474
Marketing Supplies						
Utilities	120		120	640		640
Insurance						
Taxes						
Purchased Transportation	403,974	374,490	29,484	2,542,177	2,246,940	295,237
Miscellaneous Expenses	18,494	18,853	-359	111,071	113,118	-2,047
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	476,869	458,614	18,255	3,095,256	2,751,684	343,572
Operating (Surplus) Deficit	9,064		9,064	333,280		333,280

To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

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

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

Electronic devices: (cell phones, laptops, iPods, iPads, tablets, etc)

1 Black USB thumb drive	4 Sets of headphones
9 Cell phones	1 Flash drive
1 Portable phone charger	1 Electric watch
1 Bluetooth speaker	1 Cell phone charger
1 Portable radio	

Wallets/purses and Driver's License or Identification Cards:

1 Brown wallet	1 Wells Fargo checkbook
1 Lunch box	1 CSUMB ID card
1 Coin purse	1 Debit card
1 Coach wallet	4 Wallets

Keys, glasses, jewelry, credit cards, cash:

7 Pairs of sunglasses	3 Pairs of prescription eyeglasses
1 Pair of clear gardening glasses	

Musical instruments:

None

Skateboards, strollers, and scooters:

None

Umbrellas:

2 Umbrellas

Bicycles, bike helmets, and locks:
8 bikes

Briefcases, portfolios, books and backpacks:

Bible

The Order of Time – book

Clive Cussler: The Assassin – book

The Demon Haunted World – book

1 Laptop bag

1 Trigonometry book

Borat - DVD

1 Sketch book

1 Husky tool bag

1 Tote bag

Estimated fair market value of \$100 or more:

None

Cash to be retained: \$111.29

1,000 Chilean pesos

50 Mexican pesos

500 Icelandic króna

PREPARED BY:  REVIEWED BY: 
Sonia Wills Carl G. Sedoryk

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 January 8, 2019 from Mr. John Lenner Saldivio regarding an accident involving a Monterey-Salinas Transit (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 regarding this claim, they may request for it to be discussed in closed session.

PREPARED BY: 
Kelly Halcon

APPROVED BY: 
Carl Sedoryk

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Board Operations Performance Committee (BAPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

December 10, 2018
9:00 a.m.

Present: Alejo, Barrera (Chair), O'Connell, Pacheco

Absent: Clark, Martinez

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

Public: Don Gilchrest
Michelle Overmeyer

1. Call to order.

Chair Barrera called the meeting to order at 9:00am.

2. Public comment on matters not on the agenda.

None

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

3. Received FY 2018 Financial Results from Hunter Harvath
4. Received Federal Legislative Update from Don Gilchrest
5. Received State Legislative Update from Hunter Harvath

6. **Received Air Resources Board Innovative Clean Transit Rule Update from Carl Sedoryk**
7. **Received Public Employees Pension Reform Act Litigation Update from Dave Laredo**
8. **Received Update on MV Transportation Damages Settlement from Carl Sedoryk**
9. Closed session.

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

9-1. Conference with Legal Counsel - Anticipated Litigation: AECOM Code § 54956.9(b).

9-2. Conference with Legal Counsel - Anticipated Litigation: Bluescope Code § 54956.9(b).

Recommendation was made by Dave Laredo that an update on closed session items 9-1 and 9-2 made provided through a memo.

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

11. Adjourn

There being no further business, Chair Barrera adjourned the meeting at 9:57 a.m.

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

MST BOARD OF DIRECTORS

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

MEETING MINUTES

January 14, 2019

Present:	Jeff Baron	City of Carmel-by-the-Sea
	Kristin Clark	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King City
	Frank O'Connell	City of Marina
	Luis Alejo	County of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City of Soledad
Absent:	Dan Albert	City of Monterey
	Representative	City of Gonzales
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Assistant General Manager
	Robert Weber	Chief Operating Officer
	Norman Tuitavuki	Deputy Chief Operating Officer
	Kelly Halcon	Directory of HR &Risk Management
	Mark Eccles	Director of Information Technology
	Lisa Rheinheimer	Director of Planning and Marketing
	Jeanette Alegar-Rocha	Executive Assistant /Clerk to the Board
	Andrea Williams	Accountant and Budget Manager
	Michelle Overmeyer	Grants Analyst
	Alvin Johnson	Contract Transportation Supervisor
	Eva Perez	Office Administrator
	Elena Grigorichina	Operations Analyst
	Cristy Sugabo	Mobility Manager
	Mike Gallant	Business and Development Planner

Public: Don Parslow MV Transportation
Robert Bonincontri City of Gonzales

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair LeBarre called the meeting to order at 9:00 am and led the pledge of allegiance.

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

Mr. Sedoryk reviewed the highlights of the agenda and announced that the board will present agenda item 4-1- Recognition of Boardmember Service for Robert Bonincontri upon his arrival at around 10 am and staff's request to pull action item 6-1 Award contract for Automatic Passenger Counters due to a bid protest and will be revisited on the February 4, 2019 board meeting.

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.

None

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)

3-2. Liability Claim Rejection - Edward Gerard. (Kelly Halcon)

Public Comment – None

Director Barrera requested to pull item 3-2 for further discussion.

Director Martinez made the motion to approve item 3-1 on the consent agenda and was seconded by director Carbone. The motion passed unanimously.

Upon receiving clarification on item 3-2 from Kelly Halcon, Director of HR and Risk Management, Director Barerra made the motion to approve item 3-2 and was seconded by director Martinez. The motion passed unanimously.

Director Pacheco arrived 9:07 am

Director Pacheco arrived 9:08 am

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. Recognition of Boardmember Service-Robert Bonincontri.

Mr. Sedoryk and the board recognized Robert Bonincontri for his contribution and service to the community.

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)

MST staff requested to pull action item 6-1 due to a bid protest. This item will be revisited again in the February 4, 2019 board meeting.

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

The MST board and staff conducted the 2019 Strategic Planning Workshop.

Director Alejo Arrived 10:18 am

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.

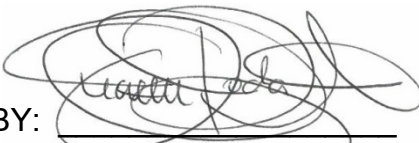
Mr. Sedoryk and Director Barerra jointly announced the Monterey-Salinas Transit Mobility Center Ribbon Cutting and Dedication Ceremony providing the following details:

Date: Wednesday, February 6, 2019
Time: 11:30 a.m. to 2:00 p.m.
Location: 15 Lincoln Avenue, Salinas, CA 93901

8-2. Board member Referrals for future agendas.

9. ADJOURN

There being no further business, Chair LeBarre adjourned the meeting at 11:49 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

MOBILITY ADVISORY COMMITTEE (MAC)

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

MINUTES

Wednesday, September 26, 2018

1. CALL TO ORDER

1.1 Roll Call

Chairperson Kurt Schake called the meeting to order at 1:05 p.m. in the Monterey-Salinas Transit Board of Directors Chamber room (MST).

Present:

Kurt Schake	Veterans Transition Center
Kazuko Wessendorf	Interim, Inc.
Jessica McKillip	ITN Monterey
Aimee Cuda	Central Coast Senior Services
Jenny Swad	The Blind and Visually Impaired Center
Kathleen Murray-Phillips	Monterey County Dept. of Social Services
Alejandro Fernandez	DaVita Dialysis
Maureen McEachen	Visiting Nurse Association

Absent:

Melissa McKenzie	Carmel Foundation
Maria Magaña	Central Coast Center for Independent Living (CCCIL)
Stefania Castillo	Transportation Agency for Monterey County (TAMC)
Reyna Gross	Alliance on Aging

Staff:

Cristy Sugabo	Mobility Services Manager
Alvin Johnson	Contract Transportation Supervisor

Public: Sean Vienna

Association of Monterey Bay Area Governments
(AMBAG)

2. CONSENT AGENDA

2-1. Approve minutes of the regular meeting of July 25, 2018

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

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

4. NEW BUSINESS

4-1. Staff from the Association of Monterey Bay Area Governments (AMBAG) will provide an update on the Draft Coordinated Public Transit-Human Services Transportation Plan.

Sean Vienna with the Association of Monterey Bay Area Governments(AMBAG) presented the Draft Coordinated Public Transit - Human Services Transportation Plan. AMBAG is the metropolitan planning organization for Monterey, San Benito and Santa Cruz County. Mr. Vienna stated that the draft plan is the mandated update to the 2013 Plan and AMBAG is asking for public comments. Also, the draft is available online and AMBAG will continue to accept comments until the end of October. The final plan will be presented to the AMBAG Board of Directors in November.

5. UNFINISHED BUSINESS

5.1 Receive report on the proposed expansion of the MST RIDES Special Transportation (ST) zones and recommend to the MST Board of Directors to approve.

Chair Shacke asked Ms. Sugabo if a presentation is available. Ms. Sugabo stated that the committee requested a copy of the proposal at the last MAC meeting to review in advance and that Alvin Johnson, MST's Contract Supervisor, is present to answer questions.

Member McEachen asked how many of the current RIDES clients would benefit from the expansion. In response, Contract Supervisor Alvin Johnson stated that at

present MST identified seven (7) RIDES clients that are currently outside the RIDES service area.

Member McKillip made a motion to recommend the proposed expansion of the MST RIDES Special Transportation (ST) zone to the MST Board of Directors to approve and Member Mceachen seconded. The motion passed unanimously.

6. MEMBERSHIP

6.1. Recommend and approve Cheryl Tsuchiura for MAC membership as ITN Monterey County alternate representative.

Member McEachen made a motion to accept membership for Cheryl Tsuchiura as ITN Monterey County alternate representative, and Member Cuda seconded. The motion passed unanimously.

7. REPORTS

The Committee will receive these report(s), which do not require action by the Committee.

7.1. MV Transit Report

MV General Manager Don Parslow provided a statistical report on the RIDES paratransit service delivery. He also mentioned that MV hired one (1) dispatcher, who is currently in training.

7.2. MST Mobility Updates

Ms. Sugabo informed the committee that MST is conducting four (4) public hearings to solicit community input from the public on a Draft Emergency Service Reduction Plans. Some or all of the proposed cuts would be necessary if the State SB1 transportation operating funds discontinue as a result of Proposition 6 on November 6, 2018.

Ms. Sugabo provided information on the Transportation Reimbursement Incentive Program (TRIPs). She stated that the program has been modified to include reimbursement for trips taken outside the County and that the service area is now based on the walking distance of more than $\frac{3}{4}$ mile from participant's home address to MST's nearest bus stop location.

8. SUBJECT ITEM REQUEST

This item(s) will be included on a future agenda for follow-up.

None

9. ANNOUNCEMENTS AND APPRECIATIONS

Member McEachen mentioned that the Visiting Nurse Association (VNA) is offering free flu shots.

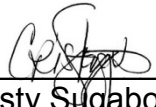
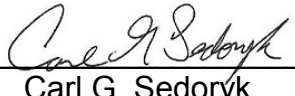
Member Cuda announced that the Generation By the Bay Adult Day Center in Seaside opened its doors last week, and that the Center has about 25 participants, but is seeking 75 to have full census. Ms. Cuda also shared and passed out program flyers.

Member McKillip announced that Independent Transportation Network(ITN) increased its membership and had a total of 845 provided rides last month 100 more than the average monthly trips. Ms. McKillip also shared and passed out ITN's new bilingual marketing service flyers.

Chair Schake announced that the Veterans Transition Center (VTC) is the lead organization for the 2018 Monterey County Veterans Stand Down Event, where any homeless veterans are provided with support and services from service organizations. Mr. Schake extended his appreciation to Don with MV and Alvin Johnson, MST's Contract Supervisor, for coordinating transportation with San Jose VTA and MV Transportation.

10. ADJOURN

There being no further business, Chair Schake adjourned the meeting at 1:50 p.m.

PREPARED BY:  REVIEWED BY: 
Cristy Sugabo Carl G. Sedoryk

ROBERT TADMAN 19 YEARS OF SERVICE

WHEREAS, Robert Tadman began his career with Monterey-Salinas Transit District in 1999 as a Mechanic in MST's Maintenance Department; and

WHEREAS, Robert Tadman has been recognized with multiple Job Safety Awards, and multiple Attendance Awards throughout his career; and

WHEREAS, Robert Tadman was selected and recognized as Employee of the Month in 2005; and

WHEREAS, after 19 years of service with MST, Robert Tadman retired on December 15, 2018.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-16 this 4th day of February, 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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ENRIQUE FERNANDEZ 19 YEARS OF SERVICE

WHEREAS, Enrique Fernandez began his career with Monterey-Salinas Transit District in 1999 as a professional Coach Operator, and

WHEREAS, Enrique Fernandez has been recognized with numerous Safe Driving Awards, a Special Projects Award, numerous Certificates of Appreciation; and a number of Letter of Commendations from MST customers; and

WHEREAS, Enrique Fernandez was selected as a Line Instructor in 2001; and

WHEREAS, after 19 years of service with MST, Enrique Fernandez retired on December 29, 2018.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-19 this 4th day of February, 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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To: Board of Directors
From: Lisa Rheinheimer, Director of Planning and Marketing
Subject: Disposal of Lost and Found Property Policy and Public Hearings Policy

RECOMMENDATION:

Approve revised Disposal of Lost and Found Property Policy and Public Hearings Policy.

FISCAL IMPACT:

There are negligible fiscal impacts of approving the revised policies.

POLICY IMPLICATIONS:

Your Board sets policy matters including Disposal of Lost and Found Property Policy and Public Hearings Policy. The revisions reflect pragmatic changes needed to implement the policies as well as comply with State and Federal laws.

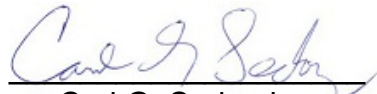
DISCUSSION:

The revised Disposal of Lost and Found Property Policy (Attachment 1) amends Section 3. A. so that only lost and found items with a fair market value of \$100 or more will be auctioned by MST. All other items will be destroyed, disposed of, or donated to non-profit organizations. Most items retained by MST are electronic devices, wallets/purses, ID cards, keys, glasses, jewelry, and backpacks. After a three-month holding period of lost and found items, MST will destroy items which are personal and under \$100, or they will be donated to a non-profit organization.

The revised Public Hearings Policy makes more substantive changes (Attachment 2). The current policy goes above and beyond the requirements of the Federal Transit Administration (FTA) for what constitutes a major reduction or fare increase. The FTA only requires a “locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation.”

MST’s current Public Hearings Policy goes beyond this requirement by mandating a public hearing when MST buses travel on public roads previously not served by transit. This MST policy inhibits MST’s planning efforts when new services are desired, when route changes are made, or when our local partners request changes. The revised Public Hearing Policy removes this requirement.

Attachment 1: Revised Lost and Found Property Policy
Attachment 2: Revised Public Hearings Policy

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

DISPOSAL OF LOST AND FOUND PROPERTY

Adopted: 7/12/2010

Revised: 11/13/2017Revised: 2/4/2019

OBJECTIVE: To establish responsible guidelines regarding the disposal of property found on MST buses, property left at bus shelters and turned in to MST drivers, contract transportation, or MST staff, and property left at any of MST's Administrative or Transit Centers.

MST staff and bus drivers will make every effort to collect all lost and found property, hold property for the amount of time specified herein, and return all property to its rightful owner upon verification of ownership. For all unclaimed property, the following guidelines shall be followed:

1. PURPOSE AND APPLICABILITY OF THE LOST AND FOUND POLICY

- A. As a public agency and recipient of state, federal and local funds, Monterey Salinas Transit (MST) must follow the guidelines of the CA Civil Code, Chapter 4 regarding Lost and Unclaimed Property. CA Civil Code §2080.6 allows any public agency to elect to be governed by the provisions of this article with respect to the disposition of personal property found or saved on its property subject to its jurisdiction, or may adopt reasonable regulations for the care; restitution; sale or destruction of unclaimed property in its possession. (CA Civil Code §2080.6(a))
- B. The standards established herein shall apply to all activities associated with all lost and found items recovered by MST and its employees and contract transportation provider.

2. GENERAL REQUIREMENTS

A. Definitions

The following capitalized words and phrases whenever used in this policy shall be construed as defined below:

BOARD shall mean the Board of Directors of the Monterey-Salinas Transit District (MST).

GENERAL MANAGER shall mean the chief executive officer of MST appointed by the Board of Directors.

"MST" and "MONTEREY-SALINAS TRANSIT DISTRICT" shall mean the Monterey-Salinas Transit District as established and operated under Part 17, Division 10 of the *California Public Utilities Code*.

B. Administrative Procedures

1. MST maintains this Lost and Found Policy in compliance with *CA Civil Code §2080.6* to safeguard and properly dispose of found items which come into MST's custody. Items are kept at one of three Customer Service locations:

MST Bus Stop Shop
201 Pearl Street, Monterey, CA 93940

Salinas Transit Center
110 Salinas Street, Salinas, CA 93901

Marina Transit Exchange
280 Reservation Road, Marina, CA 93933

2. Lost items listed in Section 3 (below) which are left on buses, bus benches, at transit centers, at bus stops, and/or which have been turned into Bus or RIDES Operators, Customer Service Representatives, or any MST employee will be held at one of the Customer Service locations listed in Section A (above) for a three (3) month period.
3. Lost items will be stored according to the procedures outlined in this policy for a **three (3) month period**. **ONLY** the following items will be held by MST:
 - a. Electronic devices (cell phones, laptops, iPods, iPads, tablets, etc.).
 - b. Wallets/purses and Drivers' License or Identification Cards.
 - c. Keys, glasses, jewelry, credit cards, gift cards, and cash.
 - d. Musical instruments.
 - e. Skateboards, strollers, and scooters.
 - f. Umbrellas.
 - g. Bicycles, bike helmets, and locks.
 - h. Briefcases, portfolios, books, and backpacks.
 - i. Rx Medications (when found in appropriately labeled container).
 - j. Anything with an estimated fair market value of \$100 or more.
4. All other items will be discarded within ten (10) business days. If the owner is unable to retrieve the item within the ten (10) business days, the owner may contact Customer Service at (888) MST-BUS1 (888-678-2871) to request that the item be held for an additional five (5) business days.
5. The following items will be disposed of immediately:
 - a. Hazardous, perishable, and unsanitary items.
 - b. Illegal items will be turned over to law enforcement.

6. If the owner of the lost item can be determined from identification that is attached to the item, a Customer Service Representative will attempt to contact the owner.
7. Lost items can be claimed by calling Customer Service at (888) MST-BUS1 (888-678-2871) from 8:00 a.m. to 5:00 p.m., Monday through Friday ONLY. Items can be picked up at one of the Customer Service locations identified in Section A (above) after calling MST to ascertain the location of the lost item(s). Items may not be claimed after normal business hours or on weekends.
8. If the owner of the lost item can be determined from identification that is attached to the item, a Customer Service Representative will attempt to contact the owner.
9. Lost items can be claimed by calling Customer Service at (888) MST-BUS1 (888-678-2871) from 8:00 a.m. to 5:00 p.m., Monday through Friday ONLY. Items can be picked up at one of the Customer Service locations identified in Section A (above) after calling MST to ascertain the location of the lost item(s). Items may not be claimed after normal business hours or on weekends.

3. UNCLAIMED ITEMS

- A. Only Lost items with an estimated fair market value of \$100 or more listed in Section 2.B.3 above that remain unclaimed after the three (3) month period will be sold at auction conducted by MST or by an auction house chosen by MST. All other items will be destroyed, properly disposed of, or donated to a non-profit organization.
- B. The General Manager or his/her designee shall publish a "Notice of Auction" to sell/dispose of any property found and stored by MST pursuant to the requirements of *CA Civil Code §2080.6*.
 1. The General Manager or his/her designee shall have the Notice of Auction published in a newspaper of general circulation in the County of Monterey, at least 5 days before the time fixed for the auction.
 2. Any property remaining unsold after being offered at auction may be destroyed or otherwise disposed of by MST. MST will donate any unsold items to non-profit charitable organizations under MST's Disposal of Surplus Property Policy.
- C. If MST, in its sole discretion, determines that any property transferred to it for sale is needed for a public use, such property may be retained by MST.

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PUBLIC HEARINGS POLICY

Adopted: May 12, 2014

Revised: March 6, 2017

Revised: February 4, 2019

OBJECTIVE: To establish a locally developed process for soliciting and considering public comments for major service [changes](#) [reductions](#) and fare increases.

Definition of Purpose and Applicability of Public Hearing Requirement

In accordance with 49 USC Chapter 53, Federal Transit Laws, Section 5307 (c)(1)(I), a grantee must have a “locally developed process to solicit and consider public comment before raising a fare or carrying out a major [reduction of transportation](#).” [in service](#). The regulation does not require that fare decreases, service increases, or “special fares” be preceded by public comment. The grantee is not required to hold a public meeting, but must offer an opportunity for one. The grantee must establish guidelines or thresholds for what it considers a “major” [change reduction](#) to be.

Threshold for Public Hearing Requirement

The MST Board defines a “major [reduction of transportation](#)” [change](#) as one that results in a 20% or greater decrease in [total vehicle service hours](#), [changes in routing that result in MST vehicles utilizing new public streets and/or corridors not previously used by any route](#) (excluding major arterial and collector streets, streets designated as a truck route, or a State-owned roadway), or any [permanent increase in fare structure for fixed-route or paratransit service](#). Changes not meeting this threshold do not require a public comment process.

Exceptions to the Public Hearing Requirement Actions by the District Not Requiring a Public Hearing

- a. A reassignment of route numbers resulting from combining existing routes, which results in the creation of a new route “number”.
- b. Standard seasonal variations, unless the variation, as compared to operations during the previous season, falls within the definitions of major [adjustments](#) [reduction of transportation service](#) listed above.
- c. Emergency service changes, including changes in routes or service frequencies which may be necessitated due to a disaster which severely impairs public health or safety, changes in access to public streets, or the ability of District equipment to travel on public streets.

- d. The restoration of service which had been eliminated within the past ten years due to budget constraints, provided the service runs substantially on the same route as it had prior to its elimination, subject to minor deviations which do not exceed the major adjustment of transit service requirements above.

Public Hearing Guidelines

1. The General Manager/CEO or the MST Board of Directors will authorize the holding of a public hearing(s) when required and if appropriate, a public hearing officer will be assigned.
2. When appropriate, public hearings may be held on the Monterey Peninsula, within the City of Salinas, and/or within a jurisdiction(s) of the Central Salinas Valley.
3. The Executive Assistant/Clerk to the Board with guidance from the Assistant General Manager and General Manager/CEO or their designate shall seek input from Board members regarding the time, location and public notice requirements for the public hearing(s) to be held.
4. Special consideration should be given on the timing, location and public notice of the event to ensure that the public has the ability to provide comment by attending the meeting or submitting written, email, or verbal comments.
5. At least two weeks' notice to the public shall be given prior to each hearing.
6. The public shall be invited to submit written, email, or verbal comments if they cannot attend the hearing.
7. Publicity for the hearing and written comments shall at a minimum include:
 - Advertisements in the Herald and/or the Californian (depending on the location(s) of the meeting(s), and at least one Spanish language medium during the minimum two-week notice period.
 - Legal notice in the Herald and/or the Californian (depending on the location(s) of the meeting(s) during the minimum two-week notice period.
 - Car cards in all MST coaches during the minimum two-week notice period.
 - A press release for local media.
8. Media releases related to the public hearing must be reviewed by General Manager/CEO, Assistant General Manager or his/her designate.
9. The Executive Assistant/Clerk to the Board shall notify all MST Board members and their respective alternates of the time and location for the public hearing as part of the public notification process.

Consideration of Public Comments

1. MST staff shall provide the Board of Directors with all comments submitted by the public.
2. The Board will consider all comments submitted during the public hearing process.

3. The Executive Assistant/Clerk to the Board shall record each speaker's name and a brief summary of their comments.
4. The Board will take no final action until the public's written and oral comments have been presented at the final public hearing.

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To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: Subscription Agreement for Software-as-a-Service to Support MST Planning and Other Departments

RECOMMENDATION:

Authorize an agreement with Remix for a transit planning web-based platform for a subscription in the annual amount of \$35,600.

FISCAL IMPACT:

The MST FY 2018/19 Budget does not include this expense. However, the amount of \$35,600 may be divided between the current fiscal year (\$11,867) and FY 2019/20 (\$23,733). MST staff will include a full year subscription in the draft FY2019/20 budget for your Board's consideration in June.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

The current method of planning new or changing existing MST transit lines is accomplished by pen and paper. Changes to routing and scheduling are made by the planning department every 6 months factoring in customer feedback, MST performance, driver suggestions, and requests from partners. A robust set of underlying data is currently not available using this pen-and-paper planning method. Hand-drawn maps and Excel timetables are submitted to a vendor who translates this information to the MST Rider's Guide.

This method is cumbersome and could be improved with a new planning tool used by transit agencies across California and the nation. The MST planning department has received multiple demonstrations of the Remix planning tool and used it in evaluating possible changes to Line 23 during the Salinas Valley Express Transit Corridor Planning Study.

Remix is cloud-based and allows planners to quickly design new routes and make changes to existing routes, all while understanding what impacts may occur at the

stop and route level as a result. Information and data provided by Remix includes impacts to population served, poverty, minority, jobs, seniors, youth, disabled, limited English, operating cost, hours, miles, and custom layers among others.

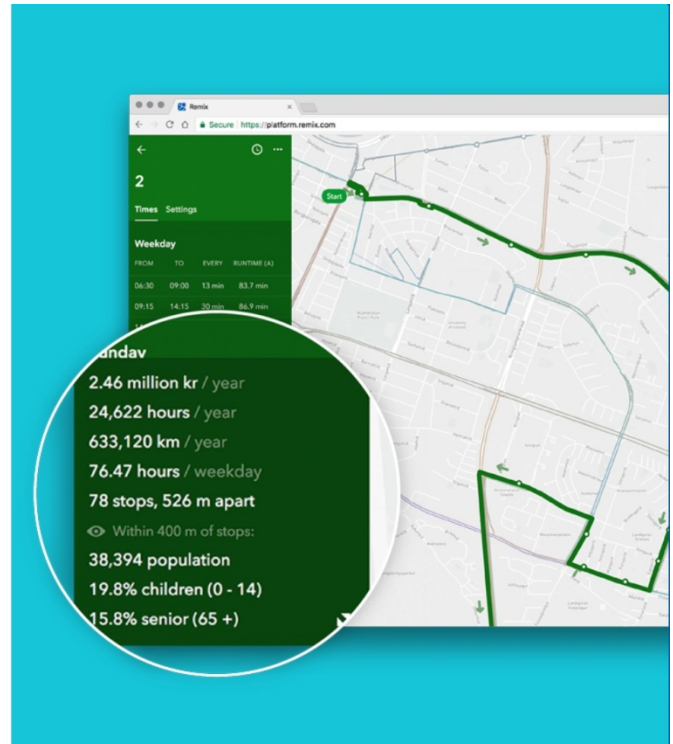
The image below is an example of route planning information for the Reykjavik, Iceland transit system:

Visualize and analyze transit data in a single platform

Transit plans are more than just lines on a map. Remix makes it easy to see who has access to transit, where, and how often.

Reykjavík,
Iceland

Strætó now evaluates frequency changes on their Mosfellsbær routes in minutes, not days. By digitizing the process, they can plan in a fraction of the time.



The Remix tool will be used for the following applications within MST:

- ◆ Planning transit services – sketch planning, demographic impacts, cost estimates, information for Rider's Guide booklet published every 6 months
- ◆ Public engagement – help community members understand tradeoffs of transit decisions on an ongoing basis and for special studies
- ◆ Title VI Analysis – generates service equity analysis as required every 3 years by FTA (potentially reduces staff time from 2 weeks to 2 days)
- ◆ Grant applications – sketch level planning to support grant applications for new and/or expanded transit services as needed
- ◆ Customer service – respond to customer service requests with support data on an ongoing basis and during the TAMC Unmet Transit Needs process

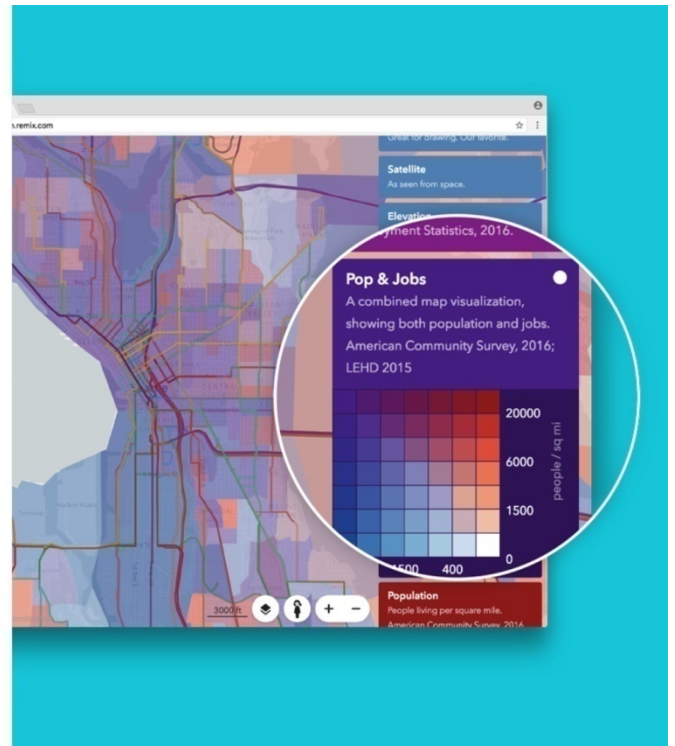
The image below is an example of how the Remix tool can be used for stakeholder engagement:

Share intuitive visuals that convince stakeholders

Getting buy-in is half the battle. With Remix, you can engage with community stakeholders and shape your transit vision together.

Seattle, WA

King County Metro saved over a year on their LRTP. Intuitive visuals helped to build consensus across 39 municipalities during the planning process for their 2040 transit plan.



When MST staff are fully trained using the Remix platform, we anticipate cost and time savings throughout the various departments.

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

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To: Board of Directors

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: Exterior Work for Fourteen (14) New Rides Vehicles – Measure Q Expenditure

RECOMMENDATION:

Authorize Measure Q expenditures not to exceed \$84,000 for exterior paint and decal work on fourteen (14) new MST RIDES mini-buses.

FISCAL IMPACT:

This is an authorized Measure Q expenditure.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

Staff has requested and received quotes from a number of local vendors that are qualified and able to perform this work.

Based on recent experiences, staff may choose several local vendors to complete this work. The goal is to complete the exterior paint and decal work as quickly as possible without sacrificing MST's expectation of professional, quality work.

Staff is requesting authorization to use Measure Q funds to pay local vendors for exterior paint and decal work for a total amount not to exceed \$84,000.

PREPARED BY:  REVIEWED BY: 
Norman Tuitavuki Carl G. Sedoryk

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To: Board of Directors

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: SEON Video Camera, Wiring, and Other Related Components for
Fourteen (14) New RIDES Paratransit vehicles – Measure Q Expenditure

RECOMMENDATION:

Authorize Measure Q expenditures not to exceed \$50,000 for on-board video surveillance camera equipment, wiring, and other related components for fourteen (14) new MST RIDES paratransit buses.

FISCAL IMPACT:

This is an authorized Measure Q expenditure.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

Staff must purchase and acquire SEON System Sales, Inc., brand video surveillance cameras, wiring, and related components for fourteen (14) new MST RIDES paratransit buses. The buses are currently in the possession of Creative Bus Sales, the agency that coordinates bus sales for MST for these types of buses. In addition to the bus sale, Creative Bus Sales will be installing the video surveillance system on these vehicles. Creative Bus Sales needs these parts, components, and materials to complete the installations.

Staff is requesting authorization to use Measure Q funds to pay SEON System Sales, Inc., for video camera system parts, components, and materials in an amount not to exceed \$50,000.

PREPARED BY:  REVIEWED BY: 
Norman Tuitavuki Carl G. Sedoryk

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To: Board of Directors

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: Video Cameras for Fourteen (14) New Rides Vehicles – Measure Q Expenditure

RECOMMENDATION:

Authorize Measure Q expenditures not to exceed \$28,000 for video camera installation services on fourteen (14) new MST RIDES mini-buses.

FISCAL IMPACT:

This is an authorized Measure Q expenditure.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

Staff has requested and received quotes from a number of local vendors that are qualified and able to perform this work.

After careful consideration, staff recommends awarding this work to Creative Bus Sales of Sacramento, CA. Creative Bus Sales is currently in possession of these vehicles now and is the authorized dealer coordinating the sale of these buses. Creative has experienced installers who recently installed the video camera systems on a number of new MST vehicles.

Staff is requesting authorization to use Measure Q funds to pay Creative Bus Sales for video camera installation services in an amount not to exceed \$28,000.

PREPARED BY:  Norman Tuitavuki

REVIEWED BY:  Carl G. Sedoryk

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To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: Automatic Vehicle Location – Radio Network Controllers

RECOMMENDATION:

Authorize the purchase of two Radio Network Controller (RNC) consoles that are integral to the Global Positioning System/ Automatic Vehicle Location (GPS/AVL) for tracking and communicating with the MST fleet.

FISCAL IMPACT:

Up to \$35,000 for the purchase and configuration of three radio consoles. 100% funding is available from the FY 2019 Capital Budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST installed a Global Positioning System/ Automatic Vehicle Location (GPS/AVL) system in September 2001. This provides MST with data and radio coverage to track and communicate with the bus fleet from Gilroy to King City as well as most of the Monterey Peninsula up to Santa Cruz. The County of Monterey has housed the necessary data and radio equipment at their Mount Toro, Huckleberry Hill and Williams Hill locations.

Due to the operating system (OS - XP) on the current RNCs being no longer supported by Microsoft, MST has to upgrade to the latest and most secure operating system (Windows 10). This will ensure that the MST computer network has the latest and most secure infrastructure in place thus avoiding issues with external security threats. As the current hardware is not compatible with Windows 10, new hardware is required to be purchased. Due to the integration within the existing GPS/AVL, the hardware can only be purchased from Trapeze Group.

Approval of this item will authorize the purchase and configuration of two RNCs to ensure all current MST computer systems are running the most secure operating systems.

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

To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Receive FY 2018 Comprehensive Annual Financial Report (CAFR)

RECOMMENDATION:

Receive the agency's FY 2018 Comprehensive Annual Financial Report.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

A Comprehensive Annual Financial Report is prepared each year in association with the agency's audit process, posted on the MST website, and submitted to the state of California as well as to the Government Finance Officers Association of the United States and Canada for review and evaluation.

DISCUSSION:

To provide transparency for the general public and local, state and federal stakeholders, MST each year prepares and posts on its website a CAFR, which can be downloaded and printed directly from the site. A primary component of this document is the annual audit, which is conducted by an outside accounting firm to attest to the state of the agency's finances. In recognition of excellence in financial reporting, MST received a certificate of achievement from the Government Finance Officers Association of the United States and Canada for last year's FY 2017 CAFR.

MST has submitted its FY 2018 CAFR to this organization for evaluation and consideration. The auditor's management letter (Attachment 1) as well as a summary page detailing MST's FY 2018 budget, actual expenditures, and their respective positive or negative variances (Attachment 2), are included for your review. The complete report – as well as MST's CAFRs dating back to FY 2005 – can be viewed and downloaded through MST's website at <http://mst.org/about-mst/financials/> and can also be provided in hard copy to any member of your Board upon request.

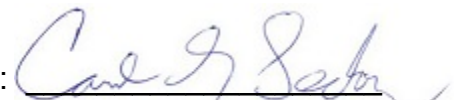
Attachment 1: Dec. 21, 2018, letter from MST auditors Vavrinek, Trine, Day & Co., LLP

Attachment 2: Page 41 of the FY 2018 CAFR

PREPARED BY:


Hunter Harvath

REVIEWED BY:


Carl G. Sedoryk



VAVRINEK, TRINE, DAY & CO., LLP
Certified Public Accountants

VALUE THE *difference*

Governing Board of
Monterey-Salinas Transit
Monterey, California

We have audited the financial statements of the Monterey-Salinas Transit (MST) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit. We have communicated such information in our letter. Professional standards also require that we communicate to you the following information related to our audit:

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the MST are described in Note II to the financial statements.

We noted no transactions entered into by the MST during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the MST's financial statements were:

Management's estimates used in: Estimates related to the net pension liabilities and deferrals and risk management liabilities. We evaluated the key factors and assumptions used to develop these estimates in determining that they appeared reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements were:

The disclosure of pension plans in Note X to the financial statements describes the MST's retirement plan and the related deferred outflows/inflows of resources and the net pension liability.

The financial statements disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 21, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the MST's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or the statistical section, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

This report is intended solely for the information and use of the MST's Board, management, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Vavrinek, Trine, Day & Co. LLP

Palo Alto, California
December 21, 2018

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**BUDGETARY COMPARISON SCHEDULE
YEAR ENDED JUNE 30, 2018**

	Budgeted Amounts	Actual	Variances Positive (Negative)
REVENUES:			
Fares	\$ 10,714,320	\$ 10,817,163	\$ 102,843
Operating assistance:			
Sales tax revenue	8,536,572	8,990,950	454,378
Federal grants	8,242,332	9,272,663	1,030,331
Local and State grants	18,984,168	20,809,630	1,825,462
Interest	56,844	73,835	16,991
Other income	6,876	335,906	329,030
Total revenues	<u>46,541,112</u>	<u>50,300,147</u>	<u>3,759,035</u>
EXPENSES:			
Salaries and benefits	25,780,584	26,572,590	(792,006)
Professional and technical services	2,726,772	2,403,890	322,882
Materials and supplies	6,268,812	4,909,665	1,359,147
Utilities	536,280	426,940	109,340
Insurance	732,888	704,306	28,582
Taxes	208,644	186,946	21,698
Purchased transportation	8,870,784	8,935,084	(64,300)
State program admin fees	507,204	399,970	107,234
Other	909,144	1,005,450	(96,306)
Total expenses	<u>46,541,112</u>	<u>45,544,841</u>	<u>996,271</u>
Excess of revenues over expenses	<u>-</u>	<u>4,755,306</u>	<u>4,755,306</u>
RECONCILING ITEMS:			
Loss on disposal of capital assets		(49,043)	
Depreciation		(5,530,752)	
Capital contributions		18,777,515	
Total		<u>13,197,720</u>	
CHANGE IN NET POSITION		17,953,026	
NET POSITION, Beginning		47,552,665	
NET POSITION, Ending		<u>\$ 65,505,691</u>	

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To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: \$1 million Revolving Line of Credit

RECOMMENDATIONS:

Authorize renewal of a \$1 million revolving line of credit with Rabobank, N.A., to maintain cash flow as unexpected events occur – such as the partial shutdown of the federal government (including the Federal Transit Administration) – that delay grant funding reimbursements and other short-term financing needs.

FISCAL IMPACT:

Prime rate plus 0.75% on funds borrowed up to \$1 million credit limit.

POLICY IMPLICATIONS:


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

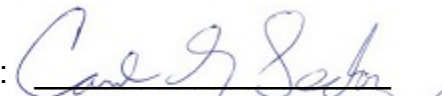
DISCUSSION:

Monterey-Salinas Transit (MST) currently has a \$1 million revolving line of credit with Rabobank 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 possible current and future cash flow risks associated with the partial shutdown of the federal government.

For some 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 other grants – specifically, MST's primary \$8 million federal operating grant – will most likely not arrive until near the end of the fiscal year at the earliest to reimburse the district for expenditures made since July 1, 2018. For the state's various transit grant programs, Caltrans often requires 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 by MST 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 renew its revolving line of credit in the amount of \$1 million for the coming year. As such, staff is requesting authorization from your Board to sign the appropriate documents to maintain this \$1 million line of credit with Rabobank, N.A.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: South County Maintenance & Operations facility in King City

RECOMMENDATIONS:

Authorize up to \$290,000 for the following safety and security expenditures for Monterey-Salinas Transit's (MST) South County Maintenance & Operations facility in King City:

1. \$230,000 for 4 pairs of security gates to control driveway and parking lot access to the facility.
2. \$34,000 for chain link fencing along the north and west sides of the property to control access to the facility from neighboring properties.
3. \$26,000 for 10% contingency.

FISCAL IMPACT:

\$290,000. Funded primarily by MST's Proposition 1B Safety and Security state bond funds, already received in MST's restricted capital bank account and awaiting expenditure on eligible expenses.

POLICY IMPLICATIONS:

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

DISCUSSION:

For the last decade, MST has received annual apportionments from the state of California to assist the district in conducting capital projects designed to enhance the safety and security of buses and facilities. Originally approved by voters in 2006 as part of a larger Proposition 1B Transportation state bond package, this program has enabled MST to purchase a variety of safety and security systems (cameras, access card systems, fencing and automatic gates, etc.) that have benefited our passengers, employees, and the general public.

MST was recently informed by our state grant managers that the last remaining Proposition 1B Safety & Security bond funds must be expended by the end of March

2019. In that regard, staff has identified the following eligible components of the King City project to utilize a significant amount of these remaining funds:

- **Four pairs of automatic security gates** – Manufactured by Wallace Perimeter Security, these gates would protect the vehicle access locations along San Antonio Drive and Don Bates Way. As MST has installed the Wallace gates at both its Salinas and Monterey bus garages, staff has experience with the performance and operation of this company's equipment. As this equipment is very specialized and not widely manufactured, this purchase would be considered eligible for a "sole source" procurement. However, it is staff's intention that at least three quotes be solicited from installation companies, so that a portion of the project would be competitively bid in accordance with MST's procurement policies.
- **Chain-link fencing** – Along the north and west sides of MST's King City property, a traditional chain link fence would be installed to provide security from neighboring properties along the north and west parcel lines. With an engineer's estimate of \$34,000, quotes are due February 1, 2019.

Given the grant deadline of March 31, 2019, staff is seeking authorization from your Board to purchase the gates now from Wallace Perimeter Security, which has committed to storing the gates and related materials until it is time for their installation at MST's King City property. In addition, staff is seeking authorization from your Board to select the lowest responsive and responsible bid from the three chain link fence installers currently being solicited upon receipt of the quotes on or before February 1st.

The following summarizes the requested expenditures:

\$230,000	Automatic Safety Gates (Wallace Perimeter Security)
\$ 34,000	Chain-link Fencing (Estimate – Supplier TBD February 1 st)
\$264,000	Project Subtotal
\$ 26,000	Contingency (Approximately 10%)
\$290,000	Project Total (Funded by CA Prop 1B Safety & Security Bonds)

With these two actions from your Board, staff is confident that MST would be able to get fully reimbursed for these expenditures before the March 31st grant deadline. In addition, installing the fence would help MST meet the goal of beginning work on the project by July 2019 as directed by the project's use permit.

PREPARED BY:


Hunter Harvath

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: March Video/Camera Equipment - MST Facilities Upgrade

RECOMMENDATION:

Authorize the purchase and configuration of March surveillance video and camera equipment hardware and software not to exceed \$250,000, to upgrade, expand and integrate the security surveillance video and camera equipment at additional Monterey-Salinas Transit (MST) locations.

FISCAL IMPACT:

Up to \$250,000 for the purchase and configuration of Video/Camera hardware and software. One hundred percent (100%) funding is available from the California Transit Security Grant Program - California Transit Assistance Fund (CTSGP-CTAF).

POLICY IMPLICATIONS:

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

DISCUSSION:

Video surveillance equipment installed at MST operating facilities, customer service locations as well as on the MST fleet enables MST to provide footage to assist local police departments in MST and non-MST related incidents in crime and vandalism incidents. Also, the camera systems have been used to disprove property damage / physical injury claims made by the public against MST from accidents or other incidents.

Monterey-Salinas Transit (MST) has installed enhanced security surveillance video and camera hardware at One Ryan Ranch Road, Monterey (TDA) and 15 Lincoln Avenue, Salinas (Mobility Services Center - MSC). Grant funding is available to complete the upgrade at the remaining four facilities in Salinas, Monterey and Marina. As funding became available there were enhancements needed to improve the functionality as well as increasing the number of cameras to expand the surveillance areas required in the MST locations. Also, the quality of the recording video has improved substantially since the installation of the older system.

The surveillance equipment installed at the MST locations as well as on the MST fleet enables MST to provide footage to assist local police departments in both MST and non – MST to provide footage to assist local police department in both MST and non-

MST related incidents in crime and vandalism. Also, the camera systems have been used to disprove claims made by the public against MST for injuries other incidents.

This sole-source purchase is from First Alarm, the local vendor of the March Video/Camera Equipment. The Independent Cost Estimate has determined that the pricing for the upgrade is the same as paid for the same system that has already been installed at the TDA and MSC locations.

By approving this purchase, the systems will be upgraded to the March system for live and recorded incident review and the entire cost of the system upgrade will be funded by the California Transit Security Grant Program - California Transit Assistance Fund (CTSGP-CTAF) that MST receives from the state for security purposes.

PREPARED BY: 
Mark Eccles

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November and December 2018

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November and December 2018.

From a budget standpoint MST finances year to date remain on target as lower than budgeted revenues from our services with Presidio of Monterey are being offset by lower fuel costs.

Lower participation from the Presidio of Monterey personnel has contributed to a 5% reduction in passenger boardings year to date. Transit ridership within the City of Salinas continues to grow with the continued free fare weekend promotion. MST staff continues to work with our counterparts at the Presidio of Monterey to increase participation in our transit programs and to adjust transit pass rates for the program.

The extended federal shutdown has resulted in delayed receipt of operating and capital projects funding, which is placing a strain on our limited cash reserves. Your board will receive an update from staff during the meeting of February 4th on the effect that the shutdown is having on MST programs and projects.

Attachment #1 – Dashboard Performance Statistics November and December 2018

Attachment #2 – Operations Dept. Report – November and December 2018

Attachment #3 – Facilities & Maintenance Dept. Report November and December 2018

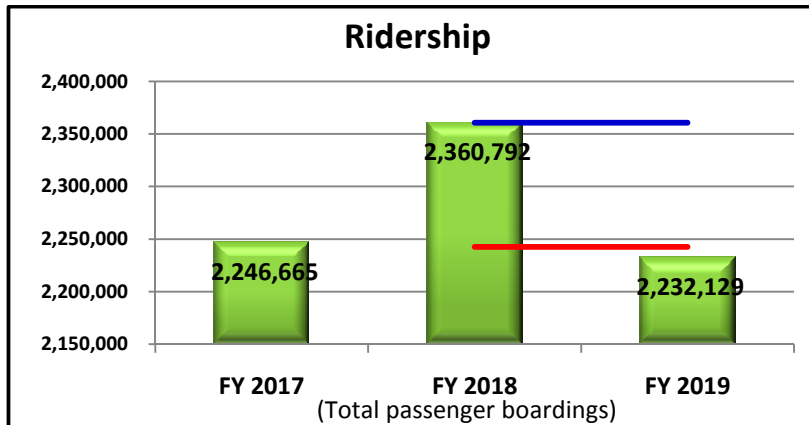
Attachment #4 – Administration Dept. Report – November 2018 and December

Attachment#5 - FY 2019 Action Plan Status Update

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

PREPARED BY: 
Carl G. Sedoryk

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

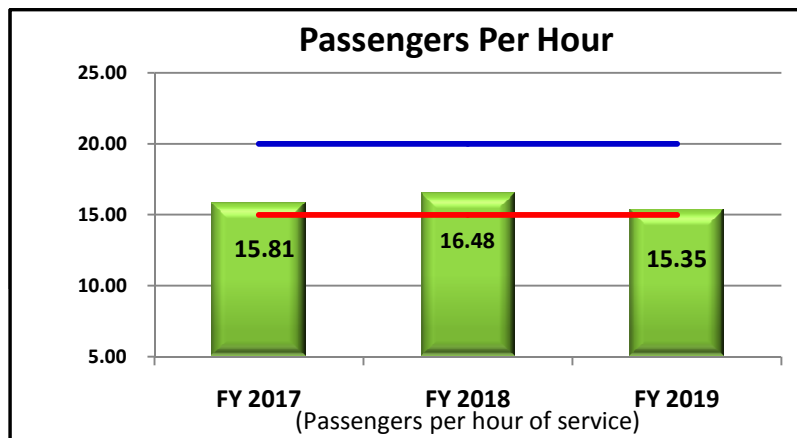


**Goal = 2,360,792
passengers**

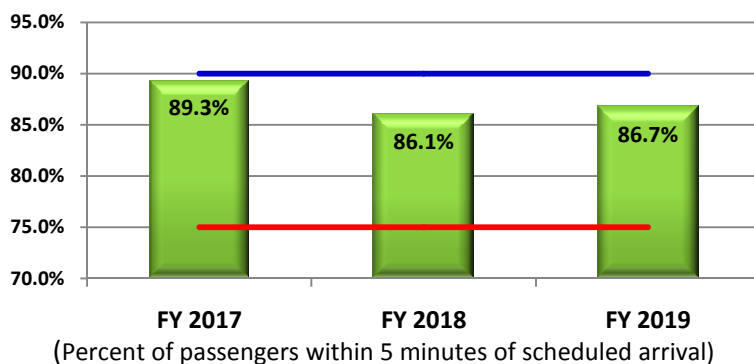
**Minimum = 2,242,752
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

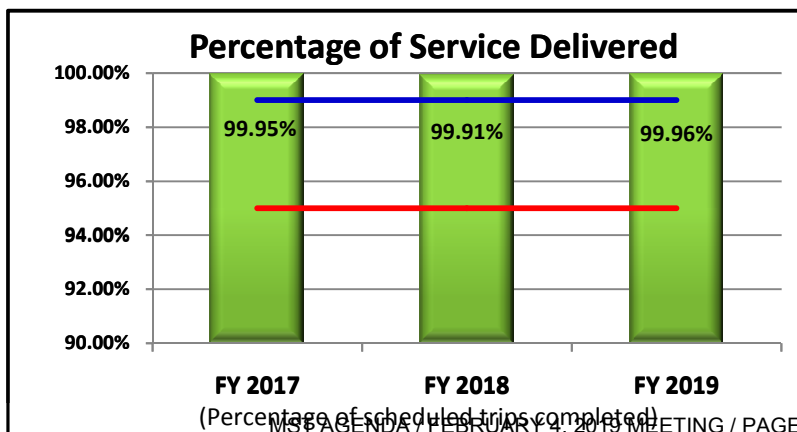


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

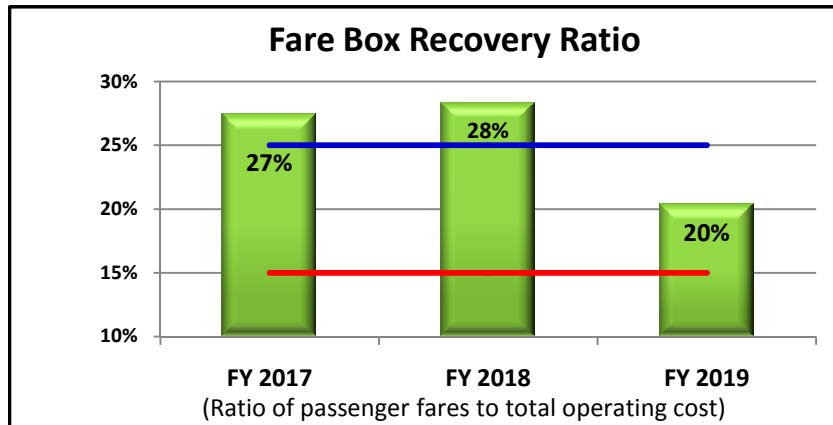


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

December 2018

Fiscal Years 2017-2019

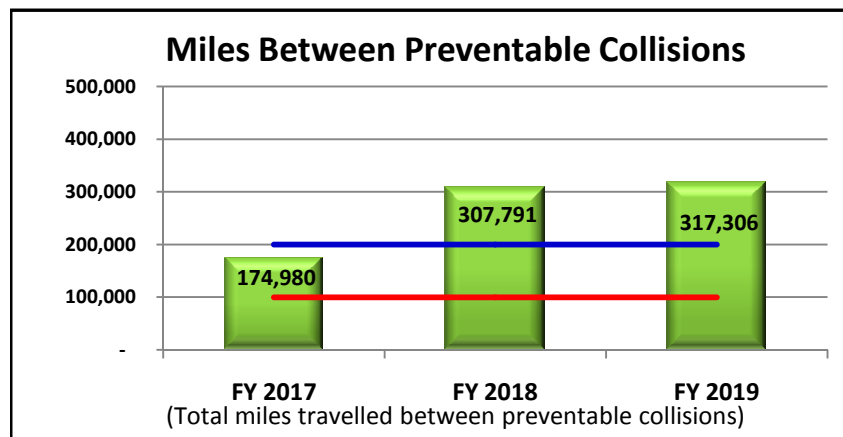
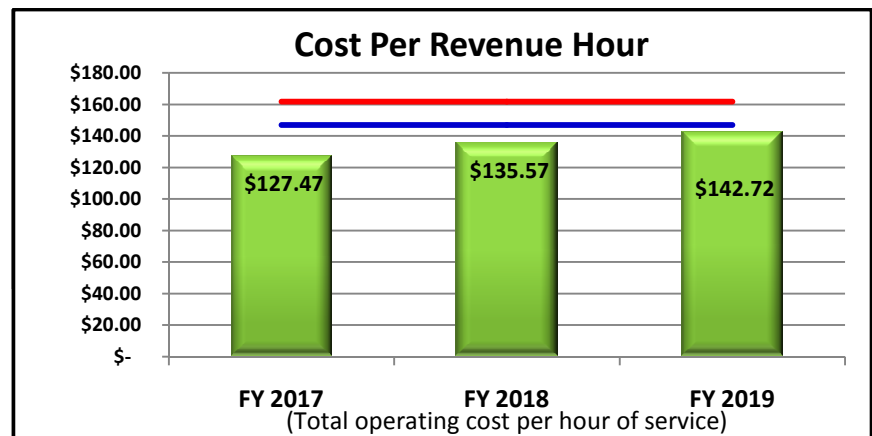


Goal = 25%

Minimum = 15%

Goal = \$147.03 per RH

Maximum = \$161.73 per RH

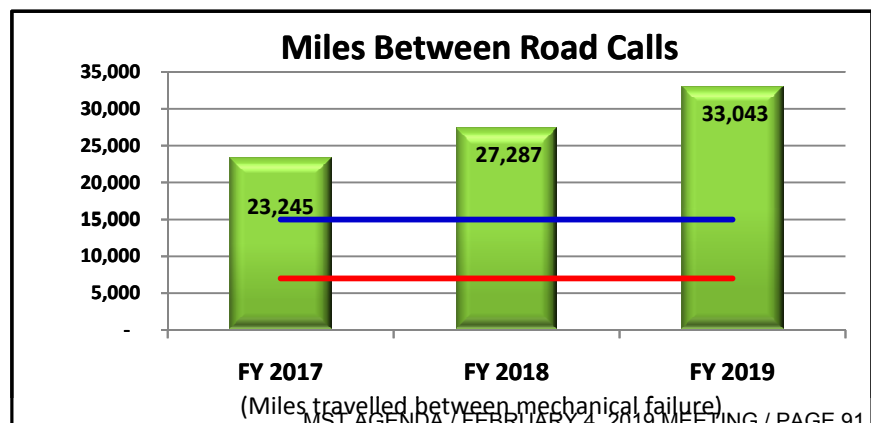


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

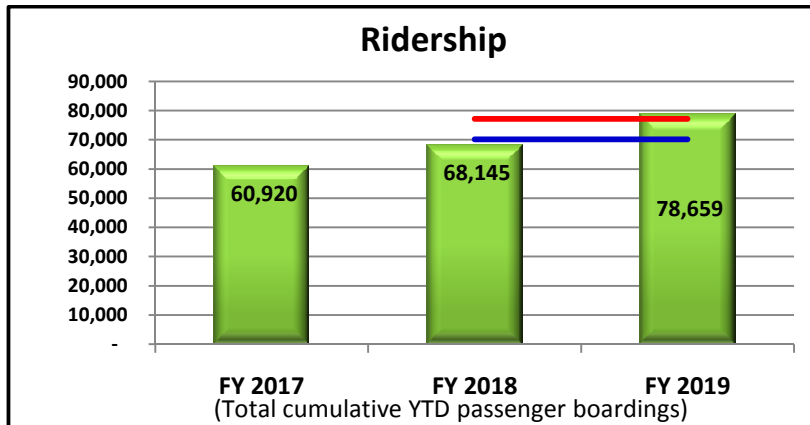


MST RIDES

YTD Dashboard Performance Comparative Statistics

December 2018

Fiscal Years 2017-2019

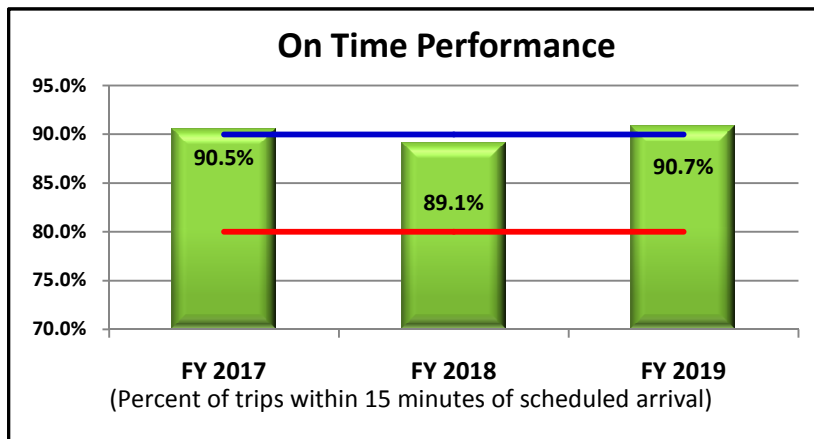
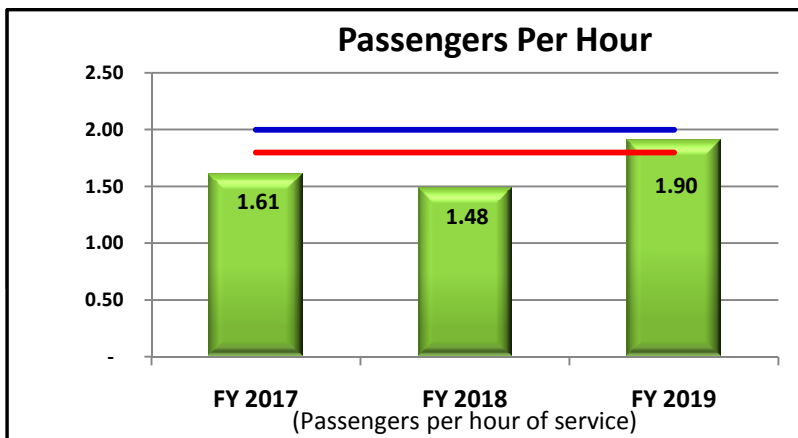


**Goal = 70,189
passengers**

**Maximum = 77,208
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

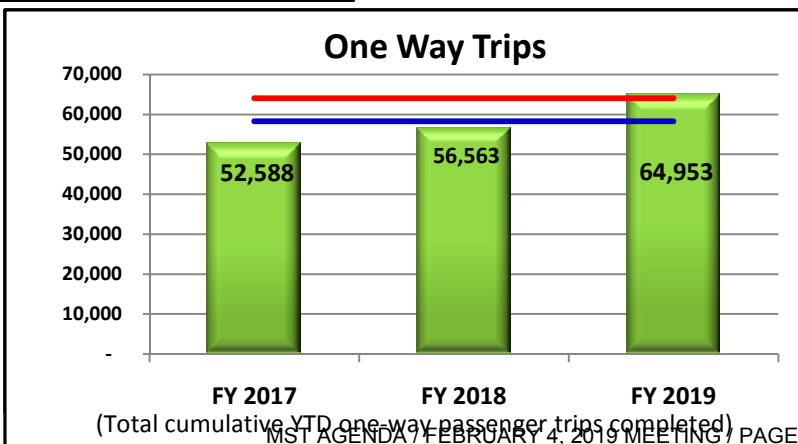


Goal = 90% on time

Minimum = 80% on time

**Maximum = 64,086
one-way trips**

**Goal = 58,260
one-way trips**

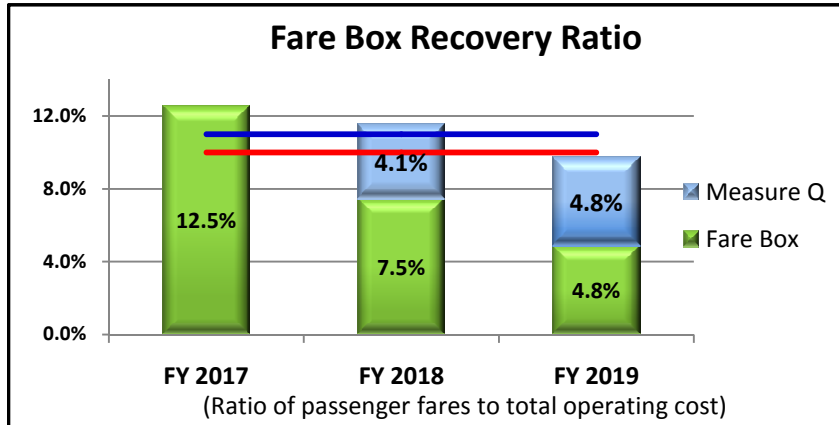


MST RIDES

YTD Dashboard Performance Comparative Statistics

December 2018

Fiscal Years 2017-2019

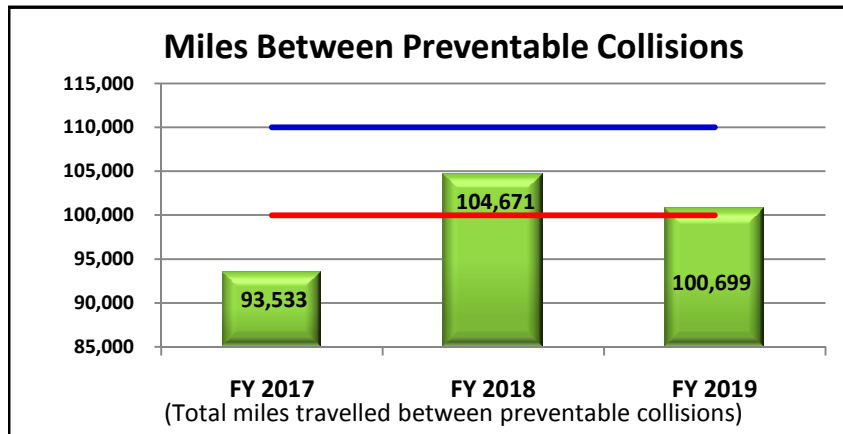
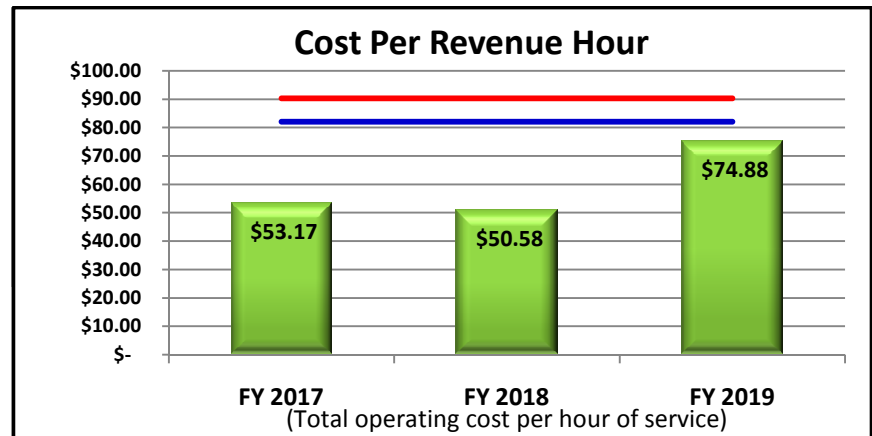


Goal = 11%

Minimum = 10%

Goal = \$82.14 per RH

Maximum = \$90.35 per RH

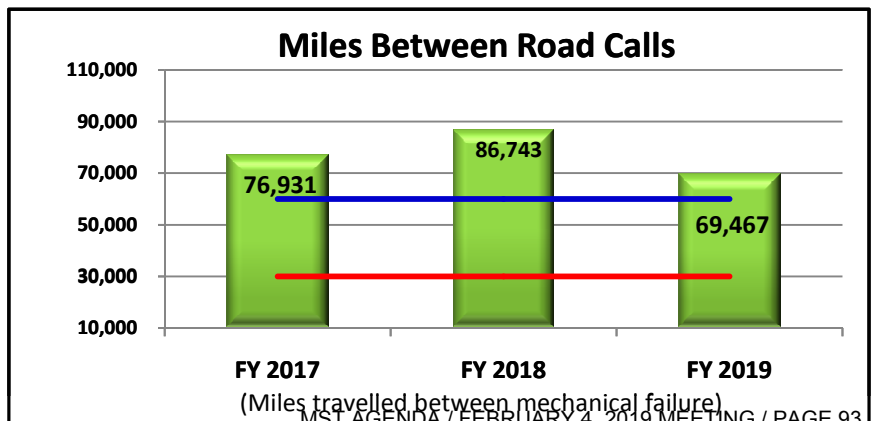


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

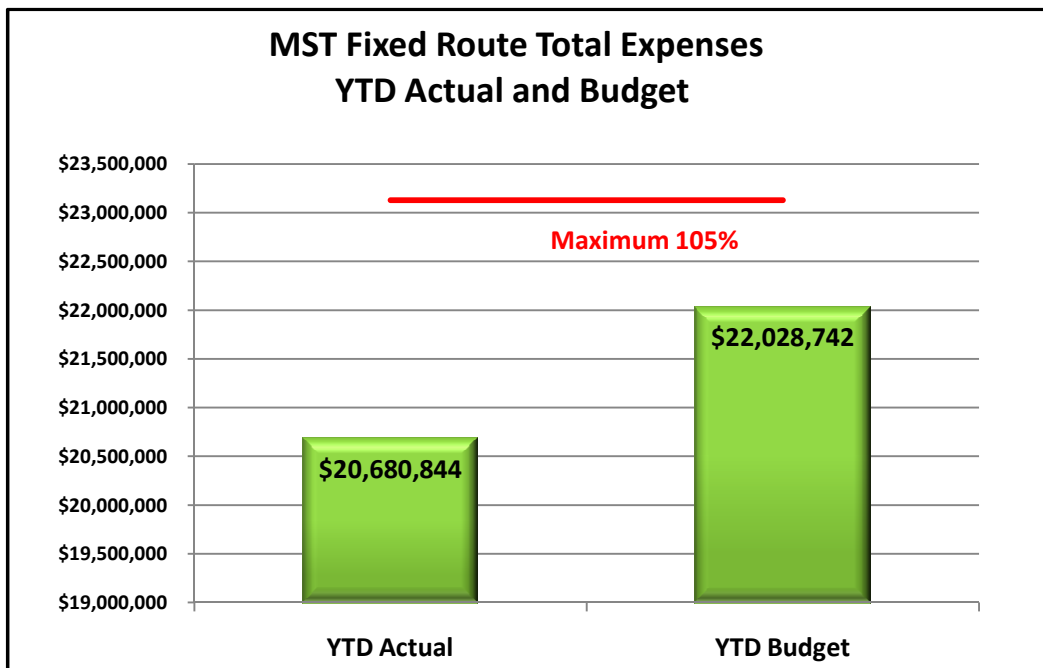
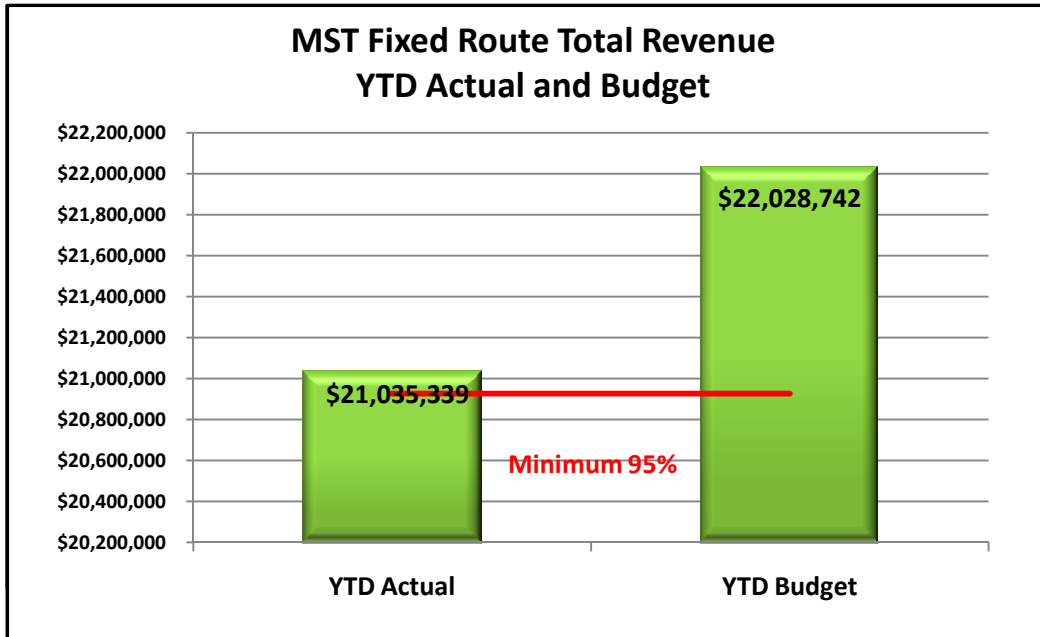


MST Fixed Route

Financial Performance Comparative Statistics

Month of December 2018

FY 2017-2019

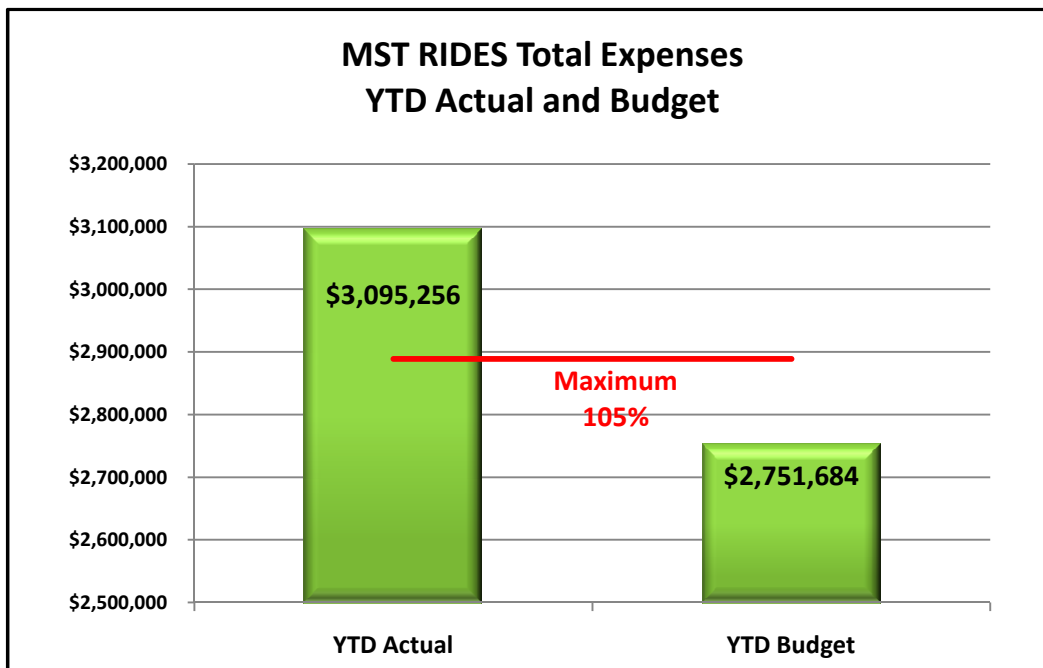
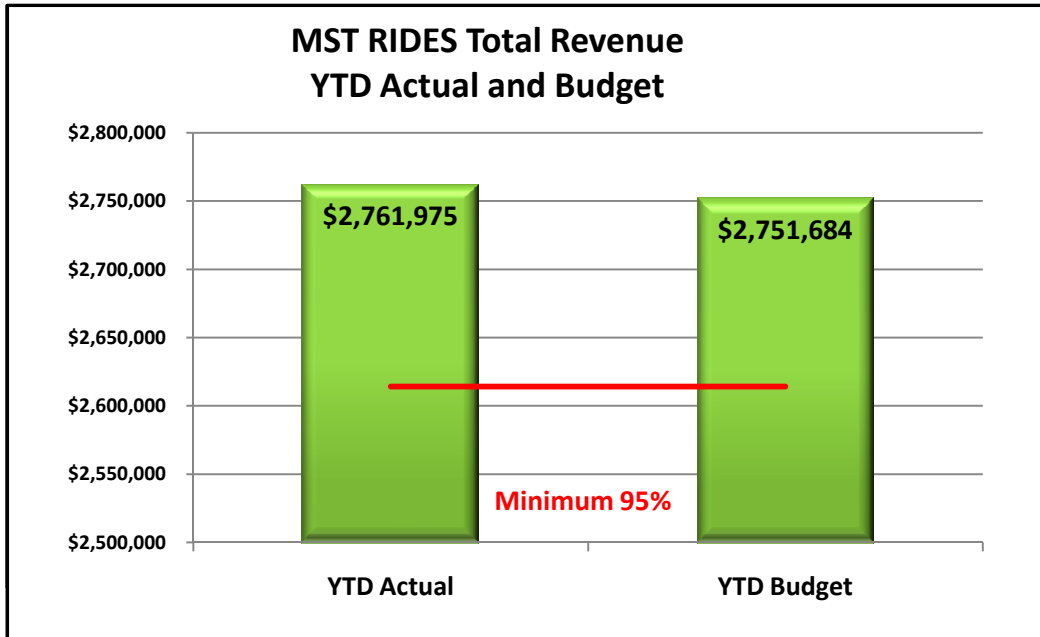


MST RIDES

Financial Performance Comparative Statistics

Month of December 2018

FY 2017-2019



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January 3, 2018

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – November 2018**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 10.33% in November 2018 (330,057), as compared to November 2017 (368,100). For the Fiscal Year – to date passenger boardings have decreased by 5.13% as compared to last Fiscal Year.

Productivity decreased from November of last year (16.0) to 14.3 passengers per hour in November of this year.

Supplemental / Special Services:

November 4, 2018: Service was provided from the Watsonville Transit Center to the Monterey Bay Aquarium for the “Free to Learn” Project. The service transported 50 passengers.

November 25, 2018: Supplemental transit service was provided in support of the annual Parade of Lights event held in Salinas. 50 passengers were transported during this event.

System Wide Statistics:

- Ridership: 330,057
- Vehicle Revenue Hours: 22,993
- Vehicle Revenue Miles: 375,495
- System Productivity: 14.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,221

Time Point Adherence: Of 134,419 total time-point crossings sampled for the month of November, the Transit Master™ system recorded 21,394 delayed arrivals to MST's published time-points system-wide. This denotes that **84.08%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2018 - 2019.*)

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

Cancelled Trips: As listed below, there were a total of fifteen (15) cancelled trips for the month of November for both directly operated and contracted services:

Total Trips Completed: 32,221			
Category	MST	MV	%
Accident	2	0	13%
Mechanical	3	0	20%
Staffing Shortage	6	0	40%
Equipment Shortage	1	0	7%
Traffic	2	1	20%
Totals	14	1	100%

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 November 2017 and 2018:

Occurrence Type	November-17	November-18
Collision: MST Involved	10	7
Employee Injury	0	0
Medical Emergency	1	2
Object Hits Coach	0	4
Passenger Conflict	5	10
Passenger Fall	3	4
Passenger Injury	0	0
Other	2	2
Near Miss	0	0
Fuel / fluid Spill	3	1
Unreported Damage	0	3
Totals	24	33

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of November there were 13,251 passenger boardings. This denotes a 10.68% increase in passenger boardings from November of 2017 (11,972). For the Fiscal year to date – passenger boardings have increased by 17.57% over FY 2018.

- Productivity for November of this year was at 1.79 passengers per hour, decreasing from November of 2017 (1.96).
- For the month of November, 90.92% of all scheduled trips for the MST RIDES program arrived on time, increasing from November of 2017 (86.93%).

COMMUNICATIONS CENTER:

In November, MST's Communications Center summoned public safety agencies on twelve (12) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	9
EMS	Passenger Medical Emergency / Injury	3

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January 22, 2019

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – December 2018**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 7.53% in December 2018 (293,328), as compared to December 2017 (317,198). For the Fiscal Year – to date passenger boardings have decreased by 5.45% as compared to last Fiscal Year.

Productivity decreased from December of last year (13.6) to 12.7 passengers per hour in December of this year.

Supplemental / Special Services:

December 12, 2018: Service was provided from Greenfield and the Watsonville Transit Center to the Monterey Bay Aquarium for the “Free to Learn” Project. The service transported 175 passengers.

December 31, 2018: Supplement transit service was provided in support of the annual First Night Monterey event. 1,215 passengers were transported during this event.

System Wide Statistics:

- Ridership: 293,328
- Vehicle Revenue Hours: 23,085
- Vehicle Revenue Miles: 376, 751
- System Productivity: 12.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,091

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ATTACHMENT 3a

January 2, 2019

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: November 2018

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

FY19 Fuel Budget:	Average Fuel Price November 2018:	Average Fuel Price: FY2019
Diesel: \$3.10	\$2.63	\$2.79
Gasoline: \$3.20	\$2.96	\$3.06

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
November: 2018	\$1.01	24,796
YTD: FY 2019	\$0.96	23,763
FY 2018	\$0.92	21,943
FY 2017	\$0.89	18,733

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

Department Activities/Comments:

The MST revenue fleet travelled 24,796 miles between major mechanical road calls during the month of November. The total number of road-call incidents was 19, of which 13 were for major mechanical failures ¹ and 6 were for other mechanical ² issues. The highest number of major mechanical road calls (69%) was attributed to cooling and brake defects, which were primarily due to a mandatory manufacture brake correction notice. Fiscal year to date, the miles traveled between major mechanical road calls decreased by 3.97% 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.

November 15th: The Deputy Chief Operating Officer attended the SCRTTC Board Meeting in Stockton. The Board continued working on SCRTTC's Strategic Plan and continued developing curriculum to meet the members' needs. The Board continued discussions on the CARB rule.

November 27th: Staff began participating in CalACT's RFP process for heavy-duty buses. To date, CalACT has completed RFP's annually for "light and medium duty" buses. This year, CalACT expanded into the heavy-duty bus class. The RFP will allow other CalACT members to purchase directly from this Contract, thereby reducing purchase time and streamlining the purchase process.

November 28th: MST Maintenance staff co-presented with Lucerix at the CTA Innovation Theater "Encore" Webinar regarding the Pedestrian Awareness Display (PAD). The webinar was well attended by many CTA members.

In November staff met with the ATU to discuss/finalize the reclassification of all MST mechanic positions. This was a success that resulted in a side letter, adopted in December. Staff continues effort to streamline and improve the promotion/hiring process.

In November staff kicked off the Fuel Focus project which required moving the Fuel Focus antenna in all buses. As of January 2, 2019 the project is just about completed with less than 5 buses that need to be completed.

In November the Department continued recruitment efforts for two Maintenance Technicians and one Utilities Services Worker to fill existing vacancies'.

PREPARED:  REVIEWED: 
Robert Weber Carl G. Sedoryk

Time Point Adherence: Of 131,891 total time-point crossings sampled for the month of December, the Transit Master™ system recorded 21,378 delayed arrivals to MST's published time-points system-wide. This denotes that **83.79%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2018 - 2019.*)

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

Cancelled Trips: As listed below, there were a total of eight (8) cancelled trips for the month of December for both directly operated and contracted services:

Total Trips Completed: 32,091			
Category	MST	MV	%
Accident	1	0	13%
Mechanical	1	2	38%
Staffing Shortage	2	0	25%
Traffic	2	0	25%
Totals	6	2	100%

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 December 2017 and 2018:

Occurrence Type	December-17	December-18
Collision: MST Involved	7	5
Employee Injury	0	0
Medical Emergency	4	0
Object Hits Coach	1	1
Passenger Conflict	2	8
Passenger Fall	3	7
Passenger Injury	2	0
Other	2	3
Near Miss	0	0
Fuel / fluid Spill	1	4
Unreported Damage	1	1
Totals	23	29

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of December there were 11,959 passenger boardings. This denotes a 4.77% increase in passenger boardings from December of 2017, (11,415). For the Fiscal year to date – passenger boardings have increased by 15.43% over FY 2018.

- Productivity for December of this year was at 1.69 passengers per hour, decreasing from December of 2017 (1.88).
- For the month of December, 91.18% of all scheduled trips for the MST RIDES program arrived on time, increasing from December of 2017 (89.49%).

COMMUNICATIONS CENTER:

In December, MST's Communications Center summoned public safety agencies on nine (9) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	4
EMS	Passenger Medical Emergency / Injury	4
Fire Department	Assistance with safely securing a passenger in their wheelchair.	1

January 18, 2019

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **December 2018**

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

FY19 Fuel Budget:	Average Fuel Price December 2018:	Average Fuel Price: FY2019
Diesel: \$3.10	\$2.30	\$2.71
Gasoline: \$3.20	\$2.69	\$3.00

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
December: 2018	\$0.86	46,766
YTD: FY 2019	\$0.95	27,497
FY 2018	\$0.92	21,943
FY 2017	\$0.89	18,733

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

Department Activities/Comments:

The MST revenue fleet travelled 46,766 miles between major mechanical road calls during the month of December. The total number of road-call incidents was 9, of which 7 were for major mechanical failures ¹ and 2 were for other mechanical ² issues. The highest number of major mechanical road calls (28%) was attributed to cooling defects. Fiscal year to date, the miles traveled between major mechanical road calls increased by 13.0% 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.

In December Maintenance Superintendent, Tony Valladares traveled to Jacksonville Florida to attend the NTI Transit Maintenance Leadership Workshop in. This five day workshop is a structured to provide a professional development opportunity, which is created specifically for senior-level public transit maintenance leaders.

In December the Maintenance Superintendents implemented *the Bus Cleanliness Initiative* where they met with our Utility Service Workers and re-set MST's expectation of cleanliness for its buses. Utility Services Workers are being more closely monitored in the bus service lanes to ensure that the bus cleanliness expectations are being met on a consistent basis.

In December the Department continued recruitment efforts for two Maintenance Technicians and one Utilities Services Worker to fill existing vacancies'.

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

Date: January 22, 2019

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 – November 2018**

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

Human Resources

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

Positions	Budget FY19	Actual	Difference
Coach Operators F/T	150	139	-11
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	34	33	-1
Maintenance & Facilities	52	53	-1
Administrative (Interns 1 PT)	30	28	-2
Total	267	253	-14

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

November Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$11,510.95
<i>Other (includes Legal)</i>	\$21,956.92
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$8,959.40
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$8,765.17
Total Expenses	\$56,192.44
Reserves	\$1,747,690.42
Excess Reserved	(\$1,267,561.05)
<i># Ending Open Claims</i>	37

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	26
Post Accident/Incident Re-training	1
Return to Work Re-training	2
Harassment Prevention Training for Transit Employees	26
Maintenance Safety Training:	0
Drug and Alcohol: Reasonable Suspicion Training	41
In-service Training: 4500 series	1
In-service Training: 2018 BYD Zero Emissions Low Floor Bus	32

Customer Service Update – November 2018

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	November 2017	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	3	3.9%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	1	0		1.9%	0	0.0%
Early Departure	0	1	1*	1.9%	3	3.9%
Employee Other	1	1		3.7%	2	2.6%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	4	2	2/2*	11.1%	4	5.2%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	9	3	2/3*	22.2%	16	20.8%
Improper Employee Conduct	6	0	4	11.1%	8	10.4%
Inaccurate Public Information	1	0		1.9%	0	0.0%
Late Arrival	1	1	1/1*	3.7%	7	9.1%
Late Departure	1	0		1.9%	0	0.0%
No Show	1	0	1	1.9%	10	13.0%
Off Route	0	0		0.0%	1	1.3%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	4	1	3	9.3%	9	11.7%
Passenger Conduct	3	0	2	5.6%	0	0.0%
Passenger Injury	1	0		1.9%	1	1.3%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	2	0		3.7%	0	0.0%
Request To Reduce Service	0	0		0.0%	0	0.0%

Routing	0	0		0.0%	1	1.3%
Service Animal	0	0		0.0%	0	0.0%
Service Other	4	3	4/3*	13.0%	12	15.6%
Service Schedule	2	1	2/1*	5.6%	0	0.0%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Total reports MST and *Other Provider		54		100.0%	77	100.0%
Employee Compliment	1	1				
Service Compliment	1					

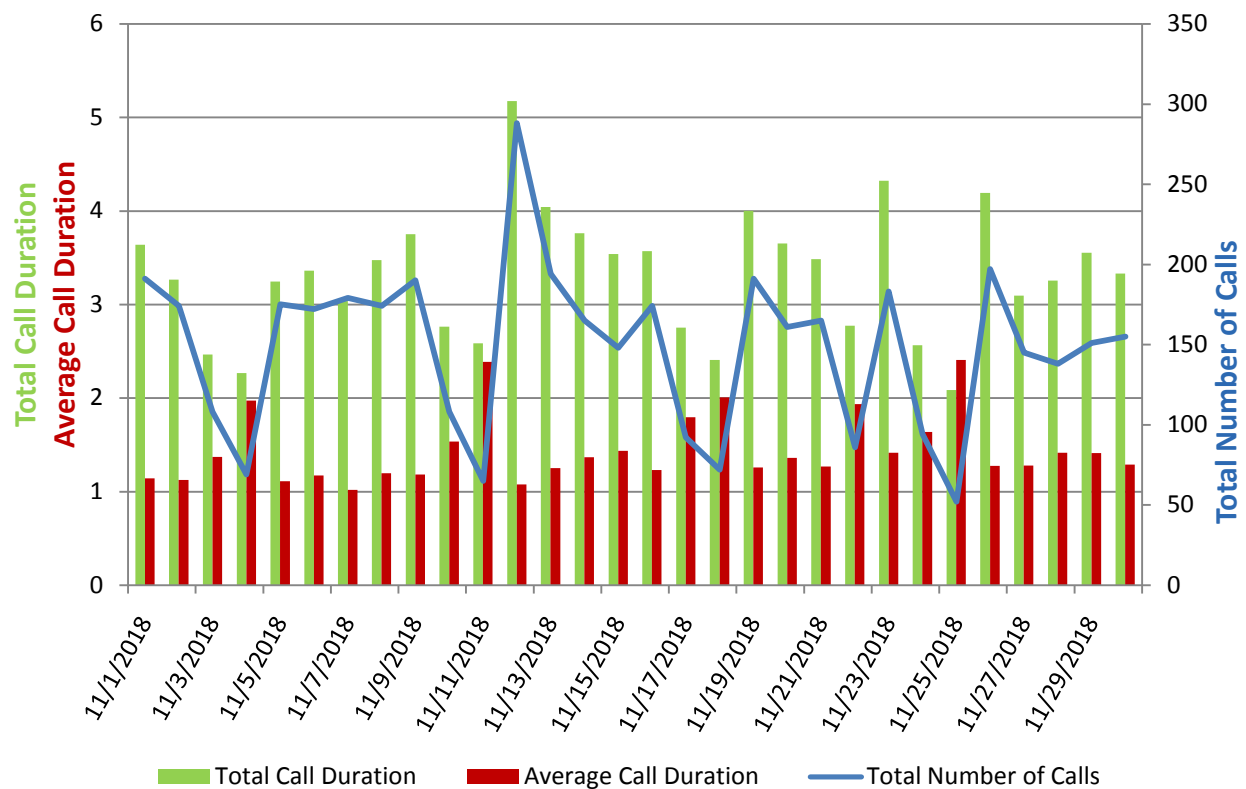
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of November 2018, MST received a total of 4,456 calls which lasted a total of 99 hours and 26 minutes. The average call duration was one minute and twenty seconds (1:20). MST received the most number of calls on Monday, November 12 at 288. Of the total number of calls, 1,334 (30%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Customer Service Call Center Report November 2018



Finance Update – November 2018

General Accounting/Accounts Payable

During the month of November, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis.

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 November staff assisted with the annual report for National Transit Database and the final financial audit. Update meetings with internal staff were ongoing to address the status of various grants. Staff prepared semi-annual and annual reports required by the Low Carbon Transit Operations Program (LCTOP) and gave a presentation at Caltrans' LCTOP workshop in Atascadero. An application was submitted to the Federal Transit Administration's Access and Mobility Partnership Program.

Purchasing

During the month of November, staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at CJW and TDA locations. The inventory value for the month of November was \$189,318, which was a 5% decrease over the month of October. The minor decrease was due to large work orders that depleted inventory. Staff continues to define and evaluate the best level of inventory to support Maintenance needs.

Information Technology Update – November 2018

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

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 the WiFi systems installed on 15 buses used on the commuter routes.

Staff worked with Giro and MST staff in the ongoing implementation of the latest modules in the Hastus system.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications at the radio tower sites in the MST service area.

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

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

Marketing Update – November 2018

RealTime Usage:

2017	Text	RealTime Phone	CSR Phone	App Sessions	App Users
July+	177	*	2,364**	*	*
August	3,959	1,332	4,463	70,282	4,552
September	5,297	1,379	4,614	99,289	4,919
October	6,168	1,306	3,769	112,114	5,381
November	5,805	1,321	4,278	107,642	4,932
December	5,956	1,212	3,913	86,928	4,615
2018					
January	5,520	1,193	4,013	99,050	4,711
February	5,536	1,290	4,028	118,088	4,999
March	5,758	961***	4,259	115,521	4,994
April	7,101	751	4,112	129,201	5,451
May	7,551	886	4,146	121,831	4,638
June	7,054	951	4,421	117,730	5,332
July	7,838	1,197	5,204	124,495	5,359
August	10,196	1,195	5,210	161,709	7,164
September	10,159	956	4,423	182,161	7,488
October	9,856	1, 037****	4,509	202,154	7,927
November	8,713	1,334	4,456	160,410	7,622

Notes:

* RealTime was launched July 24, 2017.

* RealTime phone and Transit App usage is not available for July.

** Due to an AT&T system glitch, there was no phone data recorded from July 20-31 even though calls were received.

*** The number of MST RealTime phone calls received during the month of March was below average.

This irregularity was a result of the RealTime phone system being unavailable due to a lost data connection March 17-20. During these four days, there were no RealTime phone calls received. The average daily number of calls received through the RealTime phone system was 31 during the month of March.

**** Due to an error in the data received through the phone provider, the October data is an estimate based on the total number of calls received through MST's toll free number.

Published news stories include the following: "The Buzz – 11/8/18" (*Coast Weekly*, 11/8/18), "Monterey Bay Aquarium to admit locals for free Dec. 1-9" (*Monterey Herald*, 11/15/18), "Lime scooters dumped in Marina without city approval" (*KSBW*, 11/17 & 18/18), "Want to go to the Monterey Bay Aquarium for free? Your chance is coming" (*Salinas Californian*, 11/21/18), "First Night Monterey returns to the conference center", (*Monterey Herald*, 11/29/18).

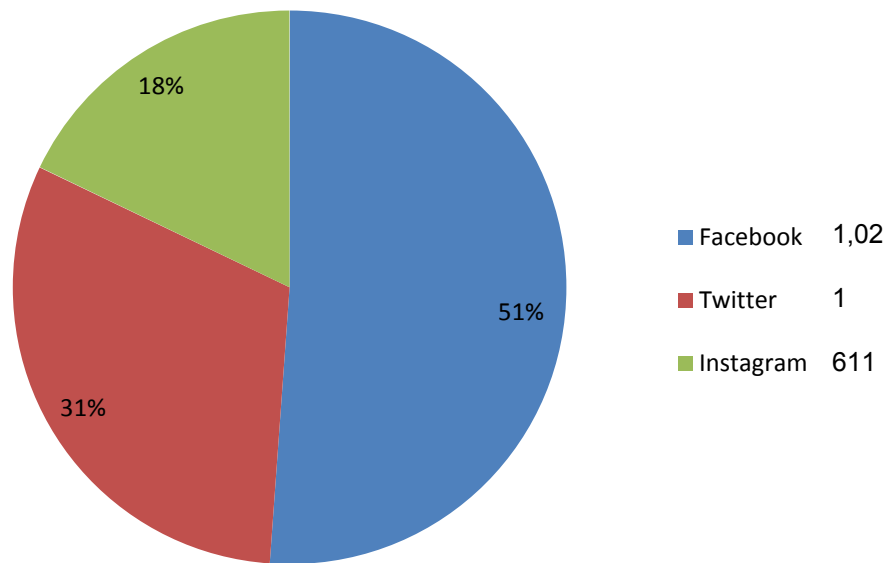
Press releases sent include: "MST bus service on Veterans Day" (11/7/2018), "MST honors veterans with free bus passes", (11/8/2018), "MST provides limited bus service Thanksgiving Day, Saturday schedule after Thanksgiving" (11/19/2018).

Marketing activities: Staff worked on collecting donations for the driver appreciation BBQ, completed last class with Leadership Monterey County, and decorated the Trolley for the Parade of Lights in Salinas.

Community outreach: staffed information booth at CalVans Driver Appreciation day in Salinas; staffed information booth at Gathering for Women in Monterey; staffed information booth for The Lyceum - Expand your Horizons event in Salinas; staffed information booth at the CHP Age Well Drive Smart workshop in Monterey; attended Career Day at Oak Ave Elementary School in Greenfield; staffed a information booth for the CHP Age Well Drive Smart workshop in Salinas; staffed a information booth for RAP (Re-entry Action Partnership) in Salinas; staffed information booth for PACT Probation in Salinas.

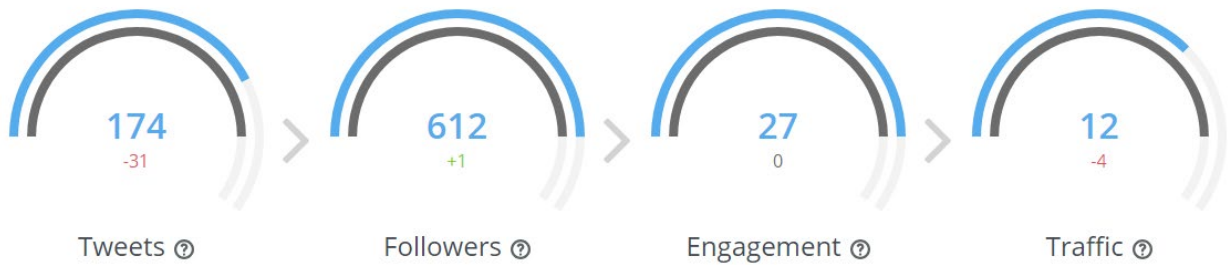
Collaborative/Meeting/Presentations/Committees: attended MCCVA collaboration meeting in Salinas.

Social Fans

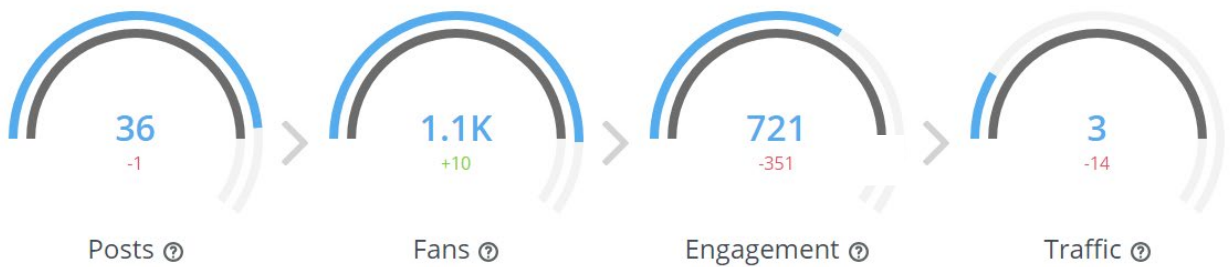


Overview by Social Media Platform:

Twitter -



Facebook-



Instagram-



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

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

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

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

Planning Update – November 2018

During the month of November, 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 declined steadily in recent month due to fewer participants in the military programs. Revenues no longer match expenses, and staff is monitoring participation levels closely. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues with the comprehensive tax reform bill that was passed in December 2017.

Staff worked with the Presidio on identifying locations for new bus stop shelters, which have been delivered from the supplier. The Presidio staff is working on the required site work to allow installation of the shelters. As reported in February 2018, only one new shelter had been installed at one of the higher ridership stops.

In November, staff continued work on the Salinas Valley Express Corridor Planning Study with Fehr and Peers consultants.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Salinas Valley Chamber of Commerce Government Relations Committee, Monterey Peninsula Chamber of Commerce Government Affairs Committee, and the Fort Ord Reuse Authority.

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Date: January 22, 2019

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 –December 2018**

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

Human Resources

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

Positions	Budget FY19	Actual	Difference
Coach Operators F/T	150	137	-13
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	34	33	-1
Maintenance & Facilities	52	51	-1
Administrative (Interns 1 PT)	30	28	-2
Total	267	249	-18

*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.

November Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$11,510.95
<i>Other (includes Legal)</i>	\$21,956.92
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$8,959.40
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$8,765.17
Total Expenses	\$56,192.44
Reserves	\$1,747,690.42
Excess Reserved	(\$1,267,561.05)
<i># Ending Open Claims</i>	37

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	26
Post Accident/Incident Re-training	1
Return to Work Re-training	2
Harassment Prevention Training for Transit Employees	26
Maintenance Safety Training:	0
Drug and Alcohol: Reasonable Suspicion Training	41
In-service Training: 4500 series	1
In-service Training: 2018 BYD Zero Emissions Low Floor Bus	32

Customer Service Update – December 2018

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	December 2017	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	1	1.9%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	0		0.0%	2	3.8%
Employee Other	0	0		0.0%	2	3.8%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	1	1	1/1*	6.1%	1	1.9%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	5	1	1/1*	18.2%	4	7.5%
Improper Employee Conduct	6	3	2/2*	27.3%	8	15.1%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	1	0		3.0%	6	11.3%
Late Departure	0	0		0.0%	0	0.0%
No Show	0	1		3.0%	8	15.1%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	4	0	3	12.1%	6	11.3%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	0	0		0.0%	1	1.9%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	0	0		0.0%	0	0.0%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	2	0	2	6.1%	1	1.9%

Service Animal	0	0		0.0%	0	0.0%
Service Other	4	4	1/3*	24.2%	12	22.6%
Service Schedule	0	0		0.0%	1	1.9%
Taxi	0			0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Total reports MST and *Other Provider		33		100.0%	53	100.0%
Employee Compliment	2				2	
Service Compliment					2	

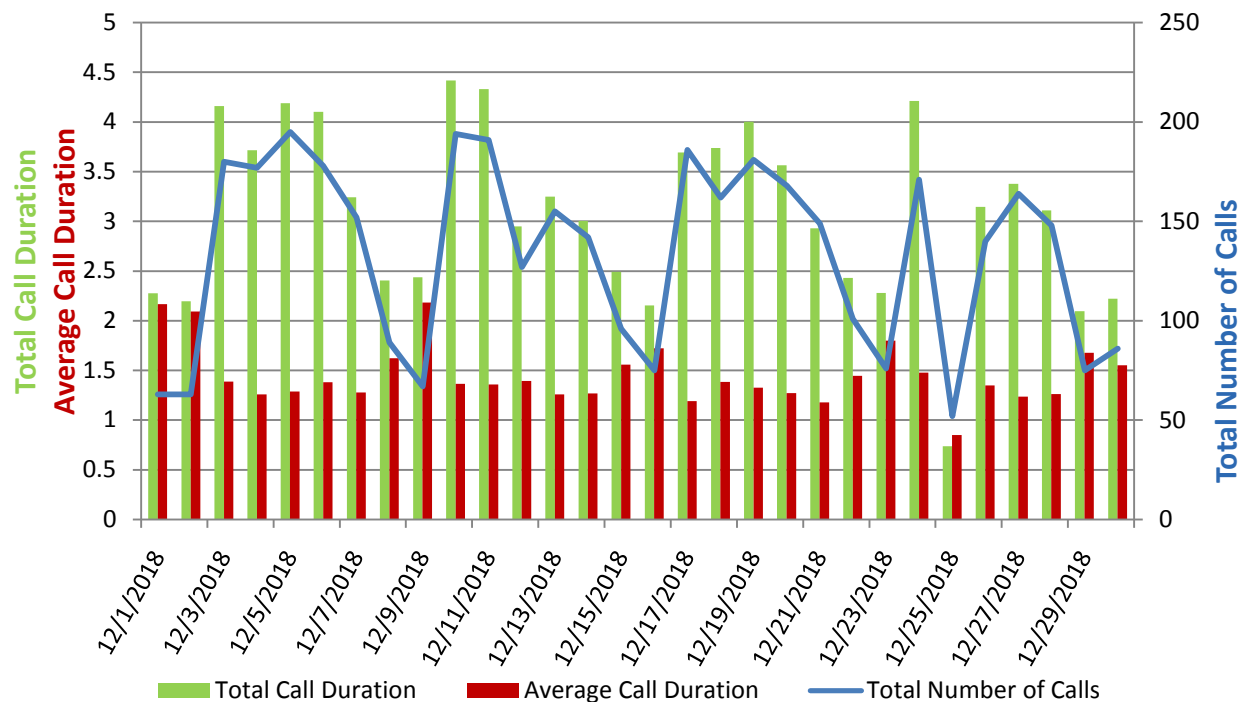
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of December 2018, MST received a total of 4,188 calls which lasted a total of 97 hours and 59 minutes. The average call duration was one minute and twenty-four seconds (1:24). MST received the most number of calls on Wednesday, December 5 at 195. Of the total number of calls, 1,042 (25%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Customer Service Call Center Report December 2018



Finance Update –December 2018

General Accounting/Accounts Payable

During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Vavrinek, Trine, Day & Co., LLP, to complete our Comprehensive Annual Financial Report for FY 2018.

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 December staff completed the annual report for the Transit and Intercity Rail Capital Program (TIRCP) grant. Ongoing meetings were held with staff from various departments to ensure that grant-funded projects stay on schedule.

Purchasing

During the month of December, staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at CJW and TDA locations. The inventory value for the month of December was \$189,763, which was essentially the same as November. Staff also worked on several large procurements and contract renewals.

Information Technology Update –December 2018

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

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 the WiFi systems installed on 15 buses used on the commuter routes.

Staff worked with Giro and MST staff in the ongoing implementation of the latest modules in the Hastus system.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications at the radio tower sites in the MST service area.

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

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

Marketing Update –December 2018

RealTime Usage:

2017	Text	RealTime Phone	CSR Phone	App Sessions	App Users
July+	177	*	2,364**	*	*
August	3,959	1,332	4,463	70,282	4,552
September	5,297	1,379	4,614	99,289	4,919
October	6,168	1,306	3,769	112,114	5,381
November	5,805	1,321	4,278	107,642	4,932
December	5,956	1,212	3,913	86,928	4,615
2018					
January	5,520	1,193	4,013	99,050	4,711
February	5,536	1,290	4,028	118,088	4,999
March	5,758	961***	4,259	115,521	4,994
April	7,101	751	4,112	129,201	5,451
May	7,551	886	4,146	121,831	4,638
June	7,054	951	4,421	117,730	5,332
July	7,838	1,197	5,204	124,495	5,359
August	10,196	1,195	5,210	161,709	7,164
September	10,159	956	4,423	182,161	7,488
October	9,856	1, 037****	4,509	202,154	7,927
November	8,713	1,334	4,456	160,410	7,622
December	7,412	1,042	4,188	140,110	7,053

Notes:

* RealTime was launched July 24, 2017.

* RealTime phone and Transit App usage is not available for July.

** Due to an AT&T system glitch, there was no phone data recorded from July 20-31 even though calls were received.

*** The number of MST RealTime phone calls received during the month of March was below average. This irregularity was a result of the RealTime phone system being unavailable due to a lost data connection March 17-20. During these four days, there were no RealTime phone calls received. The average daily number of calls received through the RealTime phone system was 31 during the month of March.

**** Due to an error in the data received through the phone provider, the October data is an estimate based on the total number of calls received through MST's toll free number.

Published news stories include the following: “Want to go to the Monterey Bay Aquarium for free? Your chance is coming” (*Monterey Herald*, 12/4/18), “Marina to host open house for public review of draft Downtown Plan” (*Monterey Herald*, 12/5/18), “Caltrans announces state funding for highway, rail upgrades” (*Monterey Herald*, 12/10/2018), “Caltrans announces \$600 million in funding for rail, transportation project” (*Progressive Railroading*, 12/11/18), “Monterey Transit Plaza verbal altercation leads to knife fight” (*Monterey Herald*, 12/24/18), “Big Sur plea: Tourists, honor our home” (*Monterey Herald*, 12/31/2018)

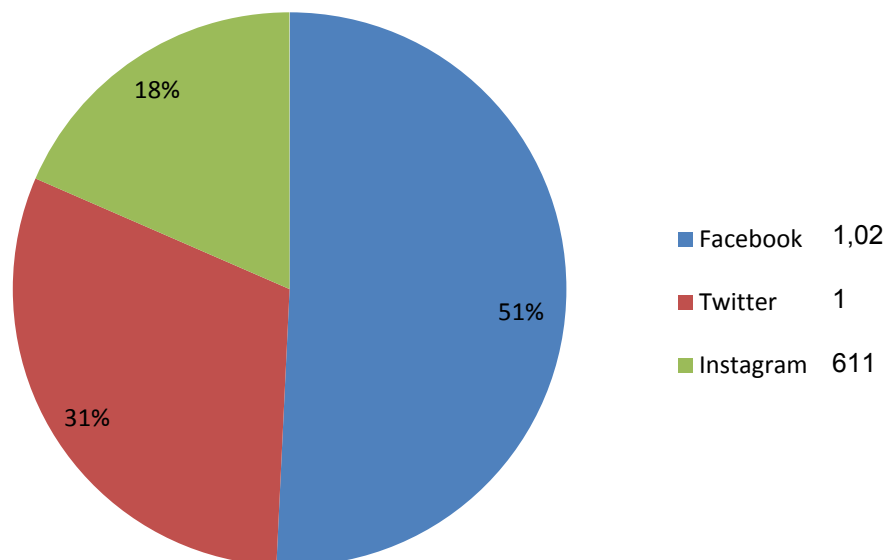
Press releases sent include: “MST to provide limited bus service for the holidays” (12/20/2018)

Marketing activities: Staff designed and modified service dates for the printing of the passenger calendar and distributed them at the end of the month.

Community outreach: staffed information booth at Gathering for Women in Monterey; staffed information booth for PACT Probation in Salinas.

Collaborative/Meeting/Presentations/Committees: attended MCCVA collaboration meeting in Monterey; attended planning committee for Senior Day Resource Fair at the Monterey County Fair

Social Fans

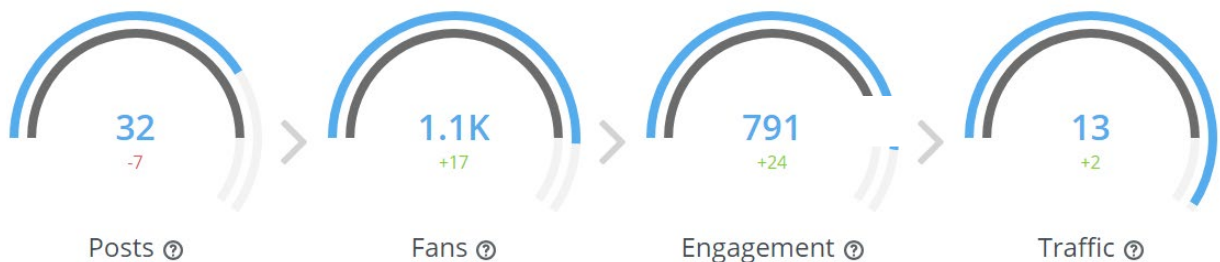


Overview by Social Media Platform:

Twitter -



Facebook-



Instagram-



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

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

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

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

Planning Update – November 2018

During the month of December, 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 declined steadily in recent month due to fewer participants in the military programs. Revenues no longer match expenses, and staff is monitoring participation levels closely. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues with the comprehensive tax reform bill that was passed in December 2017.

Staff worked with the Presidio on identifying locations for new bus stop shelters, which have been delivered from the supplier. The Presidio staff is working on the required site work to allow installation of the shelters, tentatively scheduled for Martin Luther King, Jr., holiday weekend in January, so as to not be in the way of active transit vehicles and pedestrians during the workweek. As reported in February 2018, only one new shelter had been installed at one of the higher ridership stops.

In December, staff continued work on the Salinas Valley Express Corridor Planning Study with Fehr and Peers consultants.

Staff attended a City of Marina Council meeting on the subject of Lime scooters. Scooters were introduced in October 2018 on the campus of CSUMB and in the City of Marina. MST Planning, Operations and Training staff members have been following the issues with this new form of transportation and its impact at bus stops and onboard buses.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Salinas Valley Chamber of Commerce Government Relations Committee, Monterey Peninsula Chamber of Commerce Government Affairs Committee, Monterey County Business Council, and the Fort Ord Reuse Authority.

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FY 2019 Action Plan Status

1. Begin transition of contracted fixed route services to Monterey Bay Operations and Maintenance Facility and begin operations. May 2019.

Status: A transition plan is in place, related labor contract issues have been implemented, and plan implementation is dependent upon bus driver recruitment efforts.
2. Complete negotiations of outstanding labor contract issues. September 2019.

Status: Completed.
3. Secure permits for and procure contractor to design/build and start construction of South County maintenance facility. March 2019.

Status: Permitting completed. Staff currently finalizing procurement documents. Construction of security perimeter fence slated for Spring 2019.
4. Implement new Measure Q projects including transition of Intelligent Voice Response systems to "cloud-based" servers, ADA emergency rapid response module and complete Salinas Mobility Training Center. June 2019.

Status: Mobility staff has started operations in Mobility Center. Ribbon cutting for training facility is slated for February 2019. IVR system transitioned to "cloud-based" servers and staff is working on technical issues resulting from transition.
5. Accept delivery and place in to service new buses, trolleys, mini buses, and service and support vehicles. Ongoing.

Status: New buses, minibuses and support vehicles were placed in to service.
6. Procure design and environmental services for Phase 2 Bus Rapid Transit (SURF!). June 2019.

Status: Pending.
7. Complete Salinas Valley express transit corridor planning study. June 2019.

Status: Study is ongoing as planned.
8. Implement Maintenance Apprenticeship program with Hartnell College. January 2019.

Status: Curriculum completed and classes initiated. Working with Hartnell administration to fine-tune content delivery.

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

Status: Permits received. 6 month construction to start Winter 2019.

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

Status: Under development with revised completion date of March 2019.

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

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

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

Status: Staff has started environmental process. Full funding is not yet secured.

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

Status: Staff researching technology and monitoring regulation development.

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

Status: Pending

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

Status: Consultants selected with work scheduled to begin in January 2019.

Thomas Walters & Associates, Inc.
Washington, DC

January 22, 2019

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget Update/Shut Down

Over the weekend, President Trump announced that he would agree to reopen the Federal government and would include certain immigration reforms if the \$5.7 billion he is demanding for the border wall was also included. The President's immigration proposals include a temporary, three-year DACA fix and a three-year extension for Temporary Protected Status for individuals residing in the US temporarily because of natural disasters or unrest in their home countries. Democratic members have so far responded that they will not support temporary protections in exchange for a permanent wall and have urged the President to support interim funding as a precondition to negotiating a final package.

Transportation Appropriations

The *FY 2019 Transportation and Housing and Urban Development Appropriations (THUD) Act* is one of the seven appropriations bills that remain to be enacted. House Democrats have passed numerous funding measures in the opening weeks of the 116th Congress, with Representative Panetta's support, to attempt to reopen the government. However, because the bills do not include border wall funding, the Senate has refused to take them up.

House Appropriations Committee Chair Lowey (D-NY) recently introduced a six-bill spending package as H.R. 648 that combines the remaining FY 2019 spending bills, except for the Homeland Security measure. The bill would implement the funding levels for DOT and other agencies that were negotiated by members of the appropriations committees as part of the House-Senate Conference Committee deliberations at the end of 2018, but never released or brought up for a vote. House Democrats appear to have the votes needed to pass H.R. 648 this week but the legislation will not be taken up by the Senate. However, the funding levels and other provisions in this legislation could eventually be included in any future agreement to reopen the government.

Proposed funding levels for some of the programs of interest to MST:

- \$10.639 billion for FTA Formula Grants. This includes \$700 million above the authorized level from the FAST Act.
- \$1.127 billion for Buses and Bus Facilities within the formula programs. \$615 million would be allocated to the Bus Formula and \$512 million allocated to Bus Discretionary and No/Low grants.
- \$2.553 billion for Capital Investment Grants/New Starts, which is an increase of \$250 million over the FAST Act authorized level.
- \$900 million for BUILD Grants (formerly TIGER). Although this would be a \$600 million reduction compared to last year, it would still be one of the highest annual funding levels for the program and would reject the President's proposal to eliminate the program.

Senate Appropriations Package

Senate Appropriations Chair Shelby (R-AL) has also released a proposed omnibus appropriations bill for consideration in the Senate. The funding levels in his bill mirror those proposed by the House in H.R. 648, but Chair Shelby has packaged together all seven of the remaining bills, including the Homeland Security funding measure. In addition, the Senate omnibus would include the immigration reform proposals that President Trump proposed over the weekend. Some support by Democratic Senators will be needed to move the bill forward and that appears unlikely to happen in the near term. However, the fact that the Senate bill adheres so closely to the same funding levels as those proposed in the House omnibus indicates that those levels could eventually be included in any future agreement to reopen the government.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

Governor's Budget Proposal: In January, Governor Newsom released his 2019-20 Proposed Budget. The Governor's Budget highlights several of the Administration's top priorities, including proposals for early childhood education, healthcare, and housing. Overall, the Budget is light in discussion of public transit, but it does include the following details about the revenue outlook of the most important state transit funding programs. The Budget estimates the State Transit Assistance (STA) Program would receive approximately \$876 million in 2019-20, an increase of almost \$100 million over the current year. Intercity and Commuter Rail would receive an estimated \$297 million in the coming fiscal year. Cap and Trade funding will provide an additional \$121 million to the Low-Carbon Transit Operations Program, which is distributed using the STA formula. Lastly, the Transit and Intercity Rail Capital Program will receive SB 1 funds and Cap and Trade revenues (approximately \$486 million in 2019-20), but the existing program of projects will use those funds.

In addition to these revenue projections, the Budget shows support for a key change to Enhanced Infrastructure Financing Districts (EIFD). An EIFD is a governmental entity established by a city or a county that carries out a plan within a defined area (boundaries of which do not need to be contiguous) to construct, improve and rehabilitate infrastructure, including transportation and housing. EIFDs can be created by cities or counties without voter approval and expend tax increment revenues without voter approval. However, an EIFD must receive 55-percent voter approval to issue debt. The Budget proposes removing the voter-threshold for issuing debt.

Finally, the Budget sets the stage for a discussion on tying transportation funds to housing production. The Budget states: *"Going forward, the state will strongly encourage jurisdictions to contribute to their fair share of the state's housing supply by linking housing production to certain transportation funds and other applicable sources, if any. The Administration will convene discussions with stakeholders, including local governments, to assess the most equitable path forward in linking transportation funding and other potential local government economic development tools to make progress toward required production goals."* In his press conference, the Governor stated that, *"if you're not hitting your housing goals, you're not getting your SB 1 money."* He noted that the implementation of this policy was still a few years off.

ACA-1 Local government financing: affordable housing and public infrastructure:

voter approval: Support of this legislation is consistent with your board's adopted 2019 legislative program. This measure would authorize a local government to impose, extend, or increase a sales and use tax or transactions and use tax imposed in accordance with specified law or a parcel tax, as defined, for the purposes of funding the construction, rehabilitation, or replacement of public infrastructure or affordable housing, if the proposition proposing that tax is approved by 55% of its voters voting on the proposition and the proposition includes specified accountability requirements.

Staff is participating on the California Transit Association Legislative committee and will keep your board updated on further developments on legislation as they occur.

Submitted by: 
Carl G. Sedoryk



December 18, 2018

To: Robert Weber – Chief Operating Officer (COO)

From: Alvin Johnson – Contract Transportation Supervisor

Subject: TRIP Report - CALACT Fall Conference

I attended the CALACT Fall Conference in Napa, CA, on November 13, 2018. I attended the following sessions:

1. **Moving Towards Mobility As A Service:** Panelist discussed several fundamental ideas as they related to transportation in the, Mobility as a service (MaaS) landscape. They also discussed what social-cognitive and infrastructural developments need to be put in place before MaaS can be concretely implemented in the United States.
2. **Microtransit: Inter-agency Mobility On Demand Pilots & Project Service:** This session taught about advancements into integral parts of bus operations. The importance of technology as it pertains to driving safely and blind spot detection on the road was also discussed.
3. **Mobility On Demand: Early Lessons Learned & Best Practices:** This session explored how public agencies are exploring MOD partnerships, business models, and technology capabilities. Participants also learned how transit agencies are enhancing preparedness for on-demand mobility, reviewing best practice for integrating MOD with exiting transit services, reviewing lessons learned and best practices from the MOD Sandbox, and discussing policies that could support transit sector adoption as MOD.

PREPARED BY: Alvin Johnson REVIEWED BY: Carl G. Sedoryk

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November 16, 2018

To: Robert Weber, Chief Operating Officer

From: Cristy Sugabo, Mobility Services Manager

Subject: TRIP REPORT – November 2018

On November 13, 2018, I attended the California Association for Coordinated Transportation (CalACT) one day session event on 2018 Transit Technology & Shared Mobility Conference in Napa, California.

The conference focus was on Transit Technology and Shared Mobility which I was able to attend three (3) sessions as follows:

- **Moving Toward Mobility As A Services**

A concept in transportation of paradigmatic shifts from a personal transportation model to a model that focus on the customer's ability to choose from all modes of transportation and all available mobility services through a single platform.

- **Microtransit: InterAgency Model on Demand Pilots & Projects Service**

Mobility on Demand platforms that provide mobility options to disinvested communities, and to augment ridership. San Joaquin Regional Transit District (RTD) recently rolled out a multi-phase Mobility On Demand pilot service. The service aimed to meet transportation needs in rural communities as well as encourage use of public transit by providing first and last mile connections to transit station throughout the county. SacRT launched a Microtransit service whereby customers book their on demand ride using an app, book online, or call in their reservation.

- **Mobility On Demand: Early Lessons Learned & Best Practices**

Participants learned how transit agencies are enhancing preparedness for on-demand mobility, review best practices for integrating MOD with existing transit services, review early lessons learned and best practices from MOD Sandbox, and discuss policies that could support transit sector adoption of MOD.

Attending the conference allowed me to network with other professionals and to retain great resources to use as I continue to plan, implement, coordinate, monitor and evaluate new or existing specialized MST transportation programs and services for seniors, veterans, and people with disabilities.

PREPARED BY:  _____ REVIEWED BY:  _____
Cristy Sugabo Carl G. Sedoryk



Regional Transportation Planning Agency • Congestion Management Planning • Local Transportation Commission
Monterey County Service Authority for Freeways & Expressways



2018 Transportation Excellence Award

Monterey-Salinas Transit
"Ride the 40s on U's"

Is hereby recognized as a creative and innovative program to promote transit ridership in the Salinas area. Through this program, introduced by Monterey-Salinas Transit in September 2017, residents have been able to ride all bus lines numbered in the "40s", and parallel ADA paratransit service, on holidays and weekends for free. Under this program, ridership on the weekends and holidays increased 80% - increasing MST's overall systemwide ridership by 2.3%, and bucking the national downward trend in bus ridership.

It is for these reasons that Monterey-Salinas Transit has hereby earned this honor on this day, January 23, 2019.

Confirmed By

TAMC Chair
Robert Huitt

Acknowledged By

Executive Director
Debra L. Hale



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