



**MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS  
BOARD MEETING AGENDA**

**December 14, 2020**

**Time: 10:00 AM Pacific Time (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

December 14 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](mailto:clerk@mst.org) by 3:00 pm on Friday, December 11, 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>

**REMOTE CONFERENCE ONLY**

**Join from PC, Mac, Linux, iOS or Android:**

Join Zoom Meeting

<https://zoom.us/j/93499251302?pwd=KzhhdGp2SlluS0VkV0VZUGwvWGIRdz09>

Meeting ID: 934 9925 1302

Password: 132854

One tap mobile

+16699006833,,93499251302#,,,,0#,,132854# US (San Jose)

+12532158782,,93499251302#,,,,0#,,132854# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 934 9925 1302

Password: 132854

Find your local number: <https://zoom.us/u/azpUB9vO7>

## **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 District 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 2021-14 Recognizing Marzette Henderson, Contract Transportation Manager, as Employee of the Month for December 2020. (Robert Weber) (Page 7)
- 3-2. Approve Minutes of the Board Administrative Performance Committee on November 9, 2020. (Jeanette Alegar-Rocha) (Page 9)
- 3-3. Approve Minutes of the MST Board Meeting on November 9, 2020. (Jeanette Alegar-Rocha) (Page 13)
- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of August 2020. (Sonia Wills) (Page 19)
- 3-5. Financial Reports – October 2020. (Lori Lee) (Page 21)
  - a) Accept report of October 2020 Cash Flow
  - b) Approve October 2020 Disbursements
  - c) Accept Report of October 2020 Treasury Transactions
- 3-6. Receive 2021 MST Board Meeting Schedule and 2021 MST Conference Schedule. (Jeanette Alegar-Rocha) (Page 29)
- 3-7. Approve the Revised MST Agency Safety Plan in Support of the Federal Transit Administration (FTA) Requirement to Develop, Certify, and Implement an Agency Safety Plan. (Lisa Cox) (Page 33)
- 3-8. Adopt Retirement Resolution 2021-15 Recognizing Doris Martinez, Scheduling/Planning Analyst, for Her 36 Years of Service. (Michelle Overmeyer) (Page 55)

- 3-9. Adopt Retirement Resolution 2021-16 Recognizing Robert Weber, Chief Operating Officer, for His 20 Years of Service. (Carl Sedoryk) (Page 57)
- 3-10. Adopt Resolution of Appreciation 2021-17 for Services Rendered by Kristin Clark. (Carl Sedoryk) (Page 59)
- 3-11. Authorize General Manager/CEO to Execute an Agreement with the Transportation Agency for Monterey County (TAMC) for Joint Procurement and Cost Sharing of Property Demolition in the Amount of \$1,489,700. (Lisa Rheinheimer) (Page 61)
- 3-12. Authorize General Manager/CEO to Execute a Contract with Cintas for Uniform and Linen Services in an Amount Not to Exceed \$270,000. (Sandra Amorim) (Page 63)
- 3-13. Authorize General Manager/CEO to Execute a Three-Year Contract with Executive Facilities Services, Inc., to Provide Janitorial Services and Supplies in an Amount not to Exceed \$980,600.(Norm Tuitavuki) (Page 65)
- 3-14. Approve Reduction in Regular Fares for Lines 61, 91, 92, 93, 94, and 95 During the Six-Month Contactless Fare Demonstration Project.(Lisa Rheinheimer) (Page 67)

End of Consent Agenda

#### **4. RECOGNITIONS AND SPECIAL PRESENTATIONS**

- 4-1. Employee of the Month for December 2020, Marzette Henderson
- 4-2. Retirement – Doris Martinez, 36 Years of Service
- 4-3. Retirement – Robert Weber, 20 Years of Service
- 4-4. Board Recognition – Kristin Clark
- 4-5. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)
- 4-6. Receive Update on Strategic Planning Workshop. (Carl Sedoryk) (Page 69)

#### **5. PUBLIC HEARINGS**

None

#### **6. ACTION ITEMS**

- 6-1. Approve the Recommended 4.7% Incentive Pay for MST's General Manager/CEO. (Kelly Halcon) (Page 71)

- 6-2. Authorize General Manager/CEO to Execute a Contract with Jarrett Walker + Associates for a Comprehensive Operational Analysis in an Amount Not to Exceed \$344,800. (Michelle Overmeyer) (Page 73)
- 6-3. Receive Update and Adopt 2021 Federal and State Legislative Programs. (Carl Sedoryk/Don Gilchrest/Michelle Overmeyer) (Page 75)

## **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 2020 (Page 89)
- 7-2. Federal Legislative Advocacy Report – November 2020 (Page 121)
- 7-3. State Legislative Advocacy Update – None
- 7-4. Staff Trip Reports - None
- 7-5. Correspondence - None

## **8. BOARD REPORTS, COMMENTS, AND REFERRALS**

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.
- 8-3. Board Member Referrals for Future Agendas.

## **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.*

## **10. RETURN TO OPEN SESSION**

## **11. ATTACHMENTS**

11-1. The Detailed Monthly Performance Statistics and Disbursement Journal for October 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:** January 11, 2021  
**REMOTE CONFERENCE ONLY**  
**ZOOM MEETING**  
**10:00 a.m.**

**NEXT AGENDA DEADLINE:** December 29, 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/>*

### MST District Board and Committee Agendas

#### Accessibility, Language Assistance, and Public Comments

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 District Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit District 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 at the address below.

Public comments may be submitted for any item on the agenda by contacting MST:

**Mail:** MST, Attn: Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940

**Website:** <https://mst.org/contact-us/> • **Email:** [clerk@mst.org](mailto:clerk@mst.org) • **Phone:** (888) 678-2871

**TTY/TDD:** 831-393-8111 • 711 Relay



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

**Blank Page**

**MARZETTE HENDERSON  
DECEMBER 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 their positive contribution to MST and to the entire community; and

WHEREAS, Marzette Henderson began his employment with Monterey-Salinas Transit in February 2017 as a Communications Systems Specialist and was later promoted to Contract Transportation Supervisor in September of 2019. He soon established himself as a leader among his peers – assisting with training new Communication Specialists and with other vital duties within the department; and

WHEREAS, Marzette Henderson was instrumental in applying a previously untested software platform to quickly identify MST RIDES passengers who resided in and around the evacuation warning areas within Carmel Valley and the Monterey Peninsula during the Carmel and River fires. The data was used to plan for and execute evacuations of some of these elderly and disabled individuals out of the reach of the fast-moving wildfires with the Monterey County Office of Emergency Services; and

WHEREAS, Marzette Henderson has continued to be an excellent representative to the communities MST serves and remains a valued asset to our district and to our customers.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Marzette Henderson as Employee of the Month for December 2020; and

BE IT FURTHER RESOLVED that Marzette Henderson 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 DISTRICT  
PASSED AND ADOPTED RESOLUTION 2021-14 this 14<sup>th</sup> day of December 2020.

---

Dan Albert  
Board Chair

---

Carl Sedoryk  
Board Secretary

**Blank Page**



**Board Administrative Performance Committee (BAPC)**  
ZOOM Teleconference Meeting

**Minutes**

November 9, 2020  
9:00 a.m.

<b>Present:</b>	Yanely Martinez Mike LeBarre (Chair) Dave Pacheco Luis Alejo	City of Greenfield City of King City of Seaside County of Monterey
<b>Absent:</b>	Kristin Clark Frank O'Connell	City of Del Rey Oaks City of Marina
<b>Staff:</b>	Carl Sedoryk Lisa Rheinheimer Robert Weber Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Marzette Henderson Deanna Smith	General Manager/CEO Assistant General Manager Chief Operating Officer Deputy Chief Operating Officer Director of HR & Risk Management Director of Information Technology Director of Planning & Innovation Deputy Secretary General Accountant & Budget Manager Marketing & Customer Service Manager Contract Transportation Supervisor Compliance Analyst
<b>Counsel:</b>	Michael D. Laredo	Assistant Counsel, De Lay & Laredo
<b>Public:</b>	Don Gilchrest Mayor Mary Ann Carbone Douglas Thomson	Thomas Walters & Associates City of Sand City MV Transportation

1. Call to order.

**Chair LeBarre 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. Receive Administrative Performance Update. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

Public Comment - None

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

4. State Legislative Update and Draft 2021 Legislative Program. (Michelle Overmeyer)

**The committee received an update and draft 2021 Legislative Program from Michelle Overmeyer.**

**Chair LeBarre asked if section 3S-f of the draft 2021 State Legislative Program could include funding for transit agencies with battery storage technologies. Staff noted section 3S-f addresses battery storage technologies.**

5. Federal Legislative Update. (Carl Sedoryk/Don Gilchrest)

Public Comment- None

**The committee received an update from Don Gilchrest of Thomas Walters and Associates on board agenda item 7-2, the Federal Legislative Report.**

**Chair LeBarre asked if section 2f-l of the draft 2021 Federal Legislative Program could include funding for energy storage for transit agencies.**

**Carl Sedoryk responded that staff will make the necessary changes to be more in line with California State and Federal Regulations for transit agencies with respect to energy storage.**

6. Review Staff Performance Incentive Process (Kelly Halcon)

**The Committee and staff discussed the MSTEA staff performance incentive pool calculation process.**

**The Committee suggested a calculation process with a formula but still allows discretion. Staff may present a suggested decision matrix tool to assist the board at the 2021 Strategic Planning Session, if appropriate.**

Public Comment- None

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

8. Closed Session

8-1. Conference with Labor Negotiators (§54957.6) Monterey-Salinas Transit Employee Association. (MSTEA)(No Enclosure)(Kelly Halcon)

**No Closed Session was needed.**

9. Adjourn.

**There being no further business, Chair LeBarre adjourned the meeting at 9:41 a.m.**

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

**Blank Page**

**MEETING OF THE MST BOARD OF  
DIRECTORS**

**MEETING MINUTES**

**November 9, 2020**

<b>Present:</b>	Jeff Baron Kristin Clark Yanely Martinez Lorraine Worthy Mike LeBarre Frank O'Connell Dan Albert Joe Amelio Mary Ann Carbone Dave Pacheco Anna Velazquez Luis Alejo	City of Carmel-by-the Sea City of Del Rey Oaks City of Greenfield City of Gonzales City of King City of Marina City of Monterey City of Pacific Grove City of Sand City City of Seaside City Soledad County of Monterey
<b>Absent:</b>	Tony Barrera	City of Salinas
<b>Staff:</b>	Carl Sedoryk Lisa Rheinheimer Robert Weber Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Lisa Cox Alvin Johnson	General Manager/CEO Assistant General Manager Chief Operating Officer Deputy Chief Operating Officer Director of HR and Risk Management Director of Information Technology Director of Planning and Innovation Deputy Secretary General Accountant & Budget Manager Marketing & Customer Service Manager Risk and Safety Manager Communications Systems Manager

Kevin Allshouse  
Doris Martinez  
Elena Grigorichina  
Fred Simkins

Mobility Coordinator  
Schedule/Planning Analyst  
Operations Analyst  
Coach Operator

**Counsel:** Michael D. Laredo

Assistant Counsel, De Lay & Laredo

**Public:** Debbie Hale

Transportation Agency for Monterey County

*Apology is made for any misspelling of a name.*

## **1. CALL TO ORDER**

### **1-1. Roll Call**

**Chair Albert called the meeting to order at 10:00 a.m. with roll call taken as the meeting was via ZOOM teleconference. A quorum was established.**

### **1-2. Pledge of Allegiance**

**The pledge of allegiance was led by Chair Albert.**

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

**General Manager/CEO Carl Sedoryk reviewed the highlights of the agenda.**

## **2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

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

Public Comment – None

## **3. CONSENT AGENDA**

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

### **3-1. Adopt Resolution 2021-12 Recognizing Peter DeWitt, Coach Operator as Employee of the Month for November 2020. (Robert Weber)**

- 3-2. Approved Minutes of the Board Operations Performance Committee on October 12, 2020. (Jeanette Alegar-Rocha)
- 3-3. Approve Minutes of the MST Board Meeting on October 12, 2020.(Jeanette Alegar-Rocha)
- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of June 2020. (Sonia Wills)
- 3-5. Financial Reports – August 2020 (Lori Lee)
  - a) Accept report of August 2020 Cash Flow
  - b) Approve August 2020 Disbursements
  - c) Accept Report of August 2020 Treasury Transactions
- 3-6. Reject Claim by Claimant Lillian Kausin. (Lisa Cox)

End of Consent Agenda

Public Comment – None

**Director Carbone requested item 3-2 Minutes of the Board Operations Performance Committee on October 12, 2020 be corrected to reflect the following:**

ABSENT: Mary Anne Carbone City of Sand City

**Director Amelio made the motion to approve all items on the consent agenda with the correction to item 3-2, which was seconded by Director Alejo. A roll call vote was taken with 12 voting in favor and 1 absent. The motion passed.**

#### **4. RECOGNITIONS AND SPECIAL PRESENTATIONS**

- 4-1. Employee of the Month for November 2020, Peter DeWitt. (Robert Weber)
- 4-2. Recognition of Board Member Services – Frank O’Connell (Carl Sedoryk)
- 4-3. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

**The MST Board received a report from the General Manager/CEO, Carl Sedoryk on activities related to COVID-19 pandemic incident response and recovery planning.**

Public Comment – None

- 4-4. Receive Presentation from MST COVID-19 Contact Tracing Task Force. (Kelly Halcon)

**The MST Board received a presentation from the Director of HR and Risk Management on MST's Contact Tracing Task Force.**

**Director LeBarre asked if other transit agencies are proactively partnering with their local health department similar to MST's Contact Tracing effort and commented that representatives should be made aware.**

**Director Velazquez asked if the appropriate pay codes through FEMA are being used for reimbursement. Staff confirmed that the appropriate pay codes are being used.**

**Director Carbone commented that the local press should be notified of MST's efforts and asked if MST needs to report back regarding grants. Staff confirmed that MST reports COVID cases on a weekly basis while remaining HIPPA compliant.**

**Director Lintell asked if MST employees who have contracted COVID are eligible for unemployment. Staff responded that individuals are eligible for either COVID leave, unemployment, or State Disability based on the individual's eligibility.**

**Director Amelio and other board members inquired about the John Hopkins Contact Tracing course. Staff responded the course is about 4-6 hours of modules with a test that can be retaken. The course is also free and open to the public. A link to the course will be emailed to the Board.**

**During Public Comment, Debbie Hale of TAMC asked what office practices were implemented by MST for COVID-19. Staff responded with MST's implementation of separate lunch room and break rooms, as well as furniture modifications that were made to enforce social distancing.**

## **5. PUBLIC HEARINGS**

None

## **6. ACTION ITEMS**

- 6-1. Receive Update and Provide Direction on Strategic Planning Workshop. (Carl Sedoryk)

**The MST Board received an update on the initial plans for the Strategic Planning Workshop. Board Chair Dan Albert took volunteers and assigned an ADHOC Committee to provide direction to MST staff in preparation for the January 2021 Strategic Planning Workshop.**

Public Comment – None

## **7. REPORTS & INFORMATION ITEMS**



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

- 7-1. General Manager/CEO Report. – September 2020
- 7-2. Washington, D.C. Lobby Report. – October 2020
- 7-3. State Legislative Advocacy Update.
- 7-4. Staff Trip Reports - None
- 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. Review General Manager/CEO Performance Evaluation Gov. Code § 54957.  
(Kelly Halcon) (Enclosure).

## **10. RETURN TO OPEN SESSION**

- 10-1 Report on Closed Session and Possible Action.

**Michael D. Laredo, Assistant Counsel from DeLay & Laredo, reported no reportable action was made on closed session item 9-1.**

## **11. ATTACHMENTS**

11-1. The Detailed Monthly Performance Statistics and Disbursement Journal for September 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 Albert adjourned the meeting at 11:40 a.m. (Pacific)**

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

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 for the Month of August.

**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 revised Disposal of Lost and Found Property policy during shelter in place adopted on April 6, 2020, MST shall suspend collection and storage of lost personal items with an estimated value of less than \$100. Unless prohibited by law, lost and found personal items with an estimated value of less than \$100 shall be treated as potentially hazardous and disposed of immediately. These items include but are not limited to umbrellas, articles of clothing, pill containers, glasses, etc.

Items reasonably estimated with a value of greater than \$100 shall only be handled by employees wearing personal protective equipment (such as gloves, masks, etc.), and stored in a secure area to limit possible exposure of COVID-19 to MST employees. All wallets/purses with identifying information and Driver's License or Identification Cards will continue to be retained for 90 days before being disposed. MST makes an attempt to contact the owners of Lost and Found items with identifying information.

*Item(s) with an estimated fair market value of \$100 or more: **None***

PREPARED BY:  SONIA WILLS  
REVIEWED BY:  CARL G. SEDORYK

**Blank Page**

To: Board of Directors  
From: Lori Lee  
Subject: **FINANCIAL REPORTS – OCTOBER 2020**

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

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

Beginning balance October 1, 2020	\$16,027,061.38
Revenues	5,133,820.44
Disbursements	<u>&lt;5,326,690.50&gt;</u>
Ending balance October 31, 2020	<u>\$15,834,191.32</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 October of FY 2021, MST had a \$1,820,048 year-to-date surplus to budget on the fixed-route operations and a \$747,376 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$2,567,424.

The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the October Budget vs. Actual reports contained in Attachment #4: None to report for October.

The financial impact of the COVID-19 pandemic began in mid-March when the agency began ordering sanitizing and cleaning supplies and the Shelter In Place Order was issued by the Monterey County Health Department. During the month of October, MST spent \$51,491.40 on COVID-19 supplies. This information will be provided for each finance report until the pandemic is over.

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

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

**(REVENUES & DISBURSEMENTS)****CASH FLOW**

Beginning balance 10/01/2020		16,027,061.38
------------------------------	--	---------------

## Revenues

Passenger Revenue	180,641.81	
DOD Revenue	5,522.09	
LTF / STA / 5307	3,611,043.89	
Sales Tax	1,082,459.43	
Grants	230,851.87	
Interest Income	2,215.48	
Non Transit Revenue	21,085.87	
Total Revenues	5,133,820.44	5,133,820.44

## Disbursements

Operations (See Attachment #2)	3,817,028.63	
Capital	1,509,661.87	
Total Disbursements		(5,326,690.50)

Ending balance 10/31/2020

**15,834,191.32****COMPOSITION OF ENDING BALANCE**

Checking - Mechanics Bank	324,338.22
Local Agency Investment Fund (LAIF)	7,188,742.04
Money Market - Mechanics Bank MM	2,729,763.92
Money Market - Mechanics Bank	1,934,659.29
Money Market - LCTOP	2,333,238.20
Money Market - State of Good Repair	818,866.52
Money Market - FOR A/Other	485,368.74
Bank of America - Escrow	8,987.89
Petty cash fund, STC Coin Machine, and 2 change funds	10,226.50
<b>Total</b>	<b>15,834,191.32</b>

**PAYROLL ACCOUNT**

October 09 Payroll & Related Expense	523,387.33	
October 16 Payroll & Related Expense	142,956.80	
October 23 Payroll & Related Expense	528,782.65	
PERS & 457	407,803.09	
Garnishments	2,880.62	
PERS Health Insurance	<u>324,218.74</u>	
	1,930,029.23	1,930,029.23

**GENERAL ACCOUNT**

Disbursements on Attached Summary	3,255,803.34	
Payment for Fuel Taxes/Fees	3,414.00	
Paydown Loans	63,186.96	
Workers Comp. Disbursements	61,339.59	
Interest Expense	10,886.13	
Bank Service Charge	<u>2,031.25</u>	
	3,396,661.27	3,396,661.27
Total Disbursements		<u>5,326,690.50</u>
Less Capital Disbursements & Transfers		(1,509,661.87)
<b>Operating Disbursements</b>		<b><u><u>3,817,028.63</u></u></b>



**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR October 01, 2020 - October 31, 2020**

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 10/02/2020	57412 - 57521	228,673.46
Accounts Payable 10/13/2020	57522 - 57526	1,100.00
Accounts Payable 10/16/2020	57527 - 57638	1,130,907.26
Accounts Payable 10/21/2020	57639 - 57647	370,369.45
Accounts Payable 10/30/2020	57648 - 57781	1,524,753.17
<b>TOTAL</b>		<b><u>3,255,803.34</u></b>

**CHECKS \$100,000 AND OVER**

VENDOR	BOARD APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
MV TRANSPORTATION	Recurring Expense	57593	10/16/20	586,917.81
KIMLEY-HORN & ASSOCIATES	BRT Phase II Surf! Board Approved 10/07/19	57585	10/16/20	108,915.84
CALIF TRANSIT INS POOL	Recurring Expense Quarterly Liability Insurance	57646	10/21/20	229,176.97
KING CITY	South County Building Permit Board Approved 12/09/19	57647	10/21/20	106,502.54
DIEDE CONSTRUCTION, INC	South County Facility Board Approved 12/09/19	57683	10/30/20	1,139,598.15

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

VENDOR	GENERAL MANAGER APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
NEOGOV	Implementation/Training Approved 10/22/20	57736	10/30/20	81,232.00

**CURRENT COVID-19 RELATED ACCUMULATED EXPENSES**

Expenses paid through 11/20/2020	938,417.70
Payroll and benefits for payperiods 3/7-11/20/2020 paid	<u>1,793,600.96</u>
	<b><u>2,732,018.66</u></b>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	-
Total MV COVID-19 expenses reimbursed to date	<u>-</u>

COVID-19 related expenses have been tracked since the beginning of the pandemic. Expenses include personal protective equipment, cleaning supplies, additional janitorial services, and public information materials. Payroll and benefits costs are included under the Families First Coronavirus Response Act (FFCRA or Act), which requires certain employers to provide employees with paid sick leave or expanded family and medical leave for reasons related to COVID-19. Additional expenses include paying standby employees while they remain in a state of readiness, administrative staff time dedicated to COVID-19 response, and costs related to community services.

**TREASURY TRANSACTIONS  
FOR OCTOBER 2020**

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 10/01/2020					7,187,063.68
Quarterly interest earned - 0.84%			1,678.36		7,188,742.04
Local Agency Investment Fund:					
LAIF Treasury Balance at 10/31/2020					7,188,742.04

**MECHANICS BANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 10/01/2020					4,789,808.68
10/02/20	308	AP/Payroll		450,000.00	4,339,808.68
10/08/20	308	LTF/STA	1,684,679.85		6,024,488.53
10/08/20	308	AP/Payroll		625,000.00	5,399,488.53
10/15/20	308	AP/Payroll		1,380,000.00	4,019,488.53
10/22/20	308	AP/Payroll		750,000.00	3,269,488.53
10/30/20	308	AP/Payroll		540,000.00	2,729,488.53
10/31/20		Interest	275.39		2,729,763.92
MECHANICS MM Balance at 10/31/2020					2,729,763.92

**MONTEREY-SALINAS TRANSIT**

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from October 1, 2020 to October 31, 2020

(Amounts are in USD)

(Includes Fund: 001|004|005)

(Includes G/L Budget Name: BUDFY21)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	156,691	136,448	20,243	497,890	545,792	-47,902
Special Transit	10,040	221,585	-211,545	32,750	886,340	-853,590
Cash Revenue	16,639	23,390	-6,751	71,560	93,560	-22,000
Cash Grants & Reimbursement	3,427,869	3,430,929	-3,060	13,723,716	13,723,716	
<b>Total Revenue</b>	<b>3,611,239</b>	<b>3,812,352</b>	<b>-201,113</b>	<b>14,325,916</b>	<b>15,249,408</b>	<b>-923,492</b>
<b>Expenses</b>						
Labor	1,313,459	1,365,152	-51,693	4,859,855	5,460,608	-600,753
Benefits	798,147	910,345	-112,198	3,398,807	3,641,380	-242,573
Advertising & Marketing	8,514	9,826	-1,312	28,560	39,304	-10,744
Professional & Technical	67,798	89,475	-21,677	188,045	357,900	-169,855
Outside Services	38,939	56,026	-17,087	169,522	224,104	-54,582
Outside Labor	140,995	167,816	-26,821	459,804	671,264	-211,460
Fuel & Lubricants	107,976	232,604	-124,628	476,173	930,416	-454,243
Supplies	40,093	94,110	-54,017	227,000	376,440	-149,440
Vehicle Maintenance	55,656	87,267	-31,611	267,722	349,068	-81,346
Marketing Supplies		2,667	-2,667	1,807	10,668	-8,861
Utilities	46,620	66,423	-19,803	190,554	265,692	-75,138
Insurance	117,243	121,545	-4,302	448,006	486,180	-38,174
Taxes	9,310	17,489	-8,179	30,199	69,956	-39,757
Purchased Transportation	368,928	464,536	-95,608	1,423,947	1,858,144	-434,197
Miscellaneous Expenses	19,473	41,635	-22,162	69,474	166,540	-97,066
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	13,770	27,172	-13,402	57,242	108,688	-51,446
Leases & Rentals	40,074	41,966	-1,893	143,959	167,864	-23,905
<b>Total Operating Expenses</b>	<b>3,186,995</b>	<b>3,796,054</b>	<b>-609,059</b>	<b>12,440,676</b>	<b>15,184,216</b>	<b>-2,743,540</b>
<b>Operating Surplus (Deficit)</b>	<b>424,244</b>	<b>16,298</b>	<b>407,946</b>	<b>1,885,240</b>	<b>65,192</b>	<b>1,820,048</b>

**MONTEREY-SALINAS TRANSIT**

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from October 1, 2020 to October 31, 2020

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY21)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	9,701	23,143	-13,442	24,918	92,572	-67,654
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	551,660	551,660		2,206,640	2,206,640	
<b>Total Revenue</b>	<b>561,361</b>	<b>574,803</b>	<b>-13,442</b>	<b>2,231,558</b>	<b>2,299,212</b>	<b>-67,654</b>
<b>Expenses</b>						
Labor	11,810	11,125	685	39,382	44,500	-5,118
Benefits	6,414	6,790	-376	30,552	27,160	3,392
Advertising & Marketing		417	-417		1,668	-1,668
Professional & Technical		417	-417		1,668	-1,668
Outside Services						
Outside Labor	7,297	9,399	-2,102	30,135	37,596	-7,461
Fuel & Lubricants	31,175	50,000	-18,825	145,271	200,000	-54,729
Supplies	514	2,036	-1,522	1,780	8,144	-6,364
Vehicle Maintenance						
Marketing Supplies						
Utilities	120	120		480	480	
Insurance						
Taxes						
Purchased Transportation	287,875	464,911	-177,036	1,134,210	1,859,644	-725,434
Miscellaneous Expenses	14,799	29,588	-14,789	102,372	118,352	-15,980
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
<b>Total Operating Expenses</b>	<b>360,004</b>	<b>574,803</b>	<b>-214,799</b>	<b>1,484,182</b>	<b>2,299,212</b>	<b>-815,030</b>
<b>Operating Surplus (Deficit)</b>	<b>201,357</b>		<b>201,357</b>	<b>747,376</b>		<b>747,376</b>

To: Board of Directors

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

Subject: 2021 Board Calendar and Conference Schedule

**RECOMMENDATION:**

Receive 2021 MST Board Meeting Schedule and 2021 MST Conference Schedule.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

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


**DISCUSSION:**

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

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

**ATTACHMENT(S):**

2021 MST Board Meeting Schedule and 2021 MST Conference Schedule

PREPARED BY:   
Jeanette Alegar-Rocha

REVIEWED BY:   
Carl G. Sedoryk

**Blank Page**

## **2021 MST Board Meeting Schedule**

January 11	MST BOARD MEETING (STRATEGIC PLANNING WORKSHOP)
February 8	MST BOARD MEETING
March 8	MST BOARD MEETING
<i>TBD</i>	<i>APTA Legislative Conference, Washington, DC</i>
April 12	MST BOARD MEETING
<i>TBD</i>	<i>APTA Transit CEO Seminar, TBD**</i>
<i>May 2 – 5</i>	<i>APTA Mobility Conference, Minneapolis, MN*</i>
May 10	MST BOARD MEETING
<i>TBD</i>	<i>CTA Spring Legislative Conference, Sacramento, CA</i>
<i>May 31 – June 4</i>	<i>CTAA Conference and Expo, Louisville, KY*</i>
June 14	MST BOARD MEETING
July 12	MST BOARD MEETING
August 9	NO MEETING (UNLESS NEEDED)
September 13	MST BOARD MEETING
<i>October 3 – 6</i>	<i>APTA Annual Meeting and EXPO, Philadelphia, PA</i>
October 11	MST BOARD MEETING
<i>November 3 – 5</i>	<i>CTA Fall Conference &amp; EXPO, Sacramento, CA*</i>
November 8	MST BOARD MEETING
December 13	MST BOARD MEETING

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

## **2021 MST Conference Schedule**

<i>TBD</i>	<i>APTA Executive Committee Meeting, TBD**</i>
<i>TBD</i>	<i>APTA Marketing &amp; Communications Workshop, TBD**</i>
<i>TBD</i>	<i>APTA Legislative Conference, Washington, DC*</i>
<i>TBD</i>	<i>CalACT Annual Spring Conference, TBD</i>
<i>TBD</i>	<i>APTA Transit CEO Seminar, TBD**</i>
<i>May 2 – 5</i>	<i>APTA Mobility Conference, Minneapolis, MN*</i>
<i>TBD</i>	<i>CTA Spring Legislative Conference, Sacramento, CA*</i>
<i>TBD</i>	<i>CTAA Conference and Expo, TBD*</i>
<i>TBD</i>	<i>APTA Transit Board Members Seminar, TBD*</i>
<i>October 3 – 6</i>	<i>APTA Annual Meeting, Philadelphia, PA*</i>
<i>TBD</i>	<i>CalACT Annual Fall Conference, TBD*</i>
<i>November 3 – 5</i>	<i>CTA Fall Conference &amp; EXPO, Sacramento, CA*</i>

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

## **2021 RTA Board Meeting Schedule**

\* July 12                      RTA BOARD MEETING



To: Board of Directors

From: Lisa Cox, Risk and Security Manager

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

**RECOMMENDATION:**

Approve the revised MST Agency Safety Plan in support of the Federal Transit Administration (FTA) requirement to develop, certify, and implement an Agency Safety Plan.

**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 the District is 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:**

As required under 49 CFR 673.11 (a) (5) and in support of the current Public Transportation Agency Safety Plan (PTASP) requirements, the Monterey-Salinas Transit District developed the attached Agency Safety Plan. The contents of this plan include an annual safety performance assessment that will be completed in conjunction with an annual review and update of the Agency Safety Plan (ASP).

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(S):**

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

PREPARED BY:

  
Lisa Cox

REVIEWED BY:

  
Carl G. Sedoryk



# Agency Safety Plan

## Monterey-Salinas Transit District

This Agency Safety Plan details procedures utilized by Monterey-Salinas Transit District (MST) to support the implementation of a Safety Management System (SMS). Our goal is to continually improve transit safety via the four (4) elements of SMS:

1. Safety Management
2. Safety Risk Management
3. Safety Assurance
4. Safety Promotion

[www.mst.org](http://www.mst.org)

## 1. Transit Agency Information

<b>Transit Agency Name</b>	Monterey-Salinas Transit District (MST)		
<b>Transit Agency Address</b>	19 Upper Ragsdale Dr., Suite 200 Monterey, CA 93940		
<b>Name and Title of Accountable Executive</b>	Carl Sedoryk, General Manager / CEO		
<b>Name of Chief Safety Officer or SMS Executive</b>	Kelly Halcon, Director of Human Resources / Risk Management		
<b>Mode(s) of Service Covered by This Plan</b>	<ul style="list-style-type: none"> <li>▪ Commuter Bus</li> <li>▪ Fixed Route</li> <li>▪ Paratransit</li> <li>▪ On-Demand Response</li> </ul>	<b>List All FTA Funding Types (e.g., 5307, 5310, 5311)</b>	<ul style="list-style-type: none"> <li>▪ 5307</li> <li>▪ 5310</li> <li>▪ 5311 and 5311 (f)</li> <li>▪ 5339</li> </ul>
<b>Mode(s) of Service Provided by the Transit Agency (Directly operated or contracted service)</b>	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.		
<b>Contracted Services</b>	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.		
<b>Name and Address of Transit Agency (ies) or Entity (ies) for Which Service is Provided</b>	<p style="text-align: center;">MV Transportation, Inc. (MV) Corporate Headquarters 2711 N. Haskell Ave., Suite 1500 LB-2 Dallas, TX 75204</p>		

## 2. Plan Development, Approval and Updates

<b>Name of Entity That Drafted This Plan</b>	Monterey-Salinas Transit District (MST)	
<b>Signature by the Accountable Executive</b>	Signature of Accountable Executive	Date of Signature

**Pursuant to 49 CFR Part 673.11 (a)(1), this Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by MST's Board. Documentation of Board approval is found in Attachment A.**

### **Certification of Compliance**

Pursuant to 49 CFR Parts 673.13 (a) and 673.13 (b), MST shall certify that it has established this Agency Safety Plan, meeting the requirements of 49 CFR Part 673 by December 31, 2020 and will certify its compliance with 49 CFR Part 673 on an annual basis. FTA does not require this plan to be submitted to FTA. Instead, MST will certify that it has established this Safety Plan, which fulfills the requirements under Part 673. FTA annually amends and issues the list of Certifications and Assurances. MST will review such guidance for incorporation into the safety program, as necessary.

In support of the current Public Transportation Agency Safety Plan (PTASP) requirements, 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

Safety Performance Targets are specific numerical targets set by MST including, number of preventable accidents/injuries by month, year, and employee. As an FTA standard, 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 by MST. Additionally, miles traveled between mechanical failures is monitored by MST on a monthly/yearly basis and an average is calculated based on the total of miles between mechanical failures divided by the 12-month period to determine system reliability.

#### Safety Performance Targets

Specify performance targets and definitions based on the safety performance measures established under the National Public Transportation Safety Plan. The table below provides targets for fatality rate (reportable fatalities per revenue mile); injury rate (reportable injuries per revenue mile); safety event rate (reportable safety event per revenue mile); and system reliability (revenue miles between major mechanical failures).

Modes of Service	Preventable Accidents per 100k miles	Employee Injuries (Rate)	Fatalities (Rate)	Safety Events (Rate)	System Reliability (Rate)	

Several 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.

FTA requires the Monterey-Salinas Transit District to coordinate with FTA Region 9 and the Metropolitan Planning Organization (MPO) Association of Monterey Bay Area Governments (AMBAG) to the maximum extent practicable. Pursuant to 49 CFR Part

673.15(a), MST will make safety performance targets available to (AMBAG) on an annual basis to aid in the planning process upon certification of this plan. This includes the performance data against the safety performance targets.

Monterey-Salinas Transit District will conduct coordination meetings with the Metropolitan Planning Organization(s) (MPO) – (Association of Monterey Bay Area Governments) in the selection of State and MPO safety performance targets.

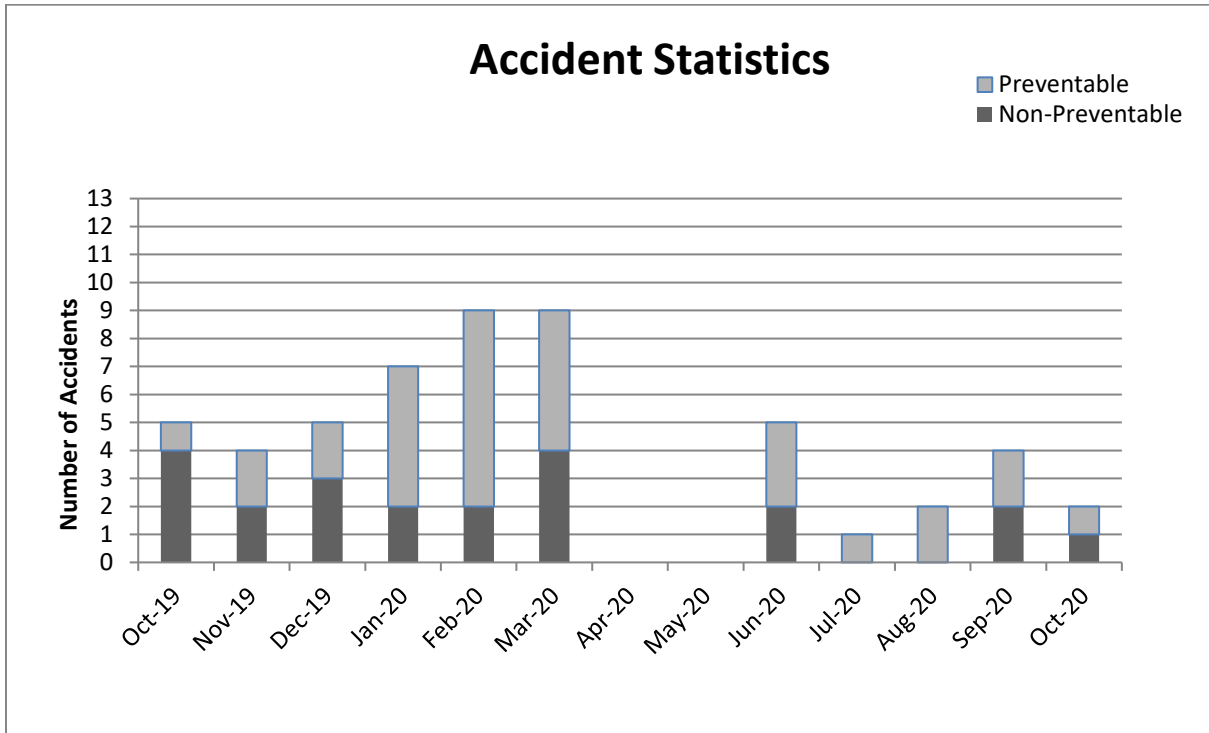
<b>MST FIXED ROUTE MBRC *</b>			
<b>MONTH</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
JUL	18,958	23,715	25,585
AUG	20,681	30,069	36,562
SEP	22,328	26,615	20,626
OCT	34,990	28,325	16,747
NOV	40,426	29,204	40,524
DEC	26,336	60,327	35,143
JAN	26,959	56,397	37,904
FEB	24,090	30,728	49,015
MAR	16,049	38,983	39,711
APR	28,219	32,614	48,824
MAY	16,679	29,789	63,424
JUN	16,092	29,305	43,460
<b>FY SUM</b>	<b>291,805</b>	<b>416,071</b>	<b>457,523</b>
<b>FY AVG</b>	<b>24,317</b>	<b>34,673</b>	<b>38,127</b>

\* MST Directly Operated Fleet + MV Fixed Route and On-call (Miles Traveled Between Mechanical Failure)

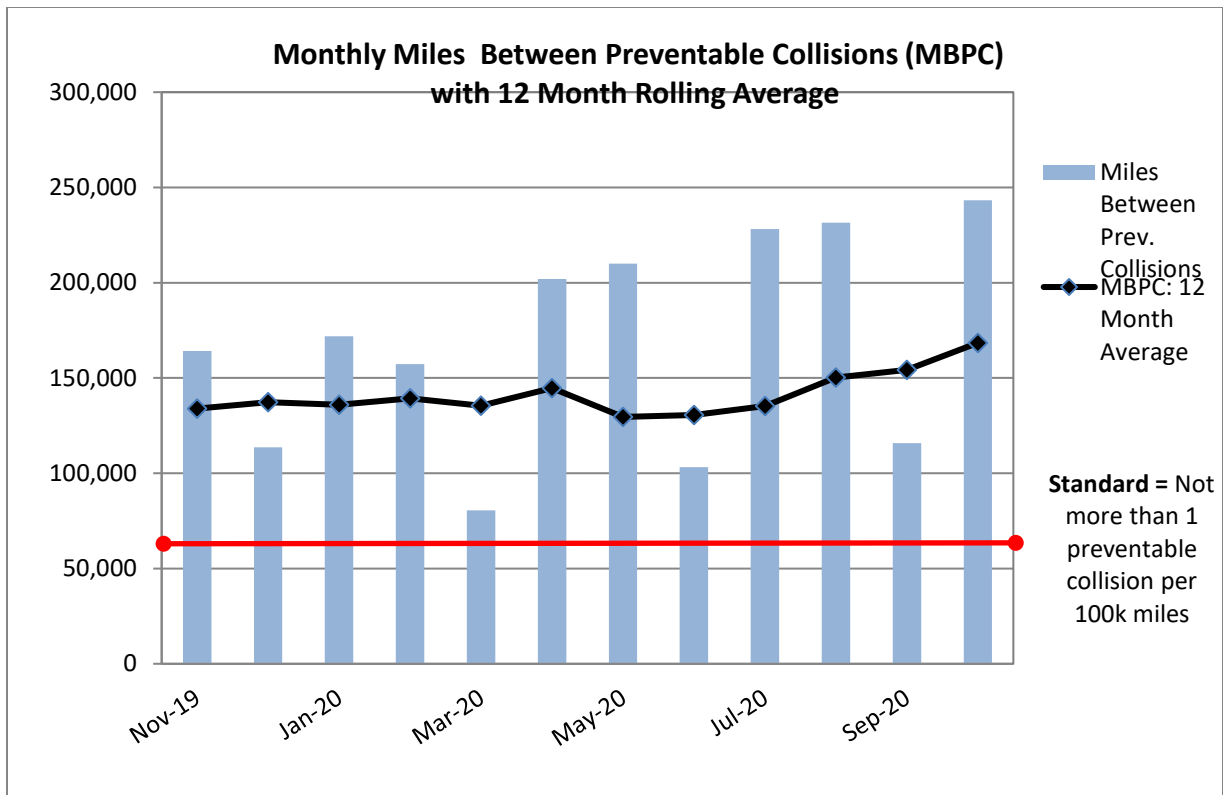
<b>MST RIDES MBRC</b>			
<b>MONTH</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>
JUL	104,461	41,763	42,730
AUG	115,736	44,116	32,054
SEP	28,114	30,333	135,684
OCT	42,208	71,681	136,706
NOV	121,617	128,396	122,959
DEC	109,619	124,408	122,062
JAN	24,063	68,596	64,502
FEB	37,162	61,796	58,634

MAR	41,442	43,683	109,117
APR	31,611	65,462	83,516
MAY	131,616	44,724	84,023
JUN	129,671	60,254	87,958
<b>FY SUM</b>	<b>917,320</b>	<b>785,210</b>	<b>1,079,945</b>
<b>FY AVG</b>	<b>76,443</b>	<b>65,434</b>	<b>89,995</b>

(Miles Traveled Between Mechanical Failure)







## 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
- Business Response & Hazard Communications Plan
- Emergency Disaster Plans
- Evacuation Plans
- Employee Security Handbook
- Emergency Preparedness Handbook

MST monitors its system for compliance with, and sufficiency of, the agency's procedures for operations and maintenance. Multiple departments play a role in identifying any safely risk mitigating ineffective, inappropriate, policy abuse. Investigations are conducted through Risk Management to identify causal factors.

MST thrives to stay in compliance by setting the following standards in place.

- a) Standard Operations Procedures are created for all departments in a cloud-based server called Zavanta
- b) City buses inspections performed at 3K, 6K, 12K, 24K, 36K, and 48K miles
- c) Preventable Maintenance performed and monitored by the Maintenance Superintendent, tracked, and documented
- d) Over the road coach inspection performed at every 5k increments (5k, 10k, 15k, etc.)
- e) Annual inspections performed on in-ground and portable lifts
- f) ZONAR pre-trip and post-trip inspections (Electronic Vehicle Inspection) are monitored for compliance
- g) Spread sheets are utilized to track common trends
- h) SEON Video Surveillance system is utilized to conduct investigations of safety events to identify causal factors
- i) Continuous monitoring of information reported via our Customer Service Information (CSR) process which requires follow-up with the direct Operator and their Supervisor that is involved with each incident
- j) Monitor and record information reported through Safety Committee and Accident Reduction committees which meet quarterly. All formal recommendations are forwarded to members of the Executive Leadership Team (ELT)
- k) Report information through Monthly Updated Training Classes
- l) Comprehensive Reviews, Observations, and Investigations are conducted for each incident

Activities to monitor operations and to identify safety mitigation that may be ineffective, inappropriate, or not implemented as intended include:

- Hazard identification and analysis
  - criteria and guidance for the activities and tools for hazard identification and analysis; and
  - an employee safety reporting program
- Clearly identify the non-punitive aspects of the employee safety reporting program
- Clearly identify behaviors that are exempt from discipline
- Safety risk evaluation and mitigation
  - safety risk matrix for probability and severity, and evaluate safety risks associated with service delivery operations; and
  - establish criteria for the elevation of safety risks to executive management, as necessary
- Hazard identification, analysis, safety risk evaluation, and mitigation documentation
- Deliver training for hazard identification, analysis, safety risk evaluation, and mitigation to relevant personnel, and include the training material in relevant transit agency documentation
- Communicate the start of the employee safety reporting program; and
  - communicate the completion of the tasks above to relevant personnel throughout a transit agency.

Collision and Incident review is standard to track causative factors using all means available.

Causative Factors are retrieved and gathered from:

- 1) Pictures
- 2) Video SEON Camera system
- 3) Supervisor Reports
- 4) Courtesy Cards
- 5) Employee Report (Occurrence Form)
- 6) Responding Supervisor Investigation
- 7) Police Report
- 8) Remedial actions if necessary, such as but not limited to; retraining, rerouting, policy review or implement new policy or procedure
- 9) Develop and Post Safety Transportation Bulletin or Memo
- 10) Accident Reduction Committee

## **MST Accident Investigation Overview**

General Description / Scope: This procedure is guidance to staff of the process for all accident/incident investigation and determination.

**Purpose of Accident Investigation:** To ensure that an adequate and thorough investigation is conducted in accordance with MST Policies and Procedures. To assist in the assessment of MST's potential liability and exposure, to protect and secure the evidence expected to defend a lawsuit, and to assist in the possible settlement/resolution. To ensure probable cause and that there has in fact been an accident/incident in the first place. To determine the Root Cause of the accident and to be able to mitigate further incidents/accidents from occurring.

**Who Performs / Responsible:**

- Risk & Security Manager
- Safety Officer
- Trainer

**When to Perform:** As Needed Upon notification of Incident or Accident

**Terms and definitions:**

Term:	Definition:
Collision	A vehicle collision in which the MST owned vehicle collides with: <ul style="list-style-type: none"> <li>• Another Vehicle</li> <li>• An object</li> <li>• Person(s)</li> </ul>
Incident	Any other non-collision event in which the incident involves any MST owned vehicle, or equipment.
Non-Chargeable Preventable vehicle collision / incident	Defined as any occurrence involving an MST owned vehicle or other equipment, in which the operator in question failed to do everything within reason to prevent said collision / incident and the collision / incident: <ul style="list-style-type: none"> <li>• Resulted in property damage to MST owned property in which the cost for the repair of said damage is <b>less</b> than \$275 , and;</li> <li>• Did not result in any damage to non-MST property, and;</li> <li>• Did not result in any personal injury.</li> </ul>
Chargeable Preventable vehicle collision / incident	Defined as any occurrence involving an MST owned vehicle or other equipment, in which the operator in question failed to do everything within reason to prevent said collision / incident and the collision / incident; <ul style="list-style-type: none"> <li>• Resulted in property damage to in which the cost for the repair of said damage is \$275 or greater, or the collision / incident;</li> <li>• Resulted in any personal injury, regardless of who was injured, or to what extent.</li> </ul>

**Detailed Steps:** Following each reported accident/incident MST's Risk Manager or designee shall read the Incident Report Summary and in addition review bus or facility video to verify an accident/incident has in fact taken place. Bus video can be viewed through SEON Video management system to verify causation and/or preventability. Pictures can also be reviewed in the folder labeled "Accident Photos- Holding" stored in the MST network P Drive. In some instances, it may be necessary to assess the physical damage or even return to the scene of the accident. If evidence is still not clear it may be necessary to interview the parties involved to reach a conclusion. Once a conclusion is made, the risk manager or designee shall respond to the corresponding Incident Summary report with a brief description of causation and final determination of preventability. That determination will be either Preventable or Non-Preventable. In some cases, with insufficient supporting details the determination may be inconclusive. In addition, the corresponding EAM will be updated to reflect the same information and final determination. For all Preventable Accidents/Incidents a final report will be created within the Preventable Accident/Incident Database and will then be sent to:

- Chief Operating Officer (COO)

- Deputy Chief Operating Officer (DCOO)
- Risk Manager (RM)
- Director of HR

This final preventable determination report will include an array of information including determining factors, previous accident/incidents, and retraining needs to be scheduled within the Training Department. Safety risks associated with safety hazards are identified by set criteria and corrective action that is associated with varied levels of injury.

**Safety reporting programs** are available for all employees of MST through various methods. Employees can remain anonymous if they choose. Methods include:

- Employee suggestion forms
- Drop boxes at each location
- Verbally to any staff member
- Quarterly safety meetings

Various tools and practices are used to assist with internal safety reporting programs. Procedures are in place to report all events so that the data related to an event can be tracked, analyzed, and then used to mitigate similar instances from recurring. Through the monitoring process we are able to identify one or more actions that may include re-training, review of runs/lines, in-service training campaigns and/or revisiting an Accident Reduction campaign or other activity to manage the safety of our riders and employees.

Changes with safety performance impacts can come from many sources and may include:

- Regulatory requirements
- Audit results
- City or regional planning
- Service environment. Routes, modes
- New technology
- New processes or procedures
- Switching to new products (parts or chemicals)
- Design and construction of major capital projects
- New employee contracts
- Organizational changes

**MST Safety Committee** has been developed to identify and assess hazards that may be a risk to our employees, our passengers and/or the community. The safety committee meets quarterly and is made up of employees from different departments of MST. In preparation of each MST safety committee meeting, the following steps are taken:

- Collect and review information about hazards present or likely to be present in the workplace
- Conduct initial and periodic workplace inspections to identify new or recurring hazards
- Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying hazards, their causes, and safety and health program shortcomings
- Group similar incidents and identify trends in injuries, illnesses, and hazards reported.
- Consider hazards associated with emergency or nonroutine situations.
- Determine the severity and likelihood of incidents that could result for each hazard identified, and use this information to prioritize corrective actions

## 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.

### a) Safety Risk Hazard Identification

*Established methods or processes that identifies hazards and consequences of the hazards.*

### Safety Risk Assessment

*Established methods or processes that assess the safety risks associated with identified safety hazards.*

*A safety risk assessment includes an assessment of the **likelihood** and **severity of the consequences** of the hazards, including **existing mitigations**, and **prioritization of the hazards based on the safety risk**.*

## Safety Risk Mitigation

Established and implemented a process for managing safety risk, including the identification of hazards, analysis of hazards, evaluation of safety risk, and mitigation of safety risk, in all elements of its public transportation system, including changes to MST public transportation system that may impact safety performance. MST developed measures to ensure that safety principles, requirements, and representatives are included in the transit agency's procurement process.

MST Safety Risk Assessment Matrix		
Safety Risk Index	Resolution	
High	<b>Unacceptable – Action Required</b> = Safety Risk must be mitigated or eliminated	
Medium	<b>Undesirable – Management Decision</b> = Executive management must decide whether to accept the safety risk with monitoring or required additional action.	
Low	<b>Acceptable with Review</b> = Safety Risk is acceptable pending management review	
Likelihood/Severity Levels		
Description	Level	Individual Item
Frequent	A	Likely to occur more than once or more per day or week
Occasiona	C	Will occur several times in the life of the item.
Remote	D	Unlikely to occur but possible but can reasonably be expected to occur. Experienced less than once per year or decade but more



		than once in life of the system.
--	--	----------------------------------

Severity Categories §673.5		
Description	Severity Category	Criteria
Catastrophic	1	Could result in one or more of the following: death or multiple deaths, permanent total disability, or loss exceeding \$250,000, system shutdown lasting 4 or more hours, irreversible severe environment damage that violates the law or regulation.
Serious	2	Could result in one or more of the following: death, permanent partial disability, injury or occupational illness that may result in hospitalization of at least one person, property damage exceeding \$25,000 but less than \$250,000, system shutdown lasting between 10 minutes and 4 hours, or reversible environmental damage that violates the law or regulation.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting one or more lost work day(s), property damage up to \$25,000, system shutdown of less than 10 minutes, or mitigated environmental damage, without violation of the law or regulation.

Risk Assessment Severity Matrix §673.5			
Likelihood/Severity	Catastrophic (1)	Serious (2)	Marginal (3)
Frequent (A)	High	High	High
Occasional (B)	High	Medium	Medium
Remote (C)	Medium	Medium	Low

## 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 a supervisor. To ensure reports can be made without fear of reprisal, concerns of 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.

### **New Hire Training Program Overview**

The following is an overview to the MST Training Program procedures and processes. For the safety of each potential driver and for the safety of our passengers and our community, detailed training is required for all new hire Commercial Driver's License (CDL) holders. The MST Training Program is approximately 8 weeks in duration.

Purpose:

- For establishing and managing MST's Commercial Driver's training program
- To ensure all individuals receive complete and adequate training

Training is applicable to individuals that will operate any MST revenue and non-revenue vehicle. All newly hired Coach Operators (CO) and other employees that are required to hold a CDL per his/her job description will complete our comprehensive training program. No person hired will be expedited through this training program until they have completed every element. All employees shall show competency, retention, and have knowledge of all required elements of the training program.

**Who Performs / Responsible:** Human Resources, Risk Manager, Trainer

The types of trainings are broken up into three groups and are conducted by the MST Training Department:

- Coach Operator Training
- Utility and/or mechanic revenue vehicle and commercial driver's license training

Training shall consist of the following:

- Overview of the organization
- All MST policies and procedures including:
  - Employee Handbook
  - Coach Operator (CO) Manual.
- HR policies including:
  - Harassment Prevention
  - EEO
  - Title VI
  - Drug and Alcohol
  - Human Trafficking
- Department of Motor Vehicles licensing preparation (if applicable)
- Department of Motor Vehicles laws and regulation for CDL holders
- Fundamentals of Defensive driving and all topics covered and reviewed from our TAPTCO and/or TSI Training materials
- Comprehensive Pre-Trip daily inspections as well as Post-Trip Inspections
- Training on all MST owned, and operated equipment related to their daily duties
- Radio Procedures including MST 10-Codes
- Farebox, fare structure, and media training
- Logbooks
- Test and quizzes to test knowledge and retention
- ADA Rules and Regulations
- A comprehensive training course where each trainee shall show proficiency through all obstacles before being able to drive on the road
- A minimum of 15 hours of Class time
- A minimum of 30 hours of Behind the Wheel Training
- Special driving conditions including night driving
- Assault De-escalation tactics
- OSHA Hazardous Communication and Blood borne pathogens
- Vehicle emergencies
- Passenger emergencies
- Reporting and scheduling procedures
- Route familiarization
- Qualifications of all the different series of Revenue and Non-revenue vehicles that MST operates and what will apply to operator's daily duty
- Operator must show proficiency and be authorized to operate all vehicles prior to completion of Training
- Weekly performance checklist which shall be reviewed with everyone

- Union Welcome (ATU)
- Line Instruction program

Utility and/or mechanic training consist of 4 weeks of internal training. Training shall consist of the following:

- Overview of the organization
- All MST policies and procedures including:
  - Employee Handbook
  - Coach Operator (CO) Manual.
- HR policies including:
  - Harassment Prevention
  - EEO
  - Title VI
  - Drug and Alcohol
  - Human Trafficking
- Department of Motor Vehicles licensing preparation (if applicable)
- Department of Motor Vehicles laws and regulation for CDL holders
- Fundamentals of Defensive driving and all applicable topics from our TAPTCO and TSI Training materials
- Comprehensive Pre-Trip daily inspections as well as Post-Trip Inspections
- Training on all MST owned, and operated equipment related to their daily duties
- Radio Procedures including MST 10-Codes
- Test's and quizzes to test knowledge and retention
- A comprehensive training course where each trainee shall show proficiency through all obstacles before being able to drive on the road.
- A minimum of 15 hours of Class time
- A minimum of 20 hours of Behind the Wheel Training
- Special driving conditions including night driving
- OSHA Hazardous Communication and Blood borne pathogens
- Vehicle emergencies
- Reporting and scheduling procedures
- Qualifications of all the different series of Revenue and Non-revenue vehicles that MST operates and what will apply to operator's daily duty
- Operator must show proficiency and be authorized to operate all vehicles prior to completion of Training
- Weekly performance checklist which shall be reviewed with each individual new hire
- Union Welcome (ATU)

Administrative Staff member required to hold a CDL training shall consist of 4 weeks of internal training. Training shall consist of the following:

- Overview of the organization
- All MST policies and procedures including:
  - Employee Handbook
  - Coach Operator (CO) Manual.
- HR policies including:
  - Harassment Prevention
  - EEO
  - Title VI
  - Drug and Alcohol
  - Human Trafficking
- Department of Motor Vehicles licensing preparation (if applicable)
- Department of Motor Vehicles laws and regulation for CDL holders
- Fundamentals of Defensive driving and all applicable topics from our TAPTCO and TSI Training materials
- Comprehensive Pre-Trip daily inspections as well as Post-Trip Inspections
- Training on all MST owned, and operated equipment related to their daily duties
- Radio Procedures including MST 10-Codes
- Test's and quizzes to test knowledge and retention
- A comprehensive training course where each trainee shall show proficiency through all obstacles before being able to drive on the road.
- A minimum of 15 hours of Class time
- A minimum of 20 hours of Behind the Wheel Training
- Special driving conditions including night driving
- OSHA Hazardous Communication and Blood borne pathogens
- Vehicle emergencies
- Reporting and scheduling procedures
- Qualifications of all the different series of Revenue and Non-revenue vehicles that MST operates and what will apply to operator's daily duty
- Operator must show proficiency and be authorized to operate all vehicles prior to completion of Training
  - Weekly performance checklist which shall be reviewed with each individual new hire

## **8. Documentation**

Pursuant to 49 CFR Part 673.31, MST maintains records related to this Safety Plan and SMS implementation for a minimum of three (3) years. These documents include but are not limited to the results from SMS processes and activities. MST will make these documents available to FTA Region 9, MST, and other Federal and state agencies upon request.

## **DORIS J. MARTINEZ 36 YEARS OF SERVICE**

WHEREAS, Doris J. Martinez began her career with the Monterey-Salinas Transit District in September of 1984. Through her demonstration of exceptional skills in operations, safety, and training, she was promoted to various positions including: Transportation Supervisor, Safety/Training Officer and her final position of Schedule/Planning Analyst; and

WHEREAS, Doris J. Martinez has been recognized for her outstanding contributions to quality service delivery with her dedication and careful attention to accuracy and detail; and

WHEREAS, Doris J. Martinez has been recognized for her commitment to MST by showing outstanding leadership in coordinating and implementing the DORIS (Dispatch Operations Reference Information System) that streamlined the coordination and dissemination of route and scheduling information. The DORIS helps reduce duplication of effort and provides drivers with what they need to drive the bus; and

WHEREAS, Doris J. Martinez has been recognized for her commitment to MST's Mission as Employee of the Month in 1986, 1991, 1997, 1999, 2005, and 2015 and as Employee of the Year in 2015; and

WHEREAS, after 36 years of service to MST and its customers Doris J. Martinez retired on December 11, 2020.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Doris J. Martinez for her excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Doris J. Martinez and wishes her success and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2021-15 this 14th day of December 2020.

---

Dan Albert  
Board Chair

---

Carl G. Sedoryk  
Board Secretary

**Blank Page**



## **ROBERT WEBER 20 YEARS OF SERVICE**

WHEREAS, Robert Weber began his career with Monterey-Salinas Transit on February 14, 2001 as Contract Transportation Manager progressing to increasingly responsible positions of Transit Services Manager, Director of Transportation Services, and ultimately Chief Operating Officer; and

WHEREAS, Robert Weber greatly increased contracted services allowing MST to expand affordable fixed route, on-demand, and ADA services throughout the Central Coast; develop and implement a suite of mobility programs supporting seniors, veterans, and persons with disabilities; and, championed operational protocols to ensure the consistent delivery of safe, dependable, and friendly transit to the communities we serve; and

WHEREAS, Robert Weber played an instrumental role in the implementation of the MST Line 23 services to the rural communities of southern Monterey County, installation of the TransitMaster Advanced Communications System, development of the MST Emergency Response and Business Continuity Plan, and was a valued member of the Executive Leadership Team; and

WHEREAS, Robert Weber accomplished this while demonstrating a winning combination of personal integrity, wit, good humor and commitment to the safety of our employees, customers and whole community; and

WHEREAS, after more than 20 years of service, Robert Weber shall officially retire on February 15, 2021.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2021-16 this 14th day of December 2020.

---

Mike LeBarre  
Board Chair

---

Carl G. Sedoryk  
Board Secretary

**Blank Page**

**KRISTIN CLARK  
DECEMBER 2020  
APPRECIATION FOR SERVICES RENDERED**

WHEREAS, Kristin Clark has served on the Board of Directors of the Monterey-Salinas Transit District representing the City of Del Rey Oak since May 2003 making her the longest serving representative from a single jurisdiction in known MST history; and

WHEREAS, Kristin Clark served as Vice Chair on the Board of Directors of Monterey-Salinas Transit District from April 2010 to June 2012; and

WHEREAS, Kristin Clark served on the Human Resources, Legislative and Planning Operations Committees from July 2010 to June 2018; and

WHEREAS, during her tenure Kristin Clark was supportive of MST's signature efforts including implementation of MST Trolley service, creation of the Monterey-Salinas Transit District and Monterey Regional Taxi Authority, passage of Measure Q to support mobility services for seniors, veterans and persons with disabilities, the construction of the Monterey Bay Operations and Maintenance Facility, implementation of real time customer information; and

WHEREAS, Kristin Clark was a strong advocate for discounted transit fare programs for high school, community college, and university students, and members of the military; and

WHEREAS, Kristin Clark was a strong advocate for investment in emerging technologies, services, and infrastructure to reduce, and eventually eliminate greenhouse gas emissions from public transportation and improve the overall experience of MST customers; and

WHEREAS, Kristin Clark remains a staunch advocate of public transportation and has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors gives Kristin Clark its sincerest thanks and best wishes as she leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT  
PASSED AND ADOPTED RESOLUTION 2021-17 this 14<sup>th</sup> day of December 2020.

---

Dan Albert  
Board Chair

---

Carl Sedoryk  
Board Secretary

**Blank Page**

To: MST Board of Directors  
From: Lisa Rheinheimer, Assistant General Manager  
Subject: Agreement with the Transportation Agency for Monterey County for Demolition of Former Fort Ord Buildings

**RECOMMENDATION:**

Authorize General Manager/CEO to execute an Agreement with the Transportation Agency for Monterey County (TAMC) for Joint Procurement and Cost Sharing of Property Demolition in the amount of \$1,489,700.

**FISCAL IMPACT:**

MST received and included in the FY2021 Budget bond proceeds issued by the former Fort Ord Reuse Authority (FORA) in the amount of \$186,214 for removing blighted buildings owned by MST. Additionally, TAMC received \$1,303,498 to remove blighted buildings adjacent to MST in the former Fort Ord. A combined procurement and joint project with TAMC will save on the overall cost of removing the buildings associated with overhead and mobilization of a demolition contractor.

**POLICY IMPLICATIONS:**

The MST Board approved a building removal funding agreement with FORA in May and this recommended Board action is the next step in moving the project forward. Under the agreement with FORA, recipients of the bond funds have 3 years to complete the demolition and clean-up of blighted buildings. Furthermore, the TAMC Board of Directors approved this agreement at its December 2, 2020 Board meeting.

**DISCUSSION:**

Prior to its dissolution, FORA identified two MST-owned buildings for demolition and removal. Targeted for this demolition project is the MST-owned building located at Quartermaster Avenue and 5<sup>th</sup> Street near Highway 1 and the rail line. The property was transferred to MST by the Army as part of the Fort Ord base closure process. The property was transferred with a public benefit conveyance restriction which limits MST's use of the property to public purposes only. While MST develops plans to use the property, the building has been used by fire departments for drills and practice.

The building is currently in a severe state of disrepair and blight. It also contains hazardous lead and asbestos materials and is an attractor of illegal dumping.

Located to the north of this site is a Transportation Agency for Monterey County (TAMC)-owned building which is also slated for removal with funding from FORA bonds. Staff is coordinating with TAMC to combine the removal of buildings into a single effort to reduce cost.

The photo below is the MST-owned building.



With Board authorization to enter into a Funding Agreement with TAMC, MST will lead the effort to secure the necessary approvals, issue a solicitation for bids and manage the project.

**ATTACHMENT(S):** None

PREPARED BY: *Lisa Rheinheimer* REVIEWED BY: *Carl Sedoryk*  
Lisa Rheinheimer Carl Sedoryk

To: Board of Directors  
From: Sandra Amorim, Purchasing Manager  
Subject: Uniform and Linen Services

**RECOMMENDATIONS:**

Authorize the General Manager/CEO to execute a three-year contract with Cintas for uniform and linen services in an amount not to exceed \$270,000.

**FISCAL IMPACT:**

The cost is estimated at \$90,000 per year, based upon projections for the number of uniformed employees over the contract period. Any increase or decrease in uniform use would impact the annual cost. Funding is available in the FY21 budget and is included in the District's annual budget.

**POLICY IMPLICATIONS:**

Your Board approves purchases over \$100,000.

**DISCUSSION:**

MST has a continuing need for uniforms and cleaning linens to support the vehicle maintenance, facilities, and bus cleaning functions. Uniforms are provided for mechanics, parts personnel, facilities staff, utilities staff and maintenance supervisors in conformance with the Contractual Agreement between MST and the Amalgamated Transit Union Local No. 1225.

MST is eligible to purchase these uniform and linen services through a competitively bid contract conducted by U.S. Communities, a government purchasing alliance. Cintas has committed to providing the lowest public sector pricing available through the U.S. Communities contract. All U.S. Communities participating agencies will receive the best public sector pricing available from Cintas. All pricing discounts are by product line and not tied to national volume. No minimal purchase is required to qualify for the best public sector pricing.

Therefore, the competitive pricing offered by Cintas through this alliance is advantageous to MST, as it eliminates the need for an independent RFP. In addition, the pricing being offered is much lower than current pricing and for some rental items

reflects a 50% savings per item. Cintas is located in Gilroy where MST products will be laundered and serviced.

The agreement would be effective for a term of three years.

Staff recommends that the Board Authorize the General Manager/CEO to execute a three-year contract to Cintas to provide uniform and linen services.

**ATTACHMENT(S):** None

PREPARED BY:  REVIEWED BY:   
Sandra Amorim Carl Sedoryk



To: Board of Directors

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

**Subject:** Janitorial Services

**RECOMMENDATION:**

Authorize General Manager/CEO to execute a three-year contract with Executive Facilities Services, Inc., to provide janitorial services and supplies in an amount not to exceed \$980,600.

**FISCAL IMPACT:**

Funding is available in the FY 21 operations budget and will be included in future operating budgets.

**POLICY IMPLICATIONS:**

Your Board authorizes contracts and expenditures greater than \$100,000.

**DISCUSSION:**

MST published a Request for Proposals (RFP), advertised in local newspapers, and posted an announcement on the MST web site inviting proposals for a qualified supplier to provide janitorial services and supplies.

Services will be provided at six locations including both operating divisions in Monterey and Salinas, at MST's administrative building, at the Salinas Transit Center, Salinas Mobility Management Center, Marina Transit Exchange and the Bus Stop Shop in Monterey. The supplier will also be responsible for providing consumable supplies (paper towels, soap, toilet paper, etc.) at each location for use by MST staff and the public.

The current market is facing upward pricing pressure and a shortage of qualified suppliers who can provide cleaning services with the appropriate insurance coverage and internal processes needed by MST. MST staff received and reviewed two responsive proposals, and found that Executive Facilities Services, Inc. has the necessary licenses, insurance requirements, and internal processes that will best support MST.

After reviewing both proposals and calling references, staff scored each firm as follows:

VENDOR	SCORE
Snow White Janitorial	86
Executive Facilities Services, Inc.	95

MST requested a best and final offer (BAFO) from Executive Facilities Services. They were able to reduce their proposal cost by 1.5%. The cost detailed below is their BAFO. While this cost is higher than Snow White Janitorial, MST staff believes that the cost is justifiable considering the improved process control, improved cleaning processes, and improved project management that we expect to receive from Executive Facilities Services, Inc.

**Results of the RFP were as follows:**

VENDOR	LOCATION	1 <sup>st</sup> YEAR AMOUNT	TOTAL AMOUNT	DBE
Snow White Janitorial	Watsonville, CA	\$312,758	\$948,019	No
Executive Facilities Services, Inc.	Salinas, CA	\$317,143	\$980,558	No

Based upon their submission of a responsive proposal with a cost that is determined to be fair and reasonable, and offering all the services that meet the RFP specifications, staff recommends awarding a three-year contract to Executive Facilities Services, Inc..

**ATTACHMENT(S):** None

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

To: Board of Directors  
From: Lisa Rheinheimer, Assistant General Manager  
Subject: Fares on Measure Q Funded Lines 61, 91, 92, 93, 94, and 95

**RECOMMENDATION:**

Approve reduction in regular fares for Lines 61, 91, 92, 93, 94, and 95 during the six-month Contactless Fare Demonstration project.

**FISCAL IMPACT:**

The current regular fare for these Measure Q funded lines is \$2.50. Staff proposes that the fare be reduced to \$1.50 which will result in a negligible loss in fare revenue during the six-month demonstration.

**POLICY IMPLICATIONS:**

Your Board sets fare policy.


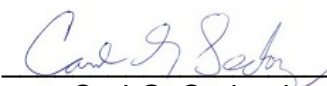
**DISCUSSION:**

During the six-month demonstration, contactless fare payments will be calculated on a distance basis. Those traveling more miles from point of boarding to point of departure will be charged more than those traveling shorter distances.

As part of the contactless fare demonstration, discount fares will be charged for those eligible through a new verification process. In order to keep the discount fare structure, the same for the Measure Q lines at \$.75, the regular fare would need to be \$1.50, not \$2.50.

This change is proposed for the demonstration period only. Any fare adjustments as part of a more permanent situation would be brought to the Board for consideration.

**ATTACHMENT(S):** None

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

**Blank Page**

To: Board of Directors  
From: Carl Sedoryk, General Manager/CEO  
Subject: Strategic Planning Workshop Update

**RECOMMENDATIONS:**

Receive Update on Strategic Planning Workshop.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Every three years, your board directs staff to conduct a facilitated workshop to develop a 3-Year Strategic Plan accompanied with strategic priorities and goals and performance metrics. Staff uses these goals in development of annual project action plans, staffing plans, operating and capital budgets and individual employee performance goals.

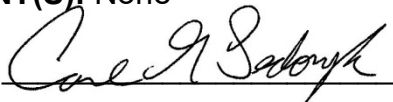
**DISCUSSION:**

The Monterey-Salinas Transit District Board of Directors adopted a Strategic Plan for the Fiscal Years 2017 – 2020. Your Board periodically receives monthly updates on progress towards performance metrics and budgets. Your board also receives quarterly updates on progress to date in achieving the annual project action plans that support achievement of strategic priorities.

Staff has begun the process of conducting a facilitated workshop to develop an updated strategic plan that will drive the development of planning, staffing and budgeting efforts for fiscal years 2022– 2024. The Board chair formed an ad hoc strategic planning committee to discuss the format and content of the next strategic planning workshop. Working together with a strategic planning consultant, the Board Committee sent a questionnaire which has been completed by the Board members and returned to the consultant in preparation for the workshop.

At your meeting of December 14<sup>th</sup>, a draft January workshop agenda will be presented to your board for comment and direction.

**ATTACHMENT(S):** None

Prepared by: 

**Blank Page**

To: Board of Directors  
From: K. Halcon, Director of Human Resources/Risk Management  
Subject: Recommend General Manager/CEO Performance Incentive

**RECOMMENDATION:**

Approve the recommended 4.7% incentive pay for MST's General Manager/CEO.

**FISCAL IMPACT:**

Wages are included in the approved FY 2021 Budget.

**POLICY IMPLICATIONS:**

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

**DISCUSSION:**

The General Manager Performance Evaluation Ad Hoc Committee met on September 10, 2020 to discuss and review the performance of Carl Sedoryk, General Manager/CEO. The committee made the recommendation to provide a range of 4%-4.5% incentive pay. On October 14, 2020, the Board Operations Performance Committee (BOPC) met in closed session to discuss the Ad Hoc Committee's recommendation. The BOPC recommended to the full board to pay out an incentive of 4.7% to Mr. Sedoryk.

The full board met in closed session at the November 9, 2020 board meeting. The board reviewed the performance evaluation materials and discussed the 4.7% incentive payment. The incentive will calculate to \$10,510.18 and is paid as a single lump sum payment that is not considered as special compensation for PERS. This percentage is not a COLA increase.

The BOPC is recommending the MST Board approve a 4.7% incentive pay for Mr. Sedoryk in open session at the December board meeting.

PREPARED BY:  APPROVED BY:   
Kelly Halcon Carl G. Sedoryk

**Blank Page**



To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: Comprehensive Operational Analysis

**RECOMMENDATION:**

Authorize General Manager/CEO to execute a contract with Jarrett Walker + Associates for a Comprehensive Operational Analysis in an amount not to exceed \$344,800.

**FISCAL IMPACT:**

The FY2021 adopted Budget does not include this project, however, MST has funds available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act that will cover this eligible expense.

**POLICY IMPLICATIONS:**

Your Board approves contracts and expenditures over \$100,000.

**DISCUSSION:**

In September of 2020, MST issued a Request for Proposals (RFP) seeking qualified firms to provide professional and technical services for a Comprehensive Operational Analysis (COA). A COA is an intensive planning exercise that many agencies undergo every several years to compare their performance metrics with comparable transit operators, engage the public to identify transit needs, and to ultimately design system improvements that better serve the needs of the community. Additionally, the COA is identified in the MST COVID-19 Recovery Plan as a tool to aid in MST's rebound from the effects of the pandemic.

On a systemwide level, the Comprehensive Operational Analysis will be conducted to evaluate MST's pre-COVID system and identify areas for improved service. A plan will be developed to guide the elimination of low-usage and outdated services, improve existing routing and timetables, and design new future services. Connectivity between communities within the County as well as regional connections outside the county will be evaluated.

This in-depth project will require a vast amount of data collection and analysis. If approved, the consultant will be available at the January strategic planning workshop to

begin the process with your board. The selected firm will need to interface with staff, stakeholders, and passengers throughout the COA. They will analyze MST's operation, transfer facilities, and routes to create three network options that could be implemented based on various revenue levels.

In response to this RFP, MST received two proposals from qualified firms. Both were invited for interviews. Pricing and overall proposer evaluation scores are listed below.

Proposer	Evaluation Score	Price
Jarrett Walker + Associates	93.5	\$344,754
Transportation Management and Design, Inc.	87.5	\$439,375

Staff independently reviewed and scored each proposal basing their scores on the firms':

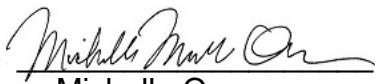
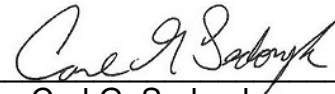
- Organizational Management and Business Plan
- Past Performance and Quality of Services
- Quality Assurance
- Comments Received from Past and Current Customers

Through this process, staff awarded the highest number of points to Jarrett Walker + Associates and selected this firm as the winning proposer.

Your Board's approval will authorize staff to award a contract to Jarrett Walker + Associates to conduct MST's COA. The total amount for this contract shall not exceed \$344,754.

**ATTACHMENT(S):**

None

PREPARED BY:  REVIEWED:   
Michelle Overmeyer Carl G. Sedoryk

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: 2021 Federal and State Legislative Programs

**RECOMMENDATION:**

Receive update and adopt 2021 Federal and State Legislative Programs.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your board adopts an annual legislative program. The recommended 2021 State and Federal Legislative Programs are consistent with our mission of advocating and delivering quality public transportation as a leader within our industry. The 2021 State Legislative Programs will be presented to state legislators and their respective staff members and will direct MST positions on legislative matters throughout the year. The Legislative Programs are also used as a guideline for supporting, opposing, or watching legislation when time does not permit official MST Board action on specific legislation.

**DISCUSSION:**

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

To monitor and guide transit-related federal legislation in Washington, DC, MST participates with the American Public Transportation Association (APTA) and the Community Transit Association of America (CTAA) legislative efforts. The MST CEO is a member of the APTA CEO Coordinating Council which provides direction to APTA staff in the development of federal legislative programs. In addition, MST is represented

by Thomas Walters & Associates in Washington, DC. This firm provides analysis, advice, staff support, and advocacy regarding federal issues on our behalf and has successfully assisted MST in seeking additional funding for ongoing capital and operating needs. Don Gilchrest from Thomas Walters & Associates is scheduled to be in attendance at the December 14<sup>th</sup> meeting of your Board to provide an update on major federal transportation issues.

Staff will provide a brief summary of state and federal legislative activity for 2020 as well as a look ahead to legislative priorities for 2021. Subsequently, staff is recommending that your Board adopt the 2021 State Legislative Program (Attachments 1 & 2) that was reviewed by the Administrative Performance Committee at their meeting of November 9, 2020.

**ATTACHMENT(S):**

1. MST 2021 State Legislative Program
2. MST 2021 Federal Legislative Program
3. Monterey-Salinas Transit 2020 Federal Update (Don Gilchrest)

PREPARED BY:   
Michelle Overmeyer

REVIEWED BY:   
Carl G. Sedoryk

## **MST 2021 State Legislative Program**

### **1S. Engage in cooperative support among partner organizations.**

- a. Support the 2021 Legislative Programs of the California Transit Association (CTA) and California Association of Coordinated Transportation (CalACT).
- b. Support CTA's efforts to support legislation and administrative strategies to implement a new federal transportation authorization legislation in a way that ensures the best possible outcome for transit operators in California.
- c. Support the 2021 State Legislative Programs for the Transportation Agency for Monterey County (TAMC) and MST member-jurisdictions.
- d. Support other partner agency legislative efforts where common interests exist.
- e. Ensure that state legislative efforts are consistent with and coordinated with the MST federal legislative program.

### **2S. Support transit-related legislation.**

- a. Support legislation and policies that enable transit-supportive development.
- b. Support legislation augmenting programs to fund public transit buses and support vehicles with electric, bio-fuel and other alternative-powered engines and energy storage.
- c. Support legislation that increases safety for transit employees and customers by increasing penalties against those that commit crimes against an operator of a transit vehicle, against the transit riding public, or against property of transit agencies.
- d. Monitor and support efforts to advance racial justice and transportation equity through state transportation policy.

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

- a. Oppose any transfer or expenditure of Transportation Development Act, Public Transportation Account, Traffic Congestion Relief Fund, and other transit funds to state and local agencies for purposes other than those specified in the Act and existing transit funding law. Monitor the effects of 2010 Proposition 22 and Proposition 26 on transit funding.
- b. Continue to educate the public on the value of SB-1, which comprehensively enhances funding for transportation throughout the state, including public transit. Pursue funds that have been disencumbered from other agencies' cancelled projects. Ensure that funds are maximized for MST and that the region's

authority to decide how to program any new funds is retained. Work with the Governor's Administration, the Legislature, the California Transportation Commission, Caltrans and others in key decision-making processes. Seek funding for bus operations, maintenance and administration facilities; new bus purchases; electric charging infrastructure and energy storage; transit stations; security improvements to property and buses; bus shelters; ticket vending machines; Intelligent Transportation Systems (ITS); Bus Rapid Transit (BRT); and mixed-use transit oriented developments (TODs).

- c. As Caltrans is the designated recipient for some of MST's federal funds, support legislation and administrative strategies to implement the transit programs in FAST Act and the new transportation bill in a way that ensures prompt distribution of funds to small urban and rural operators to yield the best possible outcome for transit.
- d. Support and advocate protecting and maximizing transit's share of Cap & Trade revenues, including additional ongoing, dedicated revenue for transit from the 40 percent of Cap & Trade funds not continuously appropriated pursuant to existing statute.
- e. Participate in the development of California Air Resources Board Zero Emission Vehicle Investment Plan criteria and apply for funding as appropriate.
- f. Support discussions with the Administration and California State Transportation Agency on implementation of the Governor's executive orders to address climate change through transportation investments to protect transit agencies from any negative impacts, and work to ensure state and federal funds are made available to achieve the goals outlined in the orders.
- g. Advocate for additional state funding to address the adverse funding impact of the COVID-19 pandemic on transit agencies.
- h. Support MST member-jurisdictions' efforts to combat homelessness and advocate for transit funding the help get homeless individuals to jobs, medical appointments, and other essential services.
- i. Support efforts to bridge the digital divide by funding capital and operating expenses for broadband and wifi-enabled transit buses.

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

- a. Support exemptions for small operators from financially burdensome new legal or regulatory requirements or minimize their impact on small operators.
- b. Continue to participate on the California Transit Association's (CTA's) Transportation Development Act (TDA) Reform Task Force to review existing metrics for the qualification and distribution of TDA revenues, with the possibility for legislation in 2021 to update TDA law.

- c. Oppose efforts to mandate benefits or other specific working conditions that would increase MST's costs and that would be more appropriately addressed through the local collective bargaining process.
- d. Monitor ongoing rule-making discussions at the California Air Resources Board including AB 32, SB 375 and the state's "Cap and Trade" program, and oppose additional regulatory requirements that do not have a new, dedicated funding source provided for their implementation.
- e. Monitor the California Air Resources Board's (ARB) Innovative Clean Transit (ICT) regulation and support the provision of new sources of funding to incentivize the adoption of ZEB technology and energy storage.
- f. Support efforts to streamline state-administered federal grant programs to allow funds to be delivered to transit agencies more promptly and/or administered directly by small urban transit operators who already receive and manage federal transit grants, where appropriate.
- g. Monitor state implementation of pension reform laws.
- h. Support efforts to include certain types of transit projects in CEQA reform measures as they are periodically proposed.

#### **5S. Raise MST's profile and role in state legislative issues.**

- a. Continue to bring legislators, key Governor Newsom staff and others to MST for a facilities tour and presentation.
- b. Develop and maintain positive working relationships with elected state representatives including Governor Newsom, Assemblymembers Rivas and Stone, and Senators Caballero and Laird. Reach out to elected legislative officials during the 2021 session, including those that may be assigned committees with oversight over transportation-related matters.
- c. Continue having MST Board and staff participate in transit-related meetings with elected representatives, key transportation and budget committee members and other officials.

DRAFT – December 14, 2020

**Blank Page**



## **MST 2021 Federal Legislative Program**

### **1F. Engage in cooperative support among partner organizations.**

- a. Support the 20210 American Public Transportation Association (APTA), and Community Transit Association of America (CTAA) Legislative Programs.
- b. Support APTA's recommendations on any federal Infrastructure Initiative that may be enacted into law by Congress and the President. Include transit capital and operating funds as part of any further potential economic stimulus and jobs bills that may be proposed and relieve local agencies from funding match requirements.
- c. Support the 20210 Federal Legislative Programs for the Transportation Agency for Monterey County (TAMC) and MST member-jurisdictions.
- d. Support other partner agency legislative efforts where common interests exist.

### **2F. Ensure short-term and long-term transit funding stability and expansion.**

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

- e. Support strategies to stabilize and increase transportation funding sources in light of the depletion of the federal highway trust fund and transit trust fund, and advocate for a well-funded, swiftly-implemented, multi-year federal transportation program supported by annual, full-year, on-time appropriations of funding by Congress and apportionments by FTA. Support the APTA Recommendations on federal public transportation authorizing law.
- f. Support California receiving its fair share of its contribution to federal transportation funding.
- g. Oppose efforts to reduce or limit federal formula or discretionary transit funds or eliminate the federal role of funding public transit operations and capital by deleting the program from the Highway Trust Fund.
- h. Seek additional funding for elderly and disabled transportation, including the FTA Section 5310 elderly and disabled transit capital funding program, which under FAST Act incorporates funding for projects formerly eligible under the Section 5317 New Freedoms Program.
- i. Oppose any efforts to shift current, expanded, or new transit funds or fuel taxes/fees to non-transportation programs or projects.
- j. Support initiatives to develop the workforce necessary to successfully deliver transit services, including continued and expanded funding of regional training consortium programs, which provide advanced transit specific training through local community colleges and similar educational institutions.
- k. Support federal legislative efforts to provide incentives for zero-emission buses and charging/storage infrastructure equivalent or comparable to the alternative fuels tax credit currently available for compressed and liquefied natural gas.
- l. Support increased public transportation funding to reduce vehicles miles travelled and associated greenhouse gas emissions. Ensure that trust fund and general fund transit programs are protected if carbon fees are implemented at the federal level. Support green energy funding and incentives for zero-emission buses and associated charging/storage infrastructure .
- m. Increase the Small Transit Intensive Cities (STIC) set-aside from two percent to three percent.

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

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

- d. Advocate for changes in policies that inhibit MST's abilities to effectively provide mobility, including inappropriate usage of the 13c provision of the 1964 Federal Transit Act, restrictions of buses based on axle weight, Buy America, and unreasonable spare ratio requirements.
- e. Monitor Asset Management, Safety, and Performance requirements on transit agencies being implemented by the Federal Transit Administration and continue to advocate for exemptions and/or reduced reporting requirements for small operators.
- f. Reduce regulatory burden, advocate that any new federal safety regulations should accept the safety programs of public transit agencies that have developed their safety plans/activities as members of large risk pools (e.g. CalTIP).

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

- a. Continue to bring legislators, key staff, and other federal stakeholders to MST for a facilities tour and presentation.
- b. Offer opportunities to educate Congressman Jimmy Panetta and his local and DC staff members about MST and the importance of public transit in the Monterey Bay region, the State of California, and around the entire country.
- c. Continue having MST Board and staff participate in transit-related meetings with federal elected representatives, key transportation and budget committee members, and other officials.

December 14, 2020

**Blank Page**

## Attachment 3

## Monterey-Salinas Transit 2020 Federal Update



**Don Gilchrest**  
**Thomas Walters & Associates, Inc.**  
**December 14, 2020**

12/14/2020

Federal Update

1

---

---

---

---

---

---

---

---

## 2020 Outcomes (so far)



- **FY21 Continuing Resolution Enacted**
- **One-year Transportation Extension**
- **\$25 billion Pandemic Relief for Transit**
- **MST TIFIA Application Approved**
- **\$2.52 million FTA Bus Grant to MST**

12/14/2020

Federal Update

2

---

---

---

---

---

---

---

---

## 2020 Lane Duck Session (Unfinished Business)



- **Full-year DOT Appropriations**
- **Pandemic Relief Bills**
- **Tax Extenders/Green Energy**
- **Infrastructure Bill Delayed**

12/14/2020

Federal Update

3

---

---

---

---

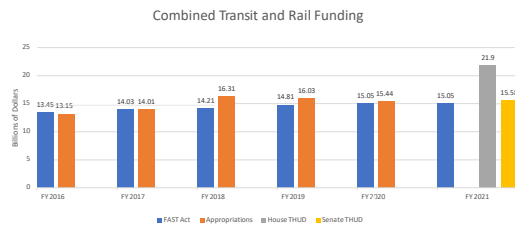
---

---

---

---

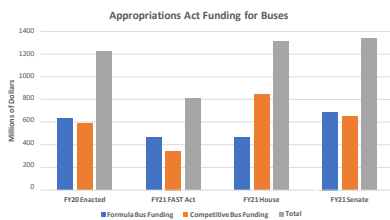
## Transit and Rail Funding Levels



12/14/2020 Federal Update

4

## Bus Funding



12/14/2020 Federal Update

5

## Infrastructure

- **Trump Administration**
  - *\$1 Trillion Proposal in FY21 Budget*
- **House Democrats**
  - *\$1.5 Trillion H.R. 2 Moving Forward Act*
- **Senate Bipartisan Bills**
  - *Some Elements Drafted by Committees*

12/14/2020 Federal Update

6

## 2021 Outlook



- **Pandemic Relief**
- **Economic Recovery**
- **Infrastructure**
- **Climate Change/Green Energy**
- **Resiliency**
- **Congressionally-Directed Spending**

12/14/2020

Federal Update

7

---

---

---

---

---

---

---

---

## Monterey-Salinas Transit 2020 Federal Update



**Thank you!**

**Questions?**

12/14/2020

Federal Update

8

---

---

---

---

---

---

---

---

**Blank Page**



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 October 2020 (Attachment 1 – 4).

A presentation update on current performance will be provided at your meeting.

Attachment #1 – Dashboard Performance Statistics – October 2020

Attachment #2 – Operations Dept. Report – October 2020

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

Attachment #4 – Administration Dept. Report – October 2020

Attachment #5 – CTA Emergency Order COVID-19 Prevention – General Industry  
Safety Order

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

PREPARED BY:   
Carl G. Sedoryk

**Blank Page**

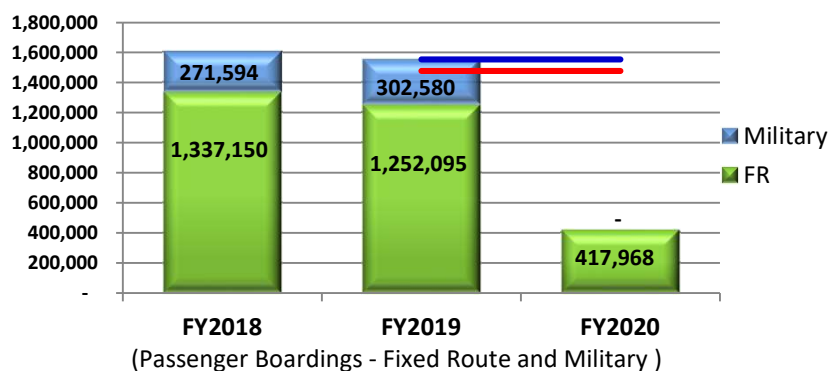
# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### July - October

### Fiscal Years 2019-2021

#### Ridership



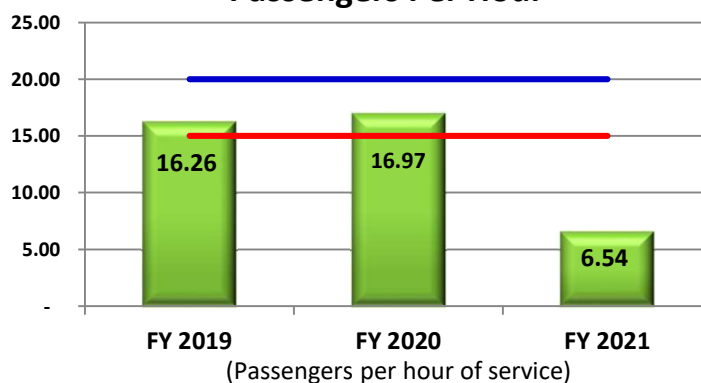
**Goal = 1,554,675  
passengers**

**Minimum = 1,476,941  
passengers**

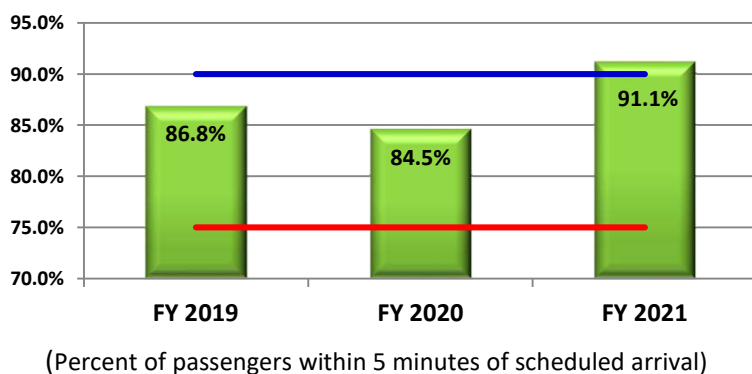
**Goal = 20 passengers p/h**

**Minimum = 15 passengers p/h**

#### Passengers Per Hour



#### On Time Performance



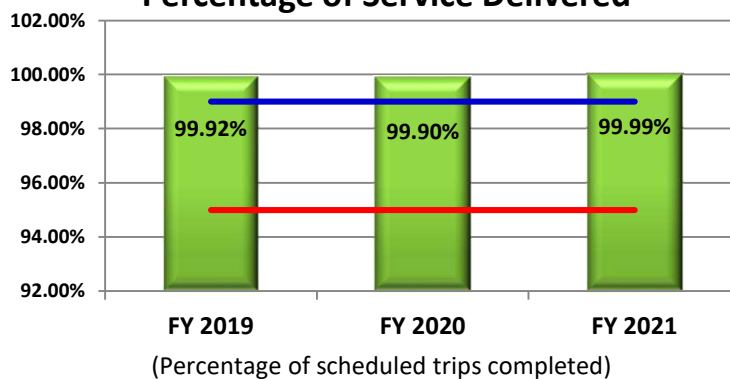
**Goal = 90% on time**

**Minimum = 75% on time**

**Goal = 99% completed**

**Minimum = 95% completed**

#### Percentage of Service Delivered

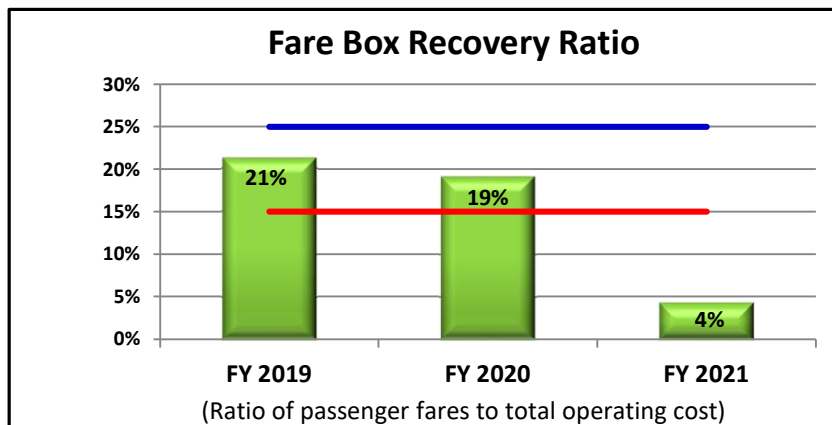


# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### July - October

### Fiscal Years 2019-2021

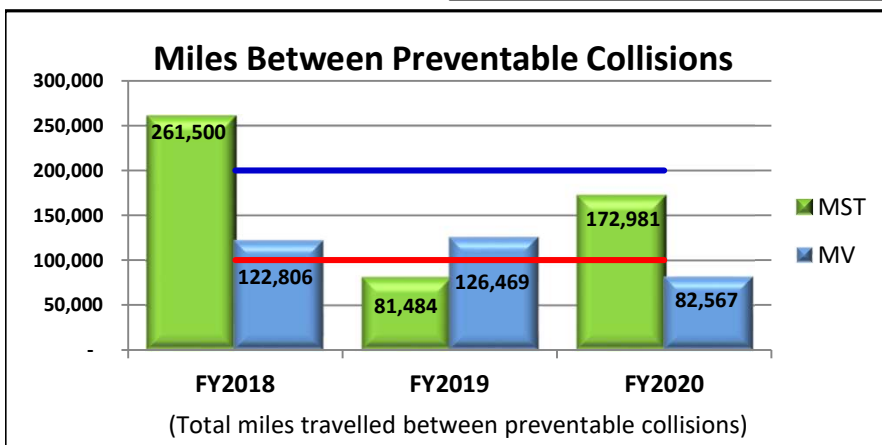
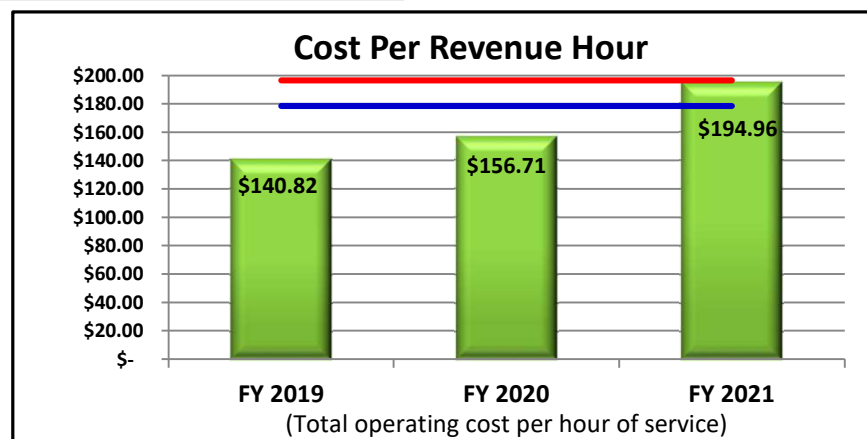


**Goal = 25%**

**Minimum = 15%**

**Goal = \$178.58 per RH**

**Maximum = \$196.43 per RH**

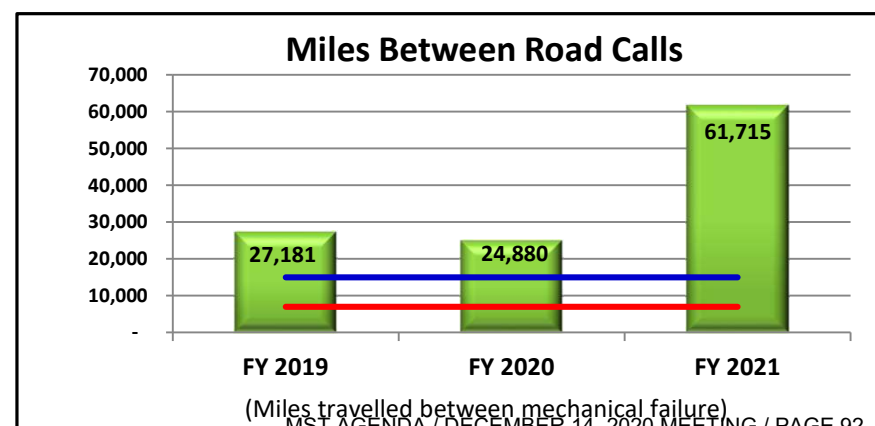


**Goal = 200,000 Miles**

**Minimum = 100,000 Miles**

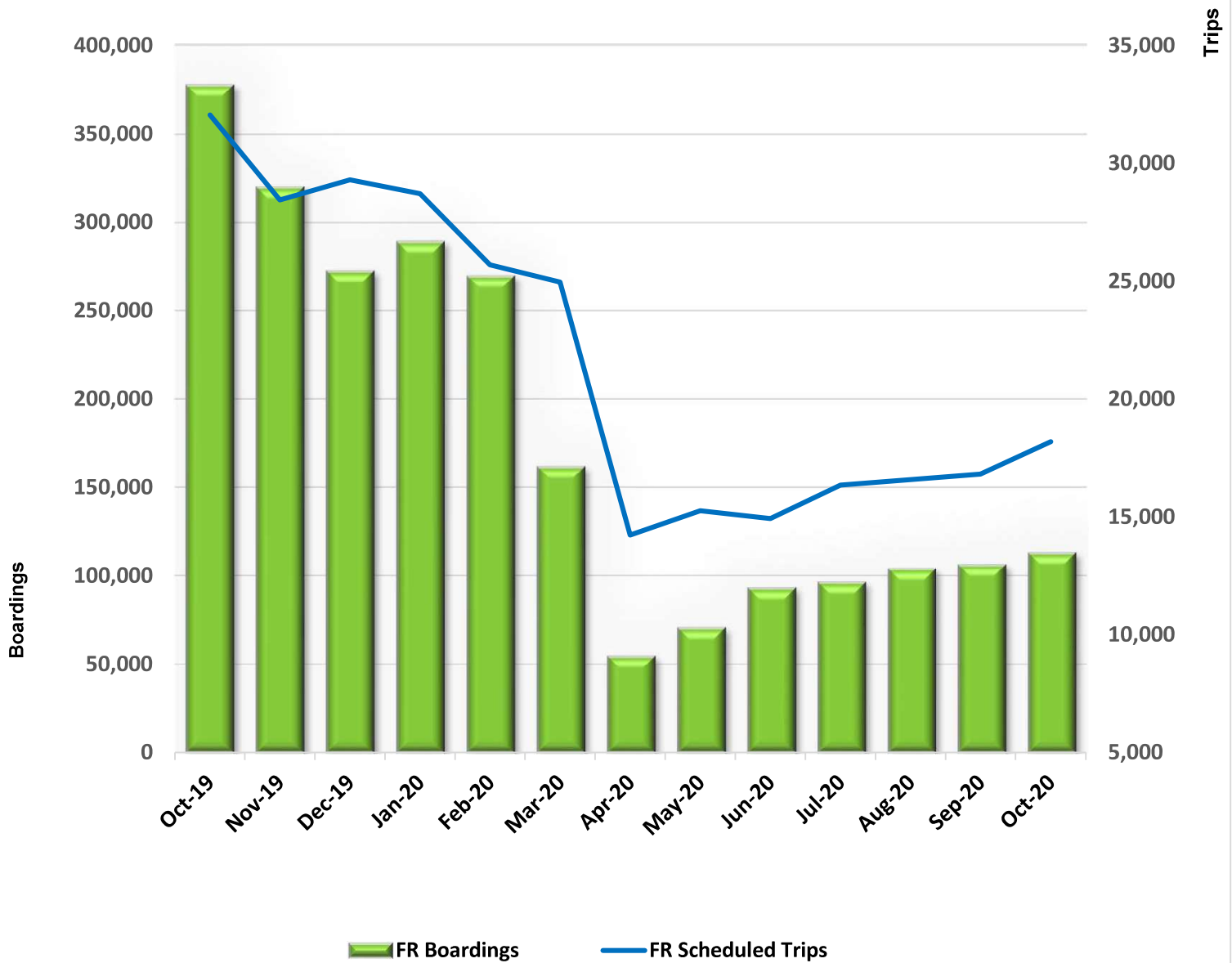
**Goal = 15,000 Miles**

**Minimum = 7,000 Miles**

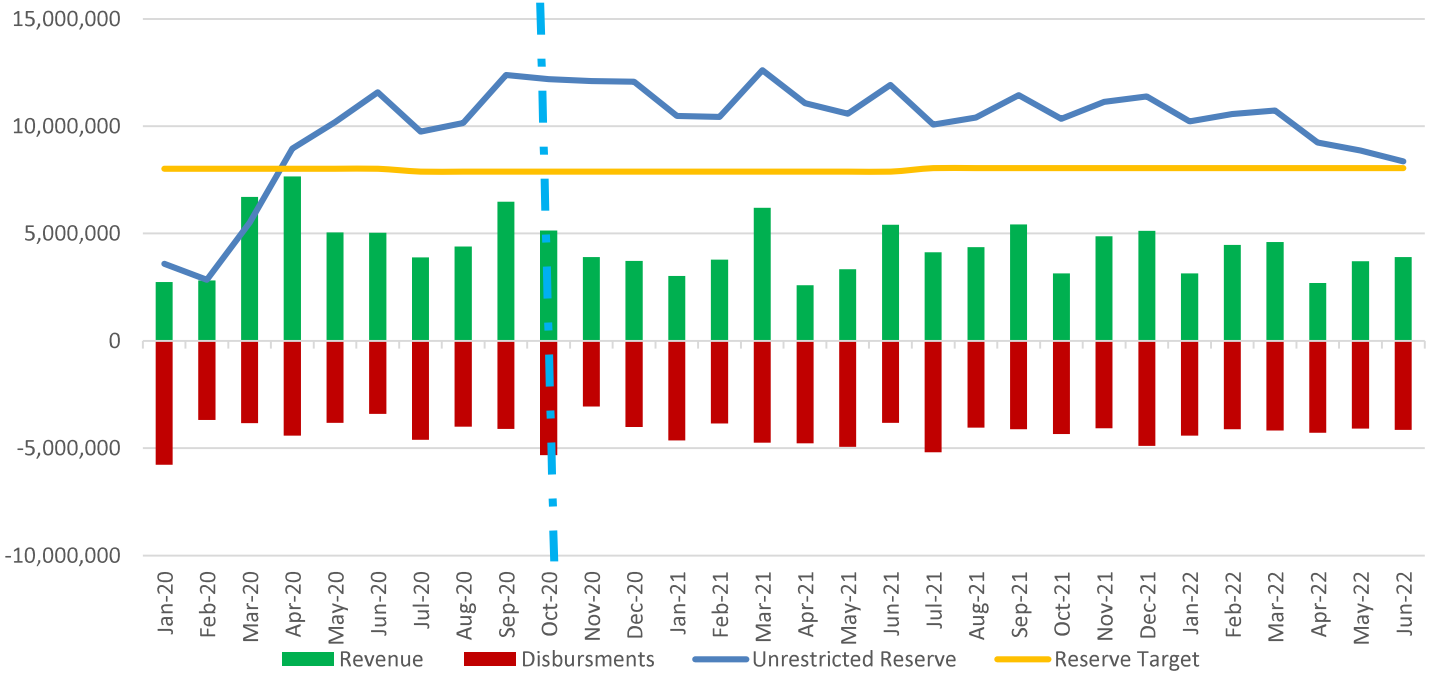


# COVID-19 MST Statistics and Projections

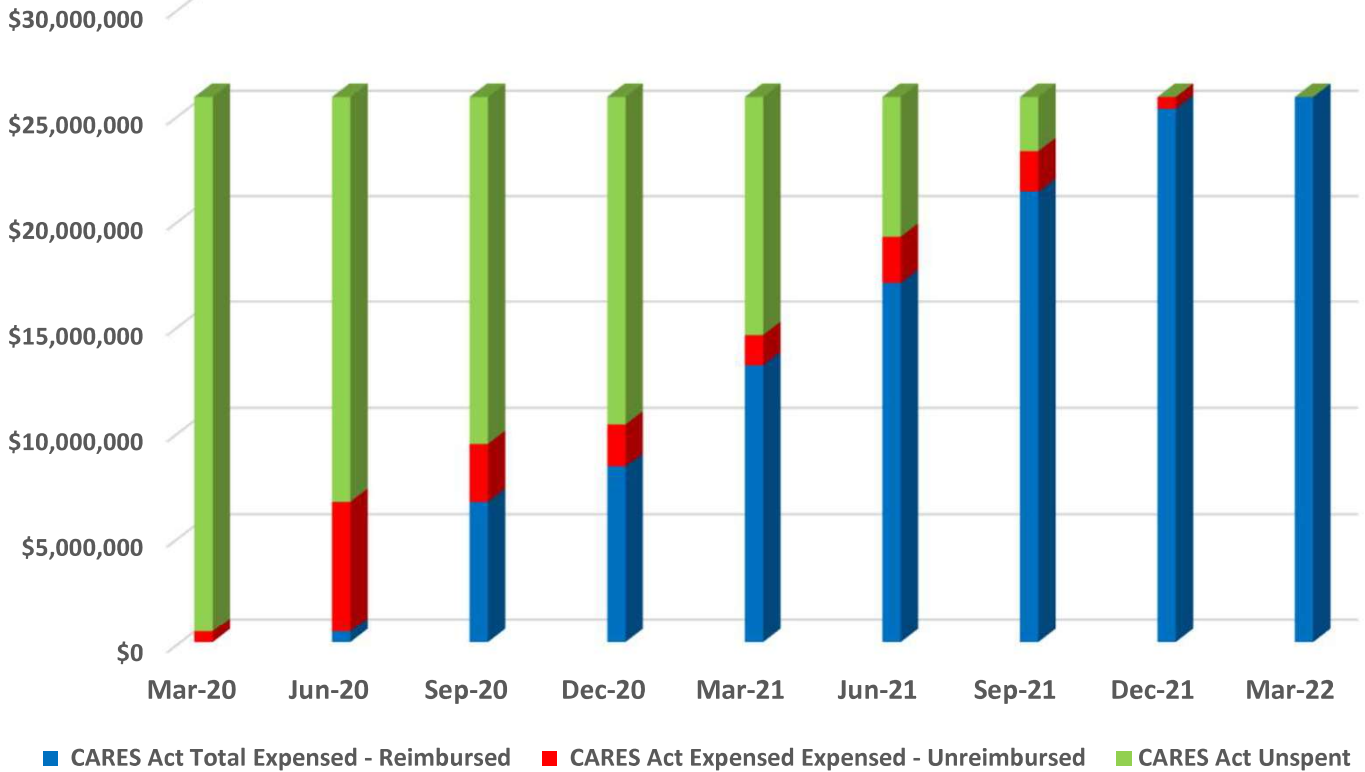
## 13 Month Rolling Boardings and Scheduled Trips



### Cash Flow Projections Jan 20 - June 22



### MST CARES Act Funds

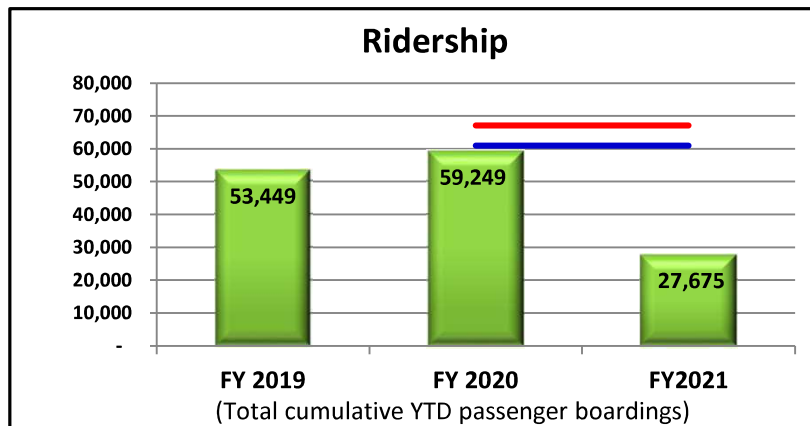


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### July - October

### Fiscal Years 2019-2021

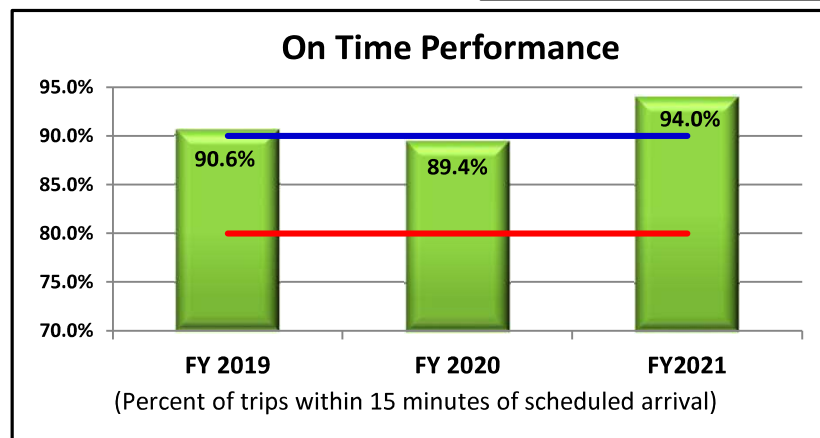
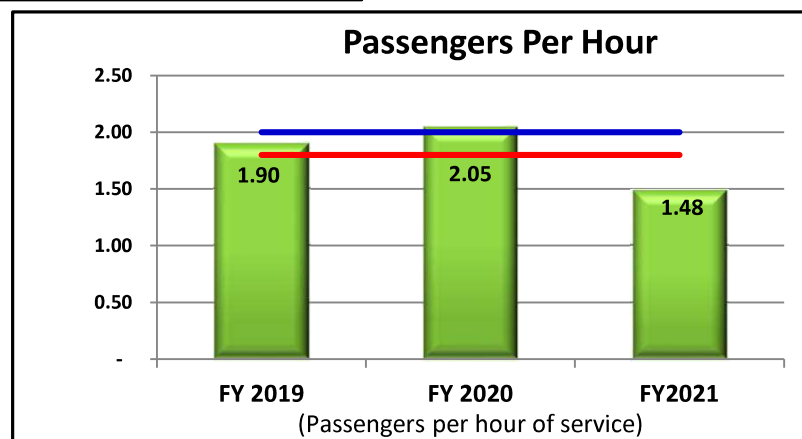


**Goal = 61,026  
passengers**

**Maximum = 67,129  
passengers**

**Goal = 2.0  
passengers p/h**

**Minimum = 1.8  
passengers p/h**

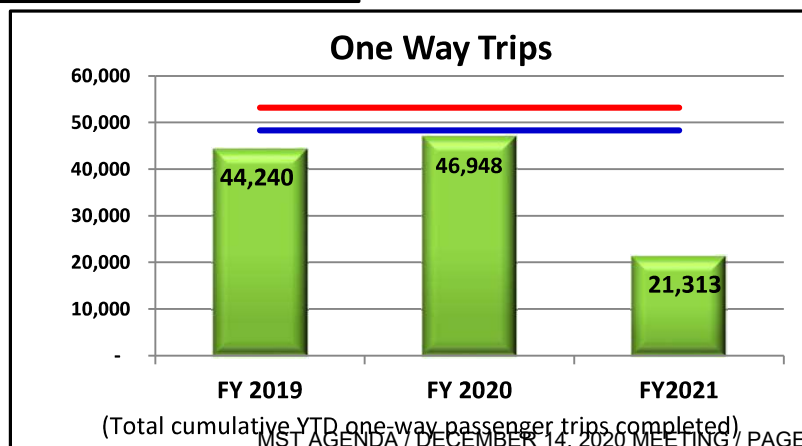


**Goal = 90% on time**

**Minimum = 80% on time**

**Maximum = 53,192  
one-way trips**

**Goal = 48,356  
one-way trips**

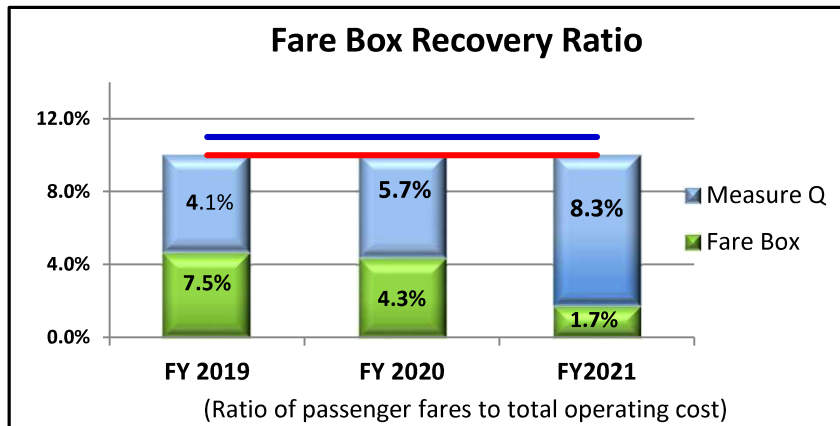


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### July - October

### Fiscal Years 2019-2021

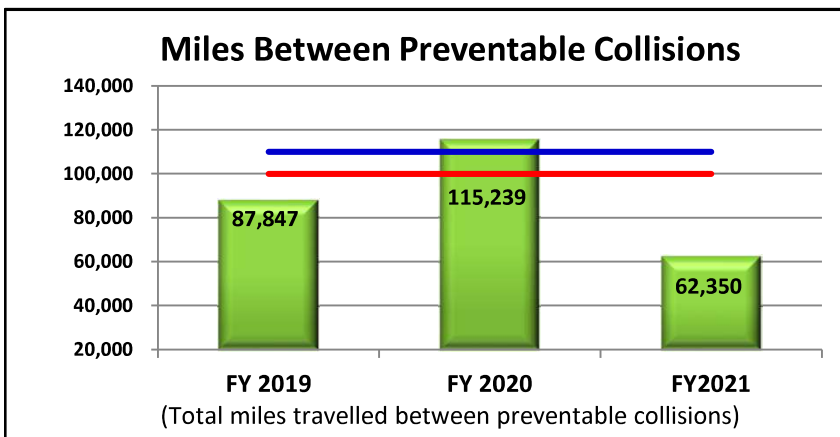
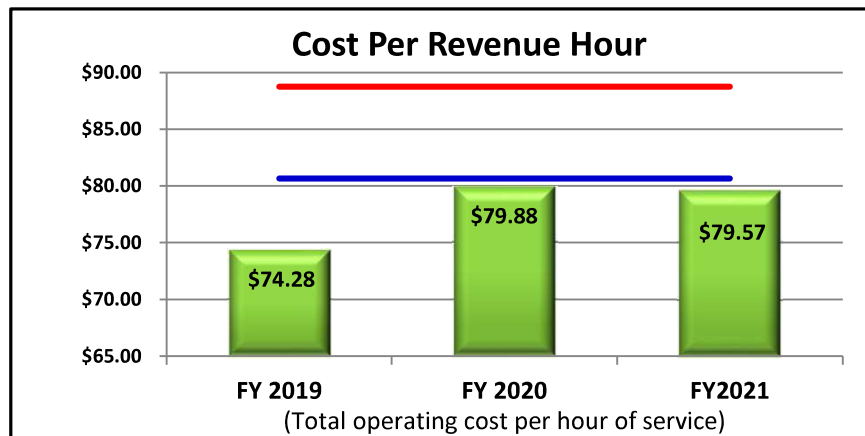


**Goal = 11%**

**Minimum = 10%**

**Goal = \$80.67 per RH**

**Maximum = \$88.74 per RH**

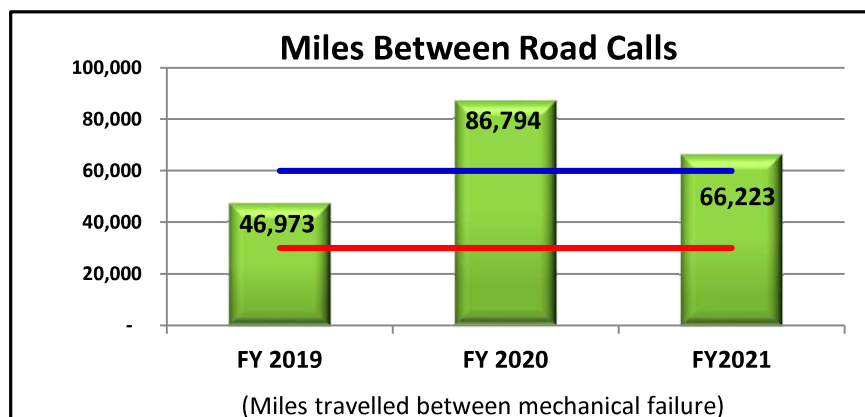


**Goal = 110,000 Miles**

**Minimum = 100,000 Miles**

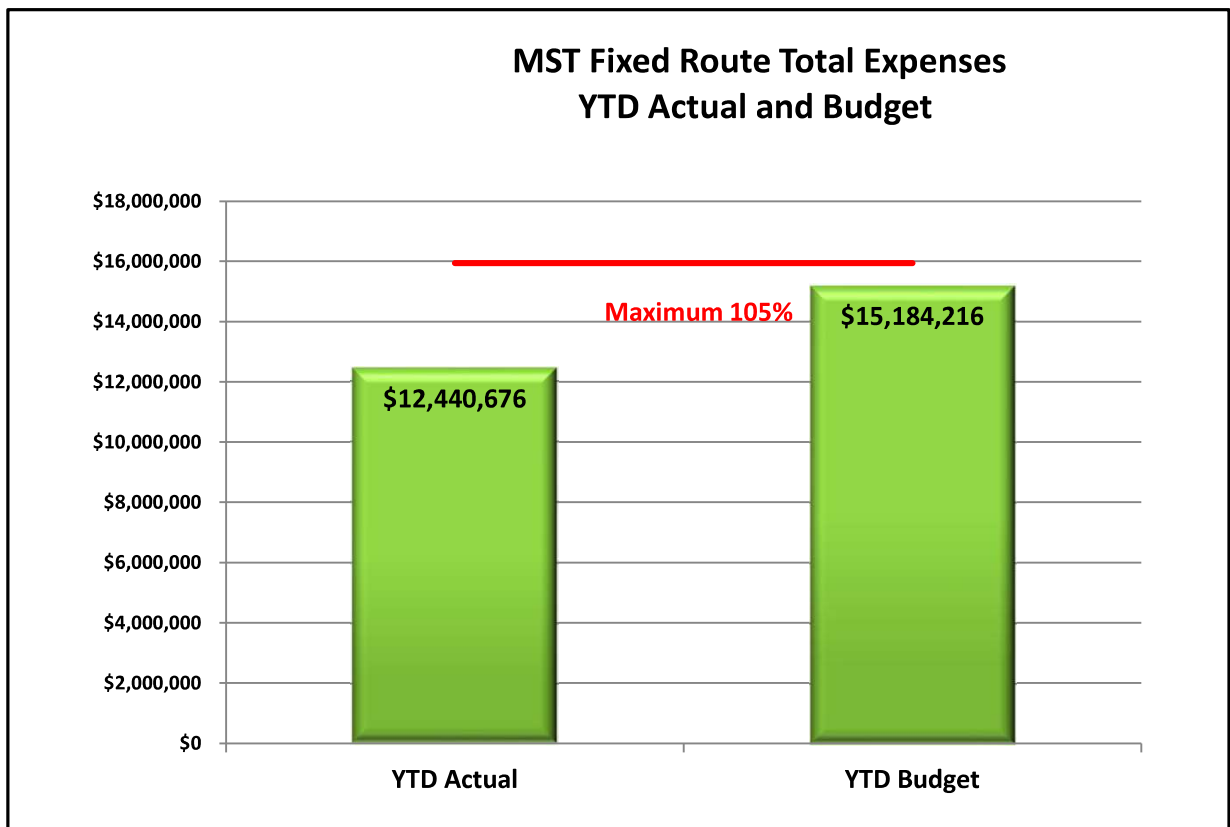
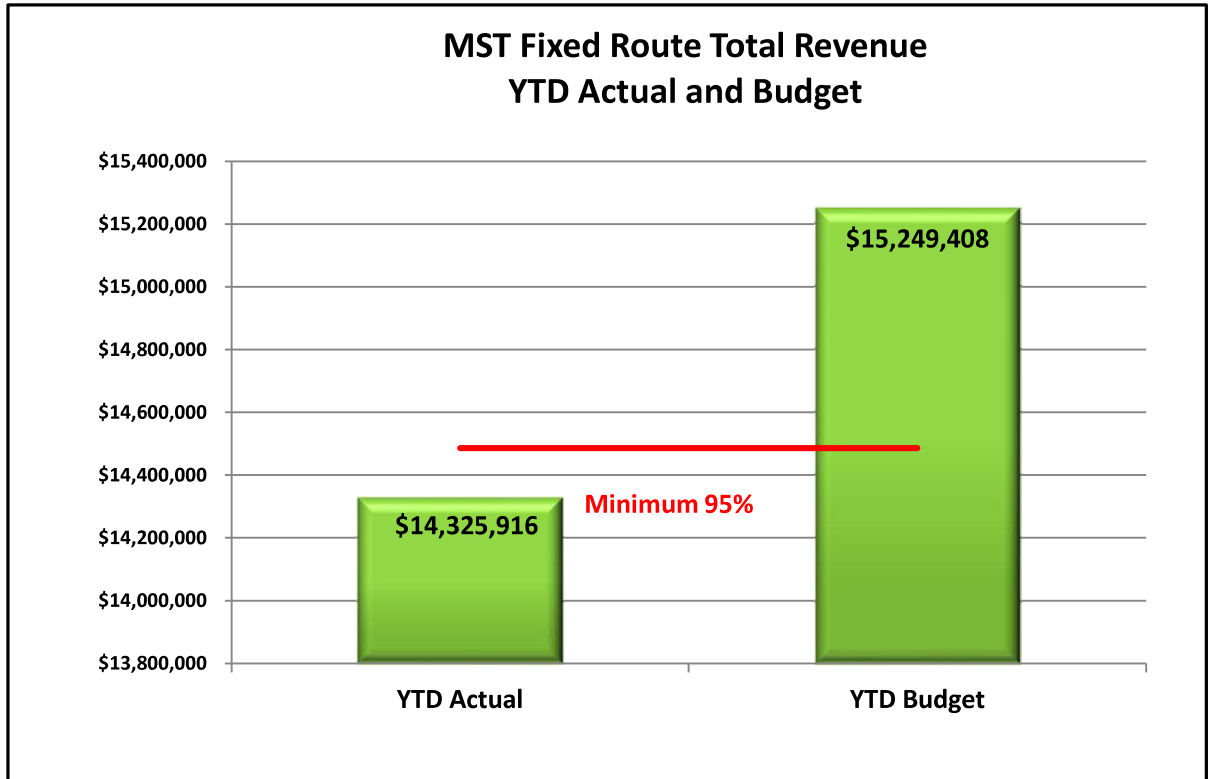
**Goal = 60,000 Miles**

**Minimum = 30,000 Miles**





**MST Fixed Route  
Financial Performance Comparative Statistics  
July - October  
Fiscal Years 2019-2021**

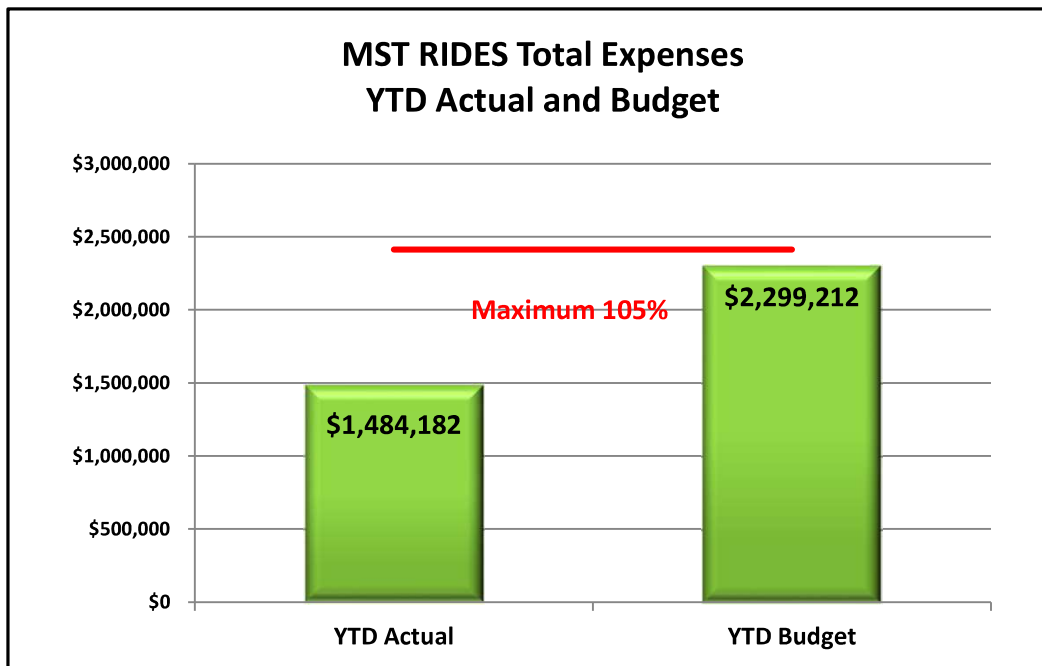
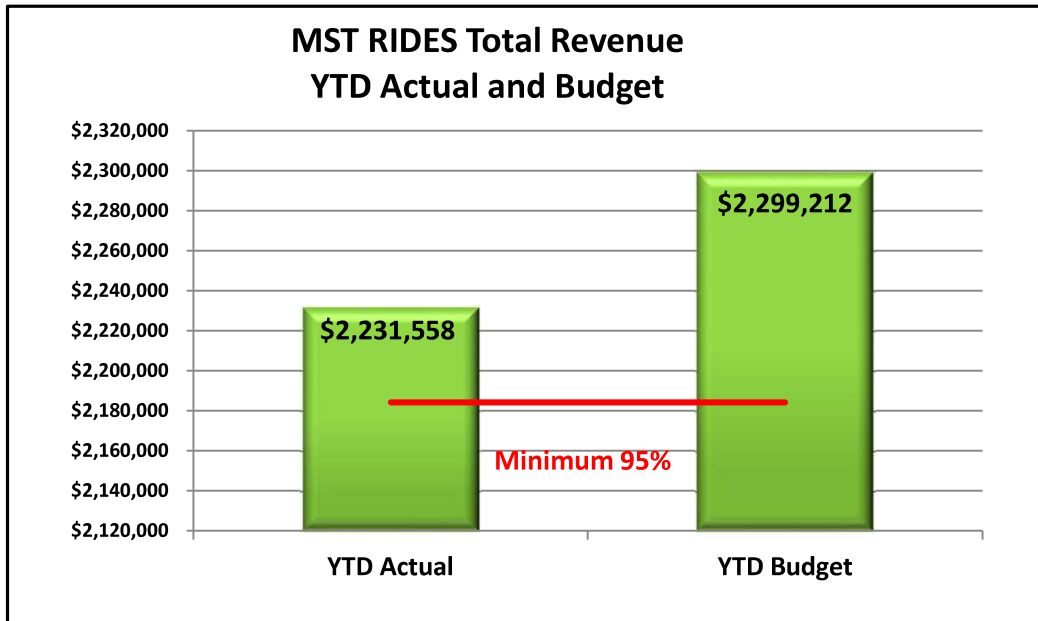


# MST RIDES

## Financial Performance Comparative Statistics

### July - October

### Fiscal Years 2019-2021



November 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 – October 2020**

---

## **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership fell to 112,734 in October 2020, which represents an **70.13% decrease** as compared to October 2019, (377,416). For the fiscal year, passenger boardings have decreased by **73.12%** from FY 2020.

Productivity decreased from 15.9 passengers per hour in October 2019 to **6.7** passengers per hour in October of this year.

***Note: The sharp decline in passenger boardings and productivity is directly attributed to the COVID-19 county-wide shelter in place order that went into effect on March 18<sup>th</sup>.***

### **Supplemental / Special Services:**

All supplemental and special services were suspended for the month of October due to the COVID-19 pandemic.

### **System-Wide Statistics:**

- Ridership: 112,734
- Vehicle Revenue Hours: 16,821
- Vehicle Revenue Miles: 252,111
- System Productivity: 6.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,185

**Time Point Adherence:** Of 90,401 total time-point crossings sampled for the month of October, the Transit Master™ system recorded 9,446 delayed arrivals to MST's published time-points system-wide. This denotes that **89.55%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2020 - 2021.*)

**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 no revenue trips cancelled for the month of October:

<b>Total Revenue Trips Completed: 18,185</b>			
<b>Category</b>	<b>MST</b>	<b>MV</b>	<b>%</b>
N/A	0	0	100.00%
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>

**Documented Occurrences:** MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of October 2019 and October 2020:

<b>Occurrence Type</b>	<b>October-19</b>	<b>October-20</b>
Collision: MST Involved	5	2
Employee Injury	1	0
Medical Emergency	2	1
Object Hits Coach	1	0
Passenger Conflict	5	2
Passenger Fall	4	3
Passenger Injury	0	0
Other	2	0
Near Miss	0	0
Fuel / fluid Spill	4	0
Unreported Damage	0	0
<b>Totals</b>	<b>24</b>	<b>8</b>

## CONTRACTED TRANSPORTATION SERVICES:

### MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of October 2020 there were 7,246 passenger boardings. This denotes a **54.36%** decrease in passenger boardings from October of 2019, (15,878). For the Fiscal year – passenger boardings have decreased by **53.21%** from FY 2020.

- Productivity for October 2020 was **1.52** passengers per hour, decreasing from 1.99 passengers per hour in October 2019.

***Note: The sharp decline in passenger boardings and productivity is directly attributed to the COVID-19 county-wide shelter in place order that went into effect on March 18<sup>th</sup>.***

- For the month of October 2020, 94.75% of all scheduled trips for the MST RIDES program arrived on time, increasing from October of 2019, (90.02%).

## COMMUNICATIONS CENTER:

In October, 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	3
EMS	Passenger Medical Emergency / Injury	4

Robert Weber



Chief Operating Officer  
Monterey – Salinas Transit District

**Blank Page**

## ATTACHMENT 3

November 23, 2020

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

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

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

<b>FY21 Fuel Budget:</b>	<b>Average Fuel Price October 2020:</b>	<b>Average Fuel Price: FY2021</b>
Diesel: \$2.75	<b>\$1.84</b>	<b>\$1.86</b>
Gasoline: \$2.85	<b>\$2.45</b>	<b>\$2.49</b>

<b>Period:</b>	<b>Revenue Fleet: Operating Cost Per Mile:</b>	<b>Revenue Fleet: Miles Between Major Mechanical Road Calls:<sup>1</sup></b>
<b>October: 2020</b>	<b>\$1.15</b>	<b>103,999</b>
<b>YTD: FY 2021</b>	<b>\$1.44</b>	<b>63,934</b>
FY 2020	\$1.05	20,916
FY 2019	\$0.93	23,505

<sup>1</sup> **Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

### **Department Activities/Comments:**

In October, MST travelled more than 100,000 miles between major mechanical failures – an MST record. Again, this is due to the major decrease in the overall number of hours and miles MST has traveled in response to the COVID-19 pandemic and MST's frontline maintenance employees' hard work. During the pandemic, staff has focused on meticulously cleaning, disinfecting, repairing, and maintaining all MST vehicles; all of which contributed to this accomplishment. MST's fuel cost per gallon continues to remain lower than budgeted for both gasoline and diesel fuels.

In October, I participated in the California Transit Association's (CTA) Zero Emission Bus (ZEB) Task Force Subcommittee meetings focused on issues related to purchasing diesel powered buses in California. I also attended Zero Emissions Bus

Resource Alliance (ZEBRA) meetings over two days. These meetings involved receiving presentations and information from ZEB manufacturers from the electric and hydrogen industries. MST's Maintenance department continues focusing their efforts to ensure vehicles are cleaned, disinfected, safe, and available for MST employees.

Prepared by:  Reviewed by:   
Norman Tuitavuki Carl G. Sedoryk



**ATTACHMENT 4**

Date: December 1, 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 – October 2020**

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

### **Human Resources**

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

<b>Positions</b>	<b>Budget FY20</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators F/T	131	126	-5
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	32	-5
Maintenance & Facilities	53	48	-5
Administrative (Interns 1 PT)	30	28	-2
<b>Total</b>	<b>252</b>	<b>234</b>	<b>-18</b>

\*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.

<b>October Worker's Compensation Costs</b>	
<i>Indemnity (paid to employees)</i>	\$20,688.95
<i>Other (includes Legal)</i>	\$23,834.47
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$16,851.01
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$6,583.17
<b>Total Expenses</b>	<b>\$73, 665.93</b>
<b>Reserves</b>	<b>\$987,970.97</b>
<b>Excess Reserved</b>	<b>(\$0)</b>
<b># Ending Open Claims</b>	<b>38</b>

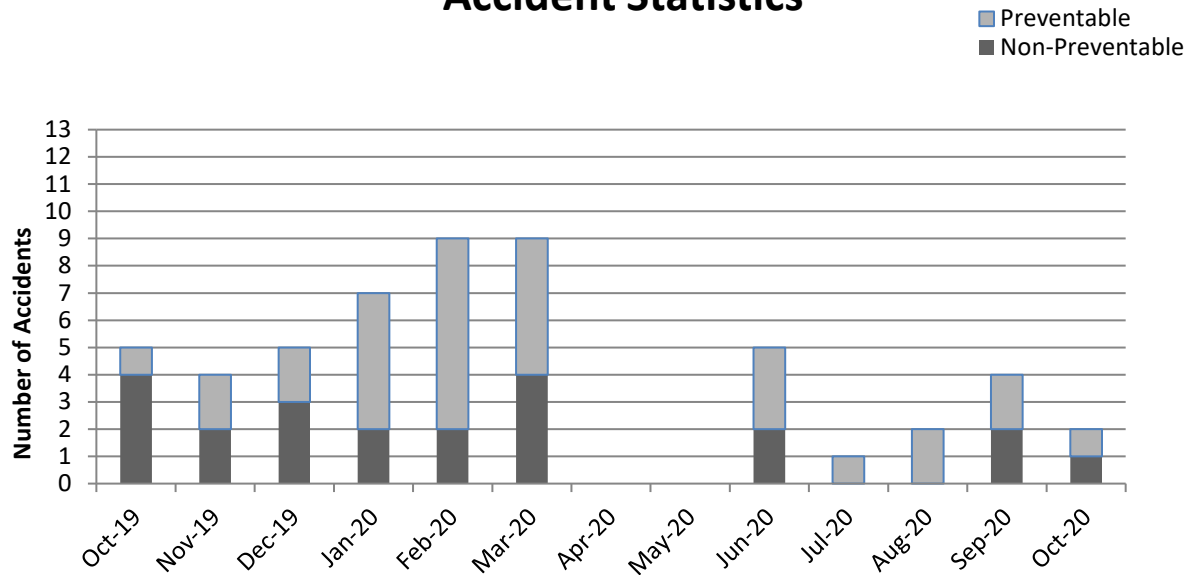
## Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	9
Post-Accident/Incident Re-training	4
In-Service Training: Drive Safely at all time and Accident Prevention-targeting left turns	9
Human Trafficking: Modern Day Slavery Training	9
Return to Work refresher training	4
Maintenance Safety Training: Fall Protection	3
EEOC Training Institute: Virtual EEO Investigation	1
Maintenance Safety Training: Accident preventability, fire safety and fires extinguisher, forklift safety	26
EEOC: Meeting the Moment	1
SCRTTC: Transit Safety and Familiarization	4
EEOC Training Institute: Pacific Northwest Annual EEO Training	1
Veterans Health Administration: Military Culture-Core competencies for health care professionals treatment resources and tools	1

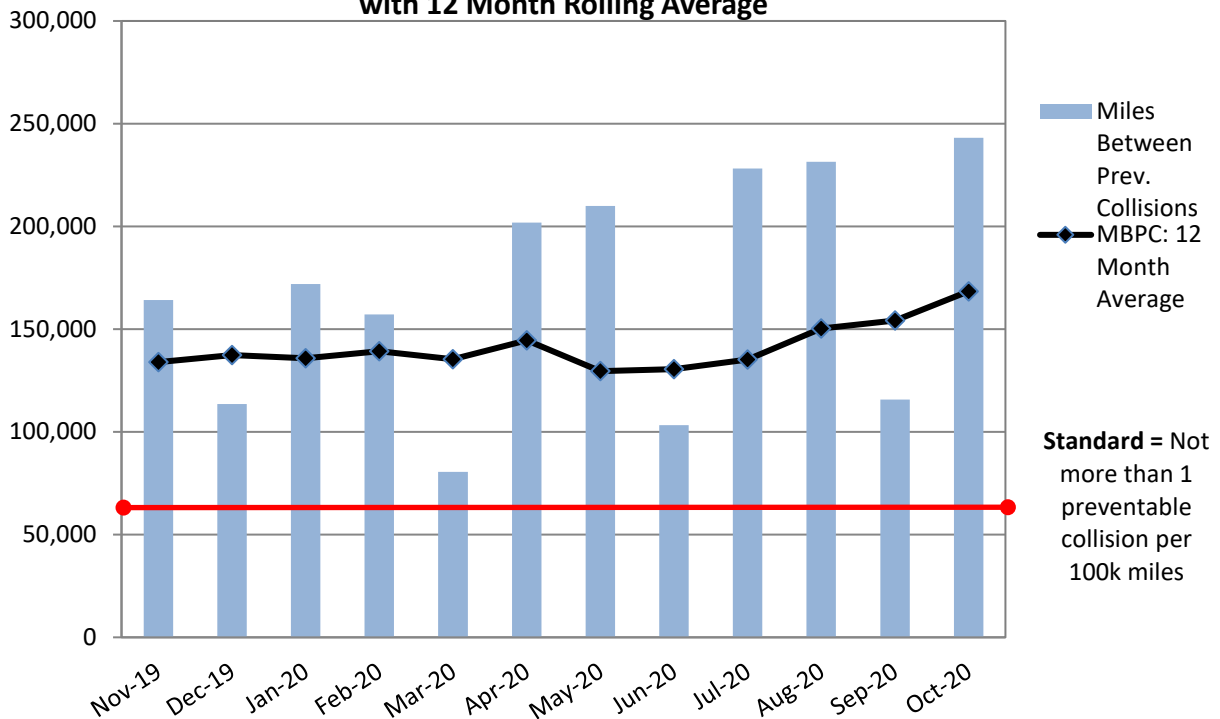
## Risk Management

	October 2020 Preventable		October 2019 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	1
MST Preventable Accidents	1	0	4	0
TOTAL	1	1	4	1

## 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**	October 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	2	0	1	5.9%	3	3.6%
Carried By	0	0		0.0%	1	1.2%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	0		0.0%	0	0.0%
Employee Other	0	0		0.0%	3	3.6%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	1	0		2.9%	5	6.0%
Full Bus / Left Behind	0	0		0.0%	1	1.2%
Harassment by Employee	0	0		0.0%	1	1.2%
Improper Driving	3	3	2*	17.6%	17	20.5%
Improper Employee Conduct	4	2	2/2*	17.6%	11	13.3%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	0	1	1*	2.9%	5	6.0%
Late Departure	0	0		0.0%	0	0.0%
No Show	3	2	1/2*	14.7%	4	4.8%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	1	1*	2.9%	0	0.0%
Passed By	3	0	2	8.8%	9	10.8%
Passenger Conduct	0	1	1*	2.9%	3	3.6%
Passenger Injury	0	0		0.0%	1	1.2%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	1	0		2.9%	2	2.4%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	2	4	1/4*	17.6%	17	20.5%
Service Schedule	1	0	1	2.9%	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	0	0		0.0%	0	0.0%
Sub total reports	20	14				
Grand Total MST and *Other Provider		34		100.0%	83	100.0%

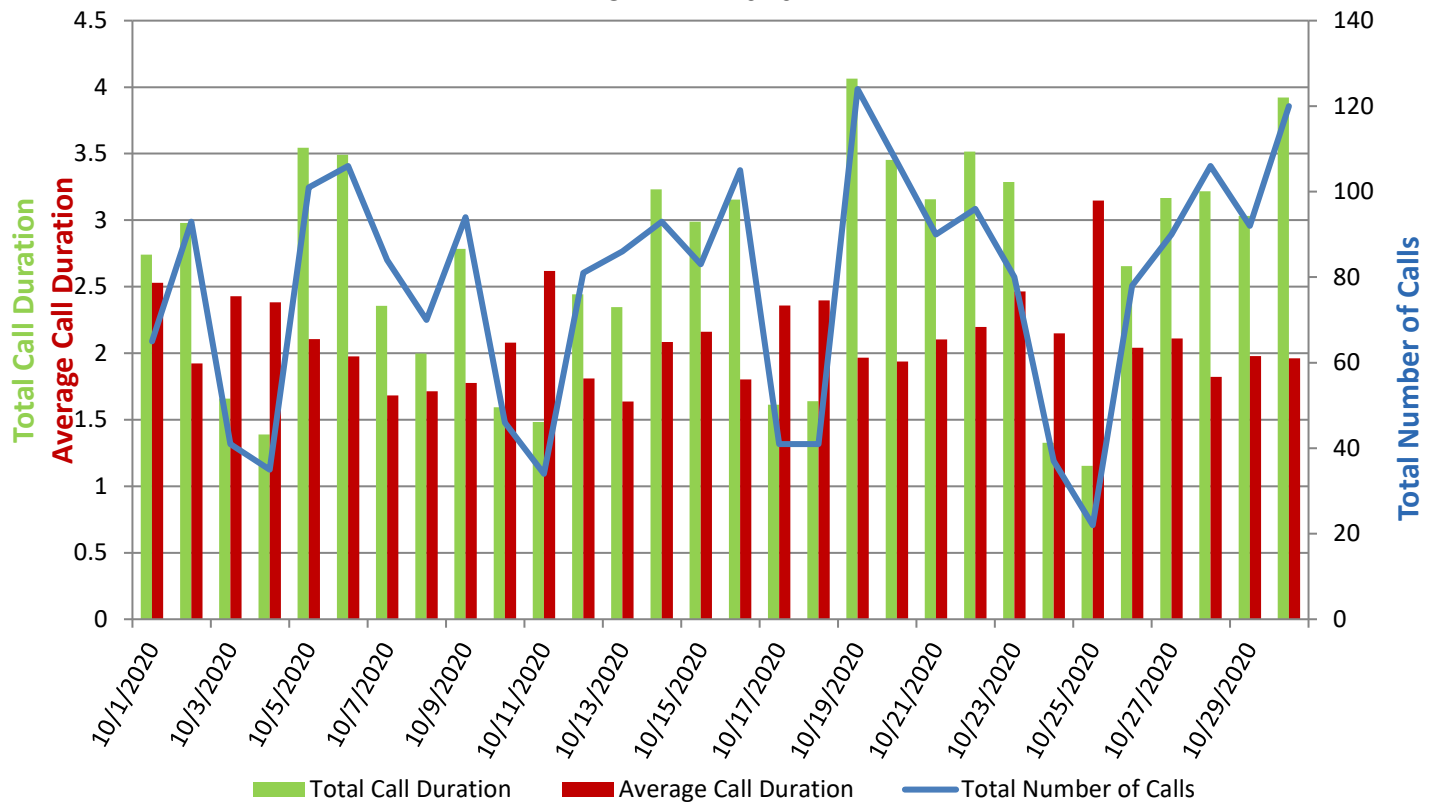
\*Operated by MV Transportation or taxi provider

\*\*Numbers may not add up exactly due to rounding

### Customer Service Call Center Report:

During the month of October 2020, MST received a total of 2,380 calls which lasted a total of 80 hours and 48 minutes. The average call duration was two minutes and two seconds (2:02). MST received the most number of calls on Monday, October 19, at 124. Of the total number of calls, 413 (17%) 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 October 2020



## **Finance Update**

### **General Accounting/Accounts Payable**

During the month of October, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. In addition, staff prepared and submitted the required annual reporting to the National Transit Database which aids in the appropriation of FTA formula funds to transit agencies. Additionally, staff is continuing to track all COVID-19 related expenses necessary to claim expense reimbursements from FEMA, CARES, and Tax Credits in the next coming months. During this unprecedented time, staff has been successfully continuing to adapt to working from a distance, as necessary.

### **Payroll**

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

### **Grants**

During the month of October, staff provided support in responding to the constantly changing COVID-19 pandemic. Staff submitted an additional FEMA project application for expenses incurred while responding to the COVID-19 pandemic. Staff followed up on and responded to pending applications for reimbursement under the 5307 CARES Act, 5311 CARES Act, LCTOP and FEMA grant programs. In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding the COVID-19 pandemic, PG&E Zero-Emission Fleet program, clean vehicle infrastructure funding programs, FTA's Capital Investments Grant program, and FEMA grant funding processes for the Monterey County Fires. Staff also participated in several meetings regarding current and future projects including procurements, SURF! Highway 1 Busway and BRT, and South County Maintenance and Operations Facility. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also provided support for the yearly audit and National Transit Database reporting. Staff also participated in a NEPA 101 training webinar.

### **Purchasing**

During the month of October, staff worked on several procurement and inventory management targets. Parts staff worked on placing orders, expediting orders, receiving, and managing inventory levels at Monterey and Salinas locations. The inventory value for the month of October was \$238,590. which represents a 3% decrease over September which was at \$243,526. The decrease reflects driver barriers being written off against work orders, and thus reducing overall inventory value. The last six months have seen a steady increase in inventory value. The increase is a direct response to COVID-19 supply chain shortages and the desire to increase inventory for high use critical items. The increase in inventory value is expected to continue as Parts staff respond to Maintenance, Operations, and Facilities requests for increased inventory on

hand. Staff also worked on responding to requests for personal protective equipment (PPE) and disinfectant related items in the fight against the COVID-19 virus. Staff also worked on large procurements, including an RFP for Universal Mobile Ticketing and an RFP for Janitorial Services, and Invitation for Bids for Hazardous Materials.

### **Information Technology Update**

Due to the COVID-19 pandemic emergency, staff continued to offer support for remote computer access for administrative employees to continue working from home. This support included assisting with video conference meeting set up, network connectivity and laptop configuration, if required.

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. Staff have delayed the upcoming implementation of the Facilities module, due to the COVID-19 pandemic. 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 internal and external teams related to the Contactless Fare Demonstration project.

Staff monitored 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 100 IT support-related emails and telephone calls that were responded to in a timely manner.

### **Marketing Update**

#### **MST RealTime Usage:**

<b>2019</b>	<b>Text</b>	<b>RealTime Phone</b>	<b>CSR Phone</b>	<b>App Sessions</b>	<b>App Users</b>
October	10,831	1,315	4,641	413,738	11,424
November	9,650	1,211	3,613	381,021	10,283
December	7,527	1,332	4,214	345,483	10,271
<b>2020</b>					

January	8,297	1,080	4,220	396,890	11,326
February	8,614	1,199	3,974	393,590	10,542
March	5,033	849	3,593	214,912	7,368
April	1,731	363	2,327	34,426	1,622
May	2,067	462	2,320	42,906	1,524
June	2,671	627	2,905	53,533	1,806
July	2,505	715	3,111	60,189	1,765
August	1,944	631	2,670	55,239	1,673
September	2,020	446	2,477	53,881	1,653
October	2,031	413	2,380	54,396	1,601

**Published news stories include the following:** “Philbrick: Internet, public transit connect with WiFi bus” (San Jose Spotlight, 10/6/20), “Between the sheets: Local businesses aid friends, neighbors during difficult times” (Monterey Herald, 10/6/20), “Transportation Update” (Chamber Connection Business Roundtable, 10/20/20), “Voting is free. On Election Day, so is taking the bus.” (Monterey County Weekly, 10/29/20), “MST offers free fares systemwide on Election Day” (Monterey County Business Council, 10/30/20), “Catching the bus, but not the virus” (MontereyHerald.com, 10/31/20).

**Press releases sent include:** “MST Offers Free Fares on Election Day, Tuesday November 3<sup>rd</sup>” (10/28/20), “MST Approved for up to \$8.45 Million Loan From U.S. Department of Transportation (DOT) Under Transportation Infrastructure Finance and Innovation Act (TIFIA) to Build South County Operations and Maintenance Facility” (10/30/20).

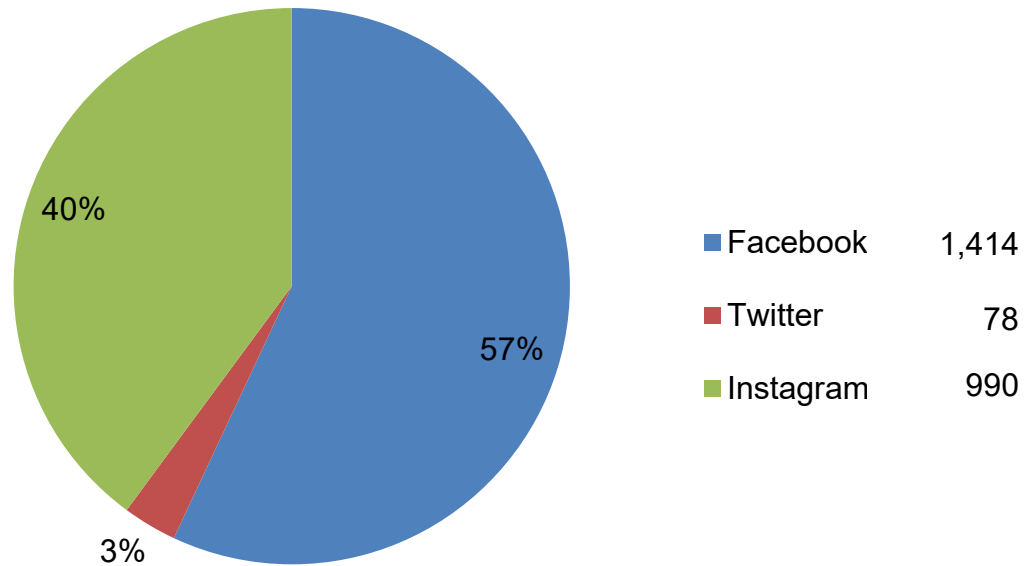
**Projects:** Coordinated collection and delivery of MST staff donations (food & clothes) to All-in Monterey; continue to coordinate sales of Low Carbon Transportation Operations Program (LCTOP) School Pass Program bus passes to districts within Monterey County; manage creation of MST branded customer facing marketing items and customer service training materials related to Visa Tap to Pay demonstration project, kicked off efforts for creation of FY 2020 Annual Report, continue development of SURF! Busway and Bus Rapid Transit Project marketing materials, continue to participate in COVID-19 Recovery Team meetings; manage communication and education related to COVID-19 and safety, as well as general transit updates to community.

**Collaborative/Meeting/Committees:** Collaborated with Training Department to create YouTube Training Channel for drivers, created first training video, continue to attend meetings via Zoom related to: LCTOP School Pass Program, Contactless Fare Payment Demonstration Project, as well as monthly MST Employee Townhall meetings.



## Social Media Performance:

### Social Fans

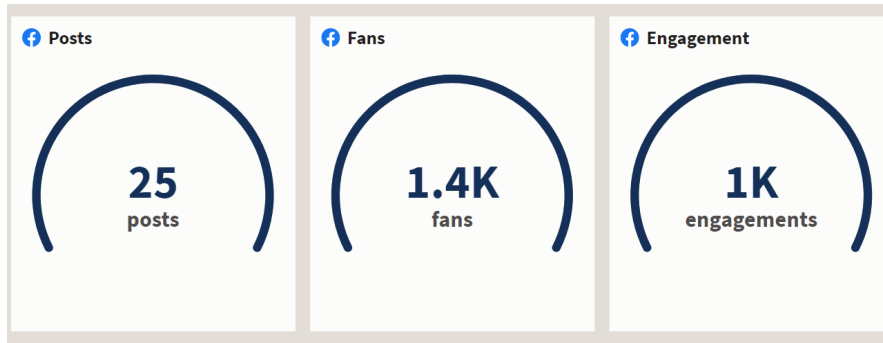


## Overview by Social Media Platform:

### 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 October staff efforts continued to be focused on the COVID-19 pandemic. Planning was underway for the November 14th service change, to help alleviate the need for cut-in buses.

Ongoing testing of the automatic passenger counters continued through the month.

Work continued on the proposed SURF! Busway and Bus Rapid Transit Project. Staff met weekly with the consultant team.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County and Association of Monterey Bay Area Governments.

Outreach with innovative partners continued for the School Pass Program and contacts were made with each school district.

The South County Service Planning project continued to make progress, and the consultant team and staff met with directors from each of the south county cities to review draft concepts.

**Blank Page**



Connecting us.

November 25, 2020

Office of Administrative Law  
300 Capitol Mall, Suite 1250  
Sacramento, CA 95814-4339

**RE: COVID-19 Prevention – General Industry Safety Order (OAL File Number 2020-1120-01E)**

Office of Administrative Law:

On behalf of the California Transit Association, I write to you today to register concerns with the COVID-19 Prevention – General Industry Safety Order (OAL File Number 2020-1120-01E), which was approved by the California Occupational Safety and Health Standards Board on November 19. The Association represents 85 transit and rail agencies in California as well as over 130 transit business members. The Order, which were approved as an emergency rulemaking action under Government Section 11342.545, are pending with the Office of Administrative Law.

The concerns we raise today do not reflect disagreement with the intent of the Order – i.e. to ensure the safety of our transit workers – but rather, with the unanticipated and unmitigated cost impacts associated with implementation of the Order, particularly by resource-constrained transit agencies; the lack of differentiation in the requirements for testing and case management between cases contracted at the workplace and those contracted elsewhere; and, with definitions used in the Order that are, in several areas, inconsistent with definitions used elsewhere in state law to govern employer-based requirements related to COVID-19.

With more time to review the Order, we may still elevate additional concerns.

**Cost Impacts and Capacity Constraints:** Transit agencies across the state face significant funding shortfalls that directly threaten the provision of transit service. While transit agencies work to manage these funding shortfalls, with the goal of preserving lifeline service for millions of Californians, they have also taken aggressive actions, consistent with the state's COVID-19 Industry Guidance: Public and Private Passenger Carriers, Transit, and Intercity Passenger Rail and guidance from the Centers for Disease Control and Prevention, to ensure the health and safety of transit workers as well the traveling public.

Unfortunately, the Order under review by OAL today puts transit agencies in an financially untenable and legally perilous position by instituting new testing requirements that cannot be delivered within existing budget and operational capacities (i.e. without forcing further trade-offs

that do considerable harm to transit service); within existing agreements between transit agencies and testing facilities; or, even through the existing health care system, given its capacity constraints but also its requirements for accessing tests that, in some cases, are far more stringent than what this Order assumes. We fear that, without additional resources to facilitate the testing requirements in the Order, time to enter into new, more expansive agreements with testing facilities, support to overcome the logistical and time challenges associated with accessing tests, commitments from the health care system and/or the state that they will assist in fulfilling the testing requirements and are prepared to honor testing requests made by transit agencies, the Order will result in transit agencies becoming *in some instances*, and through no fault of their own, *de facto* non-compliant. In moving this Order forward, the state should strongly consider providing priority access to testing to employers, like transit agencies, that employ essential workers. The state should also work to identify resources for employers to meet these requirements.

Separate from its testing requirements, the Order requires employers to “*ensure that COVID-19 cases [with symptoms] are excluded from the workplace until at least 10 days have passed since COVID-19 symptoms first appeared,*” while requiring that employers “*exclude employees with COVID-19 exposure from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case.*” These requirements may create a bizarre situation where an employee who has tested positive for COVID-19 and who is exhibiting symptoms receives clearance to return to work prior to an employee who has only experienced potential COVID-19 exposure. We seek clarification on the appropriateness of these requirements, which do not appear to appropriately target and mitigate risk, and which may soon be out of step with new guidance from the Centers for Disease Control and Prevention. Irrespective of that clarification, we will highlight that the requirements, by potentially sidelining many in the public transportation workforce, may make it difficult for transit agencies to continue to provide their essential service.

**Lack of Differentiation in Testing and Case Management Requirements:** Recognizing the cost impacts and capacity constraints previously mentioned, transit agencies have raised concern about the lack of differentiation in the requirements for testing and case management between employees wearing face coverings and employees who did not during a potential exposure and for COVID-19 cases contracted at the workplace and those contracted elsewhere. Under the requirements of the Order, transit agencies would be required to provide the same level of testing to employees who were wearing face coverings and employees who were not during a potential exposure, even though the risk of transmission for employees who were wearing face coverings is low; additionally, transit agencies would be fully responsible for providing tests at no cost to the employee *even if* it can be proven that the COVID-19 case did not originate in the course of their employment.

**Definitions:** The Order requires employers to provide testing to an employee at a frequency determined by the employee’s presence at an “*exposed workplace*” and level of exposure, defining “*exposed workplace*” as “*any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas. The exposed workplace does not include buildings or facilities not entered by a COVID-19 case.*”

This is onerous, and likely to result in otherwise avoidable compliance issues, since newly-enacted California law, requiring employers to provide employees with notice of potential

COVID-19 exposure (Labor Code Section 6325) and requiring employers to provide access COVID-19-related workers' compensation benefits (Labor Code Section 3212.88) are triggered by COVID-19 infections and outbreaks at their "worksites" and "specific place of employment," respectively. "Worksite" for the purposes of Labor Code Section 6325 is defined as "the building, store, facility, agricultural field, or other location where a worker worked during the infectious period. It does not apply to buildings, floors, or other locations of the employer that a qualified individual did not enter. In a multiwork site environment, the employer need only notify employees who were at the same worksite as the qualified individual." Meanwhile, "a specific place of employment" for the purposes of Labor Code Section 3212.88 means "the building, store, facility, or agricultural field where an employee performs work at the employer's direction. 'A specific place of employment' does not include the employee's home or residence, unless the employee provides home health care services to another individual at the employee's home or residence."

Related to this, the Order defines "outbreak" and "major outbreak" as three or more COVID-19 cases in an exposed workplace within a 14-day period and 20 or more COVID-19 cases in an exposed workplace within a 30-day period, respectively. While the definition of "outbreak" used in the Order is consistent with used in Labor Code Section 6325 by cross-reference to definitions established by the State Department of Public Health, it differs from the definitions used in Labor Code Section 3212.88, where outbreak is defined as 4 employees at a specific place of employment testing positive for COVID-19 within 14 calendar days for employers with 100 employees or fewer; and, 4 percent of the number of employees who reported to the specific place of employment testing positive for COVID-19 for employers with 100 or more employees.

Finally, the Order must clearly articulate what level of exposure to a COVID-19 positive employee – beyond simply their shared presence in an "exposed workplace" – would trigger the testing requirements in the bill.

We greatly appreciate the opportunity to comment on the Order and welcome engagement from OAL and/or the California Occupational Safety and Health Standards Board to address the concerns raised by the Association in this letter. We also look forward to the opportunity to work with you to provide our members with a forum for asking, and receiving answers to, any compliance questions they might have.

If you have any questions about this letter, please contact me at [michael@caltransit.org](mailto:michael@caltransit.org).

Sincerely,



Michael Pimentel  
Deputy Executive Director

cc: Christina Shupe, California Occupational Safety and Health Standards Board  
California State Transportation Agency

**Blank Page**



**Thomas Walters & Associates, Inc.**  
*Washington, DC*

---

December 2, 2020

TO: Carl Sedoryk

FROM: Don Gilchrest

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

**FY 2021 Appropriations**

We are continuing to advocate for enactment of a full-year appropriations bill to fund the Department of Transportation in fiscal year 2021. Congress returned from the Thanksgiving break with the need to make rapid progress on the funding bills because the short-term Continuing Resolution will expire on December 11. Progress had been stalled by disagreements over the funding totals and broad parameters that are needed for the Appropriations Committees to do their work, but that logjam was broken last week when the bipartisan congressional leadership reached a deal to divide up the \$1.4 trillion discretionary spending total among the twelve annual funding bills.

Work is now proceeding on specific funding decisions for each agency and program. Negotiators must also deal with various “red-lines” that have been drawn over issues such as border wall and veterans’ health funding. The House and Senate will also have to decide whether to include additional emergency spending in the regular appropriations bills for COVID response or whether this need can be dealt with as part of a more comprehensive pandemic relief bill.

Representative Panetta recently joined with a bipartisan group of members to write a joint letter to House Appropriations Committee leaders in support of funding for FTA’s bus programs. The letter urges that the final DOT funding bill include the \$571 million increase for bus and bus facility grants that was provided for in the Senate *FY 2021 Transportation and Housing and Urban Development (THUD) Appropriations* bill, rather than the additional \$499 million proposed by the House. In addition, the letter also expresses support for two provisions included in the House version of the legislation: allocating the funds for competitive grants and 100 percent federal cost share for FY21 federal investments in buses. Final decisions on these issues will be determined in the currently ongoing omnibus funding bill negotiations.

**COVID-19 Relief Legislation**

We continue to advocate for pandemic relief legislation that would provide additional COVID-19 assistance to transit agencies like MST. Leaders from both parties have called for enactment of a fifth pandemic relief package during the Lame Duck Session, but an agreement remains elusive. Negotiations have been stuck between the \$2.2 trillion, fairly comprehensive, plan pushed by House Democrats and the much more limited approach favored by Senate Republicans. In recent days, several rank and file members from both parties have been urging a more targeted approach that would see at least some aid get enacted this year. One such group, led by Senators Manchin (D-WV) and Collins (R-ME), released a proposal this week that would provide about \$904 billion of relief, including \$15 billion for transit. Congressional leaders have also reportedly exchanged updated offers this week, raising hopes that a deal can be reached before the end of the year.

### **House Leadership Elections**

During the week prior to recessing for Thanksgiving, both parties re-elected their top leadership teams in the House as organizing began for the 117th Congress. The re-election of Speaker Pelosi (D-CA) shows the continued support she has in the Democratic Caucus and confidence among members with the legislative direction she has navigated. Many members were surprised that Democrats failed to increase their margin of control in the House and in fact are currently projected to lose a net of between 6-10 seats. The close margin of support that the Democratic House majority will have next year will test their ability to remain cohesive. But, for the time being, the leadership elections indicate that most of the priorities and direction from the 116th Congress will carry over into next year.