



Board of Directors Regular Meeting
May 13, 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 2019-29 recognizing Sherman Upshaw as Employee of the Month for May 2019. (Carl Wulf)(Page 5)

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

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

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

- 3-2. Receive Draft Minutes of the March 25, 2019 Measure Q Oversight Committee Meeting. (Jeanette Alegar-Rocha)(Page 7)
- 3-3. Minutes of the MST Board Meeting on April 9, 2019. (Jeanette Alegar-Rocha)(Page 11)
- 3-4. Minutes of the Board Administrative Performance Committee. (BAPC) Meeting on April 9, 2019. (Jeanette Alegar-Rocha)(Page 17)
- 3-5. Financial Report – March 2019.(Lori Lee)(Page 19)
- 3-6. Disposal of Property left aboard buses. (Sonia Wills)(Page 27)
- 3-7. Minutes of the Mobile Advisory Committee (MAC) Meeting on January 30, 2019. (Claudia Valencia)(Page 29)
- 3-8. Adopt Resolution 2019-30 to appoint Lisa Cox, Risk and Security Manager, to CalTIP board of directors.(Kelly Halcon)(Page 33)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. May 2019 Employee of the Month Sherman Upshaw. (Carl Wulf)

5. PUBLIC HEARINGS

- 5-1. Conduct public hearing and adopt Program of Projects FY 2020. (Michelle Overmeyer)(Page 37)

6. ACTION ITEMS

- 6-1. Approve Integrated Marketing and Communications Plan. (Lisa Rheinheimer)(Page 39)
- 6-2. Approve Emergency Financing Plan with Wells Fargo Bank for five replacement trolley vehicles in the amount of approximately \$2 million. (Hunter Harvath)(Page 57)

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. – March 2019 (Page 59)
 - Update on union objections to federal grants
 - Update on negotiations for contracted fixed route services
- 7-2. Washington, D.C. Lobby Report. – April 2019 (Page 91)

7-3. State Legislative Advocacy Update – March 2019 (Page 93)

7-4. Staff Trip Reports (Pages 97-103)

7-5. Correspondence.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on meetings attended by board members at MST expense (AB 1234)(Page 105)

8-2. Board member comments and announcements

8-3. Board member referrals for future agendas

9. CLOSED SESSION

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

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

9-1. Conference with Monterey-Salinas Transit and ATU Contract Negotiators, –Gov. Code § 54957.

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 March 2019 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: June 10, 2019
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor

10:00 a.m.

NEXT AGENDA DEADLINE: May 28, 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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지원

**SHERMAN UPSHAW
MAY 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, Sherman Upshaw began his career with Monterey-Salinas Transit District as an Utility Service Worker in 1996 and was later promoted into the Facilities Department in 2003; and

WHEREAS, Sherman Upshaw has demonstrated leadership among the Facilities team throughout his tenure while at MST. His ingenuity and creativity often enables the district to save money by utilizing self-designed techniques rather than going to the store to purchase something “off the shelf”; and

WHEREAS, Sherman Upshaw demonstrated proactive problem solving skills when MST was advised that storing large bus tires outside of CJW during the rainy winter months could pose a public health hazard in regards to mosquitoes. He proposed a solution to this situation by suggesting an inexpensive covered storage area that would primarily use items that MST already had on hand; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Sherman Upshaw as Employee of the Month for May 2019; and

BE IT FURTHER RESOLVED that Sherman Upshaw 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 2019-29 this 13th day of May 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**Measure Q Oversight
Committee**
Monterey-Salinas Transit
19 Upper Ragsdale Dr.,
Suite 100

Minutes
March 25, 2018

Present: Hughes, Sharlene Non Urbanized Area
Lopez, Juan Pablo Salinas Urbanized
Dayton, Kevin Taxpayer's Association
Wessendorf, Kazuko Mobility Advisory Committee
Williams, Sid Seaside-Marina-Monterey Urbanized

Absent: Cuda, Aimee Mobility Advisory Committee

Staff: Hunter Harvath, Assistant General Manager; Dave Laredo,
General Counsel; Jeanette Alegar-Rocha, Deputy Secretary; Andrea
Williams, General Accounting and Budget Manager; Carl Sedoryk,
General Manager/CEO

Public: None

1. Call to Order

The meeting was called to order by Chair Williams at 9:00 am with a request for a moment of silence in remembrance of the late Harry Mucha who served on the committee and a request to dedicate the meeting in his honor.

Kevin Dayton arrived 2:01 pm

Juan Pablo Lopez arrived 2:04 pm

2. Public Comment on Matters Not on the Agenda

Members of the public may address the Committee on any matter related to the jurisdiction of the Committee 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. Announcements

None

4. Consent Agenda

4-1. Approve and recommend March 26, 2018, minutes to the MST board.

Public Comment- None

Member Hughes made the motion to recommend the minutes to the full board which was seconded by Chair Williams. The motion passed unanimously.

4-2. Appointment of Kevin Dayton on the Measure Q Oversight Committee.

Public Comment- None

Member Hughes made the motion to appoint Kevin Dayton to the committee which was seconded by member Wessendorf. The motion passed unanimously.

The Measure Q Oversight Committee (MQC) and MST Staff welcomed Kevin Dayton as the board appointed MQC member representing the Taxpayers Association.

5. New Business

5-1. Review Final Measure Q funded expenditures from MST's FY 2018 Audited Financial Report. (Enclosure) (Hunter Harvath)

Public Comment- None

Member Dayton made the motion to approve the MST's FY 2018 Comprehensive Annual Financial Report, which contains information regarding Measure Q-funded revenues & expenses and agreement to provide the opinion to the MST Board of Directors that Measure Q funds were appropriately used during FY 2018. The motion was seconded by member Wessendorf and was passed unanimously by the committee.

Public Comment- None

5-2. Review Committee Appointments and Vacancy

Public Comment- None

Assistant General Manager Hunter Harvath reviewed the current appointments and vacancies with the committee and suggested outreach to the various communities.

6. Staff and Committee Member Comments or Questions

Chair Williams reminded the committee to turn in their annual Form 700 and to complete their AB1234/Ethics training. Chair Williams also reminded the committee and staff of the annual Monterey County Stand Down event in September 2019 and thanked MST for the ongoing transit support services.

7. Adjourn.

There being no further business, Chair Williams adjourned the meeting at 2:45 p.m.

Prepared by:



Jeanette Alegar-Rocha

Reviewed by:



Carl G. Sedoryk

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MST BOARD OF DIRECTORS

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

MEETING MINUTES

April 8, 2019

Present:	Jeff Baron	City of Carmel-by-the-Sea
	Pat Lintell	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	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
	Dave Laredo	General Counsel, DeLay & Laredo
	Eva Perez	Office Administrator
	Carl Wulf	Facilities and Capitol Projects Manager
	Andrea Williams	General Accountant and Budget Manager
	Beronica Carriedo	Community Relations Coordinator
	Cristy Sugabo	Mobility Manager
	Claudia Valencia	Mobility Specialist
	Michelle Overmeyer	Grants Analyst

Public:	Randy Ascencio	Mechanic
	Fred Simkins	Coach Operator
	Albert Garcia	Coach Operator
	Cindy Rodriguez	Operations Supervisor
	Renaldo Hernandez	Coach Operator
	Ann Armbruster	Coach Operator
	Don Parslow	MV Transportation

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

Chair LeBarre called the meeting to order at 10:00 a.m. followed by roll call.

1-2. Pledge of Allegiance.

The pledge of allegiance was led by Director Alejo.

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

Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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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 2019-26 recognizing Randy Ascencio, Mechanic as Employee of the Month for April 2019. (Robert Weber)

3-2. Adopt Resolution 2019-27 Fred Simkins and Albert Garcia, Coach Operator Excellence Award Recipients. (Robert Weber)

3-3. Minutes of the Operations Committee on March 11, 2019. (Jeanette Alegar-Rocha)

3-4. Minutes of the MST Board Meeting on March 11, 2019.

(Jeanette Alegar-Rocha)

- 3-5. Financial Report – February 2019. (Lori Lee)
- 3-6. Disposal of Property left aboard buses. (Sonia Wills)
- 3-7. Adopt Resolution 2019- 28 Get on Board Day Proclamation.
(Lisa Rheinheimer)

End of Consent Agenda

Public Comment – None

Director Barrera requested to pull item 3-7 for clarification and a question.

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

Lisa Rheinheimer, Director of Planning and Marketing clarified for Director Barrera that item 3-7 resolution 2019-28 Get on Board Day Proclamation on April 25, 2019, is the same the former Dump the Pump Day.

Director Alejo made the motion to approve item 3-7 which was seconded by director Velazquez. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month April, Randy Ascencio, Mechanic.
(Norman Tuitavuki)

The MST Staff and Board of Directors recognized Randy Ascencio for his positive contribution to MST and the community.

- 4-2. Recognition of Coach Operator Excellence Award Recipients, Fred Simkins and Albert Garcia. (Robert Weber)

The MST Staff and Board of Directors recognized Fred Simkins and Albert Garcia for their achievements and positive contribution to MST and the community.

- 4-3. 25 Years of Service - Cindy Rodriguez, Operations Supervisor.
(Robert Weber)

The MST Staff and Board of Directors recognized and thanked Cindy Rodriguez for her 25 years of service and contribution to MST and the community.

- 4-4. 30 Years of Service - Renaldo Hernandez, Coach Operator.
(Robert Weber)

The MST Staff and Board of Directors recognized and thanked Reynaldo Hernandez for his 30 years of service and contribution to MST and the community.

- 4-5. 40 Years of Service – Ann Armbruster, Coach Operator.
(Robert Weber)

The MST Staff and Board of Directors recognized and thanked Ann Armbruster for her 40 years of service and contribution to MST and the community.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1 Award a five-year contract in the amount of \$54,000 per year to Thomas Walters & Associates, Inc. for federal legislative consulting services.
(Hunter Harvath)

Public Comment – None

Director Alejo made the motion to approve item 6-1 which was seconded by director Albert. The motion passed unanimously.

- 6-2 Authorize MST to award a contract in the amount of \$497,253.00 to William A. Thayer Construction, Inc. to construct improvements at the Salinas Transit Center. (Hunter Harvath)

Public Comment – None

Director Albert made the motion to approve item 6-2 which was seconded by director Amelio. 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. – February 2019
- a) Update on contracted services discussions. (No Enclosure)
(Carl Sedoryk)
- 7-2. Washington, D.C. Lobby Report. – March 2019
- 7-3. State Legislative Advocacy Update. – February 2019
- 7-4. Staff Trip Reports.
- 7-5. Correspondence.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board member comments and announcements.

Director Baron thanked Carl Sedoryk for the MST Maintenance and Facilities Tour and encouraged board members to take the tour to see the new operations buildings.

Director Amelio commented that he visited the Griffith Seasoned Adult Center and a resident complimented MST Rides Driver, Albert Garcia for his excellent customer service.

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 Monterey-Salinas Transit and ATU Labor Contract Negotiators,
– Gov. Code § 54957.6.

Public Comment – None

10. RETURN TO OPEN SESSION

10-1 Report on Closed Session and possible action.


Counsel reported that discussion was made on item 9-1 but no action was taken.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for February 2019 can be viewed online within the GM Report at
<http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

There being no further business, Chair LeBarre adjourned the meeting at 11:05 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

Board Administrative Performance Committee (BAPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

April 8, 2019
9:00 a.m.

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

Absent: Clark (Vice Chair)

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

Public:	Eva Perez	Office Administrator
	Cristy Sugabo	Mobility Manager
	Andrea Williams	General Accountant and Budget Manager
	Michelle Overmeyer	Grants Analyst
	Don Parslow	MV

1. Call to Order.

Chairperson Barerra called the meeting to order at 9:00 a.m.

Director Alejo arrived 9:01 am

Director Martinez arrived 9:02 am

2. Public comment on matters not on the agenda.

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minutes for each speaker. The Committee will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

Public Comment- None

3. Received Administrative Performance Updates. (Carl)
4. Received State and Federal Legislative updates. (Carl and Hunter)

Receive Draft Marketing Plan and Recommend Approval to MST Board (Lisa Rheinheimer) *Note we will bring Marketing Plan to full Board in May.
5. Report on APTA Federal Legislative Conference.
6. Receive Status Update on USDOL v Sacramento RTD and State of California re: PEPR. (Kelly Halcon, Dave Laredo)
7. Recommend Award of contract for federal legislative advocacy services. (Hunter Harvath)
8. 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.

- 8-1. Conference with Monterey-Salinas Transit and ATU Labor Contract Negotiators, – Gov. Code § 54957.6.
- 8-2. Conference with Legal Counsel re Pending Litigation: Homet v. Monterey Salinas Transit District, et al. (Monterey Superior Court; Case No. CV 182451) - Gov. Code § 54956.9.
9. Return to open session and report on closed session.

Counsel announced that no reportable action was taken.

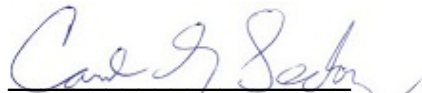
10. Staff and Committee member comments, questions, or referrals.
11. Adjourn.

There being no further business, Chair Barrera adjourned the meeting at 9:50 a.m.

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – March 2019

RECOMMENDATION:

1. Accept report of March 2019 cash flow presented in Attachment #1
2. Approve March 2019 disbursements listed in Attachment #2
3. Accept report of March 2019 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance March 1, 2019	\$6,290,210.50
Revenues	6,737,926.39
Disbursements	<u><3,706,318.58></u>
Ending balance March 31, 2019	<u>9,321,818.31</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 March of FY 2019, a \$618,135 surplus on the fixed-route portion of the operations was offset by a slightly smaller \$474,319 deficit on the MST RIDES operation, resulting with a modest year-to-date surplus of \$143,816. 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 March Budget vs. Actual reports contained in Attachment #4:

1. **Maintenance** – This 13.0% negative variance can be primarily attributed to consuming a significantly higher amount – or value amount – of parts for MST's large transit buses. With a fleet of 26 new transit buses put into service last spring, staff had expected maintenance costs to be lower for this fiscal year. In that regard, staff has looked into the cause of this continued negative variance. It appears that maintenance costs on the new buses that are covered by the warranty are not factored into this expenditure category. As the FY 2020 budget is prepared, staff will be exploring how to best reflect the warranty refunds that are received in the months after covered work is performed.
2. **Utilities** – Much of this 18.2% negative variance for the month of March is due to telephone system upgrades at MST facilities. IT Director Mark Eccles is working closely with AT&T on this project and reports that, as part of the high speed upgrade to all MST sites, there are additional charges for set-up and configuration that is being billed as work is completed. Once the older network system is disconnected, the monthly charges will drop to normal rates.

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:  Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 03/01/19		6,290,210.50
Revenues		
Passenger Revenue	320,144.49	
DOD Revenue	308,763.11	
LTF / STA / 5307	4,627,346.59	
Sales Tax	918,618.44	
Grants	13,603.85	
Interest Income	23,820.97	
Line of Credit	500,000.00	
Refund of Loan Overpayments	4,594.69	
Non Transit Revenue	21,034.25	
Total Revenues		6,737,926.39
Disbursements		
Operations (See Attachment #2)	3,600,431.68	
Capital	105,886.90	
Total Disbursements		(3,706,318.58)
Ending balance 03/31/19		<u><u>9,321,818.31</u></u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	199,471.11
Local Agency Investment Fund (LAIF)	2,341,352.86
Money Market - Homeland Security	502,496.21
Money Market - Rabo MM	2,916,206.03
Money Market - PTMISEA	1,639,450.32
Money Market - LCTOP	556,845.85
Money Market - Rabo Prop. 1 B	1,146,304.17
Bank of America - Escrow	8,986.76
Petty cash fund, STC Coin Machine, and 2 change funds	10,705.00
Total	<u><u>9,321,818.31</u></u>

PAYROLL ACCOUNT

March 01 Payroll & Related Expenses	596,746.30	
March 15 Payroll & Related Expenses	608,083.80	
March 29 Payroll & Related Expenses	699,248.90	
PERS & 457	292,134.65	
Garnishments	6,950.39	
PERS Health Insurance	<u>301,714.02</u>	
	2,504,878.06	2,504,878.06

GENERAL ACCOUNT

Disbursements on Attached Summary	1,098,296.64	
Paydown loans	59,842.00	
Workers Comp. Disbursements	18,506.77	
Interest expense	14,231.09	
Bank Service Charge	<u>10,564.02</u>	
	1,201,440.52	1,201,440.52

Total Disbursements	<u>3,706,318.58</u>
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Less Capital Disbursements & Transfers	(105,886.90)
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Operating Disbursements	<u>3,600,431.68</u>
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR March 01, 2019 - March 31, 2019

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 03/08/2019	51617 - 51760	548,744.12
Accounts Payable 03/12/2019	51761 - 51789	2,288.39
Accounts Payable 03/14/2019	51790 - 51790	40.00
Accounts Payable 03/22/2019	51791 - 51932	493,383.19
Accounts Payable 03/25/2019	51933 - 51939	33,840.94
Accounts Payable 03/27/2019	51940 - 51940	20,000.00
TOTAL		<u>1,098,296.64</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
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ATTACHMENT 3TREASURY TRANSACTIONS
FOR MARCH 2019**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 03/01/19					2,326,761.08
Local Agency Investment Fund: Quarterly interest earned - 2.55%					
			14,591.78		2,341,352.86
LAIF Treasury Balance at 03/31/19					2,341,352.86

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 03/01/19					212,940.39
03/01/19	479	LTF	2,841,693.83		3,054,634.22
03/01/19	308	AP/Payroll		775,000.00	2,279,634.22
03/07/19	308	AP/Payroll		935,000.00	1,344,634.22
03/07/19	212	Military/CC Sales	253,500.00		1,598,134.22
03/14/19	308	AP/Payroll		650,000.00	948,134.22
03/19/19	212	Military/CC Sales	52,000.00		1,000,134.22
03/25/19	308	Sales Tax Advance	918,618.44		1,918,752.66
03/28/19	308	AP/Payroll		661,000.00	1,257,752.66
03/28/19	479	LTF	1,656,128.27		2,913,880.93
03/31/19		Interest @ 1.15%	2,325.10		2,916,206.03
RABO MM Balance at 03/31/19					2,916,206.03

ATTACHMENT 4
PAGE 1

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from March 1, 2019 to March 31, 2019

(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	-296,168	-316,249	20,081	-2,664,465	-2,846,241	181,776
Special Transit	-398,972	-571,644	172,672	-3,528,489	-5,144,796	1,616,307
Cash Revenue	-52,425	-29,912	-22,513	-416,187	-269,208	-146,979
Cash Grants & Reimbursement	-2,752,152	-2,753,652	1,500	-24,771,621	-24,782,868	11,247
Total Revenue	-3,499,716	-3,671,457	171,741	-31,380,762	-33,043,113	1,662,351
Expenses						
Labor	1,357,487	1,366,996	-9,509	11,811,042	12,302,964	-491,922
Benefits	817,735	881,991	-64,256	7,663,949	7,937,919	-273,970
Advertising & Marketing	6,072	7,434	-1,362	64,888	66,906	-2,018
Professional & Technical	62,380	74,375	-11,995	512,584	669,375	-156,791
Outside Services	30,297	37,084	-6,788	328,626	333,756	-5,130
Outside Labor	77,734	124,339	-46,605	750,291	1,119,051	-368,760
Fuel & Lubricants	203,155	307,865	-104,710	1,941,098	2,770,785	-829,687
Supplies	53,294	86,744	-33,450	589,149	780,696	-191,547
Vehicle Maintenance	78,179	69,183	8,996	736,930	622,647	114,283
Marketing Supplies	1,064	2,293	-1,230	23,120	20,637	2,483
Utilities	55,489	46,929	8,560	442,342	422,361	19,981
Insurance	80,409	80,148	261	736,087	721,332	14,755
Taxes	13,562	17,633	-4,071	143,476	158,697	-15,221
Purchased Transportation	461,626	465,159	-3,533	4,133,628	4,186,431	-52,803
Miscellaneous Expenses	50,306	46,904	3,402	373,839	422,136	-48,297
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	12,628	16,667	-4,039	145,052	150,003	-4,951
Leases & Rentals	46,041	39,713	6,328	366,528	357,417	9,111
Total Operating Expenses	3,407,459	3,671,457	-263,998	30,762,627	33,043,113	-2,280,486
Operating (Surplus) Deficit	-92,257		-92,257	-618,135		-618,135

NOTES

①

②

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from March 1, 2019 to March 31, 2019

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY19)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-22,616	-23,171	555	-207,219	-208,539	1,320
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-435,443	-435,443		-3,918,987	-3,918,987	
Total Revenue	-458,059	-458,614	555	-4,126,206	-4,127,526	1,320
Expenses						
Labor	10,421	10,473	-52	83,507	94,257	-10,750
Benefits	5,468	5,562	-94	60,558	50,058	10,500
Advertising & Marketing		417	-417		3,753	-3,753
Professional & Technical		417	-417		3,753	-3,753
Outside Services						
Outside Labor	10,060	8,375	1,685	61,314	75,375	-14,061
Fuel & Lubricants	46,665	38,070	8,595	448,246	342,630	105,616
Supplies	201	1,957	-1,756	2,995	17,613	-14,618
Vehicle Maintenance				943		943
Marketing Supplies						
Utilities	120		120	1,000		1,000
Insurance						
Taxes						
Purchased Transportation	426,790	374,490	52,300	3,775,306	3,370,410	404,896
Miscellaneous Expenses	18,494	18,853	-359	166,658	169,677	-3,019
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	518,219	458,614	59,605	4,600,525	4,127,526	472,999
Operating (Surplus) Deficit	60,160		60,160	474,319		474,319

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

RECOMMENDATION:

Receive report on unclaimed property left on MST property.

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

Your Board adopted MST's Disposal of Lost and Found Property Policy.

DISCUSSION:

Per MST's Disposal of Lost and Found Property Policy adopted on February 4, 2019, 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. Prescriptions, ID cards, and items with an estimated fair market value under \$100 and have been turned in to MST are either disposed of properly or donated to non-profit charitable organizations.

Only the items listed below with an estimated fair market value of \$100 or more and are unclaimed after three months will be auctioned off per Policy:

Items with an estimated fair market value of \$100 or more:

None

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

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MOBILITY ADVISORY COMMITTEE (MAC)

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

MINUTES

Wednesday, January 30, 2019

1. CALL TO ORDER

1.1 Roll Call

Chairperson Kurt Schake called the meeting to order at 1:00 p.m. in the Monterey-Salinas Transit Board of Directors Chamber room (MST).

Present:

Kurt Schake	Veterans Transition Center
Maureen McEachen	Visiting Nurse Association
Diana Trapani	The Blind and Visually Impaired Center
Esmeralda Ortiz (Alternate)	The Blind and Visually Impaired Center
Reyna Gross	Alliance on Aging
Kazuko Wessendorf	Interim, Inc.
Melissa McKenzie	Carmel Foundation
Stefania Castillo	Transportation Agency for Monterey County (TAMC)
Jessica McKillip	ITN Monterey
Aimee Cuda	Central Coast Senior Services

Absent:

Alejandro Fernandez	DaVita Dialysis
Maria Magaña	Central Coast Center for Independent Living (CCCIL)
Kathleen Murray-Phillips	Monterey County Dept. of Social Services

Staff:

Cristy Sugabo	Mobility Services Manager
Kevin Allshouse	Interim Mobility Services Coordinator
Claudia Valencia	Mobility Specialist
Ruben Gomez	Mobility Specialist
Erin Heatley	Mobility Specialist
Lesley van Dalen	Mobility Specialist
Alvin Johnson	Contract Transportation Supervisor
Hunter Harvath	Assistant General Manager

Public:

Don Parslow	MV General Manager
Doug Thomson	MV Operations Manager
Kelsey Scanlon	Monterey County Office of Emergency Services
Pat Moore	Monterey County Office of Emergency Services

Member McKenzie arrived at 1:03 p.m.

2. CONSENT AGENDA

2-1. Approve minutes of the regular meeting of November 28, 2018.

Member Trapani made a motion to approve the Minutes and Member Cuda seconded. The motion passed unanimously.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

4. NEW BUSINESS

4-1. The committee discussed the 2019 election of officers for MAC Chair and Vice Chair positions. Subsequently, the committee agreed to appoint the following members in office.

Kurt Schake

Chair

Jessica McKillip

Vice-Chair

5. SPECIAL PRESENTATION

5-1. Chair Schake presented an appreciation award to MST Navigator Jennifer Cline for her 5 years of service as a volunteer with the MST Navigator Program.

5-2. Received presentation from Kelsey Scanlon and Patrick Moore, staff from Office of Emergency Services, Monterey County on Operational Area Access and Functional Needs (AFN) Working Group.

6. MEMBERSHIP

Member Cuda made a motion to recommend Alejandro Fernandez, Melissa McKenzie, Kathleen Murray-Phillips, and Maureen McEachen for MAC membership to the MST Board of Directors; Member Trapani seconded. The motion passed unanimously.

7. SUBJECT ITEM FOLLOW-UP

7-1. MST Contract Supervisor Alvin Johnson provided a follow-up update on the ST Zone expansion. He stated that the proposed expansion was approved by the MST Board of Directors at the December meeting, and MV Transportation is in the process of starting service soon.

8. REPORTS

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

8-1. MV Transit- MST RIDES Service Update

MV General Manager Don Parslow introduced Doug Thompson, MV's new Operations Manager. He also mentioned that MV Transportation just hired 5 new drivers, but they are still in the process of hiring more drivers.

8-2. MST Mobility Programs Updates

Cristy Sugabo, Mobility Services Manager announced that Kevin Allhouse has been promoted to Interim Mobility Services Coordinator, and he will be the new direct MAC support starting in March. She also invited the MAC to the Salinas Mobility Service Center Ribbon Cutting Event on Wednesday, February 6.

Ms. Sugabo also gave an update on the MST Travel Reimbursement Incentive Program (TRIPs). January marks the end of the TRIPs pilot program and it will continue to be part of MST's Mobility Programs. Currently there are 23 participants enrolled, and MST will soon start a marketing campaign to promote the program.

9. SUBJECT ITEM REQUEST

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

10. ANNOUNCEMENTS AND APPRECIATIONS

Member Trapani announced that the Mission Trail Lions Club of Carmel will have

their Annual “Spring Fling” Fundraiser on March 21st, and proceeds will go to the Blind and Visually Impaired Center.

Member Gross handed out flyers for the free income tax preparation service for seniors offered by Alliance on Aging.

Member McKillip announced that ITN is now one of the MST’s senior tax voucher sign-up location in Salinas.

11. ADJOURN

There being no further business, Chair Schake adjourned the meeting at 1:55 p.m.

Prepared by: *Claudia L. Valencia*
Claudia Valencia
Mobility Specialist

Reviewed by: *Kevin Allshouse*
Kevin Allshouse
Interim Mobility Services Coordinator

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Adopt Resolution appointing MST staff to the California Transit Indemnity Pool (CalTIP) Board of Directors

RECOMMENDATION:

Adopt Resolution 2019-30 appointing MST's Kelly Halcon, Director of Human Resources/Risk Management, as the Board Member and Lisa Cox, Risk and Security Manager as the Alternate Member to the Board of Directors of the California Transit Insurance Pool (CalTIP) effective June 1, 2019.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

The Monterey-Salinas Transit District bylaws require the Board to conduct an Annual election of officers and to make required appointments or to appoint officers when a vacancy occurs.

DISCUSSION:

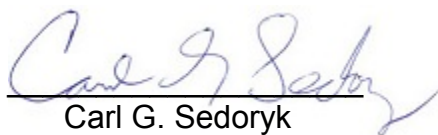
At your meeting of December 10, 2018, your board approved Resolution 2019-16, approving appointment to the CalTIP board FY2019: Kelly Halcon, Director of Human Resources/Risk Management, as the Board member due to the retirement of Ben Newman, Risk and Security Manager.

For remainder of FY 2019, effective June 1, 2019, staff recommends to the CalTIP board of directors the following appointments: Kelly Halcon, Director of Human Resources as the Board Member and Lisa Cox, Risk and Security Manager, as the Alternate Board Member.

The attached resolution is required by CalTIP for their records.

Attachment: Resolution 2019-30

REVIEWED BY


Carl G. Sedoryk

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RESOLUTION 2019-30

APPROVING APPOINTMENTS TO THE BOARD OF DIRECTORS
OF THE CALIFORNIA TRANSIT INDEMNITY POOL

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit does hereby approve the appointment of the Director of Human Resources and Risk Management as the Board Member and Lisa Cox, Risk and Security Manager, as the Alternate Board Member to the Board of Directors of the California Transit Indemnity Pool.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-30 this 13th day of May, 2019.

Michael LaBarre
Chairperson

Carl Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF
MONTEREY-SALINAS TRANSIT this 13th day of May, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Jeanette Alegar-Rocha, Board Secretary (Deputy)

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To: Board of Directors
From: Michelle Overmeyer, Grants Analyst
Subject: Conduct public hearing and adopt FY 2019 Program of Projects

RECOMMENDATION:

1. Conduct public hearing for FY 2019 Program of Projects
2. Adopt the FY 2019 Program of Projects; and
3. Authorize the filing of the appropriate grant applications with the Federal Transit Administration and Caltrans.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

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

DISCUSSION:

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

Monterey-Salinas Transit
Final Program of
Section 5307 Federally Funded Projects

Project	FY 2019
Fixed-Route Bus Planning & Operations	\$8,369,886
TOTAL	\$8,369,886

Hearing notices were published in the *Herald* (4/18/19) and the Monterey County Weekly (4/25/19). It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption.

PREPARED BY  REVIEWED BY 
Michelle Overmeyer Carl G. Sedoryk

To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: Integrated Marketing and Communication Plan for 2019-2021

RECOMMENDATION:

Receive Integrated Marketing and Communication Plan for 2019-2021.

FISCAL IMPACT:

The Marketing and Communication Plan was prepared by the consulting firm of Off2Market for a total cost of \$8,939. This amount is within the signing authority of the General Manager/CEO.

POLICY IMPLICATIONS:

The MST Board sets policy and approved a Strategic Plan for 2018-2020 which included the high priority goal to “Educate the public on MST services through promotion, communication and advocacy.” The goal further calls for MST to “Attract new riders and improve community support for MST by utilizing effective marketing, promotion, and communication techniques and by applying greater focus in meeting individual community and stakeholder needs.”

Furthermore, the Action Plan for 2019 calls for the development of a Marketing Plan to advance the priority goals above.

DISCUSSION:

MST does not have a current marketing plan, which limits the department’s ability to strategically map out and implement campaigns, promotions, and events in a way that helps advance MST’s coordinated message.

In January, MST hired the consulting firm of Off2Market to help prepare a practical plan which would help the marketing department’s efforts moving forward. The goals of the Marketing and Communications Plan are to:

1. Retain existing riders and enhance the customer experience
2. Increase passenger boardings on fixed-routes


3. Improve and promote customer and stakeholder satisfaction with MST services

The Marketing and Communications Plan identifies overarching strategies to help accomplish these ambitious goals:


1. Brand development – this strategy includes the discovery of MST’s unique distinction and communicating that message both internally and externally
2. Integrate marketing and communications – the selected tactics to accomplish this strategy include increasing awareness of MST services through community feedback campaigns, enhancing social media with more video content and a coordinated message, boosting media relations by using a wire service, and use of infographics and images in press releases
3. Expand strategic partnerships – expanding our partnerships with large institutions and employers helps with community building and can positively influence ridership
4. Fortify internal communications – keeping our brand promise is a critical function to serving our customers and stakeholders and includes developing a crisis communication plan and creating an awards program for riders, drivers, and community influencers

Parts of the Plan are already being implemented while other parts will proceed over the next two (2) years. Work in progress includes an MST-themed coloring and activity book for young people and a bus cut-out for use as a photo backdrop at outreach events. MST staff is also working to fortify and strengthen partnerships with two (2) colleges to help increase ridership.

PREPARED BY:


Lisa Rheinheimer

REVIEWED BY:


Carl G. Sedoryk

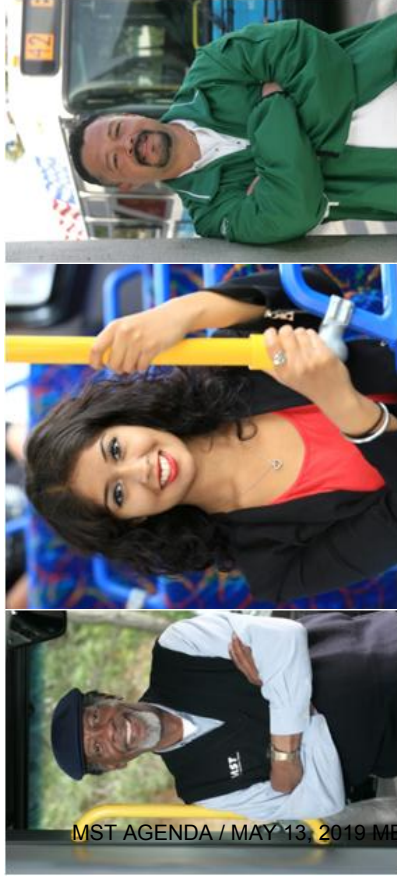
Integrated Marketing and Communication Plan for 2019-2021

ATTACHMENT 1

Board of Directors • May 13, 2019
Presented by: Lisa Rheinheimer, Director of Planning &
Marketing



Overview



MST AGENDA / MAY 13, 2019 MEETING / PAGE 42



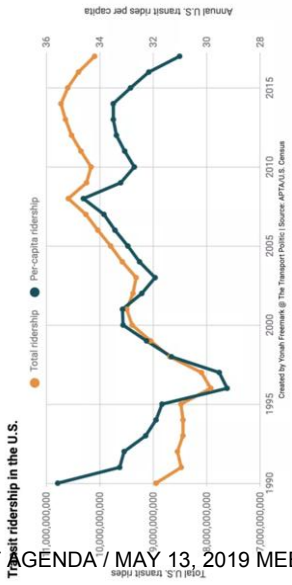
1. Background
2. Marketing and Communication Goals
3. Overarching Strategies
4. Schedule
5. Questions

Biggest takeaway

This plan maps out a strategy to take our marketing and communication efforts to a new level

Background: National perspective

- Nationwide, transit ridership is falling due to:
 - shifting demographics
 - legislation
 - cheap gas and car loans
 - proliferation of the ride-sharing mentality
 - attacks on public transit by conservative PACs
 - infrastructure challenges within transit systems



MST Bucking the Trend

- MST has seen nominal ridership growth due to its culture of relationship building, innovation, and the 'Free 40's' promotion in Salinas on weekends
- MST assets can amplify future marketing efforts:
 - loyal riders
 - employees
 - community partners



Marketing and Communication

Goals

Goal 1

- Retain existing riders and enhance the customer experience

Goal 2

- Increase and/or minimize loss of passenger boardings on fixed routes

Goal 3

- Improve and promote customer and stakeholder satisfaction with MST services
-

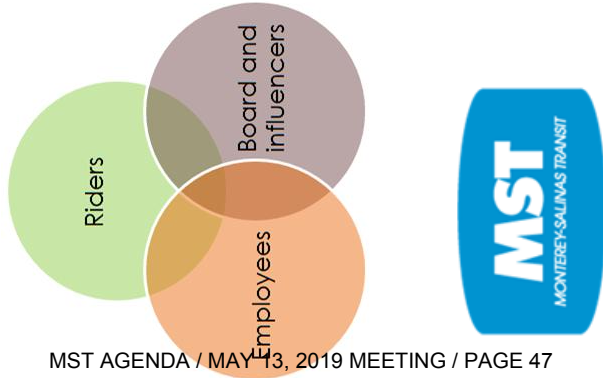


Strategies



1. Brand development
2. Integrate marketing and communications
3. Expand strategic partnerships
4. Fortify internal communications





1. Brand Development

Create a Solid Brand Foundation

A. Discover MSTs **unique distinction** with a strategy to communicate that distinction.

B. We have much of what we need:

- Engaged board
- High performing team
- Devoted riders

C. Dissolve boundaries between brand and experience

D. Almost there, need to cross the finish line

E. Complete this equation:
What does MST=

2. Integrate Marketing and Communications

Tactics

1. Create awareness through community feedback campaigns
2. Enhance social media
 - a. Communicate value of MST
 - b. Streamline content creation
 - c. More videos
 - d. Leverage Instagram
 - e. Twitter for thought leadership



Integrate Marketing and Communications

Boost Media Relations

1. Continue with traditional media tools
2. Use infographics and images to boost pick up of press releases
3. Develop boilerplate summarizing MST
4. Use a wire service to distribute important press releases



3. Expand Strategic Partnerships

Overview

1. Strength in community building/partnerships:
 - a. Broad representation
 - b. Exceptional staff
 - c. Innovative executive leaders
2. Expanding partnerships influences ridership

Tactics

1. Prioritize new organizations for partnerships
2. Join relevant boards
3. Create bus cut out for selfie/ photo op
4. Create coloring and activity book
5. Live feed on Facebook



4. Fortify Internal Communication

Initiatives

1. Develop a crisis communications plan
2. Create three (3) awards programs:
 - a. People's Choice Award – recognizes drivers
 - b. Community/Passenger Award – recognizes passengers
 - c. Community Service Award – recognizes community member for their transit advocacy



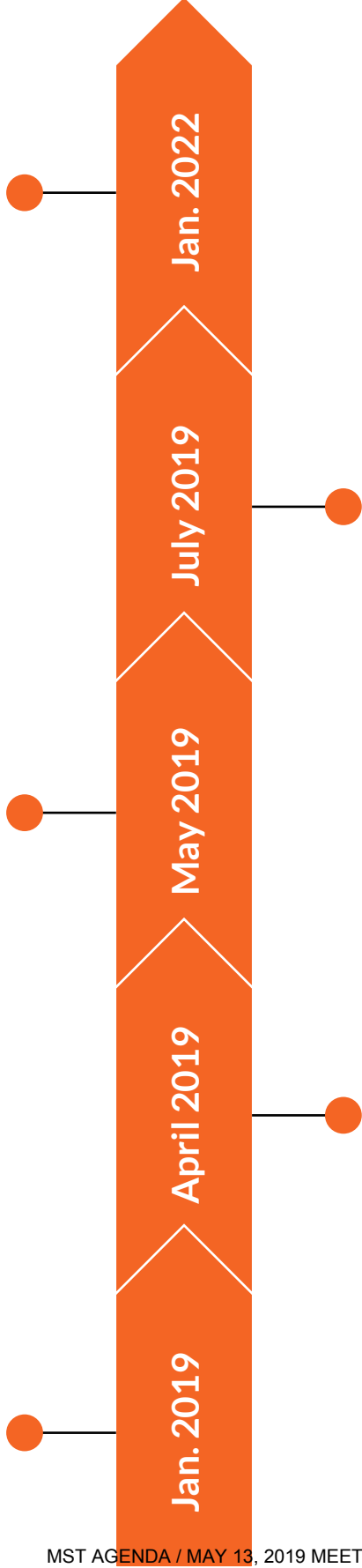
Schedule



Begin marketing plan

MST Board of Directors

Refresh or begin new
Marketing and
Communication Plan



Administrative
Performance
Committee

Begin implementing
Marketing and
Communication Plan



Next steps

Add to FY 2019/20 Budget

Assumed same budget amount as FY 2018/19

Begin Implementation

July 1, 2019

Review Implementation Success

Internally on a quarterly basis



Questions?



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To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Authorize financing for the purchase of 5 Hometown Trolleys

RECOMMENDATION:

Approve Emergency Financing Plan with Wells Fargo Bank for five replacement trolley vehicles in the amount of approximately \$2 million.

FISCAL IMPACT:

Approximately \$2 million in financing from Wells Fargo Bank at 5.99% APR for 24 months. By the end of the 24-month term, \$127,000 in interest charges will accrue.

POLICY IMPLICATIONS:

Your Board approves financing in excess of \$100,000.

DISCUSSION:

Since 2004, MST has operated eight historically themed Optima brand Trolleys. The Optima Trolley has not been manufactured for a number of years, and many parts are difficult to obtain or no longer available. Of particular concern are the wheelchair lifts, which are also no longer manufactured, and replacement parts are similarly difficult to obtain or are no longer available. Without working wheelchair lifts, these buses are not permitted to operate in revenue service under the Americans with Disabilities Act (ADA). In addition, with six of the eight trolleys nearing 15 years of age, these vehicles are beyond the FTA-recommended useful life of 10 years.

At the June 2017 meeting of your Board, staff was granted authority to enter into a purchase agreement with Creative Bus Sales, which handles purchasing of Hometown Trolleys on a state of California contract facilitated by CalACT, the statewide advocacy group for smaller transit systems. These trolleys have been manufactured and are near ready to be delivered to MST. With each trolley costing approximately \$400,000, staff identified the following funding package that is a mix of federal, state and local funds:


\$1,444,004	Federal 5339 Capital Grant
\$ 404,515	State of California Proposition 1B Bond Funds
\$ 150,011	MST Capital Budget

\$1,998,530 TOTAL ESTIMATED PURCHASE PRICE

In order to access these Federal 5339 formula grant funds, MST had to submit an application to the Federal Transit Administration. One important step in the federal grant award process is that the Secretary of Labor must certify that federal funds will not be used in a manner that inhibits or reduces the collective bargaining rights of labor union(s) (e.g., the Amalgamated Transit Union) if a union provides a written objection to a grant on these grounds. Unexpectedly, the International ATU organization, headquartered in Washington, DC, decided to file an objection to awarding these federal grant funds to pay for the replacement trolleys due to their continued dissatisfaction with the state of California's pension reform, which was enacted in 2013. This is now the third time in six years that ATU International has objected to MST's grant funds, thereby resulting in significant delays in receipt of federal funds. More detail about this matter may be found in the GM Report - agenda item 7-1 of this packet.

As the replacement trolleys have been manufactured and are now in California for inspection, MST is required to pay Creative Bus Sales once MST has completed the vehicle acceptance process. As MST does not have the cash to pay for the vehicles because of ATU's actions in filing an objection to our federal grant funds, staff researched available vehicle financing options. Fortunately, Creative Bus Sales offers financing terms – specifically, 24 months at 5.99% annual interest. The financing charges will add as much as \$127,000 in expenditures to this purchase. If ATU withdraws its objections, or the Secretary of Labor certifies the grant over the objections of the ATU releasing our funds at some point short of the end of the 24 months, the financing can be paid off early without significant penalty or fees.

Staff is recommending that you approve the emergency financing plan with Wells Fargo bank for five replacement trolley vehicles so that MST can pay for the trolleys, which are due to be delivered in the coming weeks so they can be put into service for the summer 2019 trolley season.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report –March 2019

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for March 2019

The International Amalgamated Transit Union (ATU) continues to object to grants from the Federal Transit Administration to California public transit operators based on their belief that the Public Employee Pension Reform Act of 2012 (PEPRA) violates the collective bargaining rights of transit workers. Even though there have been multiple court rulings that have concluded that PEPRA does not violate collective bargaining rights of transit workers the US Department of Labor (DOL) has so far refused to certify that these grants do not violate workers rights which has had the effect of stopping the flow of federal funds to certain public transit operators.

As a result, federal operating and capital funds have ceased flowing to ATU represented public transit operators in the state including MST, Los Angeles County MTA, Sacramento RTD, Santa Clara VTA, and Alameda Contra-Costa Transit. Other unions including the Teamsters are not objecting to these grants so public transit operators not affiliated with ATU including Orange County Transportation Authority, are receiving their federal funds without delay.

Staff has had discussions with congressional staff, FTA leadership, DOL staff, and multiple unsuccessful attempts have been to speak with ATU International leadership. Staff has been told that teams of lawyers and administrators from the Departments of Justice, Labor and Transportation are working daily to resolve this issue.

Multiple sources from both within the DOL and from Congressional offices have indicated that the DOL is anticipating a lawsuit from ATU and are hesitant to certify grants over ATU objections setting the stage for a fiscal emergency for MST and other ATU represented transit operators. Staff is preparing a contingency plan to dramatically reduce services and implement driver and maintenance worker layoffs if access to federal funds continues to be thwarted by the ATU and DOL.

MST currently has two grants that have yet to be certified by the DOL. . One for \$2.0M for the replacement of 5 trolley style buses, and the other to reimburse MST for up to \$8.4M in operating expenses for the fiscal year beginning July 1, 2018. In order to complete the procurement of trolley buses that have already been received and to continue services to our community MST will be taking on short term debt to manage cash flow. Currently the interest expense for this unanticipated debt is estimated to cost MST an additional \$250,000 in unbudgeted interest expense.

March 16 – 19 I attended the American Public Transportation Association Legislative Conference in Washington DC where I attended meetings with leadership of the Federal Transit Administration and Congressional senior staff members of transportation committees. During this time staff, with our federal advocate Don Gilchrest, had numerous meetings congressional staff members and administration officials (Att 5).

Also attached is the current status of the FY 2019 Action Plan (Att 6)

Attachment #1 – Dashboard Performance Statistics March 2019

Attachment #2 – Operations Dept. Report – March 2019

Attachment #3 – Facilities & Maintenance Dept. Report March 2019

Attachment #4 – Administration Dept. Report – March 2019

Attachment #5 – March 18 -19 Washington DC meetings itinerary.

Attachment #6 – FY 2018 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

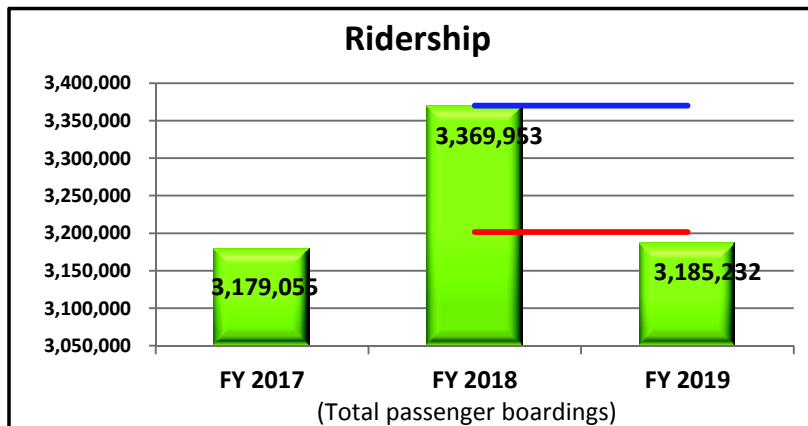
MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2017-2019

ATTACHMENT 1

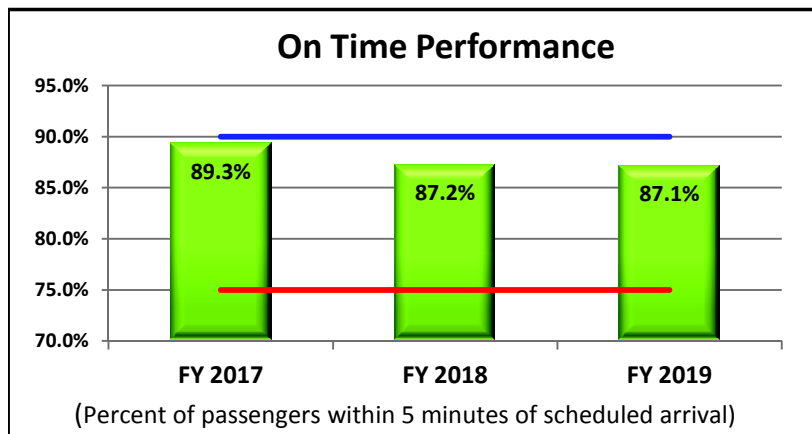
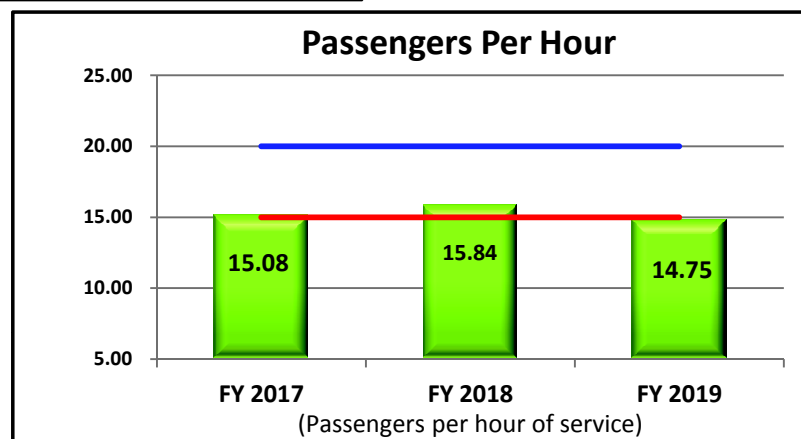


Goal = 3,369,953
passengers

Minimum = 3,201,455
passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

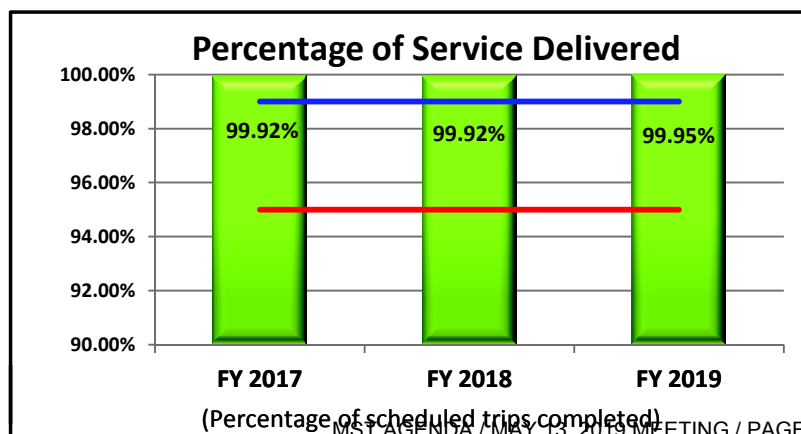


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

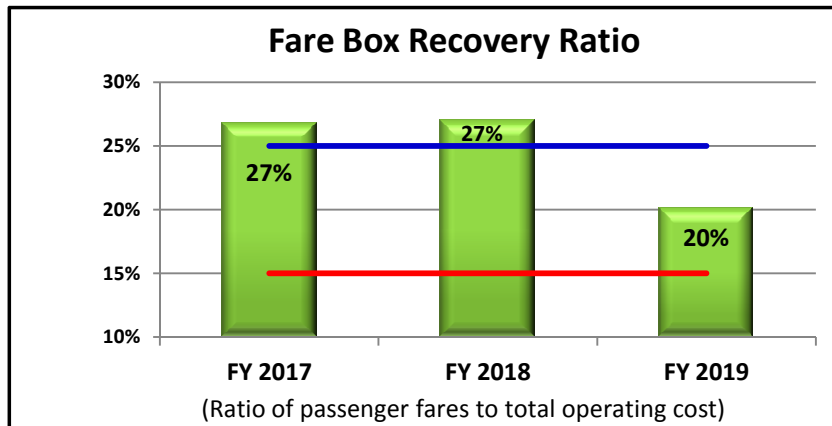


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2017-2019

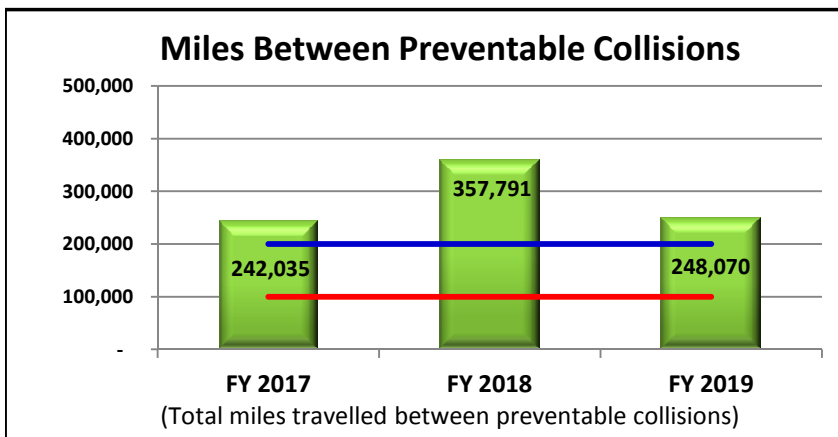
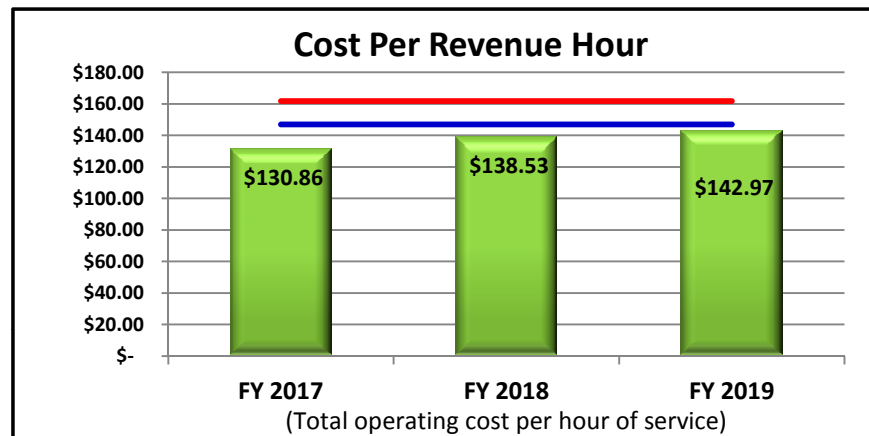


Goal = 25%

Minimum = 15%

Goal = \$147.03 per RH

Maximum = \$161.73 per RH

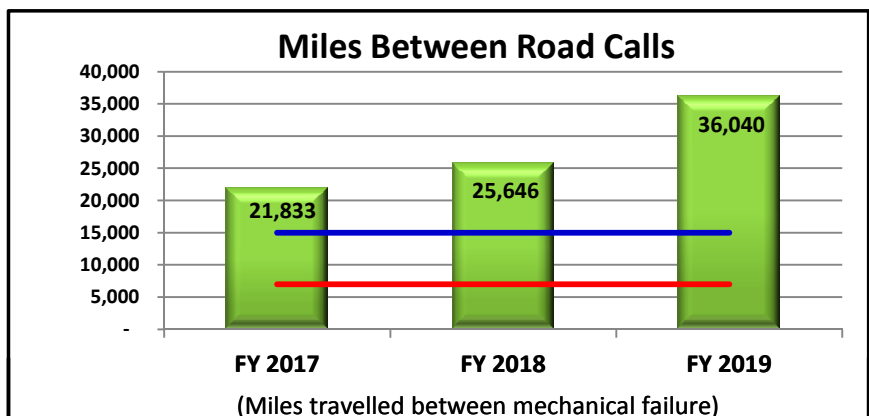


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

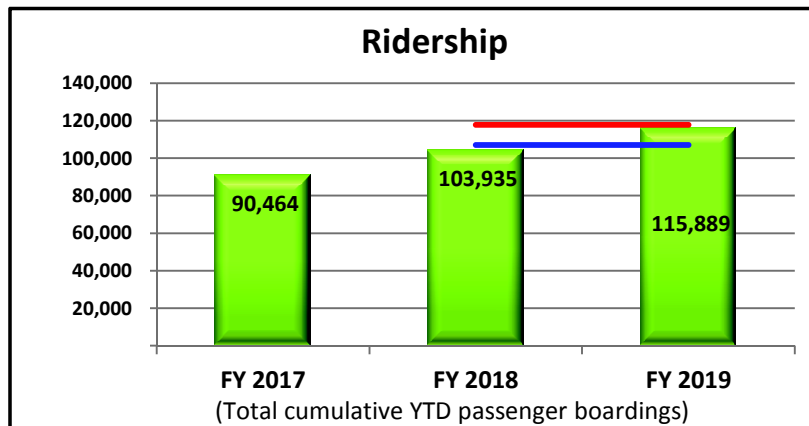


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2017-2019

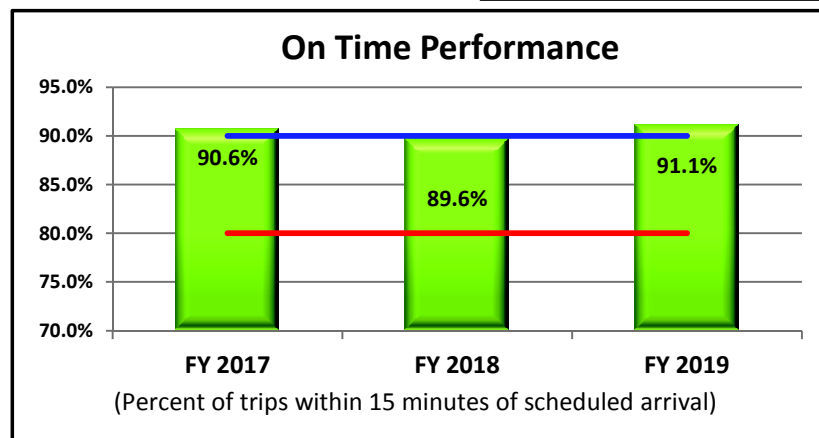
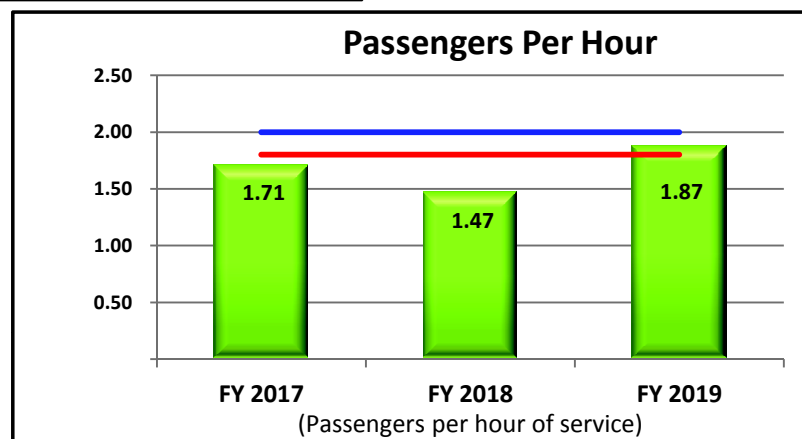


**Goal = 107,053
passengers**

**Maximum = 117,758
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

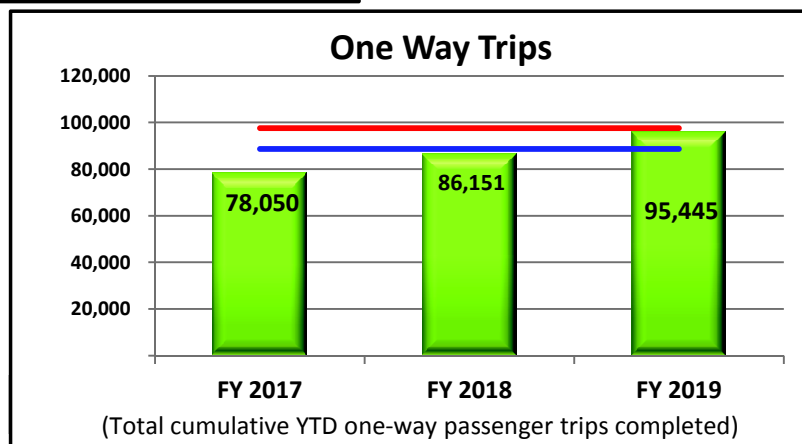


Goal = 90% on time

Minimum = 80% on time

**Maximum = 97,609
one-way trips**

**Goal = 88,736
one-way trips**

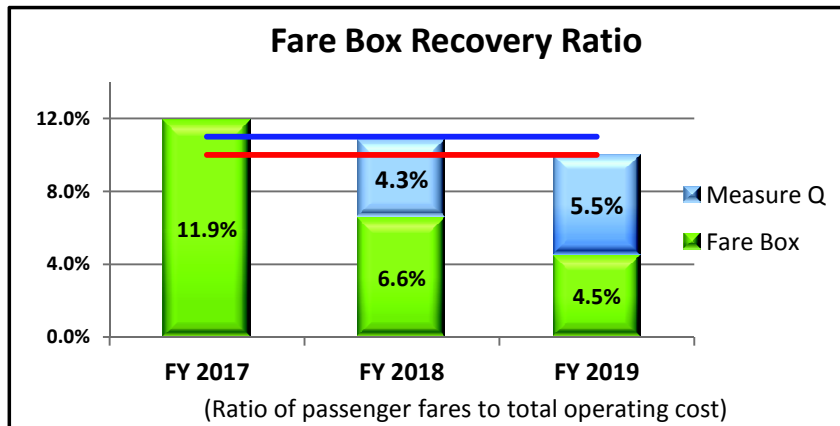


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2017-2019

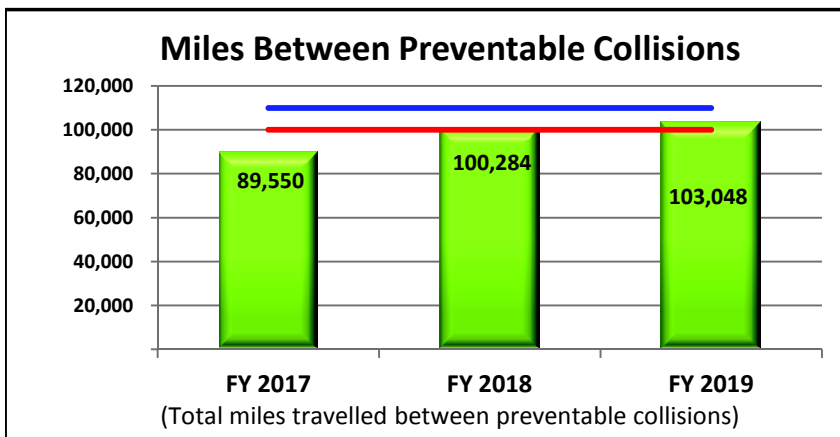
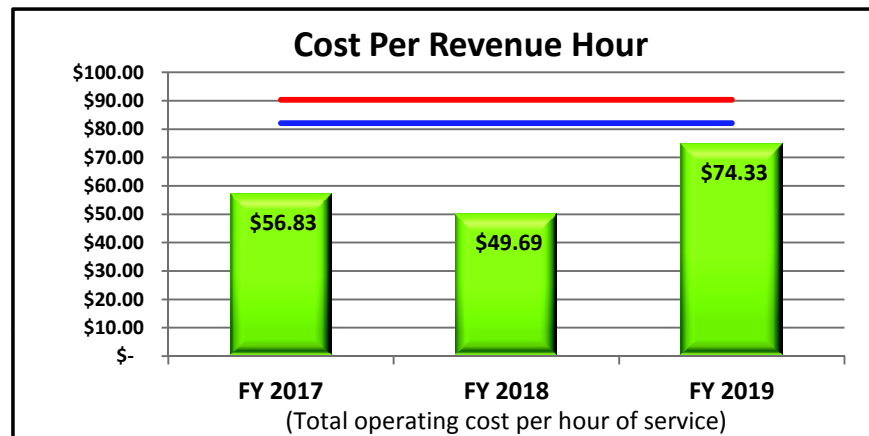


Goal = 11%

Minimum = 10%

Goal = \$82.14 per RH

Maximum = \$90.35 per RH

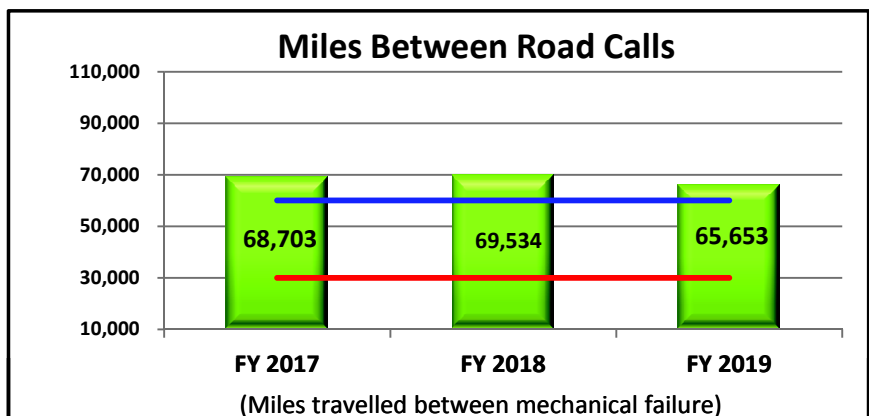


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

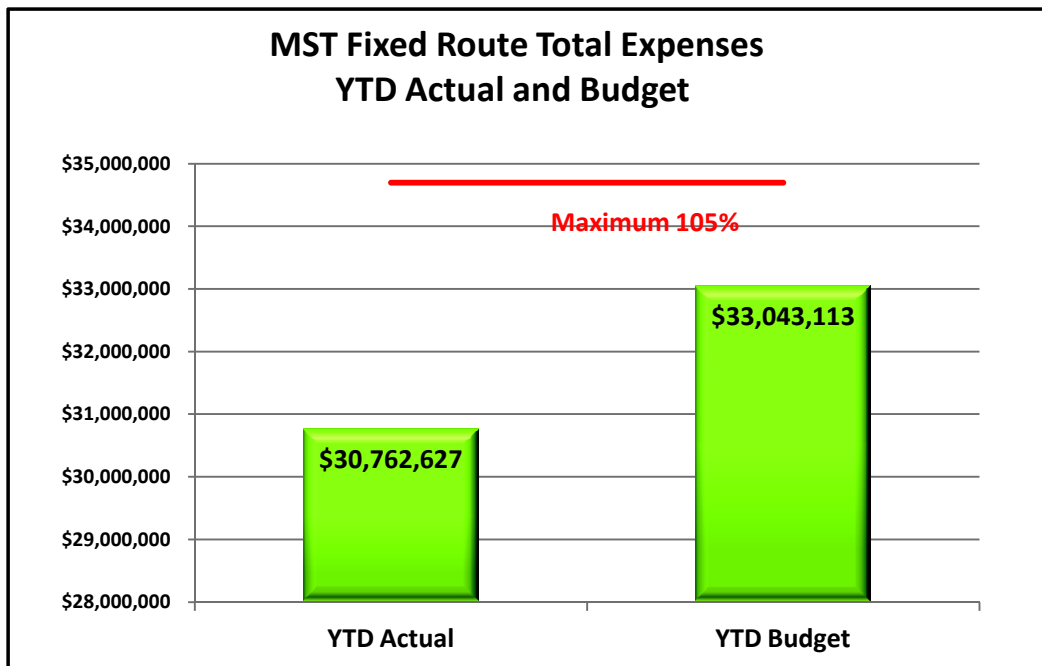
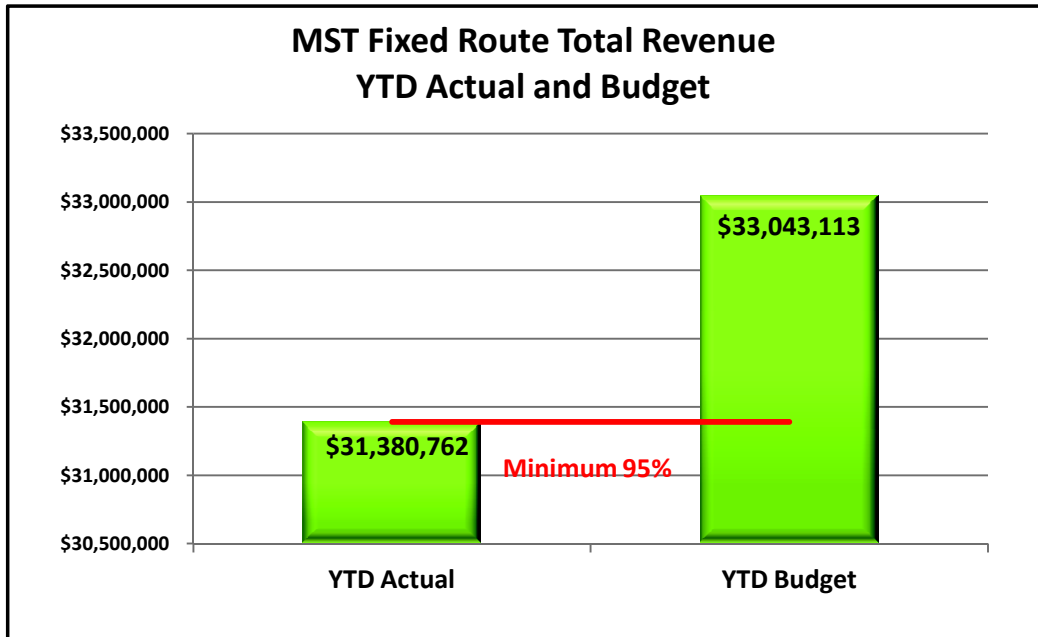


MST Fixed Route

Financial Performance Comparative Statistics

July - March

Fiscal Years 2017-2019

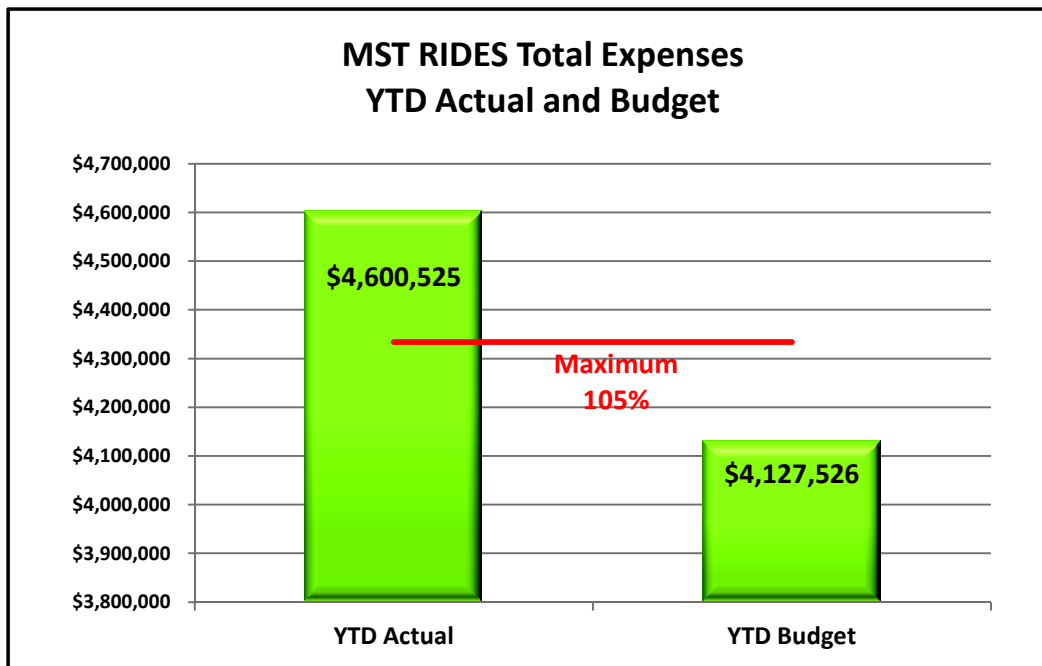
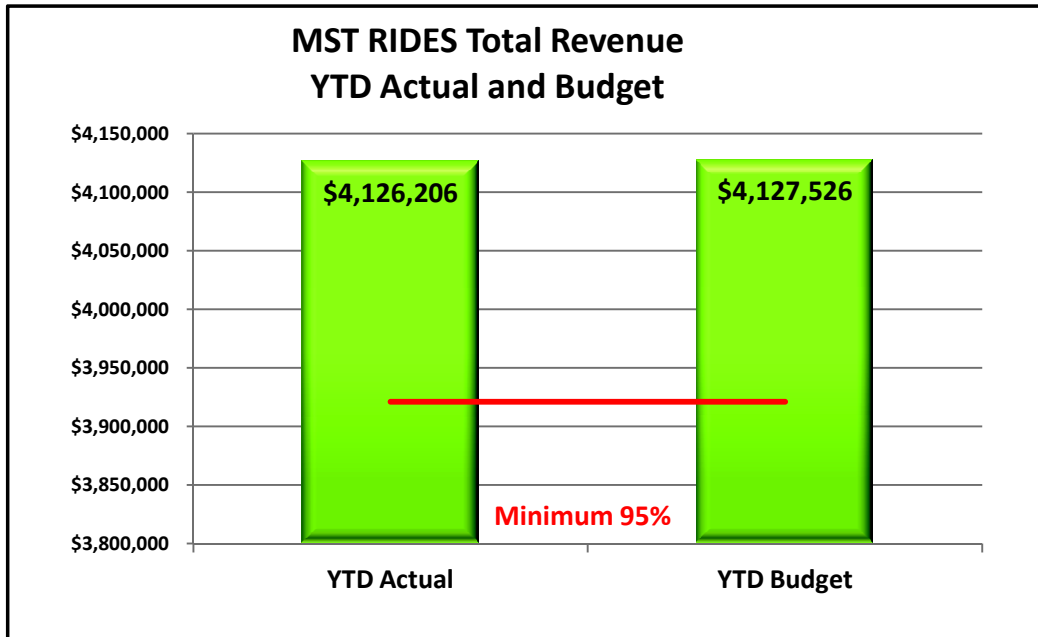


MST RIDES

Financial Performance Comparative Statistics

July - March

Fiscal Years 2017-2019



March 26, 2019

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

From: Robert Weber, Chief Operating Officer

Cc: Monterey-Salinas Transit Board of Directors

Subject: **Transportation Department Monthly Report – March 2019**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 353,599 in March 2019, which represented a 2.00% increase as compared to March 2018, (346,348). Fiscal Year to date, passenger boardings have decreased by 5.48%.

Productivity remained virtually unchanged from 14.0 passengers per hour in March 2018 to 14.4 passengers per hour in March of this year.

Supplemental / Special Services:

March 9, & 16: In support of the Monterey Aquarium's "Free to Learn" program, MST provided special service between Greenfield and Santa Cruz to the Monterey Aquarium. Service was provided to 241 passengers during the month of March.

System-Wide Statistics:

- Ridership: 353,599
- Vehicle Revenue Hours: 24,469
- Vehicle Revenue Miles: 399,240
- System Productivity: 14.4 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 33,580

Time Point Adherence: Of 143,445 total time-point crossings sampled for the month of March, the Transit Master™ system recorded 19,324 delayed arrivals to MST's published time-points system-wide. This denotes that **86.53%** 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.

Canceled Trips: As listed below, there were a total of twelve (12) canceled trips for the month of March for both directly operated and contracted services:

Total Trips Completed: 33,580			
Category	MST	MV	%
Mechanical	2	0	17%
Other	1	1	17%
Staffing Shortage	6	0	50%
Traffic	1	0	8%
Vehicle Accident	1	0	8%
Totals	11	1	100%

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. 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 March 2018 and 2019:

Occurrence Type	March-18	March-19
Collision: MST Involved	6	8
Employee Injury	2	0
Medical Emergency	1	1
Object Hits Coach	2	2
Passenger Conflict	9	14
Passenger Fall	4	5
Passenger Injury	0	0
Other	7	1
Near Miss	0	0
Fuel / fluid Spill	6	1
Unreported Damage	4	0
Totals	41	32

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of March there were 13,148 passenger boardings. This denotes a 3.71% increase in passenger boardings from March of 2018, (12,678). For the Fiscal year to date – passenger boardings have increased by 11.50% over FY 2018.

- Productivity for March 2019 was 1.84 passengers per hour, increasing from 1.80 passengers per hour in March 2018.
- For the month of March, 91.65% of all scheduled trips for the MST RIDES program arrived on time, increasing slightly from a March 2018, (91.47%).

COMMUNICATIONS CENTER:

In March, MST's Communications Center summoned public safety agencies on eleven (11) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	7
EMS	Passenger Medical Emergency / Injury	4

Robert Weber

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ATTACHMENT 3

April 22, 2019

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **March 2019**

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

FY19 Fuel Budget:	Average Fuel Price March 2019:	Average Fuel Price: FY2019
Diesel: \$3.10	\$2.59	\$2.61
Gasoline: \$3.20	\$2.72	\$2.85

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
March: 2018	\$0.79	31,405
YTD: FY 2019	\$0.90	30,509
FY 2018	\$0.92	24,421
FY 2017	\$0.89	18,755

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

Department Activities/Comments:

The MST revenue fleet traveled 31,405 miles between major mechanical road calls during the month of March. The total number of road-call incidents was sixteen, of which eleven were for major mechanical failures and five were for other mechanical issues. The highest number of major mechanical road calls (19%) were attributed to cooling system defects. The fiscal year to date, the miles traveled between major mechanical road calls increased by 30% over the same period last year.

In March, over a third of all MST mechanics completed a 16-hour safety and maintenance course from the SCRTTC on Zero Emissions vehicles. The 2-day course was lead by an SCRTTC certified instructor from Southern California. All attendees will receive a Certificate of Completion and the feedback that each provided during this course will be used to improve the future curriculum for this training.

MST was the first public transit agency in California to host and complete this course. Additional opportunities will be made available in the near future for Zero Emission technology training and

MST hopes to offer these courses to Santa Cruz Metro, San Luis Obispo Transit, and San Benito County Transit.

In March, MST's maintenance department completed a safety-related inspection and repair campaign on over 30% of the revenue fleet within 24 hours of receiving the safety bulletin from the manufacturer. MST celebrated this remarkable effort with a pizza luncheon for all maintenance employees.

Recruitment efforts continued in March for three mechanics and three utility service personnel to fill vacant positions within the department.

Prepared by: 
Robert Weber, Chief Operating Officer

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO

Date: April 30, 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 – March 2019**

The following significant events occurred in Administration work groups for the month of March 2019:

Human Resources

A total employment level for March 2019 is summarized as follows:

Positions	Budget FY19	Actual	Difference
Coach Operators F/T	150	136	-14
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	30	-7
Maintenance & Facilities	52	50	-2
Administrative (Interns 1 PT)	30	29	-1
Total	270	245	-25

*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.

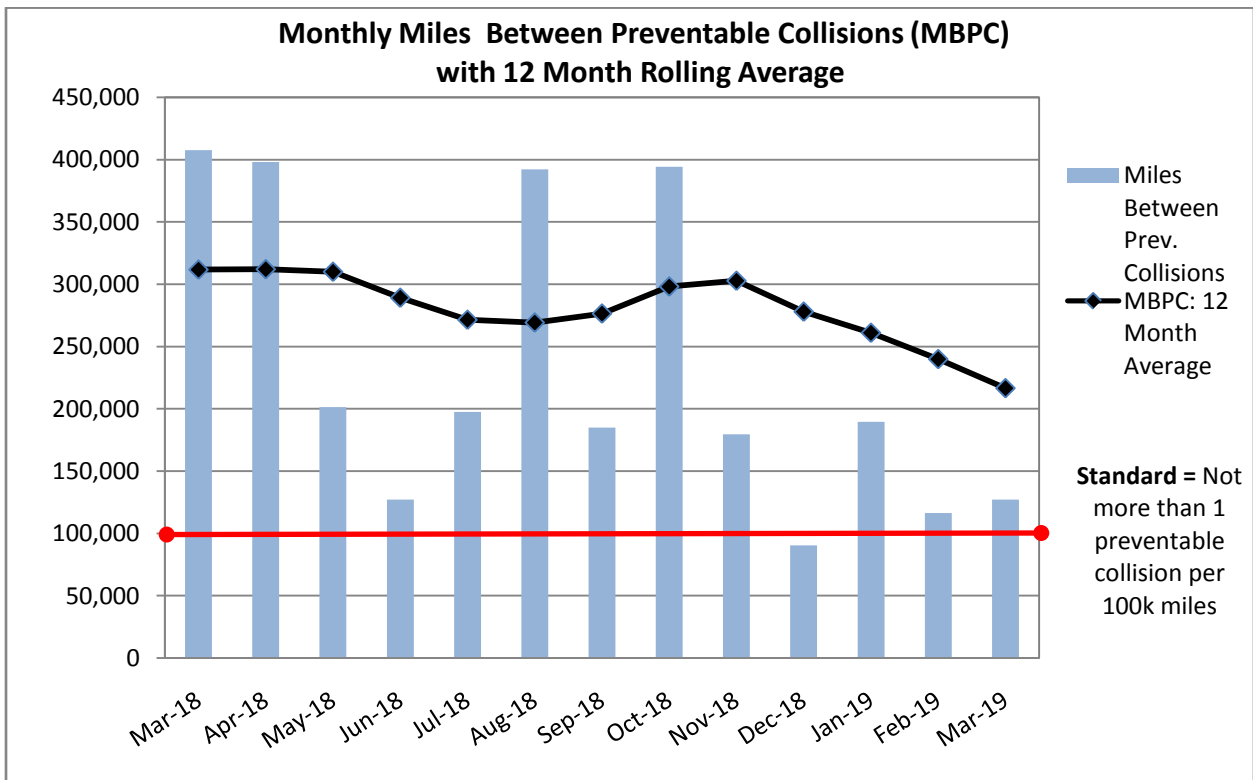
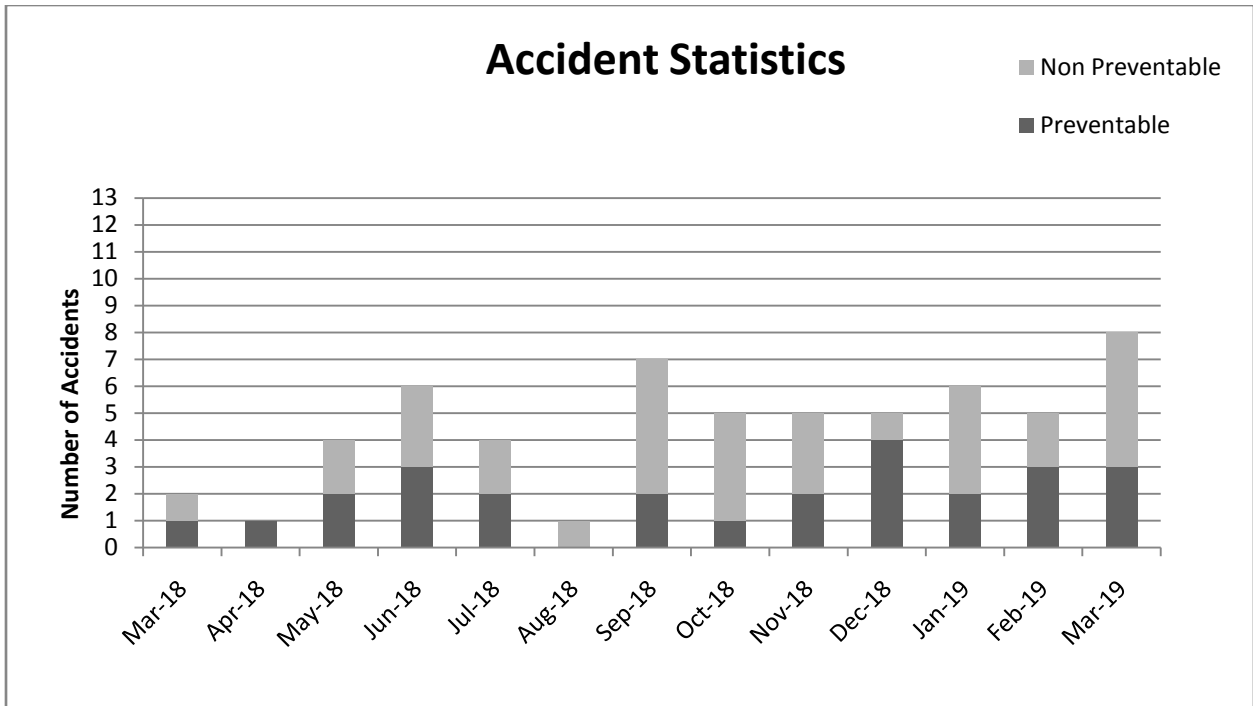
<i>March Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$10,542.40
<i>Other (includes Legal)</i>	\$2,858.98
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$5,105.39
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,765.17
<i>Total Expenses</i>	\$32,980.27
<i>Reserves</i>	\$519,722.27
<i>Excess Reserved</i>	(\$38,845.57)
<i># Ending Open Claims</i>	33

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	12
Post Accident/Incident Re-training	3
Return to Work Re-training	0
Harassment Prevention Training for Transit Employees	12
Maintenance Safety Training: back safety, hearing loss, ladders and falls, preventable accidents (chock block)	6
In-Service Training: Zonar	6
HR101: AED Machine Training	34
Easterseals: Introduction to travel training workshop	1
NTI: Disadvantage business enterprise course (DBE)	2
BYD Zero Emissions Electric Bus Familiarization	7

Risk Management

	March 2019 Preventable		March 2018 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	5	0	1
MST Preventable Accidents	3	0	1	0
TOTAL	3	5	1	1



Customer Service Update – March 2019

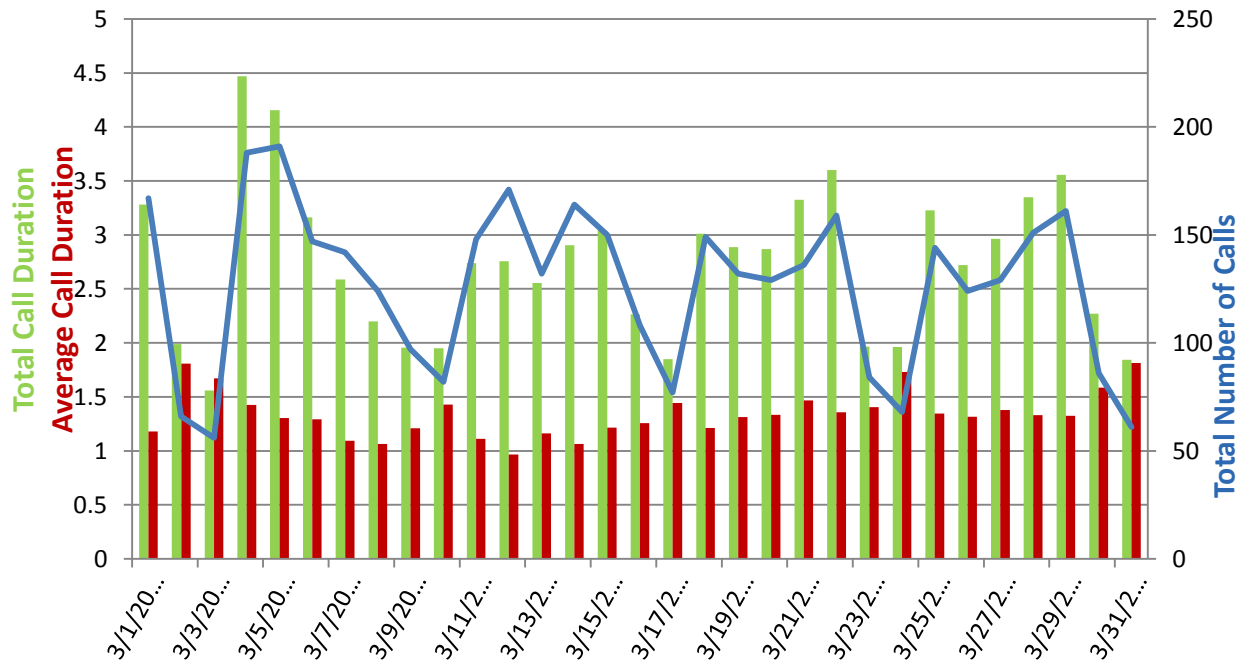
Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	March 2018	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	2	0		3.1%	3	5.0%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	0		0.0%	3	5.0%
Employee Other	3	0	1	4.6%	0	0.0%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	3	1	1/1*	6.2%	4	6.7%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	11	0	5	16.9%	8	13.3%
Improper Employee Conduct	9	4	2/3*	20.0%	13	21.7%
Inaccurate Public Information	1	0		1.5%	0	0.0%
Late Arrival	2	0	1	3.1%	3	5.0%
Late Departure	0	0		0.0%	0	0.0%
No Show	3	2	1/1*	7.7%	3	5.0%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	5	3	2	12.3%	7	11.7%
Passenger Conduct	1	0	1	1.5%	1	1.7%
Passenger Injury	1	0		1.5%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	2	0	2	3.1%	0	0.0%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	3	0	2	4.6%	1	1.7%
Service Animal	0	0		0.0%	0	0.0%
Service Other	3	2	2*	7.7%	13	21.7%
Service Schedule	2	2	1/2*	6.2%	1	1.7%
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%
Subtotal reports	51	14				
Grand Total MST and *Other Provider		65		100.0%	60	100.0%
Employee Compliment	4				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 March 2019, MST received a total of 3,923 calls which lasted a total of 84 hours and 58 minutes. The average call duration was one minute and eighteen seconds (1:18). MST received the most number of calls on Tuesday, March 5, at 191. Of the total number of calls, 1,130 (29%) 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.

Customer Service Call Center Report March 2019



Finance Update – March 2019

General Accounting/Accounts Payable

During the month of March, staff processed timely and accurate vendor payments, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Throughout the month, staff gathered the information necessary to begin the FY20 Budget compilation process to present to the committees in May and June before final consideration for approval by the entire Board of Directors on June 10, 2019.

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 March staff attended the FTA Triennial Review Training in Orange, California and the SB1 competitive funding workshop in Sacramento. Materials were compiled for the Triennial Review submittal to FTA. Ongoing meetings were held with staff from various departments to ensure that grant-funded projects stay on schedule.

Purchasing

During the month of January, staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at TDA and CJW locations. The inventory value for the month of March was \$182,562 which represents a modest decrease of 4% over the month of February where inventory value was at \$190,223. The decrease was due to a slightly higher consumption of fast moving items. Staff continues to define and evaluate the best level of inventory to support Maintenance needs. Staff also worked on several large procurements such as CJW Project Remodel and renewals of contracts and MOU's.

Information Technology Update – March 2019

Staff worked with Operations and Maintenance Department personnel in monitoring and when necessary, with the configuration of the Intelligent Transportation Systems (ITS) equipment installed on the vehicles and Communication Centers. 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 monitored and configured the Trapeze 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 retrieved the Real-Time data text and IVR data for the Customer Service Supervisor's monthly report. Staff ensured that the WiFi systems installed on 15 buses used on the commuter routes were working as designed.

Staff worked with Giro and MST staff in the ongoing implementation of the latest modules in the Hastus system. Staff installed and configured the updated radio network controller hardware at the Williams Hill radio tower site.

Staff monitored and administered the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system. Staff liaised with AT&T and supervised their installation of the high-speed data system upgrades at MST locations. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements. Staff continued working on specifications and cost for hardware and software upgrade requirements needed for FY 2020.

Marketing Update – March 2019

MST RealTime Usage:

2018	Text	RealTime Phone	CSR Phone	App Sessions	App Users
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
2019					
January	7,379	961	4,134	146,475	7,649
February	7,285	822	3,515	186,958	8,119
March	8,068	1,130	3,923	193,982	8,142

Notes:

*** 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: “Letters to the Editor: The delicate balance of keeping Monterey County beautiful” (Monterey Herald, 3/4/19), “‘Dockless’ rental scooter rules to be considered by TAMC board” (Monterey Herald, 3/4/19), “Letters to the Editor, Developer fees critical for post –FORA local needs” (Monterey Herald, 3/15/19), “Lime trying to bring electric scooters to Monterey” (KSBW, 3/28/19), “MST begins Salinas Transit Center renovation” (Monterey County Business Council, 3/29/19).

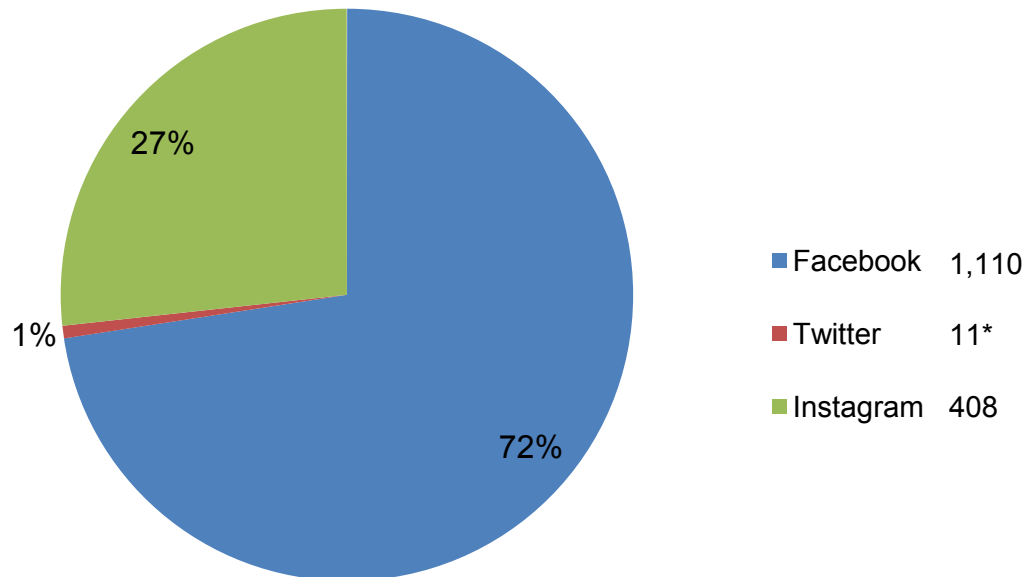
Press releases sent include: “MST service changes go to into effect Saturday, March 9” (3/6/19); “MST bus service during CSUMB & Hartnell Spring Break” (3/13/19); “MST begins long overdue renovation of Salinas Transit Center” (3/25/19).

Community outreach: staffed information booth at Gathering for Women in Monterey on Wednesdays; staffed information booth at TK & Kinder Family Festival in Greenfield; staffed information booth at Hartnell STEM Fair in Salinas; staffed information booth at CET's 5th Annual Job & Resource Fair in Salinas; presented to students at Career Day at Main Street Middle School in Soledad; staffed information booth at See Our Youth Summit in Salinas; staffed information booth at NASA Creekside Elementary Resource Fair in Salinas.

Projects: continued work on marketing projects including MST coloring/activity book, Z-card foldable system map, Marketing Plan, and brochure updates.

Collaboratives/Meetings/Committees: attended MCCVA collaboration meeting in Monterey; attended a breakfast for International Women's Day at Alisal High School in Salinas; attended a Tri-County meeting for the 2020 Census in Salinas.

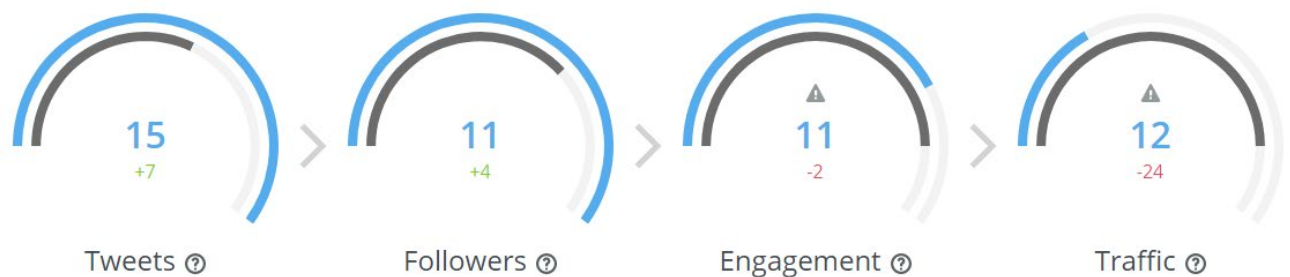
Social Fans:



*MST created a new @MST_TransitNews Twitter account in March for thought leadership. MST's Twitter handle @MST_BUS is being used for transit service alerts.

Overview by Social Media Platform:

NEW! Twitter (@MST_TransitNews)



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 & Development – March 2019

During the month of March, 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 months due to fewer participants in the military programs. While the drop in military partnership revenues seems to have bottomed out, revenues still do not completely match expenses and staff is monitoring participation levels closely. With approval of Presidio leadership, the benefit amount will be raised in July 2019 to better match expenses. Staff continues to actively advocate for this program during its Congressional visits in Washington, DC.

Last year, MST staff worked with the Presidio to identify locations for new bus stop shelters. Progress as of March includes Presidio staff completing the required site work to allow installation of the shelters in January. As of March, all shelters had been installed and were waiting for installation of electronic signs with real-time next bus arrival information.

In March, staff continued work on the Salinas Valley Express Corridor Planning Study with Fehr and Peers consultants. A draft Study was submitted by the consultant for MST staff review and feedback.

Staff began planning efforts which will result in changes to MST fixed-route service for implementation in late June. These changes include timing adjustments, routing changes, and right-sizing transit service to match existing staffing levels.

Staff met again with CSUMB transportation staff to continue the planning process for transit service for the next academic year. CSUMB-funded services include Lines 19 and 26.

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 Hospitality Association, and the Fort Ord Reuse Authority.

Thomas Walters & Associates, Inc.
Don Gilchrest
703-615-4775 (cell)
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**MONTEREY-SALINAS TRANSIT
Washington, D.C. Itinerary**

MST Chair, Mike LeBarre
MST Vice Chair Dan Albert
MST Board Member Anna Velazquez
General Manager/CEO Carl Sedoryk
Deputy General Manager Hunter Harvath

March 18-19, 2019

Grand Hyatt
1000 H Street NW
Washington, DC 20001
(Metro Center Station)

MONDAY, MARCH 18, 2019

10:30 a.m.	Organization Meeting Meet at the Rayburn Cafeteria (basement level)
11:00 a.m.	Sarah Puro, Professional Staff, House Appropriations Committee Subcommittee on Transportation, HUD 2358A Rayburn House Office Building Contact: 202-225-3481 Subject: FTA apportionment policies; bus and bus facilities program
11:30 a.m.	John Assini, Legislative Assistant to Representative Panetta 212 Cannon House Office Building Contact: 202-225-2861 Subject: MST's 2019 legislative platform, including bus funding and transportation infrastructure
Noon	Lunch The Monocle Restaurant 107 D Street, NE Contact: 202-546-4488
1:30 p.m.	Clare Doherty, Professional Staff, Senate Appropriations Committee Subcommittee on Transportation, HUD 192 Dirksen Senate Office Building Contact: 202-224-5310 Subject: FTA apportionment policies; bus and bus facilities program
2:30 p.m.	Ike Irby, Professional Staff to Senator Harris SH-112 Hart Senate Office Building Contact: 202-224-3553

3:00 p.m **Trevor Higgins, Professional Staff to Senator Dianne Feinstein**
331 Hart Senate Office Building
Contact: 202-224-3841
Subject: MST's 2019 legislative platform, including bus funding and transportation infrastructure

TUESDAY, MARCH 19, 2019

9:30 a.m. **Auke Mahar-Piersma, Majority Staff**
Cheryl Tucker, Minority Staff House
Subcommittee on Highways and Transit
Contact: 202-225-9989
Subject: FTA apportionment policies; bus and bus facilities program

10:30 a.m. **Perry Hickman, USDA Rural Development Community Program**
1400 Independence Avenue, SW
Contact: 202-260-9197
Subject: Brief on MST's Community Facilities Project

Thomas Walters & Associates, Inc.
Don Gilchrest
703-615-4775 (cell)
202-737-7523 (office)

**MONTEREY-SALINAS TRANSIT
Washington, D.C. Itinerary**

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**FY 2019 Action Plan Status
March 31, 2019**

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 and outcome of negotiations with MV Transit.
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. Request for proposals have been distributed to qualified vendors after lengthy delays generated by both USDA review and federal government shutdown. Preliminary construction activities begin May 2019. Award of design/build contract anticipated in September 2019 with building construction activities starting in February 2020.
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: Salinas Mobility Training Center completed in February 2019. IVR system transitioned to "cloud-based" servers has been discontinued due to software inability to perform functions in a customer friendly manner.
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: Monterey Branch Line alternatives study completed. Design and environmental services are still pending.
7. Complete Salinas Valley express transit corridor planning study. June 2019.

Status: Study is in draft administrative format and on schedule to be completed in June 2019..

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: Delayed. Construction underway and anticipated completion October 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: Draft Marketing plan to be presented to Board Administration Performance Committee at April 2019 meeting with adoption anticipated by June 2019.

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

Status: Procurement completed with technology installation to occur June 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. Approximately 50% of funding secured through local Measure X. Staff is continuing attempts to secure remaining funds through federal and state sources.

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

Status: Postponed. Innovative Clean Transit Rule adopted December 2018 does not require MST to adopt a plan until 2024. Staff will continue to research technology developments to inform the future plan.

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

Status: Pending. Change in staffing with City of Monterey has delayed implementation until June 2019.

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

Status: Underway with completion plan set for May 2019.

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Thomas Walters & Associates, Inc.
Washington, DC

April 30, 2019

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget Talks

The House Appropriations Committee is poised to begin marking up the first of the twelve annual appropriations bills this week, though a bipartisan agreement has not yet been reached on overall spending limits. The current budget spending caps were temporarily increased for FY 2018 and FY 2019, but will revert back this year, which would result in across-the-board spending cuts of approximately ten percent of discretionary spending. House leaders had planned to raise the caps through a floor vote on Budget Committee Chair Yarmuth's (D-KY) H.R. 2021 the *Investing for the People Act of 2019*, before the spring recess, but divisions among Democratic members, including a push by the Congressional Progressive Caucus for higher non-defense discretionary spending, caused the bill to be pulled from consideration. Instead, the House adopted a "deeming resolution" that sets an overall spending limit without specifying how much is allotted to defense or non-defense programs. This allows the House Appropriations Committee to begin drafting its individual bills, but only postpones the necessary vote on the budget enforcement legislation. If the spending caps legislation is not enacted, any FY 2020 appropriations would be subject to across-the-board cuts through sequestration to enforce the limitation.

FY 2020 Transportation Funding

The initial funding bills that will be marked up in the House Appropriations Committee include the *FY 2020 Labor-Health and Human Services Appropriations Act*, the *Legislative Branch Appropriations Act*, and the *Military Construction Appropriations Act*. The Transportation appropriations bill is currently scheduled for May 23, and we are continuing to work in coordination with other transportation stakeholders to advocate for MST's funding priorities in the legislation. Our local delegation members are also weighing in with their spending priorities for the coming fiscal year and we are working with them on budget justifications and background information. Recently, Representative Panetta joined with over 50 other members of

the House to co-sign a letter sponsored by the Congressional Bus Caucus urging the Appropriations Committees to provide an additional \$702 million for bus programs in fiscal year 2020. As was the case in previous years, Representative Panetta was one of the first members to agree to co-sign.

Infrastructure Initiative

Congressional leaders are scheduled to meet with President Trump this week to discuss the possible outlines for an infrastructure plan. The President's Budget Request for FY 2020 sets aside \$200 billion for a national infrastructure plan. Although inadequate to fund this initiative at the scale that many members of Congress and stakeholders are seeking, this set-aside indicates that the Administration will continue to work with Congressional efforts to develop a plan.

The House Transportation and Infrastructure Committee and the Senate Environment and Public Works Committee are taking lead roles in Congress for developing infrastructure legislation because of their jurisdiction over key transportation programs. We are working with our local delegation regarding their requests to the Committees and advocating in coordination with the Bus Coalition for a significant increase for the bus and bus facilities programs at FTA. The House committee is aiming to draft infrastructure legislation by this summer.

Lobbying Strategies & Opportunities

We are carefully monitoring the budget process and the infrastructure plan for any impacts on MST or opportunities to advocate your 2019 Federal agenda. We will also recommend additional lobbying actions based on emerging issues.

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

On March 11, Governor Newsom released draft budget trailer bill strongly encouraging local jurisdictions to make zoning changes to increase the availability of affordable housing, proposing \$750 million in support, and withholding local streets and roads funding for failure to take action. This proposal, which is essentially draft language without a bill number, sets higher short-term housing production goals for cities and counties and provides \$750 million in support and incentives to help jurisdictions plan and zone for more ambitious housing targets. The proposal would update and modernize the state's long-term housing goals, known as Regional Housing Needs Allocations (RHNA), to better reflect regional housing and transportation needs. Under this proposal, the Department of Housing and Community Development must propose an improved RHNA process and methodology that promotes and streamlines housing development. The language authorizes the state to withhold SB 1 local streets and roads funds from any jurisdiction that does not have a compliant housing element and has not zoned and entitled for its updated annual housing goals, beginning July 1, 2023. In discussions with local leaders, Governor Newsom emphasized that he respects the will of the voters as it pertains to SB 1 funding, and that funding would only be withheld in the most egregious circumstances as demonstrated by the City of Huntington Beach. Legislators for the most part remain staunchly opposed to withholding SB 1 funding.

The Local Partnership Program (LPP) provides \$200 million annually for jurisdictions that have secured a voter-approved tax or fee dedicated for transportation purposes. It is split 50/50 between a formulaic share and a competitive program administered by the CTC. MST receives roughly \$250,000 annually from the formulaic share, but also has applied for \$7.5M to fund the Salinas Operations and Maintenance Facility rehabilitation project, and intends to submit a \$15M application to fund the Bus Rapid Transit project along the Monterey Branch Line. Some Southern California regional transportation planning agencies have expressed a desire to pursue legislation to change program allocations to be distributed on a 95/5 split favoring a formulaic share, or some hybrid that provides a higher floor of guaranteed funding. The result would limit the CTC's flexibility to mix and match funding to fully fund projects. Under a best-case scenario of an increased formulaic share, MST would virtually double its formulaic share to roughly

\$500,000 annually, which could provide funding for a minor active transit project at the expense of competing for prospective resources to address traffic congestion along Hwy 1 corridor and safety and operational improvements at our Salinas Division. Senator Beall may amend SB 277 (currently “Road Maintenance and Rehabilitation Program: guidelines”) to make changes to LPP. We were pleased to be informed that Governor Newsom and legislators are reluctant to make any changes to either the LPP.

Staff is monitoring several pieces of legislation directly related to transit or local transportation projects including and has the following recommendations:

Bill Sponsor	Bill Title	Recommendation
AB 784 (Mullin)	Sales and Use Taxes: Exemption: ZEBs	Watch
AB 252 (Daly)	Department of Transportation: environmental review process federal program.	Support
AB 1351 (Lackey)	Transit Operators: Paratransit and Dial-a-Ride Services	Oppose
AB 1568 (McCarty)	Housing Element: Withholding of Transportation Funds	Oppose
AB 1198 (Stone)	: Transit Workers Pension Reform	Support
SB 628 (Caballero)	Disposition of excess property - Prunedale Bypass, relinquishment of State Hwy 183	Support
AB 1486 (Ting):	Local Agencies: surplus land.	Oppose
AB 1568 (McCarty)	Affordable Housing Production: withholding transportation funds	Oppose
SB5 (Beall):	Affordable Housing and Community Development Investment	Support
AB 314 (Bonta)	Public Employment Labor Relations Release Time:	Oppose
SB 152 (Beall):	Active Transportation Funding Allocation Change	Oppose
AB 490 (Salas):	California Environmental Quality Act (CEQA), development projects, streamlining.	Support

Bill Sponsor	Bill Title	Recommendation
AB 1402	Active Transportation Program: This bill is the same as SB 152 (Beall).	Oppose
AB 1112 (Friedman):	Motorized scooters: local regulation:	Watch
SB 25(Caballero and Glazer):	CEQA: projects funded by qualified opportunity zone funds or other public funds.	Support
SB 742 (Allen):	Intercity passenger rail services: motor carrier transportation of passengers: This bill solves a long-standing problem that Amtrak Thruway bus passengers must have a rail ticket to ride the bus	Support

Submitted by: 
Carl G. Sedoryk

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April 9, 2019

To: Carl Sedoryk

From: Michelle Overmeyer, Grants Analyst

Subject: TRIP REPORT – March 2019

On March 4th and 5th, I traveled to Orange, California to participate in the Triennial Review Workshop that was hosted by Orange County Transportation Authority. Every three years the Federal Transit Administration (FTA) conducts a thorough review of MST's operations. This two-day workshop was led by consultants and FTA staff to help recipients prepare the upcoming review.

Prepared by:  Reviewed by: 
Michelle Overmeyer Carl G. Sedoryk

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April 15, 2019

To: Carl Sedoryk

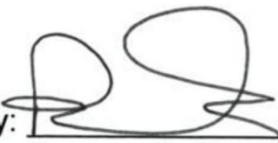
From: Deanna Smith – Compliance Analyst

Subject: TRIP REPORT – March 2019

On March 12-14, I attended the NTI/Rutgers University Disadvantaged Business Enterprise (DBE) Training in Sacramento, CA.

The United States Department of Transportation (USDOT, DOT) requires extensive monitoring and reporting of all FTA funds awarded or committed annually to DBEs. DOT's DBE program is designed to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and the Federal Transit Administration (FTA) Office of Civil Rights is responsible for monitoring FTA recipients' compliance with 49 CFR Part 26.

DOT's DBE program aims to increase the participation of minority and women-owned businesses in state and local transportation projects by establishing annual overall DBE participation goals; ensuring DBEs can compete fairly for USFOT-funded projects; and assisting DBE companies in their ability to compete outside the DBE program. A DBE is defined as a for-profit small business concern where socially and economically disadvantaged (women and minority) individuals own at least a 51% interest in the business and have primary control over management and daily business operations.

Prepared by: 
Deanna Smith

Reviewed by: 
Carl G. Sedoryk

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April 15, 2019

To: Carl Sedoryk

From: Deanna Smith – Compliance Analyst

Subject: TRIP REPORT – March 2019

On March 4-5, I attended the FTA Triennial Workshop (Workshop) in Orange, CA. The workshop was sponsored by the Orange County Transportation Authority (OCTA) and included representatives from the Federal Transit Administration and consultants from Qi Tech, LLC.

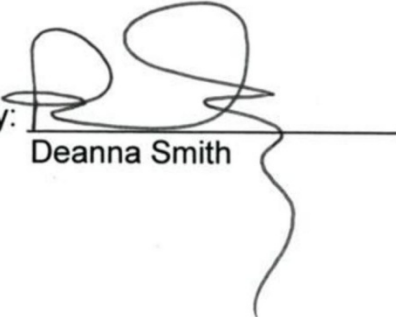
FTA's Workshops are designed to alert transit agencies to the compliance areas that will receive heightened scrutiny during the current Triennial Review cycle. FTA makes this determination largely in response to compliance areas that have received the highest number of deficiencies during the previous year. The Workshops also provide valuable information on the documentation FTA expects transit agencies to provide to substantiate their compliance in each oversight area.

Based on deficiencies found in FY2018, MST anticipates enhanced scrutiny in these top five areas:

Procurement	25%
DBE	13%
ADA-General	8%
ADA-Complimentary Paratransit	8%
Financial Management and Capacity	8%

Due to the recent federal government shutdown, FTA is running behind schedule for conducting their onsite reviews, although MST has been notified to expect the review to take place in late 2019. The initial Recipient Information Request (RIR) requires

agencies to upload responsive documents to FTA prior to the onsite review. MST initially received notification that this document would be due by March 15; however, this notification has not been received. The RIR has been completed and is ready for submission when requested.

Prepared by: 
Deanna Smith

Reviewed by: 
Carl G. Sedoryk



May 2, 2019


To: Carl Sedoryk

From: Hunter Harvath, Assistant General Manager

Subject: TRIP REPORT – March 2019

On March 16-19, 2019, I traveled to Washington, DC, to participate in the APTA Legislative Conference. In addition to attending the Small Operators and Legislative Committees, I also spent much of the visit conducting advocacy meetings on Capitol Hill while our Board members attending conference sessions. The legislative meetings included representatives of the following:

- House Appropriations Committee – Subcommittee on Transportation / HUD
- Legislative Assistant to US Congressman Jimmy Panetta
- Senate Appropriations Committee – Subcommittee on Transportation / HUD
- Professional Staff to US Senator Kamala Harris
- Professional Staff to US Senator Dianne Feinstein
- House Subcommittee on Highways and Transit
- US Department of Agriculture – Rural Development Community Facilities Program

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

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March 24th, 2019

To: Carl Sedoryk, General Manager/CEO; MST Board of Directors
From: Mike LeBarre, Chair MST Board of Directors/City of King
Subject: Trip Report: APTA 2019 Legislative Conference, Washington D.C.

I attended the American Public Transportation Association (APTA) annual legislative conference in Washington D.C. from March 17th thru the 19th.

I attended the following meetings and sessions:

- Legislative Committee Meeting
- Connected and Automated Vehicles Committee
- Diversity and Inclusion Council Meeting
- Transit Board Members Legislative Subcommittee Meeting
- Transit Board Members Committee Meeting
- General Session: Welcome to D.C. with Bob Woodward
- Opening General Session: The year ahead in Transit-Update from the FTA w/ Hon. K. Jane Williams, Acting Administrator
- General Session: Exploring Mobility Innovation-One Pilot Project at a Time
- General Session: The Year ahead in Transit- Update from U.S. DOT with Hon. Derek Kan

The conference focused on the need for additional funding, support of an increase in the gas tax of \$0.25 at a rate of \$0.05/year for 5 years. They updated attendees on current federal legislation and policy initiatives, gave us an opportunity to interact with policy makers and staff, and provide direction on the industry's current legislative strategy and advocacy efforts.



Submitted by: Mike LeBarre

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