



MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AGENDA

March 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 March 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, March 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/u/azpUB9vO7>

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Adopt Resolution 2021-21 recognizing Linda Andrada, as Employee of the Month for March 2021. (Norman Tuitavuki) (Page 7)
- 3-2. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on February 8, 2021. (Jeanette Alegar-Rocha) (Page 9)
- 3-3. Approve Minutes of the MST Board Meeting on February 8, 2021. (Jeanette Alegar-Rocha) (Page 13)
- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of November 2020.(Sonia Wills) (Page 19)
- 3-5. Financial Reports – January 2021. (Lori Lee) (Page 21)
 - a) Accept report of January 2021 Cash Flow
 - b) Approve January 2021 Disbursements
 - c) Accept Report of January 2021 Treasury Transactions
- 3-6. Authorize General Manager/CEO to Execute Amendment No. 9 to the Contract with MV Transportation Extending the Reimbursement Term of CARES or CRRSAA Eligible Expenses in an Amount not to Exceed \$35,000 per Month. (Marzette Henderson) (Page 29)
- 3-7. Reject Claim by Claimant Marcelino Cortez. (Lisa Cox) (Page 33)
- 3-8. Receive Draft Minutes of the MAC Committee on January 27, 2021. (Claudia Valencia) (Page 35)

- 3-9. Authorize the General Manager/CEO to Execute an Agreement with Trapeze to Purchase Hardware and Software for the FuelFocus System to be Installed at the South County Operations and Maintenance Facility in an Amount not to Exceed \$160,000. (Sandra Amorim) (Page 39)
- 3-10. Authorize General Manager/CEO to Enter Into a Contract to Purchase Probe and Vault Equipment to be Installed at the South County Operations and Maintenance Facility in an Amount Not to Exceed \$111,500. (Sandra Amorim) (Page 41)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month, March 2021
- 4-2. 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)
- 4-3. Transit 101: Comprehensive Operational Analysis. (Michelle Overmeyer) (Page 43)

5. PUBLIC HEARINGS

- 5-1. FY 2021 Program of Projects for Federal Transit Administration Section 5307 Funding. (Matthew Deal) (Page 75)
 - a) Conduct Public Hearing for FY 2021 Program of Projects,
 - b) Adopt the FY 2021 Program of Projects; and
 - c) Authorize the Filing of the Appropriate Grant Applications with the Federal Transit Administration and Caltrans.

6. ACTION ITEMS

- 6-1. Approve FY 2021 Mid-Year Budget Adjustment. (Lisa Rheinheimer) (Page 77)
- 6-2. Review Draft FY 22 – 25 Strategic Plan and Draft 2 Year Action Plan and Provide Comment. (Carl Sedoryk) (Page 89)

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – January 2021 (Page 111)
- 7-2. Federal Legislative Advocacy Report – February 2021 (Page 143)

7-3. State Legislative Advocacy Update (Page 145)

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.

a) Reminder of Upcoming Conferences/Virtual Meetings.

i. APTA Mobility Conference Virtual Event, March 16-20, 2021

ii. APTA Spring Legislative Conference Virtual Event, May 19, 2021

b) Board Printed Agenda Packets Opt. In. (Jeanette Alegar-Rocha)

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. ATTACHMENTS

10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for January 2021 can be viewed online within the GM Report at
<http://mst.org/about-mst/board-of-directors/board-meetings/>

11. ADJOURN

NEXT MEETING DATE: April 12, 2021

REMOTE CONFERENCE ONLY

ZOOM MEETING

10:00 a.m.

NEXT AGENDA DEADLINE: March 30, 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

Blank Page

**LINDA ANDRADA
MARCH 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, Linda Andrada began her employment with Monterey-Salinas Transit in February 2009 as a Coach Operator. Entering her 12th year working as a professional coach operator, she has received many commendations from our customers and has earned several Safe Driving awards; and

WHEREAS, Linda Andrada noticed a child that fit the description of a missing boy she had recently read about. Linda acted quickly, followed her instincts, and pulled over to check on the child. Linda learned the boy was lost and confirmed this was in fact the boy she had read about. With the help of MST Center, Linda was able to help reunite the child with his family; and

WHEREAS, Linda Andrada exemplified what MST Employees do daily.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Linda Andrada as Employee of the Month for March 2021; and

BE IT FURTHER RESOLVED that Linda Andrada 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 DISTRICT PASSED AND ADOPTED RESOLUTION 2021-21 this 8th day of March 2021.

Dan Albert
Board Chair

Carl Sedoryk
Board Secretary

Blank Page

Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Draft Minutes

February 8, 2020
9:00 a.m.

Present:	Joe Amelio Tony Barerra (Vice Chair) Jeff Baron Mary Ann Carbone Lorraine Worthy	City of Pacific Grove City of Salinas City of Carmel-by the Sea City of Sand City City of Gonzales
Absent:	Anna Velazquez (Chair)	City of Soledad
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Alvin Johnson Lisa Cox 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 Accountant and Budget Manager Marketing and Customer Service Manager Transportation Manager Risk and Security Manager Contract Services Manager
Counsel:	Dave Laredo Michael D. Laredo	General Counsel, De Lay & Laredo Assistant Counsel, De Lay & Laredo

1. Call to order.

Vice Chair Amelio 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. CONSENT AGENDA

- 3-1. Approve Minutes of the Board Operations Performance / BOPC Committee on December 14, 2020. (Jeanette Alegar-Rocha)

Director Worthy made the motion to approve the minutes which was seconded by Director Carbone with the noted correction:

ABSENT: Mary Ann Carbone City of Sand City

A roll call vote was taken and the motion passed unanimously.

4. ACTION ITEMS

- 4-1. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

Carl Sedoryk provided the Committee a review of the MST Operations Performance from the General Manager's report of the regular Board Agenda.

- 4-2. Receive South County Operations and Maintenance Facility Construction Update. (No Enclosure) (Lisa Rheinheimer)

Lisa Rheinheimer provided the Committee an update on the South County Operations and Maintenance Facility Construction.

- 4-3. Receive Update on MST Project List for Inclusion in the Regional Transportation Plan and Metropolitan Transportation Plan. (Page 6) (Michelle Overmeyer)

Michelle Overmeyer provided the Committee an update on the MST Project List for Inclusion in the Regional Transportation and Metropolitan Transportation Plans.

- 4-4. Receive Update on SURF! Busway and Bus Rapid Transit Project Progress. (No Enclosure) (Lisa Rheinheimer)

Lisa Rheinheimer provided the Committee an update on the progress of the SURF! Busway and Bus Rapid Transit Project.

- 4-5. Receive Update on Timeline of the Comprehensive Operational Analysis. (Michelle Overmeyer)

Michelle Overmeyer provided the Committee a report on the Comprehensive Operational Analysis timeline.

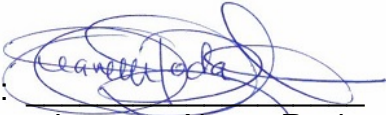
5. Closed Session

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.

None.

6. Adjourn.

With no further business, Vice-Chair Amelio adjourned the meeting at 9:30 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

February 8, 2021

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

Counsel: David Laredo
Michael D. Laredo
Heidi Quinn

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

Public:

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 Carbone.

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

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

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

Before swearing in John Gaglioti, Chair Albert recognized Director Pacheco's birthday. John Gaglioti took the Oath of Office and was sworn in as the MST representative for the City of Del Rey Oaks.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE 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 2021-18 recognizing Matthew Deal, Grants Analyst, as Employee of the Month for January 2021. (Michelle Overmeyer)
- 3-2. Adopt Resolution 2021-19 recognizing Charles Coleman, Coach Operator, as Employee of the Month for February 2021. (Norman Tuitavuki)

- 3-3. Adopt Resolution 2021-20 recognizing Leticia Trevino, Coach Operator, as Employee of the Year 2020. (Norman Tuitavuki)
- 3-4. Approve Minutes of the MST Board Meeting on December 14, 2020. (Jeanette Alegar-Rocha)
- 3-5. Financial Reports – November and December 2020. (Lori Lee)
 - 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)
- 3-7. Receive Minutes of the Board Operations Performance / BOPC Committee on December 14, 2020. (Jeanette Alegar-Rocha)
- 3-8. Approve Minutes of the MST Board Meeting and Strategic Planning Workshop on January 11, 2021. (Jeanette Alegar-Rocha)
- 3-9. Receive Minutes of the MAC Committee on November 18, 2020. (Claudia Valencia)
- 3-10. Receive Draft Minutes of the MSTC Board Meeting on December 14, 2020. (Jeanette Alegar-Rocha)
- 3-11. Receive MST's Audited FY 2020 Comprehensive Annual Financial Report. (Lisa Rheinheimer)
- 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)
- 3-13. Reject Claim by Claimant Maria Refugio Mendez. (Lisa Cox)
- 3-14. Receive Report From 3rd Wind Leadership on January 11, 2021 Board of Directors Strategic Planning Workshop. (Carl Sedoryk)
- 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)

End of Consent Agenda

Public Comment - None

Director Amelio made the motion to approve all items on the consent agenda, which was seconded by Director Carbone. A roll call vote was taken with 11 voting in favor and 1 absent. Director Gaglioti voted in favor of all items on the consent agenda and abstained from items 3-4 and 3-8. The motion passed.

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)

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)

Public Comment - None

Director LeBarre made the motion to approve item 6-1, which was seconded by Director Amelio. A roll call vote was taken with 12 voting in favor and 1 absent.

- 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)

Boardmembers asked about the methodology and how the Policy will be

implemented, communicated and monitored for effectiveness. Kelly Halcon reported that the Policy is a requirement of Cal-OSHA and based on protocols established by MST.

Director Carbone asked if the Policy needed to be posted for MST employees. Kelly Halcon responded that the Policy is already in place and employees are aware of the protocols.

Public Comment - None

Director Amelio made the motion to approve item 6-2, which was seconded by Director Carbone. A roll call vote was taken with 12 voting in favor and 1 absent.

Director Worthy left the meeting at 11:15 a.m.

- 6-3. Approve Monterey-Salinas Transit's COVID-19 Vaccination Plan.
(Kelly Halcon)

Director Burnett asked if MST would be able to track and report compliance. Kelly Halcon responded that MST sent a survey out to employees about interest in getting the vaccine with final results pending.

Director Burnett also asked if there would be consequences for employees declining the vaccine. Kelly Halcon responded that it is an Americans Disabilities Act (ADA) and Equal Employment Opportunity (EEO) violation for employers to mandate getting the vaccine. However, the vaccine can be highly encouraged.

Public Comment – None

Director Alejo made the motion to approve item 6-3, which was seconded by Director Gaglioti. A roll call vote was taken with 11 voting in favor and 2 absent.

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
- 7-2. Federal Legislative Advocacy Report – January and February 2021
- 7-3. State Legislative Advocacy Update
- 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.

Director LeBarre commented that the APTA Transit Boardmember Conference is informative and the Board would benefit from attending. Chair Albert asked the clerk to forward registration information when it becomes available.

Director Amelio announced that the City of Pacific Grove Chamber of Commerce will plant 300 American flags between February 17-19 at Lover's Point. A socially distanced memorial ceremony for those who passed away from COVID-19 will be held at 10:00 a.m. on Friday, February 19, 2021 at Lover's Point.

8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION

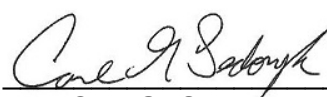
None

8. COMMENTS BY BOARD MEMBERS

9. ADJOURN

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

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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

RECOMMENDATION:

Receive Report on Lost and Found Items Left on MST Property for the Month of November 2020.

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 (PPE) and stored in a secure area to limit possible exposure of COVID-19. 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: Lori Lee
Subject: **FINANCIAL REPORTS – JANUARY 2021**

RECOMMENDATION:

1. Accept report of January 2021 cash flow presented in Attachment #1
2. Approve January 2021 disbursements listed in Attachment #2
3. Accept report of January 2021 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance January 1, 2021	\$18,301,324.00
Revenues	4,721,701.72
Disbursements	<u><4,242,685.42></u>
Ending balance January 31, 2021	<u>\$18,780,340.30</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 January 2021, MST had a \$3,175,378 year-to-date surplus to budget on the fixed-route operations and a \$1,314,706 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$4,490,084.

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

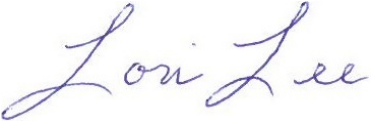
1. Benefits – This 15.4% negative variance for the month of January can be primarily attributed to the timing of the two holidays in the month of January. MST's holiday benefits are budgeted evenly over the 12 months, which often cause negative variances in months where there are holidays. During these months, a higher than average holiday expense will result.

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 January, MST spent \$44,563.08 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. January 2021 Cash Flow
2. January 2021 Disbursements
3. January 2021 Treasury Transactions
4. January 2021 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 01/01/2021 18,301,324.00

Revenues

Passenger Revenue	204,494.05	
DOD Revenue	4,965.12	
LTF / STA / SGR	2,977,364.18	
Sales Tax	840,523.88	
Grants	655,656.55	
Interest Income	297.07	
Non Transit Revenue	38,400.87	
Total Revenues	4,721,701.72	4,721,701.72

Disbursements

Operations (See Attachment #2)	3,452,484.86	
Capital	790,200.56	
Total Disbursements		(4,242,685.42)

Ending balance 01/31/2021 **18,780,340.30**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	1,079,276.77
Local Agency Investment Fund (LAIF)	7,200,108.35
Money Market - Mechanics Bank MM	5,271,730.47
Money Market - Mechanics Bank	1,488,042.74
Money Market - LCTOP	2,144,329.66
Money Market - State of Good Repair	1,092,196.65
Money Market - FOR A/Other	485,441.09
Bank of America - Escrow	8,988.07
Petty cash fund, STC Coin Machine, and 2 change funds	10,226.50
Total	18,780,340.30

PAYROLL ACCOUNT

January 15 Payroll & Related Expenses	618,713.48	
January 29 Payroll & Related Expenses	645,793.16	
PERS & 457	317,898.94	
Garnishments	2,880.62	
PERS Health Insurance	<u>340,749.15</u>	
	1,926,035.35	1,926,035.35

GENERAL ACCOUNT

Disbursements on Attached Summary	2,189,821.67	
Paydown Loans	63,572.63	
Workers Comp. Disbursements	49,635.07	
Interest Expense	10,500.46	
Reimburse RTA	995.57	
Bank Service Charge	<u>2,124.67</u>	
	2,316,650.07	2,316,650.07
Total Disbursements		<u>4,242,685.42</u>
Less Capital Disbursements & Transfers		(790,200.56)
Operating Disbursements		<u><u>3,452,484.86</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR January 01, 2021 - January 31, 2021

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 01/08/2021	58227 - 58372	1,825,911.72
Accounts Payable 01/11/2021	58373 - 58380	1,200.00
Accounts Payable 01/22/2021	58381 - 58490	328,667.75
Accounts Payable 01/21/2021	58491 - 58497	34,042.20
TOTAL		<u>2,189,821.67</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
DIEDE CONSTRUCTION,	South County Facility	58264	1/8/21	726,701.55
CALIF TRANSIT INS	Recurring Expense	58242	1/8/21	227,982.05
MV TRANSPORTATION	Recurring Expense	58315	1/8/21	545,934.68

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

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

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 02/08/2021	1,048,071.25
Payroll and benefits for payperiods 3/7-2/5/2021 paid	2,076,183.11
	<u>3,124,254.36</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	11,233.28
Total MV COVID-19 expenses reimbursed to date	<u>11,233.28</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 DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from January 1, 2021 to January 31, 2021

(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	129,027	136,448	-7,421	903,801	955,136	-51,335
Special Transit	8,033	221,585	-213,552	38,536	1,551,095	-1,512,559
Cash Revenue	12,374	23,390	-11,016	90,786	163,730	-72,944
Cash Grants & Reimbursement	3,430,929	3,430,929		24,093,078	24,016,503	76,575
Total Revenue	3,580,363	3,812,352	-231,989	25,126,201	26,686,464	-1,560,263
Expenses						
Labor	1,170,281	1,365,152	-194,871	8,216,614	9,556,064	-1,339,450
Benefits	1,050,860	910,345	140,515	6,283,230	6,372,415	-89,185
Advertising & Marketing	10,352	9,826	526	56,337	68,782	-12,445
Professional & Technical	39,241	89,475	-50,234	336,103	626,325	-290,222
Outside Services	39,681	56,026	-16,345	315,351	392,182	-76,831
Outside Labor	101,721	167,816	-66,095	768,131	1,174,712	-406,581
Fuel & Lubricants	128,275	232,604	-104,329	822,405	1,628,228	-805,823
Supplies	81,185	94,110	-12,925	402,603	658,770	-256,167
Vehicle Maintenance	70,100	87,267	-17,167	460,989	610,869	-149,880
Marketing Supplies	111	2,667	-2,556	3,088	18,669	-15,581
Utilities	56,827	66,423	-9,596	340,161	464,961	-124,800
Insurance	110,458	121,545	-11,087	780,271	850,815	-70,544
Taxes	7,980	17,489	-9,509	53,925	122,423	-68,498
Purchased Transportation	387,682	464,536	-76,854	2,505,728	3,251,752	-746,024
Miscellaneous Expenses	19,984	41,635	-21,652	133,613	291,445	-157,832
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	13,337	27,172	-13,835	97,702	190,204	-92,502
Leases & Rentals	36,022	41,966	-5,944	260,486	293,762	-33,276
Total Operating Expenses	3,324,095	3,796,054	-471,959	21,836,737	26,572,378	-4,735,641
Operating Surplus (Deficit)	256,267	16,298	239,969	3,289,464	114,086	3,175,378

MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from January 1, 2021 to January 31, 2021

(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	8,766	23,143	-14,377	51,953	162,001	-110,048
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	551,660	551,660		3,861,620	3,861,620	
Total Revenue	560,426	574,803	-14,377	3,913,573	4,023,621	-110,048
Expenses						
Labor	9,431	11,125	-1,694	64,074	77,875	-13,801
Benefits	8,534	6,790	1,744	57,094	47,530	9,564
Advertising & Marketing		417	-417		2,919	-2,919
Professional & Technical		417	-417		2,919	-2,919
Outside Services						
Outside Labor	7,172	9,399	-2,227	55,514	65,793	-10,279
Fuel & Lubricants	34,477	50,000	-15,523	231,290	350,000	-118,710
Supplies	442	2,036	-1,594	2,807	14,252	-11,445
Vehicle Maintenance						
Marketing Supplies						
Utilities	120	120		840	840	
Insurance						
Taxes						
Purchased Transportation	305,555	464,911	-159,356	1,997,225	3,254,377	-1,257,152
Miscellaneous Expenses	29,191	29,588	-397	190,024	207,116	-17,092
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	394,921	574,803	-179,882	2,598,867	4,023,621	-1,424,754
Operating Surplus (Deficit)	165,506		165,506	1,314,706		1,314,706

Blank Page

To: MST Board of Directors

From: Marzette Henderson, Contract Services Manager

Subject: Contract with MV Transportation Inc. Permitting Reimbursement of COVID-19 Related and Eligible Expenses

RECOMMENDATION:

Authorize General Manager/CEO to execute Amendment No. 9 to the Contract with MV Transportation extending the reimbursement term of CARES or CRRSAA eligible expenses in an amount not to exceed \$35,000 per month.

FISCAL IMPACT:

The Amendment will extend MV Transportation's reimbursement eligibility of no more than \$35,000 per month through December 31, 2021.

Funding is available through the Coronavirus Aid, Relief, and Economic Security Act (CARES) or Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) and included in the FY 2021 Budget Adjustment.

POLICY IMPLICATIONS:

Your Board must approve any expenditure that could exceed \$100,000.

DISCUSSION:

History:

Due to the COVID-19 pandemic, MV Transportation's business volume and associated revenues have sharply declined since March 2020. The decline was a direct result of the decrease in vehicle revenue hours for MST's contracted fixed route and RIDES Paratransit services.

This sustained loss in revenues prompted the firm to contemplate a reduction in its workforce to reduce expenses to offset the decline in revenues. Also, MV has incurred additional costs for the purchase of personal protective equipment (PPE), enhanced vehicle cleaning, and installation of driver protective barriers on the MST mini-bus fleet.

These expenses are eligible for reimbursement with funds provided through the Coronavirus Aid, Relief, and Economic Security Act (CARES) or Coronavirus Response

and Relief Supplemental Appropriation Act (CRRSAA). Also, the FTA has issued guidance allowing transit agencies to amend third-party contracts to allow for CARES/CRRSAA reimbursement of these expenses to preserve a state of readiness for operations and maintenance activities.

Total expenses incurred from March 2020 - January 2021

In October 2020, your Board approved Amendment No. 7 which authorized MST to disperse reimbursements to MV Transportation for expenses allowable under the CARES Act. MV Transportation's qualified eligible expenses incurred from March 2020 to January 2021 total \$121,147. These expenses include:

- Additional wages for daily enhanced revenue vehicle deep cleaning;
- COVID-specific cleaning supplies;
- Personal protective equipment;
- Labor expense for installation of protective driver barriers and hand sanitizer dispensers (one-time expense).

Recurring monthly expenses:

The monthly reimbursement shall not exceed \$35,000 to reimburse MV Transportation for the following ongoing expenses:

- Additional wages for daily enhanced revenue vehicle deep cleaning;
- COVID-specific cleaning supplies;
- Personal protective equipment (PPE);
- Paid administrative leave for essential workers;
- Training, requalification, or recertification expenses as required for the remobilization of essential workers.

As part of the prior direction of your Board in September and October 2020, staff was asked to prepare a contract amendment with the following terms and conditions with MV Transportation to facilitate the reimbursement of CARES eligible expenses, as described above.

1. The reimbursed amount shall not exceed \$35,000 per month. Any additional amount requested shall not be paid without prior written authorization by MST's General Manager or designee.
2. The Amendment and its terms and conditions shall begin on March 4, 2020, and automatically expire at 11:59 p.m. on January 31, 2021 unless extended, terminated, or modified in writing by MST.
3. MST's responsibility is subject to the availability of funds. Specifically, any payment is contingent upon final approval and receipt of CARES funding grant or grants, or any future funding programs created in response to COVID-19.

4. CONTRACTOR shall provide documentation verifying that all CARES eligible expenses were paid by CONTRACTOR prior to receiving reimbursement from MST.
5. CONTRACTOR shall maintain an appropriate accounting system, consistent with the Federal Acquisition Regulation Part 31, and claimed expenses must be reasonable, allowable, and allocable under the terms of Part 31.201-2.
6. All payments under the provisions of this Amendment are subject to audit. CONTRACTOR agrees to submit all related records to MST, its agents, and cognizant state and federal authorities upon request.

Approval of this item will authorize the General Manager/CEO to execute Amendment No. 9 to the Contract with MV Transportation Inc. This matter will be returned to your Board on or before the December 2021 meeting if needed for review and consideration to extend or modify this contract amendment.

PREPARED BY:  REVIEWED BY: 
Marzette Henderson 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 Marcelino Cortez.

FISCAL IMPACT:

Unknown.

POLICY IMPLICATIONS:

None.

DISCUSSION:

The claim was submitted by claimant Marcelino Cortez on January 25, 2021 regarding an incident that occurred on December 29, 2020. Mr. Cortez uses a walker. Mr. Cortez entered the restroom without the use of his walker after it was cleaned by the cleaning crew. Mr. Cortez slipped and fell in the restroom located at the Salinas Transit Center.

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:  Lisa Cox
APPROVED BY:  Carl Sedoryk

Blank Page

MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

DRAFT MEETING MINUTES

January 27, 2021

Present:	Jessica McKillip Jennifer Ramirez Maureen McEachen Steven Macias Bobby Merritt Maria Magaña Reyna Gross	ITN Monterey County Partnership for Children Visiting Nurse Association The Blind and Visually Impaired Center Veterans Transition Center Central Coast Center for Independent Living (CCCIL) Alliance on Aging
Absent:	Melissa McKenzie Stefania Castillo Kathleen Murray-Phillips	The Carmel Foundation Transportation Agency for Monterey County (TAMC) Monterey County Dept. of Social Services
Staff:	Norman Tuitavuki Cristy Sugabo Kevin Allshouse Claudia Valencia Ruben Gomez Jose Sanchez Barajas Yohana Reyes Marzette Henderson Michelle Overmeyer	Chief Operating Officer Mobility Services Manager Mobility Services Coordinator Mobility Specialist Mobility Specialist Mobility Specialist Assistant Mobility Specialist Contract Services Manager Director of Planning & Innovation
Public:	Douglas Thomson Veronica Contreras	MV Operations Manager MV Coach Operator

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 November 18, 2020.

Committee Member Merritt made a motion to approve the Minutes and Committee Member Ramirez seconded. A roll call vote was taken with 7 votes in favor, 3 absent, and none against. The motion passed unanimously.

4. ACTION ITEMS

4-1. Recommend Jessica McKillip to the MST Board of Directors for MAC membership as the ITN Monterey County representative and Cheryl Tsuchiaura as an alternate member.

4-2. Recommend Stefania Castillo to the MST Board of Directors for MAC membership as the TAMC representative and Madilyn Jacobsen as an alternate member.

4-3. Recommend Reyna Gross to the MST Board of Directors for MAC membership as the Alliance on Aging representative.

4-4. Accept resignation from Aimee Cuda as member representing Central Coast Senior Services.

Committee Member Merritt made a motion to approve items 4-1, 4-2, 4-3 and 4-4, which was seconded by Committee Member Magaña. A roll call vote was taken with 7 votes in favor, 3 absent, and none against. The motion passed unanimously.

5. NEW BUSINESS

5-1. Election of Chair and Vice-Chair for 2021 (Chair)

Committee Member McEachen moved to approve Chair McKillip and Vice-Chair Ramirez to continue being Chair and Vice-Chair for 2021, and Committee Member Gross seconded. A roll call vote was taken with 7 votes in favor, 3 absent, and none against. The motion passed unanimously.

5-2. Received feedback from Committee on including youth representation from High School Student Government for MAC membership. (Cristy Sugabo)

Committee Members expressed interest in including youth membership on the MAC. Committee Members asked staff to take a less restrictive approach in the recruitment process and not limit efforts to the student government bodies.

6. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 6-1. MV Coach Operator, Veronica Contreras received Committee Recognition.
- 6-2. Certificate of Appreciation for Aimee Cuda
- 6-3. Received Presentation on Partnership for Children (Jennifer Ramirez)
- 6-4. Received Update on the South County Service Planning (Michelle Overmeyer)

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. Presentation request of demographic population forecast for Monterey County (Member Magaña)

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 2:21 p.m.

PREPARED BY: *Claudia L. Valencia*
Claudia Valencia

REVIEWED BY: *Kevin Allshouse*
Kevin Allshouse

Blank Page

To: Board of Directors

From: Sandra Amorim, Procurement & Contracts Manager

Subject: Trapeze Enterprise Asset Management (EAM) - Assetworks FuelFocus System

RECOMMENDATION:

Authorize the General Manager/CEO to execute an agreement with Trapeze to purchase hardware and software for the FuelFocus system to be installed at the South County Operations and Maintenance Facility in an amount not to exceed \$160,000.

FISCAL IMPACT:

The cost of the hardware and software is for an amount not to exceed \$160,000. This amount was included in the South County Operations and Maintenance Facility as well as the FY 21 Budget Adjustment. Funds are available from federal, state, and local grants as well as the federal low-interest loan authorized by the MST Board in October 2020.

POLICY IMPLICATIONS:

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

DISCUSSION:

In April 2005, MST implemented the Assetworks Inc. Maintenance system (now known as Trapeze EAM). The system is used to keep track of the maintenance of the MST revenue and non-revenue fleet. The automated fleet fueling and fluid dispensing system is integrated with this product.

Due to the construction of the South County Operations and Maintenance Facility in King City, there is a need to install hardware for the fueling and fluid dispensing system. There is also a software licensing component, configuration, and installation cost for this system. This software and hardware will be integrated into an existing system that allows MST to track current fuel and fluid levels and dispense the correct fuel or fluid into the appropriate vehicle types.

Due to the complex and proprietary nature of this hardware and software, MST cannot retain the services of another vendor for this equipment. Therefore, a price analysis was performed, and staff found the pricing to be fair and reasonable. Approval

of this item will allow staff to purchase and install this equipment as part of the South County Operations and Maintenance Facility.

ATTACHMENT(S):

None

PREPARED BY:


Sandra Amorim

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors

From: Sandra Amorim – Procurement & Contracts Manager

Subject: Genfare (GFI) Probe and Vault Station

RECOMMENDATIONS:

Authorize General Manager/CEO to enter into a contract to purchase probe and vault equipment to be installed at the South County Operations and Maintenance Facility in an amount not to exceed \$111,500.

FISCAL IMPACT:

The cost of the equipment is \$111,500. This amount was included in the South County Operations and Maintenance Facility as well as the FY 21 Budget Adjustment. Funds are available from federal, state, and local grants as well as the federal low-interest loan authorized by the MST Board in October 2020.

POLICY IMPLICATIONS:

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

DISCUSSION:

The South County Operations and Maintenance Facility Project is currently under construction with an anticipated completion date of fall 2021. This project consists of constructing an operation and maintenance facility for MST to support public transportation that will primarily serve southern Monterey County, and accommodate future transit needs.

This project requires MST to purchase and install the GFI probe and vault equipment, as a necessary part of daily operations. The vault equipment ensures the secure transfer of revenue from the cashbox to banking operations. The vaulting equipment provides the security and reliability required to maintain the integrity of revenues collected from our fare collection equipment. This vault and probe will integrate into an existing system and allows MST to control and secure cash and coin collected at the farebox.

Due to the complex and proprietary nature of this equipment, MST cannot retain the services of another vendor for this equipment. Therefore, a price analysis was performed, and staff found the pricing to be fair and reasonable. Approval of this item

will allow staff to purchase and install this equipment as part of the South County Operations and Maintenance Facility project.

ATTACHMENT(S):

None

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

Transit 101

Monterey – Salinas Transit

Comprehensive Operational Analysis

Daniel Costantino
Jarrett Walker + Associates

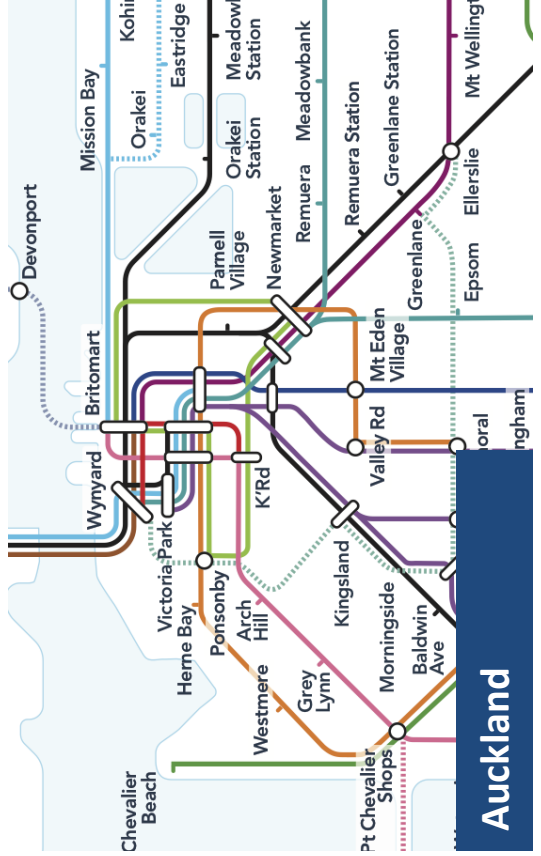
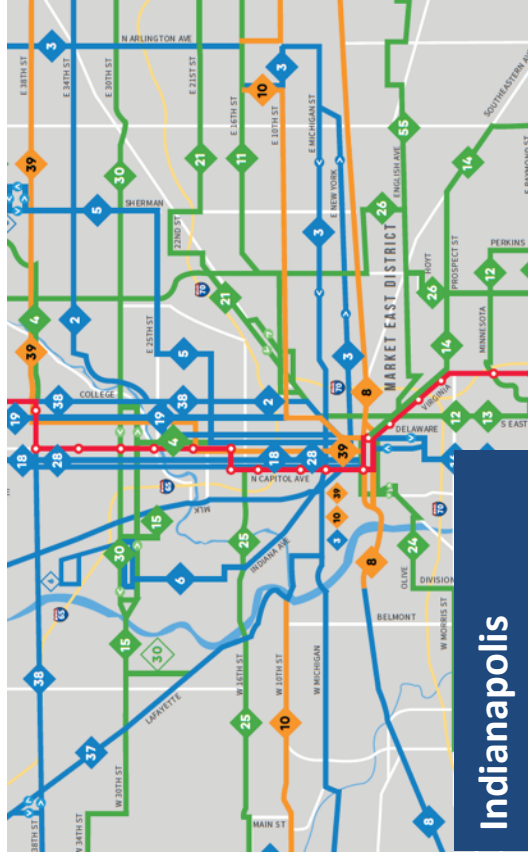
Who Are We? Why Are We here?



We foster clear conversations about transit, leading to confident decisions.

The Endpoint:

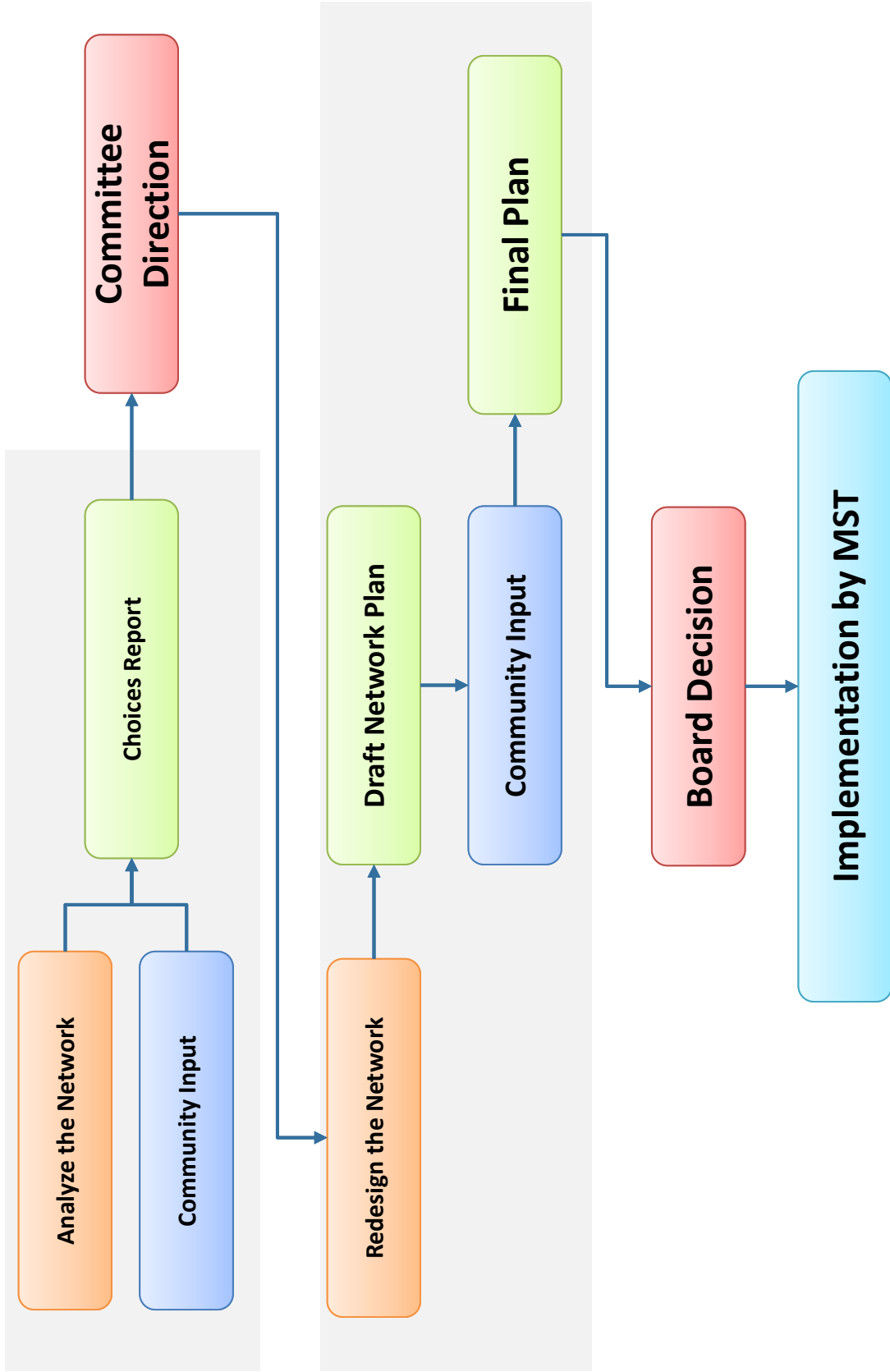
A Network that Better Serves your Community's Goals



How do we get there?

- **Learn** about your network and your community
- **Listen** to your riders and stakeholders
- Gather community input on **priorities** and **trade-offs**
- **Redesign** the network
- **Implement** the changes

How do we get there?

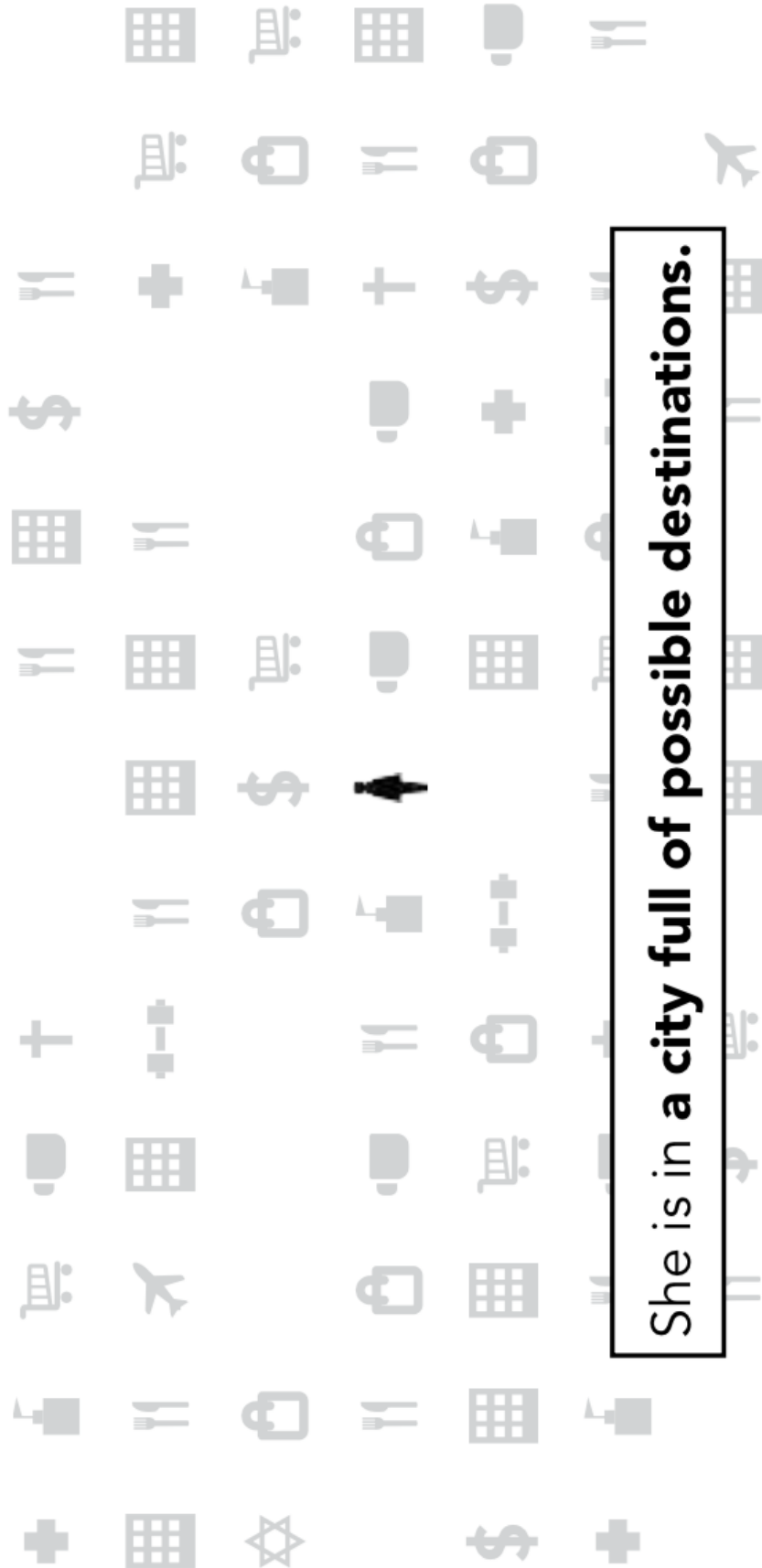


The wall around your life.

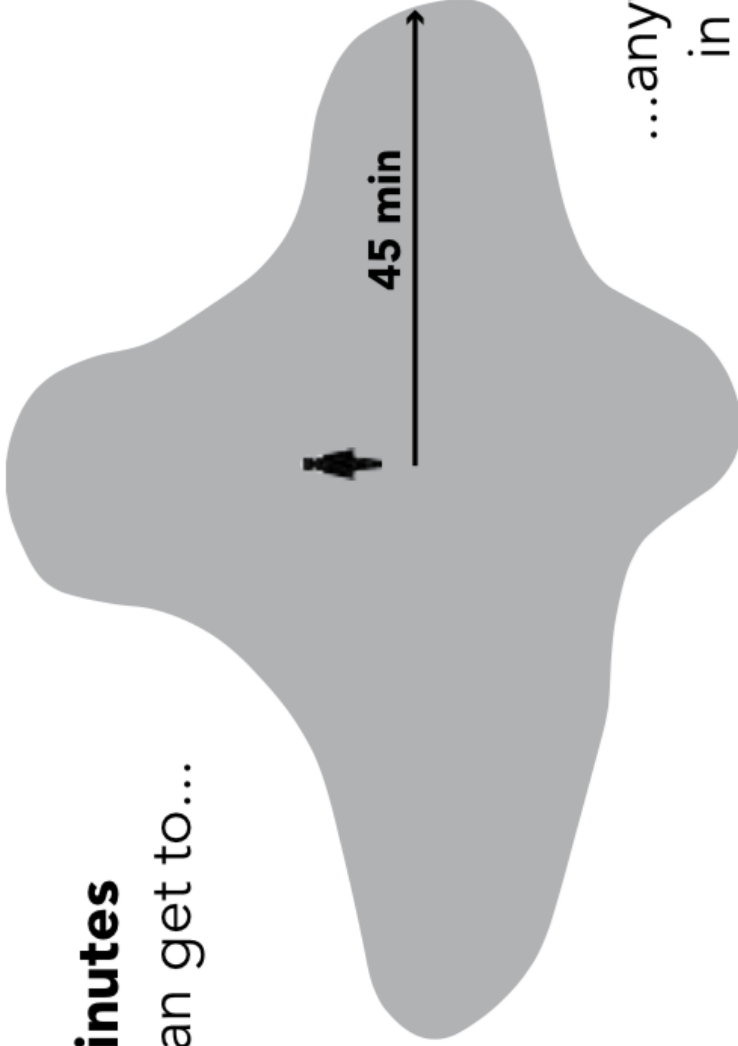
What is access?

Here is a person.





In 45 minutes
she can get to...



...anywhere
in a **certain area.**

Her **access to jobs**
is the **number of jobs**
in that area.

You can also look at
access to education,
shopping, etc.

Access is the essence of how network design affects ridership

When a transit network maximizes access to destinations, this increases the likelihood that the service is useful for any particular trip.

Maximizing access by transit also improves:

- Access to economic opportunity.
- Personal freedom.
- Value of investments in a walkable community.
- Functionality of the city.

How transit expands access.

The most efficient access-expanding service is

- **Frequent**
- Reasonably fast and reliable.
- Available when you need it (span of service)

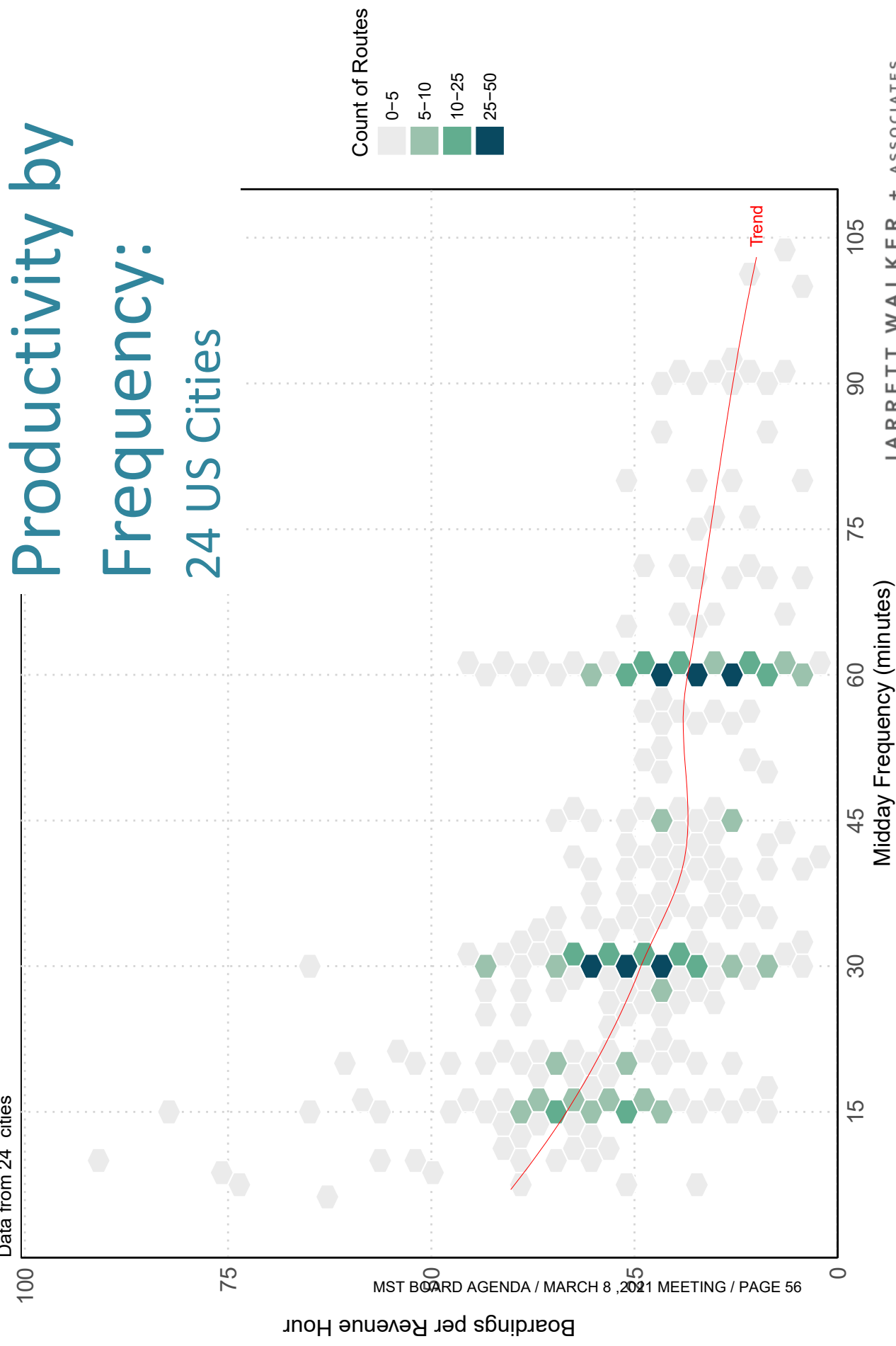
... focused where there are many people and activities that can benefit.

Why Frequency Matters

Speed and reliability matter, but frequency is often the most neglected element.

Frequency is a “cubed” benefit:

- Go when you want to go.
- Make connections easily, to get to more places.
- Less risk of being stranded by a disruption.

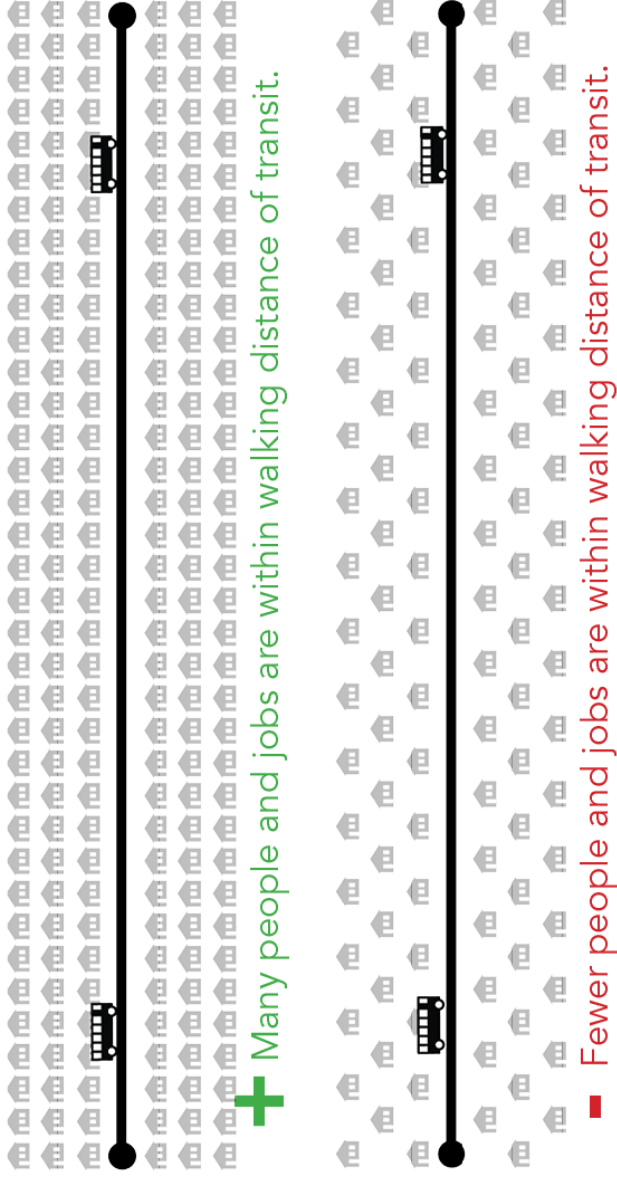


But ...

- To aim for the highest total levels of access, you have to focus the best service where the highest possible number of people can use it.
- Let's explore how some basic geometric facts about a community's layout impact how much access transit can provide.

Density

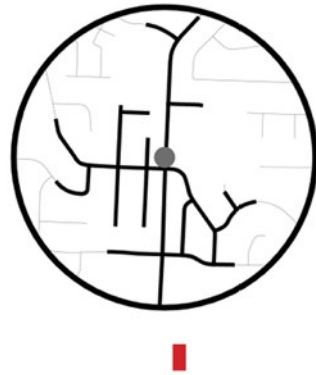
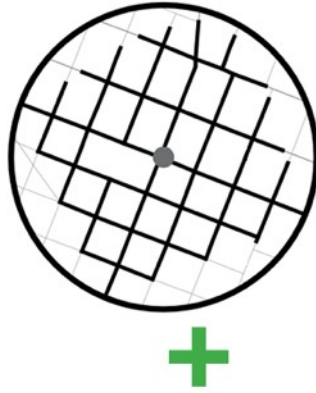
DENSITY *How many people, jobs, and activities are near each potential transit stop?*



Walkability

WALKABILITY

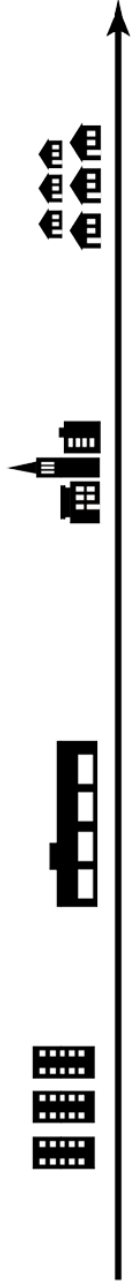
Is it possible to walk between the stop and the activities around it?



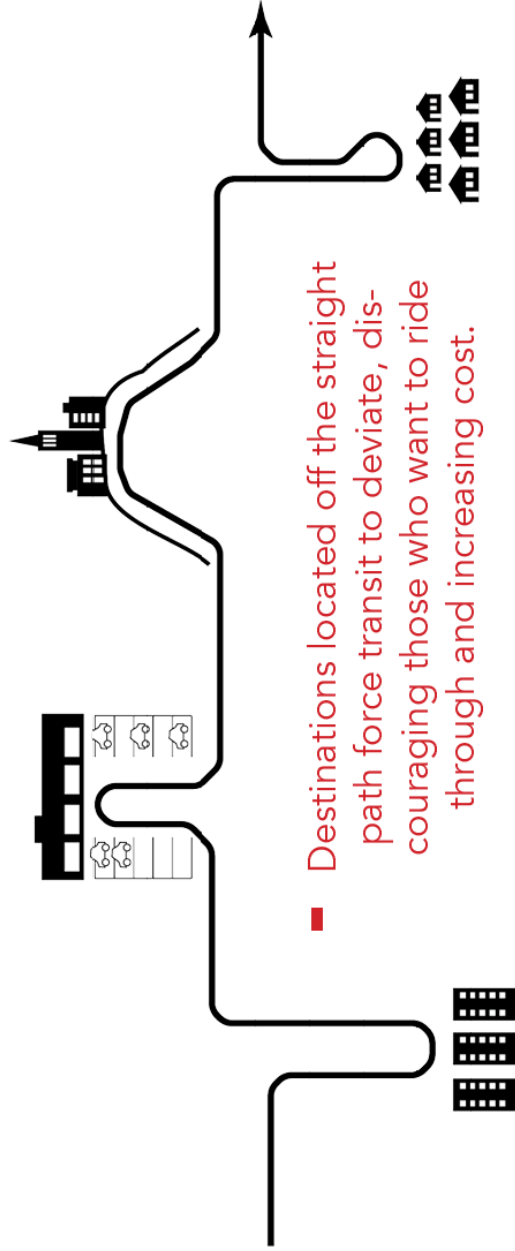
It must also be safe to cross the street at a stop. You usually need the stops on both sides for two-way travel!

Linearity

LINEARITY *Can transit run in reasonably straight lines?*



+ A logical transit line is a direct path between any two destinations on it.



■ Destinations located off the straight path force transit to deviate, discouraging those who want to ride through and increasing cost.

Proximity

PROXIMITY *Does transit have to traverse long gaps?*



+ Short distances between many destinations are faster and cheaper to serve.



- Long distances between destinations means a higher cost per passenger.

The ridership-coverage tradeoff

What else is transit trying to do?

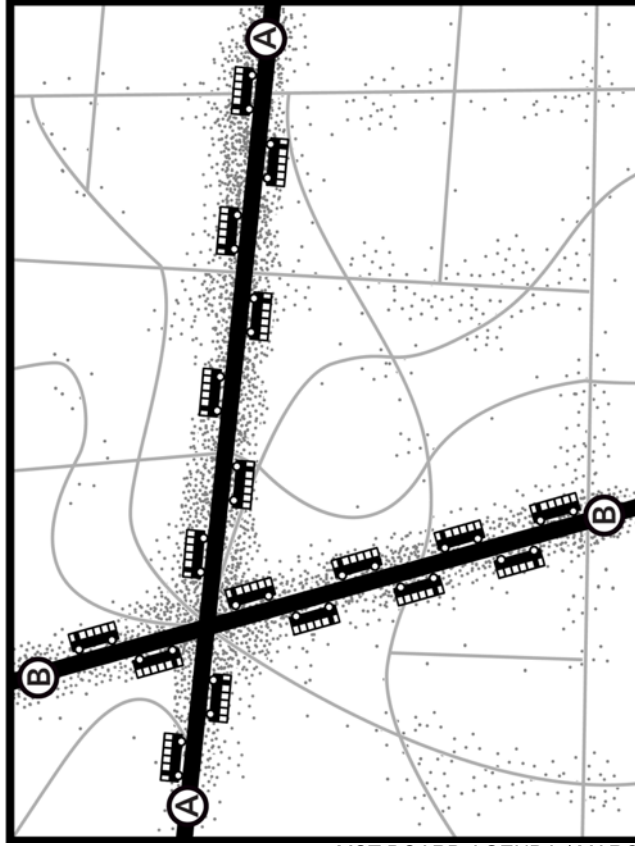
Different Goals, Different Service



Imagine you had 18 buses to serve this fictional town.

Dots are the locations of residents and jobs.

Ridership Goal



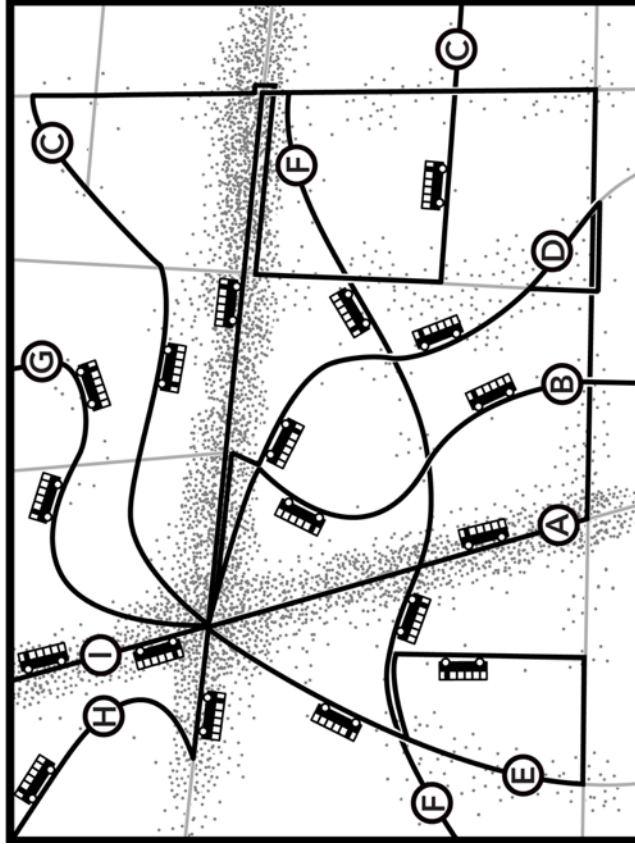
The Ridership Goal

Maximum access for the greatest possible number of people

But:

- *not available for everyone*
- *not necessarily available to all the people who need it most.*

Coverage Goal

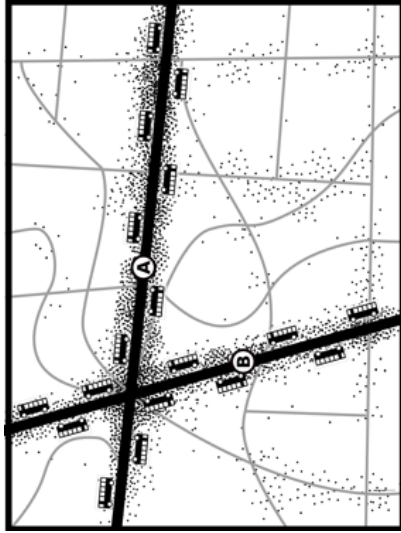


The Coverage Goal

Some service near everyone, a baseline level of access everywhere.

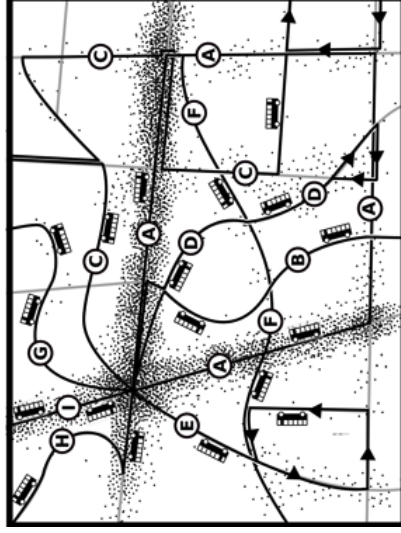
But it's unlikely to be useful for many people and trips.

Both goals matter



Ridership Goal

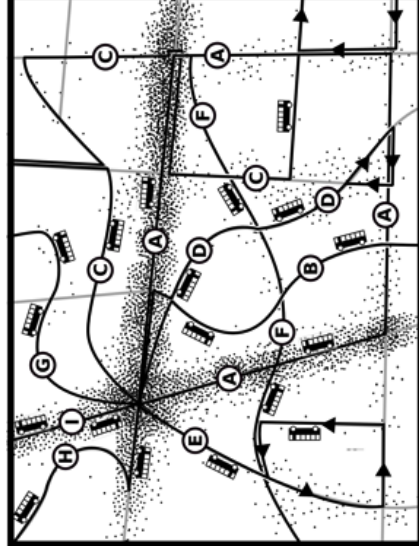
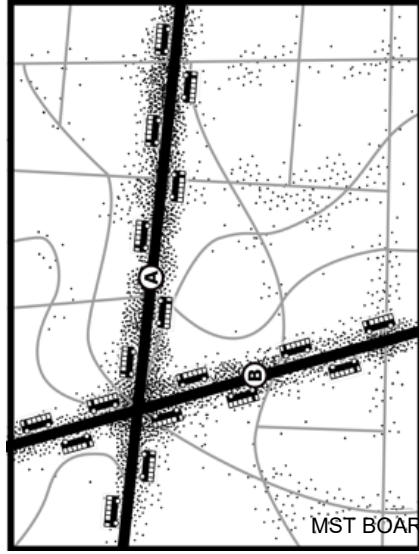
- Maximum total access to opportunity.
- Lowest subsidy per passenger.
- Support dense and walkable development.
- Emissions reduction.
- Reduction in vehicle miles traveled.



Coverage Goal

- Some service near every home and job.
- Baseline level of access available everywhere.
- Service to every member city or electoral district.

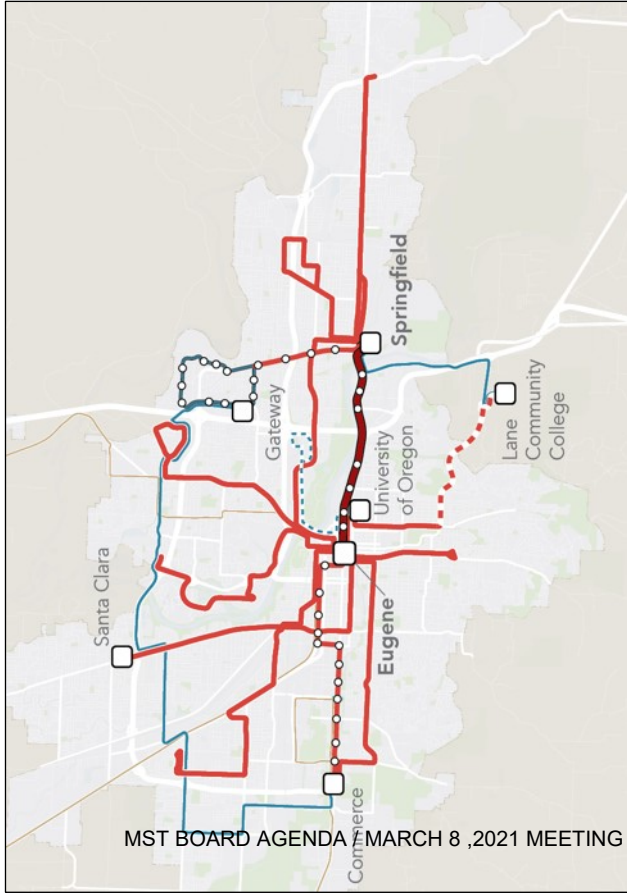
This tradeoff is unavoidable.



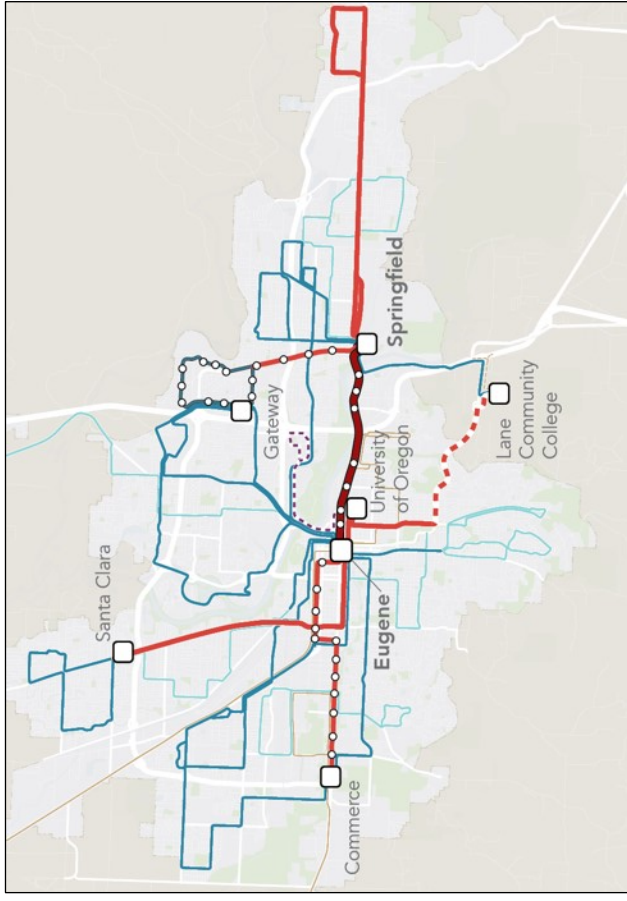
But you CAN choose a deliberate balance point on the spectrum between these goals. ("Devote ___% of our resources to the ridership goal and ___% to the coverage goal.")

Ridership vs. Coverage in a real place: Eugene, Oregon

Higher Ridership

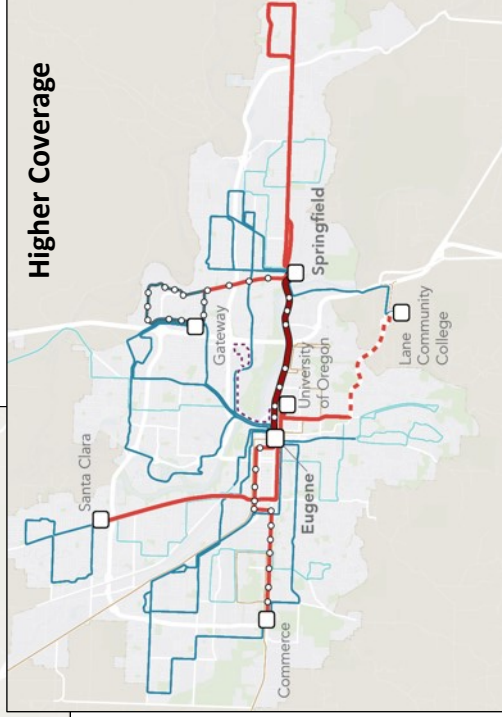
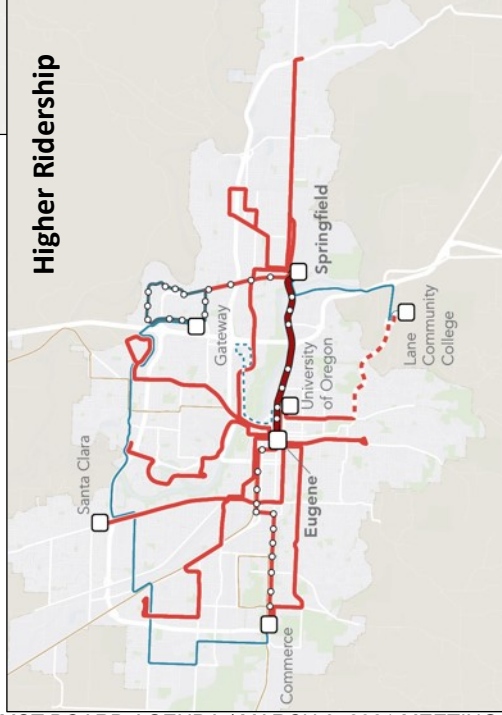
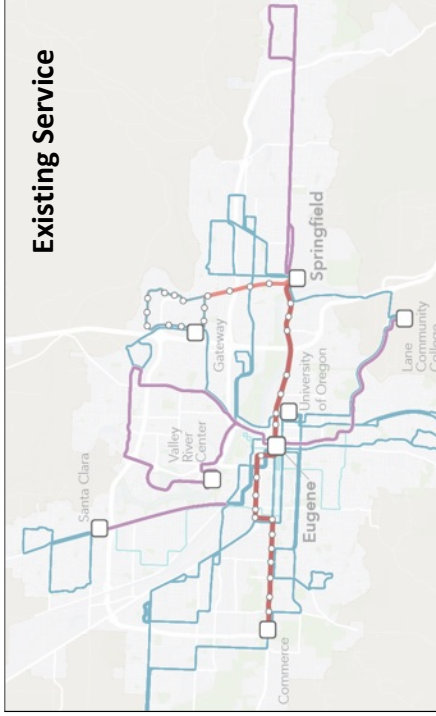


Higher Coverage



(red = every 15 minutes or better; blue = every 30 minutes; light blue = every 60 minutes)

Compared to Existing Service



■ ■ ■ 90% Ridership
 ■ ■ ■ 65% Ridership
 ■ ■ ■ 60% Ridership
 ■ ■ ■ 40% coverage
 ■ ■ ■ 35% coverage
 ■ ■ ■ 40% coverage

Ridership

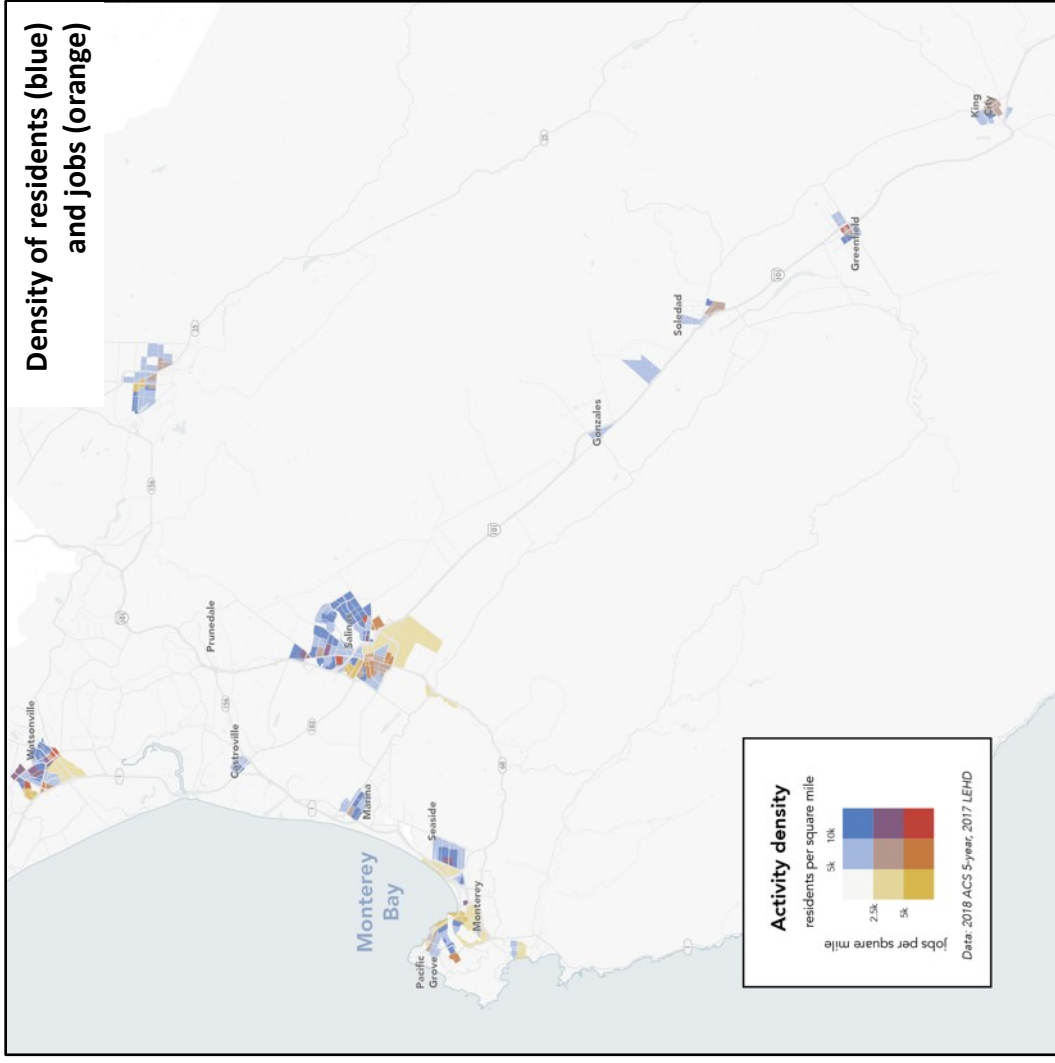
Coverage

How this plays out in your community

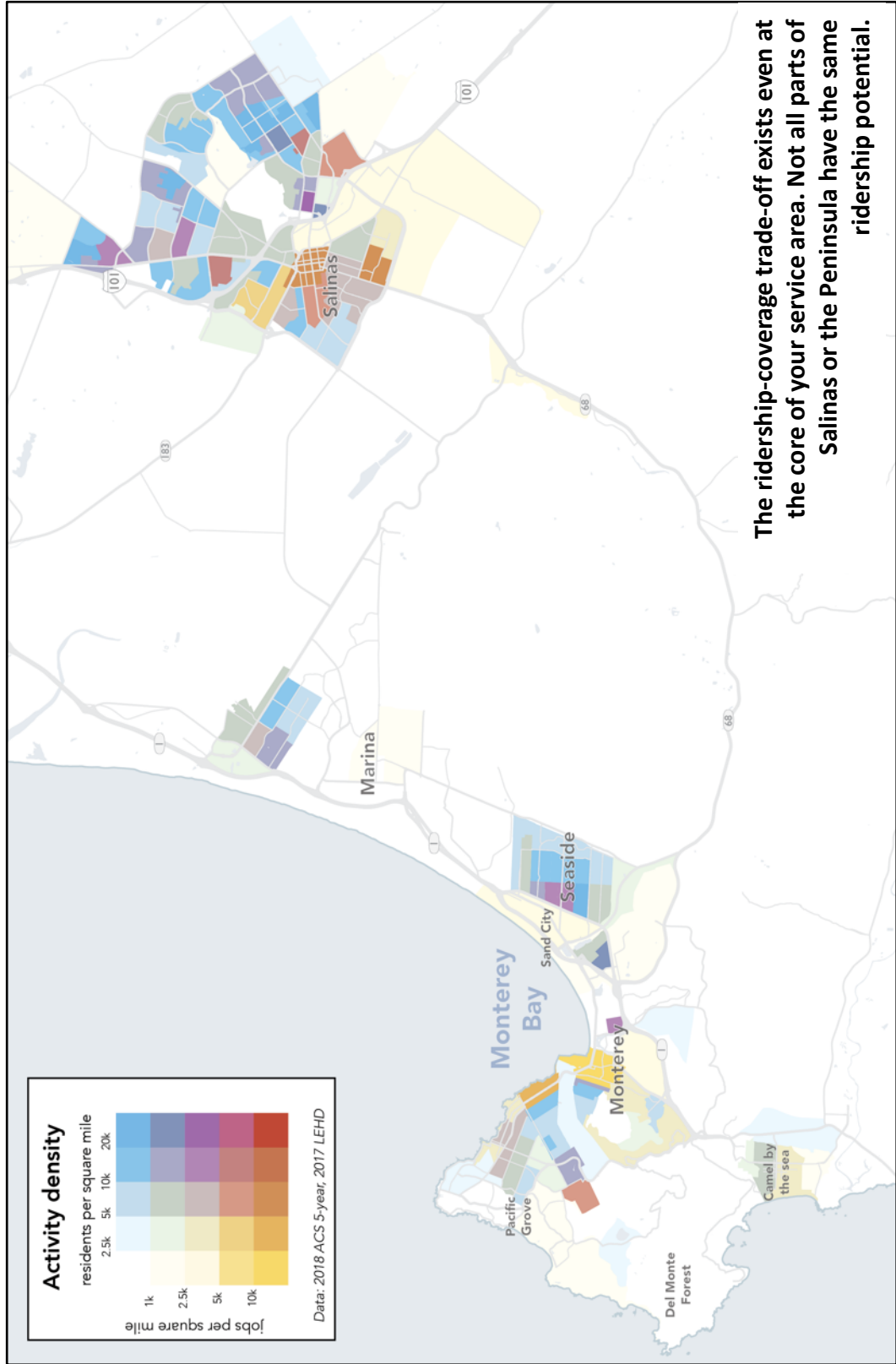
People live and work everywhere. But only a few places have many people near many destinations.

- **Ridership:** You can serve the most trips by focusing frequent service in (and between) parts of Salinas and Seaside/Monterey/Pacific Grove.
- **Coverage:** You can serve other areas and meet important needs. But you can't expect the same ridership or access outcomes.

How much should you prioritize one or the other?



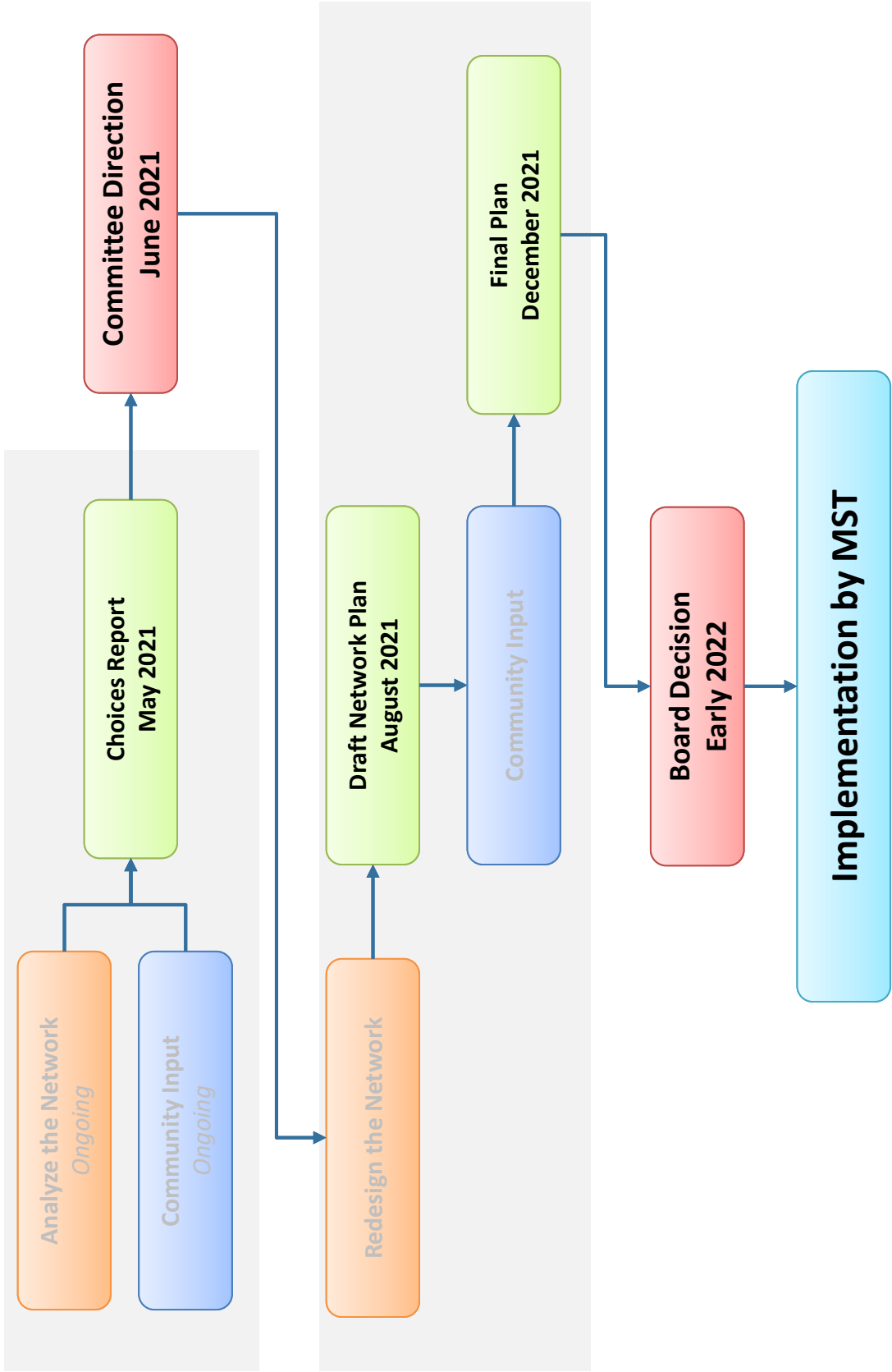
How this plays out in your community



Related Trade-Offs

- **Local vs. Intercity.** How much should MST focus on service within communities, compared to service between communities?
- **General Purpose vs. Targeted Needs.** How much should MST focus on providing service that is “good enough” for many purposes, compared to service that is very convenient for specific purposes?

Project Timeline



We appreciate your time and participation
today and going forward.

Thanks!

To: Board of Directors

From: Matthew Deal, Grants Analyst

Subject: FY 2021 Program of Projects for Federal Transit Administration Section 5307 Funding

RECOMMENDATION:

1. Conduct public hearing for FY 2021 Program of Projects,
2. Adopt the FY 2021 Program of Projects; and
3. Authorize the filing of the appropriate grant applications with the Federal Transit Administration and Caltrans.

FISCAL IMPACT:

Federal section 5307 program funds will provide \$8,881,757 for operating and capital expenses.

POLICY IMPLICATIONS:

Your Board must conduct a public hearing and approve MST's Program of Projects to comply with federal regulations.


DISCUSSION:

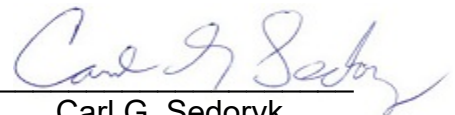
The Program of Projects (POP) allocates federal funds to specific projects each fiscal year. The POP becomes part of MST's application for federal grant funding that is submitted to the Federal Transit Administration. According to federal regulations, MST is required to develop, publish and afford an opportunity for a public hearing on and submit for approval a POP. In addition, the projects listed in the POP are submitted to the Association of Monterey Bay Area Governments (AMBAG) for inclusion in the Metropolitan Transportation Improvement Program (MTIP).

Monterey-Salinas Transit
Final Program of
Section 5307 Federally Funded Projects

Project	FY 2021
Fixed-Route Bus Planning & Operations	\$6,837,273
Bus Procurements	\$2,044,484
TOTAL	\$8,881,757

Hearing notices were published in *El Sol* on February 13, 2021 and the *Herald* and *Californian* on February 19, 2021. It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption.

PREPARED BY 
Matthew Deal

REVIEWED BY 
Carl G. Sedoryk

To: Board of Directors
From: Lisa Rheinheimer, Assistant General Manager
Subject: FY 2021 Mid-Year Budget Adjustment

RECOMMENDATION:

Approve FY 2021 Mid-Year Budget Adjustment.

FISCAL IMPACT:

With the extraordinary uncertainty in the economy at the beginning of 2020, preparing the FY 2021 budget was a complicated and challenging task with multiple unknown factors contributing to the ambiguity. Nearly one year has passed since the Stay-At-Home/ Shelter-In-Place orders were issued and there is now more clarity from federal and state funding sources to support the MST budget for at least the next year.

The proposed FY 2021 Mid-Year Budget Adjustment includes truing up significant revenues and expenses to align with actuals between July and December 2020. This adjustment includes both the operating and capital budgets of the two service centers: Fixed Route Bus and MST RIDES (paratransit).

The June Board-adopted FY 2021 operating budget is \$52.6 million, which is a decrease of 1.5% compared to the FY 2020 budget of \$53.5 million. This Budget Adjustment increases the revenues and expenses by \$3.8 million.

The FY 2021 capital budget is \$29.8 million largely due to the construction of the South County Operations and Maintenance Facility as well as the purchase of replacement buses. This Budget Adjustment increased the Capital Budget by \$2.5 million and further explained below.

This report will summarize the FY 2021 Budget Adjustment in terms of 1) Revenues, 2) Operating Budget, and 3) Capital Budget:

1. Revenues

Overall, revenues increase by \$3.8 million. The major sources of revenue which will be impacted by the current COVID-19 pandemic are A) Passenger fares, B)

Partnership revenues, C) Measure Q sales taxes and State Local Transportation Funds, D) State Transit Assistance Funds, and E) Federal Transit Administration (FTA) funds. Budget Adjustments on the revenue side are explained here.

- A. **Passenger fare revenues:** MST instituted free fares from March until August 1, 2020 to help speed boarding, reduce passenger-driver interaction, and support essential worker transportation. In this Budget Adjustment, passenger fare revenues have been reduced from \$1,915,092 to \$1,751,544 based on 2 months of free fares as well as an overall reduction in ridership of 75% as compared to the previous year.
- B. **Partnership revenues from the military, universities, and City of Monterey:** Funding from these partnerships has historically been a strong contribution to the operating budget. However, higher education will remain in a remote learning situation to at least the end of the FY 2020/2021 academic year. The City of Monterey contract for MST Monterey Trolley services was also suspended due to the closure of the Aquarium. Additionally, the Presidio has remained closed to on-campus learning. This Budget Adjustment decreases the amount of funding from these partnerships by \$2.6 million.
- C. **Measure Q sales taxes and Local Transportation Funds:** Both of these fund sources are collected based on retail sales taxes. The collection of sales taxes dropped considerably for only one month. Between July and December, these revenues have been tracking with previous years. As a result, Measure Q and Local Transportation Funds (LTF) funds are coming in \$2.9 million higher than anticipated.
- D. **State Transit Assistance funds:** These funds are estimated to decrease by 34.5% as compared to FY 2020. State Transit Assistance funds are generated by a State sales tax on diesel fuel and distributed to transit operators based on population as well as revenues generated by the transit agency. While the population of Monterey County will likely not change significantly, the amount of fare revenue generated by MST will decrease.
- E. **Federal Transit Administration Funds:** The Coronavirus Aid, Relief, and Economic Security (CARES) Act as well as traditional FTA funding will continue to sustain MST through the year and beyond. MST's federal CARES amount is approximately \$25 million. Congress also passed the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act in late December with approximately \$6 million for MST. Additionally, non-CARES Act federal funding will remain the same.

2. Operating Budget

The FY 2021 operating Budget Adjustment contemplates no increase to the MST fare structure with no significant service expansions and/or reductions. The Adjustment

also assumes no increase in staffing levels. Below is a summary of the adjustments proposed to the Adopted Budget:

	FY 2021 (\$)	FY 2021 (\$) Adjustment
<u><i>Fixed Route Bus</i></u>		
<u>Operating Revenue</u>	<u>45,748,224</u>	<u>51,780,360</u>
<u>Capital</u>	<u>26,790,801</u>	<u>29,327,501</u>
<u>Sub-Total</u>	<u>72,539,025</u>	<u>81,107,861</u>
<u><i>MST RIDES</i></u>		
<u>Operating Revenue</u>	<u>6,897,636</u>	<u>4,690,032</u>
<u>Capital</u>	<u>468,000</u>	<u>468,000</u>
<u>Sub-Total</u>	<u>7,365,636</u>	<u>5,158,032</u>
<u><i>Fixed Route/RIDES Combined</i></u>		
<u>Operating Revenue</u>	<u>52,645,860</u>	<u>56,470,392</u>
<u>Capital</u>	<u>27,258,801</u>	<u>29,795,501</u>
<u>Overall Revenue Total</u>	<u>79,904,661</u>	<u>86,265,893</u>
<u><i>Summary</i></u>		
<u>Operating Revenue</u>	<u>52,645,860</u>	<u>56,470,392</u>
<u>Operating Expenses</u>	<u>52,450,284</u>	<u>45,721,855</u>
<u>Operating/Capital Reserves</u>	<u>195,576</u>	<u>10,748,537</u>

3. Capital Budget

The FY 2021 capital Budget Adjustment assumes the purchase of \$10.2 million in replacement buses with most of the funding coming from grants. The Adjustment also accounts for the grant-funded South County Operations and Maintenance Facility at a cost of over \$15 million.

Capital budget adjustments are necessary to account for these items:

1. Medium-duty bus, fixed-route subfleet replacement - \$30,000
2. Driver barriers to help stop the spread of COVID-19 - \$531,000
3. South County Operations and Maintenance Facility equipment originally planned for the FY 2022 budget - \$847,000
4. Preparedness for natural/man made disasters - \$12,000

5. SURF! Busway and Bus Rapid Transit project consulting support – \$980,500
6. Document management system - \$100,000
7. Point of sale system - \$50,000
8. Blighted building removal – reduced by \$13,800

Of the total \$29.8 million capital budget, only \$737,575 would be considered MST general funds and required as the local match for federal funds associated with the South County Facility and other projects.

POLICY IMPLICATIONS:

Each fiscal year, your Board adopts a budget for MST's two service centers: Fixed Route Bus and MST RIDES (paratransit). In addition, your Board adopts a capital budget for vehicle, infrastructure, and technology expenditures which generally exceed \$1,000.

During the budget presentation in June, staff noted that revenues and expenses would be closely monitored and reported regularly to the Board. Staff also noted that it would be likely that a mid-year budget adjustment would be necessary.

DISCUSSION:

The entire FY 2021 Budget Adjustment, including each of these sub-budgets, is balanced. Staff will continue to monitor revenues, expenses, legislation, and economic conditions as it relates to MST's pandemic response and recovery.

ATTACHMENT(S):

1. FY 2021 Operating Budget Adjustment
2. FY 2021 Capital Budget Adjustment

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

Monterey - Salinas Transit

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
REVENUE						
CASH REVENUE						
PASSENGER FARES	(1,637,376)	(277,716)	-	(1,915,092)	(1,751,544)	(163,548)
TROLLEY	(357,780)	-	-	(357,780)	-	(357,780)
OTHER LOCAL, SC,	-	-	-	-	-	-
REVENUE - DOD	(1,824,000)	-	-	(1,824,000)	(61,608)	(1,762,392)
SPECIAL FARES - OTHER	(477,240)	-	-	(477,240)	(16,932)	(460,308)
ADVERTISING	(212,796)	-	-	(212,796)	(117,024)	(95,772)
OTHER AUXILIARY REVENUE	(1,884)	-	-	(1,884)	(48)	(1,836)
INVESTMENT INCOME	(51,000)	-	-	(51,000)	(56,808)	5,808
TAXI LEASE REVENUE	-	-	-	-	-	-
OTHER NON-TRANSPORTATION	(15,000)	-	-	(15,000)	(3,084)	(11,916)
TOTAL REVENUE	(4,577,076)	(277,716)	-	(4,854,792)	(2,007,048)	(2,847,744)
LTF OPERATING FUNDS	(14,819,412)	-	-	(14,819,412)	(16,456,704)	1,637,292
LTF/RSTP SWAP FUNDS	-	-	-	-	-	-
APCD FUNDS	-	-	-	-	-	-
CAP AND TRADE	(846,816)	-	-	(846,816)	(275,232)	(571,584)
OTHER LOCAL FUNDS	-	-	-	-	-	-
SALES TAX	-	(6,619,920)	(1,783,788)	(8,403,708)	(9,629,196)	1,225,488
STATE OPERATING FUNDS	(3,743,808)	-	-	(3,743,808)	(3,006,756)	(737,052)
FEDERAL 5307 FORMULA FUNDS	(6,782,832)	-	-	(6,782,832)	-	(6,782,832)
FEDERAL 5307 CARES/CRRSAA ACT	(10,959,960)	-	(387,108)	(11,347,068)	(22,410,552)	11,063,484
FEDERAL 5311 RURAL FUNDS	(659,628)	-	-	(659,628)	-	(659,628)
FEDERAL 5311 CARES ACT	(691,344)	-	-	(691,344)	(2,294,916)	1,603,572
FEDERAL 5311F INTERCITY FUNDS	(496,452)	-	-	(496,452)	-	(496,452)
FEDERAL 5311F CARES	-	-	-	-	(313,416)	313,416
FEDERAL 5316 JARC FUNDS	-	-	-	-	-	-
FEDERAL 5303 FUNDS	-	-	-	-	-	-
FEDERAL 5313B FUNDS	-	-	-	-	-	-
FEDERAL 5317 FUNDS - NF	-	-	-	-	-	-
OTHER FEDERAL FUNDS	-	-	-	-	(76,572)	76,572
CASH GRANTS & REIMBURSEMENT	(39,000,252)	(6,619,920)	(2,170,896)	(47,791,068)	(54,463,344)	6,672,276
TOTAL REVENUE	(43,577,328)	(6,897,636)	(2,170,896)	(52,645,860)	(56,470,392)	3,824,532

Monterey - Salinas Transit

AGENDA ITEM #6-1

ATTACHMENT 1

Page 2

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
EXPENSES						
LABOR						
COACH OPERATORS WAGES	7,023,312	-	-	7,023,312	6,239,484	(783,828)
COACH OPERATOR OVERTIME	1,151,964	-	-	1,151,964	614,952	(537,012)
OTHER WAGES	7,677,900	133,500	304,380	8,115,780	7,923,864	(191,916)
OTHER OVERTIME	224,268	-	-	224,268	224,268	-
TOTAL LABOR	16,077,444	133,500	304,380	16,515,324	15,002,568	(1,512,756)
BENEFITS						
PERS	2,758,908	12,672	30,216	2,801,796	2,730,273	(71,523)
INSURANCE	3,963,888	31,656	31,656	4,027,200	3,701,148	(326,052)
IN LIEU INSURANCE	172,800	-	14,400	187,200	159,588	(27,612)
OTHER FRINGE BENEFITS	25,080	-	-	25,080	25,080	-
PAYROLL TAXES	334,200	2,628	6,348	343,176	305,250	(37,926)
WORKERS COMPENSATION EXPENSE	671,064	13,884	15,060	700,008	921,936	221,928
HOLIDAYS	824,592	6,516	14,856	845,964	760,752	(85,212)
PERSONAL LEAVE	1,843,104	13,824	28,056	1,884,984	1,830,144	(54,840)
UNIFORMS	84,660	300	2,004	86,964	86,964	-
AUTO ALLOWANCE	34,104	-	-	34,104	28,896	(5,208)
TUITION REIMBURSEMENT	10,140	-	-	10,140	9,000	(1,140)
SAFETY AWARD & EE RECOGNITION	59,004	-	-	59,004	56,808	(2,196)
TOTAL BENEFITS	10,781,544	81,480	142,596	11,005,620	10,615,839	(389,781)
ADVERTISING & MARKETING						
MARKETING SERVICES	106,908	5,004	6,000	117,912	117,912	-
TROLLEY MARKETING	5,004	-	-	5,004	5,004	-
TOTAL ADVERTISING & MARKETING	111,912	5,004	6,000	122,916	122,916	-
PROFESSIONAL & TECHNICAL						
PHYSICAL EXAMS	12,504	-	-	12,504	12,504	-
BANK SERVICES	175,008	-	-	175,008	85,008	(90,000)
AUDITORS	35,328	-	-	35,328	35,328	-
ARMORED CAR	109,236	-	-	109,236	97,392	(11,844)
LEGAL SERVICES	123,252	-	-	123,252	123,252	-
CONTRACT NEGOTIATION	80,004	-	-	80,004	40,008	(39,996)
DIRECTORS FEES	14,304	-	-	14,304	15,000	696
BROCHURE DELIVERY	1,500	-	-	1,500	1,500	-
HEARING COSTS	-	-	-	-	-	-
CONSULTING	303,996	5,004	55,008	364,008	593,772	229,764
RECRUITING SERVICES	9,492	-	-	9,492	15,000	5,508
INSPECTION	25,008	-	-	25,008	25,008	-
DRUG TESTING	16,008	-	-	16,008	16,008	-
OTHER PROFESSIONAL	113,052	-	-	113,052	13,056	(99,996)
CONSULTING - GRANT FUNDED	-	-	-	-	-	-
TOTAL PROFESSIONAL & TECHNICAL	1,018,692	5,004	55,008	1,078,704	1,072,836	(5,868)

Monterey - Salinas Transit

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
OUTSIDE LABOR						
CUSTODIAL SERVICES	425,004	-	-	425,004	324,624	(100,380)
SECURITY SERVICES	247,308	-	-	247,308	247,308	-
BUS PAINTING	45,156	-	-	45,156	45,156	-
HAZARDOUS WASTE DISPOSAL	75,000	-	-	75,000	75,000	-
LAUNDRY	150,000	-	-	150,000	164,064	14,064
SHOP EQUIPMENT REPAIR	11,448	-	-	11,448	11,448	-
SUPPORT VEHICLES REPAIR	28,128	-	-	28,128	28,128	-
TOWING	15,828	-	-	15,828	15,828	-
BUS WASHER MAINTENANCE	5,004	-	-	5,004	5,004	-
ELECTRICAL, PLUMBING, ROOFING	50,004	-	-	50,004	50,004	-
COPIER & OFFICE EQUIP REPAIR	5,004	-	1,500	6,504	6,504	-
COMPUTER MAINTENANCE	1,126,956	112,788	2,400	1,242,144	1,199,044	(43,100)
SEAT REPAIRS	4,560	-	-	4,560	4,560	-
BUILDING AND EQUIPMENT MAINT	150,000	-	-	150,000	182,820	32,820
TELEPHONE EQUIPMENT REPAIR	1,008	-	-	1,008	1,008	-
PARTS CLEANING	4,068	-	-	4,068	4,068	-
RADIO REPAIRS	70,008	-	-	70,008	70,008	-
OTHER OUTSIDE LABOR	182,004	-	-	182,004	182,004	-
MAINTENANCE SHOP	15,000	-	-	15,000	15,000	-
GROUNDS MAINTENANCE	50,004	-	-	50,004	52,296	2,292
PEST CONTROL	6,504	-	-	6,504	6,504	-
TEST UNDERGROUND TANKS	9,204	-	-	9,204	9,204	-
FIRE EXTINGUISHER SERVICE	5,004	-	-	5,004	5,004	-
TOTAL OUTSIDE LABOR	2,682,204	112,788	3,900	2,798,892	2,704,588	(94,304)
FUEL, GAS AND TIRES						
DIESEL - REVENUE	1,900,008	-	-	1,900,008	1,000,008	(900,000)
LUBRICANTS - REVENUE	220,008	-	-	220,008	120,636	(99,372)
ELECTRICITY - REVENUE	26,208	-	-	26,208	26,208	-
GAS	100,008	-	-	100,008	75,000	(25,008)
FUEL PURCHASES - MV	460,008	600,000	85,008	1,145,016	898,992	(246,024)
TIRES & TUBES	300,000	-	-	300,000	300,000	-
TOTAL FUEL & LUBRICANTS	3,006,240	600,000	85,008	3,691,248	2,420,844	(1,270,404)

Monterey - Salinas Transit

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
MATERIALS AND SUPPLIES						
MARKETING SUPPLIES	27,000	-	5,004	32,004	32,004	-
BUS ADVERTISING EXPENSE	-	-	-	-	-	-
PRINTING	40,008	8,004	9,252	57,264	57,264	-
RIDERS GUIDES	40,008	-	-	40,008	40,008	-
MAPS	4,008	-	-	4,008	4,008	-
TICKETS	-	4,008	-	4,008	4,008	-
PASSES	51,000	-	-	51,000	51,000	-
BROCHURES	-	2,004	3,504	5,508	5,508	-
TRANSFERS	-	-	-	-	-	-
MISC MARKETING	15,000	-	9,000	24,000	24,000	-
HAZARDOUS MATERIAL CONTAINMENT	12,000	-	-	12,000	12,000	-
COMPUTER SUPPLIES	60,000	-	-	60,000	60,000	-
SAFETY & PROTECTIVE SUPPLIES	79,068	-	1,800	80,868	165,576	84,708
TROLLEY SUPPLIES	7,884	-	-	7,884	7,884	-
BUILDING CLEANING SUPPLIES	66,996	-	-	66,996	66,996	-
TRANSIT CENTER/PLAZA SUPPLIES	6,000	-	-	6,000	6,000	-
SHELTER & BUS STOP SUPPLIES	75,000	-	-	75,000	75,000	-
OTHER SUPPLIES	40,008	5,004	50,004	95,016	45,012	(50,004)
SHOP SUPPLIES	125,352	-	-	125,352	135,468	10,116
OFFICE SUPPLIES/EQUIPMENT	115,500	1,008	3,504	120,012	95,388	(24,624)
POSTAGE & EXPRESS SERVICE	13,164	4,404	1,260	18,828	15,672	(3,156)
COPY MACHINE PAPER	-	-	-	-	-	-
REVENUE VEHICLE PARTS	975,000	-	-	975,000	975,000	-
SUPPORT VEHICLE PARTS	25,008	-	-	25,008	25,008	-
FAREBOX PARTS	32,184	-	-	32,184	32,184	-
BUS WASHER SUPPLIES	10,008	-	-	10,008	10,008	-
WARRANTY LABOR & PARTS	-	-	-	-	-	-
PARTS CLEANING	-	-	-	-	-	-
FUEL IS./DISPENSER PARTS	5,004	-	-	5,004	5,004	-
TOTAL MATERIALS AND SUPPLIES	1,825,200	24,432	83,328	1,932,960	1,950,000	17,040
UTILITIES						
WATER & FIRE PROTECTION	80,004	-	-	80,004	50,004	(30,000)
TELEPHONE LINE SERVICE	140,004	-	-	140,004	140,004	-
PG&E	352,500	-	-	352,500	352,500	-
ALARM SERVICE	83,004	-	-	83,004	83,004	-
DISPOSAL & SEWER	63,000	-	-	63,000	63,000	-
CELLULAR PHONES/PAGERS	77,124	1,440	1,440	80,004	72,000	(8,004)
TOTAL UTILITIES	795,636	1,440	1,440	798,516	760,512	(38,004)

Monterey - Salinas Transit

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
INSURANCE						
PHYSICAL DAMAGE EXPENSE	101,808	-	-	101,808	90,000	(11,808)
RECOVERIES PHYSICAL DAMAGES	-	-	-	-	-	-
LIABILITY EXPENSE	1,252,236	-	-	1,252,236	1,150,008	(102,228)
OTHER INSURANCE PREMIUMS	104,496	-	-	104,496	115,308	10,812
TOTAL INSURANCE	1,458,540	-	-	1,458,540	1,355,316	(103,224)
TAXES						
PROPERTY TAX	7,584	-	-	7,584	7,584	-
VEHICLE LICENSE & REGISTRATION	504	-	-	504	504	-
DIESEL SALES TAX	171,180	-	-	171,180	83,208	(87,972)
DIESEL FUEL USE TAX	8,808	-	-	8,808	8,808	-
GASOLINE TAX	3,792	-	-	3,792	3,792	-
OTHER TAXES	18,000	-	-	18,000	18,000	-
TOTAL TAXES	209,868	-	-	209,868	121,896	(87,972)
PURCHASED TRANSPORTATION						
PURCHASED TRANSPORTATION	4,324,380	5,378,928	762,240	10,465,548	7,637,592	(2,827,956)
TAXI VOUCHERS/PILOT TRAVEL REIMB	-	200,004	487,812	687,816	687,816	-
TOTAL PURCHASED TRANSPORTATION	4,324,380	5,578,932	1,250,052	11,153,364	8,325,408	(2,827,956)
MISCELLANEOUS EXPENSES						
SUBSCRIPTIONS	20,004	-	-	20,004	20,004	-
APTA DUES	36,576	-	-	36,576	36,576	-
CTA DUES	16,248	-	-	16,248	16,248	-
CHAMBER AND OTHER DUES	37,008	-	-	37,008	37,008	-
CAL ACT DUES	1,740	-	-	1,740	1,740	-
STAFF TRAVEL	122,652	-	6,000	128,652	10,008	(118,644)
STAFF TRAINING	58,008	5,004	7,008	70,020	35,004	(35,016)
BOARD TRAVEL	25,008	-	-	25,008	5,004	(20,004)
AD & PROMOTION MEDIA	30,000	-	-	30,000	30,000	-
LEGAL ANNOUNCEMENTS	15,000	-	-	15,000	15,000	-
AD MEDIA RECRUITING	4,008	-	-	4,008	4,008	-
PERMITS	15,000	-	-	15,000	15,000	-
SALES TAX REVENUE EXPENSE	-	350,052	95,352	445,404	349,932	(95,472)
OTHER MISC. EXPENSE	10,008	-	-	10,008	10,008	-
INTERFUND TRANSFERS	-	-	-	-	-	-
TOTAL MISCELLANEOUS EXPENSES	391,260	355,056	108,360	854,676	585,540	(269,136)

Monterey - Salinas Transit

Mid-Year Budget Adjustment
FY2021

	FY2021 TOTAL YEAR FIXED ROUTE	FY2021 TOTAL YEAR RIDES	FY2021 TOTAL YEAR MEASURE Q- FR	FY2021 TOTAL YEAR COMBINED	FY2021 MID YEAR ADJUSTMENT	VARIANCE OVER/ (UNDER)
OTHER AGENCY EXPENSES						-
PASS THROUGH/BEHALF OF OTHERS	-	-	-	-	-	-
TOTAL OTHER AGENCY EXPENSES	-	-	-	-	-	-
INTEREST EXPENSE						-
INTEREST EXPENSE	326,064	-	-	326,064	180,000	(146,064)
TOTAL INTEREST EXPENSE	326,064	-	-	326,064	180,000	(146,064)
LEASES & RENTALS						-
ANTENNA/ SATELLITE RENTAL	20,004	-	-	20,004	20,004	-
RESTROOM RENTALS	72,000	-	-	72,000	72,000	-
EQUIPMENT RENTALS	37,152	-	-	37,152	37,152	-
POSTAGE METER RENTAL	10,008	-	-	10,008	10,008	-
BUILDING RENT	233,604	-	-	364,428	364,428	-
TOTAL LEASES & RENTALS	372,768	-	130,824	503,592	503,592	-
TOTAL OPERATING EXPENSES	43,381,752	6,897,636	2,170,896	52,450,284	45,721,855	(6,728,429)
OPERATING (SURPLUS) DEFICIT	(195,576)	-	-	(195,576)	(10,748,537)	(10,552,961)

FY21 CAPITAL BUDGET - MID-YEAR ADJUSTMENT

A	BUS - ROLLING STOCK	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
A1	Medium-duty Bus Fixed Route Subfleet: Replace 9 vehicles						\$740,000				\$250,000			\$990,000	\$30,000	\$0	\$1,020,000
A2	Heavy-duty Fixed Route Subfleet: Replace 7 vehicles			\$1,557,420			\$297,521					\$2,044,484		\$3,899,425	\$20,575	\$0	\$3,920,000
A3	Heavy-duty Fixed Route Subfleet: Replace 2 vehicles with 2 new electric Gillig buses				\$1,121,150					\$782,032				\$1,903,182	\$0	\$0	\$1,903,182
A4	Bus Fixed Route Subfleet: 4 heavy Duty & 4 Cur-away Replacement Buses Contingent on Grant Award			\$2,923,820										\$2,923,820	\$0	\$0	\$2,923,820
A5	RIDES Subfleet: Replace 6 vehicles	\$427,200						\$40,800						\$468,000	\$0	\$0	\$468,000
A6	Relief Unit Subfleet: Replace 6 vehicles													\$0	\$0	\$75,000	\$0
A7	Facilities Subfleet: Add 2 Facilities Truck													\$0	\$0	\$100,000	\$0
Total Rolling Stock: \$427,200 \$0 \$4,481,240 \$1,121,150 \$0 \$1,037,521 \$40,800 \$0 \$782,032 \$250,000 \$2,044,484 \$0 \$10,235,000																	

B	BUS SUPPORT EQUIP. & FACILITIES/ITS	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
B1	Document Management System													\$0	\$100,000	\$0	\$100,000
B2	GFI Garage Computer Servers (3)													\$0	\$0	\$25,000	\$0
B3	Floor Scrubbers (2)													\$0	\$0	\$30,000	\$0
B4	Point of Sale System													\$0	\$50,000	\$0	\$50,000
B5	Mobile phone ticketing & validators				\$400,000									\$400,000	\$0	\$0	\$400,000
B6	20 - Desktop/peripherals Upgrades													\$0	\$0	\$21,000	\$0
B7	20 - Laptops													\$0	\$0	\$25,000	\$0
B8	Geenie Lift Z-boom-40													\$0	\$0	\$55,000	\$0
B9	Unforeseen facility improvements													\$0	\$113,000	\$0	\$113,000
B10	TDA Bus Charging Equipment				\$250,000									\$250,000	\$0	\$0	\$250,000
B11	Upgrade TDA Server Bank													\$350,000	\$0	\$0	\$350,000
B12	Preparedness for natural/man-made disasters									\$12,000				\$12,000	\$0	\$0	\$12,000
Total Bus Support & Equip: \$0 \$0 \$0 \$650,000 \$0 \$0 \$0 \$0 \$0 \$0 \$362,000 \$0 \$1,012,000 \$263,000 \$156,000 \$1,275,000																	

C	COMMUNICATIONS/RADIO EQUIPMENT	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
C1	Portable radio replacements/additions (10 units)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$12,000
Total Comm. & Radio Equip:																	

D	SAFETY & SECURITY	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
D1	MPUSD Access													\$0	\$0	\$7,000	\$0
D2	Bus-COVID-19 Driver Barriers									\$531,000				\$531,000	\$0	\$0	\$531,000
Total Safety & Security: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$531,000 \$0 \$0 \$531,000 \$0 \$7,000 \$531,000																	

E	PREVENTIVE MAINTENANCE	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
E1	Fleet - Major components													\$50,000	\$0	\$0	\$50,000
E2	Shop tools and equipment													\$0	\$25,000	\$0	\$25,000
Total Preventative Maint: \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$50,000 \$25,000 \$0 \$75,000																	

BUS STATIONS / STOPS	5310	5311(f)	5339	LCTOP/ TIRCPHVP	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)

MAJOR FACILITIES EXPANSION / REHAB													Total Grant & MST Funded (a)+(b)												
5310	5311(f)	5339	LCTOP/ TIRCP/HPV	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional	5307 CARES Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)									
G1		\$3,500,000		\$300,000			\$2,400,000					\$8,445,000	\$14,645,000	\$362,000	\$0	\$15,007,000									
G2														\$0	\$240,000	\$0									
G3									\$186,200				\$186,200	\$0	\$0	\$186,200									
G4							\$75,000						\$75,000	\$0	\$0	\$75,000									
G5													\$0	\$25,000	\$0	\$25,000									
G6													\$0	\$0	\$100,000	\$0									
Total Major Facilities:													\$0	\$3,500,000	\$0	\$2,475,000	\$0	\$186,200	\$0	\$8,445,000	\$14,906,200	\$387,000	\$340,000	\$15,293,200	
													a			b			a+b						
													Total Grant & MST Funded (a)+(b)												
5310	5311(f)	5339	LCTOP/ TIRCP/HPV	Prop 1B PTMISEA	SB1	Measure Q	Measure X	AB 2766	FORA	5307 Traditional	5307 CARES Act	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)									
	\$0	\$7,981,240	\$1,771,150	\$300,000	\$1,037,521	\$40,800	\$4,655,500	\$782,032	\$436,200	\$2,113,283	\$1,068,000	\$8,445,000	\$28,057,926	\$737,575	\$1,208,000	\$29,795,501									
Total Grants & MST Capital Budget:													\$0	\$7,981,240	\$1,771,150	\$300,000	\$1,037,521	\$40,800	\$4,655,500	\$782,032	\$436,200	\$2,113,283	\$1,068,000	\$8,445,000	\$29,795,501

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Draft FY 22 – 25 Strategic Plan and Draft 2 Year Action Plan

RECOMMENDATION:

Review Draft FY 22 – 25 Strategic Plan and Draft 2 Year Action Plan and provide comment.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopts a multi-year strategic plan that provides direction to staff in the development of budgets and annual action plans.

DISCUSSION:

Your Board conducted a facilitated strategic planning workshop at its meeting of January 11, 2021 and a report from meeting facilitator Jerry Benson of 3rd Wind Leadership, was provided at your meeting of February 9. Staff utilized the information from this report as well as our notes, observations and feedback received from board members to prepare the attached draft Strategic Plan and draft 2-year action plan for your review at your meeting of March 8, 2021.

Based on any additional comments received staff will revise the draft and present a final Strategic Plan at your meeting of April 6, 2021 which will be used to formulate a 2-year Budget and supporting action plan for FY 22/23.

ATTACHMENT(S):

1. Draft Strategic Plan – FY 2022-2025
2. Draft FY 2022/23 – 2 Year Project Action Plan Update

PREPARED BY:


Carl Sedoryk

Blank Page

Monterey-Salinas Transit District (MST) Strategic Plan – FY 2022-2025

About the Plan:

This Plan represents the collaboration of the MST Board of Directors and staff to develop a multi-year vision and identify strategic priorities to focus MST resources and energies.

MST services focus on moving people from where they are to where they need and choose to be. Similarly, the MST Board of Directors focuses on developing policy to move the District to where it needs to be to effectively and efficiently serve the residents of and visitors to our communities and constituencies.

While the process revealed no changes in the stated mission, vision, and values of the District, a review of MST's strengths, weaknesses, opportunities, and challenges (SWOC) revealed a number of clear opportunities and challenges as ranked by the Board. To summarize, the key challenges and opportunities for MST are transit-priority corridors and services; inclusiveness, equity, and diversity; COVID recovery and public trust; financial challenges; and emerging transit technology. Addressing these issues should be the focus of goals, objectives, and tactics.

Board members reviewed the strengths and weaknesses of the District and identified MST's strengths to include community support, a proven track record of service, innovation and fiscal responsibility, and a solid and effective team. Weaknesses include COVID-related ridership loss, lack of diversity within the certain sectors of the MST workforce compared to community demographics, obsolete IT systems, financial unpredictability, and workforce staffing challenges. It will be important for staff to exploit its strengths and reinforce weaknesses as it makes strategic plans to take advantage of opportunities and minimize the challenges faced by MST.

A summary of the Board ranked Strengths, Weaknesses, Opportunities and Challenges may be found in Exhibit 1. A full listing of the staff generated SWOC may be found in the Appendix along with the Board survey results.

Exhibit 1

MST Board Ranking of Opportunities, Challenges, Strengths and Weaknesses

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	

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	

During the strategic planning process, no feedback was provided regarding changes to the District's Mission, Vision, and Values which are stated below:

Monterey-Salinas Transit District Mission

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

Our Vision

A fully funded public transit system providing quality, valued, and affordable mobility and transportation services for the people in Monterey County.

We Believe In...

- **Using Good Judgment**
- **Achieving Win/Win Outcomes**
- **Mutual Respect**
- **Teamwork**
- **Acting with Dignity, Trust, Cooperation, and Loyalty**
- **Constant Measurable Improvement**
- **Recognizing Achievement of Results**

Strategic Goals

The Board responded to a survey to rank the importance of the seven strategic priorities or goals. 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.

The following are the strategic priorities and goal statements that MST will pursue over the next four years. For each goal, the Board, while working together with the Executive Leadership Team, has formulated initial objectives and desired outcomes. Indicators of success were defined to track relative progress towards the objectives and outcomes. Discrete actions to be taken towards the accomplishment of the strategic goals will be defined in each annual budget action plan during the life of the strategic plan.

Measurement of progress towards strategic goals and action plan items will be included in monthly performance dashboards, quarterly action plan updates, surveys, and through other reporting systems as directed by the Board.

FY 2022 - 2025 GOALS, OBJECTIVES, AND ACTION PLANS

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

Objectives/Outcomes:

Retain and grow 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, maximize the value of MST services to the community, support the local economy.

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.
- Maximize public/private funding agreements.
- Adequate funding in place to support operating and capital needs, including unfunded requirements.
- Increased financial support through local funding initiatives as appropriate.

Tactics:

- ✓ Adopt and execute annual state and federal legislative programs through position letters, participation in legislative advocacy days with transit associations, and meetings with federal and state legislators.
- ✓ 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 and required infrastructure.
- ✓ Develop 2-year operating budget and 5-year Capital Improvement Program process.

Goal #2: Provide Quality Transit and Mobility 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 monthly and implement programs to support continuous improvement.
- ✓ Continue to monitor autonomous vehicle technology and implement as appropriate.
- ✓ Develop and improve workforce development plans to sustain service levels.
- ✓ Continue planning activities for SURF! Busway and BRT transit improvements.
- ✓ Maintain MST Trolley contract with City of Monterey.
- ✓ Upgrade and enhance technologies to improve customer experience.
- ✓ Continue planning a comprehensive regional BRT system and apply for funding, as appropriate.

- ✓ Maintain and develop partnerships with alternative mobility providers, including taxis, vanpool, and transportation network company (TNC) to improve mobility options.
- ✓ Implement service plan utilizing South County operations and maintenance facility.
- ✓ Formulate and implement a 5-year Capital Improvement Program (CIP).
- ✓ Complete Comprehensive Operational Analysis (COA) and implement recommended transit network improvements.

Goal #3: Improve Board Protocols and Recommend 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 and improve board member training and orientation programs.
- ✓ 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 annually to determine if board reports and staff communications meet expectations.
- ✓ General Manager/CEO will actively seek to meet with Board Members individually.

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 including reducing negative impacts of transportation-related to greenhouse gas emissions and global climate change.

Indicators:

- Compliance with EPA and California Air Resources Board mandates.
- Reduced consumption and related costs of utilities.
- Reduced consumption of fossil and non-renewable fuels.
- Increased investment in zero-emission technology.
- Public recognition for achieving 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 zero-emission 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.
- ✓ Complete state CARB mandated Zero Emission Bus (ZEB) Electification Roll Out Plan and develop capital financing plan to implement adopted goals.
- ✓ Identify opportunities for energy, water, gas, and other resource conservation programs.
- ✓ Implement ZEB vehicle, equipment, infrastructure, energy storage, and other technologies identified in ZEB Roll Out Plan.
- ✓ 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 and retain existing riders and improve support for MST by utilizing effective marketing, promotion of brand identity, and communication techniques and by applying greater focus in meeting whole 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 RealTime suite of and traveler information tools.
- Increased positive coverage of MST utilizing diverse and culturally sensitive media, as appropriate.
- By 2025, increase customer usage of MST services by 20% over CY 20 levels.

Tactics:

- ✓ Implement and develop coordinated, multi-media, bilingual media communications and advertising programs and including an emphasis on providing relevant messaging to youth markets.
- ✓ 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, visitors, senior groups, hospitality industry, and non-traditional customers.
- ✓ Develop an MST brand to market MST services and recruit 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 workforce 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 (ATU) leadership.
- ✓ Monitor employment contract with ATU and Monterey-Salinas Transit Employee Association (MSTEA) 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.
- ✓ Implement Affinity Group focused on supporting, recruiting, and retaining women within the workforce, with specific outreach for women in underutilized job categories.
- ✓ Develop innovative methods of communication to MST stakeholders.
- ✓ Promote employee incentives for recruitment.
- ✓ Develop a Spanish language social media presence.

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

Objectives/Outcomes:

Develop and implement programs and practices that distinguish MST as a leader within 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 MST and the public transit industry in general.
- ✓ Implement targeted marketing, educational and promotional efforts designed towards major employers, students, visitors, senior groups, hospitality industry, and non-traditional customers.

MST thanks and acknowledges the following for their participation in the development of this document:

Monterey-Salinas Transit Board Members:

Chair, Dan Albert, City of Monterey
Vice Chair, Mayor Anna Velazquez, City of Soledad
Jeff Baron, City of Carmel-by-the-Sea
Pat Lintell, City of Del Rey Oaks
Lorraine Worthey, City of Gonzales
Yanely Martinez, City of Greenfield
Mayor Mike LeBarre, City of King City
David Burnett, City of Marina
Joe Amelio, City of Pacific Grove
Mayor, Mary Ann Carbone, City of Sand
Tony Barrera, City of Salinas
Dave Pacheco, City of Seaside

Monterey-Salinas Transit Staff and Associates:

Carl Sedoryk, General Manager/CEO
Lisa Rheinheimer, Assistant General Manager
Norman Tuitavuki, Chief Operating Officer
Kelly Halcon, Director of Human Resources and Risk Management
Michelle Overmeyer, Director of Planning and Innovation
Mark Eccles, Director of Information Technology
Jeanette Alegar-Rocha, Executive Assistant to the GM/Clerk to the Board
David Laredo, MST General Counsel
Heidi Quinn, Legal Counsel
Michael Laredo, Legal Counsel
Workshop Facilitator: Jerry Benson, 3rd Wind Leadership

APPENDIX

Staff Generated SWOC Analysis

Strengths

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

Legislative representatives/governmental relations (FTA, Caltrans)
Well maintained fleet, replaced many high-mileage vehicles
Support of elderly/disabled/veterans community
Emergency response/business continuity plan

System operating performance
Community / stakeholder support
Strong image reputation
Recognized industry leadership
Public safety relationships
Advanced technology infrastructure
Safety culture
Broad community use of services

Public/private partnerships
Transit District governance
Security system
Mobility management programs
Labor relationships
Rehabilitated and expanded number of facilities

Opportunities

Tort law reform
Public/private partnerships
Changing habits—new customer types

SURF! Opportunity, bus-on-shoulder
Local highway improvement projects
Succession planning within MST
Transportation Network Companies (TNCs)

Marina-Salinas multimodal corridor planning
Off-board fare collection and contactless fare collection
Untapped customer base

Weaknesses

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
Low staffing levels due to recruitment challenges and compliance issues, underutilization of specific demographics
Lack of physical capacity at transit centers in Monterey, Sand City, and Salinas
Skills gap of mid-management, front line supervisors - Bench Strength
Lack of visibility to transportation career
Inconsistent performance of transit service contractor
Lack of developed brand identity
Legacy IT systems/lack of system integration
Lack of new technology training programs
Dependence on federal COVID Relief funds
Persistent cash flow issues
Lack of formal long-term capital planning process
Single year budget process
Lack of taxicab/TNC in south county communities

Challenges

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
Operating costs increasing faster than revenue
Increased homelessness, mental illness, and addiction
Uncertainty with military partners
Non transit-oriented development

Local unemployment post pandemic

Opportunities (Continued)

Inclusiveness, equity, and diversity
University/college transit services

Enhance safety performance
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

TAMC sales tax revenues from Measure X
Comprehensive Operational Analysis
COVID-19 recovery and community needs

Weaknesses (Continued)

Gridlock in Congress
National Highway Trust Fund deficit
Limited space for future growth
Low urban density
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)
Low cost and ease of access to private autos
Cost of living issues for employees/customers
COVID-19 recovery and community response

APPENDIX

Board 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 %

Blank Page

FY 2022/23
2 Year Project Action Plan Update

1. Initiate development and implementation plan of MST Branding initiative per Marketing Plan. July 2021
2. Initiate comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST's workforce. September 2021
3. Complete construction and commence operations from South County Operations and Maintenance Facility. December 2021
4. Complete demonstration of contactless fare payment and mobile ticketing solution and determine feasibility of continuing technology on MST fixed route, MST RIDES and MST subsidized taxi services. October 2021
5. Begin implementation of Zero Emission Bus (ZEB) Roll Out Plan: Focus on ZEB vehicles, equipment, infrastructure, and develop long term funding plan to include public-private partnerships. December 2021.
6. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. January 2022
7. Upgrade/replace MST voice communication systems. December 2021
8. Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Technology Strategic Action Plan. December 2021
9. Finalize Comprehensive Operational Analysis and begin implementation of board approved service changes to fixed route and Measure Q funded services along with supporting staffing plan. March 2022
10. Execute contract for purchased transportation services to include Fixed Route, On Call, and RIDES Paratransit service. May 2022.
11. Complete environmental and preliminary engineering (October 2021), and begin final design, and continue documentation for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project (BRT). June 2022
12. Conduct fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility. June 2022
13. Determine feasibility of MST administered Vanpool Program to supplement existing fixed-route and mobility services. June 2022
14. Refine and renew post-COVID partnership programs for Hartnell College, Monterey Peninsula College, CSUMB, City of Monterey/Monterey Bay Aquarium, Naval Post Graduate School and Presidio of Monterey. July 2022

15. Seek opportunities to identify how MST services and amenities can better support the mobility needs of Monterey County homeless populations. September 2022
16. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. June 2023
17. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, BRT and ZEB infrastructure investments. June 2023

FY 2022 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, facilities and supporting infrastructure.
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, trade associations, 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 and educate the communities we serve regarding the benefits of MST mobility services.
12. Continue board development/educational activities and policy reviews.
13. Continue to adopt policies and adapt practices to existing Emergency Operations plan to address impacts to the operations and workforce of MST and 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.
15. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers.

Blank Page

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – January 2021

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for January 2021.

Attachment #1 – Dashboard Performance Statistics – January 2021

Attachment #2 – Operations Dept. Report – January 2021


Attachment #3 – Facilities & Maintenance Dept. Report – January 2021

Attachment #4 – Administration Dept. Report – January 2021

Attachment #5 – Vaccine Letter to Monterey County Board of Supervisors

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

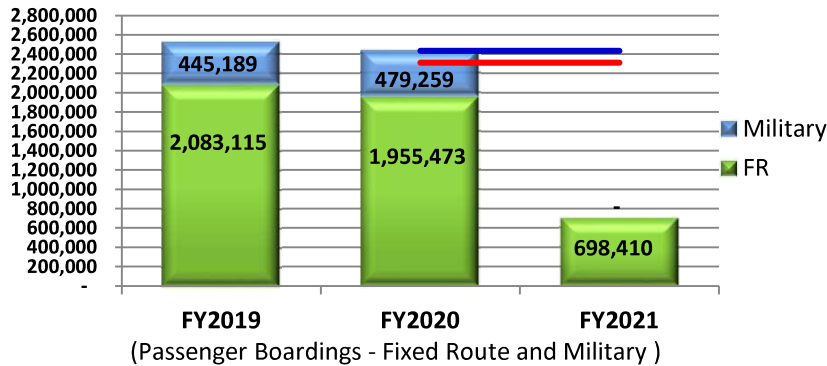
Blank Page

YTD Dashboard Performance Comparative Statistics

July - January

Fiscal Years 2019-2021

Ridership



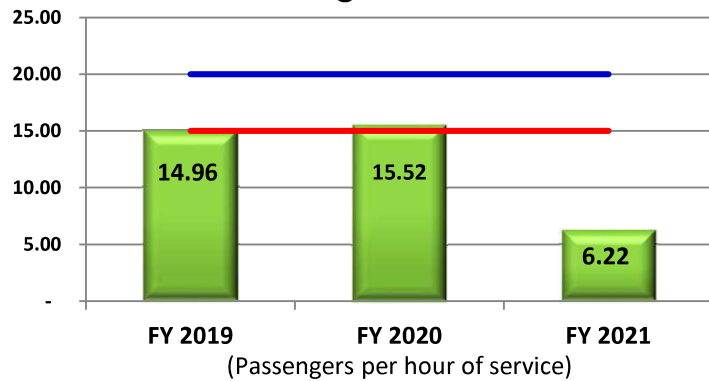
Goal = 2,434,732
passengers

Minimum = 2,312,995
passengers

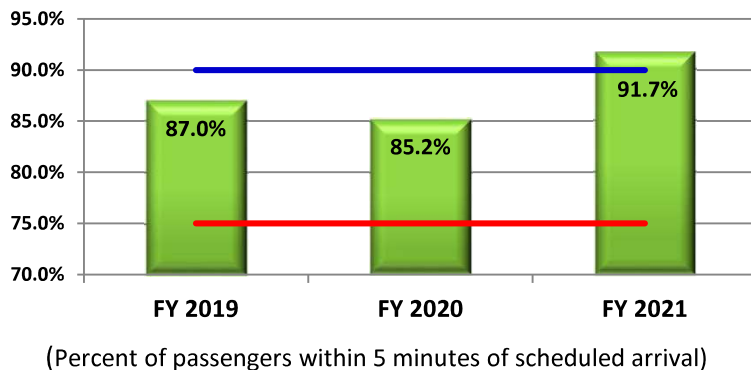
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



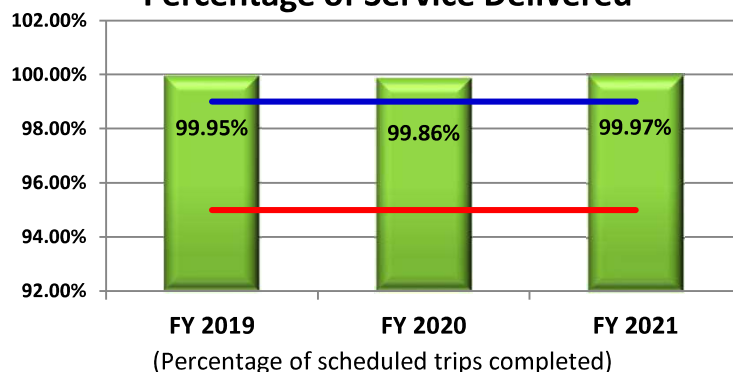
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

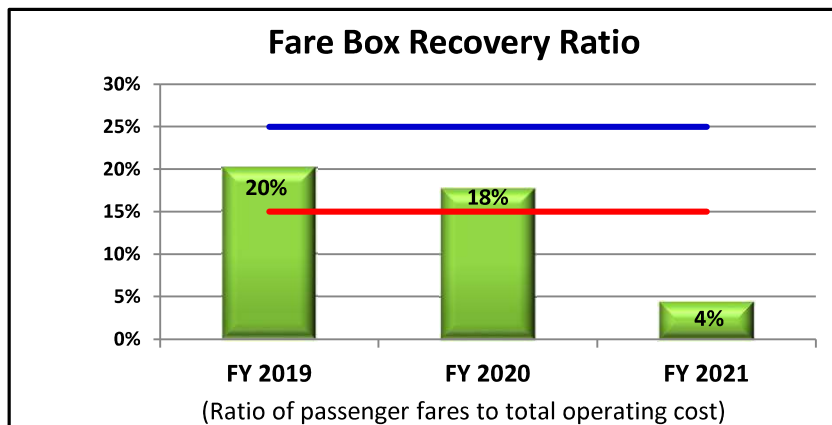


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - January

Fiscal Years 2019-2021

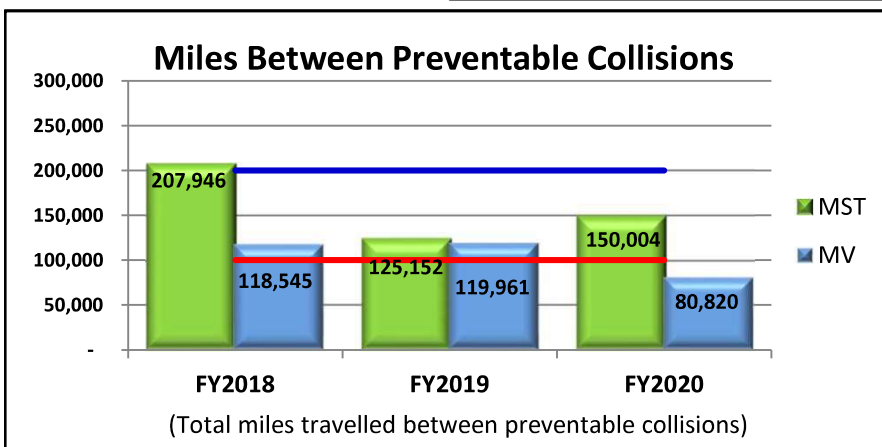
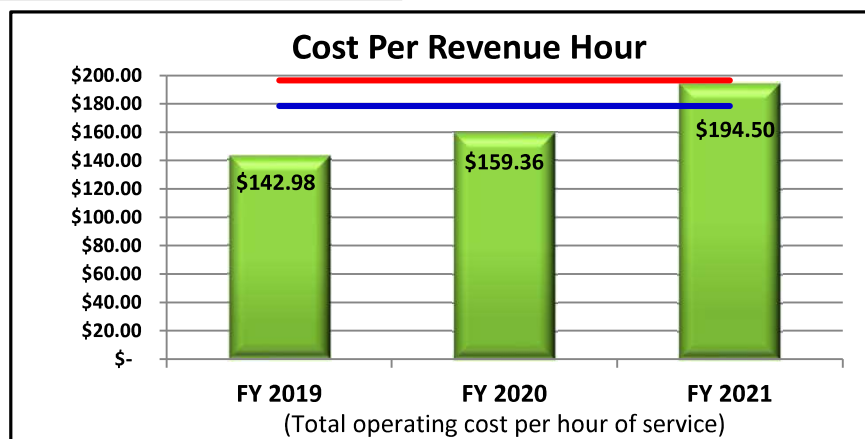


Goal = 25%

Minimum = 15%

Goal = \$178.58 per RH

Maximum = \$196.43 per RH

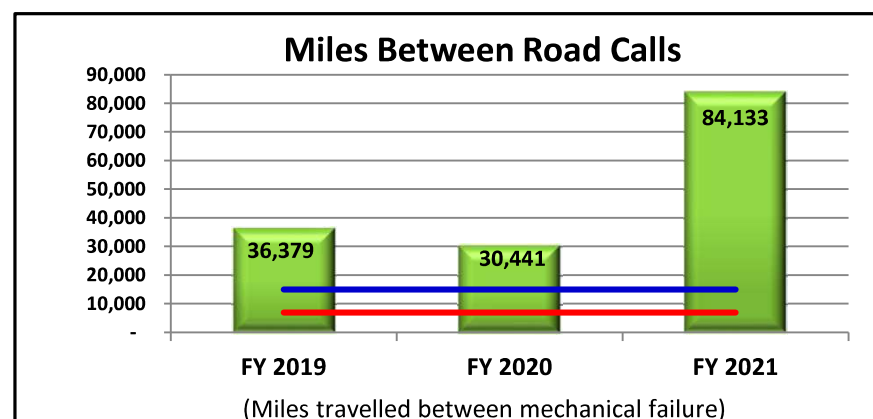


Goal = 200,000 Miles

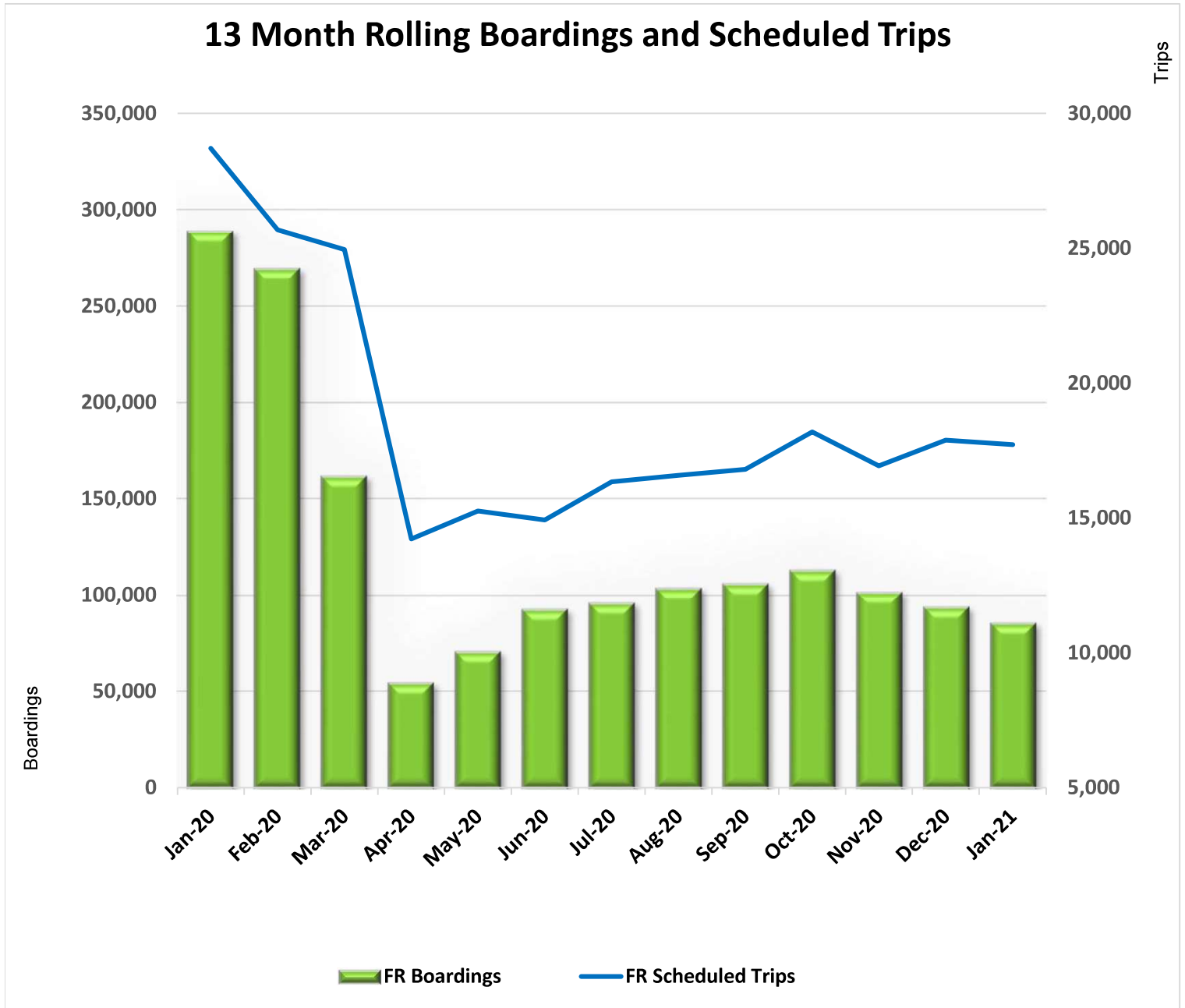
Minimum = 100,000 Miles

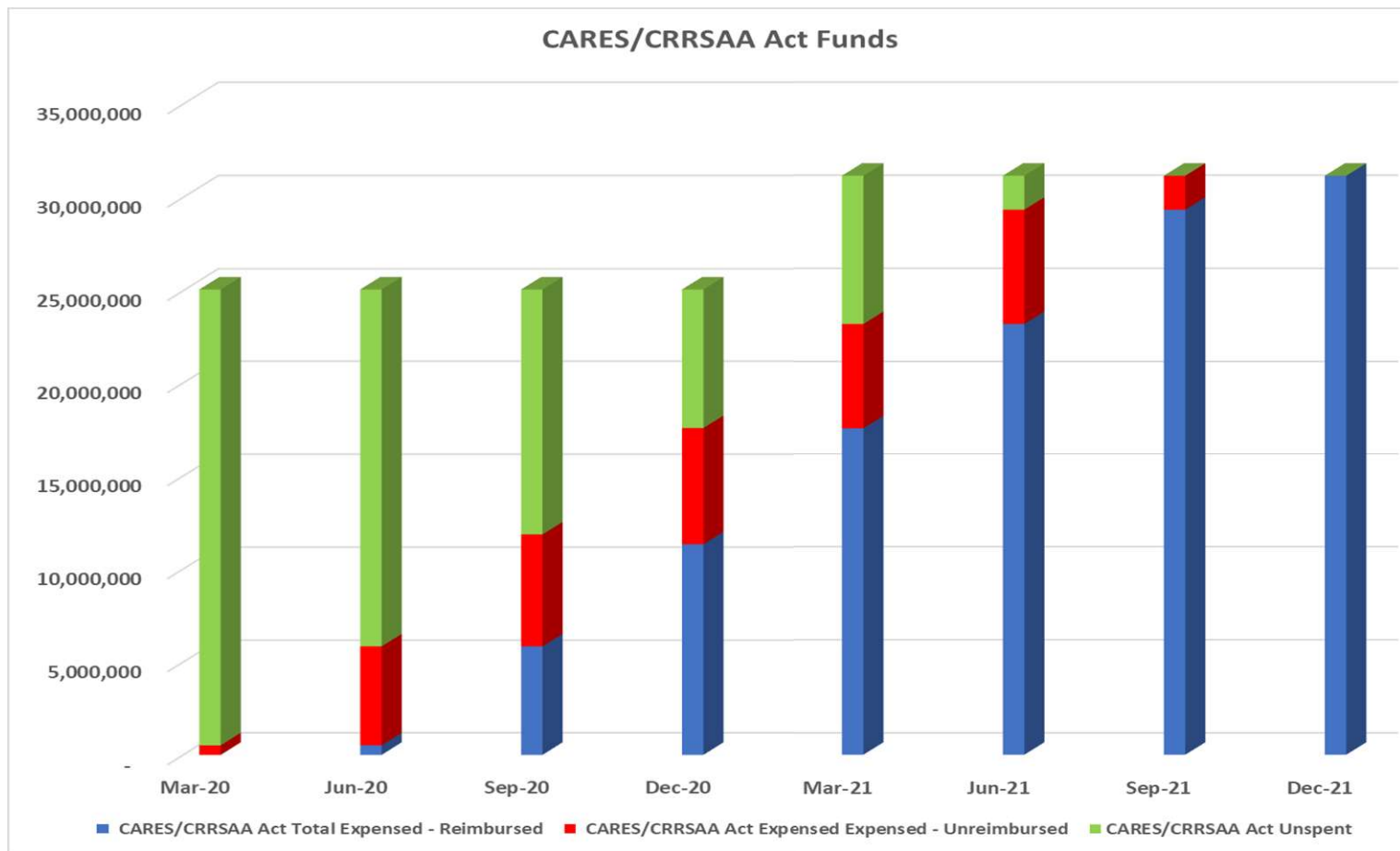
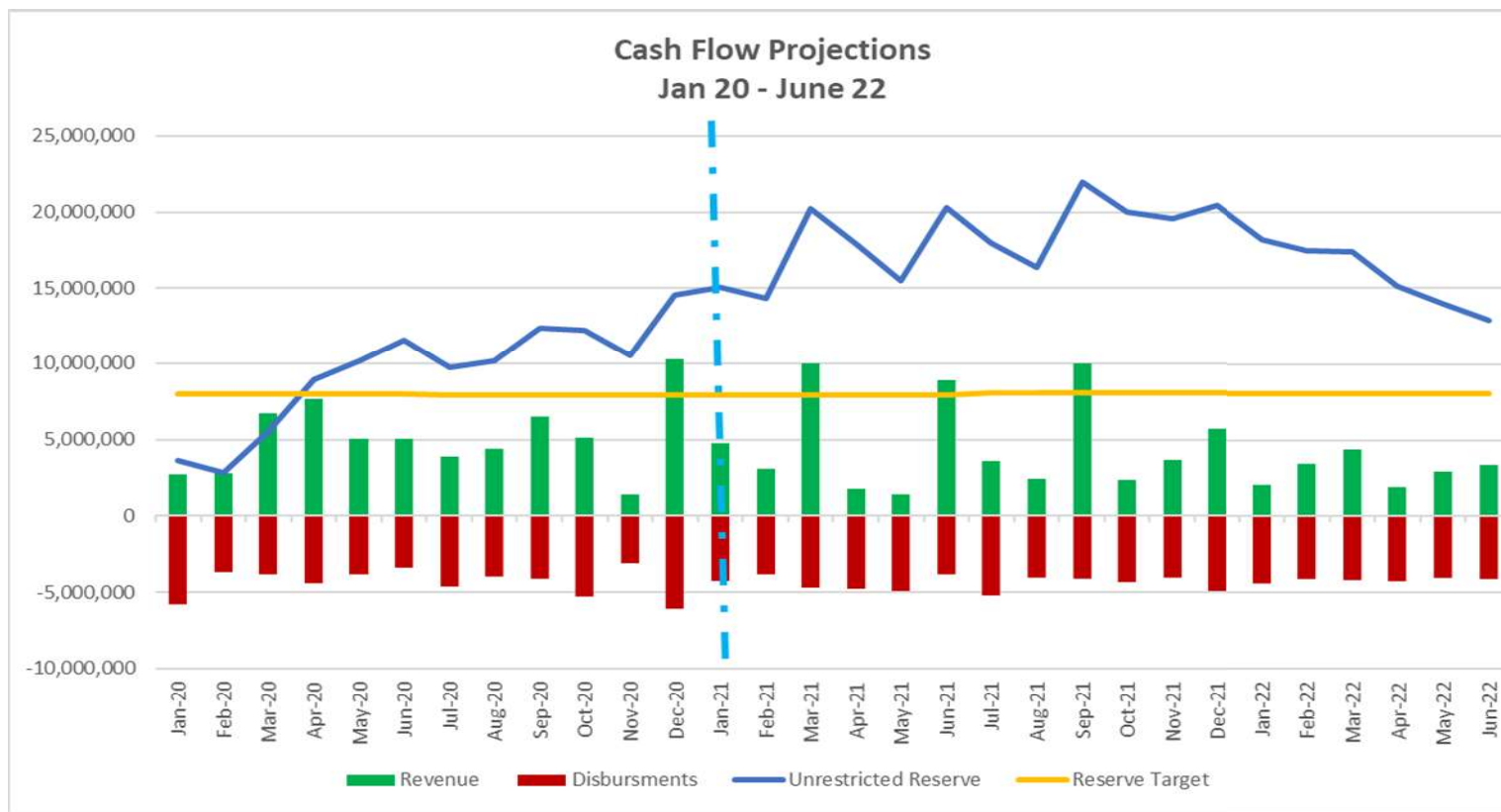
Goal = 15,000 Miles

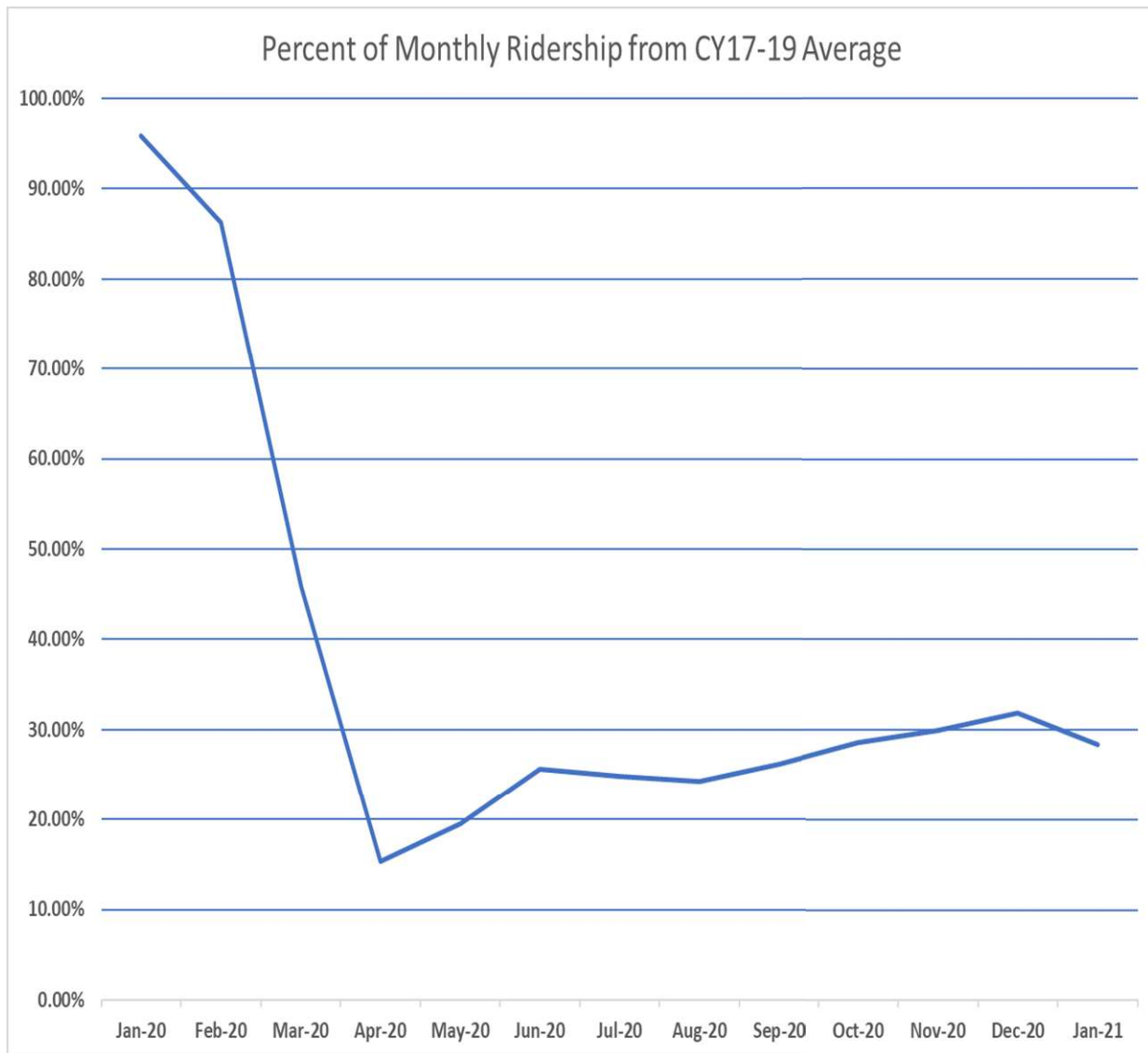
Minimum = 7,000 Miles



COVID-19 MST Statistics and Projections





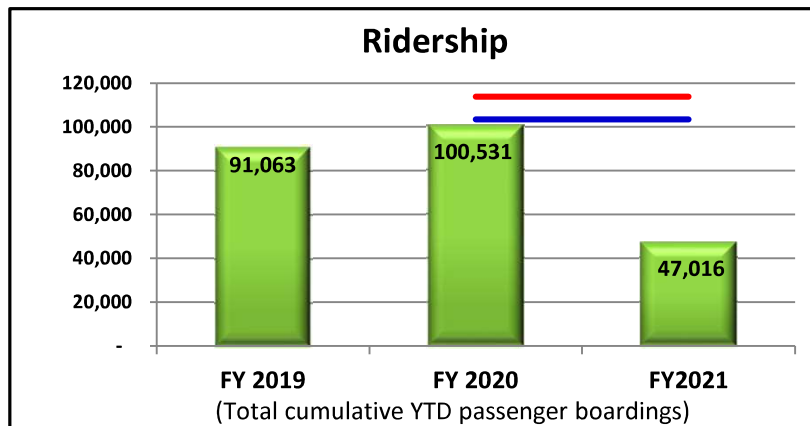


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - January

Fiscal Years 2019-2021

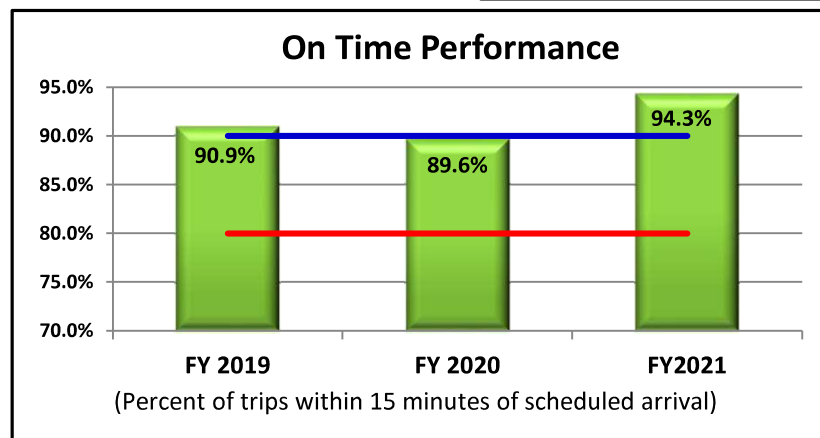
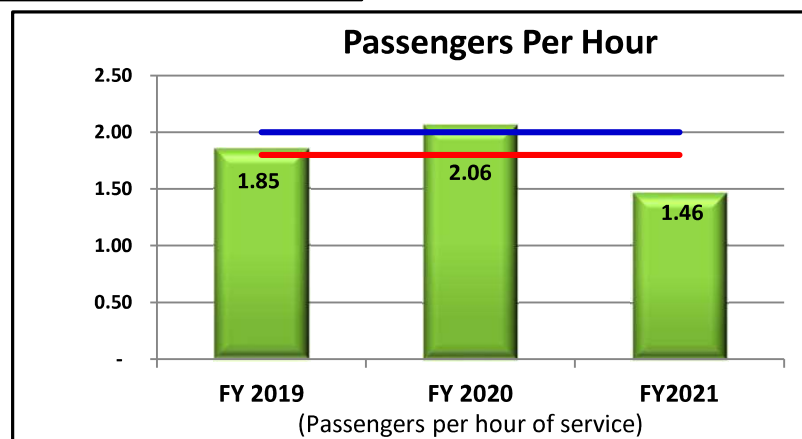


**Goal = 103,547
passengers**

**Maximum = 113,902
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

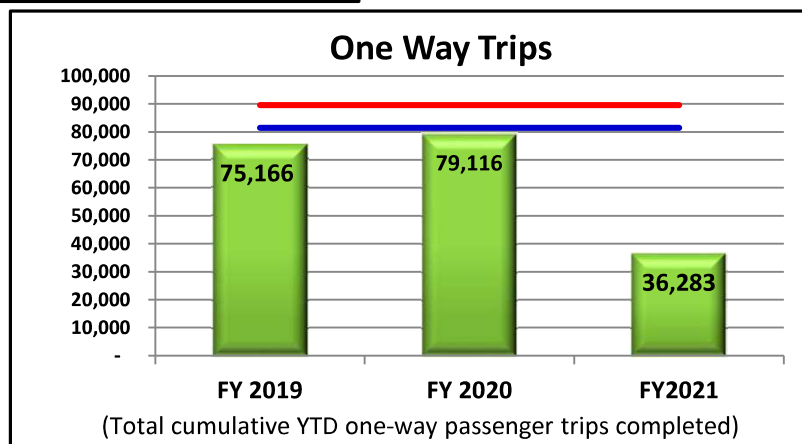


Goal = 90% on time

Minimum = 80% on time

**Maximum = 89,638
one-way trips**

**Goal = 81,489
one-way trips**

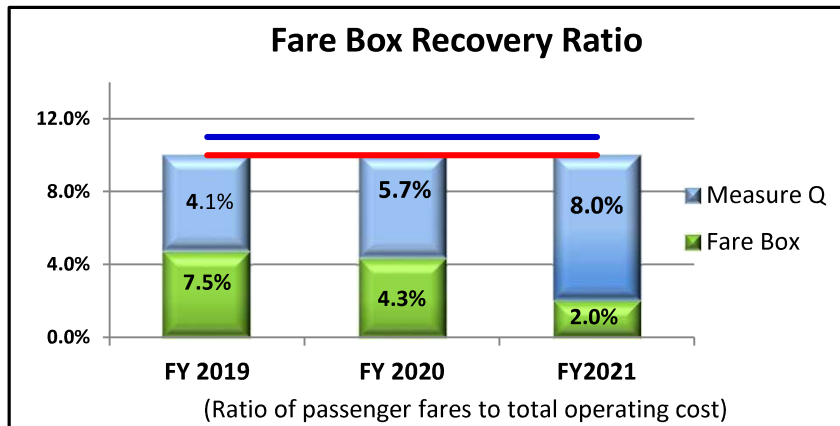


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - January

Fiscal Years 2019-2021

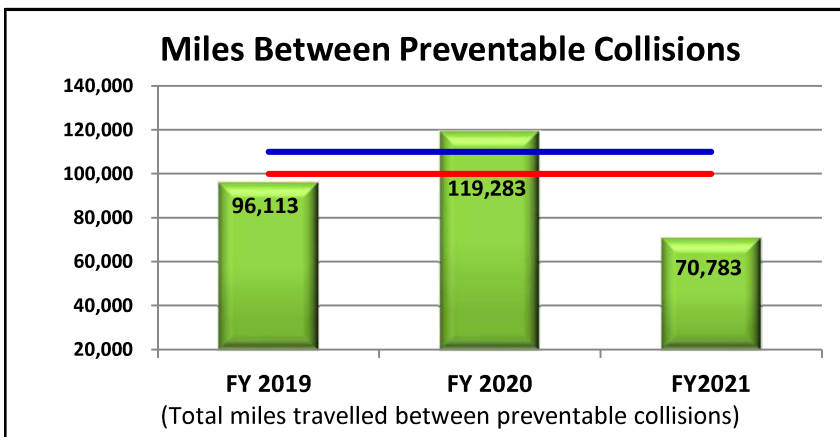
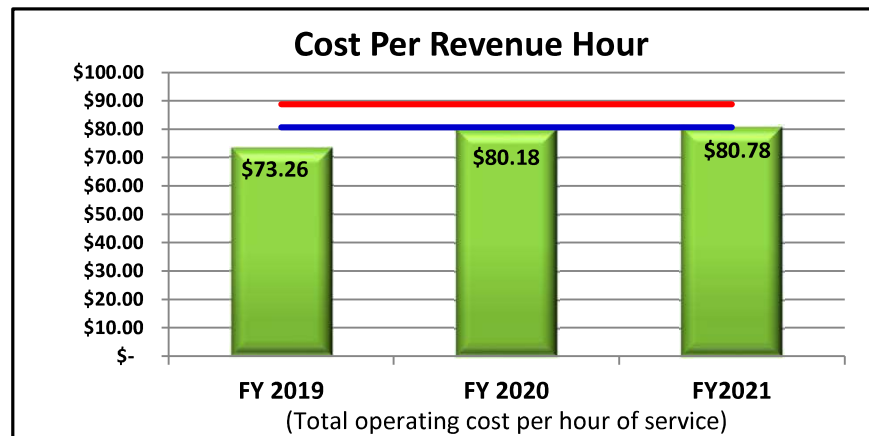


Goal = 11%

Minimum = 10%

Goal = \$80.67 per RH

Maximum = \$88.74 per RH

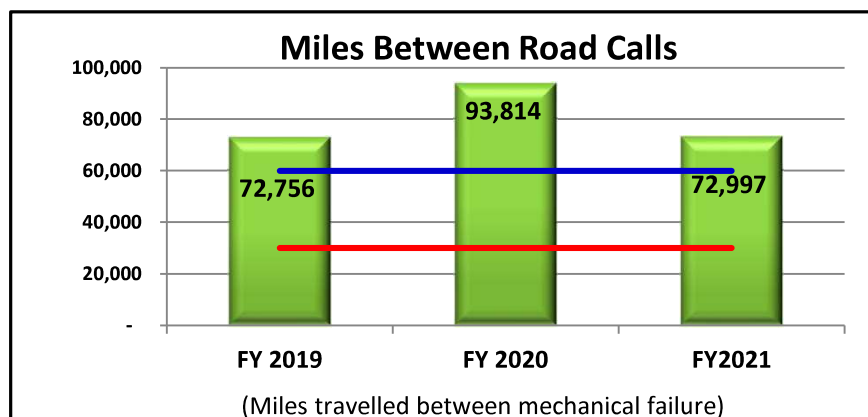


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

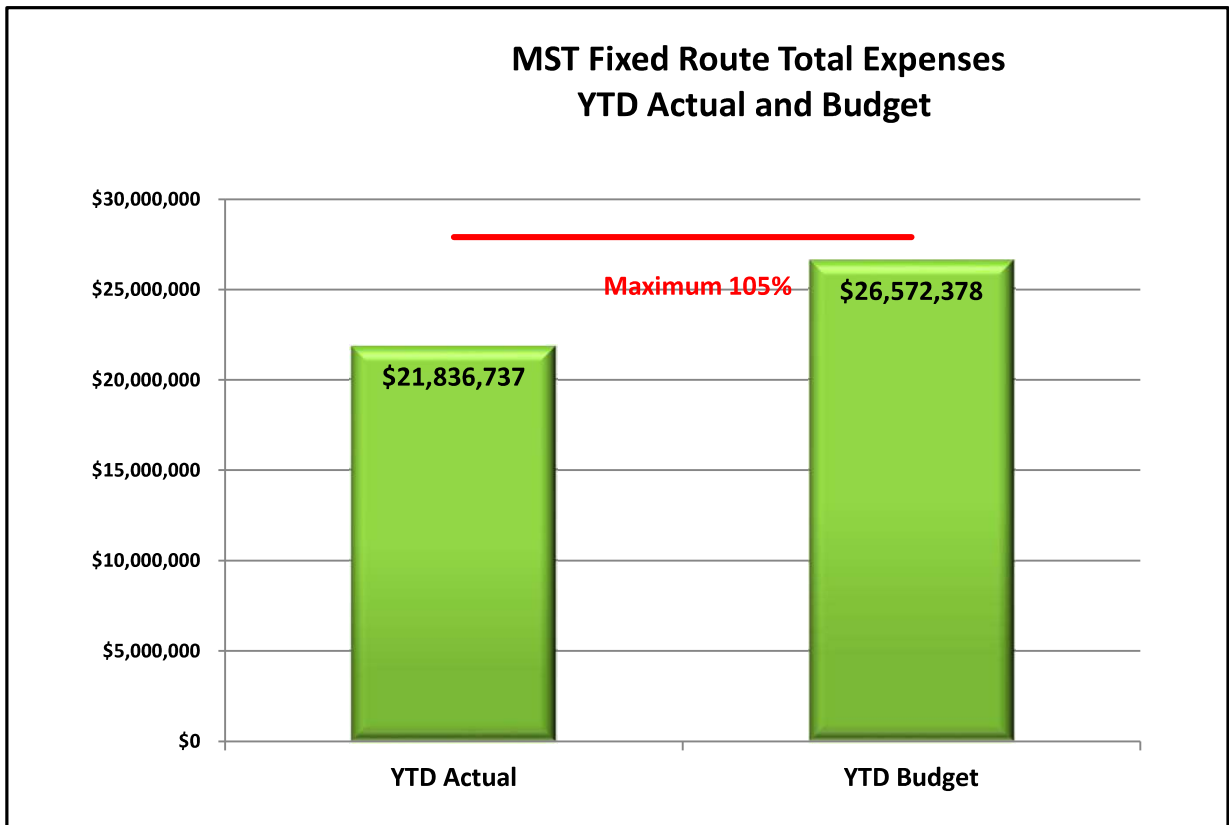
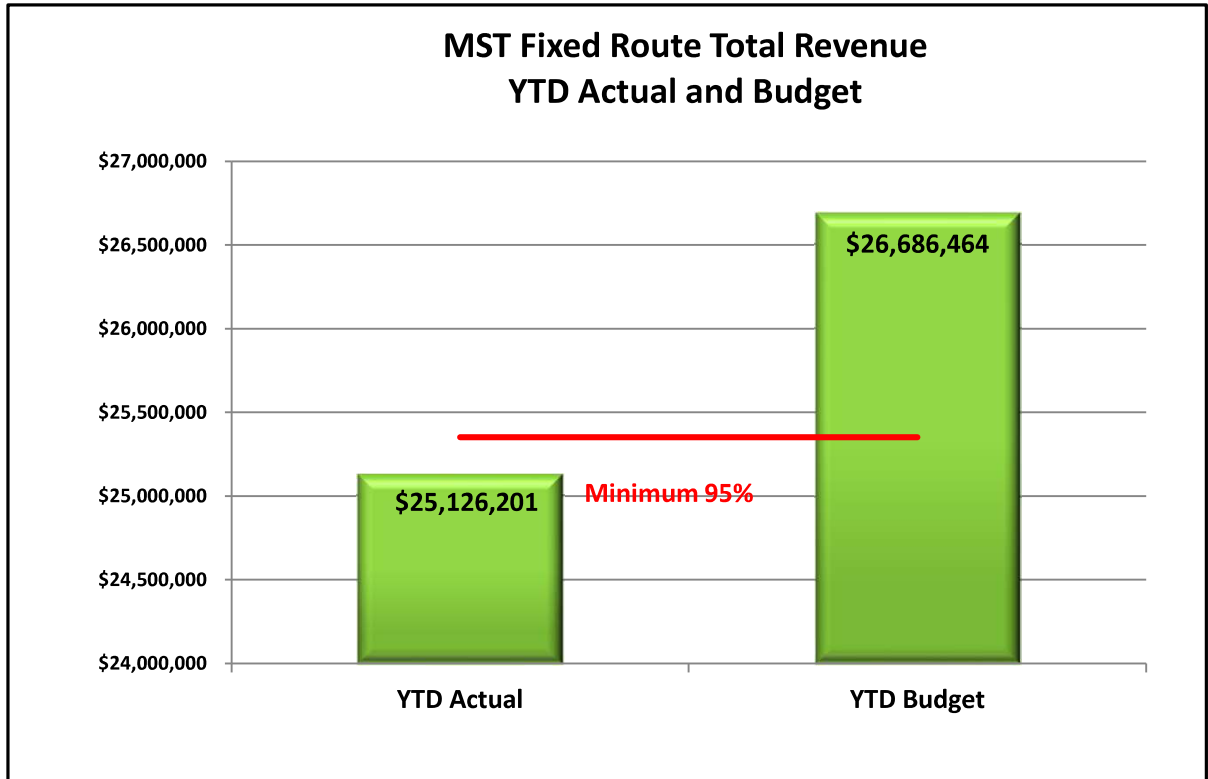


MST Fixed Route

Financial Performance Comparative Statistics

July - January

Fiscal Year 2021

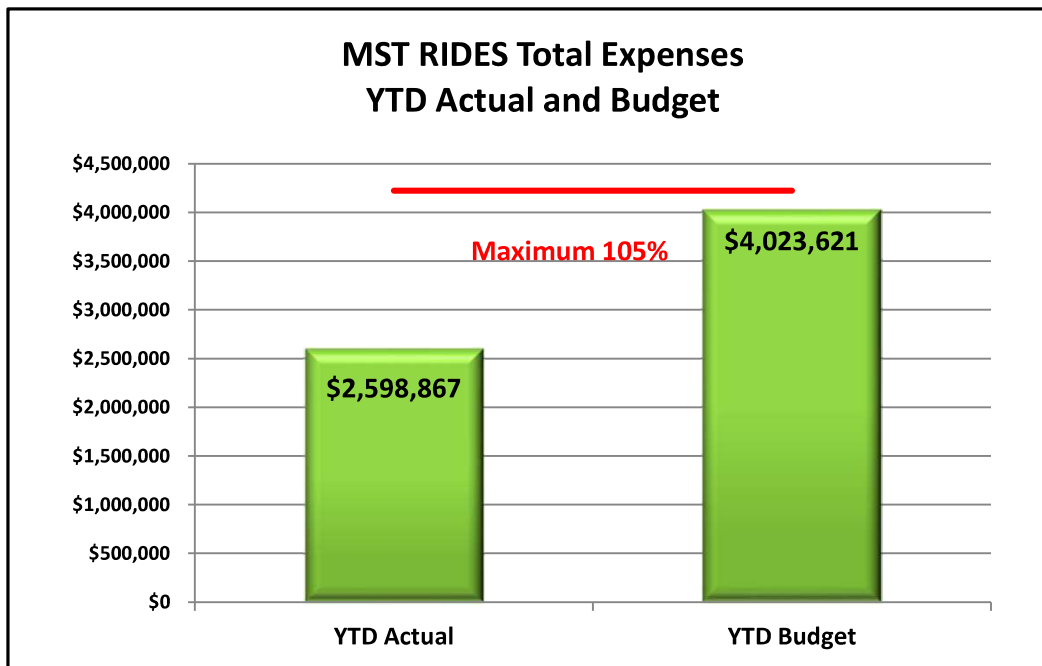
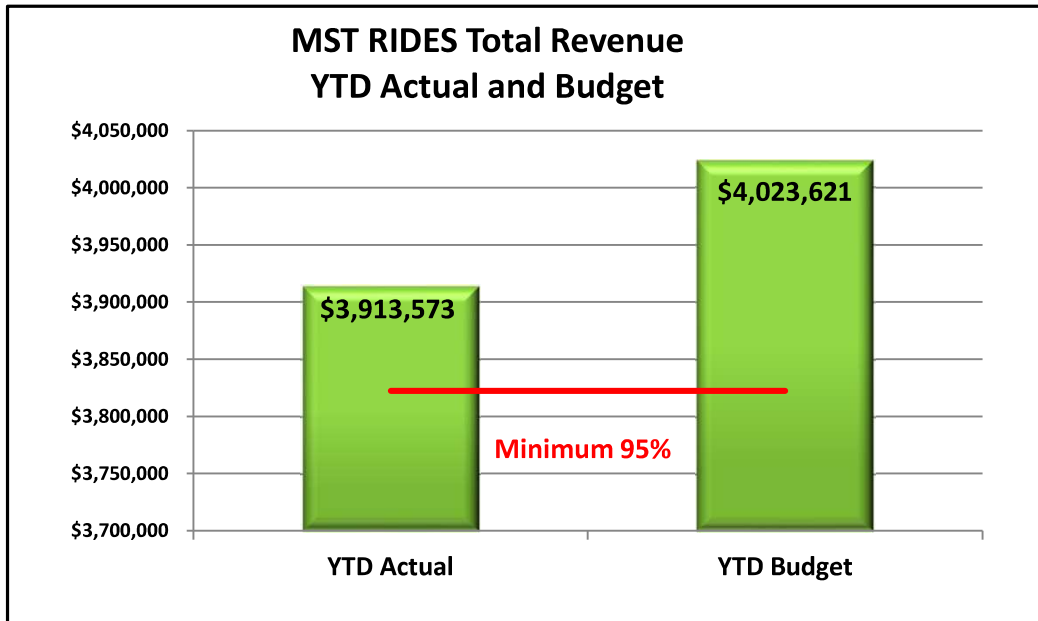


MST RIDES

Financial Performance Comparative Statistics

July - January

Fiscal Years 2019-2021



Blank Page

February 23, 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 – January 2021**

FIXED ROUTE BUS OPERATIONS:

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

MST's preliminary boarding statistics indicate ridership was 85,388 in January 2021, a 70.4% decrease compared to January 2020. The pandemic continues to dramatically affect MST's ridership – for the fiscal year to date, passenger boardings have decreased by 71.3% compared to the same period last fiscal year.

Productivity has also been affected by the pandemic, resulting in a 60% decrease in productivity from 15.6 passengers per hour (PPH) to 6.2 PPH when compared to the same period last fiscal year.

Supplemental / Special Services:

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

System-Wide Statistics:

- Ridership: 85,388
- Vehicle Revenue Hours: 16,339
- Vehicle Revenue Miles: 244,077
- System Productivity: 6.2 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 17,714

Time Point Adherence: Of 80,940 total time-point crossings sampled for January 2021, the Transit Master™ system recorded 79,569 on-time arrivals to MST's published time-points system-wide. This equates to **93%** of all scheduled arrivals at published time-points arriving on time as scheduled, a positive increase month over month. (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 16 service cancellations for January for both directly operated and contracted services. All of the service cancellations were a result of inclement weather that prevented MST from safely completing sixteen scheduled trips:

Total Trips Completed: 17,714			
Category	MST	MV	%
Weather	4	12	100%
Totals	4	12	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 January 2020 and 2021. The data shows a 30% decrease in total documented occurrences compared to last year:

Occurrence Type	January-20	January-21
Collision: MST Involved	8	4
Employee Injury	1	2
Medical Emergency	0	1
Passenger Conflict	8	4
Passenger Fall	3	1
Other	0	2
Near Miss	1	0
Fuel / fluid Spill	0	1
Unreported Damage	2	1
Totals	23	16

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

The January 2021 preliminary boarding statistics for the MST RIDES program were 6,043 passenger boardings. This denotes a 58% decrease in passenger boardings compared to January of 2020. For the fiscal year, passenger boardings continue to decrease. MST completed 47,017 total boardings compared to 100,531 for the same period in FY 2020, ***an expected result of the pandemic.***

- Productivity for January 2021 was 1.40 passengers per hour, decreasing from

2.1 passengers per hour compared to January 2020.

- The MST RIDES fleet traveled 4,406 miles in January 2021 – a 36% decrease compared to January 2020.
- 95% of all scheduled trips in January for the MST RIDES program arrived on time – a 6% improvement compared to January 2020.

COMMUNICATIONS CENTER:

In January, MST's Communications Center summoned public safety agencies on seven (7) separate occasions to MST's transit vehicles and facilities. One Police incident categorized as "Other" resulted in a lost child being reunited to their parents with the assistance of an MST coach operator:

Agency Type	Incident Type	Number of Responses
Police	Passenger Disturbance / Other	6
EMS	Passenger Medical Emergency / Injury	1

Norman K. Tuitavuki



Chief Operating Officer

Monterey – Salinas Transit District

Blank Page

ATTACHMENT 3

February 19, 2021

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **January 2021**

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 January 2020:	Average Fuel Price: FY2021
Diesel: \$2.75	\$2.20	\$1.97
Gasoline: \$2.85	\$2.74	\$2.52

Period:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
January: 2021	\$1.08	41,633
YTD: FY 2021	\$1.25	71,744
FY 2020	\$1.05	24,615
FY 2019	\$0.93	30,655


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


Department Activities/Comments:

In January 2021, MST traveled more than 40,000 miles between major mechanical failures resulting in a 32% positive increase compared to January 2020. Again, this increase in miles between road calls is expected and can be attributed to the 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.

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 for January 2021.

In January, MST awarded a contract to a new Janitorial Service provider. This new provider is expected to deliver improved cleaning and disinfecting services to all of MST's property. 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. Staff also participated in the Central Coast Summit – an annual meeting to discuss public transportation issues, trends, and to share information. Santa Cruz Metro, San Luis Obispo Regional Transit Authority, Santa Maria Area Transit, Santa Barbara Metropolitan Transit District, and San Benito County Express also attended and contributed to the various Breakout Sessions.

Prepared by: 
Norman Tuitavuki

Reviewed by: 
Carl G. Sedoryk

ATTACHMENT 4

Date: February 23, 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; Ikuyo Yoneda Lopez, Marketing and Customer Service Manager; Sonia Wills, Customer Service Supervisor.

Subject: **Administration Department Monthly Report – January 2021**

The following significant events occurred in Administration work groups for the month of January 2021:

Human Resources

A total employment level for January 2021 is summarized as follows:

Positions	Budget FY20	Actual	Difference
Coach Operators F/T	131	122	-9
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	32	-5
Maintenance & Facilities	53	48	-5
Administrative (Interns 1 PT)	30	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.

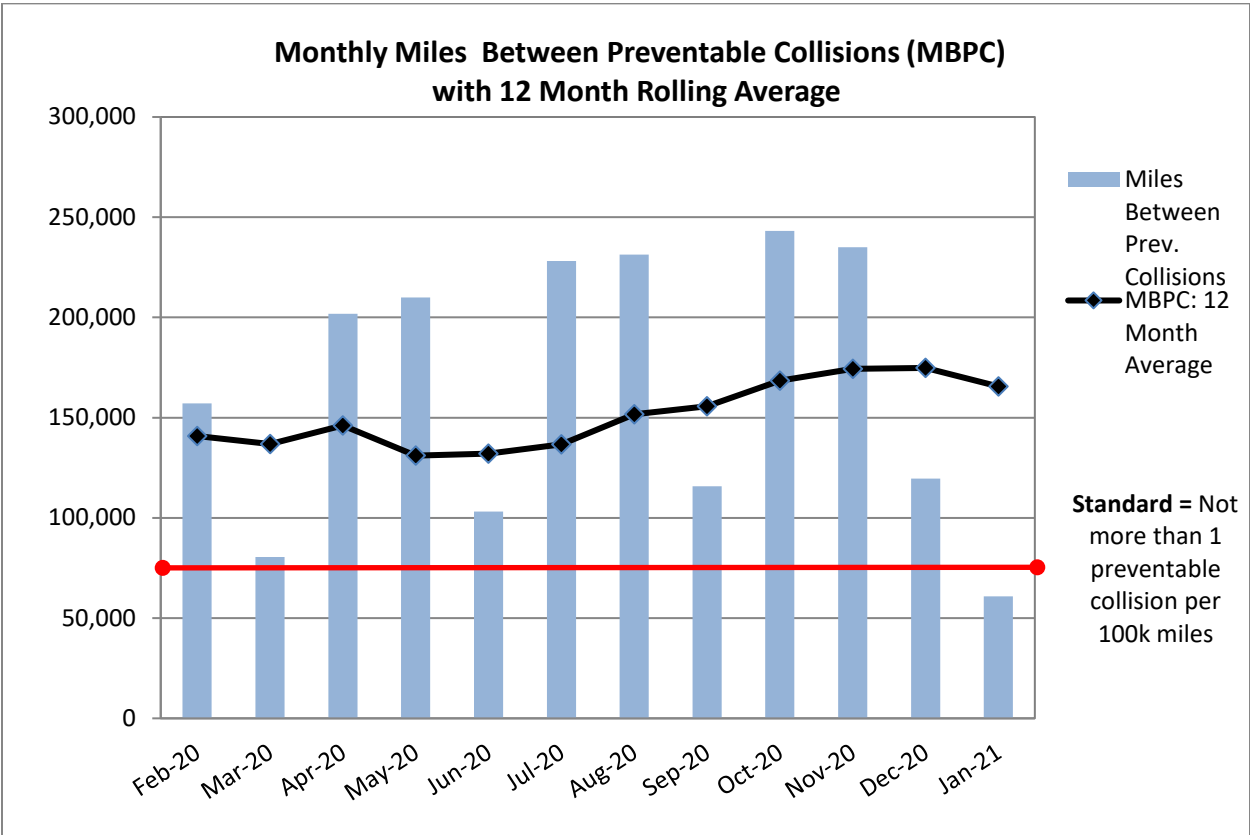
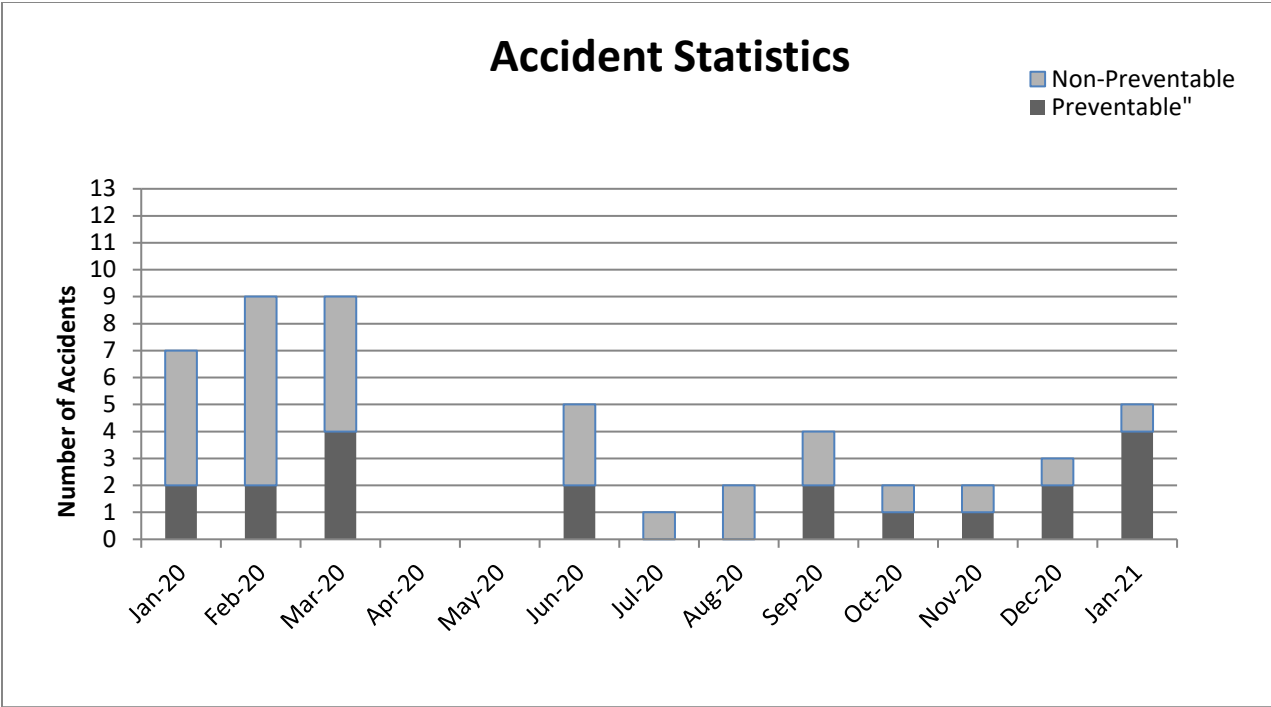
<i>December Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$16,307.66
<i>Other (includes Legal)</i>	\$9,229.70
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$24,097.71
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$6,583.17
<i>Total Expenses</i>	<i>\$61,926.17</i>
<i>Reserves</i>	<i>\$881,188.00</i>
<i>Excess Reserved</i>	<i>(0)</i>
<i># Ending Open Claims</i>	<i>37</i>

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	8
Post-Accident/Incident Re-training	0
In-Service Training: PPE KIT to prevent COVID-19	1
Human Trafficking: Modern Day Slavery Training	1
Return to Work refresher training	0
American Substance Abuse Professionals: A Supervisor's guide to substance abuse awareness and reasonable suspicion 2020	14
FEMA: ICS-200 Training	1
In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn	7
FEMA: ICS-100 Training	1
In-Service Training- GIRO Self Service Bid Web	1
Maintenance Safety Training: PPE, EAP, LOTO, Road Call Response, Winter Sweeps [benches, carts, and tool box tops]	16
Alliant: Road to Recovery: Vaccine Authorization, Now What?	1
In-Service Training: Drive Safely at all times & Accident Prevention-targeting left turns specifically	1
Johns Hopkins University: COVID-19 Contact Tracing	2

Risk Management

Description	January 2021 Preventable		January 2020 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	0
MST Preventable Accidents	4	0	2	5
TOTAL	4	1	2	5



Customer Service Update

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	January 2020	% of reports received**
ADA Compliance	1	0		5.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	1	0		5.0%	3	3.4%
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%	1	1.1%
Employee Other	1	1	1/1*	10.0%	2	2.3%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	0	1	1*	5.0%	5	5.7%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	2	2.3%
Improper Driving	3	2	1	25.0%	16	18.4%
Improper Employee Conduct	4	0	2	20.0%	12	13.8%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	0	1	1*	5.0%	4	4.6%
Late Departure	0	0		0.0%	0	0.0%
No Show	0	0		0.0%	8	9.2%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	0	0		0.0%	6	6.9%
Passenger Conduct	0	0		0.0%	1	1.1%
Passenger Injury	0	0		0.0%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	0	1		5.0%	6	6.9%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	1	1.1%
Service Animal	0	0		0.0%	0	0.0%
Service Other	3	0	1	15.0%	14	16.1%
Service Schedule	0	0		0.0%	3	3.4%
Taxi	0	1	1*	5.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	1	1.1%
Vehicle Maintenance	0	0		0.0%	2	2.3%
Sub total reports	13	7				
Grand Total MST and *Other Provider		20		100.0%	87	100.0%
Employee Compliment	2	1			2	
Service Compliment						

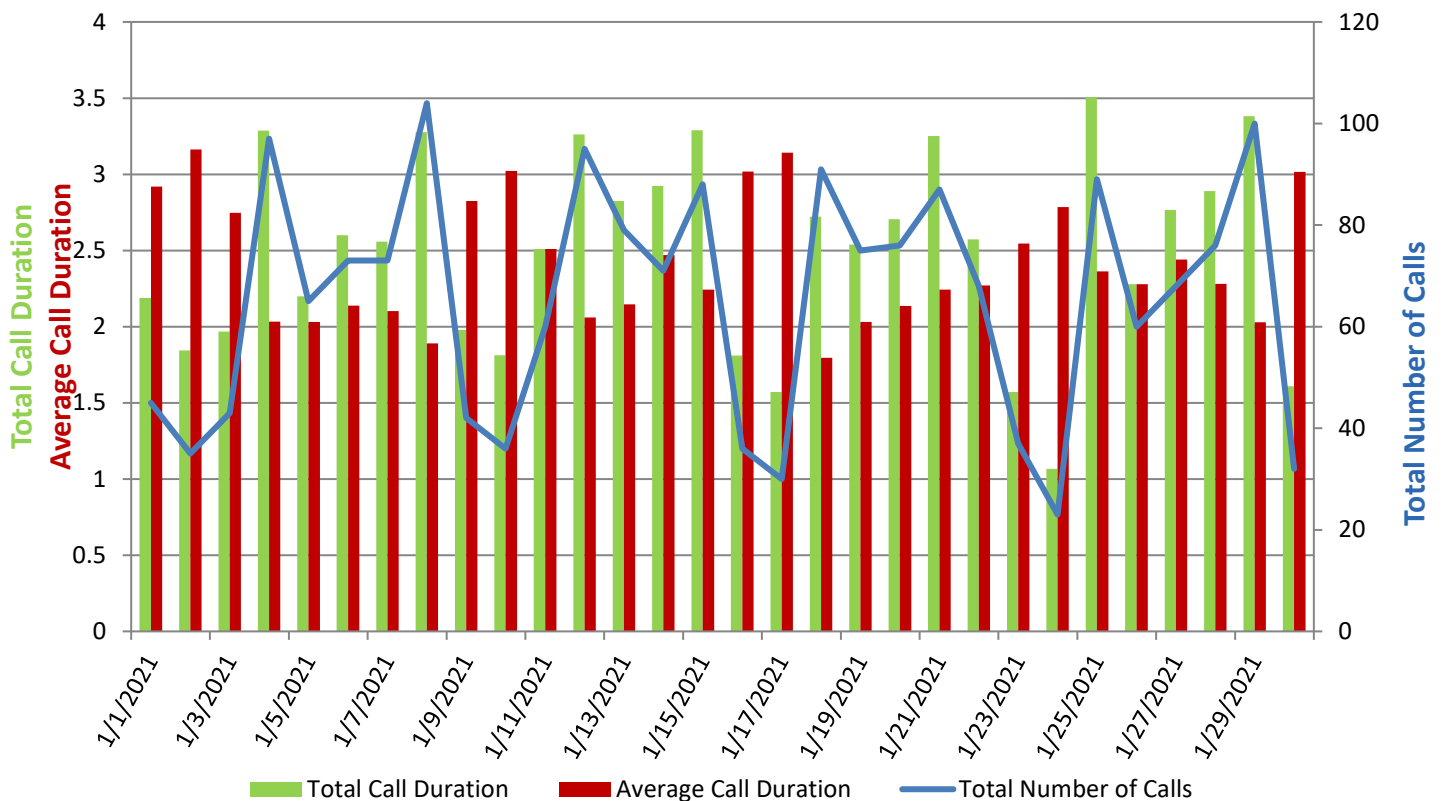
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of January 2021, MST received a total of 1,998 calls which lasted a total of 76 hours and 19 minutes. The average call duration was two minutes and eighteen seconds (2:18). MST received the greatest number of calls on Friday, January 8, at 104. Of the total number of calls, 303 (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 January 2021



Finance Update

General Accounting/Accounts Payable

During the month of January, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. During the month of January, staff prepared and distributed the IRS-required W-2s and 1099 forms as well as compiled and submitted the California State Controllers 2019-20 Transit Operators Financial Transactions Report. 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.

Payroll

Payroll created multiple new federal and state tax tables to conform with changes in tax rates effective January 1, 2021. A reconciliation of all quarterly returns filed for 2020 was completed to close the year and to generate W-2s for all active and terminated employees by the January 31, 2021 deadline. Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis.

Grants

During the month of January, staff provided support in responding to the constantly changing COVID-19 pandemic. Staff coordinated with FEMA 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, FEMA grant funding processes, and the CRRSAA grant program. Staff also participated in several meetings regarding current and future projects including bus procurements, SURF! Busway and BRT, South County Operations and Maintenance Facility, and the Comprehensive Operational Analysis project. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also participated in FTA and Caltrans run workshops related to the CRRSAA Act and other FTA guidance and listening sessions related to the COVID-19 pandemic.

Purchasing

During the month of January, staff worked on several procurement activities. The first is managing internal transactions for ordering and receiving goods and services, and handling procurement data. Staff worked to improve the efficiency of transaction-flow and reporting and assist Project Managers with support for vendor engagement and contracting processes. Staff also worked on large procurements, including an RFP for Universal Mobile Ticketing and an RFP for Capital Investment Grant Consultant. Staff is currently reviewing the MST Procurement Manual for updates and revisions, and meeting with counsel to develop a procurement training program for staff.

Information Technology Update

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

Staff worked with Operations and Maintenance Department personnel in monitoring and configuration of the (ITS) equipment installed on the vehicles and in the MST Communication Centers. Staff monitored and configured the software for the Trapeze Automatic Vehicle Location (AVL) systems on the fixed-route and Paratransit fleets. Staff monitored and configured the fixed-route real-time bus arrival/departure system.

Staff monitored and configured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system. Staff have delayed the upcoming implementation of the Facilities module, due to the COVID-19 pandemic. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored and configured the functionality of the customer service database. Staff retrieved the RealTime data text and IVR data for the Customer Service monthly report. Staff ensured that the WiFi systems installed on 15 buses used on the commuter routes were working as designed. Staff monitored and configured the Giro Hastus run cutting/planning system.

Staff worked on the Contactless Fare Pilot program. Staff monitored the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system.

Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements. Staff received over 120 IT support-related emails and telephone calls that were responded to in a timely manner.

Marketing Update

MST RealTime Usage:

2020	Text	RealTime Phone	CSR Phone	App Sessions	App Users
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
2021					
January	1,565	303	1,998	40,466	1,345

**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: “End of year message from MST CEO/General Manager” (PageTurnPro.com, 1/12/21), “Transportation Agency for Monterey County celebrates train station improvements” (Monterey County Business Council, 1/22/21), “Transportation” (Chamber Connection, 1/26/21), “Did Governor Newsom forget about transit workers in vaccine rollout?” (Streetsblogcal.org, 1/26/21).

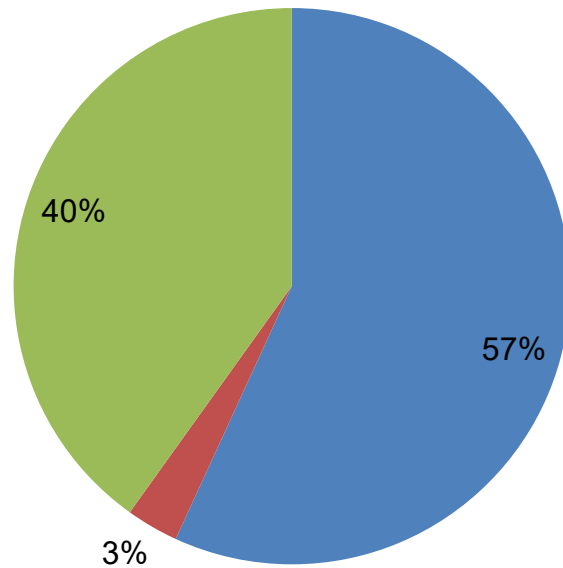
Press releases sent include: “MST Bus Service on Martin Luther King, Jr. Day” (1/11/21), “MST Chief Operating Officer Retires, Replaced by Deputy Chief Operating Officer” (1/15/21), “Transportation Agencies Seek Public Input on the SURF! Busway and Bus Rapid Transit Project” (1/27/21), “Monterey-Salinas Transit (MST) Service Changes Go into Effect Saturday, February 6th” (1/26/21).

Projects: Continue to share information and coordinate sales of Low Carbon Transportation Operations Program (LCTOP) School Pass Program bus passes to school districts within Monterey County; manage creation of MST branded customer facing marketing items and customer service training materials related to Visa Tap to Pay contactless fare demonstration project; 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; continue to coordinate and support efforts to inform the community regarding services and resources available through MST Mobility Services.

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, Active Referral Network (ARN), as well as monthly MST Employee Townhall meetings.

Social Media Performance:

Social Fans



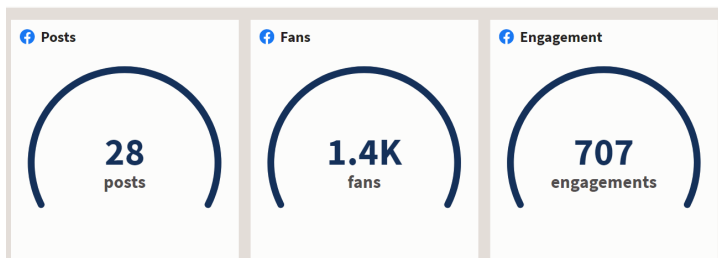
Facebook	1,419
Twitter	76
Instagram	1.001

Overview by Social Media Platform:

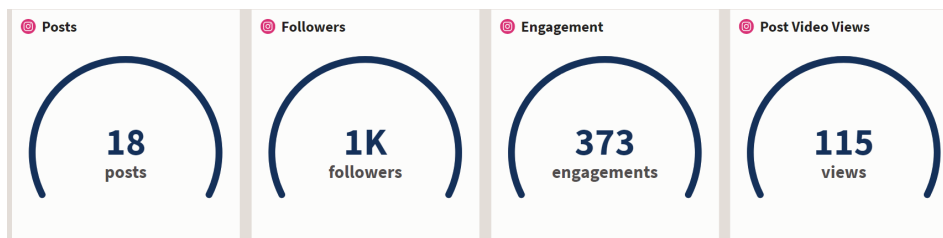
New! Twitter



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

NTD certification for automatic passenger counters (APCs) on fixed route cutaway buses has been reinvigorated with a strategy for conducting necessary steps to adjust APC sensors and achieve certification before the end of FY2020-21. Planning and Operations staff met with the APC vendor to strategize the steps necessary and work has been authorized to make the necessary adjustments to the APCs.

MST has procured the latest ArcGIS software from the Environmental Systems Research Institute (ESRI). IT and Planning worked together to ensure that a new GIS program could access the existing data in MST's repository, and work has begun to update the data for future geospatial analysis in the Planning Department.

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.

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. Staff met with the consultant weekly to review survey results and review options for local services.

Two full day virtual meetings took place with the consultant team and staff across all MST departments regarding MST's Comprehensive Operational Analysis (COA). The COA is an intensive planning study that will guide the agency in its operation as it recovers from the pandemic. Throughout the month, staff compiled data and reports requested by the consultant.

Blank Page

February 22, 2021

Wendy Root-Askew
Chair, Monterey County Board of Supervisors
2616 1st Avenue
Marina, CA 93933



Re: Front-Line Essential Transit Workers

Dear Chair Root-Askew:

On behalf of the Monterey-Salinas Transit Board of Directors, which is comprised of elected officials from 12 of the City Councils within Monterey County along with a representative from the County Board of Supervisors, we understand and appreciate the challenges that have occurred with rollout of COVID-19 vaccines to the residents of our communities. However, we were disappointed to learn that our request to include Monterey County's frontline transit workers in the Tier 1 vaccinations was denied by the Monterey County Health Department.

Since the beginning of the pandemic, our frontline transit workers provided critical mobility options to essential workers and some of our most vulnerable populations within the Monterey County. MST's services often serve as the only connection to jobs, health care, education, and grocery stores for these communities. They have also stepped up to fill gaps in federal, state, and local social services by transporting individuals to COVID-19 testing sites, delivering food to seniors, and providing access to mobile internet hotspots that support distance learning for families without high-speed internet access. In the weeks ahead, our employees will play a key role in expanding equitable access to the COVID-19 vaccine and supporting the reopening of schools – both top priorities for the residents of our county.

Our request is for the Monterey County Health Department follow the current recommendations from the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices, which call for "Urban Transit Systems," "Interurban and Rural Bus Transportation" and "Special needs Transportation" workers to be prioritized within vaccine distribution plans. Currently, health officials in Santa Cruz, San Luis Obispo, and Sonoma Counties, all have chosen to provide vaccination priority to their front-line transit workers.

We strongly encourage Monterey County to focus on the needs of the frontline transit workers by providing their immediate access to the COVID-19 vaccine. These workers continue to put themselves on the frontlines to ensure our most vulnerable have the resources they need to survive this crisis and will prove vital to our county's recovery.

We thank you, the Board of Supervisors and County Health staff for its leadership during this difficult period in our history and will continue to partner with you to ensure our community's successful recovery.

Sincerely,

Dan Albert
MST Board of Directors, Chair

Mayor Anna Velazquez
MST Board of Directors, Vice-Chair

CC: Monterey County Board of Supervisors
Dr. Edward Moreno, Monterey County Director of Public Health

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

Blank Page

Thomas Walters & Associates, Inc.
Washington, DC

February 23, 2021

TO: Carl Sedoryk

FROM: Don Gilchrest

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

COVID-19 Relief Legislation

The House Budget Committee met yesterday to begin assembling a \$1.9 trillion package of COVID-19 relief provisions into a budget reconciliation package. Democratic leaders are aiming to achieve House passage of the reconciliation bill by the end of this week. It is expected to move forward on a party-line vote as Democrats have closed ranks behind President Biden's proposed *American Rescue Plan* and have mostly turned aside any attempts to amend the legislation at the committee level.

The draft reconciliation bill includes an increase in the minimum wage to \$15 per hour, direct payments to individuals, enhanced unemployment benefits, funding for public health/vaccine distribution, and emergency payments to state and local governments. It also would provide assistance to several modes of transportation, including an additional \$30 billion of assistance for transit agencies. Once passed by the House, the Senate will take it up and most likely amend it to accommodate the concerns of moderate Senate Democrats. In addition, some provisions in the legislation might be vulnerable to point-of-order challenges that they violate the rules for what can be included in a reconciliation bill. The Administration's goal is to enact the relief package before supplemental unemployment benefits expire on March 14.

COVID-19 Transit Assistance

The \$30 billion included in the House budget reconciliation bill for transit assistance would be available for the operating expenses of transit agencies to prevent, prepare for, and respond to the coronavirus public health emergency. This could include reimbursement for payroll, operating costs to maintain service, purchase of personal protective equipment, or paying the administrative leave of operations or contractor personnel due to reductions in service.

The transit assistance would be allocated by a formula that is tied to the annual operating costs of each transit agency. This is different from the first round of transit assistance that was included in the CARES Act, which was allocated using the regular statutory formulas that FTA uses each year. When Congress appropriated the second round of transit assistance in December's omnibus

legislation, the allocation method was changed to provide the assistance to Urbanized Areas whose CARES grant was less than 75 percent of their annual operating costs. The pending assistance in the reconciliation bill continues this approach by allocating the bulk of the assistance to transit agencies to provide a total of 132 percent of annual operating costs.

Infrastructure Funding

We are continuing to advocate your Board's federal priorities and projects as Congress considers the possibility of drafting a large infrastructure package to help the economy recovery from the pandemic recession. As part of these efforts, we arranged and participated in a meeting with Representative Panetta's staff in which you briefed them on pending issues and critical needs for inclusion in a recovery package, as well as COVID-19 relief issues for the pending budget reconciliation bill.

A likely 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 could be larger in size than H.R. 2, with significant additions intended to mitigate climate change and promote a green economy.

Representative Panetta re-introduced his *Green Bus Tax Credit Act* as H.R. 583 at the end of January. 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.

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Advocacy Update


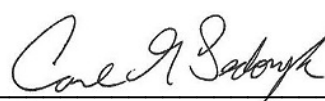
The Governor released his proposed FY 22 budget in January. It includes improved estimates for key funding programs from which MST will benefit. A trailer bill has been released, and hearings are taking place. The California Transit Association (CTA) is seeking additional statutory relief beyond what the initial trailer bill is suggesting for items such as hold harmless calculations for allocation of State Transit Assistance, Low Carbon Transit Operations, and State of Good Repair program allocations.

February 19 was the deadline for state legislators to introduce new legislation in 2021. In total, state legislators have introduced more than 2,500 bills, focused heavily, though not exclusively, on COVID-19 relief and response.

Included in the bills introduced is AB 917 (Bloom), is a CTA-sponsored bill, which would authorize transit agencies statewide to use automated enforcement technologies for parking violations in transit-only lanes and allow transit agencies to enforce parking violations occurring at transit stops and stations. The hearings for AB 917 are set to begin in late March. The effects AB 917 would have on MST are not fully known at this time.

Staff is monitoring the Climate Action Plan for Transportation Infrastructure (CAPTI) effort, which is a result of Executive Order N19-19 signed in 2019. E.O. N19-19 called on the California State Transportation Agency (CalSTA) to reduce transportation emissions. Efforts through CAPTI will modify how certain state programs are administered. Of particular interest to MST is the Transit and Intercity Rail Capital Program (TIRCP). Proposed changes through CAPTI would make contactless pay systems eligible for funding. Other proposed changes to TIRCP would require any vehicle replacement projects to be paired with a network improvement such as the California Integrated Travel Project (Cal-ITP, a.k.a. contactless fare system).

AB 1486 (Ting), signed by the Governor in 2019, made some changes to the Surplus Land Act. Department of Housing and Community Development (HCD) issued a draft guideline in November 2020 for the Surplus Land Act that would require local agencies disposing of property to first notice and negotiate with certain entities such as other local agencies, affordable housing developers, and/or consider open space. The definition of "disposition" is problematic for some transit agencies who often lease out land for various purposes under varying terms. This could have an impact on several underutilized properties owned by MST. CTA is working with HCD to develop a solution that offers transit operators flexibility in their land use decisions. The final guidelines have yet to be issued.

PREPARED By:  REVIEWED: 
Michelle Overmeyer Carl G. Sedoryk

Blank Page