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 2020-10 recognizing Claudia Valencia, Mobility Specialist as Employee of the Month for December 2019. (Cristy Sugabo) (Page 5)
3-2. Receive Results of 2019 Federal Transit Administration Triennial Review. (Deanna Smith) (Page 7)

3-3. Minutes of the regular meeting of November 4, 2019. (Jeanette Alegar-Rocha) (Page 37)


3-6. Disposal of Property Left On Board Buses. (Sonia Wills) (Page 55)

3-7. Receive 2020 Board Calendar and Conference Schedule. (Jeanette Alegar-Rocha) (Page 57)

3-8. Appoint membership of Jennifer Ramirez from Partnership for Children to the Mobility Advisory Committee. (Cristy Sugabo) (Page 61)


3-10. Adopt Retirement Resolution 2020-12 recognizing Ed Cimatu, Coach Operator for his 18 years of service. (Robert Weber) (Page 65)

3-11. Receive Update on 2020 Strategic Planning Workshop. (Carl Sedoryk) (Page 67)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. December Employee of the Month, Claudia Valencia, Mobility Specialist – (Cristy Sugabo)

4-2. Retirement – 20 years of service - Pearly Pearson, Coach Operator. (Robert Weber)

4-3. Retirement – 18 years of service - Ed Cimatu, Coach Operator. (Robert Weber)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Receive presentation from Thomas Walters & Associates and approve 2020 Federal Legislative Program. (Carl Sedoryk and Don Gilchrest) (Page 69)

6-2. Receive and approve 2020 State Legislative Program. (Michelle Overmeyer) (Page 75)
6-3. South County Operations and Maintenance Facility Design and Construction
(Sandra Amorim) (Page 81)

A. Authorize General Manager/CEO to enter into contract with Diede Construction, Inc. for final design services of the South County Operations and Maintenance Facility in the City of King in an amount not to exceed $1,080,500.

B. Authorize General Manager/CEO to enter into contract with Diede Construction, Inc. for the construction phase of the South County Operations and Maintenance Facility in the City of King in an amount not to exceed $13,499,200 contingent upon final financial program approvals.

6-4. Award a three-year tire lease and labor services contract to the Goodyear Tire Company and authorize staff to extend the contract for up to two additional years at total estimated cost of $1.3 million. (Norman Tuitavuki) (Page 85)

6-5. Approve budget for leasehold improvements of approximately $530,790 to make renovations to the Joe Lloyd Way facility. (Lisa Rheinheimer) (Page 87)

6-6. Adopt Updated MST Code of Conduct/Transit Exclusion Policy (Kelly Halcon) (Page 91)

6-7. Approve the Incentive Pay for the General Manager/CEO based upon his performance in accordance with achievement of the Board adopted goals and objectives of 4.25%.(Kelly Halcon) (Page 101)

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 103)


7-3. State Legislative Advocacy Update. – October 2019 (Page 129)

7-4. Staff Trip Reports. (Page 131)

7-5. Correspondence.

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.

10. **ATTACHMENTS**

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

11. **ADJOURN TO MSTC CORPORATION AGENDA**

<table>
<thead>
<tr>
<th>NEXT MEETING DATE: January 13, 2020, 9:00 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Upper Ragsdale Dr., Monterey, Suite 100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEXT AGENDA DEADLINE: December 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dates and times are subject to change.</td>
</tr>
<tr>
<td>Please contact MST for accurate meeting date and times or check online at <a href="http://mst.org/about-mst/board-of-directors/board-meetings/">http://mst.org/about-mst/board-of-directors/board-meetings/</a></td>
</tr>
</tbody>
</table>

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

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

888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원
CLAUDIA VALENcia
DECEMBER 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, Claudia Valencia began her employment with Monterey-Salinas Transit District in September of 2016 as a Mobility Specialist. In her role, she provides support for a wide range of Mobility programs; and

WHEREAS, Claudia Valencia has proven to be an asset for the Mobility Department. She has received several compliments from our customers on her outstanding customer service skills; and

WHEREAS, Claudia Valencia led a coordinated effort in assisting a family member of an MST RIDES’s applicant. The daughter had made several failed attempts in seeking assistance from several social services providers. However, through Claudia’s efforts, the applicant is now a client with the MST RIDES program and eligible for the Taxi Voucher program. The daughter of the client was so happy with the service that she received from Claudia and the mobility staff, she passed her thanks on to MST management; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Claudia Valencia as Employee of the Month for December 2019; and

BE IT FURTHER RESOLVED that Claudia Valencia 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 2020-10 this 9th day of December 2019.

_______________________ _______________________  
Michael LeBarre Carl G. Sedoryk  
Board Chair Board Secretary
To: Board of Directors

From: Deanna Smith, Compliance Analyst

Subject: Results of Federal Transit Administration FY 2019 Triennial Review

RECOMMENDATION:

Receive results of FY 2019 Federal Transit Administration (FTA) Triennial Review.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board is responsible for conducting financial and programmatic oversight and compliance regarding MST's federal programs, including the Federal Transit Administration's Section 5307 Operating Assistance grants, which are the subject of this Triennial Review.

DISCUSSION:

The Triennial Review (Review) is one of FTA’s management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, the Review examines how recipients of Urbanized Area 5307 Formula Program funds meet statutory and administrative requirements. MST receives approximately $8 million annually from this funding source, and the Triennial Review is one of the most important and comprehensive evaluations performed on our District.

Over 30 employees spent approximately five (5) months preparing, organizing, and submitting hundreds of responsive documents to FTA for evaluation. After conducting a desk review of MST’s submittals, FTA consultant Craig Woodall, of Qi-Tech, LLC, headquartered in McLean, Virginia, visited MST on September 23-24, 2019, for a two-day in-person review. In all, approximately 15 administrative staff members were interviewed by Mr. Woodall, who also conducted a tour of MST’s facilities as part of the review process.
FTA’s Fiscal Year 2019 Triennial Review letter and Draft Report are included in Attachments 1 and 2, respectively. This year’s Review resulted in six (6) deficiencies in the following three (3) areas (Table 1):

Table 1: MST Triennial Findings September 2019

<table>
<thead>
<tr>
<th>Area</th>
<th>Code</th>
<th>Deficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Maintenance</td>
<td>M 2-2</td>
<td>Late facility/equipment preventative maintenance.</td>
</tr>
<tr>
<td>Disadvantaged Business Enterprise (DBE)</td>
<td>DBE 8-2</td>
<td>Small Business Element not implemented.</td>
</tr>
<tr>
<td></td>
<td>DBE 12-1</td>
<td>Insufficient documentation of monitoring DBE compliance of contractors and/or subcontractors.</td>
</tr>
<tr>
<td></td>
<td>DBE 12-2</td>
<td>Insufficient documentation of monitoring DBE work.</td>
</tr>
<tr>
<td></td>
<td>DBE 12-4</td>
<td>Recipient is not ensuring prompt payment.</td>
</tr>
<tr>
<td>Equal Employment Opportunity (EEO)</td>
<td>EEO 4-2</td>
<td>Employment practices analyses deficiencies.</td>
</tr>
</tbody>
</table>

The deficiencies in Facilities Maintenance were a result of late preventative maintenance (PM) inspections on HVAC units in MST’s Administrative building. As a result of this deficiency, staff will provide FTA with procedures for completing these inspections, along with a monthly report of PM results confirming an 80% on-time inspection for three consecutive quarters.

Deficiencies in MST’s DBE Program (Program) included a required but missing Small Business Element within its Program. While MST did in fact develop a Small Business Element in response to a proposed rule in 2010, it was submitted to FTA within its Triennial Overall Goal instead of as a revision to its DBE Program. The remaining three (3) DBE deficiencies identified a lack of documentation of the required monitoring of contractor commitments designed to ensure that prime contractors provide prompt payment to DBE subcontractors, and that work committed to DBEs upon contract initiation is actually performed by the DBE. MST’s Compliance Analyst (CA) has initiated a Program revision to include its Small Business Element, monitoring and enforcement mechanisms to ensure contractor compliance with DBE prompt payment and subcontracting commitments, and an overall refresh of its Program.

Finally, MST received a deficiency in its Equal Employment Opportunity (EEO) Employment Practices Analyses. FTA’s EEO Circular 4704.1A was revised in April 20, 2017; three months after MST submitted its current EEO Program (EEOP) to FTA. The Circular extended the required triennial submission of these programs to every four (4) years, and added the following applicant and employee tracking requirements:
• Tracking of applicants by disability and veteran status in addition to gender and race/ethnicity; and
• Tracking of employee discipline and training by gender and race/ethnicity.

In response, MST’s Compliance Analyst (CA) has developed and implemented revised applicant Self-Identification Forms (SIF) and has begun tracking the required data as a corrective action. Additionally, the Compliance Analyst is working with the Human Resources Department (HR) to develop mechanisms for tracking employee discipline and training to ensure non-discrimination in all employment activity. Moving forward, as an enhancement to its Affirmative Action Plan, the CA and HR Department will develop a more robust Requisition Process to track employment activities, from receipt of application through termination (voluntary and involuntary), further ensuring non-discrimination in its hiring practices and as an effort to identify any potential employment and/or retention barriers.

Overall, MST as an agency performed well during this Triennial Review, receiving fewer deficiencies by area and in total compared to its last Triennial cycle (Table 2). Additionally, information received from FTA tracks a decline overall in FTA findings during this Review cycle compared to the last (Attachment 3).

Table 2: MST Triennial Findings May 2016

<table>
<thead>
<tr>
<th>Area</th>
<th>Deficiency/ Advisory Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Management and Capacity</td>
<td>ECHO documentation deficient</td>
</tr>
<tr>
<td>Technical Capacity</td>
<td>Inadequate oversight of subrecipient/third-party contractor/ lessees</td>
</tr>
<tr>
<td>ADA</td>
<td>Limits or capacity constraints on ADA complementary paratransit service</td>
</tr>
<tr>
<td>Procurement</td>
<td>Lacking required cost/price analysis</td>
</tr>
<tr>
<td>DBE</td>
<td>DBE uniform reports do not include required information</td>
</tr>
<tr>
<td></td>
<td>DBE goal achievement analysis not completed or not submitted</td>
</tr>
<tr>
<td>Planning / Program of Projects</td>
<td>No current agreement or deficiencies in agreement with MPO</td>
</tr>
<tr>
<td>Drug Free Workplace and Drug and Alcohol Program</td>
<td>FTA drug and alcohol testing program not applied to all safety sensitive positions</td>
</tr>
</tbody>
</table>
Attachment 1: FTA FY 2019 Triennial Review Cover Letter
Attachment 3: FTA Triennial Review Findings by Topic Area FY 2015-2019
Mr. Carl Sedoryk  
General Manager/Chief Executive Officer  
Monterey-Salinas Transit Corporation  
19 Upper Ragsdale Drive, Ste. 200  
Monterey, CA 93930

RE: Federal Transit Administration (FTA)  
Fiscal Year 2019 Triennial Review  
Draft Report

OCT 23 2019

Dear Mr. Sedoryk,

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed draft report documents the FTA’s Triennial Review of Monterey-Salinas Transit Corporation (MST) in Monterey, California. Although not an audit, the Triennial Review is the FTA’s assessment of MST’s compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on MST’s compliance in 21 areas. No deficiencies were found with the FTA requirements in 18 areas. Deficiencies were found in 3 areas: Maintenance, Disadvantaged Business Enterprise (DBE), and Equal Employment Opportunity (EEO). MST had no repeat deficiencies from the 2016 Triennial Review.

This year, FTA is implementing new procedures to close Civil Rights findings. The corrective actions to your DBE and EEO deficiencies must be emailed to this address: region9civilrights@dot.gov. Please see Section VII of the draft report for more information. The corrective actions to your DBE and EEO deficiencies must follow these procedures.

Please review this draft report for accuracy and provide your comments to both Ms. Gwen Larson and Ms. Audrey Bredelhoft within ten business days from the date of this letter. A final report that incorporates your comments to the draft report will be provided to you within 14 business days of your response.
Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Audrey Bredehoft, Senior Financial Analyst at (415) 734-9453 or by email at audrey.bredehoft@dot.gov; or Ms. Gwen Larson at (920) 746-4595 or by email at gwen_larson@qitechllc.com.

Sincerely,

[Signature]

Edward Carranza, Jr.
Acting Director, Office of Financial Management and Program Oversight

Enclosure

cc: Deanna Smith, Compliance Analyst, MST
DRAFT REPORT

FISCAL YEAR 2019
TRIENNIAL REVIEW

of

Monterey-Salinas Transit Corporation
(MST)
Monterey, CA
ID: 1688

Performed for:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION IX

Prepared by:

Qi Tech, LLC

Scoping Meeting Date: June 12, 2019
Site Visit Date: September 23-24, 2019
Draft Report Date: October 23, 2019
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VII. Appendices ..................................................................................................................... 19
I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of Monterey-Salinas Transit Corporation (MST) in Monterey, California. FTA wants to ensure that awards are administered in accordance with the requirements of Federal Public Transportation Law 49 U.S.C. Chapter 53. The review was performed by Qi Tech, LLC. During the site visit, administrative and statutory requirements were discussed, and documents were reviewed. MST’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on MST’s compliance in 21 areas. Deficiencies were found in the areas listed below.

<table>
<thead>
<tr>
<th>Review Area</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance</td>
<td>M2-2</td>
<td>Late facility/equipment preventive maintenance</td>
</tr>
<tr>
<td>Disadvantaged Business Enterprise (DBE)</td>
<td>DBE8-2</td>
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<td>Recipient is not ensuring prompt payment</td>
</tr>
<tr>
<td>Equal Employment Opportunity (EEO)</td>
<td>EEO4-2</td>
<td>Employment practices analyses deficiencies</td>
</tr>
</tbody>
</table>
II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of MST. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the recipient’s location. A Recipient Information Request (RIR) package was sent to MST advising it of the review and site visit, and containing a list of items and questions that the recipient was required to submit to the reviewer. The review scoping meeting was conducted with the Region IX Office on June 12, 2019. Necessary files retained by the regional office were sent to the reviewer electronically. A Site Visit Agenda package was sent to MST advising it of the site visit date and indicating information that would be needed and issues that would be discussed. The site visit to MST occurred on September 23-24, 2019.

The onsite portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewer visited MST’s Administrative Offices located at 19 Upper Ragsdale Drive, Monterey, and the federally funded Maintenance Facility located in Monterey to obtain an overview of activities related to FTA-funded projects. The reviewer examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewer provided a summary of preliminary findings to MST at an exit conference. Section VI of this report lists the individuals participating in the review.
3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the recipient’s implementation of the requirements.

- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.

- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.
III. Recipient Description

1. Organization and Services

MST provides transit service within Monterey County in California. Service is primarily to the greater Monterey and Salinas areas, but extends as far south as Paso Robles and Big Sur, and as far north as Watsonville and San Jose. Most lines follow a hub-and-spoke system, originating at the Monterey Transit Plaza or the Salinas Transit Center. Some service also originates from the Sand City Station and the Marina Transit Exchange.

MST was created by state law AB644 and formed July 1, 2010. The district succeeds Monterey-Salinas Transit Joint Powers Agency formed in 1981 when the City of Salinas joined the Monterey Peninsula Transit Joint Powers Agency, which was formed in 1972. Current members of the district are the cities of Carmel, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, and Soledad; and the County of Monterey. A Board of Directors with a representative from each member jurisdiction governs the agency and appoints the general manager. MST has 62 fixed routes and 5 commuter bus routes. MST directly operates part of the fixed-route service and commuter bus service and contracts with MV Transportation, Inc. for the remainder of service and complementary paratransit. The service covers an area of approximately 295 square miles and serves a population of 437,907. MV Transportation offices are located in the same building as MST offices.

Service is provided weekdays from 4:02 a.m. to 12:43 a.m., Saturdays from 5:04 a.m. to 12:18 a.m., and Sundays from 5:04 a.m. to 11:58 p.m. The recipient's complementary paratransit service, known as MST RIDES, operates during the same days and hours of service as the fixed routes. MST has a fleet of 110 vehicles (35- and 40-foot Gilligs and 45-foot MCI s) for fixed-route and commuter service, of which 91 are federally funded; and 47 cutaways (39 federally funded) for MST RIDES. The current peak requirement is for 86 vehicles, which gives MST a 27.9% spare ratio.

The basic fares are listed in the chart below for fixed-route, commuter bus, and complementary paratransit. The Discounted Fare is offered to persons 18 years of age and under, persons 65 years of age and older, individuals with disabilities, Medicare cardholders, Veterans, Veteran's spouse and/or caregiver, and all MST RIDES Paratransit Eligibility cardholders. Proof of age, an MST Courtesy Card, or a Medicare Card is required upon boarding. MST also honors discount courtesy cards issued by other transit systems. Children 46-inches tall and under ride free with a fare paying adult. A maximum of three children 46-inches or under may ride with one fare paying adult.

<table>
<thead>
<tr>
<th>Route Type</th>
<th>Regular Fare</th>
<th>Discount Fare</th>
<th>Paratransit Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
<td>$1.50</td>
<td>$0.75</td>
<td>One-way, 2.7 miles or less</td>
</tr>
<tr>
<td>Primary</td>
<td>$2.50</td>
<td>$1.25</td>
<td>One-way, more than 2.7 miles but less than 17 miles</td>
</tr>
<tr>
<td>Regional</td>
<td>$3.50</td>
<td>$1.75</td>
<td>One-way, more than 17 miles</td>
</tr>
<tr>
<td>Commuter</td>
<td>$12.00</td>
<td>$6.00</td>
<td></td>
</tr>
</tbody>
</table>
MST operates from four transit centers (three federally funded and one locally funded), two maintenance garages (both federally funded), one Bus Stop Shop (federally funded), one Mobility Services Center (locally funded), and an administration facility (locally funded).

2. **Award and Project Activity**

Below is a list of MST’s open awards at the time of the review.

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Award Amount</th>
<th>Year Executed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA-2019-025-00</td>
<td>$405,515</td>
<td>2019</td>
<td>MST Trolleybus Procurement 2018</td>
</tr>
<tr>
<td>CA-2018-053-00</td>
<td>$4,280,512</td>
<td>2018</td>
<td>Southern Monterey County Bus Maintenance</td>
</tr>
<tr>
<td>CA-90-Z005-00</td>
<td>$2,906,900</td>
<td>2012</td>
<td>JARC &amp; NF xfer: Cycle 6 Projects</td>
</tr>
</tbody>
</table>

**Projects Completed**

During the review period, MST completed the following noteworthy projects:

- Major bus replacement effort – 26 new buses were purchased and placed into service during 2018. These buses replaced older vehicles that had exceeded their useful life in age and/or miles. Some buses were funded with 5339 discretionary grant funds.

- Upgraded Monterey Bay Operations and Maintenance Center – a major renovation and expansion of one of two existing bus garages owned and operated by MST was completed.

- Electric BYD plug-in buses – purchased and deployed two electric BYD plug-in buses into the fleet in a disadvantaged community in Salinas.

- Introduced MST RealTime – a multi-functional customer information system via text, phone, app, or Google Maps.

**Ongoing Projects**

MST is currently implementing the following noteworthy projects:

- South County Maintenance and Operations Facility – a new bus garage in King City is being funded in part by FTA (5339 discretionary) and the United States Department of Agriculture’s rural Community Facility low-interest loan program.

- MST RIDES ADA paratransit bus replacement program – through Caltrans and the paratransit federally funded 5310 program, MST is awarded funds periodically to keep its ADA paratransit fleet in a state of good repair.
Future Projects

MST plans to pursue the following noteworthy projects in the next three to five years:

- Monterey Bay Bus Rapid Transit (BRT) – Phase 2-SURF! – building on the successful first phase of mixed flow BRT in Monterey County, MST will be applying for federal and state grants to be able to fully fund this expansion of BRT into its own right of way (a former rail line) on the Monterey Peninsula.

- Upgrades to Salinas Operations and Maintenance Center – constructed in 1986, this facility needs major renovations, expansions, and technology updates to fully meet transit demand in and around the county’s largest city – Salinas. Some local funds (local sales tax) have already been secured. MST will be trying again to apply for a 5339 Discretionary Grant to complete the funding package for this facility.

- Bus replacements – MST will be working toward a total electric bus fleet to come into compliance with upcoming California air standards.
IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns, and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management and Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

This section only applies to recipients that receive Section 5310 or 5311 funds or that have subrecipients; therefore, the requirements are not applicable to the review of MST.
5. **Technical Capacity – Project Management**

**Basic Requirement:** The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. **Transit Asset Management**

**Basic Requirement:** Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans. Recipients’ TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of their capital assets.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. **Satisfactory Continuing Control**

**Basic Requirement:** The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

8. **Maintenance**

**Basic Requirement:** Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

**Finding:** During this Triennial Review of MST, a deficiency was found with the FTA requirements for Maintenance.

**Late facility/equipment preventive maintenance (M2-2)**

MST states in the Maintenance Plan that the building and IT space HVAC units will receive quarterly preventive maintenance. A review of the preventive maintenance on all building and IT space HVAC units for one, 12-month period showed only three preventive maintenance inspections had been conducted, not four. None of the intervals indicated in the records represented a quarter as stated in the Maintenance Plan.

In accordance with FTA C. 5010.1E.Ch. IV Management of the Award, Section 4n(4). Equipment and Supplies; adequate maintenance procedures must be developed and implemented to keep the
federally assisted property in good condition. Recipients must maintain federally assisted property in good operating order and in compliance with any applicable federal regulations that may be issued and follow applicable guidance that may be issued, except to the extent that FTA determines otherwise in writing. Recipients must have a written facility/equipment maintenance plan. These plans should describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals.

A recipient is deficient if examination and analysis of facility and/or equipment preventive maintenance records show that the recipient is not performing on-time preventive maintenance in accordance with its program at least 80 percent of the time.

Corrective Actions and Schedule: For the deficiency Late facility/equipment preventive maintenance (M2-2), by February 27, 2020, MST must submit to the FTA regional office procedures for completing preventive maintenance inspections on time. MST must submit a monthly report signed by the chief executive officer on the preventive maintenance results of the various building and IT space HVAC units until the data demonstrate that MST has conducted 80% of the preventive maintenance on time for three consecutive quarters. This report must include a listing of the different HVAC units, the dates inspections are due, and the dates of the actual inspections. List the percentage of the inspections performed on time. Back-up documentation for each item (e.g., copy of work order, contractor’s status sheet, and date of actual preventive maintenance) must be included.

9. Procurement

Basic Requirement:

States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (Procurement of Recovered Materials) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (Contract Provisions). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (General Procurement Standards) through 200.326 (Contract Provisions).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200.

Where FTA funds are used in procurements for services or supplies, or where FTA-funded facilities or assets are used in revenue contracts, FTA Circular 4220.1F applies. FTA funds, even operating assistance, can be segregated from local funds. FTA Circular 4220.1F does not apply to wholly locally-funded capital procurements.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Procurement.
10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of MST, deficiencies were found with the US DOT requirements for DBE.

Small business element not implemented (DBE8-2)
A review of the MST DBE program showed that the small business element has not been incorporated into the DBE program. Instead, the small business element had been stated in the current Goal Methodology. The Goal Methodology is not the correct place to have the element appear. Furthermore, there is no indication or documentation that MST has implemented the small business element as required by 49 CFR 26.39 (c).

Corrective Action and Schedule: For the deficiency Small business element not implemented (DBE8-2), by February 27, 2020, MST must incorporate the small business element into the DBE program and submit to the FTA Office of Civil Rights (TCR) an updated DBE program; and evidence of implementing the small business strategies, which includes coordination with the MST procurement office.

Insufficient documentation of monitoring DBE compliance of contractors and/or subcontractors (DBE12-1)
A review of MST’s DBE program revealed there was no process for documentation of monitoring DBE compliance of contractors and subcontractors. As required by 49 CFR 26.37 (b), the DBE program must include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed.

Corrective Action and Schedule: For the deficiency Insufficient documentation of monitoring DBE compliance of contractors and/or subcontractors (DBE12-1), by February 27, 2020, MST must submit to the FTA TCR documentation that it has updated the DBE program to reflect current monitoring procedures for contractors and subcontractors along with evidence of implementation.

Insufficient documentation of monitoring DBE work (DBE12-2)
MST has no documentation of monitoring, or written certifications of DBE monitoring, for compliance of the subcontractor furnishing uniforms for MV Transportation. As required by 49 CFR 26.37 (b), the DBE program must include a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (e.g., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed. This mechanism must include a written certification that the recipient has reviewed contracting records and monitored work sites for this purpose.

Corrective Action and Schedule: For the deficiency Insufficient documentation of monitoring DBE work (DBE12-2), by February 27, 2020, MST must submit to the FTA TCR documentation that it has updated the DBE program to include a monitoring process along with evidence of how it has
implemented the monitoring process to ensure that DBEs are actually performing the stated work, including completing a written certification of monitoring.

**Recipient is not ensuring prompt payment (DBE12-4)**

MST has no documentation of monitoring MV Transportation and the subcontractor providing uniforms for the operators for prompt payment as required by 49 CFR 26.29 (d). MST is only obtaining information from MV Transportation for the required Semi-Annual DBE Report.

**Corrective Actions and Schedule:** For the deficiency **Recipient is not ensuring prompt payment (DBE12-4)**, by February 27, 2020, MST must submit to the FTA TCR documentation of a monitoring and enforcement process to ensure prompt payment to subcontractors and evidence of its next three efforts to ensure compliance with prompt payment of subcontractors.

11. **Title VI**

**Basic Requirement:** The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Title VI.

12. **Americans With Disabilities Act (ADA) – General**

**Basic Requirement:** Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the US DOT requirements for ADA – General.

13. **ADA – Complementary Paratransit**

**Basic Requirement:** Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed-route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

**Finding:** During this Triennial Review of MST, no deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.
14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of MST, a deficiency was found with the FTA requirements for Equal Employment Opportunity.

Employment practices analyses deficiencies (EEO4-2)

The monitoring and reporting statistical analysis provided by MST did not contain information regarding the number and types of disciplinary action, and there was no information regarding individuals with disabilities and Veterans including the number of applicants for employment and promotions in each job category, and the number hired and promoted, cross-referenced by sex and race, as required under FTA Circular 4704.1A, Chapter 2.2.2.

Corrective Actions and Schedule: For the deficiency Employment practices analyses deficiencies (EEO4-2), by February 27, 2020, MST must submit to the FTA TCR a detailed narrative and statistical assessment of present employment practices to identify those practices that operate as employment barriers and unjustifiably contribute to underutilization. MST must submit to the FTA TCR a plan to routinely conduct this assessment in conjunction with evaluating short-term and long-range goals. MST must submit to the FTA TCR an employment practices chart that provides all the statistical data in FTA Circular 4704.1A Attachment 4.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for School Bus.
16. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirements: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares. Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction. Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP). Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary. Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

Finding: During this Triennial Review of MST, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.
20. **Section 5310 Program Requirements**

**Basic Requirement:** Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

This section only applies to recipients that receive Section 5310 funds directly from FTA; therefore, the requirements are not applicable to the review of MST.

21. **Section 5311 Program Requirements**

**Basic Requirement:** Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the requirements are not applicable to the review of MST.
## V. Summary of Findings

<table>
<thead>
<tr>
<th>Review Area</th>
<th>Finding</th>
<th>Deficiency Code(s)</th>
<th>Corrective Action</th>
<th>Response Due Date</th>
<th>Date Closed</th>
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</thead>
<tbody>
<tr>
<td>1. Legal</td>
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<td>2. Financial Management and Capacity</td>
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<td>3. Technical Capacity – Award Management</td>
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<td>4. Technical Capacity – Program Management and Subrecipient Oversight</td>
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<td>6. Transit Asset Management</td>
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<td>7. Satisfactory Continuing Control</td>
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<td>8. Maintenance</td>
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<td>14. Equal Employment Opportunity</td>
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<td>EEO4-2: Employment practices analyses deficiencies</td>
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### VI. Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Monterey-Salinas Transit Corporation</strong></td>
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<tr>
<td><strong>MV Transportation, Inc.</strong></td>
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<tr>
<td>Don Parslow</td>
<td>General Manager Division 86</td>
<td>831-751-6101</td>
<td><a href="mailto:Don.parslow@mvtransit.com">Don.parslow@mvtransit.com</a></td>
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</tr>
<tr>
<td><strong>FTA (via telephone)</strong></td>
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<tr>
<td>Audrey Bredehoft</td>
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<tr>
<td><strong>QI Tech, LLC</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craig Woodall</td>
<td>Lead Reviewer</td>
<td>317-523-1473</td>
<td><a href="mailto:craig_woodall@qitechllc.com">craig_woodall@qitechllc.com</a></td>
</tr>
</tbody>
</table>

2019 Triennial Review – Monterey-Salinas Transit Corporation
VII. Appendices

Civil Rights Corrective Action Procedures:

Please submit Corrective Actions for all Civil Rights deficiencies to the following email address:

region9civilrights@dot.gov

- A separate email should be sent to address each deficiency separately with attached supporting documentation
- Email Subject Line: TR FY19 Corrective Action: Recipient Name/ID, Deficiency Code #, and Deficiency Title

Example: TR FY19 Corrective Action: MST/1688, DBE8-2: Small business element not implemented

- The body of the email should contain a short summary of the corrective action.
- Supporting documents should be sent as PDF files. No MS Word or Excel spreadsheets.
Triennial Review Findings
Fiscal Year (FY) 2015-2019

Findings by Topic Area (FY15-19)

<table>
<thead>
<tr>
<th>Triennial Review Topic Area</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>% of FY19 Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Procurement</strong></td>
<td>388</td>
<td>333</td>
<td>313</td>
<td>372</td>
<td>191</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Disadvantaged Business Enterprise (DBE)</strong></td>
<td>188</td>
<td>279</td>
<td>258</td>
<td>207</td>
<td>182</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Americans with Disabilities Act (ADA)</strong></td>
<td>197</td>
<td>282</td>
<td>225</td>
<td>251</td>
<td>124</td>
<td>13%</td>
</tr>
<tr>
<td>Technical Capacity</td>
<td>167</td>
<td>115</td>
<td>120</td>
<td>131</td>
<td>89</td>
<td>9%</td>
</tr>
<tr>
<td><strong>Title VI</strong></td>
<td>58</td>
<td>75</td>
<td>82</td>
<td>98</td>
<td>80</td>
<td>8%</td>
</tr>
<tr>
<td>Financial Management and Capacity</td>
<td>105</td>
<td>109</td>
<td>118</td>
<td>124</td>
<td>73</td>
<td>7%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>100</td>
<td>119</td>
<td>143</td>
<td>84</td>
<td>51</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Drug Free Workplace and Drug and Alcohol Program</strong></td>
<td>100</td>
<td>128</td>
<td>111</td>
<td>47</td>
<td>51</td>
<td>5%</td>
</tr>
<tr>
<td>Satisfactory Continuing Control</td>
<td>77</td>
<td>66</td>
<td>66</td>
<td>73</td>
<td>47</td>
<td>5%</td>
</tr>
<tr>
<td>Other</td>
<td>112</td>
<td>80</td>
<td>85</td>
<td>118</td>
<td>46</td>
<td>5%</td>
</tr>
<tr>
<td>Equal Employment Opportunity</td>
<td>24</td>
<td>43</td>
<td>25</td>
<td>38</td>
<td>36</td>
<td>4%</td>
</tr>
<tr>
<td><strong>Transit Asset Management</strong></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>14</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1,516</td>
<td>1,629</td>
<td>1,546</td>
<td>1,543</td>
<td>984</td>
<td></td>
</tr>
</tbody>
</table>

Top Ten Triennial Review Findings (FY19)

<table>
<thead>
<tr>
<th>Review Area</th>
<th>Finding</th>
<th>Number of FY19 Findings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DBE</strong></td>
<td>DBE uniform reports contain inaccuracies and/or are missing required information</td>
<td>34</td>
</tr>
<tr>
<td><strong>Technical Capacity</strong></td>
<td>Incorrect Federal Financial Reporting</td>
<td>23</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>Missing FTA clauses</td>
<td>22</td>
</tr>
<tr>
<td><strong>Procurement</strong></td>
<td>Lacking required cost/price analysis</td>
<td>20</td>
</tr>
<tr>
<td><strong>ADA</strong></td>
<td>Insufficient ADA complaint process</td>
<td>19</td>
</tr>
<tr>
<td><strong>DBE</strong></td>
<td>DBE goal achievement analysis and corrective action plan not completed</td>
<td>19</td>
</tr>
<tr>
<td>Procurement</td>
<td>Lacking independent cost estimate</td>
<td>17</td>
</tr>
<tr>
<td>Financial Management and Capacity</td>
<td>Missing, insufficient, or out-of-date financial operating procedures</td>
<td>33</td>
</tr>
<tr>
<td><strong>Title VI</strong></td>
<td>Language Assistance Plan implementation deficiencies</td>
<td>27</td>
</tr>
<tr>
<td><strong>DBE</strong></td>
<td>Unreported transit vehicle purchases</td>
<td>19</td>
</tr>
</tbody>
</table>

*Preliminary data from 146 FY19 reviews
†Collectively represent half of all findings
‡Top tier findings for the past 3 FYs
Triennial Review Findings
Fiscal Year (FY) 2015-2019

Triennial Review Findings (FY15-19)

Frequency of Findings (FY15-19)

Average # of Findings per Review
% of Reviews with No Findings

*Preliminary data from 146 FY19 reviews
MST BOARD OF DIRECTORS

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

MEETING MINUTES

November 4, 2019

Present:

Jeff Baron  City of Carmel-by-the Sea
Kristin Clark  City of Del Rey Oaks
Lorraine Worthy  City of Gonzalez
Yanely Martinez  City of Greenfield
Mike LeBarre  City of King
Frank O’Connell  City of Marina
Dan Albert  City of Monterey
Joe Amelio  City of Pacific Grove
Tony Barerra  City of Salinas
Mary Ann Carbone  City of Sand City
Dave Pacheco  City of Seaside
Anna Velazquez  City Soledad

Absent:

Luis Alejo  County of Monterey

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
Michelle Overmeyer  Director of Planning and Innovation
Mark Eccles  Director of Information Technology
Jeanette Alegar-Rocha  Deputy Secretary
Dave Laredo  General Counsel
Eva Perez  Office Administrator
Andrea Williams  General Accountant & Budget Manager
Sandra Amorim  Procurement & Contract Manager
Ikuyo Yoneda-Lopez  Marketing Manager
Beronica Carriedo  Community Relations Coordinator
Cristy Sugabo  Mobility Manager
1. CALL TO ORDER

1-1. Roll Call

Chair LeBarre called the meeting to order at 10:00 a.m. and greeted Director Mary Ann Carbone with a happy birthday.

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

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.

Public Comments-

A Monterey-Salinas Transit customer from King City addressed the board with two (2) requests.

1. Require Bus Operators to have bus route schedules readily on hand.

2. Reinstated Line 82 stop at Highway 68 and Canyon Del Rey.

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)

3-2. Minutes of the regular meeting of October 7, 2019. (Jeanette Alegar-Rocha)

3-4. Receive Draft Minutes of the Mobility Advisory Committee (MAC) meeting of September 25, 2019. (Claudia Valencia)


3-6. Disposal of Property Left On Board Buses. (Sonia Wills)

3-7. Receive report on State of Monterey Branch Line Projects. (Carl Sedoryk)

3-8. Approve new Military GoPass rate of $265 per month with access to all MST lines. (Lisa Rheinheimer)

End of Consent Agenda

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

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. November Employee of the Month – Elena Grigorichina, Operations Analyst. (Robert Weber)

The MST Staff and Board of Directors recognized Elena Grigorichina for her positive contribution to MST and the community.

4-2. Receive Transit 101 Disruptive Passenger Behavior Presentation – (Kelly Halcon)

Public Comments - None

The MST Board of Directors received an update on the subject of Transit 101 Disruptive Passenger Program.

4-3. Receive presentation on usage of MST Summer Youth Passes – (Ikuyo Yoneda-Lopez)

The MST Board of Directors received an update on the usage of the Monterey-Salinas Transit (MST) Summer Youth Passes.

Public Comments - None

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)

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

6-2. Ratify the Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) and Monterey-Salinas Transit District. (MST) employees. (Kelly Halcon)

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

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)

**Director Albert made the motion to approve agenda action item 6-3 which was seconded by director Amelio. 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.*

- 7-4. Staff Trip Reports
- 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.

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.


Public Comments - None

10. RETURN TO OPEN SESSION

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

MST Counsel Dave Laredo reported the following:

9-1. No reportable action was taken.

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 11:27 a.m.

PREPARED BY: Jeanette Alegar-Rocha REVIEWED BY: Carl G. Sedoryk
1. Call to order.

Chair Barrera 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 Administrative Performance. (Refer to MST Board Agenda Item 7-1)

Public Comment- None

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

Public Comment- None

4. Federal Legislative Updates. (Don Gilchrest via conference call)

Public Comment- None

   Director Martinez arrived 9:13 a.m.

   The committee received a Federal Legislative update from Don Gilchrest via conference call along with a presentation.

5. State Legislative Update. (Carl Sedoryk)

Public Comment- None

   The committee received a State Legislative presentation update from Carl Sedoryk.

6. Quarter End Financial Update. (Lisa Rheinheimer)

Public Comment- None

   The committee received an update from Lisa Rheinheimer regarding the MST Quarter End financial status.

7. Grants Update. (Michelle Overmeyer)

Public Comment- None

   The committee received an update from Michelle Overmeyer regarding MST Grants.

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

   The committee and staff recognized and wished Sand City Mayor Mary Ann Carbone a “Happy Birthday.”

There being no further business, Chair Barrera adjourned the meeting at 9:49 a.m.
To: Board of Directors
From: Lori Lee
Subject: Financial Reports – October 2019

RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance October 1, 2019</td>
<td>$14,335,567.10</td>
</tr>
<tr>
<td>Revenues</td>
<td>4,973,739.98</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;6,321,817.53&gt;</td>
</tr>
<tr>
<td>Ending balance October 31, 2019</td>
<td>$12,987,489.55</td>
</tr>
</tbody>
</table>

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 October of FY 2020, a $770,033 year-to-date surplus to budget on the fixed-route operations was offset by a smaller $56,063 deficit to budget on the MST RIDES operations, resulting with a modest year-to-date surplus of $713,970. 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 October Budget vs. Actual reports contained in Attachment #4:

1. Labor – This 8.8% negative variance can be attributed mostly to the annual incentive payments to administrative employees that were paid out in October. This only occurs once a year and does not indicate a long term trend of negative variances in this category.

2. Vehicle Maintenance – This 20.3% negative variance can be primarily attributed to consuming a higher amount – or value amount – of parts for MST’s transit buses. Staff will be looking into the cause of this negative variance and, if it continues to remain high into the following months, will detail the cause(s) in future monthly financial report memos to your Board. In that regard, the year-to-date expenses in this category are actually 20.7% under budget.

3. Utilities – This 10.1% negative variance can be attributed to ongoing work being conducted on MST’s AT&T phone network that must be completed to effectively connect MST properties with voice and data. The work was completed at the end of October and will see a reduction in expense beginning November 2019.

4. Purchased Transportation – During the month of October, Purchased Transportation expenses exceeded the budget by 8.8%. With an additional day of service operated during the month, MV Transportation expenses are expected to be slightly higher in October than the average month.

5. Leases and Rentals – For October, there was a 13.6% variance due to restroom trailer leases needed during construction of Salinas Transit Center improvements and the Salinas operations and maintenance facility. These expenses were only needed during construction. This will be ending the first week in November.

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

PREPARED BY: Lori Lee REVIEWED BY: Carl G. Sedoryk
## CASH FLOW

### (REVENUES & DISBURSEMENTS)

**Beginning balance 10/01/19**  
14,335,567.10

**Revenues**

| Source                          | Amount  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>347,736.34</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>60,705.00</td>
</tr>
<tr>
<td>LTF / STA / 5307</td>
<td>3,296,163.51</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>1,037,878.28</td>
</tr>
<tr>
<td>Grants</td>
<td>187,805.64</td>
</tr>
<tr>
<td>Interest Income</td>
<td>6,408.45</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>37,042.76</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>4,973,739.98</strong></td>
</tr>
</tbody>
</table>

**Disbursements**

| Category                      | Amount  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>4,171,594.54</td>
</tr>
<tr>
<td>Capital</td>
<td>2,150,222.99</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(6,321,817.53)</strong></td>
</tr>
</tbody>
</table>

**Ending balance 10/31/19**  
12,987,489.55

### COMPOSITION OF ENDING BALANCE

| Source                                                                 | Amount  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Rabo Bank</td>
<td>252,313.52</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>6,453,567.85</td>
</tr>
<tr>
<td>Money Market - Rabo MM</td>
<td>889,235.66</td>
</tr>
<tr>
<td>Money Market - PTMISEA</td>
<td>2,341,417.69</td>
</tr>
<tr>
<td>Money Market - LCTOP</td>
<td>1,605,863.56</td>
</tr>
<tr>
<td>Money Market - State of Good Repair</td>
<td>919,945.23</td>
</tr>
<tr>
<td>Money Market - FOR A/Other</td>
<td>505,453.87</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>8,987.17</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,705.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12,987,489.55</strong></td>
</tr>
</tbody>
</table>

MST AGENDA / DECEMBER 9, 2019 MEETING / PAGE 49
### PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11 Payroll &amp; Related Expenses</td>
<td>637,037.60</td>
</tr>
<tr>
<td>October 10 Incentive Pay</td>
<td>86,277.86</td>
</tr>
<tr>
<td>October 25 Payroll &amp; Related Expenses</td>
<td>610,537.31</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>394,546.82</td>
</tr>
<tr>
<td>Garnishments</td>
<td>4,147.32</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>292,641.02</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,025,187.93</strong></td>
</tr>
</tbody>
</table>

### GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>4,173,100.52</td>
</tr>
<tr>
<td>Paydown loans</td>
<td>60,377.59</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>33,726.59</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>13,695.50</td>
</tr>
<tr>
<td>CDTFA Taxes and Fees</td>
<td>5,219.00</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>10,510.40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4,296,629.60</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>6,321,817.53</td>
</tr>
<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
<td>(2,150,222.99)</td>
</tr>
<tr>
<td><strong>Operating Disbursements</strong></td>
<td><strong>4,171,594.54</strong></td>
</tr>
</tbody>
</table>
## DISBURSEMENTS SUMMARY

GENERAL ACCOUNT DISBURSEMENTS FOR October 01, 2019 - October 31, 2019

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 10/04/2019</td>
<td>53837 - 53969</td>
<td>480,250.90</td>
</tr>
<tr>
<td>Accounts Payable 10/07/2019</td>
<td>53970 - 53985</td>
<td>1,469.02</td>
</tr>
<tr>
<td>Accounts Payable 10/11/2019</td>
<td>53986 - 53986</td>
<td>1,998,530.25</td>
</tr>
<tr>
<td>Accounts Payable 10/18/2019</td>
<td>53987 - 54129</td>
<td>1,659,090.69</td>
</tr>
<tr>
<td>Accounts Payable 10/24/2019</td>
<td>54130 - 54130</td>
<td>152.00</td>
</tr>
<tr>
<td>Accounts Payable 10/28/2019</td>
<td>54131 - 54137</td>
<td>33,607.66</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>4,173,100.52</strong></td>
</tr>
</tbody>
</table>

### CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV TRANSPORTATION</td>
<td>Recurring Expense</td>
<td>54061</td>
<td>10/18/19</td>
<td>947,513.35</td>
</tr>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>54094</td>
<td>10/18/19</td>
<td>101,805.48</td>
</tr>
<tr>
<td>XALIF TRANSIT INS POOL</td>
<td>Recurring Expense</td>
<td>54001</td>
<td>10/18/19</td>
<td>218,943.99</td>
</tr>
<tr>
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<td>Trolley Purchases</td>
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### PURCHASES BETWEEN $50,000 AND $99,999

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<th>VENDOR / DESCRIPTION</th>
<th>GENERAL MANAGER APPROVED</th>
<th>CHECK NUMBER</th>
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<tr>
<td>NONE DURING THE MONTH OF OCTOBER</td>
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## LAIF ACCOUNT

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<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
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<tbody>
<tr>
<td>10/01/19</td>
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<td></td>
<td>7,053,567.85</td>
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<td>10/11/2019 MMA</td>
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<td>600,000.00</td>
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Local Agency Investment Fund:
Quarterly interest earned - 2.45%

LAIF Treasury Balance at 10/31/19

## RABOBANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
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<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/19</td>
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<tr>
<td>10/04/19</td>
<td>479</td>
<td>AP/Payroll</td>
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<tr>
<td>10/10/19</td>
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<td>LAIF Trust Fund</td>
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<td>10/31/19</td>
<td></td>
<td>Interest @ 1.46%</td>
<td>1,581.86</td>
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<td>889,235.66</td>
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RABO MM Balance at 10/31/19

889,235.66
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<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
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<td></td>
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</tr>
<tr>
<td>Passenger Fares</td>
<td>-30,132</td>
<td>-23,143</td>
<td>-6,989</td>
<td>-100,285</td>
<td>-92,572</td>
<td>-7,713</td>
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<tr>
<td>Special Transit</td>
<td></td>
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</tr>
<tr>
<td>Cash Revenue</td>
<td>-539,604</td>
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<td>-2,158,416</td>
<td>-2,250,988</td>
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</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-569,736</td>
<td>-562,747</td>
<td>-6,989</td>
<td>-2,258,701</td>
<td>-2,250,988</td>
<td>-7,713</td>
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<td><strong>Expenses</strong></td>
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<td>Labor</td>
<td>12,567</td>
<td>10,734</td>
<td>1,833</td>
<td>40,005</td>
<td>42,936</td>
<td>-2,931</td>
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<tr>
<td>1. Benefits</td>
<td>7,344</td>
<td>6,232</td>
<td>1,112</td>
<td>26,333</td>
<td>24,928</td>
<td>1,405</td>
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<tr>
<td>Advertising &amp; Marketing</td>
<td>9</td>
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<td>-95</td>
<td>26,333</td>
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<td>Professional &amp; Technical</td>
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<td>-683</td>
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<tr>
<td>Outside Labor</td>
<td>11,075</td>
<td>9,399</td>
<td>1,676</td>
<td>41,432</td>
<td>37,596</td>
<td>3,836</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>58,738</td>
<td>51,400</td>
<td>7,338</td>
<td>228,564</td>
<td>205,600</td>
<td>22,964</td>
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<tr>
<td>Supplies</td>
<td>746</td>
<td>1,998</td>
<td>-1,252</td>
<td>2,643</td>
<td>7,992</td>
<td>-5,349</td>
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<tr>
<td>Marketing Supplies</td>
<td>120</td>
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<td>480</td>
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<tr>
<td>3. Utilities</td>
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<tr>
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<tr>
<td>4. Purchased Transportation</td>
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<td>23,243</td>
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<td>823</td>
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<tr>
<td>5. Leases &amp; Rentals</td>
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<tr>
<td>Total Operating Expenses</td>
<td>587,647</td>
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<td>Operating (Surplus) Deficit</td>
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<td>17,911</td>
<td>56,063</td>
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</table>
### MONTEREY-SALINAS TRANSIT

**Revenue & Expense - Consolidated**

**Budget vs Actual**

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY20)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
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</tr>
</tbody>
</table>
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:

*Item with an estimated fair market value of $100 or more:*

Samsung Galaxy Note 9 cell phone – Midnight Blue
To: Board of Directors

From: Jeanette Alegar-Rocha, Executive Assistant/Clerk to the Board

Subject: 2020 Board Calendar and Conference Schedule

RECOMMENDATION:

Receive 2020 MST Board Calendar and Conference Schedule.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Article V(a) of the MST Bylaws state that “Regular meetings of the Board shall be held the second Monday of each month throughout the year commencing at the hour of 10:00am in the Monterey-Salinas Transit, Thomas D. Albert Division Conference Room at One Ryan Ranch Road, Monterey, California 93940. Regular meetings may also be held on other days, at other times, and places as the business of the Monterey-Salinas Transit District (“District”) requires.”

DISCUSSION:

Detail has been provided on MST Conferences, delineating which meetings are attended by MST staff and board members or MST staff only. The regularly scheduled meeting of the RTA Board is also included in the calendar for the convenience of those board members who serve on the RTA. All board meetings have been scheduled to accommodate holidays and conferences attended by MST staff and/or board members.

MST Board and Committee meetings are held at 19 Upper Ragsdale Drive, Suite 100, Monterey, CA 93940 unless otherwise noted.

Attachment 1: Calendar Year 2020 Board Calendar and Conference Schedule

PREPARED BY: Jeanette Alegar-Rocha

REVIEWED BY: Carl G. Sedoryk
2020 MST Board Meeting Schedule

January 13  MST BOARD MEETING
February 10 MST BOARD MEETING
March 9  MST BOARD MEETING
March 15 – 17  APTA Legislative Conference, Washington, DC
April 13  MST BOARD MEETING
April 25- 27  APTA Transit CEO Seminar, Albuquerque, NM**
May 11  MST BOARD MEETING
May 17 - 20  APTA Mobility Conference, San Antonio, TX
May 27, 2019  CTA Spring Legislative Conference, Sacramento, CA
May 31- June 4  CTAA Conference and Expo, Louisville, KY*
June 8  MST BOARD MEETING
July 13  MST BOARD MEETING
August 10  STRATEGIC PLANNING WORKSHOP
September 14  MST BOARD MEETING
October 5  MST BOARD MEETING
October 11-14  APTA Annual Meeting and EXPO, Anaheim, CA
November 9  MST BOARD MEETING
November 18 -20  CTA Fall Conference & EXPO, Ontario, CA
December 14  MST BOARD MEETING

- MST Meetings in **boldfaced type** do not occur on second Monday of the month.
2020 MST Conference Schedule

February 1  APTA Executive Committee Meeting, Carlsbad, CA**
February 22-26 APTA Marketing & Communications Workshop, Orlando, FL**
March 15 – 17  APTA Legislative Conference, Washington, DC*
April 22-24  CalACT Annual Spring Conference, Indian Wells, CA
April 25-27, 2019  APTA Transit CEO Seminar, Albuquerque, NM**
May 17 – 20  APTA Mobility Conference, San Antonio, TX**
May 27  CTA Spring Legislative Conference, Sacramento, CA*
May 31- June 1  CTAA Conference and Expo, Louisville, KY*
August 1-4  APTA Transit Board Members Seminar, Salt Lake City, UT*
October 11 - 14  APTA Annual Meeting, Anaheim, CA*
TBD  CalACT Annual Fall Conference, TBD*
November 18 -- 20  CTA Fall Conference & EXPO, Ontario, CA*

- Conferences marked “*” are attended by some board members.
- Conference marked “**” are attended by the General Manager/CEO.

2019 RTA Board Meeting Schedule

* July 13  RTA BOARD MEETING
To: Board of Directors
From: Cristy Sugabo, Mobility Services Manager
Subject: Mobility Advisory Committee Membership

RECOMMENDATION:

Appoint membership of Jennifer Ramirez from Partnership for Children to the Mobility Advisory Committee.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your board appoints members to the MST Mobility Advisory Committee.

DISCUSSION:

The Mobility Advisory Committee (MAC) is a standing advisory committee of the MST Board of Directors. It makes recommendations to MST staff and to your Board regarding the transportation needs of seniors, veterans, persons with disabilities, low income, youth and isolated populations. The Committee acts as a liaison between MST and these communities to assure that their constituents and clients have input into the MST service planning process.

There are currently three (3) vacancies on the MAC and its current members recommend that your Board appoint Jennifer Ramirez, Executive Director for Partnership for Children to fill one of these vacancies.

Approval by your Board of this item shall appoint Jennifer Ramirez to the MST Mobility Advisory Committee.

A current listing of Committee members for the MAC is attached.

PREPARED BY: Cristy Sugabo
REVIEWED BY: Carl G. Sedoryk
<table>
<thead>
<tr>
<th>N</th>
<th>MEMBER</th>
<th>ALTERNATE</th>
<th>ORGANIZATION</th>
<th>ADVOCACY</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Kasuko Wessendorf</td>
<td></td>
<td>Interim, Inc.</td>
<td>Adult Mental Health Services</td>
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<tr>
<td>2</td>
<td>Kathleen Murry-Phillips</td>
<td></td>
<td>Area Agency on Aging</td>
<td>Seniors</td>
</tr>
<tr>
<td>3</td>
<td>Maureen McEachen</td>
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<td>Visiting Nurses Association</td>
<td>Nonprofit Health Care Provider</td>
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<tr>
<td>4</td>
<td>Melissa McKenzie</td>
<td></td>
<td>Carmel Foundation</td>
<td>Senior Services</td>
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<tr>
<td>5</td>
<td>Alejandro Fernandez</td>
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<td>DaVita Dialysis Clinic</td>
<td>Health Care Provider</td>
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<td>6</td>
<td>Kurt Schake</td>
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<td>Veterans Transition Center</td>
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<td>7</td>
<td>Reyna Gross</td>
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<td>Alliance on Aging</td>
<td>Seniors</td>
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<tr>
<td>8</td>
<td>Stefania Castillo</td>
<td></td>
<td>Transportation Agency for Monterey County</td>
<td>Transportation Authority</td>
</tr>
<tr>
<td>9</td>
<td>Diana Trapani</td>
<td>Esmeralda Ortiz</td>
<td>Blind and Visually Impaired Center</td>
<td>Blind and Visually Impaired</td>
</tr>
<tr>
<td>10</td>
<td>Amie Cuda</td>
<td></td>
<td>Central Coast Senior Services</td>
<td>Seniors</td>
</tr>
<tr>
<td>11</td>
<td>Maria Magana</td>
<td></td>
<td>Central Coast Center for Independent Living</td>
<td>People With Disabilities</td>
</tr>
<tr>
<td>12</td>
<td>Jessica McKillip</td>
<td>Cheryl Tsuchiura</td>
<td>Independent Transportation Network</td>
<td>Nonprofit Senior Transportation Provider</td>
</tr>
<tr>
<td>13</td>
<td>Jennifer Ramirez</td>
<td></td>
<td>Partnership for Children</td>
<td>Children and Youth</td>
</tr>
<tr>
<td>14</td>
<td>Vacant</td>
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<tr>
<td>15</td>
<td>Vacant</td>
<td></td>
<td></td>
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</tbody>
</table>
PEARLY PEARSON
20 YEARS OF SERVICE

WHEREAS, Pearly Pearson began his career with Monterey-Salinas Transit in September 1999. During his 20-year career Pearly Pearson has supported MST’s Transportation Department and its customers as a Coach Operator; and

WHEREAS, Pearly Pearson was recognized for his safety record – accumulating ten (10) Safe Driving Awards; and

WHEREAS, Pearly Pearson after 20 years of service to MST and approximately 510,000 miles behind the wheel serving his customers, Pearly Pearson retired on November 16, 2019.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Pearly Pearson for his outstanding support and service to MST and its customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Pearly Pearson and wish him a successful and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2020-11 on this 9th day of December 2019.

____________________  __________________________
Mike LeBarre                Carl G. Sedoryk
Board Chair                 Board Secretary
ED CIMATU
19 YEARS OF SERVICE

WHEREAS, Ed Cimatu began his career with Monterey-Salinas Transit in November 2000. During his 19-year career Ed Cimatu has supported MST’s Transportation Department and its customers as a Coach Operator; and

WHEREAS, Ed Cimatu was recognized for his safety record – accumulating eleven (11) Safe Driving Awards and has served with distinction as a Line Instructor; and

WHEREAS, Ed Cimatu after 19 years of service to MST and approximately 485,000 miles behind the wheel serving his customers, Ed Cimatu retired on November 30, 2019.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Ed Cimatu for his outstanding support and service to MST and its customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Ed Cimatu and wish him a successful and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2020-12 on this 9th day of December 2019.

_______________________  _______________________
Mike LeBarre                        Carl G. Sedoryk
Chairperson                          Secretary
To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Proposed 2020 Three-Year Strategic Plan Workshop

RECOMMENDATION:

Receive Update on 2020 Strategic Planning Workshop.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

For the past several years, your Board holds a workshop in January in lieu of a traditional board meeting. During these meetings, staff provides updates on progress made towards Strategic Plan goals, and your Board provides input and direction on any tactical changes that may be required.

Every three years, your Board engages a facilitator to help develop a new multi-year Strategic Plan. Staff proposes that for our January 2020 meeting that we conduct a Strategic Plan update and workshop in lieu of a normal business meeting and postpone the facilitated FY 2021-2023 strategic planning workshop until our August 2021 meeting August after the new MST Board Chair begins his 2-year role.

At the January 2020 meeting, staff proposes the following topics for discussion:

- Update on achievement of Strategic Goals
- Discussion on development of new performance metrics
- Bus driver recruitment/retention programs
- Zero Emission Bus strategy update
- New partnerships opportunities and new service Initiatives

Please contact the General Manager/CEO if there are additional topics that you wish to have covered on the January workshop agenda.

Submitted by: ________________________
To: Board of Directors

From: Carl Sedoryk, General Manager
Lisa Rheinheimer, Assistant General Manager

Subject: 2020 Federal Legislative Program

RECOMMENDATION:

1. Receive update on federal legislative issues

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your board adopts an annual legislative program. The recommended 2020 federal legislative program (Attachment) is consistent with our mission of advocating and delivering quality public transportation as a leader within our community and industry. The 2020 Legislative Program will be presented to federal legislators and their respective staff members and will direct MST positions on legislative matters throughout the year. The Legislative Program is also used as a guideline for supporting, opposing, or watching legislation when time does not permit official MST Board action on specific legislation.

DISCUSSION:

To monitor and guide transit-related legislation in Washington, DC, MST participates with the American Public Transportation Association (APTA) and the Community Transit Association of America (CTAA) legislative efforts. In addition, MST is represented by Walters & Associates in Washington, DC. This firm provides analysis, advice, staff support, and advocacy regarding federal issues on our behalf and has successfully assisted MST in seeking additional funding for ongoing capital and operating needs. Don Gilchrest from Thomas Walters & Associates is scheduled to be in attendance at the December 9th meeting of your Board to provide an in-person update on major federal transportation issues. After this presentation, staff is recommending that your Board adopt the 2020 Federal Legislative Program.
Attachment: 2020 Federal Legislative Program

SUBMITTED BY:  Lisa Rheinheimer

REVIEWED BY:  Carl G. Sedoryk
MST 2020 Federal Legislative Program

1F. Engage in cooperative support among partner organizations.
   a. Support the 2020 American Public Transportation Association (APTA), and Community Transit Association of America (CTAA) Legislative Programs.
   b. Support APTA’s recommendations on any federal Infrastructure Initiative that may be enacted into law by Congress and the President. Include transit capital and operating funds as part of any further potential economic stimulus and jobs bills that may be proposed, and relieve local agencies from funding match requirements.
   c. Support the 2020 Federal Legislative Programs for the Transportation Agency for Monterey County (TAMC) and MST member-jurisdictions.
   d. Support other partner agency legislative efforts where common interests exist.

2F. Ensure short-term and long-term transit funding stability and expansion.
   a. Oppose any legislation that would eliminate or reduce the Federal Transit Benefit that was enacted into law at equal levels for parking and transit at the end of 2015.
   b. Ensure a steady stream of needed vehicle and infrastructure funding on an annual basis, seek additional funding for the Federal Transit Administration Section 5339(a) and 5339(b) Bus and Bus Facility formula and competitive capital grant programs.
   c. Seek federal funding for critical transit projects, including but not limited to new buses, bus equipment/facilities, Bus Rapid Transit (BRT).
   d. Seek maximum annual appropriations for transit programs authorized under the FAST Act.
   e. Protect Mass Transit Account funded programs in FAST Act Authorization against rescission, sequestration or other financial reductions from attempts to solve General Fund imbalance problems with the federal budget. Seek funding from all authorized discretionary and formula funding sources including Section 5310/New Freedoms (NF), Small Transit Intensive Cities (STIC), the federal mass transit benefit, homeland security, FTA Section 5309 (including continuation of the Small Starts program), FTA Section 5339(a) and (b), FTA Section 3006(b) (innovative mobility for seniors and disabled), US Department of Agriculture (rural areas), US Department of Health and Human Services
(Affordable Care Act), US Department of Defense, US Department of Veterans Affairs, and other programs.

f. Support strategies to stabilize and increase transportation funding sources in light of the depletion of the federal highway trust fund and transit trust fund, and advocate for a well-funded, swiftly-implemented, multi-year federal transportation program supported by annual, full-year, on-time appropriations of funding by Congress and apportionments by FTA. Support the APTA Recommendations on federal public transportation authorizing law.

g. Support California receiving its fair share of its contribution to federal transportation funding.

h. Oppose efforts to reduce or limit federal formula or discretionary transit funds or eliminate the federal role of funding public transit operations and capital by deleting the program from the Highway Trust Fund.

i. Seek additional funding for elderly and disabled transportation, including the FTA Section 5310 elderly and disabled transit capital funding program, which under FAST Act incorporates funding for projects formerly eligible under the Section 5317 New Freedoms Program.

j. Oppose any efforts to shift current, expanded, or new transit funds or fuel taxes/fees to non-transportation programs or projects.

k. Support initiatives to develop the workforce necessary to successfully deliver transit services, including continued and expanded funding of regional training consortium programs, which provide advanced transit specific training through local community colleges and similar educational institutions.

l. Support federal legislative efforts to provide incentives for electric and hybrid-electric buses and infrastructure equivalent or comparable to the alternative fuels tax credit currently available for compressed and liquefied natural gas.

m. Support increased public transportation funding to reduce vehicles miles travelled and associated greenhouse gas emissions. Ensure that trust fund and general fund transit programs are protected if carbon fees are implemented at the federal level. Support green energy funding and incentives for zero-emission buses.

n. Increase the Small Transit Intensive Cities (STIC) set-aside from two percent to three percent.

3F. Support reductions in burdensome legal and/or regulatory requirements.

a. Encourage legislative and regulatory efficiency.

b. Require the Department of Transportation (DOT) to consistently apply the requirement that federal loans be considered local match across all DOT programs.
c. Work to streamline regulations and improve the ability of local and regional agencies to plan and deliver transportation projects and services in a timely, cost-effective manner.

d. Advocate for changes in policies that inhibit MST’s abilities to effectively provide mobility, including inappropriate usage of the 13c provision of the 1964 Federal Transit Act, restrictions of buses based on axle weight, Buy America, and unreasonable spare ratio requirements.

e. Monitor Asset Management, Safety, and Performance requirements on transit agencies being implemented by the Federal Transit Administration and continue to advocate for exemptions and/or reduced reporting requirements for small operators.

f. Reduce regulatory burden, advocate that any new federal safety regulations should accept the safety programs of public transit agencies that have developed their safety plans/activities as members of large risk pools (e.g. CalTIP).

4F. **Raise MST’s profile and role in federal legislative issues.**

a. Continue to bring legislators, key staff and other federal stakeholders to MST for a facilities tour and presentation.

b. Offer opportunities to educate Congressman Jimmy Panetta and his local and DC staff members about MST and the importance of public transit in the Monterey Bay region, the State of California, and around the entire country.

c. Continue having MST Board and staff participate in transit-related meetings with federal elected representatives, key transportation and budget committee members, and other officials.

December 9, 2019
To: Board of Directors
From: Michelle Overmeyer, Director of Planning and Innovation
Subject: 2020 State Legislative Program

RECOMMENDATION:

1. Receive 2020 State Legislative Update.
2. Adopt 2020 State Legislative Program.

FISCAL IMPACT:
None.

POLICY IMPLICATIONS:

Your board adopts an annual legislative program. The recommended 2020 State Legislative Program is consistent with our mission of advocating and delivering quality public transportation as a leader within our industry. The 2020 State Legislative Program will be presented to state legislators and their respective staff members and will direct MST positions on legislative matters throughout the year. The Legislative Program is also used as a guideline for supporting, opposing, or watching legislation when time does not permit official MST Board action on specific legislation.

DISCUSSION:

To monitor and guide transit-related legislation in Sacramento and Washington, DC, MST participates in the California Transit Association (CTA), and the California Association of Coordinated Transit (Cal-ACT). In addition, the General Manager/CEO recently completed his two-year appointment as chair of the CTA and MST staff have seats on a variety of CTA committees including State Legislative, Information Technology, Operations, Maintenance, and the Human Resources Task Force. Staff makes regular visits to Sacramento to conduct in-person meetings with legislators representing Monterey County as well as staff members of committees with oversight over transportation issues.

Staff will provide brief summary of state legislative activity for 2019 as well as a look ahead to legislative priorities for 2020. Subsequently, staff is recommending that your Board adopt the 2020 State Legislative Program (Attachment).
Attachment: Draft 2020 State Legislative Program

PREPARED BY: Michelle Overmeyer
REVIEWED BY: Carl G. Sedoryk
MST 2020 State Legislative Program

1S. Engage in cooperative support among partner organizations.

a. Support the 2020 Legislative Programs of the California Transit Association (CTA) and California Association of Coordinated Transportation (CalACT).

b. Support CTA’s efforts to support legislation and administrative strategies to implement the current “FAST Act” federal transportation authorization legislation in a way that ensures the best possible outcome for transit operators in California.

c. Support the 2020 State Legislative Programs for the Transportation Agency for Monterey County (TAMC) and MST member-jurisdictions.

d. Support other partner agency legislative efforts where common interests exist.

e. Ensure that state legislative efforts are consistent with and coordinated with the MST federal legislative program.

2S. Support transit-related legislation.

a. Support legislation and polices that enable transit-supportive development.

b. Support legislation augmenting programs to fund public transit buses and support vehicles with electric, bio-fuel and other alternative-powered engines.

c. Support legislation that increases safety for transit employees and customers by increasing penalties against those that commit crimes against an operator of a transit vehicle, against the transit riding public, or against property of transit agencies.

d. Seek support for, and consider pursuing legislation authorizing, an expansion of the existing, very limited bus on shoulder statutory authorization granted to Monterey-Salinas Transit and Santa Cruz Metropolitan Transit District by AB 946 (Stone) [Chapter 426, Statutes of 2013]

e. Seek legislative approval for transit agencies to require credit card authentication at ticketing kiosks.

3S. Encourage the state to restore, preserve and augment transportation and transit funding.

a. Oppose any transfer or expenditure of Transportation Development Act, Public Transportation Account, Traffic Congestion Relief Fund, and other transit funds to state and local agencies for purposes other than those specified in the Act and existing transit funding law. Monitor the effects of 2010 Proposition 22 and Proposition 26 on transit funding.
b. Educate the public on the value of the recently enacted SB-1, which comprehensively enhances funding for transportation throughout the state, including public transit. Pursue funds that have been disencumbered from other agencies’ cancelled projects. Ensure that funds are maximized for MST and that the region’s authority to decide how to program any new funds is retained. Work with the Governor’s Administration, the Legislature, the California Transportation Commission, Caltrans and others in key decision-making processes. Seek funding for bus operations, maintenance and administration facilities; new bus purchases; electric charging infrastructure; transit stations; security improvements to property and buses; bus shelters; ticket vending machines; Intelligent Transportation Systems (ITS); Bus Rapid Transit (BRT); and mixed-use transit oriented developments (TODs).

c. As Caltrans is the designated recipient for some of MST’s federal funds, support legislation and administrative strategies to implement the transit programs in FAST Act in a way that ensures prompt distribution of funds to small urban and rural operators to yield the best possible outcome for transit.

d. Support and advocate protecting and maximizing transit’s share of Cap & Trade revenues, including additional ongoing, dedicated revenue for transit from the 40 percent of Cap & Trade funds not continuously appropriated pursuant to existing statute.

e. Participate in the development of California Air Resources Board Zero Emission Vehicle Investment Plan criteria and Innovative and apply for funding as appropriate.

f. Work to secure funding for transit systems to help combat homelessness.

4S. Support reductions in burdensome legal and/or regulatory requirements.

a. Support exemptions for small operators from financially burdensome new legal or regulatory requirements or minimize their impact on small operators.

b. Continue to participate on the California Transit Association’s (CTA’s) Transportation Development Act (TDA) Reform Task Force to review existing metrics for the qualification and distribution of TDA revenues, with the possibility for legislation in 2020 to update TDA law.

c. Oppose efforts to mandate benefits or other specific working conditions that would increase MST’s costs and that would be more appropriately addressed through the local collective bargaining process.

d. Monitor ongoing rule-making discussions at the California Air Resources Board including AB 32, SB 375 and the state’s “Cap and Trade” program, and oppose additional regulatory requirements that do not have a new, dedicated funding source provided for their implementation.
e. Monitor the California Air Resources Board’s (ARB) Innovative Clean Transit (ICT) regulation and support the provision of new sources of funding to incentivize the adoption of ZEB technology.

f. Support efforts to streamline state-administered federal grant programs to allow funds to be delivered to transit agencies more promptly and/or administered directly by small urban transit operators who already receive and manage federal transit grants, where appropriate.

g. Monitor state implementation of pension reform laws.

h. Support efforts to include certain types of transit projects in CEQA reform measures as they are periodically proposed.

5S. Raise MST’s profile and role in state legislative issues.

a. Continue to bring legislators, key Governor Newsom staff and others to MST for a facilities tour and presentation.

b. Develop and maintain positive working relationships with elected state representatives including newly elected Governor Newsom, Assemblymembers Rivas and Stone, and Senators Caballero and Monning. Reach out to elected legislative officials during the 2020 session, including those that may be assigned committees with oversight over transportation-related matters.

c. Continue having MST Board and staff participate in transit-related meetings with elected representatives, key transportation and budget committee members and other officials.

December 9, 2019
To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Design-Build Contract for South County Operations and Maintenance Facility in King City

RECOMMENDATIONS:

1. Authorize General Manager/CEO to enter into contract with Diede Construction, Inc. for final design services of the South County Operations and Maintenance Facility in the City of King in an amount not to exceed $1,080,500.

2. Authorize General Manager/CEO to enter into contract with Diede Construction, Inc. for the construction phase of the South County Operations and Maintenance Facility in the City of King in an amount not to exceed $13,499,200 contingent upon final financial program approvals.

FISCAL IMPACT:

The project budget is $14,579,700, to be funded by a combination of federal, state and local sources as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Federal Transit Administration grant</td>
<td>$4,119,172</td>
</tr>
<tr>
<td>Federal low interest loan</td>
<td>up to $9,000,000</td>
</tr>
<tr>
<td>State (PTMISEA) funds</td>
<td>$472,000</td>
</tr>
<tr>
<td>State (LPP) funds</td>
<td>$242,000</td>
</tr>
<tr>
<td>MST Capital or Operating Budget*</td>
<td>up to $2,000,000</td>
</tr>
<tr>
<td>Local Measure X*</td>
<td>up to $9,000,000</td>
</tr>
</tbody>
</table>

*used for loan repayment

POLICY IMPLICATIONS:

Your Board approves all contracts of $100,000 or more.

DISCUSSION:

The South County Operations and Maintenance Facility Project consists of developing a 4.8-acre, MST-owned parcel in King City, California, to construct an operations and maintenance facility for transit vehicles that primarily serve southern
Monterey County. The Project will accommodate future transit needs in the surrounding rural communities of Monterey’s South County.

Since the October 16, 2017 meeting of your Board, staff has been working with the United States Department of Agriculture (USDA) and the Federal Transit Administration (FTA) as well as the City of King to move this project forward.

In early 2019, staff published a Request for Qualifications. MST received three responses to the solicitation and was able to qualify three firms for inclusion in a subsequent Request for Proposals.

The three firms qualified were Diede Construction, Inc., Chris Madson, Inc., and SSB Construction, Inc.

MST reviewed two proposals in fall of 2019, based on the receipt of two responses. The two responsive firms were Diede Construction and SSB Construction. Both firms were evaluated by a panel of 9 reviewers.

MST evaluated the proposals based on best value, which included:

- Specific criteria to obtain price and technical proposal
- Established a clear evaluation and selection process, to ensure the process was fair, open and transparent
- Held confidential meetings with both proposers to encourage an open and candid exchange of concepts, concerns and ideas.

Ultimately the selection team relied heavily on the qualifications of the design-build firm and its key team members, and their demonstrated history of successful design-build project delivery.

The scoring was as follows:

<table>
<thead>
<tr>
<th>Proposer</th>
<th>Total Score</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diede Construction, Inc.</td>
<td>973</td>
<td>$14,579,700</td>
</tr>
<tr>
<td>SSB Construction, Inc.</td>
<td>947</td>
<td>$14,996,335</td>
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</tbody>
</table>

Both proposers were considered highly skilled and qualified for this project. However, Diede scored the highest marks for both its written proposal and in-person interview.

Approval of this item authorizes staff to negotiate and finalize a contract with Diede Construction, Inc., in the amount of $1,080,500 for the final design phase and future construction phase of MST’s South County Operations and Maintenance Facility. Authority to move forward with the construction phase is contingent upon executing grant agreements and finalizing loan documents.
The final design phase of the project is estimated to take approximately 6 months with construction taking 12-18 months.

PREPARED BY: ____________________ REVIEWED BY: _____________________
Lisa Rheinheimer                                      Carl G. Sedoryk
To: Board of Directors

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: Award a Tire Lease and Support Services Contract

RECOMMENDATIONS:

1. Award a three-year tire lease and labor services contract to the Goodyear Tire and Rubber Company.

2. Authorize staff to extend the contract for up to two additional years.

FISCAL IMPACT:

The cost is $251,162 for the first year. The contract value for the first three years is estimated at approximately $771,081 for revenue vehicles (buses) and support vehicles. The contract value will vary, as it is based on actual mileage. The value of a five year contract is approximately $1.3 million. MST’s leased tire program is fully funded in the operating budget.

POLICY IMPLICATIONS:

Your Board approves all contracts of $100,000 or more.

DISCUSSION:

MST’s bus fleet travels over 4 million miles annually and support vehicles travel approximately 600,000 miles annually.

MST Staff sent Request for Proposals (RFP) to the three companies listed on the following page, all of which provide extensive tire lease and support services within the transit industry. Leasing tires and contracting for labor support services is a standard practice within the transit industry.

MST has been contracting lease tires and support services for approximately 20 years and currently has a contract with the Goodyear Tire and Rubber Company. The cost for MST to manage its own tire and support services program is estimated at more than $300,000 annually.
In addition to providing tires for the bus fleet and support vehicles, the supplier will also provide a full-time technician for the 86 buses and 43 support vehicles directly operated by MST. The on-site technician is responsible for managing an inventory of almost 900 tires for buses, support vehicles and spare inventory at our two operating facilities. This tire lease does not include tires for the MV operated fleet, as MV is responsible for managing their own tires.

MST evaluated the cost proposals received and found Good Year Tire and Rubber Company price competitive in the current market place. The new contract value represents a cost increase of less than 5% over the last five year contract. In addition, a change from Goodyear to a new tire service provider would be a lengthy process that could take several years as the tires from Goodyear would need to be “used up” and then transitioned to the new contractor. Staff recommends MST proceeds with awarding a contract to Good Year Tire and Rubber Company.

Approval of this action authorizes staff to enter into a three-year contract with Goodyear Tire and Rubber Company and extend the contract for up to two additional years should Goodyear continue to provide satisfactory service.

|                              | Year 1  | Year 2  | Year 3  | Year 4  | Year 5  | Total:  
|------------------------------|---------|---------|---------|---------|---------|----------  
| Goodyear Tire & Rubber Company, Akron, OH | $251,162 | $256,969 | $262,950 | $269,978 | $277,180 | $1,318,239  
| Michelin, Greenville, SC     | $241,086 | $254,989 | $269,436 | $284,661 | $300,730 | $1,350,902  
| Bridgestone Americas Tire Operations, Akron, OH | Declined to Bid |

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

MST AGENDA / DECEMBER 9, 2019 MEETING / PAGE 86
To: MST Board of Directors

From: Lisa Rheinheimer, Assistant General Manager
Robert Weber, Chief Operating Officer

Subject: Budget for Joe Lloyd Way Facility Renovations

RECOMMENDATION:

Approve budget for leasehold improvements of approximately $530,790 to make renovations to the Joe Lloyd Way facility.

FISCAL IMPACT:

Approval of the budget for these facility improvements will allow MST to realize significant savings on the MV Public Transportation (MV) contract for transportation services. The savings to the MV contract are realized only if MV can relocate to the Joe Lloyd Way location.

Staff also estimates that by relocating the MV operating base, MST would also save fuel costs. Estimated contract and operating savings would total approximately $488,460 through the life of the MV contract to FY 2021/2022.

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<thead>
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<tbody>
<tr>
<td>FY 2019/2020 Savings</td>
<td>$113,250</td>
</tr>
<tr>
<td>FY 2020/2021 Savings</td>
<td>$453,000</td>
</tr>
<tr>
<td>FY 2021/2022 Savings</td>
<td>$453,000</td>
</tr>
<tr>
<td><strong>Total Savings</strong></td>
<td><strong>$1,019,250</strong></td>
</tr>
<tr>
<td>FY 2019/2020 Renovation Cost</td>
<td>$530,790</td>
</tr>
<tr>
<td><strong>Total Savings minus Renovation Cost</strong></td>
<td><strong>$488,460</strong></td>
</tr>
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</table>

*Assumes relocation date of April 1, 2020

Further savings are anticipated beyond 2022 at a rate of approximately $453,000 annually. In a future 5-year transportation services contract, savings could total up to $2,226,000.

POLICY IMPLICATIONS:

Your Board approves the MST budget and this line item was not assumed in the approved Fiscal Year 2019/2020 budget.
DISCUSSION:

Background:

In 2017, MST began utilizing the property located at Joe Lloyd Way in the former Fort Ord when construction of the Monterey Bay Operations and Maintenance Facility at 1 Ryan Ranch Road made it necessary to temporarily move out. During construction, MST used the Joe Lloyd Way facility to maintain vehicles and deploy service. The Joe Lloyd Way facility is leased from the Army.

Since moving back to the permanent operations and maintenance facility, MST has used the Joe Lloyd Way location for in-processing of new and/or replacement vehicles. This has proven useful over the last year while MST has taken delivery of 26 new and/or replacement vehicles.

Concurrently, MST and MV have been under contract since January 2013. MV provides all MST Rides, On Call, Monterey Trolley, and many fixed-route services. By mutual agreement, MST and MV have exercised the first of two, (2) two-year contract extension terms.

The Board authorized the General Manager/CEO to execute the second (2) two-year contract extension which would end June 30, 2022. The second extension depends largely on the re-location of MV operations and maintenance functions from their existing Salinas-based facility to Joe Lloyd Way.

Discussion:

This capital investment will ultimately lead to overall savings to MST through the MV contract and fuel savings. This savings is estimated at $453,000 annually over the remaining term of the contract to June 30, 2022.

There will be fuel cost savings by relocating the MV operation closer to where service begins. At present, the majority of MV fixed-route services operate exclusively in and around the Monterey Peninsula. Each route deployed is required to travel one hour (or more) on a daily basis in deadhead service to begin their service day and returning to the operating base in Salinas. Additionally, approximately 40% of the Paratransit program vehicles deploy from the Salinas base and operate within the Monterey Peninsula.

Redeploying all MV operated services from the Salinas basin to the Monterey Peninsula will reduce operating costs through savings in deadhead, and fuel consumption. Also, this move will significantly reduce greenhouse gas emissions, estimated savings at 481 metric tons annually. This amount is equivalent to taking 69 cars off the road or powering 20 homes every year.

Additionally, as MST would provide and maintain the contractor’s operating base, MV’s current lease expense will be eliminated, which further reduces the contract
expense across all service modes. MV must give 6 months notice on its current lease which expires on June 30, 2020.

All of these savings will be directly realized through a reduction in expense for purchased transportation services. (Staff anticipates at least a 4-5% reduction in expense over the remaining contract term and through the final two-year option term).

Future Contract Opportunities:

With an eye to the future, MST has had limited response to previous RFP(s) for its purchased transportation services as prospective bidders were unable to identify a suitable operating base – causing some to withhold or withdraw their proposals. Today, the available inventory of commercial property is all but nonexistent in Monterey County, which will only worsen the problem for future procurements. If MST were to provide the operating facility to its future contractors, it would draw more qualified bidders into future solicitations for these services, which would likely yield more competitive pricing.

Timeline:

Upon approval by the Board, MST would begin lining up contractors to start work needed to bring the facility into a usable facility for MV to operate and maintain contracted service. Bringing the facility to a move-in ready state may take up to 4 months and MST staff will prioritize this work.

Approval of this item by your Board will authorize MST’s General Manager/CEO and staff to move forward with remodeling the property at Joe Lloyd Way for MV to move in as soon as possible.
To: Board of Directors

From: Kelly Halcon, Director of Human Resources/Risk Management

Subject: Adopt Updated MST Code of Conduct/Transit Exclusion Policy

RECOMMENDATIONS:

Approve the creation MST’s Code of Conduct/Transit Exclusion Policy to promote the safety and comfort of its riders, to facilitate the proper use of transit facilities and services, to protect MST’s employees.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board approves policies for Employees and Non-employees. This new policy will be included on MST’s website and Riders’ Guide.

DISCUSSION:

Monterey-Salinas Transit District developed “Rules to Ride By” to communicate our expectations to the public on their behavior and conduct when on MST’s facilities and buses. These tips can currently be found in MST’s Riders Guide and MST’s website. Although MST has tips of expected behaviors and conduct for our passenger, MST found that these publications did not deter individuals from engaging in behavior that was deemed unsafe to MST passengers and our employees. In February 2016, the MST Board of Directors adopted MST’s Code of Conduct/Transit Exclusion Policy.

The adopted policy was posted out to the public shortly thereafter. MST staff began to enforce the policy with our ridership and started to see a change in the behavior of riders. The intention of the policy was to relay the expectations of proper behavior aboard MST vehicles and at MST facilities. However, there are still individuals who continue to struggle to follow MST policies and expectations and have received numerous exclusions from MST facilities and services.

In the attached updated policy, MST continues to clarify our expectations of unacceptable conduct and behavior and the possible consequences that could be taken if an individual does not behave in accordance with the outlined expectations. The lengths of time an individual could be banned would be in relation to severity of the problem and/or the number of occurrences. The updates to the policy now include
additional language on the length of time a person can be banned beyond one (1) year due to the on-going failure to observe MST policies and have already received numerous services exclusions to address and correct violating behavior.

Staff is recommending the Board adopt the updated Code of Conduct/Transit Exclusion Policy. By adopting this policy, MST would be taking a proactive stance making safety our #1 priority for our employees and our passengers.

Attachment: Redline version of Code of Conduct/Transit Exclusion Policy

PREPARED BY:  __________________    REVIEWED BY:  _____________________
Kelly Halcon          Carl G. Sedoryk
OBJECTIVE: It is the mission of Monterey-Salinas Transit District (MST) through the efforts of dedicated, well-trained employees, to provide safe, reliable, convenient, and efficient public transportation to the residents and visitors of the MST service area.

POLICY STATEMENT
MST has established this conduct policy to promote the safety and comfort of its riders, to facilitate the proper use of transit facilities and services, to protect transit facilities and employees, to ensure the payment of fares and to prevent inappropriate conduct as outlined below.

I. Overview and Definitions
No individual may engage in inappropriate conduct on, at, or within the equipment or facilities of MST and MST transit services. Inappropriate conduct includes, but is not limited to, disorderly conduct.

Whether an individual is charged or convicted of an incident or inappropriate conduct does not bar investigation or exclusion from transit under this policy.

The term “disorderly conduct” is behavior that is considered to be seriously disruptive behavior, indecent, profane, boisterous, unreasonably loud or otherwise offensive under circumstances that would tend to cause or provoke a disturbance and is inconsistent with the orderly and comfortable use of MST Facilities and Transit Services for their intended purpose. Disorderly conduct includes actions that are harassing or threatening in nature to MST passengers or employees or interfere with the safe operation of transit services. This includes following or stalking passengers or employees.

The term “emergency situation” can be defined as any situation in which an individual’s actions present a direct threat to the life or safety of himself / herself, to others, or to MST facilities.

The term “fare media” means the various instruments issued by or on behalf of MST for the payment of fare including, but not limited to, cash fare, Go Passes, Go Cards, MST RIDES tickets, and complimentary passes.

The term “inappropriate conduct” includes any individual or group activity that is seriously disruptive behavior or injurious to other individuals lawfully using MST facilities or transit...
services; damaging or destructive to MST facilities or transit services; or disruptive, harassing, threatening or injurious to transit employees. Inappropriate conduct may also constitute a violation of an ordinance or criminal law. Whether an individual is charged or convicted of an incident or inappropriate conduct does not bar investigation or exclusion from transit under this policy.

The term “incendiary device” includes matches, lighters or torches.

The term “MST” means Monterey-Salinas Transit District.

The term “MST facilities” means all property and equipment of MST including, without limitation, inside and outside areas of MST property, transfer points, bus shelters, bus stops, park and ride lots, signage; administrative, operational, and maintenance facilities; and MST vehicles used to provide MST transit service. MST facilities include both the public and non-public areas of MST facilities.

The term “MST vehicles” includes buses, mobility taxis, trolleys, paratransit vehicles, relief units, facility service trucks, maintenance service trucks, and other non-revenue vehicles.

The term “weapons and other dangerous instruments” includes pistols, rifles, knives or swords; flammable liquids; dangerous, toxic or poisonous substances; vessels containing caustic materials, chemicals, acids or alkalis; fishing rods not broken down or with unsecured hooks and lures; ski poles unless secured to skis or with tip covers; sheet glass and sharp objects.

The term “public area” includes those portions of MST facilities open for public use for transit services or transit-related purposes.

The term “transit services” means fixed route bus service, paratransit services, and/or other contracted transportation services.

II. Level I Inappropriate Conduct on MST Vehicles

For any of the following inappropriate conduct on MST vehicles, persons will be given a first warning by the Coach Operator not to engage in the conduct.

- Participating in disorderly or inappropriate conduct as defined in Section I above.
- Refusing to vacate designated seats and designated wheelchair areas in MST vehicles for senior citizens and people with disabilities when requested by a senior citizen, person with disabilities, a caregiver that person or by the driver on his or her behalf.
- Eating or drinking.
- Using an audio device (e.g. portable radio, tape, CD player, TV, etc.), unless such equipment is used with earphones so that sound is limited to the person’s private listening only.

- Standing in the front of the standee line at the front of the MST vehicle bus near the driver’s seat.

- Bringing an uncaged animal on the MST vehicle bus uncaged, excepting working animals that assist those with disabilities. Cages for animals must fit on a customer’s lap.

- Bringing on board MST vehicles any large articles, packages, baggage, non-collapsible strollers or baby buggies that block the aisle or and restrict the free movement of passengers.

- Engaging in disorderly conduct. This not intended to prohibit ordinary conversation between passengers in normal conversational tones.

- Having unnecessary conversations with MST Coach Operators.

- Engaging in unauthorized canvassing, selling, soliciting or distributing any material on board MST vehicles buses.

- Changing a child’s diaper.

- Exhibiting inappropriate personal hygiene, i.e., an individual whose bodily hygiene or odor is so offensive as to be considered as seriously disrupt or offendive to other passengers; or to the Coach Operator.

- Boarding MST vehicles by unattended minors; all persons children five years of age or and under must be closely accompanied at all times by a fare-paying adult passenger.

- Roller-skating, roller-blading, or skateboarding on MST vehicles buses.

- Hanging or swinging from stanchions or other MST vehicle bus equipment with feet off the floor.

- Hanging out, reaching out, or putting or throwing anything out of MST vehicle bus door or windows.

- Willfully refusing to pay a fare or show specific fare media to the Coach Operator.

- Willfully refusing to follow the lawful order of the Coach Operator made to protect MST passengers, or MST property.

If further warning by the Coach Operator is necessary due to an individual’s passenger’s failure to comply, an MST Supervisor may be contacted and may be called to the scene by the Coach Operator. The Supervisor is authorized to ask the passenger individual(s) to leave the MST vehicle bus.
III. Level II Inappropriate Conduct and MST Facilities

The following conduct is prohibited in all MST Facilities:

- **Failing to cease any Level I Conduct after a warning.**
- Smoking on MST vehicles. *(See Section V, below, concerning incendiary devices)*
- Fighting.
- Carrying weapons or other dangerous instruments. Weapons used in the practice of martial arts including, but not limited to: swords, daggers, fencing foils, sabers, staves, or nunchuks must be sheathed and left at the front of the MST vehicle bus with the coach operator.
- Disorderly conduct that is disruptive, harassing, or threatening in nature to MST passengers or employees or the safe operation of transit services. This includes following or stalking passengers or employees.
- Misuses of fare media.
- Drinking alcoholic beverages or possessing open containers of alcoholic beverages.

Any individual observed engaging in the above conduct or failing to cease any Level I Conduct after a warning, may be directed told by a Coach Operator, or Supervisor, or other authorized individual to leave the facilities immediately. **Wrongful conduct** and may also be subject to arrest or further legal action by proper authorities. The Coach Operator is authorized to request police assistance if necessary. These offenses may also subject passenger individual(s) to the Exclusion Procedure, described in Section VI.

IV. Level III Inappropriate Conduct and Emergency Situations

The following conduct in all MST facilities, or failing to cease any Level II Conduct listed above upon request, shall constitute an emergency situation and be cause for police intervention, arrest, and/or prosecution.

- **Failure to cease any Level II Conduct listed above upon request.**
- Use of counterfeit or stolen fare media.
- Assault, threat of assault, or battery.
- Stealing or willfully damaging, defacing or destroying MST facilities.
- Lighting an incendiary device.
- Obstructing or interfering with the Coach Operator’s safe operation of MST Facilities.
- Indecent exposure, or lewd / lascivious behavior displaying sexually explicit images, messages, and cartoons via print, or electronic media.
- Entering or remaining on, in, or about MST facilities after having been notified by an authorized individual not to do so.
- Boarding or remaining on MST vehicles buses during the period when an individual has been banned from the premises. See Non-Compliance with Exclusion Order (XIII).

An emergency situation can be defined as any situation in which an individual’s actions present a direct threat to the life or safety of himself / herself, to others, or to MST facilities. The Coach Operator is authorized to request police assistance. An individual found to have engaged in any of the following activities will shall be excluded from MST facilities or transit services pursuant to the process in Section V, Exclusion Procedure.

V. Transit Exclusion Procedure

After MST staff determines there have been repeated or serious incidents of inappropriate/disorderly conduct, and it is determined that the individual involved should be excluded from MST facilities or transit services or that conditions should be placed on the individual’s continued use thereof:

A. An MST Operations Supervisor will issue a written notice of exclusion notice from MST facilities, including withholding transit services as may be warranted. The notice shall indicate the reasons for the exclusion, the time period of the proposed exclusion, and the MST facilities or transit services to which the exclusion order applies. If continued use of MST facilities or transit services is made subject to safety conditions or restrictions (e.g., presence of a parent or guardian in the case of juvenile; accompaniment by a personal care attendant or aide), a conditional exclusion notice may be issued specifying that the individual will be subject to exclusion unless he or she complies with the imposed restrictions. The notice shall also advise the individual of the right to appeal the decision and include a copy of the appeal procedure. The Operations Supervisor shall provide a copy of the notice to the Director of Transportation Chief Operating Officer and will inform all MST staff involved, as needed, regarding the reasons for the exclusion.

B. At the discretion of the Operations Supervisor, and for a designated period of time, a juvenile may be restricted to use of MST transit services only when the juvenile is accompanied by a responsible designated adult. The juvenile’s parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to exclusion under this policy.
C. Repeated infractions may result in exclusion from buses MST vehicles for not less than seven days or more than six months.

D. Repeat infractions may result in exclusion from MST facilities for up to three years. Multi-year exclusions shall be reviewed and reduced for good cause upon request of the excluded individual provided a minimum of twelve months of exclusion has passed. A request to expunge the exclusion shall not be considered timely until a minimum of twelve months have lapsed since the last consideration of the exclusion or modification.

VI. Appeal Procedure

A. Any appeal by or on behalf of the party subject to an exclusion order shall be submitted in writing to the Director of Transportation/Chief Operating Officer within ten days after service by mail of the Operations Supervisor’s determination. The communication shall state with specificity the grounds for the appeal. A determination by the Operations Supervisor to exclude an individual may be stayed pending the appeal to the Director of Transportation/Chief Operating Officer. The Director of Transportation/Chief Operating Officer shall review and may reconsider or modify the decision to exclude an individual, following investigation of the matter, and shall specify in writing within fourteen business days of receipt of the appeal the reasons for rescission or modification, if applicable, to the appellant.

B. The aggrieved party may appeal the Director of Transportation/Chief Operating Officer’s determination in writing to the General Manager/CEO within ten days after service by mail of the determination. The General Manager/CEO shall review and may affirm, modify, or reconsider the determination and shall specify in writing within fourteen business days of receipt of the appeal the reasons for modification or rescission, if applicable, to the appellant.

C. The aggrieved party’s last step in the appeal process is to may appeal the decision of the General Manager/CEO to the MST’s Board of Directors, c/o Monterey-Salinas Transit District, One Ryan Ranch Road, Monterey, CA 93940 within 10 days of notice of the General Manager/CEO’s decision. The chairperson of MST’s board shall appoint a special Transit Exclusion Appeals Board consisting of three members of the MST Board of Directors to hear the appeal (which could be a Board Member or any other individual designated by the Board). The Appeals Board shall elect a committee chair and Hearing Officer shall hold a hearing within 45 days after the notice of appeal has been filed. Notice of the hearing including statement of the time, place, and nature of the hearing shall be mailed to the aggrieved party at least ten (10) days prior to the hearing. Exclusion orders for Level 1 violations shall be stayed pending appeal to the appeals Board Hearing Officer. Exclusion orders for Level II and Level III violations shall not be stayed pending an appeal, unless the
Appeals Board Hearing Officer finds that a stay is warranted and necessary under the particular circumstances. A request for stay shall be made in writing by the aggrieved party stating the specific reason for the request.

1. Hearing: At the hearing before the Appeals Board Hearing Officer, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The chairperson of the Appeals Board, The Hearing Officer, or their designate, shall conduct the hearing and shall follow the Rules of Evidence for administrative proceedings. The staff shall record all of the proceedings.

2. Decision: Within 30 days of the completion of the hearing, the Appeals Board Hearing Officer shall issue a written decision stating the reasons therefore. The Board Hearing Officer shall make a finding on whether it is more probable than not that the excluded individual engaged in the conduct which was the basis for the exclusion. Based on the testimony and the evidence in the record, the Appeals Board Hearing Officer shall have the power to affirm, modify, or reverse the written determination of the General Manager/CEO or remand it with instructions for reconsideration consistent with its decision. The decision, except for remand, shall be a final determination for the purposes of judicial review.

D. The decision by the MST Appeals Board Hearing Officer is subject to further review by the Monterey County Superior Court. To obtain judicial review of this decision, a petition for review must be filed with the Monterey Superior Court in accordance with the timelines and provisions set forth in Section 1094.6 of the California Code of Civil Procedure.

VII. Non-Compliance With Exclusion Order: Trespassing

If an individual subject to an exclusion order enters the specified facilities or service before the return date listed in the exclusion notice, police will be called and individual will be subject to prosecution to the fullest of the extent of the law.
To: Board of Directors

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

Subject: Approve General Manager/CEO Performance Incentive

RECOMMENDATION:

Approve the Incentive Pay for the General Manager/CEO based upon his performance in accordance with achievement of the Board adopted goals and objectives of 4.25%.

FISCAL IMPACT:

Wages are included in the approved FY 2020 Budget.

POLICY IMPLICATIONS:

Your Board approves and negotiates the wages and benefits of the General Manager/CEO.

DISCUSSION:

The General Manager Performance Evaluation Ad Hoc Committee met on September 26, 2019 to discuss the performance of Carl Sedoryk, General Manager/CEO of Monterey-Salinas Transit District. During the discussion, the committee reviewed the comments and scores of the evaluations turned in by MST Board members. The Board Operations Performance Committee (BOPC) met in closed session on October 7, 2019 to review the summary of the Ad Hoc Committee’s findings and discuss an incentive recommendation based on Mr. Sedoryk’s performance evaluation results. During Closed Session of the MST Board on November 4, 2019, the MST Board reviewed and agreed to the BOPC’s incentive recommendation.

In accordance with Mr. Sedoryk’s contract, the MST Board has the discretion to provide him with a lump sum incentive pay between 0%-5%. The incentive pay does not increase Mr. Sedoryk’s annual base salary. The Ad Hoc committee is recommending the Board approves an incentive of 4.25% in the amount of $9,503.88.

Staff is recommending the Board approves the BOPC’s recommendation of the 4.25% incentive pay. The incentive pay will be paid out in the pay date following the December Board Meeting.
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – October 2019

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for October 2019 (Attachments 1 – 4).

October 12 – 16, I attended the American Public Transportation (APTA) annual conference in New York, NY. At the conference, I attended a variety of committee meetings where discussions were held and decisions made to shape APTA strategic direction. At the conference, MST staff also had the ability to meet with legislators, congressional staff and Federal Transit Administration leadership to discuss matters and projects of importance to MST. Staff attended a wide variety of workshops including public-private partnerships, zero emission bus technology, and cyber security. Finally, while at the conference MST staff accepted the APTA Grand Award for Best Marketing and Communications Educational Initiative.

October 29 - 31, I attended the California Association for Coordinated Transportation Fall Workshop in Santa Barbara, CA. While at the conference, I met with California State Transportation Agency (CalSTA) officials to discuss the California Integrated Travel Program (Cal-ITP). The Cal-ITP program will facilitate a process for statewide trip planning and payment. CalSTA staff is considering using Monterey County for a small scale demonstration roll-out of new technologies. While at the conference, staff had successful meetings with Caltrans Division of Mass Transit staff regarding the development of federally required Safety Management Systems, and met with the new Region IX Federal Transit Administrator, Ray Tellis.

Attachment #1 – Dashboard Performance Statistics – October 2019
Attachment #2 – Operations Dept. Report – October 2019
Attachment #3 – Facilities & Maintenance Dept. Report – October 2019
Attachment #4 – Administration Dept. Report – October 2019

PREPARED BY: _____________________________
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - October
Fiscal Years 2018-2020

**Ridership**

- **Goal:** 1,608,744 passengers
- **Minimum:** 1,528,307 passengers

**Passengers Per Hour**

- **Goal:** 20 passengers p/h
- **Minimum:** 15 passengers p/h

**On Time Performance**

- **Goal:** 90% on time
- **Minimum:** 75% on time

**Percentage of Service Delivered**

- **Goal:** 99% completed
- **Minimum:** 95% completed
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - October
Fiscal Years 2018-2020

Fare Box Recovery Ratio
(Ratio of passenger fares to total operating cost)

Goal = 25%
Minimum = 15%

Goal = $155.00 per RH
Maximum = $170.50 per RH

Cost Per Revenue Hour
(Total operating cost per hour of service)

FY 2018: $134.58
FY 2019: $140.82
FY 2020: $156.71

Miles Between Preventable Collisions
(Total miles travelled between preventable collisions)

Goal = 200,000 Miles
Minimum = 100,000 Miles

Goal = 15,000 Miles
Minimum = 7,000 Miles

Miles Between Road Calls
(Miles travelled between mechanical failure)

FY 2018: 24,239
FY 2019: 27,181
FY 2020: 24,880
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - October
Fiscal Years 2018-2020

Ridership

- Goal = 55,052 passengers
- Maximum = 60,558 passengers

(Passengers per hour of service)

- Goal = 2.0 passengers p/h
- Minimum = 1.8 passengers p/h

On Time Performance

- Goal = 90% on time
- Minimum = 80% on time

One Way Trips

- Goal = 45,567 one-way trips
- Maximum = 50,124 one-way trips

(Passengers per hour of service)
MST Rides
YTD Dashboard Performance Comparative Statistics
July - October
Fiscal Years 2018-2020

Goal = 11%
Minimum = 10%

Goal = $77.37 per RH
Maximum = $85.11 per RH

Cost Per Revenue Hour
(Total operating cost per hour of service)

Fare Box Recovery Ratio
(Ratio of passenger fares to total operating cost)

Miles Between Preventable Collisions
(Total miles travelled between preventable collisions)

Miles Between Road Calls
(Miles travelled between mechanical failure)

Goal = 110,000 Miles
Minimum = 100,000 Miles

Goal = 60,000 Miles
Minimum = 30,000 Miles
MST Fixed Route
Financial Performance Comparative Statistics
July - October
Fiscal Years 2017-2020

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST RIDES
Financial Performance Comparative Statistics
July - October
Fiscal Years 2017-2020

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
November 19, 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 – October 2019

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 377,416 in October 2019, which represents a 2.85% decrease as compared to October 2018, (388,492). For the fiscal year to date, passenger boardings have decreased by 3.36% from last year.

Productivity increased slightly from 15.3 passengers per hour in October 2018 to 15.9 passengers per hour in October of this year.

Supplemental / Special Services:

None to report

System-Wide Statistics:

- Ridership: 377,416
- Vehicle Revenue Hours: 23,633
- Vehicle Revenue Miles: 379,106
- System Productivity: 15.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,057

Time Point Adherence: Of 139,190 total time-point crossings sampled for the month of October, the Transit Master™ system recorded 25,803 delayed arrivals to MST’s published time-points system-wide. This denotes that 81.46% 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 October for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffing Shortage</td>
<td>4</td>
<td>0</td>
<td>36.36%</td>
</tr>
<tr>
<td>Traffic</td>
<td>1</td>
<td>0</td>
<td>9.09%</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>1</td>
<td>4</td>
<td>45.45%</td>
</tr>
<tr>
<td>Employee Error</td>
<td>0</td>
<td>1</td>
<td>9.09%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>6</td>
<td>5</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**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 October 2018 and 2019:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>October-18</th>
<th>October-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>17</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>37</td>
<td>23</td>
</tr>
</tbody>
</table>

**CONTRACTED TRANSPORTATION SERVICES:**

**MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of October there were 15,878 passenger boardings. This denotes a 10.62% increase in passenger boardings from October of 2018, (14,353). For the Fiscal year – passenger boardings have increased by 10.85% over FY 2019.
Productivity for October 2019 was 1.99 passengers per hour, increasing from 1.84 passengers per hour in October 2018.

For the month of October, 90.02% of all scheduled trips for the MST RIDES program arrived on time, decreasing slightly from October of 2018, and (90.64%).

COMMUNICATIONS CENTER:

In October, MST’s Communications Center summoned public safety agencies on fourteen (14) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Disturbance / Other</td>
<td>8</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Medical Emergency / Injury</td>
<td>6</td>
</tr>
</tbody>
</table>

Robert Weber
Chief Operating Officer
Monterey – Salinas Transit District

ATTACHMENTS:

MST Fixed-Route Bus ~~ On Time Compliance FY 2020
MST Fixed-Route Bus ~~ Boarding Statistics FY 2020
MST Trolley ~~ Boarding Statistics FY 2020
MST RIDES ~~ On Time Compliance FY 2020
MST RIDES ~~ Boarding Statistics FY 2020
Operations Summary Report – October 2019
Mobility Management Report – October 2019
November 18, 2019

To:     Carl Sedoryk, General Manager/CEO

From:   Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: Monthly Maintenance Operations Report: October 2019

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

<table>
<thead>
<tr>
<th>FY20 Fuel Budget:</th>
<th>Average Fuel Price October 2019:</th>
<th>Average Fuel Price: FY2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$2.81</td>
<td>$2.66</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$3.21</td>
<td>$2.93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: Miles Between Major Mechanical Road Calls:¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>October: 2019</td>
<td>$1.07</td>
<td>13,419</td>
</tr>
<tr>
<td>YTD: FY 2020</td>
<td>$1.03</td>
<td>20,916</td>
</tr>
<tr>
<td>FY 2019</td>
<td>$0.93</td>
<td>23,505</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$0.92</td>
<td>21,799</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

For the month of October, MST’s revenue fleet traveled 13,419 miles between major mechanical road calls. MST incurred a total of (25) road-calls, of which (24) were classified as major mechanical failures, and (1) was classified as other mechanical issues. The highest number of major mechanical road calls was a result of engine issues. Staff also noted 44% of these road-calls were attributed to a group of coaches that are 16 years old and 4 years beyond their useful life. Staff is continually working towards improving the performance of these coaches until they are replaced.

In October, I attended the American Public Transportation Association’s annual fall conference along with other MST staff and board members. At the conference I attended a number of training sessions targeted at Operations and Maintenance best
practices. While at the conference – I was recognized as a scholarship winner for the Frank Lichtanski scholarship. The scholarship allowed me to attend the ENO Transit Senior Executive Program earlier this year where I gained valuable insight to increase my skills as an executive leader.

I participated in and represented MST at the Zero Emissions Bus (ZEB) Coalition monthly meeting. Participating in this Coalition helps keep MST apprised of any ZEB related concerns and issues and helps shape rules, policy, and legislation by voicing the concerns of MST and other Coalition members. In October SunLine Transit Authority brought their Hydrogen Fuel Cell (HFC) to MST for a short demonstration. Staff was able to operate and explore the vehicle which provided good insight into this technology.

Finally, staff commissioned three of 10 new Eldorado cutaway buses and received one new Gillig bus in October. Staff is working hard to commission the remaining seven cutaways and the new Gillig bus in November.

Prepared by: Norman Tuitavuki
Reviewed by: Carl G. Sedoryk
Date: November 26, 2019

To: C. Sedoryk, General Manager/CEO

From: Lisa Rheinheimer, Assistant General Manager; Michelle Overmeyer, Director of Planning /Innovation, 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 – October 2019

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

**Human Resources**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY20</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>136</td>
<td>131</td>
<td>-5</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>37</td>
<td>34</td>
<td>-3</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>52</td>
<td>49</td>
<td>-3</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>256</td>
<td>244</td>
<td>-12</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>October Worker’s Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$15,369.69</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$12,738.30</td>
</tr>
<tr>
<td>Medical includes Case Mgmt,UR, Rx &amp; PT</td>
<td>$5,618.60</td>
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<tr>
<td>TPA Administration Fee</td>
<td>$5,708.33</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$8,216.08</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$47,651.00</strong></td>
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<tr>
<td><strong>Reserves</strong></td>
<td><strong>$728,437.07</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($25,235.07)</strong></td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>38</td>
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### Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
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<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>24</td>
</tr>
<tr>
<td>Post Accident/Incident Re-training</td>
<td>18</td>
</tr>
<tr>
<td>Return to Work Re-training</td>
<td>0</td>
</tr>
<tr>
<td>Harassment Prevention Training</td>
<td>24</td>
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<tr>
<td>Maintenance Safety Training: Missing MST Vehicle Investigation and Notification</td>
<td>8</td>
</tr>
<tr>
<td>Accident investigation training for supervisors</td>
<td>1</td>
</tr>
<tr>
<td>Maintenance Safety Training: Accident Preventability, Fire Safety and Fire Extinguisher, Fork Lift Safety</td>
<td>13</td>
</tr>
<tr>
<td>American Institute of CPAs: Auditing, Behavioral Ethics, Business Management, Personnel/HR and Taxes</td>
<td>1</td>
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<tr>
<td>FEMA: Basic Incident Command System for Initial Response ICS-200</td>
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<tr>
<td>SamTrans: Steering and Suspension systems, 40 hours classroom and lab instruction</td>
<td>2</td>
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<tr>
<td>Alliance Career Training Solutions: Project Management Fundamentals</td>
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<tr>
<td>American Institute of CPAs: Accounting, Business Management, Finance, Specialized Knowledge and Taxes</td>
<td>1</td>
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<tr>
<td>SCRTTC: eElectrical 1Distance Education for Transit</td>
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<tr>
<td>In-Service Training: Situational Awareness and Maintaining Sufficient Clearance</td>
<td>101</td>
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### Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>October 2019 Preventable</th>
<th>October 2018 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
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<td>0</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5</td>
<td>1</td>
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</table>
**Accident Statistics**

- Non-Preventable
- Preventable

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<tr>
<th>Month</th>
<th>0</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
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<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
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<tbody>
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<td>Oct-18</td>
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<td>Nov-18</td>
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<td>Dec-18</td>
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<td>Jan-19</td>
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<tr>
<td>Feb-19</td>
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<td>Mar-19</td>
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<tr>
<td>Apr-19</td>
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<td>May-19</td>
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<td>Jul-19</td>
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<tr>
<td>Oct-19</td>
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</tbody>
</table>

**Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average**

- Miles Between Prev. Collisions
- MBPC: 12 Month Average

**Standard** = Not more than 1 preventable collision per 100k miles
## Customer Service

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>Other Provider</th>
<th># of valid reports</th>
<th>% of reports received **</th>
<th>October 2018</th>
<th>% of reports received **</th>
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<tbody>
<tr>
<td>ADA Compliance</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Agency Policy</td>
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<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Bus Stop Amenities</td>
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<td>0</td>
<td>3.6%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Carried By</td>
<td>1</td>
<td>0</td>
<td>1.2%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>2</td>
<td>1</td>
<td>3.6%</td>
<td>1</td>
<td>1.3%</td>
<td>1.3%</td>
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<tr>
<td>Facilities Vandalism</td>
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<tr>
<td>Fare / Transfer Dispute</td>
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<td>2</td>
<td>6.0%</td>
<td>1</td>
<td>1.3%</td>
<td>1.3%</td>
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<tr>
<td>Full Bus / Left Behind</td>
<td>1</td>
<td>0</td>
<td>1.2%</td>
<td>0</td>
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<td>0.0%</td>
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<tr>
<td>Harassment by Employee</td>
<td>0</td>
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<td>1.2%</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Improper Driving</td>
<td>8</td>
<td>9</td>
<td>20.5%</td>
<td>11</td>
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<td>13.9%</td>
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<tr>
<td>Improper Employee Conduct</td>
<td>6</td>
<td>5</td>
<td>13.3%</td>
<td>14</td>
<td>17.7%</td>
<td>17.7%</td>
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<td>Inaccurate Public Information</td>
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<td>Late Arrival</td>
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<td>3</td>
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<td>7.6%</td>
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<tr>
<td>Late Departure</td>
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<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.3%</td>
<td>1.3%</td>
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<tr>
<td>No Show</td>
<td>2</td>
<td>2</td>
<td>4.8%</td>
<td>7</td>
<td>8.9%</td>
<td>8.9%</td>
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<tr>
<td>Off Route</td>
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<tr>
<td>Overcrowding</td>
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<td>0.0%</td>
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<tr>
<td>Passed By</td>
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<td>4</td>
<td>10.8%</td>
<td>18</td>
<td>22.8%</td>
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<tr>
<td>Passenger Conduct</td>
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<td>0</td>
<td>3.6%</td>
<td>2</td>
<td>2.5%</td>
<td>2.5%</td>
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<tr>
<td>Passenger Injury</td>
<td>1</td>
<td>0</td>
<td>1.2%</td>
<td>1</td>
<td>1.3%</td>
<td>1.3%</td>
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<tr>
<td>Reasonable Modification</td>
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<td>0.0%</td>
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<tr>
<td>Request To Add Service</td>
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<td>2.4%</td>
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<td>Request To Reduce Service</td>
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<td>Routing</td>
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<td>0.0%</td>
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<tr>
<td>Service Animal</td>
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<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Service Other</td>
<td>7</td>
<td>10</td>
<td>20.5%</td>
<td>13</td>
<td>16.5%</td>
<td>16.5%</td>
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<td>Service Schedule</td>
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<tr>
<td>Taxi</td>
<td>0</td>
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<tr>
<td>Title VI Complaint</td>
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<tr>
<td>Unsafe Conditions</td>
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<td>0.0%</td>
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<tr>
<td>Vehicle Maintenance</td>
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<td>0</td>
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<td>0.0%</td>
</tr>
<tr>
<td>Sub total reports</td>
<td>46</td>
<td>37</td>
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<td></td>
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<tr>
<td>Grand Total MST and *Other Provider</td>
<td>83</td>
<td></td>
<td>100.0%</td>
<td>79</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Employee Compliment 1 7
Service Compliment 1
Customer Service Call Center Report

During the month of October 2019, MST received a total of 4,641 calls which lasted a total of 93 hours and 23 minutes. The average call duration was one minute and twelve seconds (1:12). MST received the most number of calls on Monday, October 7, at 224. Of the total number of calls, 1,315 (28%) 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](image-url)
Finance Update

General Accounting/Accounts Payable
During the month of October, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. In addition, staff prepared and submitted the required annual reporting to the National Transit Database which aids in the appropriation of FTA formula funds to transit agencies.

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

Grants
During the month of October, staff assisted with the annual report for National Transit Database and the final financial audit. A Caltrans Planning Grant application was submitted. Update meetings with internal staff were ongoing to address the status of various grants. Local, state and federal quarterly reports were submitted by the end of the month.

Purchasing
During the month of October, staff worked on a number of procurement and inventory management objectives. Parts staff worked on placing orders and managing inventory levels at Monterey and Salinas locations. The inventory value for the month of October was $222,456 which represents an increase of 1% over the month of September where inventory value was at $221,751. 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 security foot patrol service, tire lease service, and renewals of contracts and MOU's.

Information Technology Update
Staff assisted with the installation and configuration of equipment on the new vehicles, and added retired hardware 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. Staff monitored and configured the software for the Trapeze Automatic Vehicle Location (AVL) systems on the fixed-route and Paratransit fleets. Staff installed a solar-powered electronic sign at a Salinas-based bus stop, to 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 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 final implementation of the outstanding 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:

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>RealTime Phone</th>
<th>CSR Phone</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>9,856</td>
<td>1,037*</td>
<td>4,509</td>
<td>202,154</td>
<td>7,927</td>
</tr>
<tr>
<td>November</td>
<td>8,713</td>
<td>1,334</td>
<td>4,456</td>
<td>160,410</td>
<td>7,622</td>
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<tr>
<td>December</td>
<td>7,412</td>
<td>1,042</td>
<td>4,188</td>
<td>140,110</td>
<td>7,053</td>
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<tr>
<td>2019</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>January</td>
<td>7,379</td>
<td>961</td>
<td>4,134</td>
<td>146,475</td>
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<td>February</td>
<td>7,285</td>
<td>822</td>
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<td>March</td>
<td>8,068</td>
<td>1,130</td>
<td>3,923</td>
<td>193,982</td>
<td>8,142</td>
</tr>
<tr>
<td>April</td>
<td>8,467</td>
<td>947</td>
<td>3,925</td>
<td>196,257</td>
<td>7,587</td>
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<td>May</td>
<td>8,433</td>
<td>1,108</td>
<td>4,234</td>
<td>298,488</td>
<td>8,780</td>
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<td>June</td>
<td>8,301</td>
<td>1,105</td>
<td>4,276</td>
<td>277,891</td>
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<td>July</td>
<td>9,008</td>
<td>1,251</td>
<td>5,292</td>
<td>274,073</td>
<td>8,092</td>
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<td>August</td>
<td>10,904</td>
<td>1,422</td>
<td>5,103</td>
<td>220,049</td>
<td>10,184</td>
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<td>September</td>
<td>10,983</td>
<td>1,368</td>
<td>4,674</td>
<td>232,152</td>
<td>10,149</td>
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<td>October</td>
<td>10,831</td>
<td>1,315</td>
<td>4,641</td>
<td>234,418</td>
<td>10,550</td>
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Notes:
*Due to an error in the data received through the phone provider, the October 2018 data is an estimate based on the total number of calls received through MST’s toll free number.

Published news stories include the following: “Monterey-Salinas Transit to celebrate completion of Salinas Transit Center” (Monterey County Business Council, 10/25/19).
Press releases sent include: “Salinas Transit Center Ribbon Cutting Set for Monday, November 4, 2019” (10/22/19).

Community outreach: staffed information booth at Gathering for Women in Monterey every Wednesday; staffed information booth at the Monterey Bay Clean Energy Forum in Seaside; staffed information booth at the City of Salinas Employee Health & Wellness Fair in Salinas; staffed information booth at Ciclovia in Salinas; staffed information booth at the Harvest Festival in Greenfield; and staffed information booth at the Monterey County Jail Resource Fair in Salinas.

Projects: continued to distribute TransLoc brochures to the On-Call cities; presented to a parent group at Alisal High School in Salinas; worked with MST staff to collect surveys from youth groups for a possible grant; and partnered with MST Human Resources to develop a plan for a Wellness Campaign, including surveying drivers to better understand low usage of MST gym.

Collaborative/Meeting/Committee’s: attended a Census 2020 meeting in Salinas; attended a Mobility Program Outreach meeting; attended annual kick-off meeting with Free to Learn coordinators at the Monterey Bay Aquarium; coordinated a tour of all MST facilities to new TAMC staff; and attended the Greenfield Community Collaborative meeting in Greenfield.

Social Fans

- Facebook 1254
- Twitter 32
- Instagram 645

65%
33%
2%
Overview by Social Media Platform:

**NEW! Twitter**

- **Tweets:** 7 tweets
- **Followers:** 32 followers
- **Engagement:** 33 engagements

**Facebook**

- **Posts:** 30 posts (+4 from 26)
- **Fans:** 1.2K fans (+77 from 1.2K)
- **Engagement:** 1.1K engagements (+340 from 767)
- **Traffic:** 0 clicks (+2 from 2)

**Instagram**

- **Posts:** 18 posts
- **Followers:** 645 followers
- **Engagement:** 311 engagements
- **Post Video Views:** 87 views

**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 October, 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 Mass Transit Benefit Program have fallen since July due to changes related to how the Presidio administers the program. Revenues are not matching expenses and staff is monitoring participation levels closely. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues with the comprehensive tax reform bill that was passed in December 2017.

Staff continued monitoring the micro transit pilot in the South County cities and Marina where On Call services are offered.

Staff finalized the Busway Phase II- SURF project contract and scheduled an internal kick-off meeting in November.

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

**Budget Update**
An additional short-term Continuing Resolution (CR) is in the works in Congress that will run through December 20. Congressional negotiators have agreed to extend the current CR, which will expire on November 21, to allow more time to finish up the FY 2020 appropriations bills. The budget deal agreed to in August 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, notably the President’s proposal to include funding for a border wall. In addition to funding issues, both parties are seeking to use the funding bills as vehicles for enacting various policy riders.

**FY 2020 Transportation Funding**
Representative Panetta recently joined with other members of the bipartisan Congressional Bus Caucus to provide maximum support for FTA bus programs as a final version of the *FY 2020 Transportation, and Housing and Urban Development, and Related Agencies (THUD) Appropriations Act* is negotiated. Both the House and the Senate have passed their versions of the *FY 2020 THUD* legislation and both bills would fully fund the transit formula grants that were authorized by the FAST Act. In addition, both bills would allocate additional General Fund resources to highway and transit programs above and beyond the levels established by the FAST Act. The Caucus letter specifically asks conference committee members to support the additional $485 million for bus programs proposed by the House bill, rather than the $470 million increase proposed by the Senate. In addition, the letter urges that the General Fund supplement be used for the bus and bus competitive facilities grant program at FTA, rather than the formula program. There still is no agreement between the two parties on how FY 2020 funds will be allocated amongst the twelve appropriations bills, so negotiations are likely to continue well into December.
**Energy**
In response to input from you and other transit stakeholders, Representative Panetta recently introduced H.R. 5163, the *Green Bus Tax Credit Act*, which would create a 10 percent manufacturer’s tax credit for electric and hydrogen fuel-cell buses. This legislation would help make zero emissions vehicles affordable for public transit agencies like MST and further reduce greenhouse gas emissions that are contributing to global climate change. Representative Panetta was able to get his legislation included in a larger package of green energy proposals that has been drafted by House Ways and Means Subcommittee on Select Revenue Measures Chair Thompson (D-CA) and other Committee Democrats, entitled, the *Growing Renewable Energy and Efficiency Now (GREEN) Act*. Full Committee Chair Neal (D-MA) has indicated that he would like to see the GREEN Act passed by the Committee this year and possibly included in end-of-year negotiations on other tax and budget matters.

**Lobbying Strategies & Opportunities**
As the first session of the 116th Congress enters its final weeks, we continue to carefully monitor surface transportation program reauthorization, infrastructure legislation and tax measures for any impacts on MST or opportunities to advocate your 2019 federal agenda. We are recommending advocacy meetings with DOT and Congress that would coincide with APTA’s December Legislative Committee meeting. In addition, we will continue to recommend additional lobbying actions based on emerging issues that may come into play.
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

Staff continues to participate on a variety of California Transit Association committees that help inform the development of regulations and future legislation. These include the CTA State Legislative Committee, Labor Task Force, Transportation Development Act Reform Task Force, and Zero Emission Bus Task Force. At your November Board meeting, your Board received an end of year update on state legislative issues. During the meeting of the Board Administrative Performance Committee in November, staff provided a detailed end of year update on state legislative issues. Staff also provided a presentation on a draft program of legislative activities for the calendar year 2020.

At your meeting of December 9, 2019, the Board will receive a presentation from staff regarding the proposed 2020 State legislative program.

Submitted by: Carl G. Sedoryk
To: Robert Weber, Chief Operating Officer  
From: Norman K. Tuitavuki, Deputy Chief Operating Officer  

Subject: TRIP REPORT – October 2019  

From October 12-16, I attended the American Public Transportation Association (APTA) Annual TRANSform Conference in New York City. As the Frank Lichtanski Scholarship Award Recipient, my registration was fully paid for. Additionally, I was recognized by APTA with other scholarship recipients at the APTA Honors Breakfast on the morning of October 15th. Finally, the Conference provided valuable networking and learning opportunities that included:

- APTA Operations Committee Meeting  
- TRANSformational Technology  
- Creative Funding Opportunities  
- Making Transportation Projects Happen through Private Investment  
- General Session: FTA Update  
- New Dynamics in Transit Ridership  
- Zero Emission Buses: You’ll Never Walk Alone
To: Carl Sedoryk  
From: Lisa Rheinheimer, Director of Planning and Marketing  

Subject: TRIP REPORT – October 2019  

Between October 13-16, 2019, I attended the American Public Transportation Association Annual Conference in New York City. Aside from the general sessions, I attended the following topic-specific sessions:

- Marketing and Communications Committee  
- Small Operators Committee  
- A Conversation with New CEO’s  
- Congress and the New Year Ahead in Transportation  
- Marketing and Communications Grand Award Winners Share Their Winning Strategies and Stories  
- Leadership APTA Class of 2019 Project Presentations  
- Transformational Influence – Women and Power

Overall, the conference was very useful in gaining knowledge and understanding of issues facing MST and the transit industry.

PREPAREDBY: ___________________ REVIEWED BY: ___________________  
Lisa Rheinheimer Carl G. Sedoryk