



Board of Directors Regular Meeting
February 10, 2020- MEETING DATED CORRECTED

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

Supervisor Luis Alejo via Teleconference
7237 S. 40th Lane
Phoenix, AZ 85041
Toll Free Dial In Number: (877)336-1829
Participant Code: 933342

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.

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

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

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

- 3-1. Adopt Resolution 2020-13 recognizing Elizabeth Torres, Operations Supervisor, as Employee of the Month for January 2020. (Robert Weber) (Page 7)
- 3-2. Adopt Resolution 2020-16 recognizing Moises Zamacoma, Coach Operator, as Employee of the Month for February 2020. (Robert Weber) (Page 9)
- 3-3. Adopt Resolution 2020-14 recognizing Renaldo Hernandez, Coach Operator, as Employee of the Year 2019. (Robert Weber) (Page 11)
- 3-4. Minutes of the MST Board Meeting on December 9, 2019. (Jeanette Alegar-Rocha) (Page 13)
- 3-5. Financial Reports – November and December 2019. (Lori Lee) (Pages 19 & 27)
- 3-6. Disposal of Property Left On Board Buses- November and December 2019. (Sonia Wills) (Pages 35 & 37)
- 3-7. Minutes of the Ops / BOPC Committee on December 9, 2019. (Jeanette Alegar-Rocha) (Page 39)
- 3-8. Minutes of the MST Board Meeting and Strategic Planning Workshop on January 13, 2020. (Jeanette Alegar-Rocha) (Page 41)
- 3-9. Minutes of the MAC Committee on November 30, 2019. (Claudia Valencia) (Page 45)
- 3-10. Adopt Resolution 2020-15 recognizing Jon Capella, Operations Supervisor, for his 19 years of service. (Robert Weber) (Page 49)
- 3-11. Receive MST's audited FY 2019 Comprehensive Annual Financial Report. (Lisa Rheinheimer) (Page 51)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month, January 2020 – Elizabeth Torres, Operations Supervisor. (Robert Weber)
- 4-2. Employee of the Month, February 2020 – Moises Zamacoma, Coach Operator. (Robert Weber)
- 4-3. Employee of the Year 2019 – Renaldo Hernandez, Coach Operator. (Robert Weber)

- 4-4. 2019 Management Excellence Award – Deanna Smith, Compliance Analyst. (Carl Sedoryk)
- 4-5. Retirement 19 Years of Service – Joe Capella, Operations Supervisor. (Robert Weber)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve the creation of MST's Agency Safety Plan in support of the Federal Transit Administration (FTA) requirement to develop, certify, and implement an Agency Safety Plan by July 20, 2020. (Lisa Cox) (Page 59)
- 6-2. Receive update on South County Operations and Maintenance Facility in King City and authorize General Manager/CEO to execute necessary loan documents to finance the new facility through the Build American Bureau and the Transportation Agency for Monterey County. (Lisa Rheinheimer) (Page 65)
- 6-3. Award a contract to Blue 1 Energy Equipment for the purchase of fuel equipment and management system for an amount of \$132,648. (Sandra Amorim) (Page 69)
- 6-4. Authorize a three-year agreement with Remix for a transit planning web-based platform for a subscription in an amount not to exceed \$115,500. (Lisa Rheinheimer) (Page 71)
- 6-5. Authorize renewal of up to \$2 million revolving line of credit with Mechanics Bank, to maintain cash flow as unexpected events occur. (Lisa Rheinheimer) (Page 73)
- 6-6. Authorize the General Manager/CEO to execute a contract with Giro Inc. for one year of system maintenance, at a cost of \$114,545. (Mark Eccles) (Page 75)
- 6-7. Award a three-year contract to Allied Universal in the amount of \$486,729 for security guard foot patrol services and mobile patrol, as needed and authorize staff to extend the contract for up to two additional one-year periods. (Robert Weber) (Page 77)

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – November and December 2019. (Page 79)
- 7-2. Washington, D.C. Lobby Report – January 2020 (Page 129)
- 7-3. State Legislative Advocacy Update – November and December 2019 (Page 131)
- 7-4. Staff Trip Reports (Pages 133-143)
- 7-5. Correspondence (Pages 145-159)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on meetings attended by board members at MST expense (AB 1234)
- 8-2. Board member comments and announcements
- 8-3. Board member referrals for future agendas

9. CLOSED SESSION

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

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

- 9-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code § 54956.8
Property Description: (APN:031-201-013) Southwest corner of Imjin Parkway and Imjin Road (no situs address), Marina, CA
MST Negotiators: Carl Sedoryk, General Manager/CEO and Lisa Rheinheimer, Assistant General Manager
City of Marina Negotiator – Layne Long, City Manager
Under negotiation: Price and terms

- 9-2. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (K. Halcon) (No enclosure)

10. RETURN TO OPEN SESSION

11. ATTACHMENTS

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

12. ADJOURN

NEXT MEETING DATE: March 9, 2020

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

10:00 a.m.

NEXT AGENDA DEADLINE: February 26, 2020

**Dates and times are subject to change.*

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

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

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



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**ELIZABETH TORRES
JANUARY 2020
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, Elizabeth Torres began her employment with Monterey-Salinas Transit District in October 2004 as a Coach Operator. A recipient of an 11-year safe driving award, she has received multiple commendations for going above and beyond the call of duty to assist her passengers; and

WHEREAS, Elizabeth Torres has served with distinction as a Line Instructor and was previously recognized as MST's Employee of the Month in July 2010; and

WHEREAS, Elizabeth Torres volunteered to participate in the opening session of the 54th Annual CTA conference in Monterey. She opened the conference addressing over 400 attendees with remarkable professionalism and composure as a representative of her profession and MST; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Elizabeth Torres as Employee of the Month for January 2020; and

BE IT FURTHER RESOLVED that Elizabeth Torres 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 2020-13 this 10th day of February 2020.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**MOISES ZAMACONA
FEBRUARY 2020
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Moises Zamacona began his employment with Monterey-Salinas Transit District in September of 2014 as a Coach Operator and continues to provide a high level of support to MST's Mission; and

WHEREAS, Moises Zamacona is a recipient of a three-year safe driving award and has also received multiple written commendations for the support that he has provided to the Transportation Department in his role as an *Interim Operations Supervisor* since 2018; and

WHEREAS, Moises Zamacona just completed a six month tour of duty as an *Interim Operations Supervisor*. Coach Operators and staff members are very positive in their comments with respect to his level of cooperation and professionalism. Additionally, the support that he provides to MST's day-to-day operation is invaluable.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Moises as Employee of the Month for February 2020; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2020-16 this 10th day of February 2020.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**RENALDO HERNANDEZ
2019
EMPLOYEE OF THE YEAR**

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

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

WHEREAS, Renaldo Hernandez began his career as a Coach Operator with Monterey-Salinas Transit District in April of 1989 and continues to provide a high level of support to MST's mission; and

WHEREAS, Renaldo Hernandez is a recent recipient of a 25-year safe driving award, he has also received multiple attendance, customer service, and outstanding achievement awards. Renaldo was previously recognized as the Employee of the Month in November of 1994 and February of 2002; and

WHEREAS, Renaldo always maintains a positive and supportive relationship with many of his passengers. Renaldo Hernandez became aware of an ailing long-term passenger who was recuperating in a local care facility. During his time off, he made a point of visiting the individual to provide her support; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Renaldo Hernandez as Employee of the Year for 2019; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2020-14 this 10th day of February 2020.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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MST BOARD OF DIRECTORS

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

MEETING MINUTES

December 9, 2019

| | | |
|-----------------|----------------------------|-------------------------------------|
| Present: | Jeff Baron | City of Carmel-by-the Sea |
| | Pat Lintell (Alternate) | City of Del Rey Oaks |
| | Lorraine Worthy | City of Gonzalez |
| | Yanely Martinez | City of Greenfield |
| | Mike LeBarre | City of King |
| | Frank O'Connell | City of Marina |
| | Dan Albert | City of Monterey |
| | Joe Amelio | City of Pacific Grove |
| | Tony Barerra | City of Salinas |
| | Mary Ann Carbone | City of Sand City |
| | Jason Campbell (Alternate) | City of Seaside |
| | Anna Velazquez | City Soledad |
| | Luis Alejo | County of Monterey |
| Absent: | None | |
| Staff: | Carl Sedoryk | General Manager/CEO |
| | Lisa Rheinheimer | Assistant General Manager |
| | Robert Weber | Chief Operating Officer |
| | Norman Tuitavuki | Deputy Chief Operating Officer |
| | Kelly Halcon | Director of HR & Risk Management |
| | 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 |

Kevin Allshouse
Claudia Valencia
Ed Cimatú
Carl Wulf
Marzette Henderson
Elena Grigorichina
Don Parslow

Mobility Coordinator
Mobility Specialist
Coach Operator
Facilities & Capital Projects Manager
Contract Transportation Supervisor
Operations Analyst
MV Transit

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call

Chair LeBarre called the meeting to order at 10:00 a.m. and welcomed alternates from the City of Del Rey Oaks, Pat Lintell and City of Seaside, Jason Campbell.

Director Alejo arrived 10:02 a.m.

1-2. Pledge of Allegiance

The pledge of allegiance was led by Director Lintell.

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

Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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Public Comments- None

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

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

Don Gilchrest from Thomas Walters & Associates gave a legislative update and presented the 2020 MST Legislative Program to the board.

Director Alejo made the motion to approve the 2020 MST Legislative Program which was seconded by Director Albert. The motion passed unanimously.

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)
- 3-2. Receive Results of 2019 Federal Transit Administration Triennial Review. (Deanna Smith)
- 3-3. Minutes of the regular meeting of November 4, 2019. (Jeanette Alegar-Rocha)
- 3-4. Minutes of the Board Operations Performance Committee (BOPC) Meeting of November 4, 2019. (Jeanette Alegar-Rocha)
- 3-5. Financial Report – October 2019. (Lori Lee)
- 3-6. Disposal of Property Left On Board Buses. (Sonia Wills)
- 3-7. Receive 2020 Board Calendar and Conference Schedule. (Jeanette Alegar-Rocha)
- 3-8. Appoint membership of Jennifer Ramirez from Partnership for Children to the Mobility Advisory Committee. (Cristy Sugabo)
- 3-9. Adopt Retirement Resolution 2020-11 recognizing Pearly Pearson, Coach Operator for his 20 years of service. (Robert Weber)
- 3-10. Adopt Retirement Resolution 2020-12 recognizing Ed Cimatú, Coach Operator for his 18 years of service. (Robert Weber)
- 3-11. Receive Update on 2020 Strategic Planning Workshop. (Carl Sedoryk)

End of Consent Agenda

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

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

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

- 4-2. Retirement – 20 years of service - Pearly Pearson, Coach Operator.
(Robert Weber)
- 4-3. Retirement – 18 years of service - Ed Cimat, 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)

This action item was unanimously approved by the board to be reviewed prior to the consent agenda. Don Gilchrest from Thomas Walters & Associates gave a legislative update and presented the 2020 MST Legislative Program to the board.

Director Alejo made the motion to approve the 2020 Federal Legislative Program which was seconded by director Albert. The motion passed unanimously.

- 6-2. Receive and approve 2020 State Legislative Program. (Michelle Overmeyer)

Director Alejo made the motion to approve the 2020 State Legislative Program which was seconded by director Velazquez. The motion passed unanimously.

- 6-3. South County Operations and Maintenance Facility Design and Construction
(Sandra Amorim)

- 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.

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

- 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)

Director Albert made the motion to approve action item 6-4 which was seconded by director Amelio. The motion passed unanimously.

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

Director Albert made the motion to approve action item 6-5 which was seconded by director Velazquez. The motion passed unanimously.

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

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

- 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)

Director Barrera made the motion to approve action item 6-6 which was seconded by director Amelio. Nine (9) voted in favor. One (1) voted against. The motion passed.

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
- 7-2. Washington, D.C. 2019 Year End Lobby Report.
- 7-3. State Legislative Advocacy Update. – October 2019
- 7-4. Staff Trip Reports.
- 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.

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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. ADJOURNED TO MSTC CORPORATION AGENDA.

Chair LeBarre adjourned the regular MST board meeting at 11:40 a.m. to commence the MSTC Corporation Board Meeting.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

| | |
|------------------------------------|-------------------------------|
| Beginning balance November 1, 2019 | \$12,987,489.55 |
| Revenues | 1,356,297.58 |
| Disbursements | <u><5,775,300.05></u> |
| Ending balance November 30, 2019 | <u><u>\$ 8,568,487.08</u></u> |

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of November of FY 2019, a \$926,039 year-to-date surplus to budget on the fixed-route operations was offset by a smaller \$45,477 deficit to budget on the MST RIDES operations, resulting in a modest year-to-date surplus of \$880,562. 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 November Budget vs. Actual reports contained in Attachment #4:

1. **Advertising & Marketing** – This \$6,149 negative variance will be reversed in the month of December and recoded to the appropriate category bringing this category within budget for the year.
2. **Vehicle Maintenance** – This 17.6% 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 13.0% under budget.
3. **Utilities** – This 18.6% negative variance can primarily 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 has now been completed and will see a reduction in monthly expenses in the coming months.

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

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

(REVENUES & DISBURSEMENTS)

CASH FLOW

| | | |
|--------------------------------|---------------------|----------------------------|
| Beginning balance 11/01/19 | | 12,987,489.55 |
| Revenues | | |
| Passenger Revenue | 437,861.43 | |
| DOD Revenue | 163,297.00 | |
| LTF / STA / 5307 | - | |
| Sales Tax | 709,334.92 | |
| Grants | - | |
| Interest Income | 3,769.13 | |
| Non Transit Revenue | 42,035.10 | |
| Total Revenues | <u>1,356,297.58</u> | 1,356,297.58 |
| Disbursements | | |
| Operations (See Attachment #2) | 4,254,912.46 | |
| Capital | <u>1,520,387.59</u> | |
| Total Disbursements | | <u>(5,775,300.05)</u> |
| Ending balance 11/30/19 | | <u><u>8,568,487.08</u></u> |

COMPOSITION OF ENDING BALANCE

| | |
|---|----------------------------|
| Checking - Rabo Bank | 431,543.12 |
| Local Agency Investment Fund (LAIF) | 5,603,567.85 |
| Money Market - Rabo MM | 131,518.79 |
| Money Market - PTMISEA | 443,911.92 |
| Money Market - LCTOP | 1,505,570.68 |
| Money Market - State of Good Repair | 134,622.63 |
| Money Market - FOR A/Other | 298,059.86 |
| Bank of America - Escrow | 8,987.23 |
| Petty cash fund, STC Coin Machine, and 2 change funds | <u>10,705.00</u> |
| Total | <u><u>8,568,487.08</u></u> |

PAYROLL ACCOUNT

| | | |
|--|-------------------|--------------|
| November 8 Payroll & Related Expenses | 613,833.78 | |
| November 22 Payroll & Related Expenses | 632,704.01 | |
| PERS & 457 | 298,537.86 | |
| Garnishments | 4,147.32 | |
| PERS Health Insurance | <u>293,956.39</u> | |
| | 1,843,179.36 | 1,843,179.36 |

GENERAL ACCOUNT

| | | |
|-----------------------------------|-----------------|--------------|
| Disbursements on Attached Summary | 3,820,203.86 | |
| Paydown loans | 60,159.96 | |
| Workers Comp. Disbursements | 30,366.61 | |
| Interest Expense | 13,913.13 | |
| Bank Service Charge | <u>7,477.13</u> | |
| | 3,932,120.69 | 3,932,120.69 |

| | |
|--|-----------------------------------|
| Total Disbursements | <u>5,775,300.05</u> |
| Less Capital Disbursements & Transfers | (1,520,387.59) |
| Operating Disbursements | <u><u>4,254,912.46</u></u> |

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

| VENDOR / DESCRIPTION | CHECKS | AMOUNT |
|-----------------------------|---------------|----------------------------|
| Accounts Payable 11/01/2019 | 54138 - 54213 | 1,623,895.53 |
| Accounts Payable 11/06/2019 | 54214 - 54229 | 1,457.65 |
| Accounts Payable 11/15/2019 | 54230 - 54386 | 1,514,083.57 |
| Accounts Payable 11/21/2019 | 54387 - 54393 | 34,458.94 |
| Accounts Payable 11/22/2019 | 54394 - 54519 | 646,308.17 |
| TOTAL | | <u>3,820,203.86</u> |

CHECKS \$100,000 AND OVER

| VENDOR / DESCRIPTION | BOARD APPROVED | CHECK NUMBER | CHECK DATE | AMOUNT |
|-----------------------------------|---|---------------------|-------------------|---------------|
| MV TRANSPORTATION | Recurring Expense | 54316 | 11/15/19 | 907,270.67 |
| SC FUELS | Recurring Expense | 54354 | 11/15/19 | 132,243.96 |
| SC FUELS | Recurring Expense | 54356 | 11/15/19 | 114,952.92 |
| CALIF TRANSIT INS POOL | Recurring Expense | 54411 | 11/22/19 | 165,318.23 |
| WILLIAM A THAYER CONSTRUCTION INC | STC Restroom Remodel Board Approved 04/08/19 | 54511 | 11/22/19 | 134,207.77 |
| TRAPEZE SOFTWARE GROUP | Maintenance Board Approved 07/08/19 | 54207 | 11/1/19 | 111,354.00 |
| URBAN TRANSPORTATION ASSOCIATES, | Automatic Passenger Counters Board Approved 11/05/18 | 54208 | 11/1/19 | 275,855.88 |
| CREATIVE BUS SALES, INC | 10 Aero 240 Eldorado Cutaway Buses MV Board Approved 11/05/18 | 54161 | 11/1/19 | 1,045,941.14 |

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

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

TREASURY TRANSACTIONS
FOR NOVEMBER 2019**LAIF ACCOUNT**

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------------|----------------|-------------|----------------|-------------------|----------------|
| Balance Forward at 11/01/19 | | | | | 6,453,567.85 |
| 11/21/2019 | MMA | | | 850,000.00 | 5,603,567.85 |
| LAIF Treasury Balance at 11/30/19 | | | | | 5,603,567.85 |
| Quarterly interest earned - 2.45% | | | | | |

RABOBANK MM ACCOUNT

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------|----------------|------------------|----------------|-------------------|----------------|
| Balance Forward at 11/01/19 | | | | | 889,235.66 |
| 11/01/19 | 479 | LTF | 1,852,159.51 | | 2,741,395.17 |
| 11/01/19 | 473 | AP/Payroll | | 640,000.00 | 2,101,395.17 |
| 11/01/19 | 308 | Military/CC | 80,000.00 | | 2,181,395.17 |
| 11/07/19 | 479 | AP/Payroll | | 675,000.00 | 1,506,395.17 |
| 11/15/19 | 479 | AP/Payroll | | 575,000.00 | 931,395.17 |
| 11/21/19 | 308 | LAIF Trust Fund | 850,000.00 | | 1,781,395.17 |
| 11/21/19 | 479 | LCTOP | 79,404.34 | | 1,860,799.51 |
| 11/21/19 | 308 | LCTOP | 22,452.01 | | 1,883,251.52 |
| 11/21/19 | 479 | AP/Payroll | | 1,753,000.00 | 130,251.52 |
| 11/30/19 | | Interest @ 1.46% | 1,267.27 | | 131,518.79 |
| RABO MM Balance at 11/30/19 | | | | | 131,518.79 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-------------------|-------------------|------------------|--------------------|--------------------|-------------------|
| Revenue | | | | | | |
| Passenger Fares | -249,017 | -296,038 | 47,021 | -1,537,058 | -1,480,190 | -56,868 |
| Special Transit | -341,863 | -468,963 | 127,100 | -1,774,171 | -2,344,815 | 570,644 |
| Cash Revenue | -37,359 | -37,873 | 514 | -257,728 | -189,365 | -68,363 |
| Cash Grants & Reimbursement | -3,089,211 | -3,089,211 | | -15,446,055 | -15,446,055 | |
| Total Revenue | -3,717,450 | -3,892,085 | 174,635 | -19,015,013 | -19,460,425 | 445,412 |
| Expenses | | | | | | |
| Labor | 1,209,935 | 1,354,045 | -144,110 | 6,562,202 | 6,770,225 | -208,023 |
| Benefits | 936,628 | 901,870 | 34,758 | 4,358,784 | 4,509,350 | -150,566 |
| 1 Advertising & Marketing | 16,958 | 10,809 | 6,149 | 64,387 | 54,045 | 10,342 |
| Professional & Technical | 44,548 | 84,238 | -39,690 | 251,510 | 421,190 | -169,680 |
| Outside Services | 35,923 | 44,167 | -8,244 | 199,983 | 220,835 | -20,852 |
| Outside Labor | 164,195 | 169,400 | -5,205 | 599,093 | 847,000 | -247,907 |
| Fuel & Lubricants | 207,671 | 308,572 | -100,901 | 1,031,882 | 1,542,860 | -510,978 |
| Supplies | 41,755 | 90,586 | -48,831 | 355,183 | 452,930 | -97,747 |
| 2 Vehicle Maintenance | 100,195 | 85,183 | 15,012 | 370,450 | 425,915 | -55,465 |
| Marketing Supplies | 690 | 2,584 | -1,894 | 24,621 | 12,920 | 11,701 |
| 3 Utilities | 64,436 | 54,331 | 10,105 | 297,132 | 271,655 | 25,477 |
| Insurance | 105,922 | 109,533 | -3,611 | 526,715 | 547,665 | -20,950 |
| Taxes | 15,502 | 22,393 | -6,891 | 77,370 | 111,965 | -34,595 |
| Purchased Transportation | 492,980 | 510,990 | -18,010 | 2,638,960 | 2,554,950 | 84,010 |
| Miscellaneous Expenses | 35,896 | 47,407 | -11,511 | 225,508 | 237,035 | -11,527 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | 16,781 | 16,190 | 591 | 85,498 | 80,950 | 4,548 |
| Leases & Rentals | 30,072 | 38,431 | -8,359 | 212,917 | 192,155 | 20,762 |
| Total Operating Expenses | 3,520,089 | 3,850,729 | -330,640 | 17,882,194 | 19,253,645 | -1,371,451 |
| Operating (Surplus) Deficit | -197,362 | -41,356 | -156,006 | -1,132,819 | -206,780 | -926,039 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-----------------|-----------------|------------------|-------------------|-------------------|---------------|
| Revenue | | | | | | |
| Passenger Fares | -19,859 | -23,143 | 3,284 | -120,144 | -115,715 | -4,429 |
| Special Transit | | | | | | |
| Cash Revenue | | | | | | |
| Cash Grants & Reimbursement | -539,604 | -539,604 | | -2,698,020 | -2,698,020 | |
| Total Revenue | -559,463 | -562,747 | 3,284 | -2,818,164 | -2,813,735 | -4,429 |
| Expenses | | | | | | |
| Labor | 6,315 | 10,734 | -4,419 | 46,320 | 53,670 | -7,350 |
| Benefits | 8,937 | 6,232 | 2,705 | 35,269 | 31,160 | 4,109 |
| Advertising & Marketing | | 9 | -9 | | 45 | -45 |
| Professional & Technical | | 417 | -417 | | 2,085 | -2,085 |
| Outside Services | | | | | | |
| Outside Labor | 10,235 | 9,399 | 836 | 51,667 | 46,995 | 4,672 |
| Fuel & Lubricants | 57,278 | 51,400 | 5,878 | 285,842 | 257,000 | 28,842 |
| Supplies | 204 | 1,998 | -1,794 | 2,847 | 9,990 | -7,143 |
| Vehicle Maintenance | | | | | | |
| Marketing Supplies | | | | | | |
| Utilities | 120 | 120 | | 600 | 600 | |
| Insurance | | | | | | |
| Taxes | | | | | | |
| Purchased Transportation | 442,339 | 460,018 | -17,679 | 2,325,914 | 2,300,090 | 25,824 |
| Miscellaneous Expenses | 23,450 | 22,420 | 1,030 | 115,182 | 112,100 | 3,082 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | | | | | | |
| Leases & Rentals | | | | | | |
| Total Operating Expenses | 548,877 | 562,747 | -13,870 | 2,863,642 | 2,813,735 | 49,907 |
| Operating (Surplus) Deficit | -10,585 | | -10,585 | 45,477 | | 45,477 |

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

| | |
|------------------------------------|-----------------------------|
| Beginning balance December 1, 2019 | \$8,568,487.08 |
| Revenues | 4,289,975.02 |
| Disbursements | <u><3,948,515.34></u> |
| Ending balance December 31, 2019 | <u>\$ 8,909,946.76</u> |

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of December of FY 2019, a \$1,189,757 year-to-date surplus to budget on the fixed-route operations and a \$8,873 surplus to budget on the MST RIDES operations, resulting in an overall modest year-to-date surplus of \$1,198,630.

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 December Budget vs. Actual reports contained in Attachment #4: none to report for December

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

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

(REVENUES & DISBURSEMENTS)**CASH FLOW**

| | | |
|--------------------------------|--------------|----------------------------|
| Beginning balance 12/01/19 | | 8,568,487.08 |
| Revenues | | |
| Passenger Revenue | 207,788.99 | |
| DOD Revenue | 343,530.00 | |
| LTF / STA / 5307 | 2,803,270.96 | |
| Sales Tax | 778,913.34 | |
| Grants | 43,168.86 | |
| Interest Income | 37,642.28 | |
| Non Transit Revenue | 75,660.59 | |
| Total Revenues | 4,289,975.02 | 4,289,975.02 |
| Disbursements | | |
| Operations (See Attachment #2) | 3,840,706.96 | |
| Capital | 107,808.38 | |
| Total Disbursements | | (3,948,515.34) |
| Ending balance 12/31/19 | | <u><u>8,909,946.76</u></u> |

COMPOSITION OF ENDING BALANCE

| | |
|---|----------------------------|
| Checking - Rabo Bank | 877,089.56 |
| Local Agency Investment Fund (LAIF) | 4,137,429.42 |
| Money Market - Rabo MM | 1,162,137.63 |
| Money Market - PTMISEA | 444,446.86 |
| Money Market - LCTOP | 1,507,220.62 |
| Money Market - State of Good Repair | 463,491.62 |
| Money Market - FOR A/Other | 298,438.76 |
| Bank of America - Escrow | 8,987.29 |
| Petty cash fund, STC Coin Machine, and 2 change funds | 10,705.00 |
| Total | <u><u>8,909,946.76</u></u> |

PAYROLL ACCOUNT

| | | |
|--|-------------------|--------------|
| December 6 Payroll & Related Expenses | 655,084.66 | |
| December 20 Payroll & Related Expenses | 646,781.55 | |
| PERS & 457 | 296,950.99 | |
| Garnishments | 3,936.86 | |
| PERS Health Insurance | <u>300,015.07</u> | |
| | 1,902,769.13 | 1,902,769.13 |

GENERAL ACCOUNT

| | | |
|-----------------------------------|------------------|--------------|
| Disbursements on Attached Summary | 1,926,317.76 | |
| Paydown loans | 60,839.14 | |
| Workers Comp. Disbursements | 35,257.01 | |
| Interest Expense | 13,233.95 | |
| Bank Service Charge | <u>10,098.35</u> | |
| | 2,045,746.21 | 2,045,746.21 |

| | |
|--|----------------------------|
| Total Disbursements | <u>3,948,515.34</u> |
| Less Capital Disbursements & Transfers | (107,808.38) |
| Operating Disbursements | <u>3,840,706.96</u> |

TREASURY TRANSACTIONS
FOR DECEMBER 2019**LAIF ACCOUNT**

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------------|----------------|-------------|----------------|-------------------|----------------|
| Balance Forward at 12/01/19 | | | | | 5,603,567.85 |
| 12/17/2019 MMA | | | | | 4,103,567.85 |
| Quarterly interest earned - 2.29% | | | | | 4,137,429.42 |
| LAIF Treasury Balance at 12/31/19 | | | | | 4,137,429.42 |

RABOBANK MM ACCOUNT

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------|----------------|------------------|----------------|-------------------|----------------|
| Balance Forward at 12/01/19 | | | | | 131,518.79 |
| 11/01/19 | 479 | Military/CC | 100,000.00 | | 231,518.79 |
| 11/01/19 | 473 | LTF | 1,415,034.36 | | 1,646,553.15 |
| 11/01/19 | 308 | AP/Payroll | | 730,000.00 | 916,553.15 |
| 11/07/19 | 479 | Military/CC | 65,000.00 | | 981,553.15 |
| 11/15/19 | 479 | AP/Payroll | | 575,000.00 | 406,553.15 |
| 11/21/19 | 308 | LAIF Trust Fund | 1,500,000.00 | | 1,906,553.15 |
| 11/21/19 | 479 | Military/CC | 45,000.00 | | 1,951,553.15 |
| 11/21/19 | 308 | Military/CC | 50,000.00 | | 2,001,553.15 |
| 11/21/19 | 479 | AP/Payroll | | 1,995,000.00 | 6,553.15 |
| 11/21/19 | 308 | STA | 1,059,656.23 | | 1,066,209.38 |
| 11/21/19 | 479 | Military/CC | 95,000.00 | | 1,161,209.38 |
| 12/31/19 | | Interest @ 1.46% | 928.25 | | 1,162,137.63 |
| RABO MM Balance at 12/31/19 | | | | | 1,162,137.63 |

TREASURY TRANSACTIONS
FOR DECEMBER 2019**LAIF ACCOUNT**

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------------|----------------|-------------|----------------|-------------------|----------------|
| Balance Forward at 12/01/19 | | | | | 5,603,567.85 |
| 12/17/2019 MMA | | | | | 4,103,567.85 |
| Quarterly interest earned - 2.29% | | | | | 4,137,429.42 |
| LAIF Treasury Balance at 12/31/19 | | | | | 4,137,429.42 |

RABOBANK MM ACCOUNT

| <u>Date</u> | <u>Account</u> | <u>Bank</u> | <u>Deposit</u> | <u>Withdrawal</u> | <u>Balance</u> |
|-----------------------------|----------------|------------------|----------------|-------------------|----------------|
| Balance Forward at 12/01/19 | | | | | 131,518.79 |
| 11/01/19 | 479 | Military/CC | 100,000.00 | | 231,518.79 |
| 11/01/19 | 473 | LTF | 1,415,034.36 | | 1,646,553.15 |
| 11/01/19 | 308 | AP/Payroll | | 730,000.00 | 916,553.15 |
| 11/07/19 | 479 | Military/CC | 65,000.00 | | 981,553.15 |
| 11/15/19 | 479 | AP/Payroll | | 575,000.00 | 406,553.15 |
| 11/21/19 | 308 | LAIF Trust Fund | 1,500,000.00 | | 1,906,553.15 |
| 11/21/19 | 479 | Military/CC | 45,000.00 | | 1,951,553.15 |
| 11/21/19 | 308 | Military/CC | 50,000.00 | | 2,001,553.15 |
| 11/21/19 | 479 | AP/Payroll | | 1,995,000.00 | 6,553.15 |
| 11/21/19 | 308 | STA | 1,059,656.23 | | 1,066,209.38 |
| 11/21/19 | 479 | Military/CC | 95,000.00 | | 1,161,209.38 |
| 12/31/19 | | Interest @ 1.46% | 928.25 | | 1,162,137.63 |
| RABO MM Balance at 12/31/19 | | | | | 1,162,137.63 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-------------------|-------------------|------------------|--------------------|--------------------|-------------------|
| Revenue | | | | | | |
| Passenger Fares | -230,677 | -296,038 | 65,361 | -1,767,735 | -1,776,228 | 8,493 |
| Special Transit | -370,931 | -468,963 | 98,032 | -2,145,102 | -2,813,778 | 668,676 |
| Cash Revenue | -75,300 | -37,873 | -37,427 | -333,028 | -227,238 | -105,790 |
| Cash Grants & Reimbursement | -3,089,211 | -3,089,211 | | -18,535,266 | -18,535,266 | |
| Total Revenue | -3,766,119 | -3,892,085 | 125,966 | -22,781,132 | -23,352,510 | 571,378 |
| Expenses | | | | | | |
| Labor | 1,277,764 | 1,354,045 | -76,281 | 7,839,966 | 8,124,270 | -284,304 |
| Benefits | 945,842 | 901,870 | 43,972 | 5,304,625 | 5,411,220 | -106,595 |
| Advertising & Marketing | -1,752 | 10,809 | -12,561 | 62,635 | 64,854 | -2,219 |
| Professional & Technical | 43,993 | 84,238 | -40,245 | 295,503 | 505,428 | -209,925 |
| Outside Services | 34,792 | 44,167 | -9,375 | 234,775 | 265,002 | -30,227 |
| Outside Labor | 100,678 | 169,400 | -68,722 | 699,771 | 1,016,400 | -316,629 |
| Fuel & Lubricants | 181,156 | 308,572 | -127,417 | 1,213,038 | 1,851,432 | -638,394 |
| Supplies | 69,557 | 90,586 | -21,029 | 424,740 | 543,516 | -118,776 |
| Vehicle Maintenance | 74,304 | 85,183 | -10,879 | 444,754 | 511,098 | -66,344 |
| Marketing Supplies | 696 | 2,584 | -1,888 | 25,317 | 15,504 | 9,813 |
| Utilities | 49,658 | 54,331 | -4,673 | 346,791 | 325,986 | 20,805 |
| Insurance | 106,831 | 109,533 | -2,702 | 633,546 | 657,198 | -23,652 |
| Taxes | 11,422 | 22,393 | -10,971 | 88,792 | 134,358 | -45,566 |
| Purchased Transportation | 495,229 | 510,990 | -15,761 | 3,134,189 | 3,065,940 | 68,249 |
| Miscellaneous Expenses | 30,538 | 47,407 | -16,869 | 256,046 | 284,442 | -28,396 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | 16,087 | 16,190 | -103 | 101,584 | 97,140 | 4,444 |
| Leases & Rentals | 24,250 | 38,431 | -14,182 | 237,166 | 230,586 | 6,580 |
| Total Operating Expenses | 3,461,044 | 3,850,729 | -389,685 | 21,343,238 | 23,104,374 | -1,761,136 |
| Operating (Surplus) Deficit | -305,075 | -41,356 | -263,719 | -1,437,893 | -248,136 | -1,189,757 |

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY20)

| | Cur Mo. Actual | Cur Mo. Budget | Cur Mo. Variance | YTD Actual | YTD Budget | YTD Variance |
|------------------------------------|-----------------|-----------------|------------------|-------------------|-------------------|----------------|
| Revenue | | | | | | |
| Passenger Fares | -32,515 | -23,143 | -9,372 | -152,659 | -138,858 | -13,801 |
| Special Transit | | | | | | |
| Cash Revenue | | | | | | |
| Cash Grants & Reimbursement | -539,604 | -539,604 | | -3,237,624 | -3,237,624 | |
| Total Revenue | -572,119 | -562,747 | -9,372 | -3,390,283 | -3,376,482 | -13,801 |
| Expenses | | | | | | |
| Labor | 5,553 | 10,734 | -5,181 | 51,873 | 64,404 | -12,531 |
| Benefits | 8,975 | 6,232 | 2,743 | 44,244 | 37,392 | 6,852 |
| Advertising & Marketing | | 9 | -9 | | 54 | -54 |
| Professional & Technical | | 417 | -417 | | 2,502 | -2,502 |
| Outside Services | | | | | | |
| Outside Labor | 11,792 | 9,399 | 2,393 | 63,460 | 56,394 | 7,066 |
| Fuel & Lubricants | 46,371 | 51,400 | -5,029 | 332,213 | 308,400 | 23,813 |
| Supplies | 1,235 | 1,998 | -763 | 4,082 | 11,988 | -7,906 |
| Vehicle Maintenance | | | | | | |
| Marketing Supplies | | | | | | |
| Utilities | 120 | 120 | | 720 | 720 | |
| Insurance | | | | | | |
| Taxes | | | | | | |
| Purchased Transportation | 420,479 | 460,018 | -39,539 | 2,746,393 | 2,760,108 | -13,715 |
| Miscellaneous Expenses | 23,243 | 22,420 | 823 | 138,425 | 134,520 | 3,905 |
| Interfund transfers | | | | | | |
| Pass Thru/Behalf of Others | | | | | | |
| Interest Expense | | | | | | |
| Leases & Rentals | | | | | | |
| Total Operating Expenses | 517,768 | 562,747 | -44,979 | 3,381,410 | 3,376,482 | 4,928 |
| Operating (Surplus) Deficit | -54,351 | | -54,351 | -8,873 | | -8,873 |

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:

None

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

Blank Page

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 for the month of December:
None

PREPARED BY: 
Sonia Wills

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

Board Operations Performance Committee (BOPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

December 9, 2019
9:00 a.m.

| | | |
|-----------------|---|---|
| Present: | Dan Albert (Chair) Joe Amelio Jeff Baron Mary Ann Carbone Anna Velazquez (Vice-Chair) Lorraine Worthy | City of Monterey City of Pacific Grove City of Carmel-by the Sea City of Seaside City of Soledad City of Gonzales |
| Absent: | None | |
| Staff: | Carl Sedoryk Lisa Rheinheimer Robert Weber Norman Tuitavuki Mark Eccles Jeanette Alegar-Rocha Dave Laredo | General Manager/CEO Assistant General Manager Chief Operating Officer Deputy Chief Operating Officer Director of Information Technology Clerk to the Board General Council, De Lay & Laredo |
| Public: | Eva Perez Cristy Sugabo Andrea Williams Michelle Overmeyer Carl Wulf Ikuyo Yoneda- Lopez Marzette Henderson | Office Administrator Mobility Manager General Accountant & Budget Manager Grants Analyst Facilities and Capital Projects Manager Marketing Manager Contract Transportation Supervisor |

1. Call to order.

Chair Albert called the meeting to order at 9 a.m.

2. Public comment on matters not on the agenda.

None

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

3. Reviewed Operations Performance. (Refer to MST Board Agenda Item 7-1) (Pg. 103) (Carl Sedoryk)

Anna Velazquez arrived 9:05 a.m.

4. Received Construction and Facilities Updates (No Enclosure) (Lisa Rheinheimer/Carl Wulf)

- a) Joe Lloyd Way Facility Update
- b) Clarence J Wright Salinas Division
- c) Future of Salinas Customer Facilities and Proposed BRT
- d) South County Operations and Maintenance Facility

5. Received Military Partnership Update (Carl Sedoryk/Lisa Rheinheimer)


6. Closed session.

None

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

7. Adjourn.

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

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

**MEETING OF THE MST BOARD OF
DIRECTORS & STRATEGIC PLANNING
WORKSHOP**

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

MEETING MINUTES

January 13, 2020

| | | |
|-----------------|--|---|
| Present: | Jeff Baron Kristin Clark Lorraine Worthy Yanely Martinez Mike LeBarre Frank O'Connell Dan Albert Joe Amelio Tony Barerra Mary Ann Carbone Dave Pacheco Anna Velazquez | City of Carmel-by-the Sea City of Del Rey Oaks City of Gonzalez City of Greenfield City of King City of Marina City of Monterey City of Pacific Grove City of Salinas City of Sand City City of Seaside City Soledad |
| Absent: | Luis Alejo | County of Monterey |
| Staff: | Carl Sedoryk Lisa Rheinheimer Robert Weber Norman Tuitavuki Kelly Halcon Michelle Overmeyer Mark Eccles Jeanette Alegar-Rocha Dave Laredo Eva Perez Andrea Williams Sandra Amorim Ikuyo Yoneda-Lopez Marzette Henderson | General Manager/CEO Assistant General Manager Chief Operating Officer Deputy Chief Operating Officer Director of HR & Risk Management Director of Planning and Innovation Director of Information Technology Deputy Secretary General Counsel Office Administrator General Accountant & Budget Manager Procurement & Contract Manager Marketing Manager Contract Transportation Supervisor |

Public:

Don Parslow
Brian Uldridge
Ted Whitehead

MV Transit
MV Transit
Military

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call

Vice Chair Albert called the meeting to order at 9:02 a.m.

1-2. Pledge of Allegiance

The pledge of allegiance was led by Director Amelio.

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

Carl Sedoryk reviewed the highlights of the agenda and announced closed session item 7-1.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

None

3. CONSENT AGENDA

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

Director O'Connell requested a roll call.

4. RECOGNITION AND SPECIAL PRESENTATIONS

None

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Conduct Strategic Planning Workshop. (Carl Sedoryk)

Director LeBarre arrived at 9:40 a.m.

The MST Board and staff discussed the following items:

1. MST Overview
 - a. Performance Dashboards
 - b. Strategic Plan and Action Plan
 - c. 2020 Capital Projects and Transit Services
2. Measure Q Mobility Programs Update
3. MST Employee Recruitment / Retention Issues
4. Partnerships and New Initiatives Update
5. Zero Emission Bus/Innovative Clean Transit Strategy Update
6. Performance Incentives

7. CLOSED SESSION

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

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

- 7-1. Closed Session for Personnel Matters (Government Code section 54957) -
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

Dave Laredo stated that no reportable action was taken.

8. COMMENTS BY BOARD MEMBERS

None

9. ADJOURN

With no further business to discuss, Chair LeBarre adjourned the Strategic Planning workshop meeting at 12:42pm.

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

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MOBILITY ADVISORY COMMITTEE (MAC)

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

MEETING MINUTES

November 20, 2019

Present:

| | |
|-------------------|---|
| Jessica McKillip | ITN Monterey County |
| Reyna Gross | Alliance on Aging |
| Stefania Castillo | Transportation Agency for Monterey County (TAMC) |
| Maria Magaña | Central Coast Center for Independent Living (CCCIL) |
| Maureen McEachen | Visiting Nurse Association |
| Kazuko Wessendorf | Interim, Inc. |
| Esmeralda Ortiz | Blind and Visually Impaired Center |

Absent:

| | |
|--------------------------|---|
| Kurt Schake | Veterans Transition Center |
| Alejandro Fernandez | DaVita Dialysis |
| Kathleen Murray-Phillips | Monterey County Dept. of Social Services. |
| Melissa McKenzie | Carmel Foundation |
| Aimee Cuda | Central Coast Senior Services |

Staff:

| | |
|----------------------|------------------------------------|
| Cristy Sugabo | Mobility Services Manager |
| Kevin Allshouse | Mobility Services Coordinator |
| Marzette Henderson | Contract Transportation Supervisor |
| Jose Sanchez Barajas | Mobility Specialist |

Public:

| | |
|------------------|----------------------------|
| Don Parslow | MV General Manager |
| Doug Thomson | MV Operations Manager |
| Fred Claridge | Monterey County OES |
| Jennifer Ramirez | Partnership for Children |
| Diana Trapani | Public |
| Nadereh Nasseri | Visiting Nurse Association |

An apology is made for any misspelling of a name

1. CALL TO ORDER

1.1. Roll Call

Vice-Chair McKillip called the meeting to order at 1:10 p.m. in the Monterey-Salinas Transit Board of Directors Chamber room (MST).

2. CONSENT AGENDA

2.1. Approve Minutes of the regular meeting of September 25, 2019.

Member Castillo made a motion to approve the Minutes and Member McEachen seconded. The motion passed unanimously.

3. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

4. MEMBERSHIP

4.1. Receive reminder for January 2020 Election of Officers.

Vice - Chair McKillip reminded members that the committee will hold the January 2020 election of Officers at its next meeting.

4.2. Recommend Jennifer Ramirez to the MST Board of Directors for MAC membership

Member Gross made a motion to recommend Jennifer Ramirez to the MST Board of Directors for MAC membership as the representative for the Partnership for Children, Member Magaña seconded. The motion passed unanimously.

4.3. Recommend and approve Madilyn Jacobsen for MAC membership as TAMC representative alternate.

Member Magaña made a motion to recommend and approve Madilyn Jacobson for MAC membership as TAMC representative alternate. Member McEachen seconded. The motion passed unanimously.

4.4. Accept resignation for Member Diana Trapani representing the Blind and Visually Impaired Center. (Chair)

Member Wessendorf made a motion to accept Member Trapani's resignation, and Member McEachen seconded. The motion passed unanimously.

5. PRESENTATION

5.1. Certificate of Appreciation for Diana Trapani

Vice - Chair McKillip presented Diana Trapani a Certificate of Appreciation after the committee accepted her membership resignation.

5.2. Visiting Nurse Association

Nadereh Nasser, VNA Director of Patient Access Intake & Outreach Coordination presented information on VNA's Wellness, Home Health, and Hospice Program.

6. REPORTS

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

6.1. TAMC Report

6.2. MV Transit- MST RIDES Service Update

6.3. MST Mobility Programs Updates

7. SUBJECT ITEM REQUEST

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

7.1. Update on accessible taxi cab information for March meeting.

8. ANNOUNCEMENTS AND APPRECIATIONS

8.1. Member comments and announcements

Vice - Chair McKillip announced that on December 3, 2019 Merrill Garden will be hosting the Age Well Drive Smart class for seniors.

9. ADJOURN

There being no further business, Vice-Chair McKillip adjourned the meeting at 2:15 p.m.

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

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

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**JON CAPPELLA
19 YEARS OF SERVICE**

WHEREAS, Jon Cappella began his career with Monterey-Salinas Transit in January 2001. During his 19-year career, Jon Cappella has supported MST's Transportation Department and its customers as an Operations Supervisor; and

WHEREAS, Jon Cappella was recognized for his safety record – accumulating fifteen (15) Job Safety Awards -- and has received multiple written commendations for his outstanding customer service and special project achievements; and

WHEREAS, Jon Cappella was the recipient of a Special Commendation by the MST Board of Directors in June of 2009 for his quick and decisive actions during his response and management of an incident involving an MST Coach Operator who was injured by gun fire; and

WHEREAS Jon Cappella was recognized for his commitment to MST's Mission as the Employee of the Month in April 2012, and

WHEREAS, after 19 years of service, Jon Cappella retired on December 30, 2019; and

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2020-15 this 10th day of February 2020.

Mike LeBarre
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Receive FY 2019 Comprehensive Annual Financial Report (CAFR)

RECOMMENDATION:

Receive the agency's FY 2019 Comprehensive Annual Financial Report.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

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

DISCUSSION:

To provide transparency for the general public and local, state and federal stakeholders, MST each year prepares and posts on its website a CAFR, which can be downloaded and printed directly from the site. A primary component of this document is the annual audit, which is conducted by an outside accounting firm to attest to the state of the agency's finances. In recognition of excellence in financial reporting, MST received a certificate of achievement from the Government Finance Officers Association of the United States and Canada for last year's FY 2018 CAFR.

MST has submitted its FY 2019 CAFR to this organization for evaluation and consideration. The auditor's management letter (Attachment 1) as well as a summary page detailing MST's FY 2019 budget, actual expenditures, and their respective positive or negative variances (Attachment 2), are included for your review. The complete report – as well as MST's CAFRs dating back to FY 2005 – can be viewed and downloaded through MST's website at <http://mst.org/about-mst/financials/> and can also be provided in hard copy to any member of your Board upon request.

Attachment 1: December 19, 2019, letter from MST auditors EideBailly

Attachment 2: Page 44 of the FY 2019 CAFR

PREPARED BY: 
Lisa Rheinheimer

REVIEWED BY: 
Carl G. Sedoryk



December 19, 2019

To Governing Board of
Monterey-Salinas Transit
Monterey, California

We have audited the financial statements of Monterey-Salinas Transit as of and for the year ended June 30, 2019, and have issued our report thereon dated December 19, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards* and our Compliance Audit under the Uniform Guidance

As communicated in our planning letter dated July 8, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether Monterey-Salinas Transit complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on Monterey-Salinas Transit's major federal program. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Monterey-Salinas Transit solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Our responsibility, as prescribed by professional standards as it relates to the audit of Monterey-Salinas Transit's major federal program compliance, is to express an opinion on the compliance for Monterey-Salinas Transit's major federal program based on our audit of the types of compliance requirements referred to above. An audit of major program compliance includes consideration of internal control over compliance with the types of compliance requirements referred to above as a basis for designing audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, as a part of our major program compliance audit, we considered internal control over compliance for these purposes and not to provide any assurance on the effectiveness of the Monterey-Salinas Transit's internal control over compliance.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated June 17, 2019. We have also provided our comments regarding compliance with the types of compliance requirements referred to above and internal controls over compliance during our audit in our Independent Auditor's Report on Compliance with Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance dated June 17, 2019.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Monterey-Salinas Transit is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

BUDGETARY COMPARISON SCHEDULE
YEAR ENDED JUNE 30, 2019

| | Budgeted Amounts | Actual | Variances Positive (Negative) |
|-------------------------------------|---------------------|----------------------|-------------------------------------|
| REVENUES: | | | |
| Fares | \$ 10,932,768 | \$ 8,715,328 | \$ (2,217,440) |
| Operating assistance: | | | |
| Sales tax revenue | 9,339,984 | 10,365,729 | 1,025,745 |
| Federal grants | 9,210,900 | 9,842,643 | 631,743 |
| Local and State grants | 19,718,256 | 23,513,295 | 3,795,039 |
| Interest | 12,000 | 120,480 | 108,480 |
| Other income | 346,944 | 431,302 | 84,358 |
| Total revenues | <u>49,560,852</u> | <u>52,988,777</u> | <u>3,427,925</u> |
| EXPENSES: | | | |
| Salaries and benefits | 27,180,264 | 26,286,386 | 893,878 |
| Professional and technical services | 3,029,292 | 2,474,744 | 554,548 |
| Materials and supplies | 6,073,344 | 5,104,905 | 968,439 |
| Utilities | 563,148 | 588,380 | (25,232) |
| Insurance | 961,776 | 1,526,270 | (564,494) |
| Taxes | 211,596 | 192,928 | 18,668 |
| Purchased transportation | 10,075,788 | 10,661,634 | (585,846) |
| State program admin fees | 405,468 | 418,210 | (12,742) |
| Interest expense | 200,004 | 212,384 | (12,380) |
| Other | 860,172 | 798,279 | 61,893 |
| Total expenses | <u>49,560,852</u> | <u>48,264,120</u> | <u>1,296,732</u> |
| Excess of revenues over expenses | <u>\$ -</u> | <u>\$ 4,724,657</u> | <u>\$ 4,724,657</u> |
| RECONCILING ITEMS: | | | |
| Loss on disposal of capital assets | | (355,163) | |
| Depreciation | | (8,588,074) | |
| Capital contributions | | 2,619,373 | |
| Total | | <u>(6,323,864)</u> | |
| CHANGE IN NET POSITION | | (1,599,207) | |
| NET POSITION, Beginning | | 65,505,691 | |
| NET POSITION, Ending | | <u>\$ 63,906,484</u> | |

The most sensitive accounting estimate affecting the financial statements is management's estimate of the incurred but not reported claims (IBNR) and the net pension liability (NPL).

Estimates of the NPL are based on actuarial valuations prepared in accordance with the methods prescribed in the relevant authoritative accounting literature. We evaluated the key factors and assumptions used to develop the pension liability and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Estimates of the IBNR are based on knowledge, past experience, and assumptions. We evaluated the key factors and assumptions used to develop the estimate and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Monterey-Salinas Transit's financial statements relate to Monterey-Salinas Transit's net pension liabilities and related deferred inflows of resources and deferred outflows of resources. As disclosed in the Note 10, a 1% increase or decrease in the rates has a material effect on Monterey-Salinas Transit's net pension.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. We are pleased to report that no misstatements were identified from our audit procedures.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated December 19, 2019.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Monterey-Salinas Transit, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Monterey-Salinas Transit's auditors.

Modification of the Auditor's Report

We have made no modification to our auditor's report.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing Monterey-Salinas Transit's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

However, in accordance with such standards, we will review the information inputted into the data collection form and will consider whether such information, or the manner of its presentation, is materially consistent with the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the Board of Commissioners and Members of the Audit Committee, and management of Monterey-Salinas Transit and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Palo Alto, California

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To: Board of Directors

From: Lisa Cox, Risk and Security Manager

Subject: Monterey- Salinas Transit District's Agency Safety Plan (ASP)

RECOMMENDATION:

Approve the creation of MST's Agency Safety Plan in support of the Federal Transit Administration (FTA) requirement to develop, certify, and implement an Agency Safety Plan by July 20, 2020.

FISCAL IMPACT:

Adoption of the plan provides MST continued access to up to \$10M of federal transit funds.

POLICY IMPLICATIONS:

The Public Transportation Agency Safety Plan (PTASP) rule applies to MST as we are a recipient of federal grant funds that operates a public transportation system. The Agency Safety Plan (ASP) must be approved by both the Account Executive (AE) and the Board of Directors or Equivalent Authority.

DISCUSSION:

The attached Agency Safety Plan serves as the first version of this plan. An annual safety performance assessment will be completed in conjunction with the annual review and update of the Safety Plan, as required under 49 CFR 673.11 (a) (5).

The goals of the ASP are to:

- Continually improve transit safety
- Set minimum level of safety nationwide
- Implement Safety Management System (SMS) approach
- Extend safety requirements to bus transit agencies

The ASP is a living document. As safety performance monitoring is a continual process, the ASP will mature over time and continuous improvements will be made to this document. The documents must be maintained for three (3) years after they are created and must be made available upon request by the FTA or other Federal entity, or a State Safety Oversight Agency having jurisdiction.

Staff is recommending the Board adopt the Agency Safety Plan. By adopting this policy, MST would be adhering to the current PTASP requirements, implementing an innovative approach to improving transit safety that was founded on SMS principles that are risk-based and performance-based.

Attachment: Draft Agency Safety Plan for Monterey-Salinas Transit District (MST)

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

Agency Safety Plan**For****Monterey-Salinas Transit****1. Transit Agency Information**

| | | | |
|--|--|--|---|
| Transit Agency Name | Monterey-Salinas Transit District (MST) | | |
| Transit Agency Address | 19 Upper Ragsdale Dr., Suite 200 Monterey, CA 93940 | | |
| Name and Title of Accountable Executive | Carl Sedoryk, General Manager / CEO | | |
| Name of Chief Safety Officer or SMS Executive | Kelly Halcon, Director of Human Resources / Risk Management | | |
| Mode(s) of Service Covered by This Plan | <ul style="list-style-type: none"> ▪ Commuter Bus ▪ Fixed Route ▪ Paratransit ▪ On-Demand Response | List All FTA Funding Types (e.g., 5307, 5310, 5311) | <ul style="list-style-type: none"> ▪ 5307 ▪ 5310 ▪ 5311 and 5311 (f) ▪ 5339 |
| Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service) | MST operates more than 100 vehicles in peak revenue service and provides bus transit services throughout Monterey County and north into downtown Watsonville, Aptos and Santa Cruz County and Gilroy and San Jose in Santa Clara County, as well as south to San Miguel, Paso Robles and Templeton in northern San Luis Obispo County. | | |
| Contracted Services | MST provides paratransit service to people with disabilities in Monterey County through its paratransit contractor, MV Transportation, Inc. In addition, RIDES vehicles, owned by MST and operated by MV Transportation, Inc., provide additional transportation throughout the service area and subcontracts with local taxicab companies to ensure every trip is provided. | | |
| Name and Address of Transit Agency (ies) or Entity (ies) for Which Service is Provided | MV Transportation, Inc. (MV) Corporate Headquarters 2711 N. Haskell Ave., Suite 1500 LB-2 Dallas, TX 75204 | | |

2. Plan Development, Approval, and Updates

| | | |
|--|--|-----------------------|
| Name of Entity That Drafted This Plan | Monterey-Salinas Transit District (MST) | |
| Signature by the Accountable Executive | Signature of Accountable Executive | Date of Signature |
| | | |
| Approval by the Board of Directors or an Equivalent Authority | Name of Individual/Entity That Approved This Plan | Date of Approval |
| | | |
| Certification of Compliance | Name of Individual/Entity That Certified This Plan | Date of Certification |
| | | |

In support of the current Public Transportation Agency Safety Plans (PTASP) requirements, this document serves as the first version of this plan. An annual safety performance assessment will be completed in conjunction with the annual review and update of the Safety Plan, as required under 49 CFR 673.11 (a) (5). At any point updates are needed as a result of new information, requirements or a process change, all updates will be incorporated into the Agency Safety Plan and communicated throughout the organization by various methods (memos, safety meetings, safety training and/or safety committees). During the annual assessment, a review of all safety documents (including updates/revisions) will be conducted.

3. Safety Performance Targets

Various Safety Performance Targets are monitored including, number of preventable accidents/injuries by month, year, employee, etc. In addition, the number of accidents/injuries, divided by the miles between preventable collisions not to exceed more than one (1) preventable collision per 100,000 miles is closely monitored as a

standard performance target amongst transit agencies. A number of comparative statistics are conducted, including miles between preventable collisions, comparative occurrences year over year and summoned public safety agencies. Communication of MST's safety performance is disseminated via email, memos, board reports, in-service training and/or safety boards. A portion of examples include: incident preventability reports, preventable collision logs, in-service training, re-training, safety score boards used to track the number of accident-free days in the workplace and public safety responses (passenger disturbance or medical needs). A minimum of three (3) years of data is retained for monitoring and comparative analysis.

4. Safety Management Policy

Monterey-Salinas Transit (MST) has established a workplace safety program. This program is a top priority for MST. The Accountable Executive, the Safety Management System (SMS) Executive and designated staff have responsibility for implementing, administering, monitoring, and evaluating the safety and training programs. Its success depends on the alertness and personal commitment of all MST personnel. As an important public sector service, the primary safety objective is to ensure the safety and security of our customers and in some cases, the community at large. MST utilizes California's Standard Emergency Management System the Incident Command System (ICS). This system is used daily for the command, control and coordination of resources during an activity/incident. In addition, a cloud based mass communication service is utilized for notification of events, incidents and/or emergencies.

5. Safety Risk Management

Safety hazards are documented within a suite of procedures and manuals including: Continuity of Operations Plan for Disasters or Other Emergencies, Inspection Procedures, Post Accident Procedures, Service/Hazard Alerts, Emergency Disaster Plans, Evacuation Plans, the Employee Security Handbook, MST Employee Handbook and the Emergency Preparedness Handbook to name a few. Safety risks associated with safety hazards are identified by set criteria and corrective action that is associated with varied levels of injury.

6. Safety Assurance

Safety performance monitoring is a continual process by means of various tracking and reporting measures. A new cloud based document management system has been adopted to create, track and disseminate all agency Standard Operating Procedures (SOP) . This change management process will support all business areas as MST

makes changes to all procedures, within the operation and/or facilities. The Agency Safety Plan will mature over time and continuous improvements will be made to this document, as deemed necessary.

7. Safety Promotion

A comprehensive safety training program is conducted as part of new hire training; from critical event notification to accident reporting and documentation. Safety is the responsibility of each employee. Safety rules are expected to be adhered to, along with exercising caution in all work activities. Safety related incidents are thoroughly investigated and employees must immediately report any unsafe condition to the appropriate supervisor. To ensure reports can be made without fear of reprisal, concerns about workplace safety issues may be made anonymously if the employee wishes. As equally important as the monitoring and reporting of safety concerns, is the recognition of mitigating accidents and injuries. Therefore, safety awards are provided to employees who achieve a safety record of no at-fault accidents or safety related incidents for each fiscal year. In addition, as MST achieves 30 days of accident-free reporting, events are coordinated to acknowledge and celebrate these accomplishments.

To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: South County Operations and Maintenance Facility in King City

RECOMMENDATIONS:

Receive update on South County Operations and Maintenance Facility in King City and authorize General Manager/CEO to execute necessary loan documents to finance the new facility through the Build America Bureau and the Transportation Agency for Monterey County.

FISCAL IMPACT:

The current total project budget including all preconstruction work is \$18,000,000 to be funded by a combination of federal, state and local sources. Budget and financing needs are described below.

POLICY IMPLICATIONS:

At the December 2019, meeting, the MST Board awarded the final design and construction of the project which advanced the project to the design-build phase of work. Staff has also reported to the Board that the funding for this project will come from federal, state and local sources.

In October 2019 at the APTA Annual Conference, staff learned about a new low-interest federal loan which would help this project and finance more than the previous USDA loan. Staff is moving expeditiously to submit the new loan request to the Build America Bureau – Rural Project Initiative which is within the Department of Transportation. Closing on the federal loan is expected to occur in August 2020. Financial and legal advisors have been hired to help MST staff through the federal approval process. The federal loan would be repaid primarily with TAMC Measure X funds with smaller amounts of Local Transportation Funds and fares as pledged amounts.

Staff has also requested a low-interest bridge loan from TAMC which would satisfy cash flow needs if the federal loan is delayed beyond August. TAMC staff will bring this request to the TAMC Board at its February meeting for authorization. The TAMC Board has previously authorized loans to MST for short-term cash flow needs.

The table below describes and compares the financing options available to MST to pay for this project:

| | MST Favored Option | | | |
|-------------------------------------|----------------------|--|-------------------------|------------------|
| | TAMC Short-term Loan | Build America Bureau – Rural Project Initiative | USDA Community Facility | Commercial Bank |
| Total Loan Amount | \$3,000,000 | Up to 49% of all eligible costs, approx. \$9,000,000 | \$5,000,000 | \$7,000,000 |
| Interest Rate | No more than 2.5 | 1.375 (1/2 federal rate, currently at 2.75) | Fixed 3.5 | Current rate 4.5 |
| Repayment years | Within 18 months | 30 years, plus 5 year delay option | 30 years | 30 years |
| Approximate annual repayment amount | \$2,043,824 | \$324,106 | \$247,974 | \$397,535 |
| Approximate total repayment amount | \$3,059,725 | \$11,343,716 | \$8,679,103 | \$13,913,747 |

DISCUSSION:

For the last several years, staff has been working diligently to move this project forward. MST has accomplished major milestones and progress to date with regards to planning, permitting, financing, and procurement of a design/build contractor. Both federal and state environmental documentation is complete, and MST received its conditional use permit in July 2018 from the King City planning commission. Part of the condition of the use permit was that construction would begin within one year of approval. That condition was met when fencing was placed on the property last year. After the Board awarded the design-build contract in December, the contract has been executed and a kick-off meeting took place to finalize design. Final design is expected to be complete in six (6) months with construction start in August.

With regard to financing, staff has been working with financial advisors, KNN Finance and legal advisors, Nossaman. These two firms were also hired by San Luis Obispo Regional Transportation Authority to help them apply for and secure the same federal Rural Project Initiative loan. With this first-hand knowledge, these two firms are best qualified to help MST gather and prepare necessary documentation.

Looking forward, the Rural Project Initiative loan would be paid off over 30 years with a combination of TAMC Measure X sales tax funds and other pledged sources such as Local Transportation Funds and/fares. One of the distinct advantages of the Rural Project Initiative loan is that MST is able to borrow more money (up to 49% of eligible project costs) at a lower interest rate and at a cost less than that of the annual construction price index and consumer price index (CPI). This allows MST to realize the

financial and public benefits of a new facility now and, over time, the cost is minimal. With the new loan information and award of the design-build contract, staff has revised the design-build phase of the project budget as follows:

| | |
|--------------------------------------|---------------------|
| FTA Grant | \$ 4,119,172 |
| State Prop 1B funds | \$ 472,000 |
| State-Local Partnership Program | \$ 242,000 |
| TAMC Measure X (up to) | \$ 9,000,000 |
| Future pledged local (LTF/fares) | \$ 746,528 |
| <u>Rural Project Initiative Loan</u> | <u>\$ 9,000,000</u> |
| Total Construction Funds | \$13,499,200 |
| <u>Pre-construction costs</u> | <u>\$ 1,080,500</u> |
| Total Design-Build Cost | \$14,579,700 |

As may be necessary for future Board action and for updates, staff will return to the Board of Directors with more information. Additionally, staff will plan a ground breaking ceremony as we move closer to construction.

Staff recommends that the Board authorize the General Manager/CEO to execute necessary loan documents to finance the new facility through the Build America Bureau and the Transportation Agency for Monterey County.

PREPARED BY:  REVIEWED BY: 
Lisa Rheinheimer Carl Sedoryk

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To: Board of Directors

From: Sandra Amorim, Purchasing Manager

Subject: **Fuel Equipment and Management System at Joe Lloyd Way**

RECOMMENDATIONS:

Award a contract to Blue 1 Energy Equipment for the purchase of fuel equipment and management system for an amount of \$132,648.

FISCAL IMPACT:

Your Board authorizes contract expenditures above \$100,000. The Board approved a budget for leasehold improvements at the Joe Lloyd Way operations and maintenance facility in December 2019. The Board approved the \$530,790 budget, however, staff did not have favorable pricing for an on-site fuel equipment and management system at the time. Since December, staff has identified a cooperative agreement which provides competitively bid equipment and management system for fueling as further described below.

POLICY IMPLICATIONS:

Your Board approves the MST budget and this line item was underestimated and unfunded in the approved Fiscal Year 2019/2020 capital budget. However, the Board approved the addition of this project at its December 2019 Board meeting.

DISCUSSION:

MST has begun the process of renovating and making leasehold improvements to the Joe Lloyd Way (JLW) operations and maintenance base. In order for MV Transportation or a future contractor to operate out of the base, fueling the smaller minibuses must be available. Staff explored all options for providing gasoline to the base including leasing the equipment and management system by paying a gasoline adder. Staff also explored the possibility of MV fueling offsite at publicly available gas stations. After evaluating all options, staff found that purchasing the fuel equipment and management system to be the lowest cost option.


With the estimated cost of purchasing the equipment and fuel system being above \$100,000, staff worked to identify a cooperative agreement which would give MST a competitive purchasing option. The National Joint Powers Alliance is a

purchasing cooperative with member agencies which include government, education and non-profit agencies nationwide and in Canada. The Association's various contracts offer both time and cost savings for members by consolidating the efforts of numerous solicitations into one national, cooperatively shared process whereby districts including MST can streamline procurements and reduce costs.

Blue 1 Energy Equipment was awarded the exclusive contract to supply National Joint Powers Alliance (NJPA) members with fuel management equipment along with related materials, site preparation, installation and other services. NJPA selected Blue 1 Energy Equipment as the cost competitive contactor for projects like MST's, and they have previously completed hundreds of other similar projects.

Staff recommends that proceeding with the NJPA cooperative and Blue 1 Energy Equipment as the fuel equipment and management system supplier is a good business decision which provides the most value for the project, reduces costs, and shortens the timeline.

Approval of this item authorizes staff to participate in the NJPA cooperative for MST's JLW fuel equipment and management system.

PREPARED BY: 
Sandra Amorim

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: Lisa Rheinheimer, Director of Planning and Marketing

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

RECOMMENDATION:

Authorize a three-year agreement with Remix for a transit planning web-based platform for a subscription in an amount not to exceed \$115,500.

FISCAL IMPACT:

The MST FY 2019/20 Budget includes this expense. MST staff will also include these costs in the next two budget cycles.

POLICY IMPLICATIONS:

Your Board approves purchases over \$100,000. While normally MST makes every effort to competitively bid procurements, Remix Software Inc., is the sole manufacturer and sole provider of the Remix transit planning software. Remix is the only software that combines route design, instant geospatial analysis and instant operating cost calculations into a single tool for transit planning. Therefore, staff confirms that Remix is the only company offering the desired software that meets MST requirements.

DISCUSSION:

Remix is cloud-based and allows planners to quickly design new routes, make changes to existing routes, all while understanding what impacts may occur at the stop and route level as a result. Information and data provided by Remix includes impacts to population served, poverty, minority, jobs, seniors, youth, disabled, limited English, operating cost, hours, miles, and custom layers including ridership.

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

MST Rider's Guide. This method was cumbersome has been improved with the Remix planning tool.

Staff recommends that the agreement with Remix be extended because it provides a very useful tool for the agency.

PREPARED BY:  REVIEWED BY: 
Lisa Rheinheimer Carl Sedoryk

To: Board of Directors
From: Lisa Rheinheimer, Assistant General Manager
Subject: Revolving Line of Credit

RECOMMENDATIONS:

Authorize renewal of up to \$2 million revolving line of credit with Mechanics Bank, to maintain cash flow as unexpected events occur.

FISCAL IMPACT:

Prime rate plus 0.75% on funds borrowed up to \$2 million credit limit.

POLICY IMPLICATIONS:

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

DISCUSSION:

Monterey-Salinas Transit (MST) currently has a \$1 million revolving line of credit with Mechanics Bank to utilize in situations where cash flow is unreliable due to delays in federal and/or state reimbursements of grant funds. While MST has not had to exercise this line of credit in recent months, staff has identified possible current and future cash flow risks associated with delays in funding due to the agency.

For some of MST's federal capital grants, funds are received first and then the agency must issue checks to the vendors for the goods and services received. For other grants – specifically, MST's primary \$9 million federal operating grant – will most likely not arrive until near the end of the fiscal year at the earliest to reimburse the district for expenditures made since July 1, 2019. For the state's various transit grant programs, Caltrans often requires that MST pay project bills first with its own local funds, then submit documentation of those expenditures for review by the state. Once Caltrans staff is satisfied with the documentation, it then sends a request to the State Controller to issue a reimbursement check to MST. Overall, the state's request for reimbursement process takes a number of months from expenditure by MST to receipt of funds.

In that regard, staff conferred with representatives of Mechanics Bank, who agreed that a prudent course of action to maintain cash flow would be to renew and increase its revolving line of credit up to \$2 million for the coming year. As such, staff is requesting authorization from your Board to sign the appropriate documents to increase this to no more than \$2 million line of credit with Mechanics Bank.

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

To: Board of Directors
From: Mark Eccles, Director of Information Technology
Subject: Hastus (Giro Inc.) Annual Maintenance Agreement

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Giro Inc. for one year of system maintenance, at a cost of \$114,545.

FISCAL IMPACT:

The annual cost for Hastus maintenance software is \$114,295 with an additional escrow fee of \$250 . This amount is approved in the current Fiscal Year budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

In October 2004, MST implemented the Hastus software system. The system is used to assign MST drivers efficiently to the MST bus schedules. In September 2007, MST implemented the additional functionality of Hastus-DDAM software which integrated with the Hastus Runcutting software and the Serenic / Navision payroll system. In December 2014, your Board approved an upgrade to the system as well as additional modules, which have increased the functionality and decreased the time needed for essential planning and payroll tasks.

Due to the complex and proprietary nature of the system software, MST does not have the ability to retain the services of another vendor for this service.

Approval of this item will allow staff to contract with Hastus (Giro Inc.) for maintenance and support of the Hastus (Giro Inc.) system for one year.

PREPARED BY:


Mark Eccles

REVIEWED BY:


Carl G. Sedoryk

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To: Board of Directors

From: Robert Weber, Chief Operating Officer

Subject: **Security Foot and Mobile Patrol Services**

RECOMMENDATIONS:

1. Award a three-year contract to Allied Universal in the amount of \$486,729 for security guard foot patrol services and mobile patrol, as needed.
2. Authorize staff to extend the contract for up to two additional one-year periods.

FISCAL IMPACT:

The total for an initial three year contract term is \$486,729. The cost of this service is partially funded by a FTA 5307 Operating Federal grant that allows for 1% of the grant amount to be expended towards the cost of security. The remainder of the cost is available in the FY 2020 budget and is projected to be available in future budget years.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST has a continuing need for a security services. The intent of this contract is to award a contract to Allied Universal to provide total security services, on-site and for mobile patrol, in a cost effective, efficient and professional manner, which properly safeguards and protects the building, personnel and property of MST, and thereby creates a safe and secure environment for MST staff and passengers.

The scope of work identified the need for highly trained and skilled security guards that can recognize, respond to, and actively engage security threats at Salinas Transit Center (STC) and the Marina Transit Exchange (MTX).

MST published a Request for Proposals (RFP) during the month of November, advertised in *The San Jose Mercury News*, mailed the RFP to a listing of 20 potential proposers, and posted an announcement on the MST web site inviting proposals.

Proposers were required to submit cost information for providing security guard foot and mobile patrol services.

Response to Request for Proposals Analysis

The value of the new contract represents a smaller than 1% price increase over current rates. While Allied Universal is not the least expensive, their proposal best responded to the requirements of the RFP. MST specifically desires guards with the necessary training, to respond, document and diffuse situations. Allied Universal has extensive experience working with transit agencies, and provided details in their proposal about how they plan to meet our objectives. They also have a local Salinas office.

All responses were reviewed and evaluated based on how each vendor would meet the needs of the required scope of services requested and the business references provided. Therefore, the staff recommendation is to award a contract to Allied Universal.

Approval of this action also authorizes staff to extend the contract for up to two additional one-year periods if service quality remains acceptable.

| Proposer | Hourly Rate | Annual Cost for Foot Patrol | Annual Cost for Mobile Patrol | Total Evaluation Score |
|----------------------------|--------------------|------------------------------------|--------------------------------------|-------------------------------|
| First Alarm Security, Inc. | \$22.95 | \$128,520 | \$27,720 | 85 |
| TST Private Security | \$23.50 | \$131,600 | \$20,196 | 68 |
| Allied Universal | \$24.22 | \$135,632 | \$26,611 | 89 |
| American Guard Services | \$26.24 | \$146,944 | \$25,043 | 74 |
| Peninsula Security | \$33.60 | \$206,416 | \$29,193 | 55 |

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

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

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November and December 2019. (Att 1 – 4). Also attached is the quarterly action plan update through December 2019 (Att 5).

November 12 - 15 MST staff hosted approximately 800 transit professionals, vendors and board members at the California Transit Association Annual Conference and Expo at the Portola Plaza Hotel and Spa in Monterey, CA. A variety of workshops, panel discussions, featured speakers, and tradeshow rounded out the event.

December 4 - 5, I traveled to Washington DC to meet with Congressional and Administration staff on a variety of important MST projects including the Presidio of Monterey transit program, SURF! Busway funding program and funding opportunities, Infrastructure financing programs through both the Department of Transportation and Department of Agriculture (Att 6).

Attachment #1 – Dashboard Performance Statistics December 2019

Attachment #2 – Operations Dept. Report – November/December 2019


Attachment #3 – Facilities & Maintenance Dept. Report November/December 2019

Attachment #4 – Administration Dept. Report – November/December 2019

Attachment #5 – Quarterly Action Plan Status Update – December 2019

Attachment #6 – Washington DC Meeting Itinerary – December 4-5, 2019

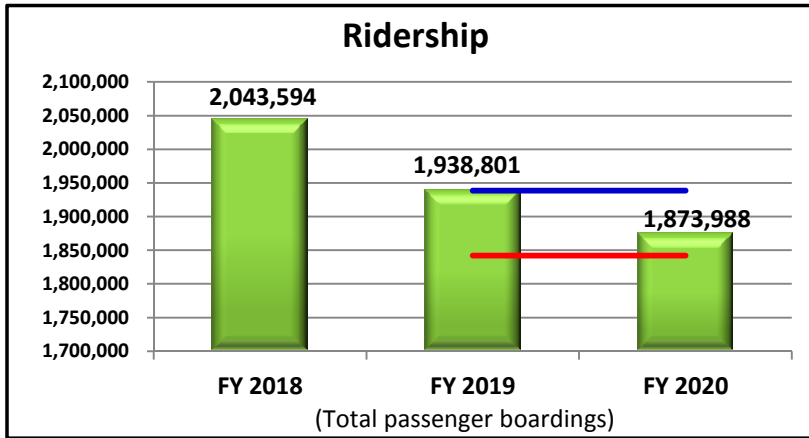
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

PREPARED BY: 
Carl G. Sedoryk

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2018-2020

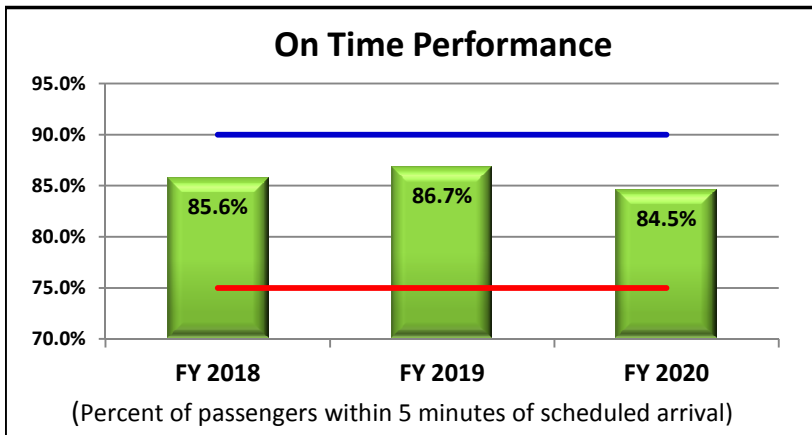
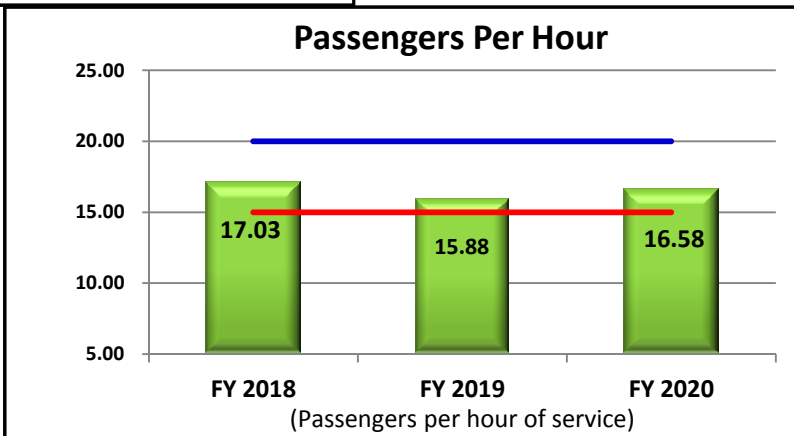


Goal = 1,938,801 passengers

Minimum = 1,841,861 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

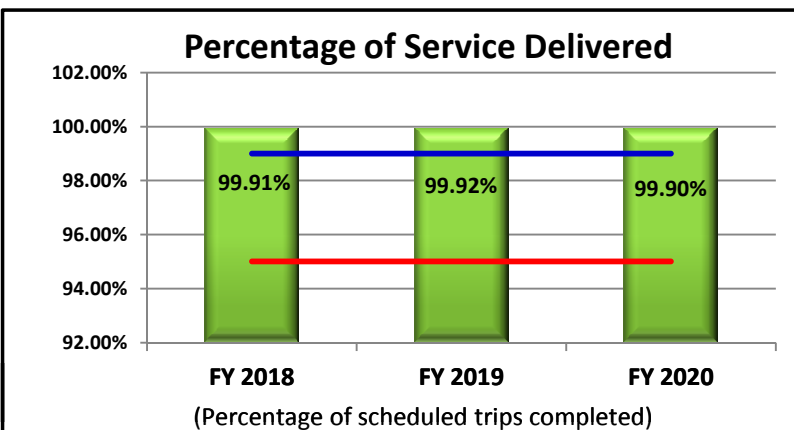


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

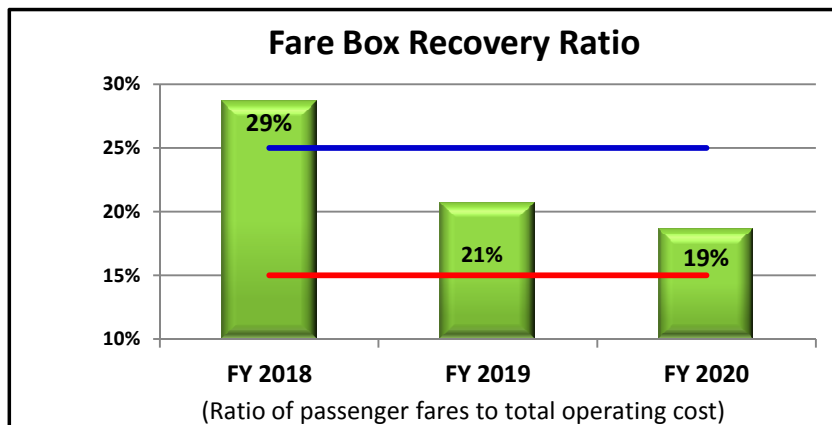


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2018-2020

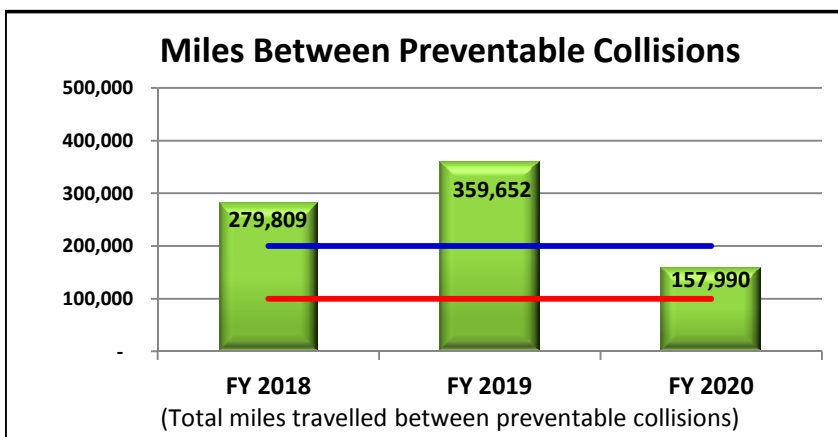
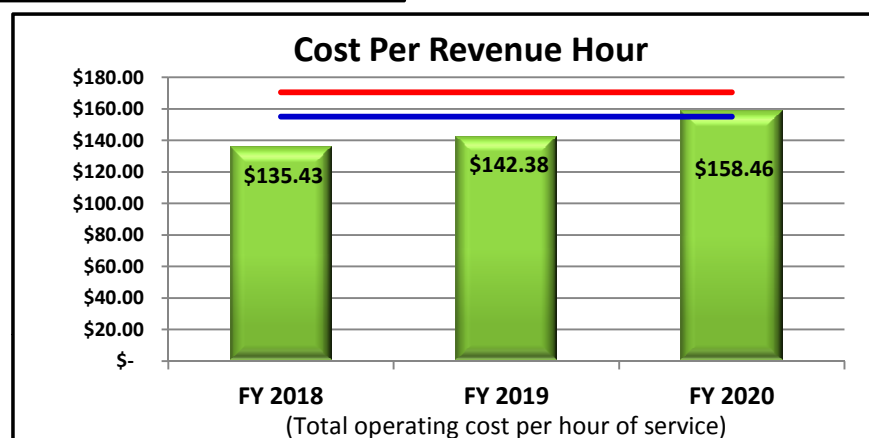


Goal = 25%

Minimum = 15%

Goal = \$155.00 per RH

Maximum = \$170.50 per RH

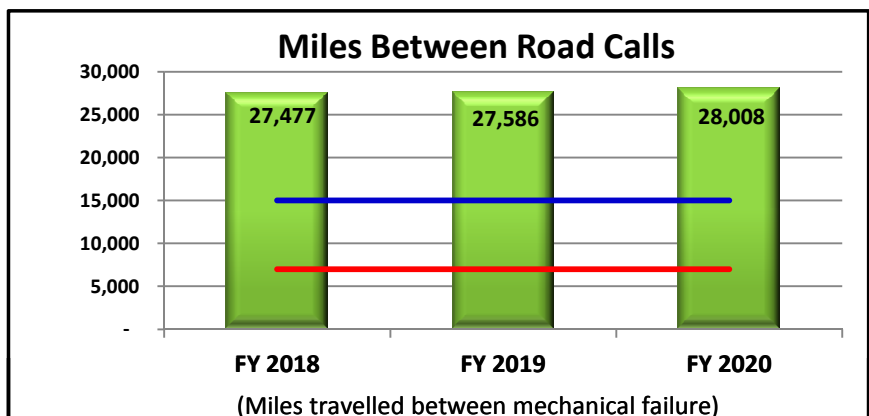


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

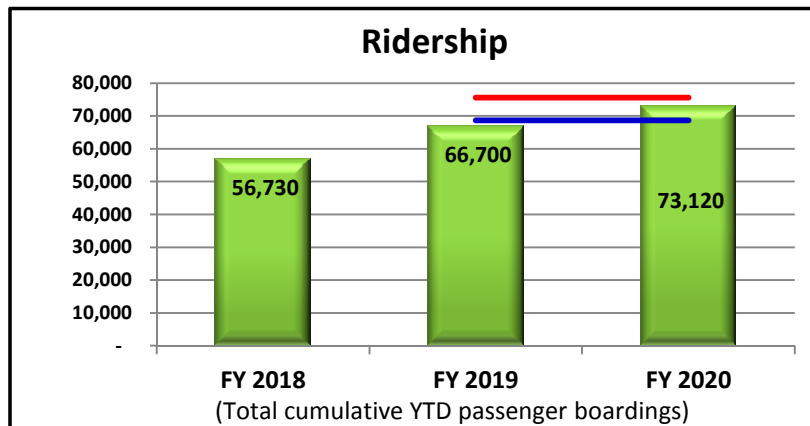


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2018-2020

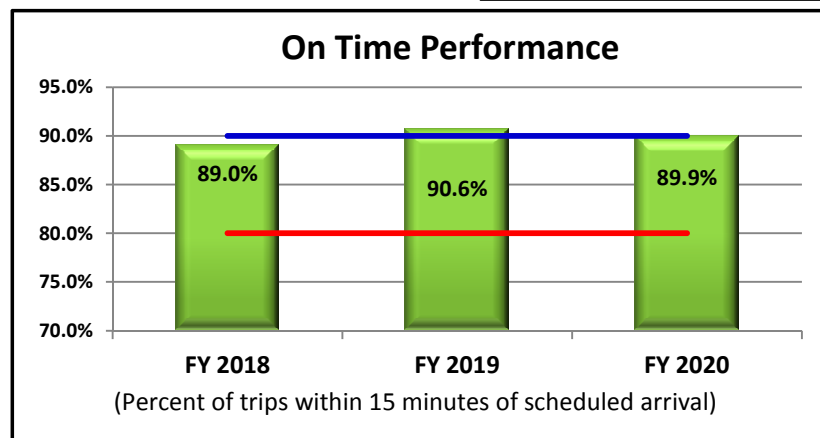
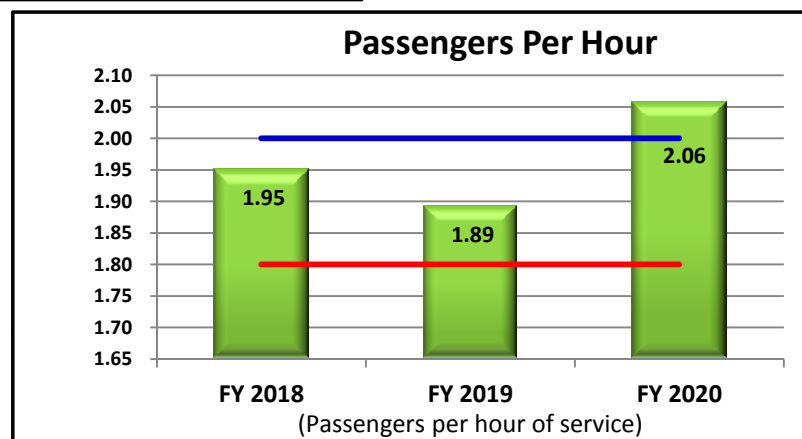


**Goal = 68,701
passengers**

**Maximum = 75,571
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

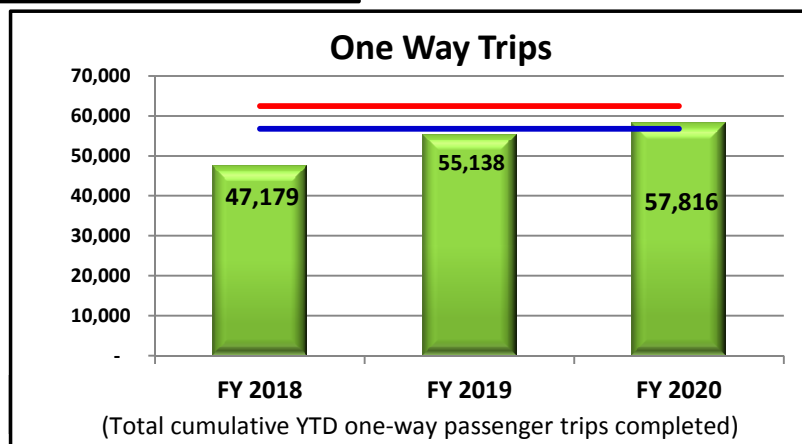


Goal = 90% on time

Minimum = 80% on time

**Maximum = 62,471
one-way trips**

**Goal = 56,792
one-way trips**

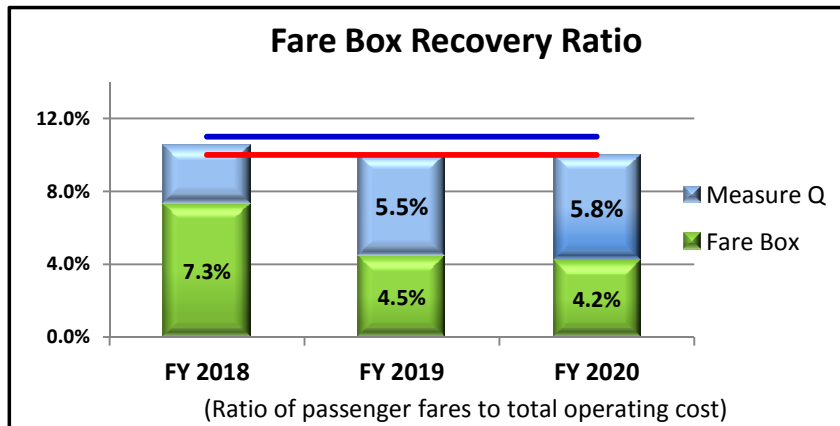


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2018-2020

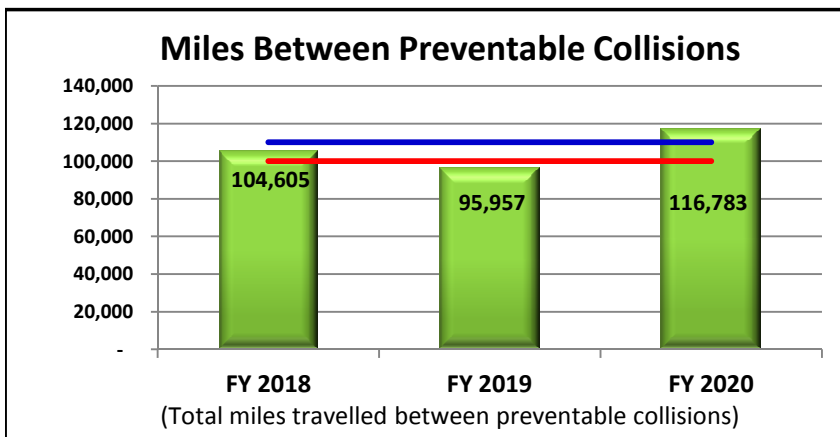
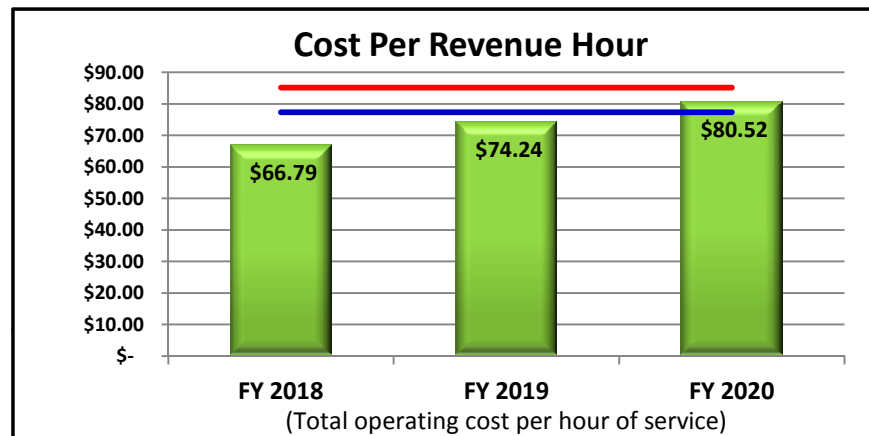


Goal = 11%

Minimum = 10%

Goal = \$77.37 per RH

Maximum = \$85.11 per RH

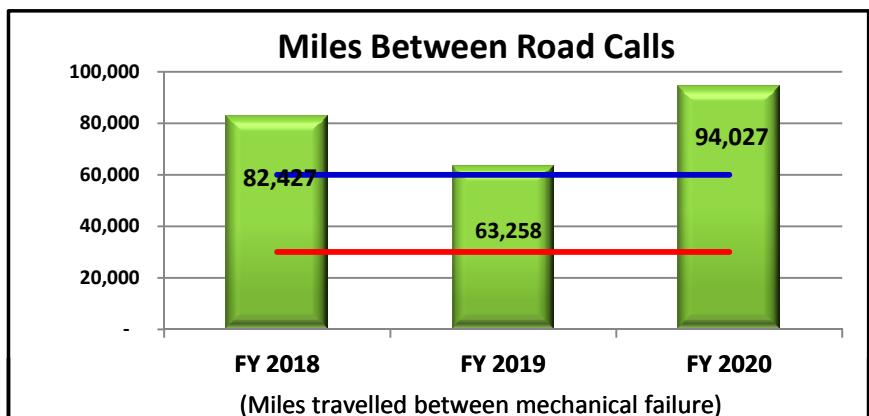


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

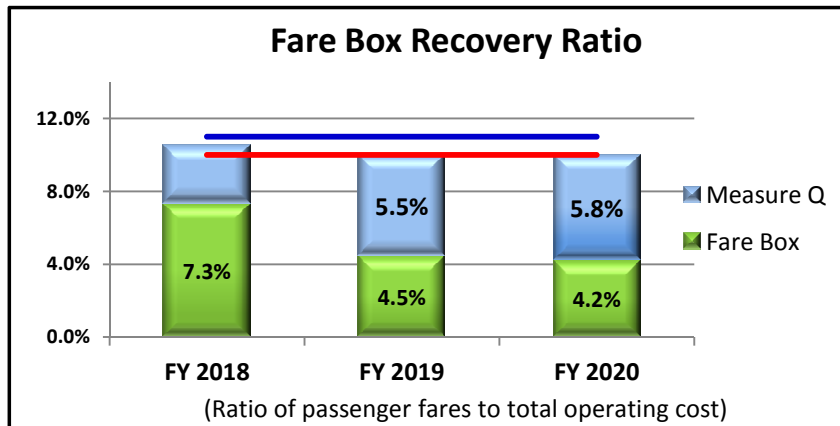


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2018-2020

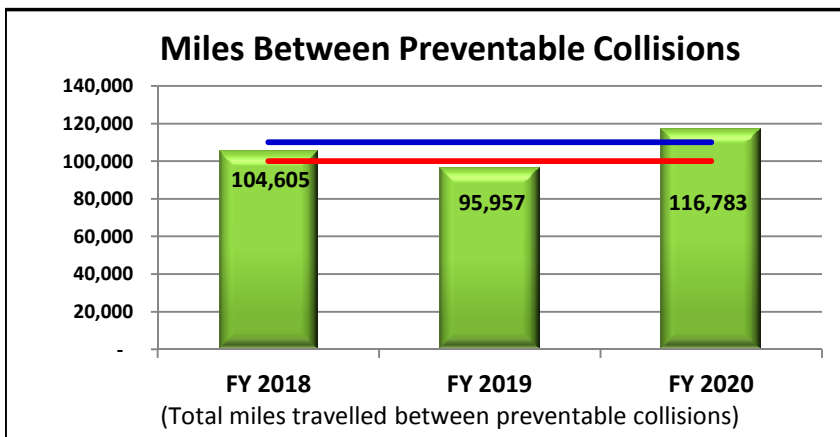
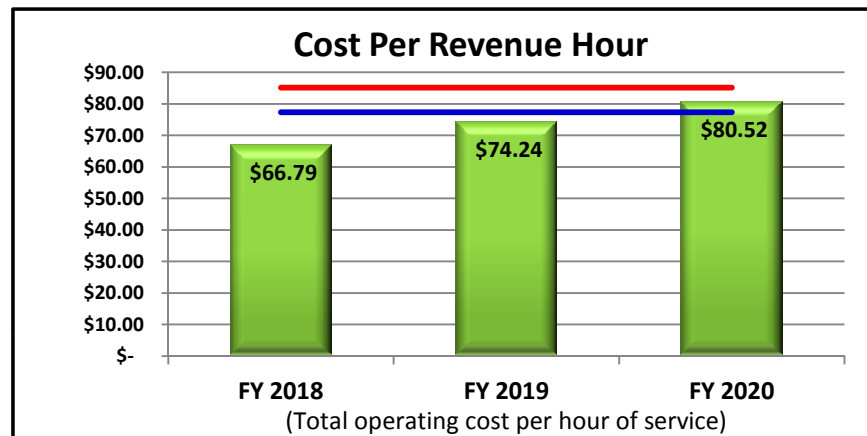


Goal = 11%

Minimum = 10%

Goal = \$77.37 per RH

Maximum = \$85.11 per RH

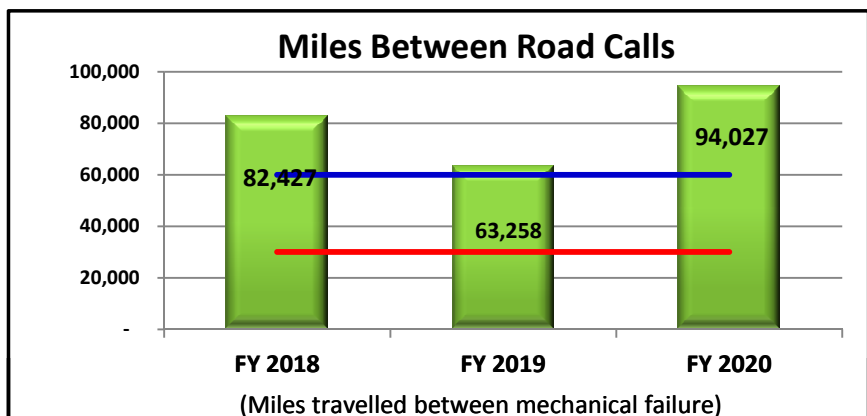


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

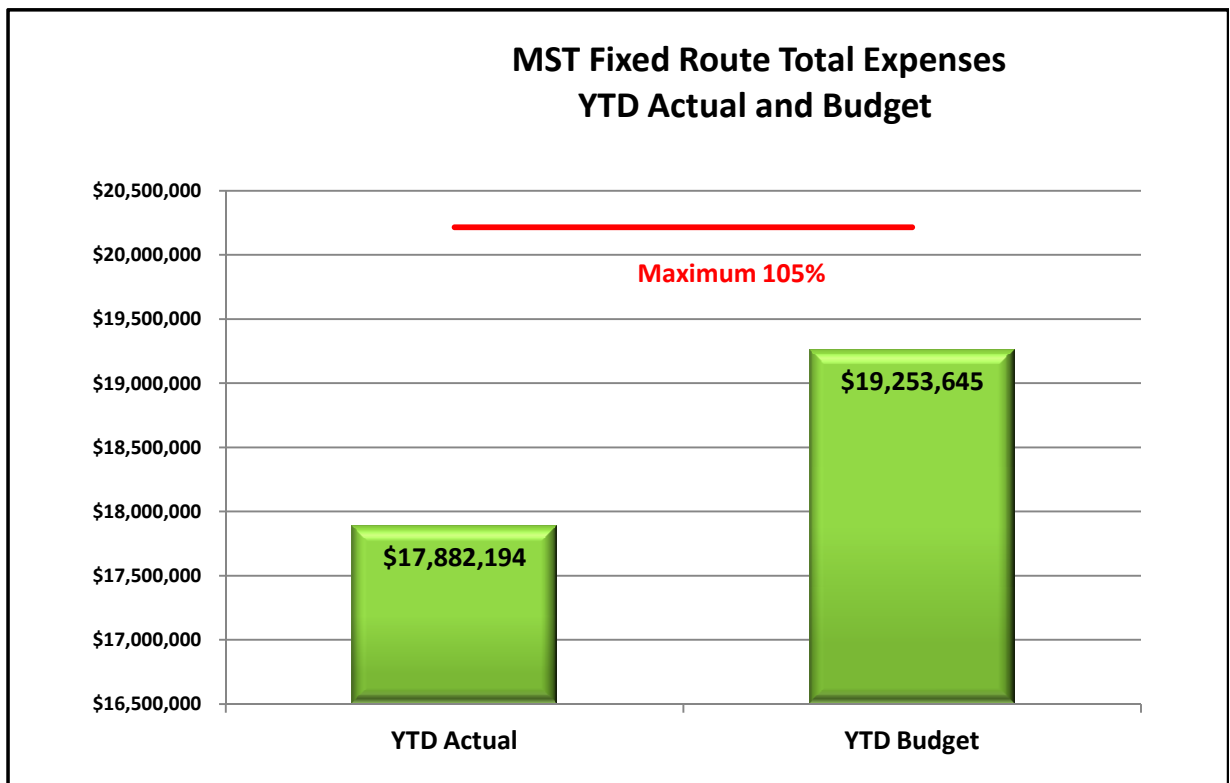
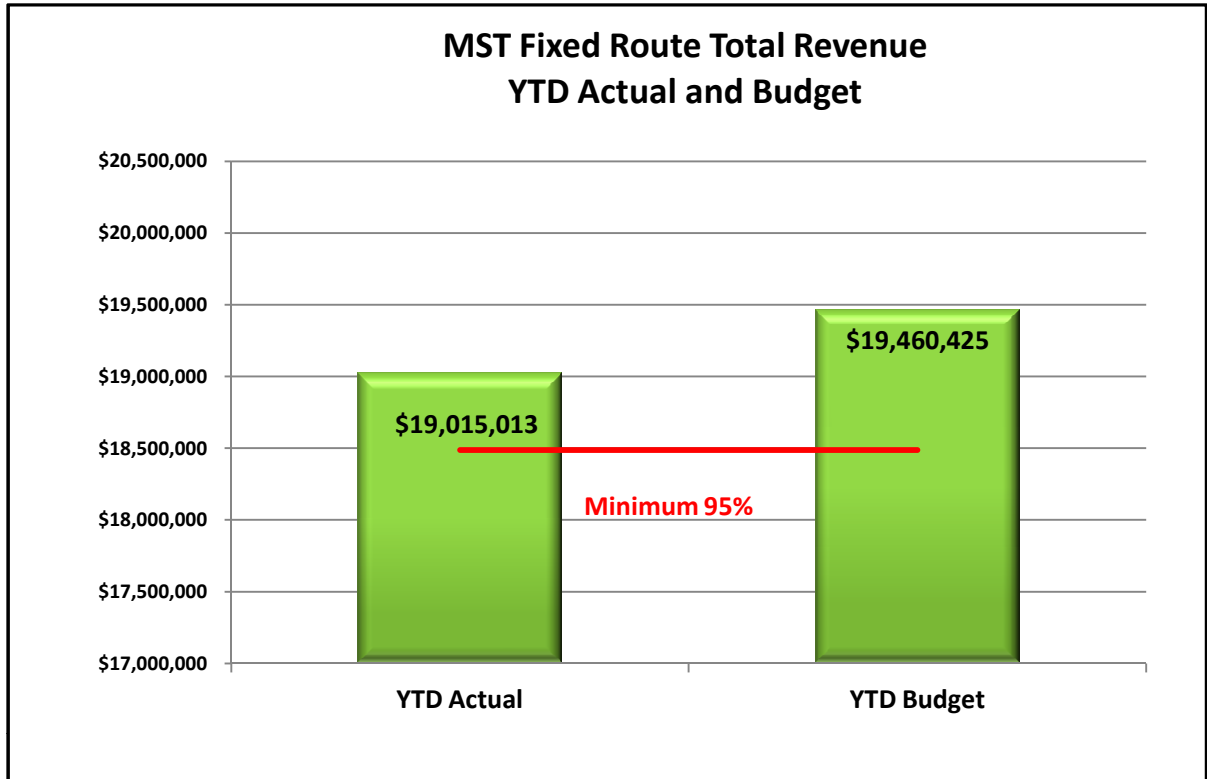


MST Fixed Route

Financial Performance Comparative Statistics

July - November

Fiscal Years 2017-2020

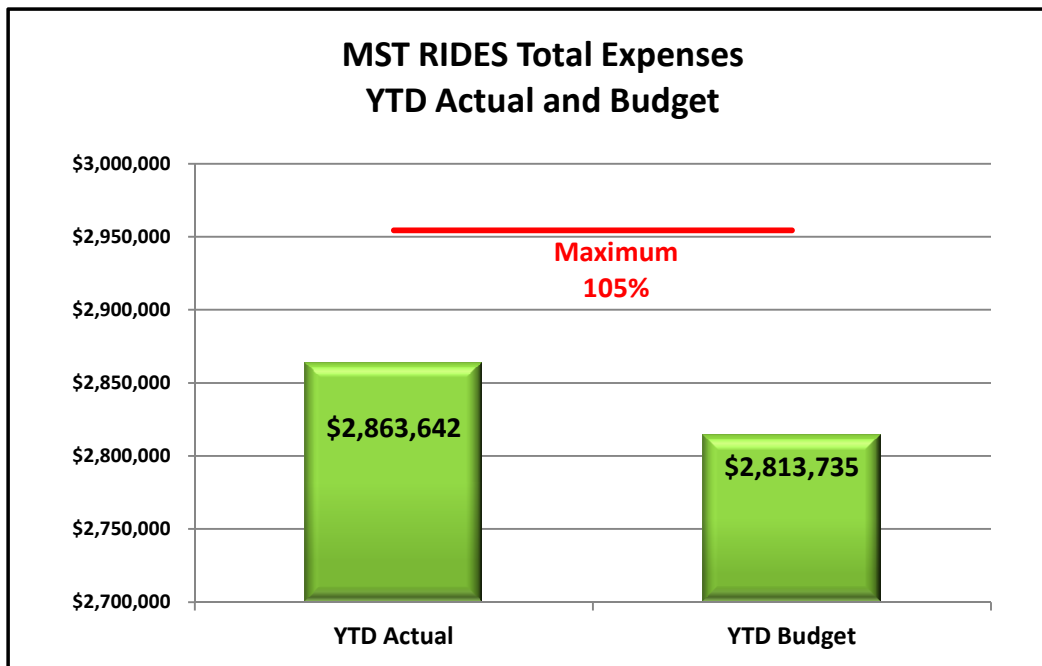
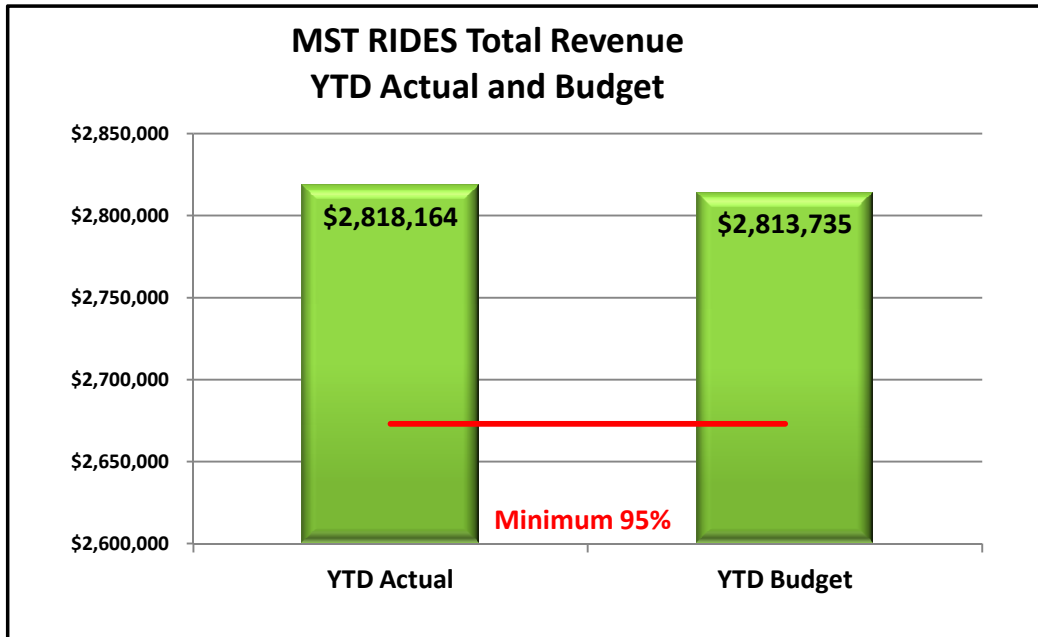


MST RIDES

Financial Performance Comparative Statistics

July - November

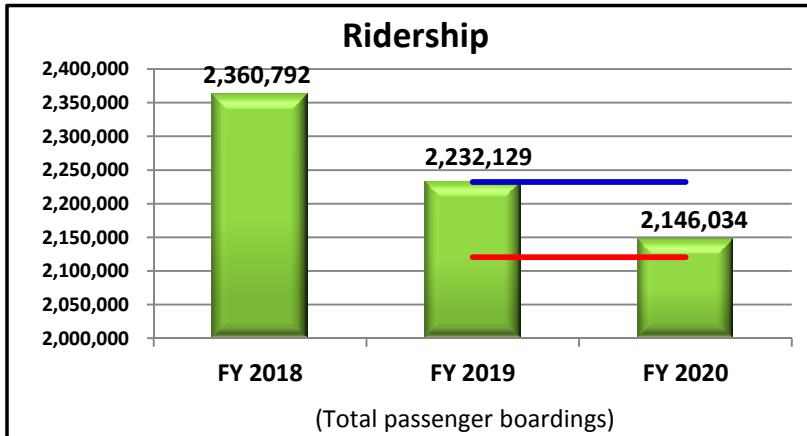
Fiscal Years 2017-2020



YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2018-2020

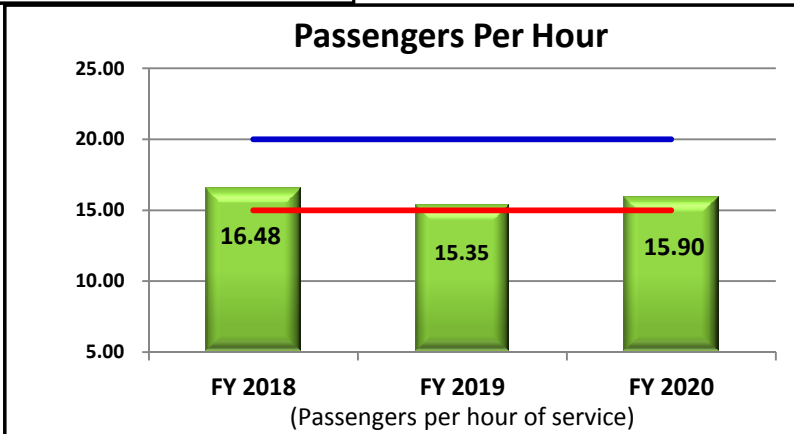


Goal = 2,232,129
passengers

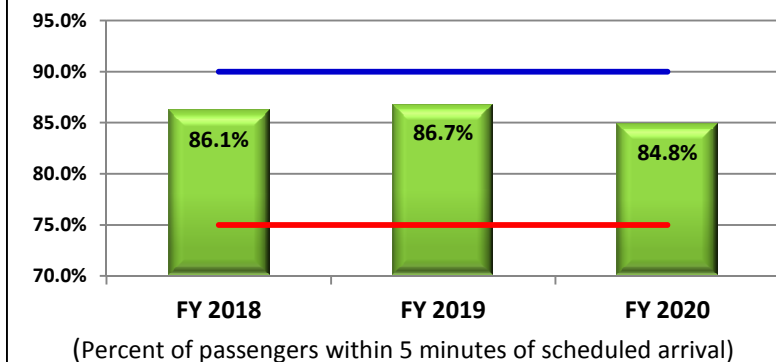
Minimum = 2,120,523
passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

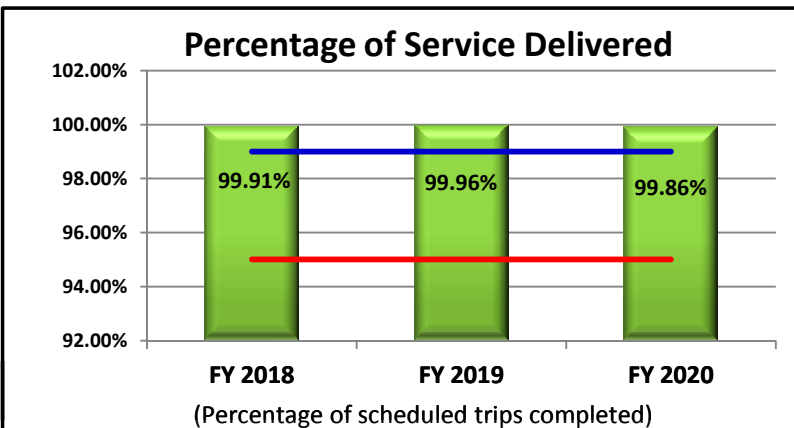


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

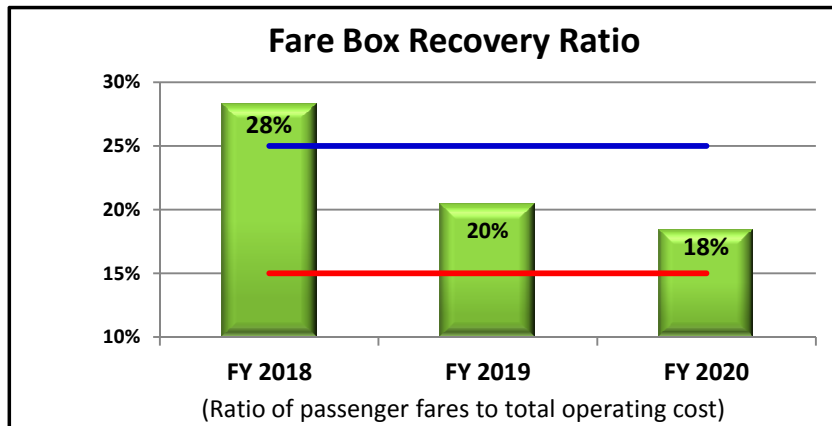


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2018-2020

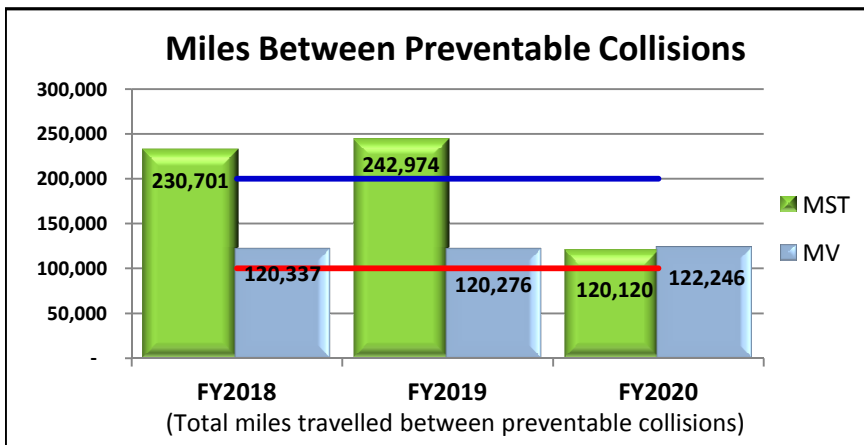
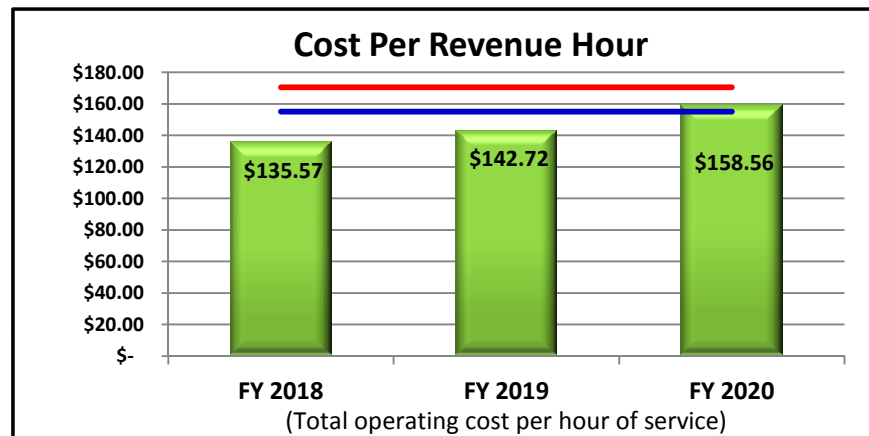


Goal = 25%

Minimum = 15%

Goal = \$155.00 per RH

Maximum = \$170.50 per RH

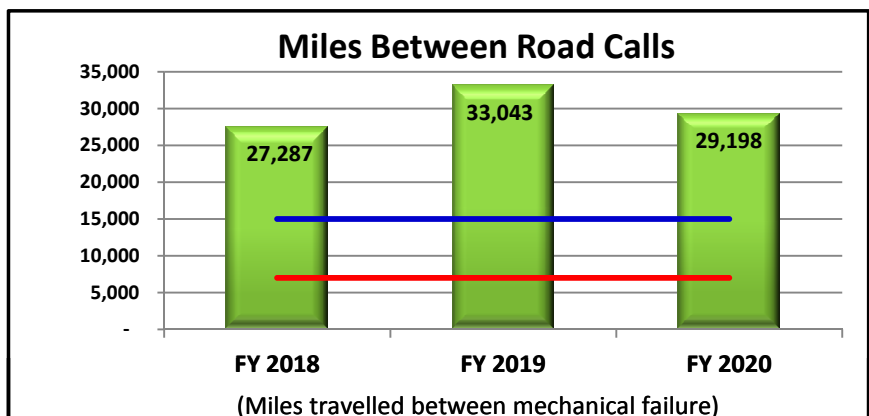


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

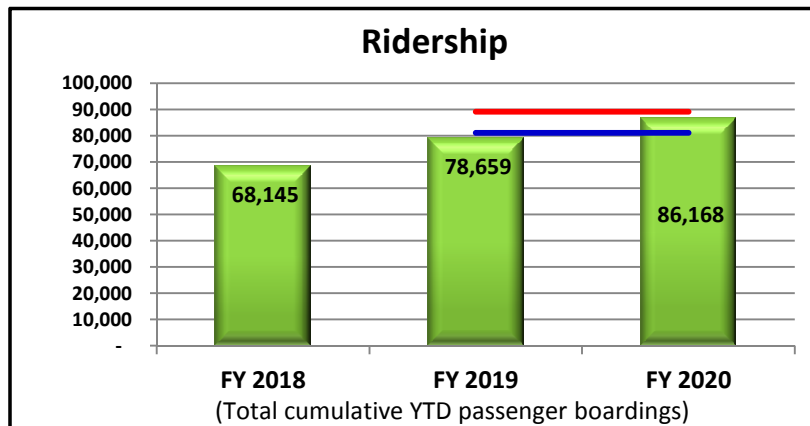


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2018-2020

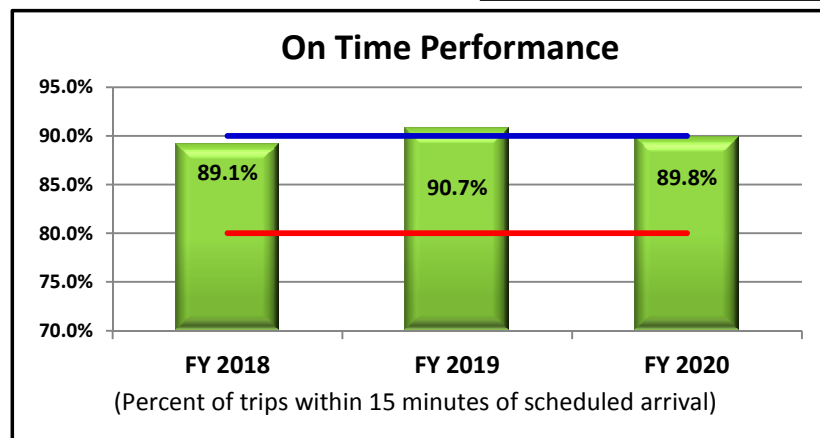
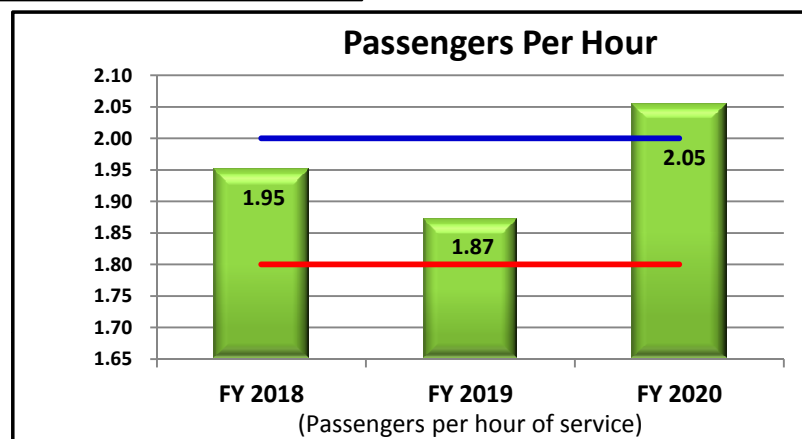


**Goal = 81,019
passengers**

**Maximum = 89,121
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

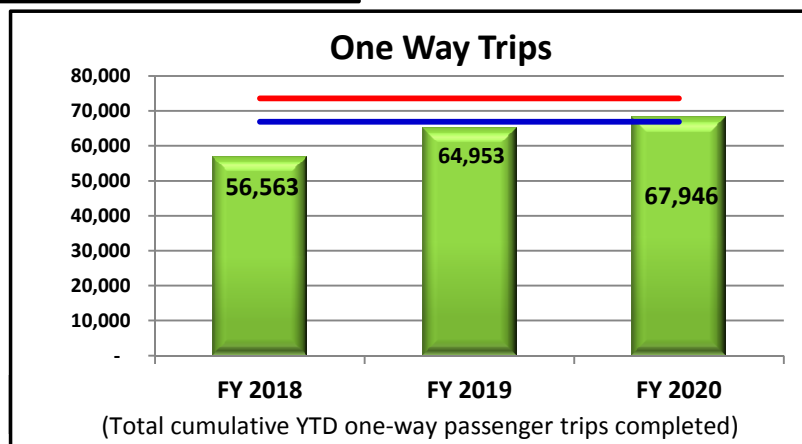


Goal = 90% on time

Minimum = 80% on time

**Maximum = 73,592
one-way trips**

**Goal = 66,902
one-way trips**

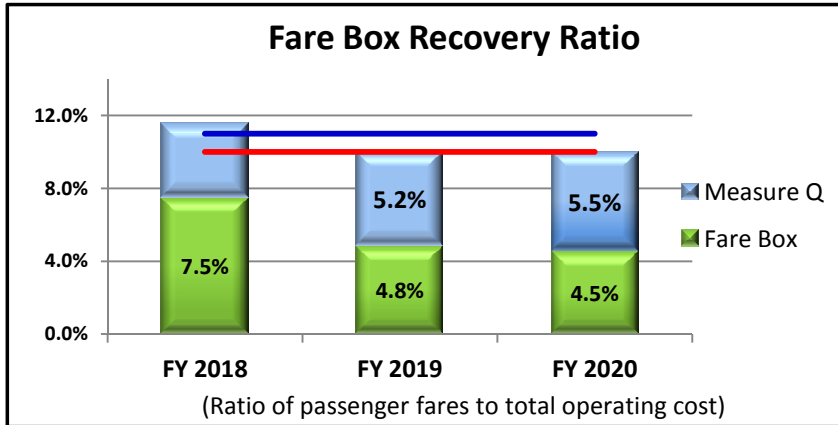


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2018-2020

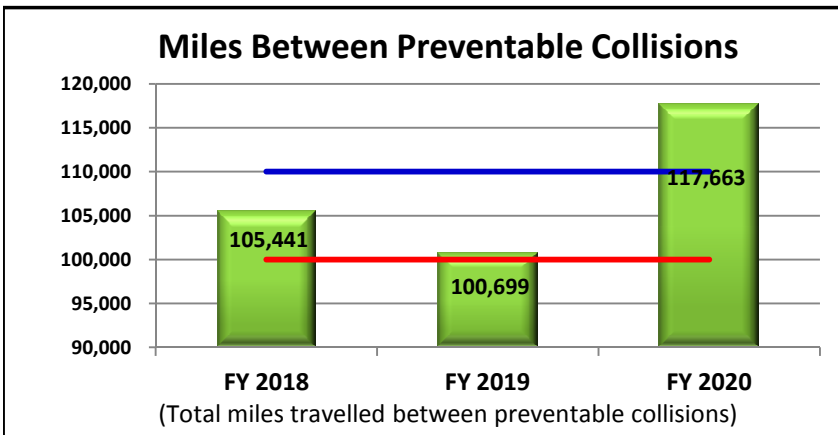
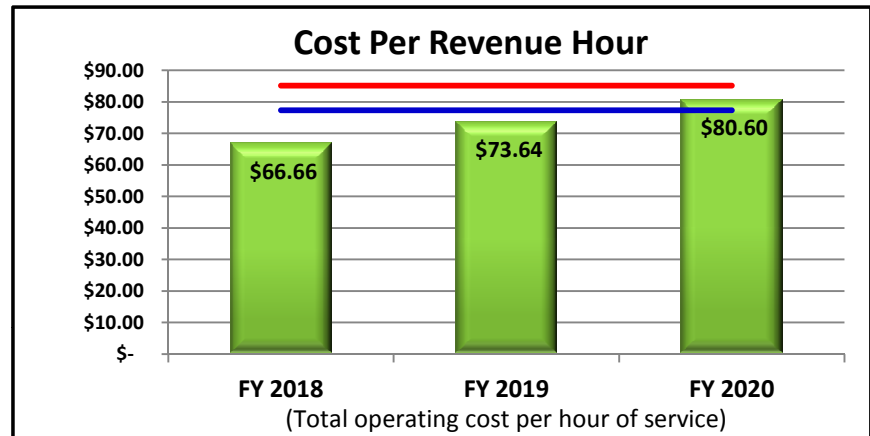


Goal = 11%

Minimum = 10%

Goal = \$77.37 per RH

Maximum = \$85.11 per RH

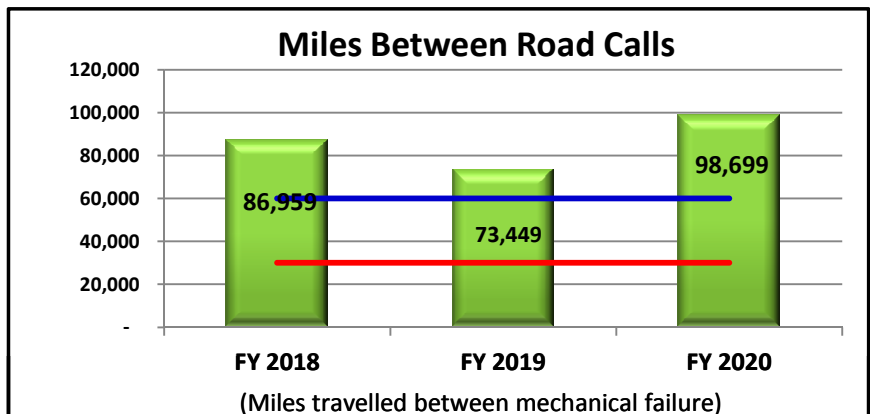


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

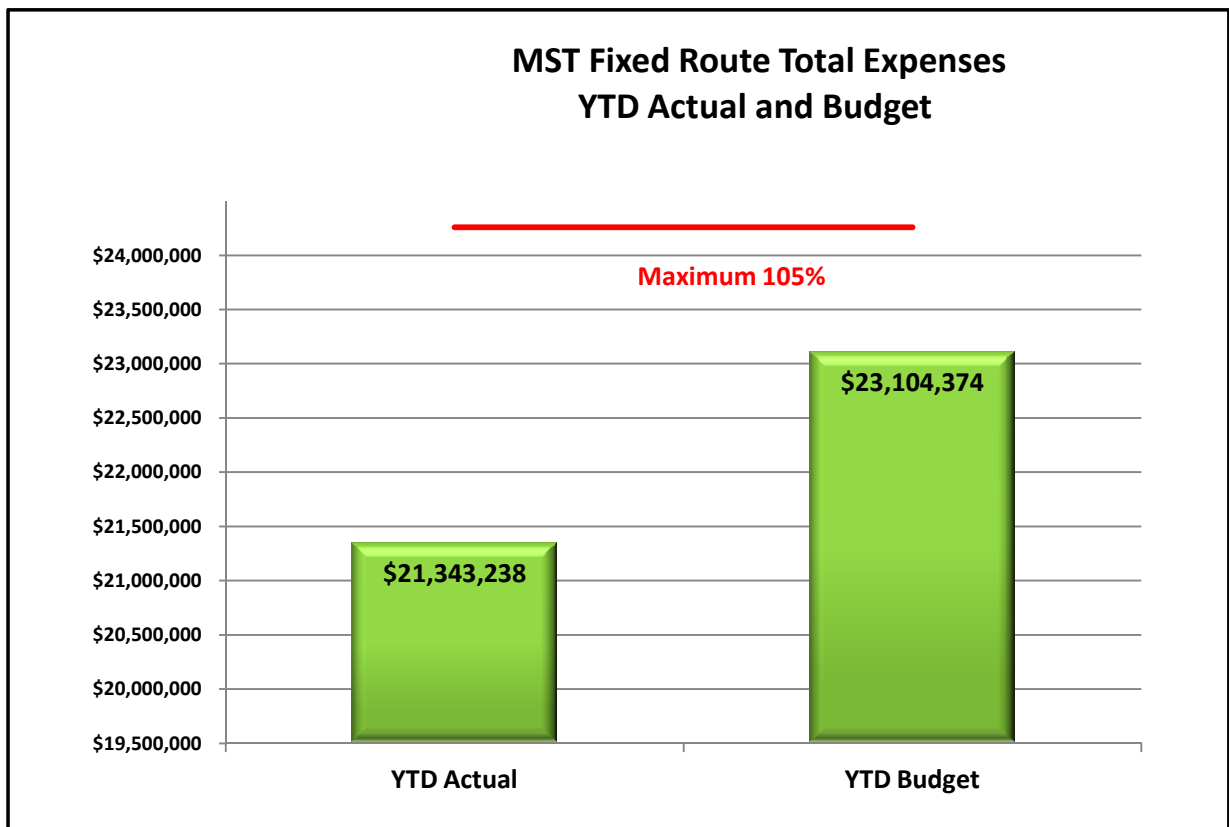
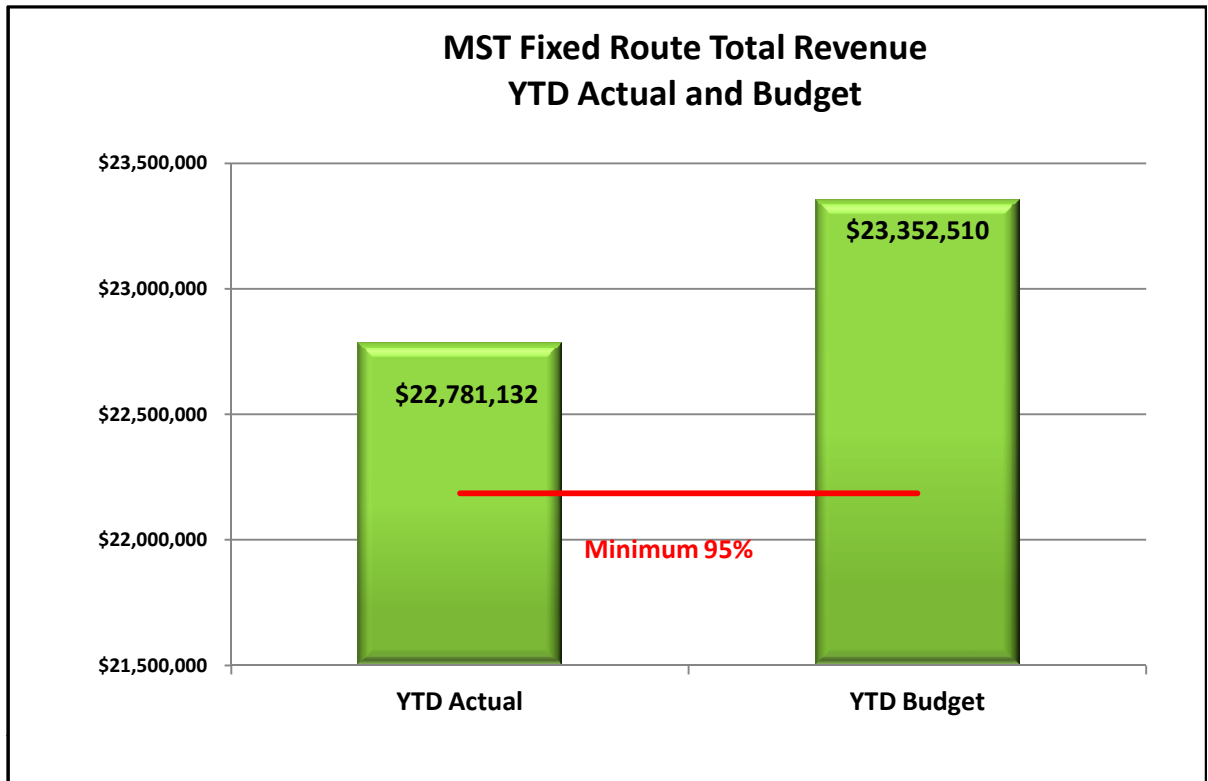


MST Fixed Route

Financial Performance Comparative Statistics

July - December

Fiscal Years 2017-2020

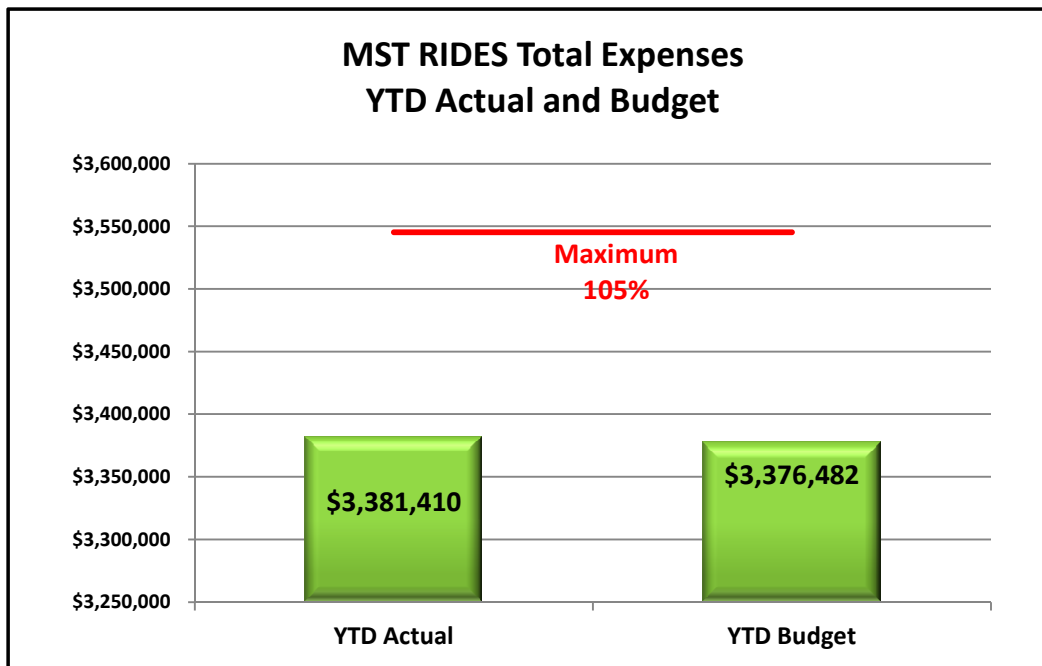
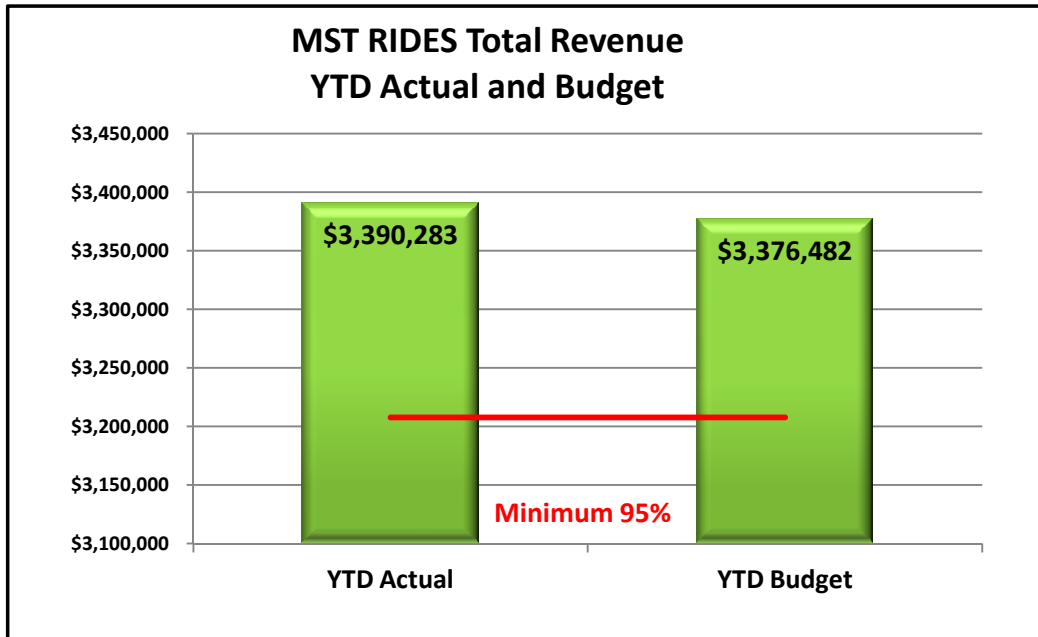


MST RIDES

Financial Performance Comparative Statistics

July - December

Fiscal Years 2017-2020



December 23, 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 – November 2019**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 319,313 in November 2019, which represents a 3.26% decrease as compared to November 2018, (330,057). For the fiscal year to date, passenger boardings have decreased by 3.34% from last year.

Productivity increased slightly from 14.3 passengers per hour in November 2018 to 15.0 passengers per hour in November of this year.

Supplemental / Special Services:

November 13: In Support of the 54th annual California Transit Association Conference, MST transported conference attendees to technical tours of MST's Monterey Bay Maintenance & Operations facility, and the Mobility Services Center in Salinas. Seventy passengers were transported during the event.

November 13-14: MST's Monterey Trolley provided evening service during the California Transit Association Conference transporting 272 passengers during the two day event.

System-Wide Statistics:

- Ridership: 319,313
- Vehicle Revenue Hours: 21,270
- Vehicle Revenue Miles: 341,164
- System Productivity: 15.0 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 28,435

Time Point Adherence: Of 123,192 total time-point crossings sampled for the month of November, the Transit Master™ system recorded 21,787 delayed arrivals to MST's

published time-points system-wide. This denotes that **82.43%** 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 fourteen (14) service cancellations for the month of November for both directly operated and contracted services:

| Total Trips Completed: 28,435 | | | |
|--------------------------------------|------------|-----------|----------------|
| Category | MST | MV | % |
| Staffing Shortage | 5 | 0 | 35.71% |
| Traffic | 1 | 0 | 7.14% |
| Mechanical Failure | 2 | 2 | 28.57% |
| Other | 4 | 0 | 28.57% |
| Totals | 12 | 2 | 100.00% |

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 November 2018 and 2019:

| Occurrence Type | November-18 | November-19 |
|-------------------------|--------------------|--------------------|
| Collision: MST Involved | 7 | 4 |
| Employee Injury | 0 | 1 |
| Medical Emergency | 2 | 1 |
| Object Hits Coach | 4 | 0 |
| Passenger Conflict | 10 | 14 |
| Passenger Fall | 4 | 3 |
| Passenger Injury | 0 | 0 |
| Other | 2 | 1 |
| Near Miss | 0 | 0 |
| Fuel / fluid Spill | 1 | 3 |
| Unreported Damage | 3 | 4 |
| Totals | 33 | 31 |

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of November there were 13,871 passenger boardings. This denotes a 4.68% increase in passenger boardings from November of 2018, (13,251). For the Fiscal year – passenger boardings have increased by 9.63% over FY 2019.

- Productivity for November 2019 was 1.96 passengers per hour, increasing from 1.79 passengers per hour in November 2018.
- For the month of November, 91.63% of all scheduled trips for the MST RIDES program arrived on time, increasing slightly from November of 2018, (90.92%).

COMMUNICATIONS CENTER:

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

| Agency Type | Incident Type | Number Of Responses |
|--------------------|--------------------------------------|----------------------------|
| Police | Passenger Disturbance / Other | 7 |
| EMS | Passenger Medical Emergency / Injury | 2 |

Robert Weber



Chief Operating Officer
Monterey – Salinas Transit District

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January 28, 2020

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

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

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 272,046 in December 2019, which represents a 7.26% decrease as compared to December 2018, (293,328). For the fiscal year to date, passenger boardings have decreased by 3.86% from last year.

Productivity decreased slightly from 12.7 passengers per hour in December 2018 to 12.5 passengers per hour in December 2019.

Supplemental / Special Services:

December 21: MST operated “Free-to-Learn Shuttles” to and from the Monterey Bay Aquarium. This program provides free admission to the Aquarium for children, adults, and families to learn about ocean conservation. The program is facilitated through several non-profit groups within Monterey and Santa Cruz Counties.

December 31: MST operated shuttles during First Night Monterey. Based in downtown Monterey, First Night’s mission is to bring families together and unite the community through visual and performing arts.

System-Wide Statistics:

- Ridership: 272,046
- Vehicle Revenue Hours: 21,763
- Vehicle Revenue Miles: 347,480
- System Productivity: 12.5 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 29,298

Time Point Adherence: Of 123,940 total time-point crossings sampled for the month of December, the Transit Master™ system recorded 19,997 delayed arrivals to MST’s

published time-points system-wide. This denotes that **83.87%** 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 twenty-nine (29) service cancellations for the month of December for both directly operated and contracted services:

| Total Trips Completed: 28,435 | | | |
|--------------------------------------|------------|-----------|----------------|
| Category | MST | MV | % |
| Accident | 1 | | 3% |
| Mechanical Failure | 1 | 1 | 7% |
| Road Closure | 6 | | 21% |
| Staff Shortage | 9 | | 31% |
| Traffic | 6 | | 21% |
| Other | 3 | 2 | 17% |
| Totals | 26 | 3 | 100.00% |

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 December 2018 and 2019:

| Occurrence Type | December-18 | December-19 |
|-------------------------|--------------------|--------------------|
| Collision: MST Involved | 5 | 5 |
| Employee Injury | 0 | 1 |
| Medical Emergency | 0 | 4 |
| Object Hits Coach | 1 | 4 |
| Passenger Conflict | 8 | 7 |
| Passenger Fall | 7 | 5 |
| Passenger Injury | 0 | 0 |
| Other | 3 | 2 |
| Near Miss | 0 | 0 |
| Fuel / fluid Spill | 3 | 1 |
| Unreported Damage | 1 | 0 |
| Totals | 29 | 29 |

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of December there were 13,048 passenger boardings. This denotes a 9.11% increase in passenger boardings from December of 2018, (11,959). For the Fiscal year – passenger boardings have increased by 9.55% over FY 2019.

- Productivity for December 2019 was 1.91 passengers per hour, increasing from 1.69 passengers per hour in December 2018.
- For the month of December, 89.44% of all scheduled trips for the MST RIDES program arrived on time, decreasing from December of 2018, (91.18%).

COMMUNICATIONS CENTER:

In December, MST's Communications Center summoned public safety agencies on seven (7) separate occasions to MST's transit vehicles and facilities:

| Agency Type | Incident Type | Number Of Responses |
|--------------------|--------------------------------------|----------------------------|
| Police | Passenger Disturbance / Other | 2 |
| EMS | Passenger Medical Emergency / Injury | 5 |

Robert Weber



Chief Operating Officer
Monterey – Salinas Transit District

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ATTACHMENT 3a

December 12, 2019

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

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

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

| FY20 Fuel Budget: | Average Fuel Price November 2019: | Average Fuel Price: FY2020 |
|------------------------------|--|---------------------------------------|
| Diesel: \$3.10 | \$2.79 | \$2.69 |
| Gasoline: \$3.20 | \$3.06 | \$2.96 |

| Period: | Revenue Fleet: Operating Cost Per Mile: | Revenue Fleet: Miles Between Major Mechanical Road Calls:¹ |
|-----------------------|--|--|
| November: 2019 | \$1.04 | 32,500 |
| YTD: FY 2020 | \$1.03 | 23,233 |
| FY 2019 | \$0.93 | 23,763 |
| FY 2018 | \$0.92 | 24,745 |

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

Department Activities/Comments:

For the month of November, MST's revenue fleet traveled 32,500 Miles Between major mechanical Road Calls (MBRC), representing a 41% increase in MBRC compared to the previous month. MST incurred a total of (12) road-calls, of which (9) were classified as major mechanical failures. The highest number of major mechanical road calls was a result of (3) engine and (3) cooling system road-calls.

In November, I attended the California Transit Association's (CTA) Fall Conference and Expo that was held in Monterey and hosted by MST. Hosting the Conference enabled MST to send a number of employees to the sessions where they assisted CTA staff and acted as moderators for many of the sessions. The Conference allowed me to learn and network with other California transit operators. I moderated

one session focused on Zero Emission Bus (ZEB) and assisted with the MST Facility Tour. Additionally, staff and I attended a number of other Maintenance related sessions.

Finally, staff commissioned 7 of 10 new Eldorado cutaway buses and received one new Gillig bus in November. Staff is working hard to commission the remaining cutaways and the new Gillig bus will be placed into revenue service in December 2019.

Prepared by: Norman K. Tuitavuki
Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

January 28, 2020

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

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

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

| FY20 Fuel Budget: | Average Fuel Price December 2019: | Average Fuel Price: FY2020 |
|------------------------------|--|---------------------------------------|
| Diesel: \$3.10 | \$2.60 | \$2.68 |
| Gasoline: \$3.20 | \$3.75 | \$2.92 |

| Period: | Revenue Fleet: Operating Cost Per Mile: | Revenue Fleet: Miles Between Major Mechanical Road Calls:¹ |
|-----------------------|--|--|
| December: 2019 | \$1.11 | 27,896 |
| YTD: FY 2020 | \$1.05 | 24,010 |
| FY 2019 | \$0.93 | 29,354 |
| FY 2018 | \$0.92 | 21,943 |

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

Department Activities/Comments:

For the month of December, MST's revenue fleet traveled 27,896 Miles Between major mechanical Road Calls (MBRC). MST incurred a total of (14) road-calls, of which (11) were classified as major mechanical failures. The highest number of major mechanical road calls fell into the Engine category. Overall, staff's performance in this area is well above MST's goal of traveling at least 15,000 miles between road calls.

In December, I attended the California Transit Association's (CTA) I participated in several Zero Emission Bus (ZEB) webinars and meetings focused on implementing ZEB's into MST's fleet and providing input on matters related to ZEB. I also participated in a meeting to provide input on San Luis Obispo's regional ZEB implementation draft

plan. Participating in this on-going effort will enable MST to learn more about ZEB implementation and possibly adopt some “best practices” learned through this process.

Additionally, staff completed their inspection and commissioning processes for the new Gillig bus which was placed into revenue service in December 2019. Last, MST submitted a Purchase Order (PO) to Gillig for two (2) all-electric ZEBs. MST is planning to operate these new Gillig ZEBs on the peninsula and staff is actively working with ChargePoint to procure and install the infrastructure required to operate these vehicles.

Prepared by: Norman K. Tuitavuki
Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

ATTACHMENT 4a

Date: January 2, 2020

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 – November 2019**

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

Human Resources

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

| Positions | Budget FY20 | Actual | Difference |
|-------------------------------|--------------------|---------------|-------------------|
| Coach Operators F/T | 136 | 129 | -7 |
| Coach Operators Limited Duty | 0 | 0 | 0 |
| CO Occupational Injuries | 1 | 0 | -1 |
| Operations Staff | 37 | 33 | -4 |
| Maintenance & Facilities | 52 | 49 | -3 |
| Administrative (Interns 1 PT) | 30 | 30 | 0 |
| Total | 256 | 241 | -15 |

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

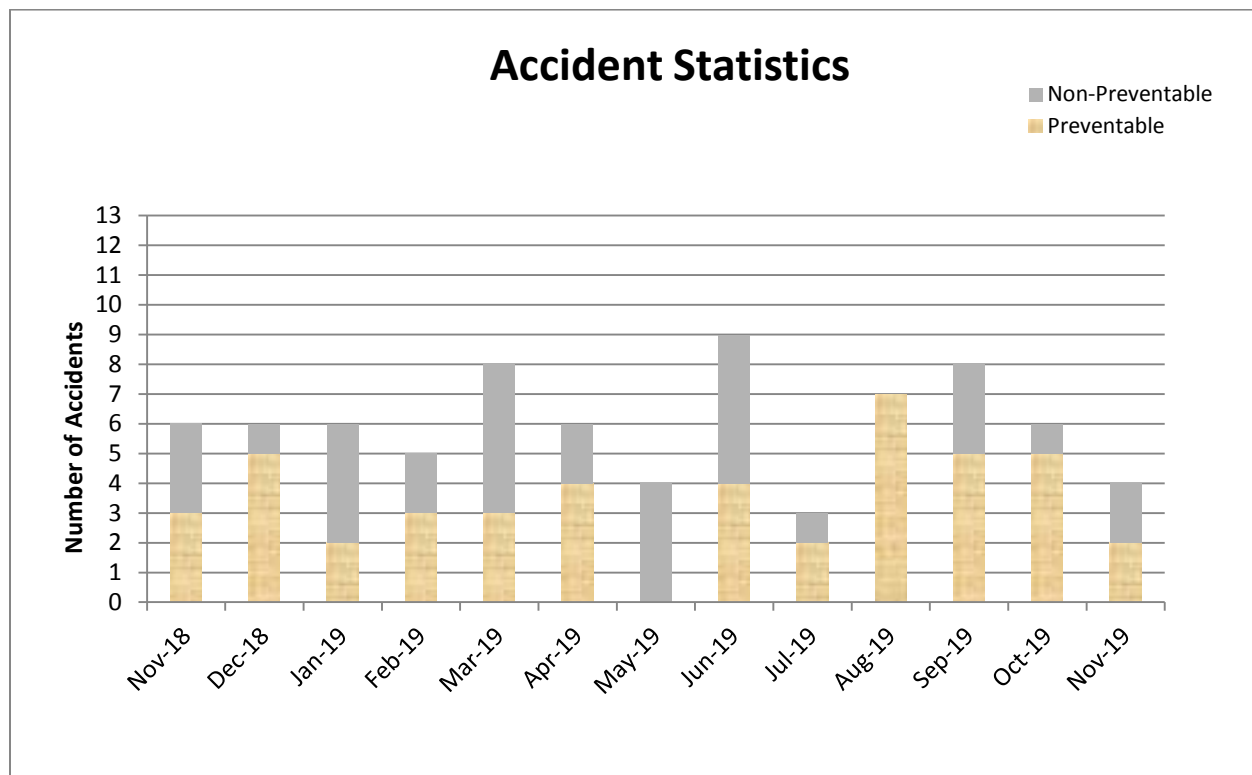
| November Worker's Compensation Costs | |
|--|----------------------|
| <i>Indemnity (paid to employees)</i> | \$15,648.65 |
| <i>Other (includes Legal)</i> | \$9,120.11 |
| <i>Medical includes Case Mgmt, UR, Rx & PT</i> | \$5,597.85 |
| <i>TPA Administration Fee</i> | \$5,708.33 |
| <i>Excess Insurance</i> | \$8,216.08 |
| Total Expenses | \$44,291.02 |
| Reserves | \$713,683.41 |
| Excess Reserved | (\$24,261.01) |
| # Ending Open Claims | 39 |

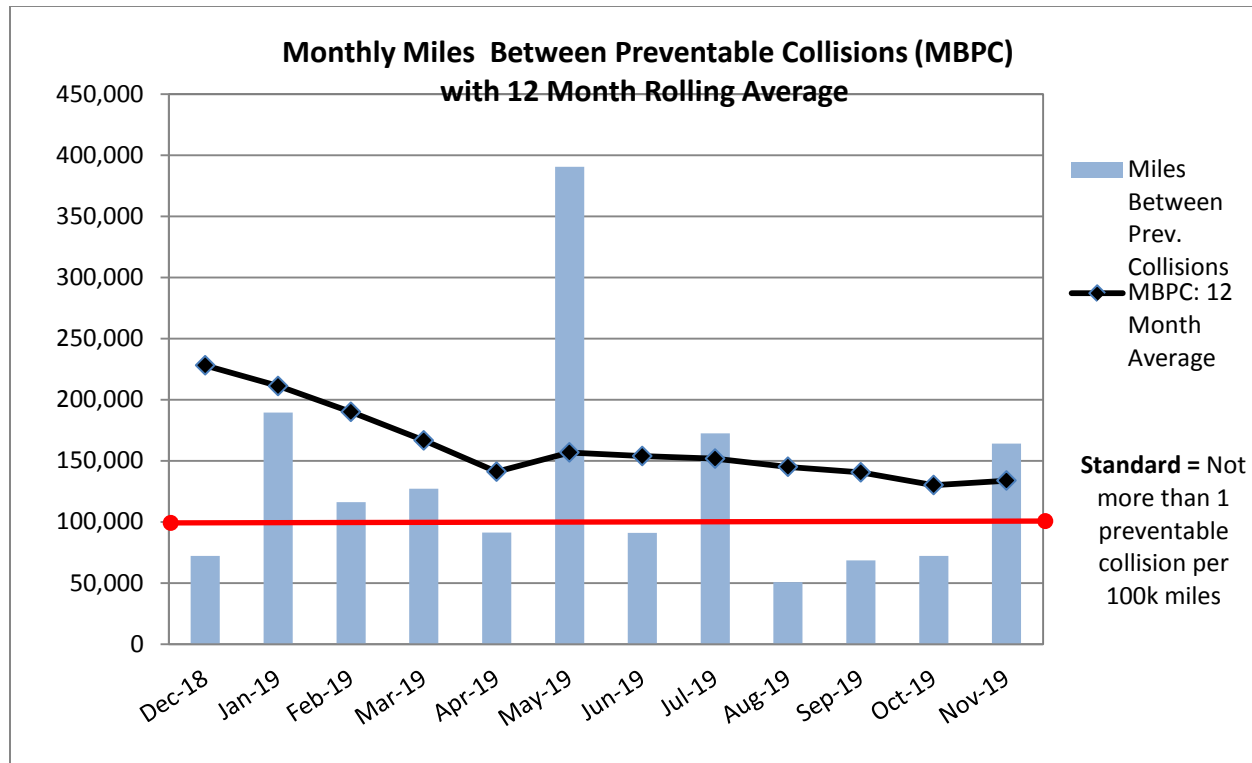
Training

| Description | Attendees |
|--|-----------|
| Annual Coach Operator Verification of Transit Training | 16 |
| Post Accident/Incident Re-training | 5 |
| Return to Work Re-training | 0 |
| Harassment Prevention Training | 16 |
| Maintenance Safety Training: GHS Labels, Slips & Falls, Machine Guards | 8 |
| Libert Cassidy Whitmore: Difficult Conversations | 1 |

Risk Management

| | November 2019 Preventable | | November 2018 | |
|------------------------------|---------------------------|----------|---------------|----------|
| Description | Yes | No | Yes | No |
| POV Vehicle hits MST Vehicle | 0 | 0 | 0 | 0 |
| MST Preventable Accidents | 2 | 2 | 3 | 3 |
| TOTAL | 2 | 2 | 3 | 3 |





Customer Service Update – November 2019

| Service Report Type | MST | Other Provider* | # of valid reports | % of reports received** | November 2018 | % of reports received** |
|-------------------------------------|-----|-----------------|--------------------|-------------------------|---------------|-------------------------|
| ADA | | | | | | |
| Compliance | 1 | 0 | | 1.4% | 0 | 0.0% |
| Agency Policy | 0 | 0 | | 0.0% | 0 | 0.0% |
| Bus Stop Amenities | 5 | 0 | 1 | 6.8% | 0 | 0.0% |
| Carried By | 0 | 0 | | 0.0% | 0 | 0.0% |
| Discriminatory behavior by employee | 1 | 0 | 1 | 1.4% | 1 | 1.9% |
| Early Departure | 1 | 0 | 1 | 1.4% | 1 | 1.9% |
| Employee Other | 0 | 0 | | 0.0% | 2 | 3.7% |
| Facilities Vandalism | 0 | 0 | | 0.0% | 0 | 0.0% |
| Fare / Transfer | | | | | | |
| Dispute | 2 | 2 | 1/1* | 5.4% | 6 | 11.1% |
| Full Bus / Left Behind | 0 | 0 | | 0.0% | 0 | 0.0% |
| Harassment by Employee | 0 | 0 | | 0.0% | 0 | 0.0% |

| | | | | | | |
|-------------------------------------|----|----|------|--------|----|--------|
| Improper Driving | 7 | 4 | 4/3* | 14.9% | 12 | 22.2% |
| Improper Employee Conduct | 9 | 3 | 4/3* | 16.2% | 6 | 11.1% |
| Inaccurate Public Information | 0 | 0 | | 0.0% | 1 | 1.9% |
| Late Arrival | 2 | 1 | 1* | 4.1% | 2 | 3.7% |
| Late Departure | 0 | 0 | | 0.0% | 1 | 1.9% |
| No Show | 0 | 4 | 3* | 5.4% | 1 | 1.9% |
| Off Route | 0 | 0 | | 0.0% | 0 | 0.0% |
| Overcrowding | 0 | 0 | | 0.0% | 0 | 0.0% |
| Passed By Passenger | 7 | 2 | 2/1* | 12.2% | 5 | 9.3% |
| Conduct | 0 | 0 | | 0.0% | 3 | 5.6% |
| Passenger Injury | 0 | 0 | | 0.0% | 1 | 1.9% |
| Reasonable Modification | 0 | 0 | | 0.0% | 0 | 0.0% |
| Request To Add Service | 3 | 0 | | 4.1% | 2 | 3.7% |
| Request To Reduce Service | 0 | 0 | | 0.0% | 0 | 0.0% |
| Routing | 1 | 0 | 1 | 1.4% | 0 | 0.0% |
| Service Animal | 0 | 0 | | 0.0% | 0 | 0.0% |
| Service Other | 12 | 7 | 5/6* | 25.7% | 7 | 13.0% |
| Service Schedule | 0 | 0 | | 0.0% | 3 | 5.6% |
| Taxi | 0 | 0 | | 0.0% | 0 | 0.0% |
| Title VI Complaint | 0 | 0 | | 0.0% | 0 | 0.0% |
| Unsafe Conditions | 0 | 0 | | 0.0% | 0 | 0.0% |
| Vehicle Maintenance | 0 | 0 | | 0.0% | 0 | 0.0% |
| Sub total reports | 51 | 23 | | | | |
| Grand Total MST and *Other Provider | | 74 | | 100.0% | 54 | 100.0% |
| Employee Compliment | | 1 | 4 | | | |
| Service Compliment | | | | | | |

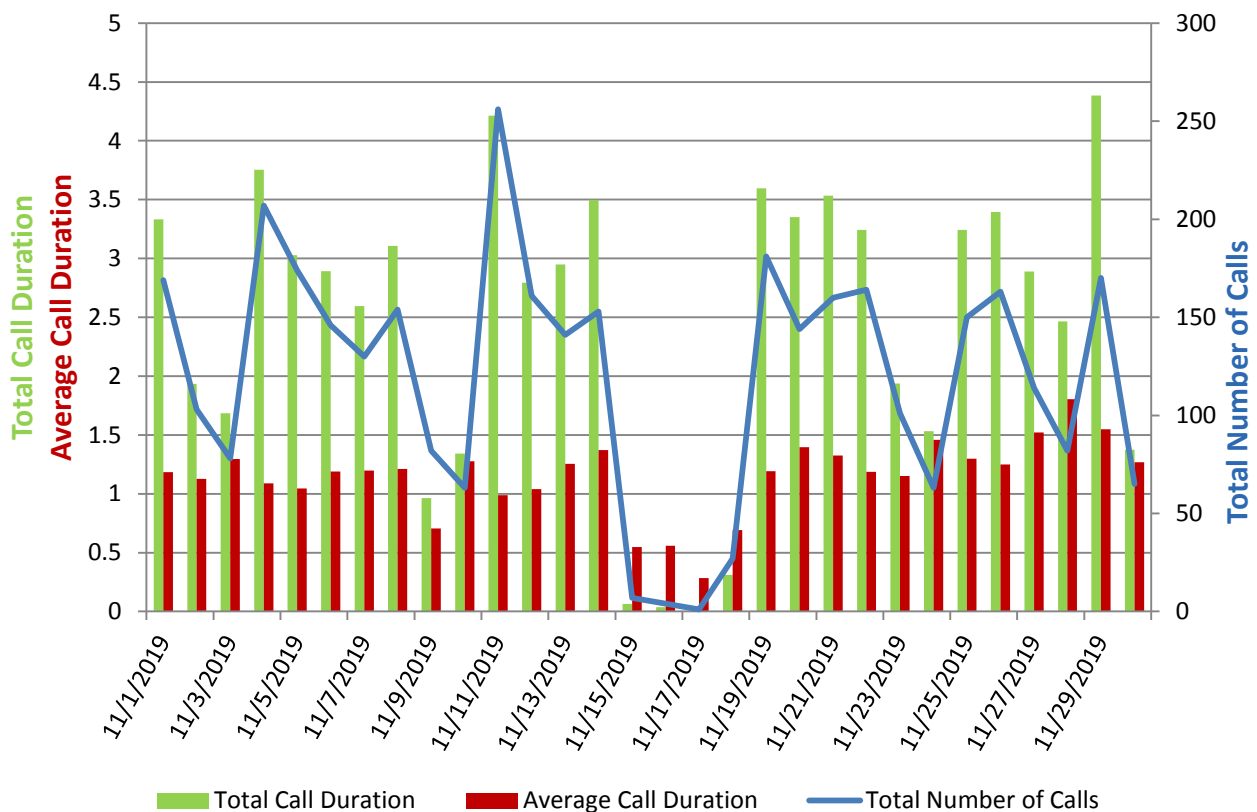
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of November 2019, MST received a total of 3,613 calls which lasted a total of 73 hours and 26 minutes. The average call duration was one minute and thirteen seconds (1:13). MST received the most number of calls on Monday, November 11, at 256. Between November 15-18, there was an issue with the call center reporting system; therefore, the call volumes for these days are not available. Of the total number of calls, 1,211 (33%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Customer Service Call Center Report November 2019



Finance Update

General Accounting/Accounts Payable

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

Payroll

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

Grants

During the month of November staff assisted with the annual report for National Transit Database and the final financial audit. Update meetings with internal staff were ongoing to address the status of various grants. Staff prepared semi-annual and annual reports required by the Low Carbon Transit Operations Program (LCTOP). With assistance from the City of Salinas, an application was submitted to the FTA's Pilot Program for Transit-Oriented Development.

Purchasing

During the month of November, 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 November was \$219,694 which represents a modest decrease of 1.3% over the month of October where inventory value was at \$221,456. The decrease is what we hope is a downward trend as we deplete a higher level of inventory of parts 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 preparing and coordinating the auctioning of decommissioned buses stored at GSA through First Capital Auction.

Information Technology Update

Staff assisted with the installation and configuration of Transit Master and other Intelligent Transportation Systems (ITS) equipment on new vehicles, and added retired hardware to the parts 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 monitored and configured the fixed-route real-time bus arrival/departure system. Staff ensured that the real-time data text and IVR data for the Customer Service monthly report was sent to the Customer Service Supervisor.

Staff monitored and configured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system, including planning for the implementation of the Facilities module. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff reconfigured the functionality of the customer service database. 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 and configuration of modules in the Hastus system.

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. Over fifty help requests were received by the IT department during November. Staff continued working on specifications and cost for hardware and software upgrade requirements needed for FY 2020.

Marketing Update

MST RealTime Usage:

| 2018 | Text | RealTime Phone | CSR Phone | App Sessions | App Users |
|-------------|-------------|-----------------------|------------------|---------------------|------------------|
| November | 8,713 | 1,334 | 4,456 | 160,410 | 7,622 |
| December | 7,412 | 1,042 | 4,188 | 140,110 | 7,053 |
| 2019 | | | | | |
| January | 7,379 | 961 | 4,134 | 146,475 | 7,649 |
| February | 7,285 | 822 | 3,515 | 186,958 | 8,119 |
| March | 8,068 | 1,130 | 3,923 | 193,982 | 8,142 |
| April | 8,467 | 947 | 3,925 | 196,257 | 7,587 |
| May | 8,433 | 1,108 | 4,234 | 298,488 | 8,780 |
| June | 8,301 | 1,105 | 4,276 | 277,891 | 8,317 |
| July | 9,008 | 1,251 | 5,292 | 274,073 | 8,092 |
| August | 10,904 | 1,422 | 5,103 | 220,049 | 10,184 |
| September | 10,983 | 1,368 | 4,674 | 232,152 | 10,149 |
| October | 10,831 | 1,315 | 4,641 | 234,418 | 10,550 |
| November | 9,650 | 1,211 | 3,613 | 381,021 | 10,283 |

Published news stories include the following: “Monterey Bay Aquarium to admit locals for free Dec 7-15” (Monterey Herald, 11/21/19).

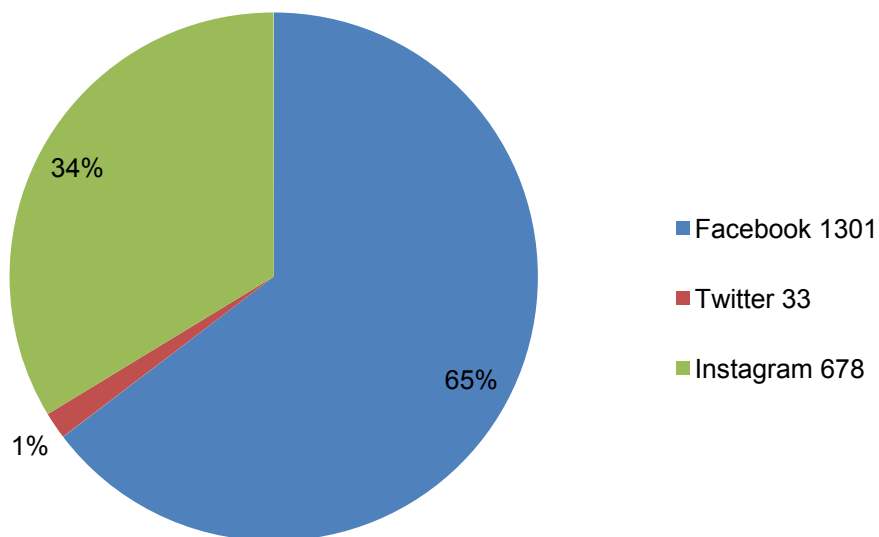
Press releases sent include: “Monterey-Salinas Transit Honors Veterans and Recognizes Veteran Volunteer Navigator” (11/8/19), “Monterey-Salinas Transit (MST) Bus Service on Veterans Day” (11/8/19), “MST Provides Limited Bus Service Thanksgiving Day, Saturday Schedule Day After Thanksgiving” (11/21/19).

Community outreach: Staffed the information booth at Gathering for Women in Monterey every Wednesday; attended Career Day at Mary Chapa Academy in Greenfield; attended the Monterey County Hospitality Association Recognition Lunch in Monterey; staffed the information booth at the 54th California Transit Association Conference & Expo in Monterey; staffed the information booth at the Community Dance Party in Monterey.

Projects: Assisted with the coordination of the ribbon cutting ceremony for Salinas Transit Center re-opening; worked with HR on surveying drivers for the MST Wellness Campaign project; decorated the trolley for the Parade of Lights in Salinas; worked with staff from the City of Salinas to coordinate MST's sponsorship of transportation for the Holiday Home Lighting tour.

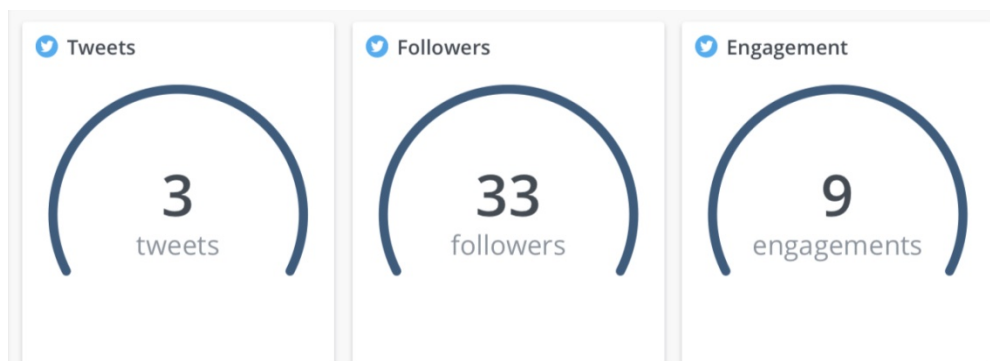
Collaborative/Meeting/Committee's: Attended a monthly program outreach meeting in Salinas; attended a Census 2020 meeting in Salinas; and attended a forum for the Monterey County Immigrant Network of Empowerment (CISNE) collaborative in Salinas.

Social Fans

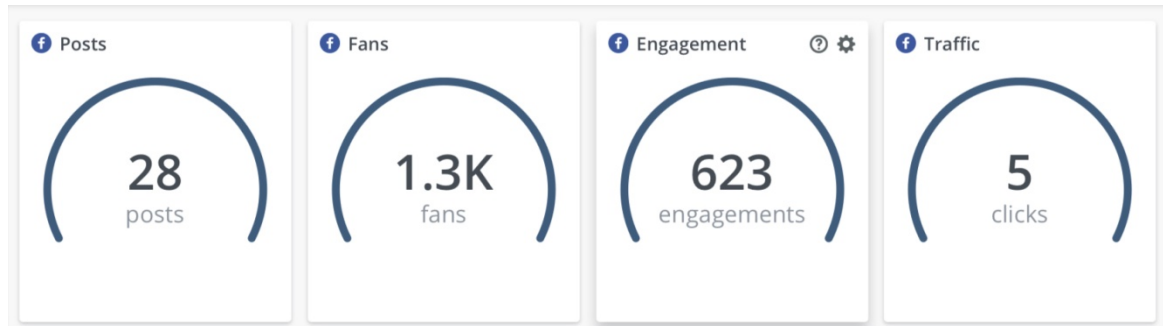


Overview by Social Media Platform:

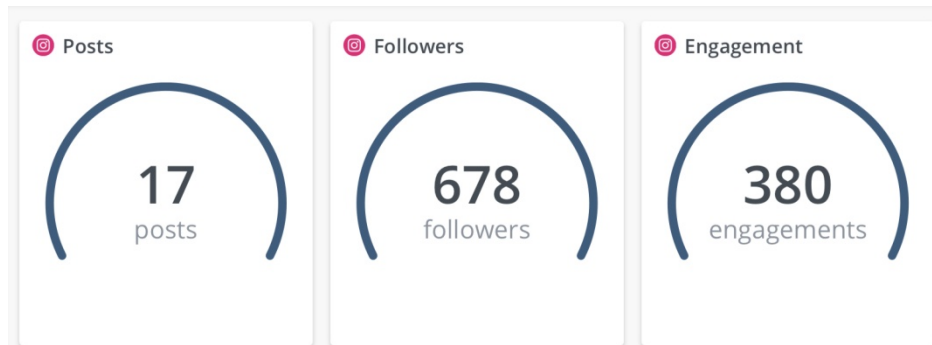
Twitter



Facebook



Instagram



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

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

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

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

Planning Update

During the month of November, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio twice to discuss the program, in addition to weekly phone calls and email correspondence. Revenues received from the federal transit benefit have continued to decline after changes relating to how the Presidio administers the program.

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

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

The superintendant of Monterey Peninsula Unified School District met with staff to discuss the needs of the district and possible partnership opportunities in the future.

The kick-off meeting was held for the Bus Rapid Transit Project Phase II *Surf!* Staff met with TAMC and the consultant to start the preliminary engineering and environmental phase.

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.

ATTACHMENT 4b

Date: January 28, 2020

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 – December 2019**

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

Human Resources

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

| Positions | Budget FY20 | Actual | Difference |
|-------------------------------|--------------------|---------------|-------------------|
| Coach Operators F/T | 136 | 127 | -9 |
| Coach Operators Limited Duty | 0 | 0 | 0 |
| CO Occupational Injuries | 1 | 0 | -1 |
| Operations Staff | 37 | 33 | -4 |
| Maintenance & Facilities | 52 | 49 | -3 |
| Administrative (Interns 1 PT) | 30 | 29 | -1 |
| Total | 256 | 238 | -18 |

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

| <i>December Worker's Compensation Costs</i> | |
|--|-----------------------------|
| <i>Indemnity (paid to employees)</i> | \$18,324.16 |
| <i>Other (includes Legal)</i> | \$12,980.40 |
| <i>Medical includes Case Mgmt, UR, Rx & PT</i> | \$4,452.45 |
| <i>TPA Administration Fee</i> | \$5,708.33 |
| <i>Excess Insurance</i> | \$8,216.08 |
| <i>Total Expenses</i> | <i>\$49,699.42</i> |
| <i>Reserves</i> | <i>\$756,823.11</i> |
| <i>Excess Reserved</i> | <i>(\$26,136.13)</i> |
| <i># Ending Open Claims</i> | 38 |

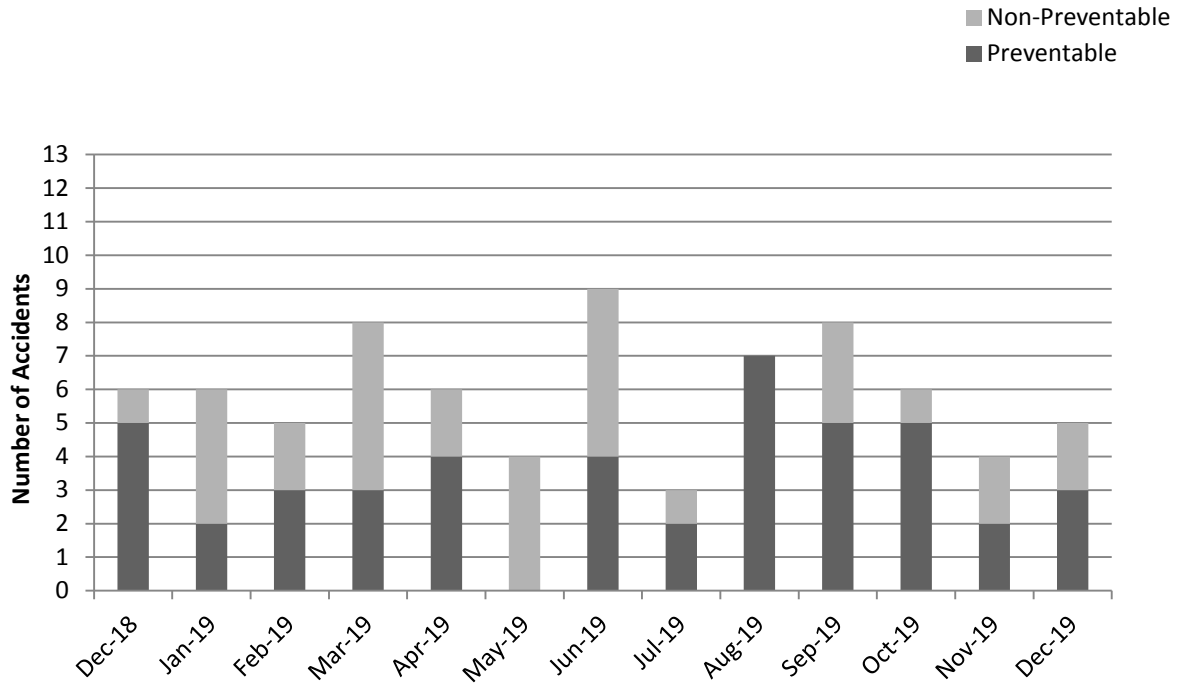
Training

| Description | Attendees |
|---|------------------|
| Annual Coach Operator Verification of Transit Training | 16 |
| Post Accident/Incident Re-training | 11 |
| BYD Electrical Bus Refresher Training | 3 |
| Harassment Prevention Training | 61 |
| AB1825 Supervisor Harassment Prevention Training | 18 |
| FEMA: ICS-100 Training | 1 |
| FEMA: ICS-200 Training | 1 |
| Accident Investigation Training for Operations Supervisors | 1 |
| Maintenance In-Service: Electrical Safety, BBP and Cold Weather | 29 |
| Maintenance In-Service: Employee Welfare checks, monitoring and notification requirements | 18 |

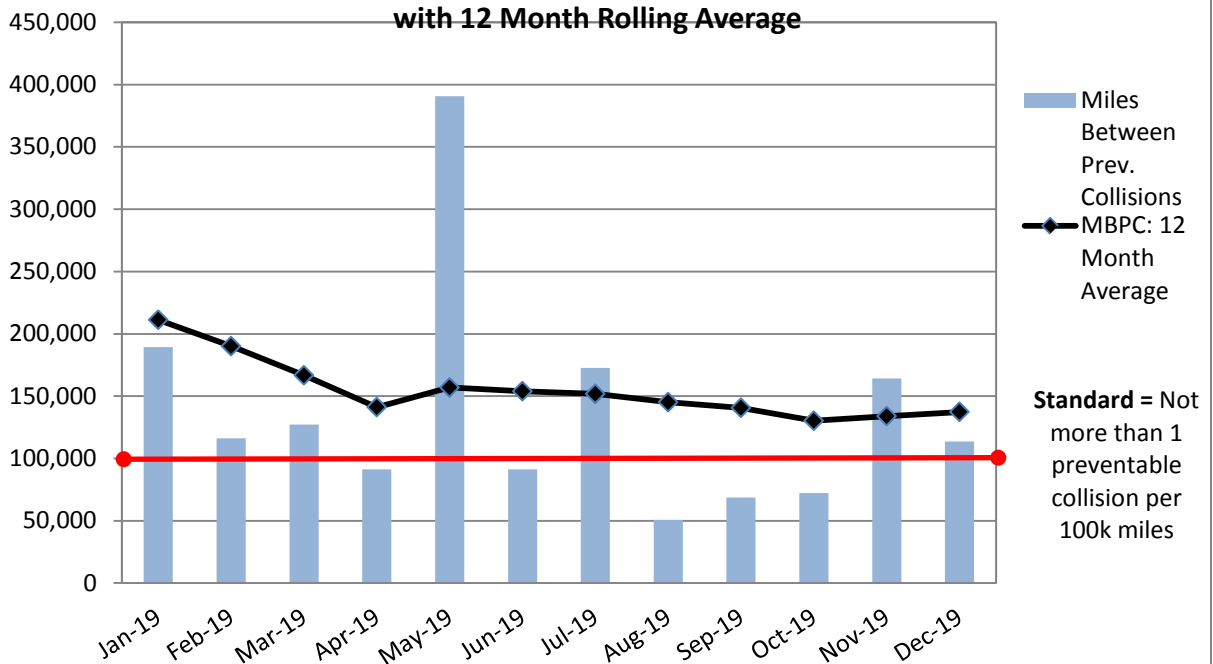
Risk Management

| | December 2019 Preventable | | December 2018 | |
|-------------------------------------|--------------------------------------|-----------|--------------------------|-----------|
| Description | Yes | No | Yes | No |
| POV Vehicle hits MST Vehicle | 0 | 0 | 0 | 0 |
| MST Preventable Accidents | 3 | 2 | 5 | 1 |
| TOTAL | 3 | 2 | 5 | 1 |

Accident Statistics



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



Customer Service Update – December 2019

| Service Report Type | MST | Other Provider * | # of valid reports | % of reports received** | December 2018 | % of reports received** |
|-------------------------------------|-----|------------------|--------------------|-------------------------|---------------|-------------------------|
| ADA Compliance | 0 | 0 | | 0.0% | 0 | 0.0% |
| Agency Policy | 0 | 0 | | 0.0% | 0 | 0.0% |
| Bus Stop Amenities | 0 | 0 | | 0.0% | 0 | 0.0% |
| Carried By | 0 | 0 | | 0.0% | 0 | 0.0% |
| Discriminatory behavior by employee | 0 | 0 | | 0.0% | 0 | 0.0% |
| Early Departure | 2 | 0 | 2 | 2.8% | 0 | 0.0% |
| Employee Other | 7 | 2 | 5/2* | 12.5% | 0 | 0.0% |
| Facilities Vandalism | 0 | 0 | | 0.0% | 0 | 0.0% |
| Fare / Transfer Dispute | 3 | 3 | 0/0* | 8.3% | 2 | 6.1% |
| Full Bus / Left Behind | 0 | 0 | | 0.0% | 0 | 0.0% |
| Harassment by Employee | 0 | 0 | | 0.0% | 0 | 0.0% |
| Improper Driving | 8 | 1 | 3 | 12.5% | 6 | 18.2% |
| Improper Employee Conduct | 7 | 2 | 5 | 12.5% | 9 | 27.3% |
| Inaccurate Public Information | 0 | 0 | | 0.0% | 0 | 0.0% |
| Late Arrival | 3 | 5 | 2 | 11.1% | 1 | 3.0% |
| Late Departure | 0 | 0 | | 0.0% | 0 | 0.0% |
| No Show | 2 | 2 | 1 | 5.6% | 1 | 3.0% |
| Off Route | 0 | 0 | | 0.0% | 0 | 0.0% |
| Overcrowding | 0 | 0 | | 0.0% | 0 | 0.0% |
| Passed By | 1 | 1 | 1* | 2.8% | 4 | 12.1% |
| Passenger Conduct | 4 | 0 | 1 | 5.6% | 0 | 0.0% |
| Passenger Injury | 0 | 0 | | 0.0% | 0 | 0.0% |
| Reasonable Modification | 0 | 0 | | 0.0% | 0 | 0.0% |
| Request To Add Service | 3 | 0 | 0 | 4.2% | 0 | 0.0% |
| Request To Reduce Service | 0 | 0 | | 0.0% | 0 | 0.0% |
| Routing | 0 | 0 | | 0.0% | 2 | 6.1% |
| Service Animal | 0 | 0 | | 0.0% | 0 | 0.0% |
| Service Other | 8 | 6 | 2/1* | 19.4% | 8 | 24.2% |
| Service Schedule | 1 | 0 | 0 | 1.4% | 0 | 0.0% |
| Taxi | 0 | 0 | | 0.0% | 0 | 0.0% |
| Title VI Complaint | 0 | 0 | | 0.0% | 0 | 0.0% |
| Unsafe Conditions | 0 | 0 | | 0.0% | 0 | 0.0% |
| Vehicle Maintenance | 1 | 0 | 0 | 1.4% | 0 | 0.0% |
| Sub total reports | 50 | 22 | | | | |
| Grand Total MST and *Other Provider | | 72 | | 100.0% | 33 | 100.0% |
| Employee Compliment | 7 | 1 | | | | |

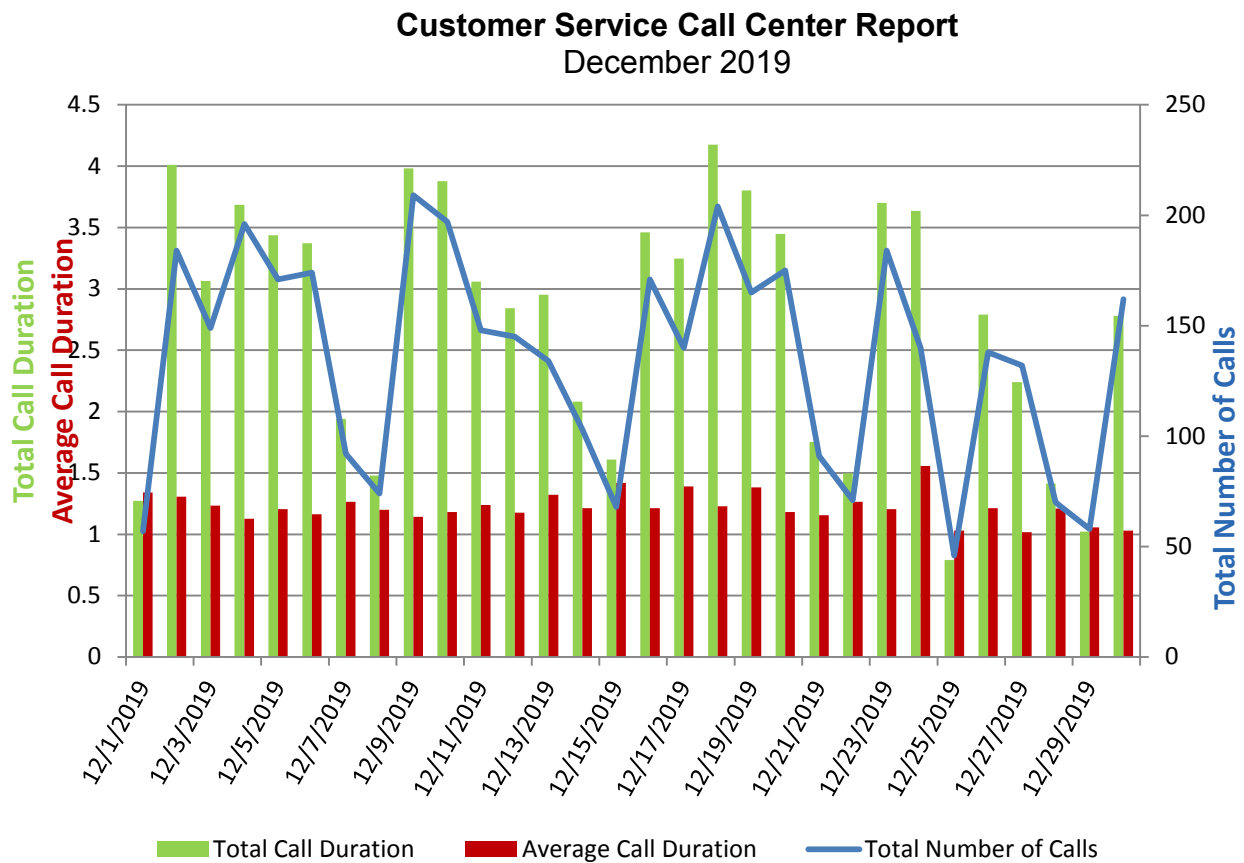
Service Compliment

*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of December 2019, MST received a total of 4,214 calls which lasted a total of 86 hours and 22 minutes. The average call duration was one minute and fourteen seconds (1:14). MST received the most number of calls on Monday, December 9, at 209. Of the total number of calls, 1,332 (32%) 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.



Finance Update

General Accounting/Accounts Payable

During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Eide Bailly LLP, to complete our Comprehensive Annual Financial Report for FY 2019.

Payroll

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

Grants

During the month of December staff completed the annual report for the 2015 Transit and Intercity Rail Capital Program (TIRCP) grant. Staff also worked closely with TAMC to prepare a grant application for the 2020 cycle of TIRCP for the *Surf!* Busway project. Work began on the loan application for assistance through the U.S. Department of Transportation's Build America Rural Project Initiative Assistance.

Purchasing

During the month of December, 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 December was \$224,754 which represents an increase of 2% over the month of November where inventory value was at \$219,694. The increase was due to a higher inventory level of fast moving items that were purchased through an existing Gillig, Inc. credit. This credit purchase has a lingering upward effect on inventory value. Staff continues to define and evaluate the best level of inventory to support Maintenance needs. Staff also worked on several large procurements including survey research consultant, bus stop shelter cleaning and maintenance, and renewals of contracts and MOU's.

Information Technology

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 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 preparation for the upcoming implementation of the Facilities module. Staff also prepared for the upcoming calendar year-end system changeover within the EAM system.

Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff retrieved the 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 Joe Lloyd Way remodel for the computer IT equipment installation, as well as with MV Transportation staff.

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 received over 50 IT support-related emails that were responded to in a timely manner. Staff continued working on specifications and cost for hardware and software upgrade requirements needed for FY 2020.

Marketing Update – December 2019

MST RealTime Usage:

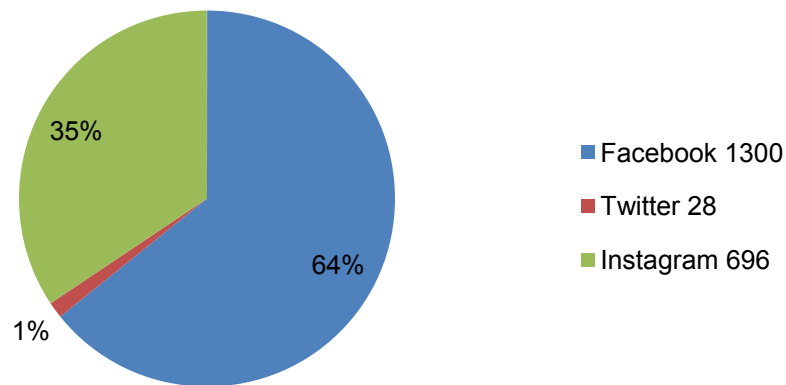
| 2018 | Text | RealTime Phone | CSR Phone | App Sessions | App Users |
|-------------|--------|----------------|-----------|--------------|-----------|
| December | 7,412 | 1,042 | 4,188 | 246,007 | 7,794 |
| 2019 | | | | | |
| January | 7,379 | 961 | 4,134 | 146,475 | 7,649 |
| February | 7,285 | 822 | 3,515 | 186,958 | 8,119 |
| March | 8,068 | 1,130 | 3,923 | 193,982 | 8,142 |
| April | 8,467 | 947 | 3,925 | 196,257 | 7,587 |
| May | 8,433 | 1,108 | 4,234 | 298,488 | 8,780 |
| June | 8,301 | 1,105 | 4,276 | 277,891 | 8,317 |
| July | 9,008 | 1,251 | 5,292 | 274,073 | 8,092 |
| August | 10,904 | 1,422 | 5,103 | 220,049 | 10,184 |
| September | 10,983 | 1,368 | 4,674 | 232,152 | 10,149 |
| October | 10,831 | 1,315 | 4,641 | 234,418 | 10,550 |
| November | 9,650 | 1,211 | 3,613 | 381,021 | 10,283 |
| December | 7,527 | 1,332 | 4,214 | 345,483 | 10,271 |

Published news stories include the following: “Highway 1 bus way project work gets under way” (Monterey County Business Council, 12/6/19).

Press releases sent include: “MST to Provide Limited Bus Service for the Holidays” (12/18/19), “Free MST Bus Service to First Night Monterey” (12/23/19).

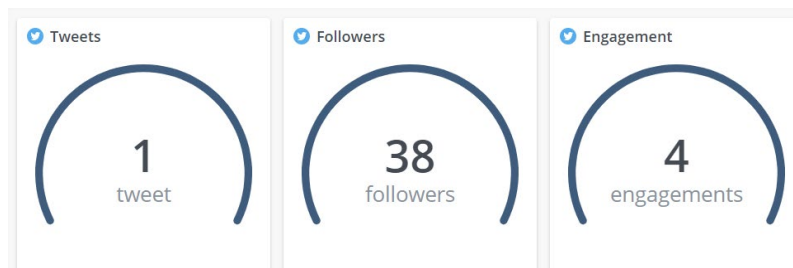
Community Events: MST staff accompanied two separate groups on bus adventures, and tour of the new Salinas Mobility Center. MST hosted staff from Transportation Agency for Monterey County, and a Girl Scout Troop from Sacred Heart School in Salinas. Bus adventures are an opportunity to partner with local groups to educate the community about MST, Mobility Services, and encourage use of public transportation.

Social Fans



Overview by Social Media Platform:

NEW! Twitter



Facebook



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 December, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio twice to discuss the program, in addition to weekly phone calls and email correspondence. Work began on a service reduction plan to the Presidio. A reduction in Presidio transit service is needed to offset the significant drop in revenues that MST has been experiencing. In December 2019, staff met with the Department of Transportation program managers of the Mass Transit Benefit Program to try and resolve the issues with the POM. Coordination began with the Presidio staff to develop an Intergovernmental Services Agreement (IGSA).

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

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

A presentation was provided to the city council for Carmel-by-the-Sea on December 5th. The presentation included the history of MST and upcoming projects.

Work continued on the Bus Rapid Transit Project Phase II *Surf!* Staff met with the California Coastal Commission to start early consultation on the project.

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.

FY 2020 Project Action Plan Status

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

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

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

**MONTEREY-SALINAS TRANSIT
Washington, DC, Itinerary**

General Manager/CEO Carl Sedoryk
Assistant GM Lisa Rheinheimer

December 4-5, 2019

WEDNESDAY, DECEMBER 4, 2019

- 8:30 am** **Organizational Meeting**
Liaison Hotel
- 9:15 am** **Pete Mazurek, Division Chief, Capital Project Development, Office of Planning and Environment**
Federal Transit Administration, Department of Transportation
1200 New Jersey Avenue, SE, Room E43-304
Contact: Pete Mazurek 202-366-1627 (Office) 703-898-6425 (Cell)
Subject: a technical discussion on the requirements of the Capital Investment Grants (CIG) program and MST's thoughts on their potential projects which might seek to pursue CIG funds (FTA requested that we do not discuss policy matters).
- 10:00 am** **Ron Szatmary, Deputy Director at Office of Financial Management and Transit Benefits**
Department of Transportation
1200 New Jersey Ave, SE
Subject: Transit Benefit Program
- 11:00 am** **Perry Hickman, USDA Rural Development Community Program**
1400 Independence Avenue, SW
Subject: CF Loan and Grant Programs
- 2:00 pm** **John Assini, Legislative Assistant to Representative Panetta**
212 Cannon House Office Building
Subject: Transit Appropriations and Legislation

THURSDAY, DECEMBER 5, 2019

- 11:00 am** **Dan Schned, Build America Bureau**
1200 New Jersey Avenue SE
Contact: Dan Schned 202-366-2897
Subject: TIFIA Support for Transit Projects
- 1:30pm** **APTA Legislative Committee Meeting**
Grand Hyatt Washington, 1000 H Street, NW, Washington,
- 5:30 pm** **Carl Departs Flight UA719 IAD**

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Thomas Walters & Associates, Inc.
Washington, DC

January 29, 2020

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Infrastructure Framework

House Transportation and Infrastructure Committee Chair DeFazio (D-OR) is releasing a framework for transportation infrastructure this week that will begin to spell out how House Democrats plan to reauthorize surface transportation programs. This is part of an effort led by Speaker Pelosi (D-CA) that will likely include various transportation and water components, as well as areas such as broadband. The framework will include proposals for significant new spending but will leave many of the details and the specific legislative language to be drafted by the various House Committees throughout the spring. Chair DeFazio will be proposing legislation to reauthorize the Fixing America's Surface Transportation Act with significant increases in federal spending for transportation. The framework will also include provisions to move away from fossil fuels in order to reduce greenhouse gas emissions.

Highway Trust Fund

The House Ways and Means Committee has scheduled a hearing for today to hear testimony on how to pay for federal infrastructure programs. This action is one of the opening moves in the House this year on reviving federal efforts to enact a comprehensive infrastructure package. Addressing the long-term sustainability of the Highway Trust Fund is likely to be the most difficult issue in surface transportation reauthorization efforts. The most recent projection by the Congressional Budget Office, which was released this week, indicates that a 6-year surface transportation reauthorization bill would need an additional \$94 billion in revenue just to meet current baseline levels of transportation spending. In response, Transportation and Infrastructure Committee Chair DeFazio has proposed an increase in the gas tax that would include indexing it to inflation. APTA and other groups such as the Chamber of Commerce, have also called for an increase in motor fuels taxes. Other proposals that could be on the table include the proposal by Transportation and Infrastructure Committee Ranking Republican Graves (R-MO) to move away from fuel taxes to a vehicle miles traveled system.

Budget Outlook

The FY 2021 budget process is getting underway despite the current focus in Washington, DC, on the Senate impeachment trial. The House returned this week from the MLK recess and Appropriations Committee leaders are formulating their plans to enact the 12 annual appropriations bills. The FY 2021 funding cycle will begin in earnest when President Trump gives his State of the Union Address to Congress on February 4 and his budget proposals are submitted to Congress on February 10. This will allow the House and Senate Appropriations Committees to begin their hearings on funding proposals. As these details become available, we will be working with our delegation and other public transportation stakeholders to advocate for MST's funding priorities.

Climate Change

We are closely monitoring actions by House Democrats to address climate change because the transportation sector is the leading source of greenhouse gas emissions. Public transit is uniquely situated to help reduce vehicles miles travelled and the pollution that results from congestion. Several permanent House Committees have held hearings to document the impacts of rising greenhouse gas levels and the response by the federal government. House Democrats also established a Select Committee on the Climate Crisis which is tasked with producing comprehensive recommendations by this spring. This week, House Energy and Commerce Committee Chair Pallone (D-NJ) unveiled a draft climate bill that would decarbonize the economy by 2050. The draft *Climate Leadership and Environmental Action for our Nation's (CLEAN) Future Act* includes provisions to ensure that the United States achieves net-zero greenhouse gas pollution no later than 2050. This would include a Clean Electricity Standard to move to net-zero emissions from the electricity sector by 2050. The draft legislation does not directly address FTA's public transportation programs because the Energy and Commerce Committee does not have jurisdiction over public transportation. However, the *CLEAN Future Act* would support infrastructure for zero-emission vehicles and set up a National Climate Bank to help pay for the transition to a cleaner economy, climate resilience and modernizing the electric grid.

Lobbying Strategies & Opportunities

We are carefully monitoring the budget process and the infrastructure plan for any impacts on MST or opportunities to advocate your 2020 federal agenda. We will also recommend additional lobbying actions based on emerging issues, including scheduling meetings to coincide with APTA's Legislative Conference in March.

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update


The chairs of California's state legislative transportation committees, Senator Jim Beall (D-San Jose) and Assembly Member Jim Frazier (D-Antioch), requested the California Transit Association to spearhead a policy taskforce to examine the Transportation Development Act which provides MST its single largest source of funding. While still Association Chair I ensured that MST's interests would be represented on the task force by MST Assistant General Manager, Lisa Rheinheimer. To date the the task force has developed the following policy principles and is currently in the process of garnering feedback from the larger transit community:

1. Retains TDA's current farebox recovery requirements as an important data set for policymakers at all levels. The ratios would be targets that all transit agencies should strive to hit.
2. Removes financial penalties associated with missing farebox recovery requirements for all agencies.
3. Requires that agencies that miss their required farebox recovery for three years in a row be given the option in year four to either: 1) develop and submit an action plan to its regional transportation planning agency (RTPA) that details the steps it will take to meet its farebox recovery requirement; or, 2) develop new targets, in collaboration with its RTPA, that monitor the transit agency's contribution to local, community, regional or statewide goals.
4. Adjusts some aspects of the farebox recovery ratio definitions for the numerator and denominator, and, lower the basic targets, to better reflect current goals and objectives for public transit, and, to more realistically accommodate today's most pressing transit challenges and unfunded mandates.

On January 10, 2020 Governor Newsom released his proposed Fiscal Year 2020-21 Budget. The Governor's Budget redoubles the Administration's efforts to address homelessness, combat the effects of climate change and expand access to health care services to undocumented people.

As in 2019-20, the Budget is light in specific discussion of public transit; however, it does reference his recent Executive Order on Climate Change, stating that the budget reflects his priorities to address both short- and long-term climate risks, including decarbonization in the state's largest sector of emissions by providing clean vehicles, clean fuels, low-carbon transportation options, and transit-oriented development, with enhanced prioritization on short-term environmental and public health benefits in disadvantaged and vulnerable communities.

To support public transit, the Budget estimates the State Transit Assistance (STA) Program that MST uses to fund capital projects like bus and bus facilities would receive approximately \$804 million in 2020-21, an 4.8% increase of \$37 million (over current year. We estimate that Cap and Trade funding will provide an additional \$125 million or 4.0% increase to the Low-Carbon Transit Operations Program which MST uses for zero emission buses and free-fare programs,. Lastly, the Transit and Intercity Rail Capital Program to which MST submits competitive grant requests to fund major capital projects like the SURF! Busway or Salinas Operations and Maintenance Facility will receive SB 1 funds and Cap and Trade revenues of approximately \$511 million in FY 2020-21, a 6.6% increase from last year.

Submitted by: 
Carl G. Sedoryk



December 11, 2019

To: Robert Weber, Chief Operating Officer
From: Norman K. Tuitavuki, Deputy Chief Operating Officer
Subject: **TRIP REPORT – November 2019**

From November 13-15, I attended the California Transit Association's (CTA) Fall Conference and Expo that was held in Monterey and hosted by MST. The Conference allowed me to learn and network with other California transit operators. I moderated one session, "Building ZEB Infrastructure for Battery Electric Fleets". I also helped coordinate the MST Facility Tour and I attended the following sessions:

- Real-Life Experiences with Hydrogen Fuel Cell Buses
- Building ZEB Infrastructure for Hydrogen Fuel Cell Fleets
- Homelessness Impacts on Public Transit
- Opening Keynote with Tony Brigmon
- General Session with Terry White and Paul Skoutelas
- Closing Keynote with Christopher Gardner

PREPARED BY: Norman K. Tuitavuki
Norman K. Tuitavuki

REVIEWED BY: Carl G. Sedoryk
Carl G. Sedoryk

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December 3, 2019

To: C. Sedoryk, General Manager/CEO

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

Subject: CTA Fall Conference Trip Report


I attended the **CTA Fall Conference** in Monterey, CA from November 13-15, 2019 along with other transit professional representing properties all throughout California. As the host agency, I assisted with the planning of the management/leadership sessions and attended the CTA Labor Taskforce Committee Meeting on Friday morning.

I was asked to speak at two sessions as a panelist and moderator on another session. The sessions were:

- **Tackling the Ridership Challenge Through Bold and Innovative Leadership (Moderator)**- The session focused on how industry leaders were using innovative and bold ideas that have helped agencies to change the trend and incorporate emerging transportation alternatives.
- **Critical Leadership Skills Transit Managers and Supervisors Need Today (Speaker)** - Participants learned about the process of unleashing the energy of others toward worthy goals. There was a focus discussing the latest research on the top ten leadership skills every supervisor and manager needs to become effective leaders in today's uncertain climate.
- **The Internal Customer Experience (Speaker)** - Learned on what agency leaders can do to strengthen engagement and morale among employees. How to develop a culture that focuses on the internal customers.

During the breaks, I was able to meet and speak with other transit professionals about what projects and tasks they are working on within their organizations. It is always beneficial to talk to others about what their organizations are doing and working to foster ideas for future projects.

SUBMITTED BY: 
Kelly Halcon

REVIEWED BY: 
Carl G. Sedoryk



December 20, 2019

To: Carl Sedoryk, General Manager / CEO
From: Robert Weber, Chief Operating Officer
Subject: **TRIP REPORT – November 2019**

From November 13-15, I attended the California Transit Association's (CTA) Fall Conference and Expo that was held in Monterey and hosted by MST. While providing oversight to staff to ensure that all conference related transportation services were delivered, I also helped conduct the MST TDA Facility technical tour and I attended the following breakout sessions:

- CTA Operations Committee Meeting
- Real-Life Experiences with Hydrogen Fuel Cell Buses
- Homelessness Impacts on Public Transit
- Opening Keynote with Tony Brigmon
- General Session with Terry White and Paul Skoutelas
- Closing Keynote with Christopher Gardner

Prepared by: 
Robert Weber, Chief Operating Officer

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

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January 22, 2020

To: Robert Weber, Chief Operating Officer
From: Marzette Henderson, Contract Transportation Supervisor
Subject: **TRIP REPORT – November 2019**

From November 13-15, I attended the California Transit Association's (CTA) Fall Conference and Expo that was held in Monterey and hosted by MST. I helped coordinate the delivery of contracted transportation trolley and paratransit services, and I attended the following breakout sessions:

- Welcome and Opening General Session
- Opening Keynote with Tony Brigmon
- California Microtransit Projects
- Tackling the Ridership Challenge Through Bold and Innovative Leadership
- Keynote Presentation with Terry White and Paul Skoutelas
- Critical Leadership Skills Transit Managers and Supervisors Need Today
- Storytelling with Data
- Closing Keynote with Christopher Gardner

SUBMITTED BY: 
Marzette Henderson

REVIEWED BY: 
Carl G. Sedoryk

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January 21, 2020

To: Robert Weber, Chief Operating Officer
From: Marzette Henderson, Contract Transportation Supervisor

Subject: TRIP REPORT – December 2019

On December 4-5, 2020, I attended the Rutgers University National Transit Institute Paratransit Management and Operations course at the Omnitrans headquarters in San Bernardino, CA.

The goal of this course is to teach transit professionals the skills needed to effectively manage and operate paratransit services. The course was facilitated by industry professionals with extensive experience in paratransit service and the ADA. Topics included:

- History of demand response service and where the industry is today
- The relationship between managing and providing paratransit service
- Developing policies and procedures for your paratransit department
- Management functions needed to operate paratransit service, including planning, resource availability, staffing, scheduling, budgeting, and performance evaluation
- Operating techniques to provide paratransit service, including contracting vs. in-house, brokerages and call center operations, route deviation, taxi supplements, and feeder service
- Scheduling techniques that are based on your agency's resources and local transit environment
- Controlling costs and billing methods
- Technology's role in paratransit service
- Customer service throughout the paratransit department

SUBMITTED BY:


Marzette Henderson

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January 22, 2020



To: Carl Sedoryk

From: Lisa Rheinheimer, Assistant General Manager

Subject: TRIP REPORT – December 2019

Between December 3-5, 2019, I traveled to Washington, D.C to attend the American Public Transportation Association Legislative Meeting and meet with officials from the US Department of Transportation and US Department of Agriculture. We also met with US Representative Jimmy Panetta and staff.

Overall, the trip was very beneficial to MST by having in-person meetings with the US DOT and USDA on issues facing MST.

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

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COUNTY OF MONTEREY HEALTH DEPARTMENT

Elsa Jimenez, Director of Health

Administration
Behavioral Health

Clinic Services
Emergency Medical Services
Environmental Health/Animal Services

Public Health
Public Administrator/Public Guardian

Recipient of The California Endowment's 2017 Arnold X. Perkins Award for Outstanding Health Equity Practice

December 17, 2019

Beronica Carriedo
Monterey-Salinas Transit
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Dear Beronica,

Thank you so very much for your kind generosity in donating MST Rider's Guides and notebooks that will be included in "Welcome Home" bags for 40 homeless, medically-fragile Monterey County residents who will occupy low income studio apartments in January. Some of these persons have been homeless for more than a decade.

The people you are helping have been enrolled in Monterey County Health Department's Whole Person Care program that provides medical and mental health care and facilitates access to social services, housing, substance use treatment, transportation, and the legal barrier-removal.

Researchers say that lack of affordable housing, unemployment or seasonal low-wage employment, and medical bills are the main causes of homelessness in California. Our newly-housed program participants will receive supports throughout all of 2020 to help them maintain their independently housed status.

Your generosity will have a greater impact on the wellbeing of these individuals than we can possibly know. Thank you for your care and kindness,

Patricia Zerounian, MPP, MAIII
Whole Person Care Manager

Tax ID: 94-6000524



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Agenda Item # **7-5b**
February 10, 2020 Meeting

HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

CONGRESSMAN JIMMY PANETTA
20TH DISTRICT, CALIFORNIA

December 12, 2019

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

Dear Mr. Sedoryk, *Carl,*

Thank you for taking the time to meet with me in my Washington, D.C. office to discuss regional infrastructure and transportation issues on the central coast of California. I appreciate your work with Monterey-Salinas transit to provide residents of the Central Coast with accessible transportation options. I look forward to continuing to work with you.

Thank you, again, and please do not hesitate to contact my office if I can be of assistance in any way.

Sincerely,

*Thank, Carl, and
you see you!*

[Signature]
JIMMY PANETTA
Member of Congress

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January 31, 2020

Andrew Myrick
Economic Development Manager
Administration Department
Salinas City Hall
200 Lincoln Avenue
Salinas, CA 93901

**RE: Comments on Borelli Lincoln
Avenue Corridor Development
Proposal**

Dear Mr. Myrick:

Monterey-Salinas Transit submits the following comments on the Salinas Lincoln Avenue Corridor Development Proposal submitted by Borelli Investment Company:

The goals of the City are lofty and we applaud your efforts to create a more economically and socially vibrant downtown. Vibrant downtowns make a safe and enjoyable experience for community members.

We narrowed our review of the Development Proposal to the portion affecting the Salinas Transit Center as there was considerable focus on the parcel on which it currently sits and a proposed relocation to the Intermodal Transportation Center at the train station. In order for the City to fully evaluate this proposal, we offer the following facts and operational characteristics of the existing Salinas Transit Center at 110 Salinas Street:

- 300,000 boardings per year, the highest used transit center in our system
- 9 gates serve nearly 230 bus arrival or departure trips on the busiest service day
- 4:45 a.m. – 10:35 p.m. is a typical service day
- 5 minute frequency of bus service during peak times

We conducted a survey of existing riders on Tuesday, December 4, 2018 and Wednesday, December 5, 2018 at the request of the City of Salinas. A summary of these findings are offered below:

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

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Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

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MST Customer Service Survey findings:

- A significant percentage of riders utilize the transit services to get to/from school (31.18%) and/or work (25.81%).
- A majority of riders (61.78%) arrived at the Salinas Transit Center via bus.
- The facility is utilized primarily as a transfer point for riders, indicated by over half (53.43%) of all respondents who specified they were at the Salinas Transit Center "To change buses."
- There was a majority (58.11%) of respondents that would consider walking or biking to the Salinas Transit Center, with most respondents citing the convenience of the transit center to their destination. However, there were also a significant percentage of respondents that would not consider walking or biking to the Salinas Transit Center (41.89%), with those preferring to arrive to the Transit Center by bus or car.
- A high concentration of respondents surveyed at the Salinas Transit Center began their trip within the City of Salinas.
- A high concentration of respondents surveyed at the Salinas Transit Center also concluded their trip within the City of Salinas. However, the City of Marina and Monterey both have a significant number of riders identifying destinations within those jurisdictions.
- A high concentration of users transfer buses within the City of Salinas and other cities throughout the county, including: Marina, Monterey, Soledad, Seaside, and Greenfield.
- A majority of respondents (56.88%) do not wish to have the transit station relocated elsewhere.
- The location of respondents' origin and destination did not have an effect on whether they do or do not support the relocation of the Salinas Transit Center.

As we read the Development Proposal, MST is proposed to relocate its Salinas Transit Center to the Intermodal Transportation Center at the train station. There are several **fatal flaws** in the concept proposal which need to be addressed and are outlined here:

Federal Requirements

- Under Title VI of the Civil Rights Act of 1964, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. As a recipient of federal funds, MST is required to conduct a Fixed Facility Equity Analysis, highlighted in both the federal Title VI guidance, 1 and under Title 49 of the Code of Federal Regulation, 2 that is intended to ensure that the location is selected without regard to race, color, or national origin. This analysis must also "give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result." Moving the Salinas Transit Center to the Intermodal Transportation Center is not possible unless and until this analysis has been conducted. The City should allocate funding to MST to conduct this analysis before moving forward.

Transit Center Size Requirements

- The Intermodal Transportation Center concept on Exhibit G shows only five (5) transit gates. At present, the Salinas Transit Center is at capacity with nine (9) gates. Reducing the number of gates by 55.5% is untenable for the number of passengers using the Center today. Considering the long-term demands for the Salinas Transit Center into the next 20 years, it would be prudent to plan for several more gates to meet the growing travel needs of the City's existing and future riders. The plans and construction of the Intermodal Transportation Center do not account for this existing and future size need.

Transit Center Cost Considerations

- Moving the Salinas Transit Center to a new location would cost a considerable amount of money which does not appear in Exhibit H of the Proposal. MST has not conducted an independent cost estimate of how much it will cost to move the Center to a new, adequately planned transit center location. We recommend that before moving forward with any aspect of asking MST to relocate the Center, the City allocate funding to MST to conduct a cost analysis. A project of this size is likely to be in the \$15-\$20 million range.

Consistency with MST Plans, 2018 Regional Transportation Plan and 2018 Metropolitan Transportation Plan/Sustainable Communities Strategy

- MST has not contemplated moving the Salinas Transit Center in any of its current plans nor has it been included in the 2018 Regional Transportation Plan (RTP) prepared by TAMC or the 2018 Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) prepared by AMBAG. In order for this concept to move forward, the MST Board of Directors would need to consider the advantages and disadvantages of moving the Salinas Transit Center to a new location after it has been included in both the RTP/MTP/SCS. The next update of the RTP/MTP/SCS is not scheduled until 2022. Additionally, a project to move the Salinas Transit Center would need to be fiscally constrained in both RTP and MTP/SCS documents, meaning that there is a reasonable expectation that funding would be available to pay for all project components.

We hope that the above information about the Salinas Transit Center and our concerns raised helps to inform your planning process as you look to improve the Lincoln Avenue Corridor.

MST and City staff have been working collaboratively to seek grant funds to study ways to improve transit-oriented development in the area. An application was submitted to the Federal Transit Administration's (FTA's) Pilot Program for Transit-Oriented Development Planning. The application requests federal assistance for an anticipated \$800,000 planning study that would include analysis of relocating the Center. FTA anticipates award announcements in March. Absent this grant, there are no programmed funds to begin to study the Center relocation.

Please email or call me know if you have any questions about these comments. I can be reached at csedoryk@mst.org or 831.264.5001.

Sincerely,



Carl G. Sedoryk
General Manager/CEO

cc: Debbie Hale, Executive Director, Transportation Agency for Monterey County
Monterey-Salinas Transit Board of Directors



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

January 6, 2020

Mr. Carl Sedoryk
General Manager/CEO
19 Upper Ragsdale Dr. #200
Monterey, CA 93940

Dear Mr. Sedoryk, *Carl,*

I am writing to acknowledge your December 12, 2019 email follow up to our meeting on 26 November 2019. We understand that beginning on 8 February 2020, Monterey Salinas Transit (MST) intends to end weekend transit services related to the Presidio of Monterey (POM) and will reduce the service span and frequency of shuttle services on POM. Your email indicates that MST still anticipates that each military participant in the Mass Transit Benefit Program (MTBP) will be reimbursed by the Department of Transportation (DOT) at the rate of \$190/month.

We greatly value the services MST provides to POM and Monterey communities. Mass transit is important to our service members and other professionals here at POM. We understand that the success of the MTBP in the Monterey area depends upon ridership to and from work and we are encouraging participation within permissible limits. Despite the importance POM places on mass transportation, I must ensure that appropriated funds, taxpayer dollars, are used for their intended purpose. I understand that changes are necessary to ensure program compliance. As MST is considering what routes and services it will continue to provide, I want to ensure that you are aware that DOT will only reimburse MTBP participants for each participant's actual commuting costs to and from work. In the absence of other documentation, effective January 31, 2020, POM and each participant will calculate this number each month based upon the fare information listed on the MST website. POM participation is likely to be greater if there are machines on POM which can issue cards in the specific amount each participant is authorized.


The Memorandum of Agreement, dated July 6, 2009, between POM and MST that expired on July 1, 2014 is no longer necessary and will not be updated. Department of Defense and Department of Army implementing documents for the MTBP program will govern POM's participation in the MTBP. If MST is relying upon the 2009 agreement, or an anticipated new agreement, for any of its routes to or within POM, I recommend you consider adjusting your routes and schedules as appropriate.

Weekend and on POM shuttle services are not part of the MTBP. While POM has a mission requirement to provide some personnel on-POM shuttle services Monday through Friday to and from classes and dining facilities, currently, a federal contract provides this service. I have directed my team to reach out to your staff to explore all

options that are fiscally responsible and consistent with the MTBP. At present, however, I am not aware of any authority to provide compensation to MST for the on-POM shuttle. If MST continues to provide this service, it is doing so at its own financial risk as, presumably, a gift to individual riders.

I anticipate we will have enough information to productively discuss potential options for a reimbursed on-POM shuttle in a few months. I look forward to finding a "win-win" solution toward program implementation. Thank you for your continued support and understanding.

Sincerely,



Gregory J. Ford
Colonel, U. S. Army
Commanding



January 16, 2020

COL Ford, Commander
US Army Garrison Presidio of Monterey (POM)
Presidio of Monterey
1759 Lewis Road, Suite 210
Monterey, CA 93944-3223

Re: Transit Services

Dear Sir: *Greg*

I am in receipt of your letter of January 6, 2020 regarding recent changes to our long standing partnership. I had the opportunity to provide an update of the current state of our transit program to the Monterey-Salinas Transit (MST) Board of Directors at our strategic planning workshop on January 13, 2020 and I would like share the following thoughts on the matter.

As a 30-year professional in the public transit industry and steward of public funds, I appreciate your concerns about the use of taxpayer dollars. I can guarantee that MST always makes certain that the federal, state, local and private funds we receive to provide public transit services are spent efficiently and appropriately towards achieving our mission.

The transportation program was designed and agreed to over 10 years ago to cover MST's costs for providing requested transit services to your installation for as many as 1,500 POM employees participating in the Department of Defense (DoD) Mass Transit Benefit Program (MTBP). The monthly rate charged for passes to board buses serving the installation and the number of participants in the program were set to ensure that MST would not bear an undue financial hardship in providing the transit service. The unparalleled growth of this program and receipt of the Secretary of the Army Superior Quality of Life Award are important indicators of the success of the program. Also, the program has been nationally recognized as an example of a mutually beneficial partnership.

At the current level of participation and service levels, MST requires a rate of \$265 per month per MTBP participant for the custom services provided to your installation which includes travel from offsite military housing through the installation gates with stops on base at instructional facilities, administrative buildings, dining halls and barracks. This is the rate that was adopted by the MST Board of Directors on November 4, 2019. Also the rate is currently advertised on our website for the special peak-hour commuter services for those buses that travel

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from military housing through installation gates to work sites on the POM. As the special military transit passes that fund this service are the only MST pass that can be purchased with MTBP debit cards, they are the least expensive alternative available for transit service from military housing to work sites on the POM.

Based on the concerns raised by your staff in our meeting November 26, 2019, I travelled to Washington DC on December 4, 2019 and personally met with the Department of Transportation staff who act as the Executive Agents on behalf of the DoD to administer the Program Policy Procedures and Guidelines relied upon by your staff. MST staff met with Deputy Director Ron Szatmary, and Associate Director Mike Fleszar of the Department of Transportation Office of Financial Management & Transerve to discuss the details of our program. Previous to their employment with DOT, both Deputy Director Szatmary and Associate Director Fleszar served as civilian employees and active duty members of the Army and each had extensive personal experience with the Army Mass Transit Benefit Program. At the conclusion of our meeting MST left with the understanding that the premium rates charged for the custom commuter services provided conformed to the MTBP policy guidelines. However, they made it clear the final decision regarding establishment of reimbursement rates is up to the local Garrison based on their budgets requirements.

We are aware that your staff interprets the program requirements differently, and requested a reduction to the monthly participation rate to \$190 per month per participant, far below what is required to maintain the services being provided at the request of POM. MST disagrees with both the manner, and the process with which this unilateral decision was implemented as it created a sudden and unsustainable financial loss for MST as we were not provided an opportunity to reduce service levels in an orderly fashion to match the reductions in revenue received by the program. Barring any additional changes to the monthly reimbursable rates for participants in this program, or changes in the number of actual program participants, MST will begin reducing service levels to your installation effective February 8, 2020 as found in (Attachment 1). If the revenue provided to MST continues to decline due to fewer participants within the program or further rate reductions, additional service reductions, including discontinuation of commuter services through the installation gate, may eventually become necessary. As transit service is reduced we can reasonably expect automobile traffic congestion to worsen during peak hour on major roads and highways in and around the Presidio of Monterey and throughout the local region.

MST is encouraged by the recent comments made by your staff that the POM may be interested in entering into a long term agreement with MST for the establishment of transit services under a new agreement. Until a new agreement is reached, MST will continue to adjust its service levels to ensure local community funds are not being utilized to subsidize services to your installation. You should know that once a new agreement is reached it may take MST as much as 6 – 9 months to implement as we are now reallocating resources from the POM services back to the local communities we serve and reinstating additional services after February 8 will require MST to hire and train more employees.

In spite of our recent differences with regard to this program, MST remains committed to working together to develop a transportation program for your installation that helps reduce traffic congestion, improve air quality and provide commuting alternatives to your soldiers,

students and staff that ultimately improves the quality of life and morale of your force in support of its mission. MST staff looks forward to improving both our transit services to the POM and our relationship with POM staff in implementing a better agreement that builds upon our past success.

Sincerely,



Carl Sedoryk
General Manager/CEO

C: Mayor and City Manager, City of Marina, CA
Mayor and City Manager, City of Monterey, CA
Mayor and City Manager, City of Pacific Grove, CA
Mayor and City Manager, City of Seaside, CA
Monterey County District 4 Supervisor, and County Administrative Officer,
Monterey County District 5 Supervisor and County Administrative Officer
United States Congressman (CA-20), Jimmy Panetta
USDOT Deputy Director, Ron Szatmary
LTG, Michael D. Lundy Commanding General, US Army Combined Arms Center and
Fort Leavenworth, KS. Commandant, U.S. Army Command.
LTG, Jason Evans Deputy Chief of Staff, G-9
Vincent E. Grewatz, SES – Director IMCOM Training

Presidio of Monterey Transit Service Reductions – 2/8/2020

| Line | Change Effective 2/8/2020 |
|---------------------------------------|---|
| Line 22 Big Sur – Monterey | Eliminate service on POM |
| Line 55 Monterey – San Jose Express | Eliminate service on POM |
| Line 67 Presidio – Marina | Eliminate entire service |
| Line 68 Presidio Shuttle | Eliminate entire service |
| Line 69 Presidio – Del Monte Center | Eliminate entire service |
| Line 70 Presidio – La Mesa | Eliminate service before 6:54am |
| Line 72 Presidio – North Salinas | No Change |
| Line 74 Presidio – Preston Park | No Change |
| Line 75 Presidio – Marshall Park | Eliminate service between 9am and 2:48pm. Eliminate service after 7:24pm |
| Line 76 Presidio – Stillwell Park | Eliminate all morning trips before 6am, eliminate 6:10am trip from POM to downtown; eliminate 4:37pm trip to POM |
| Line 78 Presidio – Santa Cruz | Eliminate weekend service on POM and add weekend service to Sand City Station, Marina and Castroville |
| Line 85 Fort Hunter Liggett-Templeton | 4:52pm-5:05pm trip at Camp Roberts will be bypassed (weekdays) |



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

January 28, 2020

Mr. Carl Sedoryk
General Manager/CEO
19 Upper Ragsdale Dr. #200
Monterey, CA 93940

Carl,
Dear Mr. Sedoryk,

We need to work together to finish bringing us into compliance with the Army's guidance and policy. Adjusting the bus pass machines on the Presidio and OMC so individual riders can obtain MST passes which correspond to each rider's actual commuting costs, as required for the program, is an important step. Until the Presidio machines are modified to accept variable fares, they will not be used and riders will need to go to off-post to the transit stations to obtain tickets. I am concerned that the longer it takes to get these machines properly configured, the more MST will lose ridership. The Presidio has no ability to correctly configure the machines, but please let me know what I can do to assist MST in its rapid reconfiguration of the machines.

As we are getting these machines right, we want to work with you to ensure that your fare rates charge the appropriate rate for our routes. The Presidio is committed to continuing to work with your team to determine if MST's actual costs in providing the routes, which include the Presidio, are in excess of the posted MST route rates. Unfortunately, at present we don't know what MST's actual costs are for these routes. As discussed in my January 6th letter to you, without other cost information, we will use the rates for each route posted on MST materials. I look forward to hearing from you on additional costs which may be specific to the routes which include the Presidio.

We are working an education program to retrain Presidio MST users who were familiar with the old process. Our training will include the need for each individual rider to develop their own benefit plan, based on their individual commute, and the need to adjust the plan, based upon projected absences and other non-commuting days. Riders must certify their individual usage, can only receive funding and reimbursement for what they use, and may only load fare cards with the amount they need to commute to and from work. I am very interested in any advice or guidance you have on how we can help educate Presidio users on MST. I look forward to continued use of mass transportation to support commuters in Monterey

Thanks!

Sincerely,

A handwritten signature in black ink, appearing to read "Gregory J. Ford", is written over a horizontal line.

Gregory J. Ford
Colonel, U. S. Army
Commanding

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