



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
November 4, 2019**

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

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

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Adopt Resolution 2020-09 recognizing Elena Grigorichina, Operations Analyst, as Employee of the Month for November 2019. (Robert Weber) (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 October 7, 2019. (Jeanette Alegar-Rocha) (Page 7).
- 3-3. Minutes of the Operations Performance Committee (BOPC) Meeting of October 7, 2019. (Jeanette Alegar-Rocha) (Page 13).
- 3-4. Receive Draft Minutes of the Mobility Advisory Committee (MAC) meeting of September 25, 2019. (Claudia Valencia) (Page 17).
- 3-5. Financial Report – October 2019. (Lori Lee) (Page 21).
- 3-6. Disposal of Property Left On Board Buses. (Sonia Wills) (Page 29).
- 3-7. Receive report on State of Monterey Branch Line Projects. (Carl Sedoryk) (Page 31).
- 3-8. Approve new Military GoPass rate of \$265 per month with access to all MST lines. (Lisa Rheinheimer) (Page 35).

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. November Employee of the Month – Elena Grigorichina, Operations Analyst. (Robert Weber)
- 4-2. Receive Transit 101 Disruptive Passenger Behavior Presentation – (Kelly Halcon)
- 4-3. Received presentation on usage of MST Summer Youth Passes – (Ikuyo Yoneda-Lopez)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Authorize the purchase of Probe and Vault equipment from Genfare, not to exceed \$130,000. (Norman Tuitavuki) (Page 37).
- 6-2. Ratify the Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) and Monterey-Salinas Transit District. (MST) employees. (Kelly Halcon) (Page 39).
- 6-3. Authorize the purchase of up to two (2) zero emission buses from Gillig, LLC of Livermore, California in an amount not to exceed \$1,908,000. (Norman Tuitavuki) (Page 41).

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – October 2019. (Page 43).
- 7-2. Washington, D.C. Lobby Report – October 2019. (Page 71).
- 7-3. State Legislative Advocacy Update – September 2019. (Page 73).
- 7-4. Staff Trip Reports (Page 77-83).
- 7-5. Correspondence (Page 85).

8. BOARD REPORTS, COMMENTS & REFERRALS

- 8-1. Reports on meetings attended by board members at MST expense. (AB 1234).
- 8-2. Board member comments and announcements.
- 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. Review General Manager/CEO Performance Evaluation Gov. Code § 54957. (Kelly Halcon) (Enclosure).
- 9-2. Approve General Manager/CEO Performance Incentive. Gov. Code § 54957. (Enclosure) (Kelly Halcon).
- 9-3. Conference with Legal Counsel – Morgan, et.al. vs. Monterey-Salinas Transit, Gov.Code § 54956.95. (Kelly Halcon).

10. RETURN TO OPEN SESSION

- 10-1. Report on Closed Session and possible action.

11. ATTACHMENTS

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

12. ADJOURN TO SALINAS TRANSIT CENTER RIBBON CUTTING

NEXT MEETING DATE: December 9, 2019

19 Upper Ragsdale Dr., Monterey, Suite 100

NEXT AGENDA DEADLINE: November 26, 2019

**Dates and times are subject to change.*

Please contact MST for accurate meeting date and times or check online at <http://mst.org/about-mst/board-of-directors/board-meetings/>

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito /
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**ELENA GRIGORICHINA
NOVEMBER 2019
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Elena Grigorichina began her employment with Monterey-Salinas Transit District in November of 2017 as an Operations Analyst. Since she started, Elena has continued to be an asset to MST's Operations Department; and

WHEREAS, Elena Grigorichina has proven to be a fast learner on a wide range of projects which include streamlining the reporting process for MST operations/maintenance statistics and key performance indicators. She has also worked to revise and maintain the "dashboard" reports that are included in the agenda packets for monthly Board of Directors meeting; and

WHEREAS, Elena Grigorichina was instrumental in the implementation of the ZONAR electronic vehicle inspection reporting system and the SHARK meter system, which is used to monitor the power consumption of MST's battery-electric buses; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Elena Grigorichina as Employee of the Month for November 2019; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2020-09 this 4th day of November 2019.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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MST BOARD OF DIRECTORS

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

MEETING MINUTES

October 7, 2019

| | | |
|-----------------|-----------------------|-------------------------------------|
| Present: | Jeff Baron | City of Carmel-by-the Sea |
| | Kristin Clark | City of Del Rey Oaks |
| | Lorraine Worthly | 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 |
| | Jason Campbell | City of Seaside |
| | Anna Velazquez | City Soledad |
| | Luis Alejo | County of Monterey |
| Absent: | None | |
| Staff: | Carl Sedoryk | General Manager/CEO |
| | Lisa Rheinheimer | Assistant General Manager |
| | Robert Weber | Chief Operating Officer |
| | Norman Tuitavuki | Deputy Chief Operating Officer |
| | Kelly Halcon | Director of HR & Risk Management |
| | Mark Eccles | Director of Information Technology |
| | Jeanette Alegar-Rocha | Deputy Secretary |
| | Dave Laredo | General Counsel |
| | Eva Perez | Office Administrator |
| | Michelle Overmeyer | Grants Analyst |
| | Andrea Williams | General Accountant & Budget Manager |
| | Sandra Amorim | Procurement & Contract Manager |
| | Ikuyo Yoneda-Lopez | Marketing Manager |
| | Beronica Carriedo | Community Relations Coordinator |

Lisa Cox
Cristy Sugabo
Kevin Allshouse
Carl Wulf
Marzette Henderson
Elena Grigorichina

Safety and Risk Manager
Mobility Manager
Mobility Coordinator
Facilities & Capital Projects Manager
Contract Transportation Supervisor
Operations Analyst

Public: Don Parslow
Leland Peterson
Renaldo Garcia

MV Transit
Senior Vice President, MV Transit
Coach Operator

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 10:07 a.m., followed by roll call, recognizing Jason Campbell in attendance from the City of Seaside, and a welcome to Eva Perez and Jason Burns from the Capstone Project of California State University of the Monterey Bay.

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.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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Public Comments – None

3. Consent Agenda

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

3-1. Adopt Resolution 2020-08 recognizing Renaldo Hernandez, Coach Operator as Employee of the Month for October 2019. (Robert Weber)

- 3-2. Receive minutes of the regular meeting of September 9, 2019.
(Jeanette Alegar-Rocha)
- 3-3. Receive minutes of the Board Administrative Performance Committee
(BAPC) Meeting of September 9, 2019. (Jeanette Alegar-Rocha)
- 3-4. Receive Draft Mobility Advisory Committee Minutes from May 29, 2019
Meeting. (Claudia Valencia)
- 3-5. Financial Report – August 2019. (Lori Lee)
- 3-6. Receive report on lost and found items left on MST property.
(Sonia Wills)
- 3-7. Reject claim submitted by Blasheck, P. (Lisa Cox)

End of Consent Agenda

Public Comments - None

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

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. October Employee of the Month – Renaldo Hernandez, Coach Operator.
(Robert Weber)

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

- 4-2. 35 Years of Service – Doris Martinez, Transit Scheduling/Planning Analyst.
(Lisa Rheinheimer)

The MST Staff and Board of Directors recognized Doris Martinez for her 35 years of service and positive contribution to MST and the community.

- 4-3. 30 Years of Service – Steven Coburn, Trainer
(Robert Weber)

The MST Staff and Board of Directors recognized Steven Coburn for his 30 years of service and positive contribution to MST and the community.

- 4-4. MST Safe Place Update – (Norman Tuitavuki).

The MST Board of Directors received an update on the Monterey-Salinas Transit (MST) partnership with the Safe Place Program.

Public Comments - None

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Award FY 2019 performance incentives for eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees. (Carl Sedoryk)

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

- 6-2. Authorize General Manager/CEO to execute consultant contract with Kimley-Horn for environmental documentation and preliminary engineering of the Busway Phase II – SURF! Project in an amount not to exceed \$1,500,000. (Lisa Rheinheimer)

Director O’Connell made the motion to approve agenda action item 6-2 which was seconded by director Albert. The motion passed unanimously.

- 6-3. Authorize General Manager/CEO to execute Amendment No 6 with MV Public Transportation Inc. representing a 2-year contract extension for a projected amount of approximately \$20,000,000 for the operation of MST RIDES ADA and Special Transportation (ST) Paratransit Services, and Other Dial-A-Ride, and Fixed-Route Transit Services. (Robert Weber)

Director Albert made the motion to approve agenda action item 6-3 which was seconded by director Alejo. The motion passed unanimously.

Public Comments - None

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 – August 2019.
7-2. Washington, D.C. Lobby Report – September 2019.
7-3. State Legislative Advocacy Update – August 2019.
7-4. Staff Trip Reports – August 2019.
7-5. Correspondence

Public Comments - None

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.
- 8-4. Gillig Bus Factory Tour Date.

The MST Staff and Board of Directors will look for a future date to coordinate a factory tour at Gillig.

Public Comments - None

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)

Public Comments - None

10. RETURN TO OPEN SESSION

- 10-1. Report on Closed Session and possible action.

Dave Laredo reported the following:


- 9-1. A staff report was provided to the board, however, no reportable action was taken.


11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for August 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 11:43 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

Board Operations Performance Committee (BOPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

October 7, 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 |
| | Lisa Rheinheimer | Assistant General Manager |
| | Robert Weber | Chief Operating Officer |
| | Norman Tuitavuki | Deputy Chief Operating Officer |
| | Mark Eccles | Director of Information Technology |
| | Jeanette Alegar-Rocha | Clerk to the Board |
| | Dave Laredo | General Council, De Lay & Laredo |
| | Eva Perez | Office Administrator |
| | Cristy Sugabo | Mobility Manager |
| | Andrea Williams | General Accountant & Budget Manager |
| | Michelle Overmeyer | Grants Analyst |
| | Carl Wulf | Facilities and Capital Projects Manager |
| | Ikuyo Yoneda- Lopez | Marketing Manager |
| | Marzette Henderson | Contract Transportation Supervisor |

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)(Pg. 53)
(Carl Sedoryk)

The committee received a review by Carl Sedoryk on board agenda item 7-1, the MST Monthly Report – August 2019.

4. Transit 101- ZEB Innovative Clean Transit Rule (ICT) Update.
(Norman Tuitavuki)

Norman Tuitavuki provided a presentation updating the committee on the Transit 101 – ZEB Innovative Clean Transit Rule (ICT).

5. Construction and Facilities Update (No Enclosure).
(Lisa Rheinheimer/Carl Wulf)
 - a) Joe Lloyd Way Facility Update
 - b) Clarence J Wright Salinas Division
 - c) Salinas Transit Center
 - d) South County Operations and Maintenance Facility

The committee received an update from Lisa Rheinheimer and Carl Wulf on the construction projects at the three MST facilities.

6. MV Contract Update. (Robert Weber)

The committee received an update from Robert Weber regarding the current contract negotiations.

7. 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.

- a) Conference with Labor Negotiations
- b) CEO Performance Appraisal

8. Report on Closed Session and possible action.

a) Conference with Labor Negotiations

The committee received an update and took no reportable action.

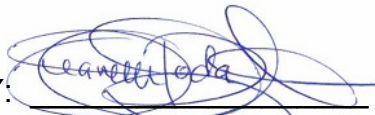
b) CEO Performance Appraisal

The committee received an update and took no reportable action.

9. Adjourn.

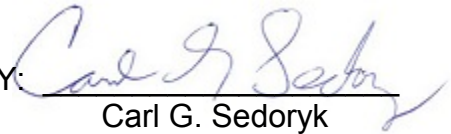
There being no further business, Chair Barrera adjourned the meeting at 9:54 a.m.

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

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MOBILITY ADVISORY COMMITTEE (MAC)

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

MEETING MINUTES

September 25, 2019

Present:

| | |
|--------------------------|---|
| Jessica McKillip | ITN Monterey County |
| Diana Trapani | The Blind and Visually Impaired Center |
| Reyna Gross | Alliance on Aging |
| Stefania Castillo | Transportation Agency for Monterey County |
| Kathleen Murray-Phillips | Monterey County Dept. of Social Services |
| Maria Magaña | Central Coast Center for Independent Living (CCCIL) |
| Maureen McEachen | Visiting Nurse Association |

Absent:

| | |
|---------------------|-------------------------------|
| Kurt Schake | Veterans Transition Center |
| Alejandro Fernandez | DaVita Dialysis |
| Kazuko Wessendorf | Interim, Inc. |
| Melissa McKenzie | Carmel Foundation |
| Aimee Cuda | Central Coast Senior Services |

Staff:

| | |
|--------------------|------------------------------------|
| Cristy Sugabo | Mobility Services Manager |
| Kevin Allshouse | Mobility Services Coordinator |
| Claudia Valencia | Mobility Specialist |
| Marzette Henderson | Contract Transportation Supervisor |
| Yohana Reyes | Assistant Mobility Specialist |

Public:

| | |
|------------------|---|
| Don Parslow | MV General Manager |
| Doug Thomson | MV Operations Manager |
| Maribel Trejo | Alliance on Aging |
| Madilyn Jacobsen | Transportation Agency for Monterey County |
| Kelsey Scanlon | Monterey County OES |
| Jennifer Ramirez | Partnership for Children |

An apology is made for any misspelling of a name.

1. CALL TO ORDER

1.1. Roll Call

Vice-Chair McKillip called the meeting to order at 1:02 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 May 29, 2019.

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

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

4. NEW BUSINESS

4.1. Discussed the need to change or cancel November scheduled meeting. The date falls on MST office closure. (Vice-Chair)

Member McEachen made a motion to change the November scheduled meeting to November 20, 2019, and Member Magaña seconded. The motion passed unanimously.

4.2. Unmet Transit Needs (Stefania Castillo)

Member Trapani made a motion to recommend that the TAMC Board of Directors accept the 2019 unmet transit needs list, and Member McEachen seconded. The motion passed with 6 votes in favor and 1 abstention.

5. PRESENTATION

5.1. Office of Emergency Services, Monterey County on Operational Area Access and Functional Needs (AFN) Working Group (Kelsey Scanlon)

5.2. ITN Monterey County (Jessica McKillip)

6. REPORTS

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

6.1. TAMC Report (Stefania Castillo)

6.2. MV Transit- MST RIDES Service Update (Don Parslow)

6.3. MST Mobility Programs Updates (Kevin Allshouse)

7. SUBJECT ITEM REQUEST

These items will be included on a future agenda for follow-up

7.1. Taxi Voucher Program Report

7.2. Update on Measure X Senior & Disabled Transportation Program

8. ANNOUNCEMENTS AND APPRECIATIONS

8.1. Member comments and announcements

9. ADJOURN

There being no further business, Vice-Chair McKillip adjourned the meeting at 2:35 p.m.

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

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

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

| | |
|-------------------------------------|-----------------------------|
| Beginning balance September 1, 2019 | \$ 12,144,062.27 |
| Revenues | 6,222,006.98 |
| Disbursements | <u><4,030,502.15></u> |
| Ending balance September 30, 2019 | <u>\$14,335,567.10</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 September of FY 2020, a \$1,004,820 year-to-date surplus to budget on the fixed-route operations was offset by a smaller \$38,152 deficit to budget on the MST RIDES operations, resulting with a modest year-to-date surplus of \$966,668. 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 as well as on the “Free 40’s” services.

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

1. **Leases and Rentals** – For September, there was a 35.5% variance due to restroom trailer leases needed during construction of Salinas Transit Center improvements and the Salinas operations and maintenance facility. These expenses are only needed during construction.

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

PREPARED BY:  REVIEWED BY: 
Lori Lee Carl G. Sedoryk

**AGENDA #3-5
ATTACHMENT 1**

(REVENUES & DISBURSEMENTS)

CASH FLOW

| | | |
|--------------------------------|--------------|-----------------------------|
| Beginning balance 09/01/19 | | 12,144,062.27 |
| Revenues | | |
| Passenger Revenue | 426,785.57 | |
| DOD Revenue | 269,087.00 | |
| LTF / STA / 5307 | 4,390,241.52 | |
| Sales Tax | 892,771.78 | |
| Grants | 151,441.00 | |
| Interest Income | 49,621.20 | |
| Non Transit Revenue | 42,058.91 | |
| Total Revenues | 6,222,006.98 | 6,222,006.98 |
| Disbursements | | |
| Operations (See Attachment #2) | 3,726,202.86 | |
| Capital | 304,299.29 | |
| Total Disbursements | | <u>(4,030,502.15)</u> |
| Ending balance 09/30/19 | | <u>14,335,567.10</u> |

COMPOSITION OF ENDING BALANCE

| | |
|---|-----------------------------|
| Checking - Rabo Bank | 300,835.78 |
| Local Agency Investment Fund (LAIF) | 7,053,567.85 |
| Money Market - Rabo MM | 2,489,821.12 |
| Money Market - PTMISEA | 896,532.85 |
| Money Market - LCTOP | 1,604,160.51 |
| Money Market - State of Good Repair | 1,466,124.71 |
| Money Market - FOR A/Other | 504,832.17 |
| Bank of America - Escrow | 8,987.11 |
| Petty cash fund, STC Coin Machine, and 2 change funds | 10,705.00 |
| Total | <u>14,335,567.10</u> |

PAYROLL ACCOUNT

| | | |
|---|---------------------|--------------|
| September 13 Payroll & Related Expenses | 598,937.20 | |
| September 27 Payroll & Related Expenses | 602,749.62 | |
| PERS & 457 | 276,648.87 | |
| Garnishments | 4,147.32 | |
| PERS Health Insurance | 299,154.80 | |
| | <u>1,781,637.81</u> | 1,781,637.81 |

GENERAL ACCOUNT

| | | |
|-----------------------------------|---------------------|--------------|
| Disbursements on Attached Summary | 2,137,536.59 | |
| Paydown loans | 59,684.91 | |
| Workers Comp. Disbursements | 21,045.79 | |
| Interest Expense | 14,388.18 | |
| Bank Service Charge | 16,208.87 | |
| | <u>2,248,864.34</u> | 2,248,864.34 |

| | |
|---------------------|---------------------|
| Total Disbursements | <u>4,030,502.15</u> |
|---------------------|---------------------|

| | |
|--|--------------|
| Less Capital Disbursements & Transfers | (304,299.29) |
|--|--------------|

| | |
|--------------------------------|----------------------------|
| Operating Disbursements | <u>3,726,202.86</u> |
|--------------------------------|----------------------------|

AGENDA #3-5
ATTACHMENT 2
Page 2

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

| VENDOR / DESCRIPTION | CHECKS | AMOUNT |
|-----------------------------|---------------|----------------------------|
| Accounts Payable 09/06/2019 | 53537 - 53651 | 1,215,435.08 |
| Accounts Payable 09/10/2019 | 53652 - 53667 | 1,139.62 |
| Accounts Payable 09/20/2019 | 53668 - 53825 | 886,170.95 |
| Accounts Payable 09/25/2019 | 53826 - 53836 | 34,790.94 |
| TOTAL | | <u>2,137,536.59</u> |

CHECKS \$100,000 AND OVER

| VENDOR / DESCRIPTION | BOARD APPROVED | CHECK NUMBER | CHECK DATE | AMOUNT |
|------------------------------------|---|---------------------|-------------------|---------------|
| MV TRANSPORTATION | Recurring Expense | 53598 | 9/6/19 | 925,077.04 |
| SC FUELS | Recurring Expense | 53787 | 9/20/19 | 134,915.95 |
| SC FUELS | Recurring Expense | 53789 | 9/20/19 | 114,799.04 |
| WILLIAM A THAYER CONSTRUCTION, INC | STC Restroom Remodel Board Approved 04/08/19 | 53823 | 9/20/19 | 158,415.44 |

PURCHASES BETWEEN \$50,000 AND \$99,999

| VENDOR / DESCRIPTION | GENERAL MANAGER APPROVED | CHECK NUMBER | CHECK DATE | AMOUNT |
|---------------------------------|---------------------------------|---------------------|-------------------|---------------|
| NONE FOR THE MONTH OF SEPTEMBER | | | | |

AGENDA # 3-5 ATTACHMENT 3

TREASURY TRANSACTIONS FOR SEPTEMBER 2019

LAIF ACCOUNT

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|--|----------------|-------------|----------------|-------------------|----------------|
| Balance Forward at 09/01/19 | | | | | 7,010,672.17 |
| Local Agency Investment Fund: Quarterly interest earned - 2.45% | | | 42,895.68 | | 7,053,567.85 |
| LAIF Treasury Balance at 09/30/19 | | | | | 7,053,567.85 |

RABOBANK MM ACCOUNT

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------|----------------|----------------------|----------------|-------------------|----------------|
| Balance Forward at 09/01/19 | | | | | 401,970.57 |
| 09/03/19 | 479 | LTF | 1,382,259.44 | | 1,784,230.01 |
| 09/05/19 | 473 | PTMISEA | 16,664.08 | | 1,800,894.09 |
| 09/06/19 | 308 | AP/Payroll | | 610,000.00 | 1,190,894.09 |
| 09/09/19 | 479 | South County | 2,396.00 | | 1,193,290.09 |
| 09/09/19 | 479 | STA | 1,310,440.00 | | 2,503,730.09 |
| 09/12/19 | 308 | AP/Payroll | | 1,350,000.00 | 1,153,730.09 |
| 09/16/19 | 479 | State of Good Repair | 129,524.48 | | 1,283,254.57 |
| 09/16/19 | 807 | State of Good Repair | | 129,524.48 | 1,153,730.09 |
| 09/16/19 | 212 | Military/CC Sales | 248,000.00 | | 1,401,730.09 |
| 09/20/19 | 308 | AP/Payroll | | 980,000.00 | 421,730.09 |
| 09/27/19 | 308 | Sales Tax Advance | 400,000.00 | | 821,730.09 |
| 09/27/19 | 479 | LTF | 1,565,621.60 | | 2,387,351.69 |
| 09/27/19 | 807 | State of Good Repair | 100,849.17 | | 2,488,200.86 |
| 09/30/19 | | Interest @ 1.15% | 1,620.26 | | 2,489,821.12 |
| RABO MM Balance at 09/30/19 | | | | | 2,489,821.12 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from September 1, 2019 to September 30, 2019

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-----------------------|-----------------------|-------------------------|--------------------|--------------------|---------------------|
| Revenue | | | | | | |
| Passenger Fares | -321,880 | -296,038 | -25,842 | -956,483 | -888,114 | -68,369 |
| Special Transit | -379,294 | -468,963 | 89,669 | -1,266,837 | -1,406,889 | 140,052 |
| Cash Revenue | -88,526 | -37,873 | -50,653 | -186,873 | -113,619 | -73,254 |
| Cash Grants & Reimbursement | -3,089,211 | -3,089,211 | | -9,267,633 | -9,267,633 | |
| Total Revenue | -3,878,910 | -3,892,085 | 13,175 | -11,677,826 | -11,676,255 | -1,571 |
| Expenses | | | | | | |
| Labor | 1,295,794 | 1,354,045 | -58,251 | 3,878,696 | 4,062,135 | -183,439 |
| Benefits | 833,656 | 901,870 | -68,214 | 2,550,177 | 2,705,610 | -155,433 |
| Advertising & Marketing | 8,117 | 10,809 | -2,692 | 34,771 | 32,427 | 2,344 |
| Professional & Technical | 57,374 | 84,238 | -26,864 | 151,611 | 252,714 | -101,103 |
| Outside Services | 38,173 | 44,167 | -5,994 | 124,183 | 132,501 | -8,318 |
| Outside Labor | 127,571 | 169,400 | -41,829 | 303,524 | 508,200 | -204,676 |
| Fuel & Lubricants | 199,757 | 308,572 | -108,815 | 606,459 | 925,716 | -319,257 |
| Supplies | 73,531 | 90,586 | -17,055 | 252,863 | 271,758 | -18,895 |
| Vehicle Maintenance | 52,777 | 85,183 | -32,406 | 167,815 | 255,549 | -87,734 |
| Marketing Supplies | 626 | 2,584 | -1,958 | 18,867 | 7,752 | 11,115 |
| Utilities | 58,342 | 54,331 | 4,011 | 172,875 | 162,993 | 9,882 |
| Insurance | 111,361 | 109,533 | 1,828 | 316,167 | 328,599 | -12,432 |
| Taxes | 12,000 | 22,393 | -10,393 | 42,562 | 67,179 | -24,617 |
| Purchased Transportation | 524,673 | 510,990 | 13,683 | 1,590,001 | 1,532,970 | 57,031 |
| Miscellaneous Expenses | 43,754 | 47,407 | -3,653 | 147,038 | 142,221 | 4,817 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | 17,288 | 16,190 | 1,098 | 52,137 | 48,570 | 3,567 |
| 1. Leases & Rentals | 52,063 | 38,431 | 13,632 | 139,194 | 115,293 | 23,901 |
| Total Operating Expenses | 3,506,858 | 3,850,729 | -343,871 | 10,548,937 | 11,552,187 | -1,003,250 |
| Operating (Surplus) Deficit | -372,053 | -41,356 | -330,697 | -1,128,888 | -124,068 | -1,004,820 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from September 1, 2019 to September 30, 2019

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-----------------|-----------------|------------------|-------------------|-------------------|---------------|
| Revenue | | | | | | |
| Passenger Fares | -22,344 | -23,143 | 799 | -70,154 | -69,429 | -725 |
| Special Transit | | | | | | |
| Cash Revenue | | | | | | |
| Cash Grants & Reimbursement | -539,604 | -539,604 | | -1,618,812 | -1,618,812 | |
| Total Revenue | -561,948 | -562,747 | 799 | -1,688,966 | -1,688,241 | -725 |
| Expenses | | | | | | |
| Labor | 9,493 | 10,734 | -1,241 | 27,438 | 32,202 | -4,764 |
| Benefits | 5,736 | 6,232 | -496 | 18,989 | 18,696 | 293 |
| Advertising & Marketing | | 9 | -9 | | 27 | -27 |
| Professional & Technical | | 417 | -417 | | 1,251 | -1,251 |
| Outside Services | | | | | | |
| Outside Labor | 10,120 | 9,399 | 721 | 30,357 | 28,197 | 2,160 |
| Fuel & Lubricants | 59,164 | 51,400 | 7,764 | 169,826 | 154,200 | 15,626 |
| Supplies | 302 | 1,998 | -1,696 | 1,897 | 5,994 | -4,097 |
| Vehicle Maintenance | | | | | | |
| Marketing Supplies | | | | | | |
| Utilities | 120 | 120 | | 360 | 360 | |
| Insurance | | | | | | |
| Taxes | | | | | | |
| Purchased Transportation | 474,572 | 460,018 | 14,554 | 1,409,761 | 1,380,054 | 29,707 |
| Miscellaneous Expenses | 23,243 | 22,420 | 823 | 68,489 | 67,260 | 1,229 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | | | | | | |
| Leases & Rentals | | | | | | |
| Total Operating Expenses | 582,750 | 562,747 | 20,003 | 1,727,117 | 1,688,241 | 38,876 |
| Operating (Surplus) Deficit | 20,802 | | 20,802 | 38,152 | | 38,152 |

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

RECOMMENDATION:

Receive report on lost and found items left on MST property.

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

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

DISCUSSION:


Per MST's Disposal of Lost and Found Property Policy adopted in February 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: 
Sonia Wills

REVIEWED BY: 
Carl G. Sedoryk

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To: Board of Directors

From: Carl Sedoryk, General Manager / CEO

Subject: Receive update on status of Monterey Branch Line proposals.

RECOMMENDATION:

Receive report on the status of an unsolicited proposal for recreational uses of the Monterey Branch Line that may conflict with future Bus Rapid Transit.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board requested an update on this issue.

DISCUSSION:

In July 2019, Transportation Agency of Monterey County (TAMC) staff received an unsolicited proposal from Mason and Todd Clark of the Museum of Handcar Technology. LLC to use three miles of the Monterey Branch Line rail corridor for a one-month demonstration of tourist handcar operations during the summer of 2020. The applicant proposes to fence off a 70 foot by 10 foot area of the tracks near to the 5th Street underpass in Marina (within the Fort Ord Dunes State Park) to store their vehicles, and they propose to have employees and tourists park on TAMC property at 5th Street. Their estimated cost of \$56,000 does not include payment to TAMC for use of the tracks and property, nor does it include environmental review. They expect to make a small profit by running several handcar trips every day during the one-month demo.

This is not the first proposal TAMC has received for recreational use of the Branch Line tracks, but it is the most developed. Previous proposals include a "rail riders" group with modified bicycles to ride on rail tracks. Since the Museum of Handcar Technology does not propose a unique service, if their Board directs staff to proceed, TAMC staff could prepare, publish and administer a Request for Proposals for a temporary recreational use of the Monterey Branch line tracks. TAMC staff believes that while this is an interesting proposal, running a recreational service on the Monterey Branch Line does not support their Agency's core transportation goals.

As \$908,000 of Local Transportation Funds are utilized annually by TAMC for transportation planning purposes that could otherwise be used to fund additional MST transit service, MST staff has a legitimate concern regarding the viability and appropriateness of this project undertaken by TAMC. Unfortunately, as an ex-officio member of the board, MST does not have a vote regarding how these funds are spent.

There would be a cost in terms of TAMC staff time to conduct a request for proposals, select an operator, and oversee the operations contract and there would be a risk of liability in the event of an accident. If extended beyond the trial period, the project could generate opposition to the planned Measure X "SURF" Highway 1 Busway project (slated for construction within five years) or the long-term plans for light rail service on the Monterey Branch Line.

In the past, working on unsolicited proposals involved substantial staff and legal counsel time to prepare an agreement, and in the end, the operator declined to accept the liability associated with the service. To move forward on this proposal, it would require an amendment to the TAMC's work program and budget, since such a project falls outside current work elements. In addition, some level of work on existing project(s) would need to be delayed in order to prioritize work on this new concept.

Throughout the process, Monterey-Salinas Transit (MST) staff has expressed concerns about service compatibility issues between the planned MST Busway and the proposed handcar recreational enterprise. Generally, the busway would not be in direct conflict with the existing track and areas described in the handcar proposal, with the exception at the so-called "Balloon Spur". Due to existing topography of the area and elevated loop tracks on south end, MST is expecting to cut through the loop and remove a portion of this loop track for the busway lane running through. After that paving happens, the balloon loop would no longer be available as turnaround or staging area for the handcar business. If the handcar trial period were successful and approved to extend further to the north or south from the trial area as proposed, at-grade crossings in Sand City/Seaside and Marina would be a serious concern.

MST staff also expressed safety concerns with potentially increasing pedestrian activity near the proposed busway. The TAMC Rail Policy Committee considered this proposal at its August 5, 2019 meeting, before TAMC had adopted its Policy for Unsolicited Proposals. The TAMC Executive Committee reviewed the conceptual proposal on October 2 and provided direction to staff to bring the proposal to the full Board of Directors due to a 3-3 split vote. A vote to request the proposers submit a detailed proposal per the adopted Policy for Unsolicited Proposals failed 3-3, and a vote to reject the proposal failed 3-3.

At their meeting of October 23, 2019 the TAMC Board of Directors was asked to consider three options as follows:

1. Direct TAMC staff to request the handcar proposers to present a detailed proposal per the adopted Policy for Unsolicited Proposals; or,
2. Direct staff to reject the handcar proposal; or,
3. Direct staff to publish a request for proposals for a temporary recreational use of the Monterey Branch line tracks.

During the discussion of this item, MST staff reiterated our concerns and advocated for the TAMC Board to reject the handcar proposal outright. However, in a split vote, the TAMC Board directed their staff to request a more detailed proposal. The detailed proposal would then be evaluated and presented to the TAMC Executive Committee for further direction. It is also possible for TAMC to pursue a competitive solicitation at that juncture, if warranted.

During the proposal development process MST staff will request very detailed information to satisfy its many concerns and will request policy guidance from your board at an appropriate time.

PREPARED BY: 
Carl G. Sedoryk

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To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

Subject: New Military GoPass

RECOMMENDATION:

Approve new Military GoPass rate of \$265 per month with access to all MST lines.

FISCAL IMPACT:

Setting the Military GoPass rate at \$265, the current allowance set by the Department of Transportation, will allow MST to continue operating the military lines which serve the installations of the Presidio of Monterey, Naval Post Graduate School, Fort Hunter Liggett, and Camp Roberts.

POLICY IMPLICATIONS:

The MST Board sets policy and fare structure. While the military has been enjoying the benefits of the bus pass program for over 10 years, the Board has not set the specific fare. Rather, MST staff has worked with our military partners to implement a fare commensurate with the cost of services provided.

DISCUSSION:

The Department of Defense implemented a Mass Transportation Benefit Program under Executive Order 13150 for its members in 2008. The purpose of the program is to offset commuting costs to active duty military members and DOD civilian employees, including non-appropriated fund (NAF) employees, to reduce pollution and traffic congestion, preserve the environment, and expand transportation alternatives.

MST implemented the current fare structure without the Military GoPass rate in March 2011. Setting a new Military GoPass of \$265 per month will allow MST to continue operating up to 12 military-serving lines. Without this pass rate, many of the military focused transit lines would need to be eliminated for financial purposes.

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

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

To: Board of Directors
From: Norman Tuitavuki – Deputy Chief Operating Officer
Subject: Genfare (GFI) Quote for Probe and Vault Station

RECOMMENDATIONS:

Authorize the purchase of Probe and Vault equipment from Genfare, not to exceed \$130,000.

FISCAL IMPACT:

\$130,000. Funding is available in the Capital Budget.

POLICY IMPLICATIONS:

Your Board approves transactions greater than \$100,000.

DISCUSSION:

MV Transportation, Inc. (MV) currently operates approximately 40% of all MST public transportation services which includes paratransit, On-Call, and a portion of MST's fixed routes. In October 2019, your Board approved a two-year contract extension to MV to continue providing public transportation services for MST. As part of this contract extension, MST identified a cost-savings measure that involves relocating MV's current Operation from the city of Salinas to the Monterey Peninsula.

This relocation project requires MST to purchase and install the GFI probe and vault equipment. Additionally, this equipment can be removed, relocated and installed, at MST's King City Operating Division if, for any reason MST ceases to operate on the Monterey Peninsula at Joe Lloyd Way in the former Fort Ord.

Due to the complex and proprietary nature of this equipment, MST does not have the ability to retain the services of another vendor for this equipment. Approval of this item will allow staff to purchase and install this equipment as part of MV's relocation to the Monterey Peninsula.

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

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To: Board of Directors

From: K. Halcon, Director of Human Resources-Risk Management

Subject: Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) and Monterey-Salinas Transit District (MST).

RECOMMENDATION:

Ratify the CBA between MST and ATU employees.

FISCAL IMPACT:

The overall cost of the contract is within the FY2020 budget and within the direction given by the Board.

POLICY IMPLICATIONS:


Your Board approves the CBA between MST and ATU.

DISCUSSION:

At the September 9, 2019 meeting, your Board provided the labor negotiating team with the financial authority to present a last, best and final offer to the Amalgamated Transit Union Local No. 1225. The offer was agreed to and accepted by the negotiating team and the ATU membership. At the October 7th MST Board closed session, the board reviewed the agreed upon terms of the agreement and agreed to recommend the ratification of the CBA.

The accepted terms of the contract include 3% wage increase effective on January 11, 2020, with 3% wage increases scheduled for January 9, 2021 and January 8, 2022. Based on the timing of the ratification versus the date of the expiration of the past contract, MST will pay each ATU member employed on the date of ratification a one-time lump sum payment of \$250.00. MST has also agreed to an increased monthly contribution toward employee health premiums.

PREPARED BY:



Kelly Halcon

REVIEWED BY:



Carl G. Sedoryk

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To: Board of Directors
From: Norman Tuitavuki – Deputy Chief Operating Officer
Subject: Purchase Two (2) Gillig Zero Emission Buses

RECOMMENDATIONS:

Authorize the purchase of up to two (2) zero emission buses from Gillig, LLC of Livermore, California in an amount not to exceed \$1,908,000.

FISCAL IMPACT:

Not to exceed \$1,908,000. Funding is available in the Capital Budget and through various grants, vouchers, and other funding opportunities available to MST of which are described below:

California Low Carbon Transit Operations Program (LCTOP)

FY 17/18 \$ 507,914.00

FY 18/19 \$ 65,441.00

Monterey Bay Air Resources District (MBARD)

FY 18/19 \$ 400,000.00

FY 19/20 \$ 382,032.00

Hybrid & Zero-Emission Truck & Bus Voucher Incentive Project (HVIP)

Bus Voucher \$ 150,000.00

Bus Voucher \$ 150,000.00

Total of Remaining Balance

MST Capital Budget \$ 252,613.00

POLICY IMPLICATIONS:

Your Board approves transactions greater than \$100,000.

DISCUSSION:

As a public transit operator, MST is required to adhere to the Innovative Clean Transit (ICT) regulation adopted by the California Air Resources Board (ARB). In summary, MST is required to move to a 100% zero emission heavy-duty bus fleet (in phases) over the next several years. To ensure we fulfill our obligation to the ICT, staff is carefully planning, researching, and analyzing all zero emission options.

In 2018, MST introduced two (2) all electric BYD buses that are currently operating in Salinas. These buses have met the vendor specified mileage range with no major issues or problems. MST intends to continue exploring zero emission technology by purchasing, operating, and maintaining up to two (2) all electric buses from Gillig, LLC of Livermore, California.

Gillig is a leading manufacturer of heavy-duty transit buses. In fact, 93% of MST's heavy-duty bus fleet is manufactured by Gillig. Buses are expected to be delivered within eighteen (18) months or sooner from the date MST issues a purchase order.

The Commonwealth of Virginia recently awarded a contract to Gillig, LLC (E194-81688 Electric Transit Bus Contract) for all electric buses that was competitively bid. MST is seeking to piggy-back off of this procurement and is hereby seeking MST Board of Directors' authorization to purchase up to two (2) zero emission buses off of Virginia's Electric Transit Bus Contract for a price not to exceed \$1,908,000 for both buses.

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

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

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for September 2019 (Attachments 1 – 5).

Passenger boardings are down 3.5% for the first quarter ending September 30 as compared to the same period last year. Ridership increases on Line 23 King City – Salinas appear to be attributed to implementation of Hartnell College Free Fare program. Recent service cuts on Line 20 Salinas-Monterey and JAZZ lines resulted in ridership decreases. Preventable accidents continued to be a problem through the reporting period; however, since implementing in-person safety consultations with all MST employees, staff is confident that better results will be seen in the coming months.

Staff has become aware of a perceived problem within the US ARMY regarding the pricing of our military passes to fund custom services for military personnel through the federal transit benefit. I have personally met with the Garrison Commander and a meeting between Garrison Command and MST executive leadership will take place later this month in an attempt to make certain that this popular program remains financially viable. (See agenda item 3-8).

On September 13, I attended a meeting of the California Transit Association Executive Committee in Santa Ana, CA. On September 16, I visited Sunline Transit in Palm Desert, CA to view their hydrogen fuel cell buses and infrastructure program. On September 27-28, I attended the International Zero Emission Bus Conference in San Francisco, CA to listen to presentations from early adopters of both battery electric and fuel cell zero emission buses to learn from their experiences and to help formulate a future strategy for MST to comply with the Innovative Clean Transit Rule.

Attachment #1 – Dashboard Performance Statistics – September 2019
Attachment #2 – Operations Dept. Report – September 2019
Attachment #3 – Facilities & Maintenance Dept. Report – September 2019
Attachment #4 – Administration Dept. Report – September 2019
Attachment #5 – FY 20 Action Plan Status Update – September 2019

PREPARED BY: _____



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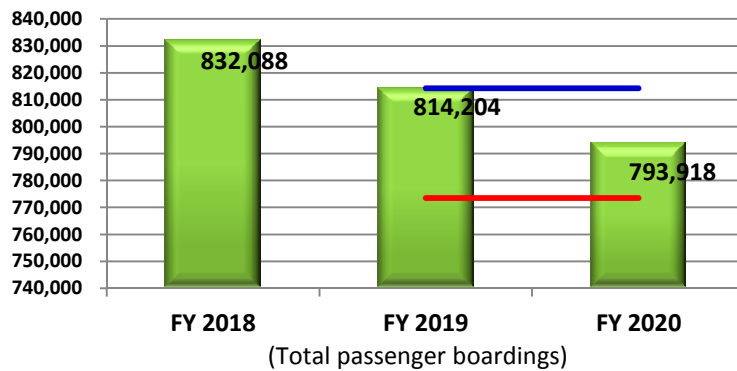
MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - August

Fiscal Years 2018-2020

Ridership



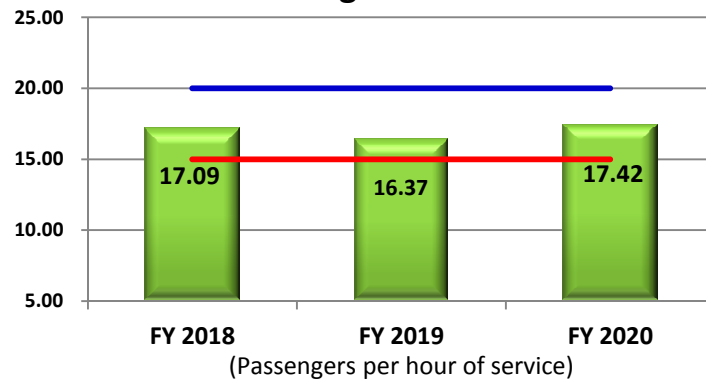
**Goal = 814,204
passengers**

**Minimum = 773,494
passengers**

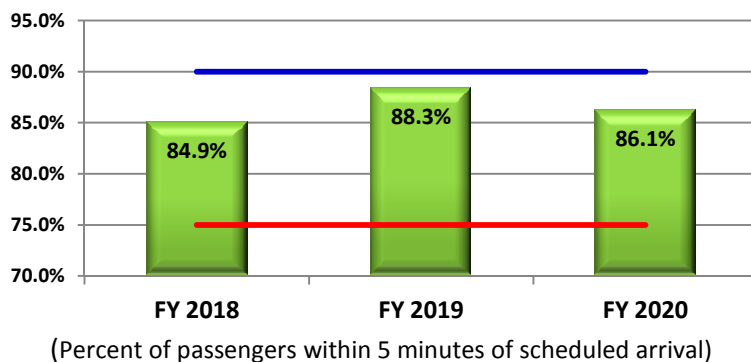
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



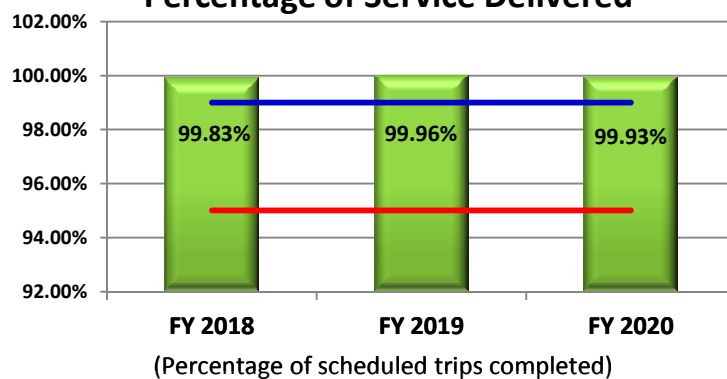
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

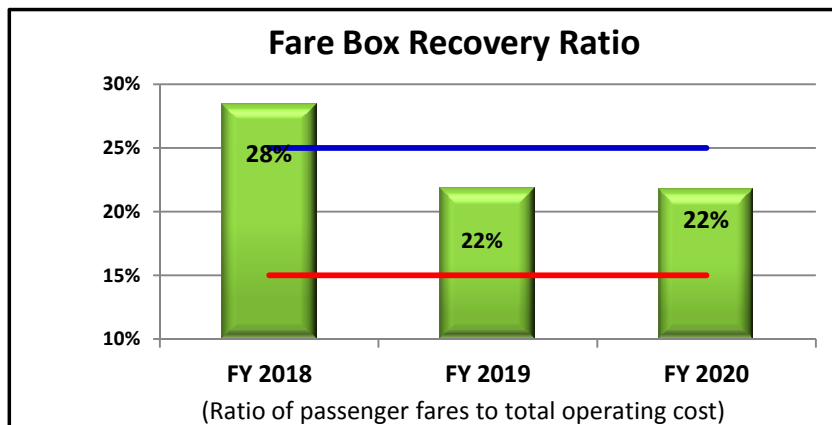


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - August

Fiscal Years 2018-2020

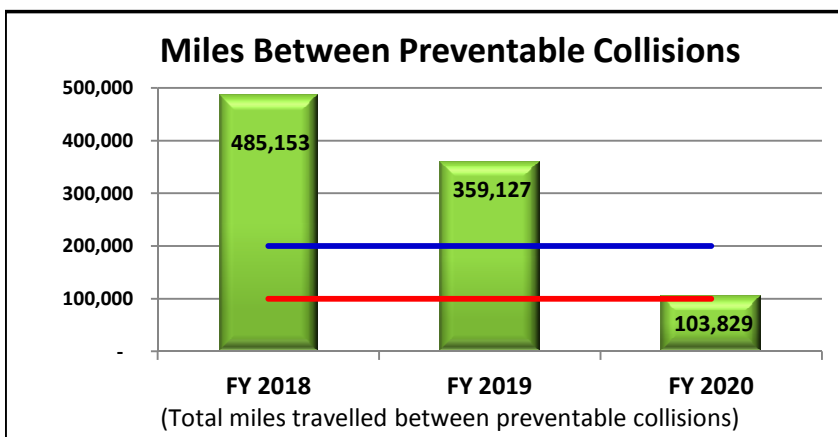
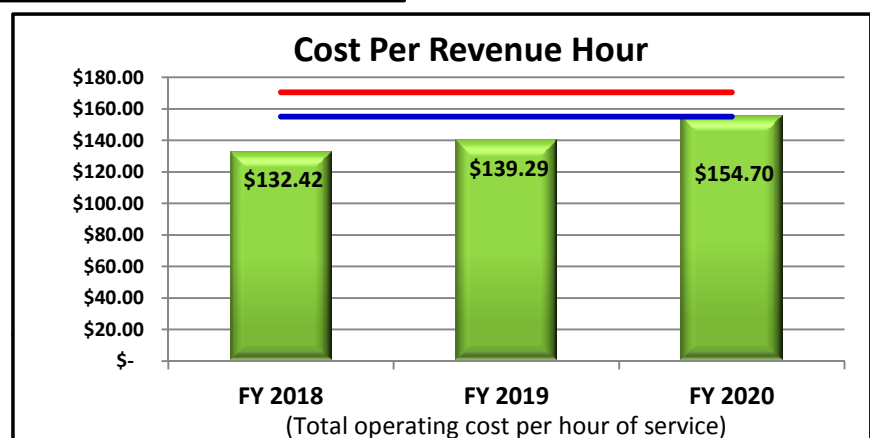


Goal = 25%

Minimum = 15%

Goal = \$155.00 per RH

Maximum = \$170.50 per RH

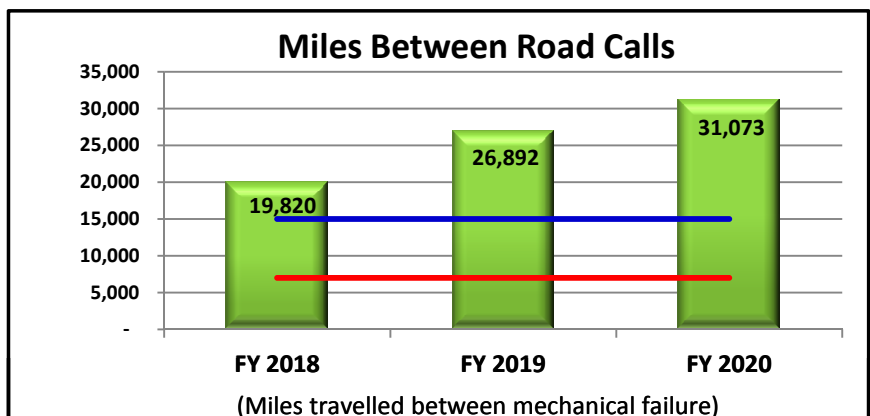


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

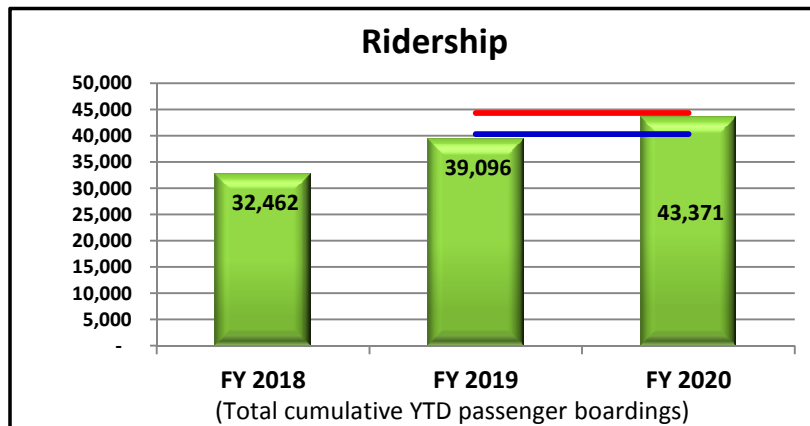


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - September

Fiscal Years 2018-2020

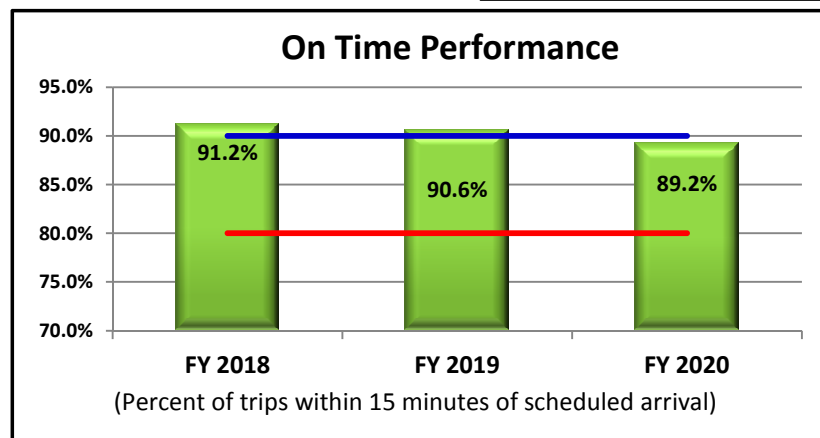
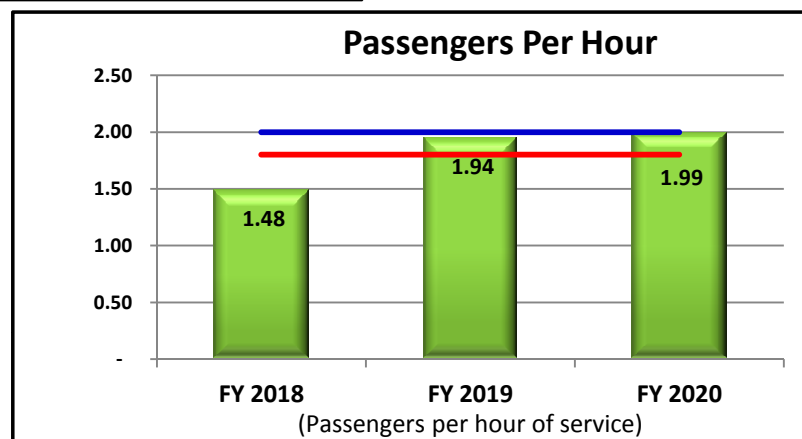


**Goal = 40,269
passengers**

**Maximum = 44,296
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

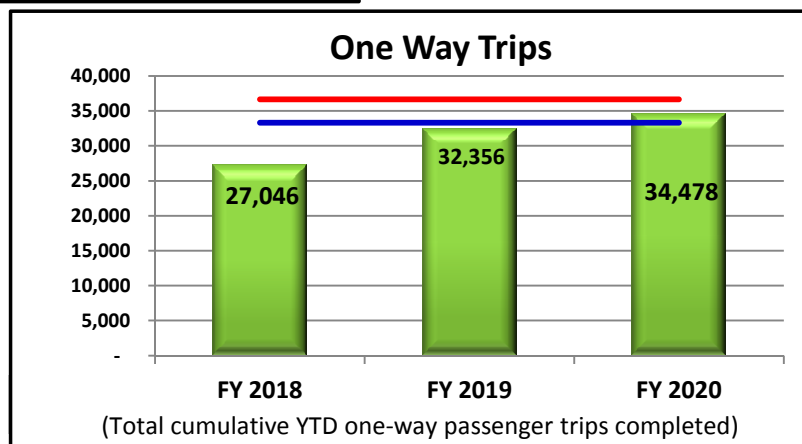


Goal = 90% on time

Minimum = 80% on time

**Maximum = 36,659
one-way trips**

**Goal = 33,327
one-way trips**

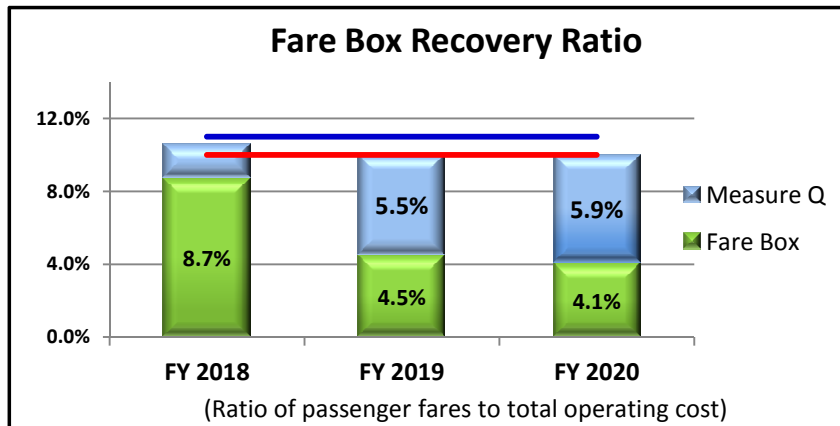


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - September

Fiscal Years 2018-2020

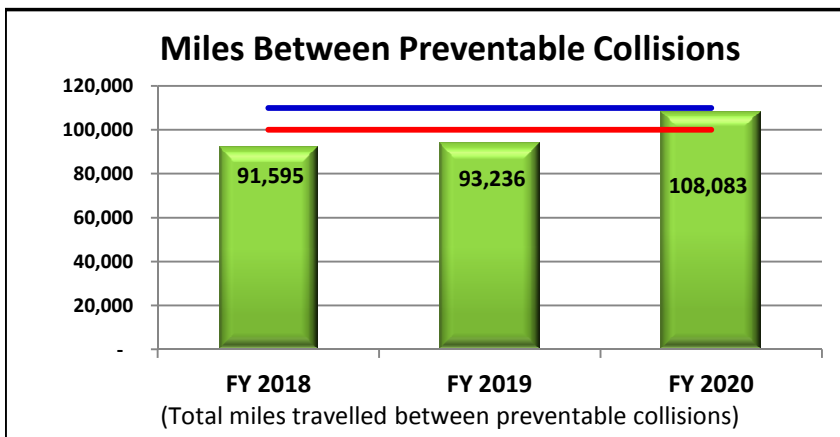
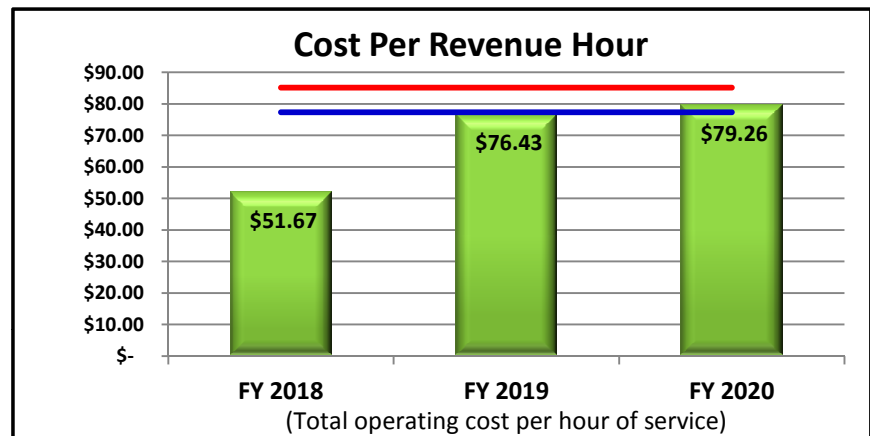


Goal = 11%

Minimum = 10%

Goal = \$77.37 per RH

Maximum = \$85.11 per RH

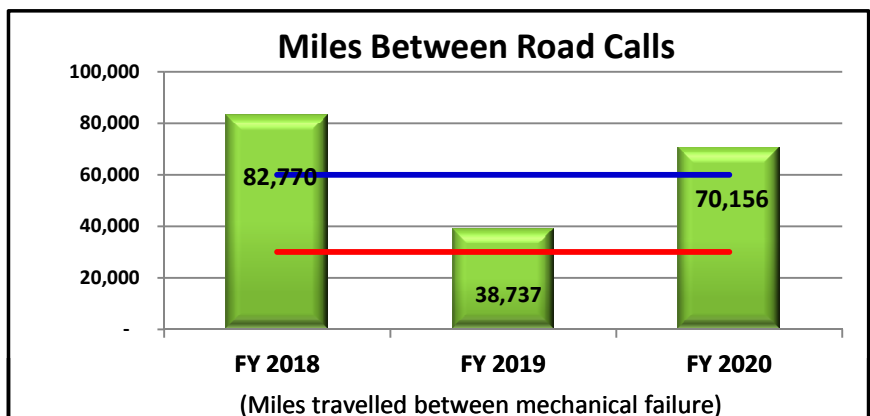


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

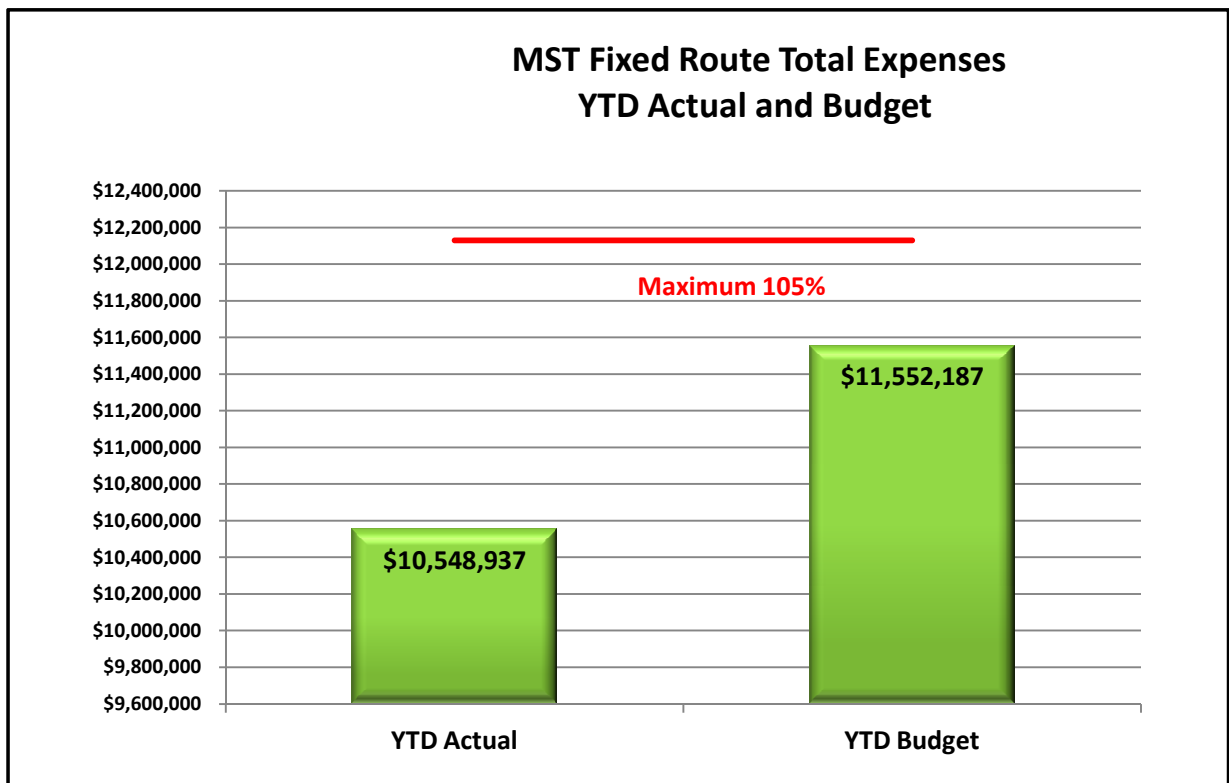
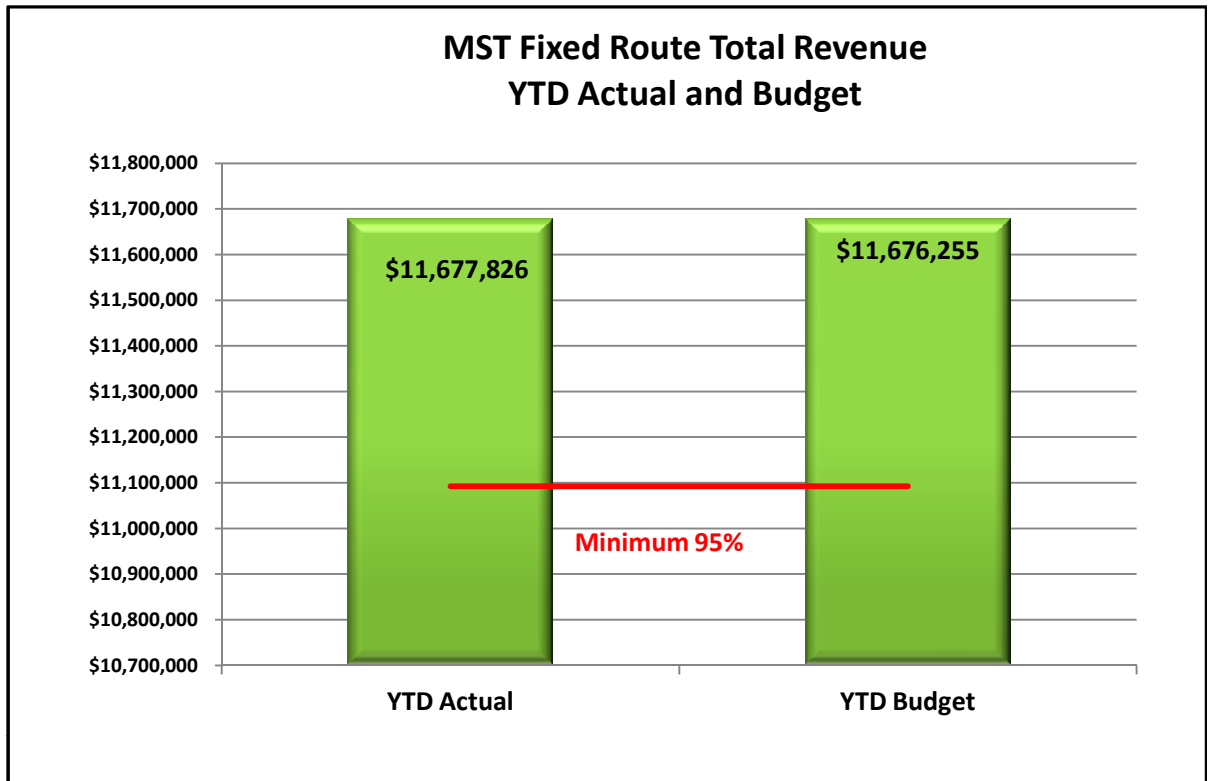


MST Fixed Route

Financial Performance Comparative Statistics

July - September

Fiscal Years 2017-2020

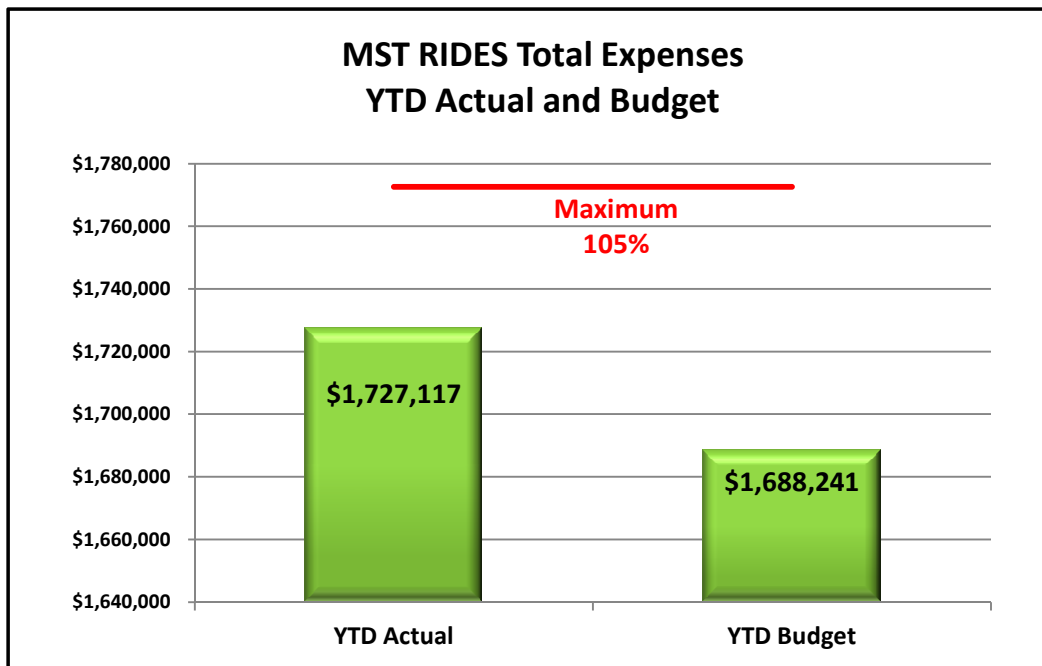
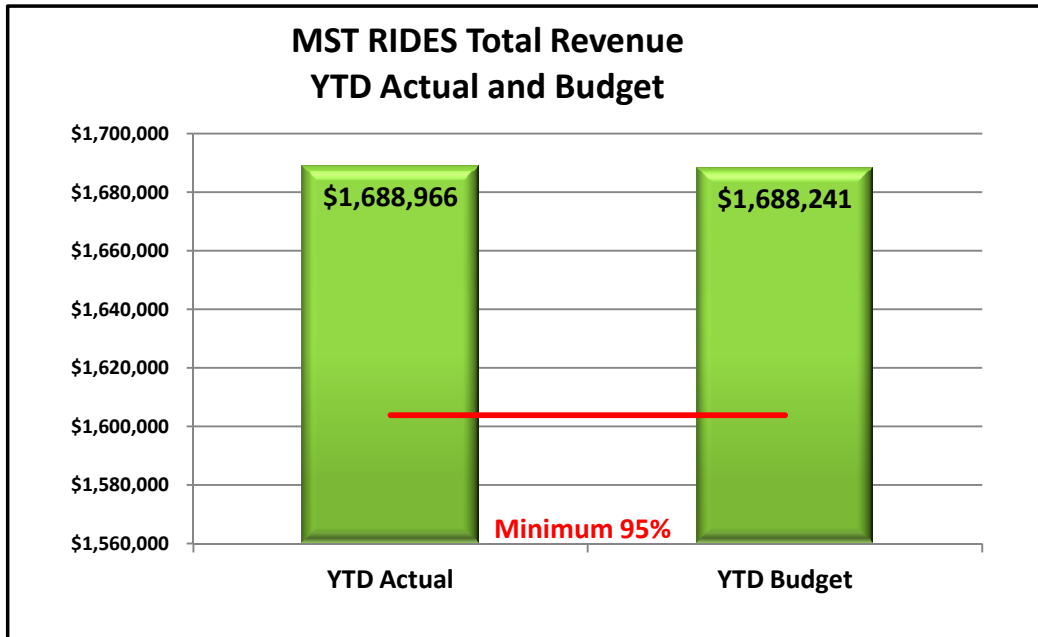


MST RIDES

Financial Performance Comparative Statistics

July - September

Fiscal Years 2017-2020



October 22, 2019

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

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

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 383,341 in September 2019, which represents a 5.59% decrease as compared to September 2018, (406,048). For the fiscal year to date, passenger boardings have decreased by 3.52% from last year.

Productivity remained unchanged from 17.0 passengers per hour in September 2018 to 17.0 passengers per hour in September of this year.

Supplemental / Special Services:

August 30 -September 2: Supplemental transportation service was provided in support of the annual Monterey County Fair. The service recorded 7,774 passenger boardings over this four day event. This represents a 39.70% decrease in passenger boardings (12,893) over last year's event.

September 27 - 29: Supplemental transportation service was provided in support of the annual Monterey Jazz Festival. The service recorded 10,478 passenger boardings over this three day event. This represents a 10.57% decrease in passenger boardings (11,717) over last year's event.

System-Wide Statistics:

- Ridership: 383,341
- Vehicle Revenue Hours: 22, 468
- Vehicle Revenue Miles: 359, 026
- System Productivity: 17.0 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 31,178

Time Point Adherence: Of 130,669 total time-point crossings sampled for the month of September, the Transit Master™ system recorded 25,263 delayed arrivals to MST's published time-points system-wide. This denotes that **80.66%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2019 - 2020.*)

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.

Service Canceled: As listed below, there were a total of eleven (11) service cancellations for the month of September for both directly operated and contracted services:

| Total Trips Completed: 31,178 | | | |
|-------------------------------|----------|----------|-------------|
| Category | MST | MV | % |
| Accident | 2 | 1 | 27.27% |
| Mechanical | 3 | 3 | 54.55% |
| Staffing Shortage | 2 | 0 | 18.18% |
| Totals | 7 | 4 | 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 September 2018 and 2019:

| Occurrence Type | September-18 | September-19 |
|-------------------------|--------------|--------------|
| Collision: MST Involved | 12 | 8 |
| Employee Injury | 1 | 1 |
| Medical Emergency | 2 | 1 |
| Object Hits Coach | 4 | 0 |
| Passenger Conflict | 8 | 5 |
| Passenger Fall | 6 | 8 |
| Passenger Injury | 1 | 0 |
| Other | 1 | 2 |
| Near Miss | 2 | 0 |
| Fuel / fluid Spill | 2 | 0 |
| Unreported Damage | 2 | 0 |
| Totals | 41 | 25 |

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of September there were 14,768 passenger boardings. This denotes a 15.61% increase in passenger boardings from September of 2018, (12,774). For the Fiscal year – passenger boardings have increased by 10.93% over FY 2019.

- Productivity for September 2019 was 1.95 passengers per hour, increasing from 1.83 passengers per hour in September 2018.
- For the month of September, 87.51% of all scheduled trips for the MST RIDES program arrived on time, decreasing from September of 2018, (89.68%).

COMMUNICATIONS CENTER:

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

| Agency Type | Incident Type | Number Of Responses |
|--------------------|--------------------------------------|----------------------------|
| Police | Passenger Disturbance / Other | 3 |
| EMS | Passenger Medical Emergency / Injury | 5 |
| Fire Department | Assistance with a disabled passenger | 1 |

Robert Weber

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ATTACHMENT 3

October 21, 2019

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

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

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

| FY20 Fuel Budget: | Average Fuel Price September 2019: | Average Fuel Price: FY2020 |
|------------------------------|---|---------------------------------------|
| Diesel: \$3.10 | \$2.64 | \$2.60 |
| Gasoline: \$3.20 | \$2.83 | \$2.83 |

| Period: | Revenue Fleet: Operating Cost Per Mile: | Revenue Fleet: Miles Between Major Mechanical Road Calls:¹ |
|------------------------|--|--|
| September: 2019 | \$0.95 | 21,850 |
| YTD: FY 2020 | \$1.02 | 23,415 |
| FY 2019 | \$0.93 | 24,364 |
| FY 2018 | \$0.92 | 17,265 |

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

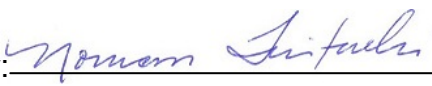
Department Activities/Comments:

For the month of September, MST's revenue fleet traveled 21,850 miles between major mechanical road calls. MST incurred a total of (19) road-calls, of which (14) were classified as major mechanical failures, and (5) were classified as other mechanical issues. The highest number of major mechanical road calls was a result of engine issues. MST's miles traveled between major mechanical road calls fell by 4% compared to the same period last fiscal year. Maintenance staff continually reviews all work orders, road call information, and other trends to ensure MST's vehicles travel as far as possible without interruption.

In September, a number of Maintenance technicians completed a training course offered by the Southern California Regional Transit Training Consortium (SCRTTC).

Many of these same technicians are now participating in the next course offering which ends in October and will further increase their electrical knowledge of transit buses. As a member agency, MST receives this valuable training free of charge.

Staff participated in a number of webinars related to Zero Emissions Bus (ZEB) and also attended the ZEB Symposium in San Francisco. MST regularly participates in ZEB related meetings, webinars, and conferences to ensure MST is fulfilling its obligation to zero emissions and California's Air Resources Board (ARB) regulations.

Prepared by: 
Norman Tuitavuki

Reviewed by: 
Carl G. Sedoryk

ATTACHMENT 4

Date: October 22, 2019

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department Monthly Report – September 2019**

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

Human Resources

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

| Positions | Budget FY20 | Actual | Difference |
|-------------------------------|--------------------|---------------|-------------------|
| Coach Operators F/T | 136 | 132 | -4 |
| Coach Operators Limited Duty | 0 | 0 | 0 |
| CO Occupational Injuries | 1 | 0 | -1 |
| Operations Staff | 37 | 34 | -3 |
| Maintenance & Facilities | 52 | 49 | -3 |
| Administrative (Interns 1 PT) | 30 | 30 | 0 |
| Total | 256 | 245 | -11 |

*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.

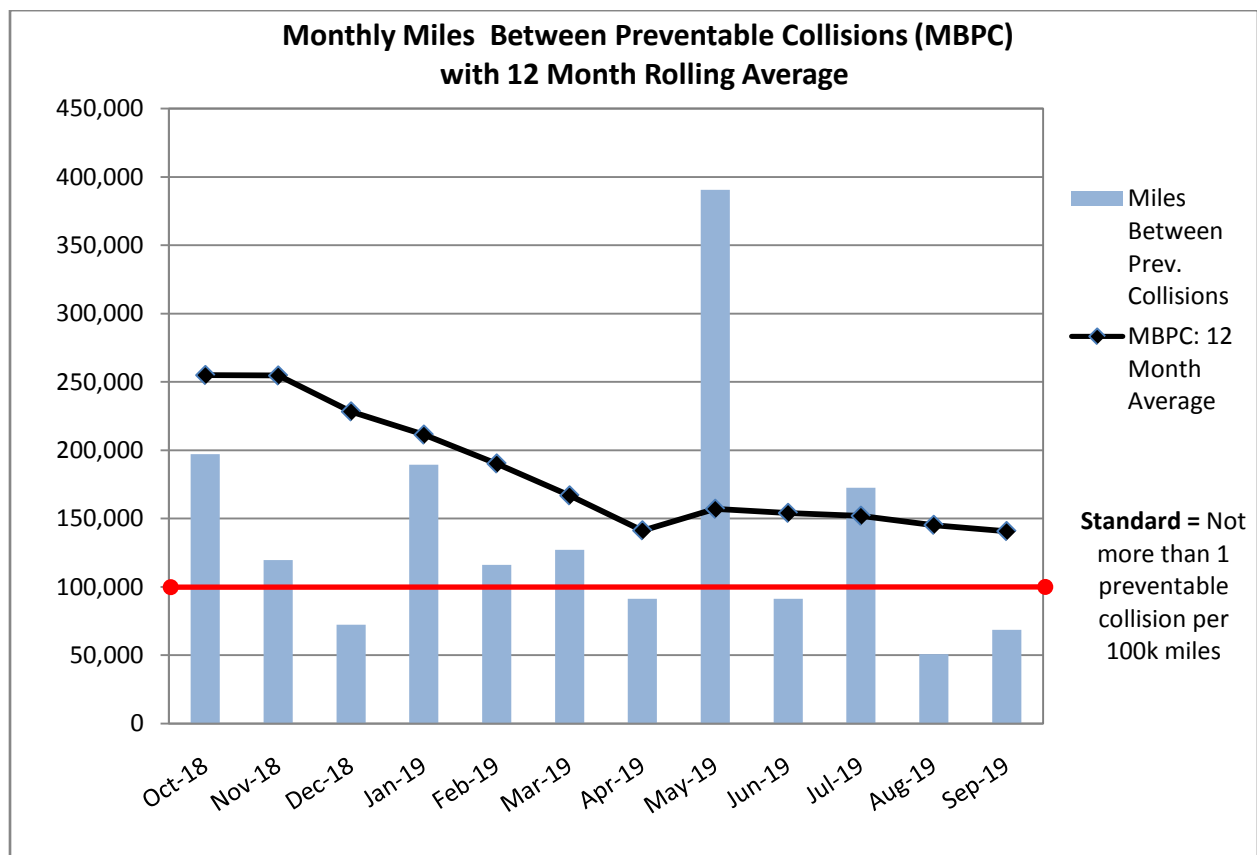
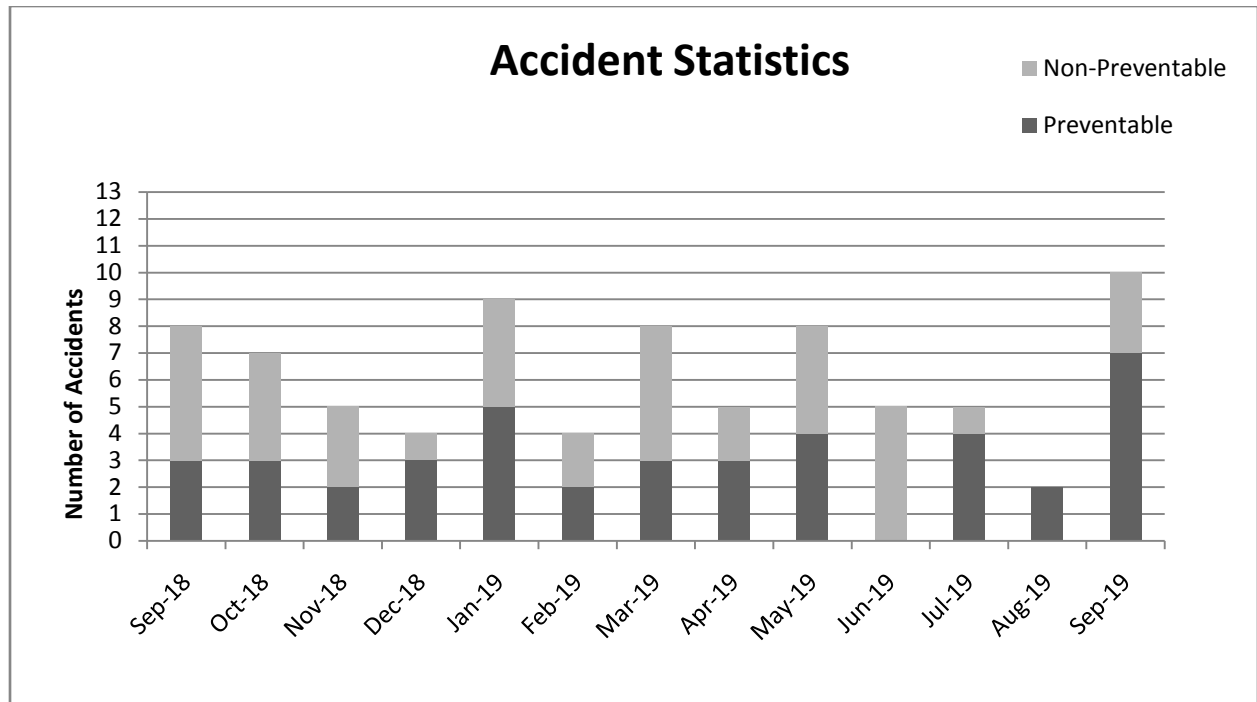
| September Worker's Compensation Costs | |
|--|----------------------|
| <i>Indemnity (paid to employees)</i> | \$6,461.89 |
| <i>Other (includes Legal)</i> | \$8,658.62 |
| <i>Medical includes Case Mgmt, UR, Rx & PT</i> | \$5,742.78 |
| <i>TPA Administration Fee</i> | \$5,708.33 |
| <i>Excess Insurance</i> | \$8,216.08 |
| Total Expenses | \$34,787.70 |
| Reserves | \$706,633.61 |
| Excess Reserved | (\$25,633.61) |
| # Ending Open Claims | 35 |

Training

| Description | Attendees |
|--|-----------|
| Annual Coach Operator Verification of Transit Training | 11 |
| Post Accident/Incident Re-training | 2 |
| Return to Work Re-training | 0 |
| AB1825 Harassment Prevention Training | 3 |
| Maintenance Safety Training: Fall Protection | 12 |
| FTA Procurement Workshop | 2 |
| Libert Cassidy Whitmore: Labor Code 101 for public agencies | 6 |
| Drug and Alcohol Training-Supervisor Reasonable Suspicion | 1 |
| FEMA: Basic Incident Command System for Initial Response ICS-200 | 2 |
| FEMA: ICS-100 | 3 |
| Alliance Career Training Solutions: Advanced Business Writing for Professionals | 1 |
| SamTrans: Basic Repair Skills; 40 hours classroom and lab instruction | 2 |
| Alliance Career Training Solutions: Excel Level 1 | 1 |
| SCRTTC: eDVOM-Distance Education Digital Volt Ohm Meters | 2 |
| In-Service Training: Zonar | 3 |
| SamTrans: Multiplex and Charging Systems; 40 hours classroom and lab instruction | 2 |

Risk Management

| | September 2019 Preventable | | September 2018 | |
|------------------------------|-------------------------------|----------|-------------------|----------|
| Description | Yes | No | Yes | No |
| POV Vehicle hits MST Vehicle | 0 | 0 | 0 | 0 |
| MST Preventable Accidents | 5 | 3 | 3 | 5 |
| TOTAL | 5 | 3 | 3 | 5 |



Customer Service

| Service Report Type | MST | Other Provider* | # of valid reports | % of reports received** | September 2018 | % of reports received** |
|--|------------|----------------------------|-----------------------------------|--|---------------------------|--|
| ADA Compliance | 0 | 0 | | 0.0% | 4 | 5.3% |
| Agency Policy | 0 | 0 | | 0.0% | 2 | 2.6% |
| Bus Stop Amenities | 2 | 0 | 1 | 2.2% | 1 | 1.3% |
| Carried By | 0 | 0 | | 0.0% | 0 | 0.0% |
| Discriminatory behavior by employee | 0 | 0 | | 0.0% | 0 | 0.0% |
| Early Departure | 1 | 0 | | 1.1% | 3 | 3.9% |
| Employee Other | 0 | 0 | | 0.0% | 3 | 3.9% |
| Facilities Vandalism | 0 | 0 | | 0.0% | 0 | 0.0% |
| Fare / Transfer Dispute | 1 | 2 | 2* | 3.3% | 1 | 1.3% |
| Full Bus / Left Behind | 0 | 0 | | 0.0% | 0 | 0.0% |
| Harassment by Employee | 0 | 0 | | 0.0% | 0 | 0.0% |
| Improper Driving | 9 | 7 | 4/1* | 17.4% | 6 | 7.9% |
| Improper Employee Conduct | 10 | 1 | 3 | 12.0% | 9 | 11.8% |
| Inaccurate Public Information | 0 | 1 | 1* | 1.1% | 3 | 3.9% |
| Late Arrival | 6 | 11 | 3/3* | 18.5% | 4 | 5.3% |
| Late Departure | 0 | 0 | | 0.0% | 1 | 1.3% |
| No Show | 2 | 3 | 1 | 5.4% | 5 | 6.6% |
| Off Route | 0 | 0 | | 0.0% | 3 | 3.9% |
| Overcrowding | 0 | 0 | | 0.0% | 0 | 0.0% |
| Passed By | 3 | 4 | 1 | 7.6% | 11 | 14.5% |
| Passenger Conduct | 1 | 0 | 1 | 1.1% | 2 | 2.6% |
| Passenger Injury | 0 | 0 | | 0.0% | 0 | 0.0% |
| Reasonable Modification | 0 | 0 | | 0.0% | 0 | 0.0% |
| Request To Add Service | 5 | 0 | 4 | 5.4% | 3 | 3.9% |
| Request To Reduce Service | 0 | 0 | | 0.0% | 0 | 0.0% |
| Routing | 3 | 0 | 3 | 3.3% | 0 | 0.0% |
| Service Animal | 0 | 0 | | 0.0% | 0 | 0.0% |
| Service Other | 13 | 4 | 4/1* | 18.5% | 12 | 15.8% |
| Service Schedule | 2 | 0 | 1 | 2.2% | 2 | 2.6% |
| Taxi | 0 | 0 | | 0.0% | 0 | 0.0% |
| Title VI Complaint | 0 | 0 | | 0.0% | 1 | 1.3% |
| Unsafe Conditions | 0 | 0 | | 0.0% | 0 | 0.0% |
| Vehicle Maintenance | 1 | 0 | | 1.1% | 0 | 0.0% |
| Sub total reports | 59 | 33 | | | | |
| Grand Total MST and *Other Provider | | 92 | | 100.0% | 76 | 100.0% |

| | | |
|---------------------|---|---|
| Employee Compliment | 2 | 2 |
| Service Compliment | | |

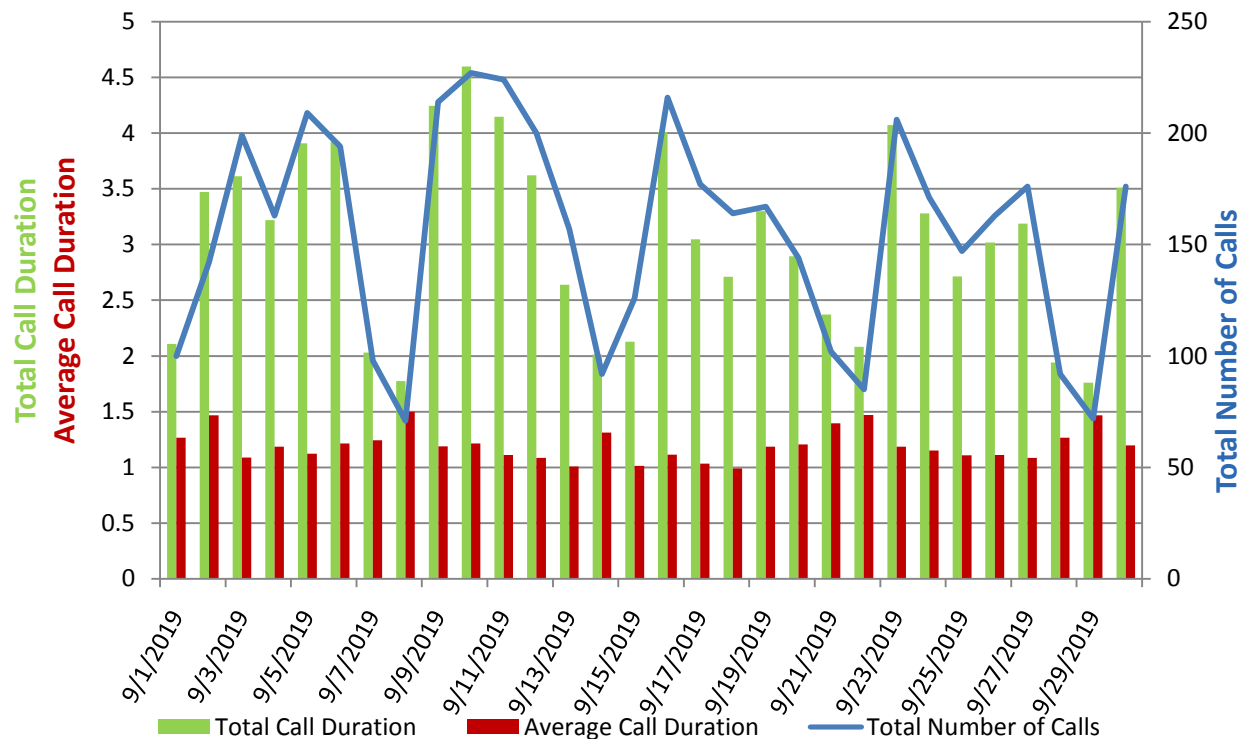
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of September 2019, MST received a total of 4,674 calls which lasted a total of 91 hours and 20 minutes. The average call duration was one minute and ten seconds (1:10). MST received the most number of calls on Tuesday, September 10, at 227. Of the total number of calls, 1,368 (29%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Customer Service Call Center Report September 2019



Finance Update

General Accounting/Accounts Payable

During the month of September, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to work effectively to meet financial reporting deadlines. During September 3-6, Eide Bailly, LLP (formerly Vavrinek, Trine, Day & Co. LLP (VTD)) was onsite performing MST's financial audit for FY19.

Payroll

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

Grants

During the month of September staff attended a grant workshop at Caltrans District 5 headquarters in San Luis Obispo. Grant materials were compiled for the agency's final audit, and staff participated in the FTA Triennial Review.

Purchasing

During the month of September, staff worked on a number of procurement and inventory management objectives. Parts staff worked on placing orders and managing inventory levels at TDA and CJW locations. The inventory value for the month of September was \$221,751.90 which represents an increase of 9% over the month of August where inventory value was at \$201,248. The increase was due to a higher inventory level of fast moving items that were purchased through an existing Gillig, Inc. credit. Staff continues to define and evaluate the best level of inventory to support Maintenance needs. Staff also worked on several large procurements including the South County Operations and Maintenance Facility project, tire lease services, and renewals of contracts and MOU's. Staff also met with the FTA reviewer and provided documents as requested.

Information Technology Update

Staff assisted with the installation and configuration of equipment on the new vehicles, and added hardware retired to the Intelligent Transportation Systems (ITS) inventory, after being removed from decommissioned vehicles.

Staff worked with Operations and Maintenance Department personnel in monitoring and, when necessary, with the configuration of the (ITS) equipment installed on the vehicles and in the MST 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 solar-powered electronic signs at various bus stops that display real-time bus arrival information for passengers. Staff monitored and configured the fixed-route real-time bus arrival/departure system.

Staff monitored and configured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system, including more planning for the upcoming implementation of the Facilities module. 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 RealTime 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 implementation of the final module in the Hastus system.

Staff liaised with the Facilities department during the Salinas Transit Center remodel for the IT and telephony equipment installation.

Staff configured the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements. Staff continued working on specifications and cost for hardware and software upgrade requirements needed for FY 2020.

Marketing Update

MST RealTime Usage:

| 2018 | Text | RealTime Phone | CSR Phone | App Sessions | App Users |
|-------------|-------------|-----------------------|------------------|---------------------|------------------|
| September | 10,159 | 956 | 4,423 | 182,161 | 7,488 |
| October | 9,856 | 1, 037* | 4,509 | 202,154 | 7,927 |
| November | 8,713 | 1,334 | 4,456 | 160,410 | 7,622 |
| December | 7,412 | 1,042 | 4,188 | 140,110 | 7,053 |
| 2019 | | | | | |
| January | 7,379 | 961 | 4,134 | 146,475 | 7,649 |
| February | 7,285 | 822 | 3,515 | 186,958 | 8,119 |
| March | 8,068 | 1,130 | 3,923 | 193,982 | 8,142 |
| April | 8,467 | 947 | 3,925 | 196,257 | 7,587 |
| May | 8,433 | 1,108 | 4,234 | 298,488 | 8,780 |
| June | 8,301 | 1,105 | 4,276 | 277,891 | 8,317 |
| July | 9,008 | 1,251 | 5,292 | 274,073 | 8,092 |
| August | 10,904 | 1,422 | 5,103 | 220,049 | 10,184 |
| September | 10,983 | 1,368 | 4,674 | 232,152 | 10,149 |

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: "Highway corridor project to get public vetting" (Monterey Herald, 9/23/19), "MST Introduces New Trolley-Style Buses" (Passenger Transport, 9/27/19).

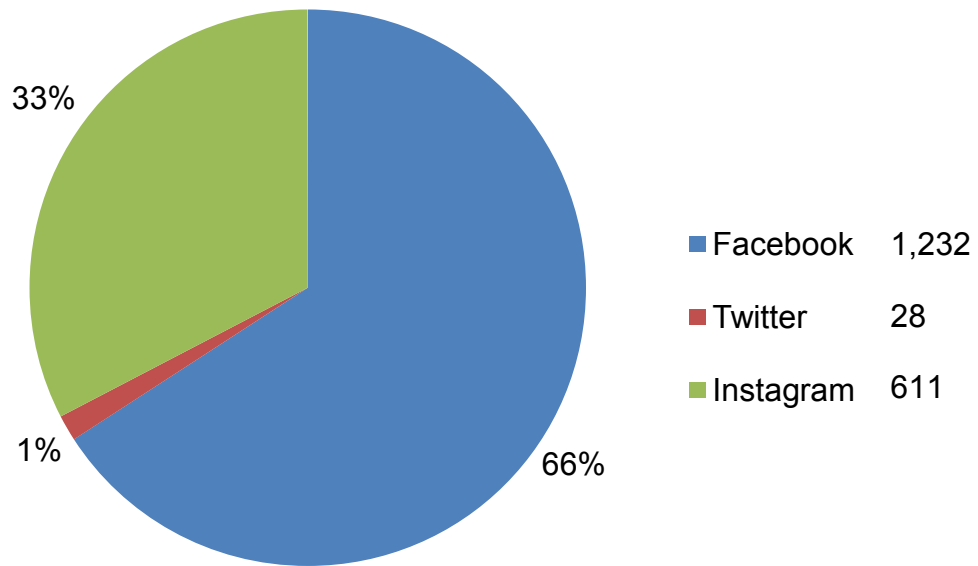
Press releases sent include: "MST Assistant General Manager Retires, Replaced by Director of Planning and Marketing" (9/10/19), "MST Hosts Neighbors from Santa Cruz Metro, SLO Regional Transit Authority, and San Benito Local Transportation Authority" (9/2/19).

Community outreach: Staffed information booth (weekly on Wednesdays) at Gathering for Women in Monterey; staffed information booth at the Age Well Drive Smart in Pebble Beach and in Monterey; staffed information booth at Second Annual Community Power Festival in downtown Monterey; staffed information booth at Monterey Bay Community Power Clean Energy Forum in Seaside.

Projects: Distributed TransLoc (microtransit) brochures in South County cities and Marina. Customer Service Representatives were on board On Call buses to help inform, educate, and encourage passengers to use the TransLoc app. Partnered with Alzheimer's Association to bring awareness and focus to riders, staff, and the community about the disease.

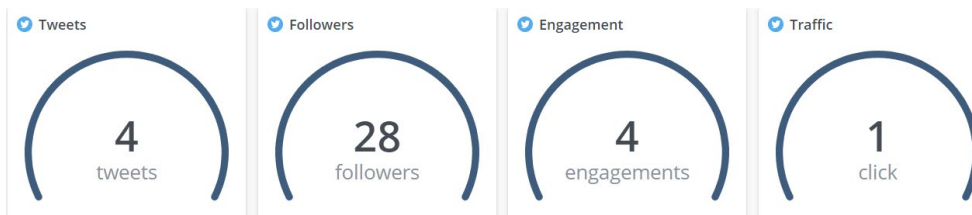
Collaborative/Meeting/Committees: Attended Monterey County Community Voice for Aging collaborative meeting in Monterey; attended a meeting with staff from Salinas Valley Solid Waste Authority to discuss opportunity to implement MST field trip program in partnership with program managed by Authority.

Social Fans



Overview by Social Media Platform:

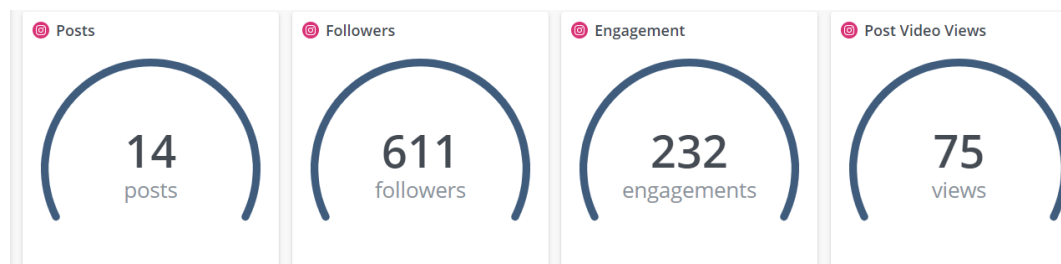
NEW! Twitter



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 September, 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 decline after changes relating to how the Presidio administers the program. Staff continues to help the Presidio increase the number of participants in the military program. Revenues are not matching expenses and staff will continue to monitor participation levels closely and make service adjustments as needed. With approval of Presidio leadership, the benefit amount was 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.

Staff continued monitoring the microtransit pilot in the South County cities and Marina where On Call services are offered. The launch of microtransit started in late August.

Staff participated with local transportation representatives and the Monterey Bay Economic Partnership to share updates and develop a transportation toolkit for Partnership members.

Staff began work on updating design criteria in MST's Designing for Transit guidelines. This document helps guide cities and the County to better plan for supportive transit facilities and amenities.

The Monterey County Convention and Visitors Bureau hosted a transportation meeting which staff attended. There is increased local interest in supporting active transportation including promoting public transportation.

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, Monterey Peninsula Chamber of Commerce Government Affairs Committee, and the Fort Ord Reuse Authority.

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FY 2020 Project Action Plan Status Update – September 2019

1. Begin operations of mini bus fixed route services from Joe Lloyd Way facility. August 2019
Status: Delayed due to continuing negotiations with both MV Transit and Army Corp of Engineers which were completed in October 2019. Staff is working on a transition plan to occur during Winter 2020.
2. Resolve federal funding issues with Department of Labor. August 2019
Status: Complete. Based on the successful outcome of litigation, the Amalgamated Transit Union has dropped objections to MST grants related to PEPPRA and the US DOL is certifying grants.
3. Develop Information Technology software and capital replacement plan. September 2019.
Status: Delayed as MST staff works to bring on consulting to team to assist with implementation of IT strategic plan, policies, and procedures
4. Complete negotiations of ATU 1224 labor agreement. December 2019.
Status: Complete, pending board ratification of contract on November 4, 2019.
5. Complete Permit and procurement design/build, and start construction of South County maintenance facility. March 2020.
Status: Staff is on schedule to recommend design/build firm at the December 2019 board meeting with construction scheduled to begin in June 2020.
6. Update Measure Q Transit Investment Plan (QTIP) for 2020 – 2024. December 2019.
Status: On target with staff meeting taking place to develop an updated plan.
7. Accept delivery and place in to service new electric and conventional fuel buses, trolleys, mini buses, service and support vehicles .Ongoing .
Status: Since July 1, MST has placed into service 5 Trolleys, received 10 minibuses, and one 40' GILLIG bus. With a second Air District grant, staff is recommending the purchase of two additional zero-emission battery electric buses.
8. Start multi-year environmental review for Phase 2 Bus Rapid Transit (SURF!) pending award of funding from California Transportation Commission. October 2019.
Status: Completed Environmental Review contracted awarded and review has begun.
9. Commence microtransit services within current MST OnCall service areas. January 2020.
Status: Completed with six month microtransit demonstration project going live in August 2019.
10. Implement Maintenance Apprenticeship program with Hartnell College. December 2019.
Status: Actively working with Hartwell staff and on track to be completed in time for the beginning of the Spring 2020 semester.

11. Complete rehabilitation of Salinas Transit Center public restrooms and employee break areas. October 2019.
Status: Completed with ribbon cutting set for November 4, 2019
12. Implement one-year pilot of free fare programs with Hartnell College and Monterey Peninsula Community College. August 2019.
Status: Completed with both programs implemented at the beginning of Fall semester.
13. Secure federal or state funding for Salinas Operations and Maintenance. March 2019.
Status: In Process with grant submittals awaiting award – fingers crossed!
14. Transition Microsoft Office Suite to external Microsoft 365 system. November 2019.
Status: In process with likely transition to occur in January 2020.
15. Procure and begin installation of new software applications including Human Resources/Payroll HRIS and Facilities Enterprise Asset Management system. June 2020.
Status: Not yet started due to changes in key personnel and resources directed to other projects.
16. Procure mobile ticketing solution and begin implementation. June 2020.
Status: Ongoing. Staff has identified a potential solution and is monitoring its effectiveness and appropriateness before initiating procurement.
17. Adopt Federal Transit Administration approved Safety Management System plan. June 2020.
Status: Staff is actively working on program and will have completed on time.

Thomas Walters & Associates, Inc.
Washington, DC

October 21, 2019

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget Status

Congress returned from a recent two-week recess with a renewed focus on finishing the fiscal year 2020 funding bills. President Trump signed into law a short-term Continuing Resolution at the end of September that provides appropriations for the federal government through November 21. The Continuing Resolution was necessary because none of the twelve annual appropriations bills were signed into law when the new federal fiscal year started on October 1. A budget deal was agreed to in August that set the overall spending limits for FY 2020, but Congress must still enact the bills that allocate the funding to specific programs and agencies.

There are significant obstacles to completing the FY 2020 appropriations process. In addition to the negotiations over how to allocate spending among competing programs, both parties are seeking to use the funding bills as vehicles for enacting various policy riders, which carries with it the potential for additional conflict in the future when interim funding expires. The House impeachment inquiry seems likely to impact the legislative process at some point, but so far it has not interfered with the short-term funding needed to keep the federal government open. A further CR to allow final negotiations to be completed is likely to be needed through at least early December.

FY 2020 Transportation Funding

The *FY 2020 Transportation, and Housing and Urban Development, and Related Agencies (THUD) Appropriations Act* is one of several bills that is expected to be considered by the full Senate this week. Although the House passed its version of the THUD bill in June as part of H.R. 3055, the Senate has lagged far behind and only approved its version, S. 2520, at the committee level in September.

Both the House and Senate bills would fully fund the transit formula grants that were authorized by the FAST Act. In addition, funding for bus and bus facilities programs has been a focus of MST's advocacy throughout this year, and both bills fully fund the bus formula and bus competitive grants with additional funding provided to supplement the programs above the levels authorized by the FAST Act. The House bill would provide \$464.6 million for bus formula grants and \$829 million for competitive bus grants. The Senate version would provide \$659.6 million for bus formula grants and \$579 million for competitive bus grants.

The House bill would fund the Capital Investment Grants (New Starts) program 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. The Senate version of the bill proposes to reduce the New Starts account to a total of \$1.978 billion. MST has participated in the New Starts program to help fund your bus rapid transit.

Energy

We continue to monitor activity in the House that could lead to increased support for renewable energy. House Democrats are prioritizing green energy policies and members of the Ways and Means Committee hope to draft a package of tax provisions to support these efforts. In particular, we continue to discuss with Representative Panetta, in his role as a Committee member, possible provisions that would support the use of electricity by public transportation operators for buses.

Lobbying Strategies & Opportunities

We continue to expect the fall congressional agenda to include intense activity on appropriations legislation. In addition, we are carefully monitoring surface transportation program reauthorization, infrastructure legislation and tax measures for any impacts on MST or opportunities to advocate your 2019 federal agenda. We will also recommend additional lobbying actions based on emerging issues.

To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: State Legislative Update September 2019

On Sunday, October 13, Governor Gavin Newsom acted on the last of the bills delivered to him in the final days of the legislative session. His actions that day marked the official end of the first year of the 2019-20 Regular Legislative Session.

The following legislation was supported by MST and reached the following outcomes:

SB 628 Prunedale Bypass: disposition of excess properties: relinquishment: State Route 183 (Caballero). This bill directs proceeds from the sale of surplus property originally purchased for the Prunedale Bypass replacement alignment for State Route (SR) 101 corridor to other highway projects in Monterey County and authorizes the California Transportation Commission (CTC) to relinquish to the City of Salinas the portion of SR 183 within its city limits.
VETOED BY GOVERNOR NEWSOM

SB 742 (Allen) Intercity Passenger Rail Services: Motor Carrier Transportation of Passengers: This bill authorizes the state's three state-supported intercity passenger rail lines to sell tickets to motor coach service only.
SIGNED BY GOVERNOR NEWSOM

AB 784 (Mullin) California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: This bill exempts zero-emission transit buses from the state portion of the sales tax until January 1, 2024.
SIGNED BY GOVERNOR NEWSOM

The following legislation was opposed by MST and the California Transit Association

AB 314 (Bonta) Public Employment: Labor Relations: Release Time: This bill creates uniform release time rights for public employees.
VETOED BY GOVERNOR NEWSOM

AB 1351 (Lackey) Transit Operators: Paratransit and Dial-A-Ride Services: Assessment: This bill requires the California State Transportation Agency (CalSTA), in consultation with public transit agencies, to assess the procedures they use to provide dial-a-ride and paratransit services to individuals with disabilities who are visiting their service territories and are certified to use another in-state public transit agency's similar dial-a-ride and

paratransit services. This bill then requires CalSTA, after conducting and publishing the assessment, to adopt guidelines for the development of a statewide reciprocity program for these individuals.

SIGNED BY GOVERNOR NEWSOM

Additionally, Governor Newsom acted on the following legislation on which we had no formal position.

SB 397 (Glazer) Public Transit Operators: Passengers with Pets: Evacuation

Orders: This bill requires the Office of Emergency Services and the Department of Food and Agriculture, in consultation with public transit operators and county emergency management officials, to develop best practices for allowing pets on public transit vehicles serving areas subject to an evacuation order.

SIGNED BY GOVERNOR NEWSOM

AB 752 (Gabriel) Public Transit: Transit Stations: Lactation Rooms: This bill requires certain multimodal transit stations that commence operations or a renovation on or after January 1, 2021, to include a lactation room.

SIGNED BY GOVERNOR NEWSOM

The California Air Resources Board (ARB) released a proposal for FY 2019-20 Funding Plan for Clean Transportation Incentives. In spite of the many efforts made by the transit industry to develop workable compromises with the Innovative Clean Transit Rule (ICT) the proposal is very concerning as proposed changes including:

- Elimination of the Voucher Enhancement for Infrastructure (worth up to \$100,000)
- Ability for Executive Officer Richard Corey to cut vouchers by up to 20% depending on program demand.
- \$40 million is allocated to ARB's zero-emissions pilots and demonstrations project *but* transit agencies are not eligible.

Staff has drafted a letter to the Air Resources Board (ARB) stating our concerns (Attached).

Submitted by: 
Carl G. Sedoryk

Attachment: Letter to Air Resources Board



October 18, 2019

Mary Nichols, Chairwoman
California Air Resources Board 1001 I Street
Sacramento, CA 95814

Via email to: Mary.Nichols@arb.ca.gov

RE: Maximize Investment in Zero-Emission Buses in FY 2019-20 Funding Plan for Clean Transportation Incentives

Chairwoman Nichols and Board Members:

On behalf of Monterey-Salinas Transit (MST), I write to you today to respectfully urge you to maximize the state's investment in zero-emission buses (ZEBs) and supporting infrastructure. This investment, which should flow to public transit agencies through the proposed Advanced Technology Demonstration and Pilots Projects *and* the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, is critical to offsetting the high upfront cost of ZEB deployments. Increased funding will support MST's implementation of the Innovative Clean Transit (ICT) regulation while avoiding adverse impacts to our core transit service.

As you review our request, we ask that you consider that public transit is the only industry in the transportation sector that is entirely subsidized by the public. We also ask that you recall that you specifically selected our industry, despite chronic funding shortfalls and our primary role as mobility providers, to serve as the testing ground for zero-emission heavy-duty technologies by adopting the ICT regulation. The ICT regulation was adopted on the premise that the mass deployment of zero-emission bus will develop the components, supply chains, knowledge and experience necessary to electrify other heavy-duty industries. MST, like transit agencies across the state, has accepted this task and is working hard to implement the ICT regulation. Today, we have three ZEBs in operations and will have two ZEBs on order by the end of this calendar year. We argue only that your decision to prioritize the electrification of our fleets requires ARB to also prioritize transit agencies when it comes to funding.

We voice concerns that transit agencies are ineligible for the \$40 million for Advanced Technology Demonstrations and Pilot Projects. Looking back to the justification for the ICT regulation, we urge you to consider setting aside a portion of this funding for a large-scale demonstration of zero-emission buses, inclusive of infrastructure buildout. A demonstration of this kind could serve as a roadmap for transit agencies statewide, which are still struggling through small-scale ZEB deployments and which will need to submit fleet transition plans, beginning as soon as 2021. MST will begin construction of a major maintenance and operations center in King City in 2020. This new facility will ease the current burden of dispatching diesel buses 60+ miles to start service in communities with low-income and minority populations. The project plans and budget were developed years ago and did not include infrastructure to support a large-scale fleet of ZEBs. MST could benefit greatly from the Advanced Technology Demonstrations and Pilot Projects programs if it were an eligible recipient. With additional funding, the King City facility design could be modified to incorporate needed infrastructure to support a large fleet of ZEBs that could operate locally and within an adequate distance to recharging/refueling infrastructure.

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

MST also urges you to consider modifying several of the programmatic changes proposed for HVIP, with the goal of holding transit agencies harmless, regardless of the oversubscription of the program. More specifically, we recommend that ARB: establish a setaside for zero-emission buses, ensuring that transit agencies receive a minimum funding level from the program; retain the voucher enhancement for infrastructure be preserved for all transit agencies; and, exclude public fleets from the potential reduction of voucher amounts.

MST looks forward to continuing to work with you on the implementation of the ICT regulation. Thank you for considering our request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carl G. Sedoryk".

Carl G. Sedoryk
General Manager/CEO

cc: Virgil Welch, Senior Advisor, Office of the Chair
Jack Kitowski, Chief, Mobile Source Control Division
Lucina Negrete, Branch Chief, Mobile Source Control Division – Innovative Strategies Branch
Jason Crow, Mobile Source Control Division – Innovative Strategies Branch



October 1, 2019

To: Carl Sedoryk – General Manager (CEO)

From: Robert Weber –Chief Operating Officer

Subject: Trip Report: 2019 International Zero Emission Bus Conference

I attended the 2019 International Zero Emission Bus Conference on September 26th and 27th in San Francisco, CA. I attended the following sessions:

- California's Zero Emission Commitment:
 - ❖ Executive Director California Air Resources Board.
- The Electric Bus – A Multi Faceted Solution:
 - ❖ Energy Institute UT Austin – Senior Research Fellow, The Climate Reality Project - Policy Director, NY Power Authority – Directory of EV Technology, Santiago Chile Metro – Public Transit Board Member, International Institute of Carbon Neutral Energy – Professor Kyushu University.
- State of Global Battery Electric Market:
 - ❖ Bloomberg NET - EV Analyst
- State of Global Fuel Cell Electric Market:
 - ❖ Element Energy – Director
- Experience from the Earliest ZEB Adopters:
 - ❖ Union of Concerned Scientists – Senior Vehicles Analyst, AC Transit – COO, Transport of London, Senior Engineer, Regionalverkehr Köln – Director of Alternative Drive Department, Cologne KVB – CTO, Denver RTD – Technical Services Manager.
- Battery Vs. Fuel Cell: Sessions 1 2, & 3:
 - ❖ Center for Transportation and the Environment (CTE) – Engineering Consultant, CTE – Director of West Coast Operations, Air Products – Business Development Manager, Chargepoint, Head of eBus Solutions, UC Irvine – Professor, LOGIOS, CEO.
- Deploying Today's ZEB Technology:
 - ❖ CTE – Senior Engineering Consultant, Metro Transit Minneapolis – Director Bus Maintenance, MetroLINK – Manager of Administration, Capital Metro – Q

- A Assurance Coordinator, Champaign Urbana MTD – Managing Director, Carbridge, Brisbane Airport – Operations Manager
- Case Studies in Transitioning Fleets to ZEB Technology:
 - ❖ CTE – Director of Planning & Development, King county Metro, ZEB Fleet Strategic Planner, OV Bureau, Groningen & Drenthe – Director, Spokane Transit Authority – CEO, San Diego MTS – COO
- The Utility Partnership:
 - ❖ California PUC – Commissioner, S. California Bell – Transportation Electrification Project Manager, LA Metro, Director of Vehicle Engineering & Acquisition, San Diego General Electric – Director, Clean Transportation, Portland General Electric – Product Manager, Emerging Technologies.
- Demonstration of Fuel Cell Buses in China:
 - ❖ China Automotive Technology & Research Center Co., Ltd. – Senior Engineer
- Connected & Automated Vehicle Technologies & ZEB Adoption:
 - ❖ CTE - Managing Consultant & Automated Vehicle Specialist

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



October 3, 2019

To: Robert Weber, Chief Operating Officer
From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: TRIP REPORT – September 2019

From September 26-27, I attended the International Zero Emission Bus (ZEB) Symposium which was held in San Francisco. Held over two days, the Symposium provided networking and learning opportunities that included :

- AC Transit's Hydrogen Fuel Cell Project
- Creating a "ZEB University" to train Agency Employees
- Proterra Bus Projects
- Infrastructure for both Hydrogen Fuel Cell and Battery Electric
- Updates from Southern California Edison
- Review of LA Metro's ZEB Project
- General Electric's (GE) ZEB "Container"
- Financing Options for ZEB

The Symposium was well attended by agencies and private companies across the United States and from other countries.

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

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October 18, 2019

To: Carl Sedoryk

From: Deanna Smith – Compliance Analyst

Subject: TRIP REPORT – September 2019

On September 12, 2019, I attended the University of the Pacific FTA Procurement Overview Workshop with Assistant General Manager, Lisa Rheinheimer, at the San Mateo County Transit District (SamTrans). As MST's Disadvantaged Business Enterprise Liaison Officer (DBELO), I am required to interact with the Procurement & Contract Manager, Grants Analyst, and Accountant, as well as other MST departments, to ensure compliant DBE reporting and monitoring per FTA regulations 49 CFR Part 26.

The Department of Transportation's (DOT) DBE program is designed to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and the Federal Transit Administration (FTA) Office of Civil Rights is responsible for monitoring FTA recipients' compliance with 49 CFR Part 26.

The workshop provided an overview of FTA-compliant procurement procedures, while also addressing current issues of importance for agencies preparing for their Triennial Reviews. The information provided me with valuable guidance on the nexus between MST's procurement/contracts management and DBE reporting and monitoring requirements. MST's DBE Program is currently under revision and will be submitted for FTA concurrence no later than February 27, 2020.

Submitted by

A handwritten signature in black ink, appearing to be "DS", is written over a horizontal line. Below the line, the text "Deanna Smith, Compliance Analyst" is printed.

Deanna Smith, Compliance Analyst

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October 22, 2019

To: Carl Sedoryk

From: Lisa Rheinheimer – Assistant General Manager

Subject: TRIP REPORT – September 2019

On September 12, 2019, I attended the University of the Pacific FTA Procurement Overview Workshop with Compliance Analyst, Deanna Smith, at the San Mateo County Transit District (SamTrans).

The Department of Transportation's (DOT) DBE program is designed to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and the Federal Transit Administration (FTA) Office of Civil Rights is responsible for monitoring FTA recipients' compliance with 49 CFR Part 26.

The workshop provided an overview of FTA-compliant procurement procedures, while also addressing current issues of importance for agencies preparing for their Triennial Reviews. The information provided valuable guidance on procurement/contract management and DBE reporting and monitoring requirements.

SUBMITTED BY: 
Lisa Rheinheimer

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HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

CONGRESSMAN JIMMY PANETTA
20TH DISTRICT, CALIFORNIA

September 16, 2019

Mr. Carl Sedoryk
General Manager, CEO
Monterey-Salinas Transit
19 Upper Ragsdale Dr, Suite 200
Monterey, CA 93940-7808

Dear Mr. Sedoryk,

Carl,

Thank you for meeting with me to discuss the Union Pacific Railroad and homelessness on the central coast of California. I am grateful for your work to support our community. I look forward to continuing to work with you.

Thank you, again, and please contact my office if there is anything I can do for you in the future.

Sincerely,

[Signature]
JIMMY PANETTA
Member of Congress

*Thanks, Carl!
Providing the
Transportation!*

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