



MONTEREY-SALINAS TRANSIT BOARD OF DIRECTORS BOARD MEETING AGENDA

April 13, 2020

Time: 10:00 AM PacificTime (US and Canada)

Governor Newsom's COVID-19 Executive Order N-25-20 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The April 13, 2020 meeting of the Board of Directors will be held via Zoom conference. There will be NO physical location of the meeting. The public is asked to use the Zoom app for best reception. There may only be limited opportunity to provide oral comments during the meeting. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, April 10, 2020; those comments will be distributed to the legislative body before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair. Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download> A link to tutorials for use of the Zoom app is: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> and <https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources>

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Meeting ID: 808 893 494

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

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. (Please refer to page 1 of the agenda for instructions)

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 2020-19 recognizing Leticia Trevino, Coach Operator, as Employee of the Month for April 2020. (Robert Weber)(Page 5)
- 3-2. Adopt Resolution 2020-20 recognizing Humberto Hernandez Coach Operator Excellence Award. (Robert Weber/Carl Sedoryk)(Page 7)
- 3-3. Approve Minutes of the Administrative Operations Committee on March 9, 2020. (Jeanette Alegar-Rocha)(Page 9)
- 3-4. Approve Minutes of the MST Board Meeting on March 9, 2020. (Jeanette Alegar-Rocha)(Page 13)
- 3-5. Financial Reports – February 2020 (Lori Lee)(Page 19)
 - a) Accept report of February 2020 cash flow
 - b) Approve February 2020 disbursements
 - c) Accept report of February 2020 treasury transaction
- 3-6. Appoint Fernando Munoz to the Measure Q Oversight Committee. (Lisa Rheinheimer) (Page 27)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

None

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1 Receive staff report on activities related to COVID-19 pandemic incident response and recovery and provide direction. (Carl Sedoryk and Staff) (Page 31)
- 6-2 Approve Resolution 2020-21 Authorizing the Certifications and Assurances, Authorized Agent Forms and Execution of the Low Carbon Transit Operations Program (LCTOP) Projects for FY 19/2020. (Michelle Overmeyer) (Page 33)

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report. – February 2020 (Page 39)
- 7-2. Washington, D.C. Lobby Report. – March 2020 (Page 63)
- 7-3. State Legislative Advocacy Update. – February 2020 (Page 67)
- 7-4. Staff Trip Reports. (Pages 69-72)
- 7-5. Correspondence.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

9. CLOSED SESSION

*Members of the public may address the Board on any matter related to Closed Session. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may choose to follow-up at a later time individually, through staff, or on a subsequent agenda. **(Please refer to page 1 of the agenda for instructions)***

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 (\$54957.6)
Agency designated representatives: (Kelly Halcon, Michael Laredo)(No Enclosure)
Employee organization: (Monterey-Salinas Transit Employee Association)

10. RETURN TO OPEN SESSION

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

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for February 2020 can be viewed online within the GM Report at
<http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: May 11, 2020

REMOTE CONFERENCE ONLY

ZOOM MEETING

10:00 a.m.

NEXT AGENDA DEADLINE: April 23, 2020

Dates, times and **teleconference information are subject to change.*

*Please contact MST for accurate meeting date, times and **teleconference** information 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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**LETICIA TREVINO
APRIL 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, Leticia Trevino began her employment with Monterey-Salinas Transit District in July of 2000 as a Coach Operator. This past year, she was recognized for 28 years of safe driving as well as received recommendations for continuously going above and beyond; and

WHEREAS, Leticia Trevino became concerned when she came upon two young girls who appeared to be in distress. She pulled over the bus and brought the two little girls aboard the bus to make sure they were okay. After requesting police assistance, Leticia discovered the two girls were lost and could not remember their way home; and

WHEREAS, Leticia Trevino demonstrated quick thinking, saving the lives of the little girls and assisting in their safe return to their home and family.

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

BE IT FURTHER RESOLVED that Leticia Trevino 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 2020-19 this 13th day of April 2020.

Michael LeBarre
Board Chair

Carl G. Sedoryk
Board Secretary

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**RECOGNITION OF
COACH OPERATOR PERFORMANCE EXCELLENCE
FOR CALENDAR YEAR 2019**

WHEREAS, Monterey-Salinas Transit created the Coach Operator Performance Excellence Award in 2006 to recognize coach operators who maintain a perfect record of safety and attendance, customer service and on-time performance for an entire year; and

WHEREAS, MST Coach Operator, Humberto Hernandez had no preventable accidents, no unscheduled absences, no verifiable customer complaints, and maintained an on-time performance of over 90% for the entire calendar year 2019; and

WHEREAS, this level of sustained performance excellence results in providing MST customers the best possible service and is worthy of recognition.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit congratulates Coach Operator Humberto Hernandez for sustained excellence in Safety, Perfect Attendance, On-time Performance, and Customer Service for the year 2019.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2020-20 this 13th day of April 2020.

Board Chair

Board Secretary

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Board Administrative Performance Committee (BAPC)

19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

March 9, 2020
9:00 a.m.

Present:	Kristen Clark (Vice Chair) Frank O'Connell Tony Barrera (Chair) Luis Alejo	City of Del Rey Oaks City of Marina City of Salinas County of Monterey
Absent:	Dave Pacheco Yanely Martinez	City of Seaside City of Greenfield
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Dave Laredo Jeanette Alegar-Rocha Eva Perez Cristy Sugabo Andrea Williams Michelle Overmeyer Ikuyo Yoneda-Lopez Marzette Henderson Michael D. Laredo	General Manager/CEO Assistant General Manager Deputy Chief Operating Officer Director of HR & Risk Management Director of Information Technology Director of Planning & Innovation General Counsel, De Lay & Laredo Clerk to the Board Office Administrator Mobility Manager General Accountant & Budget Manager Grants Analyst Marketing Manager Contract Transportation Supervisor De Lay and Laredo
Public:	Don Parslow	MV Transportation

1. Call to order.

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

2. Public comment on matters not on the agenda.

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

Public Comment- None

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

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

- a. State Legislative Update (Carl Sedoryk and Michelle Overmeyer)

The committee received a review from Carl Sedoryk of board agenda item 7-3, the State Legislative Update.

- b. Federal Legislative Update. (Carl Sedoryk and Lisa Rheinheimer)

The committee received a review from Carl Sedoryk of board agenda item 7-2, the Federal Lobby Report and announcing the attendance of the upcoming APTA Legislative Conference in Washington, D.C., March 15-17, 2020.

- c. Financial Update. (Lisa Rheinheimer)
 - i. FY 2018/19 Comprehensive Annual Financial Report (CAFR)
 - ii. Year-to-date Budget Report
 - iii. FY 2020/21 Budget
 - iv. Status of Federal Loan for South County Facility

The committee received a Financial Update from Lisa Rheinheimer on the FY2018 19 CAFR, YTD Budget Report, FY 2020/21 Budget and the Status of Federal Loan for the South County Facility.

4. Receive update on Proposed Free Fare Promotions including Measure Q Funded Free Fare Week in May. (Lisa Rheinheimer and Ikuyo Yoneda-Lopez)

Public Comment- None

The committee received an update from Lisa Rheinheimer of board agenda item 6-3, the Proposed Free Fare Promotions including Measure Q Funded Free Fare Week in May for persons with disabilities, seniors and veterans.

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

None

6. Closed session.

None

7. Adjourn.

There being no further business, Chair Barrera adjourned the meeting at 9:35 a.m.

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

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**MEETING OF THE MST BOARD OF
DIRECTORS**

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

MEETING MINUTES

March 9, 2020

Present:	Jeff Baron	City of Carmel-by-the Sea
	Kristin Clark	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzalez
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	Dan Albert	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barerra	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	Yanely Martinez	City of Greenfield
	Anna Velazquez	City Soledad
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	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
	Ikuyo Yoneda-Lopez	Marketing Manager
	Matt Deal	Grants Analyst
	Marzette Henderson	Contract Transportation Supervisor
	Lisa Cox	Risk and Security Manager

Cristy Sugabo
Claudia Valencia
Elena Grigorichina
Michael D. Laredo
Raul Guerrero

Mobility Supervisor
Mobility Specialist
Operations Analyst
De Lay and Laredo
Coach Operator

Public:

Don Parslow
Brian Uldridge
Vanessa Mekarski
David Martin

MV Transit
MV Transit
Public Transit Rider
Interim President, Monterey Peninsula

College

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. with roll call taken as Director Alejo joined the board meeting via teleconference.

1-2. Pledge of Allegiance

The pledge of allegiance was led by Director O'Connell.

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

Carl Sedoryk reviewed the highlights of the agenda and announced that approval on agenda items will be made by roll call vote.

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.

Vanessa Mekarski, a public transit customer, commented and inquired on the following:

- 1) Reduction of sound level on the buses
- 2) Non-fabric seats vs. fabric seats on the bus
- 3) Improving the MST Website and Display Routes
- 4) Marketing MST Services and Outreach

Carl Sedoryk directed Ms. Mekarski to MST Marketing Manager, Ikuyo Yoneda-Lopez to further assist with her comments and inquiries.

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 2020-17 recognizing Raul Guerrero, Coach Operator, as Employee of the Month for March 2020. (Robert Weber)
- 3-2. Approve Minutes of the MST Board Meeting on February 10, 2020. (Jeanette Alegar-Rocha)
- 3-3. Receive Draft Minutes of the Board Operations Performance Committee (BOPC) on February 10, 2020. (Jeanette Alegar-Rocha)
- 3-4. Re-appoint Sid Williams, Juan Pablo Lopez, Kevin Dayton, Sharlene Hughes and Aimee Cuda to the Measure Q Oversight Committee. (Lisa Rheinheimer)
- 3-5. Financial Reports – January 2020. (Lori Lee)
 - a) Accept report of January 2020 cash flow
 - b) Approve January 2020 disbursements
 - c) Accept report of January 2020 treasury transaction
- 3-6. Receive Report on Disposal of Lost and Found Items Left on MST Property. (Sonia Wills)
- 3-7. Direct MST Staff to **NOT** Send Any Correspondence Objecting to the Issuance of Bonds by FORA for Removing Blight Within the Area of the Former Fort Ord. (Lisa Rheinheimer)
- 3-8. Appoint Bobby Merritt, Joseph Ruiz, and María Magaña to the MST Mobility Advisory Committee. (Cristy Sugabo)
- 3-9. Receive Draft Minutes of January 29, 2020 Mobility Advisory Committee Meeting. (Claudia Valencia)

End of Consent Agenda

Public Comments - None

Director Clark requested to pull agenda item #3-2 for further discussion and a request for an amendment to item #8-3 in the February meeting minutes to reflect North Fremont Street and future planning for bus pull outs.

Director Albert made the motion to approve all remaining consent items which was seconded by Director Carbone. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

Director O'Connell made the motion to approve item #3-2 with the amendment to item #8-3 in the February meeting minutes which was seconded by Director Clark. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. March 2020 Employee of the Month, Raul Guerrero, Coach Operator.
(Norman Tuitavuki)

5. PUBLIC HEARINGS

- 5-1. FY2020 Program of Projects. (Michelle Overmeyer)

- Conduct Public Hearing
- Adopt the FY 2020 Program of Projects
- Approve 2020 Program of Projects

MST is eligible to receive up to \$8,873,799 in Federal Transit Administration Section 5307 funding for ongoing operations or capital projects. MST must conduct a public hearing in order to receive these funds.

Public Comments - None

Director Barrera made the motion to approve item 5-1, conduct a public hearing, approve the FY 2020 program of projects and authorize the filing of the appropriate grant applications with the Federal Transit Administration (FTA) and Caltrans which was seconded by Director Pacheco. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

6. ACTION ITEMS

- 6-1. Authorize the purchase and configuration of 40 Trapeze Ranger MDTs that interface with the paratransit Trapeze PASS AVL system in an amount not to exceed \$130,000. (Mark Eccles)

Public Comments - None

Director Clark made the motion to approve item 6-1 which was seconded by Director Carbone. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

- 6-2. Authorize a contract amendment with Monterey Peninsula College to Expand the Free Zone Program Systemwide. (Michelle Overmeyer)

Public Comments - None

Director Barrera made the motion to approve item 6-2 which was seconded by Director Carbone. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

- 6-3. Adopt Free Fare Promotions including Measure Q Funded Free Fare Week in May (Lisa Rheinheimer)

Public Comments - None

Director Albert made the motion to approve item 6-3 which was seconded by Director Amelio. A roll call vote was taken with 11 votes in favor and none against. The motion passed unanimously.

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – January 2020
- 7-2. Washington, D.C. Lobby Report – February 2020
- 7-3. State Legislative Advocacy Update – January 2020
- 7-4. Staff Trip Reports
- 7-5. Correspondence

Public Comments - None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on meetings attended by board members at MST expense (AB 1234)
- 8-2. Board member comments and announcements
 - a) CTA Spring Legislative Conference, May 27, 2020 in Sacramento, CA.
- 8-3. Board member referrals for future agendas

Public Comments - None

9. CLOSED SESSION

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

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- 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

Public Comments - None

10. RETURN TO OPEN SESSION

- 10-1 Report on Closed Session and possible action

Dave Laredo reported that the board provided general direction to MST staff with no reportable action.

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for January 2020 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

With no further business to discuss, Chair LeBarre adjourned the meeting at 11:19 a.m.

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – February 2020

RECOMMENDATION:

1. Accept report of February 2020 cash flow presented in Attachment #1
2. Approve February 2020 disbursements listed in Attachment #2
3. Accept report of February 2020 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance February 1, 2020	\$5,878,152.73
Revenues	2,812,752.75
Disbursements	<u><3,690,158.17></u>
Ending balance February 29, 2020	<u>\$ 5,000,747.31</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of February of FY 2020, MST had a \$1,339,992 year-to-date surplus to budget on the fixed-route operations and a \$71,514 surplus to budget on the MST RIDES operations, resulting in an overall modest year-to-date surplus of \$1,411,506.

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 February Budget vs. Actual reports contained in Attachment #4:

1. Maintenance – This 11.4% negative variance can be primarily attributed to consuming a slightly higher amount – or value amount – of parts for MST's transit buses. In that regard, the year-to-date expenses in this category are actually 8.1% under budget.

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

ATTACHMENT(S):

1. February 2020 Cash Flow
2. February 2020 Disbursements
3. February 2020 Treasury Transactions
4. February Budget vs. Actual

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

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 02/01/20		5,878,152.73
Revenues		
Passenger Revenue	195,881.79	
DOD Revenue	147,260.00	
LTF / STA / 5307	1,438,373.38	
Sales Tax	1,004,505.33	
Grants	-	
Interest Income	277.10	
Non Transit Revenue	26,455.15	
Total Revenues	<u>2,812,752.75</u>	2,812,752.75
Disbursements		
Operations (See Attachment #2)	3,487,406.33	
Capital	<u>202,751.84</u>	
Total Disbursements		<u>(3,690,158.17)</u>
Ending balance 02/29/20		<u><u>5,000,747.31</u></u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	195,106.33
Local Agency Investment Fund (LAIF)	2,137,429.42
Money Market - Rabo MM	76,676.41
Money Market - PTMISEA	433,233.76
Money Market - LCTOP	1,508,829.08
Money Market - State of Good Repair	330,927.76
Money Market - FOR A/Other	298,852.14
Bank of America - Escrow	8,987.41
Petty cash fund, STC Coin Machine, and 2 change funds	<u>10,705.00</u>
Total	<u><u>5,000,747.31</u></u>

PAYROLL ACCOUNT

February 14 Payroll & Related Expenses	621,382.64	
February 28 Payroll & Related Expenses	605,326.88	
PERS & 457	300,031.79	
Garnishments	3,174.16	
PERS Health Insurance	328,043.94	
	<hr/>	
	1,857,959.41	1,857,959.41

GENERAL ACCOUNT

Disbursements on Attached Summary	1,708,310.16	
Paydown loans	60,878.65	
Workers Comp. Disbursements	43,857.09	
Interest Expense	13,194.44	
Bank Service Charge	5,958.42	
	<hr/>	
	1,832,198.76	1,832,198.76

Total Disbursements		<hr/> 3,690,158.17
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Less Capital Disbursements & Transfers		(202,751.84)
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Operating Disbursements		<hr/> 3,487,406.33
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR February 01, 2020 - February 29, 2020

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 02/07/2020	55180 - 55273	342,038.86
Accounts Payable 02/11/2020	55274 - 55296	1,557.65
Accounts Payable 02/14/2020	55297 - 55297	50,256.52
Accounts Payable 02/21/2020	55298 - 55430	1,279,572.19
Accounts Payable 02/24/2020	55431 - 55437	34,488.94
Accounts Payable 02/26/2020	55438 - 55440	396.00
TOTAL		<u>1,708,310.16</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
GIRO	Annual Maintenance Fee Approved Board of Directors 02/10/20	55348	2/21/20	114,545.00
MV TRANSPORTATION	Recurring Expense	55387	2/21/20	834,501.96

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

VENDOR / DESCRIPTION	GENERAL MANAGER APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
NONE DURING THE MONTH OF FEBRUARY				

ATTACHMENT 3

TREASURY TRANSACTIONS FOR FEBRUARY 2020

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/2020					3,137,429.42
2/10/2020	MMA			1,000,000.00	2,137,429.42
Quarterly interest earned	- 2.29%			-	2,137,429.42
LAIF Treasury Balance at 02/29/2020					2,137,429.42

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/2020					193,201.21
02/07/20	308 AP/Payroll			150,000.00	43,201.21
02/10/20	LAIF LAIF Trust Fund		1,000,000.00		1,043,201.21
02/10/20	479 LTF		1,430,572.00		2,473,773.21
02/10/20	479 AP/Payroll			700,000.00	1,773,773.21
02/11/20	479 FTA 5339		7,801.00		1,781,574.21
02/13/20	308 AP/Payroll			685,000.00	1,096,574.21
02/21/20	308 AP/Payroll			580,000.00	516,574.21
02/27/20	308 AP/Payroll			440,000.00	76,574.21
02/29/20		Interest @ 1.46%	102.20		76,676.41
RABO MM Balance at 02/29/2020					76,676.41

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from February 1, 2020 to February 29, 2020

(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	-276,690	-296,038	19,348	-2,329,805	-2,368,304	38,499
Special Transit	-184,580	-468,963	284,383	-2,517,255	-3,751,704	1,234,449
Cash Revenue	-22,228	-37,873	15,645	-385,105	-302,984	-82,121
Cash Grants & Reimbursement	-3,089,211	-3,089,211		-24,713,688	-24,713,688	
Total Revenue	-3,572,709	-3,892,085	319,376	-29,945,853	-31,136,680	1,190,827
Expenses						
Labor	1,227,501	1,354,045	-126,544	10,358,168	10,832,360	-474,192
Benefits	836,142	901,870	-65,728	7,108,764	7,214,960	-106,196
Advertising & Marketing	8,794	10,809	-2,015	81,476	86,472	-4,996
Professional & Technical	44,836	84,238	-39,402	429,393	673,904	-244,511
Outside Services	40,536	44,167	-3,631	311,374	353,336	-41,962
Outside Labor	109,361	169,400	-60,039	911,684	1,355,200	-443,516
Fuel & Lubricants	165,393	308,572	-143,179	1,565,833	2,468,576	-902,743
Supplies	65,700	90,586	-24,886	565,081	724,688	-159,607
1 Vehicle Maintenance	94,861	85,183	9,678	626,224	681,464	-55,240
Marketing Supplies	1,383	2,584	-1,201	26,985	20,672	6,313
Utilities	48,032	54,331	-6,299	438,165	434,648	3,517
Insurance	112,522	109,533	2,989	852,075	876,264	-24,189
Taxes	10,902	22,393	-11,491	116,771	179,144	-62,373
Purchased Transportation	493,788	510,990	-17,202	4,099,317	4,087,920	11,397
Miscellaneous Expenses	38,501	47,407	-8,906	336,555	379,256	-42,701
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	16,015	16,190	-175	133,871	129,520	4,351
Leases & Rentals	31,996	38,431	-6,435	313,278	307,448	5,830
Total Operating Expenses	3,346,262	3,850,729	-504,467	28,275,013	30,805,832	-2,530,819
Operating (Surplus) Deficit	-226,447	-41,356	-185,091	-1,670,840	-330,848	-1,339,992

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from February 1, 2020 to February 29, 2020

(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	-16,983	-23,143	6,160	-186,653	-185,144	-1,509
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-539,604	-539,604		-4,316,832	-4,316,832	
Total Revenue	-556,587	-562,747	6,160	-4,503,485	-4,501,976	-1,509
Expenses						
Labor	8,806	10,734	-1,928	68,726	85,872	-17,146
Benefits	6,883	6,232	651	57,623	49,856	7,767
Advertising & Marketing		9	-9		72	-72
Professional & Technical		417	-417		3,336	-3,336
Outside Services						
Outside Labor	11,282	9,399	1,883	85,227	75,192	10,035
Fuel & Lubricants	44,286	51,400	-7,114	426,657	411,200	15,457
Supplies	763	1,998	-1,236	5,085	15,984	-10,899
Vehicle Maintenance						
Marketing Supplies						
Utilities	120	120		960	960	
Insurance						
Taxes						
Purchased Transportation	420,431	460,018	-39,587	3,602,756	3,680,144	-77,388
Miscellaneous Expenses	23,268	22,420	848	184,936	179,360	5,576
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	515,838	562,747	-46,909	4,431,970	4,501,976	-70,006
Operating (Surplus) Deficit	-40,750		-40,750	-71,514		-71,514

To: Board of Directors
From: Lisa Rheinheimer, Assistant General Manager
Subject: Appoint members to the Measure Q Oversight Committee

RECOMMENDATION:

Appoint Fernando Munoz to the Measure Q Oversight committee.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board appoints members to the Measure Q Oversight Committee (MQC).

DISCUSSION:

Ordinance 2015-01 stipulates that an oversight committee be formed to oversee the expenditure of Measure Q funds in accordance with the Measure Q Expenditure Plan.

Staff recommends that your Board appoint Fernando Munoz to the Measure Q Oversight Committee to fill the County of Monterey Unincorporated Vacancy.

ATTACHMENT:

1. FY 2020 Measure Q Oversight Committee Members

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

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ATTACHMENT 1**FY 2020 Measure Q Oversight Committee Members Terms of Office**

Category	Name	Position	Term Ends	Re-Appointment	New Term End
Salinas Urbanized	Juan Pablo Lopez	Vice Chair	3/26/2020	3/9/2020	3/8/2022
Seaside-Marina-Monterey Urbanized	Sid Williams	Chair	3/26/2020	3/9/2020	3/8/2022
Non-Urbanized	Sharlene Hughes	Member	3/26/2020	3/9/2020	3/8/2022
County of Monterey Unincorporated	Vacant				
Taxpayer's Association	Kevin Dayton	Member	3/26/2020	3/9/2020	3/8/2022
MAC	Aimee Cuda	Member	3/26/2020	3/9/2020	3/8/2022
MAC	Vacant				

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Pandemic incident response and recovery update.

RECOMMENDATION:

Receive staff report on activities related to COVID-19 pandemic incident response and recovery and provide direction.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

This update supports your Board adopted Business Continuity Plan which states “The final responsibility for the resolution of the incident remains with the chief elected official(s). It is imperative then that the MST Board of Directors remains as active participants and supporters of the Emergency EOC Commander’s activities.”

DISCUSSION:

February 26: As news of what would later become known as the COVID-19 pandemic (the Incident) began to emerge the MST Executive Leadership team began a review of the Business Continuity Plan paying particular attention to the appendix pertaining to Pandemic Response.

March 4: Following numerous emergency declarations at the local level and positive cases increasing by the day, Governor Newsom declares a state of emergency. The declaration institutes anti-price gouging measures and allows for out-of-state health care workers to assist California hospitals

March 12: MST CEO activates the Emergency Operations Center and sets up a staffing plan to begin the development of an Incident Action Plan to anticipate potential reductions in passengers and driver availability.

March 13: A variety of local school, university, and business closures are announced and MST begins suspension of some routes.

March 16: The CEO, with input from the Board Chair, officially declares an Emergency and schedules an Emergency Meeting of the Board of Directors to declare a Fiscal Emergency.

March 17: The Monterey County Order of the Health Officer implements a shelter-in-place order effective March 18th and on that day MST suspends collection of fares and implements social distancing protocols on buses.

March 19: MST Board declares a Fiscal Emergency.

March 21 - 28: MST implements a phased reduction in service resulting in a 40% reduction in hours of service.

At your meeting you will receive an update on the current status of the Incident.

ATTACHMENT(S):

None

PREPARED BY: 
Carl G. Sedoryk

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: Low Carbon Transit Operations Program (LCTOP) FY 19/2020 Allocation

RECOMMENDATIONS:

Approve Resolution 2020-21 authorizing the certifications and assurances, authorized agent forms and execution of the LCTOP projects for FY 19/2020.

FISCAL IMPACT:

Up to \$1,096,826 in LCTOP funds would be used for seven (7) different programs or projects specifically identified in the discussion below.

POLICY IMPLICATIONS:

The terms of the LCTOP require that your Board authorize the filing of the grant application requesting up to \$1,096,826 from the California Department of Transportation. In addition, your Board is responsible for changes to the MST fare structure. Continuing free fares in Salinas on weekends for an additional twelve months and offering free fares to Hartnell and MPC would constitute a temporary change in fare structure and, thus, require approval by your Board.

DISCUSSION:

Assembly Bill 32 (AB 32), the California Global Warming Solicitations Act of 2006, took a long-term, comprehensive approach to addressing climate change and its effects on the environment and natural resources. AB 32 requires California to reduce greenhouse gases to 1990 levels by 2020 and to maintain and continue reductions beyond 2020. The California Air Resources Board was directed to be the lead agency to implement the law. The California Air Resources Board and several other State and local agencies have implemented numerous regulations and programs to reduce emissions to meet these goals.

A key element in the State's emission reduction strategy, the Cap-and-Trade program places a limit, or cap, on greenhouse gas emissions by issuing a limited number of tradable permits (called allowances). A portion of these allowances can be purchased from the State at a quarterly auction, thereby generating proceeds, which are deposited in the State's Greenhouse Gas Reduction Fund. The Legislature then

appropriates these funds to various programs that coordinate transportation and land use to encourage more sustainable communities.

In 2012, Senate Bill 535 (SB 535) was passed requiring Greenhouse Gas Reduction Fund investments in disadvantaged communities as defined by the California Environmental Protection Agency (CalEPA). CalEPA utilized the California Communities Environmental Health Screening Tool to assess all census tracts in California to identify the areas disproportionately burdened by and vulnerable to multiple sources of pollution. In Monterey County, the designated disadvantaged communities are located in portions of Salinas, Marina and Pajaro.

LCTOP is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by SB 862 in 2014. The LCTOP draws from the Greenhouse Gas Reduction Fund to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. For transit agencies with state-designated disadvantaged communities, at least 50% of the annual allocation must be expended on projects that provide direct, meaningful and assured benefits to those communities. In 2016, Assembly Bill 1550 (AB 1550) provided additional statewide requirements for LCTOP expenditures within low-income communities.

Complying with the strict definition of “disadvantaged communities” and the requirements of the above mentioned legislation, MST has developed several successful local projects with LCTOP funds over the last four allocations. MST was able to start offering free weekend fares in Salinas and purchase an electric bus that is now in operation.

Now in the sixth year of LCTOP allocations, and with a larger funding allocation than in past years, MST will be requesting funds for the following projects:

- Continue to provide free transit fares on Lines 40, 41, 42, 44, 45 and 49 in Salinas on weekends. Based on audited ridership and fare revenue data, staff has calculated that approximately \$500,000 in passenger fares would be collected on Saturdays and Sundays on the above-mentioned Salinas transit routes annually.
- \$50,000 would be needed to issue at least 1,000 monthly youth passes to school districts and community groups, half of which would be distributed for free to residents of local designated disadvantaged communities. The other half of the youth passes would be available to residents of other areas of the county, also at no charge.
- Provide free fares for Hartnell College students boarding anywhere in MST's service area, estimated to cost \$185,000.

- Provide free fares for Monterey Peninsula College students boarding anywhere in MST's service area, estimated to cost \$30,000.
- Approximately \$56,826 would be used to implement a new program to incentivize hospitality businesses to join the MST Group Discount Program.
- \$25,000 will be used to offer free fares system wide on: MST's 10-Year Anniversary (7/1/20), California Clean Air Day (10/7/20), Election Day (11/3/20), and Get on Board Transit Day (4/2021). Additionally, MST's Travel Training staff would provide Transit Adventure Days for groups interested in learning to ride the bus.
- The remaining \$250,000 will be used to purchase and install infrastructure for two chargers and inverter boxes for two electric buses funded by prior LCTOP awards.


To receive these LCTOP funds your Board must approve the attached resolution, which authorizes the General Manager/CEO to execute all required documents.

Attachments: Resolution 2020-21

PREPARED BY


Michelle Overmeyer

REVIEWED BY


Carl G. Sedoryk

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RESOLUTION 2020-21

**AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS
AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE
LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) for the
following projects:**

Free Weekend Fares in Salinas \$500,000

Monthly Youth Passes \$50,000

Free Fares for Hartnell college Students \$185,000

Free Fares for Monterey Peninsula college Students \$30,000

Hospitality Transit Passes \$56,826

Try transit and transit adventure days \$25,000

Electric Bus charge point \$250,000

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager/CEO, or its designee; and

WHEREAS, Monterey-Salinas Transit wishes to implement the LCTOP projects listed above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, be authorized to execute all required documents of the LCTOP and any amendments thereto with the California Department of Transportation; and

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of Monterey-Salinas Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2019-20 LCTOP funds:

	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7
Project Name:	Free Weekend Fares in Salinas	Monthly Youth Passes	Free Fares for Hartnell Students	Free Fares for MPC Students	Hospitality Transit Passes	Try Transit Days	E-Bus Charge Point
LCTOP Request:	\$500,000	\$50,000	\$185,000	\$30,000	\$56,826	\$25,000	\$250,000
Description:	Free fares on weekends on transit routes serving DACs in Salinas.	30 day monthly youth passes at least 1,000 passes will be distributed. Half of which going to DACs.	Free fares anywhere on MST's system for Hartnell College students	Free fares anywhere on MST's system for MPC students	New program to incentivize hospitality businesses to join the MST Group Discount Program.	MST would offer free fares system wide on select holidays and to support MST's travel training program.	Infrastructure for two chargers and inverter boxes for two electric buses previously funded by prior LCTOP funding.
Contrib. Sponsor:	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County
Benefit to a Priority Pop.:	DAC	DAC	DAC	DAC	DAC	DAC	DAC

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 13th day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

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

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for February 2020. On February 8, reduced Presidio of Monterey service levels went in to effect with the elimination of lines 67-Presidio/Marina, 68-Presidio Shuttle, and 69-Presidio/Del Monte Center resulting in 49,318 (71.6%) decrease in passenger boardings on military routes.

On February 5, I travelled to San Francisco to meet with the new Federal Transit Administration Region IX Administrator, Ray Tellis, and members of his executive staff. During our meeting I was able to provide an overview of MST and introduce the staff to a variety of MST projects that will require federal funding assistance including the SURF! Busway and Bus Rapid Transit, King City Bus Operations and Maintenance Facility, and Salinas Transit Infrastructure projects. I remained in San Francisco February 6-7 to attend a meeting of the California Transit Association Executive Committee.


Attachment #1 – Dashboard Performance Statistics February 2020

Attachment #2 – Operations Dept. Report – February 2020

Attachment #3 – Facilities & Maintenance Dept. Report February 2020

Attachment #4 – Administration Dept. Report – February 2020

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

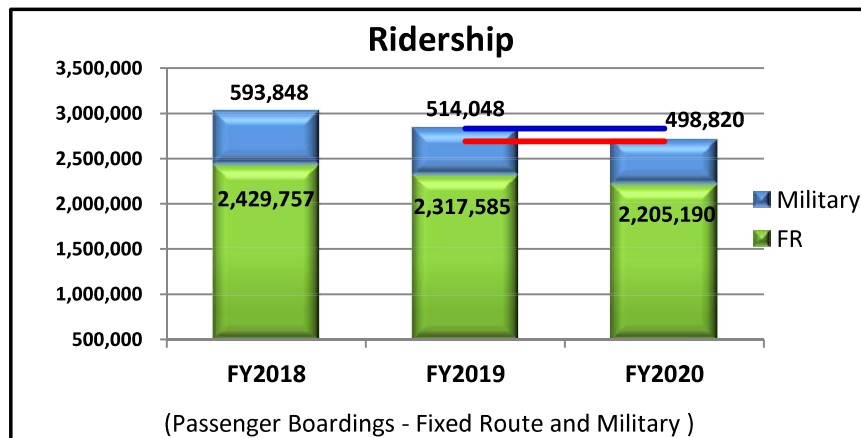
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MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2018-2020

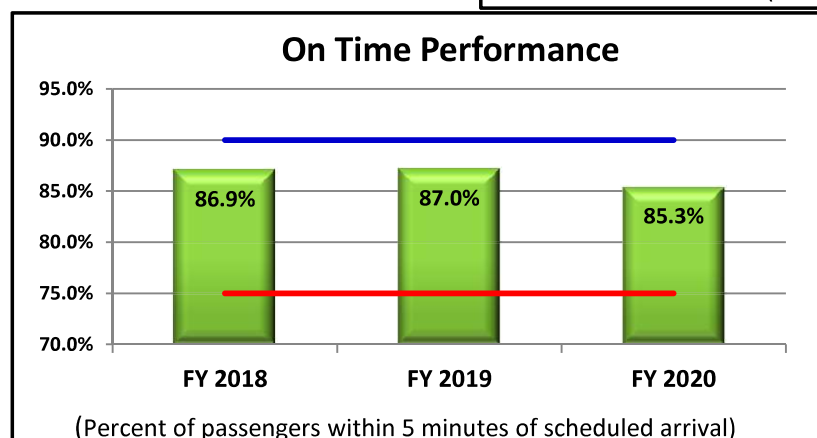
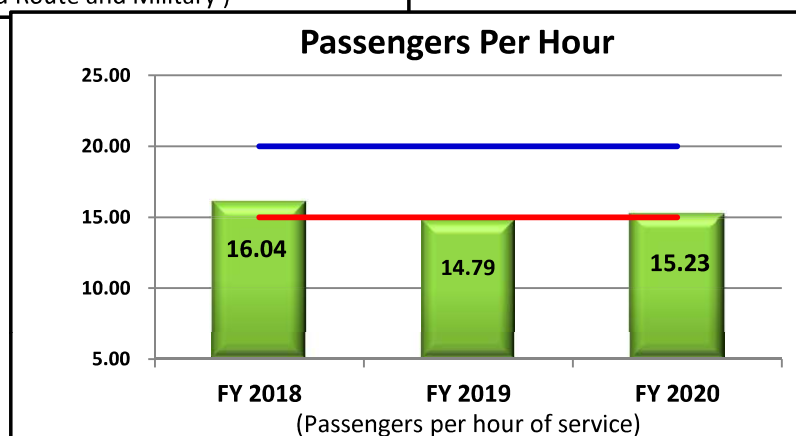


Goal = 2,831,633 passengers

Minimum = 2,690,051 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

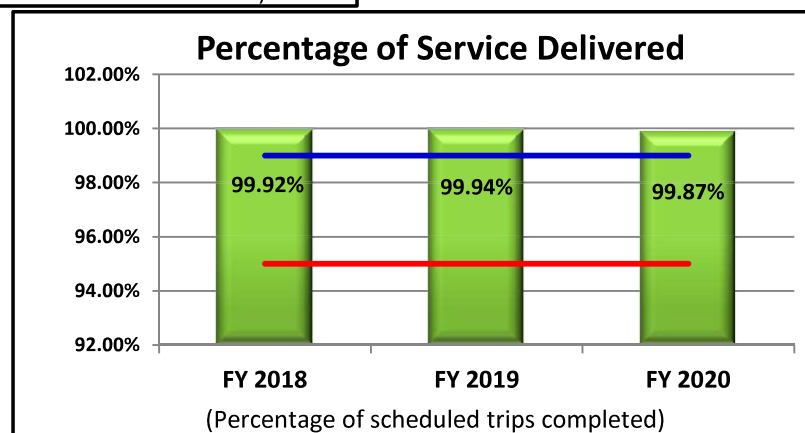


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

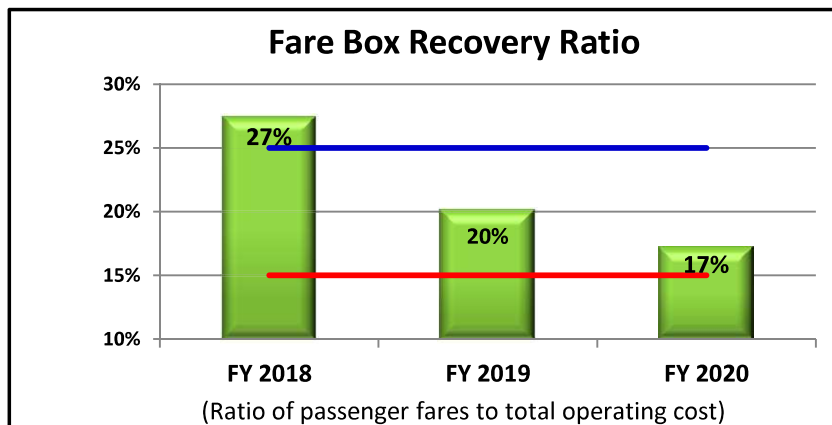


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2018-2020

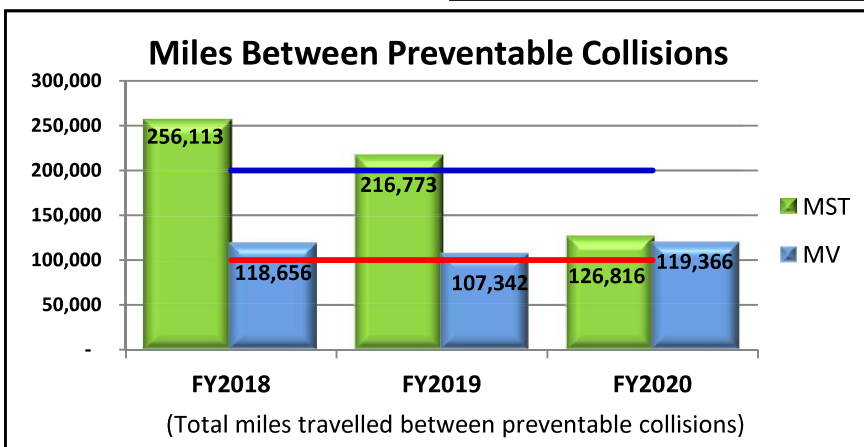
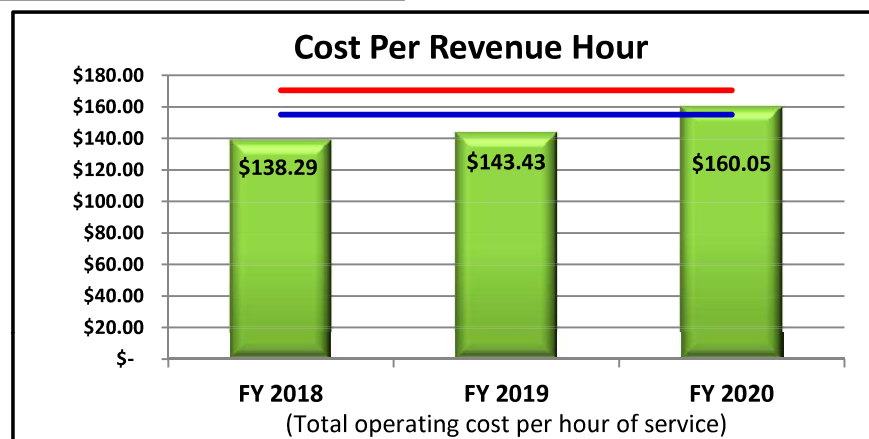


Goal = 25%

Minimum = 15%

Goal = \$155.00 per RH

Maximum = \$170.50 per RH

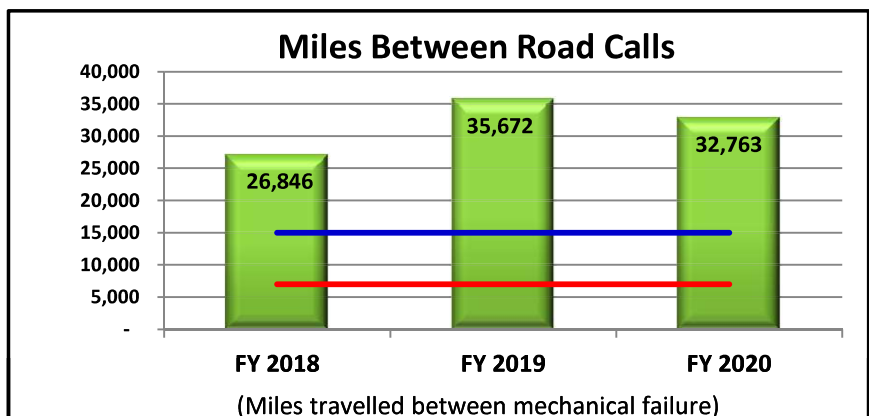


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

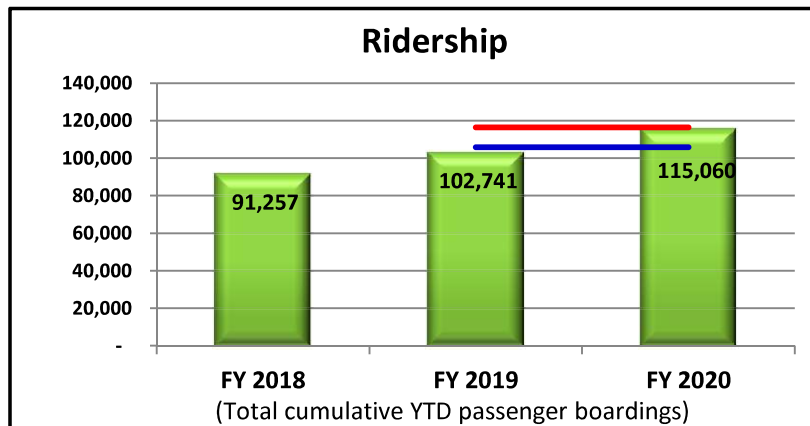


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2018-2020

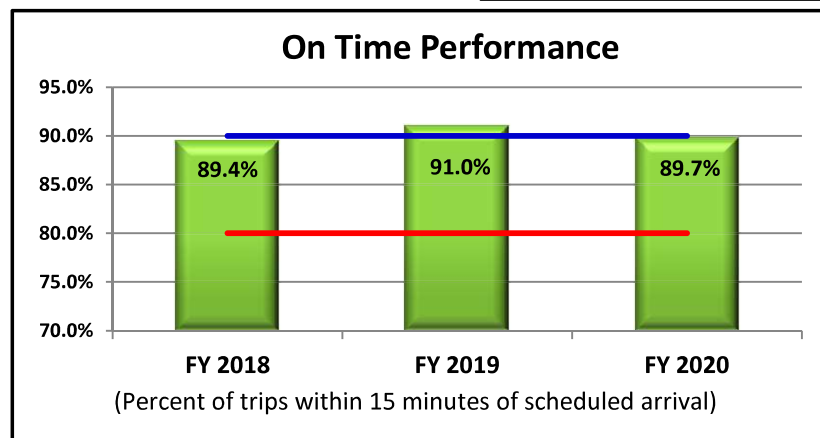
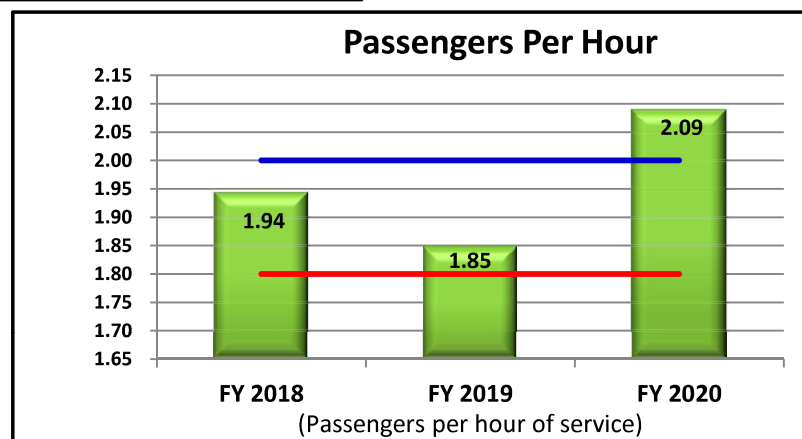


**Goal = 105,823
passengers**

**Maximum = 116,406
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

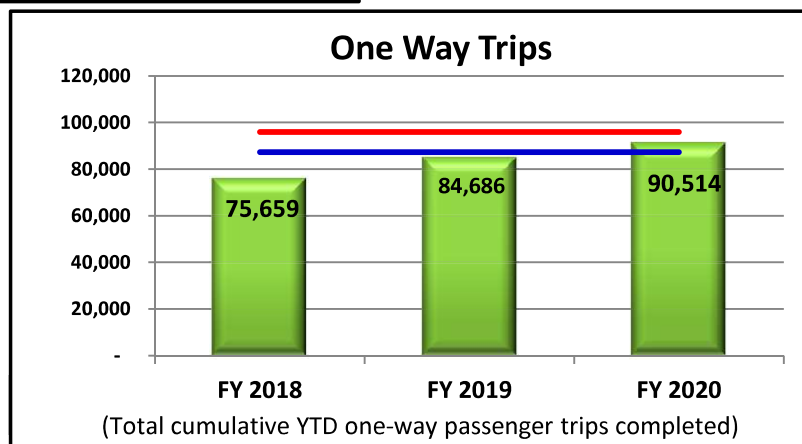


Goal = 90% on time

Minimum = 80% on time

**Maximum = 95,949
one-way trips**

**Goal = 87,227
one-way trips**

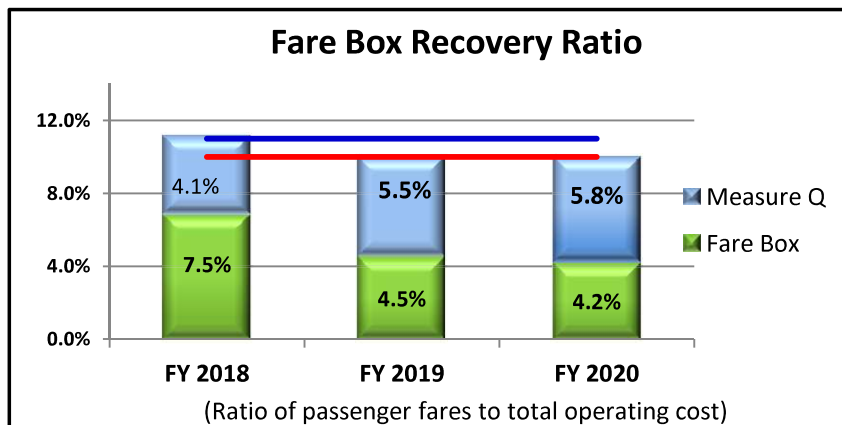


MST RIDES

YTD Dashboard Performance Comparative Statistics

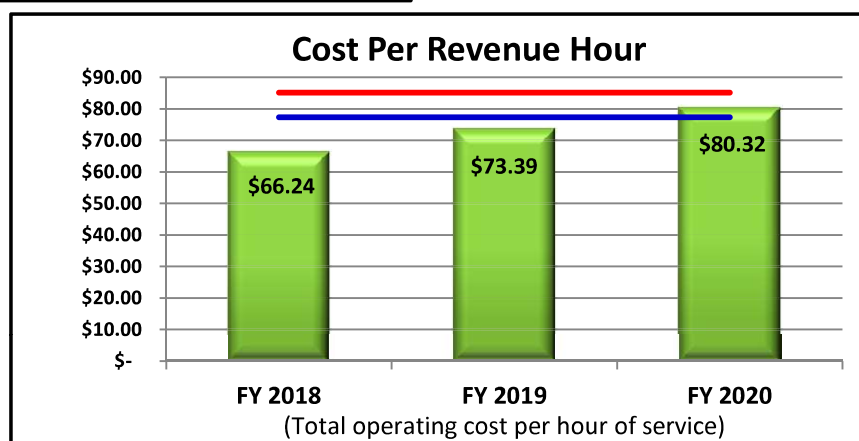
July - February

Fiscal Years 2018-2020



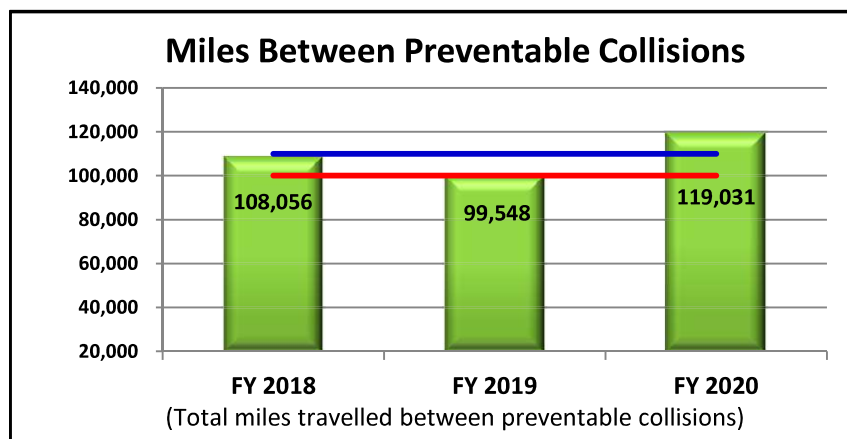
Goal = 11%

Minimum = 10%



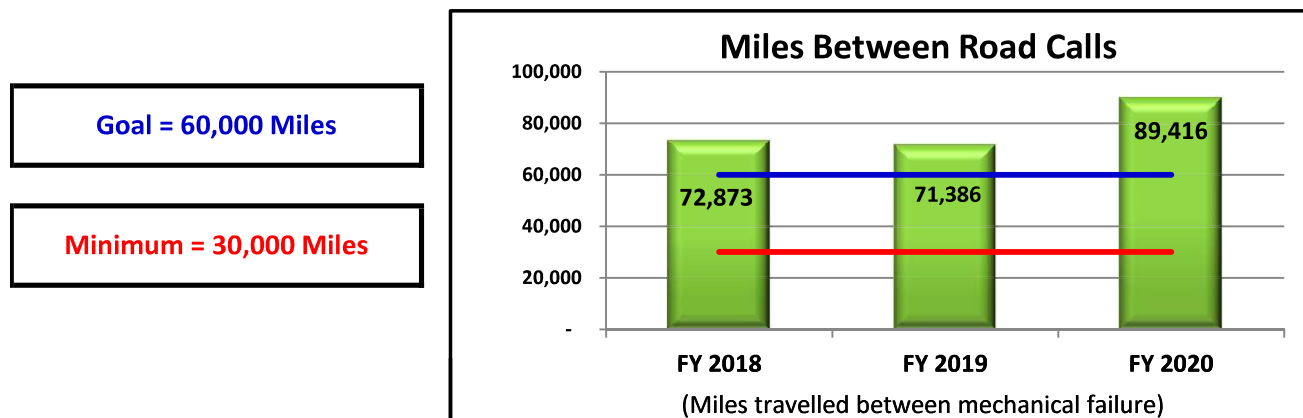
Goal = \$77.37 per RH

Maximum = \$85.11 per RH



Goal = 110,000 Miles

Minimum = 100,000 Miles



Goal = 60,000 Miles

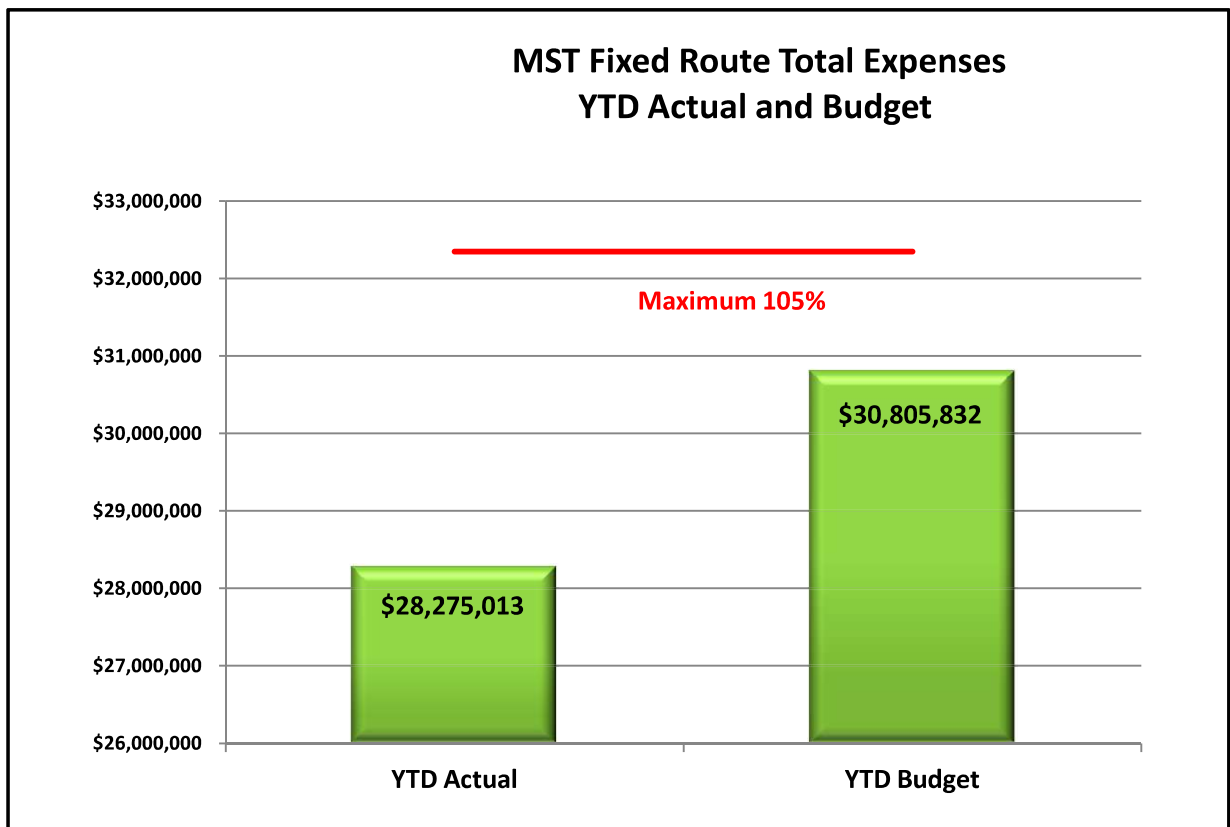
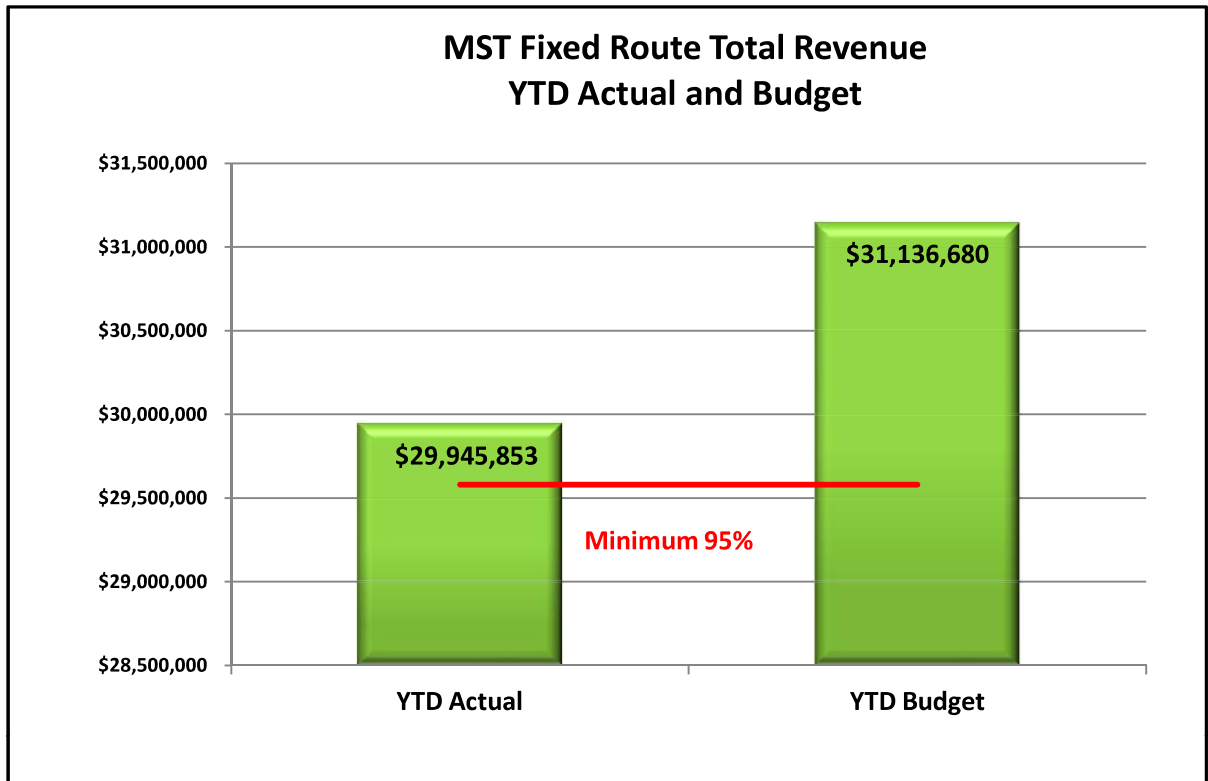
Minimum = 30,000 Miles

MST Fixed Route

Financial Performance Comparative Statistics

July - February

Fiscal Years 2017-2020

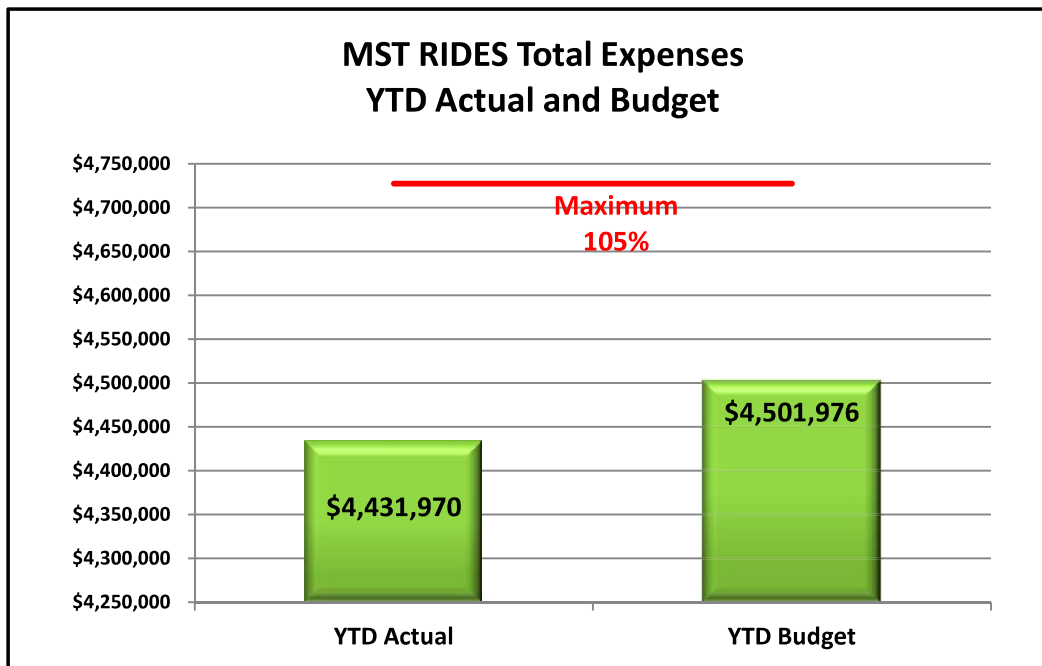
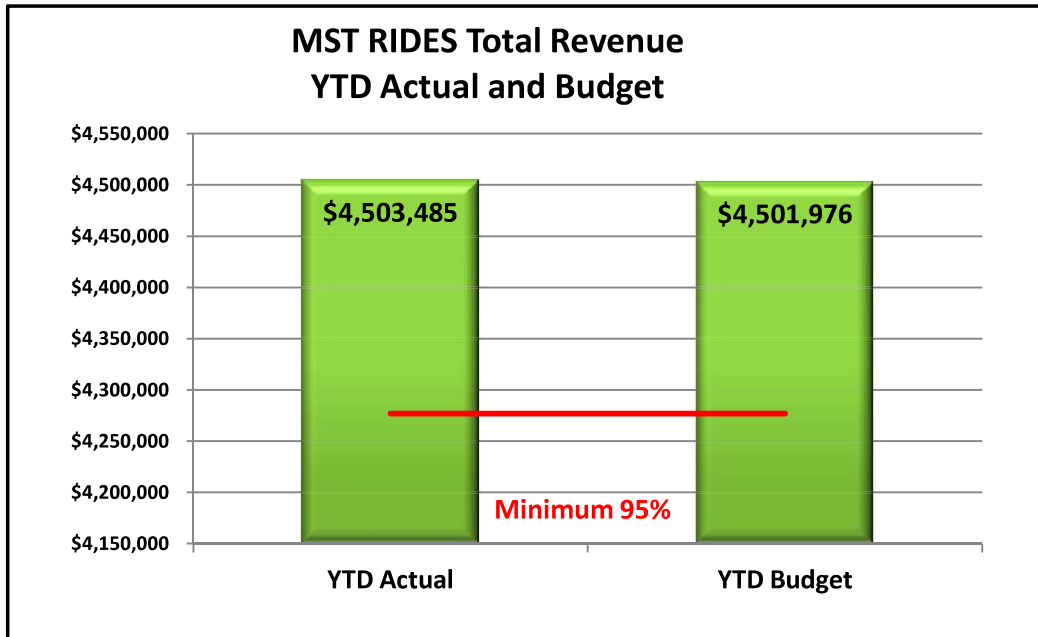


MST RIDES

Financial Performance Comparative Statistics

July - February

Fiscal Years 2017-2020



March 30, 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 – February 2020**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that the ridership was 269,278 in February 2020, which represents an 11.23% decrease as compared to February 2019, (303,329). For the fiscal year to date, passenger boardings have decreased by 4.51% from last year.

Productivity decreased slightly from 13.5 passengers per hour in February 2019 to 13.2 passengers per hour in February of this year.

Supplemental / Special Services:

February 8: MST operated “Free-to-Learn Shuttles” to and from the Monterey Bay Aquarium - transporting 94 passengers. 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.

System-Wide Statistics:

- Ridership: 269,278
- Vehicle Revenue Hours: 20,295
- Vehicle Revenue Miles: 331,548
- System Productivity: 13.2 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 25,684

Time Point Adherence: Of 114,131 total time-point crossings sampled for the month of February, the Transit Master™ system recorded 17,970 delayed arrivals to MST's published time-points system-wide. This denotes that **84.25%** 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 forty six (46) service cancellations for the month of February for both directly operated and contracted services:

Total Trips Completed: 25,684			
Category	MST	MV	%
Mechanical Failure	3	1	40%
Staff Shortage	4	2	60%
Totals	7	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 February 2019 and 2020:

Occurrence Type	February-19	February-20
Collision: MST Involved	1	7
Employee Injury	0	0
Medical Emergency	0	0
Object Hits Coach	1	1
Passenger Conflict	7	5
Passenger Fall	7	3
Passenger Injury	1	0
Other	0	1
Near Miss	1	0
Fuel / fluid Spill	0	2
Unreported Damage	0	2
Totals	18	21

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of February 2020 there were 14,529 passenger boardings. This denotes a 24.41% increase in passenger boardings from February of 2019, (11,678). For the Fiscal year – passenger boardings have increased by 11.99% over FY 2019.

- Productivity for February 2020 was 2.14 passengers per hour, increasing from 1.81 passengers per hour in February 2019.
- For the month of February 2020, 90.42% of all scheduled trips for the MST RIDES program arrived on time, decreasing from February of 2019, and (91.46%).

COMMUNICATIONS CENTER:

In February, MST's Communications Center summoned public safety agencies on six (6) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	4
EMS	Passenger Medical Emergency / Injury	2

Robert Weber



Chief Operating Officer
Monterey – Salinas Transit District

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ATTACHMENT 3

March 30, 2020

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **February 2020**

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 February 2019:	Average Fuel Price: FY2020
Diesel: \$3.10	\$2.62	\$2.61
Gasoline: \$3.20	\$2.87	\$2.89

Period:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
February: 2020	\$1.04	34,748
YTD: FY 2020	\$1.02	25,882
FY 2019	\$0.93	30,397
FY 2018	\$0.92	24,455

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

Department Activities/Comments:

For the month of February, MST's revenue fleet traveled 34,748 Miles Between major mechanical Road Calls (MBRC). This was an 18% positive increase in MBRC compared to the previous month (January 2020). In February, MST experienced a total of (8) Major Mechanical road-calls. The highest number of major mechanical road calls fell into the Cooling category where MST experienced (3) road-calls.

In February, I attended the annual California Hydrogen Business Council meeting in Sacramento with MST's GM and COO. These meetings provided more learning opportunities regarding hydrogen fuel-cell powered vehicles and hydrogen as an alternative fuel source resulting in zero-emissions. MST is continuing to investigate

hydrogen as a possible zero-emissions solution and will continue learning more about hydrogen and other zero-emissions solutions.

Hartnell College in Salinas has provided MST a letter confirming their support and participation in MST's Maintenance Technician Apprenticeship program that has been in the works for the last few years. This letter is one of several required documents that MST will submit as a "package" to the State of California for final approval. Staff also met with MST's local bargaining unit to discuss the program and will continue working through the process through final implementation of the program. Staff will provide regular updates regarding the program and looks forward to full implementation.



Prepared by: _____
Norman Tuitavuki



Reviewed by: _____
Carl G. Sedoryk

ATTACHMENT 4

Date: March 31, 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 – February 2020**

The following significant events occurred in Administration work groups for the month of February 2020:

Human Resources

A total employment level for February 2020 is summarized as follows:

Positions	Budget FY20	Actual	Difference
Coach Operators F/T	136	132	-4
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	34	-3
Maintenance & Facilities	52	48	-4
Administrative (Interns 1 PT)	30	27	-3
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.

February Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$19,573.98
<i>Other (includes Legal)</i>	\$11,480.80
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$13,768.97
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,216.08
Total Expenses	\$58,748.16
Reserves	\$751,211.54
Excess Reserved	(\$25,778.63)
<i># Ending Open Claims</i>	40

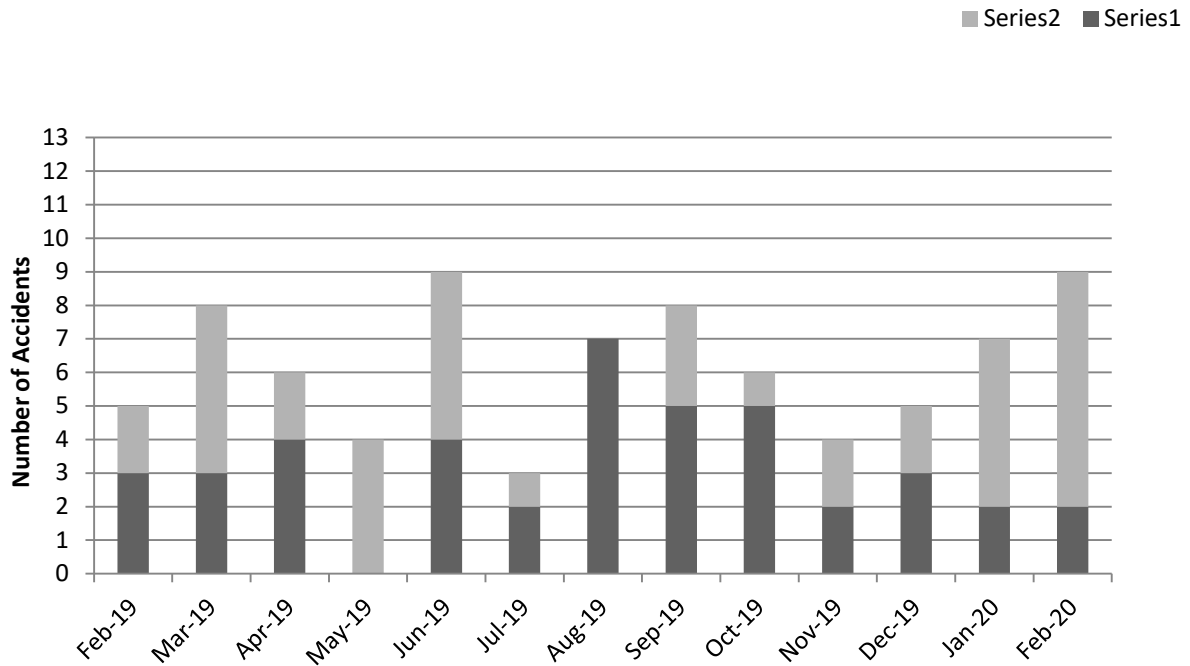
Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	12
Post Accident/Incident Re-training	0
MCI 4500 Series Refresher Training	9
Hometown Trolley Qualification Training	12
Human Trafficking: Modern Day Slavery Training	12
Return to Work refresher training	3
HR101: Recruitment and Selection Process	22
Truckers Against Trafficking: Certified in Busing on the Lookout Program	1
Maintenance Safety Training: Prescription/OTC drug abuse, emergency eye wash, housekeeping rules	7
Harassment Prevention training for employees	9
CAT E3500 Electric Forklift familiarization training	1
In-Service Training: New Hire EEO Policy and Complaint Procedure	6
American Institute of CPAs: Auditing, behavioral ethics, business management, information technology and taxes	1
CalCPA Education Foundation: accountancy laws, ethics, taxes and financial reporting review: Ethics webcast	1

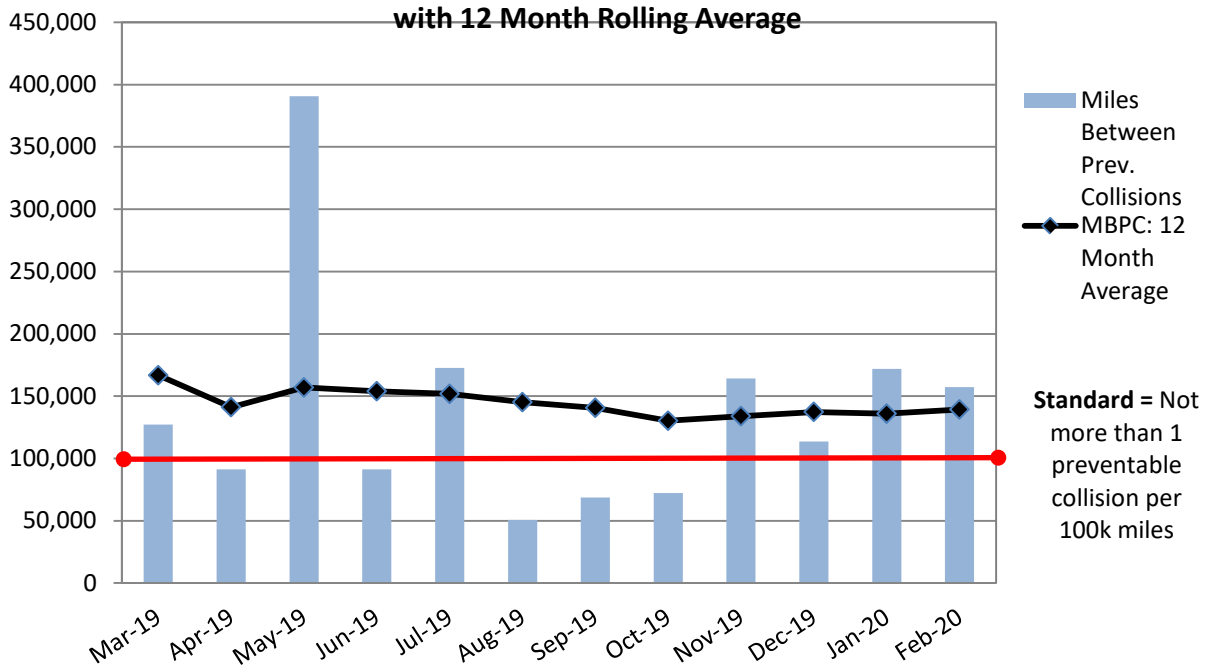
Risk Management

Description	February 2020 Preventable		February 2019 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	7	0	0
MST Preventable Accidents	2	0	3	2
TOTAL	2	7	3	2

Accident Statistics



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



Customer Service Update

Service Report Type	MST	Other Provider *	# of valid reports	% of reports received **	February 2019	% of reports received **
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	5	0	1	7.1%	2	3.8%
Carried By	1	0		1.4%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	0	1	1.4%	0	0.0%
Employee Other	0	0		0.0%	1	1.9%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	5	0	1	7.1%	2	3.8%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	12	3	6/2*	21.4%	13	24.5%
Improper Employee Conduct	13	1	3/1*	20.0%	6	11.3%
Inaccurate Public Information	0	0		0.0%	1	1.9%
Late Arrival	1	6	5*	10.0%	2	3.8%
Late Departure	0	0		0.0%	0	0.0%
No Show	2	2		5.7%	4	7.5%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	1	3	1	5.7%	7	13.2%
Passenger Conduct	1	0		1.4%	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	0	0		0.0%	0	0.0%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	1	0		1.4%	2	3.8%
Service Animal	0	0		0.0%	0	0.0%
Service Other	7	1		11.4%	12	22.6%
Service Schedule	1	1	1*	2.9%	0	0.0%
Taxi	0	1		1.4%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%

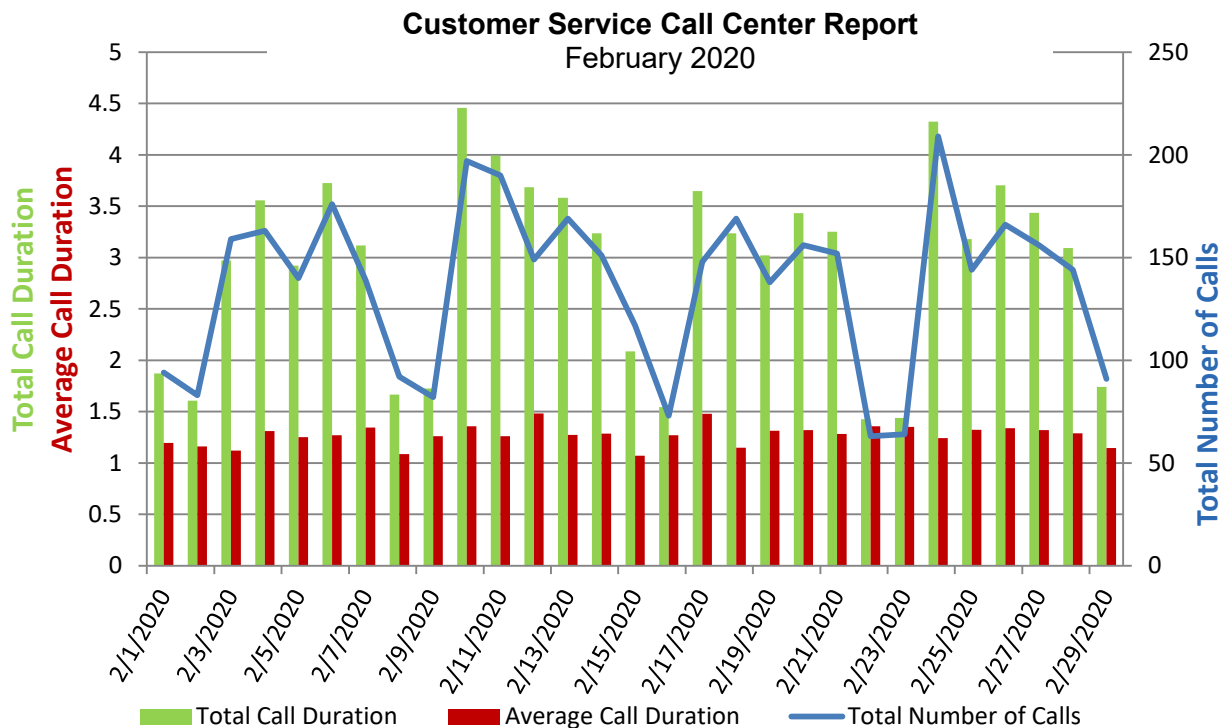
Unsafe Conditions	0	0	0.0%	1	1.9%
Vehicle Maintenance	1	0	1.4%	0	0.0%
Sub total reports	52	18			
Grand Total MST and *Other Provider		70	100.0%	53	100.0%
Employee Compliment	2	3		4	
Service Compliment	1				

*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of February 2020, MST received a total of 3,974 calls which lasted a total of 84 hours and 41 minutes. The average call duration was one minute and seventeen seconds (1:17). MST received the most number of calls on Monday, February 24, at 209. Of the total number of calls, 1,199 (30%) 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 February, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff is working the fiscal year 2021 budget process.

Payroll

Payroll continued to provide hours and earnings reports upon request to MST departments. 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

Grants

During the month of February, staff assisted in submitting an application and documentation for entry into FTA's Small Starts Capital Investments Grant Project Development program. Work on applications for the Low Carbon Transit Operations Program, 5307 urbanized area formula grant, 5339(b) Bus and Bus Facilities Program, and other potential grant opportunities are underway. In addition to attending several webinars for future grant opportunities, staff also attended the Local Partnership Program guidelines workshop in Sacramento. Update meetings with internal staff were ongoing to address status changes of various active or pending grants and requests for reimbursements. Back up documentation for local, state, and federal quarterly reports were compiled in anticipation of upcoming reporting requirements.

Purchasing

During the month of February, 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 February was \$210,670 which represents a negligible change over the month of January where inventory value was at \$209,192. The flattening 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 coordinating disposition of donated vehicles to local charities, and large procurement agreements, including a security agreement and finalizing the design build contract with Diede Construction, Inc.

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 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 continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored and configured 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 monitored and configured the Giro Hastus run cutting/planning system.

Staff worked with the Facilities department during the Joe Lloyd Way remodel for the IT network installation, as well as with MV Transportation staff and the CSUMB IT and Planning departments.

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 60 IT support-related emails and telephone calls that were responded to in a timely manner. Staff finalized specifications and cost for hardware and software upgrade requirements needed for FY 2020/21.

Marketing Update

MST RealTime Usage:

2019	Text	RealTime Phone	CSR Phone	App Sessions	App Users
February	7,285	822	3,515	269,961	7,843
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
2020					
January	8,297	1,080	4,220	396,890	11,326
February	8,614	1,199	3,974	393,590	10,542

Published news stories include the following: “Monterey County hospitality businesses team up to address transportation challenges” (Monterey County Business Council, 2/7/20), “Starting Saturday MST cuts bus services to Presidio by 50%” (KSBW, 2/7/20), “MST service reductions to Presidio of Monterey go into effect” (KION 5/46, 2/10/20).

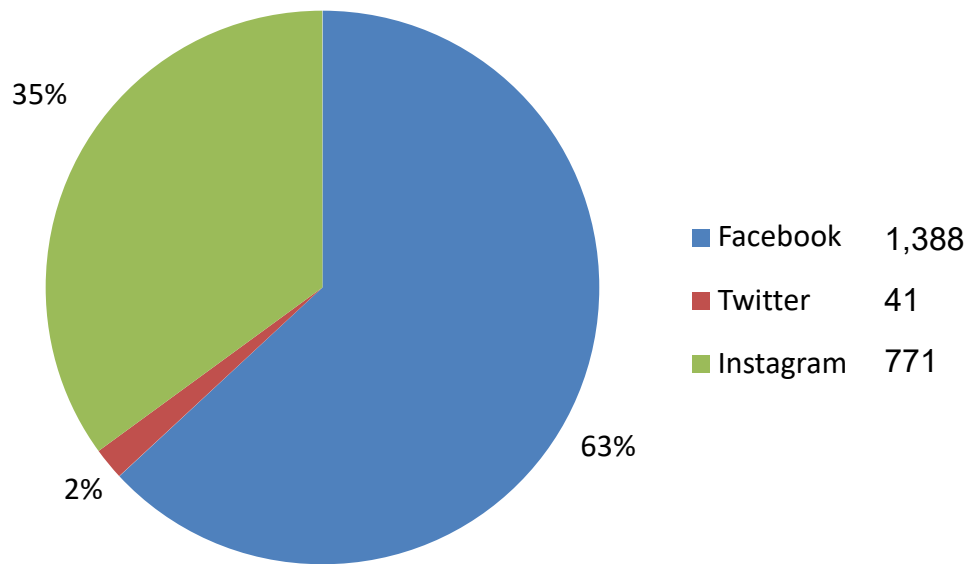
Press releases sent include: “MST Service Changes Go In to Effect Saturday, February 8” (2/4/20), “MST Bus Service on Presidents’ Day” (2/6/20).

Community outreach: Staffed information booth at Gathering for Women in Monterey every Wednesday of month, staffed information booth at CSUMB Open House in Seaside, staffed information booth at Rose Ferrero Elementary School in Soledad, staffed information booth at Naval Postgraduate School with MST Planning in Monterey, and staffed information booth at TK & Kinder Resource Festival in Greenfield.

Projects: Continued to work with Monterey Bay Aquarium staff to coordinate Free to Learn trips, worked with MST Mobility Department to support MST’s Senior Transit Day, began planning for Transit Driver Appreciation Day on March 18th, and worked with Hartnell College Independent Living Program staff to coordinate a field trip on MST buses this Spring.

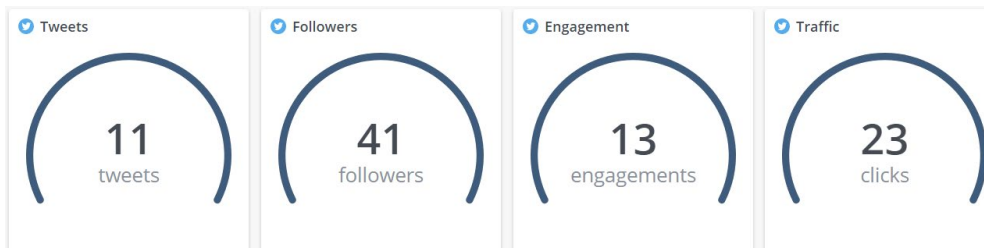
Collaborative/Meeting/Committee’s: Attended the APTA Marketing & Communication conference in Florida, attended Monterey County Immigrant Services Network Empowerment (CISNE) meeting in Salinas, attended Monterey County’s Community Voice for Aging (MCCVA) collaborative in Monterey, attended a special lunch meeting for International Women’s Day in Salinas at Alisal High School, and attended the Huge Census Convening in Soledad.

Social Fans

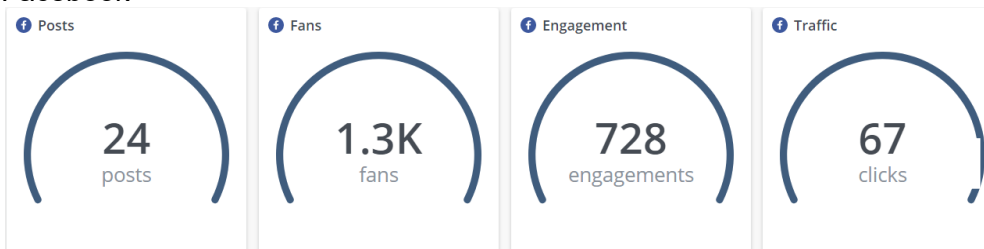


Overview by Social Media Platform:

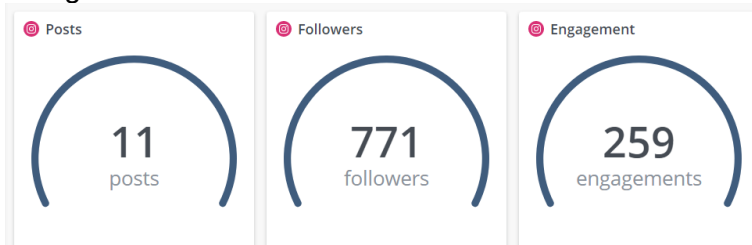
NEW! Twitter



Facebook



Instagram



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

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

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

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

Planning Update

During the month of February, staff continued to monitor the revenues and expenses for the military partnerships and coordinated with the Presidio on a service reduction plan that went into effect February 8, 2020.

On February 3rd, staff visited the Naval Post Graduate School to promote MST services.

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.

Ongoing coordination took place with CSUMB, Hartnell College, and Monterey Peninsula College to discuss the status of the existing college pass programs as well future direction for the programs.

Work continued on the Phase II *Surf!* Busway and Bus Rapid Transit Project. Staff met with representatives from LandWatch, CSUMB, and FORTAG to start early consultation on the project. A site visit by bicycle took place on February 14th with MST, TAMC and the consultant. A kick-off meeting with municipal partners from Marina, Sand City, Seaside, and Monterey took place on February 26th.

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.

Thomas Walters & Associates, Inc.
Washington, DC

March 30, 2020

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Pandemic Disruption.

The COVID-19 pandemic radically changed the focus in Washington, DC, in March as Congress and the Administration gradually began to focus exclusively on responding to the health emergency. Two supplemental appropriations measures were enacted earlier in the month that provided initial public health funding, increased testing resources and ensured that most workers would have access to paid family leave and sick leave:

- H.R. 6074, the *Coronavirus Preparedness and Response Supplemental Appropriations Act*
- H.R. 6201, the *Families First Coronavirus Response Act*

A third measure, H.R. 748, the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, was signed into law on March 27 to provide around \$2.3 trillion in federal resources to cover a broad range of response and recovery needs.

Following enactment of H.R. 748, Congress adjourned until at least April 20. House Majority Leader Hoyer (D-MD) has stated that leaders will be considering advice from medical experts, the Capitol attending physician and what is happening in members' communities and their own families before making a decision about reconvening. Some leaders, such as Speaker Pelosi (D-CA) are eager to pursue additional COVID-19 response legislation. Others, such as House Minority Leader McCarthy (R-CA), are suggesting that additional legislative activity should depend on the events that will unfold in the weeks to come. In addition, the public health concerns of convening Congress and requiring members to travel to the nation's capital are having an impact.

H.R. 748, the CARES Act/Financial Relief Legislation

Throughout March, we urged Congress to provide assistance to public transportation operators such as MST because of the impacts of the severe economic dislocation and the public health

emergency. After extensive negotiations, Congress and the Administration agreed to H.R. 748, the *Coronavirus Aid, Relief, and Economic Security (CARES) Act*, a bipartisan package to shore up the economy, help individuals who lose incomes, and provide resources to strengthen public health capabilities.

Among its numerous provisions, the legislation provides \$36.1 billion in discretionary appropriations for the U.S. Department of Transportation, of which \$25 billion is for grants to mass transit agencies. FTA is directed to apportion the funds within 7 days of the bill being signed into law as follows:

- §5307 Urbanized Area Formula - \$13.8 billion
- §5311 Rural Area Formula - \$12 billion
- §5337 State of Good Repair Formula - \$7.5 billion
- §5340 Fast-Growth & High-Density State Formula - \$1.7 billion

These grants amount to almost three times what FTA apportions through these formulas in a typical year. The funding will be a 100 percent federal cost-share and can be used for operating expenses related to the response to a coronavirus public health emergency.

H.R. 748 also has several significant programs that are intended to help stabilize the economy and provide assistance to individuals who are experiencing financial distress. Although these programs will not provide direct assistance to MST, they may be of interest because of their importance for protecting the local economy and the tax base upon which your agency depends. Among the most significant of these provisions are the following:

- \$454 billion for the U.S. Treasury to provide lending support to businesses. This program might also allow the Treasury to support lending to states and municipalities.
- \$350 billion for Small Business Administration forgivable loans, which are to help businesses meet payroll and pay for rent and utilities, etc.
- Significantly expanded unemployment benefits that will provide an additional \$600 per week payment to each recipient and provide an additional 13 weeks of unemployment benefits through December 31, 2020.
- Direct cash payments to most individuals. These 2020 recovery rebates of \$1,200 (\$2,400 to joint filers), with an additional \$500 per child, will be paid to all US residents with adjusted gross income up to \$75,000 (\$150,000 joint), who are not a dependent of another taxpayer and have a work eligible social security number.
- A Job Retention Tax Credit will provide a refundable payroll tax credit for 50 percent of wages paid by employers to employees during the COVID-19 crisis.

Congressional Outlook

Although the legislative schedule for Congress is unclear and evolving, there is bipartisan interest in reconvening in April to begin drafting an additional (phase-four) coronavirus response

Don Gilchrest
February 25, 2020

bill. Some of the initial items that are being mentioned for inclusion are more help for hospitals, states and local governments; increased food assistance; more direct payments to individuals; and expanded leave requirements.

During the drafting of the first three pandemic response legislative packages, there was some discussion of accelerating the reauthorization of surface transportation programs to provide additional economic stimulus through transportation project funding. As Congress continues to consider investment in economic stimulus measures, we will be advocating for the transportation programs and legislative principles adopted by your Board in the MST 2020 Federal Agenda and for the resources necessary for MST to respond and recover from the pandemic.

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

On March 4 – 6, I attended a conference on the current state of hydrogen fuel cell technologies in Sacramento. While at the conference I took the opportunity to meet with Assembly members Stone and Rivas and Senators Monning and Caballero to discuss our current projects and legislative priorities. The entire delegation supported MST opposition to the three separate bills that would require transit operators to offer free services to persons aged 18 and under, 65 and older or enrolled in a community college, state college, or university. A proposal from LandWatch Monterey County to seek legislation to expedite environmental review for our SURF! Busway and Bus Rapid Transit project was met with mixed results from our state delegation.

On March 11, I returned to Sacramento to provide testimony to the Assembly Budget Committee regarding the severe financial and operational impacts unfunded free fare proposals would have on transit operators in small urban and rural areas. Following the budget committee hearing, I participated in a briefing of key legislative and administrative staff members to provide more in-depth analysis to the questions raised in the budget hearings.

With the statewide shelter-in-place order taking place on March 19, the Governor has indicated that legislative proposals that require new ongoing funding will not be considered. Staff has participated in a number of meetings to develop state fiscal emergency funding targets and implementation strategies to reduce legislative and administrative burdens to complement the \$3.7 Billion of federal funding that will come to California through the recently enacted CARES Act of 2020.

Submitted by: 
Carl G. Sedoryk

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February 27, 2020

To: Robert Weber, Chief Operating Officer

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

Subject: **TRIP REPORT – February 2020**

From February 18-20, I attended the Zero Emission Bus Resource Alliance (ZEBRA) Charger Manufacturer & Hydrogen Supplier Roundtable that was held in Seattle and hosted by King County Metro. The Roundtable allowed me to learn and interact with Zero Emission Bus (ZEB) infrastructure providers specializing in electric ZEB charging and hydrogen fueling. The Roundtable started with a King County facility and ZEB tour where I learned about King County's ZEB infrastructure and bus operation.

The companies that attended the Roundtable spent a considerable amount of time answering questions from participants specifically focused on their ZEB infrastructure solutions, costs, benefits, and other related questions. The following list of participants provided an overview of their companies.

- | | |
|----------------|---------------------|
| • Air Liquide | • WAVE |
| • Air Products | • ABB |
| • Messer | • Heliox |
| • Trillium | • ChargePoint |
| • Plug Power | • Siemens |
| • Proterra | • Momentum Dynamics |

The Roundtable was very informative. The discussions and interactive sessions provided valuable information that MST will consider as we strive to comply with California's Innovative Clean Transit (ICT) rule.

PREPARED BY: *Norman K. Tuitavuki*
Norman K. Tuitavuki

REVIEWED BY: *Carl G. Sedoryk*
Carl G. Sedoryk

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March 20, 2020

To: Robert Weber, Chief Operating Officer

From: Marzette Henderson, Contract Transportation Supervisor

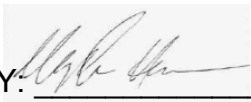
Subject: TRIP REPORT – February 2019


On February 4-6, 2020, I attended the Rutgers University National Transit Institute Advancing Mobility Managements course at the Valley Metro headquarters in Phoenix, AZ.

This course is designed to help build the capacity of transit professionals to implement and scale up mobility management strategies and initiatives and expose participants to promising practices in the field. Topics covered 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 a 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 an 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

REVIEWED BY: 
Carl G. Sedoryk