



TRANSIT DISTRICT MEMBERS:

*City of Carmel-by-the Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas
City of Sand City • City of Seaside • City of Soledad • County of Monterey*

**Board of Directors Regular Meeting
June 10, 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 2019-31 recognizing David Bielsker as Employee of the Month for June. (Lisa Rheinheimer)(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. Minutes of the regular meeting of May 13, 2019. (Jeanette Alegar-Rocha) (Page 7)
- 3-3. Minutes of the BOPC / Board Operations Performance Committee May 13, 2019. (Jeanette Alegar-Rocha) (Page 13)
- 3-4. DRAFT MAC / Mobility Advisory Committee Minutes of March 27, 2019. (Claudia Valencia) (Page 17)
- 3-5. Financial Report – April 2019. (Lori Lee)(Page 21)
- 3-6. Disposal of Property left aboard buses. (Sonia Wills)(Page 29)
- 3-7. DBE Statement Policy Revision. (Deanna Smith) (Page 31)
- 3-8. Micro Grid Project. (Michelle Overmeyer) (Page 35)
- 3-9. Approve new 7-Day Transit Pass (Lisa Rheinheimer) (Page 39)
- 3-10. Adopt Resolution 2019-33 recognizing Ann Armbruster, Coach Operator, for her 40 years of service. (Robert Weber) (Page 41)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. June Employee of the Month – David Bielsker. (Lisa Rheinheimer)
- 4-2. Retirement 40 years of Service – Ann Armbruster, Coach Operator. (Robert Weber)
- 4-3. Receive Salinas Valley Express Transit Corridor Planning Study. (Lisa Rhienheimer) (Page 43)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Receive and adopt proposed FY 2020 Operating & Capital Budget, Action Plan, and Staffing Levels, and authorize grant applications and funding requests. (Hunter Harvath)(Enclosure)(Page 61)

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 – April 2019. (Page 103)
- 7-2. Washington, D.C. Lobby Report – May 2019. (Page 127)

- 7-3. State Legislative Update – May 2019. (Page 129)
- 7-4. Staff Trip Reports – (Pages 131-141)
- 7-5. Correspondence – (Pages 143-169)

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.
 - a) The American Public Transportation Association (APTA) Transit Board Members & Board Administrators Seminar will be in Jacksonville, FL from July 20-23, 2019. The Early Bird Discount deadline is June 21, 2019.
 - b) The California Transit Association (CTA) – 54th Annual Fall Conference and Expo will be in Monterey, CA from November 13-15, 2019. The Early Bird Discount Deadline is October 9, 2019.
 - c) Recommend RTA Nominating Committee to nominate chair and vice chair.
 - d) Defense Language Institute (DLI) 10-Year Partnership with MST
- 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 Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (Enclosure)

10. ATTACHMENTS

- 10-1. The detailed monthly Performance Statistics and Disbursement Journal for April 2019 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

11. ADJOURN

NEXT MEETING DATE: July 8, 2019

19 Upper Ragsdale Dr., Monterey, Suite 100

NEXT AGENDA DEADLINE: June 25, 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.



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito /
Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

**DAVID BIELSKER
JUNE 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, David Bielsker began his career at Monterey-Salinas Transit District as a Scheduler in June of 2012. He has excelled at utilizing the HASTUS scheduling and run cutting system to develop multiple scenarios for MST service changes; and

WHEREAS, David Bielsker has recently put forth a great deal of time and effort in conjunction with Operations and Information Technology to test and ultimately launch a new technology-based sign-up system for drivers to select preferred work assignments; and

WHEREAS, David Bielsker has played an integral role in the development of June's service changes, a department-wide effort to right-size MST's service levels. His ability to provide scheduling and run cutting information has been key to helping the Department; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes David Bielsker as Employee of the Month for June 2019; and

BE IT FURTHER RESOLVED that David Bielsker 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 2019-31 this 10th day of June 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

Blank Page

MST BOARD OF DIRECTORS

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

MEETING MINUTES

May 13, 2019

Present:	Jeff Baron	City of Carmel-by-the Sea
	Pat Lintell (Alternate)	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzalez
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	Dan Albert	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barerra	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	Kristen 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	Director of Human Resources & Risk Management
	Mark Eccles	Director of Information Technology
	Lisa Rheinheimer	Director of Planning & Marketing
	Jeanette Alegar-Rocha	Executive Assistant to the GM & Clerk to the Board
	Dave Laredo	General Counsel
	Michael Laredo	Assistant General Counsel
	Eva Perez	Office Administrator
	Deanna Smith	Compliance Officer
	Carl Wulf	Capitol Projects and Facilities Manager
	Andrea Williams	General Accountant & Budget Manager
	Beronica Carriedo	Community Relations Coordinator

Cristy Sugabo
Kevin Allshouse
Claudia Valencia
Michelle Overmeyer

Mobility Manager
Interim Mobility Coordinator
Mobility Specialist
Grants Analyst

Alvin Johnson
Elena Grigorichina
Paul Lopez
Sherman Upshaw
Kyle Russell
Richard Higoy
Dustin Ferreira

Contract Transportation Supervisor
Operations Analyst
Facilities Supervisor
Facilities Department
Facilities Department
Facilities Department
Facilities Department

Public:

Don Parslow
Doug Thomson
Crescencio Diaz
Jorge Valenzuela
Carol Westin

MV Transit
MV Transit
Teamsters Local No. 890
Teamsters Local No. 890
MST Bus Passenger

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 Chair LeBarre.

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

Carl Sedoryk reviewed the highlights of the agenda and distributed a hard copy of Attachment #6 - The MST Draft Action Plan of the General Manager/CEO Report.

Director Alejo arrived 10:03 a.m.

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.

Carol Westin, a new Monterey-Salinas Transit (MST) bus rider, addressed the Board on the matter of the schedules of Bus 55 to San Jose and the return to Salinas on Bus 86 on the weekends. Ms. Westin expressed her concern as a senior citizen for the

limited stops and schedules for this route.

Mr. Sedoryk informed Ms. Westin that MST staff was present at the board meeting and available to further discuss her concerns and assist.

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

End of Consent Agenda

Public Comment – None

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

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 the Program of Projects FY 2020. (Michelle Overmeyer)

Public Comment – None

Director Barerra made the motion to adopt the Program of Projects FY 2020, which was seconded by director Albert. The motion passed unanimously.

6. ACTION ITEMS

- 6-1. Approve Integrated Marketing and Communications Plan.
(Lisa Rheinheimer)

Public Comment – None

Director Alejo made the motion to approve the Integrated Marketing and Communications Plan which was seconded by director Velazquez. The motion passed unanimously.

- 6-2. Approve Emergency Financing Plan with Wells Fargo Bank for five replacement trolley vehicles in the amount of approximately \$2 million.
(Hunter Harvath)

Public Comment – None

Director Amelio made the motion to approve the Emergency Financing Plan with Wells Fargo Bank for five (5) replacement trolley vehicles in the amount of approximately \$2 million which was seconded by director Albert. 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 – March 2019
- Update on union objections to federal grants
 - Update on negotiations for contracted fixed route services
- 7-2. Washington, D.C. Lobby Report – April 2019
- 7-3. State Legislative Advocacy Update – March 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
- 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

Counsel reported that discussion was made but no action was taken.

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

There being no further business, Chair LeBarre adjourned the meeting at 11:30 a.m.

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

Blank Page

Board Operations Performance Committee (BOPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

May 10, 2019
9:00 a.m.

Present: Dan Albert (Chair) City of Monterey
Joe Amelio City of Pacific Grove
Jeff Baron City of Carmel-by the Sea
Mary Ann Carbone City of Seaside
Anna Velazquez (Vice-Chair) City of Soledad
Lorraine Worthy City of Gonzales

Absent: None

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 General Counsel, De Lay & Laredo
Michael D. Laredo De Lay & Laredo
Jeanette Alegar-Rocha Clerk to the Board
Eva Perez Office Administrator
Cristy Sugabo Mobility Manager
Andrea Williams General Accountant & Budget Manager
Michelle Overmeyer Grants Analyst
Alvin Johnson Contract Transportation Supervisor
Deanna Smith Compliance Analyst

Public: None

1. Call to order.

Chair Albert called the meeting to order at 9am.

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 MST but not on the agenda. There is a time limit of not more than three minutes for each speaker. The Committee will not take action or respond immediately

to any public comments presented, but may choose to follow-up at a later time, either individually, through staff, or on a subsequent agenda.

Public Comment - None

3. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1)

Public Comment - None

The committee received a review by Carl Sedoryk of board agenda item 7-1, the MST Operations Performance.

Public Comment- None

4. Construction Update Clarence J. Wright Salinas Division (No Enclosure) (Carl Wulf)

Public Comment - None

Hunter Harvath provided an update of the construction at the Clarence J. Wright Salinas Division. Most of the construction will focus on the employee breakroom, restrooms and breakroom windows. The project is pending building permits.

5. Update on union objections to federal grants (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

Public Comment - None

The committee received an update on union objections to federal grants from Carl Sedoryk also covered in board agenda item 7-1 and the attachments.

6. Update on contracted fixed route services negotiations. (No Enclosure) (Robert Weber)

Public Comment - None

The committee received an update from Robert Weber regarding the current 2-year term option with MV which will be discussed in closed session.

7. Review FY 2020 Budget assumptions and refer budget to Admin Committee for final recommendation. (Enclosure)(Hunter Harvath, Kelly Halcon, Lisa Rheinheimer)

Public Comment - None

The committee received an update on the FY 2020 Budget from Hunter Harvath, staffing from Kelly Halcon, Director of Human Resources and Risk Management, and Planning from Lisa Rheinheimer, Director of Planning and Marketing.

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 Contract Negotiators, – Gov. Code § 54957.6.

Public Comment - None

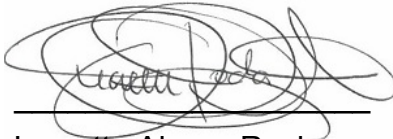
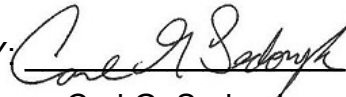
9. Return to open session and report on closed session.

Dave Laredo reported that staff provided updates on the closed session item with no reportable action.

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

11. Adjourn.

There being no further business, Chair Albert adjourned the meeting at 9:59 a.m.

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

Blank Page

MOBILITY ADVISORY COMMITTEE (MAC)

The Lichtanski Administrative Building (LAB)
19 Upper Ragsdale Dr., Suite 100,
Monterey, CA 93940

MEETING MINUTES

March 27, 2019

Present:

Jessica McKillip	ITN Monterey County
Alejandro Fernandez	DaVita Dialysis
Diana Trapani	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)
Aimee Cuda	Central Coast Senior Services
Kathleen Murray-Phillips	Monterey County Dept. of Social Services
Maria Magaña	Central Coast Center for Independent Living (CCCIL)

Absent:

Kurt Schake	Veterans Transition Center
Maureen McEachen	Visiting Nurse Association

Staff:

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

Public:

Don Parslow	MV General Manager
Doug Thomson	MV Operations Manager
Maribel Trejo	Alliance on Aging

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1.1. Roll Call

Vice Chair Jessica McKillip called the meeting to order at 1:00 p.m. in the Monterey-Salinas Transit Board of Directors Chamber room (MST).

2. CONSENT AGENDA

2.1. Approve minutes of the regular meeting of January 30, 2019.

Member Cuda made a motion to approve the Minutes and Member Trapani seconded. The motion was passed. Member Magaña and Member Murray-Phillips abstained.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

4. PUBLIC HEARING

4.1. Unmet Transit Needs Public Hearing (Stefania Castillo)

Member Castillo presented the unmet needs process and Vice Chair McKillip opened the discussion for public comments. There were no public comments received and Vice Chair McKillip closed the public hearing.

5. NEW BUSINESS

5.1. Cristy Sugabo, MST Mobility Services Manager asked the members for feedback to staff for youth recruitment for MAC membership representation. There was an open discussion regarding different organizations that could be invited to be part of the MAC committee. There are 3 vacant seats currently available, and we will start recruiting May 3rd.

6. REPORTS

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

6.1. MV Transit- MST RIDES Service Update

MV General Manager Don Parslow provided statistical report on the RIDES paratransit service delivery.

6.2. MST Mobility Programs Updates

Kevin Allshouse, Interim Mobility Services Coordinator provided statistical reports on all MST Mobility Programs. He also mentioned that the Mobility Services Center Training Room has been operational since March 12th. Also, there was an announcement that there will be a Senior Transit Day-Open House in May in observance of the Older American Act. Organizations will be invited to join and be part of the resource fair event.

7. SUBJECT ITEM REQUEST

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

Ms. Sugabo asked the committee if they would like to have MAC members present on their respective agency services. Member Trapani and Member Cuda volunteered to present at the next MAC meeting.

Ms. Sugabo also encouraged members to share names of other organizations with staff, if they would like them to do a presentation at a future MAC meeting.

Member Magaña expressed interest on information on the 2020 Census, and Member Trapani requested an update on the transportation service providers list.

8. ANNOUNCEMENTS AND APPRECIATIONS

Hunter Harvath, Assistant General Manager announced that Hartnell college students will soon have free transportation.

Member Gross handed out flyers for an event on May 7th in celebration of the 54th Anniversary of the Older Americans Act at the Salinas Board of Supervisors Chamber. She also, handed out flyers for the free income tax preparation service for seniors offered by Alliance on Aging.

Vice Chair McKillip announced that ITN Monterey County is celebrating it's 50,000th trip.

Member Magaña announced that March is Brain Injury Awareness month, and CCCIL is 1 in 7 in the state that provides services to traumatic brain injury clients.

Member Wessendorf announced that May is Mental Health Awareness Month, and Interim, Inc. and OMNI Resource Center will have their Annual Banquet on May 3rd at the Embassy Suites in Seaside.

9. ADJOURN

There being no further business, Vice Chair McKillip adjourned the meeting at 1:52 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: Lori Lee
Subject: Financial Reports – April 2019

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance April 1, 2019	\$ 9,321,818.31
Revenues	3,339,344.38
Disbursements	<u><3,943,563.20></u>
Ending balance April 30, 2019	<u>\$ 8,717,599.49</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 April of FY 2019, a \$670,824 surplus on the fixed-route portion of the operations was offset by a slightly smaller \$533,860 deficit on the MST RIDES operation, resulting with a modest year-to-date surplus of \$136,964. 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 April Budget vs. Actual reports contained in Attachment #4:

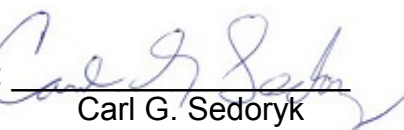
1. **Professional & Technical** – The largest parts of the overall 19.8% negative variance for the month of April in this category fall into the consulting category. In that regard, MST had hired an Information Technology consultant to assess the functionality of this department. A major milestone payment was paid during this month.
2. **Outside Services** – The 27.7% negative variance in this expense category can be attributed to a variety of expenditures related to repairs and maintenance of MST's buildings and facilities. Even with that negative variance for April, over the first 3 quarters of the fiscal year, expenditures in this category are less than 2% over budget.
3. **Maintenance** – This 35.4% 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.
4. **Interest Expense** – As the fiscal year was progressing into the fourth and final quarter in April, the Federal Transit Administration had still not issued its Section 5307 operating assistance grant to MST for expenditures incurred by the district from July 1, 2018 through April 30, 2019. In that regard, staff activated half of MST's \$1 million line of credit with Rabobank to ensure adequate cashflow through the month. In that regard, the interest rate on this \$500,000 credit line is 6.99%, which created a spike in interest expenses for the month. With the anticipated reimbursal of \$8.5 million in operating expenses at the beginning of June, MST will be able to pay down the Line of Credit so that interest charges will not accrue in future months.

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

ATTACHMENT 1

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 04/01/19		9,321,818.31
Revenues		
Passenger Revenue	424,193.60	
DOD Revenue	302,430.00	
LTF / STA / 5307	1,352,128.39	
Sales Tax	782,483.71	
Grants	446,026.00	
Interest Income	6,545.65	
Non Transit Revenue	25,537.03	
Total Revenues		3,339,344.38
Disbursements		
Operations (See Attachment #2)	3,565,692.46	
Capital	377,870.74	
Total Disbursements		(3,943,563.20)
Ending balance 04/30/19		<u>8,717,599.49</u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	492,746.00
Local Agency Investment Fund (LAIF)	2,341,352.86
Money Market - Homeland Security	215,287.93
Money Market - Rabo MM	2,301,978.54
Money Market - PTMISEA	1,025,301.25
Money Market - LCTOP	557,456.09
Money Market - State of Good Repair	1,234,157.66
Money Market - FOR A/Other	529,627.34
Bank of America - Escrow	8,986.82
Petty cash fund, STC Coin Machine, and 2 change funds	10,705.00
Total	<u>8,717,599.49</u>

PAYROLL ACCOUNT

April 12 Payroll & Related Expenses	587,657.58	
April 26 Payroll & Related Expenses	612,439.47	
PERS & 457	281,339.51	
Garnishments	4,696.98	
PERS Health Insurance	<u>296,346.92</u>	
	1,782,480.46	1,782,480.46

GENERAL ACCOUNT

Disbursements on Attached Summary	2,033,353.09	
Paydown loans	52,939.55	
Workers Comp. Disbursements	32,580.11	
Interest expense	24,827.98	
Bank Service Charge	<u>17,382.01</u>	
	2,161,082.74	2,161,082.74

Total Disbursements	<u>3,943,563.20</u>
---------------------	---------------------

Less Capital Disbursements & Transfers	(377,870.74)
--	--------------

Operating Disbursements	<u>3,565,692.46</u>
--------------------------------	----------------------------

DISBURSEMENTS SUMMARY
GENERAL ACCOUNT DISBURSEMENTS FOR April 01, 2019 - April 30, 2019

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 04/05/2019	51941 - 52051	1,281,784.82
Accounts Payable 04/08/2019	52052 - 52075	2,370.64
Accounts Payable 04/11/2019	52076 - 52077	304.00
Accounts Payable 04/19/2019	52078 - 52195	706,212.11
Accounts Payable 04/25/2019	52196 - 52205	42,681.52
TOTAL		<u>2,033,353.09</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
CALIF TRANSIT INS POOL	Recurring Expense	51956	4/5/19	175,731.51
MV TRANSPORTATION	Recurring Expense	52051	4/5/19	775,529.77
WALLACE INTERNATIONAL	King City Facility Board Approved 02/04/19	52194	4/19/19	239,033.00

ATTACHMENT 3TREASURY TRANSACTIONS
FOR APRIL 2019**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/19					2,341,352.86
Local Agency Investment Fund: Quarterly interest earned - 2.55%					-
					2,341,352.86
LAIF Treasury Balance at 04/30/19					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 04/01/19					2,916,206.03
04/02/19	479	Military/CC Sales	270,000.00		3,186,206.03
04/05/19	308	AP/Payroll		1,160,000.00	2,026,206.03
04/11/19	308	AP/Payroll		620,500.00	1,405,706.03
04/19/19	212	AP/Payroll		500,000.00	905,706.03
04/30/19	308	Military/CC Sales	42,000.00		947,706.03
04/30/19	212	LTF	1,352,128.39		2,299,834.42
04/30/19		Interest @ 1.15%	2,144.12		2,301,978.54
RABO MM Balance at 04/30/19					2,301,978.54

ATTACHMENT 4 PAGE 1

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from April 1, 2019 to April 30, 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	-328,923	-316,249	-12,674	-2,993,387	-3,162,490	169,103
Special Transit	-399,610	-571,644	172,034	-3,928,099	-5,716,440	1,788,341
Cash Revenue	-41,333	-29,912	-11,421	-457,520	-299,120	-158,400
Cash Grants & Reimbursement	-2,752,152	-2,753,652	1,500	-27,523,773	-27,536,520	12,747
Total Revenue	-3,522,018	-3,671,457	149,439	-34,902,780	-36,714,570	1,811,790

NOTES

Expenses

Labor	1,319,219	1,366,996	-47,777	13,130,262	13,669,960	-539,699
Benefits	773,046	881,991	-108,945	8,436,995	8,819,910	-382,915
Advertising & Marketing	8,069	7,434	635	72,957	74,340	-1,383
Professional & Technical	89,122	74,375	14,747	601,706	743,750	-142,044
Outside Services	47,368	37,084	10,284	375,993	370,840	5,153
Outside Labor	114,641	124,339	-9,698	864,932	1,243,390	-378,458
Fuel & Lubricants	230,326	307,865	-77,539	2,171,424	3,078,650	-907,226
Supplies	57,732	86,744	-29,012	646,882	867,440	-220,558
Vehicle Maintenance	93,693	69,183	24,510	830,623	691,830	138,793
Marketing Supplies	1,086	2,293	-1,207	24,206	22,930	1,276
Utilities	31,911	46,929	-15,018	474,252	469,290	4,962
Insurance	80,139	80,148	-9	816,226	801,480	14,746
Taxes	20,816	17,633	3,183	164,292	176,330	-12,038
Purchased Transportation	488,420	465,159	23,261	4,622,048	4,651,590	-29,542
Miscellaneous Expenses	52,215	46,904	5,311	426,054	469,040	-42,986
Interfund transfers						
Pass Thru/Benefit of Others						
Interest Expense	27,804	16,667	11,137	172,856	166,670	6,186
Leases & Rentals	33,720	39,713	-5,993	400,248	397,130	3,118
Total Operating Expenses	3,469,329	3,671,457	-202,128	34,231,956	36,714,570	-2,482,614
Operating (Surplus) Deficit	-52,689		-52,689	-670,824		-670,824

ATTACHMENT 4
PAGE 2

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from April 1, 2019 to April 30, 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	-26,009	-23,171	-2,838	-233,228	-231,710	-1,518
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-435,443	-435,443		-4,354,430	-4,354,430	
Total Revenue	-461,452	-458,614	-2,838	-4,587,658	-4,586,140	-1,518
Expenses						
Labor	8,339	10,473	-2,134	91,846	104,730	-12,884
Benefits	6,731	5,562	1,169	67,289	55,620	11,669
Advertising & Marketing		417	-417		4,170	-4,170
Professional & Technical		417	-417		4,170	-4,170
Outside Services						
Outside Labor	10,064	8,375	1,689	71,378	83,750	-12,372
Fuel & Lubricants	53,631	38,070	15,561	501,877	380,700	121,177
Supplies	468	1,957	-1,489	3,463	19,570	-16,107
Vehicle Maintenance				943		943
Marketing Supplies						
Utilities	120		120	1,120		1,120
Insurance						
Taxes						
Purchased Transportation	422,257	374,490	47,767	4,197,562	3,744,900	452,662
Miscellaneous Expenses	19,383	18,853	530	186,040	188,530	-2,490
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	520,992	458,614	62,378	5,121,518	4,586,140	535,378
Operating (Surplus) Deficit	59,541		59,541	533,860		533,860

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 at MST facilities.

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

Blank Page

To: Board of Directors
From: Deanna Smith, Compliance Analyst
Subject: DBE Policy Statement Revision

RECOMMENDATION:

Receive and approve revised Disadvantaged Business Enterprise Policy Statement.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

MST must comply with 49 CFR Part 26 as a condition of continued federal funding.

DISCUSSION:

As a recipient of federal funding, MST must develop and implement a Disadvantaged Business Enterprise (DBE) Program and provide assurance that we “shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements 49 CFR Part 26.”

Per 49 CFR Sections 26.23 and 26.25, MST’s General Manager/CEO must issue a signed and dated policy statement that expresses its commitment to the DBE Program and designates a DBE Liaison Officer (DBELO) who has direct and independent access to the chief executive officer and adequate staff to administer the DBE Program.

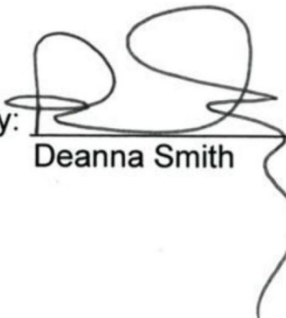
Further, DOT has provided guidance that the DBELO should be independent of the procurement department to avoid any real or perceived conflict of interest during the contract award process. To that end, MST’s General Manager/CEO as designated Deanna Smith, Compliance Analyst, as its DBELO. The Federal Transit Administration’s (FTA) Office of Civil Rights is responsible for ensuring public transit providers comply with all nondiscrimination requirements in the areas of Americans with Disabilities Act of 1990 (ADA), Equal Employment Opportunity (EEO), Disadvantaged Business Enterprise (DBE), and Title VI of the Civil Rights Act of 1964 (Title VI).

The Compliance Analyst currently manages MST's EEO and Title VI Programs and analyzes ADA service complaints and requests for reasonable modification of transit services. This DBELO designation aligns the Compliance Analyst position with FTA civil rights oversight areas. As required per Part 26.23, this revised DBE Policy Statement will be circulated throughout MST's departments and to the DBE and non-DBE communities in the following manner:

- Distribution of this memo to MST executives and department heads;
- Direct mail to MST's active vendor list;
- Direct mail to Monterey County Chambers of Commerce and other local business organizations; and
- Website posting to MST's Procurement page.

The proposed revised DBE Policy Statement is attached for your Board's review and approval.

Deanna Smith, Compliance Analyst

Prepared by: 
Deanna Smith

Reviewed by: 
Carl G. Sedoryk

Attachment: Revised Disadvantaged Business Enterprise Policy Statement.

DISADVANTAGED BUSINESS ENTERPRISE POLICY STATEMENT

Adopted: 7/12/2010

Revised: June 10, 2019**Definitions of Terms****~~The terms used in this program have the meanings defined in 49 CFR §26.5.~~**

Objectives/Policy Statement (§§26.1, 26.23): Monterey-Salinas Transit has established a Disadvantaged Business Enterprise (DBE) ~~P~~program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Monterey-Salinas Transit has received ~~f~~Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Monterey-Salinas Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Monterey-Salinas Transit to ensure nondiscrimination in the award and administration of ~~U.S. DOT - Federally~~ assisted contracts in accordance with applicable requirements of 49 CFR Part 26. ~~MST's objectives are to~~ It is also MST's policy:

1. To ensure that DBEs are defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts;
- ~~• Promote and maintain a level playing field on which all small businesses meeting the requisite size standards, including DBE's, can compete fairly for U.S. DOT Federally assisted contracts awarded and administered by MST;~~
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- ~~1.3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;~~
- ~~2.4. To ensure that only firms meeting the eligibility standards set forth in 49 CFR Part 26 are permitted to participate as DBEs; Ensure the DBE Program is narrowly tailored in accordance with applicable law;~~
- 3.5. To help identify and remove barriers to the participation of all small businesses meeting the requisite size standards, including DBEs, in the bidding, award, and administration of U.S. DOT Federally-assisted contracts;
- 4.6. To Assist the development of firms that can DBEs so they may compete successfully in the marketplace outside of the DBE Program;

The ~~Purchasing Manager~~ Compliance Analyst has been delegated as the DBE Liaison Officer (DBELO). In that capacity, the ~~Purchasing Manager~~ Compliance Analyst is responsible for implementing all aspects of the DBE ~~P~~program. Implementation of the DBE ~~P~~program is

accorded the same priority as compliance with all other legal obligations incurred by Monterey-Salinas Transit in its financial assistance agreements with the Department of Transportation.

This ~~Pp~~olicy ~~Ss~~tatement, ~~adopted by the Monterey-Salinas Transit Board of Directors,~~ has been disseminated to [the Monterey-Salinas Transit Board of Directors and](#) all components of the organization. Monterey-Salinas Transit ~~will~~[has](#) distributed this statement to DBE and non-DBE business communities that perform work for [Monterey-Salinas Transit](#) on DOT-assisted contracts [via direct mail. MST's DBE Program and Policy Statement is posted on its website.](#)

[General Manager/CEO](#)

[Date](#)

[Revision History](#)

[May 13, 2019:](#)

- [Updated DBELO designation.](#)

[Technical Revisions:](#)

- [Reformatted policy commitments to conform to 49 CFR Parts 26.1, 26.23.](#)
- [Removed unnecessary program elements.](#)

[July 12, 2010:](#)

This Policy Statement was adopted by the MST Board of Directors.

To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Resolution 2019-34 Monterey Bay Community Power's Microgrid SmartConnect Program

RECOMMENDATION:

Approve Resolution 2019-34 authorizing MST's General Manager/CEO to submit and execute all required documents of the Microgrid SmartConnect Program through Monterey Bay Community Power.

FISCAL IMPACT:

Monterey Bay Community Power would evaluate MST's needs and design a system accordingly. Projects might be in the range of \$210,000 to \$10.5 Million. After the project size is determined, MST would pay a 1% deposit at the time it submits a Letter of Intent and up to a 50% security deposit at the time of development. These fees would be reimbursed to MST during the 5- to 10-year period from the microgrid in-service date.

POLICY IMPLICATIONS:

Your Board must authorize the filing of the program application materials to the Monterey Bay Community Power's Microgrid SmartConnect Program.

DISCUSSION:

Monterey Bay Community Power (MBCP) is a fairly new, locally-controlled public agency providing carbon-free electricity to residents and businesses in Monterey, San Benito and Santa Cruz Counties. MBCP is based on a local energy model called community choice energy that partners with Pacific Gas & Electric (PG&E) which continues to provide consolidated billing, power transmission and distribution, customer service and grid maintenance services.

MBCP is launching the Microgrid SmartConnect Program to develop and own microgrid projects in MBCP's service territory that support local economic development and provide an expedient and resilient power supply for MBCP's customers. As part of MBCP's first round of the Microgrid SmartConnect Program, they are seeking new and existing customers to be a site host for a microgrid deployment. Accepted customers will be eligible to receive a turnkey microgrid solution with funding and technical

assistance from MBCP, benefitting from expedited power that would have otherwise been involved in the interconnection process. An optimized solution of controls, renewables, energy storage, and/or other generation assets will be capable of supplying all required power to the site, with the potential for future grid interconnection.

Applicants, who are selected, must be willing to invest up to 50% upfront for the projected cost of the microgrid as development security that will be refunded over 5 to 10 years, subject to the difference between actual and forecasted growth of demand. Additionally, a 1% deposit is due upon engaging in a Letter of Intent.

MST is proposing its newly re-opened operations and maintenance facility in Monterey as a host site for the Microgrid SmartConnect Program. The Monterey Bay Operations and Maintenance Facility (also known as Thomas D. Albert [TDA] Division) was reopened in 2018. Because the facility was recently renovated and expanded, the roof was designed to accommodate solar panels in the future. With a nearly non-stop operation (24 hours/day) and additional electric buses in the coming years, this facility is an ideal host site. Currently, the monthly electric charges at TDA are over \$5,500. It is anticipated that participation in the Microgrid SmartConnect Program would result in significant cost savings over time.


To apply for the Microgrid SmartConnect Program, your Board must approve the attached resolution providing a statement of support for the project and authorizing the General Manager/CEO to submit and execute all required documents of the program.

Attachment: Resolution 2019-34

PREPARED BY


Michelle Overmeyer

REVIEWED BY


Carl G. Sedoryk

**RESOLUTION OF THE MONTEREY-SALINAS TRANSIT BOARD
OF DIRECTORS AUTHORIZING SUBMITTAL OF APPLICATION
FOR MONTEREY BAY COMMUNITY POWER'S MICROGRID
SMARTCONNECT PROGRAM**

WHEREAS, Monterey Bay Community Power (MBCP) is a new, locally-controlled public agency providing carbon-free electricity to residents and businesses in Monterey, San Benito and Santa Cruz Counties; and

WHEREAS, MBCP is based on a local energy model called community choice energy that partners with the local utility which continues to provide consolidated billing, power transmission and distribution, customer service and grid maintenance services; and

WHEREAS, MBCP offers three key benefits: reduction in greenhouse gas emissions, lower cost to customers and investment in our local community; and

WHEREAS, MBCP has launched the Microgrid SmartConnect Program to develop and own microgrid projects in MBCP's service territory that supports local economic development and provide an expedient and resilient power supply for MBCP's customers; and

WHEREAS, MBCP is seeking new and existing customers to be a site host for a microgrid deployment. Accepted customers will be eligible to receive a turnkey microgrid solution with funding and technical assistance from MBCP, benefitting from expedited power that would have otherwise been involved in the interconnection process; and

WHEREAS, Monterey-Salinas Transit has an eligible host site, the Monterey Bay Operations and Maintenance Facility, at One Ryan Ranch Road in Monterey.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit authorizes the submittal of an application to Monterey Bay Community Power's Microgrid SmartConnect Program.

BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, is hereby authorized and empowered to execute on behalf of Monterey-Salinas Transit all program-related documents, including, but not limited to, Applications, Payment Requests, Agreements, and Amendments necessary to participate in the Microgrid SmartConnect Program; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 10th day of June 2019 by the following vote:

AYES:

NOES:

ABSENT:

Blank Page

To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: Approve new 7-Day Basic Pass

RECOMMENDATION:

Approve new 7-Day Basic Pass at a price of \$25 regular and \$12 discount with an upcharge of \$1 (\$.50 discount) for Regional routes and \$9.50 (\$4.75 discount) for Commuter routes.

FISCAL IMPACT:

It is unknown if this new pass type would have a positive or negative impact on fares collected for transit service at this time.

POLICY IMPLICATIONS:

The MST Board sets policy and fare structure.

DISCUSSION:

MST implemented the current fare structure in March 2011. When the fares were approved, a number of different GoPasses were offered as follows:

31 Day Super	valid on all routes (\$190/\$95)
31 Day Basic	valid on Local/Primary routes, upcharge on Regional and Commuter routes (\$95/\$47)
7 Day Super	valid for all routes (\$50/\$25)

Staff is now proposing an additional GoPass option:

7 Day Basic	valid on Local/Primary routes with an upcharge on Regional and Commuter routes (\$25/\$12)
-------------	--

Introduction of a 7 Day Basic pass at cost of \$25 regular and \$12 discount may be beneficial for some of the cash paying passengers by converting them to a fare card. Fare cards help to speed up the boarding process by eliminating the time it takes to insert cash into the farebox. In addition, this 7 Day Basic pass is a savings for those who ride frequently but are unable to afford the more expensive 31 Day Basic pass at a

cost of \$95 regular (\$47 discount). This new pass would allow access to all MST lines with an upcharge of \$1 (\$.50 discount) for Regional routes and \$9.50 (\$4.75 discount) for Commuter routes.

If the Board elects to approve this new fare type, implementation would occur later this year.

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

**ANN ARMBRUSTER
40 YEARS OF SERVICE**

WHEREAS, Ann Armbruster began her career with Monterey-Salinas Transit in April 1979. During her 40 year career as a MST Coach Operator; Ann Armbruster supported MST's Transportation Department and MST customers; and

WHEREAS, Ann Armbruster was recognized for her safety record - accumulating thirty- two years of safe driving and has received written commendations for her service as a Line Instructor, excellent customer service, and for her superb driving skills; and

WHEREAS, Ann Armbruster was recognized for her commitment to MST's Mission as the Employee of the Month in September of 2002; and

WHEREAS, after 40 years of service to MST and approximately 1,019,200 miles behind the wheel serving her customers, Ann Armbruster retired on May 23, 2019; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Ann Armbruster for her excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Ann Armbruster and wish her a successful and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2019-33 this 10th day of June 2019.

Mike LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

Blank Page

To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: Salinas Valley Express Transit Corridor Planning Study

RECOMMENDATION:

Receive Salinas Valley Express Transit Corridor Planning Study.

FISCAL IMPACT:

In February 2018, the MST Board approved a contract award for a total of \$132,800 to Fehr and Peers consulting to complete the planning study. MST received a grant from Caltrans under their Sustainable Communities grant program in the amount of \$132,800 for this planning study.

POLICY IMPLICATIONS:

In 2017, the MST Board of Directors adopted a Strategic Plan for 2018-2020, which included a goal to provide quality transit and mobility management services. Part of that goal included a tactic to commence the Salinas Valley Express Transit Corridor Planning Study. This Study will further the Board's adopted Strategic Plan and its implementing Action Plan for FY2018.

Furthermore, the FY2019 Strategic Plan calls for starting construction on a South County Operations and Maintenance facility which is in full support of the concepts identified in the study.

DISCUSSION:

The population of rural incorporated cities in south Monterey County is currently around 65,000. The same area is expected to see the population increase by over 45% by 2035 (2035 Metropolitan Transportation Plan/Sustainable Communities Strategy, AMBAG 2014). Existing transit infrastructure is limited and needs to be improved to keep pace with growth in the area.

MST's Line 23 is the primary transit bus service connecting rural communities in southern Monterey County to Salinas where passengers can transfer to buses with connections to other parts of the region. The Line 23 service supports nearly 200,000 passenger boardings annually. The 69-mile route has over 75 bus stops, and it can take over 2.5 hours to travel from one end to the other. Public transportation is a time-

consuming means of travel for people who have other options. This study outlined a path to improve transit service in a way that is equitable and will meet the needs of the growing population.

The limitations of available coach operators were taken into consideration when looking at more robust service along the corridor. The Study also recognized that the key to implementing some of the recommendations is the construction and opening of the South County Operations and Maintenance Facility in King City.

A PowerPoint presentation and Executive Summary are attached to this board memo with the full report located on MST's website here: <https://mst.org/about-mst/planning-development/>

The Study found that there are strong internal travel patterns within each of the Salinas Valley cities. The unincorporated community of Chular was the exception. King City had the fewest number of trips traveling outside its boundaries with 17.6% going to other locations. Gonzales had the most number of trips traveling to other locations at 40.4%.

Given the travel patterns, the new operations and maintenance facility in King City, and the community feedback, the Study recommends a number of operational improvements to meet the growing transit needs of Salinas Valley residents. Some of these improvements could include:

- Beginning a micro transit 6-month pilot for On Call service
- Transitioning On Call services to a fixed-route circulator
- Increasing frequency of service on Line 23 to hourly
- Considering Line 23 routing changes to accomplish faster service, including bus stops on highway on/off ramps

Moving forward, MST will implement a pilot micro transit project for all MST On Call services starting in August to gauge demand and performance. Micro transit adds a layer of technology to on-demand services similar to Uber or Lyft where individuals can use a smart phone to schedule a ride. Unlike Uber or Lyft, micro transit is only a shared ride service. MST would operate the same number of vehicles, all equipped with an iPad, so the driver can see trips scheduled.

Consideration of more frequent Line 23 service can be made when the South County Operations and Maintenance Facility is constructed and fully functioning. The cost savings in fuel and maintenance by relocating buses from Monterey and Salinas to this facility could be reinvested in more robust service along the US 101 corridor serving Salinas Valley residents.

Attachment 1: PowerPoint presentation

Attachment 2: Executive Summary

Prepared by:  Approved by: 

Monterey-Salinas Transit Salinas Valley Express Transit Corridor Planning Study

Presented to:

MST Board of Directors

June 10, 2019

Presented by:

Lisa Rheinheimer

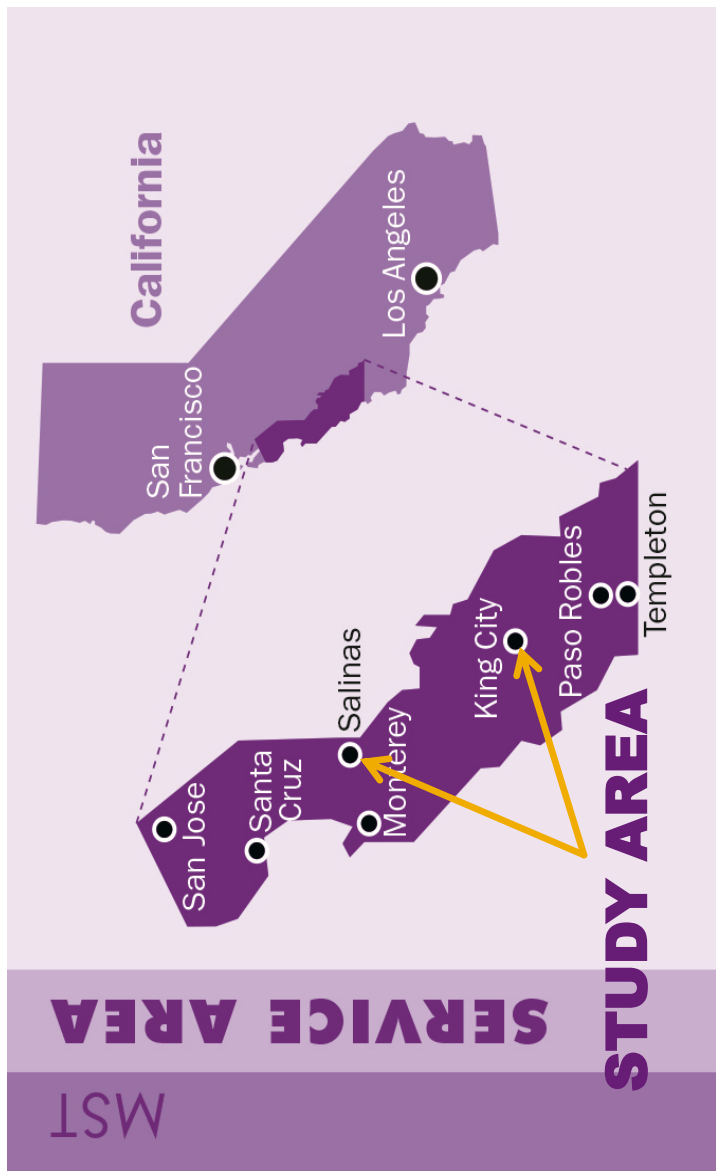
Director of Planning & Marketing

Presentation

- Salinas Valley Express Transit Corridor Study
 - Goals and Desired Outcomes
 - Travel Patterns
 - Options
 - Community Preferences
- Next Steps



Salinas Valley Express Transit Study



Salinas Valley at-a-Glance

- 45% population increase by 2035
- 200,000 annual passengers on Line 23
- 69 miles between King City and Salinas
- 75 bus stops on Line 23
- 2 ½ hour trip from King City to Hartnell



Salinas Valley Express Transit Study

- Caltrans Sustainable Transportation Planning Grant
- Goals and outcomes
- Travel patterns – Airsage origin-destination
- Public outreach
- Analysis and concept design
- Project implementation



Goals and Outcomes

Study Goals



**Increase
Frequency**



**Reduce
Travel
Times**



**Facilitate
Transfers**



**Easy
Schedule**



**Better Stop
Conditions**

Desired Outcomes



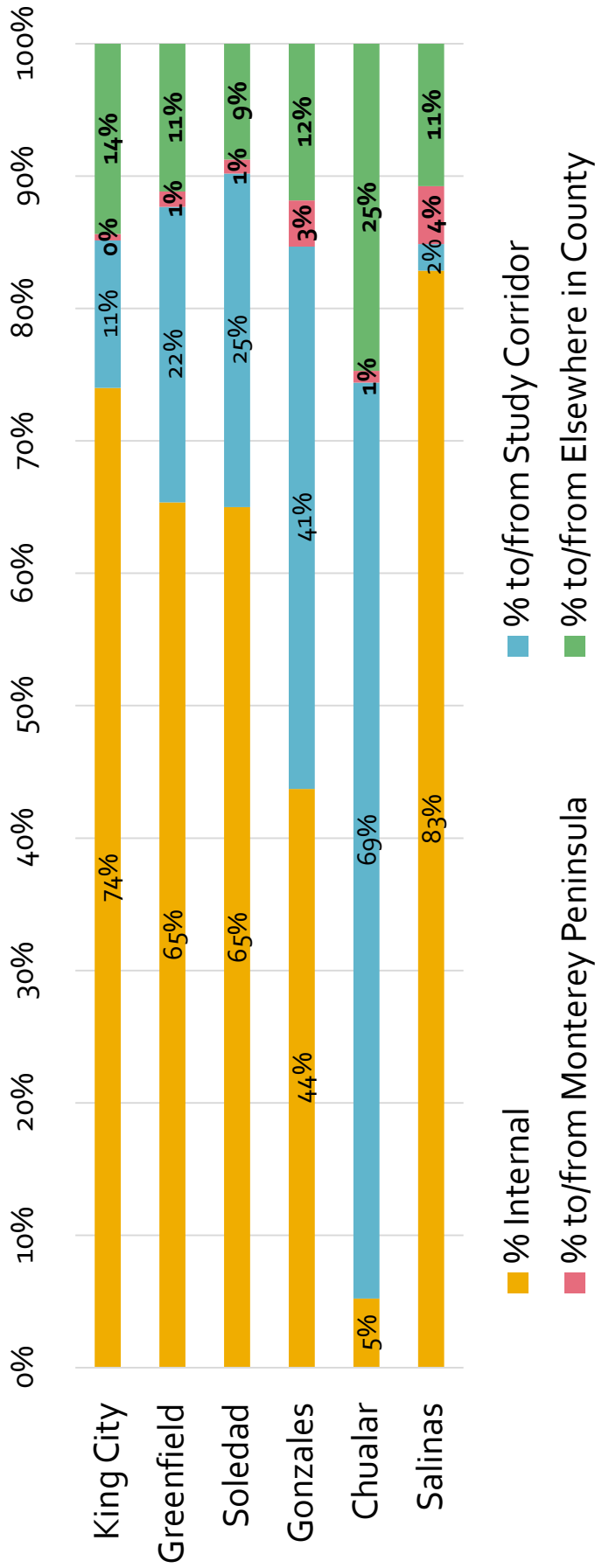
**Increase
Ridership**



**Cost-
Neutral**

Travel Patterns

Breakdown of Trips Originating or Terminating in Each Community



Options

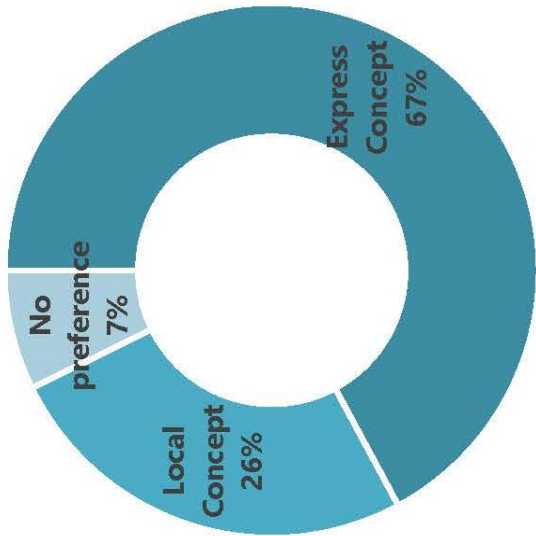
Corridor

Community Choices

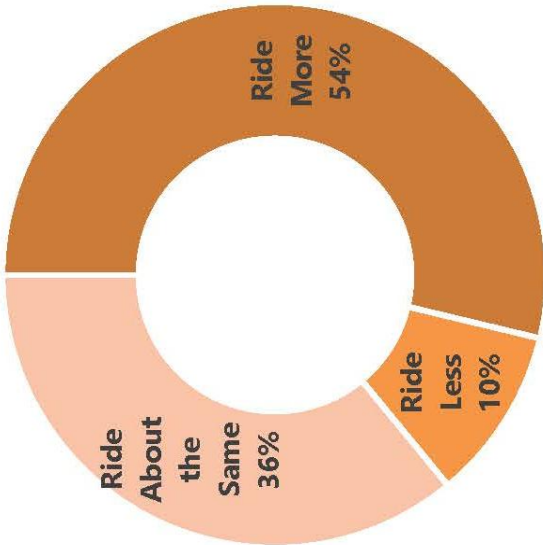
Maintain Line 23 As-Is	Maintain On-Call Service	Shift to Fixed Route Shuttle
	No major changes	Line 23 with fixed route shuttle
Shift to Express Service	Line 23 Express with on-call	Line 23 Express with fixed route

Community Preferences

Which option is most useful to you?



If the Express Option was implemented, would you ride more or less?



Study Timeline

- Spring 2018 – Background work
- Summer 2018 – Passenger survey and outreach to cities
- Jan/Feb 2019 – Public outreach
- March 2019 – Draft study for review
- June 2019 – Final study



Next Steps

- Board action: Receive the Study
- August 2019 – Microtransit pilot for all On Call service with TransLoc
- Summer 2020 – South County Operations and Maintenance Facility opens

Questions?



1. EXECUTIVE SUMMARY

The planned opening of the South County Operations and Maintenance Facility presents new opportunities for Monterey-Salinas Transit (MST) to serve the growing communities in the Salinas Valley along the US 101 corridor. The Salinas Valley Express Transit Corridor Planning Study considers how MST may best serve the changing transportation needs of Salinas Valley residents, employees, and visitors. This Study seeks to identify opportunities to increase frequency, reduce travel times, support regional growth, and increase ridership while staying within MST's available resources.

This Study concludes that there are opportunities to improve the existing intercity transit service along the US 101 corridor. Line 23 provides the backbone for intercity trips, serving approximately 600 daily riders via 14 weekday roundtrips. However, the service can be challenging to use: buses arrive every 60 to 120 minutes, travel times between Salinas and King City average 100 minutes (about double driving times) and "Regional" fares (\$3.50 per ride or \$95 per month without a discount) can make everyday travel costly. These factors result in Line 23 carrying a small share of overall travel within the study corridor (less than one percent of overall trips) as well as below-average cost efficiency and productivity.

A community engagement process and travel market analysis suggest that there is a larger market for transit ridership than exists today. The study corridor exhibits strong intercity travel demand between relatively dense Salinas Valley cities as well as longer distance trips to Salinas. Transit has the potential to provide a convenient and frequent option for commuters, students, and everyday errands, but stakeholder feedback suggests that existing service is too slow, does not run often enough, does not run late enough, and is too expensive for riders whose fares are not discounted or subsidized.

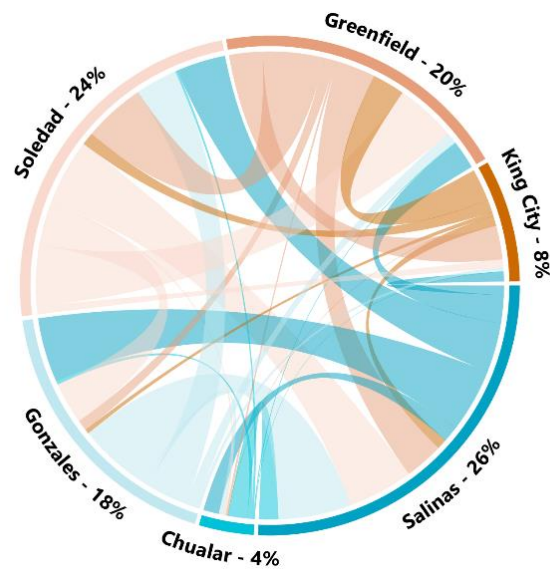


Figure 1: Daily Flows of Intercity Trips along Study Corridor

This Study considers two service concepts to help meet the transit needs of South County communities. The first option, a Local Concept stop pattern, mirrors existing Line 23 service with some schedule changes to capitalize on the South County Operations and Maintenance Facility – maintaining end-to-end run times of 100 minutes but achieving regular service every 60 minutes and operating buses from Salinas to King City later in the evening. The second option, an Express Concept (or limited stop) pattern, would reduce the



number of stops and on-street operations to achieve one-way end-to-end travel times of 75 minutes and service frequencies of 45 minutes, while also running buses from Salinas to King City later in the evening.

Each service concept presents advantages and disadvantages. The Local Concept would continue serving nearly all Line 23 riders, but would miss the opportunity to attract some new riders due to relatively slow and infrequent service. The Express Concept would attract greater ridership overall by providing faster and more frequent service, but approximately one out of ten existing riders would be inconvenienced by relocating bus stops beyond a five minute walk of their current location. Moreover, the Express Concept stop pattern would necessitate capital investments to construct three bus stops along freeway onramps in Gonzales and Chualar to help reduce travel times, an approximate capital cost of \$1.1 million. Both Concepts warrant improvements to bus stops, pedestrian and bicycle access, and fare integration to maximize ridership.

Recognizing these tradeoffs, MST conducted on-board and online surveys of 648 riders and non-riders to understand their preferences between the Local and Express Concepts. Respondents expressed a strong preference for the Express Concept over the Local Concept, with approximately two-thirds stating that the Express Concept would provide more useful service than the Local Concept. While some respondents expressed concerns over stop removal, a majority of respondents expressed interest in the Express Concept to better meet their travel needs.

SALINAS VALLEY EXPRESS BUS STUDY

OPTION 1:

Keep Line 23 similar to today

serving **99%** of riders within a 5-minute walk and **100%** within a 15-minute walk at the following bus stops:

Salinas

BUS COMES EVERY
60min

Hartnell College	
Salinas Transit Center	
E Alisal/Monterey	
E Alisal/Soledad	
E Alisal/Front	
Abbott/John Street	
Abbott/Los Palos	
Abbott/Blanco	
Abbott/Harkins	
Grant/South	
Alta Minor/4th	
5th/Day	
5th/Gabilan	
5th/Shopping Center	
Front/San Vicente	
Monterey/East	
Soledad/Mission Center	
El Camino Real/Walnut	
El Camino Real/Oak	
El Camino Real/Elm	
El Camino Real/Tyler	
Canal/Bassett	
Broadway/Russ	
Broadway/3rd	
3rd/Collins	
3rd/King	
San Antonio/Metz	

OPTION 2:

Change Line 23 to an express route

serving **89%** of riders within a 5-minute walk and **97%** within a 15-minute walk at the following bus stops:

BUS COMES EVERY
45min

Hartnell College	Salinas
Salinas Transit Center	
Grant/South	Chualar
5th/Shopping Center	Gonzales
Front/Main	Soledad
Soledad/Mission Center	
El Camino Real/Walnut	Greenfield
El Camino Real/Oak	
El Camino Real/Elm	
El Camino Real/Tyler	
Canal/Bassett	King City

Travel time to Salinas on the bus

OPTION 1:

Gonzales	35min
Soledad	50min
Greenfield	1hr 15min
King City	1hr 35min

OPTION 2:

Gonzales	20min
Soledad	35min
Greenfield	55min
King City	1hr 10min

MST
MONTEREY-SALINAS TRANSIT

Figure 2: Local and Express Service Concepts



Freeway ramp stop along US-101 in San Rafael, CA



Figure 4: Where Are Line 23 Riders Traveling?

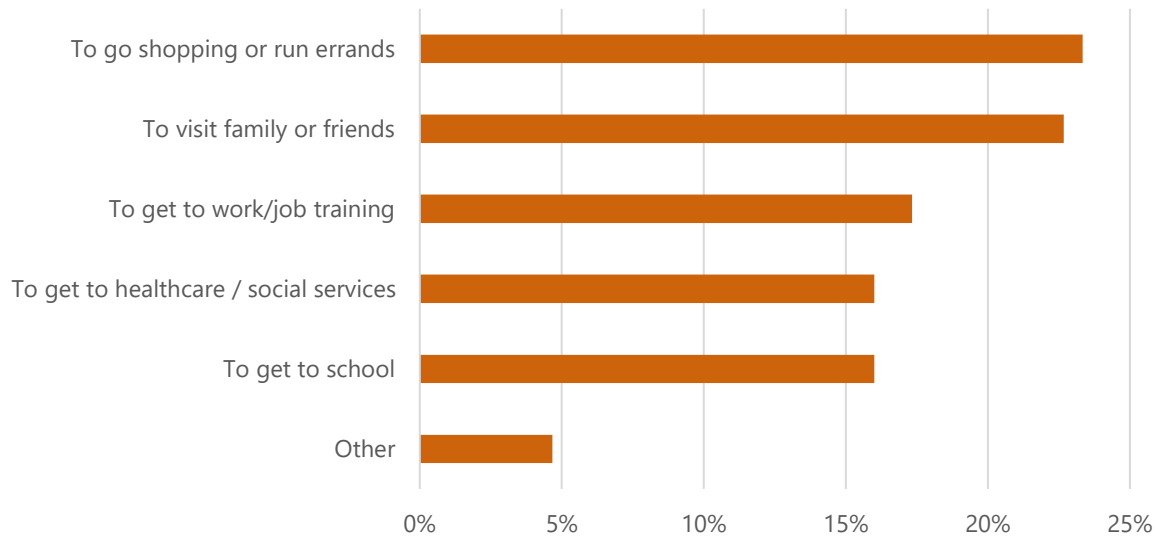
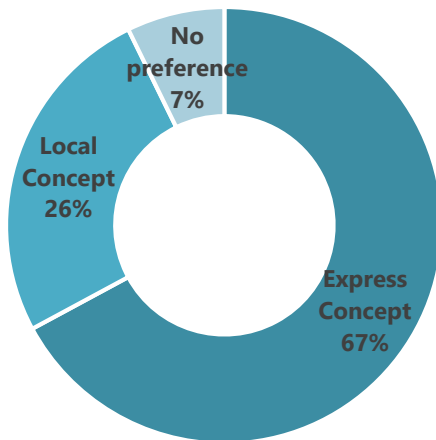


Figure 5: Community Preferences Survey Results

Which option is most useful to you?



If the Express Option was implemented, would you ride more or less?

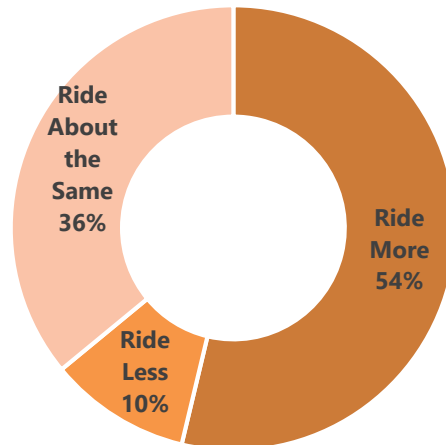


Table 1: Service Concept Comparison

Criteria		Existing	Option A: Local Concept	Option B: Express Concept
Travel Time	One-Way	105-110 Minutes	105 Minutes	75 Minutes
	Round-Trip	240 Minutes (with 25-30 Minute Recovery)	240 Minutes (with 30 Minute Recovery)	180 Minutes (with 30 Minute Recovery)
Frequency	Weekday Frequency	60-120 Minutes	60 Minutes	45 Minutes
	Weekend Frequency	Varies	60-120 Minutes	45-90 Minutes
Daily Round Trips	Weekday Round Trips	14	14	19
	Weekend Round Trips	6	8	11
Estimated Annual Operating Cost	Weekday Revenue Hours	52 Hours	56 Hours	57 Hours
	Weekend Revenue Hours	27 Hours	32 Hours	33 Hours
	Annual Operating Cost	\$2,339,000	\$2,566,000	\$2,618,000
Estimated Capital Cost of Freeway Bus Stops		-	-	\$1.1 Million
Percentage of Existing Riders Served within 5 Minute Walk		100%	99%	89%
Estimated Daily Ridership	Estimated Weekday Ridership	640 riders	~650-700 Riders	~750-800 Riders
	Estimated Weekend Ridership	280 riders	~300-350 Riders	~400-450 Riders
Annual Cost to Operate 30 Minute Frequencies During Weekdays		-	\$4,619,000	\$3,608,000
Community Feedback	On-Board Survey Preference	-	29% Prefer	62% Prefer
	Online Survey Preference	-	25% Prefer	68% Prefer

Based on the analysis and community feedback, this Study illustrates that an Express service may be a desirable change for Salinas Valley riders. MST may further investigate the feasibility of capital and operational improvements in coordination with the delivery of the South County Operations and Maintenance Facility. Planning for future intercity services may also be coordinated with changes to On-Call services.



To: Board of Directors

From: Hunter Harvath, Assistant General Manager – Finance & Administration

Subject: Approve FY 2020 Operating and Capital Budgets

RECOMMENDATION:

As recommended by the Finance Committee:

1. Approve the FY 2020 Operating & Capital Budget (Attachment 1)
2. Approve the FY 2020 Action Plan (Attachment 2)
3. Approve the FY 2020 Staffing Levels (Attachment 3)
4. Approve Resolution 2019-32 Authorizing Federal Grant Applications (Attachment 4)
5. Authorize staff to apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2020.

FISCAL IMPACT:

The FY 2020 operating budget is \$53,457,984, which is an increase of 7.9% over the FY 2019 budget of \$49,560,852. This budget includes \$10,516,428 in sales tax revenue generated by Measure Q – the 1/8-cent sales tax approved by the voters on the November 2014 ballot.

The overall budget is comprised of two service centers: Fixed Route Bus and MST RIDES (paratransit). The FY 2020 operating budget reflects an overall revenue increase that is slightly higher as the prior fiscal year increase of 6.5% because of higher local transportation funds generated by ¼ percent of the state sales tax as well as Measure Q local sales taxes and new State Transit Assistance revenues generated by the recently enacted SB1 Transportation Legislation. A slight decrease in projected fare revenue is partially offset by a state “Cap & Trade” grant that is reimbursing MST for offering free fares within the city of Salinas on weekends and holidays as well as 600 free summer youth passes eligible for distribution throughout the county. The other notable decrease in revenues were identified in the Department of Defense category. After years of steady growth in the Presidio partnership program, one of the branches of the military temporarily reduced its number of participants, resulting in a significant loss

of revenue – approximately \$1.5 million -- from what was budgeted for FY 2019. Most other major categories of revenues are budgeted to remain stable or increase over last year. Overall, Fixed-Route Bus service FY 2020 revenue reflects a \$2,647,536 increase over the FY 2019 budget.

The MST RIDES service center portion of the operating budget reflects an increase of \$1,249,596 or 22.7%, in comparison to FY 2019. This increase in program costs is necessary to maintain existing service levels to an expanding client base as required by the federal Americans with Disabilities Act. In addition, MV Transportation, Inc., which has operated the RIDES program on behalf of MST for the last 15 years, will be at the end of a 2-year contract by June 30, 2020. MST and MV have negotiated higher hourly rates for its paratransit activities for FY 2020. While MST attempts to control costs in the MST RIDES program, this service is an unfunded mandate from the federal government. As such, all demand for services by ADA-eligible clients must be accommodated with zero trip denials permitted. In addition, your Board reduced fares by half during FY 2018 and eliminated fares within the city of Salinas entirely on weekends and holidays, which also has increased demand. Fortunately, all MST RIDES activities are eligible to be covered by Measure Q funds, thereby maintaining a balanced budget.

MST's FY 2020 capital budget reflects a planned decrease of 16.1% from FY 2019 levels. This significant decrease can mostly be attributed to a more modest capital replacement program compared to the peak year of FY 2018 which saw the completion of the remodel of the TDA building and the replacement of 26 buses, all within a 12 month period.

Where possible, MST seeks special grant funds to support its capital expenditures. In that regard, only 3.7% of MST's FY 2020 total capital budget of \$13,790,884 represents non-grant funded expenditures. This amount of non-grant-funded capital spending would be funded through MST's general fund capital reserve. Beyond that, MST staff has identified an additional \$1.5 million in capital needs, which currently have no source of funding. Throughout the year, staff will continue to search for grants or other funds to meet these other capital projects.

	<u>FY 2019 (\$)</u>	<u>FY 2020 (\$)</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	44,057,484	46,705,020	6.0%
Capital	<u>15,454,905</u>	<u>13,622,884</u>	<u>-11.9%</u>
Sub-Total	<u>59,512,389</u>	<u>60,327,904</u>	<u>1.4%</u>
<u>MST RIDES</u>			
Operating	5,503,368	6,752,964	22.7%

Capital	<u>980,000</u>	<u>168,000</u>	<u>-82.9%</u>
Sub-Total	<u>6,483,368</u>	<u>6,920,964</u>	<u>6.7%</u>

Overall Total	<u>65,995,757</u>	<u>67,248,868</u>	<u>1.9%</u>
---------------	-------------------	-------------------	-------------

COMBINED

Operating	49,560,852	53,457,984	7.9%
Capital	<u>16,434,905</u>	<u>13,790,884</u>	<u>-16.1%</u>
Overall Total	<u>65,995,757</u>	<u>67,248,868</u>	<u>1.9%</u>

POLICY IMPLICATIONS:

Each fiscal year, your Board adopts annual operating and capital budgets for MST's two service centers: Fixed Route Bus and MST RIDES (paratransit). In addition, your Board adopts a capital budget for vehicle, infrastructure, and technology expenditures which generally exceed \$1,000.

DISCUSSION:

The entire budget, including each of these sub-budgets, is balanced. It is anticipated that a relatively modest amount of excess revenues from previous fiscal year(s) would be available to fund vehicle purchases and other capital projects as identified in the capital budget. In addition, per the direction of your Board, a 15% reserve fund has been identified to help address short-term spikes in costs and/or reductions in revenues to ensure fiscal stability of the agency. During FY 2019, much of that 15% reserve was utilized because MST's federal funds were not received until the end of the fiscal year due to the federal government shutdown and the blocking of grants to California transit properties by ATU International. It is anticipated that the 15% cash reserve fund will be replenished by the end of FY 2019.

Fixed-Route Bus

MST's fixed-route services fall into two categories: those that are supported primarily by dedicated or restricted funds and those that are supported by the MST general fund. Approximately half of the agency's nearly 60 routes are funded through special grants, partnerships, contracts, or other outside funding mechanisms. The other half of the routes have no dedicated funding sources and rely on increasingly unpredictable and/or undependable state and federal revenues that flow into MST's general fund.

This bifurcated funding pattern has caused reductions in service in previous fiscal years on core routes that do not have dedicated funding sources, but has also enabled the agency to introduce new bus services (e.g., Line 85 Fort Hunter Liggett-Templeton, Line 61 Salinas-VA/DOD Clinic) that are supported by dedicated grant sources or are eligible for Measure Q funding. A relatively new source of restricted grant funding is the

state's "Cap and Trade" program, which has been designed to help reduce greenhouse gas emissions, especially in disadvantaged communities. In that regard, MST will continue to utilize its formula share of these funds to provide free fares on weekends on bus lines that operate within the city limits of Salinas, free summer youth passes, as well as reserving funds for a future electric bus purchase.

In a handful of cases, staff has been successful in reconfiguring and repurposing existing core services into new, grant-eligible routes. However, with the ongoing Congressional gridlock in Washington, DC, and a federal gas tax that has not been increased in two decades, these long-standing, core bus routes may continue to be left vulnerable to further service reductions in the coming years

As your Board is aware, the statewide pension reform issue (PEPRA) remains unresolved with the recent activities by ATU International that almost caused MST to have to lay off half of the bus drivers and other unionized staff members and implement devastating service cuts to routes not supported by dedicated funding and/or contracts. While staff was able to successfully negotiate with ATU and the US Department of Labor to finally release its FY 2019 federal grant funds to avoid these layoffs, staff will continue to monitor developments with potential litigation anticipated from ATU International and remain active participants in this issue. If conditions change and the US DOL begins blocking federal funds during this fiscal year, staff may be forced to return to your Board for additional direction and potential service cuts and layoffs.

MST RIDES

The MST RIDES FY 2020 operating budget reflects the new cost structure that is proposed through the second year of a two-year contract extension negotiated between staff and MV Transportation, Inc., MST's paratransit provider. The new contract includes an hourly rate increase of approximately 5%. This \$6,752,964 operating budget is a 22.7% increase from FY 2019 and allows MST to comply with ADA-mandated paratransit service levels. This budget also includes funding for the popular taxi vouchers for RIDES-eligible clients. MST RIDES also provides paratransit service beyond the ADA requirements to individuals with severe disabilities who live in many unincorporated rural areas of northern Monterey County, along the Highway 101 corridor in the Salinas Valley, and southward to the Monterey County line.

These increased operating costs are 100% eligible for Measure Q funding. In addition, staff will continue its mobility management activities (travel training, senior shuttles, Navigator assistance, and taxi vouchers) to attempt to encourage RIDES clients who are able to utilize less expensive fixed-route buses or taxis. On the capital side, the system that tracks the location of the RIDES vehicles will be upgraded and modernized. Staff anticipates the cost of that project to be approximately \$168,000 and fully eligible for Measure Q funding.

Attachments: 1. Proposed FY 2020 Budget
 2. Proposed FY 2020 Action Plan

3. Proposed FY 2020 Staffing Levels

4. Resolution 2019-32

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

Monterey-Salinas Transit District

FY 2020 BUDGET PROPOSED

July 1, 2019 – June 30, 2020

Board of Directors

Mike LeBarre, Chair, City of King City
Dan Albert, Vice-Chair, City of Monterey
Luis Alejo, County of Monterey
Jeff Baron, City of Carmel-by-the-Sea
Kristin Clark, City of Del Rey Oaks
Lorraine Worthy, City of Gonzales
Yanely Martinez, City of Greenfield
Frank O'Connell, City of Marina
Joe Amelio, City of Pacific Grove
Tony Barrera, Chair, City of Salinas
Mary Ann Carbone, City of Sand City
David Pacheco, City of Seaside
Anna Velazquez, City of Soledad

MST Staff

Carl G. Sedoryk, General Manager/CEO
Hunter Harvath, AICP, Assistant General Manager
Andrea Williams, Accounting & Budget Manager

Blank Page

FY 2020 BUDGET SUMMARY

Summary

General Overview

Keeping in mind the primary mission, key business drivers and objectives for FY 2020, management has approached this budget cycle with the intention of providing your Board with a quality-driven, programmatic budget. As a reminder these criteria are listed below for your reference.

MISSION STATEMENT

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

KEY BUSINESS DRIVERS

Key Business Driver #1 - Operate safely, efficiently and effectively

Key Business Driver #2 – Increase customer satisfaction

Key Business Driver #3 - Strengthen employee development and satisfaction

Key Business Driver #4 - Enhance support by MST members and other stakeholders

STRATEGIC GOALS, OBJECTIVES AND ACTION PLAN

The FY 2018-20 Draft Strategic Goals and Objectives are summarized as follows, and the FY 2020 Draft Project Action Plan and Ongoing and Recurring Action Items are outlined at the end of the budget document.

1. To develop and maintain adequate and stable long-term revenues.
2. To provide quality transit and mobility management services.
3. To maintain effective board protocols and best practices to achieve effective and efficient board operations and board meeting management.
4. To promote policies and practices that encourage environmental sustainability and resource conservation.
5. To educate the public on MST services through promotion, communication, and advocacy.

6. To promote organizational values to maintain high-quality relationships with MST employees, contractors, vendors, and community stakeholders.
7. To maintain industry leadership for like-sized agencies within California and the United States.

General Budget Structure

The MST budget is divided into two service centers: Fixed Route BUS provides for operation of buses on fixed routes and the MST OnCall general public dial-a-ride services. MST RIDES provides for paratransit operation of small buses, vans, and taxis, and complies with the Americans with Disabilities Act. Each service center budget is balanced; that is, revenues equal expenditures.

Each service center has an operating budget and a capital budget. The operating budget covers day-to-day expenses associated with operating transit services. It is funded primarily with passenger fares, federal grants, state transit assistance, local transportation funds (generated by 1/4% of the state sales tax), special third party contracts (colleges, Department of Defense installations, trolleys, etc.) and advertising revenue. Measure Q funding is being added to the fixed-route and paratransit budgets to support MST's services for seniors, veterans and persons with disabilities.

The capital budget provides for purchases of accountable, non-consumable property. This primarily includes vehicle purchases, facilities improvements, and equipment. MST continuously applies for federal and state sources of capital funding.

FY 2020 Budget Characteristics

The FY 2020 budget assumes a successful resolution to the pension reform dispute between the Amalgamated Transit Union and the state of California and the continuation of expanded funding generated by SB1. It contemplates no increases to the MST fare structure, with only minor service expansions and/or adjustments if sufficient coach operators are on staff. The budget also assumes stability of the agency's public/private and public/public partnerships – in particular the expansion of the current federal transit benefit levels through the end of the fiscal year. All current contractual relationships will be honored.

	<u>FY 2019 (\$)</u>	<u>FY 2020 (\$)</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	44,057,484	46,705,020	6.0%
Capital	<u>15,454,905</u>	<u>13,622,884</u>	<u>-11.9%</u>
Sub-Total	<u>59,512,389</u>	<u>60,327,904</u>	<u>1.4%</u>
<u>MST RIDES</u>			
Operating	5,503,368	6,752,964	22.7%
Capital	<u>980,000</u>	<u>168,000</u>	<u>-82.9%</u>
Sub-Total	<u>6,483,368</u>	<u>6,920,964</u>	<u>6.7%</u>
Overall Total	<u>65,995,757</u>	<u>67,248,868</u>	<u>1.9%</u>
<u>COMBINED</u>			
Operating	49,560,852	53,457,984	7.9%
Capital	<u>16,434,905</u>	<u>13,790,884</u>	<u>-16.1%</u>
Overall Total	<u>65,995,757</u>	<u>67,248,868</u>	<u>1.9%</u>

FY2018-2020 GOALS, OBJECTIVES AND ACTION PLANS

The following are the seven strategic priorities that MST will pursue over the next three years. Each goal includes specific objectives to be met during FY 2018-2020 to support these goals along with tactics to be used to achieve each objective.

1. Develop and Maintain Adequate and Stable Long Term Revenues Objectives/

Outcomes:

Maintain public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as a means to generate the revenue required to construct needed capital facilities, purchase vehicles, sustain current and future transit services, and maximize the value of MST services to the community.

Through education and advocacy, encourage policymakers and the general public to enact legislation at local, state, and federal levels to provide sustained funding sources that will support the future growth of Monterey County's public transportation system.

Indicators of Success:

- Maximize opportunities to leverage local funds with Federal, State, and private sources to support transit projects.
- Public/private funding agreements executed.
- Adequate funding in place to support operating and capital needs.
- Increased local funding support through developer fees, sales tax and other funding initiatives as appropriate.

Menu of Tactics:

- a. Adopt and execute annual state and federal legislative programs.
- b. Utilize debt financing from bonds, private financing, and other sources as appropriate.
- c. Identify additional partnerships to fund transit services outside of traditional tax sources.
- d. Maintain adequate cash reserves to support a state of good repair for assets.

- e. Identify grant opportunities to leverage local funds for transit projects.

2. Provide Quality Transit and Mobility Management Services

Objectives/Outcomes:

Develop and implement services, infrastructure, and technologies to meet and exceed the expectations of customers and maximize the value of MST in the community.

Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, and motivate employees.

Indicators of Success:

- Passenger boarding growth rate that supports employment and population growth trends.
- Increased customer and stakeholder satisfaction.
- Business conducted within approved budget and performance indicators including safety, efficiency, effectiveness, on-time performance, customer satisfaction, employee satisfaction, and stakeholder satisfaction.

Menu of Tactics:

- a. Continuation of programs that reward safe behavior.
- b. Fine tune existing service to improve convenience and on-time performance.
- c. Monitor operating, maintenance, and financial performance statistics on a monthly basis and implement programs to support continuous improvement.
- d. Develop comprehensive service plan to focus limited resources on highest priority transit needs.
- e. Establish MST customer service presence where demand is highest.
- f. Continue participation in Fort Ord multi-modal and other transportation corridor studies.
- g. Continue to monitor autonomous vehicle technology and implement as appropriate.

- h. Develop and improve workforce development plans to sustain service levels.
- i. Continue planning activities for Hwy 1 corridor transit improvements.
- j. Maintain MST Trolley contract with City of Monterey.
- k. Upgrade and enhance technologies to improve customer experience.
- l. Continue planning a comprehensive regional BRT plan and apply for funding, as appropriate.
- m. Identify funding for additional on-street passenger amenities.
- n. Maintain and develop partnership with alternative mobility providers, including taxis, van pools and TNC's (transportation network companies) to improve mobility options.
- o. Plan for a South County operations and maintenance facility.
- p. Determine appropriate level of contracted transit services to provide highest value services to communities served.

3. Maintain board protocols and best practices to achieve effective and efficient board operations and board meeting management.

Objectives/Outcomes: Offer training and orientation for board members and provide concise reports that result in a well-informed, well- satisfied, participatory policy governance board.

Indicators of Success:

- Satisfied, involved fully-integrated, well informed, and well-functioning Board of Directors.
- Residents of member jurisdictions feeling well represented.

Menu of Tactics:

- a. Continue board member training and orientation programs.
- b. Continue board committee structures to support decision making.
- c. Monitor board reporting practices to make better use of limited time available for board meetings.

4. Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation

Objective: Implement economically sound and environmentally-friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment.

Indicators of Success:

- Compliance with EPA and California Air Resources Board mandates
- Reduced consumption and related costs of utilities including water, natural gas, and electricity.
- Reduced consumption of fossil and non-renewable fuels.
- Increased investment in zero-emission technology.
- Recognition for efforts to reduce greenhouse gas emissions.

Menu of Tactics:

- a. Participate in national, state, and regional transit conferences, meetings and alternative fuel forums, user groups, etc., that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements .
- b. Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies.
- c. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate in the design and construction of MST facilities.
- d. Identify opportunities for energy, water, gas, and other resource conservation programs.
- e. Implement alternative fuel and zero-emission bus technologies.
- f. Monitor emerging technologies and determine cost-effective sustainable technologies and implement as appropriate.

5. Educate the Public on MST Services through Promotion, Communication and Advocacy.

Objective: Attract new riders and improve support for MST by utilizing effective marketing, promotion, and communication techniques and by applying greater focus in meeting individual community and stakeholder needs.

Indicators of Success:

- Increased awareness of MST transportation and mobility services and the value they provide.
- Increased patronage and usage MST website and tools provided.
- Increased positive media coverage of MST.

Menu of Tactics:

- a. Implement and develop coordinated, multi-media, bilingual media communications and advertising programs and include special emphasis on providing relevant messaging to young people.
- b. Improve MST online and social media presence, and utilize new and emerging technologies to communicate with new markets.
- c. Encourage transit-friendly land-use planning through further dissemination of the *Designing for Transit* manual.
- d. Implement targeted marketing education and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers.
- e. Develop educational materials that explain the necessity for continued subsidizing for transit services.

6. Promote Organizational Values to Maintain High Quality Relationships with MST Employees, Customers, Contractors, Vendors, and Community Stakeholders.

Objective: Promote individual and organizational safety, efficiency and effectiveness and enhance the satisfaction of our customers, employees, partners, board members and other key stakeholders.

Indicators of Success:

- High levels of employee, customer, and stakeholder satisfaction.
- Improved relationships with represented labor workforce.
- Increased utilization of employee development programs.
- Improved safety performance and reductions in injuries.

Menu of Tactics:

- a. Recognize and celebrate individual and group achievements in support of MST's mission, vision, values, goals, and objectives.
- b. Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees, and stakeholders.
- c. Improve communication with all employees and the Amalgamated Transit Union leadership.
- d. Monitor employment contract with Amalgamated Transit Union and Monterey-Salinas Transit Employee Association agreements.
- e. Develop and implement targeted marketing and promotional efforts designed towards major employers, students, senior groups, hospitality industry, tourists, and non-traditional riders will also assist in growing ridership.
- f. Develop and implement workforce recruitment, training, development, and succession plans to ensure a proper staff structure is in place that supports the mission, vision, and values to meet strategic goals and objectives.
- g. Monitor implementation of new marijuana laws to ensure safety of MST workforce and customers.

7. Maintain industry leadership for like-sized agencies within California and the United States.

Objective: Develop and implement programs and practices that distinguish Monterey-Salinas Transit as a leader with the public transit industry.

Indicators of Success:

- Participate in a leadership role in industry trade associations.
- Receive recognition and acknowledgement for innovative programs and practices.

Menu of Tactics:

- a. Seek appointment to leadership positions within appropriate national, state, and local trade, business and community associations and committees.
- a. Develop and implement innovative programs and that enhance the overall customer experience, improve safety and sustainability, reduce costs,

attract new customers, retain existing customers, motivate employees, and reflect well on Monterey-Salinas Transit and the public transit industry in general.

- b. Implement targeted marketing, educating and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers.

Blank Page

FY 2020 Budget

DETAILED BUDGET

Blank Page

Monterey - Salinas Transit

Draft Budget
FY2020

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
VEHICLE REVENUE HOURS (PROJECTED)	366,846	271,993	87,278	-	359,271	(7,378)
REVENUE						
CASH REVENUE						
PASSENGER FARES	(4,073,040)	(3,552,456)	(277,716)	-	(3,830,172)	(242,868)
TROLLEY	(750,000)	(803,012)	-	-	(803,012)	(148,988)
OTHER LOCAL, SC,	-	-	-	-	-	-
REVENUE - DOD	(5,429,736)	(4,344,552)	-	-	(4,344,552)	(1,085,184)
SPECIAL FARES - OTHER	(679,992)	(679,992)	-	-	(679,992)	-
ADVERTISING	(315,080)	(425,592)	-	-	(425,592)	110,532
OTHER AUXILIARY REVENUE	(1,884)	(1,884)	-	-	(1,884)	-
INVESTMENT INCOME	(12,000)	(12,000)	-	-	(12,000)	-
TAXI LEASE REVENUE	-	-	-	-	-	-
OTHER NON-TRANSPORTATION	(30,000)	(15,000)	-	-	(15,000)	(15,000)
TOTAL REVENUE	(11,291,712)	(9,634,488)	(277,716)	-	(9,912,204)	(1,379,508)
LTF OPERATING FUNDS	(15,279,684)	(16,749,684)	-	-	(16,749,684)	1,470,000
LTF/RSTP SWAP FUNDS	-	-	-	-	-	-
APCD FUNDS	-	-	-	-	-	-
CAP AND TRADE	(206,344)	(822,800)	-	-	(822,800)	417,456
OTHER LOCAL FUNDS	(158,436)	(110,004)	-	-	(110,004)	(48,432)
SALES TAX	(9,339,984)	-	(6,475,248)	(4,041,180)	(10,518,428)	1,178,444
STATE OPERATING FUNDS	(4,074,792)	(5,717,496)	-	-	(5,717,496)	1,642,704
FEDERAL 5307 FORMULA FUNDS	(8,010,744)	(8,389,880)	-	-	(8,389,880)	359,136
FEDERAL 5311 RURAL FUNDS	(824,204)	(824,204)	-	-	(824,204)	-
FEDERAL 5311F INTERCITY FUNDS	(557,952)	(835,284)	-	-	(835,284)	277,332
FEDERAL 5316 JARC FUNDS	-	-	-	-	-	-
FEDERAL 5303 FUNDS	-	-	-	-	-	-
FEDERAL 5313B FUNDS	-	-	-	-	-	-
FEDERAL 5317 FUNDS - NF	-	-	-	-	-	-
OTHER FEDERAL FUNDS	(18,000)	-	-	-	-	(18,000)
CASH GRANTS & REIMBURSEMENT	(38,269,140)	(33,029,352)	(6,475,248)	(4,041,180)	(43,545,780)	5,276,640
TOTAL REVENUE	(49,560,852)	(42,663,840)	(6,752,964)	(4,041,180)	(53,457,984)	3,897,132
EXPENSES	-	-	-	-	-	-

Monterey - Salinas Transit

Draft Budget
FY2020

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
LABOR	-	-	-	-	-	-
COACH OPERATORS WAGES	7,438,020	7,027,824	-	-	7,027,824	(410,196)
COACH OPERATOR OVERTIME	1,151,964	1,151,964	-	-	1,151,964	-
OTHER WAGES	7,715,376	7,518,648	128,808	325,836	7,973,282	257,916
OTHER OVERTIME	224,268	224,268	-	-	224,268	-
TOTAL LABOR	16,529,628	15,922,704	128,808	325,836	16,377,348	(152,280)
BENEFITS	-	-	-	-	-	-
PERS	2,263,824	2,486,232	11,172	28,644	2,526,048	262,224
INSURANCE	4,221,552	4,193,988	31,272	76,180	4,303,440	81,888
IN LIEU INSURANCE	163,200	163,200	-	4,800	168,000	4,800
OTHER FRINGE BENEFITS	23,652	23,820	-	-	23,820	168
PAYROLL TAXES	354,468	335,580	2,556	6,516	344,652	(9,816)
WORKERS COMPENSATION EXPENSE	750,000	676,984	5,964	15,080	700,008	(49,992)
HOLIDAYS	857,352	814,188	6,288	15,516	835,992	(21,980)
PERSONAL LEAVE	1,841,196	1,768,596	12,528	28,596	1,808,720	(31,476)
UNIFORMS	88,320	82,272	108	800	82,980	(5,340)
AUTO ALLOWANCE	29,820	33,600	-	-	33,600	4,080
TUITION REIMBURSEMENT	5,772	8,064	-	-	8,064	2,292
SAFETY AWARD & EE RECOGNITION	51,780	56,004	-	-	56,004	4,224
TOTAL BENEFITS	10,680,636	10,844,828	69,888	177,912	10,892,328	241,692
ADVERTISING & MARKETING	-	-	-	-	-	-
MARKETING SERVICES	89,208	119,700	5,004	5,004	129,708	40,500
TROLLEY MARKETING	5,004	5,004	-	-	5,004	-
TOTAL ADVERTISING & MARKETING	94,212	124,704	5,004	5,004	134,712	40,500
PROFESSIONAL & TECHNICAL	-	-	-	-	-	-
PHYSICAL EXAMS	12,504	12,504	-	-	12,504	-
BANK SERVICES	222,000	222,000	-	-	222,000	-
AUDITORS	34,008	34,008	-	-	34,008	-
ARMORED CAR	71,148	83,856	-	-	83,856	12,708
LEGAL SERVICES	80,004	80,004	-	-	80,004	-
CONTRACT NEGOTIATION	20,004	80,004	-	-	80,004	60,000
DIRECTORS FEES	14,304	14,304	-	-	14,304	-
BROCHURE DELIVERY	1,500	1,500	-	-	1,500	-
HEARING COSTS	998	1,116	-	-	1,116	120
CONSULTING	240,012	180,000	5,004	50,004	235,008	(5,004)
RECRUITING SERVICES	8,000	8,492	-	-	8,492	3,492
INSPECTION	10,008	10,008	-	-	10,008	-
DRUG TESTING	9,000	9,000	-	-	9,000	-
OTHER PROFESSIONAL	10,008	113,052	-	-	113,052	103,044
CONSULTING - GRANT FUNDED	166,008	110,004	-	-	110,004	(56,004)
TOTAL PROFESSIONAL & TECHNICAL	897,604	960,852	5,004	50,004	1,015,860	118,356

Monterey - Salinas Transit

Draft Budget
FY2020

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OUTSIDE LABOR	-	-	-	-	-	-
CUSTODIAL SERVICES	275,004	350,004	-	-	350,004	75,000
SECURITY SERVICES	170,004	180,000	-	-	180,000	9,996
BUS PAINTING	37,500	37,500	-	-	37,500	-
HAZARDOUS WASTE DISPOSAL	85,004	80,004	-	-	80,004	15,000
LAUNDRY	96,000	150,000	-	-	150,000	54,000
SHOP EQUIPMENT REPAIR	10,008	10,008	-	-	10,008	-
SUPPORT VEHICLES REPAIR	40,178	40,178	-	-	40,178	-
TOWING	22,598	22,598	-	-	22,598	-
BUS WASHER MAINTENANCE	7,500	7,500	-	-	7,500	-
ELECTRICAL, PLUMBING , ROOFING	50,004	50,004	-	-	50,004	-
COPIER & OFFICE EQUIP REPAIR	12,372	10,008	-	2,004	12,012	(360)
COMPUTER MAINTENANCE	884,884	1,039,560	112,788	2,400	1,164,748	289,784
SEAT REPAIRS	8,504	8,504	-	-	8,504	-
BUILDING AND EQUIPMENT MAINT	100,008	300,000	-	-	300,000	199,992
TELEPHONE EQUIPMENT REPAIR	1,008	1,008	-	-	1,008	-
PARTS CLEANING	5,808	5,808	-	-	5,808	-
RADIO REPAIRS	45,000	55,008	-	-	55,008	10,008
OTHER OUTSIDE LABOR	128,000	128,000	-	-	128,000	-
MAINTENANCE SHOP	25,280	15,000	-	-	15,000	(10,280)
GROUPS MAINTENANCE	36,000	50,004	-	-	50,004	14,004
PEST CONTROL	4,800	6,504	-	-	6,504	1,704
TEST UNDERGROUND TANKS	9,204	9,204	-	-	9,204	-
FIRE EXTINGUISHER SERVICE	6,852	6,000	-	-	6,000	(852)
TOTAL OUTSIDE LABOR	2,037,878	2,558,400	112,788	4,404	2,675,692	638,016
FUEL, GAS AND TIRES	-	-	-	-	-	-
DIESEL - REVENUE	2,800,008	2,743,440	-	-	2,743,440	(56,568)
LUBRICANTS - REVENUE	210,000	250,008	-	-	250,008	40,008
ELECTRICITY - REVENUE	26,208	28,208	-	-	28,208	-
GAS	65,003	100,008	-	-	100,008	35,005
FUEL PURCHASES - MV	1,050,000	498,356	616,800	86,844	1,200,000	150,000
TIRES & TUBES	240,000	300,000	-	-	300,000	60,000
TOTAL FUEL & LUBRICANTS	4,381,219	3,816,020	616,800	86,844	4,619,864	228,445

Monterey - Salinas Transit

Draft Budget
FY2020

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
MATERIALS AND SUPPLIES	-	-	-	-	-	-
MARKETING SUPPLIES	27,516	27,000	-	4,008	31,008	3,492
BUS ADVERTISING EXPENSE	-	-	-	-	-	-
PRINTING	54,516	40,008	8,004	11,256	59,268	4,752
RIDERS GUIDES	40,008	40,008	-	-	40,008	-
MAPS	4,008	4,008	-	-	4,008	-
TICKETS	4,008	-	4,008	-	4,008	-
PASSES	50,004	50,004	-	-	50,004	-
BROCHURES	24,516	25,008	1,500	3,504	30,012	5,496
TRANSFERS	-	-	-	-	-	-
MISC MARKETING	28,008	25,008	-	8,208	33,216	5,208
HAZARDOUS MATERIAL CONTAINMENT	12,000	12,000	-	-	12,000	-
COMPUTER SUPPLIES	77,004	60,000	-	-	60,000	(17,004)
SAFETY & PROTECTIVE SUPPLIES	39,204	37,404	-	1,800	39,204	-
TROLLEY SUPPLIES	5,004	5,004	-	-	5,004	-
BUILDING CLEANING SUPPLIES	66,996	66,996	-	-	66,996	-
TRANSIT CENTER/PLAZA SUPPLIES	6,000	6,000	-	-	6,000	-
SHELTER & BUS STOP SUPPLIES	100,008	75,000	-	-	75,000	(25,008)
OTHER SUPPLIES	95,016	40,008	5,004	50,004	95,016	-
SHOP SUPPLIES	109,332	109,332	-	-	109,332	-
OFFICE SUPPLIES/EQUIPMENT	87,012	98,012	1,008	3,000	100,020	13,008
POSTAGE & EXPRESS SERVICE	18,672	13,184	4,452	1,200	18,818	144
COPY MACHINE PAPER	3,096	3,096	-	-	3,096	-
REVENUE VEHICLE PARTS	759,996	950,004	-	-	950,004	190,008
SUPPORT VEHICLE PARTS	15,000	15,000	-	-	15,000	-
FAREBOX PARTS	32,184	32,184	-	-	32,184	-
BUS WASHER SUPPLIES	13,008	15,000	-	-	15,000	1,992
WARRANTY LABOR & PARTS	-	-	-	-	-	-
PARTS CLEANING	5,004	5,004	-	-	5,004	-
FUEL IS/DISPENSER PARTS	5,004	5,004	-	-	5,004	-
TOTAL MATERIALS AND SUPPLIES	1,662,124	1,757,268	23,976	62,960	1,884,212	182,088
UTILITIES	-	-	-	-	-	-
WATER & FIRE PROTECTION	40,008	40,008	-	-	40,008	-
TELEPHONE LINE SERVICE	129,996	150,000	-	-	150,000	20,004
PG&E	242,976	294,000	-	-	294,000	51,024
ALARM SERVICE	32,376	52,008	-	-	52,008	19,632
DISPOSAL & SEWER	45,396	45,396	-	-	45,396	-
CELLULAR PHONES/PAGERS	72,396	69,120	1,440	1,440	72,000	(396)
TOTAL UTILITIES	663,148	650,632	1,440	1,440	663,412	90,264

Monterey - Salinas Transit

Draft Budget
FY2020

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
INSURANCE	-	-	-	-	-	-
PHYSICAL DAMAGE EXPENSE	59,784	88,524	-	-	88,524	28,740
RECOVERIES PHYSICAL DAMAGES	-	-	-	-	-	-
LIABILITY EXPENSE	841,308	1,138,382	-	-	1,138,382	297,084
OTHER INSURANCE PREMIUMS	60,884	78,744	-	-	78,744	18,000
TOTAL INSURANCE	961,776	1,305,680	-	-	1,305,680	343,884
TAXES	-	-	-	-	-	-
PROPERTY TAX	7,584	7,584	-	-	7,584	-
VEHICLE LICENSE & REGISTRATION	504	504	-	-	504	-
DIESEL SALES TAX	175,008	227,318	-	-	227,318	52,308
DIESEL FUEL USE TAX	8,616	11,220	-	-	11,220	2,604
GASOLINE TAX	1,884	4,082	-	-	4,082	2,208
OTHER TAXES	18,000	18,000	-	-	18,000	-
TOTAL TAXES	211,896	288,716	-	-	288,716	57,120
PURCHASED TRANSPORTATION	-	-	-	-	-	-
PURCHASED TRANSPORTATION	9,463,778	4,805,724	5,320,212	840,840	10,966,778	1,503,000
TAXI VOUCHERS/PILOT TRAVEL REIMB	812,012	-	200,004	486,318	685,320	73,308
TOTAL PURCHASED TRANSPORTATION	10,075,788	4,805,724	5,520,216	1,326,158	11,652,098	1,576,308
MISCELLANEOUS EXPENSES	-	-	-	-	-	-
SUBSCRIPTIONS	20,004	20,004	-	-	20,004	-
APTA DUES	35,558	38,038	-	-	38,038	480
CTA DUES	15,108	15,398	-	-	15,398	288
CHAMBER AND OTHER DUES	37,008	37,008	-	-	37,008	-
CAL ACT DUES	1,740	1,740	-	-	1,740	-
STAFF TRAVEL	128,652	122,652	-	8,000	128,652	-
STAFF TRAINING	38,012	58,008	5,004	7,008	70,020	34,008
BOARD TRAVEL	25,008	25,008	-	-	25,008	-
AD & PROMOTION MEDIA	45,000	35,004	-	-	35,004	(9,996)
LEGAL ANNOUNCEMENTS	10,008	15,000	-	-	15,000	4,992
AD MEDIA RECRUITING	4,008	4,008	-	-	4,008	-
PERMITS	12,504	15,000	-	-	15,000	2,496
SALES TAX REVENUE EXPENSE	405,468	-	284,038	158,004	422,040	16,572
OTHER MISC. EXPENSE	13,008	13,008	-	-	13,008	-
INTERFUND TRANSFERS	-	(1,680,252)	-	1,680,252	-	-
TOTAL MISCELLANEOUS EXPENSES	789,084	(1,282,380)	288,040	1,861,284	837,824	48,840

Monterey - Salinas Transit

**Draft Budget
FY2020**

	FY2019 TOTAL BUDGET	FY2020 TOTAL YEAR FIXED ROUTE	FY2020 TOTAL YEAR RIDES	FY2020 TOTAL YEAR MEASURE Q- FR	FY2020 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OTHER AGENCY EXPENSES	-	-	-	-	-	-
PASS THROUGH/BEHALF OF OTHERS	-	-	-	-	-	-
TOTAL OTHER AGENCY EXPENSES	-	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-	-
INTEREST EXPENSE	200,004	194,280	-	-	194,280	(5,724)
TOTAL INTEREST EXPENSE	200,004	194,280	-	-	194,280	(5,724)
LEASES & RENTALS	-	-	-	-	-	-
ANTENNA/ SATELLITE RENTAL	30,505	44,004	-	-	44,004	13,500
RESTROOM - MONTEREY	50,005	5,004	-	-	5,004	(45,001)
EQUIPMENT RENTALS	52,500	52,500	-	-	52,500	-
POSTAGE METER RENTAL	10,008	10,008	-	-	10,008	-
BUILDING RENT	333,540	220,320	-	129,336	349,656	16,116
TOTAL LEASES & RENTALS	476,557	331,836	-	129,336	481,172	(15,385)
TOTAL OPERATING EXPENSES	49,590,852	42,158,832	5,752,964	4,041,180	52,952,976	3,392,124
OPERATING (SURPLUS) DEFICIT	-	(505,008)	-	-	(505,008)	(505,008)

FY2020 BUDGET
Part A. Fixed Route Operating Budget

REVENUES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Passenger Revenues	3,794,988	3,552,458
Farebox and pass sales		
Special Local Fares	6,859,728	5,627,556
Contracts/Partnerships (Department of Defense, Colleges, Trolleys, Amtrak, VTA, etc.)		
Associated Transit Revenues	315,060	425,592
Advertising		
Non-Transportation Revenues	43,884	28,884
Interest Income, Other Auxiliary Revenue		
Local Cash Grants	15,279,684	16,749,684
Local Transportation Funds (LTF), Reserves, Mandated Set-asides		
Other Local Funds	158,436	110,004
Calif. Department of Transportation HWY 101 planning study		
APCD Funds	-	-
APCD Funds		
Cap and Trade Funds	205,344	622,800
Cap and Trade Funds		
Sales Tax	-	-
Sales Tax Measure Q		
State Cash Grants	4,074,792	5,717,496
State Transit Assistance		
Federal Cash Grants	9,210,900	9,829,368
Includes Federal Transit Administration Section 5307, Section 5311, Section 5311(f), Other Federal Funds		
TOTAL REVENUES	\$ 39,842,816	\$ 42,663,840

FY2020 BUDGET
Part A. Fixed Route Operating Budget
EXPENSES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Salaries and Wages	16,087,164	16,922,704
Wage Increase due to Amalgamated Transit Union Local No. 1225 and MSTEA contractual agreements, and increased staffing proposed		
Fringe Benefits	10,413,312	10,644,628
Increase in wages causes personal leave and holiday benefits to increase.		
Services	2,840,364	3,643,956
Security services, outside labor, computer maintenance, marketing, auditors, armored car, consulting, and other services		
Fuel, Gas and Tires	3,885,491	3,916,020
Cost stability expected to continue for diesel, unleaded, lubricants and tires. Slight increase due to projected expansion of bus services.		
Materials and Supplies	1,584,264	1,757,256
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	560,748	650,532
Telephone, power, gas, water/sewer and alarm services		
Insurance	961,776	1,305,660
Liability, property and other insurance		
Taxes	211,596	268,716
Fuel, sales and property taxes		
Purchased Transportation	4,391,844	4,805,724
Purchased transportation contracts for MV Transportation for fixed-route, On Call and trolley services		
Pass Through Expense	-	-
Pass through on behalf of others		
Miscellaneous	(1,347,996)	(1,088,100)
Training, travel, ad media, dues, subscriptions, permits, sales tax revenue expense, Interfund transfer to Measure Q, and interest expense		
Leases and Rentals	364,253	331,836
MST's radio antenna site, Watsonville Transit Center, 19 Upper Ragdale Assoc. Fees, JLW, Restroom facilities lease, and Storage unit rental		
TOTAL EXPENSES	\$ 39,942,816	\$ 42,158,832
FY2020 OPERATING (SURPLUS)/DEFICIT	\$ -	\$ (505,008)

FY2020 BUDGET
Part B. MST RIDES Operating Budget

REVENUES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Passenger Revenues	278,052	277,716
Farebox and ticket book sales		
Sales Tax	5,225,316	6,475,246
Sales Tax Measure Q		
State Cash Grants	-	-
State Transit Assistance		
TOTAL REVENUES	\$ 5,503,368	\$ 6,752,964

EXPENSES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Salaries and Wages	125,876	128,808
Two FTE equivalents		
Fringe Benefits	66,744	69,888
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance		
Services	110,508	122,798
Professional Services		
Fuel, Gas and Tires	456,840	616,800
Unleaded, lubricants and tires		
Materials and Supplies	23,484	23,976
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	-0-	1,440
Telephone, power, gas, water/sewer and alarm services, cellular phones		
Purchased Transportation	4,493,880	5,520,216
MV Transportation, Inc., taxi vouchers		
Miscellaneous	226,236	269,040
Sales tax revenue expense and staff travel and training		
TOTAL EXPENSES	\$ 5,503,368	\$ 6,752,964
FY2020 OPERATING (SURPLUS)/DEFICIT	\$ (0)	\$ 0

FY2020 BUDGET
Part C. MST Measure Q Operating Budget

REVENUES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Passenger Revenues	-	-
Farebox and ticket book sales		
Sales Tax	4,114,668	4,041,180
Sales Tax Measure Q		
State Cash Grants	-	-
State Transit Assistance		
TOTAL REVENUES	<u>\$ 4,114,668</u>	<u>\$ 4,041,180</u>

EXPENSES

	<u>FY2019</u>	<u>Proposed FY2020</u>
Salaries and Wages	316,788	325,836
Mobility staff		
Fringe Benefits	170,580	177,912
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance		
Services	78,420	59,412
Professional Services		
Fuel, Gas and Tires	48,888	86,844
Unleaded, lubricants and tires		
Materials and Supplies	74,376	82,980
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	2,400	1,440
Telephone, power, gas, water/sewer and alarm services		
Purchased Transportation	1,190,064	1,326,166
MV Transportation, Inc., taxi vouchers		
Miscellaneous	2,110,848	1,851,264
Sales tax revenue expense and staff travel and training and Interfund transfer from Fixed Route		
Leases and Rentals	122,304	129,336
MST's radio antenna site, and 201 Pearl Street in Monterey, and 15 Lincoln Street Salinas		
TOTAL EXPENSES	<u>\$ 4,114,668</u>	<u>\$ 4,041,180</u>
FY2020 OPERATING (SURPLUS)/DEFICIT	<u>\$ -</u>	<u>\$ -</u>

FY 2020 BUDGET

CAPITAL

Blank Page

FY20 CAPITAL BUDGET - DRAFT

BUS - ROLLING STOCK										MST Capital Budget	Unfunded	Total Grant & MST Funded
A		Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded			
A1	Medium Bus Fixed Route Subfleet: Replace 7 vehicles				\$777,095				\$777,095	\$0	\$0	\$777,095
A2	Relief Unit Subfleet: Replace 6 vehicles								\$0	\$76,000	\$75,000	\$75,000
A3	Facilities Subfleet: Add 1 Facilities Truck								\$0	\$60,000	\$0	\$60,000
Total Rolling Stock:										\$135,000	\$76,000	\$912,095

BUS SUPPORT EQUIP. & FACILITIES/ ITS										MST Capital Budget	Unfunded	Total Grant & MST Funded
B		Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded			
B1	Document Management System								\$0	\$0	\$25,000	\$0
B2	Financial Reporting (Jet Reports)								\$0	\$0	\$28,000	\$0
B3	Spare GFI fareboxes (3 short complete sets)								\$0	\$0	\$45,000	\$0
B4	GFI Garage Computer Servers (3)								\$0	\$0	\$25,000	\$0
B5	GFI test bench								\$0	\$0	\$21,000	\$0
B6	Point of Sale System								\$0	\$0	\$60,000	\$0
B7	Mobile phone ticketing & validators		\$400,000						\$400,000	\$0	\$0	\$400,000
B8	20 - Desktop/peripherals Upgrades								\$0	\$0	\$21,000	\$0
B9	10 - Laptops								\$0	\$0	\$12,000	\$0
B10	Genie Lift Z-boom40								\$0	\$0	\$55,000	\$0
B11	Automatic Passenger Counters	\$163,000			\$163,000				\$326,000	\$0	\$326,000	\$326,000
B12	Unforeseen facility improvements								\$0	\$100,000	\$0	\$100,000
B13	Upgrade TDA Server Bank								\$0	\$100,000	\$0	\$100,000
Total Bus Support & Equip:										\$200,000	\$610,000	\$926,000

COMMUNICATIONS/RADIO EQUIPMENT										MST Capital Budget	Unfunded	Total Grant & MST Funded
C		Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded			
C1	Fleet radio replacement for AVL (up to 20 units)								\$0	\$20,000	\$0	\$20,000
C2	Ranger Upgrades RIDES Subfleet					\$168,000			\$168,000	\$0	\$0	\$168,000
Total Comm. & Radio Equip:										\$20,000	\$0	\$188,000

D	SAFETY & SECURITY	Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Unfunded	Total Grant & MST Funded
D1	Security Cameras at STC								\$0	\$75,000	\$0	\$75,000
D2	MPUSD Access								\$0	\$0	\$7,000	\$0
Total Safety & Security: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$75,000 \$7,000 \$75,000												
E	PREVENTIVE MAINTENANCE	Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Unfunded	Total Grant & MST Funded
E1	Fleet - Major components								\$0	\$50,000	\$0	\$50,000
E2	Shop tools and equipment								\$0	\$25,000	\$0	\$25,000
Total Preventative Maint: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$75,000 \$0 \$75,000												
F	BUS STATION/STOPS	Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Unfunded	Total Grant & MST Funded
F1	BRT renovate and camera system upgrades								\$0	\$0	\$325,000	\$0
F2	Bus station repairs/improvements								\$0	\$0	\$35,000	\$0
F3	Bus stops, repairs/improvements/ADA					\$20,000			\$20,000	\$0	\$50,000	\$20,000
F4	Bus shelter replacements (20)								\$0	\$0	\$75,000	\$0
Total Bus Stations/Stops: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$485,000 \$0 \$20,000												
G	MAJOR FACILITIES EXPANSION / REHAB	Prop 1B PTMISEA	LCTOP/ TIRCP	MST Finance: Bank Loan	SB1	Measure Q	5339	Measure X	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Unfunded	Total Grant & MST Funded
G1	South County Maintenance Facility	\$452,000		\$5,000,000	\$242,000		\$4,065,536	\$1,835,253	\$11,594,789	\$0	\$0	\$11,594,789
G2	Generator & Improvements - 19 Upper Ragsdale								\$0	\$0	\$140,000	\$0
G3	JLW Reactivation								\$0	\$0	\$219,000	\$0
Total Major Facilities: \$452,000 \$0 \$5,000,000 \$242,000 \$0 \$4,065,536 \$1,835,253 \$0 \$11,594,789 \$0 \$359,000 \$11,594,789												
Total Grants & MST Capital Budget: \$615,000 \$400,000 \$5,000,000 \$1,182,095 \$185,000 \$4,065,536 \$1,835,253 \$0 \$13,285,884 \$505,000 \$1,536,000 \$13,790,884												

FY 2020 Draft Project Action Plan

1. Begin operations of mini bus fixed route services from Joe Lloyd Way facility. December 2019
2. Resolve federal funding issues with Department of Labor. August 2019
3. Develop Information Technology software and capital replacement plan. December 2019
4. Complete negotiations of ATU 1224 labor agreement. December 2019
5. Permit, procure design/build, and start construction of South County maintenance facility. June 2020
6. Update Measure Q Transit Investment Plan (QTIP) for 2020 – 2024. June 2020
7. Start multiyear environmental review for Phase 2 Bus Rapid Transit (SURF!) pending award of funding from California Transportation Commission. December 2019.
8. Commence micotransit services within current MST OnCall service areas. September 2019.
9. Implement Maintenance Apprenticeship program with Hartnell College. December 2019
10. Complete rehabilitation of Salinas Transit Center public restrooms and employee break areas. December 2019
11. Implement one-year pilot of free fare programs with Hartnell College and Monterey Peninsula Community College. September 2019
12. Secure federal or state funding for Salinas Operations and Maintenance. June 2020
13. Transition Microsoft Office Suite to external Microsoft 365 system. December 2019
14. Procure and begin installation of new software applications including Human Resources/Payroll HRIS and Facilities Enterprise Asset Management system. June 2020
15. Adopt Federal Transit Administration approved Safety Management System plan. June 2020

FY 2020 DRAFT Ongoing and Recurring Action Items

1. Continue efforts to ensure passenger and employee safety and security.
2. Continue transit activities within board adopted operational and financial performance standards.
3. Continue efforts to achieve a state of good repair for MST fleet and facilities.
4. Accept delivery and place into service new electric and conventional fuel buses, trolleys, mini buses, and service and support vehicles. (moved from Project Action Plan)
5. Maintain ongoing community partnerships and seek new opportunities as appropriate.
6. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements.
7. Actively participate in state and national trade associations to support issues of local concern.
8. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors.
9. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.
10. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.
11. Adopt and execute federal and state legislative programs.
12. Continue marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation.
13. Continue board development activities including educational and policy reviews.
14. Continue to adopt policies and adapt practices to ensure safety and cyber security of MST data and telecommunications systems, networks, and programs.

**Monterey-Salinas Transit
Personnel Staffing - Fiscal Year 2020**

Operations:

Assistant General Manager/Chief Operating Officer	-
Coach Operators - Full Time*	150
Coach Operators - Full Time Extra Board	-
Coach Operators - Occupational Injuries*	1
Coach Operators - Part Time (Limited Duty)	-
Director of Transportation Services	-
Chief Operating Officer	1
Deputy Chief Operating Officer	1
Operations Manager	-
Senior Operations Supervisor	2
Operations Supervisor	9
Operations Analyst	1
Communications System Manager	1
Communications System Specialists	6
ITS Technician	2
Schedule/Planning Analyst	1
Scheduling Assistant	1
Transit Scheduler	1
Transit Planning Assistant	1
Contract Transportation Supervisor	1
CTSA Manager	-
Mobility Services Manager	1
Mobility Services Coordinator	1
Mobility Specialist	5
Mobility Assistant	-
Mobility Trainer	-
Safety/Training Officer	-
Trainer	2
Total Operations	188

FY2019 Budget	Net Additions (Reductions)	FY2020 Budget
-		-
150	(14)	136
-		-
1		1
-		-
-		-
1		1
1		1
2		2
9		9
1		1
1		1
6		6
2		2
1		1
1		1
1		1
1		1
1		1
-		-
1		1
1		1
5		5
-		-
-		-
-		-
2		2
188	(14)	174

Vehicle Maintenance:

Fleet Manager	-
Maintenance Superintendent	2
Maintenance Manager	-
Maintenance Supervisor	3
Maintenance Analyst	-
Mechanics	23
Mechanic - Revenue Equipment	-
Electronic Technician	2
Shop Helper	-
Utility Service Worker	10
Inventory Control Specialist	-
Inventory Analyst	1
Inventory Clerk	3
Total Vehicle Maintenance	44

-		-
2		2
-		-
3		3
-		-
23		23
-		-
2		2
-		-
10		10
-		-
1		1
3		3
44	-	44

Facilities:

Facilities Capital Projects Manager	1
Facilities Supervisor	1
Facilities Technician III	1
Facilities Technician II	1
Facilities Technician I	4
Total Facilities	8

1		1
1		1
1		1
1		1
4		4
8	-	8

**Monterey-Salinas Transit
Personnel Staffing - Fiscal Year 2020**

Administration:

General Manager/CEO
Assistant General Manager
Director of Information Technology
Director of Human Resources/Risk Management
Director of Planning/Development
General Accounting & Budget Manager
Business Development/Transit Planner
Purchasing Manager
Marketing and Customer Service Manager
Risk & Security Manager
Grants Analyst
Compliance Analyst
Executive Assistant to the GM
Customer Service Supervisor
Human Resources Manager
Human Resources Generalist
Human Resources Administrator
Human Resources Assistant
Community Relations Coordinator
Accountant
Payroll Specialist
Information Technology Administrator
Information Technology Technician
Customer Service Representative/Spanish Translator
Customer Service Representative/Greyhound
Office Administrator
MST Interns
CSUMB Interns (part-time)**
Total Administration

	FY2019 Budget	Net Additions (Reductions)	FY2020 Budget
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	1		1
	-		-
	-		-
	2		2
	1		1
	2		2
	1		1
	1		1
	1		1
	5		5
	-		-
	1		1
	-		-
	1		1
	30	-	30
MST Total Personnel Staffing	270	(14)	256

* As Coach Operators with occupational injuries recover, they return to work as full-time Coach Operators.

** Position funded by CSUMB

RESOLUTION 2019-32
RESOLUTION AUTHORIZING THE FILING OF AN
APPLICATION WITH THE DEPARTMENT OF
TRANSPORTATION, UNITED STATES OF AMERICA,
FOR A GRANT UNDER THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS AMENDED, FOR
FINANCIAL ASSISTANCE FY 2019-20

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation program of projects and budgets; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of the Title VI of the Civil Rights Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements there under; and

WHEREAS, it is the goal of the applicant that minority business be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit:

1. That Carl Sedoryk, General Manager / CEO, is authorized to execute and file an application on behalf of Monterey-Salinas Transit with the U.S. Department of Transportation, to aid in the financing of planning, capital and operating projects pursuant to Section 5208(f), 5304, 5307, 5308, 5309, 5310, 5311, 5311(f), 5312, 5313, 5316, 5317, 5318, 5320, 5322, 5339 and 5340 of the Urban Mass Transportation Act of 1964, as amended, as well as Federal Highway Administration (FHWA) Planning (PL) funds.
2. That Carl Sedoryk, General Manager / CEO, is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That Carl Sedoryk, General Manager / CEO, is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects and budget.

4. That Carl Sedoryk, General Manager / CEO, is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budget procurement needs.
5. That Carl Sedoryk, General Manager / CEO, is hereby authorized to execute the grant agreements on behalf of Monterey-Salinas Transit with the U.S. Department of Transportation for aid in the financing of the planning, capital and operating program of projects and budget.

Mike LeBarre
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 10th day of June, 2019 by the following vote:

AYES:

NOES:

ABSENT:

Board Secretary (Deputy)

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

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

In April 13 -15 I attended the American Public Transportation Association CEO Seminar in Chicago, IL where I met with Federal Transit Administration and public transit leaders from around the country to discuss issues including developing technologies, labor-management trends, and leadership initiatives.

On April 19, I met with state Senator Caballero at the Salinas Mobility Center to discuss MST programs and projects.

On April 30, I met with City of Salinas Mayor Joe Gunter, councilmember Steve McShane, city staff and Steve Ish, a representative Taylor Farms to discuss the future of the Salinas Transit Center in its current location.

There are no purchase approvals between \$50,000 and \$100,000 to report during the month of April 2019.

Attachment #1 – Dashboard Performance Statistics April 2019

Attachment #2 – Operations Dept. Report – April 2019

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

Attachment #4 – Administration Dept. Report – April 2019

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

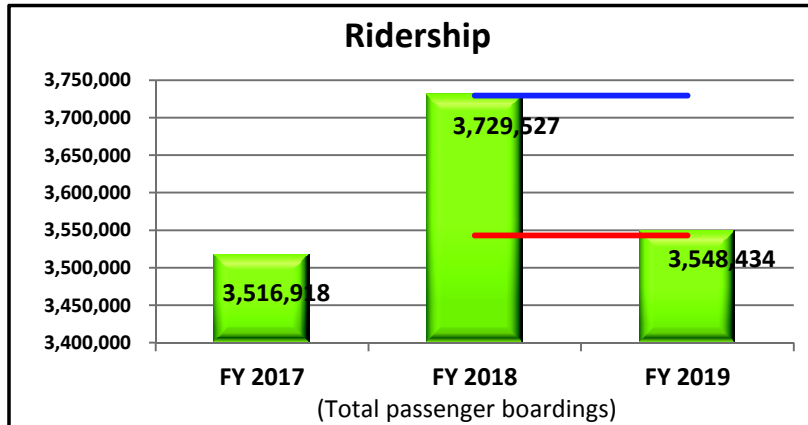
Blank Page

MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2017-2019

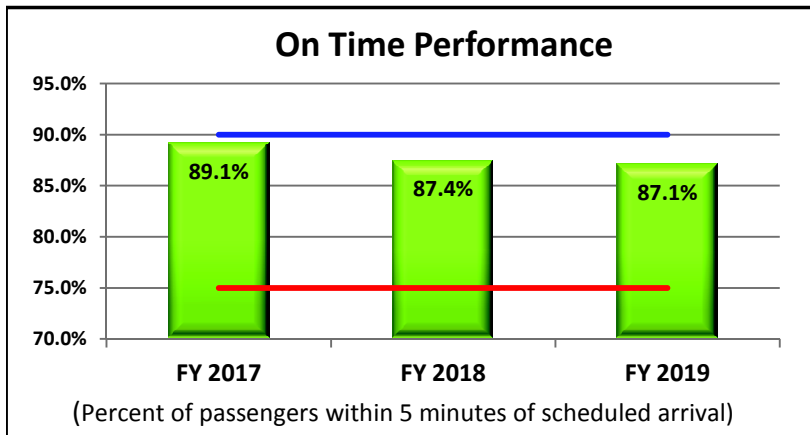
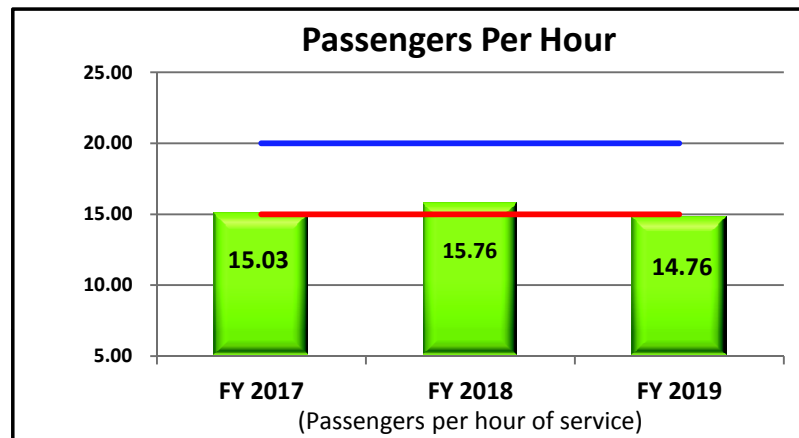


Goal = 3,729,527
passengers

Minimum = 3,543,051
passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

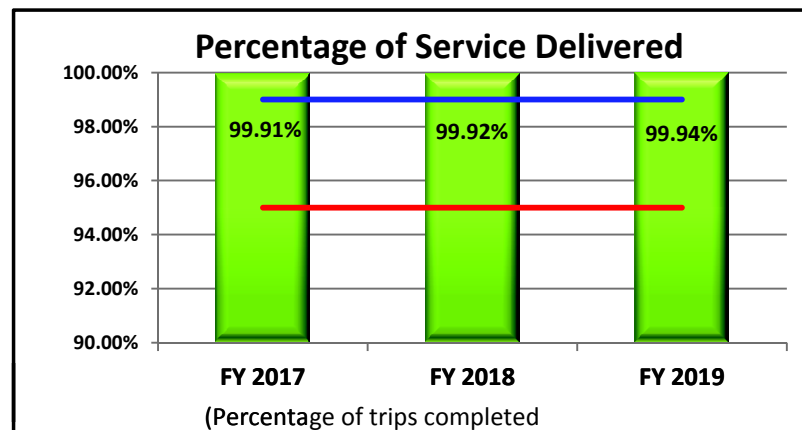


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

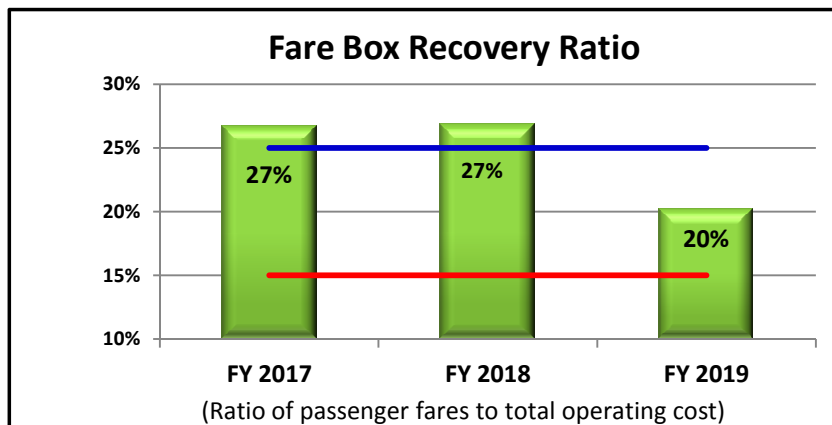


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2017-2019

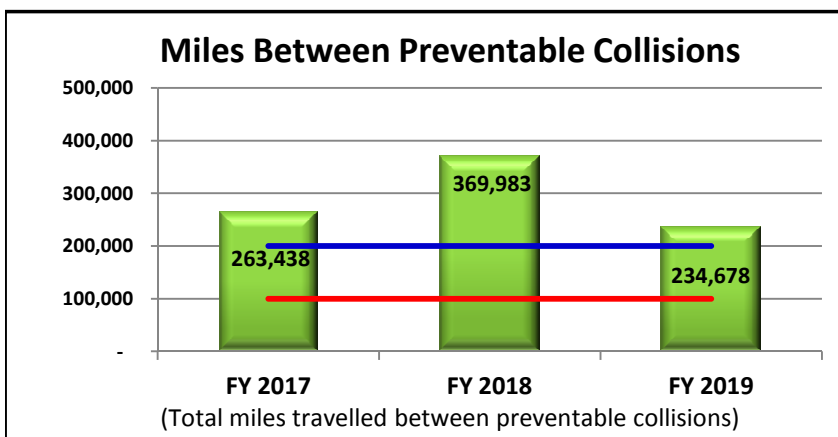
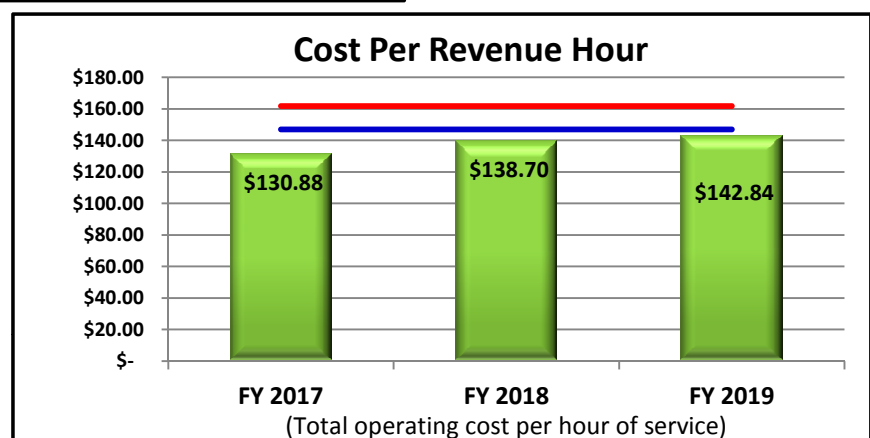


Goal = 25%

Minimum = 15%

Goal = \$147.03 per RH

Maximum = \$161.73 per RH

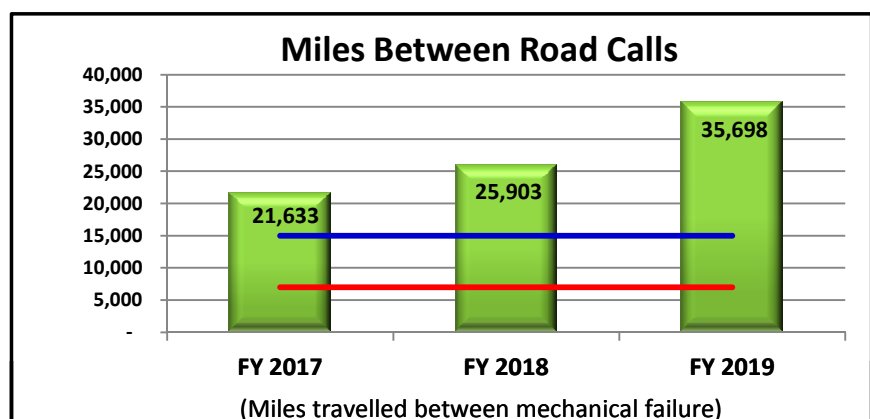


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

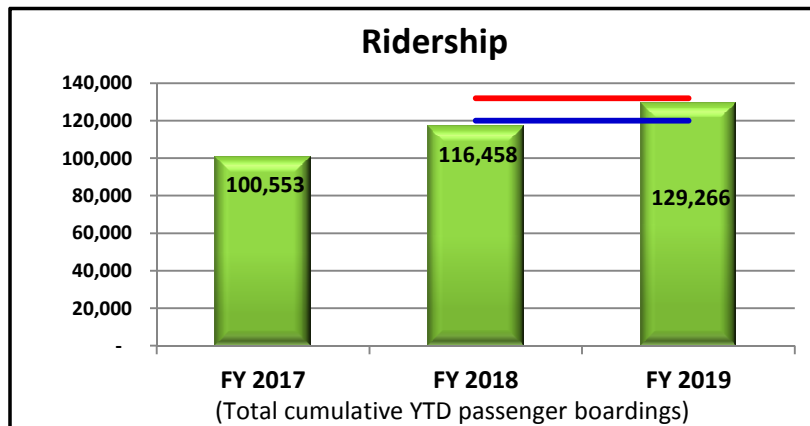


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2017-2019

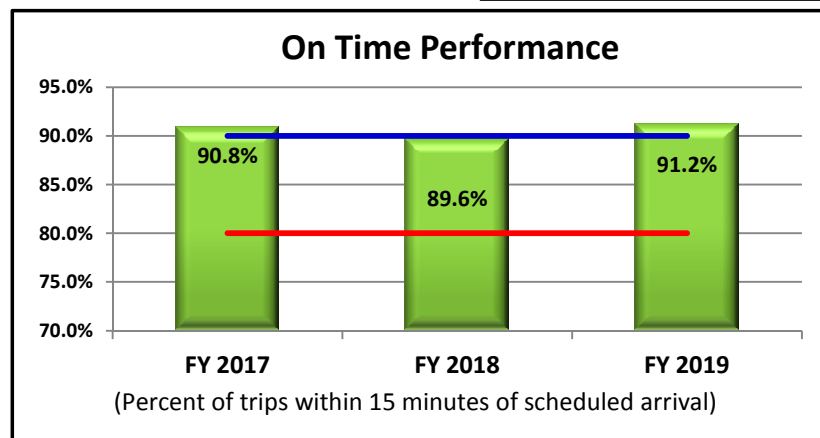
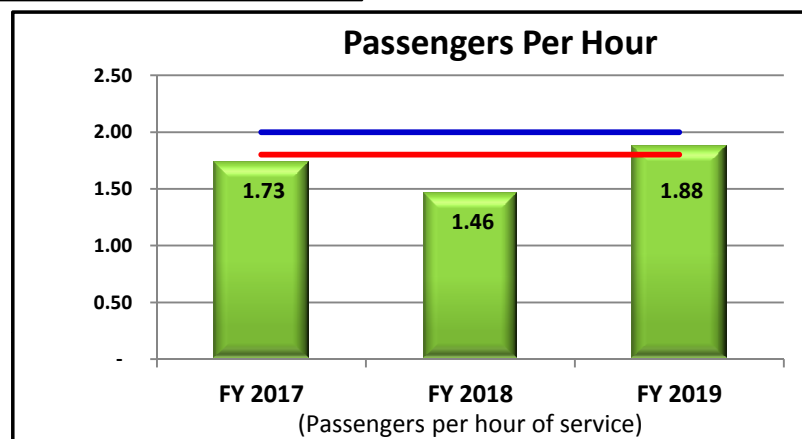


**Goal = 119,952
passengers**

**Maximum = 131,947
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

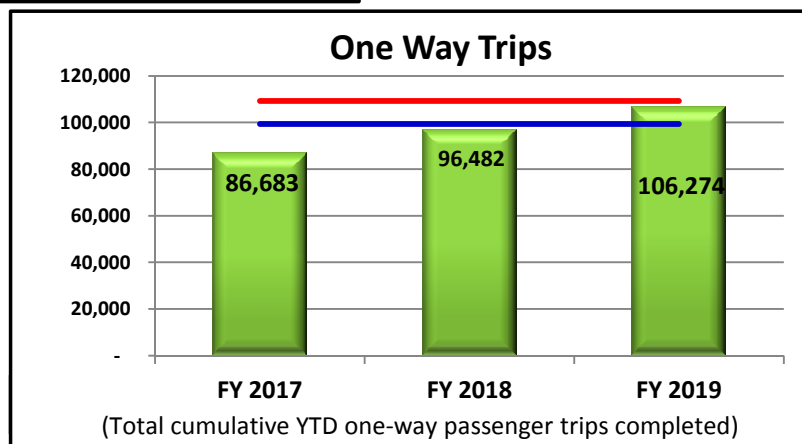


Goal = 90% on time

Minimum = 80% on time

**Maximum = 109,314
one-way trips**

**Goal = 99,376
one-way trips**

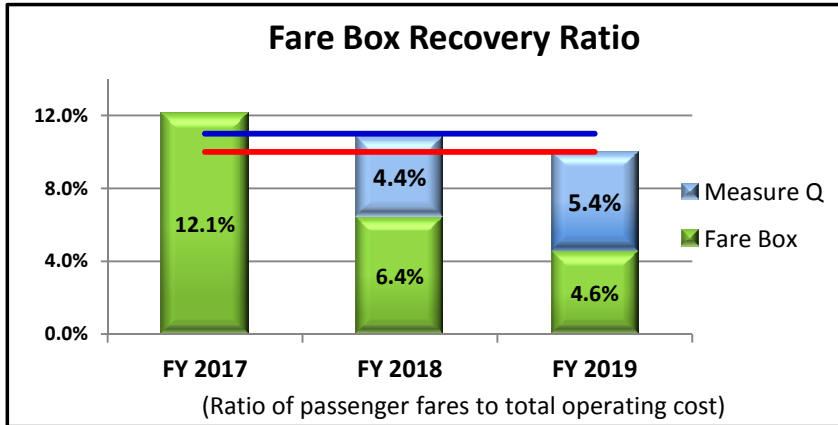


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2017-2019

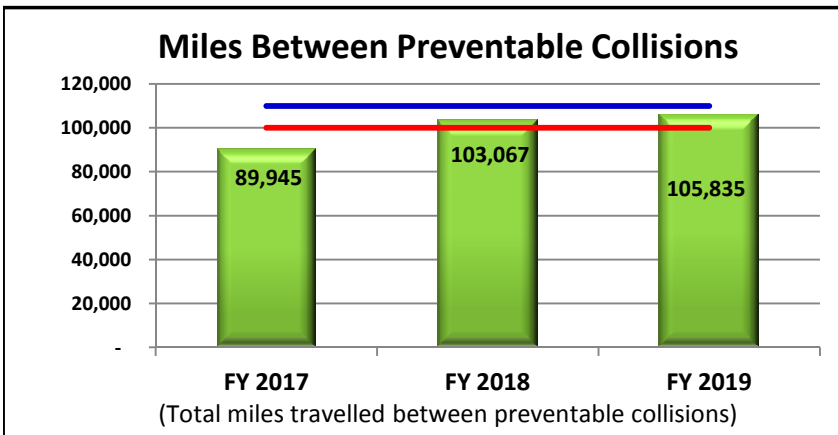
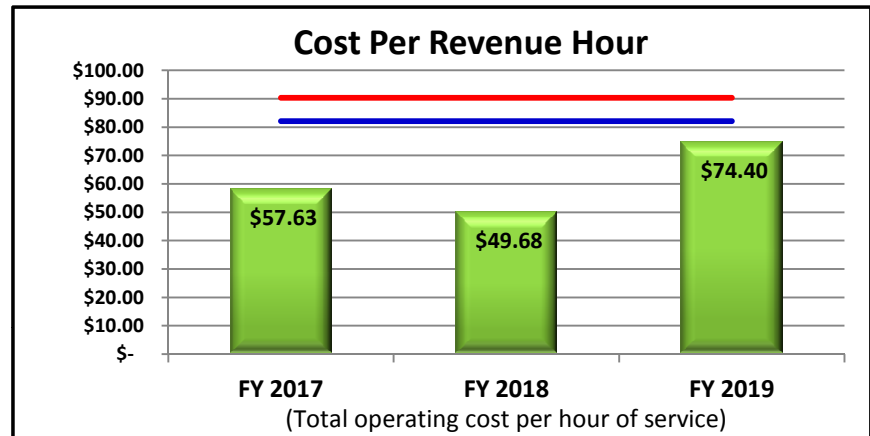


Goal = 11%

Minimum = 10%

Goal = \$82.14 per RH

Maximum = \$90.35 per RH

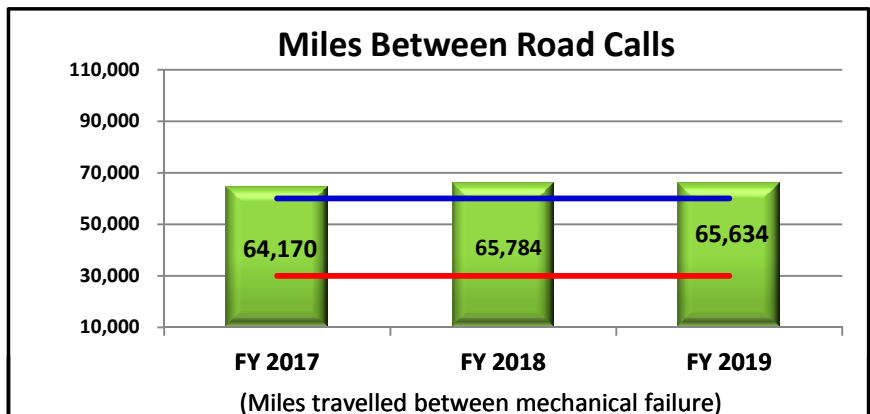


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

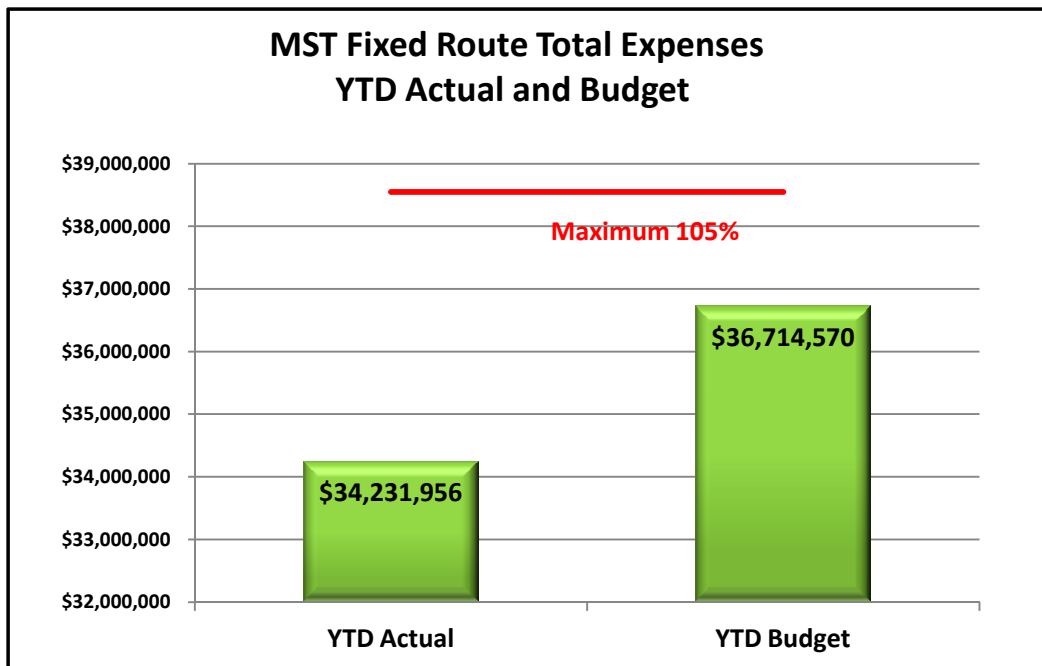
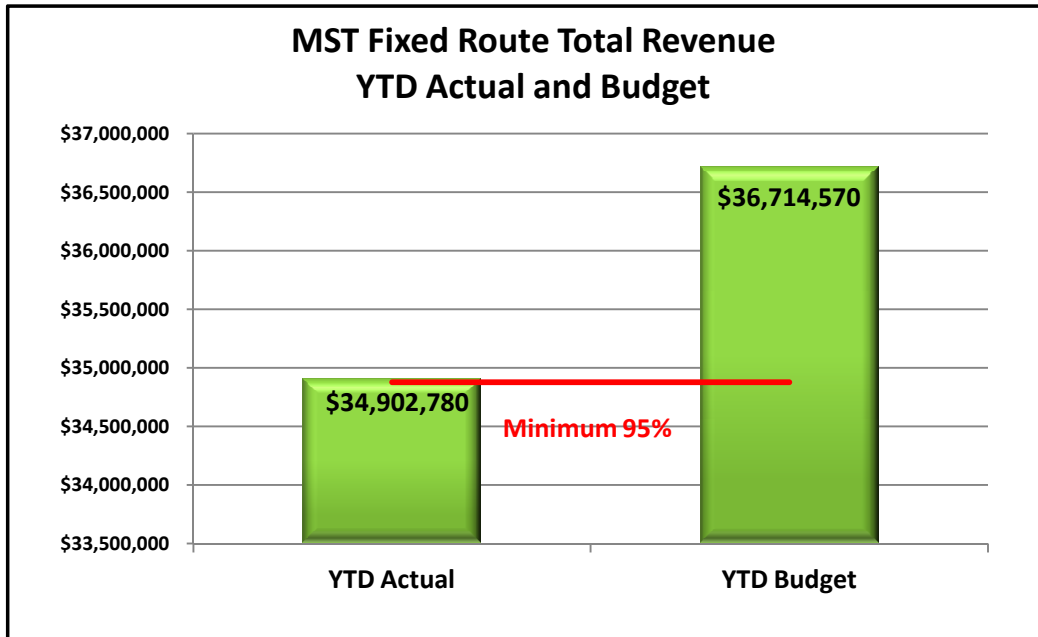


MST Fixed Route

Financial Performance Comparative Statistics

July - April

Fiscal Years 2017-2019

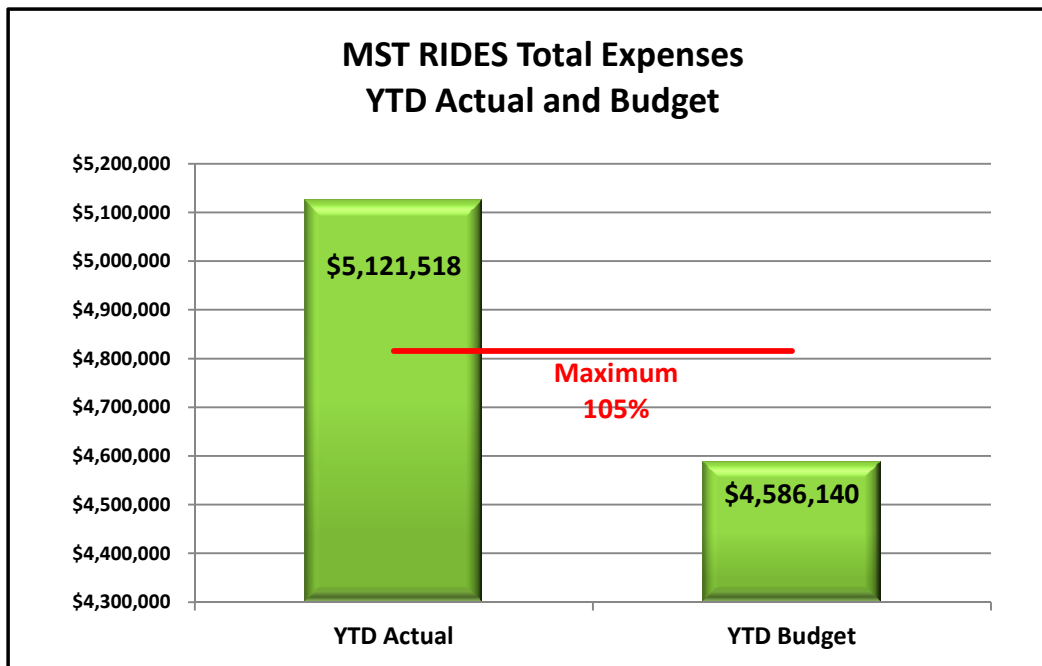
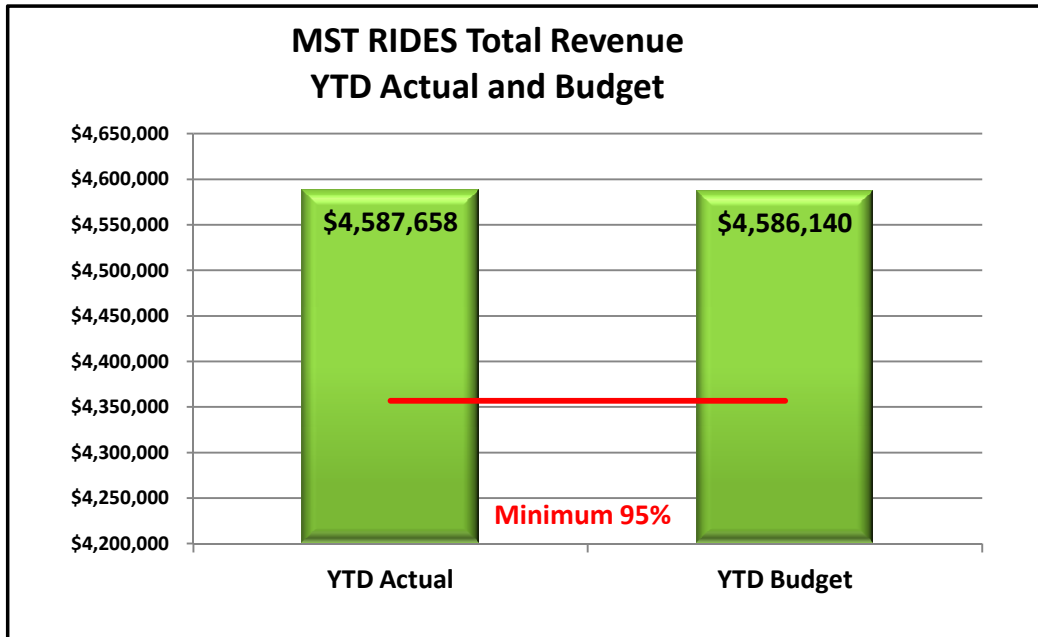


MST RIDES

Financial Performance Comparative Statistics

July - April

Fiscal Years 2017-2019



May 28, 2019

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

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

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 363,202 in April 2019, which represented a 1.01% increase as compared to April 2018, (359,574). Fiscal Year to date, passenger boardings have decreased by 4.86%.

Productivity decreased from 15.0 passengers per hour in April 2018 to 14.8 passengers per hour in April of this year.

Supplemental / Special Services:

None to report

System-Wide Statistics:

- Ridership: 363,202
- Vehicle Revenue Hours: 24,487
- Vehicle Revenue Miles: 398,242
- System Productivity: 14.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 33,872

Time Point Adherence: Of 144,158 total time-point crossings sampled for the month of April, the Transit Master™ system recorded 22,254 delayed arrivals to MST's published time-points system-wide. This denotes that **84.56%** 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 nineteen (19) canceled trips for the month of April for both directly operated and contracted services:

Total Trips Completed: 33,872			
Category	MST	MV	%
Employee Error	2	0	11%
Mechanical	3	3	32%
Passenger Incident	1	0	5%
Staffing Shortage	7	0	37%
Traffic	1	0	5%
Vehicle Accident	2	0	11%
Totals	16	3	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 April 2018 and 2019:

Occurrence Type	April-18	April-19
Collision: MST Involved	7	4
Employee Injury	1	0
Medical Emergency	2	4
Object Hits Coach	2	3
Passenger Conflict	5	8
Passenger Fall	5	10
Passenger Injury	0	0
Other	4	4
Near Miss	0	2
Fuel / fluid Spill	1	1
Unreported Damage	0	2
Totals	27	38

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of April there were 13,377 passenger boardings. This denotes a 6.82% increase in passenger boardings from April of 2018, (12,523). For the Fiscal year to date – passenger boardings have increased by 11.0% over FY 2018.

- Productivity for April 2019 was 1.86 passengers per hour, increasing from 1.81 passengers per hour in April 2018.

- For the month of April, 92.18% of all scheduled trips for the MST RIDES program arrived on time, increasing from April 2018, (89.79%).

COMMUNICATIONS CENTER:

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

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	6
EMS	Passenger Medical Emergency / Injury	6

Robert Weber

Blank Page

May 28, 2019

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **April 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 April 2019:	Average Fuel Price: FY2019
Diesel: \$3.10	\$2.85	\$2.64
Gasoline: \$3.20	\$3.04	\$2.87

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
April: 2018	\$1.17 ²	27,248
YTD: FY 2019	\$0.93	30,183
FY 2018	\$0.92	21,943
FY 2017	\$0.89	18,733

¹ **Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

² The average operating cost per mile showed a sharp increase for the month of April due to several costly repairs of major components.

Department Activities/Comments:

The MST revenue fleet traveled 27,248 miles between major mechanical road calls during the month of April. The total number of road-call incidents was fourteen, of which twelve were for major mechanical failures and five were for other mechanical issues. The highest number of major mechanical road calls (21%) were attributed to engine system failures. Fiscal year to date, the miles traveled between major mechanical road calls increased by 12.57% over the same period last year.

Between March 15 and April 2nd, MST completed acceptance inspections of fourteen new replacement RIDES Cut-A-Way vehicles. Staff began the process of preparing these new vehicles to be released into revenue service.

In April, four Mechanics successfully promoted from Class C to Class B classification.

In April MST hired Patrick Lewis as a Maintenance Supervisor, (replacement position). Patrick comes to MST with a significant amount of experience in managing the maintenance activities of heavy duty diesel fleets.

Recruitment efforts continued in April 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: May 28, 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 – April 2019**

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

Human Resources

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

Positions	Budget FY19	Actual	Difference
Coach Operators F/T	150	135	-15
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	31	-6
Maintenance & Facilities	52	52	-0
Administrative (Interns 1 PT)	30	29	-1
Total	270	247	-23

*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.

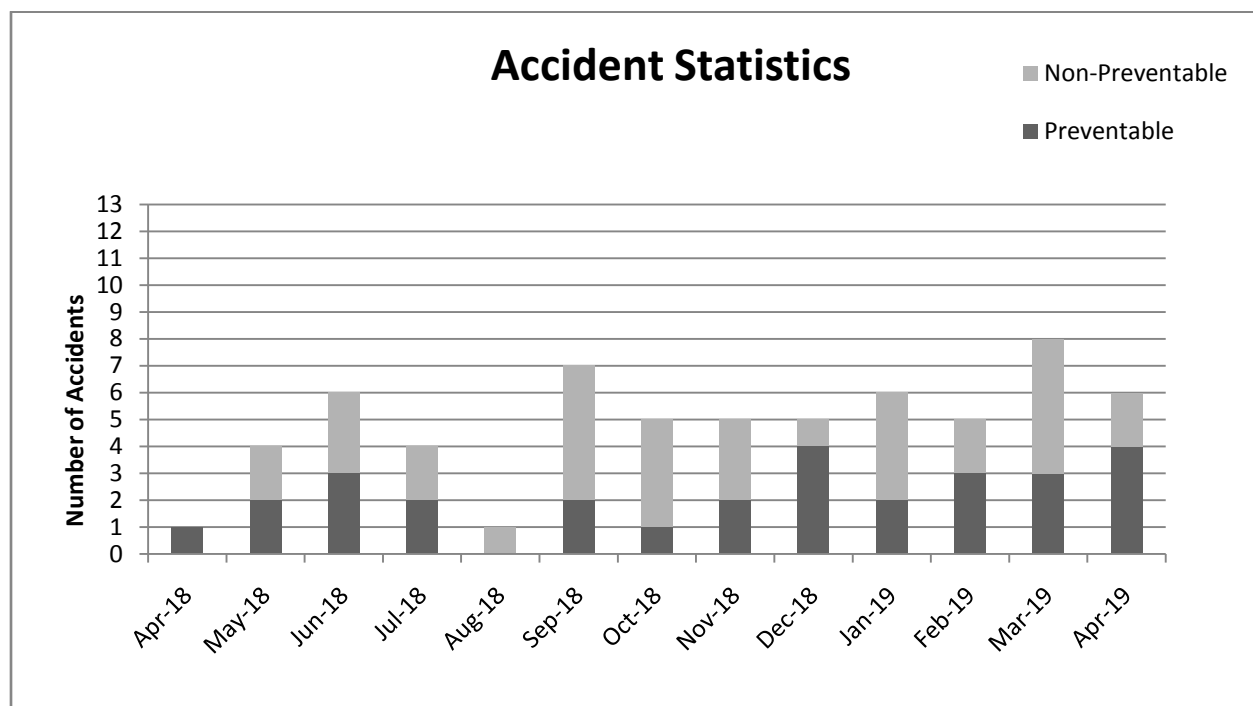
<i>April Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$10,176.51
<i>Other (includes Legal)</i>	\$9,587.71
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$12,817.89
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,765.17
<i>Total Expenses</i>	<i>\$47,055.61</i>
<i>Reserves</i>	<i>\$532,616.07</i>
<i>Excess Reserved</i>	<i>(\$33,236.61)</i>
<i># Ending Open Claims</i>	35

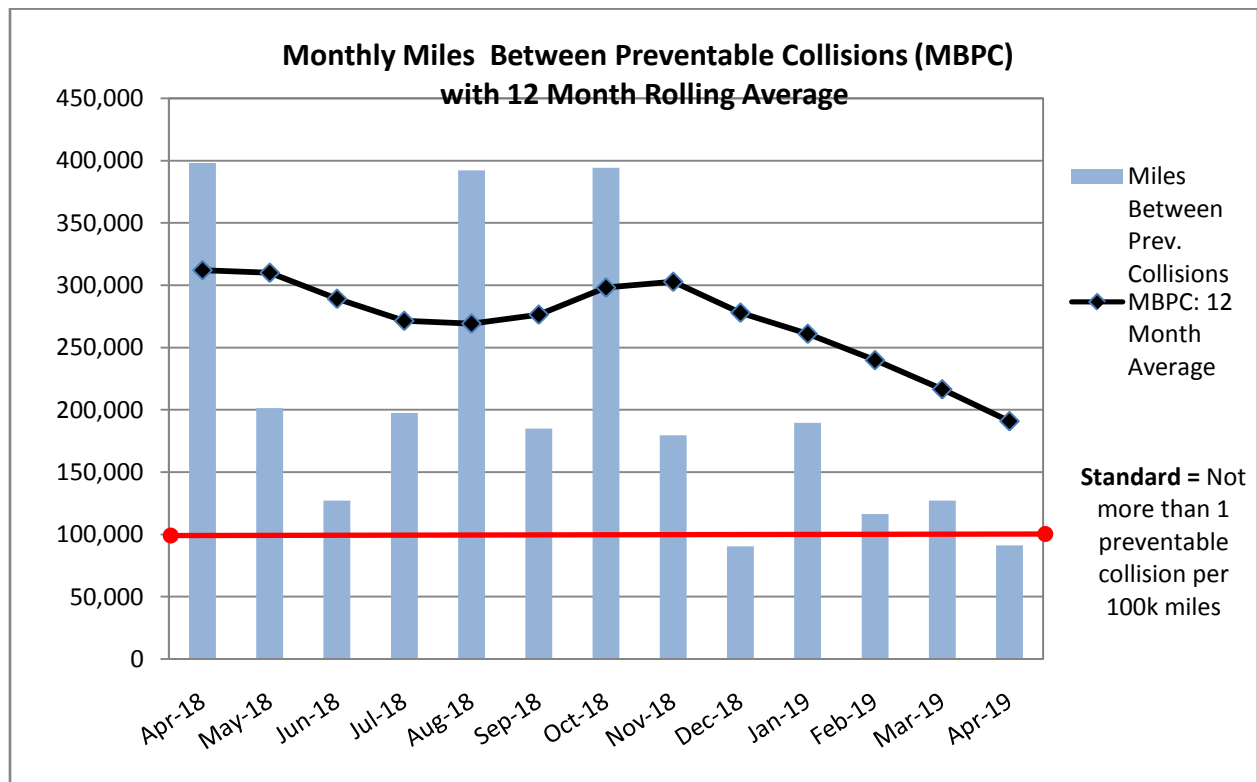
Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	10
Post Accident/Incident Re-training	7
Return to Work Re-training	2
Harassment Prevention Training for Transit Employees	10
Maintenance Safety Training: Knees, quick inspections, sleep loss effects, AED	7
In-Service Training: Zonar	6
York: Occurrence information gathering for supervisors	15
Drug and Alcohol training for new hires-safety sensitive personnel	4
New Hire training on Title VI	4
New Hire training on EEO Policy and Complaint Procedures	5
Libert Cassidy Whitmore: Public Service: Understanding the roles and responsibilities for public employees	3
Biddle Consulting Group: 2019 BCGi Summit-Striving for Diversity	1

Risk Management

Description	April 2019 Preventable		April 2018 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	1
MST Preventable Accidents	4	0	1	0
TOTAL	4	2	1	1





Customer Service

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	April 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	4	1	3	6.8%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	1	1.2%
Early Departure	0	0		0.0%	0	0.0%
Employee Other	0	0		0.0%	3	3.7%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	4	2	1/1*	8.2%	4	4.9%
Full Bus / Left Behind	0	0		0.0%	1	1.2%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	11	5	2/1*	21.9%	11	13.4%
Improper Employee Conduct	10	6	4/6*	21.9%	12	14.6%
Inaccurate Public Information	0	0		0.0%	2	2.4%
Late Arrival	0	3	3*	4.1%	8	9.8%
Late Departure	0	0		0.0%	0	0.0%
No Show	3	0		4.1%	7	8.5%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	2	2	2*	5.5%	3	3.7%
Passenger Conduct	1	0	1	1.4%	3	3.7%
Passenger Injury	0	0		0.0%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	2	0	2	2.7%	2	2.4%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	1	0	1	1.4%	5	6.1%
Service Animal	0	0		0.0%	0	0.0%
Service Other	6	9	6*	20.5%	18	22.0%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	1	0		1.4%	0	0.0%
Unsafe Conditions	0	0		0.0%	1	1.2%
Vehicle Maintenance	0	0		0.0%	1	1.2%
Sub total reports	45	28				
Grand Total MST and *Other Provider		73		100.0%	82	100.0%

Employee Compliment 3 1

Service Compliment

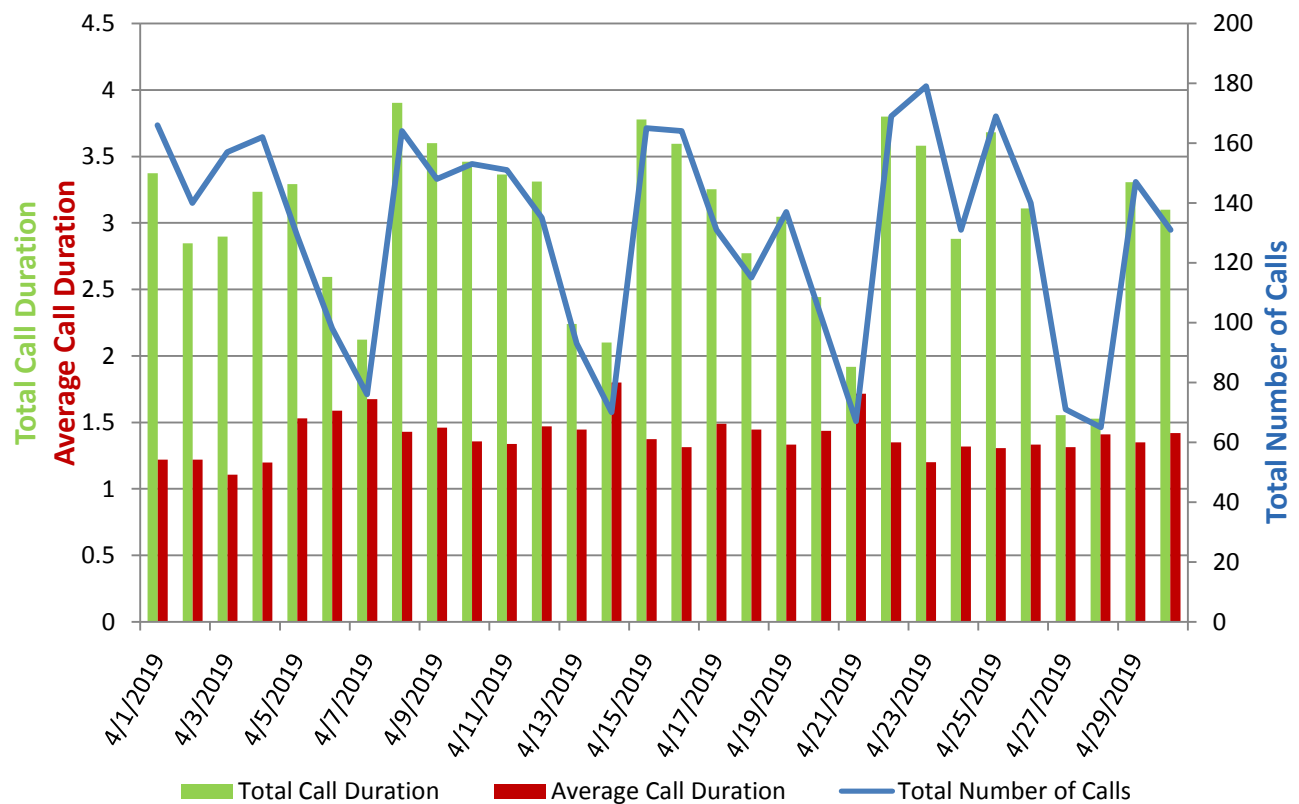
Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Call Center Report

During the month of April 2019, MST received a total of 3,925 calls which lasted a total of 89 hours and 41 minutes. The average call duration was one minute and twenty-two seconds (1:22). MST received the most number of calls on Tuesday, April 23, at 179. Of the total number of calls, 947 (24%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Customer Service Call Center Report April 2019



Finance Update

General Accounting/Accounts Payable

During the month of April, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Throughout the month, staff gathered the information necessary to complete the FY20 draft budget compilation to present to the OPS / BOPC Committee at the May meeting.

Payroll

First quarter tax returns were completed and filed. Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis. Payroll continued to provide hours and earnings reports upon request to MST departments

Grants

Staff continued work on the FY20 capital budget. State and Federal quarterly reports were submitted on time, by the end of the month.

Purchasing

During the month of April, 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 April was \$188,746 which represents a modest increase of 3% over the month of March where inventory value was at \$182,562. The increase was due to a slightly higher inventory level 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 Salinas Transit Center improvements, tire lease services and renewals of contracts and MOU's.

Information Technology Update

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 installed electronic Real-Time signs at various bus stops that display Real-Time bus arrival information for passengers. 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

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	Text	RealTime Phone	CSR Phone	App Sessions	App Users
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
April	7,285	947	3,925	196,257	7,587

Notes:

**** 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: "BYD opens service center in San Carlos" (*The Daily Journal*, 4/20/19), "BYD continues expansion with service center opening in Northern California" (*Mass Transit*, 4/22/19), "Guest commentary: South Monterey County courthouse must have priority" (*Monterey Herald*, 4/26/19).

Press releases sent include: "National Get on Board Day to be Held on April 25: Get on Board for Public Transit" (4/22/19).

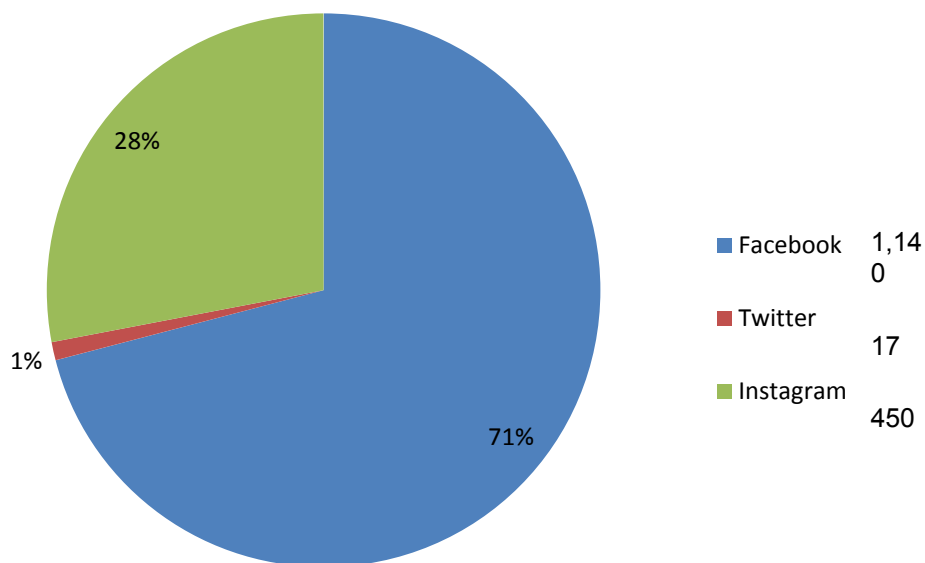
Community outreach: staffed information booth at Gathering for Women in Monterey (every Wednesday); staffed information booth at RAP (Re-Entry Action Partnership) meeting in Salinas; staffed information booth at Good Old Days in Pacific Grove; staffed information booth at Ciclovía in King City; staffed information booth at Earthfest on

CSUMB campus; staffed information booth at Earth Day Celebration on MPC campus; staffed information booth at Summer Youth Expo in Salinas; staffed information booth at Monterey County SELPA in Salinas; staffed information booth at the Monterey Transit Plaza and Salinas Transit Center for "Get on Board Day"; staffed information booth at Sustainability/EV Test Drive Earth Day in Seaside.

Projects: Finalized the Integrated Marketing and Communication Plan for presenting to MST Board; prepared for Senior Day 2019.

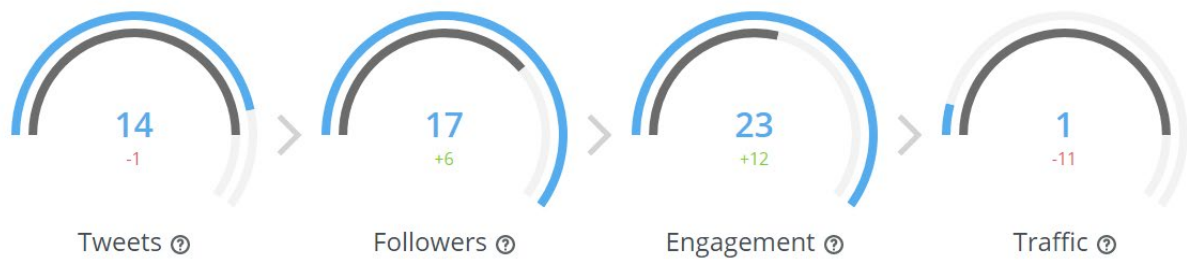
Collaboratives/Meetings/Committees: attended 2020 Census events including a press conference in Castroville and two meetings in Salinas; attended the new-hire graduation at Monterey Bay Operations and Maintenance Facility; attended the MCCVA collaboration meeting in Monterey; attended a meeting with staff from the Gonzales Adult School; attended a planning meeting for Senior Day at the County Fair in Monterey.

Social Fans



Overview by Social Media Platform:

NEW! Twitter



Facebook



Instagram



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

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

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

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

Planning Update

During the month of April, 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 started to pick up in April due to increased staff efforts to increase the number of participants in the military programs. Revenues are better matching expenses, but staff is still monitoring participation levels closely. With approval of Presidio leadership, the benefit amount will be raised in July 2019 to keep up with expenses. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues with the comprehensive tax reform bill that was passed in December 2017.

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

In April, staff finalized work on the Salinas Valley Express Corridor Planning Study with Fehr and Peers consultants. The Study will be presented to the MST Board in June.

Staff continued planning efforts that 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 continued planning efforts with CSUMB transportation staff for transit service for the next academic year. CSUMB-funded services include lines 19 and 26.

Staff also began developing a scope of work for the next phase of project development as a result of the Bus-on-Shoulder study from last year. This work will include the environmental and preliminary engineering phase of a possible busway (Bus Rapid Transit) on the Transportation Agency for Monterey County-owned Monterey Branch Line between Marina and Seaside/Sand City.

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

Thomas Walters & Associates, Inc.
Washington, DC

May 28, 2019

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY 2020 Transportation Funding

The House Appropriations Subcommittee on Transportation, and Housing and Urban Development, and Related Agencies (THUD) approved the draft FY 2020 appropriations bill for DOT and other federal agencies under its jurisdiction on May 23. The Subcommittee's FY 2020 THUD bill would provide \$10.9 billion for FTA formula grants, which provides the fully authorized amount under the FAST Act, with an additional \$750 million supplement from the general fund. Under the bill, this GF supplement would be used in part to increase FTA discretionary bus and bus facility grants by \$389 million above the authorized levels with an additional \$94 million added to the No-Low bus program.

The Capital Investment Grants (New Starts) program would be funded at the \$2.301 billion level authorized in the FAST Act. This is slightly less than was enacted last year, but significantly more than the \$1.5 billion included in the President's budget request. MST has participated in the New Starts program to help fund your bus rapid transit.

Although the House is moving ahead with funding legislation, a bipartisan agreement has still not 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. Although the House has been able to start drafting its versions of the funding bills, the spending caps must be increased through budget enforcement legislation, which would require the support of the Senate and the White House. Otherwise, any FY 2020 appropriations would be subject to across-the-board cuts through sequestration to enforce the limitation.

PEPRA

Following the news that the Amalgamated Transit Union (ATU) had begun to object again to grant applications because of PEPRA, and that the Department of Labor had not acted on those objections within the required time frame under their 13(c) Guidelines, we worked with MST staff in support of your efforts to get DOL to release your FTA grants. This included arranging for MST staff to brief the local delegation and key committee staff to request their assistance. Since other transit stakeholders in the state are also being impacted, we have participated in conference calls hosted by CTA to coordinate advocacy on this issue. We continue to work with MST staff to advocate for DOL certification of your FTA grants.

Infrastructure Initiative

Despite the April 30 White House meeting at which President Trump and Democratic leaders announced an agreement to work towards a \$2 trillion infrastructure package, the immediate prospects for legislation have dimmed because of the President's subsequent announcement that he could not negotiate a deal until Congress ends investigations of the executive branch. Following the President's statement, Speaker Pelosi (D-CA) announced that Democrats remain committed to an historic infrastructure package that is "big, bold and bipartisan; green, future-focused and comprehensive; and jobs-creating" and that House Committees will continue to work towards transformative infrastructure solutions. The House Transportation and Infrastructure Committee and the Senate Environment and Public Works Committee are continuing to develop potential infrastructure legislation that would focus on transportation programs. It is possible that this legislation could be considered by the House this summer, but the continued lack of a funding mechanism will be a major obstacle to overcome.

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

Staff continues to work with California Transit Association on four key areas of legislation this legislative session including:

- Implementation of Innovative Clean Transit Rule regulations and funding program
- Monitoring legislation that links housing development to transportation funding
- Modifications to Transportation Development Funding Act performance measures
- Public Employee Pension Reform Act issues with US Department of Labor

On May 21, I met with Assemblymembers Mark Stone and Robert Rivas and with representatives of Senators Monning and Caballero to discuss MST legislative priorities and upcoming projects. On May 22 I attended the California Transit Association Legislative workshop. On May 23 I met with Governor Newsom's staff to discuss ongoing issues with US DOL and federal transit funding.

Submitted by: 
Carl G. Sedoryk

Blank Page



April 15, 2019

To: Carl Sedoryk

From: Deanna Smith – Compliance Analyst

Subject: TRIP REPORT – April 2019

On April 3-5, I attended the BCGi Summit “Striving for Diversity” in San Francisco, CA.

Biddle Consulting Group is MST’s Equal Employment Opportunity and Affirmative Action consultant and provides the FTA-required analysis of our applicant workflow, utilization of women and minorities in MST’s workforce, and our affirmative action efforts to address female/minority underutilization and goal attainment.

On April 3, I participated in a pre-conference session on pay equity with Dan Kuang, Ph.D., that provided technical training in conducting pay equity analyses that meet the requirements of 41 CFR 60-2.17(b)(3) and California’s Fair Pay Act. The pros and cons of the “traditional” versus “modern” approach were examined, various statistical models were run to reveal the most accurate approaches for agencies with large or small sample sizes, and suggestions were offered to assist agencies in implementing pay equity analyses that provide legally defensible data when challenged.

The sessions attended on April 4-5 are summarized below:

Diversity, Inclusion, and Unconscious Bias: The Truths Employers Can’t Afford to Ignore: Cristy E. Kiely, Counsel, and Hunton Andrews Kurth LLC, spoke on moving beyond lip service to develop a corporate culture that both values a diverse workforce and implements results-driven affirmative action efforts to achieve increased employee morale and improved performance.

Diversity Metrics: Marc Brenman, Managing Partner, IDARE LLC, challenged the group with “You measure what you treasure.” He discussed how to implement good metrics to improve your diversity program, and warned that we should never measure anything unless we are prepared to do something about it. He believes that diversity

need not be a “buzzword,” and that each stage of a diversity program can, in fact, be measured to provide a competitive advantage.

Putting the EQ in Equity: Karen Elkins Cohen, Director of HR; and Adrienne Kimball, Chief Talent Officer, Rubicon Programs, Inc., provided a dynamic presentation on their own agency’s failures and successes in promoting a diverse workforce, and how they ultimately created an environment where their employees didn’t just feel valued, but brought value to the organization.

Applicants with Disabilities – Unknown Barriers to Risk and Poor Applicant

Experience: Sheridan Walker, Founder and CEO, HirePotential, provided a wakeup call to all federal contractors and recipients of FTA funds regarding an onslaught of law suits surrounding ADA discrimination complaints. She spoke on the importance of a fully compliant website portal, including ADA compliant online applicant systems. She addressed the degree to which qualified talent is lost by not actively attracting persons with disabilities and how to ensure processes are in place to avoid ADA litigation through compliant accommodation efforts and programs.


Artificial Intelligence: An Introduction for HR Compliance, Diversity, and

Inclusion: Dan Kuang, Ph.D., VP and Principle Consultant, Biddle Consulting Group; Michael Pati, Practicing Manager, Biddle Consulting Group. Artificial Intelligence (AI) is embedding itself into our lives; in public transportation, we see self-driving vehicles, AI resume reviews, and even applicant interviews on the rise.

This presentation provided an honest look at the pitfalls of using AI indiscriminately during the hiring process and ways in which it might be implemented to an agency’s advantage. The potential downsides: 1) AI methods tend to result in discrimination outcomes, 2) AI methods tend to stall, if not lower diversity, and 3) AI methods are nearly impossible to defend in a legal action.

Doing Right, the Right Way: Making Lawful Race, Gender, & Ethnicity: Candee Chambers, Executive Director, DirectEmployers Association; John Fox, President and Partner, Fox, Wang, & Morgan, P.C. addressed how to lawfully take race, gender, and ethnicity into account what making hiring and promotion decisions and avoid making unlawful decisions out of concern for meeting goals.

Nearly all of the presentations focused on the increase in litigation in the area of Equal Employment Opportunity and Affirmative Action and how to mitigate the risks of legal exposure.

Prepared by: 
Deanna Smith

Reviewed by: 
Carl G. Sedoryk



May 5, 2019

To: C. Sedoryk, General Manager/CEO
From: Mark Eccles – Director of Information Technology

Subject: Trip Report – Trapeze ThinkTransit Conference

I attended the Trapeze ThinkTransit Technology Conference in Tampa FL on April 14-17, 2019.

Trapeze Software Group is the owner of three of the Intelligent Transportation Systems (ITS) that are used by MST for tracking, scheduling and maintaining the fixed route and paratransit fleets. I attended several sessions pertaining to each system that is operated at MST, as well as the Executive Summit portion of the conference:

- Transit Master AVL updates and enhancements
- EAM Maintenance system updates and integration as well as hands-on sessions
- EAM Facilities module configuration and implementation plan

I also met with Trapeze management in order to negotiate future multi-year maintenance contracts for the MST-operated systems.

PREPARED BY:


Mark Eccles

REVIEWED BY:


Carl G. Sedoryk

Blank Page



May 14, 2019

To: Carl Sedoryk, General Manager/CEO

From: Manuel Villarreal, Intelligent Transportation Specialist

Subject: Trip Report – Trapeze Think Transit April – 2019

I attended the Think Transit Conference from April 14 - 18, 2019. Overall it was a great opportunity to oversee what options are available in regards to the Ranger upgrades at the end of the year. I was able to collaborate with other transit technicians and see what they were doing to plan ahead for this event happening at the end of the year. I was also introduced to the talented staff at Trapeze and put faces with names of people that I normally interacted with through email. During the conference I attended the following sessions:

- Migrating to 4G without disruption to service
- TransitMaster Bus Operations - Basics
- AVL Map Layers
- Underutilized Tools in Route Manager
- Traffic Signal Priority
- IDS Rules
- Vehicle Inspections
- Understanding and resolving off course issues
- Incident Reports
- Troubleshooting OnStreet Sign issues

PREPARED BY:


Manny Villarreal

REVIEWED BY:


Carl G. Sedoryk

Blank Page



May 17, 2019

To: Robert Weber

From: Kevin Allshouse, Mobility Coordinator

Subject: Cal-ACT TRIP REPORT – April 2019

On April 23-26, 2019, I attended the California Association for Coordinated Transportation (CALACT) Spring Conference in Coronado, CA.

MST was asked to be presenters in the Mobility Management- NorCal and SoCal Perspective session where I was tasked to represent MST as one of the panel of presenters. At the conference I also attended four (4) other sessions:

- **Mobility Management: NorCal and SoCal Perspectives**

I took part in the session as one of the presenters. I focused the presentation on MST's mobility programs, and spoke about the new Mobility Services Center. FACT and Paratransit, Inc. also presented on their respective organizations. What I got out of the session was the recognition of how fortunate our department is to have secured funding for our programs. FACT, for instance, has a contract with their MPO that only gives them \$140,000 per year, and they have to get grant funding for the remainder of their programs.

- **ADA Eligibility Certification Process: What Works for Your Community**

The session looked at the different ways paratransit programs run their eligibility process. What was most striking was the statistic provided by Art Hulsher, of ADA RIDE, in which he said that across the country, whether you're requiring in-person interviews, paper applications, online applications, professional verifications, etc., over 90% of applicants become certified. There doesn't appear to be a big difference in the percentage of applicants who get certified, regardless of the strategy employed.

- **CTSA Programs: Creating and Sustaining Community Transit Partnerships**

The discussion was a brief history of CTSA's and Assembly Bill 120, the bill that established Consolidated Transportation Services Agencies, back in 1979. Tom Roberts, of Paratransit, Inc. talked about how far many CTSA's have come over the last 40 years, and discussed the importance for CTSA's to work collaboratively with other transportation providers and health services agencies.

- **Service Animals and the ADA**

As is often the case, the discussion on service animals was a lively one. The presenter for this session was Jess Segovia, a consultant for Navigator Mobility Consulting. He had an excellent PowerPoint about service animals that answered many of the common questions the both the public and coach operators have. Here's a link to his PowerPoint

(<https://calact.org/assets/Service%20Animals%20and%20the%20ADA%20-%20Jess%20Segovia%20IV.pdf>)

- **Reasonable Modification: Impacts & Opportunities for Transit and Paratransit .**

The session focused on some of the best practices for handling requests for reasonable modification. One of the presenters made the point that there hasn't been a lot of changes since 2015's ruling, and that's likely due to the fact that many fixed-route, and paratransit drivers were likely already granting the reasonable modification requests in the field. Most of the larger requests that come in writing are still denied because they often times would fundamentally change the nature of the service, or would incur considerable expense on behalf of the transit agency.

Overall, the conference was beneficial to my development, and I'm appreciative to be given the opportunity to attend.

PREPARED BY:  REVIEWED BY: 
Kevin Allshouse Carl G. Sedoryk



May 20, 2019

To: Carl Sedoryk

From: Michelle Overmeyer, Grants Analyst

Subject: TRIP REPORT – April 2019

I traveled to Coronado, California to participate in the 35th Spring Conference and Expo for the California Association of Coordinated Transportation, Inc. I attended the following sessions:

- Opening Session and Keynote Address with former U.S. Secretary of Transportation, Anthony Foxx
- The Green in Going Green: LCTOP, TIRCP, Low-No, HVIP
- Strategies for Growing Ridership
- Stolen People, Stolen Dreams: Human Trafficking Awareness in Transit
- The Practice of Increasing Ridership: A Seattle Case Study
- Building Tomorrow's Leadership Team Today
- Navigating the "Me Too" Movement in Transit
- State and Federal Roundtable

I also participated in networking events with my counterparts from transit agencies across the state. The conference sessions and networking events provided with me with information and professional contacts that I will use in my day-to-day duties as Grants Analyst.

PREPARED BY: Michelle Overmeyer REVIEWED BY: Carl G. Sedoryk
Michelle Overmeyer Carl G. Sedoryk

Blank Page



May 31, 2019

To: Carl Sedoryk

From: Hunter Harvath, Assistant General Manager

Subject: TRIP REPORT – April 2019

On April 13-15, 2019, I traveled to Chicago, to participate in the APTA Transit CEOs seminar. In addition to having the opportunity to network with senior management colleagues from transit agencies from across the country, I attended a number of conference sessions, including:


- Labor Issues Update
- When is the Right Time to Commit to New Technology?
- How Changing Demographics Will Impact Transit and Cities
- Staffing Innovation: The Role of the Chief Innovation officer
- Who Owns the Data: Have We Reached the Tipping Point?

PREPARED BY:



Hunter Harvath

REVIEWED BY :



Carl G. Sedoryk

Blank Page

5-16-19

Dear MST,

Thank You for the opportunity of giving me a free summer MST bus pass. This will give me a chance to travel to different places such as to work, and volunteering opportunities. This will help me enjoy my summer with friends & family.

Sincerely, Grecia Pantuja

5/15/19

Dear MST,

Thank you for the bus pass. I don't have the money to buy one so I really appreciate this. Over the summer I'm usually stuck at home but now I will be able to go places with my friends. We usually all don't have rides but now we all got a bus pass thanks to you. Thank you so much words can't describe how thankful I am

Sincerely,

Alycia Gingles

I am very thankful that I have a bus Pass. This will be very helpful for me to be able to travel around since I won't have a ride all/most summer. Thank you so much for the bus pass I appreciate it.

Sincerely,
Merrill Kannu

5/14/19

5/14/19

Dear MST,

Thank you for the bus pass it is very helpful to me because it allows me to commute to everywhere I need to go. Such as the store, my friend's house, or anything in case of emergency like my parents need me. Thanks again it is very appreciated.

Sincerely,

Nicholas
Bassanello

LONDYN MARTINEZ
5-15-19

DEAR Summer Bus Pass Providers,

Thank you for providing me with a summer bus pass. This pass will allow me to travel to Monterey and meet up with my friends. This way, we can have fun all summer long.

Sincerely,
LONDYN MARTINEZ

5/15/19

Thank you for the bus pass it
will help me get around like letting
me go to the gym instead of me
asking someone for a ride or
money it really helps me I appreciate
Thank you.

Joan Cano

Athen Martinez
5/15/19

Dear MST,

Thank you for providing us with Youth Bus passes for the summer. These passes will help us to go travel between places when we need to see family or friends because we have routinely busy parents.

Sincerely,

Athen Martinez

5-16-19

Dear MST,

Hello, I am a student at Marina High School. I wanted to say thank you so much for giving me a free bus pass. I will be having a job during the summer so this pass will allow me to easily head to my workplace. Since I live far away from where I work, I can't be guaranteed a ride everyday. Yet, with this bus pass, I will be able to attend my job everyday. Once again, I am extremely grateful for providing me with this opportunity.

Sincerely,
Huyen Le

Dear MSIT,

5/15

I am so Greatful for the youth free bus pass. A ride is something that is a problem for me and It's so hard to find someone who can give me one since I live far away from where I intend to go. Plus I don't have any money to be paying for the bus all the time. Especially now that summer is starting, A ride is a usefull tool. Thank you so much for this opportunity and I hope I can be given one again. Thank you

Sincerely Elizabeth Comant

May 15, 2019

To: The Monterey-Salinas Transit Authority

We wanted to thank you for the bus passes issued to our Marina High School Students, both last summer, and this summer. We have a family of 6, and sometimes, everyone is moving in a different direction. Fuel prices are crazy, and so these bus passes give our family the opportunity to explore this beautiful place we call home, with less expense.

We appreciate this gift, and look forward to a fun-filled summer!

Thank you

**The Grillo Family
Marina, California**

A handwritten signature in dark ink, appearing to read "The Grillo Family", written over the printed name.

Dear MST,

5/14/19

I would love to receive a youth MST pass. During the summer I get tons of free time, but have no way to get around. But with this, I ~~can~~ finally have a way! So I would like to thank you for giving me this opportunity.

-Abigayle Unite

Dear MST,

5/14/19

Thank you so much for the generous donation of the bus passes for this summer. It will help my boys be able to get to the places they need to be this summer. It's a great program that you offer the students of MPUSD. Thanks again.

Y. P.

5/14/19

Thank you very ~~grateful~~ much. I'm actually very grateful due to the fact that it's very hard to travel anywhere. My mom doesn't know how to drive, only my dad does. I'm grateful to have this, thank you ♥

Briana Carrasco Ric

I'm than Kful for having
abus going to be
because it's
the summer ~~the~~ since last year I was
stock

Sincerely
DeAnna B Rigo Javier
Garcia

at home. Thank you!!

5/14

Deal MST

Thank you for
pa... the summer
sses the hope a... again

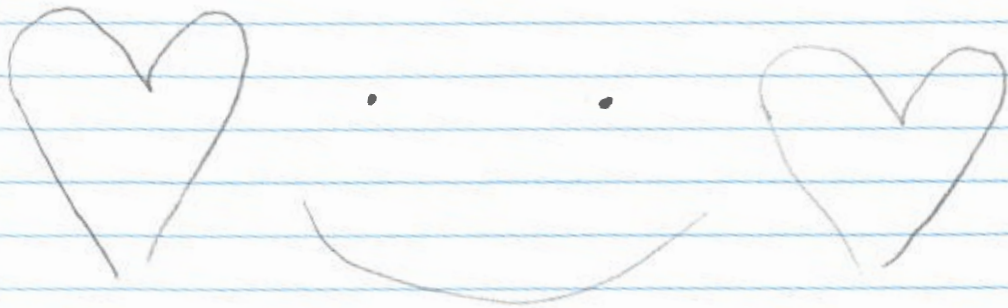
muchly

stere. ... 19. a H

Ma... H... F... H

5/16/19

Thankyou For giving me the opportunity,
for this bus pass. It will help me
get to my jobs, and places in the
summer. Thank you again for the pass.



Sincerely Aaron

Christopher Graham
5/15/14

This bus pass ~~has~~ helped
me by making it convenient
for me to go to mpc
& other places like the
mall.

5/16

Dear MST,
Thank you for providing me and
my brother with the free summer
pass opportunity. By giving us this pass,
you are not only helping me and my
family financially, but also by letting
us get more opportunities such as
transportation to jobs, or for meeting
up with friends. We will use this pass
to its full potential, and just once
again, thank you.

Sincerely,
Gio Ross
Gio Ross

Dear MST,

5/14/19

Thankyou so much for letting me get
a free bus pass.

Now I can go places that I really
want to over the summer without
having to find someone to give me a ride.

Sincerely,

Isabella B.

↳

Mikey B.

5/13/19

Querido Mst°:

Yo Leslie Garcia-Loyola.

Le quiero dar las gracias por haberme dado la oportunidad de ser seleccionado y afortunado de recibir el pase de autobús.

Ya que para mi es un honor de recibir este regalo porque gracias a este pase mis hermanos y mi mamá vamos a poder ir a nuestras citas y poder ahorrarnos un poco de dinero para poder llegar a ese lugar.

Les agradecemos este gran gesto de generosidad y tengan por seguro que nos va a servir de mucha ayuda.

Con mucho Cariño y gratitud.

Leslie Garcia-Loyola

Querido MST:

5/13/19

Yo Rodrigo Garcia-Loyola.

Le quiero dar las gracias por haberme dado la oportunidad de ser Seleccionado y afortunado de recibir el pase de autobus. Ya que para mí es un honor de recibir este regalo porque gracias a este pase mis hermanos y mi mamá vamos a poder ir a nuestras citas y poder ahorrarnos un poco de dinero para poder llegar a ese lugar.

Les agradecemos este gran gesto de generosidad y tengan por seguro que nos va a servir de mucha ayuda.

Con mucho cariño y gratitud.

Rodrigo Garcia

5/13/19

Querido MST:

Yo Jesús García-Loyola.

Le quiero dar las gracias por haberme dado la oportunidad de ser seleccionado y afortunado de recibir el pase de autobús. Ya que para mí es un honor de recibir este regalo porque gracias a este pase mis hermanos y mi mamá vamos a poder ir a nuestras citas y poder ahorrar un poco de dinero para poder llegar a ese lugar.

Les agradecemos este gran gesto de generosidad y tengan por seguro que nos va a servir de mucha ayuda.

Con mucho Cariño y gratitud.

Jesús G.

05-15-19

Dear MST,

I appreciate the bus pass that you have provided us with. This buss pass will allow me to ~~be~~ enjoy my Summer vacation around Monterey and Seaside. Thank you!

Greatfully,

Daniela Ramirez 

5/16

Mst letter

Thank you for giving me a to-go mst pass, this will help me get home whenever I am far from home. I go to work almost every week day and I usually never have a ride back home and I have to walk really far. Having this pass will benefit me very much and it will help me so much. Since it will be summer I will be out alot so I need a ride home almost everyday because I won't have one since my mom is very busy so thank you for giving me this pass. Daniel Arce

Dear MST,

Thank you for providing me with a free summer MST pass. I am very thankful for this opportunity because this will help me transport to different places such as the movie theaters or traveling to my job. Also this helps me financially, because it helps me save money. Thank you for this opportunity.

Sincerely,
Omar Martinez

5/16
Dear MST, I am eternally grateful for this gracious gift. I wish I can do more than a simple letter but this pass really does mean a lot. I am so happy that I'm able to obtain one since I'll be taking summer classes over the summer & don't have a consistent ride. It will also help out so much financially as I currently do not have a job & have no source of income. My family also thanks you for this & are too, very grateful. I am beyond happy to have gotten this opportunity & MST has certainly made my summer run more smoothly. Thank you, for ~~my~~ everything you do.

-Jeanette Vasquez

Dear MST,

5/14/19

Thank you for allowing me to have a pass for the bus. I won't try to abuse my power like others and I won't go to places I'm not suppose to go. I would use it to go to places like my karate practice in Monterey or hanging out with friends. Thank you again!

Sincerely,

Alexander LaVilla

Dear MST,

Just a shout-out
to say thanks!

Thank you so much
for providing my son,
Aidan Jimmy with
a free bus pass for
the summer. He's
going to be able to do
fun stuff this summer
because of it instead of
having to stay home all
day.

Sincerely,
Vanessa Jimmy

Amalinder Hendryx 5/15/14

This bus pass will help
me go to my counselling
services and groups during
the summer, I would really
benefit me because right
now this is my
only mode
of transportation.

2001 / 131,
~~Thank~~ you so much for giving us
Marines a chance to travel the Monterey
peninsula we are very grateful for
this opportunity to not be indoors all
of vacation and we hope you will
allow this opportunity again

Jaeda Childs

5/14/19

Thank you for letting me have this opportunity
to having this bus pass. It means something
because I could visit some old friends, haven't
seen in a while and I never have
a ride. But this bus pass would help
me see them again.

Thank you

Steven Aspeton

5.14.19

Blank Page