



MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS BOARD MEETING AGENDA

February 8, 2021

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 February 8 will be NO physical location of the meeting. The public is asked to use the Zoom app for best reception. There may only be limited opportunity to provide oral comments during the meeting. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, February 5, 2021; 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/j/93499251302>

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)
- 1-4. Conduct Swearing in Ceremony for New Board Member.

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 2021-18 recognizing Matthew Deal, Grants Analyst, as Employee of the Month for January 2021. (Michelle Overmeyer) (Page 7)
- 3-2. Adopt Resolution 2021-19 recognizing Charles Coleman, Coach Operator, as Employee of the Month for February 2021. (Norman Tuitavuki) (Page 9)
- 3-3. Adopt Resolution 2021-20 recognizing Leticia Trevino, Coach Operator, as Employee of the Year 2020. (Norman Tuitavuki) (Page 11)
- 3-4. Approve Minutes of the MST Board Meeting on December 14, 2020. (Jeanette Alegar-Rocha) (Page 13)
- 3-5. Financial Reports – November and December 2020. (Lori Lee) (Pages 19 & 27)
 - a) Accept report of November and December 2020 Cash Flow
 - b) Approve November and December 2020 Disbursements
 - c) Accept Report of November and December 2020 Treasury Transactions

- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Months of September and October 2020. (Sonia Wills) (Pages 35 & 37)
- 3-7. Receive Minutes of the Board Operations Performance / BOPC Committee on December 14, 2020. (Jeanette Alegar-Rocha) (Page 39)
- 3-8. Approve Minutes of the MST Board Meeting and Strategic Planning Workshop on January 11, 2021. (Jeanette Alegar-Rocha) (Page 41)
- 3-9. Receive Minutes of the MAC Committee on November 18, 2020. (Claudia Valencia) (Page 45)
- 3-10. Receive Draft Minutes of the MSTC Board Meeting on December 14, 2020. (Jeanette Alegar-Rocha) (Page 49)
- 3-11. Receive MST's Audited FY 2020 Comprehensive Annual Financial Report. (Lisa Rheinheimer) (Page 51)
- 3-12. Authorize the General Manager/CEO to Execute a Contract with Giro Inc. for One Year of System Maintenance for an Amount Not to Exceed \$118,400. (Mark Eccles) (Page 59)
- 3-13. Reject Claim by Claimant Maria Refugio Mendez. (Lisa Cox) (Page 61)
- 3-14. Receive Report From 3rd Wind Leadership on January 11, 2021 Board of Directors Strategic Planning Workshop. (Carl Sedoryk) (Page 63)
- 3-15. Authorize General Manager/CEO to Execute a Three-Year Contract with Environmental Logistics for Hazardous Materials Disposal Services for an Amount Not to Exceed \$220,000. (Sandra Amorim) (Page 111)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month, January 2021 – Matthew Deal, Grants Analyst.
- 4-2. Employee of the Month, February 2021 – Charles Coleman, Coach Operator
- 4-3. Employee of the Year 2020 – Leticia Trevino, Coach Operator.
- 4-4. 2020 Management Excellence Award – Alvin Johnson, Transportation Manager
- 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 presentation on Measure Q Five-Year Project Implementation Schedule for Fiscal Years 2021 – 2025. (Norman Tuitavuki) (Page 113)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Authorize General Manager/CEO to Execute a Contract with Kimley-Horn for Capital Investment Grant Consulting Support for the SURF! Busway and Bus Rapid Transit Project in an Amount not to Exceed \$730,500. (Sandra Amorim) (Page 123)
- 6-2. Adopt MST's COVID Workplace Policy to Promote the Safety of Our Employees and Passengers and To Stop the Spread of COVID-19. (Kelly Halcon) (Page 125)
- 6-3. Approve Monterey-Salinas Transit's COVID-19 Vaccination Plan. (Kelly Halcon) (Page 133)

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – November and December 2020 (Page 145)
- 7-2. Federal Legislative Advocacy Report – January and February 2021 (Pages 211 & 213)
- 7-3. State Legislative Advocacy Update (Page 215)
- 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.

None

10. RETURN TO OPEN SESSION

10-1 Report on Closed Session and Possible Action.

11. ATTACHMENTS

11-1. The Detailed Monthly Performance Statistics and Disbursement Journal for November and December 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: March 8, 2021

REMOTE CONFERENCE ONLY

ZOOM MEETING

10:00 a.m.

NEXT AGENDA DEADLINE: February 23, 2021

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 • **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

**MATTHEW DEAL
JANUARY 2021
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, Matthew Deal began his employment with Monterey-Salinas Transit in January 2020 as the Grants Analyst. He applies for many grant opportunities that may be used toward operational and/or capital needs for the agency; and

WHEREAS, Matthew Deal has exhibited an excellent attention to detail and exceptional follow through when applying for these much-needed funds; and

WHEREAS, Matthew Deal was able to secure a \$2.5 million competitive grant for bus replacement and a \$970,000 competitive grant for rural and intercity transit operations; and

WHEREAS, Matthew Deal was instrumental in processing MST's \$25 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act to ensure the agency continues to meet its cashflow needs; and

WHEREAS, Matthew Deal has demonstrated that he is 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 Matthew Deal as Employee of the Month for January 2021; and

BE IT FURTHER RESOLVED that Matthew Deal 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 2021-18 this 8th day of February 2021.

Dan Albert
Board Chair

Carl Sedoryk
Board Secretary

Blank Page

**CHARLES COLEMAN
FEBRUARY 2021
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, Charles Coleman began his employment with Monterey-Salinas Transit in 2010 as a professional Coach Operator. Charles has demonstrated a positive attitude, provided great customer service, and fostered a positive work environment amongst his fellow co-workers; and

WHEREAS, Charles Coleman has been recognized for numerous workplace awards including 7 Safe Driving Awards, 3 Perfect Attendance Awards, 3 Exemplary Attendance Awards, and numerous positive comments from MST employees and customers; and

WHEREAS, Charles Coleman 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 Charles Coleman as Employee of the Month for February 2021; and

BE IT FURTHER RESOLVED that Charles Coleman 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 2021-19 this 8th day of February 2021.

Dan Albert
Board Chair

Carl Sedoryk
Board Secretary

Blank Page

**LETICIA TREVINO
2020
EMPLOYEE OF THE YEAR**

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

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

WHEREAS, Leticia Trevino began her employment with Monterey-Salinas Transit District in July of 2000 as a Coach Operator. This past year, she was recognized for 29 years of safe driving and has received recognition for continuously going above and beyond the call of duty. She was recognized as the Employee of the Month in April of 2020. She was also recognized for her quick actions by the City of Soledad and the California State Senate; and

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

WHEREAS, Leticia Trevino demonstrated quick thinking, helping the little girls and their safe return to their home and family.

NOW THEREFORE BE IT RESOLVED that Leticia Trevino is to be congratulated for her outstanding performance, dedication, and supreme effort toward the success of MST completing its mission.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2021-20 this 8th day of February 2021.

Dan Albert
Board Chair

Carl Sedoryk
Board Secretary

Blank Page

**MEETING OF THE MST BOARD OF
DIRECTORS**

MEETING MINUTES

December 14, 2020

Present:	Jeff Baron	City of Carmel-by-the Sea
	Pat Lintell	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Lorraine Worthy	City of Gonzales
	Mike LeBarre	City of King
	David Burnett	City of Marina
	Dan Albert	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	None	
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Robert Weber	Chief Operating Officer
	Norman Tuitavuki	Deputy Chief Operating Officer
	Kelly Halcon	Director of HR and Risk Management
	Mark Eccles	Director of Information Technology
	Michelle Overmeyer	Director of Planning and Innovation
	Andrea Williams	General Accountant and Budget Manager
	Jeanette Alegar-Rocha	Deputy Secretary
	Marzette Henderson	Contract Transportation Supervisor
	Lisa Cox	Risk and Safety Manager
	Deanna Smith	Compliance Analyst
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Sonia Wills	Customer Service Supervisor
	Alvin Johnson	Communications Systems Manager
	Sandra Amorim	Procurement and Contracts Manager
	Kevin Allshouse	Mobility Coordinator

Lesley van Dalen
Claudia Valencia
Elena Grigorichina
Beronica Carriedo
Angelina Ruiz
David Bielsker

Mobility Coordinator
Mobility Coordinator
Operations Analyst
Community Outreach Coordinator
Human Resources Manager
Transit Scheduler

Counsel: David Laredo
Michael D. Laredo

General Counsel, De Lay & Laredo
Assistant Counsel, De Lay & Laredo

Public: Debbie Hale
Don Gilchrest
Jerry Benson
Douglas Thompson

Transportation Agency for Monterey County
Thomas Walters & Associates
3rd Wind Leadership
MV Transportation

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 2021-14 Recognizing Marzette Henderson, Contract Transportation Supervisor, as Employee of the Month for December 2020. (Robert Weber)
- 3-2. Approve Minutes of the Board Administrative Performance Committee on November 9, 2020. (Jeanette Alegar-Rocha)
- 3-3. Approve Minutes of the MST Board Meeting on November 9, 2020. (Jeanette Alegar-Rocha)
- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of August 2020. (Sonia Wills)
- 3-5. Financial Reports – October 2020. (Lori Lee)
 - 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)
- 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)
- 3-8. Adopt Retirement Resolution 2021-15 Recognizing Doris Martinez, Scheduling/Planning Analyst, for Her 36 Years of Service. (Michelle Overmeyer)
- 3-9. Adopt Retirement Resolution 2021-16 Recognizing Robert Weber, Chief Operating Officer, for His 20 Years of Service. (Carl Sedoryk)
- 3-10. Adopt Resolution of Appreciation 2021-17 for Services Rendered by Kristin Clark. (Carl Sedoryk)
- 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)
- 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)
- 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)
- 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)

Public Comment – None

Director Barrera made the motion to approve all items on the consent agenda, which was seconded by Director Amelio. A roll call vote was taken with 12 voting in favor and 1 absent (Mary Anne Carbone). The motion passed.

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)

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

- 4-6. Receive Update on Strategic Planning Workshop. (Carl Sedoryk)

The MST Board received an update from the General Manager/CEO, Carl Sedoryk and Jerry Benson from 3rd Wind Leadership on the Strategic Planning Workshop Committee discussions and received the draft agenda in preparation for the January 11, 2021 meeting.

Public Comment- None

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

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

Director Amelio made the motion to approve item 6-1 which was seconded by Director Barrera. A roll call vote was taken with 9 voting in favor, 1 abstention (David Burnett), 1 against (Jeff Baron) and 1 absent (Mary Ann Carbone). The motion passed.

- 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)

Director Barrera made the motion to approve item 6-2 which was seconded by Director Amelio. A roll call vote was taken with 12 voting in favor and 1 absent (Mary Ann Carbone). The motion passed.

Director Mary Ann Carbone (City of Sand City) joined at 10:57 a.m.

- 6-3. Receive Update and Adopt 2021 Federal and State Legislative Programs. (Carl Sedoryk/Don Gilchrest/Michelle Overmeyer)

Director Barrera made the motion to approve item 6-3 which was seconded by Director Velazquez. A roll call vote was taken with 13 voting in favor. The motion unanimously passed.

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 – 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

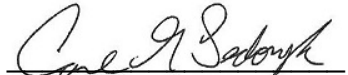
With no further business to discuss, Chair Albert adjourned the meeting at 11:40 a.m. (Pacific)

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance November 1, 2020	\$15,834,191.32
Revenues	1,375,682.83
Disbursements	<u><3,145,297.90></u>
Ending balance November 30, 2020	<u>\$14,064,576.25</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of November of FY 2020, MST had a \$2,453,447 year-to-date surplus to budget on the fixed-route operations and a \$957,347 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$3,410,794.

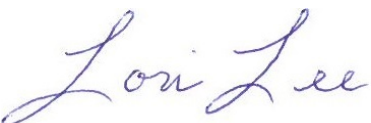
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the November Budget vs. Actual reports contained in Attachment #4: None to report for November.

The financial impact of the COVID-19 pandemic began in mid-March 2020 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 November, MST spent \$15,408.59 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. November 2020 Cash Flow
2. November 2020 Disbursements
3. November 2020 Treasury Transactions
4. November Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 11/01/2020 15,834,191.32

Revenues

Passenger Revenue	76,773.03	
DOD Revenue	5,597.00	
LTF / STA / 5307	665,424.00	
Sales Tax	608,424.41	
Grants	-	
Interest Income	475.89	
Non Transit Revenue	18,988.50	
Total Revenues	1,375,682.83	1,375,682.83

Disbursements

Operations (See Attachment #2)	2,941,355.72	
Capital	203,942.18	
Total Disbursements		(3,145,297.90)

Ending balance 11/30/2020 **14,064,576.25**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	634,823.26
Local Agency Investment Fund (LAIF)	7,188,742.04
Money Market - Mechanics Bank MM	2,646,039.00
Money Market - Mechanics Bank	84,884.85
Money Market - LCTOP	2,186,548.77
Money Market - State of Good Repair	818,922.16
Money Market - FOR A/Other	485,401.72
Bank of America - Escrow	8,987.95
Petty cash fund, STC Coin Machine, and 2 change funds	10,226.50
Total	14,064,576.25

PAYROLL ACCOUNT

November 06 Payroll & Related Expen	555,294.73	
November 20 Payroll & Related Expen	550,835.74	
PERS & 457	308,856.60	
Garnishments	2,552.01	
PERS Health Insurance	<u>329,437.64</u>	
	1,746,976.72	1,746,976.72

GENERAL ACCOUNT

Disbursements on Attached Summary	1,202,498.17	
Paydown Loans	63,074.11	
Workers Comp. Disbursements	119,100.19	
Interest Expense	10,998.98	
Bank Service Charge	<u>2,649.73</u>	
	1,398,321.18	1,398,321.18

Total Disbursements	<u>3,145,297.90</u>
Less Capital Disbursements & Transfers	(203,942.18)
Operating Disbursements	<u><u>2,941,355.72</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR November 01, 2020 - November 30, 2020

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 11/10/2020	57782 - 57788	1,200.00
Accounts Payable 11/13/2020	57789 - 57878	945,032.14
Accounts Payable 11/20/2020	57879 - 57943	251,459.09
Accounts Payable 11/24/2020	57944 - 57944	4,806.94
TOTAL		<u>1,202,498.17</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
MV TRANSPORTATION	Recurring Expense	57847	11/13/20	553,772.54

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

VENDOR	GENERAL MANAGER APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
KNN PUBLIC FINANCE, LLC	TIFIA Loan Assistance Consultant Approved 03/03/20	57901	11/20/20	65,000.00

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 12/04/2020	955,497.96
Payroll and benefits for payperiods 3/7-12/11/2020 paid	<u>1,864,943.63</u>
	<u>2,820,441.59</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	<u>-</u>
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.

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from November 1, 2020 to November 30, 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
Revenue						
Passenger Fares	154,059	136,448	17,611	651,949	682,240	-30,291
Special Transit	8,049	221,585	-213,536	40,799	1,107,925	-1,067,126
Cash Revenue	-17,404	23,390	-40,794	54,156	116,950	-62,794
Cash Grants & Reimbursement	3,507,504	3,430,929	76,575	17,231,220	17,154,645	76,575
Total Revenue	3,652,208	3,812,352	-160,144	17,978,124	19,061,760	-1,083,636
Expenses						
Labor	1,079,594	1,365,152	-285,558	5,939,449	6,825,760	-886,311
Benefits	904,670	910,345	-5,675	4,303,477	4,551,725	-248,248
Advertising & Marketing	6,716	9,826	-3,110	35,276	49,130	-13,854
Professional & Technical	54,337	89,475	-35,138	242,381	447,375	-204,994
Outside Services	59,531	56,026	3,505	229,053	280,130	-51,077
Outside Labor	90,520	167,816	-77,296	550,324	839,080	-288,756
Fuel & Lubricants	98,306	232,604	-134,298	574,479	1,163,020	-588,541
Supplies	49,977	94,110	-44,133	276,976	470,550	-193,574
Vehicle Maintenance	69,619	87,267	-17,648	337,341	436,335	-98,994
Marketing Supplies		2,667	-2,667	1,807	13,335	-11,528
Utilities	46,772	66,423	-19,651	237,326	332,115	-94,789
Insurance	110,904	121,545	-10,641	558,910	607,725	-48,815
Taxes	7,982	17,489	-9,507	38,181	87,445	-49,264
Purchased Transportation	340,940	464,536	-123,596	1,764,887	2,322,680	-557,793
Miscellaneous Expenses	23,341	41,635	-18,294	92,815	208,175	-115,360
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	13,867	27,172	-13,305	71,109	135,860	-64,751
Leases & Rentals	45,435	41,966	3,469	189,394	209,830	-20,436
Total Operating Expenses	3,002,510	3,796,054	-793,544	15,443,187	18,980,270	-3,537,083
Operating Surplus (Deficit)	649,697	16,298	633,399	2,534,937	81,490	2,453,447

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from November 1, 2020 to November 30, 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
Revenue						
Passenger Fares	9,172	23,143	-13,971	34,090	115,715	-81,625
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	551,660	551,660		2,758,300	2,758,300	
Total Revenue	560,832	574,803	-13,971	2,792,390	2,874,015	-81,625
Expenses						
Labor	7,217	11,125	-3,908	46,599	55,625	-9,026
Benefits	9,065	6,790	2,275	39,617	33,950	5,667
Advertising & Marketing		417	-417		2,085	-2,085
Professional & Technical		417	-417		2,085	-2,085
Outside Services						
Outside Labor	11,335	9,399	1,936	41,470	46,995	-5,525
Fuel & Lubricants	21,788	50,000	-28,212	167,059	250,000	-82,941
Supplies	305	2,036	-1,731	2,086	10,180	-8,094
Vehicle Maintenance						
Marketing Supplies						
Utilities	120	120		600	600	
Insurance						
Taxes						
Purchased Transportation	271,741	464,911	-193,170	1,405,950	2,324,555	-918,605
Miscellaneous Expenses	29,290	29,588	-298	131,662	147,940	-16,278
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	350,861	574,803	-223,942	1,835,043	2,874,015	-1,038,972
Operating Surplus (Deficit)	209,971		209,971	957,347		957,347

Blank Page

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance December 1, 2020	\$14,064,576.25
Revenues	10,309,556.41
Disbursements	<u><6,072,808.66></u>
Ending balance December 31, 2020	<u>\$18,301,324.00</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of December of FY 2020, MST had a \$2,935,409 year-to-date surplus to budget on the fixed-route operations and a \$1,149,200 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$4,084,609.

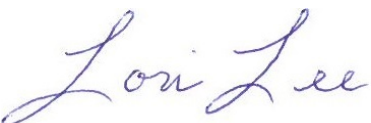
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the December Budget vs. Actual reports contained in Attachment #4: None to report for December.

The financial impact of the COVID-19 pandemic began in mid-March 2020 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 December, MST spent \$29,848.56 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. December 2020 Cash Flow
2. December 2020 Disbursements
3. December 2020 Treasury Transactions
4. December Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 12/01/2020 14,064,576.25

Revenues

Passenger Revenue	181,281.17	
DOD Revenue	5,657.59	
LTF / STA / SGR	2,453,398.23	
Sales Tax	830,702.09	
Grants	6,814,225.05	
Interest Income	11,827.00	
Non Transit Revenue	12,465.28	
Total Revenues	10,309,556.41	10,309,556.41

Disbursements

Operations (See Attachment #2)	3,983,524.71	
Capital	2,089,283.95	
Total Disbursements		(6,072,808.66)

Ending balance 12/31/2020 **18,301,324.00**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	1,012,901.72
Local Agency Investment Fund (LAIF)	7,200,108.35
Money Market - Mechanics Bank MM	6,338,814.02
Money Market - Mechanics Bank	8,436.29
Money Market - LCTOP	2,144,261.51
Money Market - State of Good Repair	1,092,161.94
Money Market - FOR A/Other	485,425.66
Bank of America - Escrow	8,988.01
Petty cash fund, STC Coin Machine, and 2 change funds	10,226.50
Total	18,301,324.00

PAYROLL ACCOUNT

December 04 Payroll & Related Expenses	572,575.06	
December 18 Payroll & Related Expenses	581,547.86	
December 31 Payroll & Related Expenses	555,672.30	
PERS & 457	323,884.99	
Garnishments	4,320.93	
PERS Health Insurance	<u>321,769.37</u>	
	2,359,770.51	2,359,770.51

GENERAL ACCOUNT

Disbursements on Attached Summary	3,498,844.13	
Paydown Loans	63,670.44	
Workers Comp. Disbursements	37,047.05	
Interest Expense	10,402.65	
Prepaid Interest TIFIA	98,853.30	
Bank Service Charge	<u>4,220.58</u>	
	3,713,038.15	3,713,038.15

Total Disbursements	<u>6,072,808.66</u>
Less Capital Disbursements & Transfers	(2,089,283.95)
Operating Disbursements	<u><u>3,983,524.71</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR December 01, 2020 - December 31, 2020

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 12/04/2020	57945 - 58077	1,508,704.07
Accounts Payable 12/15/2020	58078 - 58093	2,782.50
Accounts Payable 12/18/2020	58094 - 58226	1,987,357.56
TOTAL		<u>3,498,844.13</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
DIEDE CONSTRUCTION,	South County Facility	57977	12/4/20	1,046,395.55
DIEDE CONSTRUCTION,	South County Facility	58130	12/10/20	874,126.35
MV TRANSPORTATION	Recurring Expense	58174	12/18/20	598,747.58

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

VENDOR	GENERAL MANAGER APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
--------	-----------------------------	----------------	---------------	--------

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 01/08/2021	992,479.05
Payroll and benefits for payperiods 3/7-12/25/2020 paid	1,944,550.14
	<u>2,937,029.19</u>

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 DECEMBER 2020**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/2020					7,188,742.04
Quarterly interest earned - 0.63%			11,366.31		7,200,108.35
Local Agency Investment Fund:					
LAIF Treasury Balance at 12/31/2020					7,200,108.35

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 12/01/2020					2,646,039.00
12/01/20	308	LPP SB1	242,000.00		2,888,039.00
12/03/20	308	LPP Surf!	74,692.36		2,962,731.36
12/04/20	308	AP/Payroll		2,130,000.00	832,731.36
12/17/20	308	LCTOP	42,394.39		875,125.75
12/17/20	308	CA90Z005	76,575.00		951,700.75
12/17/20	308	CARES 5307	5,487,057.00		6,438,757.75
12/17/20	308	STA	1,061,206.73		7,499,964.48
12/17/20	308	LTF	1,118,999.59		8,618,964.07
12/17/20	308	Prepaid Interest		98,853.30	8,520,110.77
12/17/20	308	5339	418,558.00		8,938,668.77
12/17/20	308	AP/Payroll		2,600,000.00	6,338,668.77
12/31/20		Interest	145.25		6,338,814.02
MECHANICS MM Balance at 12/31/2020					6,338,814.02

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from December 1, 2020 to December 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
Revenue						
Passenger Fares	122,826	136,448	-13,622	774,774	818,688	-43,914
Special Transit	-10,296	221,585	-231,881	30,503	1,329,510	-1,299,007
Cash Revenue	24,256	23,390	866	78,412	140,340	-61,928
Cash Grants & Reimbursement	3,430,929	3,430,929		20,662,149	20,585,574	76,575
Total Revenue	3,567,715	3,812,352	-244,637	21,545,839	22,874,112	-1,328,273
Expenses						
Labor	1,106,884	1,365,152	-258,268	7,046,333	8,190,912	-1,144,579
Benefits	928,893	910,345	18,548	5,232,370	5,462,070	-229,700
Advertising & Marketing	10,709	9,826	883	45,986	58,956	-12,970
Professional & Technical	54,481	89,475	-34,994	296,862	536,850	-239,988
Outside Services	46,617	56,026	-9,409	275,670	336,156	-60,486
Outside Labor	116,086	167,816	-51,730	666,410	1,006,896	-340,486
Fuel & Lubricants	119,651	232,604	-112,953	694,131	1,395,624	-701,493
Supplies	44,441	94,110	-49,669	321,417	564,660	-243,243
Vehicle Maintenance	53,548	87,267	-33,719	390,888	523,602	-132,714
Marketing Supplies	1,170	2,667	-1,497	2,977	16,002	-13,025
Utilities	46,008	66,423	-20,415	283,334	398,538	-115,204
Insurance	110,904	121,545	-10,641	669,813	729,270	-59,457
Taxes	7,765	17,489	-9,724	45,946	104,934	-58,988
Purchased Transportation	353,160	464,536	-111,376	2,118,046	2,787,216	-669,170
Miscellaneous Expenses	20,815	41,635	-20,820	113,630	249,810	-136,180
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	13,255	27,172	-13,917	84,365	163,032	-78,667
Leases & Rentals	35,069	41,966	-6,897	224,463	251,796	-27,333
Total Operating Expenses	3,069,455	3,796,054	-726,599	18,512,642	22,776,324	-4,263,682
Operating Surplus (Deficit)	498,260	16,298	481,962	3,033,197	97,788	2,935,409

MONTEREY-SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from December 1, 2020 to December 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
Revenue						
Passenger Fares	9,097	23,143	-14,046	43,187	138,858	-95,671
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	551,660	551,660		3,309,960	3,309,960	
Total Revenue	560,757	574,803	-14,046	3,353,147	3,448,818	-95,671
Expenses						
Labor	8,045	11,125	-3,080	54,643	66,750	-12,107
Benefits	8,943	6,790	2,153	48,560	40,740	7,820
Advertising & Marketing		417	-417		2,502	-2,502
Professional & Technical		417	-417		2,502	-2,502
Outside Services						
Outside Labor	6,872	9,399	-2,527	48,342	56,394	-8,052
Fuel & Lubricants	29,754	50,000	-20,246	196,813	300,000	-103,187
Supplies	279	2,036	-1,757	2,365	12,216	-9,851
Vehicle Maintenance						
Marketing Supplies						
Utilities	120	120		720	720	
Insurance						
Taxes						
Purchased Transportation	285,719	464,911	-179,192	1,691,670	2,789,466	-1,097,796
Miscellaneous Expenses	29,171	29,588	-417	160,833	177,528	-16,695
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	368,903	574,803	-205,900	2,203,946	3,448,818	-1,244,872
Operating Surplus (Deficit)	191,854		191,854	1,149,200		1,149,200

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 September.

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:  REVIEWED BY: 
Sonia Wills Carl G. Sedoryk

Blank Page

To: Board of Directors
From: Sonia Wills, Customer Service Supervisor
Subject: Disposal of Unclaimed Items Left on MST Property

RECOMMENDATION:

Receive Report on Lost and Found Items Left on MST Property for the Month of October.

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:  REVIEWED BY: 
Sonia Wills Carl G. Sedoryk

Blank Page

Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Minutes

December 14, 2020
9:00 a.m.

Present:	Joe Amelio Tony Barerra (Vice Chair) Jeff Baron Anna Velazquez (Chair) Lorraine Worthy	City of Pacific Grove City of Salinas City of Carmel-by the Sea City of Soledad City of Gonzales
Absent:	Mary Ann Carbone	City of Seaside
Staff:	Carl Sedoryk Lisa Rheinheimer Robert Weber Kelly Halcon Mark Eccles Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Carl Wulf Marzette Henderson	General Manager/CEO Assistant General Manager Chief Operating Officer Director of HR and Risk Management Director of Information Technology Director of Planning and Innovation Clerk to the Board General Accounting/Budget Manager Marketing/Customer Service Manager Capital Projects Manager Contract Transportation Supervisor
Counsel:	Dave Laredo Michael D. Laredo	General Counsel, De Lay & Laredo Assistant Counsel, De Lay & Laredo

1. Call to order.

Chair Velazquez called the meeting of the committee to order at 9:00 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 Comments- None

3. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1)
(Carl Sedoryk)

Carl Sedoryk reviewed MST Operations Performance from the General Manager's report of the regular board agenda.

4. Receive South County Operations and Maintenance Facility Construction Update
(No Enclosure)(Lisa Rheinheimer/Carl Wulf)

Carl Wulf provided the Committee with an update on construction progress of the South County Operations and Maintenance Facility.

5. Receive South County Planning Update (No Enclosure) (Michelle Overmeyer)

Michelle Overmeyer provided the Committee with an update on South County Planning.

6. Receive Measure Q 5-Year Update for 2021 - 2025 (No Enclosure) (Robert Weber)

Robert Weber provided the Committee with the Measure Q 5-year update for 2021-2025.

7. Receive Update on Status of Contactless Fare Demonstration Project (No Enclosure) (Carl Sedoryk/Lisa Rheinheimer)

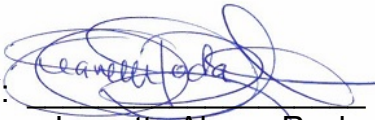
Carl Sedoryk provided the Committee with an update and status of the Contactless Fare Demonstration Project.

8. Closed Session

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

9. Adjourn.

With no further business, Chair Velazquez adjourned the meeting at 9:50 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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

MEETING MINUTES

January 11, 2021

Present:	Jeff Baron	City of Carmel-by-the Sea
	Pat Lintell	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Mike LeBarre	City of King
	David Burnett	City of Marina
	Dan Albert	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	Yanely Martinez	City of Greenfield
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Norman Tuitavuki	Chief Operating Officer
	Kelly Halcon	Director of HR and Risk Management
	Mark Eccles	Director of Information Technology
	Michelle Overmeyer	Director of Planning and Innovation
	Andrea Williams	General Accounting/Budget Manager
	Jeanette Alegar-Rocha	Deputy Secretary
	Marzette Henderson	Contract Services Manager
	Lisa Cox	Risk and Safety Manager
	Deanna Smith	Compliance Analyst
	Ikuyo Yoneda-Lopez	Marketing/Customer Service Manager
	Alvin Johnson	Transportation Manager
	Claudia Valencia	Mobility Coordinator
	Elena Grigorichina	Operations Analyst
	Tricia Ferrante	Trainer
	Fred Simkins	Coach Operator

Counsel:	David Laredo Michael D. Laredo Heidi Quinn	General Counsel, De Lay & Laredo Assistant Counsel, De Lay & Laredo Assistant Counsel, De Lay & Laredo
Public:	Jerry Benson Robert Mowat Thomas Stout Daniel Costantino	3 rd Wind Leadership HDR Inc. HDR Inc. Jarrett Walker and Associates

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 Director Amelio.

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

General Manager/CEO Carl Sedoryk introduced the Strategic Planning Workshop and shared the sad news of the recent passing of MST Coach Operator, Omar Andrade. Mr. Sedoryk sought to adjourn the meeting in memory of Omar.

1-4. Conduct Swearing in Ceremony for New Board Members.

David Burnett took the Oath of Office and was sworn in as the MST representative for the City of Marina.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA – None

3. CONSENT AGENDA – None

4. RECOGNITIONS AND SPECIAL PRESENTATIONS – None

5. PUBLIC HEARINGS – None

6. ACTION ITEMS

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

a) General Manager/CEO Carl Sedoryk introduced the Strategy Planning Workshop team and special guest participants:

- **Jerry Benson from 3rd Wind Leadership, who worked with the MST Adhoc Strategic Planning Committee led by the MST Board Chair.**

- Robert Mowat and Thomas Stout, consultants from HDR Inc., who are working with MST on the Innovative Clean Transit Zero Emission Bus Rollout Plan.
- Daniel Costantino representing Jarrett Walker Associates, who is working with MST on the Comprehensive Operational Analysis.

b) The MST Board conducted a Strategic Planning Workshop and discussed the following items:

- Progress Report on the previous Strategic Plan and Performance
- Break Out Group #1 Discussion - Glows and Grows
- Break Out Group #2 Discussion - Prioritizing Strengths, Weakness, Opportunities, and Challenges
- Review Goal Categories
- Break Out Group #3 Discussion - Clarifying and Visioning for Each Goal / Issue Category
- Selection of Action Items
- Next Steps

7. **CLOSED SESSION – None**

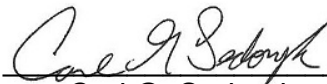
8. **COMMENTS BY BOARD MEMBERS**

The MST Board recognized and thanked Jerry Benson, staff and guest participants for a successful 2021 Strategic Planning Workshop.

9. **ADJOURN**

With no further business to discuss, Chair Albert adjourned the meeting in memory of MST Coach Operator, Omar Andrade at 11:57 a.m. (Pacific)

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

MEETING MINUTES

November 18, 2020

Present:	Jessica McKillip Jennifer Ramirez Kathleen Murray-Phillips Maureen McEachen Steven Macias Bobby Merritt Aimee Cuda Madilyn Jacobsen Reyna Gross	ITN Monterey County Partnership for Children Monterey County Dept. of Social Services Visiting Nurse Association The Blind and Visually Impaired Center Veterans Transition Center Central Coast Senior Services Transportation Agency for Monterey County (TAMC) Alliance on Aging
Absent:	Maria Magaña Melissa McKenzie	Central Coast Center for Independent Living (CCCIL) The Carmel Foundation
Staff:	Robert Weber Cristy Sugabo Kevin Allshouse Claudia Valencia Ruben Gomez Lesley van Dalen Yohana Reyes Marzette Henderson	Chief Operating Officer Mobility Services Manager Mobility Coordinator Mobility Specialist Mobility Specialist Mobility Specialist Assistant Mobility Specialist Contract Transportation Supervisor
Public:	Douglas Thomson Margaret Heath-Schoep	MV Operations Manager Gold Coast Transit District

An apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call

Chair McKillip called the meeting to order at 1:00 p.m. with roll call taken as the meeting was via Zoom teleconference.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public comment- None

3. CONSENT AGENDA

3-1. Approve Minutes of the regular meeting of September 30, 2020.

Member McEachen made a motion to approve the Minutes and Member Merritt seconded. A roll call vote was taken with 8 votes in favor, 3 absent, and none against. The motion passed.

4. ACTION ITEMS

4-1. Receive Measure Q 5-Year Plan Project Implementation Schedule for FY21-FY25 and recommend to the MST Board of Directors for approval.
(Robert Weber)

Member Murray-Phillips made a motion to recommend the Measure Q 5-Year Plan Project Implementation Schedule for FY21-FY25 to the MST Board of Directors for approval, and Member Cuda seconded. A roll call vote was taken with 8 votes in favor, 3 absent, and none against. The motion passed.

5. MEMBERSHIP

5-1. Received reminder for January 2021 Election of officers (Chair)

5-2. Received announcement of MAC vacancies (Chair)

Member Gross joined the meeting at 1:25 p.m.

6. PRESENTATION

6-1. Received Presentation on Veterans Transition Center (Bobby Merritt)

7. REPORTS AND INFORMATION ITEMS

7-1. MV Transit- MST RIDES Service Update (Doug Thomson)

7-2. MST Mobility Programs Updates (Kevin Allshouse)

8. SUBJECT ITEM REQUEST

8-1. None

9. ANNOUNCEMENTS AND APPRECIATIONS

9-1. Member and staff announcements and appreciations.

10. ADJOURN

With no further business to discuss, Chair McKillip adjourned the meeting at 1:45 p.m.

PREPARED BY: *Claudia L. Valencia*
Claudia Valencia

REVIEWED BY: *Kevin Allshouse*
Kevin Allshouse

Blank Page

MEETING OF THE MST CORPORATION BOARD OF DIRECTORS

DRAFT Minutes

December 14, 2020

Immediately Following Regular Meeting of MST District Board of Directors

1. CALL TO ORDER

1-1. Roll call

Chair Albert called the meeting to order at 11:42 a.m. (Pacific) and roll call was taken.

Present:	Jeff Baron	City of Carmel-by-the Sea
	Pat Lintell	City of Del Rey Oaks
	Yanely Martinez	City of Greenfield
	Lorraine Worthy	City of Gonzales
	Mike LeBarre	City of King
	David Burnett	City of Marina
	Dan Albert	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Mary Ann Carbone	City of Sand City
	Dave Pacheco	City of Seaside
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	None	
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Robert Weber	Chief Operating Officer
	Norman Tuitavuki	Deputy Chief Operating Officer
	Kelly Halcon	Director of HR and Risk Management
	Mark Eccles	Director of Information Technology
	Michelle Overmeyer	Director of Planning and Innovation
	Andrea Williams	General Accounting/ Budget Manager
	Jeanette Alegar-Rocha	Deputy Secretary
	Marzette Henderson	Contract Transportation Supervisor
	Lisa Cox	Risk and Safety Manager

Deanna Smith
Ikuyo Yoneda-Lopez
Sonia Wills
Alvin Johnson
Sandra Amorim
Kevin Allshouse
Lesley van Dalen
Claudia Valencia
Elena Grigorichina
Beronica Carriedo
Angelina Ruiz
David Bielsker

Compliance Analyst
Marketing/Customer Service Manager
Customer Service Supervisor
Communications Systems Manager
Purchasing Manager
Mobility Coordinator
Mobility Coordinator
Mobility Coordinator
Operations Analyst
Community Outreach Coordinator
Human Resources Manager
Transit Scheduler

Counsel: David Laredo
Michael D. Laredo

General Counsel, De Lay & Laredo
Assistant Counsel, De Lay & Laredo

Public: Debbie Hale
Don Gilchrest
Jerry Benson
Douglas Thompson

Transportation Agency for Monterey County
Thomas Walters & Associates
3rd Wind Leadership
MV Transportation

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA - None

3. REPORTS AND INFORMATION ITEMS - None

4. ACTION ITEM

- 4-1. Receive update regarding implementation of the US Build America Bureau loan for South County Operations and Maintenance Facility. (Lisa Rheinheimer) (No enclosure)

The MST Board received an update regarding the implementation of the US Build America Bureau loan for South County Operations and Maintenance Facility project.

5. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 11:45 a.m. (Pacific)

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: FY 2020 Comprehensive Annual Financial Report (CAFR)

RECOMMENDATION:

Receive MST's Audited FY 2020 Comprehensive Annual Financial Report.

FISCAL IMPACT:

MST prepares the required Comprehensive Annual Financial Report (CAFR) each year with assistance from an outside auditor. These services have been provided by EideBailly LLP for the last 2 years at a cost of \$35,000 annually. This amount is included in the FY 2021 adopted MST Budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

To provide transparency for the general public and local, state and federal stakeholders, MST each year prepares and posts on its website a CAFR, which can be downloaded and printed directly from the site. A primary component of this document is the annual audit, which is conducted by an outside accounting firm to attest to the state of the agency's finances. In recognition of excellence in financial reporting, MST received a certificate of achievement from the Government Finance Officers Association of the United States and Canada for the previous year's FY 2019 CAFR (page xvii).

MST has submitted its FY 2020 CAFR to this organization for evaluation and consideration. The auditor's management letter (Attachment 1) as well as a summary page detailing MST's FY 2020 budget, actual expenditures, and their respective positive or negative variances (Attachment 2), are included for your review. The complete report – as well as MST's CAFRs dating back to FY 2005 – can be viewed and downloaded through MST's website at <http://mst.org/about-mst/financials/> and can also be provided in hard copy upon request.

Some highlights of the FY 2020 CAFR to note:

- The COVID-19 pandemic had a significant effect on cash and passenger fares collected, 43.7% decrease from budget .
- Revenues from university, college, and other partnerships decreased but were offset by a corresponding decrease in operating expenses.
- The federal CARES Act apportionment to MST offset revenue losses from passenger fares and sales tax collections from Measure Q and Local Transportation Funds.
- Overall, MST spent \$5,626,864 less than Budget despite additional PPE expenses. The decrease in costs were largely in the payroll (overtime), fuel and maintenance, purchased transportation, and professional and technical services cost categories.
- The change in net position was minimal at \$1,474,938 over the previous year (see page 45). At June 30, 2020, MST's net position was \$65,381,422.

From a financial perspective, MST weathered the first three months (March – June) of the pandemic with assistance from the CARES Act while keeping our essential workers employed and meeting the demand for PPE to keep our employees and passengers safe.

On the FY 2020 Capital Budget side, MST completed a number of important projects including:

- Renovations at the Joe Lloyd Way Operations and Maintenance facility which supports contract transportation (MV Transportation).
- Final design plans for the South Couty Operations and Maintenance Facility.
- Bus replacements for those vehicles which reached or surpassed their useful life.
- An Automatic Passenger Counter (APC) system was implemented.

Finally, EideBailly noted in their audit letter that no issues arose regarding any concerns about MST management or misstatements of the financial audit.

ATTACHMENT(S):

- 1: December 18, 2020, letter from MST auditors EideBailly
- 2: Pages 43 and 45 of the FY 2020 CAFR

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

December 18, 2020

To the Honorable Board of Directors
Monterey-Salinas Transit
Monterey, CA

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of Monterey-Salinas Transit (MST), as of and for the year ended June 30, 2020, and have issued our report thereon dated December 18, 2020. Professional standards require that we advise you of the following matters relating to our audit.

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

As communicated in our letter dated April 1, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and to express an opinion on whether MST complied with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of MST's major federal programs. Our audit of the financial statements and major program compliance does not relieve you or management of its respective responsibilities.

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

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

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

Planned Scope and Timing of the Audit

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

Compliance with All Ethics Requirements Regarding Independence

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

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by MST is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive accounting estimates affecting the financial statements are:

Management's estimates were used in the net pension liability and related deferred inflows/outflows of resources related to pension. We evaluated key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting MST's financial were:

MST's net pension liabilities and related deferred inflows of resources and deferred outflows of resources. As disclosed in the Note 10, a 1% increase or decrease in the rates has a material effect on MST's net pension.

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

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

Disagreements with Management

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

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated December 18, 2020.

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings, or Issues

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

Other Information in Documents Containing Audited Financial Statements

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

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

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

This report is intended solely for the information and use of the Board of Directors and management of MST and is not intended to be and should not be used by anyone other than these specified parties.

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

San Mateo, California

**SCHEDULE OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION BY PROGRAM
FOR THE YEAR ENDED JUNE 30, 2020**

	FIXED-ROUTE BUS SERVICE	RIDES	SALES TAX	TOTAL
REVENUES:				
Fares	\$ 5,120,855	\$ 196,058	\$ -	\$ 5,316,913
Operating assistance:				
Sales tax revenue	-	5,601,216	3,941,506	9,542,722
Federal grants	16,722,997	-	-	16,722,997
Local and state grants	21,998,905	-	-	21,998,905
Interest income	153,752	-	-	153,752
Other	308,190	-	-	308,190
Total	44,304,699	5,797,274	3,941,506	54,043,479
EXPENSES:				
Salaries and benefits	26,010,018	175,945	401,456	26,587,419
Professional and technical services	2,573,390	125,977	8,525	2,707,892
Materials and supplies	3,688,077	580,940	134,535	4,403,552
Utilities	629,847	1,440	1,920	633,207
Insurance	1,139,673	-	-	1,139,673
Taxes	143,083	-	-	143,083
Purchased transportation	4,175,363	4,694,900	1,554,780	10,425,043
Sales tax state admin fees	-	217,510	168,030	385,540
Interest expense	197,816	-	-	197,816
Other	582,983	562	128,078	711,623
Inter-program transfers	(5,048,575)	-	5,048,575	-
Total	34,091,675	5,797,274	7,445,899	47,334,848
EXCESS (DEFICIENCY) OF REVENUE BEFORE CAPITAL AND FINANCING ITEMS OVER EXPENDITURES	10,213,024	-	(3,504,393)	6,708,631
INCOME (EXPENSE) FROM CAPITAL AND RELATED FINANCING:				
Gain (Loss) on disposal of assets	30,973	(5,267)	-	25,706
Capital contributions	3,016,506	-	-	3,016,506
Depreciation	(8,047,541)	(228,364)	-	(8,275,905)
Total	(5,000,062)	(233,631)	-	(5,233,693)
CHANGE IN NET POSITION	\$ 5,212,962	\$ (233,631)	\$ (3,504,393)	\$ 1,474,938

MONTEREY-SALINAS TRANSIT DISTRICT

BUDGETARY COMPARISON SCHEDULE YEAR ENDED JUNE 30, 2020

	Budgeted Amounts	Actual	Variances Positive (Negative)
REVENUES:			
Fares	\$ 9,457,728	\$ 5,316,913	\$ (4,140,815)
Operating assistance:			
Sales tax revenue	10,516,428	9,542,722	(973,706)
Federal grants	9,829,368	16,722,997	6,893,629
Local and State grants	23,199,984	21,998,905	(1,201,079)
Interest	-	153,752	153,752
Other income	454,476	308,190	(146,286)
Total revenues	<u>53,457,984</u>	<u>54,043,479</u>	<u>585,495</u>
EXPENSES:			
Salaries and benefits	27,274,572	26,587,419	687,153
Professional and technical services	3,821,268	2,707,892	1,113,376
Materials and supplies	6,483,876	4,403,552	2,080,324
Utilities	653,412	633,207	20,205
Insurance	1,314,396	1,139,673	174,723
Taxes	268,716	143,083	125,633
Purchased transportation	11,652,096	10,425,043	1,227,053
State program admin fees	422,040	385,540	36,500
Interest expense	194,280	197,816	(3,536)
Other	877,056	711,623	165,433
Total expenses	<u>52,961,712</u>	<u>47,334,848</u>	<u>5,626,864</u>
Excess of revenues over expenses	<u>\$ 496,272</u>	<u>\$ 6,708,631</u>	<u>\$ 6,212,359</u>
RECONCILING ITEMS:			
Loss on disposal of capital assets		25,706	
Depreciation		(8,275,905)	
Capital contributions		3,016,506	
Total		<u>(5,233,693)</u>	
CHANGE IN NET POSITION		1,474,938	
NET POSITION, Beginning		63,906,484	
NET POSITION, Ending		<u>\$ 65,381,422</u>	

To: Board of Directors
From: M. Eccles, Director of Information Technology
Subject: Giro Inc. Annual Maintenance Agreement

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Giro Inc. for one year of system maintenance for an amount not to exceed \$118,400.

FISCAL IMPACT:

The cost for this contract is \$118,075 plus an escrow fee of \$250. This amount is approved in the Board adopted FY 2021 Final Budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

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

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

Approval of this item will allow staff to contract with Giro Inc. for maintenance and support of the Hastus scheduling system for one year in an amount not to exceed \$118,400.

ATTACHMENT(S): None

PREPARED BY: 
Mark Eccles

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

To: Board of Directors
From: Lisa Cox, Risk and Security Manager
Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by claimant Maria Refugio Mendez.

FISCAL IMPACT:

Unknown.

POLICY IMPLICATIONS:

None.

DISCUSSION:

The claim was submitted by claimant Maria Refugio Mendez on December 22, 2020 regarding an incident that occurred on August 24, 2020 as a vehicle almost hit the bus causing the driver to brake abruptly and causing the claimant and her cart to slip forward, hitting her head. The claimant states she has constant pain in her back, from her neck to her waist and wants to go to the doctor and wants MST to pay.

The claimant's failure to provide a specific claim amount has prompted the recommendation to have this claim rejected in its entirety.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:  APPROVED BY: 
Lisa Cox Carl Sedoryk

Blank Page

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

RECOMMENDATION:

Receive Report From 3rd Wind Leadership on January 11, 2021 Board of Directors Strategic Planning Workshop.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None. The report will be used by staff to draft a 2021 – 2023 Strategic Plan.

DISCUSSION:

Your Board conducted a facilitated strategic planning workshop at its meeting of January 11, 2021.

Attached is the report from meeting facilitator Jerry Benson of 3rd Wind Leadership. Staff will utilize the information taken from this report as well as our own notes and observations to submit a draft Strategic Plan for your review at your meeting of March 8, 2021.

ATTACHMENT(S): MST Strategic Planning Workshop Summary Report

PREPARED BY: 
Carl Sedoryk

Blank Page



3rd Wind Leadership

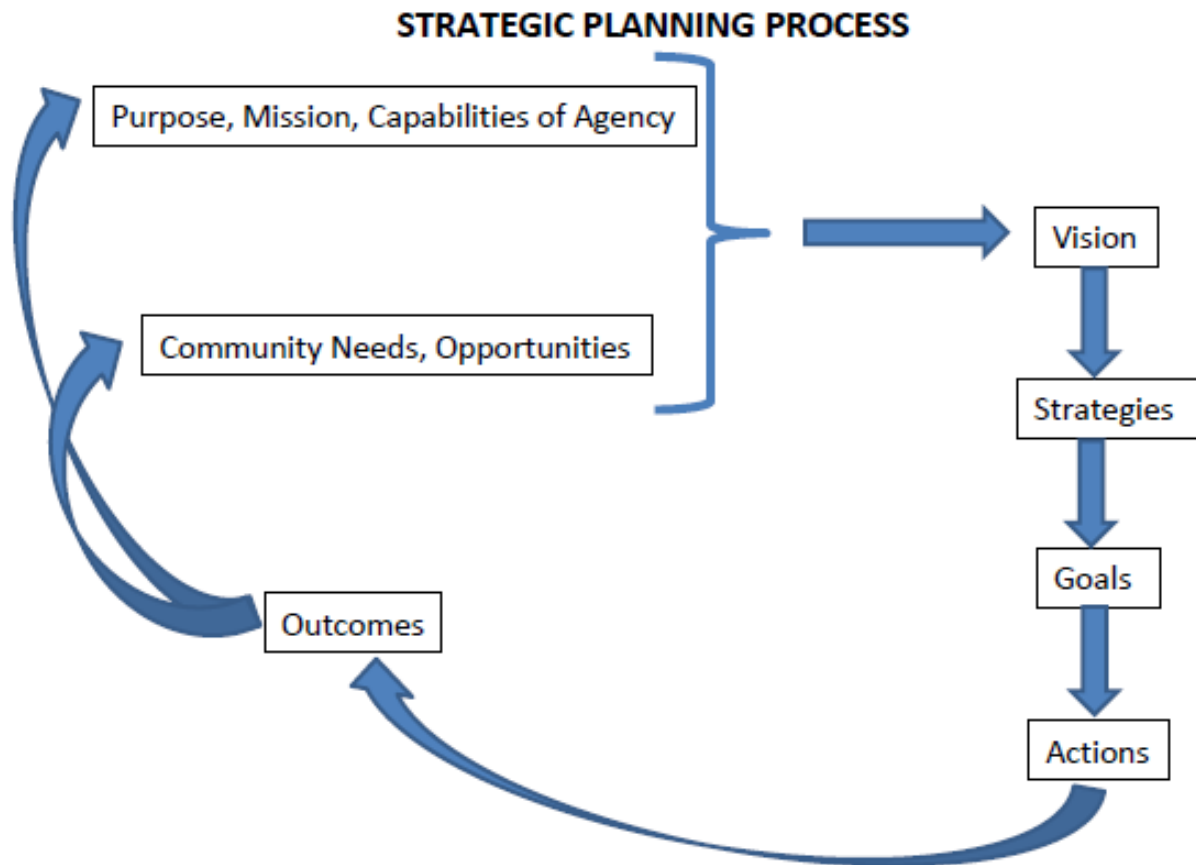
To: Carl Sedoryk, Chief Executive Officer, Monterey-Salinas Transit
Cc: MST Board of Directors, MST Executive Management
From: Jerry Benson, PhD, President, 3rd Wind Leadership
Subject: MST Strategic Planning Workshop Summary Report
Date: February 1, 2021

Thank you for the opportunity to facilitate the Monterey-Salinas Transit District (MST) Board of Directors Strategic Planning Workshop on January 11, 2021. The level of involvement by the MST Board Ad Hoc committee, the Board Directors, you and your executive team was extraordinary. Thanks to this intense involvement and all of the advance work, we were able to achieve a great deal in workshop. I appreciate Mark Eccles's help to both configure the Zoom meeting and to refine the workshop flow and activities. Jeanette Alegar-Rocha provided excellent board coordination, document preparation and logistics support. Lisa Rheinheimer prepared and compiled the two Board surveys that generated a great deal of useful information before the retreat. Each member of your executive team functioned admirably as a workshop co-facilitator. Lastly, I appreciate the direction from you and the Board Ad Hoc committee that allowed us to design an intense and highly engaging board workshop in a virtual setting.

This report summarizes the advance work and activities in the workshop. By design, this is not the end of the project, but the achievement of a major milestone toward completion an updated Strategic Plan.

Strategic Planning Process

The strategic planning process is an examination of the linkages between community needs and the agency purpose, capabilities and values. Clearly, there have been significant changes in community needs and opportunities since the last update to the MST Strategic Plan in 2018. It is essential that organizations periodically revisit their strategic plan to ensure that their purpose, strategies, goals and actions align with the most important external opportunities and challenges. Doing so allows the organization to deploy its resources for the greatest public benefit. Failing to update and align strategic priorities causes increasing waste and irrelevance. MST is to be commended for undertaking a robust strategic planning process, despite all of the challenges of the current COVID pandemic. Each of the elements in the strategic planning process, summarized in the graphic below, was address during the workshop.



The MST Board considered agency purpose, mission and capabilities; as well as the community needs and opportunities through the surveys and discussion of strengths, weaknesses, opportunities and challenges. Board Members described a vision for the future in the form of newspaper headlines. Strategies, goals and actions were reviewed in the surveys and workshop breakout groups on goals. Lastly, Board Members considered indicators of successful outcomes in the goal breakout groups.

Glow and Grow

Board members were asked to reflect on highs and lows, or “glows and grows” for MST from the past few years. This reflection activity gave participants an opportunity to pause and acknowledge the good work that has been accomplished while also considering experiences that the agency can learn from and do better. The following table summarizes the “glows and grows” shared by Board Members.

Glow	Grow
Communication and collaboration between Cities and MST Board; e.g., Soledad education center, South County Transit study	Board members would like to improve their communication to the public and their constituents about the rationale and benefits of MST decisions, services and innovations
Pandemic has helped MST better understand and focus on cash flow	Improve cities’ emphasis on and support of transit service
MST staff and board leadership in California and national transit industry	Board members would like to understand transit operations and finances better

Positive bargaining unit relationship	Board members would like to improve how they research and present ideas to staff
MST has earned a strong reputation for service to the community and a good work culture	Improve military partnership, including POM
New operations and maintenance facilities	Could improve Monterey downtown transit center
The Surf! busway project	Staff succession planning
Excellent staff	Non-English media and public relations
Responding to constituent concerns	Need to be more supportive of employees
Mobility options for disabled, seniors, bicyclists	COVID safety measures for passengers place additional pressure on drivers
Technology innovation; e.g., contactless payment, alternative fuel	Challenges to hiring qualified workforce
Pandemic response	Lack of affordable workforce housing

MST has a lot to be proud of and several areas needing improvement. Many of the “grows” are repeated in the Strengths, Weaknesses, Opportunities and Challenges section below.

Strengths, Weaknesses, Opportunities and Challenges

A review of MST’s current strengths, weaknesses, opportunities and challenges (SWOC) enables the agency to assess community needs and internal capability. As the agency evolves over time and as external conditions and community needs change, new challenges and opportunities are presented. By realigning its resources and priorities to address these opportunities and challenges, MST can maximize the value it contributes to the communities it serves. The strengths that an organization developed in the past may no longer be the same capabilities that are needed in the current environment. Missing capabilities are the organization’s weaknesses that must be overcome to address current opportunities and challenges.

Analysis of MST’s SWOC began with a review and brainstorm by the MST executive team. A SWOC list was created and sent to Board Members in a survey. Board Members provided feedback, questions and additions to the SWOC. An updated SWOC survey was sent to Board Members for them to rank items. The full SWOC list is included as Appendix A and the SWOC survey results are included as Appendix C in this report. In the workshop, breakout groups of Board Members reviewed the survey ranking results, refined SWOC items and discussed priorities. Each group’s discussion notes and priority opportunities and challenges were reviewed and compiled into one summary. While breakout groups had some different ranking of specific items, most of the items in the table below were top priorities for all groups. Shaded items represent items lacking clear consensus. The three shaded opportunities were identified by one group as not priority. The shaded challenge was added by one breakout group and so was not discussed by the other groups.

MST Opportunities	MST Challenges
Transit exclusive and transit priority corridors; such as, SURF! busway, bus-on-shoulder, Marina-Salinas corridor	Traffic congestion, lack of HOV lanes
Emerging, innovative transit solutions; such as, autonomous vehicles	Regaining trust in public transit post-COVID
Inclusiveness, equity, and diversity	Zero emission bus requirements increase expenses without additional revenue
COVID-19 recovery and community needs	Unpredictable funding/revenue sources
Off-board fare collection and contactless fare collection	Increased homelessness, mental illness and addiction
K-12 transit partnerships	
South County Maintenance/Operations Facility	

To summarize, the key challenges and opportunities for MST are transit-priority corridors and services; inclusiveness, equity, diversity; COVID recovery and public trust; financial challenges; and emerging transit technology. Addressing these issues should be the focus of goals, objectives and tactics. The amount of time available in the workshop was not enough for Board Members to thoroughly revise goals so additional follow-up work will be needed.

After discussion of opportunities and challenges, Board Member breakout groups reviewed the survey ranking of strengths and weaknesses. As with the opportunities and challenges, some groups combined or reworded items. One group elevated the legacy IT systems item to a top weakness. The following table provides a compilation of priority strengths and weaknesses as revised by Board Members in the workshop.

MST Strengths	MST Weaknesses
Support of elderly/disabled/veteran community	Staffing challenges and underutilization of specific demographics
Employees, management team and board	Dependence on local private/public partnerships that have been suspended
Federal funding programs - FAST Act Re-Authorization, CARES Act	Legacy IT systems/lack of system integration
Community / stakeholder support	Low ridership due to job losses/school closures – long term COVID Issues
Culture of innovation in support of public service	Inability to predict future revenues
Fiscally responsible - A1 Moody's Rating	
Public/private partnerships	
Labor relationships	

MST's strengths include community support, a proven track record of service, innovation and fiscal responsibility, and a solid team. Weaknesses include COVID-related ridership loss, lack of diversity compared to community, obsolete IT systems, financial unpredictability, and workforce staffing challenges.

Goal Vision

Evaluating and updating goals began with a survey of Board Members regarding current goals (Appendix B). The goal to *develop and maintain adequate and stable long-term revenues* was rated as the most important, with 83 % of Board Members rating it as “critically important.” The second most important goal, with 58 % of Board Members giving the “critically important” rating, was *provide quality transit and mobility management service*. All of the other goals can be considered of secondary importance.

In the strategic planning workshop, Board Members were assigned to breakout groups to review and update specific goals. They began with a review of goal wording and then crafted vision statements in the form of newspaper headlines, shown below, to describe future “extraordinary success.”

Vision Headlines

MST Achieves 100% Zero Emission Program Prior to State’s Mandated Deadline

**MONTEREY COUNTY VOTES YES FOR DEDICATED TRANSIT FUNDING SOURCE –
LEVERAGING STATE AND FEDERAL FUNDS**

**MST BOARD LEADERSHIP HAS RESULTED IN
EXTRAORDINARY SUCCESS IN THE UTILIZATION OF
CLEAN ENERGY FOR PUBLIC TRANSPORTATION**

John Doe drives his car to work, why?

**MST IS THE FIRST TRANSIT DISTRICT TO INCORPORATE AUTONOMOUS VEHICLES INTO ITS
FLEET FOR THE COMMUNITIES IT SERVES**

MST completes the last phase of Surf! project

S County see the benefit of completion last phase of BRT network

**MST LEADS THE CHARGE IN RIDERSHIP AMONGST CA PEERS
THROUGH INNOVATIVE BRANDING!**

Goals, Objectives, Tactics and Indicators

Board Members discussed assigned goals in breakout groups, making changes and updates to goal wording, objectives, tactics and indicators. The amount of workshop time for these final activities was short. Board Members recognize that more time will be needed to refine these elements of the strategic plan. Therefore, the following summaries of Board Member goal discussions should be considered a first draft, subject to further discussion and refinement by MST executive staff and Board. The following section on alignment of goals to SWOC below provides some ideas about further goal refinement. Updates and changes to goals, objectives, tactics and indicators that were made in the workshop are shown in ~~striketrough~~ for deletions and **red** for additions.

Goal #1: Develop and Maintain Adequate and Stable Long-Term Revenues.

Objectives/Outcomes:

Maintain public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as a means to generate the revenue required to construct needed capital facilities, purchase vehicles, sustain current and future transit services, and maximize the value of MST services to the community.

Through education and advocacy, encourage policymakers and the general public to enact legislation at local, state, and federal levels to provide sustained funding sources that will support the future growth of Monterey County's public transportation system.

Indicators:

- Maximize opportunities to leverage local funds with Federal, State, and private sources to support transit projects ~~maximized~~
- **Maximize** ~~P~~public/private funding agreements ~~executed~~
- Adequate funding in place to support operating and capital needs, **including unfunded requirements**
- Increased local funding support through ~~developer fees, sales tax, and other~~ funding initiatives as appropriate

Tactics:

- ✓ Adopt and execute annual state and federal legislative programs
- ✓ Utilize debt financing from bonds, private financing, and other sources as appropriate
- ✓ Identify additional partnerships to fund transit services outside of traditional tax sources
- ✓ Maintain adequate cash reserves to support a state of good repair for assets
- ✓ Identify grant opportunities to leverage local funds for transit projects

- ✓ Research a permanent extension of Measure Q and/or opportunities for local funding to support fixed route services
- ✓ Develop 2-year operating budget and 5-year capital budget process

Goal #2: Provide Quality Transit and Mobility Management Service for the Communities We Serve.

Objectives/Outcomes:

Develop and implement services, infrastructure, and technologies to meet and exceed the expectations of customers and maximize the value of MST in the community.

Expand public/private, military and educational partnerships. Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, and motivate employees.

Indicators:

- Passenger boarding growth rate that supports employment and population growth trends
- Increased customer and stakeholder satisfaction
- Business conducted within approved budget and performance indicators including safety, efficiency, effectiveness, on-time performance, customer satisfaction, employee satisfaction, and stakeholder satisfaction
- **Increased transit utilization by students and educational institutions**

Tactics:

- ✓ Continuation of programs that reward safe behavior
- ✓ Fine tune existing service to improve convenience and on-time performance
- ✓ Monitor operating, maintenance, and financial performance statistics on a monthly basis and implement programs to support continuous improvement
- ✓ Continue participation in Fort Ord multi-modal and other transportation corridor studies
- ✓ Continue to monitor autonomous vehicle technology and implement as appropriate
- ✓ Develop and improve workforce development plans to sustain service levels
- ✓ Continue planning activities for Hwy 1 corridor transit improvements

- ✓ Maintain MST Trolley contract with City of Monterey
- ✓ Upgrade and enhance technologies to improve customer experience
- ✓ Continue planning a comprehensive regional BRT plan and apply for funding, as appropriate
- ✓ Identify funding for additional on-street passenger amenities
- ✓ Maintain and develop partnership with alternative mobility providers, including taxis, van pool and TNC (transportation network company) to improve mobility options
- ✓ Plan for a South County operations and maintenance facility
- ✓ **Implement a capital improvement program**
- ✓ **Complete Comprehensive Operational Analysis (COA)**
- ✓ **Implement transit network improvements as recommended by COA**

Goal #3: ~~Maintain Effective~~Improve** Board Protocols and Best Practices to Achieve Effective and Efficient Board Operations and Board Meeting Management.**

Objectives/Outcomes:

Offer training and orientation for board members and provide concise reports that result in a well-informed, well-satisfied, participatory policy governance board

Indicators:

- Satisfied, involved, fully integrated, well informed, and well-functioning Board of Directors
- Residents of member jurisdictions feeling well represented

Tactics:

- ✓ Continue board member training and orientation programs
- ✓ ~~Continue~~**Enhance** board committee structures to support decision making
- ✓ Monitor board reporting practices to make better use of limited time available for board meetings
- ✓ **Survey board members to determine if board reports meet expectations**

Goal #4: Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation.

Objectives/Outcomes:

Implement economically sound and environmentally-friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment. **Reduce greenhouse gasses; reduce negative impacts on global climate change.**

Indicators:

- Compliance with EPA and California Air Resources Board mandates
- Reduced consumption and related costs of utilities including water, natural gas, and electricity
- Reduced consumption of fossil and non-renewable fuels
- Increased investment in zero-emission technology
- ~~Recognition for efforts to reduce greenhouse gas emissions~~
- **Public recognition for reducing greenhouse gas emissions, implementing zero-emissions goals, and other related activities and achievements**

Tactics:

- ✓ Participate in national, state, and regional transit conferences, meetings and alternative fuel forums, user groups, etc., that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements
- ✓ Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies
- ✓ Identify opportunities for energy, water, gas, and other resource conservation programs
- ✓ Implement alternative fuel and zero-emission bus technologies
- ✓ Monitor emerging technologies and determine cost-effective sustainable technologies and implement as appropriate

Goal #5: Educate the Public on MST Services Through Promotion, Communication and Advocacy.

Objectives/Outcomes:

Attract new riders and improve support for MST by utilizing effective marketing, promotion **of brand identity**, and communication techniques and by applying greater focus in meeting individual community and stakeholder needs

Indicators:

- Increased awareness of MST transportation and mobility services and the value they provide
- Increased patronage and usage of the MST website and tools provided
- Increased positive media coverage of MST
- **Increase ridership by 20% by 2025**

Tactics:

- ✓ Implement and develop coordinated, multi-media, bilingual media communications and advertising programs and include special emphasis on providing relevant messaging to young people
- ✓ Improve MST online and social media presence, and utilize new and emerging technologies to communicate with new markets
- ✓ Encourage transit-friendly land-use planning through further dissemination of the Designing for Transit manual
- ✓ Implement targeted marketing education and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers
- ✓ **Develop an MST brand to market MST services and recruit for future employees**
- ✓ **Incorporate MST brand into all communication/marketing materials and rolling stock**

Goal #6: Promote Organizational Values to Maintain High Quality Relationships with MST Employees, Contractors, Vendors, Board Members and Community Stakeholders.

Objectives/Outcomes:

Promote individual and organizational safety, efficiency and effectiveness and enhance the satisfaction of our customers, employees, partners, board members and other key stakeholders

Indicators:

- High levels of employee, customer, and stakeholder satisfaction
- Improved relationships with represented labor workforce
- Increased utilization of employee development programs
- Improved safety performance and reductions in injuries

Tactics:

- ✓ Recognize and celebrate individual and group achievements in support of MST's mission, vision, values, goals, and objectives
- ✓ Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees, and stakeholders
- ✓ Improve communication with all employees and the Amalgamated Transit Union leadership
- ✓ Monitor employment contract with Amalgamated Transit Union and Monterey-Salinas Transit Employee Association agreements
- ✓ Develop and implement targeted marketing and promotional efforts designed towards major employers, students, senior groups, hospitality industry, tourists, and non-traditional riders will also assist in growing ridership
- ✓ Develop and implement workforce recruitment, training, development, and succession plans to ensure a proper staff structure is in place that supports the mission, vision, and values to meet strategic goals and objectives
- ✓ Develop innovative methods of communication to MST stakeholders
- ✓ Promote employee incentives for recruitment
- ✓ Develop a non-English language social media presence

Goal #7: ~~Maintain~~Enhance Industry Leadership for Like-Sized Agencies within California and the United States.

Objectives/Outcomes:

Develop and implement programs and practices that distinguish Monterey-Salinas Transit as a leader with the public transit industry

Indicators:

- Participate in a leadership role in industry trade associations
- Receive recognition and acknowledgement for innovative programs and practices

Tactics:

- ✓ Seek appointment to leadership positions within appropriate national, state, and local trade, business and community associations and committees
- ✓ Develop and implement innovative programs that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees, and reflect well on Monterey-Salinas Transit and the public transit industry in general

- ✓ Implement targeted marketing, educating and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers

Alignment of Goals with Strengths, Weaknesses, Opportunities and Challenges

The MST Board did excellent work before and during the workshop to identify current strengths, weaknesses, opportunities and challenges. This is the most important element in the strategic planning process because it enables the agency to determine where to focus its attention and resources. There is still work to do to realign goals and objectives with current SWOC. MST may continue to develop strengths, but it is essential that weaknesses, opportunities and challenges are addressed.

As presented above, weaknesses include COVID-related ridership loss, lack of diversity compared to community, obsolete IT systems, financial unpredictability, and workforce staffing challenges. With the exception of financial unpredictability, it does not appear that weaknesses are adequately addressed in the goals and objectives.

The opportunities and challenges identified by Board Members include transit-priority corridors and services; inclusiveness, equity, diversity; COVID recovery and public trust; financial challenges; and emerging transit technology. Financial challenges, transit-priority corridors, and emerging transit technology appear in goals and objectives.

The MST executive team and Board Member should review the SWOC priorities as well as the items shared in the “glows and grows” activity to ensure that goals and objectives cover all priority issues. For example, some “grow” statements mentioned improving partnerships with municipalities and improving employee relations. MST Board and executive staff should further refine goals and objectives to more thoroughly address the following items, at a minimum:

- COVID recovery and public trust
- Inclusiveness, equity and diversity
- Workforce staffing challenges

Based on comments made in the workshop, I believe that MST Board could benefit from more information on MST operations and finances, as well as more information on the different mobility services and modes that MST is providing or considering. For example, the goal breakout group eliminated “mobility management” from the service goal. This may be due to a lack of clarity about what mobility management is and why it matters. Similarly, if transit-priority corridors and services are a key strategy for the next several years, then Board Members would benefit from more information about the different types of transit-priority or transit-exclusive services, how they work, and what applications are being planned by MST.

Some Board Members commented on the industry leadership goal, wondering about the value of industry leadership to the MST community. The MST Board and executive team may want to discuss how participation and leadership in state and national industry groups benefits taxpayers and transit users.

As goals, objectives, indicators and tactics are refined, MST Board Members and executive team should consider the appropriate level of detail and specificity for a Board-level plan. The staff will certainly have much more lengthy and detailed action plans and task lists. The Board-level strategic plan should clearly articulate goals and objectives, but should only specify minimum, critical tactics.

Conclusion

Periodically revisiting a transit agency's priorities and how those priorities are aligned with community needs is essential to the agency's long-term success. Changes in society, environment, technology, demographics and the economy create new opportunities for an agency to add value to the community. The MST Board of Directors and executive team completed a robust review of external and internal issues, developed an updated and prioritized SWOC, envisioned desired futures and began the process of updating goals, objectives, indicators and tactics. I am confident that, with a few rounds of revision and review, the updated MST goals and objectives will drive the agency to continuing and even greater success in the coming years. The MST community is fortunate to have such competent and engaged Board and staff leadership working on their behalf.

Appendix A
Strengths, Weaknesses, Opportunities and Challenges

Strengths	Weaknesses
Federal funding programs - FAST Act Re-Authorization, CARES Act	Inconsistent employee response to COVID-19 self-protection outside of work
Culture of Innovation in support of public service	Dependence on local private/public partnerships that have been suspended
Alternative funding strategies	Low ridership due to job losses/school closures
Employees and management team and board	Inability to predict future revenues
Fiscally responsible - A1 Moody's Rating	Low staffing levels due to recruitment challenges and compliance issues, underutilization of specific demographics
Legislative representatives/governmental relations (FTA, Caltrans)	Lack of physical capacity at transit centers in Monterey, San Jose, and Salinas
Well maintained fleet, replaced many high-mileage vehicles	Skills gap of mid-management, front line supervisors - Bench Strength
Support of elderly/disabled/veterans community	Lack of visibility to transportation career
Emergency response/business continuity plan	Inconsistent performance of transit service contractor
System operating performance	Lack of developed brand identity
Community / stakeholder support	Legacy IT systems/lack of system integration
Strong image reputation	Lack of new technology training programs
Recognized industry leadership	Dependence on federal COVID Relief funds
Public safety relationships	Persistent cash flow issues
Advanced technology infrastructure	Lack of formal long-term capital planning process
Safety culture	Single year budget process
Broad community use of services	Lack of taxicab/TNC in south county communities
Public/private partnerships	
Transit District governance	
Security system	
Mobility management programs	
Labor relationships	
Rehabilitated and expanded number of facilities	

Opportunities	Challenges
Tort law reform	Traffic congestion/ Lack of HOV lanes
Public/private partnerships	Local development/environmental regulations
Changing habits—new customer types	Unfunded mandates CARB/EPA/ADA, ICT ZEB Rollout
SURF! Opportunity, bus-on-shoulder	Demographics; aging population & workforce
Local highway improvement projects	Zero emission infrastructure and technology
Succession planning within MST	Operating costs increasing faster than revenue
Transportation Network Companies (TNCs)	Increased homelessness, mental illness, and addiction
Marina-Salinas multimodal corridor planning	Uncertainty with military partners
Off-board fare collection and contactless fare collection	Non transit-oriented development
Untapped customer base	Local unemployment post pandemic
Inclusiveness, equity, and diversity	National Highway Trust Fund deficit
Expanded transit facilities	Gridlock in Congress
K-12 transit partnerships	Unpredictable funding/revenue sources
University/college transit services	Limited space for future growth
Enhance safety performance	Low urban density
State carbon cap and trade program	Public transit industry politically weak
State transit funding (LTF, STA, SB1)	Aging population requiring specialized service
Measure Q 5-10 Year Plan	High threshold for local sales tax approval
Purchased transportation contract RFP	Lack of a local sales tax for fixed-route
South County Maintenance/Operations Facility	Regaining public trust in public transit (post-pandemic)
TAMC sales tax revenues from Measure X	Low cost and ease of access to private autos
Comprehensive Operational Analysis	Cost of living issues for employees/customers

COVID-19 recovery and community needs	COVID-19 recovery and community response
Smart device applications that coordinate with ridesharing	Water shortages
Additional services for special needs (election day, wildfires)	Economic downturn
Integrate emerging and innovative transit solutions (autonomous)	Climate change
Energy efficiency	Increased public support for transit
Educational stipend for Spanish speaking employees	Increasing need for transit and decreasing ability to pay fares

Appendix B
Survey Results on Current Goals

The 2018-2020 MST Strategic Plan identified seven strategic goals. Please review and evaluate each goal.

**Goal #1: Develop and Maintain Adequate and Stable Long-Term Revenues.
How important is this goal for MST in 2021-2023?**

Not important:	0 %
Somewhat important:	0 %
Important:	17 %
Critically important:	83 %

**Goal #2: Provide Quality Transit and Mobility Management Service.
How important is this goal for MST in 2021-2023?**

Not important:	0 %
Somewhat important:	0 %
Important:	42 %
Critically important:	58 %

**Goal #3: Maintain Effective Board Protocols and Best Practices to Achieve Effective and Efficient Board Operations and Board Meeting Management.
How important is this goal for MST in 2021-2023?**

Not important:	0 %
Somewhat important:	8 %
Important:	75 %
Critically important:	17 %

**Goal #4: Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation.
How important is this goal for MST in 2021-2023?**

Not important:	0 %
Somewhat important:	9 %

Important:	82 %
Critically important:	9 %

Goal #5: Educate the Public on MST Services Through Promotion, Communication and Advocacy.

How important is this goal for MST in 2021-2023?

Not important:	0 %
Somewhat important:	8 %
Important:	75 %
Critically important:	17 %

Goal #6: Promote Organizational Values to Maintain High Quality Relationships with MST Employees, Contractors, Vendors, Board Members and Community Stakeholders.

How important is this goal for MST in 2021-2023?

Not important:	0 %
Somewhat important:	9 %
Important:	73 %
Critically important:	18 %

Goal #7: Maintain Industry Leadership for Like-Sized Agencies within California and the United States.

How important is this goal for MST in 2021-2023?

Not important:	0 %
Somewhat important:	17 %
Important:	67 %
Critically important:	17 %

MST Board Survey - SWOC

04 - 07 Jan 2021

Poll results

slido

Table of contents

- Survey

Survey (1/8)

012

Please review the following opportunities and mark the four most important to you.
(1/6)

Tort law reform



0 %

Public/private partnerships



8 %

Changing habits—new customer types



17 %

SURF! Opportunity, bus-on-shoulder



50 %

Local highway improvement projects



17 %

012

Survey (1/8)

Please review the following opportunities and mark the four most important to you.
(2/6)

Succession planning within MST



8 %

Transportation Network Companies (TNCs)



0 %

Marina-Salinas multimodal corridor planning



42 %

Off-board fare collection and contactless fare collection



25 %

Untapped customer base

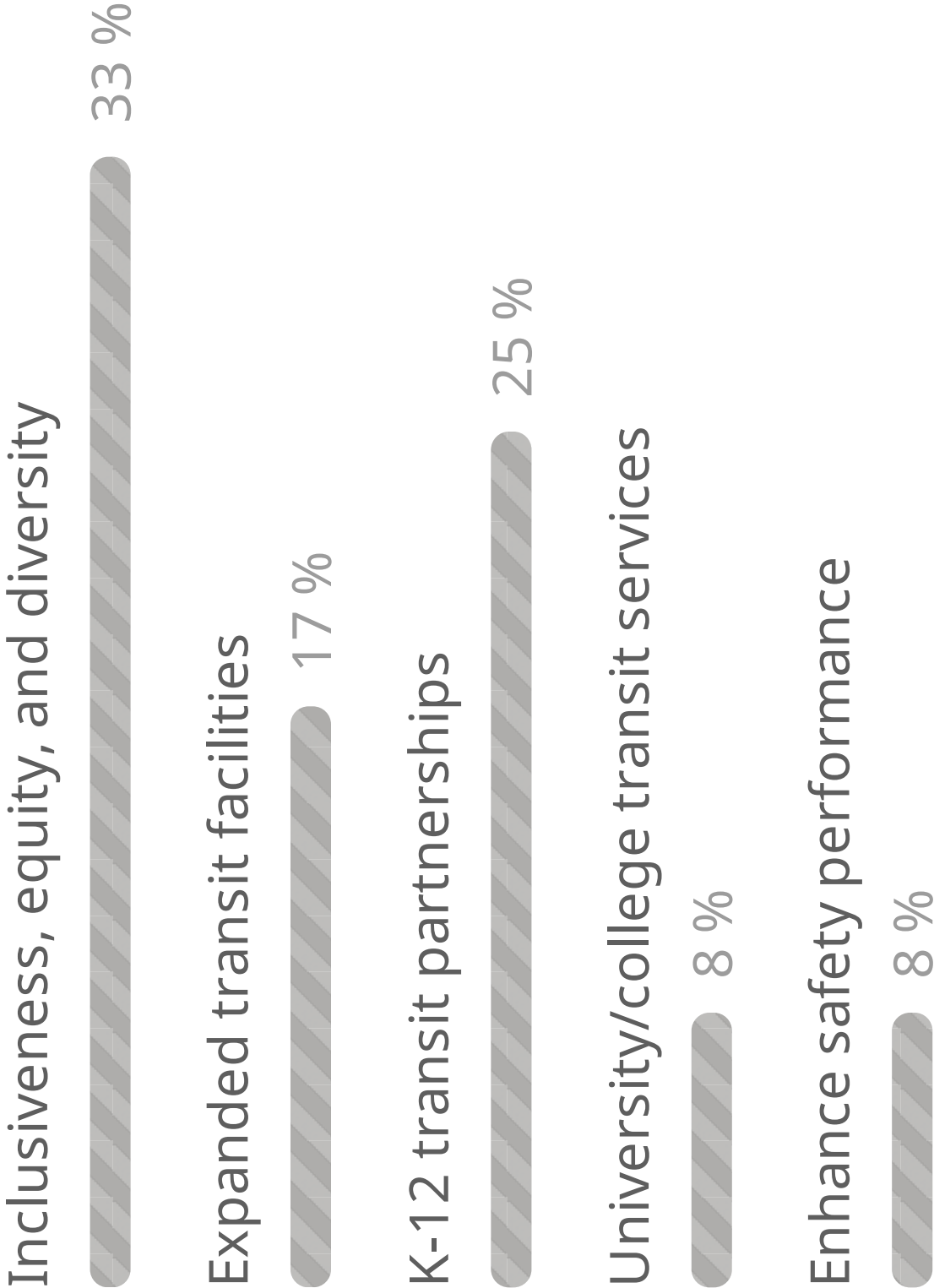


17 %

Survey (1/8)

012

Please review the following opportunities and mark the four most important to you.
(3/6)



Survey (1/8)

012

Please review the following opportunities and mark the four most important to you.
(4/6)

State carbon cap and trade program



State transit funding (LTF, STA, SB1)



Measure Q 5-10 Year Plan



Purchased transportation contract RFP



South County Maintenance/Operations Facility



Survey (1/8)

012

Please review the following opportunities and mark the four most important to you.
(5/6)

TAMC sales tax revenues from Measure X



Comprehensive Operational Analysis



COVID-19 recovery and community needs



Smart device applications that coordinate with ridesharing



Additional services for special needs (election day, wildfires)



Survey (1/8)

012

Please review the following opportunities and mark the four most important to you.
(6/6)

Integrate emerging and innovative transit solutions (autonomous)



Energy efficiency



Educational stipend for Spanish speaking employees



003

Survey (2/8)

Please provide any questions and/or suggestions for clarifying opportunities.

- Municipality coopporation projects
- It is important to provide information to our non English speaking residents, as they are the group that ride public transportation on a regular basis.
- There are many more in the list I would mark as opportunities. It was difficult to choose only 4.

Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(1/6)

Traffic congestion/ Lack of HOV lanes



Local development/environmental regulations



Unfunded mandates CARB/EPA/ADA, ICT ZEB Rollout



Demographics; aging population & workforce



Zero emission infrastructure and technology



Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(2/6)



Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(3/6)

National Highway Trust Fund deficit



Gridlock in Congress



Unpredictable funding/revenue sources



Limited space for future growth



Low urban density



Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(4/6)

Public transit industry politically weak



Aging population requiring specialized service



High threshold for local sales tax approval



Lack of a local sales tax for fixed-route



Regaining public trust in public transit (post-pandemic)



Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(5/6)

Low cost and ease of access to private autos



Cost of living issues for employees/customers



COVID-19 recovery and community response



Water shortages



Economic downturn



Survey (3/8)

012

Please review the following challenges and mark the four most important to you.
(6/6)

Climate change



8 %

Increased public support for transit



17 %

Increasing need for transit and decreasing ability to pay fares



8 %

Survey (4/8)

001

Please provide any questions and/or suggestions for clarifying challenges.

- There are many more in the list I would mark as Challenges. It was difficult to choose only 4.

012

Survey (5/8)

Please review the following strengths and mark the four most important to you.
(1/5)

Federal funding programs - FAST Act Re-Authorization, CARES Act



Culture of Innovation in support of public service



Alternative funding strategies



Employees and management team and board



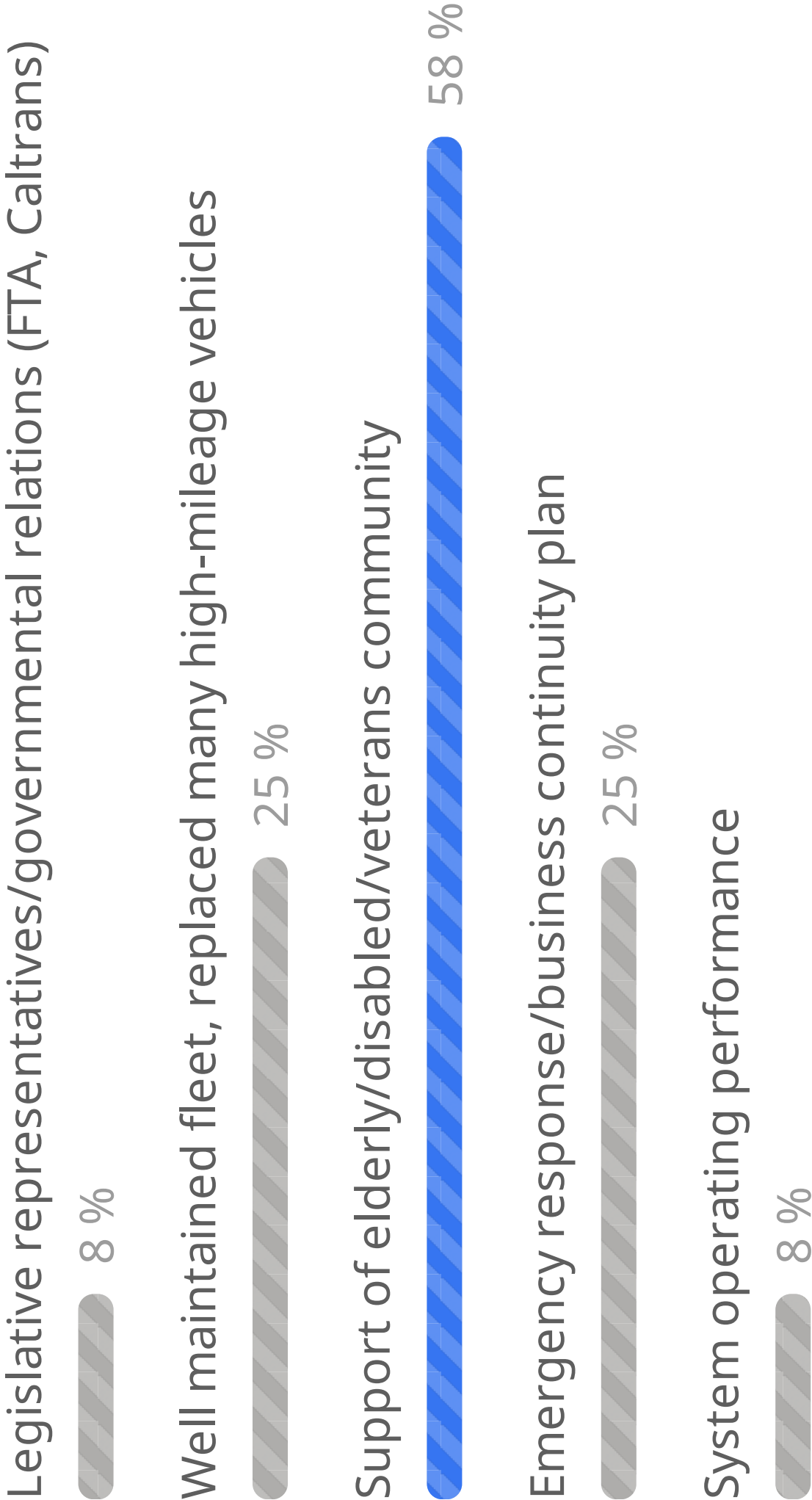
Fiscally responsible - A1 Moody's Rating



012

Survey (5/8)

Please review the following strengths and mark the four most important to you.
(2/5)



Survey (5/8)

012

Please review the following strengths and mark the four most important to you.
(3/5)



Survey (5/8)

012

Please review the following strengths and mark the four most important to you.
(4/5)

Safety culture



Broad community use of services



Public/private partnerships



Transit District governance



Security system



Survey (5/8)

012

Please review the following strengths and mark the four most important to you.
(5/5)

Mobility management programs



Labor relationships



Rehabilitated and expanded number of facilities



Survey (6/8)

001

Please provide any questions and/or suggestions for clarifying strengths.

- There are many more in the list I would mark as strengths. It was difficult to choose only 4.

012

Survey (7/8)

Please review the following weaknesses and mark the four most important to you.
(1/4)

Inconsistent employee response to COVID-19 self-protection outside of work



Dependence on local private/public partnerships that have been suspended



Low ridership due to job losses/school closures



Inability to predict future revenues



012

Survey (7/8)

Please review the following weaknesses and mark the four most important to you.
(2/4)

Low staffing levels due to recruitment challenges and compliance issues, underutilization of specific demographics

58 %

Lack of physical capacity at transit centers in Monterey, Sand City, and Salinas

0 %

Skills gap of mid-management, front line supervisors - Bench Strength

8 %

Lack of visibility to transportation career

17 %

Survey (7/8)

012

Please review the following weaknesses and mark the four most important to you.
(3/4)

Inconsistent performance of transit service contractor



0 %

Lack of developed brand identity



8 %

Legacy IT systems/lack of system integration



17 %

Lack of new technology training programs



25 %

Dependence on federal COVID Relief funds



25 %

Survey (7/8)

012

Please review the following weaknesses and mark the four most important to you.
(4/4)

Persistent cash flow issues
 17 %

Lack of formal long-term capital planning process
 0 %

Single year budget process
 0 %

Lack of taxicab/TNC in south county communities
 25 %

Survey (8/8)

001

Please provide any questions and/or suggestions for clarifying weaknesses.

- We seem to always have a problem with recruitment. In these uncertain times how do we keep staffing at a strong level?
How long will we be able to depend on Covid relief?

Blank Page

To: Board of Directors

From: Sandra Amorim, Procurement & Contracts Manager

Subject: Hazardous Materials Disposal Services

RECOMMENDATION:

Authorize General Manager/CEO to execute a three-year contract with Environmental Logistics for hazardous materials disposal services for an amount not to exceed \$220,000.

FISCAL IMPACT:

The cost for the initial year is \$70,633 with an annual 3% increase in material and labor costs for each of the subsequent two years. The total contract cost for the three-year period would not exceed \$220,000. This expenditure is included in the FY 2021 budget and funded with general operating funds.

There are two optional years beyond the initial 3 years. Should the contractor perform services to MST's satisfaction, the contract may be extended up to two additional one (1) year terms at the same rate.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST has a continuing need to properly dispose of hazardous waste and materials to meet local, state, and federal regulations. MST's hazardous waste substances include waste water and oil mixture from the bus washing system, waste oil disposal and recycling, sludge from tanks and sumps, antifreeze disposal and recycling, disposal of used oil filters, disposal of aerosol cans, clean out liquids and solids from in ground facilities hoist sumps, and other materials as determined by MST staff.

MST published an Invitation for Bid (IFB), advertised in local newspapers, mailed to a listing of potential suppliers, and posted an announcement on the MST web site inviting bids. Bids were received from the following Hazardous Materials service providers. Results of the IFB were as follows:

SUPPLIER	LOCATION	AMOUNT	DBE
Environmental Logistics	Hayward, CA	\$70,633	No
North State Environmental	Rialto, CA	\$85,201	No

Based upon their submission of a responsible and responsive bid with the lowest cost and offering all the services that meet the IFB specifications, staff recommends that the Board authorize the General Manager/CEO to execute a contract with Environmental Logistics.

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

PREPARED BY:  REVIEWED BY: 
Sandra Amorim Carl G. Sedoryk

To: Board of Directors
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: Measure Q: Five-Year Project Plan Implementation Schedule

RECOMMENDATION:

Receive presentation on Measure Q Five-Year Project Implementation Schedule for Fiscal Years 2021 – 2025.

FISCAL IMPACT:

Measure Q funds are included in the MST FY 2021 adopted Budget and future funding is available until the measure sunsets in 2030.

POLICY IMPLICATIONS:

On November 4, 2014, the voters of Monterey County approved Measure Q, a 1/8-cent sales tax to support MST's transit programs and services for seniors, veterans, and persons with disabilities. This resulted in an initial five-year project plan aimed at meeting the intent of Measure Q. MST has created a new five-year project plan to lead the agency's efforts through 2026. This new 5-Year Project Plan furthers MST's efforts to provide transit programs and services in accordance with Measure Q.

DISCUSSION:

This discussion will provide a history of accomplishments, looking back to the initial implementation of Measure Q projects for fiscal years 2015 to 2020. Next, the discussion will provide an overview of the projects identified and vetted through MST's Mobility Advisory Committee (MAC) for implementation beginning fiscal year 2021 and ending in fiscal year 2025.

ATTACHMENTS(S): Measure Q Project Plan

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

Blank Page

MEASURE Q Project Plan

Proposed Programs for FY 2021–2025
Norman K. Tuitavuki
Chief Operating Officer
FEBRUARY 2021



Overview

- History of Measure Q
- Measure Q Programs (First 5-Years)
 - Other Accomplishments during the First 5-Years
- Plans for Next 5-Years
- Questions?



History of Measure Q

- November 4, 2014 – Voters Approved Measure Q
- July 2015 – MST Begins Receiving Dedicated Funding
 - Senior Citizens
 - Veterans
 - People with Disabilities
- Five-Year Project Plan Created

Programs from the “First 5–Years”

Measure Q At A Glance

Measure Q Goals, FY 2015–2020

MST Navigators: Volunteers teach individuals with disabilities to travel on the MST system

Free bus passes for veterans: Local organizations nominate deserving veterans to receive free annual transit passes

Veterans-helping-veterans program: Former military members and an MST mobility specialist provide travel training, outreach and assistance to fellow veterans

MST TRIPs: MST's Transportation Reimbursement Incentive Program (TRIPs) assists Monterey County residents outside of transit service areas, offering \$.40 per-mile reimbursement (up to 250 monthly miles) for friends and family who drive participants to medical appointments and essential services

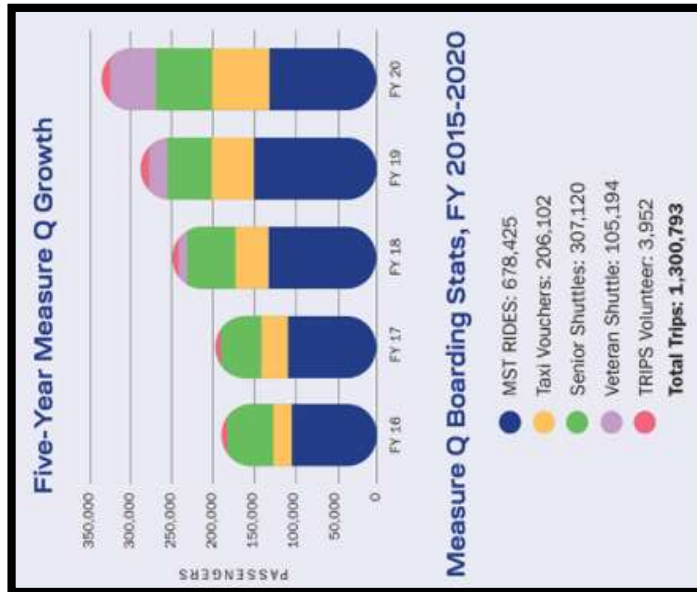
Rapid Response: MST's paratransit emergency response program identifies MST RIDES participants with disabilities and functional needs, so that they can be evacuated during wildfires, earthquakes or other emergencies

Flexible voucher pilot program: Moved to the Measure Q plan for FY 2021–2025

- MST Navigators
- Passes for Veterans
- Veterans-Helping-Veterans
- TRIPs
- Rapid Response
- Flexible Vouchers

Other Accomplishments

- Reduced Fares for RIDES
- Senior Shuttle Expansion
- Mobility Services Center
- Shuttle Service to VA Palo Alto



Programs for FY 2021-2025

- Universal Contactless Fare Alternative
 - ✓ Flexible Vouchers
- Improve Access to VA Palo Alto
- Improve Senior Shuttle Program
- Expand Contactless Fares to MST RIDES
- Improve On-Demand Services
- Explore Eligible Meal Delivery Activities

Review

- History of Measure Q
- Measure Q Programs (First 5-Years)
 - Other Accomplishments during the First 5-Years
- Plans for Next 5-Years
- Questions?



Questions?

Mobility Services



MST Moves Forward w

Proposed Measure Q Programs for FY 2021-2025

(subject to approval by the Mobility Advisory Committee
and MST Board of Directors)

FY 2021

- Develop a universal, contactless fare alternative to paper vouchers, cash and coins on MST's fixed-route lines (in progress, as part of the CalHTP demonstration – see contactless fare story), and expand the contactless fare system to MST's taxi voucher program for seniors, veterans and individuals with disabilities
- Enhance medical access for veterans by creating more frequent direct service from the Monterey Peninsula to the VA Palo Alto Health Care System
- Review and modify MST's Senior Shuttle program to increase ridership and improve service

FY 2022

- Expand contactless fare program to MST RIDES

FY 2023-2025

- Improve on-demand services for seniors and individuals with disabilities living in South Monterey County
- Explore the creation of subsidies or transit support for meal deliveries to seniors and individuals with disabilities to reduce food insecurity and lower mobility expenses

MST

MONTEREY-SALINAS TRANSIT

To: Board of Directors

From: Sandra Amorim, Procurement & Contracts Manager

Subject: Capital Investment Grant Consultant

RECOMMENDATION:

Authorize General Manager/CEO to execute a contract with Kimley-Horn for Capital Investment Grant consulting support for the SURF! Busway and Bus Rapid Transit Project in an amount not to exceed \$730,500.

FISCAL IMPACT:

The FY 2021 adopted Budget does not include this expenditure. However, funds from the TAMC Measure X program are available for the work to support the SURF! Busway and Bus Rapid Transit project. An amended funding agreement has been executed to support this work.

POLICY IMPLICATIONS:

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

DISCUSSION:

In November of 2020, MST issued a Request for Proposals (RFP) seeking qualified firms to provide professional and technical services for a Capital Investment Grant (CIG) consultant. The proposer will be required to complete all planning activities required in the Project Development (PD) phase of the Federal Transit Administration's CIG program and ensure all activities and requirements are met so MST can execute a CIG single year grant agreement for the SURF! Busway and Bus Rapid Transit project.

The proposed SURF! Busway and Bus Rapid Transit project is a major MST effort currently in the environmental and preliminary design phase. It would create a new bus-only roadway within the TAMC-owned rail/transportation corridor parallel to Highway 1 between Marina and Seaside/Sand City. Once operational, bus riders will bypass the very congested stretch of Highway 1 on their way to and from local jobs on the Monterey Peninsula.

The completed project is expected to open in 2027 and attract new transit passengers and build sustained ridership demand that could support longer-term rail

operations. The \$52 million project (current estimate) is funded through the final design phase of work. Award of an FTA CIG grant would help fund the construction phase.

MST requested entry into FTA's CIG process in early 2020 and has been accepted into the Project Development phase. Consulting assistance is needed to complete the activities required to develop sufficient information for evaluation and rating under the CIG criteria. A consultant is needed to help usher MST through the process, requirements, and through the executed grant agreement stage. This support will place MST in the best position to receive CIG funding, estimated up to \$25 million.

To help complete the funding package for the SURF! project, MST and TAMC will also apply for Transit and Intercity Rail Capital Program funding through the State.

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
Kimley-Horn & Associates, Inc.	96.5	\$730,500
Nelson Nygaard Engineering	90.5	\$1,419,500

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 Kimley-Horn and selected this firm as the recommended consultant to perform the work. Kimley-Horn is also contracted with MST to perform the environmental and preliminary design phase of work on the SURF! so the team has existing knowledge about the project.

Your Board's action will authorize staff to award a contract to Kimley-Horn & Associates, Inc. in an amount not to exceed \$730,500 for consulting, support, and assistance going through the FTA CIG process. This work will span multiple years.

ATTACHMENT(S): None

PREPARED BY:  REVIEWED: 
Sandra Amorim Carl G. Sedoryk

To: Board of Directors

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

Subject: MST COVID Workplace Policy

RECOMMENDATION:

Adopt MST's COVID Workplace Policy to promote the safety of our employees and passengers and to help stop the spread of COVID-19.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopts policies for employees and non-employees. Adoption of a COVID Workplace Policy is required by Cal/OSHA rules. This new Workplace Policy will be posted in every MST facility and sent out as a payroll inserts to our employees.

DISCUSSION:

MST has created a COVID Workplace Policy in compliance with the new Cal/OSHA requirements for all employers as adopted on November 30, 2020. MST has already addressed and implemented the requirements of the new Cal/OSHA rules and with this Policy incorporates the protocols and guidance previously issued to employees. When the spread of COVID became a concern within the workplace in March of 2020, MST developed and implemented many protocols to provide guidance to our workforce on how to stay safe and to help stop the spread of COVID-19.

However, the pandemic guidance from the CDC, the State, and our local Health Department has changed numerous times. The changing guidance did not make it favorable to develop and adopt a COVID policy without stable requirements. The attached COVID Workplace Policy was developed by incorporating and listing current protocols and information MST posted to our workforce since March of 2020. The attached Policy has been reviewed by MST management, meet and conferred with by our unions, and reviewed by MST's legal team.

Staff recommends the Board adopt MST's COVID Workplace Policy. By adopting this policy, the Board helps MST become compliant with the newest Cal/OSHA COVID workplace regulations.

ATTACHMENT(S):

COVID Workplace Policy

PREPARED BY:  APPROVED BY: 
Kelly Halcon Carl Sedoryk

COVID Workplace PolicyAdopted:

OBJECTIVE: Workplace health and safety is both an individual and shared responsibility of all personnel working at Monterey-Salinas Transit District. The following policy is essential to the success in keeping MST's employees and passengers safe in accordance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidelines.

POLICY STATEMENT

This company policy includes the measures MST is actively taking to mitigate the spread of Coronavirus. Monterey-Salinas Transit District is committed to providing a healthy and safe workplace for all employees and the passengers we serve. It is important that we all respond responsibly and transparently to these health precautions.

I. COVID Terms and Definitions

Asymptomatic A person who does not show any signs or symptoms of a disease. People with asymptomatic infection feel well. Because they feel well, they don't know they're infected, and they often continue their regular activities, which can easily transmit the virus to others.

Case A person having a particular disease, disorder, or condition. A variety of criteria may be used to identify cases—for example, a physician diagnosis or a diagnostic test.

Confidentiality The obligation not to disclose information; the right of a person to withhold information from others. Information in medical records is generally confidential.

Contact A well person who has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection.

Coronaviruses (COVID) A large group of viruses. COVID-19 Short for coronavirus disease 2019.

High-risk subpopulation A segment of the population that has characteristics that increase the risk of infection or severe disease.

Incubation period The interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For SARS-CoV-2, the incubation period is on average 4–5 days but may be as long as 14 days.

Infectious period Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.

Isolation Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an

infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.

Quarantine Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period

Respiratory droplets These are particles of respiratory secretions that are exhaled and typically consist of water-like fluid. If someone is infected with SARS-CoV-2, their respiratory droplets will contain SARS-CoV-2 virus, and these are infectious. Respiratory droplet particles cannot float in the air; they will drop to the ground by gravity. Therefore, after a person exhales them, they fall within 3–4 feet. From a technical standpoint, these particles are defined as >5 microns in diameter.

SARS Short for severe acute respiratory syndrome. This coronavirus emerged in Guangdong, China, in 2002. SARS-CoV-2 The virus that causes the illness we call COVID-19.

Signs of illness A health effect that can be observed externally, such as temperature, sweating, oxygen saturation, or heart rate. Signs are also abnormal findings on a physical examination that are observed or measured by a clinician (a physician or nurse). Some signs mean that the disease is becoming more severe or progressing.

II. Implementation of workplace controls

MST has adopted engineering, administrative, safe work practices, and personal protective equipment (PPE) processes and protocols to keep the MST employees and passengers safe and to help stop the spread of COVID.

A. Engineering Controls

Engineering controls involve isolating employees from work-related hazards. Below is a listing of steps MST has taken to make the working environment safe.

- Installed high-efficiency particulate air (HEPA) filters at all facilities and high-efficiency air filters on all buses.
- Implemented protocols to keep bus windows open aboard the buses to increase air circulation while in service.
- Installed physical barriers in the driver compartment of the buses. Customer service locations have physical barrier windows. The administrative office will remain closed to the public and vendors.
- Removed furniture within breakrooms to encourage social distancing. Opened conference rooms to be lunchrooms. Closed quiet rooms that are tiny and do not have windows with the ability to open.

B. Administrative Controls

Actions MST has taken, and MST has asked our employees to take in order to keep each other, passengers and our families safe.

- Encouraged employees to stay home if they are sick or exhibiting symptoms of COVID-19.
- Provide a protocol for supervisors to send sick employees home.

- Discontinued non-essential travel for MST staff. This includes all training that would require an employee to leave the state, travel by airplane or cannot be done so virtually.
- Any employee who travels out of state is required to report their travel plans to the Human Resources department. The employee will be required to self-quarantine at home for no less than 14 days from the day they returned to their home.
- Any employee who takes a leave of absence, has workplace injury or takes personal time that is longer than 5 days cannot return to work without going through the return to work questionnaire administered by the Human Resources Department in accordance with CDC guidelines.
- Developed a process for employees and/or supervisors to report a possible contact.
- Developed and implemented a COVID tracing unit. This unit is to assist the County Health department in their tracing efforts. Within the unit, the certified tracers have developed a process for tracing contacts, checking in with sick employees and when to return employees back to work.
- Developed and implemented a return to work procedure following CDC protocols for any employee who has been deemed a “case” of a “contact”.
- Developed and implemented a COVID leave program in accordance with the Family First Rights Act and the Department of Labor.
- Implemented a protocol that not more than 50% of the administrative staff are in the administrative building at any given.
- Allowed those positions who have to the ability to telecommute to do so. Those employees working from home have been given an MST owned laptop and training on how to utilize the virtual private network (VPN) to access their desktop computer.
- Those employees who are required to wear PPE have been given the proper training on how to put on and take off the PPE in accordance with CDC guidance.
- All supervisors and managers have been provided with the appropriate training on COVID leaves of absence, confidentiality, HIPPA regulations and the process to send home sick employees and the reporting process for sick employees.
- Facilities and Utility Service have been given training on the proper cleaning techniques to sanitize MST buses and facilities.
- MST evaluated routes and schedules to reduce staff in breakrooms and within multiple buses to ensure social distancing and enable contact tracing.
- Engaged light duty, security guards and customer service workforce to help ensure social distancing at STC and MTX.
- Established a working group with the executive leadership at Monterey County Health Department to collaborate on on-going health and safety measures.

C. Safe Work Practices

Safe work practices are controls MST has put in place to include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.

- MST has posted various posters, memos, and videos on the proper usage of PPE.
- MST posted a memo on the when and where employees are required to wear a facial covering while working at MST facilities and aboard the buses.
- MST has provided hand sanitizer and hand sanitizer stations around MST facilities for employee usage.
- MST has installed vending machines for dispensing of PPE equipment for our employees who are required to wear PPE.
- MST has developed protocol and implemented deep cleaning for areas where we have had a “contact” working in a facility, bus, or non-revenue vehicle.
- MST has limited one driver per MST vehicle to ensure “social distancing”.
- Postings on proper hand washing techniques has been posted in all bathrooms or sink areas within MST facilities.
- MST employees have been given sanitizing wipes, germicide, and towels to help with sanitizing common areas.
- Encouraged and gave each employee thermometers to use to self-administer temp checks before coming to work.
- Provide training and guidance to drivers on social distancing and capacity limitations aboard the buses.
- Developed internally training videos on various COVID related topics for the MST workforce.
- MST installed permanent barriers aboard buses to encourage social distancing between the drivers and passengers while collecting fares.
- Published and utilized MST social media accounts to educate the public on proper safety techniques such as: facial coverings, washing their hands and social distancing.
- Installed Temperature Check stations at all MST’s Operating Facilities. Developed protocols on how the temp check stations would be utilized and what to do if an individual is flagged for having a temperature.

D. Personal Protective Equipment (PPE)

MST is committed to providing the proper training and PPE to those employees who have frequent contact with the public and or areas where the public frequents. While correctly using PPE can help prevent some exposures, it should not take the place of other preventive strategies mentioned above.

- Utility and Facilities employees have been given goggles and hazmat suits to use while cleaning the buses, non-revenue vehicles, or facilities.
- Drivers have been issued: gloves, facial coverings, N95 masks and goggles for their use aboard the bus. The drivers have been trained in the proper use of gloves, goggles and N95 mask. Drivers are required to wear PPE while securing wheelchair passengers or passengers in mobility devices.

III. Reference Materials

MST will continue to monitor, and update protocols as needed to align with guidance or regulations provided by CDC, OSHA, federal, state, or local authorities. Below is a sampling of memos provided to MST staff on COVID guidance since March 2020:

- No Touching Memo- July 28, 2020
- PPE Mask and Google Advisory memo- June 30, 2020
- Updated Guidance on Social Circles memo-June 29, 2020
- Updated Shelter in Place and defining Social Circles memo- June 18, 2020
- Update on improved ventilation on buses memo- June 4, 2020
- Hand Sanitizer on Buses Notice Memo- June 1, 2020
- N95 Mask guidance memo- May 13, 2020
- Requirement to wear facial coverings in common areas memo-May 4, 2020
- Defining facial coverings memo- May 1, 2020
- How to properly remove gloves memo/poster-April 10, 2020
- Guidance on capacity aboard buses memo-April 9, 2020
- Guidance on hand sanitizer memo-April 9, 2020
- An update on cleaning protocols within MST facilities memo-April 8, 2020
- Guidance on the use of germ swipe memo- April 7, 2020
- Guidance on personal travel memo-April 7, 2020
- Guidance on breakroom safety and social distancing-March 30, 2020
- Guidance on responding to and reporting sick employees' protocol-March 27, 2020
- Request for COVID leave process- April 14, 2020
- Guidance on when and how to send home sick employees from work- March 13, 2020
- Protocol on Non-Essential Travel- March 13, 2020

Blank Page

To: Board of Directors

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

Subject: Monterey-Salinas Transit's Vaccination Plan

RECOMMENDATION:

Approve Monterey-Salinas Transit's COVID-19 Vaccination Plan.

FISCAL IMPACT:

No fiscal impact is associated with MST's vaccination plan.

POLICY IMPLICATIONS:

Your Board approves plans that have potential policy implications.

DISCUSSION:

Monterey-Salinas Transit District continues to take a proactive approach to help stop the spread of COVID-19 and to educate our workforce on how to remain safe and healthy. As part of that continued education, MST's COVID-19 Emergency Operations Center (EOC) Commander established a COVID Vaccination Unit to draft a plan to internally address vaccinations and how to establish a point of contact for MST to coordinate vaccination roll out with the Monterey County Health Department.

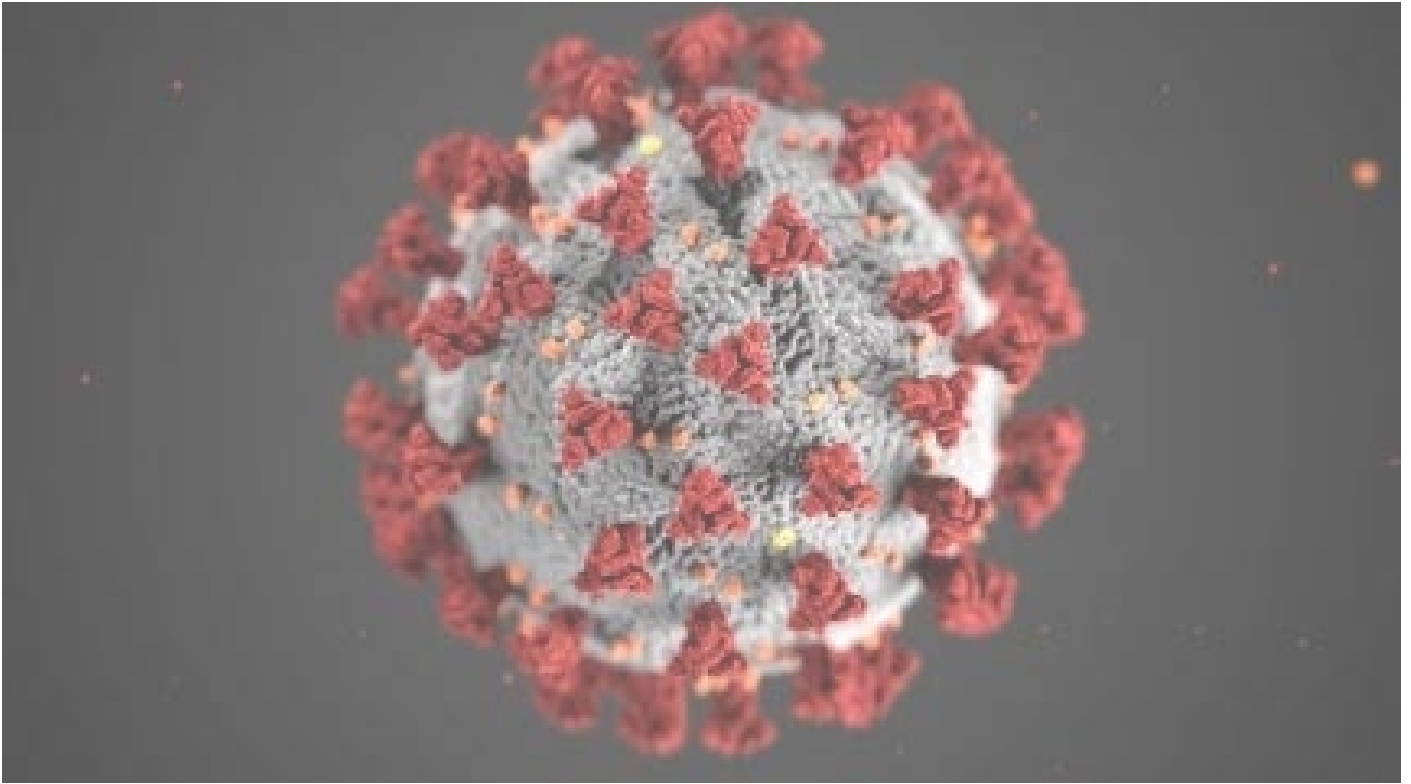
The MST COVID Vaccination Unit drafted a vaccination plan using information from resources provided by the State of California and the Monterey County Health Department. Attached is a draft COVID-19 Vaccination Plan that addresses the tiers established by the State of California and adopted by the Monterey County Health Department. MST has drafted our own internal tiers for our workforce based on potential risk exposure factors to COVID-19. The Plan includes helpful links and examples of educational posters for our workforce regarding the benefits of vaccinations. MST management is currently working directly with our Union representatives to discuss vaccinations and creative ways to encourage our workforce to get vaccinated if they can do so.

Staff recommends the MST Board approve MST's COVID-19 Vaccination Plan.

ATTACHMENT(S): MST COVID-19 Vaccination Plan

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

Blank Page



MONTEREY-SALINAS TRANSIT COVID-19 Vaccination Plan

January 14, 2021

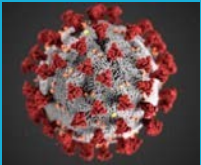


Table of Contents

Executive Summary3

Section 1: MST’s use of State Guidelines4

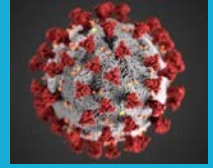
Section 2: MST’s Coordination with County Guidelines.....6

Section 3: MST Preparation Efforts7

Section 4: MST Prioritization Table8

Section 5: COVID-19 Vaccination CDC Sample Poster9

Section 6: Revision and Feedback10



Executive Summary

Immunization that includes a safe and effective COVID-19 vaccine is a critical component of the United States' strategy to reduce COVID-19-related illnesses, hospitalizations, and deaths, and helps restore societal functioning. The goal of the U.S. government is to have enough COVID-19 vaccines for all people in the United States who wish to be vaccinated. As the state of California distributes vaccines amongst the counties, there may be a limited supply of COVID-19 vaccines, in which case vaccines will be distributed by the tiers listed in the vaccination plan of the State.

The purpose of this Plan is to develop and coordinate a COVID-19 vaccination plan for Monterey-Salinas Transit (MST). MST works closely with the Monterey County Health Department to support the roll out of vaccine distribution.

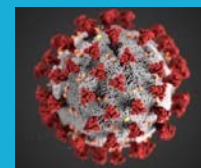
Currently, the County of Monterey has adopted the State of California's tiered distribution vaccination plan, with transportation employees included in Phase 1B, Tier 2 as "Critical infrastructure workers." MST's plan will establish workforce classifications and will prioritize these classifications to ensure that MST employees receive vaccinations based on their exposure to the public and hazardous blood-borne pathogens.

This plan was developed by the MST COVID Vaccination Unit. Members of the unit include representatives from a variety of departments based on their workplace expertise:

- Albert Garcia, MST Driver/ATU Local 1225 President
- Deanna Smith, MST Civil Rights Officer
- Ikuyo Yoneda-Lopez, MST Marketing/Customer Service Manager
- Kelly Halcon, MST Director of Human Resources and Risk Management

Information in this plan will be updated as new information becomes available.

COVID-19 VACCINATION PLAN



Section 1: Monterey-Salinas Transit Use of State Guidelines

COVID-19 vaccination is one of the most important tools to stop the spread of the COVID-19 virus and help end the pandemic. The State of California has developed a plan that prioritizes vaccines for equitable distribution to individuals who wish to receive the vaccine. The State's plan anticipates having enough vaccines to vaccinate most California residents in all 58 counties by July of 2021.

California's COVID-19 Vaccination Plan

Individuals and groups in Phase 1a include those individuals who have a higher risk for severe disease (due to age or other factors), are unable to work at home, or live or work in geographic areas that have been highly impacted.

Currently, individuals and groups in Phase 1b, Tier Two, include Transit Workers which are prioritized as "Critical infrastructure workers" and will include MST employees, per the Community Vaccine Advisory Committee (CVAC) of the California Department of Public Health, which provides guidance and recommendations to the Governor on vaccine allocations and distribution. For this plan, MST will utilize the vaccination schedule developed by the County of Monterey Health Department. However, this could tier schedule is subject to change. If that is the case, MST will follow the most up to date tier schedule.

COVID-19 Vaccine Schedule

COUNTY OF MONTEREY
HEALTH DEPARTMENT

*Together we can
end the pandemic.*

PHASE 1a Persons at risk of exposure to SARS-CoV-2 through their work in any role in direct health care or long-term care setting.

Vaccinating NOW Tier 1	Vaccinating NOW Tier 2	Vaccinating NOW Tier 3
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Acute care, psychiatric and correctional facility hospitals. <input checked="" type="checkbox"/> Skilled nursing facilities, assisted living facilities, and similar settings for older or medically vulnerable individuals. <input checked="" type="checkbox"/> Residents in long-term care settings. <input checked="" type="checkbox"/> Paramedics, EMTs and others providing emergency medical services. <input checked="" type="checkbox"/> Dialysis centers. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Intermediate care facilities for persons who need non-continuous nursing supervision and supportive care. <input checked="" type="checkbox"/> Home health care and in-home supportive services. <input checked="" type="checkbox"/> Community health workers, including promotoras. <input checked="" type="checkbox"/> Public health field staff. <input checked="" type="checkbox"/> Primary care clinics, including federally qualified health centers, rural health centers, correctional facility clinics, and urgent care clinics. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Specialty clinics (i.e. optometry, cardiology, neurology, outpatient surgery, physical therapy, etc.) <input checked="" type="checkbox"/> Laboratory workers. <input checked="" type="checkbox"/> Dental and other oral health clinics. <input checked="" type="checkbox"/> Pharmacy staff not working in settings at higher tiers. <input checked="" type="checkbox"/> Mortuary workers.

* Proposed strategies may change due to vaccine availability and ACIP, CDPH guidance.

PHASE 1b

1B Tier One:

- ☐ Persons aged 65 years and older.
- ☐ Frontline essential workers.

1B Tier Two:

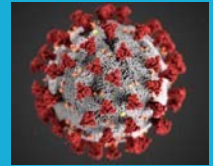
- ☐ Critical infrastructure workers.
- ☐ Incarcerated
- ☐ Homeless

PHASE 1c

- ☐ Persons aged 50 to 64 years.
- ☐ Persons aged 16 to 49 years with high-risk medical condition
- ☐ Other essential workers

Adapted from Kern County Public Health Department www.mtyhd.org/covid19 • 831-769-8700 1/15/2021

COVID-19 VACCINATION PLAN



California Department of Public Health (CDPH) will decide:

- Which vaccine(s) will be distributed within California.
- How many vaccines will be allocated to each county's local health department.
- A state-specific framework identifying who will be eligible for the vaccine and when (per Federal guidelines).
- Which data systems will be used across California to monitor vaccine distribution and inoculation rates.
- Ongoing data collection, monitoring, and oversight.

COVID-19 Vaccine Doses Shipped

As of January 18, 2021, a total of 1,454,626 vaccine doses have been administered statewide. As of January 16, 2021, a total of 3,226,775 vaccine doses, which includes the first and second dose, have been shipped to local health departments and health care systems within California.

Monterey County Health Care Systems/Facilities List:

- Salinas Valley Memorial Hospital (Salinas, CA)
- Community Hospital of Monterey Peninsula (Monterey, CA)
- Natividad County Hospital (Salinas, CA)
- Mee Memorial Hospital (King City, CA)

For up-to-date numbers on vaccine doses shipped and administered, visit this link (updated daily):

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/VaccineDoses.aspx>

For more information about COVID-19 vaccines, visit these links:

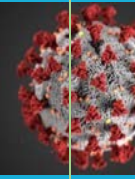
California Vaccination Page: <https://covid19.ca.gov/vaccines/#When-can-I-get-vaccinated>

Monterey County Vaccination Page: <https://www.co.monterey.ca.us/government/departments-a-h/health/diseases/2019-novel-coronavirus-covid-19/2019-novel-coronavirus-covid-19-vaccines>

Monterey County Interest Survey:

<https://forms.office.com/Pages/ResponsePage.aspx?id=qsBxyiig7EOMMAVrYO10FMw4msASlr5Ct5BLe66TX99URDFONIdOWFVOMVY3QTAzMVJMM1BZRFPNC4u&wdLOR=c5883B3E3-FCB3-4F80-A3E3-F1D640C0A32E>

COVID-19 VACCINATION PLAN



Section 2: MST's coordination with County Guidelines

MST continues to work closely with the Monterey County Health Department on vaccination planning and distribution program:

Monterey County Health Department

(831) 755-4500 <https://www.co.monterey.ca.us/government/departments-a-h/health/public-health>

POC: Elsa Jimenez, *Director of Health Services/Public Administrator/Public Guardian*

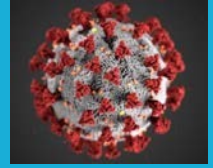
(831) 755-4526, Email: Jimenezem@co.monterey.ca.us

The Monterey County Health Department will:

- Coordinate local infrastructure for vaccine storage, distribution, and administration.
- Promote equitable distribution across the county throughout local jurisdictions.
- Develop a county-specific framework for who gets the vaccine and when they get it(per state guidelines).
- Conduct ongoing data reporting and monitoring.

Monterey County

The County of Monterey is currently developing their vaccination plan. The County of Monterey Health Department has hosted at least one virtual meeting, and another is planned within the next month to provide guidance on the vaccination plan to Monterey county residents.



Section 3: MST Preparation Efforts

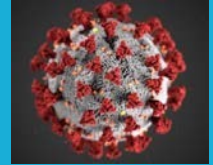
Members of the MST COVID Emergency Operations Center (EOC), along with the COVID Vaccination Unit, are actively working to prepare MST's workforce for the vaccination roll out as soon as Monterey County Health Department provides the schedule and other relevant logistical information for vaccinating the MST workforce.

MST has asked the Monterey County Health Department to prioritize MST employees to receive the vaccine in accordance with the Phase 1B plan. In addition, MST EOC has activated an External COVID Vaccination Unit to assist in providing transportation for Monterey County residents to county-wide vaccination sites established by the Monterey County Health Department. MST is able to provide our community with assistance in these efforts and has done so throughout the COVID pandemic. MST will continue to communicate the importance of making MST's front line workers a priority for vaccination.

The COVID Vaccination Unit will highly recommend and encourage MST's workforce to get vaccinated in accordance with Equal Employment Opportunity Commission / Americans with Disabilities Act (EEOC/ADA) guidelines and state/local guidelines. The Unit will develop a vaccination protocol for its employees once the County of Monterey has published their vaccination plan for employers and/or residents. At this time, MST will not require its workforce to get vaccinated for reasons including legal implications that are still being considered.

The COVID Vaccination Unit is currently working on vaccination campaign materials for our workforce as the time gets closer to get access to vaccinations. MST management continues to provide ongoing communication to its employees through various forms including memos, MST newsletters, social media, payroll inserts, and monthly virtual meetings regarding COVID-19 and the status of vaccinations.

COVID-19 VACCINATION PLAN



Section 4: MST Prioritization Table

Priority:

MST employees are assigned into one of the five priority groups: 1,2,3,4, and 5 (1 denotes highest priority) based on their risk level dealing with the public. All employees fall within the State's Phase 1B Tier 2.

1. Customer-facing frontline and mission critical employees.
2. Frontline employees who cannot always maintain social distance or could come in contact with blood-borne pathogens due to the nature of their work or Operational needs.
3. Essential workers who have been coming into the office to work and/or for Operation's needs.
4. Operations Support employees who have been coming into the office to work.
5. Operations Support employees who are working remotely from home.

Groups:

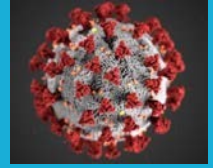
Group 1	MST Drivers and Operations Supervisors
Group 2	Facilities Department Employees and Utility Service Persons
Group 3	Mechanics and Maintenance Supervisors
Group 4	Communication Staff and Customer Service Representatives
Group 5	Administration

Summary:

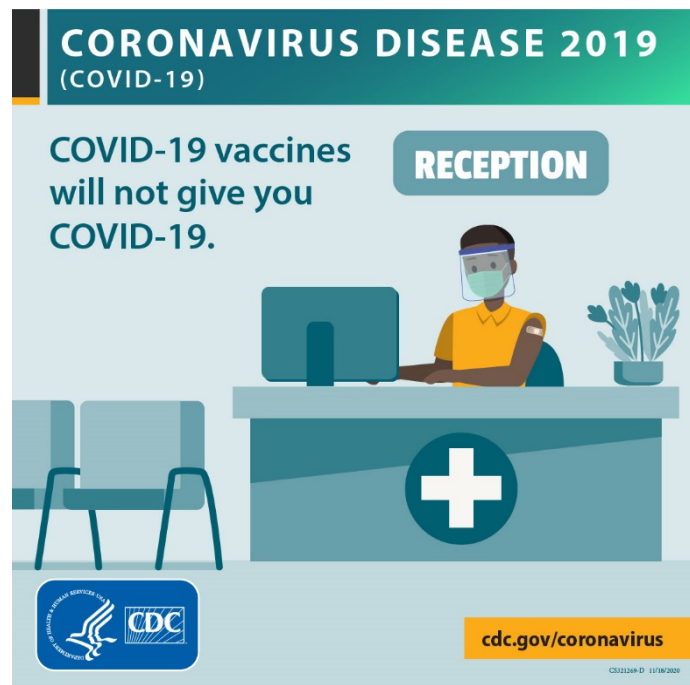
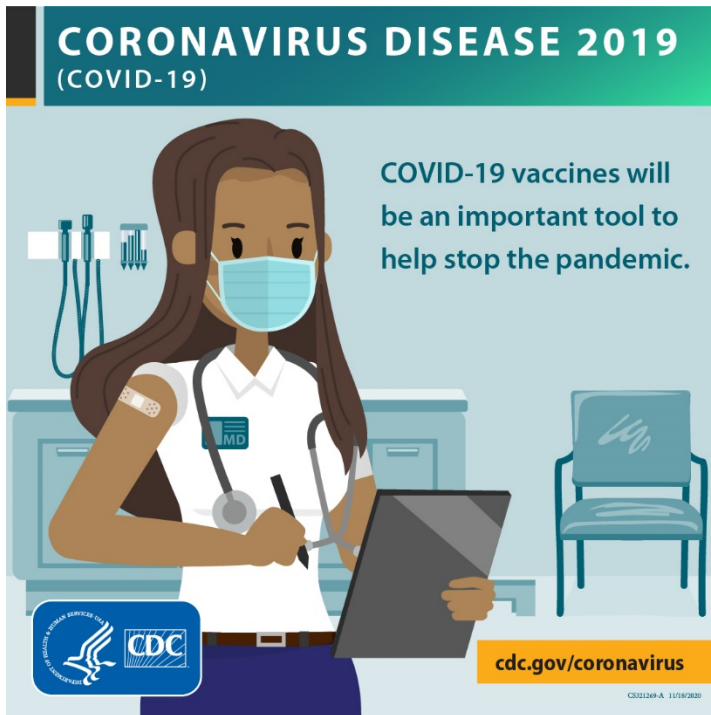
Group	Classification	Number of Employees in Classification
1	Drivers	131
1	Operations Supervisors	11
2	Facility Technicians	8
2	Utility Service Persons	10
3	Mechanics	25
3	Maintenance Supervisor	5
4	Communications Staff	7
4	Customer Service Staff	5
5	General Administration	50

The COVID Vaccination Unit will put together a list for every MST employee, their group prioritization, and contact information. The unit will also be surveying the MST workforce to ascertain who would be interested in receiving the vaccine.

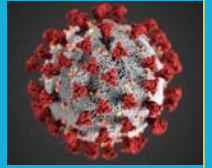
COVID-19 VACCINATION PLAN



Section 5: COVID-19 Vaccination CDC Sample Posters



COVID-19 VACCINATION PLAN



Section 6: Revision and Feedback

Revision control of the plan is maintained by the COVID Vaccination Unit. Please direct comments and questions regarding this plan to Kelly Halcon, Director of Human Resources and Risk, at (831) 264-5911 or khalcon@mst.org.

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – November/December 2020

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November and December 2020. (Att 1 – 4).

Also attached is the quarterly action plan update through December 2020 (Att 5).

Attachment #1 – Dashboard Performance Statistics November/December 2020

Attachment #2 – Operations Dept. Report – November/December 2020

Attachment #3 – Facilities & Maintenance Dept. Report November/December 2020


Attachment #4 – Administration Dept. Report – November/December 2020

Attachment #5 – Quarterly Action Plan Status Update – December 2020

Attachment #6 – Letter to County Public Health Officer

Attachment #7 – Article Streets Blog

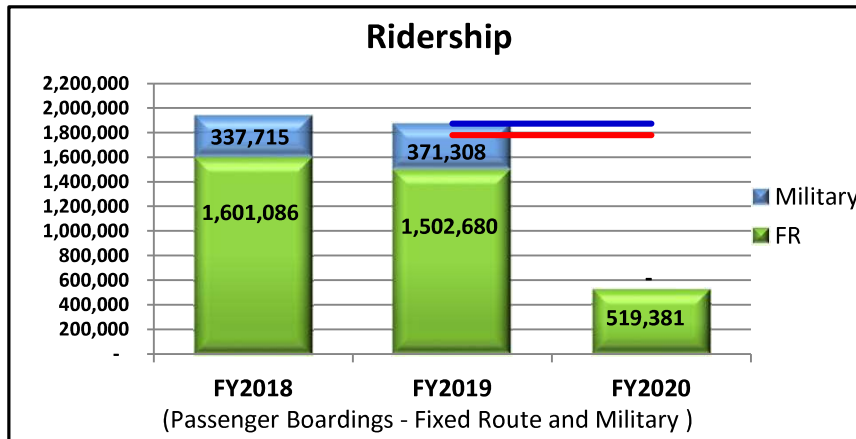
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

PREPARED BY: 
Carl G. Sedoryk

Blank Page

YTD Dashboard Performance Comparative Statistics

July - November
Fiscal Years 2019-2021

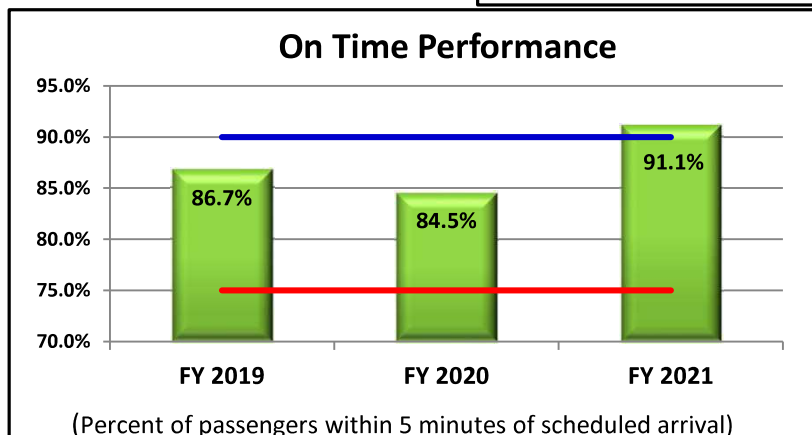
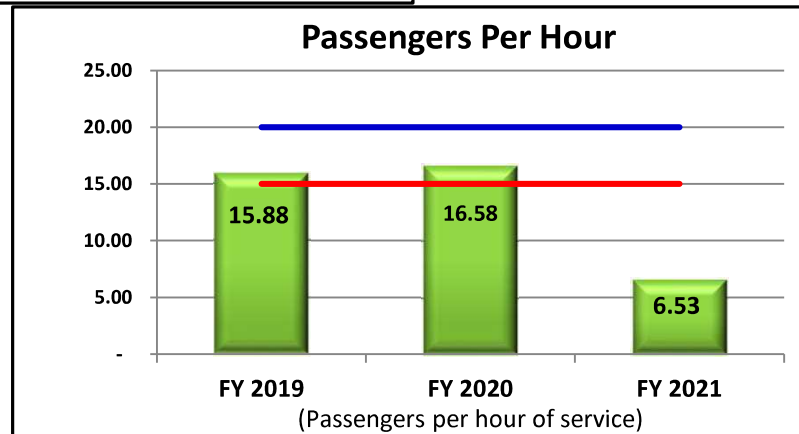


**Goal = 1,873,988
passengers**

**Minimum = 1,780,289
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

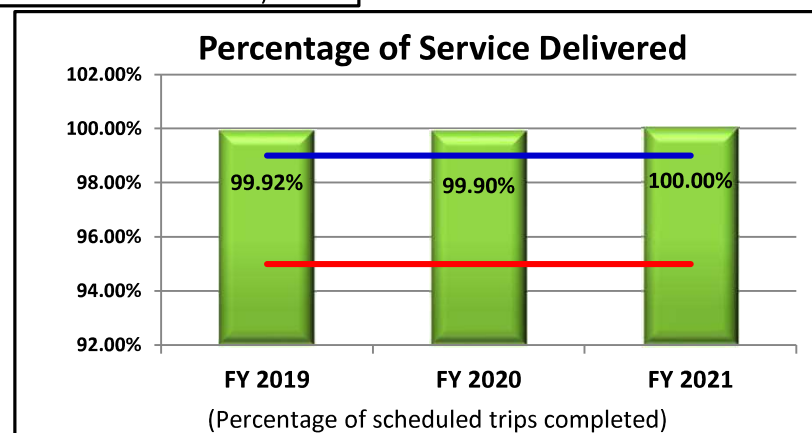


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

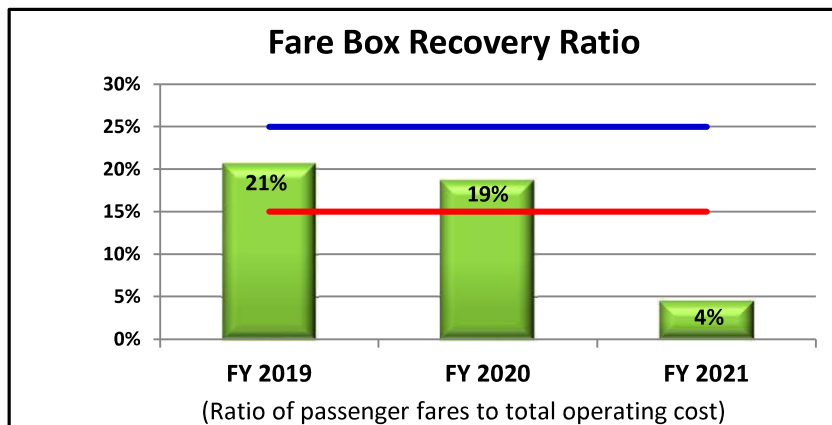


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2019-2021

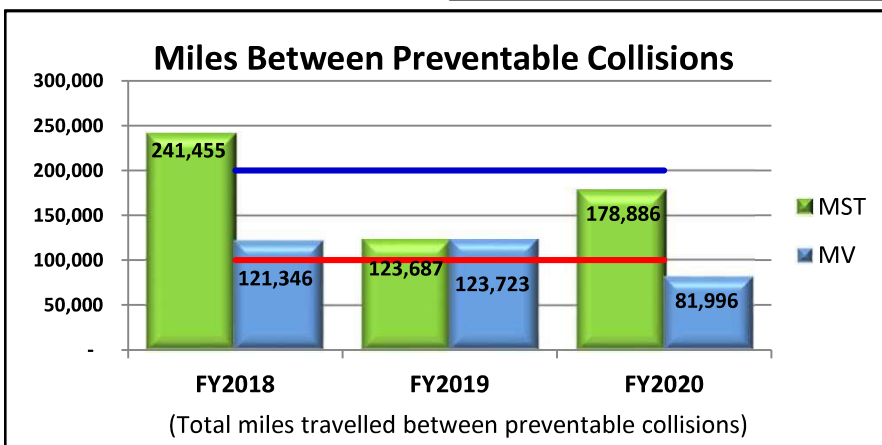
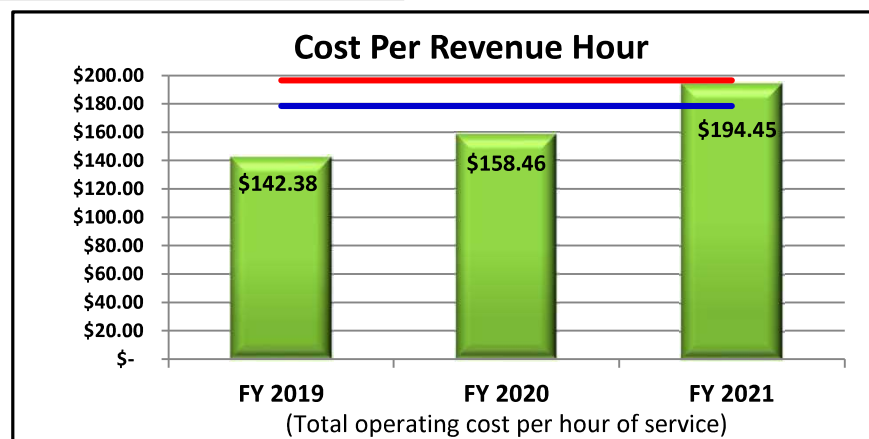


Goal = 25%

Minimum = 15%

Goal = \$178.58 per RH

Maximum = \$196.43 per RH

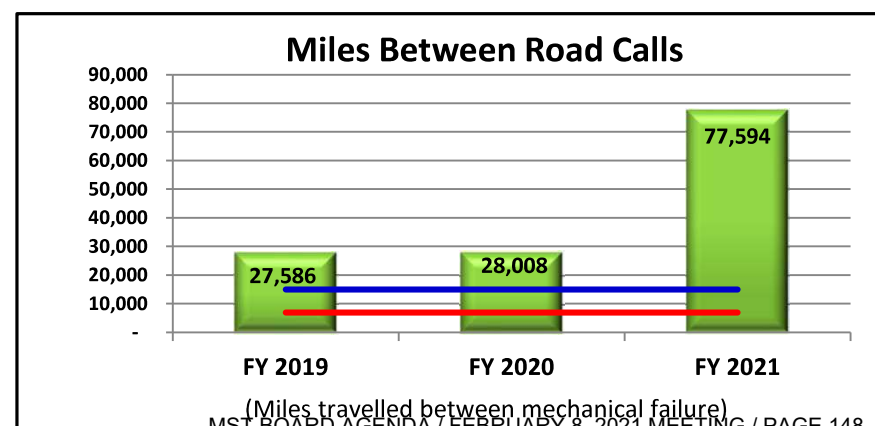


Goal = 200,000 Miles

Minimum = 100,000 Miles

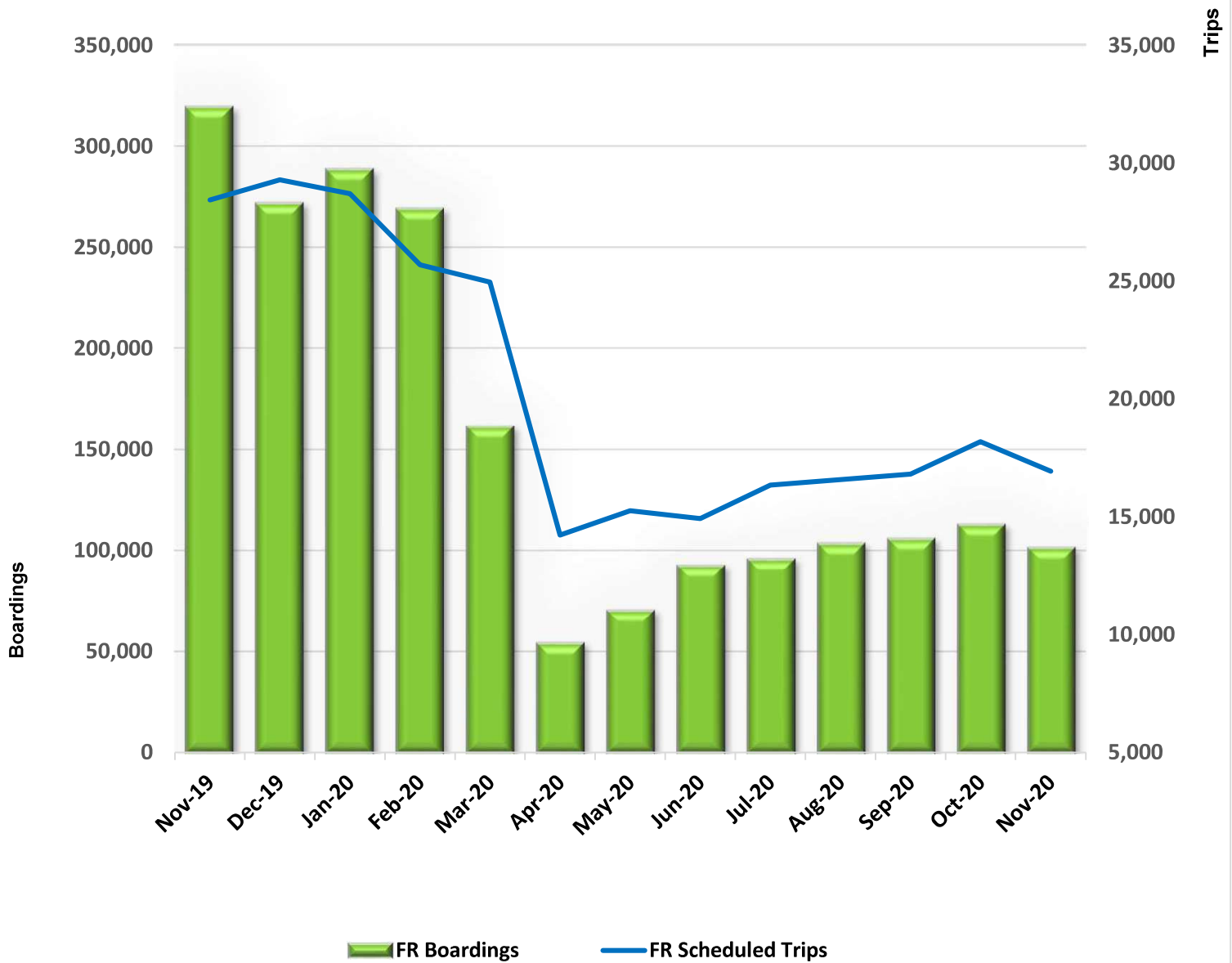
Goal = 15,000 Miles

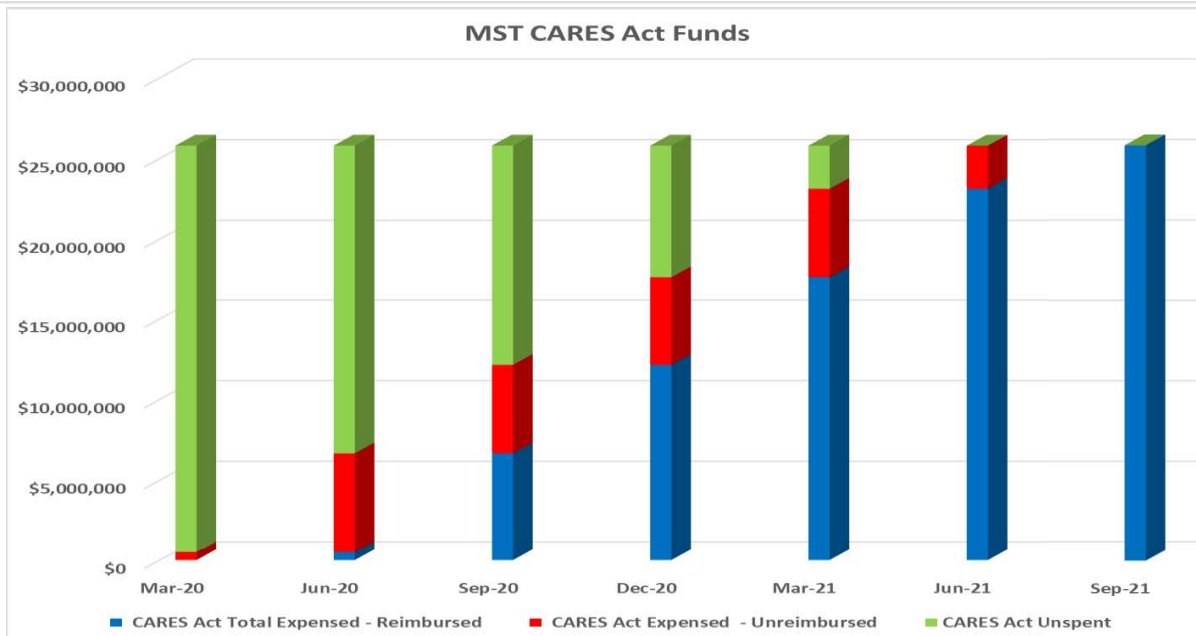
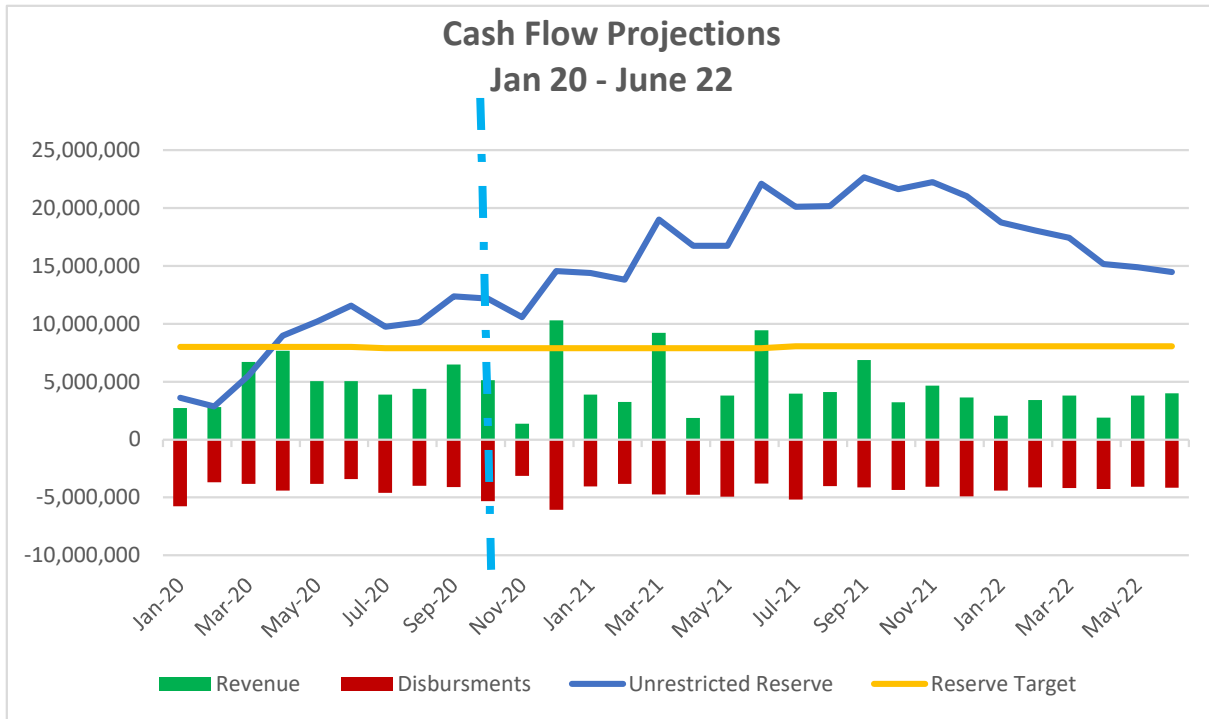
Minimum = 7,000 Miles



COVID-19 MST Statistics and Projections

13 Month Rolling Boardings and Scheduled Trips



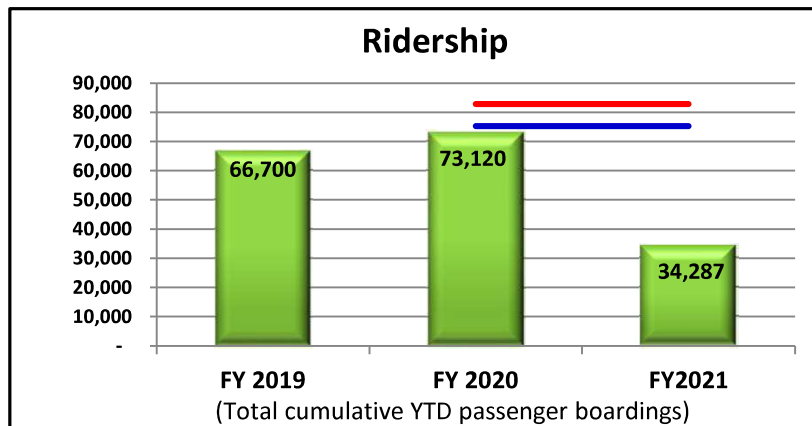


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2019-2021

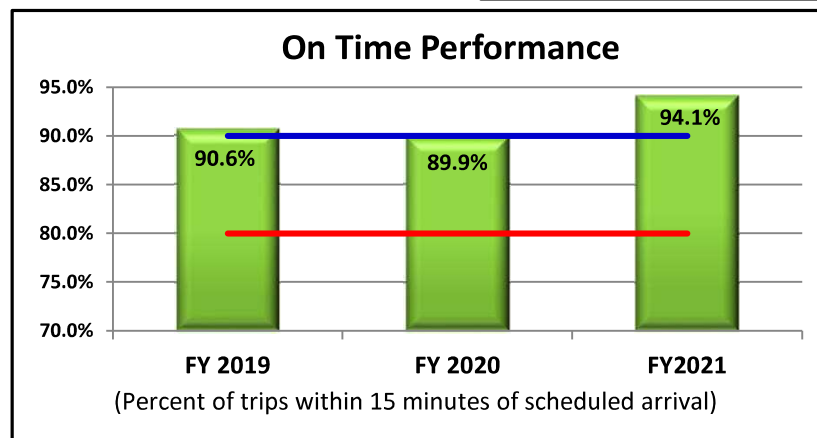
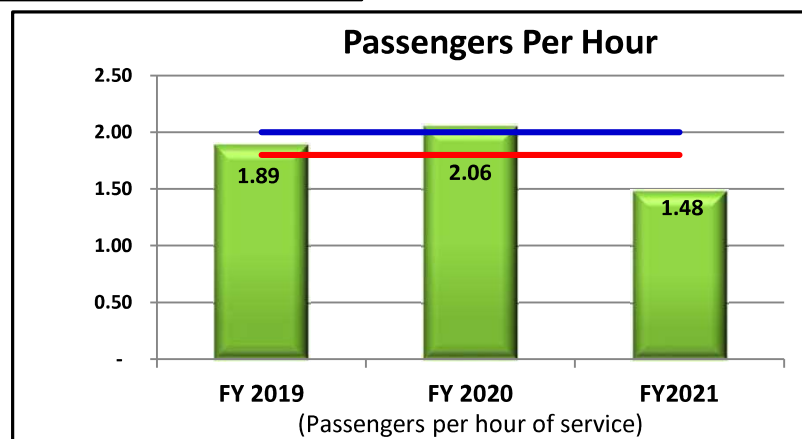


Goal = 75,314
passengers

Maximum = 82,845
passengers

Goal = 2.0
passengers p/h

Minimum = 1.8
passengers p/h

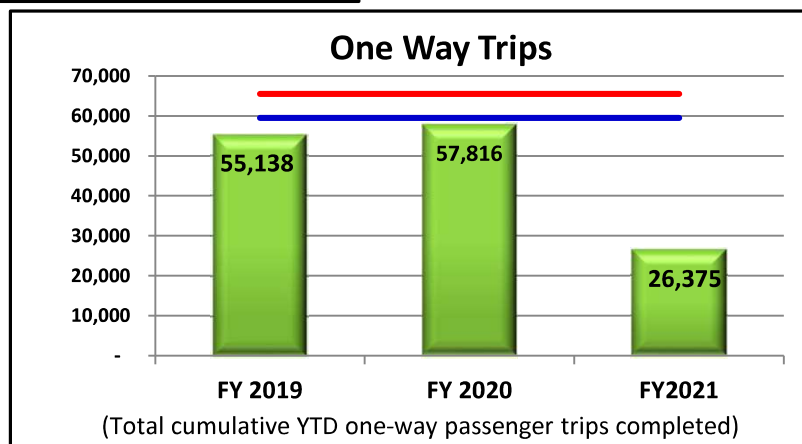


Goal = 90% on time

Minimum = 80% on time

Maximum = 65,506
one-way trips

Goal = 59,550
one-way trips

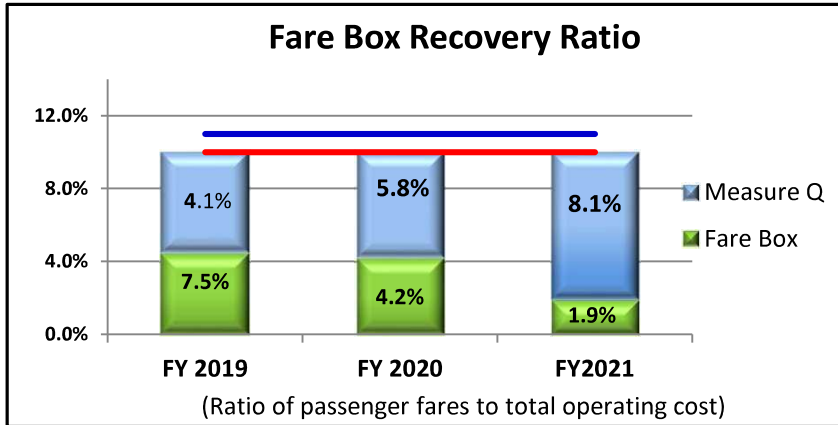


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - November

Fiscal Years 2019-2021

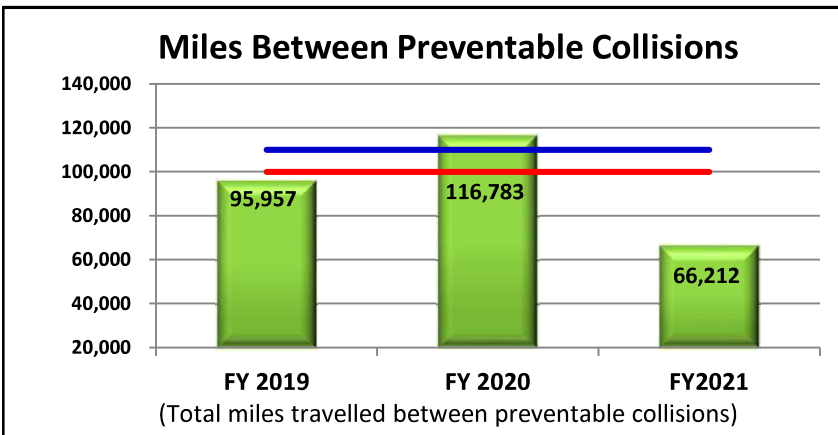
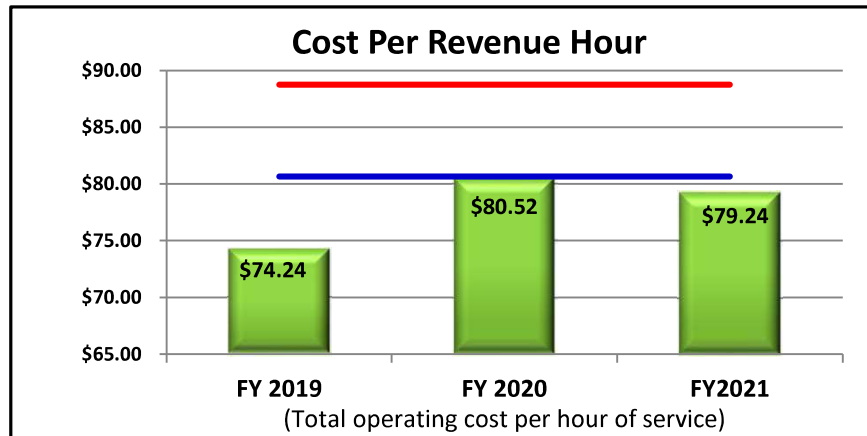


Goal = 11%

Minimum = 10%

Goal = \$80.67 per RH

Maximum = \$88.74 per RH

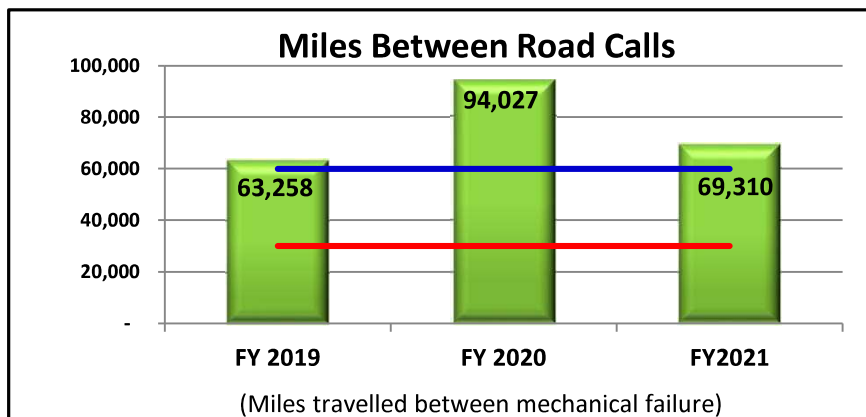


Goal = 110,000 Miles

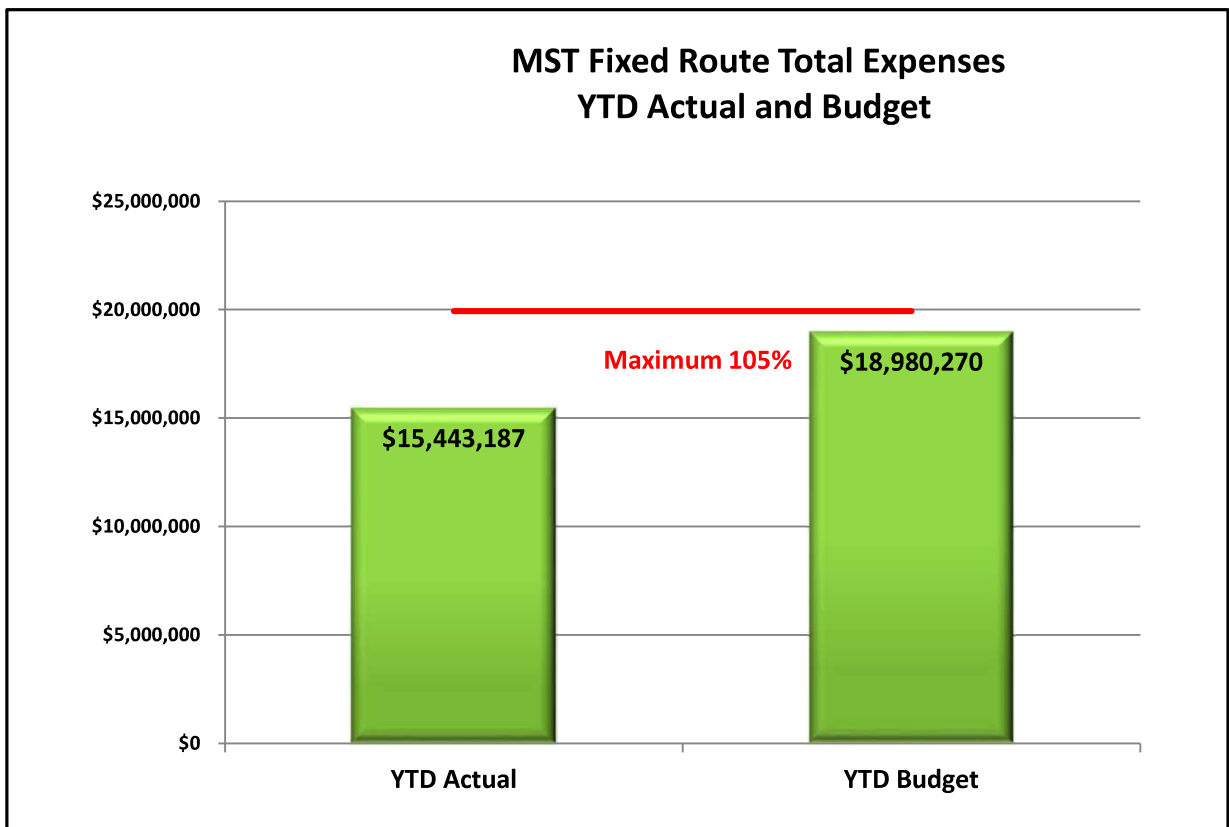
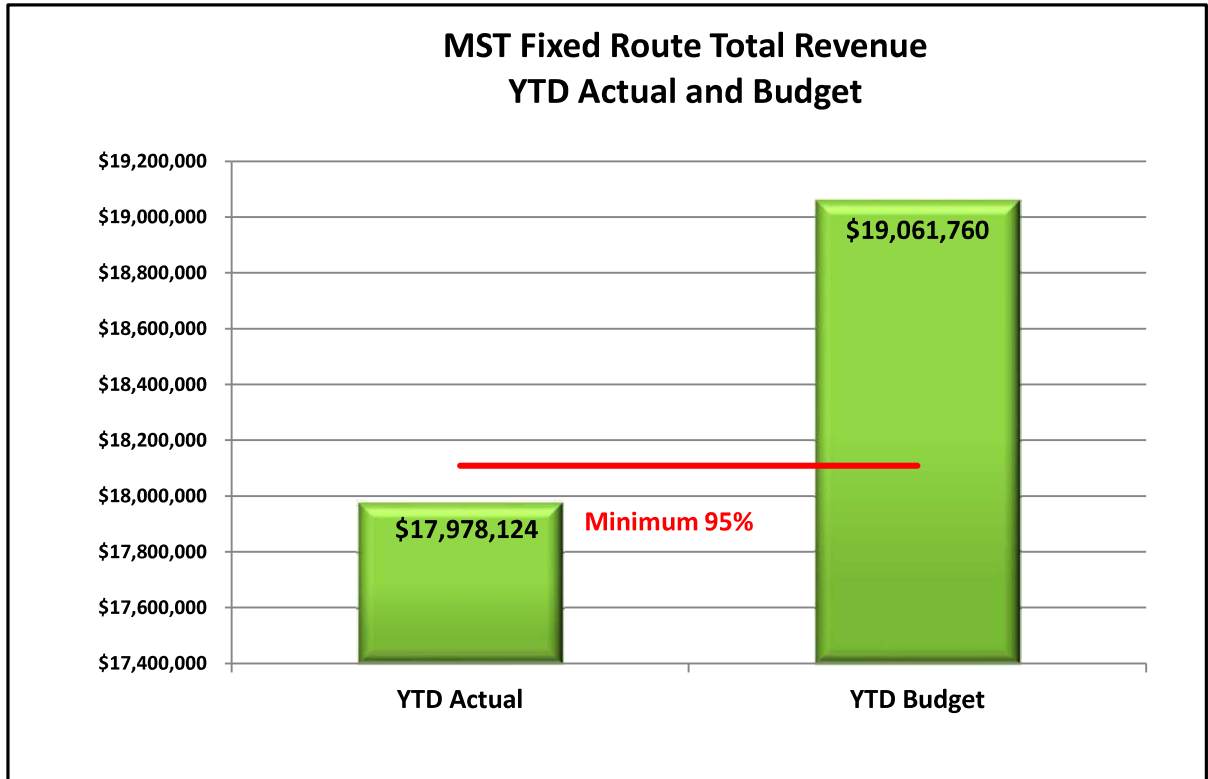
Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles



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

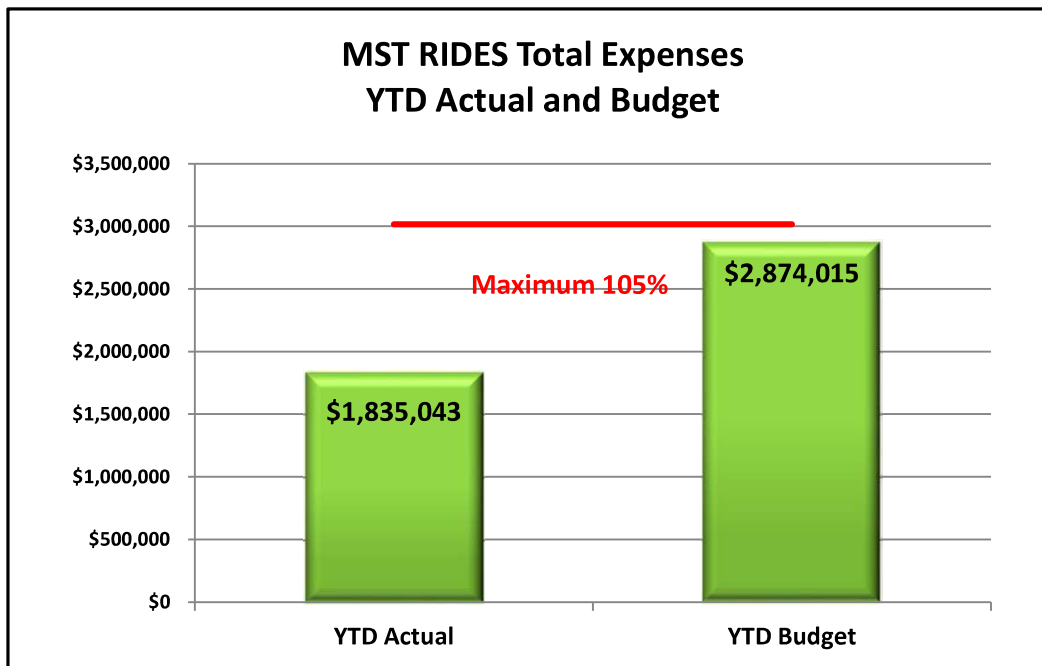
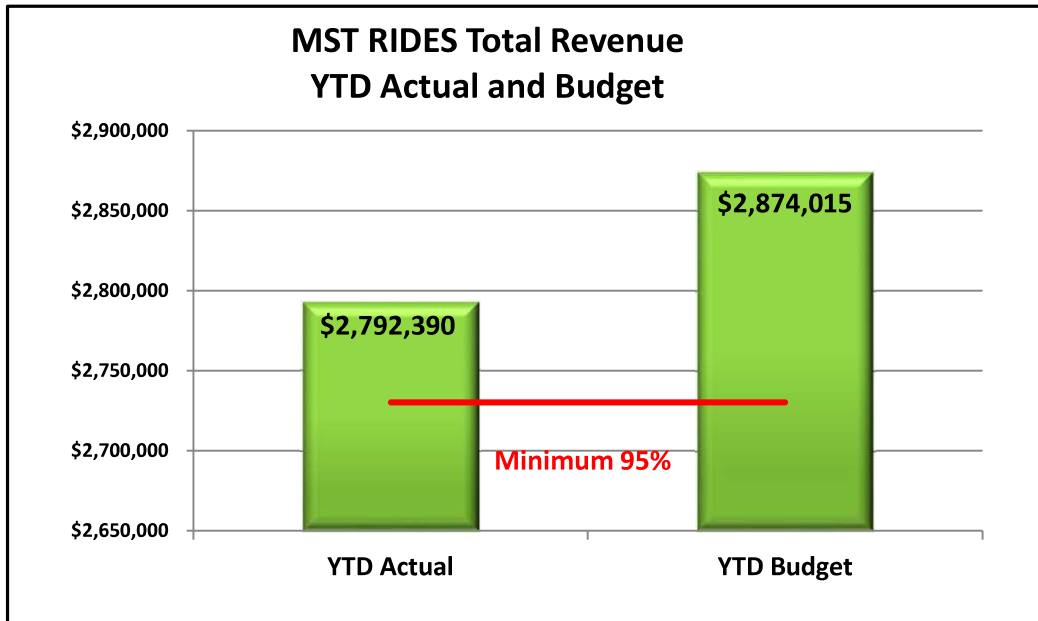


MST RIDES

Financial Performance Comparative Statistics

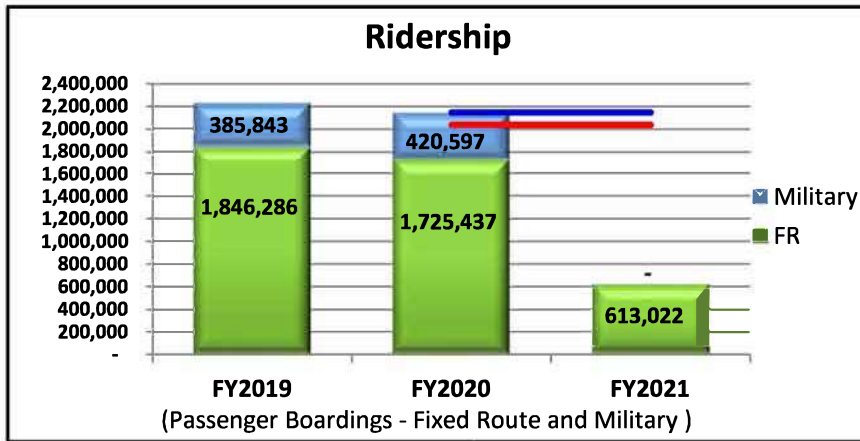
July - November

Fiscal Years 2019-2021



YTD Dashboard Performance Comparative Statistics

July - December
Fiscal Years 2019-2021

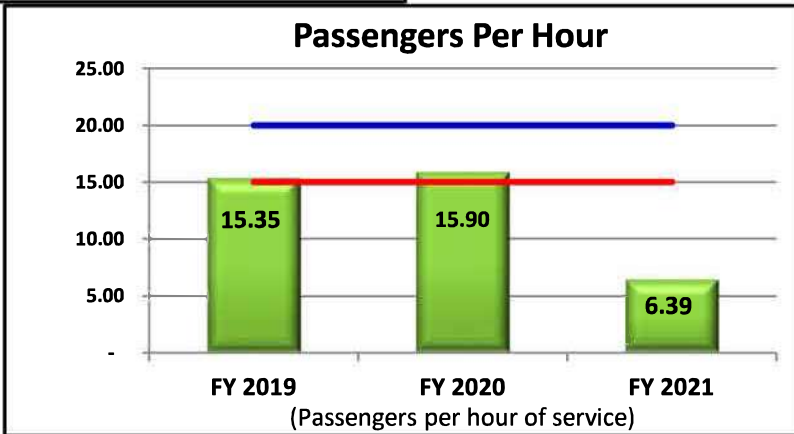


**Goal = 2,146,034
passengers**

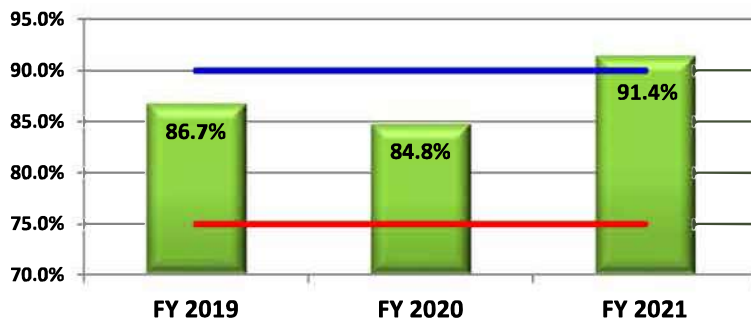
**Minimum = 2,038,732
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance



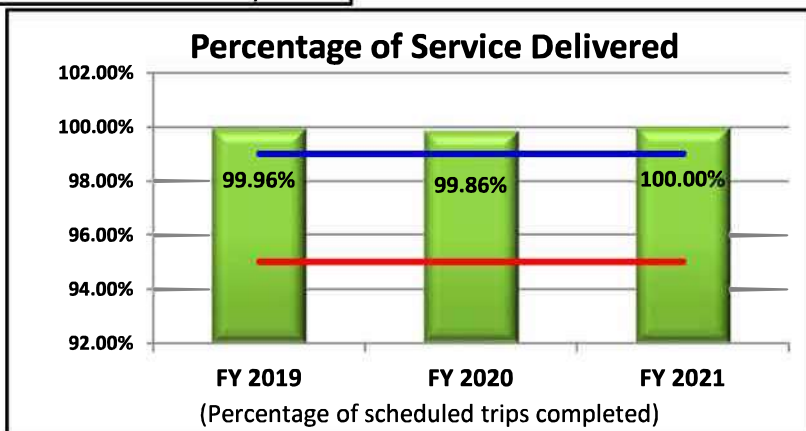
(Percent of passengers within 5 minutes of scheduled arrival)

Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

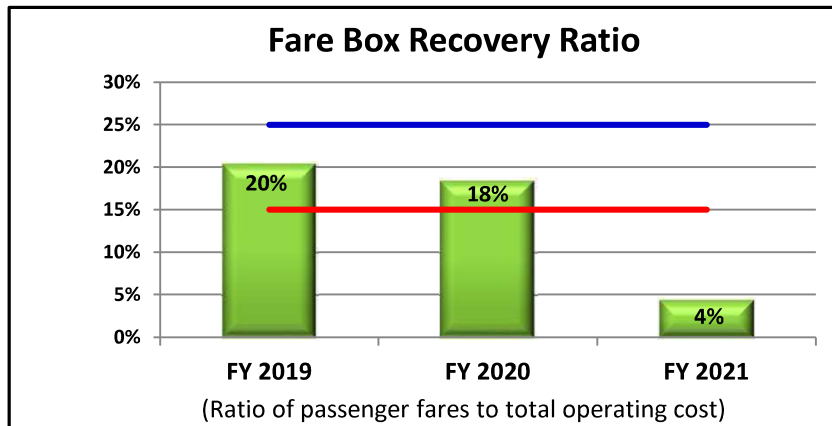


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2019-2021

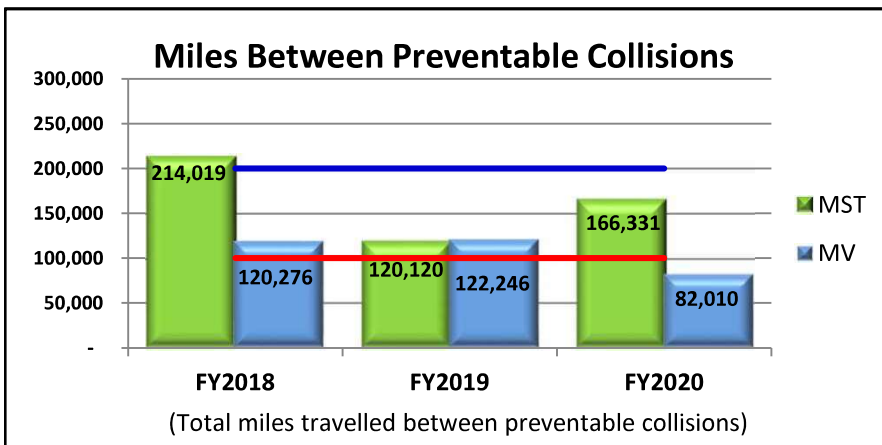
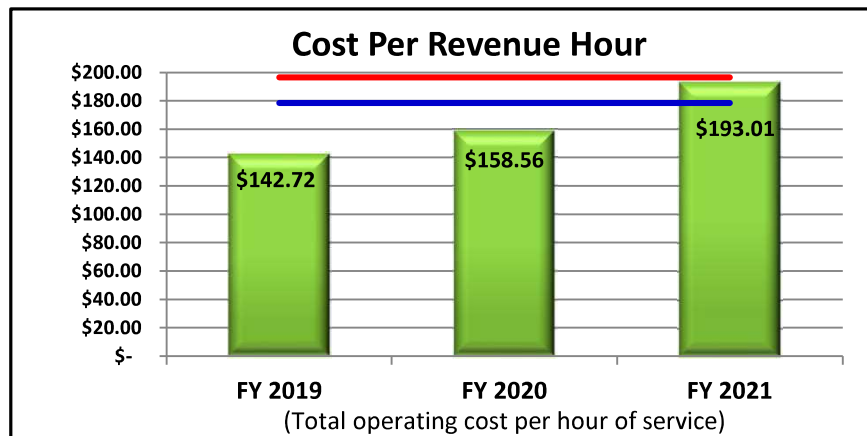


Goal = 25%

Minimum = 15%

Goal = \$178.58 per RH

Maximum = \$196.43 per RH

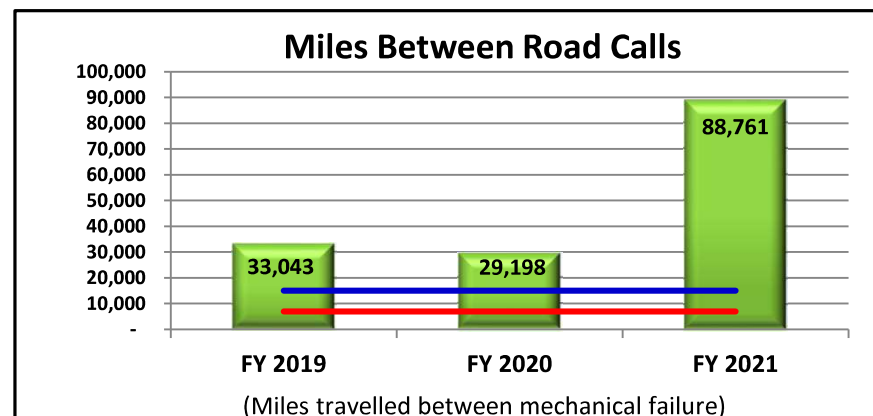


Goal = 200,000 Miles

Minimum = 100,000 Miles

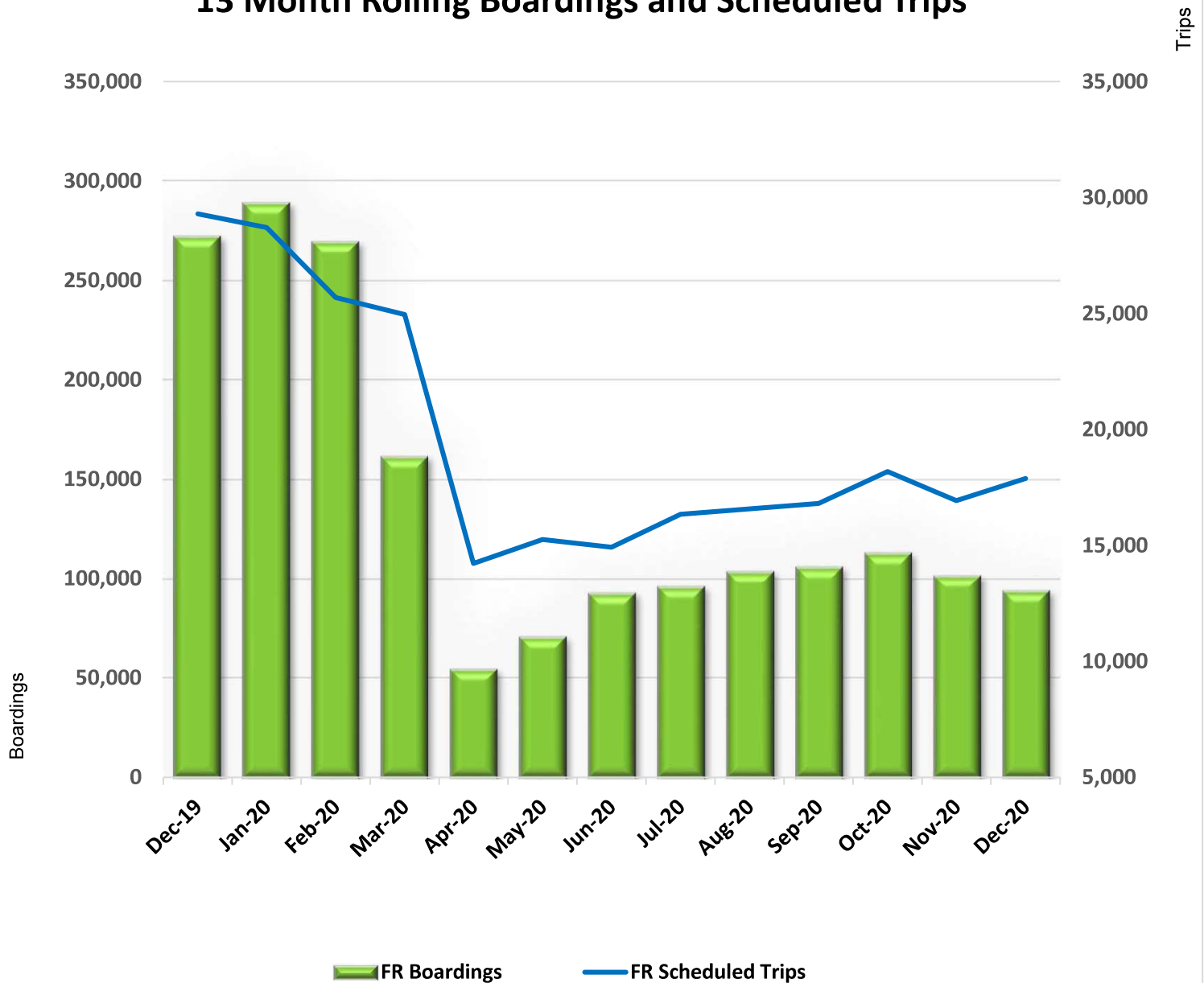
Goal = 15,000 Miles

Minimum = 7,000 Miles

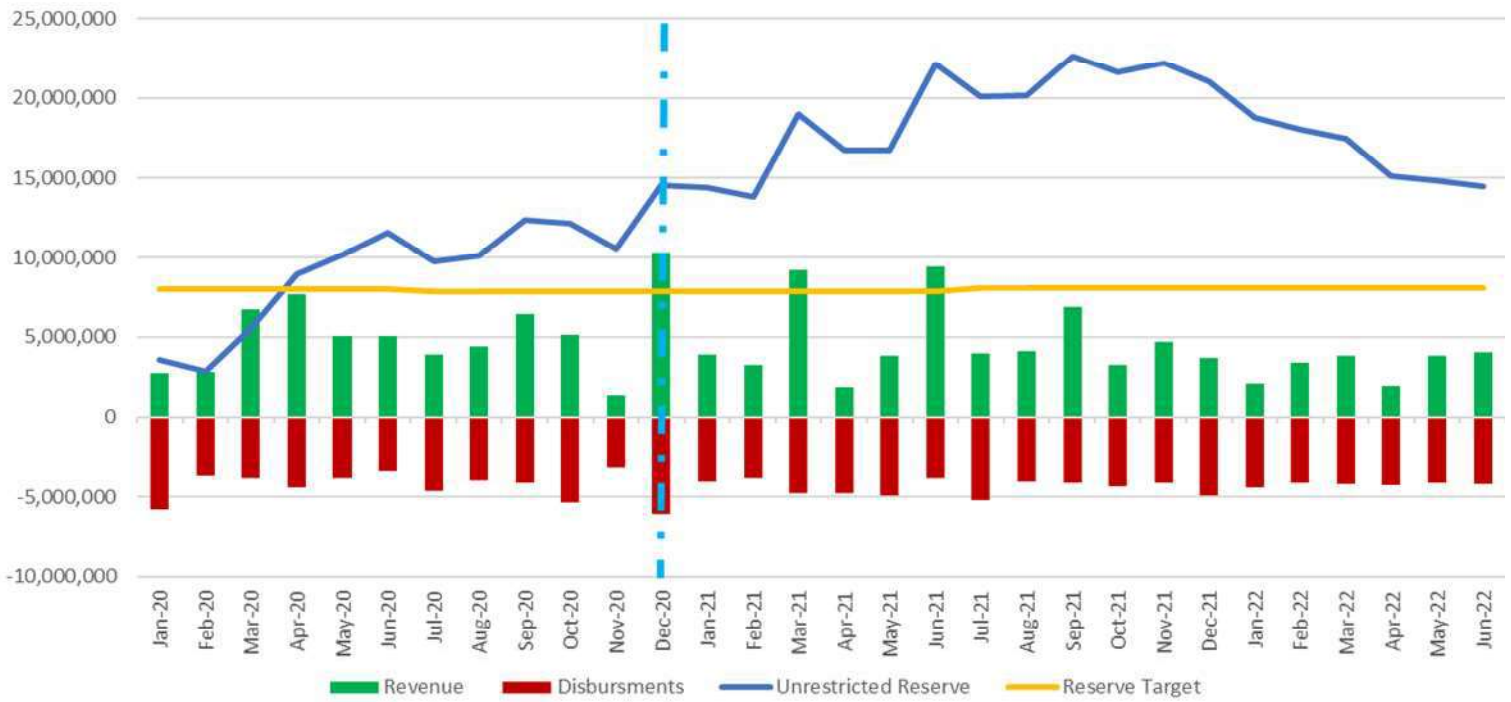


COVID-19 MST Statistics and Projections

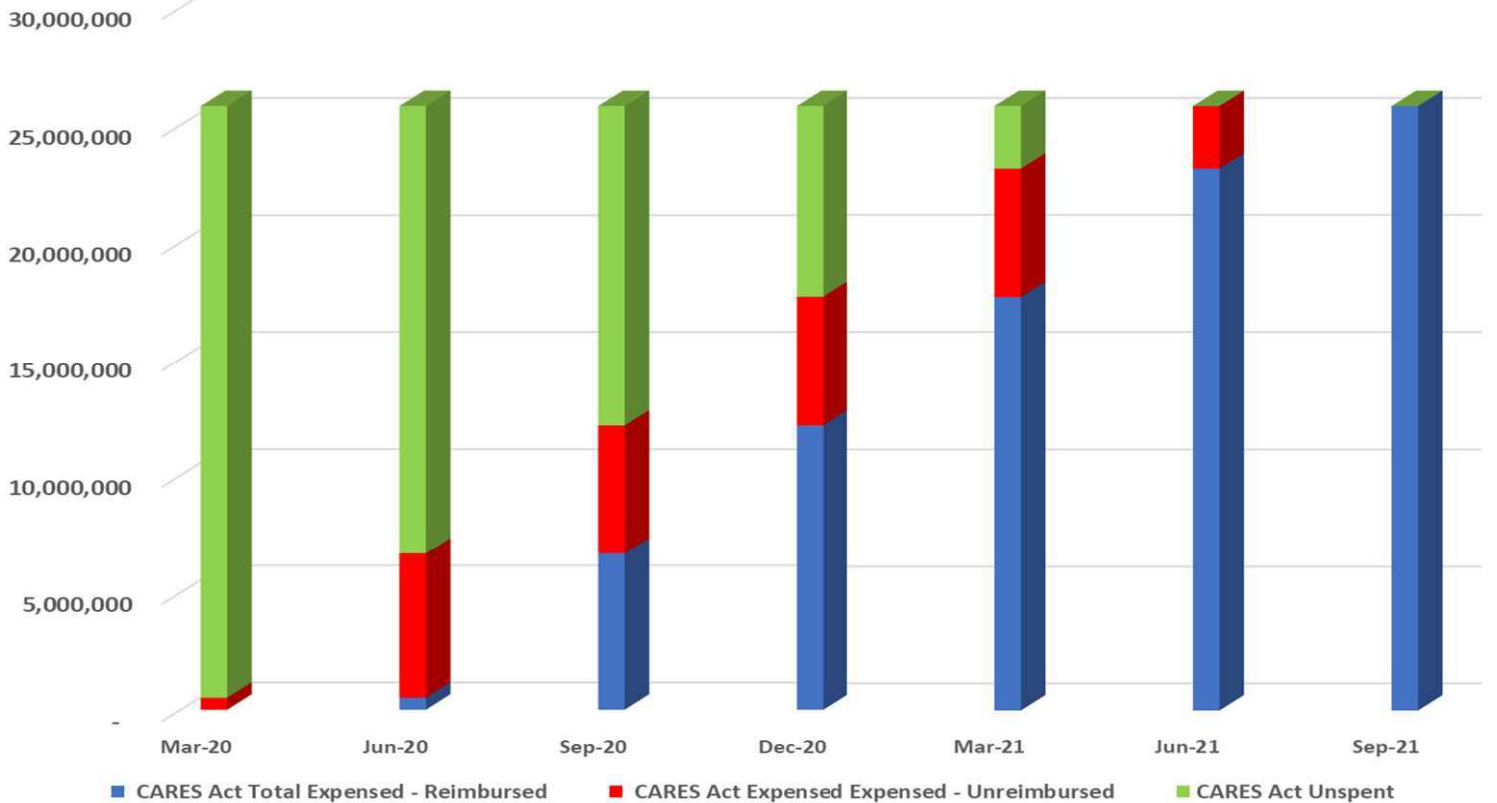
13 Month Rolling Boardings and Scheduled Trips



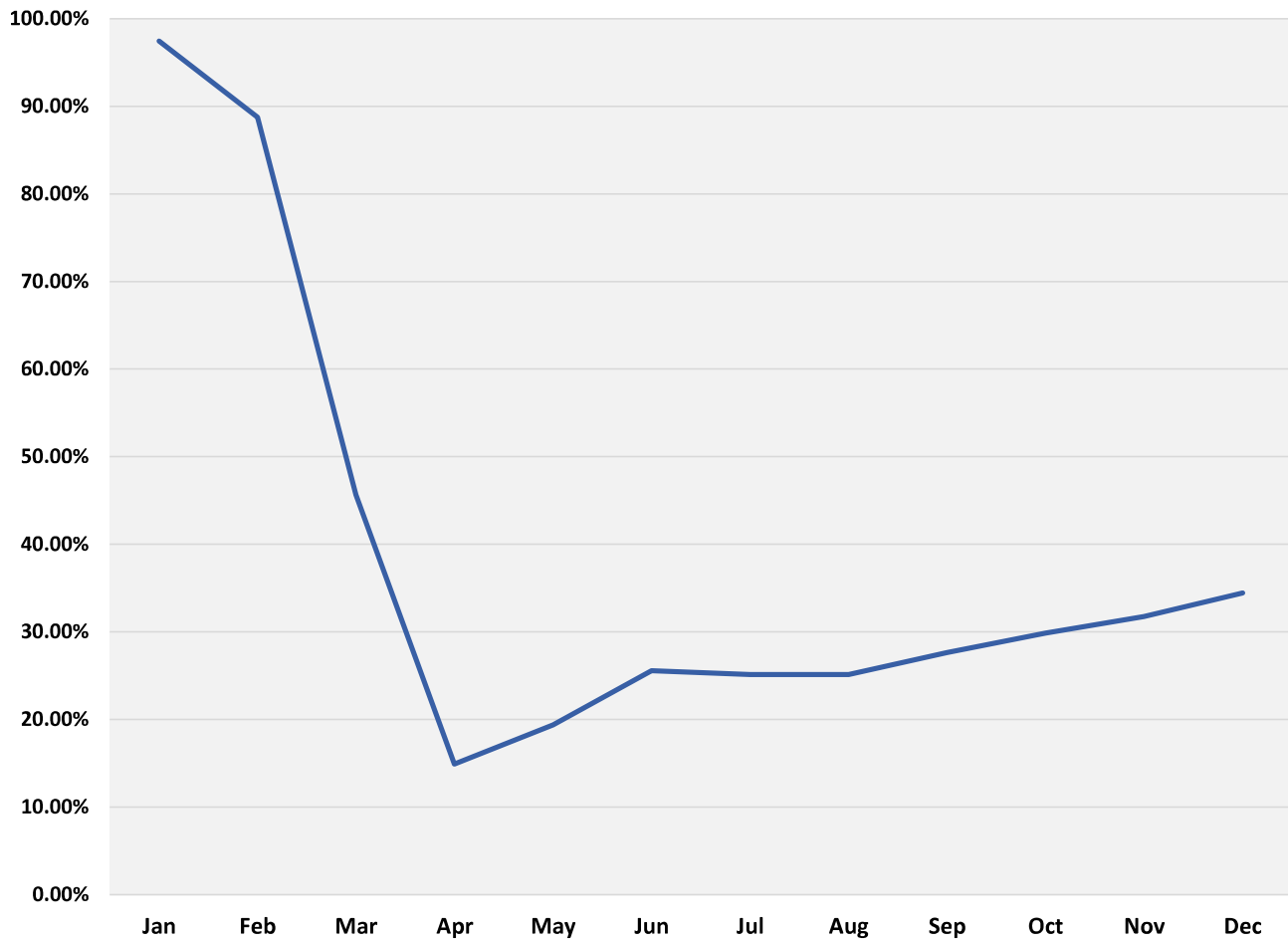
Cash Flow Projections Jan 20 - June 22



CARES Act Funds



CY 2020 Percent of Monthly Ridership from Previous Year

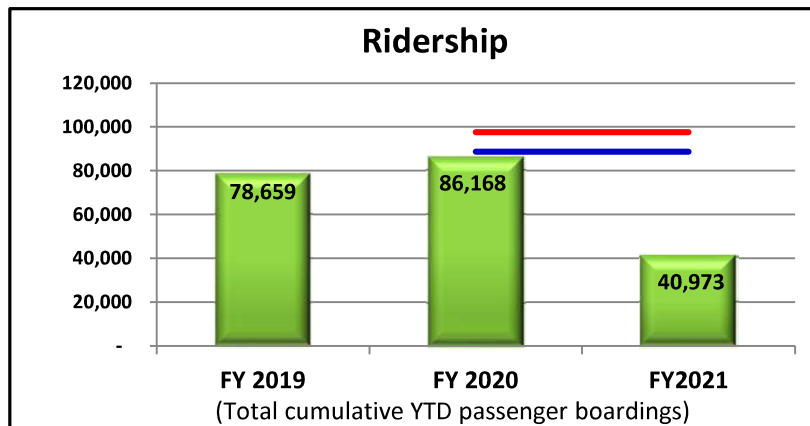


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2019-2021

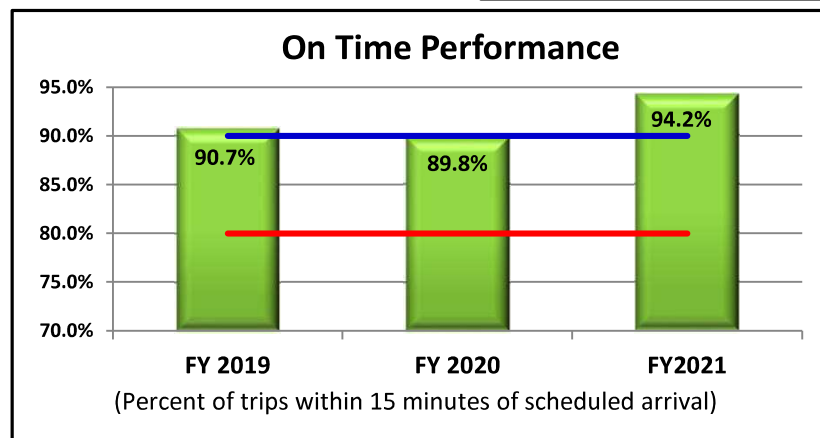
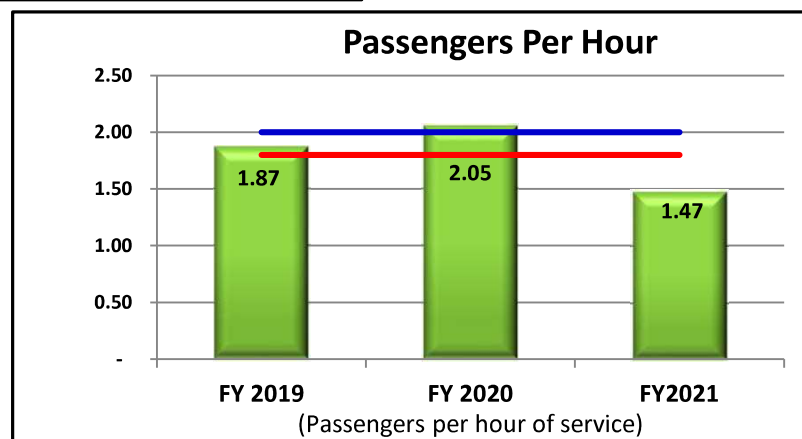


**Goal = 88,753
passengers**

**Maximum = 97,628
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

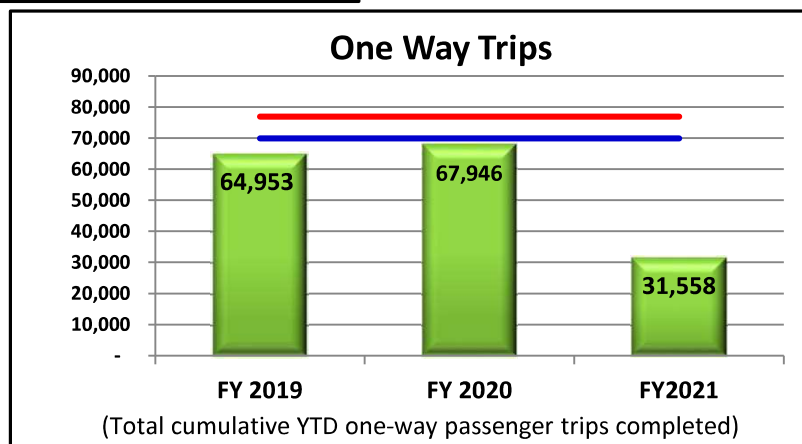


Goal = 90% on time

Minimum = 80% on time

**Maximum = 76,983
one-way trips**

**Goal = 69,984
one-way trips**

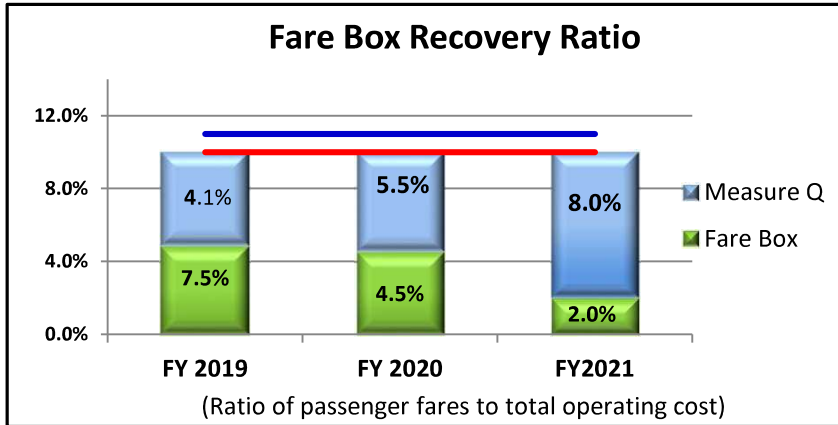


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2019-2021

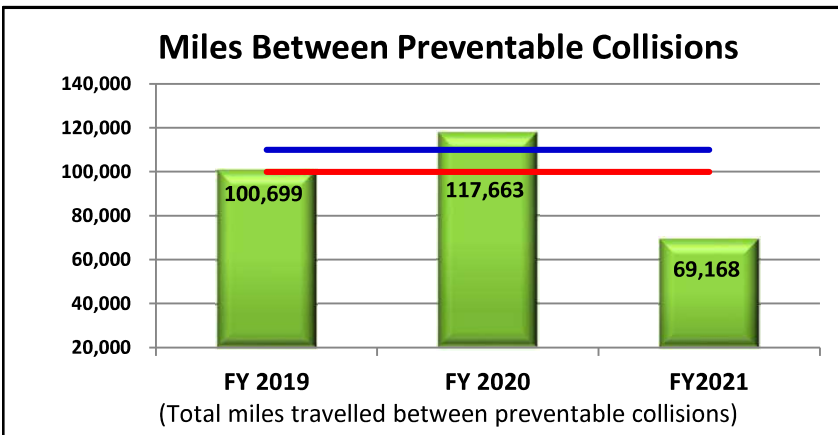
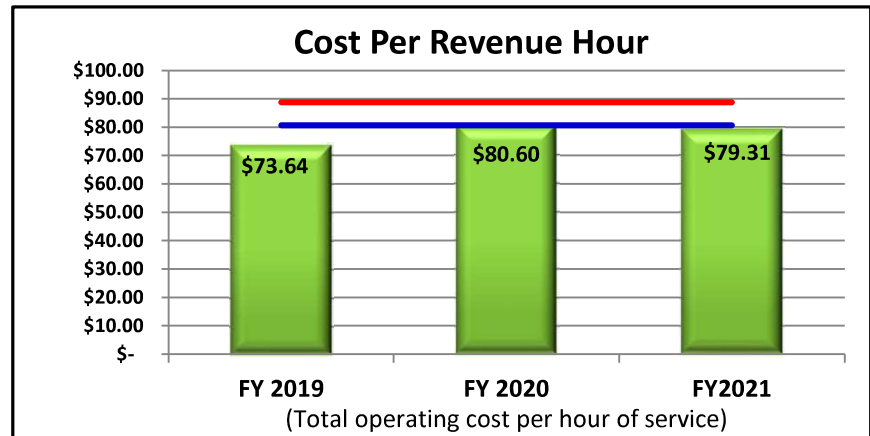


Goal = 11%

Minimum = 10%

Goal = \$80.67 per RH

Maximum = \$88.74 per RH

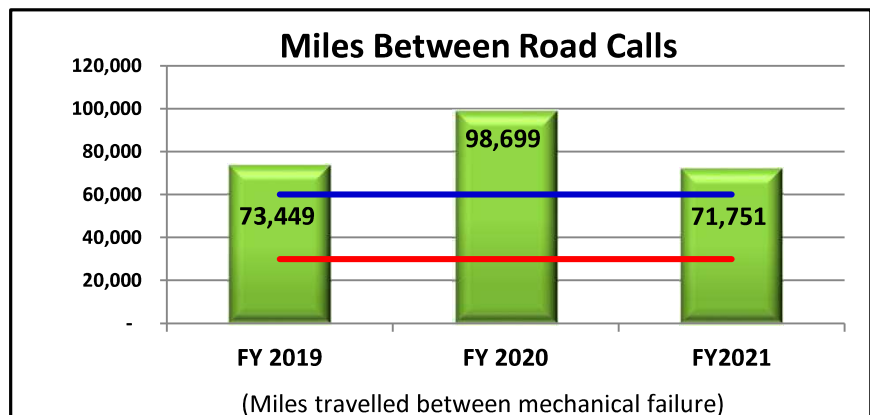


Goal = 110,000 Miles

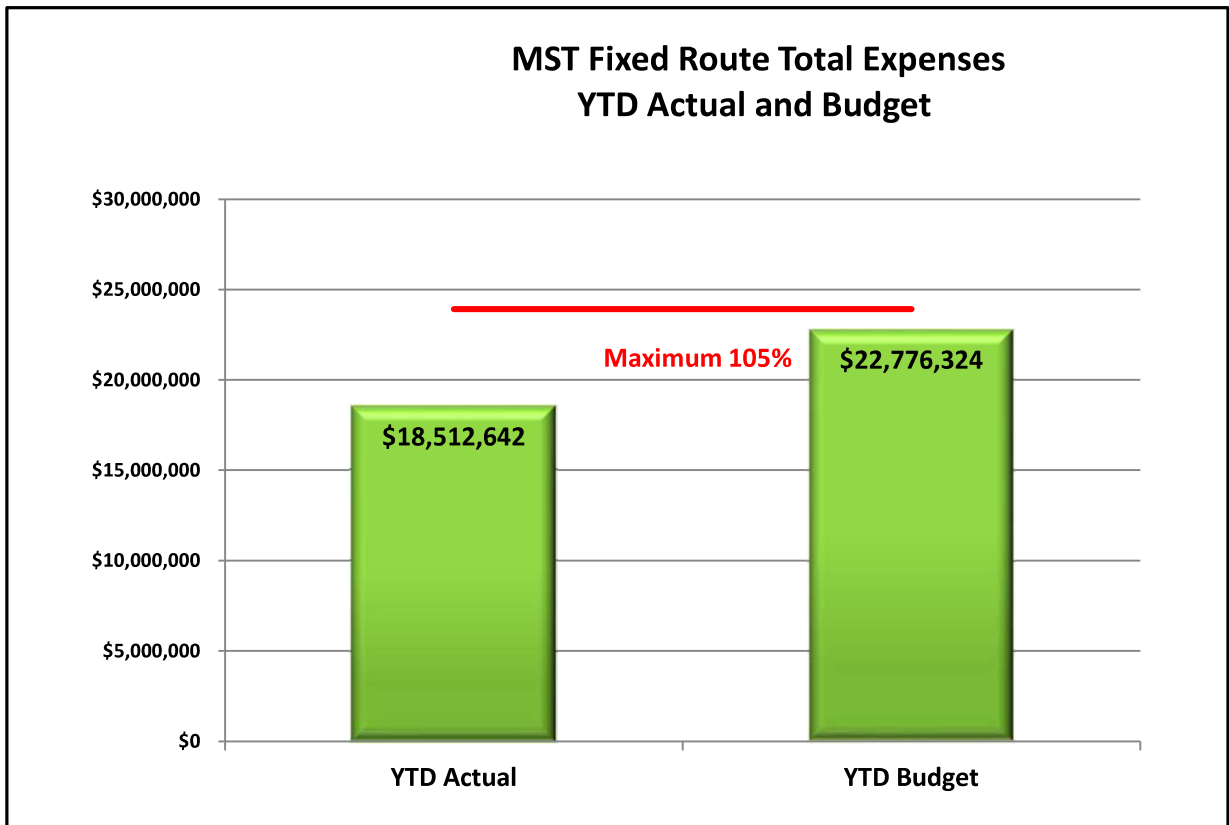
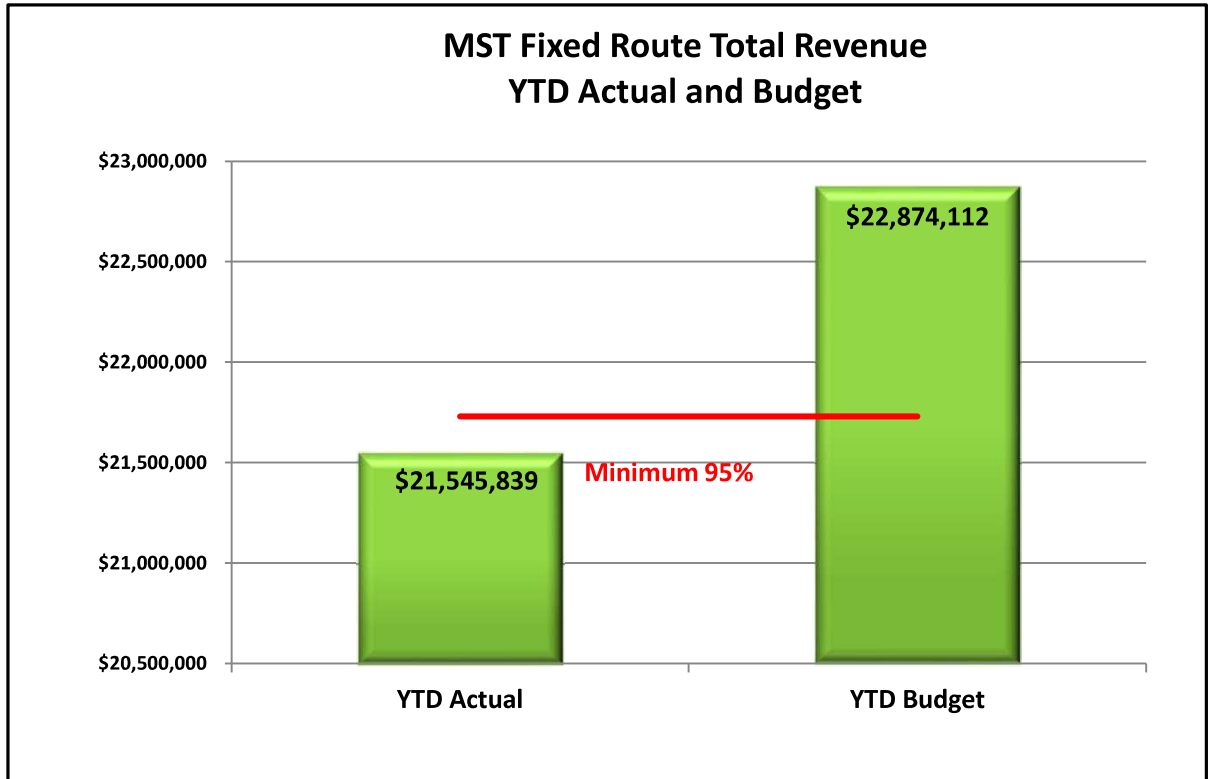
Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles



**MST Fixed Route
Financial Performance Comparative Statistics
July - December
Fiscal Year 2021**

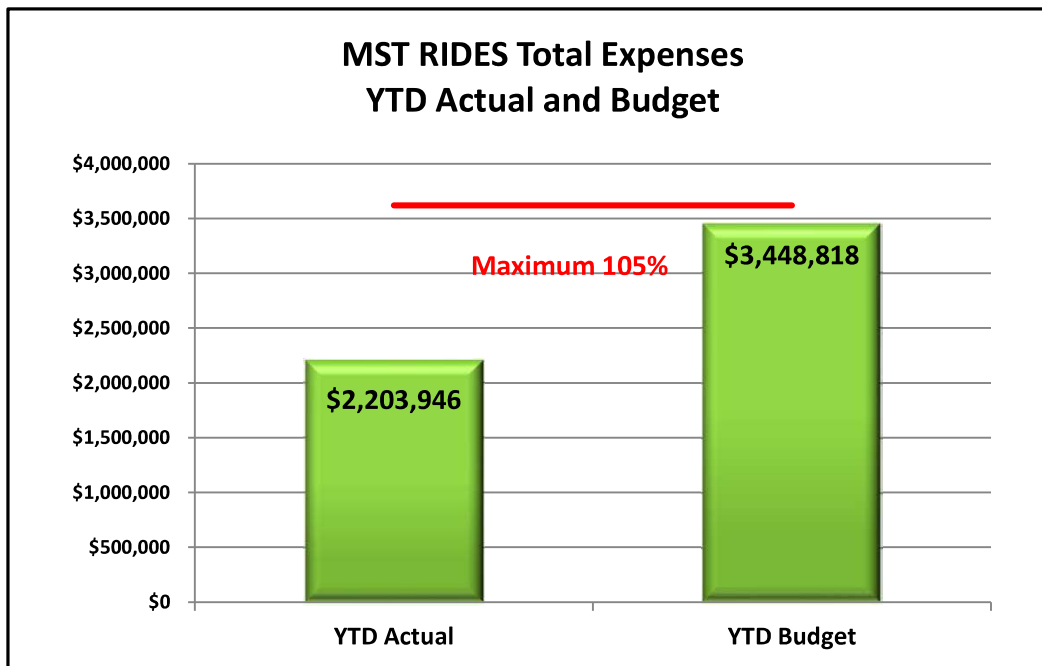
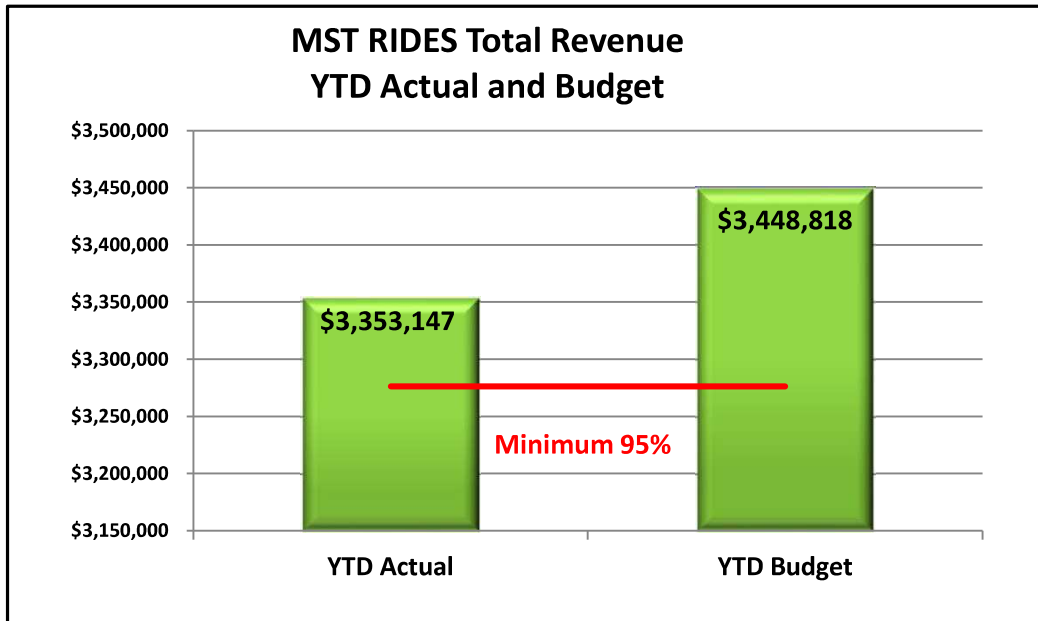


MST RIDES

Financial Performance Comparative Statistics

July - December

Fiscal Years 2019-2021



Blank Page

December 30, 2020

To: Carl Sedoryk, General Manager / C.E.O.
From: Norman K. Tuitavuki, Deputy Chief Operating Officer
Cc: MST Board of Directors
Subject: **Transportation Department Monthly Report – November 2020**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate ridership fell to 101,413 in November 2020, which represents a 68.24% decrease in ridership compared to November 2019, (319,313). For the fiscal year, passenger boardings have decreased 72.28% from FY 2020.

Productivity continues to decline as MST continues responding to the COVID-19 pandemic. Passengers per hour decreased from 15 passengers per hour in November 2019 to 6.53 passengers per hour in November of this year, a 56.46% difference.

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

Supplemental / Special Services:

MST suspended all supplemental and special services for the month of November due to the COVID-19 pandemic.

System-Wide Statistics:

- Ridership: 101,413
- Vehicle Revenue Hours: 15,604
- Vehicle Revenue Miles: 234,276
- System Productivity: 6.53 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 16,926

Time Point Adherence: Of 83,815 total time-point crossings sampled for the month of November, the Transit Master™ system recorded 9,150 delayed arrivals to MST's published time-points system-wide. This means that **89.08%** 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 November:

Total Revenue Trips Completed: 16,926			
Category	MST	MV	%
N/A	0	0	100.00%
Totals	0	0	100.00%

Documented Occurrences: MST requires Coach Operators 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 drives changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of November 2019 and November 2020. MST realized a 56.25% decrease in reported incidents year over year for the month of November:

Occurrence Type	November-19	November-20
Collision: MST Involved	4	3
Employee Injury	1	0
Medical Emergency	1	0
Object Hits Coach	1	1
Passenger Conflict	14	1
Passenger Fall	3	5
Passenger Injury	0	1
Other	1	1
Near Miss	0	0
Fuel / fluid Spill	3	0
Unreported Damage	4	2
Totals	32	14

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program for the month of November 2020 indicate 6,612 passenger boardings. This denotes a **54.36%** decrease in passenger boardings from November of 2019, (13,871). For the Fiscal year – passenger boardings have decreased by **52.33%** from FY 2020.

- Productivity for November 2020 was **1.50** passengers per hour, decreasing from 1.99 passengers per hour in November 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 18th.*

- For the month of November 2020, 94.7% of all scheduled trips for the MST RIDES program arrived on time, increasing from November of 2019, (91.6%).

COMMUNICATIONS CENTER:

In November, MST's Communications Center summoned a public safety agency one time for a passenger who requested medical assistance:

Agency Type	Incident Type	Number Of Responses
Law Enforcement (Police or Sheriff)	Passenger Disturbance / Other	0
Emergency Medical Services (EMS)	Passenger Medical Emergency / Injury	1

Norman K. Tuitavuki



Deputy Chief Operating Officer
Monterey-Salinas Transit District (MST)

Blank Page

January 26, 2021

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

From: Norman K. Tuitavuki, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – December 2020**

FIXED ROUTE BUS OPERATIONS:

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

The pandemic continues to dramatically affect MST's ridership as preliminary boarding statistics indicate ridership was 93,641 in December 2020. This represents an 8.3% decrease in ridership compared to the previous month (November 2020), and a 65.6% decrease compared to December 2019. For the fiscal year to date, passenger boardings have decreased by 67.3% compared to last year.

Productivity decreased slightly from 6.5 to 5.7 passengers per hour compared to November 2020.

Supplemental / Special Services:

MST has suspended all supplemental and special services until further notice.

System-Wide Statistics:

- Ridership: 93,641
- Vehicle Revenue Hours: 16,520
- Vehicle Revenue Miles: 247,560
- System Productivity: 5.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 17,879

Time Point Adherence: Of 89,553 total time-point crossings sampled for December 2020, the Transit Master™ system recorded 81,763 on-time arrivals to MST's published time-points system-wide. This equates to **91.3%** of all scheduled arrivals at published time-points arrived on time as scheduled. (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 of the total number of reported time-point crossings.

Service Canceled: As listed below, MST experienced one (1) service cancellation for December for both directly operated and contracted services:

Total Trips Completed: 17,879			
Category	MST	MV	%
Mechanical Failure	1	1	7%
Totals	26	3	100.00%

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of December 2019 and 2020 which illustrates a 48% decrease in total documented occurrences compared to last year:

Occurrence Type	December-19	December-20
Collision: MST Involved	5	4
Medical Emergency	0	1
Object Hits Coach	1	1
Passenger Conflict	8	4
Passenger Fall	7	2
Other	3	2
Fuel / fluid Spill	3	1
Unreported Damage	1	0
Totals	29	15

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for December were 6,686 passenger boardings. This denotes a 48.75% decrease in passenger boardings compared to December of 2019. For the fiscal year, passenger boardings have decreased by 52.45% compared to FY 2020, ***an expected result of the pandemic.***

- Productivity for December 2020 was 1.47 passengers per hour, decreasing from 1.96 passengers per hour in December 2019.
- 94.65% of all scheduled trips in December for the MST RIDES program arrived

on time, a 5.21% improvement compared to December of 2019.

COMMUNICATIONS CENTER:

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

Agency Type	Incident Type	Number Of Responses
Police	Passenger Disturbance / Other	3
EMS	Passenger Medical Emergency / Injury	2

Norman K. Tuitavuki



Chief Operating Officer
Monterey – Salinas Transit District

Blank Page

ATTACHMENT 3a

December 22, 2020

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Deputy Chief Operating Officer

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

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

FY2021 Fuel Budget:	Average Fuel Price November 2020:	Average Fuel Price: FY2021
Diesel: \$2.75	\$1.99	\$1.89
Gasoline: \$2.85	\$2.43	\$2.48

Period:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
November: 2020	\$0.86	101,255
YTD: FY 2021	\$1.32	71,398
FY 2020	\$1.05	23,233
FY 2019	\$0.93	23,763

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

Department Activities/Comments:

In November, MST travelled more than 100,000 miles between major mechanical failures – a positive trend given the circumstances. 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' work to diligently repair and maintain MST's fleet in a consistent manner. During the pandemic, staff has continued focusing 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 November, I participated in the California Transit Association's Annual Fall Conference. I moderated a Maintenance Session on Zero-Emissions Infrastructure and

presented as a Panel Member for a Marketing Session based on MST's response to the community during the pandemic. I also participated in CTA's Zero Emission Bus (ZEB) Task Force Subcommittee meetings focused on issues related to purchasing diesel powered buses in California.

Last, I evaluated proposals for MST's Janitorial Services and recommended switching to a new vendor that offers a janitorial program that will improve cleanliness in and around MST's facilities. MST's Maintenance department continues focusing their efforts to ensure vehicles are cleaned, disinfected, safe, and available for MST employees. Staff remains positive through this pandemic and are working hard to achieve MST's Mission.

Prepared by Norman K. Tuitavuki
Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

January 26, 2021

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

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

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

FY21 Fuel Budget:	Average Fuel Price December 2020:	Average Fuel Price: FY2021
Diesel: \$2.75	\$2.13	\$1.93
Gasoline: \$2.85	\$2.52	\$2.48

Period:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
December: 2020	\$1.08	103,585
YTD: FY 2021	\$1.28	76,763
FY 2020	\$1.05	30,571
FY 2019	\$0.93	29,354

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

Department Activities/Comments:

In December, MST travelled more than 100,000 miles between major mechanical failures resulting in a 2% increase compared to November. 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' work to diligently repair and maintain MST's fleet in a consistent manner.

Staff continues to focus their efforts on meticulously cleaning, disinfecting, repairing, and maintaining all MST vehicles. MST's fuel cost per gallon continues to remain lower than budgeted for both gasoline and diesel fuels in December; however, MST did realize a 4% price increase for gasoline and a 7% price increase for diesel.

In December, I participated in CTA's Zero Emission Bus (ZEB) Task Force Subcommittee meetings focused on issues related to purchasing diesel powered buses in California. Staff participated in several meetings with our consultant team that is preparing MST's Comprehensive Operational Analysis (COA) which will help shape and guide MST's transit system.

Prepared by: Norman K. Tuitavuki
Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

ATTACHMENT 4a

Date: December 15, 2020

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department Monthly Report – November 2020**

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

Human Resources

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

Positions	Budget FY20	Actual	Difference
Coach Operators F/T	131	124	-7
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	32	-5
Maintenance & Facilities	53	47	-6
Administrative (Interns 1 PT)	30	29	-1
Total	252	232	-20

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

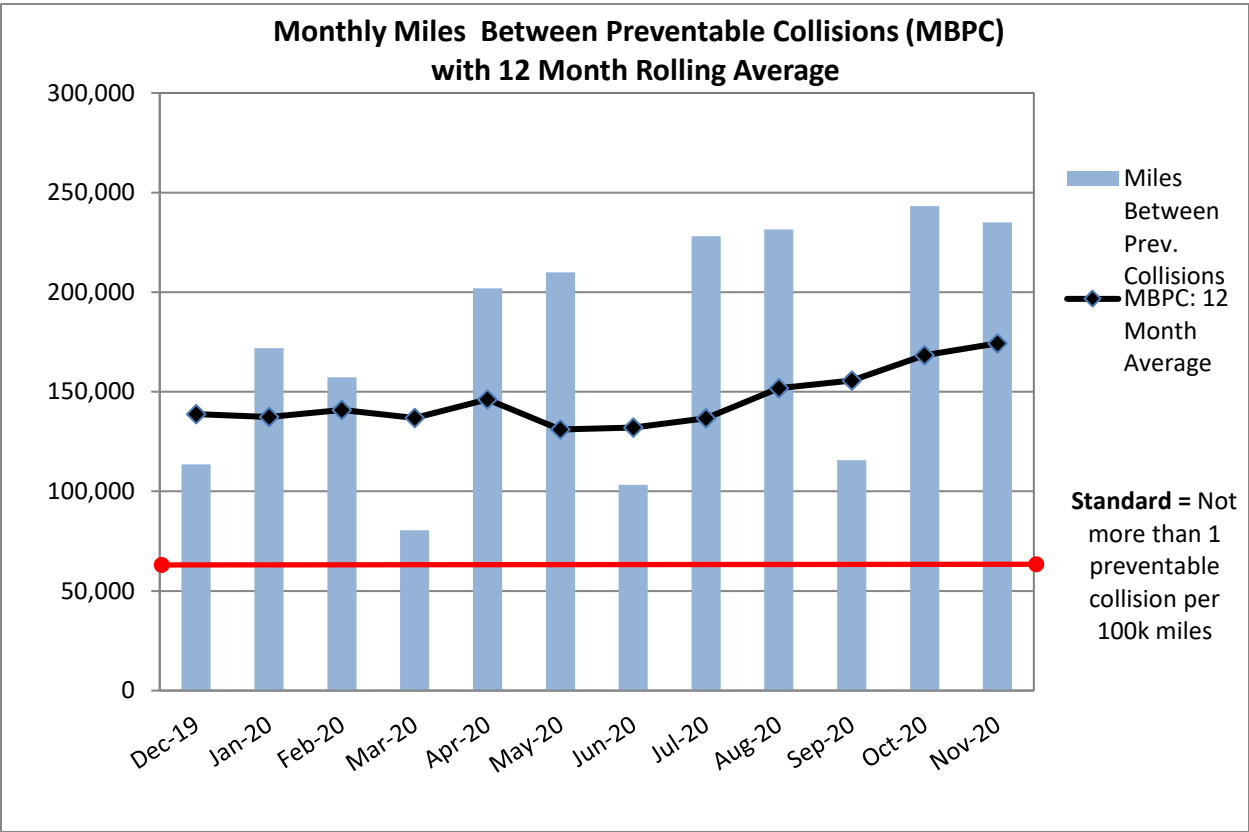
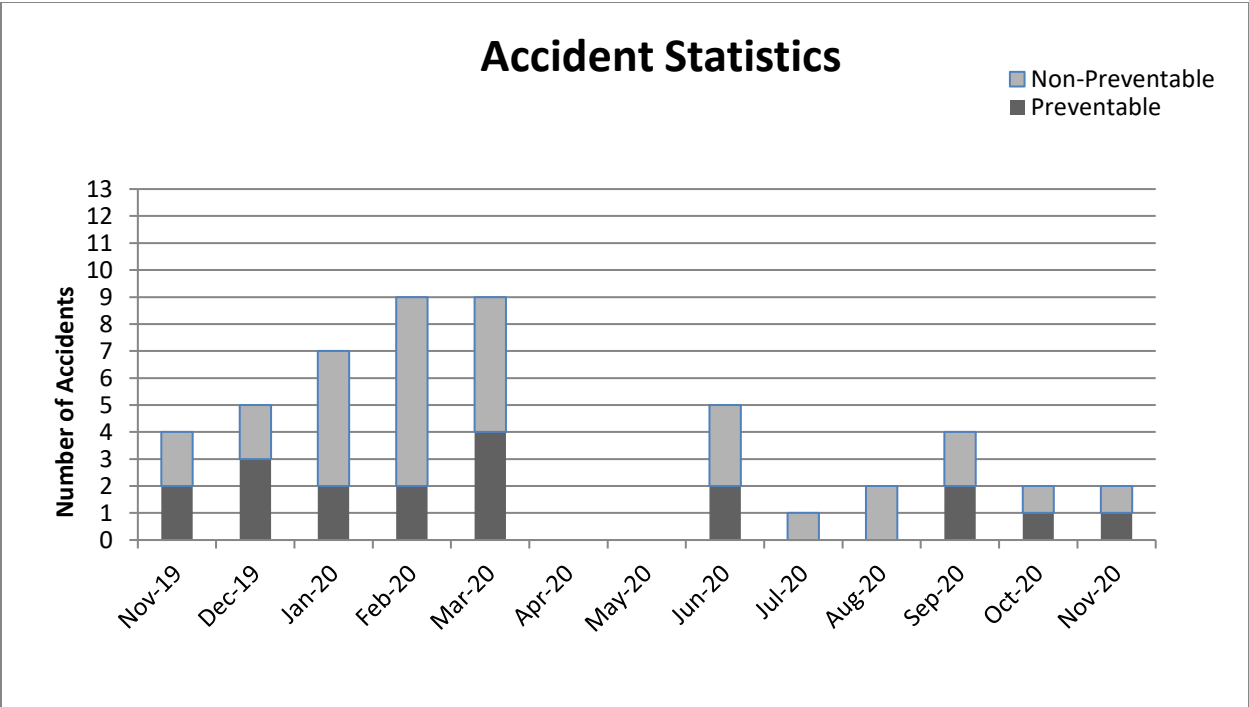
November Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$58,111.36
<i>Other (includes Legal)</i>	\$20,210.84
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$40,777.99
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$6,583.17
Total Expenses	\$131,391.18
Reserves	\$931,701.80
Excess Reserved	(0)
# Ending Open Claims	38

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	0
Post-Accident/Incident Re-training	1
In-Service Training: Giro Self Service Bid Web	3
Human Trafficking: Modern Day Slavery Training	0
Return to Work refresher training	0
Maintenance Safety Training: GHS labels, slips and falls, machine guards	26
Pryor Learning: Business Writing for Results	1
Maintenance Safety Training: COVID Protocol Reminders	25
Pryor Learning: Management Skills for Secretaries, Support Staff and Admin	1
Counterbalance Forklift Re-Certification Training	2
Training of Unit 464	1

Risk Management

	November 2020 Preventable		November 2019	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	2
MST Preventable Accidents	1	0	2	0
TOTAL	1	1	2	2



Customer Service Update – November 2020

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	November 2019	% of reports received**
ADA Compliance	0	0		0.0%	1	1.4%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	5	6.8%
Carried By	0	0		0.0%	0	0.0%
Civil Rights Violation	2	0		5.9%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	1	1.4%
Early Departure	1	0		2.9%	1	1.4%
Employee Other	0	0		0.0%	0	0.0%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	3	0	2	8.8%	4	5.4%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	1	6	1/3*	20.6%	11	14.9%
Improper Employee Conduct	0	1	1*	2.9%	12	16.2%
Inaccurate Public Information	1	0		2.9%	0	0.0%
Late Arrival	0	1	1*	2.9%	3	4.1%
Late Departure	0	0		0.0%	0	0.0%
No Show	1	2	1/1*	8.8%	4	5.4%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	6	0	1	17.6%	9	12.2%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	0	0		0.0%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	0	0		0.0%	3	4.1%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	1	1.4%
Service Animal	0	0		0.0%	0	0.0%
Service Other	5	3	3/1*	23.5%	19	25.7%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	1	0	1*	2.9%	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%
Subtotal reports	21	13			74	
Grand Total MST and *Other Provider		34		100.0%	74	100.0%

*Operated by MV Transportation or taxi provider

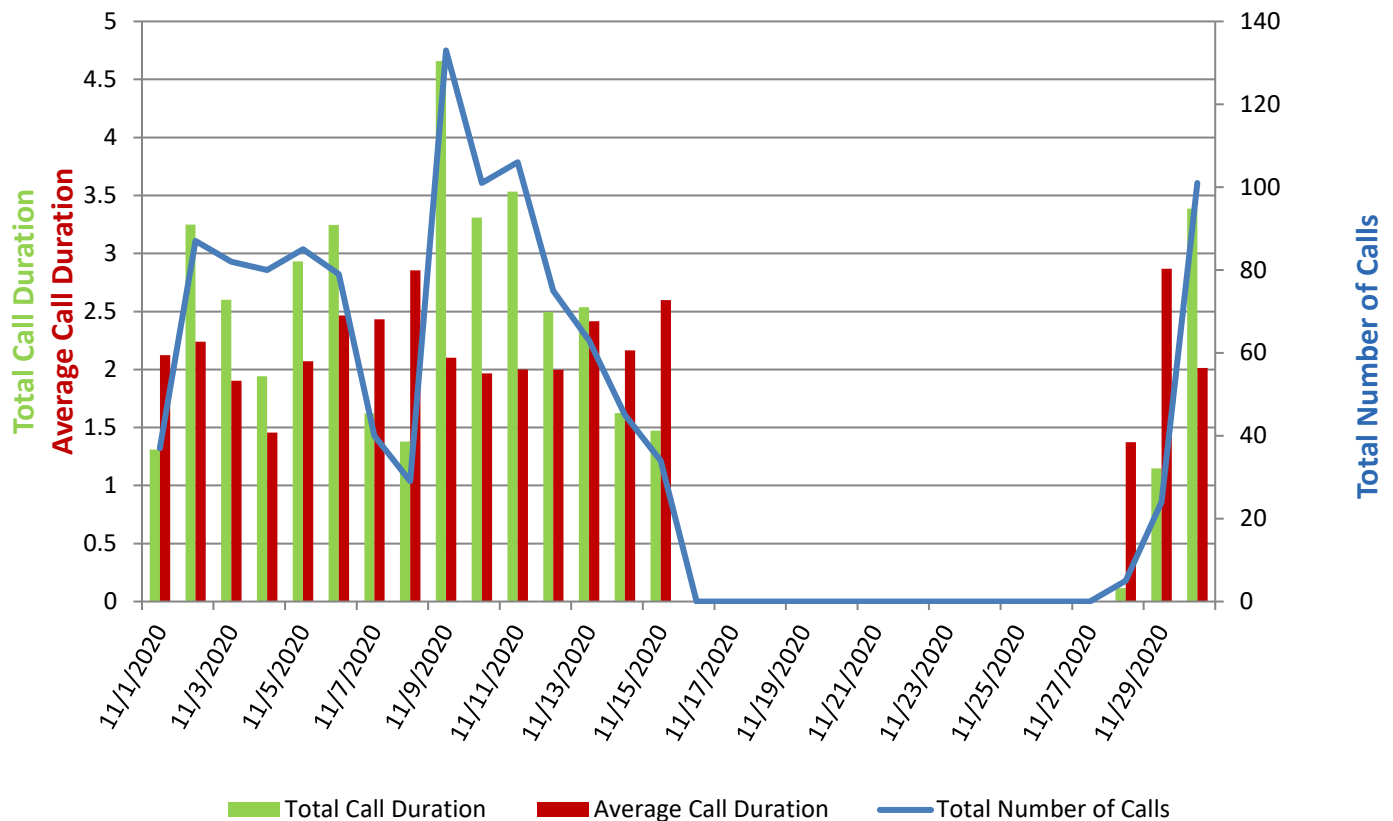
**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of November 2020, MST received a total of 1,206 calls which lasted a total of 42 hours and 33 minutes. The average call duration was two minutes and seven seconds (2:07). MST received the greatest number of calls on Monday, November 9, at 133. Of the total number of calls, 397 (33%) were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time.

Note that for the period between November 16-27, there were no calls reported from AT&T and the number of calls for this month will not be accurate. A request has been submitted to AT&T to verify if there was an error in the report or if they encountered a failure that resulted in no calls being counted.

Customer Service Call Center Report



Finance Update

General Accounting/Accounts Payable

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

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

Grants

During the month of November, staff provided support in responding to the constantly changing COVID-19 pandemic response. Staff responded to FEMA requests for information regarding applications submitted 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 response, the California Cap and Trade Program's Low Carbon Fuel Standard Program, FTA's Capital Investments Grant program, and FEMA grant funding processes. Staff also participated in several meetings regarding current and future projects including bus procurements, SURF! 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 the CalACT, California Transportation Commission, and California Transit Association meetings.

Purchasing

During the month of November, 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 November was \$219,557, which represents a 12% decrease over October which was at \$248,655. The increase over the past few months is a direct response to COVID-19 supply chain shortages and the desire to increase inventory for high use critical items. The decrease in inventory value for this month reflects the disposition of items that were in inventory and consumed against

maintenance work orders for specific COVID-19 related safety improvements. Staff also worked on large procurements, including an RFP for Universal Mobile Ticketing and an RFP for Janitorial Services.

Information Technology Update

Due to the on-going COVID-19 pandemic, IT staff continued to offer support for remote computer access for administrative employees to continue working from home. This support was for video conference meetings and laptop configuration, as required.

IT staff worked with Operations and Maintenance Department personnel in the monitoring and configuration of the Intelligent Transportation Systems (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. IT staff monitored and configured the functionality of the customer service database. IT staff retrieved the RealTime data text and IVR data for the Customer Service monthly report. IT staff ensured that the WiFi systems installed on 15 buses used on the commuter routes were working as designed, IT staff monitored and configured the Giro Hastus run cutting/planning system.

IT staff monitored the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system. IT 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. IT staff worked on the Contactless Fare Collection pilot program during this time.

IT staff were involved with the on-going South County Maintenance Facility project in King City, coordinating with MST Facilities, telephony and internet access providers.

Marketing Update

MST RealTime Usage:

2019	Text	RealTime Phone	CSR Phone	App Sessions	App Users
November	9,650	1,211	3,613	353,641	10,381
December	7,527	1,332	4,214	345,483	10,271
2020					
January	8,297	1,080	4,220	396,890	11,326
February	8,614	1,199	3,974	393,590	10,542

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
November	1,752	397	1,206*	51,661	1,531

**For the period between November 16-27, AT&T encountered technical difficulties, and no calls were reported. If the issue can be resolved, data for this period will be updated in a future report.*

Published news stories include the following: “USDOT loan to aid rural California infrastructure project” (TransportationTodayNews.com, 11/2/20), “A federal low-interest loan to MST means a new bus facility is on track in King City” (Monterey County Weekly.com, 11/2/20), “MST (quickly) closes on \$8.45 million TIFIA loan under USDOT rural initiative” (Mass Transit Magazine, 11/2/20), “Monterey-Salinas Transit gets \$8.5M federal loan for South Monterey County facility” (Monterey Herald, 11/3/20), “This is it, your last chance to vote. Here’s how.” (Monterey County Weekly, 11/3/20), “Monterey-Salinas Transit closes on \$8.45 million loan for King City Operations and Maintenance Facility” (Monterey County Business Council, 11/6/20), “The ride of our lives” (Page Turn Pro, 11/19/20), “Road to Recovery” (Page Turn Pro, 11/19/20), “MST receives Transit Innovation & Resiliency Award” (Monterey County Business Council, 11/20/20).

Press releases sent include: “Monterey-Salinas Transit (MST) bus service on Veteran’s Day” (11/4/20), Monterey-Salinas Transit (MST) honors Veterans on Veteran’s Day) (11/6/20), “Monterey-Salinas Transit (MST) service changes to into effect on Saturday, November 14th” (11/6/20), “MST receives California Transit Association’s Small Operator’s Award for Transit Innovation and Resiliency” (11/19/20), “MST provides limited bus service Thanksgiving Day, Saturday schedule day after Thanksgiving” (11/19/20), “MST Offers Free Fares in Honor of Rosa Parks, Tuesday, December 1st” (11/24/20).

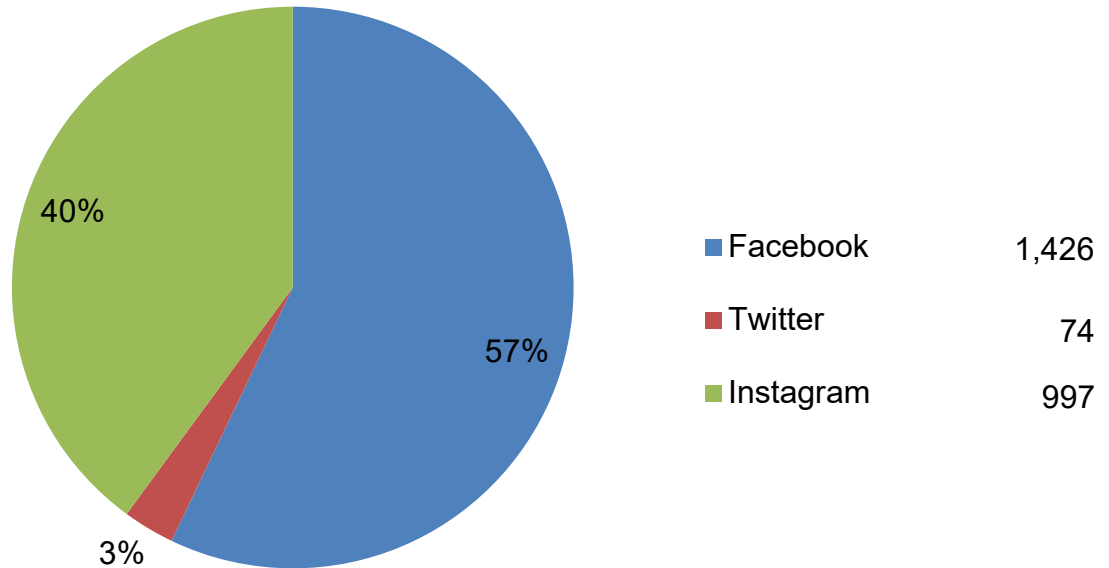
Projects: Continue to coordinate sales of Low Carbon Transportation Operations Program (LCTOP) School Pass Program bus passes to districts within Monterey County; manage creation of MST branded customer facing marketing items and customer service training materials related to Visa Tap to Pay demonstration 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; ongoing management of 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 and finalize the YouTube Training Channel for drivers, supported creation of Mobility

Department training and outreach videos, 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 November, staff efforts continued to be focused on the COVID-19 pandemic. Planning implemented a service change on November 14th to help alleviate the need for cut-in buses.

Ongoing testing of the automatic passenger counters continued through the month, and staff coordinating with the National Transit Database staff to answer questions during the certification process.

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.

The South County Service Planning project continued to make progress, and staff gave a presentation to the Greenfield City Council.

Blank Page

ATTACHMENT 4b

Date: January 26, 2021

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department Monthly Report – December 2020**

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

Human Resources

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

Positions	Budget FY20	Actual	Difference
Coach Operators F/T	131	123	-8
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	32	-5
Maintenance & Facilities	53	47	-6
Administrative (Interns 1 PT)	30	27	-3
Total	252	229	-23

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

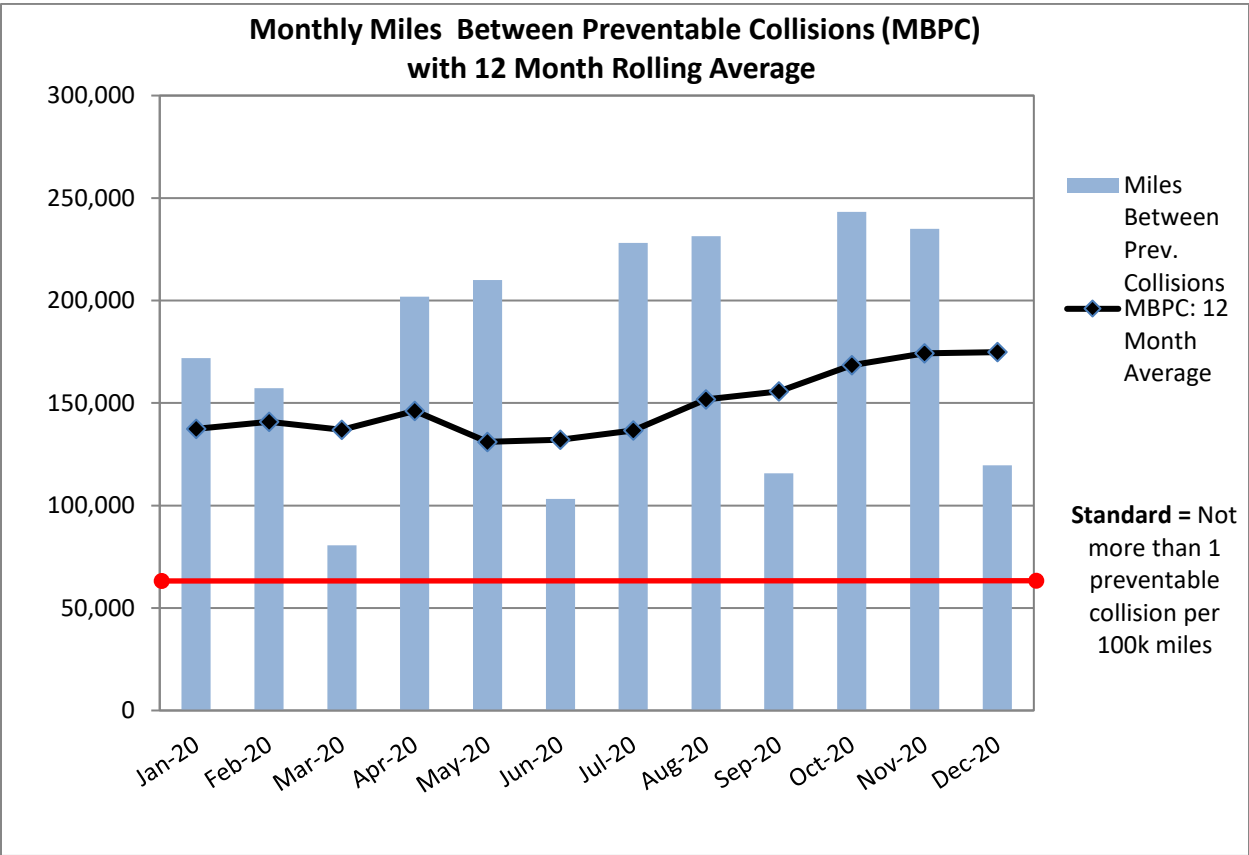
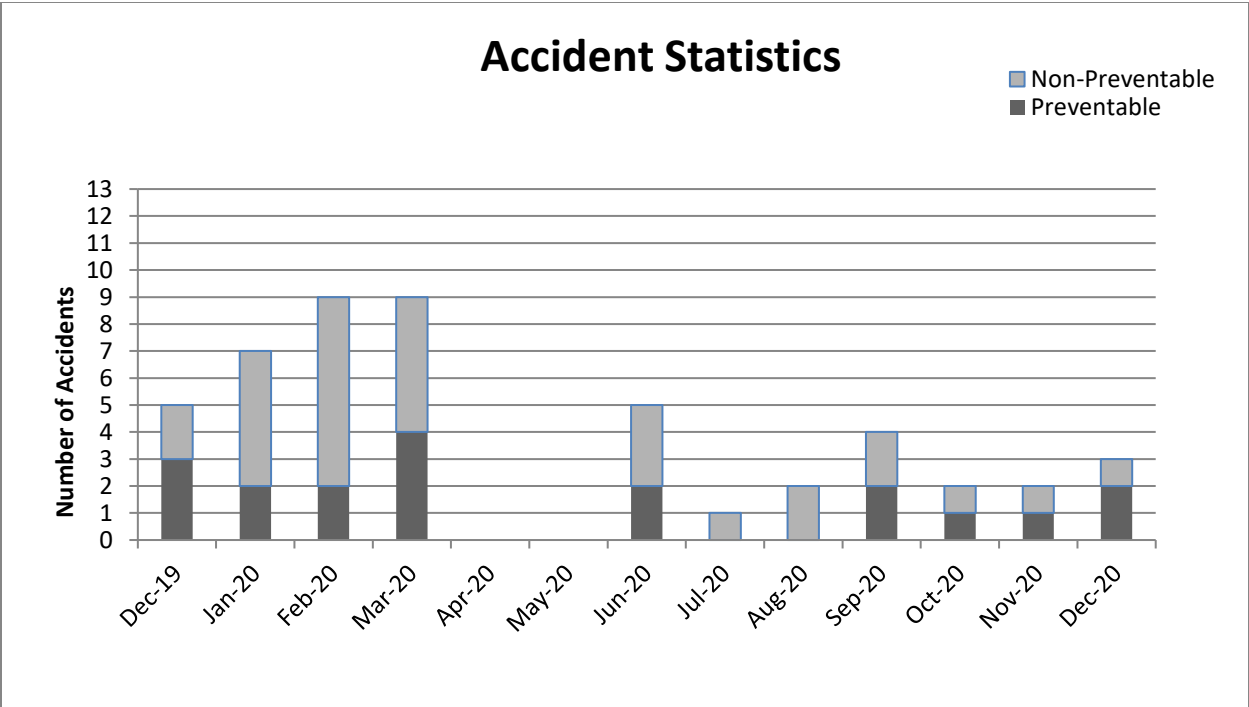
<i>December Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$16,839.41
<i>Other (includes Legal)</i>	\$7,655.23
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$12,552.41
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$6,583.17
<i>Total Expenses</i>	<i>\$49,338.55</i>
<i>Reserves</i>	<i>\$874,778.55</i>
<i>Excess Reserved</i>	<i>(0)</i>
<i># Ending Open Claims</i>	<i>36</i>

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	2
Post-Accident/Incident Re-training	2
In-Service Training: PPE KIT to prevent COVID-19	1
Human Trafficking: Modern Day Slavery Training	2
Return to Work refresher training	0
Ives Online Trainer Recertification	1
FEMA: ICS-200 Training	1
CTA: Discussion on COVID Testing and Flu Shots	1
FEMA: ICS-100 Training	1
In-Service Training: Fundamentals of Accident Investigation	1
Garret Advancing Motion: Garret Turbo Expertise Level 1 Training	1
NTI- Paratransit Management and Operations	1
American Heart Association: Basic Life Support (CPR and AED) Program	1
In-Service Training: Drive Safely at all times & Accident Prevention-targeting left turns specifically	2
Johns Hopkins University: COVID-19 Contact Tracing	2

Risk Management

Description	December 2020 Preventable		December 2019	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	2
MST Preventable Accidents	2	0	3	0
TOTAL	2	1	3	2



Customer Service Update

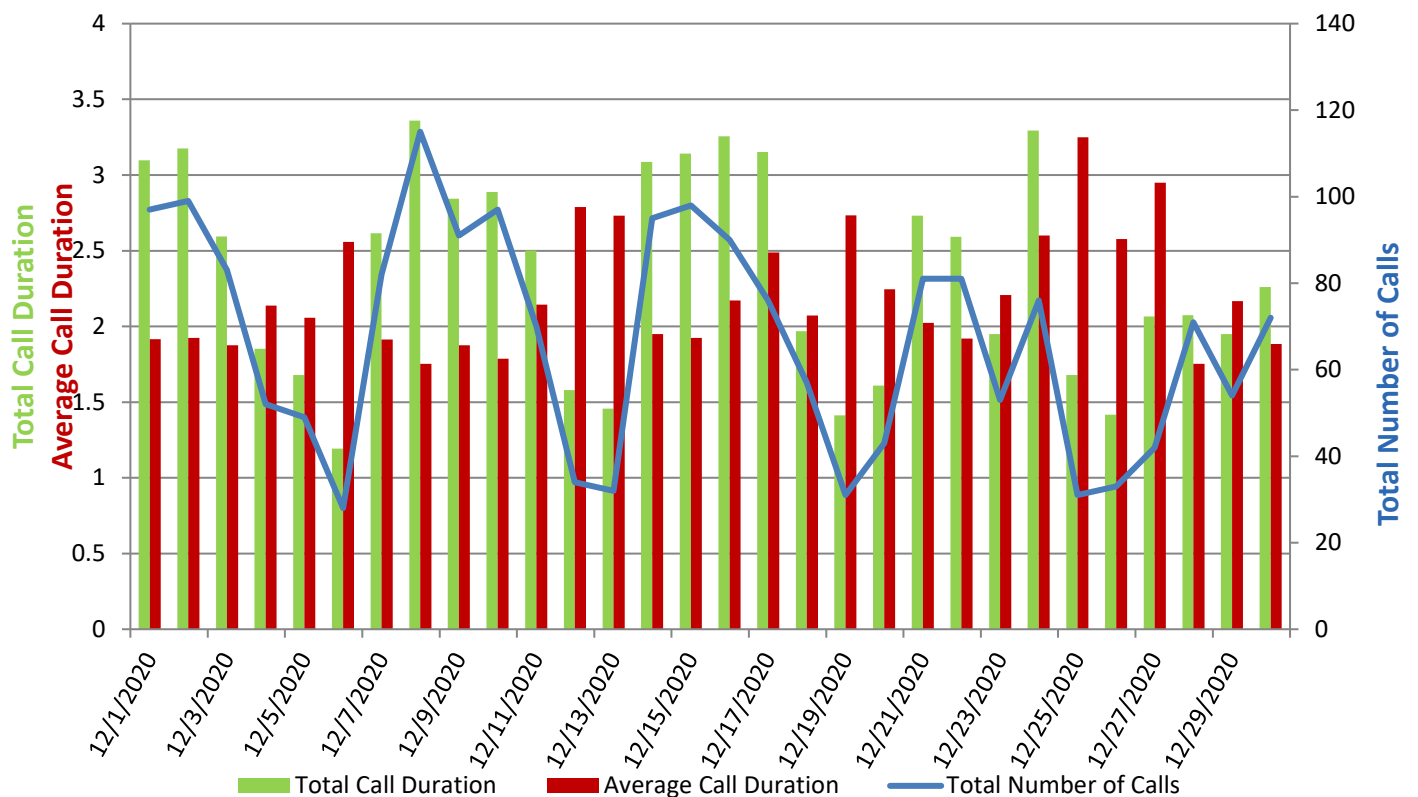
Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	Dec. 2019	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	1	0		3.1%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	0		0.0%	2	2.8%
Employee Other	1	3	2*	12.5%	9	12.5%
Facilities Vandalism	1	0		3.1%	0	0.0%
Fare / Transfer Dispute	1	0		3.1%	6	8.3%
Full Bus / Left Behind	1	0		3.1%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	2	0		6.3%	9	12.5%
Improper Employee Conduct	3	1	1/1*	12.5%	9	12.5%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	0	0		0.0%	8	11.1%
Late Departure	0	0		0.0%	0	0.0%
No Show	1	0	1	3.1%	4	5.6%
Off Route	1	0	1	3.1%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	7	0	5	21.9%	2	2.8%
Passenger Conduct	0	0		0.0%	4	5.6%
Passenger Injury	0	0		0.0%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	1	0	1	3.1%	3	4.2%
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	3	3	1/2*	18.8%	14	19.4%
Service Schedule	0	0		0.0%	1	1.4%
Taxi	0	1	1*	3.1%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	1	0		3.1%	0	0.0%
Vehicle Maintenance	0	0		0.0%	1	1.4%
Sub total reports	24	8				
Grand Total MST and *Other Provider		32		100.0%	72	100.0%
Employee Compliment		1				
Service Compliment						

*Operated by MV Transportation or taxi provider
 **Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of December 2020, MST received a total of 2,087 calls which lasted a total of 73 hours and 33 minutes. The average call duration was two minutes and seven seconds (2:07). MST received the most number of calls on Monday, December 8, at 115. Of the total number of calls, 330 (15%) 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 December 2020



Finance Update

General Accounting/Accounts Payable

During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Eide Bailly LLP, to complete MST's Comprehensive Annual Financial Report for FY 2020. 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

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

Grants

During the month of December, staff provided support in responding to the constantly changing COVID-19 pandemic. Staff responded to FEMA requests for information regarding applications submitted for expenses incurred related 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 response, the California Cap and Trade Program's Low Carbon Fuel Standard Program, FTA's Capital Investments Grant program, and FEMA grant funding processes. Staff also participated in several meetings regarding current and future projects including bus procurements, SURF! 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 webinars related to the new federal CRRSAA Act and other FTA guidance and listening sessions related to the COVID-19 pandemic.

Procurement

During the month of December, staff worked on several procurement activities, including a Request for Proposal (RFP) for Universal Mobile Ticketing and a RFP for Janitorial Services, and Invitation for Bids (IFB) for Hazardous Materials Transportation and Disposal. Staff met with the owner of Executive Facilities Services, MST's new janitorial services contractor to discuss contract start date and contract expectations for performance of service. Facilities staff was in attendance. Staff also made a presentation to other transit agencies for a universal mobile ticketing application procurement that would leverage multi agency spend. There is an overreaching statewide effort to create an integrated ticketing system for multiple travel modes and the proposed solution will have the flexibility to integrate with the future statewide

system. MST staff is excited to being leading this effort. MST issued an Invitation for Bid for the disposal and transportation of hazardous materials that is generated by our operating and maintenance facilities. Staff is recommending board award to Environmental Logistics that was found to be responsive and responsible and the lowest bidder.

Information Technology Update

Due to the on-going COVID-19 pandemic, IT staff continued to offer support for remote computer access for administrative employees to continue working from home. This support was for video conference meetings and laptop configuration, as required.

IT staff worked with Operations and Maintenance Department personnel in the monitoring and configuration of the Intelligent Transportation Systems (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. IT staff monitored and configured the functionality of the customer service database. IT staff retrieved the RealTime data text and IVR data for the Customer Service monthly report. IT staff ensured that the WiFi systems installed on 15 buses used on the commuter routes were working as designed, IT staff monitored and configured the Giro Hastus run cutting/planning system.

IT staff monitored the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system. IT staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements. IT staff worked on the Contactless Fare Demonstration project program during this time.

IT staff were involved with the on-going South County Operations and Maintenance Facility project in King City, coordinating with MST Facilities, telephony and internet access providers.

Staff received over 140 IT support-related emails and telephone calls that were responded to in a timely manner.

Marketing Update

MST RealTime Usage:

2019	Text	RealTime Phone	CSR Phone	App Sessions	App Users
December	7,527	1,332	4,214	345,483	10,383
2020					
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
November	1,752	397	1,206*	51,661	1,531
December	1,758	330	2,087	45,999	1,378

**For the period between November 16-27, AT&T encountered technical difficulties, and no calls were reported. If the issue can be resolved, data for this period will be updated in a future report.*

Published news stories include the following: “In honor of Rosa Parks, Monterey-Salinas Transit offers free fares” (KION TV, 12/1/20), “Wheels on the bus community survey” (Coast Weekly, 12/3/20).

Press releases sent include: “MST to Provide Limited Bus Service for the Holidays” (12/17/20).

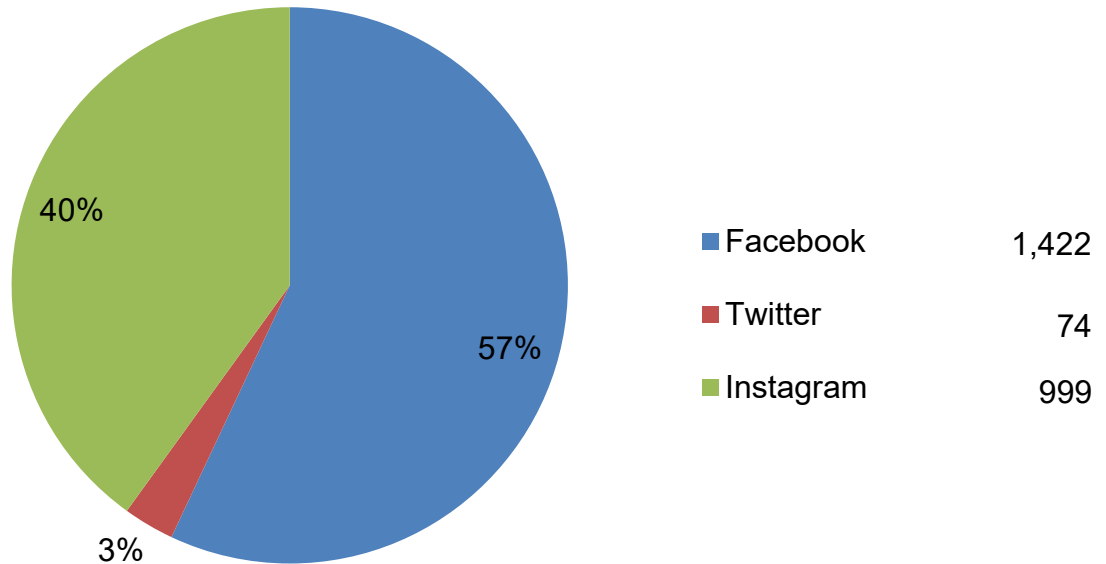
Projects: Continue to share information and coordinate sales of Low Carbon Transportation Operations Program (LCTOP) School Pass Program bus passes to districts within Monterey County; manage creation of MST branded customer facing marketing items and customer service training materials related to Contactless Fare Demonstration Project; completed production of FY 2020 Annual Report; continue creative development efforts for SURF! Busway and Bus Rapid Transit Project marketing materials, as well as support for Outreach Campaign strategies; engaged in Comprehensive Operational Analysis Outreach Campaign strategies; continue to participate in COVID-19 Recovery Team meetings; ongoing management of communication and education related to COVID-19 and safety, as well as general transit updates to community.

Collaborative/Meeting/Committees: Collaborated and supported creation of Mobility Department training and outreach videos for Mobility Department YOUTUBE channel, continue to attend meetings via Zoom related to LCTOP School Pass Program, Contactless Fare Payment Demonstration Project (including related CAL ITP meetings),

Greenfield Unified School District Community Collaborative meeting, Active Referral Network (ARN) meeting, as well as monthly MST Employee Townhall meetings.

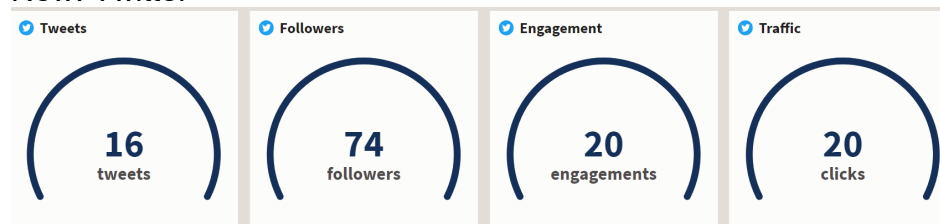
Social Media Performance:

Social Fans

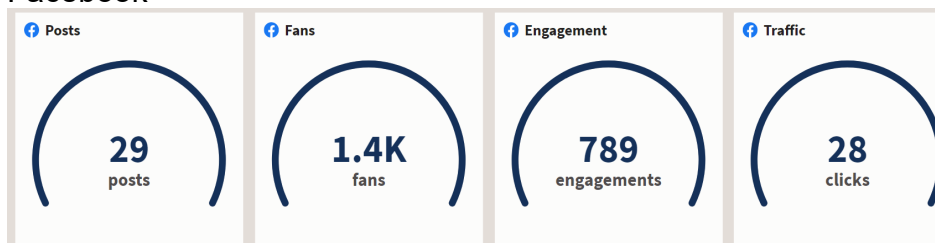


Overview by Social Media Platform:

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 December staff efforts continued to be focused on the COVID-19 pandemic. Planning developed schedules for the upcoming service change of February 6, 2021.

Coordination with the National Transit Database staff was ongoing throughout the month to respond to their questions and complete the annual report.

Work continued on the proposed *Surf!* Busway and Bus Rapid Transit Project. Staff met weekly with the consultant team. Meetings also took place with staff at FTA Region IX regarding the environmental analysis. MST also met with FTA headquarters staff overseeing the Capital Investment Grant program, as a part of our quarterly project status to keep FTA updated on the project progress.

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.

The South County Service Planning project continued to make progress, and staff gave a presentation to the city councils of Gonzales, Soledad, and King City. The community survey closed just before the holidays.

MST's Comprehensive Operational Analysis (COA) was kicked-off via virtual meeting with the consultant team and over a dozen MST staff across all departments. The COA is an intensive planning study that will guide the agency in its operation as it recovers from the pandemic.

Blank Page

**FY 2021 Project Action Plan Update
September 30, 2020**

1. Complete procurement of 7 heavy duty diesel buses and 9 minibuses. December 2020.
Status: Procurement delayed due to lack of full year transportation until December 2020. Procurement now expected to be completed February 2021.
2. Accept delivery of 2 heavy duty battery electric buses (BEB) and install associated charging infrastructure as production schedules allow. June 2021
Status: Vehicles scheduled to be delivered May 2021.
3. Complete TIFIA Financing for South County Maintenance Facility. November 2020
Status: Complete.
4. Continue construction of South County Maintenance Facility. June 2021
Status: Facility under construction and currently ahead of schedule.
5. Complete negotiations of MST Employee Association agreement. September 2020
Status: Complete
6. Complete Innovative Clean Transit Rule Zero Emission Bus Plan. June 2021
Status: Consultants hired and work is on schedule.
7. Develop and begin phased implementation Pandemic Service and Financial Recovery Plan to complement. July 2020
Status: Board adopted plan and implementation is ongoing.
8. Continue partnership programs for Hartnell College, Monterey Peninsula College, and implement Hospitality Employee Programs as needed. July 2020.
Status: Hartnell and Monterey Peninsula College programs ongoing. Hospitality Program on hold due to economic downturn with resources redirected to Monterey County Office of Education K-12 partnership.
9. Continue environmental and preliminary engineering and complete documentation for FTA Project Development for the SURF! Busway and Bus Rapid Transit Project. June 2021
Status: Project is proceeding on schedule.
10. Procure contactless fare payment and mobile ticketing solution and begin demonstration project. October 2020
Status: Project delayed due to COVID related equipment delivery issues and contracting issues between state and financial institutions. Current demonstration go-live is anticipated in Feb/Mar 2021.

11. Conduct fixed facility review for location for new Salinas Operations and Maintenance Facility. March 2021
Status: Project postponed
12. Procure and begin installation of new software applications including Human Resources/Payroll HRIS. January 2021
Status: Project on track
13. Conduct Market Research including passenger and community survey. July 2020
Status: Completed using online tools.
14. Publish RFP for all purchased transportation services to include Fixed Route, On Call, and RIDES Paratransit service. June 2021
Status: Project on track.
15. Upgrade the MST computer network infrastructure, incorporating current stand-alone servers into a modernized virtual environment, to allow for expansion over a 10-year period. October 2020
Status: Complete
16. Complete demolition of FORA building on Quartermaster/5th Ave. June 2021
Status: Funding allocated and procurement underway.
17. Conduct comprehensive operational analysis for South County services June 2021
Status: Consultants hired and project underway.

FY 2021 DRAFT Ongoing and Recurring Action Items

1. Continue efforts to ensure passenger and employee safety and security.
2. Continue transit activities within board adopted operational and financial performance standards.
3. Continue efforts to finance and maintain a state of good repair for MST fleet and facilities
4. Maintain ongoing community partnerships and seek new opportunities as appropriate.
5. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements.
6. Actively participate in state and national trade associations to support issues of local concern.
7. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors.
8. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.
9. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.
10. Adopt and execute federal and state legislative programs.
11. Continue marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation.
12. Continue board development activities including educational and policy reviews.
13. Continue to adopt policies and adapt practices to ensure safety and cyber security of MST data and telecommunications systems, networks, and programs.
14. Continue to seek funding from grant sources and extra governmental partnerships to maintain and expand mobility services within the communities we serve.

Blank Page

January 29, 2021

Dr. Edward Moreno, Director of Public Health
County of Monterey
1200 Aguajito Rd #003
Monterey, CA 93944-3223



Re: Front-Line Essential Transit Workers

Dear Dr. Moreno:

Over the past several months, I have appreciated you and your staff taking time to discuss pandemic related issues with the Monterey-Salinas Transit COVID-19 task force. In our most recent discussion, I asked for your consideration of moving MST front-line personnel from Phase 1B Tier 2 to Tier 1 of essential workers to receive priority vaccinations. We were disappointed to learn of the state public health officer's recent decision to eliminate Tier 2 in its entirety from the state vaccination hierarchy in favor of an age-based methodology. With this news, I must reiterate the importance of MST front-line employees receiving vaccination priority for them to continue to effectively provide mobility and support services to the other front-line essential workers, elderly, and disabled residents of Monterey County.

As a reminder, MST front-line workers, which includes our drivers and on-street supervisors, provide a wide variety of public mobility services throughout Monterey County including fixed route, on demand ADA paratransit, and subsidized taxi services serving primarily low-income essential workers, seniors, veterans, and persons with disabilities throughout Monterey County. And while it is true that the pandemic and the continuous shelter-in-place order have resulted in a reduction in the use of our services, it is important to note that since March 18, 2020 MST has carried over 950,000 passengers. These passengers primarily represent disadvantaged populations from low income, Latinx communities who rely on our buses for travel to medical appointments, for shopping, and to essential service jobs. Every hospital in the county, as well as all dialysis centers, pharmacies, all clinics, and every doctor's office in the county is served by public transit.

An analysis of MST passenger counting systems reveals that approximately 950,000 essential passenger trips have been taken since the original Shelter-In Place order went into effect. Comprising nearly 80% MST RIDES (ADA paratransit) trips and 36% fixed route trips, 362,000 passengers were provided transportation to health care facilities, hospitals, pharmacies, clinics, urgent care facilities and dialysis centers throughout the county. Many of these trips being made for critical life-sustaining procedures like ongoing kidney dialysis. The remaining non-medical transit trips were made by persons lacking access to private transportation to travel to essential food service and other essential jobs, or to go shopping for food and other family essentials.

The 270 front-line employees comprising of drivers and front-line supervisors of MST, and our contractors from MV Transit and local taxicab operators are a vital link to connecting some of the most vulnerable members of our community to basic medical service, food supplies, and income opportunities. The employees who have been on the job every day and night, every day since the pandemic began have also been called upon to assist with

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

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

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

MST BOARD AGENDA / FEBRUARY 8, 2021 MEETING / PAGE 205

evacuation of vulnerable members of our community from the wildfires this past summer, and the floods and debris flows of the past week. They have delivered meals, donated surgical masks, and helped rural and disadvantaged communities to access online learning resources. Additionally, County Health has sought the assistance of MST to provide transit services to mass vaccination locations once they are established.

While to date MST has spent \$3.0 million dollars in personal protective equipment, cleaning supplies, and physical barriers onboard MST buses, we cannot protect our employees outside of their work environment. The largest percentage of our employees live within the 93905 and 93906 zip code areas of Salinas which also happens to be where the highest concentration of COVID-19 transmission occurs within our county. Given the news of COVID variants with higher transmission rates showing up in our county, we are most concerned for the health and well-being of these front-line workers who are essential to providing access to medical care and other essential services to the vulnerable low-income, disabled, and elderly members of our community who depend upon them.

I understand that vaccines are still difficult to come by and that all counties must ration vaccine supplies to those who are in most need. San Luis Obispo County, a county with less resources than our own, has already started vaccination of their front-line transit workers. Our county's front-line transit employees represent a very small percentage of all those currently eligible under Phase 1B Tier 1 in Monterey County and providing vaccines to these workers would not place an undue burden on our local vaccination system.

Should a significant outbreak of community spread COVID-19 occur within MST's front-line workforce we may not be able to continue the necessary services upon which our community depends to maintain their health and well-being. Therefore, on behalf of MST's front-line employees, and the members of the community they directly support, I must insist that you utilize your authority to include these essential workers within the current Phase 1B Tier 1 for vaccinations as they provide significant and essential medical, social, and emergency mobility and support to our most vulnerable community members. Failure to do so could result in harm and hardship to our local community.

Thank you for your consideration and I look forward to your response. Please feel free to contact me directly if you have any questions at 831-264-5001.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carl Sedoryk".

Carl Sedoryk
General Manager/CEO

CC Monterey County Board of Supervisors

Did Governor Newsom Forget About Transit Workers in Vaccine Rollout?

Until yesterday, transit workers were recognized as essential workers who should be prioritized for vaccinations against COVID. Then state plans changed and transit workers are left wondering why they've been left out.

By Melanie Curry | Jan 26, 2021 | 2 COMMENTS



Photo courtesy of BART

The California Transit Association sent a letter to Governor Newsom [[PDF](#)] asking for clarification on his [change in plans for vaccinating California state residents](#). Currently, the state is giving vaccine priority to people 65 and over and to workers in

MST BOARD AGENDA / FEBRUARY 8, 2021 MEETING / PAGE 207

health care, emergency services, food and agriculture, and education. The plan as of last week was to shift to a new tier of prioritized population groups, including transit workers. Under the new plan, once those first groups are mostly vaccinated, the focus will shift to age groups.



The Governor's Office says the reason for the change is to simplify the vaccine rollout, but the California Transit Association is concerned.

Transit operators are keenly aware that their jobs are essential; the transportation they provide helps essential workers get to their jobs, and many of their riders have no other options for getting to work. "Survey data has found that these essential workers cannot work from home and are overwhelmingly people of color and/or low-income, tracking closely with the findings of the ridership surveys our members have conducted during the pandemic, which also show that many of today's riders lack access to a personal automobile," says the Association's letter.

These are not discretionary trips, especially right now. While restaurants, clubs, bars, gyms, church services, theaters, and the like were closed down, people still needed to get to medical appointments and jobs. Transit services "are absolutely essential and critical for people who do not have access to autos," Carl Sedoryk, CEO of Monterey-Salinas Transit District (MST), told Streetsblog. His agency, which serves "one-fifth of the California coast – from Paso Robles to the San Jose airport," has "provided our fixed route and ADA services every day" since the pandemic began. "Christmas Day, New Years Day – our drivers, our mechanics, our staff, have been working every day."

But transit workers and agencies have been doing much more than that. [MST is an example of the new and creative roles transit agencies have embraced](#) to deal with the pandemic and the shutdowns.

The district committed to using its community assets "to help the economic recovery of all the communities we serve," in alignment with FEMA's Whole Community Recovery concept, according to Sedoryk.

That has meant:

- Distributing donated masks to farmworkers in the Salinas Valley, where much of California's produce is grown, and where COVID infection rates have been high.

- Stationing currently unused commuter buses in rural and underserved areas that lack internet access to provide wifi for high school students.
- Partnering with Meals on Wheels to deliver over 8,000 meals to seniors and other people with food insecurity.
- Providing medical transportation for veterans when their usual elderly volunteer drivers were no longer able to do so; “the provider discontinued those services because of the age of their volunteers,” said Sedoryk, so MST took over the services.
- Donating surplus vehicles to nonprofits to use for transporting homeless people to shelters and medical appointments, and to La Clinica Valle de Salinas to use as mobile COVID testing units.



“Over the summer, we were dispatched to evacuate resident care facilities that were threatened by wildfire, and just this last week, we were placed on notice to be ready to evacuate people affected by potential debris flow from the significant rainfall expected today,” said Sedoryk.

Also important is the role transit will play in an equitable rollout of the vaccine for everyone else, which Governor Newsom has repeatedly said is a goal for the state. The Association’s letter applauds this goal, but notes:

To be equitable, the plan must identify more than just the populations that would receive prioritization and actively consider how Californians will reach their vaccination sites. For many low-income people, disabled individuals, seniors, communities of color, and essential workers, accessing the vaccine will require a trip on a bus, rail car or paratransit vehicle.

It would be unfortunate for the state to not ensure that those trips are as safe as possible for the rider and the transit frontline worker by ensuring transit frontline workers are vaccinated.

The letter requests the Governor to consider either preserving the previously stated commitment to prioritizing transit workers for the vaccine or elevating them to equal consideration with other essential workers such as health care and emergency services.

So far, the Association has not received a response from the Governor.

While eventually huge swaths of the population will be vaccinated, the massive numbers of infections are concerning now, and transit workers are particularly vulnerable. Despite precautions including masks, distancing, barriers, training, and the development of contactless payment systems, transit workers are still getting sick, and [some union groups are particularly worried about it](#).



“I don’t envy the governor, or his staff, or our local public health officials,” said Sedoryk. “There are few good decisions here and we’re in uncharted territories. I’m not going to beat up on them – but [the policy change] was disheartening for those of us who have been on the front lines throughout.”

“We would like to see the same level of commitment to our drivers as our drivers have made to our communities,” he added.

Filed Under: Public Transportation, Streetsblog California, promoted

Subscribe to our
DAILY EMAIL DIGEST

Enter Email

SIGN UP

MOST RECENT

Today's Headlines

L.A. Metro to Restore Bus Service

Updates from the January 2021 L.A. Metro Board Meeting

Bay Area Wants More Rail

Talking Headways Podcast: The Magic (Electric) Bus

Thomas Walters & Associates, Inc.
Washington, DC

December 29, 2020

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY 2021 Appropriations

The *FY 2021 Transportation and Housing and Urban Development (THUD) Appropriations Act* was signed into law on December 27 as part of a massive omnibus funding bill that included numerous other provisions attached to this “must-pass” legislation to ease their path to enactment. Enactment of a full-year appropriations bill is important to MST because this allows FTA to quickly apportion the transit formula funding in the bill that is critical to your cash-flow.

The DOT funding measure fully funds FTA’s transit formula programs at the \$10.15 billion authorized level and once again provides additional funding to increase certain programs above their authorized levels. Among the programs of importance to MST, the bus grant programs were funded at the following levels:

- Bus/Facilities Formula - \$582.6 million (\$118 million increase above authorized level),
- Bus Discretionary Grants - \$414 million (\$125 million increase), and
- Low/No Emission Bus Grants - \$180 million (\$125 million increase).

The appropriations legislation also includes \$2 billion for Capital Investment Grants/New Starts, which is roughly level with what was enacted for the program last year. This program has been useful in the past for funding MST’s Bus Rapid Transit. In addition, \$1 billion is once again provided for the BUILD grant program, for which transit agencies are eligible to apply.

COVID-19 Relief Legislation

After months of back-and-forth negotiations and a last-minute threat by President Trump to withdraw support, an agreement on a fifth legislative package to provide relief from the COVID-19 pandemic was signed into law on December 27. The legislation includes over \$900 billion for relief and recovery programs, including additional forgivable loans through the Small Business Administration, an expanded unemployment insurance program, and additional direct payments to individuals. The COVID-19 relief provisions were combined with the omnibus appropriations

Don Gilchrest
December 29, 2020

package and dozens of other legislative proposals and passed as part of H.R. 133, the *Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)*.

Throughout the drafting process for CRRSA, we continued to advocate for additional COVID-19 assistance to transit agencies like MST. The final legislation includes \$14 billion for transit relief. \$13.3 billion will be allocated according to the existing urbanized area formula program, with the proviso that combined funding to an agency from the CARES Act and CRSSA cannot exceed 75 percent of a normal year's operating expenses. There is also \$678.6 million for section 5311 rural transit grants.

Thomas Walters & Associates, Inc.
Washington, DC

January 26, 2021

TO: Carl Sedoryk

FROM: Don Gilchrest

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

COVID-19 Relief Legislation

President Biden and congressional Democrats have agreed to prioritize additional pandemic relief as the first major legislative initiative for 2021. The Administration has proposed a \$1.9 trillion relief package called the “American Rescue Plan,” which includes a proposal for an additional \$20 billion of relief to transit agencies. The package also includes proposed emergency payments to state and local governments, additional direct payments to individuals, enhanced unemployment benefits, funding for vaccine distribution, and numerous other forms of assistance.

There are several possible legislative approaches for enacting another relief package, primarily distinguished by how much bipartisan support can be achieved in the Senate. President Biden has been seeking broader support for his proposals, while the more partisan budget reconciliation process is also being considered as an alternative. In addition, a bipartisan group of Senate moderates, including Senator Collins (R-ME) and Senator Manchin (D-WV), recently discussed the possibility of pursuing a more targeted approach that would lower the cost of the legislation.

Fiscal Year 2022 Budget Process

The annual appropriations process usually begins with submission of the President’s budget proposals in early February. This process is typically delayed with the start of a new Administration because of the need to staff key positions. In addition, the continuation of the pandemic disruption is impacting the development of the annual budget because of the concurrent emphasis on providing supplemental emergency funding for COVID-19 relief and the drafting of economic stimulus proposals.

We are closely monitoring the budget situation for any impacts on MST or opportunities for your advocacy program. The most likely next steps are submission of a bare-bones budget proposal by the Biden Administration next month, followed by more detailed budget submissions in April or May. It is also possible that the drafting process for the twelve annual appropriations bills could be wrapped into the reauthorization of surface transportation programs and/or budget reconciliation legislation.

Infrastructure Funding

President Biden is planning to follow up the push for pandemic relief by rolling out a major infrastructure initiative in February aimed at assisting economic recovery from the pandemic disruption. Pete Buttigieg, the Biden nominee to serve as the Secretary of Transportation, also reiterated the need for infrastructure investment during his confirmation testimony before the Senate Commerce Committee on January 22.

A starting point for economic stimulus discussions is H.R. 2, the *Moving Forward Act*, which was passed by the House last July, but which was not taken up by the Senate during the 116th Congress. H.R. 2 proposed about \$1.5 trillion in spending on a broad array of infrastructure, with a \$494 billion reauthorization of surface transportation programs at the core of the effort. The legislation that is proposed this year is likely to be larger in size than H.R. 2, with significant additions intended to mitigate climate change and promote a green economy.

Representative Panetta has informed us that he intends to reintroduce his proposed *Green Bus Tax Credit Act* in the near future. This proposal, which was previously introduced in the 116th Congress as H.R. 5163, would create a 10 percent manufacturer's tax credit for electric and hydrogen fuel-cell buses and help make zero emission vehicles affordable for public transit agencies like MST. As a member of the Ways and Means Committee, Representative Panetta was successful in getting the legislation added to H.R. 2 last year and it is a good candidate for similar treatment this year.

Senate Organization

The election of two new Senators from Georgia has given Democrats control of the Senate. However, much of the ability of the new majority to organize has been held up pending a rules agreement between the parties on how the Senate will function under the current 50-50 split. This is most directly impacting the work of committees, which cannot effectively function until new members are assigned and new chairs are named.

Another wrinkle that could potentially slow legislative progress is the impeachment trial of former President Trump. Speaker Pelosi (D-CA) forwarded the article of impeachment to the Senate on January 25 and the trial is planned to begin on February 9.

Lobbying Opportunities/Outlook

We are continuing to advocate for your Board's adopted federal agenda, including transit funding, infrastructure and COVID-19 relief, as Congress and the Administration begin the new year. Although a wide gap exists between the two parties on many of these issues, transportation and infrastructure issues continue to generate bipartisan interest. In addition, we are continuing to coordinate with you and your staff regarding virtual lobbying opportunities for MST as these major debates get underway.

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Advocacy Update

Governor Newsom introduced his proposed FY 22 state budget on January 8th. The Budget includes a robust *Equitable Recovery for California's Businesses and Jobs* plan, inclusive of significant new investments in small business grants, job creation and retention, workforce development, deferred maintenance, housing, and zero-emission vehicles and infrastructure. The Budget acknowledges the "*significant financial hardship*" faced by transit agencies and notes that the Administration continues to work with the federal government to obtain "*ongoing federal support.*"

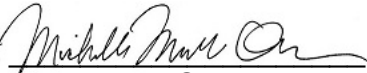
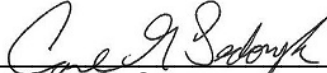
While the Budget does not include new state-level emergency funding support for transit agencies, it does present improved estimates for key state funding programs that MST relies upon or has benefitted from in the past: State Transit Assistance (STA) Program, Low-Carbon Transit Operations Program, and the Transit and Intercity Rail Capital Program. The proposed Budget also recommends "regulatory and reporting relief" related to the Transportation Development Act (TDA), allowing agencies to plan with more certainty and flexibility for the expenditure of state transit funding.

The CTA continues to support TDA reform. The Task Force will advocate for an additional one-year extension on farebox requirements through a budget act. The plan for a longer-term effort will be decided next year after transit operators have had some time to recover from the pandemic.

UCLA Institute of Transportation Studies has produced a report indicating that transit operators have seen a clear increase in people experiencing homelessness on their systems. While the Legislature and Administration have dedicated millions of General Fund dollars to create the Homeless Emergency Aid Program (HEAP) and Homeless, Housing, Assistance and Prevention Program (HHAP), transit operators have unfortunately been precluded from applying for such grants. CTA is urging the Assembly Housing and Community Development Committee and Assembly Budget Subcommittee No 4 of State Administration to develop programs and policies that recognize transit's critical role in reaching unhoused individuals and connecting them to support services. Transit operators must be eligible for one-time state funding in addition to any new dedicated sources of funding for homelessness. CTA is also advocating for greater direction and guidance to current funding recipients and to require coordination with their transit operators to create more meaningful and successful partnerships. CTA will be voicing comments during budget committee hearings.

The state legislature reconvened on January 11th. February 19th will be the last day for new bills to be introduced. CTA is working on several agency-sponsored bills this session:

- Proposal to expand current vehicle code authorizing forward-facing cameras to cite violators who park in bus-only lanes.
- Proposed amendment to AB 2394 (Garcia 2016) to require Medi-Cal customers' managed care plans to reimburse public transit operators for Medi-Cal eligible trips.
- Expand bus-on-shoulder applications throughout the state
- Proposal to ensure the availability of diagnostic software for transit vehicles sold in California

PREPARED By:  REVIEWED: 
Michelle Overmeyer Carl G. Sedoryk