



MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS MEETING AGENDA

July 12, 2021

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

Governor Newsom's COVID-19 Executive Order N-29-20 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The July 12, 2021 will be held via Zoom conference. There will be NO physical location of the meeting. The public is asked to use the Zoom app for best reception. There may only be limited opportunity to provide oral comments during the meeting. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, July 9, 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

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<https://zoom.us/j/93499251302?pwd=KzhhdGp2SlIuS0VhV0VZUGwvWGIRdz09>

Meeting ID: 934 9925 1302

Password: 132854

One tap mobile

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Dial by your location

+1 669 900 6833 US (San Jose)

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

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Password: 132854

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

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



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Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

1. CALL TO ORDER

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

2. 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.

- 2-1. Pursuant to Government Code Section 54956.9 (d)(2), the Board will confer with legal counsel regarding one matter of significant exposure to litigation as stated on June 28, 2021 by letter from Molly Erickson, STAMP | ERICKSON, Attorneys at Law that a failure of MST to act as demanded will result in judicial challenge.
- 2-2. Review General Manager/CEO Performance Evaluation Gov. Code § 54957.
- 2-3. Return from Closed Session and Report on Item.

3. 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)

4. CONSENT AGENDA

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

- 4-1. Adopt Resolution 2022-01 recognizing Reina Diaz Villanueva, Coach Operator as Employee of the Month for July 2021. (Alvin Johnson) (Page 7)

- 4-2. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on June 14, 2021. (Jeanette Alegar-Rocha) (Page 9)
- 4-3. Approve Minutes of the MST Board Meeting on June 14, 2021. (Jeanette Alegar-Rocha) (Page 13)
- 4-4. Receive Report on Lost and Found Items Left on MST Property for the Month of March 2021. (Sonia Wills) (Page 25)
- 4-5. Financial Reports – May 2021. (Lori Lee) (Page 27)
 - A. Accept report of May 2021 Cash Flow
 - B. Approve May 2021 Disbursements
 - C. Accept Report of May 2021 Treasury Transactions
- 4-6. Receive Draft Minutes of the MAC Committee on May 26, 2021. (Claudia Valencia) (Page 35)
- 4-7. Receive Update on the August 21st Service Change. (Sloan Campi) (Page 39)

End of Consent Agenda

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 5-1. Employee of the Month, July 2021, Reina Diaz Villanueva (Alvin Johnson)
- 5-2. 20 Years of Service – Mark Eccles, Director of Information Technology. (Carl Sedoryk)
- 5-3. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

- 7-1. Receive July 2021 Progress Update of the MST COVID-19 Recovery Plan. (Michelle Overmeyer) (Page 41)
- 7-2. Receive Updated Continuity of Operations Plan (COOP) for Disasters or Other Emergencies. (Norman Tuitavuki) (Page 65)
- 7-3. Receive Update on Renewed Academic Year 2021-2022 Partnerships and:

- A. Authorize the General Manager/CEO to enter into contract with CSUMB for the Fall 2021 semester in an amount not to exceed \$487,500.
- B. Authorize the General Manager/CEO to enter into contract with Hartnell College for the full 2021-2022 school year in an amount not to exceed \$214,000.
- C. Authorize the General Manager/CEO to enter into contract with Monterey Peninsula College for the full 2021-2022 school year in an amount not to exceed \$72,000. (Michelle Overmeyer) (Page 129)

7-4. SURF! Busway and Bus Rapid Transit Project

- A. Rescind Board Action of June 14th regarding the SURF! Busway and Bus Rapid Transit Project approving Resolution 2021-25; Rescission will have the following effect to nullify these actions:
 - 1. Approving findings (includes SB 288 statutory exemption) and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - 2. Approving the Mitigation Monitoring and Reporting Program; and
 - 3. Approving the project.
- B. Receive Public Comments
- C. Approve Resolution 2022-02 finding the SURF! Busway and Bus Rapid Transit Project exempt from CEQA under the SB 288 statutory exemption.
- D. Consider and Approve Resolution 2022-03 regarding the SURF! Busway and Bus Rapid Transit Project. This action will have the following effect:
 - 1. Approving findings and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - 2. Approving the Mitigation Monitoring and Reporting Program; and
 - 3. Approving the project. (Michelle Overmeyer) (Page 133)

8. REPORTS & INFORMATION ITEMS

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

- 8-1. General Manager/CEO Report – May 2021 (Page 153)
- 8-2. Federal Legislative Advocacy Report – June 2021 (Page 183)
- 8-3. State Legislative Advocacy Update (Page 185)
- 8-4. Staff Trip Reports – None
- 8-5. Correspondence – None

9. BOARD REPORTS, COMMENTS, AND REFERRALS

9-1. Reports on Meetings Attended by Board Members at MST Expense.
(AB 1234)

9-2. Board Member Comments and Announcements.

a) Return to In-Person Meeting in September- Board Meeting
scheduled on September 13, 2021

9-3. Board Member Referrals for Future Agendas.

10. ATTACHMENTS

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

11. ADJOURN

NEXT SCHEDULED MEETING DATE: September 13, 2021

REMOTE CONFERENCE ONLY

ZOOM MEETING

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: August 31, 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/>*

**REINA DIAZ VILLANUEVA
JULY 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, Reina Diaz Villanueva began her career with Monterey-Salinas Transit District in August of 2015 as a Coach Operator. She has earned and received multiple attendance and safe driving awards; and

WHEREAS, Reina Diaz Villanueva recently completed a six-month assignment as an Interim Operations Supervisor. She stepped in with a positive spirit during a challenging time of the COVID-19 pandemic; and

WHEREAS, Reina Diaz Villanueva provided the Transportation Department with excellent support and she was recognized for her outstanding performance by her fellow drivers and Operations staff. Her dedication and commitment are an asset to the department.

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

BE IT FURTHER RESOLVED that Reina Diaz Villanueva is to be congratulated for her outstanding performance, dedication, and supreme effort toward the success of MST fulfilling its mission.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-01 this 12th day of July 2021.

Dan Albert
Board Chair

Carl G. Sedoryk
Board Secretary

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Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Draft Minutes

June 14, 2021
9:00 a.m.

Present:	Joe Amelio Tony Barerra (Vice Chair) Jeff Baron Paul Miller Anna Velazquez (Chair)	City of Pacific Grove City of Salinas City of Carmel-by the Sea City of Gonzales City of Soledad
Absent:	Mary Ann Carbone	City of Sand City
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 Deanna Smith Sloan Campi Emma Patel Dave Bielsker Daniel Aquino Tricia Ferrante	General Manager/CEO Assistant General Manager Chief Operating Officer Director of HR and Risk Management Director of Information Technology Director of Planning and Innovation Clerk to the Board General Accounting and Budget Manager Marketing Manager Transit Manager Risk and Safety Manager Contract Services Manager Civil Rights Officer Planning Manager Associate Planner Transit Scheduler Scheduling Assistant Trainer
Counsel:	Dave Laredo Michael D. Laredo	General Counsel, De Lay & Laredo Assistant Counsel, Del Lay & Laredo
Public:	Daniel Constantino Alvaro Carriedes Jarrett Walker	Jarrett Walker + Associates Jarrett Walker + Associates Jarrett Walker + Associates

David Burnett
Debbie Hale
Molly Erickson

Council Member, City of Marina
Transportation Agency for Monterey County
Stamp / Erickson Law

1. Call to order.

Chair Velazquez called the meeting of the Committee to order at 9:00 a.m. Roll call was taken and a quorum was established.

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 April 12, 2021. (Jeanette Alegar-Rocha)

Director Barrera made the motion to approve the minutes which was seconded by Director Baron. A roll call vote was taken with three voting in favor: Barrera, Baron, and Velazquez, two abstentions: Amelio and Miller and 1 absent: Carbone. The motion passed.

4. ACTION ITEMS

- 4-1. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)
- 4-2. Receive Presentation on Comprehensive Operational Analysis Choices Report and Provide Direction. (Michelle Overmeyer)

The committee received a Comprehensive Operational Analysis Choices Report presentation from Daniel Constantino from Jarrett Walker + Associates.

There was a consensus by the Committee to provide the following policy direction to staff on the Comprehensive Operational Analysis Choices Report:

Focus transit services based more on demand for service (60%) compared to focusing on coverage (40%) and at the same time focusing transit service on areas where better social equity can be achieved over geographic equality.

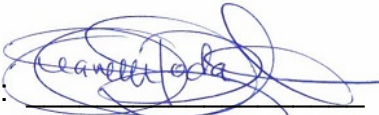
Public Comments – None

5. Closed Session

None.

6. Adjourn.

With no further business, Chair Velazquez adjourned the meeting at 10:03 a.m.

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

June 14, 2021

Present:	Jeff Baron John Gaglioti Paul Miller Yanely Martinez Mike LeBarre David Burnett Dan Albert Joe Amelio Tony Barrera Mary Ann Carbone Dave Pacheco Anna Velazquez Luis Alejo	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 City Soledad County of Monterey
Absent:	None	
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Andrea Williams Jeanette Alegar-Rocha Marzette Henderson Ikuyo Yoneda-Lopez Alvin Johnson Elena Grigorichina Matthew Deal Sloan Campi Emma Patel Scott Taylor Ezequiel Rebollar Steven Carroll	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 Accounting, Budget Manager Deputy Secretary Contract Services Manager Marketing & Customer Service Manager Transportation Manager Operations Analyst Grants Analyst Transit Planning Manager Associate Planner IT Manager IT Technician Mechanic B

Angelina Ruiz
Lisa Cox
David Bielsker
Daniel Aquino
Kevin Allshouse
Jose Sanchez-Barajas
Ruben Gomez
Lesley Van Dalen
Sandra Amorim
Beronica Carriedo
Tricia Ferrante

HR Manager
Risk and Safety Manager
Transit Scheduler
Scheduling Assistant
Mobility Coordinator
Mobility Specialist
Mobility Specialist
Mobility Specialist
Procurement and Contracts Manager
Community Relations Coordinator
Trainer

Counsel: David Laredo
Michael D. Laredo

General Counsel, De Lay & Laredo
Associate Counsel, De Lay & Laredo

Public: Daniel Constantino
Jarrett Walker
Douglas Thomsen
Debbie Hale
Erin Harwayne
Madilyn Jacobsen
Peter Meyerhofer
Tad Stearn
Theresa Wright
Todd Muck
Molly Erickson

Jarrett Walker + Associates
Jarrett Walker + Associates
MV Transportation
Transportation Agency for Monterey County
Denise Duffy and Associates
Transportation Agency for Monterey County
Kimley Horn
Kimley Horn
Transportation Agency for Monterey County
Transportation Agency for Monterey County
Stamp / Erickson Law

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 10:04 a.m. with roll call taken as the meeting was via ZOOM teleconference. A quorum was established.

1-2. Pledge of Allegiance.

The pledge of allegiance was led by Chair Albert

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public Comment – None

3. UNFINISHED BUSINESS

- 3-1. Continue the SURF! Busway and Bus Rapid Transit Project Public Hearing from the May 10th MST Board Meeting to Hear Board Discussion (public testimony has been closed) and Approve Resolution 2021-25:
- a) Approving findings (includes SB 288 statutory exemption) and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b) Approving the Mitigation Monitoring and Reporting Program; and
 - c) Approving the project. (Michelle Overmeyer)

Public comments were received at the public hearing of this item at the meeting of May 10th.

Director LeBarre made the motion to approve agenda item 3-1a, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

Director Gaglioti made the motion to approve agenda item 3-1b, which was seconded by Director Pacheco. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

Director Gaglioti made the motion to approve agenda item 3-1c, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

4. CONSENT AGENDA

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

- 4-1. Adopt Resolution 2021-26 recognizing Ezequiel Rebollar, IT Technician, as Employee of the Month for June 2021. (Mark Eccles/Scott Taylor)
- 4-2. Receive Draft Minutes of the MST Board Administration Performance Committee Meeting on May 10, 2021. (Jeanette Alegar-Rocha)
- 4-3. Approve Minutes of the MST Board Meeting on May 10, 2021. (Jeanette Alegar-Rocha)

- 4-4. Receive Report on Lost and Found Items Left on MST Property for the Month of March 2021. (Sonia Wills)
- 4-5. Financial Reports – April 2021. (Lori Lee)
 - a) Accept report of April 2021 Cash Flow
 - b) Approve April 2021 Disbursements
 - c) Accept Report of April 2021 Treasury Transactions
- 4-6. Receive Minutes of the MAC Committee on March 31, 2021. (Claudia Valencia)
- 4-7. Reject Claim by Maria Aguilar de Ramirez. (Lisa Cox)
- 4-8. Award a Three-Year Contract to Eide Bailly for Financial Audit Services in the Amount of \$37,120 Annually with a Total not to Exceed \$111,360 and Authorize Staff to Extend the Contract for up to Two Additional One-Year Periods upon Satisfactory Performance. (Sandra Amorim)

End of Consent Agenda

Public Comment – None

Director LeBarre made the motion to approve all items on the consent agenda, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 5-1. Employee of the Month, Ezequiel Rebollar, IT Technician, June 2021 (Mark Eccles/Scott Taylor)
- 5-2. 40 Years of Service – Steven Carrol, MST Mechanic B (Tony Valladares/Norman Tuitavuki)
- 5-3. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

Director Velazquez left the meeting at 10:50 a.m.

6. PUBLIC HEARINGS

- 6-1. FY 2022 – 2023 Operating and Capital Budget (Lisa Rheinheimer)

- a) Receive Presentation on Proposed FY 2022 and FY 2023 Operating and Capital Budget,
- b) Conduct Public Hearing to Hear Public Comments on the Proposed FY 2022 and FY 2023 Operating and Capital Budget,
- c) Adopt Proposed FY 2022 and FY 2023 Operating and Capital Budget,
- d) Approve Resolution 2021-27 Authorizing the Filing of Federal Grant Applications, and
- e) Authorize staff to apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2022.

Public Comments – None

Director Gaglioti made the motion to approve agenda item 6-1, which was seconded by Director Pacheco. A roll call vote was taken with 12 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, and Pacheco and 1 absent; Director Velazquez. The motion passed.

7. ACTION ITEMS

None

8. REPORTS & INFORMATION ITEMS

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

- 8-1. General Manager/CEO Report – April 2021
- 8-2. Federal Legislative Advocacy Report – May 2021
- 8-3. State Legislative Advocacy Update
- 8-4. Staff Trip Reports – None
- 8-5. Correspondence – None

9. BOARD REPORTS, COMMENTS, AND REFERRALS

- 9-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)

Director LeBarre reported his attendance to the following conferences:

- 1) APTA Spring Legislative Virtual Conference, May 18, 2021
- 2) CTA Spring Legislative Virtual Conference, May 19, 2021

Director Carbone reported her attendance to the following conference:

- 1) APTA Spring Legislative Virtual Fly-In Conference May 19

- 9-2. Board Member Comments and Announcements.

- a) Recognition of Angelina Ruiz, HR Manager, Graduation from Penn State with a Masters' of Professional Studies in Human Resources and Employment Relations.

The MST Board recognized and congratulated Angelina Ruiz, Human Resources Manager for graduating from Penn State with a Masters' of Professional Studies in Human Resources and Employee Relations.

9-3. Board Member Referrals for Future Agendas.

10. CLOSED SESSION

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

- 10-1. Review General Manager/CEO Performance Evaluation Gov. Code § 54957.

General Counsel, Dave Laredo reported for item #10-1 that general direction was provided by the Board but no reportable action was taken.

11. ATTACHMENTS

- 11-1. The Detailed Monthly Performance Statistics and Disbursement Journal for April 2021 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 12:11 p.m. (Pacific)

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

June 14, 2021

Present:	Jeff Baron John Gaglioti Paul Miller Yanely Martinez Mike LeBarre David Burnett Dan Albert Joe Amelio Tony Barrera Mary Ann Carbone Dave Pacheco Anna Velazquez Luis Alejo	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 City Soledad County of Monterey
Absent:	None	
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Mark Eccles Michelle Overmeyer Andrea Williams Jeanette Alegar-Rocha Marzette Henderson Ikuyo Yoneda-Lopez Alvin Johnson Elena Grigorichina Matthew Deal Sloan Campi Emma Patel Scott Taylor Ezequiel Rebollar Steven Carroll	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 Accounting, Budget Manager Deputy Secretary Contract Services Manager Marketing & Customer Service Manager Transportation Manager Operations Analyst Grants Analyst Transit Planning Manager Associate Planner IT Manager IT Technician Mechanic B

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Lisa Cox
David Bielsker
Daniel Aquino
Kevin Allshouse
Jose Sanchez-Barajas
Ruben Gomez
Lesley Van Dalen
Sandra Amorim
Beronica Carriedo
Tricia Ferrante

HR Manager
Risk and Safety Manager
Transit Scheduler
Scheduling Assistant
Mobility Coordinator
Mobility Specialist
Mobility Specialist
Mobility Specialist
Procurement and Contracts Manager
Community Relations Coordinator
Trainer

Counsel: David Laredo
Michael D. Laredo

General Counsel, De Lay & Laredo
Associate Counsel, De Lay & Laredo

Public: Daniel Constantino
Jarrett Walker
Douglas Thomsen
Debbie Hale
Erin Harwayne
Madilyn Jacobsen
Peter Meyerhofer
Tad Stearn
Theresa Wright
Todd Muck
Molly Erickson

Jarrett Walker + Associates
Jarrett Walker + Associates
MV Transportation
Transportation Agency for Monterey County
Denise Duffy and Associates
Transportation Agency for Monterey County
Kimley Horn
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Transportation Agency for Monterey County
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Stamp / Erickson Law

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 10:04 a.m. with roll call taken as the meeting was via ZOOM teleconference. A quorum was established.

1-2. Pledge of Allegiance.

The pledge of allegiance was led by Chair Albert

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public Comment – None

3. UNFINISHED BUSINESS

- 3-1. Continue the SURF! Busway and Bus Rapid Transit Project Public Hearing from the May 10th MST Board Meeting to Hear Board Discussion (public testimony has been closed) and Approve Resolution 2021-25:
- a) Approving findings (includes SB 288 statutory exemption) and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b) Approving the Mitigation Monitoring and Reporting Program; and
 - c) Approving the project. (Michelle Overmeyer)

Director LeBarre made the motion to approve agenda item 3-1a, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

Director Gaglioti made the motion to approve agenda item 3-1b, which was seconded by Director Pacheco. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

Director Gaglioti made the motion to approve agenda item 3-1c, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

4. CONSENT AGENDA

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- 4-3. Approve Minutes of the MST Board Meeting on May 10, 2021. (Jeanette Alegar-Rocha)
- 4-4. Receive Report on Lost and Found Items Left on MST Property for the Month of March 2021. (Sonia Wills)

- 4-5. Financial Reports – April 2021. (Lori Lee)
 - a) Accept report of April 2021 Cash Flow
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 - c) Accept Report of April 2021 Treasury Transactions
- 4-6. Receive Minutes of the MAC Committee on March 31, 2021. (Claudia Valencia)
- 4-7. Reject Claim by Maria Aguilar de Ramirez. (Lisa Cox)
- 4-8. Award a Three-Year Contract to Eide Bailly for Financial Audit Services in the Amount of \$37,120 Annually with a Total not to Exceed \$111,360 and Authorize Staff to Extend the Contract for up to Two Additional One-Year Periods upon Satisfactory Performance. (Sandra Amorim)

End of Consent Agenda

Public Comment – None

Director LeBarre made the motion to approve all items on the consent agenda, which was seconded by Director Alejo. A roll call vote was taken with 13 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, Pacheco, and Velazquez. The motion passed unanimously.

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 5-1. Employee of the Month, Ezequiel Rebollar, IT Technician, June 2021 (Mark Eccles/Scott Taylor)
- 5-2. 40 Years of Service – Steven Carrol, MST Mechanic B (Tony Valladares/Norman Tuitavuki)
- 5-3. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

Director Velazquez left the meeting at 10:50 a.m.

6. PUBLIC HEARINGS

- 6-1. FY 2022 – 2023 Operating and Capital Budget (Lisa Rheinheimer)
 - a) Receive Presentation on Proposed FY 2022 and FY 2023 Operating and Capital Budget,

- b) Conduct Public Hearing to Hear Public Comments on the Proposed FY 2022 and FY 2023 Operating and Capital Budget,
- c) Adopt Proposed FY 2022 and FY 2023 Operating and Capital Budget,
- d) Approve Resolution 2021-27 Authorizing the Filing of Federal Grant Applications, and
- e) Authorize staff to apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2022.

Public Comments – None

Director Gaglioti made the motion to approve agenda item 6-1, which was seconded by Director Pacheco. A roll call vote was taken with 12 voting in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Miller, and Pacheco and 1 absent: Director Velazquez. The motion passed.

7. ACTION ITEMS

None

8. REPORTS & INFORMATION ITEMS

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

- 8-1. General Manager/CEO Report – April 2021
- 8-2. Federal Legislative Advocacy Report – May 2021
- 8-3. State Legislative Advocacy Update
- 8-4. Staff Trip Reports – None
- 8-5. Correspondence – None

9. BOARD REPORTS, COMMENTS, AND REFERRALS

- 9-1. Reports on Meetings Attended by Board Members at MST Expense.
(AB 1234)

Director LeBarre reported his attendance to the following conferences:

- 1) APTA Spring Legislative Virtual Conference, May 18, 2021
- 2) CTA Spring Legislative Virtual Conference, May 19, 2021

Director Carbone reported her attendance to the following conference:

- 1) APTA Spring Legislative Virtual Fly-In Conference May 19

- 9-2. Board Member Comments and Announcements.

- a) Recognition of Angelina Ruiz, HR Manager, Graduation from Penn State with a Masters' of Professional Studies in Human Resources and Employment Relations.

The MST Board recognized and congratulated Angelina Ruiz, Human Resources Manager for graduating from Penn State with a Masters' of Professional Studies in Human Resources and Employee Relations.

9-3. Board Member Referrals for Future Agendas.

10. CLOSED SESSION

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

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

- 10-1. Review General Manager/CEO Performance Evaluation Gov. Code § 54957.

General Counsel, Dave Laredo reported for item #10-1 that general direction was provided by the Board but no reportable action was taken.

11. ATTACHMENTS

- 11-1. The Detailed Monthly Performance Statistics and Disbursement Journal for April 2021 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 12:11 p.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 March 2021.

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

Your Board adopted MST's Disposal of Lost and Found Property Policy.

DISCUSSION:

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

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

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

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

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To: Board of Directors
From: Lori Lee
Subject: **FINANCIAL REPORTS – MAY 2021**

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance May 1, 2021	\$22,666,480.51
Revenues	2,942,306.92
Disbursements	<u><5,242,544.29></u>
Ending balance May 31, 2021	<u><u>\$20,366,243.14</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of May 2021, using the Board Approved FY 2021 Mid-Year Budget Adjustments, MST had a \$2,877,033 year-to-date surplus to budget on the fixed-route operations and a \$535,279 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$3,412,312.

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

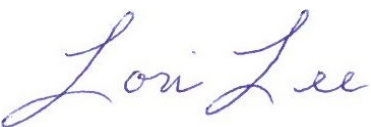
1. Professional & Technical – This 58.8% negative variance for the month of May can be attributed to the timing of anticipated progress payments for the Comprehensive Operational Analysis project. This Board approved project is budgeted for fiscal year 2021 and remains within budget for the year.
2. Fuel & Lubricants – This 13.7% negative variance for the month of May can be attributed to MST's fuel cost per gallon continuing to increase. While the average cost per gallon for both diesel and gasoline for the fiscal year remains below budget – staff is actively monitoring and using the information to calculate fuel costs for the upcoming fiscal year 2022.

The financial impact of the COVID-19 pandemic began in mid-May 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 May 2021, MST spent \$18,156.36 on COVID-19 supplies. This amount includes \$11,591.61 for MV bus sanitation services in the FY2021 year. 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. May 2021 Cash Flow
2. May 2021 Disbursements
3. May 2021 Treasury Transactions
4. May 2021 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 05/01/2021 22,666,480.51

Revenues

Passenger Revenue	174,730.45	
DOD Revenue	6,644.47	
LTF / STA / SGR	1,216,081.02	
TIFIA Loan Proceeds	770,220.85	
Sales Tax	758,989.22	
Grants	-	
Interest Income	404.66	
Non Transit Revenue	15,236.25	
Total Revenues	2,942,306.92	2,942,306.92

Disbursements

Operations (See Attachment #2)	3,310,687.33	
Capital	1,931,856.96	
Total Disbursements		(5,242,544.29)

Ending balance 05/31/2021 **20,366,243.14**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	324,196.33
Local Agency Investment Fund (LAIF)	7,207,974.39
Money Market - Mechanics Bank MM	9,079,314.68
Money Market - Mechanics Bank	9,045.86
Money Market - LCTOP	1,942,151.76
Money Market - State of Good Repair	1,298,840.90
Money Market - FOR A/Other	485,504.41
Bank of America - Escrow	8,988.31
Petty cash fund, STC Coin Machine, and 2 change funds	10,226.50
Total	<u>20,366,243.14</u>

PAYROLL ACCOUNT

May 7 Payroll & Related Expenses	558,526.03	
May 21 Payroll & Related Expenses	555,667.31	
PERS & 457	318,595.22	
Garnishments	2,880.62	
PERS Health Insurance	<u>339,187.86</u>	
	1,774,857.04	1,774,857.04

GENERAL ACCOUNT

Disbursements on Attached Summary	3,350,511.26	
Paydown Loans	64,897.57	
Transfers to RTA	1,000.00	
Workers Comp. Disbursements	39,127.69	
Interest Expense	9,175.52	
Bank Service Charge	<u>2,975.21</u>	
	3,467,687.25	3,467,687.25
Total Disbursements		<u>5,242,544.29</u>
Less Capital Disbursements & Transfers		(1,931,856.96)
Operating Disbursements		<u><u>3,310,687.33</u></u>

**DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR May 01, 2021 - May 31, 2021**

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 05/14/2021	59484 - 59593	2,645,780.95
Accounts Payable 05/24/2021	59594 - -59600	36,195.20
Accounts Payable 05/28/2021	59601 - 59705	668,535.11
TOTAL		<u>3,350,511.26</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
DIEDE CONSTRUCTION, INC	South County Facility Board Approved 12/09/19	59512	5/14/21	1,354,873.85
KIMLEY-HORN & ASSOCIATES, INC	BRT Phase II Surf! Board Approved 10/07/19	59536	5/14/21	286,317.35
KIMLEY-HORN & ASSOCIATES, INC	BRT Phase II Surf! Board Approved 10/07/19	59654	5/28/21	84,183.10
SC FUELS	Recurring Expense	59686	5/28/21	122,712.51
MV TRANSPORTATION	Recurring Expense	59549	5/14/21	632,483.80

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

VENDOR	GENERAL MANAGER APPROVED	CHECK	CHECK DATE	AMOUNT
JARRETT WALKER & ASSOCIATES, LLC	Comprehensive Operational Analysis Board Approved 12/14/20	59654	5/28/21	84,183.10

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 06/11/2021	1,294,788.39
Payroll and benefits for payperiods 3/7/20-5/14/2021 paid	<u>2,431,471.05</u>
	<u>3,726,259.44</u>
 MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	<u>131,379.20</u>
Total MV COVID-19 expenses reimbursed to date	<u>131,379.20</u>

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

**TREASURY TRANSACTIONS
FOR MAY 2021**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 05/01/2021					7,207,974.39
Quarterly interest earned - 0.44%					7,207,974.39
Local Agency Investment Fund:					
LAIF Treasury Balance at 05/31/2021					7,207,974.39

MECHANICS BANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 05/01/2021					9,081,864.68
05/06/21	308	AP/Payroll		550,000.00	8,531,864.68
05/14/21	308	Fed 5339 BusFac	513,481.00		9,045,345.68
05/14/21	308	LTF	1,463,432.83		10,508,778.51
05/14/21	308	Wire Fee		10.00	10,508,768.51
05/14/21	308	AP/Payroll		2,611,000.00	7,897,768.51
05/20/21	308	AP/Payroll		655,000.00	7,242,768.51
05/26/21	308	TIFIA Loan	770,220.85		8,012,989.36
05/26/21	308	Wire Fee		10.00	8,012,979.36
05/26/21	308	SGR	209,649.68		8,222,629.04
05/26/21	308	STA	1,006,431.34		9,229,060.38
05/28/21	308	AP/Payroll		150,000.00	9,079,060.38
05/31/21		Interest	254.30		9,079,314.68
MECHANICS MM Balance at 05/31/2021					9,079,314.68

MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from May 1, 2021 to May 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	169,138	138,299	30,839	1,490,043	1,521,289	-31,246
Special Transit	8,511	6,545	1,966	60,394	71,995	-11,601
Cash Revenue	19,865	14,747	5,118	133,266	162,217	-28,951
Cash Grants & Reimbursement	4,082,375	4,155,439	-73,064	45,649,530	45,709,829	-60,299
Total Revenue	4,279,889	4,315,030	-35,141	47,333,233	47,465,330	-132,097
Expenses						
Labor	1,226,712	1,240,610	-13,898	13,064,470	13,646,710	-582,240
Benefits	765,674	876,670	-110,996	9,435,556	9,643,370	-207,814
Advertising & Marketing	2,725	9,826	-7,102	75,191	108,086	-32,895
1 Professional & Technical	141,346	88,986	52,360	754,730	978,846	-224,116
Outside Services	44,150	47,661	-3,511	490,575	524,271	-33,696
Outside Labor	119,586	169,749	-50,163	1,247,100	1,852,969	-605,869
2 Fuel & Lubricants	160,764	141,430	19,334	1,411,060	1,555,730	-144,670
Supplies	80,337	95,516	-15,179	635,101	1,050,676	-415,575
Vehicle Maintenance	66,807	87,267	-20,460	766,934	959,937	-193,003
Marketing Supplies	443	2,667	-2,224	6,435	29,337	-22,902
Utilities	45,433	63,256	-17,823	530,117	695,816	-165,699
Insurance	109,661	112,943	-3,282	1,226,236	1,242,373	-16,137
Taxes	9,737	10,158	-421	97,961	111,738	-13,777
Purchased Transportation	351,264	382,422	-31,158	3,993,907	4,206,642	-212,735
Miscellaneous Expenses	9,146	34,618	-25,472	294,425	380,798	-86,373
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	11,949	15,000	-3,051	147,070	165,000	-17,930
Leases & Rentals	38,968	41,966	-2,998	427,927	461,626	-33,699
Total Operating Expenses	3,184,702	3,420,745	-236,043	34,604,796	37,613,925	-3,009,129
Operating Surplus (Deficit)	1,095,187	894,285	200,902	12,728,438	9,851,405	2,877,033

MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from May 1, 2021 to May 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	8,949	7,663	1,286	112,253	84,293	27,960
Special Transit	2,185		2,185	17,145		17,145
Cash Revenue						
Cash Grants & Reimbursement	449,856	383,173	66,683	4,281,586	4,214,903	66,683
Total Revenue	460,990	390,836	70,154	4,410,984	4,299,196	111,788
Expenses						
Labor	9,335	9,604	-269	102,515	105,644	-3,129
Benefits	6,622	7,983	-1,361	84,326	87,813	-3,487
Advertising & Marketing		417	-417		4,587	-4,587
Professional & Technical		417	-417		4,587	-4,587
Outside Services						
Outside Labor	12,428	9,399	3,029	105,210	103,389	1,821
Fuel & Lubricants	31,426	35,307	-3,881	375,863	388,377	-12,515
Supplies	247	2,050	-1,803	4,382	22,550	-18,168
Vehicle Maintenance						
Marketing Supplies	160		160	160		160
Utilities	120	120		1,320	1,320	
Insurance						
Taxes						
Purchased Transportation	258,943	311,362	-52,419	3,075,247	3,424,982	-349,735
Miscellaneous Expenses	98	14,177	-14,079	126,681	155,947	-29,266
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	319,379	390,836	-71,457	3,875,705	4,299,196	-423,491
Operating Surplus (Deficit)	141,611		141,611	535,279		535,279

MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

***Draft* MEETING MINUTES**

May 26, 2021

Present:	Jessica McKillip Reyna Gross Steven Macias Bobby Merritt Madilyn Jacobsen Maureen McEachen Alejandro Fernandez Ron Lee	ITN Monterey County Alliance on Aging The Blind and Visually Impaired Center Veterans Transition Center Transportation Agency for Monterey County (TAMC) Visiting Nurse Association Davita Dialysis AAA-Monterey County Dept. of Social Services
Absent:	Jennifer Ramirez Maria Magaña Melissa McKenzie	Partnership for Children Central Coast Center for Independent Living (CCCIL) The Carmel Foundation
Staff:	Norman Tuitavuki Cristy Sugabo Kevin Allshouse Claudia Valencia Ruben Gomez Jose Sanchez Barajas Marzette Henderson Lisa Rheinheimer Michelle Overmeyer Jeanette Alegar-Rocha	Chief Operating Officer Mobility Services Manager Mobility Coordinator Mobility Specialist Mobility Specialist Mobility Specialist Contract Services Manager Assistant General Manager Director of Planning & Innovation Executive Assistant to the GM/CEO
Public:	Douglas Thomson Jennifer Pantoja Molly Erickson	MV Operations Manager Alliance on Aging Member of the Public

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 1:03 p.m. with roll call taken as the meeting was via Zoom teleconference. A quorum was established.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public comment – none

3. CONSENT AGENDA

3-1. Approve Minutes of the regular meeting of March 31, 2021.

Committee Member Merritt made a motion to approve the Minutes and Committee Member Macias seconded. A roll call vote was taken with eight votes in favor: McKillip, Merritt, Macias, Jacobsen, Lee, Fernandez, Gross, and McEachen and three absent: Ramirez, Magaña, and McKenzie. The motion passed unanimously.

4. NEW BUSINESS

4-1. 2021 Unmet Transit Needs List (Madilyn Jacobsen)

Committee Member Merritt made a motion to recommend that the TAMC Board of Directors accept the 2021 Unmet Transit Needs List, and Committee Member Gross seconded. A roll call vote was taken with seven votes in favor: McKillip, Merritt, Macias, Lee, Fernandez, Gross, and McEachen, one abstention: Jacobsen, and three absent: Ramirez, Magaña, McKenzie. The motion passed unanimously.

4-2. Appoint (1) MAC member to participate on the MST Core Design Plan

Chair McKillip appointed Committee Member Merritt to participate on the MST Core Design Plan.

5. PRESENTATION

- 5-1. Receive an Update Presentation on the SURF! Busway and Bus Rapid Transit Project, and recommend to the MST Board of Directors for approval. (Michelle Overmeyer)

Public comment – Molly Erickson, representing Keep Fort Ord Wild from Stamp Erickson Attorneys at Law expressed concern on the monetary expense of the SURF! Busway and Bus Rapid Transit Project. She stated that MST should focus on countywide transit needs that would benefit all riders.

Committee Member McEachen made a motion to recommend to the MST Board of Directors approve the SURF! Busway and Bus Rapid Transit Project, and Committee Member Merritt seconded. A roll call vote was taken with seven votes in favor: McKillip, Merritt, Jacobsen, Lee, Fernandez, Gross, and McEachen, one abstention: Macias, and three absent: Ramirez, Magaña, and McKenzie. The motion passed.

- 5-2. ITN Monterey County Organization Service Update (Jessica McKillip)

6. REPORTS AND INFORMATION ITEMS

- 6-1. MV Transit- MST RIDES Service Update (Douglas Thomson)
- 6-2. MST Mobility Programs Updates (Kevin Allshouse)

7. SUBJECT ITEM REQUEST

- 7-1. Continue organization service update presentations

8. ANNOUNCEMENTS AND APPRECIATIONS

- 8-1. Member and staff announcements and appreciations.

9. ADJOURN

With no further business to discuss, Chair McKillip adjourned the meeting at 2:20 p.m.

PREPARED BY: *Claudia L. Valencia*
Claudia Valencia

REVIEWED BY: *Kevin Allshouse*
Kevin Allshouse

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To: Board of Directors
From: Sloan Campi, Planning Manager
Subject: Update on August 21st Service Change

RECOMMENDATION:

Receive update on the August 21st Service Change.

FISCAL IMPACT:

Expenses for new services will be funded by CSUMB, 5311f and offset by savings from suspending Line 22 during the winter season. The overall projected vehicle revenue hours are within the amount included in the adopted FY22 and FY23 Budget.

POLICY IMPLICATIONS:

Your Board oversees service delivery for transit service in Monterey County.

DISCUSSION:

MST's Planning Department has determined a Fall service change date of August 21, 2021. The goal of this service change is to continue recovery efforts that are consistent with the COVID-19 Recovery Plan in light of MST and MV staffing levels. Highlights of the service changes include:

- Restoration of California State University Monterey Bay (CSUMB) contracted services (Lines 19, 25, and 26) for the Fall semester,
- Adjustments and/or restoration of service to schools (may include Lines 46 and 84),
- Restoration of Line 47, connecting Hartnell main campus to the east campus beginning August 30,
- End of seasonal Line 40 effective November 1,
- End of seasonal Trolley service effective September 7,
- Other adjustments as needed to accommodate decreased staffing levels, and
- Suspension of Line 22 to Big Sur during winter.

All service changes are typical of MST's fall service schedule except for Line 22. Historically, Line 22 service was reduced in the winter months to weekends only and would reinstate daily service in summer months. However, during the COVID-19 pandemic, service was changed on Line 22 to be daily service operating three trips per day, with service to Community Hospital of the Monterey Peninsula (CHOMP). Line 22 has one of the lowest productivity rates of all the MST services. Between September 2020 and May 2021, Line 22 carried between 1.0 and 1.7 passengers per hour. Suspending Line 22 for the upcoming winter months is consistent with recent direction staff received from the Board Operations Performance Committee at the June 14, 2021 meeting.

The Board of Directors' Operations Performance Committee received a presentation of the Comprehensive Operational Analysis Choices Report during the June 14, 2021 meeting. There was consensus by the Committee to provide policy direction to staff based on the findings of the report. The Committee directed staff to focus transit services based more on demand for service (60%) compared to focusing on coverage (40%) and at the same time to focus transit service on areas where better social equity can be achieved over geographic equality. Suspending Line 22 for the winter months in order to provide services to educational opportunities is consistent with this direction by the Committee, however, it would also mean loss of a service coverage area with no comparable public transit to serve this part of Monterey County.


ATTACHMENT(S):

None.

PREPARED BY:


Sloan Campi

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: July 2021 Progress Update of the MST COVID-19 Recovery Plan

RECOMMENDATION:

Receive July 2021 Progress Update of the MST COVID-19 Recovery Plan.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

On April 6th Governor Newsom announced the state would be reopening on June 15th. This was an opportunity to review the MST COVID-19 Recovery Plan that your board approved in August 2020.



In preparation for June 15, 2021, MST Emergency Operations Center (EOC) began planning for the community's re-opening and an end to the state and federal emergency declarations related to COVID-19. The Recovery Plan has been reviewed, and the attached report presents an update on recovery activities that have taken place. The progress update is organized in 8 main categories:

1. Demobilization Activities
2. Workforce Remobilization
3. Recovery Strategy
4. New Opportunities
5. Long Term Financial Recovery Strategy
6. Mitigation Strategies
7. Preventive Strategies
8. Future Preparedness

As with other EOC events, a post-incident reflection includes lessons that were learned throughout the event. The COVID-19 pandemic was an extraordinary incident lasting more than 12 months, and measures have been identified to enable MST to better respond to future long-term incidents.

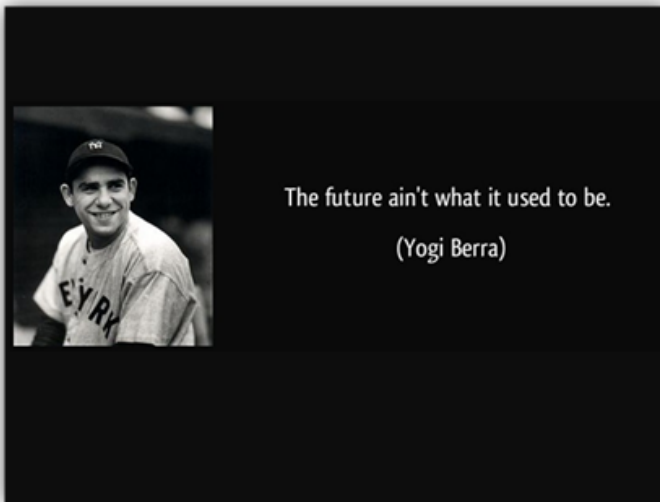
ATTCHMENT(S):

Progress Update July 2021 of the MST COVID-19 Recovery Plan

PREPARED By:  REVIEWED: 
Michelle Overmeyer Carl G. Sedoryk

PROGRESS UPDATE

JULY 2021



MST COVID-19 RECOVERY PLAN



*"Revitalizing and
Strengthening Monterey
County's Public
Transportation System in a
Post Pandemic World"*

Acknowledgements

This update to the *MST COVID-19 Recovery Plan* would not be possible without the contribution of MST staff members listed below:

Emergency Operations Center (EOC)

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Lisa Rheinheimer, Liaison Officer
Alvin Johnson, Operations Section Chief
Norman K. Tuitavuki, Logistics Section Chief
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Recovery Task Force Unit

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Table of Contents

Section 1 Introduction	4
Section 2 Recovery Plan Elements and Objectives	5
2.1. Demobilization Activities	5
2.2. Work Force Remobilization.....	6
2.3. Recovery Strategy	7
2.4. New Opportunities.....	10
2.5. Long Term Financial Recovery Strategy	11
2.6. Mitigation Strategies.....	12
2.7. Preventive Strategies	18
2.8. Future Preparedness.....	19
Section 3 Lessons Learned	21
Section 4 Recovery Schedule Update	22

Section 1 Introduction

Preparation for the *MST COVID-19 Recovery Plan* (Recovery Plan) began in mid-April 2020, less than 30 days after Monterey County's mandatory Shelter-in-Place order went into effect. The purpose of beginning recovery planning so quickly was to leverage the cooperative community spirit that usually exists immediately following a disaster and take advantage of state and federal funding opportunities. The Recovery Plan was finalized and adopted by MST's board of directors in September 2020.

The pandemic continued to significantly alter our daily lives well past the Recovery Plan preparation and adoption, and much of the ever-changing environment, new scientific information, and availability of vaccines have affected how the Recovery Plan was implemented.

Additionally, three federal stimulus packages were passed since the start of the pandemic which has helped sustain MST's financial outlook for much longer than was originally expected. All three economic stimulus packages were made available at 100-percent federal share and primarily directed to operations and payroll. MST is set to receive over \$51M in COVID-19 recovery funds across the three bills and among the numerous grant programs for which MST is eligible (5307, 5311, 5311f, etc.)

On April 6, 2021, Governor Newsom announced that the state of California plans to fully re-open on June 15, 2021.

On June 15, California will fully open its economy if two criteria are met:

- 1. If vaccine supply is sufficient for Californians 16 years and older who wish to be inoculated; and*
- 2. If hospitalization rates are stable and low*

Everyday activities will be allowed and businesses can open with common-sense risk reduction measures, including encouraging all Californians to get vaccinated and mandating masking, to prevent illness and promote health. The state will continue contact tracing and testing to detect cases early and contain spread of the virus. The entire state will move into this new phase as a whole. The state will monitor hospitalization rates, vaccine access and vaccine efficacy against variants, with the option to revisit the June 15 date if needed.

<https://www.gov.ca.gov/2021/04/06/governor-newsom-outlines-the-states-next-step-in-the-covid-19-pandemic-recovery-moving-beyond-the-blueprint/>

In preparation for June 15, 2021, MST Emergency Operations Center (EOC) began planning for the community's re-opening and an end to the state and federal emergency declarations related to COVID-19. The Recovery Plan has been reviewed, and this report presents an update on recovery activities that have taken place.

Section 2 Recovery Plan Elements and Objectives

2.1. Demobilization Activities

During the response phase to the COVID-19 pandemic, MST's EOC activated the following support elements to manage the response to the crisis and provide non-transit support services to the community:

Element	EOC Section	Status	Notes
Community Support Task Force	Operations	Deactivated June 2020	8,450 meals delivered to Isolated Seniors
High-Risk Transport Strike Team	Operations	Deactivated April 2021	Equipped and ready to deploy to transport COVID-19 positive patients
Mobile Wi-Fi Unit	Logistics	Deactivated June 2020	7,138 mobile Wi-Fi hot spot connections provided for distance learning
Fleet Decon Unit	Logistics	Deactivated April 2021	Supplemental team to provide enhanced vehicle decontamination
TelaWellness Unit	Logistics	Deactivated September 2020	Welfare checks via telephone to isolated seniors
Community Support Task Force	Operations	Reactivated February 2021 Deactivated April 2021	Equipped and ready to deploy special service to COVID-19 vaccine sites. A total of 223 RIDES clients were transported to vaccine clinics.
Return to Office Occupancy Team Unit	Finance & Administration	Active	Establish protocols and procedures for returning full office occupancy
Public Participation Team Unit	Finance & Administration	Active	Prepare for hybrid and in-person public meetings
Human Resource Unit	Finance & Administration	Active	COVID-19 employee benefit and leave support
Demobilization & Recovery Unit	Planning	Active	Recovery planning

With Governor Newsom's plan for the state re-opening on June 15, 2021, it is anticipated that all units will come to an end shortly after. MST does have an open application for grant assistance through the Federal Emergency Management Agency (FEMA), so staff will continue to work on closing out the request accordingly.

2.2. Work Force Remobilization

In February of 2021, MST's EOC agreed to continue COVID leave for those employees who would qualify but had not used the hours prior to December 31, 2020. The leave used after January 1, 2021 was used solely by those individuals who had COVID-19 symptoms, tested positive for COVID-19 or were a close contact of an individual who tested positive for COVID-19. Currently the number of employees who have tested positive or are exhibiting symptoms of COVID-19 has significantly decreased.

The introduction of vaccinations within the population has also contributed significantly to the decrease of COVID-19 positive cases. The federal government established a general tiered system to guide states and local jurisdictions with the prioritization of COVID-19 vaccinations. On March 15, 2021, Governor Newsome re-established the priority of vaccinations for public transit workers. At the time of this writing, 71% of MST employees were fully vaccinated. To incentivize MST employees to get vaccinated, each employee has received two hours of personal time off (PTO) per vaccine dose. MST also set an internal goal of a percentage of employees to be fully vaccinated. This goal was also incentivized by PTO.

Due to the changing circumstances in COVID-19 positive cases and the availability of the vaccine to all Californians 16 years and older, EOC Command announced three new units in April 2021 to prepare MST for the state's re-opening. The Unit labeled Returning to Office Occupancy Team (ROOT) began meeting in April 2021 to re-evaluate the agency's telework policy, face covering and temperature check requirements. The Unit will also consider a new program to establish a baseline of MST employee greenhouse gas emissions (GHG) related to work commute. It is expected that with some telework options available to some MST employees, GHG reductions could be achieved beyond what was experienced pre-pandemic as well as attract and retain individuals to work for MST.

2.3. Recovery Strategy

Recovery Value is the designation assigned to a project that indicates its ability to help jump-start a community's recovery from a natural disaster or incident of national significance. Projects that positively contribute to recovery typically address a broad range of issues that promote a functioning and healthy economy, support infrastructure optimization, and encourage the provision of a full range of opportunities. A series of short-term (3-6 month) MST projects were evaluated using the Recovery Value approach. Some projects were implemented, while others were not.

Short-term Projects

Restoration for Pre-Pandemic Service (3-6 months)	Recovery Value	Status
High Demand Local and Regional Lines	High	July 11, 2020 and September 5, 2020 service changes restored many of the pre-pandemic trips. Due to staffing availability, late night service has not been restored.
Presidio and Naval Post Graduate School Service	Medium	Re-opening of both military bases was monitored. The Presidio's new commander approved limited MST service on base, which began with the May 29, 2021 service change. Restoration of NPS Lines 12 and 14 will be postponed pending COA recommendations.
Reinstate Trolley Partnership	Medium	With the state re-opening, including museums and aquariums, MST will restore trolley service in Summer 2021
Santa Cruz and San Jose Service	Low	Due to onboard capacity limitations and staffing availability commuter services have not been restored. These will continue to be evaluated through the COA process.

Long-term projects were also evaluated in terms of economic recovery from the pandemic. Service restoration of pre-pandemic services in the 6 to 18-month timeframe have been considered.

Long-term Projects

Restoration for Pre-Pandemic Service (6-18 months)	Status
Historically Low Usage Local and Regional Lines	Pending COA recommendations
South County 80's Lines	A South County Plan was approved by MST board of directors in April 2021. Recommendations will be implemented in late 2021 and into 2022.
CSUMB and Hartnell Lines	The University and colleges in Monterey County continue to operate in a virtual environment until Fall 2021. MST has been approached by CSUMB to enter a contract to resume Lines 19, 25, and 26 for the Fall 2021 semester only. MST is coordinating with Hartnell on the need to restore service on Line 47.

MST has been long overdue for a Comprehensive Operational Analysis (COA) to re-evaluate the entire transit network. With federal assistance through CARES Act, CRRSAA, and American Recovery Plan funds, MST can dedicate resources to long-term operational expenses such as a COA. In December 2020, MST board of directors authorized the General Manager/CEO to engage a consultant in a COA. The process is underway, and several methods of community engagement were implemented in spring 2021. A draft network redesign will be available for the second round of public engagement in fall 2021. Many of the long-term (6-18 month) projects identified in the Recovery Plan are now on hold pending the outcome of the COA network redesign.

Going forward with COVID-19 recovery, the COA will guide MST's restoration efforts related to transit service. Staff levels and the state mandate to transition to zero emission buses will also play a big role in determining where MST financial resources are allocated during the recovery. At the June 14, 2021, MST Board Operations Committee meeting, the Committee gave direction

on service priorities in the new transit network. In summary, these three goals are the focus of the draft network redesign:

1. Shift service from the existing coverage-based approach to a ridership focus. This means MST should focus more on service likely to generate the highest ridership over covering as many places as possible. Prioritizing ridership means buses come more often and are convenient for more trips (higher frequency, longer hours) but are available only in places where many people, jobs and destinations are located.
2. Reallocate service to Peninsula cities (40%), Salinas (40%) and Regionally (20%). This is a shift from the current allocation of Peninsula (50%), Salinas (35%) and Regional (15%). This means that a little less general fund service will be in the Peninsula cities so more service can be provided to Salinas and the region.
3. MST should mostly focus on coverage to meet the needs of low-income/ high-need communities.

These overarching goals will guide any service changes that take place before the completion of the COA.

2.4. New Opportunities

A major disaster in a community can provide opportunities to reshape operations and reimagine services. New service must be designed to support the community's rebuilding effort. Unemployment will begin to drop as businesses reopen, and travel patterns may change.

In addition to services MST operated pre-pandemic, opportunities for new services were evaluated using the Recovery Value described above.

Opportunities for New Services (3-6 months)	Recovery Value	Status
Big Sur to CHOMP	High	To ensure Big Sur residents have hospital access, MST service to CHOMP on Line 22 began on March 28, 2020. Continuation of this service will be evaluated in the COA.
Improved Access for Hospitality (e.g., Line 21 access to Monterey Peninsula Country Club)	Medium	This has been cancelled because Monterey Peninsula Country Club did not agree to MST serving their facility.
Improved Access for K-12 Schools	High	MST will endeavor to make schedules better align with school bell schedules once schools return to 100% in-person learning. Access to the Salinas Bolsa Knolls community will be evaluated through the COA process.
Hospitality Bus Pass Program	Medium	Hospitality Pass Program has been placed on hold due to the economic downturn and with staff resources redirected. The Program should be up and running later in 2021.
Student Bus Pass Program	High	MST has partnered with several school districts to offer deeply discounted monthly bus passes.

New opportunities for transit service in the 6 to 18-month timeframe have been considered. Some have begun, while others are pending the COA recommendations.

Opportunities for New Services (6-18 months)	Status
Redesign of South County 80's Lines	Recommendations from the South County Plan will be implemented in late 2021 and into 2022. Additionally, the COA may have recommendations for the commuter service connecting South County to San Jose.
Berryessa BART Connection	Pending COA recommendations
Others to be Determined through COA	A new outlook for public transit in Monterey County is expected through the COA process.
Park-It Big Sur Parking and Shuttle Program	MST has kept in contact with the grassroots Park-It group. The proposed shuttle remains an expensive and infeasible service for MST to operate. It will be evaluated through the COA process.

As with the pre-pandemic project evaluation, the COA will guide MST's efforts in establishing new services.

2.5. Long Term Financial Recovery Strategy

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law. CARES Act provided \$25 billion in funding for public transit.

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) (H.R. 133), was signed by President Donald J. Trump on December 27, 2020. CRRSAA provided \$14 billion in Federal funding allocations to continue to support the Nation's public transportation systems during the COVID-19 public health emergency.

Finally, the American Rescue Plan (ARP) Act of 2021 (Pub. L. 117-2), was signed by President Biden on March 11, 2021. FTA announced a total of \$30.5 billion in federal funding is available to support the nation's public transportation systems as they continue to respond to the COVID-19 pandemic and support President Biden's call to vaccinate the U.S. population.

All three economic stimulus packages were made available at 100-percent federal share and primarily directed to operations and payroll. MST is set to receive over \$51M in COVID-19

recovery funds across the three bills and among the numerous grant programs for which MST is eligible (5307, 5311, 5311f, etc.)

2.6. Mitigation Strategies

Managing Passenger Capacity While Preserving Social Distancing

To maintain adequate distancing for passengers aboard the bus, capacity limits were established early in the pandemic. Capacities varied by bus size. As the economy began to re-open, ridership grew and there was a demand for cut-in buses to carry additional passengers.

New state guidance has been provided, effective with the June 15, 2021, planned re-opening of California's economy, MST will remove all social distancing requirements on buses. MST bus capacity will return to normal operating capacities; however, the mask requirement while onboard an MST bus shall remain in effect.

Leveraging Data

The Automatic Passenger Counters (APCs) were implemented on all MST vehicles and are pending certification from the National Transit Database (NTD). APCs provide valuable information not normally captured by farebox data, such as alightings on fixed routes. Once the APCs have been fully certified by the NTD, MST will begin working with Transit App to provide real-time passenger load data to transit riders. This is expected to happen in the second half of calendar year 2021.

Partnership with Public Health

MST EOC staff has met with the County Health Department, monthly, throughout the COVID-19 pandemic through March 2021. Discussions included: capacity aboard the buses, ventilation systems, and vaccinations for transit workers. It is anticipated that these monthly check-in meetings will decline once the state completely re-opens.

Social Distancing Coaches

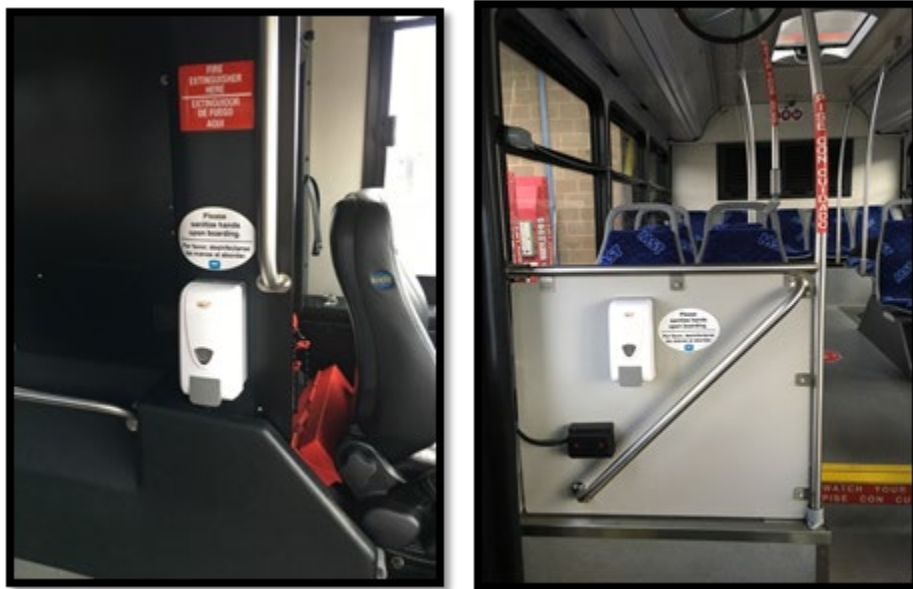
Social distancing coaches were deployed during the pandemic to improve customer service. The coaches' primary function was to ensure that passengers maintain social distancing on the buses and to request cut-in buses when overflow crowds warrant. As the county began to re-open, MST was able to increase the capacity aboard coaches, increase and restore services and reduce the need for cut-ins. New guidance provided by the state has allowed for MST to move forward with pre-pandemic capacity limits but will continue to maintain social distancing between the driver and MST passengers.

Mandatory Face Coverings and Masks

The Centers for Disease Control and Prevention (CDC) issued an Order on January 29, 2021, requiring the public to wear face masks while on conveyances and in transportation hubs. The Order emphasizes that the virus that causes COVID-19 spreads easily via respiratory droplets and that wearing masks prevent infected individuals from spreading the disease. The CDC's Order focused on transit because it brings people in close contact with one another. The Transportation Security Administration (TSA) issued a Security Directive (SD) January 31, 2021 that became effective February 1, 2021. The SD was issued to enforce the requirements of the CDC Order mandating masks as well as implement the Executive Order issued on January 21, 2021. The mandate extends through September 13, 2021. MST will continue to enforce the mask mandate.

On-board Passenger Hand Sanitizers

All MST coaches have been equipped with hand sanitizer dispensers. Phase one included one unit per vehicle. If funding allows, phase two will install a second dispenser in all two-door coaches. The dispensers are monitored by MST Utility Service Personnel (USP), and the dispensers are refilled when sanitizer levels are low.



Contactless Fare Collection System

Contactless fare payments allow passengers to “tap-to-pay” for their ride without touching cash at the farebox. It will also move people through the payment process more quickly than inserting crumpled dollar bills and searching for loose change while at the farebox.

Contactless fare devices have been installed on the fixed route buses which will accept a contactless credit/debit card or e-wallet with Apple Pay™, Google Pay™, or Samsung Pay™. The payment will be deducted from the contactless credit/debit card or e-wallet when the passenger taps the validator again upon arriving at their destination. Fares are based on the number of miles traveled and is consistently priced with MST's current fare structure. Those who travel longer distances pay more than those who travel shorter distances, measured in a straight line, "as the crow flies".

The system was being tested in spring 2021 and went live on May 11, 2021. The demonstration period extends for six-months.

Fleet Engineering Modifications

Passenger Seating

The Recovery Plan identified several measures for consideration, including:

- Increased spacing between seating to encourage and enable social distancing.
- Plexiglass installed at seatbacks that act as "sneeze guards".
- Opposite faced middle seats - allows passengers in middle seats to face the opposite direction of other passengers in the same seating row.

Implementing these measures was found to be cost-prohibitive and difficult considering many of MST passengers board as families or household groups. As a result, these measures were not implemented.

HVAC Solutions

- Air treatment spray devices release aerosols at timed intervals.
- Antimicrobial and MERV filters add additional layers of protection.
- Inline air treatment devices are designed to increase ionization, suppress dust, control odors, and help control, reduce, and eliminate various microbiological organisms.

In March 2021, the North Carolina Department of Transportation (NCDOT) published the "North Carolina DOT HVAC Technology Reference Document" in response to public transit operators' overwhelming need for solutions to help combat the spread of the virus. The study supported the use of ionization devices, "only with UL 2998 certification".

In accordance with the NCDOT's recommendation, MST is considering purchasing and installing the Electronic Air Cleaner Model CCT12V-1 fleetwide in the second half of calendar year 2021.

The device increases and distributes both negative and positive ions through the vehicle's HVAC system. The device takes approximately 30 minutes to install, and preventive maintenance requires minimal time and effort.

Additionally, MST has upgraded vehicle HVAC filters to MERV-7, the highest rated filter that can be used without putting unacceptable strain on the MST's vehicle HVAC systems.

Ultraviolet (UV) Light Disinfection

MST has continued to monitor emerging technologies such as:

- UV light devices to clean buses that were tested by the New York Metropolitan Transportation Authority (MTA) and Columbia University in May 2020
- Dual-headed UV light lamps claim to be effective against class two and three viruses, including coronaviruses.

Staff will continue to monitor the new technologies and applicability to MST's fleet. MST will apply those technologies and solutions to its revenue fleet that are proven to be economically feasible, safe, and effective in mitigating the spread of COVID-19.

Permanent Driver Compartment Barriers

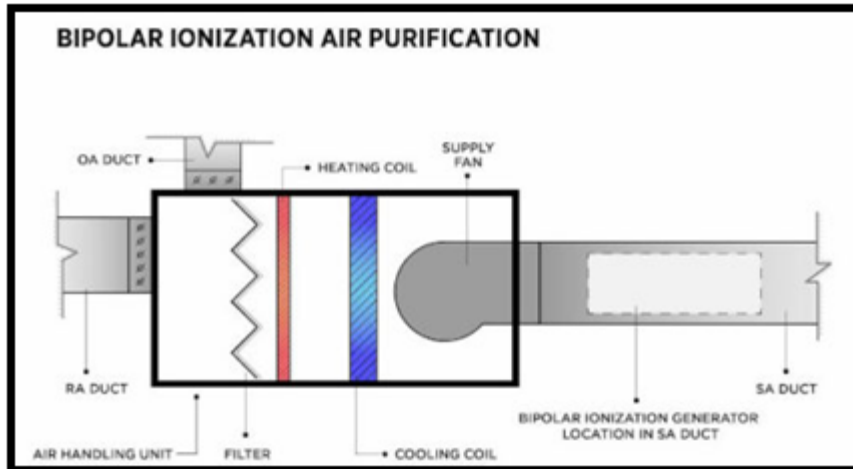
Driver barriers have been installed on all revenue vehicles to separate the coach operator from passengers boarding near the farebox.

Facility Engineering Modifications

Bipolar Ionization Technology

MST has installed this air purification system on the HVAC systems in all MST-owned facilities.

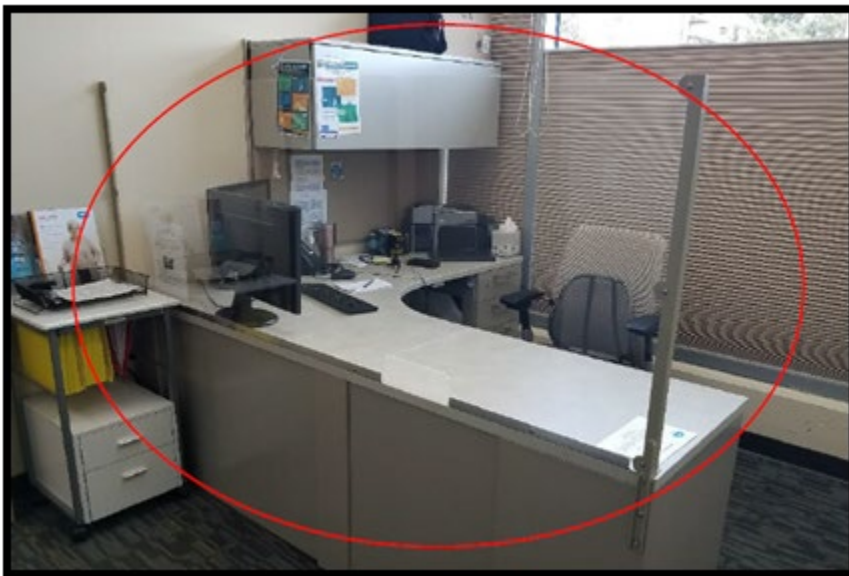
Integrated into HVAC systems, bipolar ionization technology utilizes specialized tubes that take oxygen molecules from the air and convert them into charged atoms that then cluster around microparticles, surrounding and deactivating harmful substances like airborne mold, bacteria, allergens, and viruses.



These charged atoms also attach to expelled breath droplets and dust particles that can transport viruses, enlarging them, so they are more easily caught in filters. It is an active process that provides continuous disinfection.

Protective Barriers

Protective barriers have been installed in all the interview rooms at the Mobility Services Center to protect MST's customers and its employees. Additionally, barriers have been installed in cubicles at the Litchanski Administrative Building (LAB).

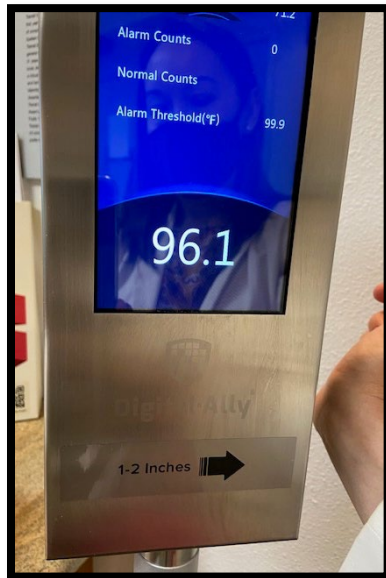


Essential Worker and Customer Body Temperature Screening

Temperature Screening Units

To ensure the safety of MST employees, MST is requiring each employee to use the temperature check station at each location prior to beginning the start of their shift. This

became effective Monday, February 1, 2021. Signs are posted directing everyone to the main entrance at each facility and detailed steps are noted directly beside each temperature reading unit. MST developed a process for when an employee has a temperature that is above 100.4 F. This process helps to ensure that an employee does not enter an MST facility if they are presenting with COVID-like symptoms.



Mobility Center Customer Screening

MST Mobility staff has implemented pre-entry health screening for customers at its Mobility Services Center in Salinas. Typically, these customers require close contact with MST staff during ADA Paratransit eligibility assessments or travel training sessions. A secondary screening process, including a series of CDC recommended screening questions is completed on all customers before entering the facility.

Passenger Screening

MST continues to monitor CDC guidance and industry practices. MST does not have plans to initiate pre-boarding passenger temperature screening on its services. This may change should additional guidance be issued on this subject, and as new technologies become available to support such a program.

Contact Tracing

MST established this program to support the County Health Department's Contact Tracing efforts, not replace them. Qualified MST staff can collaborate in a meaningful way with County Health Officials and provide informed direction and appropriate follow up. The main Contact

Tracing Unit had eight assigned staff. 10 employees were ultimately certified through the program, although most were not used in the Unit.

2.7. Preventive Strategies

Enhanced Vehicle Decontamination, Upgraded PPE, and Training for Utilities Service Personnel

MST continues to use a cleaner, deodorizer, and disinfectant into its inventory of supplies. This newer agent was proven to be effective against several viruses and diseases including Hepatitis. MST uses this chemical daily to disinfect its vehicles and facilities. At the onset of the COVID-19 crisis, MST increased the frequency of cleaning and disinfecting of the fleet. As staff is available, buses that pull into the yard at midday are cleaned and sanitized a second time before being redeployed into revenue service. Additionally, MST purchased portable electro-static sprayers that quickly and evenly disperses the disinfectant throughout the interior of the bus. The mist will settle on various surfaces, disinfecting and deodorizing everything it touches.

MST upgraded the PPE issued to the USP workforce who are responsible for cleaning and disinfecting vehicles and facilities. PPE for MST's USP workers now include:

- N-95 respirator face mask
- Face shield
- G-16 Eye protection
- Heavy-duty industrial grade disposable gloves
- Disposable Microporous coveralls

MST has also revised and included the following training topics in a bi-annual certification course for all USP workers:

- Proper donning and doffing of personal protective equipment (PPE)
- Proper storage and care of PPE
- Proper use and application of chemicals
- Proper use of tools and equipment
- Proper use of Foggers and Misters



A 'New Hire PPE training module' will be incorporated into the MST New Hire Coach Operator and Utility Training Program. Additionally, PPE recertification training will be included in VTT Training and Maintenance Safety Training every two years.

2.8. Future Preparedness

PPE Supply

Early in the COVID-19 crisis, MST experienced a shortage of PPE. As the nation's supply chains were strained due to overwhelming demand, MST struggled to maintain sufficient PPE supplies to protect its essential workers. As a preparedness strategy, MST has worked with its key suppliers to procure a 90-day supply of PPE.

This 90-day supply of PPE is inspected and rotated monthly. PPE is ordered and rotated in and out of this supply to maintain a "state of readiness". The 90-day supply includes:

- Face masks and face coverings
- Hand sanitizer
- Gloves
- Eye protection
- Hazmat suits
- Other pandemic related PPE (to be identified and added when appropriate)

Review of Disaster Response Plans

MST staff has reviewed its Continuity of Operations Plan (COOP) for Disasters and Other Emergencies on an annual basis. The plan addresses several disaster scenarios that may affect MST, including pandemics. The plan will be reviewed by the MST Board of directors in July 2021.

Disaster Response Plan (Tabletop Exercises, Live Drills)

Having a disaster plan is an essential first step in preparedness; however, if the plan is not tested or exercised regularly, it may not be as effective as it could be when executed during a real-world event.

Due to the magnitude and length of the COVID-19 pandemic, tabletop exercises did not occur in 2020 and 2021. When the pandemic ends, MST staff will hold a tabletop exercise at least annually to test its Continuity of Operations and Disaster planning effort. After-action reviews will be conducted after each exercise, and lessons learned will be incorporated into future disaster planning updates.

Mandatory Incident Command System (ICS) Training for Designated MST Management Personnel

The Incident Command System (ICS) is a proven method for the *command*, *control*, and *coordination* of a response to any incident. ICS provides an effective means to coordinate the efforts of multiple agencies and/or personnel and resources to work towards the common goal of stabilizing the event while protecting life, property, and the environment.

MST shall make ICS training mandatory for designated management-level personnel within the agency. At a minimum, staff shall be required to certify in FEMA's IC-100c. This course describes the history, features, principles, and organizational structure of the ICS. It also explains the relationship between ICS and the National Incident Management System (NIMS). During the COVID-19 pandemic, MST's Trainer conducted ICS-100 training for three staff in December 2021.

MST's responding supervisors and or managers shall continue to be required to certify in FEMA's IS-200c. This training offers a higher level of certification that is designed to meet the all-hazards, all-agency NIMS ICS requirement for operational personnel.

Upon completion of MST's transition to a new payroll and human resources software in 2021, a thorough review of ICS training status will be conducted. Additional MST staff will complete ICS training following the end of the pandemic.

Section 3 Lessons Learned

The severity and extent of this pandemic could not have been predicted. Despite having a Continuity of Operations Plan in place before the event occurred, MST found that it was not adequately prepared for a 12+ month long major incident.

Communication and Flexibility

With significant changes in ridership and community business closures, the need for several service changes was evident. Communication was important to convey information to MST staff. The General Manager/CEO and Director of Human Resources/Risk Management began meeting with the labor union daily to share information and prepare for rapid changes in service in response to constantly changing factors: employees contracting the virus, personnel unable to work due to childcare issues, swiftly implementing safety features (e.g., PPE vending machines, driver barriers, and sanitizer dispensers). A monthly meeting was initiated to allow the EOC to provide the entire workforce with updates. Both the increased communication with the labor union and the monthly meetings were well received and helped MST avoid some labor issues that other public transit operators faced throughout the country. Throughout the pandemic, MST was able to continue providing transit service to other essential workers in our community because of this communication and coordination.

90-Day PPE Supply

At the beginning of the COVID-19 pandemic and throughout, the world experienced a shortage in PPE and other protective products such as hand-sanitizer, disinfectants, and other materials and equipment. Establishing and maintaining a 90-day supply of PPE helps MST protect against product and equipment shortages experienced world-wide at the on-set and throughout the COVID-19 pandemic. As a result, MST shall maintain and protect a 90-day supply of PPE. This supply is inventoried, separated, and set aside from all other PPE owned and stocked by MST.

Alternative Work Schedules/Remote Working

The COVID-19 pandemic provided opportunities for MST to implement workplace accommodation schedules including the ability to work remotely. The remote work option enabled MST to quickly and efficiently reduce the number of employees required to physically report to the office. This reduction helped combat the spread of the virus but came with challenges.

Remote work requires that employees have:

- Computers configured to safely attach to MST's network
- Internet access
- Workspace that complies with MST's expectations

MST has created and implemented processes and procedures that enable remote work and will review these processes and procedures regularly.

ICS Training and Certification

During MST's response to the COVID-19 crisis, MST learned some key management personnel had not received prior ICS training. This lack of preparation offered challenges as some of these individuals were expected to staff critical positions in MST's EOC, which relies heavily on the use of ICS controls during emergency operations. It is for this reason that MST must strengthen its ICS training and certification program for all supervisor and manager level personnel.

Coordinating Community Requests

Throughout the pandemic MST received several pandemic-related requests from cities, community organizations, and human services agencies. Many of these requests were submitted outside of Monterey County's EOC and as a result, these requests were managed under MST's EOC and not included in the County's EOC. These requests added complexity to staff's efforts and identified responsibilities. MST was able to effectively manage and respond to these requests but could have overwhelmed staff and MST's ability to respond appropriately.

In the future, all requests received directly by MST should be reviewed and if appropriate, forwarded directly to the County's EOC.

Section 4 Recovery Schedule Update

The Recovery Plan should be reviewed regularly to ensure that MST is following the appropriate path toward recovery. MST's General Manager/CEO has provided monthly updates to the Board of directors since the pandemic began. The monthly updates will continue until the end of the emergency is announced.

Going forward, the status of the recovery process can be included in MST's annual report to stakeholders. The status report may consist of noted plan modifications, project challenges, and new implementation priorities for the coming year.

To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Continuity of Operations Plan for Disasters or Other Emergencies

RECOMMENDATION:

Receive Updated Continuity of Operations Plan (COOP) for Disasters or Other Emergencies.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

MST's Continuity of Operations Plan (COOP) for Disasters or Other Emergencies is an essential part of MST's emergency response efforts and serves as a guide that ensures MST can continue operating and providing essential services during an emergency. The COOP aligns with MST's response and recovery efforts. The COVID-19 pandemic triggered the need to review and update the COOP.

The update COOP is included as an Attachment. The following summarizes the changes staff included for your review:

- Completed grammatical and spelling revisions throughout
- Replaced "District" with "MST" throughout
- Updated MST staff titles to reflect present-day staff titles
- Updated MST offices, facilities, and other physical locations
- Revised the INCIDENT ACTION PLAN section
- Revised the TRANSFER OF EOC COMMAND section
- Revised the SAFETY OFFICER section
- Revised the OPERATION SECTION CHIEF section
- Revised the PLANNING SECTION CHIEF section
- Revised the LOGISTICS SECTION CHIEF section

- Revised the FINANCE/ADMINISTRATIVE SECTION CHIEF section
- Revised the Pandemic Planning Guide/Check List (Attachment C)
- Added MST Roster of Emergency Equipment (Attachment K)
- Added Mutual Aid Agreement (Attachment M)
- Revised all other ATTACHMENTS (A-J) to the Plan.

The COVID-19 pandemic provided an opportunity for MST to identify strengths, weaknesses, and opportunities to all of its emergency procedures. Staff will continue reviewing MST's emergency-related processes, procedures, plans, and documents to ensure the District is prepared to respond effectively and to manage any emergency.

ATTACHMENT(S):

Continuity of Operations Plan for Disasters or Other Emergencies

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

MONTEREY-SALINAS TRANSIT DISTRICT

Continuity of Operations Plan for Disasters or Other Emergencies

Revised: June 24, 2021

MST Board Adopted: July 12, 2021

EXECUTIVE SUMMARY

The objective of this Continuity of Operations Plan (COOP) is to direct and guide appropriate and probable actions to ensure the Monterey-Salinas Transit District (MST) can continue performing essential business functions and activities and to achieve an orderly response and recovery from emergency situations across a wide range of potential emergencies or threats including acts of nature, accidents, technological, and terrorist attack-related emergencies ¹. The plan specifically:

- Ensures the performance of MST's essential functions/operations during an event.
- Protects MST's employees and assets to minimize damage and loss.
- Executes, as required, succession to executive authority in the event of a disruption that renders MST's executive leadership unable, unavailable, or incapable of assuming and performing their authority and responsibilities of office.
- Ensures MST has alternate facilities from which to continue to perform its essential functions during an event.
- Protects MST's essential facilities, equipment, vital records, and other assets.
- Provides general guidance and a means for the delegation of authority by the MST Board of Directors should MST be required to commit its resources, and/or those of other transit operators for disaster response (e.g., civil evacuation, multi-causality incidents, or other emergencies).
- Outlines a plan for the timely and orderly recovery from an emergency and reconstitution of normal operations that allows resumption of essential functions for both internal and external stakeholders.

Additionally, this plan is based upon the use of the Incident Command System (ICS) ² during the planning, response, and recovery from any natural/man-made disasters or other emergencies.

¹ Continuity of Operations planning is an effort within individual departments and agencies to ensure the continued performance of minimum essential functions during a wide range of potential emergencies. Essentially, it is the capability of maintaining the business of government under all eventualities.

² The Incident Command System (ICS) is a proven system for the *command, control, and coordination* of the effective response and recovery from any incident. ICS provides an effective means to coordinate the efforts of multiple agencies/departments, resources, and/or personnel, to work towards the common goal of stabilizing the incident while protecting life, property, and the environment.

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TABLE OF CONTENTS

PART I.....	6
Activation of MST's Emergency Operations Center (EOC)	6
PART II.....	8
MST EOC Commander Responsibilities	8
1. Global Responsibilities.....	8
2. ICS Management Structure	8
3. Incident Action Plan.....	9
4. MST Board OPERATIONAL Briefing & Delegation of Authority	9
5. Transfer of EOC Command	10
6. After Action Report.....	10
PART III.....	12
MST – EOC Command STAFF Responsibilities	12
1. Public Information Officer	12
2. Safety Officer	12
3. Liaison Officer	14
PART IV	17
MST EOC GENERAL STAFF Responsibilities	17
1. Operations Section Chief	17
2. Planning Section Chief	21
3. Logistics Section Chief	23
4. Finance/Administration Section Chief	25
ATTACHMENT A.....	28
Vendor & Services List.....	28
ATTACHMENT B	30
Service Level & Work Schedule Memo	30
ATTACHMENT C	32
Pandemic Planning Guide/Check List.....	32
ATTACHMENT D.....	36
Taxi Cab Company List.....	36
ATTACHMENT E	38
Reimbursement Process	38
ATTACHMENT F.....	41
Examples Press Releases/Out Going Phone Messages	41
ATTACHMENT G.....	43
ICS Management Structure	43

ATTACHMENT H.....	45
WebEOC Quick Reference.....	45
ATTACHMENT I.....	47
MST Facility Evacuation Plan.....	47
ATTACHMENT J.....	45
MST Active Shooter Evacuation & Response Plan.....	45
ATTACHMENT K.....	46
MST Roster of Equipment.....	46
ATTACHMENT L.....	54
Employee Welfare Checks(SOP TP-017).....	54
ATTACHMENT M.....	61
MST Mutual Aid Agreement.....	61

PART I

ACTIVATION OF MST'S EMERGENCY OPERATIONS CENTER (EOC)

MST's Emergency Operations Center (EOC) may be activated during any of the following situations:

- Any situation wherein MST must significantly reduce or suspend transit services. (e.g., credible bomb threat, terrorist attack, pandemic outbreak, other)
- During the response and recovery from any local, state, or federal disaster declaration affecting MST's service area. (e.g., earthquake, fire, flood, tsunami, other natural/man-made disaster, or a pandemic incident)
- Any other emergency situation as deemed necessary by MST's General Manager/CEO (GM/CEO) or their designee.

Typically, the GM/CEO shall order the activation of MST's EOC and shall either assume the role of MST's EOC Commander or shall designate another individual to assume that role.

Should the GM/CEO be unavailable, the Assistant General Manager or Chief Operating Officer (COO) shall order the activation of MST's EOC and shall either assume the role of MST's EOC Commander or shall designate another individual to assume that role.

In the absence of all MST Officers as listed above, any one of the remaining Executive Leadership Team members shall activate the EOC and shall either assume the role of MST's EOC Commander or designate another individual to assume that role.

MST's EOC Commander shall establish the physical location (see footnote¹) of MST's Emergency Operations Center, which could be at any of MST's facilities, a non-MST facility (see footnote ²), or within a specialized EOC equipped vehicle if available.

¹ MST has established a physical Emergency Operations Center (EOC) located within the Thomas D. Albert Division (TDA) at 1 Ryan Ranch Road in Monterey. This EOC is fully equipped with the appropriate office equipment and ready to activate.

² Virtual EOC meetings can be conducted online via the Microsoft Teams application, MST-owned Zoom software application, or other safe and appropriate virtual meeting options available at the time of activation.

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PART II

MST EOC COMMANDER RESPONSIBILITIES

1. GLOBAL RESPONSIBILITIES

Within his or her scope of authority, MST's EOC Commander is responsible for all incident activities, including the development of strategies and tactics and the commitment of MST resources. EOC Command has overall authority and responsibility for the administration of incident operations throughout MST and shall provide direction to all EOC Command and General staff personnel.

2. ICS MANAGEMENT STRUCTURE

MST's EOC Commander shall develop an ICS management structure (Attachment G) that can effectively manage the incident and shall appoint qualified personnel to any, or all of, the following positions:

A. MST - EOC Command Staff:

- Public Information Officer: Responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
- Safety Officer: Responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
- Liaison Officer: Responsible for coordinating with representatives from other agencies and jurisdictions.

B. MST - EOC General Staff:

- Operations Section Chief: Responsible for carrying out all tactical operations during the incident.
- Planning Section Chief: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan. Also maintains information on the current and forecasted situation and the status of all resources assigned to the incident. Also plans and schedules all EOC operational briefings, conference calls, and other meetings as required by the EOC Commander.
- Logistics Section Chief: Responsible for providing facilities, services, and materials for the incident. Also responsible for establishing an effective communications infrastructure between EOC personnel, MST Incident Commander(s), and other key personnel.
- Finance/Administration Section Chief: General responsibility for all activities of MST's administrative personnel during the incident. Responsible for tracking all costs and financial considerations associated with the incident. Also responsible for administering any emergency procurements or other compensation or claims during the incident.

3. INCIDENT ACTION PLAN

Working with EOC Command and General staff personnel, MST's EOC Commander shall develop an Incident Action Plan (IAP). The IAP may either be written or generally understood by EOC staff; however, for incidents whereby the operational period may extend into days or weeks, the IAP shall be formally written and periodically updated by the EOC's Planning Section. At a minimum, the IAP should contain the following elements:

- Establish overarching objectives. (*What must be accomplished during the operational period 1-24 hours?*)
- Develop strategies & tactics. (*What needs to be done to accomplish the objectives?*)
- Develop and issue assignments, plans, procedures, and protocols.

Through the EOC staff, all incident objectives identified within the IAP should be communicated to all MST personnel involved in responding to the incident. EOC staff shall strive to ensure all involved MST personnel fully and clearly understand the intentions described in the IAP.

During the development of the IAP, EOC staff shall evaluate the status of conditions impacting service delivery (e.g., in the case of an earthquake, conditions of roadways and bridges, local traffic conditions including traffic safety/signal devices, MST transit centers, and emergency generator status). In the event of a pandemic, an update will be provided on the status of MST employee availability (numbers of employees out on sick leave, anticipated absences) as well as updates from local hospitals and local, state, or national health organizations, including public service announcements from public health officials or the Monterey County Office of Emergency Services (OES).

MST's EOC Command and General staff shall implement the IAP without delay.

4. MST BOARD OPERATIONAL BRIEFING & DELEGATION OF AUTHORITY

A. MST Board Operational Briefing:

As soon as practical the EOC Commander shall;

- Contact the Chairperson (or Vice-Chair) of the MST Board of Directors to provide a full briefing of the situation, an outline of the IAP, and initial steps being taken by MST staff to respond to the incident. (*It is incumbent upon the Chair - or Vice-Chair - to provide any initial and subsequent briefing to the full Board of Directors.*)
- Develop a schedule for future MST Board briefings as needed.

B. Delegation of Authority:

The final responsibility for the resolution of the incident remains with the chief elected official(s). It is imperative then that the MST Board of Directors remain as active participants and supporters of the EOC Commander's activities. It is for these reasons that MST's EOC Commander may at some point need to seek specific written authorization from the Chairperson (or Vice-Chair) should the incident scope require actions that are outside of

the Commander's authority. *Example: In times of a response to a regional disaster, the EOC Commander may need to commit MST resources and expenditures or may need to significantly reduce MST transit service levels, and/or take other action that goes well beyond their existing authority.*

5. TRANSFER OF EOC COMMAND

Extended operational periods or other circumstances may require EOC Command is transferred to another individual. If circumstances require transferring of EOC Command authority, the current EOC Commander shall:

- Ensure all Command and General staff are notified of the time the transfer occurred and the identity of the new EOC Commander.
- Provide a complete operational briefing to the incoming EOC Commander to include the following:
 - ✓ Incident history (what has happened)
 - ✓ Priorities and objectives – (review IAP)
 - ✓ Resource assignments
 - ✓ ICS Management Structure Established
 - ✓ Resources ordered / needed
 - ✓ Temporary / emergency facilities established
 - ✓ Status of communications
 - ✓ Any constraints or limitations
 - ✓ Delegation of Authority (if required)

6. AFTER ACTION REPORT

Following the conclusion of the incident, the EOC Commander shall prepare a written After Action Report (AAR). The AAR should include the following:

- ✓ Executive Summary (*incident description and objectives, resources committed*)
- ✓ Chronology of Events (*timeline of major events*)
- ✓ Lessons Learned (*what went well, what did not go well*)
- ✓ Comments & Conclusions (*summary & final conclusions*)
- ✓ Recommended Actions (*actions to be taken to improve MST's overall response to like incidents*)

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PART III

MST – EOC COMMAND STAFF RESPONSIBILITIES

1. PUBLIC INFORMATION OFFICER

- A.** Global Responsibilities: Responsible for interfacing with the public, the media, and other agencies with incident-related information requirements.
- B.** Specific Responsibilities: Dependent upon circumstance, the EOC Public Information Officer shall be responsible for implementing any, or all, of the following actions:
- Provide all statements to the news media associated with the level of service, MST's emergency response plans, and other activities associated with the incident (see example of press releases, Attachment F). *In the event MST service is significantly reduced for an extended period of time, shall coordinate with the Finance / Administration Section Chief, and ensure any press release(s) include a pass reimbursement/reduction clause if warranted.*
 - Cancel all non-essential media and newspaper ads (as appropriate).
 - Provide frequent updates about service levels on MST's website, through Social Media, (Twitter/Facebook), and via outgoing phone recordings as staffing levels allow and support infrastructure is available (*see example of outgoing phone messages, Attachment F*).
 - Ensure that passenger/public complaints, requests for services, and requests for information continue to be received and processed. Those requests deemed critical will be responded to as quickly as possible.
 - Assign additional staffing, if available, to answer phones or staff Transit Centers. Light duty personnel or other available personnel may be assigned to answer phones. Phones may be answered after 5 PM or on weekends if the emergency warrants additional phone support and staff is available.
 - Ensure that Customer Service staff familiarizes themselves with information about local taxi companies (see taxi listing, Attachment D).

2. SAFETY OFFICER

- A.** Global Responsibilities: Responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel and passenger safety. Examples of monitoring and assessing activities include:
- Inspecting and ensuring the structural integrity of MST properties.
 - Monitoring active wildfires (or other natural disasters) to ensure MST properties and employees avoid imminent danger.
- B.** Specific Responsibilities: Dependent upon circumstance, the EOC Safety Officer shall be responsible for implementing any, or all, of the following actions:

- Coordinate the evacuation of all non-essential MST personnel from MST facilities as appropriate. *(Based on the type of emergency, environmental concerns, roadway conditions, or other safety concerns, MST facilities may be closed, and staff instructed to report elsewhere.)*
- Ensure the following steps are taken at all evacuated MST facilities:
 - ✓ Verify that no employees remain on-site and that all have been safely evacuated.
 - ✓ Ensure all office doors are closed.
 - ✓ Ensure all fuel delivery systems are powered down and secured.
 - ✓ Ensure responding public safety personnel is provided with access to the affected facilities.
- In the case of a pandemic, ensure employees who appear to be sick or have flu-like, or pandemic-related symptoms are sent home. Employees who are sick or who exhibit pandemic-related, or flu-like symptoms shall contact MST and not report to work. *Refer to Attachment C – Pandemic Checklist.*
- Based on the situation and need, the EOC Safety Officer may contact the MST contracted security service(s) and authorize an increase or decrease in the level of security services at MST facilities. In the case of civil unrest, prolonged power outages, or other situations, security guards may be directed to provide 24-hour coverage at some or all of the following locations:
 - ✓ Salinas Transit Center (STC), 110 Salinas Street, Salinas, CA.
 - ✓ Clarence J. Wright Division (CJW), 443 Victor Way, Salinas, CA.
 - ✓ Thomas D. Albert Division (TDA), 1 Ryan Ranch Road, Monterey, CA.
 - ✓ Joe Lloyd Way Division (JLW), 4512 Joe Lloyd Way, Seaside, CA.
 - ✓ Gigling Storage Area (GSA), adjacent to JLW in Seaside.
 - ✓ Marina Transit Exchange (MTX), 280 Reservation Road, Marina, CA.
 - ✓ The 5th Street Surf! Bus Rapid Transit (BRT) Station, Quartermaster at 5th Street, Marina, CA.
 - ✓ Monterey Transit Plaza (MTP), 500 Tyler Street, Monterey, CA.
 - ✓ Bus Stop Shop (BSS), 201 Pearl Street, Monterey, CA.
 - ✓ Sand City Station (SCS) @ Edgewater, Playa Avenue, Seaside, CA.
 - ✓ Mobility Services Center (MSC), 15 Lincoln Way, Salinas, CA.
 - ✓ Lichtanski Administration Building (LAB), 19 Upper Ragsdale, Suite 200, Monterey, CA.
 - ✓ King City Operations and Maintenance Facility, San Antonio Drive, King City, CA.
 - ✓ Temporarily established base(s) of operation (e.g., GSA, etc.) that remain unsecured
 - ✓ Temporary off-site overnight parking locations

- Consult with local law enforcement to determine if MST should curtail, or temporarily suspend service into some cities, neighborhoods, or other locations if there is a high incident of violence or civil unrest.
- Consider the elimination of service after dark if a natural disaster results in a prolonged power outage to MST transit facilities (MTP, MTX, SCS, STC, King City) and temporary/portable lighting is not feasible.
- Direct the inspection and testing of fire suppression systems, emergency generators, vehicle fueling systems, bus washers (at bus yards), and facility alarm systems at TDA, CJW, JLW, King City, MTX, STC, BSS, and the LAB.
- Ensure all MST facilities, structures, and bus stops remain clear of safety hazards, including debris from falling materials, glass, or other hazardous debris. Fuel and other storage tanks shall be inspected and closely monitored for any signs of leakage. *(Any structural damage will be inspected, and employees will be evacuated if the structure appears unsafe.)*

3. LIAISON OFFICER

- A. Global Responsibilities:** Responsible for coordinating with representatives from other agencies and jurisdictions.
- B. Specific Responsibilities:** Dependent upon circumstance, the EOC Liaison Officer shall be responsible for implementing any, or all, of the following actions:
 - In the event of a significant seismic event, contact Caltrans, the CHP, or other designated agencies to determine if bridges are safe. *MST may task personnel to visually determine if major bridges are in use or have been closed.*
 - Activate Monterey County “Web EOC” within MST’s EOC, allowing MST’s Command and General staff to monitor all related disaster response activities occurring within Monterey County’s EOC as well as within all jurisdictions within Monterey County (see attachment F).
 - Directly respond to, or shall designate staff to, report to the Monterey County EOC, (if activated), to provide onsite support for civil evacuation, medical transportation (multi-casualty incidents), and other assistance as required.
 - Contact local school districts, private charter providers, and local agriculture transportation providers to arrange for mutual aid response(s) of additional buses and personnel as required.
 - Contact Santa Clara Valley Transportation Authority (VTA), Santa Cruz Metropolitan Transit District (Metro), San Luis Obispo Regional Transportation Authority (RTA), and the San Benito County Local Transportation Authority to:
 - ✓ Determine if transit centers and/or roadway closures in the Watsonville, Santa Cruz, San Jose, Gilroy, Morgan Hill, and Paso Robles areas will impact MST-operated service.

- ✓ Arrange for mutual aid response(s) of additional transit vehicles and personnel from any or all of these agencies as required.

PART IV

MST EOC GENERAL STAFF RESPONSIBILITIES

1. OPERATIONS SECTION CHIEF

- A. Global Responsibilities:** Responsible for carrying out all tactical operations during the incident.
- B. Specific Responsibilities:** Dependent upon circumstance, the EOC Operators Section Chief shall be responsible for implementing any, or all, of the following actions:
- Coordinate with MST EOC Command and General staff to provide resources, policy direction, and other assistance as required to MST's Incident Command(s) in the field.
 - In the event of the evacuation of either MST operations facility (TDA/CJW/JLW), a coordinated transfer of the Communications Center to the unaffected facility shall occur, and that facility shall assume control of all fleet communications.
 - Should the GSA be activated as a temporary base of operation, a support vehicle with full communications capability shall be stationed at the GSA.
 - Direct and coordinate positioning of portable generators and event-sized tents
 - One gasoline-powered generator and one event-size tent is stored at CJW
 - One gasoline-powered generator and one event-size tent is stored at GSA
 - *Storing this essential equipment at separate locations helps protect the assets, improves redundancy, and helps to ensure asset availability*
 - Direct and coordinate the transferring of revenue and non-revenue vehicles to/from TDA, CJW, and JLW in order to operate out of two or fewer facilities, if appropriate.
 - Direct and coordinate the transferring of revenue and non-revenue vehicles from TDA, CJW, and/or JLW to GSA should it be activated as a temporary base of operation.
 - Based on the type of incident impacting service levels, all non-Union staff, supervisory, and communications personnel may be placed on 24-hour recall notice and all scheduled time off may be canceled.
 - In cases of a natural/manmade disaster, civil emergency, or a severe staffing shortage, all properly licensed support personnel (Operations Supervisors, Communications Specialists, Administrative, Maintenance employees, etc.) may be re-assigned to transit operations to conduct civil evacuations or other related activities as requested by the Monterey County EOC. As needed, MST's purchased transportation provider shall be contacted to assist with evacuations or provide additional service and resources.

- Provide direction to MST's purchased transportation provider on curtailing service on some routes based on ridership and public need. The contractor shall be required to provide regular updates on levels of service and situations impacting the ability to deliver service.
- MST RIDES ADA Paratransit service shall continue to operate normally based on contractor staffing levels and as environmental or other conditions allow. However, any or all of the following modifications to the service may be implemented during civil evacuations or other situations:
 - ✓ Suspension of the requirement allowing only pre-certified ADA Paratransit passengers to access the service.
 - ✓ Suspension of the requirement for passengers to call a day in advance for next day service to allow passengers to receive same-day service/on-demand service.
 - ✓ Implementation of a Fare Reduction/Suspension policy for all passengers accessing the RIDES service (*requires EOC Commander approval*).
- MST fixed-route and contracted On Call services may be curtailed to establish "lifeline" services throughout the service area (access to healthcare, Red Cross shelters, social service agencies, etc.).
- **Phase I Emergency Fixed-Route Service Reduction:** Initial planning for emergency service reductions should, to the extent possible, employ existing service levels, which are known and understood by our customers and MST's Operators (e.g., operating on Weekday, Saturday, Sunday, and Holiday service levels). The selected service level deployed should be determined by the known number of available Operators, adding additional Stand-by Operators if available. Additionally, the demand in the community should be considered. For example, in the case of a pandemic, MST may experience a significant decline in ridership, and Weekday or Saturday service levels may not be warranted despite Operator availability. Ridership levels during the time of the incident should be considered when determining the service level to operate. Any of the following services may be implemented in Phase I depending on the given circumstances and should be considered in the following order (1-5 in ascending order), considering ridership, available workforce, and available assets:
 - 1) Monday – Thursday Weekday Service (HIGHEST SERVICE LEVEL)
 - 2) Friday (only) Weekday Service
 - 3) Saturday Service
 - 4) Sunday Service
 - 5) Holiday Service (LOWEST SERVICE LEVEL)

(Note: Operator requirements are based on the run-cut at the time of EOC activation and may change periodically as new run-cuts are implemented.)

Weekday service shall operate provided the required number of operators are available, plus any/all extraboard Operators. When determining the service level for the following day, Communication Systems Specialist (CSS) staff will need to have the minimum number of Operators available for the highest or selected level of service (as directed by the EOC). For example, if fewer than the required Operators are available, Weekday service shall be reduced to a Friday Weekday service level. On the day, the service operates, the **Phase I** Reduction may incorporate further reductions in specific lines as outlined in the **Phase II** Reduction.

If an insufficient number of Operators are available for a given level of service, service levels shall be reduced from one service level to the next lower service level. Any service level reductions shall be immediately communicated to MST's EOC Public Information Officer.

In the event of a reduction in service levels, CSS staff shall not be required to adhere to assignments based on the current bid roster. Per Articles, 51(g), "*MST may modify work rules*", Article 30d, "*Operator Notification*", Article 30n, "*Reduced Service Level*". *Amalgamated Transit Union (ATU) shall be notified of any anticipated service level reductions.*

All regular and extraboard work shall, during this period and to the extent required, be placed on a single rotation, based on employees' immediate availability with further consideration given to the last day/time worked. CSS staff shall be mindful of and shall adhere to rest time requirements.

- **Maintenance, Inventory Control, and Facilities Department Staff** may be directed to work other shifts or at another division as necessary and out of classification, depending on workforce requirements.
- **Maintenance Department - Mechanics:** Each division shall have either a minimum of two mechanics on-site or a single mechanic on-duty provided a Maintenance Supervisor is present. In the event, there is only one mechanic, and no supervisor is present, the mechanic will utilize the Employee Welfare & Safety Check-In Procedure Standard Operating Procedure (SOP), TP-017. If additional Mechanic support staff is required, the following options will be considered and implemented as appropriate:
 - ✓ Mechanics shall be called in from their day off.
 - ✓ Mechanics staff will be reassigned to different shifts as needed.
 - ✓ All non-essential "campaign" or rehab work will cease, as directed.
 - ✓ Priority will be given to Preventive Maintenance Inspections (PMI)'s and safety-related defect work (per CHP guidelines).
 - ✓ Essential work may be started at one division, then mechanic staff will report to the other division to complete safety/defect or PMI work, or;
 - ✓ Maintenance Supervisor(s) may direct essential work to be completed only at TDA; buses that require work will be shuttled between divisions.
 - ✓ CJW maintenance facility (and potentially operations) may be shut down.

The safety of MST passengers, employees, and equipment shall be the highest priority. In the event of staffing shortages impacting MST's ability to safely maintain the fleet, complete PMI's or repair defects, Maintenance Supervisor(s) shall determine the road-worthiness of the fleet and compliance with CHP requirements to determine if a vehicle will be deadlined and/or vehicle pull-out requirements can be safely achieved.

In the event there is an insufficient number of buses available for a specific level of service, the Maintenance Supervisor shall inform the Communications Center. The Communication Center shall be tasked with eliminating some trips/pull-outs, or with reducing the level of service in consultation with the Operations Section Chief. To the extent possible, information about vehicle availability shall be passed on to the Communications Center the day/night prior.

Service levels will be reduced to the next lower level of service if the required numbers of buses (plus two spares, one for each division) are not available.

In the event, there are insufficient vehicles for pull-out, and prior to reducing service to the next lower level, the Communications Center can cancel the appropriate number of blocks as listed on the Vehicle Requirement Plan (VRP). These blocks are identified in cancellation priority order under the "Order to Cancel" column on the current VRP form.

In the event Maintenance Department staffing levels can no longer or adequately and safely, support Operations and the delivery of service, staffing status will be reported immediately to MST's EOC Commander.

- **Maintenance Department – Inventory Control Staff:** The ordering of essential parts and supplies will continue to be a priority during reduced service levels. The Fleet Superintendent and Fleet supervisory staff shall serve as backup support and order critical parts and supplies in the event Parts staff are unavailable. If the supplier is local, the provider will be asked to deliver parts, or staff may be directed to pick up the inventory.

While department supervisory staff may assist with fueling efforts and the ordering of essential parts and supplies in critical emergencies, it is not intended to have fleet maintenance efforts (PMI and defect work) carried out by MST's Fleet Supervisors unless specifically directed.

- **Facilities Department – Technician Staff:** Facility Technicians shall continue completing scheduled PMI's and responding to work order requests as normal; however, Technician Staff shall be prepared to respond to direct orders/requests from the EOC. The Facilities Manager shall prioritize work to ensure staff availability:
 - ✓ Defer "non-essential" work requests when appropriate to fulfill direct orders/requests from the EOC
 - ✓ Schedule Technician staff when/where appropriate – this may require staff to work before or after their normal schedule; and other in areas and locations

- **Phase II Emergency Fixed-Route Service Reduction:** If an insufficient number of Operators are available to deploy any of the aforementioned service levels, the following MST fixed-route services should be considered for a reduction in service or cancellation in the following order:

Service Reduction:

- ✓ Line 20 (reduce to 60-minute headway)
- ✓ JAZZ Lines (reduce to 60-minute headway)
- ✓ Lines 41 (reduce to 60-minute headway)

Service Cancellation: (Listed in the order of consideration) Note: Monthly ridership details, by route, shall be considered prior to finalizing a Line cancellation/reduction list. MST's EOC Planning Section Chief shall consult with the Presidio of Monterey, the Naval Post Graduate School, California State University, Monterey Bay, and other services "under MST contract" to assess transit needs.

- ✓ Lines; 55, 16, 1, 2, JAZZ A, B, 20, 41

If an insufficient number of Operators are available, service can be covered by eliminating interlined routes within a single work assignment. The Communications Center shall notify Operators on specific interlined route assignments and directing them to continue as a stand-alone route for the remainder of the day or as directed. *For example: the line 1 Operator continues on line 1 the entire day; the JAZZ line operator continues on the JAZZ line the entire day – any/all interlining of routes may be canceled.*

Covering service under this scenario would normally happen once a service level has been determined and workforce vacancies make it difficult to piece together work assignments. In this case, CSS staff would direct an Operator to complete designated routes one after the other without interlining routes as indicated in the Rider's Guide or their scheduled work assignment. The CSS on-duty will be responsible for monitoring total drive time and ensuring Operators receive a meal break and the required rest time between shifts. The Communications Center shall also be responsible for keeping an accurate log/record of key activities and any other information that should be communicated back to the EOC.

2. PLANNING SECTION CHIEF

- A. Global Responsibilities:** Responsible for the collection, evaluation, and internal dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP). Also maintains information on the current and forecasted situation and the status of all resources assigned to the incident. In addition, plans and schedules all EOC operational briefings, conference calls, and other meetings as required by the EOC Commander.
- B. Specific Responsibilities:** Dependent upon circumstance, the EOC Planning Section Chief shall be responsible for implementing any, or all, of the following actions:

- Upon direction from EOC Command, schedule and facilitate all operational briefings for MST's EOC Command & General Staff. At a minimum, the operational briefing shall include:
 - ✓ Meeting type or setting (in-person, Zoom, Microsoft Teams, or other virtual meeting settings)
 - ✓ Current situation and objectives
 - ✓ Committed resources and personnel
 - ✓ Safety issues and related procedures
 - ✓ Key work assignments
 - ✓ Facilities, temporary base(s) of operation, and work areas
 - ✓ Communications protocols
 - ✓ Processes for acquiring resources, supplies, and equipment
 - ✓ Work schedules
 - ✓ Questions or concerns
- Schedule all operational briefings with the MST Board of Directors representative(s) and MST EOC Command & General Staff.
- Prepare / update a written IAP (*upon request by EOC Command*).
- Track the status of all resources (equipment & personnel) that have been committed to the incident.
- Compile a current list of all MST administrative staff and support personnel who are licensed to operate MST's transit vehicles. (*Class B License*)
- If it is anticipated that the operational period of the incident shall exceed 24 hours, develop staffing plans for:
 - ✓ The minimum number of coach operators, mechanics, supervisory, and other support staff for the level of regular service to be provided, and for other emergency response operations.
 - ✓ Relief personnel for MST's EOC Command & General staff.
- Consult with the Presidio of Monterey (POM), the Naval Postgraduate School (NPS), California State University, Monterey Bay (CSUMB), and other services "under MST contract" to assess transit needs.
- Evaluate and determine if MST services provided beyond Monterey County should be temporarily suspended.
- If evacuation of an MST Operating Facility is required, develop contingency plans to relocate MST revenue and non-revenue vehicles to the Gigling Storage Area, (GSA) in the former Fort Ord or another suitable location(s). At a minimum, the plan should identify the following elements:

- ✓ Operational period (period of time required to complete the transfer)
- ✓ Number of Class B-certified personnel required to complete the transfer within the operational period
- ✓ Alternative fueling procedures
- ✓ Alternative maintenance procedures
- ✓ Other Facility's needs (office trailer, portable generators / lighting, security, employee parking, etc.)
- ✓ Required permits (emergency permits – county/city)
- In consultation with MST's EOC Command and General staff, develop a plan for the resumption of regular transit service and any initial recovery efforts that need to be completed by MST. At a minimum, the plan should identify the following elements:
 - ✓ Safety: Identify any unresolved safety concerns that need to be addressed (Safety Officer).
 - ✓ Stakeholders/Policy Makers: Contact MST Board Members, jurisdictions, city/county officials, or other individuals to provide an update about the return to regular service (EOC Commander).
 - ✓ Public information: Press release, Customer Service personnel, MST Website, Social Media announcements of the resumption of service (Public Information Officer).
 - ✓ Services & Supplies: Determine the extent of vendor services that are required as services are restored. Escalated fuel deliveries, replenishment of emergency supplies, etc. (Logistics Section Chief).
 - ✓ MST Personnel: Follow-up with MST personnel who have been displaced from their residences, experienced other losses, or might be suffering from post-traumatic stress. Offer Critical Incident Stress counseling and/or Employee Assistance Program (EAP) referrals as needed (Finance/Administrative Section Chief).
 - ✓ ATU: Vacation/emergency time off quotas for Coach Operators may be relaxed to allow employees to deal with their personal emergencies (Operations Section Chief).
 - ✓ Facilities & Infrastructure: Damage assessment to facilities and general infrastructure (Safety Officer / Logistics Section Chief).
 - ✓ Recognition: After regular service levels have resumed, employees and outside individuals or agencies that supported MST will be recognized (Finance/Administrative Section Chief).
- Following the conclusion of the incident, schedule an after action review with all MST EOC Command and EOC General staff personnel.

3. LOGISTICS SECTION CHIEF

- A. Global Responsibilities:** Responsible for providing facilities, services, equipment, and materials for the incident. Also responsible for establishing an effective communications infrastructure within the EOC.
- B. Specific Responsibilities:** Dependent upon circumstance, the EOC Logistics Section Chief shall be responsible for implementing any, or all, of the following actions:
- Ensure the continued operation of the emergency generators at TDA, CJW, and JLW if there is no power to either of MST's operating facilities.
 - Establish a common communications system between EOC Command & General staff, MST Incident Commander(s), and other key personnel involved in managing the incident (cell phone, portable radio, messengers, or other devices).
 - Establish telecommunications (voice/fax), internet access, television/radio (media reports), and any other resources or equipment as required by MST's EOC Command and EOC General Staff.
 - Contact vendors to verify if essential supplies, products, and services are available. Non-essential services shall be temporarily suspended. Maintaining adequate fuel and personal protective equipment (PPE) inventory levels shall be a priority. See Attachment A for a list of essential and non-essential vendors.
 - Contact vendors/suppliers to:
 - ✓ Suspend contractor work conducted on-site unless critical to the operation.
 - ✓ Suspend non-essential deliveries.
 - If there is no electrical power for a prolonged period of time at MST transit centers, the following options will be considered:
 - ✓ Procure and install portable generators with lighting at transit centers (MTP, SCS, MTX, STC).
 - ✓ After dark, reposition bus parking at transit centers to specific gates to maximize the use of portable lighting.
 - ✓ Install a large (12") battery-powered clock in the STC, BSS, and MTX customer service windows to provide a time clock.
 - Establish temporary passenger boarding locations at MST transit centers. *After a large seismic event with structural damage to MST facilities and transit centers, some facilities may not be inhabited pending inspection by County/City staff. If transit centers have been damaged, "street parking" will be utilized immediately next to transit centers. As an example: At STC along Salinas St.; at the Transit Plaza along Tyler St.; and at the Marina Transit Exchange on De Forest across the street from MTX at Sand City Station opposite the Station, or further west on Playa St.*
 - In the event of a natural disaster or other event impacting MST services, transit centers, and other buildings, the Logistics Section Chief will be in frequent contact

with the Operations Section and the Safety Officer to determine if any disaster-related damage or repairs requires immediate attention.

- Establish temporary off-site fueling, washing facilities, and fully self-contained office trailer, or positioning and installing MST-owned event tents. *If MST's fleet is evacuated from any operations facility to GSA for a prolonged basis, temporary facilities shall be considered for the limited re-establishment of operations (if feasible and as permitted by City/County jurisdictions).*
- Establish temporary off-site employee parking. *If evacuation of any MST facility is required, essential personnel will be directed to move their personal vehicles to the temporary employee parking location. Personnel will be shuttled to and from their designated reporting locations. For employees assigned to operating a coach, efforts will be made to help move their personal vehicles parked on-site to another location.*
- Procure and deliver food and drinks to all MST personnel who are assigned to emergency operations for extended periods.

4. FINANCE/ADMINISTRATIVE SECTION CHIEF

- A. Global Responsibilities: General responsibility for all activities of MST's administrative personnel during the incident. Responsible for tracking all costs and financial considerations associated with the incident. Also responsible for administering any emergency procurements or other claims for compensation during the incident.
- B. Specific Responsibilities: Dependent upon circumstance, the EOC Finance/Administrative Section Chief shall be responsible for implementing any, or all, of the following actions:
 - Ensure all networks are backed up daily and media are securely stored off-site.
 - Cancel regular MST Board of Directors meetings - if necessary or ensure that alternate meeting locations are reserved for the Board meetings should the normal meeting location be compromised.
 - Cancel all non-essential scheduled meetings with MSTE A personnel until further notice.
 - Ensure all out-of-town meetings for the Executive Leadership Team Members are canceled.
 - Notify all essential personnel of the cancelation of all previously authorized vacation time. ATU vacations may be canceled; however, the ATU President and Chief Steward should be contacted in advance to the extent possible.
 - Contact MST's CalTip representative and provide a full briefing of the incident to include a summary of any potential losses that the MST may have incurred. (This notification should be made within 24 hours from the onset of the event.)

- Implement a process for tracking all expenditures, claims, or other expenses that are associated with the incident (FEMA, Cal EMA, or local Reimbursement – see Attachment E).
- Manage all emergency procurements that are associated with the incident (e.g., fuel, portable generators, lighting, emergency supplies, PPE, etc).
- In the event of a natural/manmade disaster (not involving a pandemic), MSTEAs employees shall be encouraged to carpool or vanpool whenever possible. MST vans/sedans may be provided to facilitate carpooling. Non -essential MSTEAs personnel may be permitted to telecommute and/or work from home.
- During major natural catastrophes or emergencies impacting service, FTA guidelines support the establishment of a no-fare policy. Such a policy facilitates faster vehicle boarding, is more user-friendly to passengers, and eliminates the security and money handling issues related to fare collection.
- As conditions allow, bus passes will be sold as usual. Should there be a disaster resulting in significant disruption or reduction in service levels and/or MST offices are not open for pass sales, the following options shall be considered:
 - ✓ Provide free service (*Fixed Route, On Call, & RIDES*)
 - ✓ Reduce the price of cash fares
 - ✓ Consider other options as appropriate

Determination of free service or a pass reimbursement policy will be decided by the EOC Commander. *The Public Information Officer shall contact MST pass vendors for an update on the procedure.*

ATTACHMENT A

Vendor & Services List

Essential:

Tier 1

- a. Fuel / oil / fluids supplier
- b. Personal Protective Equipment (PPE)
- c. Power/Generator
- d. Plumbing
- e. Bottled water (drinking)

Tier 2

- a. Internet access
- b. Armored car service
- c. UPS/FedEx or other pick-up/delivery services
- d. Parts Suppliers/Revenue vehicle parts
- e. Vending Machines

Non-Essential:

- a. Janitorial services
- b. Contracted tire support
- c. Laundry service: Maintenance/Facilities Departments
- d. Security Alarm service (Security service may be moved to Tier 1 or 2 depending on circumstances)
- e. Landscaping service
- f. Electrician services
- g. Various parts and materials and supplies
- h. Waste oil removal

Note:

Essential vendors are listed as Tier 1 – critical for day-to-day operations; Tier 2 – critical but can conduct business for up to five days without these vendors/services.

Non-essential vendors/services may move into the “essential” category depending on the extent of the impact on MST facilities, available workforce, and other factors.

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ATTACHMENT B

Service Level & Work Schedule Memo



Post:

File:

To: All Coach Operators, Transportation Staff
From: XXXXX, Transportation Manager
Subject: Service Level and Work Schedules

Due to the high number of employees unavailable for service, Monterey-Salinas Transit District (MST) will operate a _____ schedule on _____. Additionally, the routes listed below are currently not operating or operating on a limited basis. All operators are required to check their work schedule status prior to leaving for the day.

Please extend apologies to our customers. Your assistance and patience in dealing with our customers during this period of service disruption are greatly appreciated.

XXXXXXXXXX

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ATTACHMENT C

Pandemic Planning Guide/Check List

Attached below is a planning guide and checklist, which has been slightly modified for MST's use. This planning document is based on a pandemic planning guide posted on the following website: www.pandemicflu.gov. Many of these recommendations are included in this document which outlines MST's contingency plan in the event of a natural disaster or pandemic.

1.1 Planning for the Impact of a Pandemic:

- a. Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. Identify MST staff who have completed "Contact Tracing" certifications. Identify available "Contact Tracing" certification programs. As appropriate, include input from ATU.
- b. Identify essential employees, critical materials/supplies, availability, and requirement of applicable Personal Protective Equipment (PPE), and vendors required to maintain service and support.
 - ***MST's 90-day supply of PPE (gloves, hazmat suits, face masks, and sanitizer) is stored within the Inventory Control Department at CJW.***
- c. Determine the potential impact of a pandemic using multiple scenarios, including loss of employees, lengthy duration, vaccination requirements and availability. Cross-train the workforce.
- d. Establish an emergency communications plan and revise periodically. This plan includes the identification of key contacts (with back-ups), the chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.
- e. Implement an exercise/drill to test the plan and revise periodically.

1.2 Plan for the Impact of a Pandemic on Employees and Customers:

- a. Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures.
- b. Implement guidelines to modify the frequency and type of face-to-face contact (e.g., face-coverings, hand-shaking, seating layout in meetings, office layout, shared workstations, social distancing) among employees and between employees and customers.
- c. Implement guidelines to modify work reporting processes and procedures to protect employees (e.g., temperature checks prior to entering a facility, reporting from another location, etc.)
- d. Implement guidelines to modify on-site work requirements (e.g., remote work, modified in-person work schedule, etc.).

- e. Encourage and track annual influenza vaccination for employees.
- f. Evaluate employee access to and availability of healthcare services during a pandemic (access to and type of vaccines available, vaccination sites, vaccination requirement and considerations, etc.)
- g. Identify the type of PPE required to ensure the safety of MST employees – coordinate with Logistics Section Chief (full hazmat suits, gloves, N-95 face masks, etc.).
- h. Identify employees and customers with special needs and incorporate the requirements into the preparedness plan. Coordinate with Mobility Manager and Contract Services Manager.

1.3 Establish Procedures to be Implemented During a Pandemic:

- a. Establish procedures for employee compensation and sick-leave absences unique to a pandemic (e.g., non-punitive, liberal leave, federal and/or state-approved leaves), including procedures outlining when a previously ill person is no longer infectious and can return to work after illness.
- b. Establish procedures for flexible worksite (e.g., telecommuting) and flexible work hours.
- c. Establish procedures for preventing influenza spread at the worksite (e.g., promoting respiratory hygiene/ cough etiquette, social distancing, face coverings, prompt exclusion of people with influenza symptoms, use of hand sanitizers, and use of thermometers).
- d. Establish procedures for employees who have been exposed to the pandemic, are suspected to be ill, or become ill at the worksite (e.g., quarantine, infection control, and mandatory sick leave).
- e. Set up triggers and procedures for activating and terminating service (e.g., shutting down service in affected areas) and transferring business knowledge to key employees.
- f. Set up cleaning, disinfecting, and sanitizing procedures, and the department(s) responsible for responding to requests and/or orders from the EOC.
- g. Set up “Contact Tracing” team under the EOC.

1.4 Allocate resources to protect employees and customers during a pandemic:

- a. Provide sufficient and accessible infection control supplies (e.g., PPE, hand-hygiene products, tissues, and receptacles for their disposal) in all locations.
- b. Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.
- c. Ensure availability of medical consultation and advice for emergency response. Establish regular contact with the Office of Emergency Management, local Center for Disease Control and Prevention, and Monterey County Health Officer.

1.5 Communicate to and Educate MST Employees:

- a. Develop and disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza/pandemic specific illness, modes of transmission), personal and family

protection, and response strategies (e.g., face coverings, social distancing, hand hygiene, coughing/sneezing etiquette, contingency plans).

- b. Anticipate employee fear and anxiety, rumors, and misinformation, and plan communications accordingly.
- c. Ensure that communications are culturally and linguistically appropriate.
- d. Disseminate information to employees about MST's pandemic preparedness and response plan.
- e. Provide information for the at-home care of ill employees and family members.
- f. Develop platforms for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.
- g. Identify community sources for timely and accurate pandemic information and resources for obtaining counter-measures (e.g., vaccine availability, vaccination sites, and anti-virals).

1.6 Coordinate with External Organizations:

- a. Collaborate with insurers, health plans, and major local healthcare facilities to share MST's pandemic plans and understand their capabilities and plans.
 - b. Collaborate with federal, state, and local public health agencies and/or emergency responders to participate in their planning processes; share MST's pandemic plans; and understand their capabilities and plans.
 - c. Communicate with local and/or state public health agencies and emergency responders about the assets and/or services MST can provide to the community.
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ATTACHMENT D

Taxi Cab Company List

<u>TAXI COMPANY</u>	<u>PHONE #</u>
1. CENTRAL COAST CAB (RTA)	831-626-3333
2. GREEN CAB (RTA)	831-757-4211
3. MARINA TAXI	831-384-3894
4. ORANGE CAB (RTA)	831-757-7778
5. SALINAS YELLOW CAB (RTA)	831-424-1234 (Salinas) 831-333-1234 (Peninsula)
6. SAL'S TAXI (RTA)	831-422-7276

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ATTACHMENT E

Reimbursement Process for Operating or Other Expenses Expended During Disaster Response & Recovery Efforts

LOCALLY DECLARED DISASTERS:

Any City or the County of Monterey may declare a local disaster. Should MST deploy its resources in response to a locally declared disaster, the requesting jurisdiction may ultimately be responsible to reimburse MST for all operating expenses, (wages, fuel, etc.), that are expended during any such response and/or recovery efforts. The GM / CEO and the MST Board of Directors shall determine if, and to what extent, the requesting jurisdiction is liable for any such expenses.

The Monterey County Office of Emergency Services may also apply for special grants that are available through the California Emergency Management Agency (Cal EMA) to provide funding to local jurisdictions to respond to, and recover from, local disasters.

STATE DECLARED DISASTERS:

If the Governor of the State of California declares a disaster within MST's service area, and should MST deploy its resources in response to the state-declared disaster, MST is eligible to recover up to seventy-five (75) percent of any operating expenses expended through Cal EMA. The Monterey County Office of Emergency Services can assist MST staff with the application process to seek any such State reimbursements.

Also, Federal operating assistance and grant funding are provided through the federal transportation bill to States, governmental agencies, and public transportation agencies once the State Governor has declared an emergency or major disaster. (See Reimbursement through FTA below)

FEDERAL DECLARED DISASTERS:

Once a disaster has occurred and the State has declared a state of emergency, the State will evaluate the recovery capabilities of the State and local governments. If it is determined that the damage is beyond their recovery capabilities, the Governor will normally send a request letter to the President, directed through the Regional Director of the appropriate FEMA region. The President then decides whether or not to declare a major disaster or emergency.

Reimbursement through FEMA: After a Presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for State and local government recovery expenses, and the Federal share will always be at least 75 percent of the eligible costs. The Request for Public Assistance is FEMA's official application form that public and Private Nonprofit organizations use to apply for disaster assistance. It is a simple, short form with self-contained instructions. "The Request" (FEMA [FF 90-49](#)) asks for general information, identifies the applicant, starts the grant process, and opens the Case Management File, which contains general claim information

as well as records of meetings, conversations, phone messages, and any special issues or concerns that may affect funding. The Request must be submitted to the Regional Administrator within 30 days after the designation of the area where the damage occurred. The form may be delivered in person at the Applicants' Briefing, sent by mail, or faxed. For additional information visit FEMA's Public Assistance FAQ page [HERE](#).

Reimbursement through FTA: On July 2012, President Barack Obama signed the Moving Ahead for Progress in the 21st Century Act (MAP-21). This legislation provides DOT new authorities for disaster response and recovery (most notably through the creation of public transportation emergency relief funding) and provides funds for surface transportation programs. The Federal Transit Administration (FTA) Public Transportation Emergency Relief (ER) Program, which was authorized in MAP-21, provides operating assistance and grant funding to States, governmental agencies, and public transportation agencies to help repair and reconstruct public transportation assets to a state of good condition as expeditiously as possible following an emergency or major disaster. Key program provisions are:

- Funds may only be used for capital and operating costs incurred by public transportation systems in response to a catastrophic event in which the State Governor has declared an emergency or the President has declared a major disaster under the Stafford Act.
- Eligible projects and reimbursable costs include emergency operations, emergency repairs, permanent repairs, actual engineering and construction costs, resiliency projects designed to protect rolling stock, equipment, facilities, and infrastructure from future damage.
- Funds may not be used for projects for which monies are already obligated in a grant and for projects for which FEMA or another federal agency has already provided emergency funding or for projects for which the applicant has already received insurance proceeds.
- Funds are awarded to eligible agencies based on the demonstrated costs of responding to and recovering from an emergency or major disaster.

Funds are also awarded to affected agencies for projects that improve the resiliency of public transportation assets and infrastructure for future emergencies or disasters.

FTA Response and Recovery Resource Document for Transit Agencies: In addition to funding, FTA offers recovery assistance information through a resource guide entitled "Response and Recovery for Declared Emergencies and Disasters."

Additional Reference Information

<http://www.dot.gov/map21>

<https://www.fema.gov/library/viewRecord.do?id=3564>

http://www.fta.dot.gov/documents/FTA_Response_Recovery_Declared_Emergencies_Disasters.pdf

ATTACHMENT F

Examples Press Releases/Out Going Phone Messages

DISPLAY AD FOR HERALD AND SALINAS CALIFORNIAN:

"The Monterey-Salinas Transit District (MST) has temporarily (suspended/reduced) service due to the (list disaster/incident/reason). It is our sincere hope that normal service levels will be restored shortly. In the meantime, we apologize for any inconvenience. Regular information and updates will be posted on our website at: www.mst.org."

Alternate Press Release:

"The Monterey-Salinas Transit District (MST) has temporarily (reduced/suspended) service due to (list the reason). We are currently operating on a (insert schedule day) schedule. It is our sincere hope that normal service levels will be restored very shortly. In the meantime, we ask for your patience. Telephone information is available Monday through Friday from 8:00 a.m. until 5:00 p.m. Additional information and updates will be posted on our website: www.mst.org."

Example(s) of Out Going Phone Messages

Day Message:

"Thank you for calling the Monterey-Salinas Transit District, MST. We are temporarily operating on (list service type) due to (list reason/disaster/incident). It is our sincere hope that normal service levels will be restored very shortly. Additional information can be found on our website at www.mst.org. In the meantime, we apologize for any inconvenience. Please stay on the line for the first available Customer Service Representative."

Night Message:

Add: "Telephone information is available Monday through Friday from 8:00 a.m. until 5:00 p.m." to the above message.

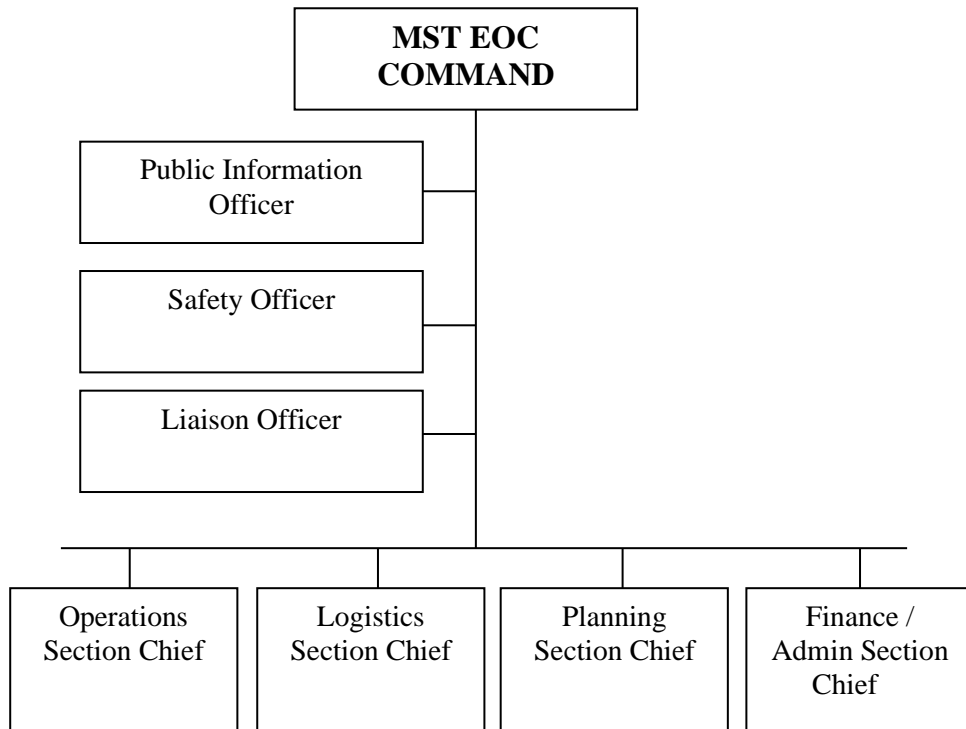
DISABLED PASSENGERS:

Ask callers to contact MST RIDES at 647-7747 or 755-4849 or call a Taxi. A list of taxi telephone numbers is listed in Attachment D.

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ATTACHMENT G

ICS MANAGEMENT STRUCTURE



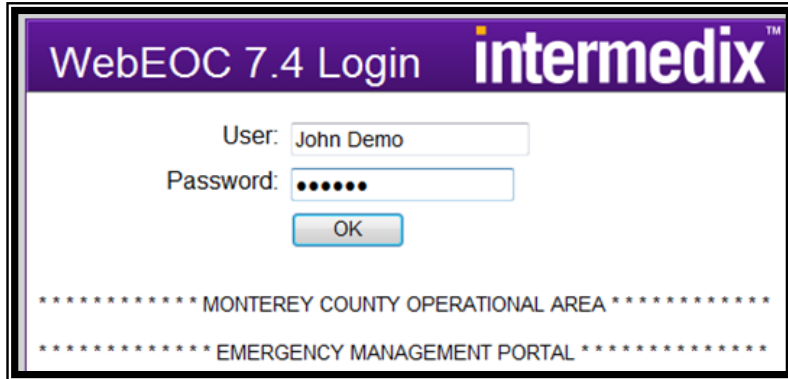
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ATTACHMENT H:

WebEOC Quick Reference

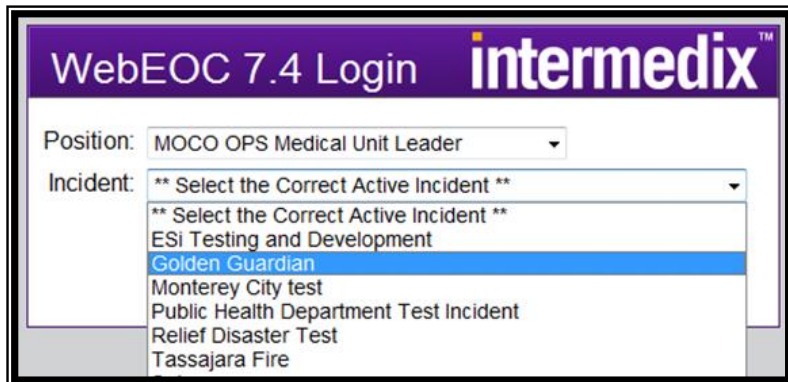
Logging On:

Open webeoc at: <https://webeoc.co.monterey.ca.us/eoc7/>
Enter your provided User Name and Password-click "OK"
(if this is your first time logging in you will be prompted to create a new password)



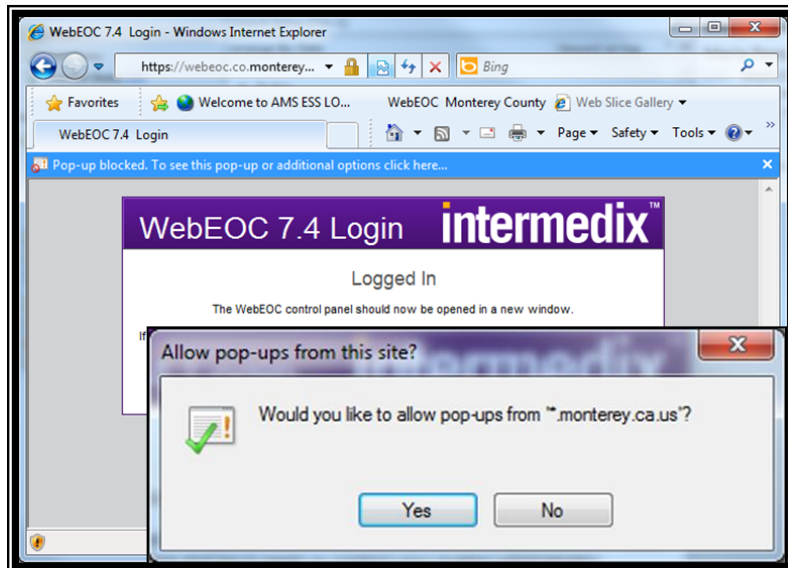
The screenshot shows the WebEOC 7.4 Login page. It has a purple header with 'WebEOC 7.4 Login' and the 'intermedix' logo. Below the header, there are two input fields: 'User:' with the text 'John Demo' and 'Password:' with masked characters '.....'. An 'OK' button is centered below the password field. At the bottom, there are two lines of text: '***** MONTEREY COUNTY OPERATIONAL AREA *****' and '***** EMERGENCY MANAGEMENT PORTAL *****'.

Select Your Position and Incident



The screenshot shows the WebEOC 7.4 interface after login. The header is purple with 'WebEOC 7.4 Login' and the 'intermedix' logo. Below the header, there are two dropdown menus: 'Position:' with 'MOCO OPS Medical Unit Leader' selected, and 'Incident:' with '** Select the Correct Active Incident **' selected. Below the 'Incident:' dropdown, a list of incidents is displayed: 'ESI Testing and Development', 'Golden Guardian' (highlighted in blue), 'Monterey City test', 'Public Health Department Test Incident', 'Relief Disaster Test', and 'Tassajara Fire'.

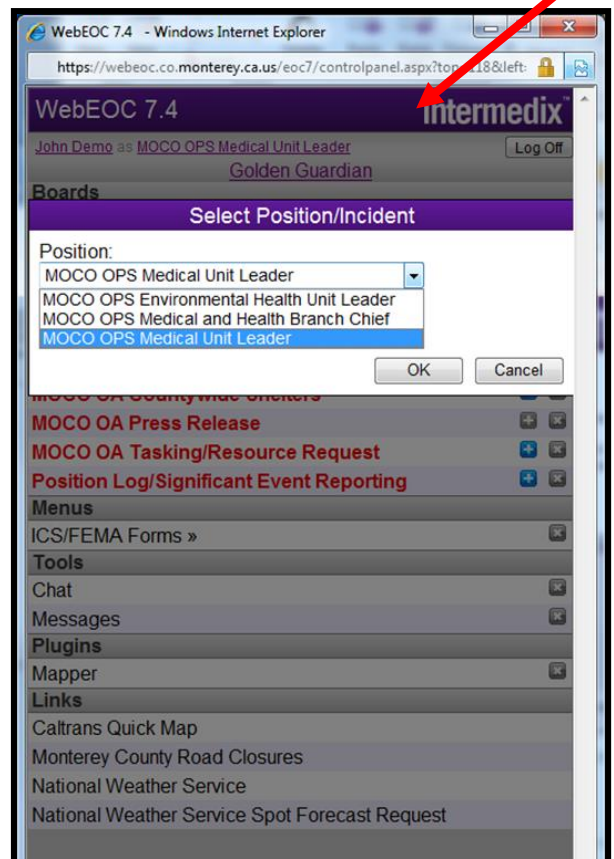
Turn Off Your Pop-Up Blocker



The screenshot shows the WebEOC 7.4 Login page with a pop-up blocker warning. The warning is a small window that says 'Pop-up blocked. To see this pop-up or additional options click here...'. Below the warning, there is a 'WebEOC 7.4 Login' button. The main login page is visible in the background, showing the 'User:' and 'Password:' fields and the 'OK' button.

Selecting a new Position/Incident:

Click on your position displayed at the top of the control panel
Then the a new position/incident



The screenshot shows the WebEOC 7.4 Control Panel. The header is purple with 'WebEOC 7.4' and the 'intermedix' logo. Below the header, there is a 'Log Off' button. The main content area is titled 'Boards' and 'Select Position/Incident'. It shows a dropdown menu for 'Position:' with 'MOCO OPS Medical Unit Leader' selected. Below the dropdown, there is a list of incidents: 'MOCO OPS Environmental Health Unit Leader', 'MOCO OPS Medical and Health Branch Chief', and 'MOCO OPS Medical Unit Leader' (highlighted in blue). There are 'OK' and 'Cancel' buttons at the bottom. A red arrow points to the 'MOCO OPS Medical Unit Leader' option in the list.

Log In Credentials :

Website:

<https://webeoc.co.monterey.ca.us/eoc7/>

USER: WeberR

PASSWORD: mst_eoc

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ATTACHMENT I

MST Facility Evacuation Plan

PURPOSE:

To provide direction and procedures to be used during emergencies that will protect the employee's health and safety and reduce potential threats and property damage. The direction also provides procedures for other emergencies, including employee evacuation, power outages, bomb threats, active shooter, severe weather, and natural disasters.

RESPONSIBILITIES:

Once the MST Emergency Operations Center (EOC) is activated, the designated EOC Safety Officer is designated the Emergency Evacuation Coordinator and is responsible for all duties stated within this plan.

EVACUATION PROCEDURE:

1. In case of FIRE activate the nearest FIRE PULL box. First Alarm will automatically send the Fire Department to the facility.
2. In case of a bomb threat, active shooter, severe weather, and other natural disasters or other serious threat, activate the nearest FIRE PULL box to begin the evacuation and dial 911 to advise of the emergency.
3. Employees shall immediately evacuate the building via the nearest emergency EXIT and proceed to the designated safe area assigned to the division and await further instructions. Employees shall not re-enter the building.

The safety of non-Department personnel, i.e., passengers, vendors, contractors, etc., during a facility emergency is the responsibility of the employees of the facility. The Facility Evacuation Coordinator is responsible for the communication, coordination, and control of emergency evacuation operations.

Upon arrival at the appropriate safe area, all personnel who are not assigned to specific emergency responsibilities shall remain at the "safe area" until an accountability check is made.

Further instructions shall be provided by the Facility Evacuation Coordinator.

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ATTACHMENT J

MST Active Shooter Evacuation & Response Plan

PURPOSE

To provide direction and procedures to be used in response to an active shooter event or a potential active shooter event (a hostile armed person on MST property).

DEFINITION

Active Shooter is defined as one or more subjects who participate in a random or systematic shooting spree demonstrating their intent to continuously harm or kill others. These situations are dynamic and evolve quickly. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

HOW TO RESPOND

Active shooter events cannot be predicted to follow any pattern. Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Good practices for coping with an active shooter situation are as follows:

1. Evacuation:

- Be aware of your environment and any possible dangers. Take note of the two nearest exits in any facility you visit having an escape route and plan in mind.
- When evacuating leave your belongings behind
- Keep your hands visible

2. Hide Out:

- If you are in an office, stay there and secure the door
- Block entry to your hiding place and lock doors
- Silence your cell phone and/or pager
- Remain quiet

3. Take Action:

As a last resort, it may be necessary to attempt to physically take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

Call 911 when safe to do so. Information to 911 should include possible information such as:

- Location of the shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

When Law Enforcement Arrives:

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers. Keep hands visible at all times
- Avoid pointing, screaming, or yelling
- Proceed in the direction officers are entering the premises to the designated safe area and await further instructions.

ATTACHMENT K

MST Roster of Emergency Equipment

This roster lists MST's tools, equipment, and vehicles specifically designed and/or designated for responding to emergencies.

The Facilities Department ensures MST's gasoline-powered portable generators are rotated and used regularly to ensure the assets are operating correctly and ready to deploy when appropriate.

Quantity	Description	Physical Location
1	Gasoline-powered generator	CJW
1	Gasoline-powered generator	GSA
1	Event style tent	CJW
1	Event style tent	GSA

The Maintenance Department ensures MST's contingency fleet of heavy-duty buses (35' and 40' coaches) are properly stored, maintained, and ready to deploy when appropriate. MST's contingency fleet shall be deployed for appropriately responding to emergencies but can be used for training to avoid vehicle availability issues with MST's revenue fleet. The contingency fleet is stored at GSA – near the Joe Lloyd Way (JLW) facility in Seaside.

Bus #	Make	Model & Description	SEON Cameras	GFI Farebox	Head Signs
1122	Gillig	Phantom 35' Diesel	X	X	X
1126	Gillig	Phantom 35' Diesel	X	X	X
1706	Gillig	Low-Floor 40' Diesel	X	X	X
1708	Gillig	Low-Floor 40' Diesel	X	X	X
1709	Gillig	Low-Floor 40' Diesel	X	X	X
1720	Gillig	Low-Floor 40' Diesel	X	X	X
1723	Gillig	Low-Floor 40' Diesel	X	X	X
1801	Gillig	40' Suburban Diesel	X	X	X
1803	Gillig	40' Suburban Diesel	X	X	X
1807	Gillig	40' Suburban Diesel	X	X	X
2005	Gillig	Low-Floor 35' Diesel	X	X	X
2010	Gillig	Low-Floor 35' Diesel	X	X	X

The Inventory Control Department is responsible for maintaining, securing, and providing access to a 90-day supply of selected personal protective equipment (PPE). This cache of PPE is physically inspected and inventoried regularly. As part of the inventorying process, staff rotates the PPE stock to ensure it remains in a state of readiness.

Quantity	Description	Physical Location
90-Day Supply	N95 Face Masks	CJW
90-Day Supply	Disposable Gloves (variety of sizes)	CJW
90-Day Supply	Hand sanitizer	CJW
90-Day Supply	Disposable Hazmat Suits (variety of sizes)	CJW

ATTACHMENT L

SOP TP-017 Employee Welfare Checks – Monitoring & Notification Requirements



Employee Welfare Checks - Monitoring & Notification Requirements

Standard Operating Procedure

General Description

Description / Scope:

The procedure provides guidance to ensure that employee welfare is safeguarded when certain working conditions are encountered.

Purpose:

To establish a process that monitors the status and welfare of MST employees who are working independently in bus garages, fuel islands, and in other settings.

To ensure that employee welfare check(s) are performed in a timely manner and that appropriate action is immediately taken should an MST Employee require assistance from a public safety agency.

Who Performs / Responsible:

Communications Specialist
Communications Systems Manager
Designated Lead Mechanic
Electronics Technician
Maintenance Superintendent
Maintenance Supervisor
Mechanic
Operations Supervisor

Revenue Technician
Senior Operations Supervisor
Utility

When to Perform:

As Needed

- When Maintenance personnel are working alone in the maintenance shop or bus service lanes.
- As deemed necessary by Operations Supervisors or other employee whenever they may be dealing with a potentiality hazardous environment, or situation.

Requirements

Terms and Definitions:

Term:	Definition:
CODE 4	Radio Code to notify all concerned that "No Further Assistance is Necessary"
Everbridge System	A cloud based mass emergency notification system used to instantly alert key personnel of incidents and other emergencies.
EMS	Emergency Medical Services

Warnings and Precautions

Warnings:

Performing this procedure improperly could result in:

A substantial delay in summoning Public Safety assistance to MST employees.

Detailed Steps

① Maintenance Employee Independent Worker Reporting Procedures:

How to Do:

1.0.1 Mechanics or Utility Service workers working alone in the maintenance shop or the bus service lanes shall report their independent work status to MST Center on hourly bases, (at the top of each hour).

1.0.2 This procedure shall be observed regardless of the day of week or time of day with the

following exceptions:

1.0.2.1 Maintenance Department employees are not required to contact MST Center if at least two (2) maintenance department employees are working, example: Maintenance Supervisor, Mechanic, and Utility Service Worker on duty in the same bus yard/shop.

1.0.3 Employees shall report their name, location, and anticipated length of independent work status to MST Center.

1.0.4 At the top of once an hour, the independent worker shall check-in with the MST Center by phone, radio, or in person.

1.0.5 If another maintenance department employee arrives at the work location the independent worker shall update his/her status with MST Center.

1.1. MST Center Monitoring, Welfare Check, and Notification Requirements:

How to Do:

1.1.1 If the independent worker has not contacted MST Center at the top of the hour, the on duty Communications System Specialist shall attempt to contact the employee by phone, radio, or intercom.

1.1.2 If there has been no response within five (5) minutes the duty Communications System Specialist, or other available employee shall physically go to the TDA shop or fuel island to verify the status of the employee.

1.1.3 For CJW, MST Center shall contact another person to help determine the status of the employee, for example: phone the fuel island and ask a Utility Service Worker to assist, contact an Operations Supervisor, mechanic, or Coach Operator either pulling into the yard, or standing by at CJW.

1.1.4 Should an emergency response be required by public safety, MST Center shall:

- Immediately notify 911 to request a response.
- Report the incident to MST Supervisory / Management staff via MST's Everbridge notification system. See Also: [TP-029](#)

② Operations Supervisor / Other Employee Notification Requirements:

How to Do:

2.0.1 Operations Supervisors (or other staff member) shall contact MST Center if they anticipate that they will be entering any potentially hazardous environment, or setting while they are unaccompanied. Such situations may include but, are not limited to:

- Contact with a potentially hostile / violent person.
- Conducting a security check on an MST facility, or bus stop
- Upon interception / investigation of a coach that is in active Overt / Covert Alarm status
- Any other potentially hazardous situation in where the employee feels that a welfare check may be merited.

2.0.2 The Operations Supervisor (or other staff member) shall report the following items to MST Center:

- Employee name or Radio Identifier (O - #)
- Location
- Situational briefing (unruly crowd or passenger, covert alarm investigation, police action, fire, EMS, facility security sweep, open doors/windows, etc.)
- Mutually agreed check in time- (example 3-10 minutes)
- Mutually agree method of communication (Radio / Cell phone)

Note: Other staff members who do not have access to a radio, may use a cell phone. They shall provide the contact number to the MST Center and follow up notifications as discussed below would then be made via cell phone.

2.0.3 Prior to or at the conclusion of the pre-determined time frame, the Operations Supervisor (or other staff member) must contact the MST Center and provide any one of the following updates:

- "<Name or O - #>, is CODE 4 at this location" or,
- "<Name or O - #>, please dispatch PD to my location" or,
- "<Name or O - #>, I need more time to assess the situation, I will check back with you in "X" minutes"

Note: Code 4 Defined: "No further assistance necessary."

2.1. MST Center Monitoring, Welfare Check, and Notification Requirements:

How to Do:

2.1.1 In the event that the mutually agreed check-in time frame has elapsed and the Operations Supervisor (or other staff member) fails to contact MST Center, the on duty Communications System Specialist shall first attempt to contact the employee.

2.1.2 Should the employee fail to respond after reasonable attempt(s) have been made, the Communications System Specialist shall immediately contact 911, provide full situational briefing, and request a Police response to the Operations Supervisor's, (or other staff) previously reported location.

2.1.3 Any such emergency response shall be promptly reported to Supervisory / Management staff via MST's Everbridge notification system. See Also: [TP-029](#)

Troubleshooting

Emergency Contact:

In case of an emergency, please contact:
911 Center

Revision Management

Revision History Log:

Revision #:	Date:	Nature of Change:	Recorded By:
v1.1	10/23/2018 12:54 PM	Transition to Zavanta	Robert Weber
v1.0	10/23/2018 11:53 AM	New document	Robert Weber

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ATTACHMENT M

MST Mutual Aid Agreement

CALIFORNIA CENTRAL COAST AREA PUBLIC TRANSIT OPERATORS MUTUAL AID AGREEMENT

MAY 15, 2020

This Mutual Aid AGREEMENT, (hereinafter referred to as the “AGREEMENT”) is made and entered into as of 05/15//2020 by those PARTIES who have adopted and signed the AGREEMENT (hereafter referred to individually as a “PARTY” or together as the “PARTIES”), which include the following organizations:

**MONTEREY SALINAS TRANSIT DISTRICT
SAN BENITO COUNTY TRANSPORTATION AUTHORITY
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

RECITALS:

WHEREAS, the California Central Coast region is susceptible to serious local and regional emergencies, including; moderate to severe earthquakes, flooding, and wild land fires, that could disrupt normal public transit services; and

WHEREAS, the PARTIES have determined that it would be in their best interest to enter into this AGREEMENT that provides equipment, personnel, supplies and other goods and services to each other under Emergency (as defined in section 2.0) conditions to ensure transit services experience minimal interruption and recover rapidly; and

WHEREAS, the PARTIES understand that any organization that lend resources, (hereinafter referred to as the “LENDING PARTY or PARTIES”) to another organization (hereinafter referred to as the “BORROWING PARTY OR PARTIES”) shall be reimbursed by the BORROWING PARTY for equipment, personnel, supplies and other resources made available under this AGREEMENT; and

WHEREAS, the PARTIES understand that each must give priority to Emergencies affecting its own operations, and that no party should unreasonably deplete its own resources, personnel, or materials to provide such mutual aid; and

WHEREAS, this AGREEMENT is in accord with the California Emergency Services Act as set forth in Title. 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code, and specifically Article 14 (Section 8630 et seq.) to the Act, Section 3211.92 of the Labor Code related to Disaster Service Workers, and the California Master Mutual Aid AGREEMENT;

NOW THEREFORE, in consideration of the conditions and covenants contained herein, the **PARTIES** agree as follows:

1.0 PURPOSE. The purpose of this AGREEMENT is to provide an organized framework within which the PARTIES can provide voluntary mutual assistance to each other to ensure public transportation services continue to the maximum extent practical in the event of a local or regional emergency.

2.0 EMERGENCY DEFINED: For the purposes of this AGREEMENT, “Emergency” is defined as a condition of disaster, calamity, or catastrophe (both natural and man-made) arising in a portion or entire area of operations of one or more of the PARTIES to this AGREEMENT which is, or is likely, to be beyond the control and response capabilities of the services, personnel, equipment, and facilities of the affected PARTIES. Examples include but are not limited to floods, urban and wild fires, earthquakes, and acts of terrorism.

3.0 GUIDING POLICIES: The PARTIES acknowledge the following principles in order to effectively implement this AGREEMENT:

3.1 The basic tenets of Emergency planning are self-help and mutual aid;

3.2 No single PARTY has sufficient resources to cope with any and all potential Emergencies;

3.3 The PARTIES shall plan for their Emergency operations to assure a rapid and efficient use of their available resources;

3.4 California’s system of Emergency planning provides a system of mutual aid in which each PARTY’S jurisdiction relies first upon its own resources;

3.5 Each county in California coordinates the responses of jurisdictions within its borders with the Governor's Office of Emergency Services;

3.6 Each local jurisdiction has the authority to prepare a local Emergency plan; such plans shall include a transportation element that contains methods for coordinating Emergency Transportation Services¹; and

3.7 Each PARTY shall prepare its own emergency operations plan that provides appropriate procedures for responding to and recovering from Emergencies affecting its operating area.

4.0 MUTUAL AID COORDINATORS: Each PARTY to this AGREEMENT shall designate a point of contact, who shall be responsible for performing all Emergency actions associated with this AGREEMENT.

5.0 NATURE OF ASSISTANCE:

5.1 General: LENDING PARTIES shall provide assistance in the form of resources such as equipment, supplies, and personnel. LENDING PARTIES shall provide resources only in the event a LENDING PARTY determines in its sole discretion that its own needs can be met before releasing such resources. The PARTIES intend that resources provided to BORROWING PARTIES be utilized to provide regular public transportation or emergency transportation services. Resources may include but are not limited to; vehicles, vehicle Operators and services and supplies that are required to operate and maintain such vehicles.

5.2 Equipment: Use by the BORROWING PARTY of resources that constitute equipment, such as transit and maintenance vehicles, portable generators, and tools, shall be at the LENDING PARTIES' current equipment rates, and if no rates have been established, rates equivalent to reasonable commercial rates for the lease or rental of similar equipment, and are subject to the following conditions:

5.2.1 At the option of the LENDING PARTY, resources that constitute equipment may be provided with a vehicle Operator and or fuel. If a vehicle Operator is provided by the LENDING PARTY, the following costs shall be reimbursed by the BORROWING PARTY: travel, lodging, per diems, all wages and compensation, and any other reasonable costs that are mutually agreed upon by the PARTIES. If fuel is provided by the LENDING PARTY, it shall be reimbursed at the LENDING PARTY'S actual cost;

¹ Emergency transportation services may include but are not limited to activities associated with; civil evacuation, transporting first responders to / from affected areas, transportation services to designated Points of Distribution for water, food, supplies and other related activities.

5.2.2 In the event the LENDING PARTY requires Resources to be returned before the end of the emergency period, the LENDING PARTY shall provide written notice to the BORROWING PARTY requesting such a return, and the BORROWING PARTY shall return Resources to the LENDING PARTY within one and two working days after the initial request for equipment return for small- and large- scale incidents, respectively. Small-scale incidents are incidents that span up to two 12-hour operational periods. Large-scale incidents are those that last for more than two 12-hour operational periods;

5.2.3 Unless the LENDING PARTY provides fuel in accordance with paragraph (5.2.1) above or the PARTIES involved make alternate arrangements, the BORROWING PARTY shall, at its own expense, supply all fuel, lubrication and routine maintenance for any Resources during the time they are in use by the BORROWING PARTY;

5.2.4 Any costs accrued or incurred by the LENDING PARTY related to the transportation, handling, and unloading or loading of Resources shall be reimbursed by the BORROWING PARTY, based on actual receipts or invoices with supporting documentation;

5.2.5 In the event that any Resources are damaged during delivery to, or while in the custody or use of the BORROWING PARTY, the BORROWING PARTY shall reimburse the LENDING PARTY for the reasonable cost of repairing the damaged equipment, based on actual receipts;

5.2.6 If a damaged Resource cannot be economically restored to the condition it was in prior to the loan, the BORROWING PARTY shall reimburse the LENDING PARTY for the cost of replacing any such damaged Resources with equivalent (or functionally equivalent) equipment of equivalent value to the equipment prior to the loan, based on actual receipts (unless the PARTIES agree otherwise in writing); and

5.2.7 If the LENDING PARTY is required to rent or lease items while Resources are being repaired or replaced, the BORROWING PARTY shall reimburse the LENDING PARTY for any such lease or rental costs, provided that the duration and cost of such lease or rental is reasonable under the circumstances, and that any such reimbursement is based on actual invoices.

5.3 Supplies: With respect to any Resources that are expendable or non-returnable, the BORROWING PARTY shall reimburse the LENDING PARTY with in-kind items or the replacement cost for such items, plus any applicable handling charges, taxes and other incurred expenses. With respect to such Resources that are timely returned to the LENDING PARTY without damage (other than normal wear and tear), no costs shall be due from the BORROWING PARTY to the LENDING PARTY, including but not limited to, any rental fees for use of the Resources.

5.4 Personnel: The LENDING PARTY may make available to the BORROWING PARTY employees who are willing to participate in providing mutual aid under the provisions of this AGREEMENT. If the BORROWING PARTY accepts the services of such employees, the BORROWING PARTY shall reimburse the LENDING PARTY for the full costs of the employees' services; that is, at a rate equal to the employees' current salary or hourly rate plus fringe benefits and overhead charges, including any costs arising from Workers' Compensation claims. Costs to feed, shelter, transport, and otherwise care for the LENDING PARTY's employees shall be paid by the BORROWING PARTY. The LENDING PARTY shall not be liable for cessation or slowdown of work, or any other damages incurred by reason of the LENDING PARTY's employee's refusal to perform any assigned task due to the loaned employee's perception of risks of harm or injury.

6.0 FINANCIAL RECORDS: Both the LENDING PARTYs and the BORROWING PARTY shall keep accurate financial records of any Resources and personnel provided or received. Such records will be used to settle accounts among the PARTIES and to support claims for reimbursement from insurance carriers or the local State and/or Federal governments, should such aid be made available. All financial records shall be maintained for a minimum of three years, or as required by applicable Federal or State law as a condition of receiving financial assistance, whichever is longer. All PARTIES shall have full access to such records for the purposes of this provision.

7.0 EMERGENCY ROUTING: Inasmuch as the PARTIES recognize that mutual aid provided under this AGREEMENT depends on the LENDING PARTYs' abilities to move their resources to places designated by the BORROWING PARTY, the PARTIES shall cooperate in determining which routes shall be used to reach the BORROWING PARTYs' operating areas and in arranging for any necessary escorts to assure the timely and safe arrival of the Resources or Personnel.

8.0 LIABILITY AND HOLD HARMLESS: Pursuant to Government Code Section 895.4 and Federal and State requirements, whenever mutual aid assistance is provided, the BORROWING PARTY shall assume the defense of, fully indemnify and hold harmless the LENDING PARTY, including its Directors, Supervisors, Officers, and Employees from all claims, losses, damages, injuries, and liabilities of every kind, nature and description directly or indirectly arising from the negligent or wrongful acts of the BORROWING PARTY in connection with work rendered hereunder, including but not limited to negligent or wrongful use of Resources, or faulty workmanship or other negligent acts, errors or omissions by the BORROWING PARTY, or by loaned personnel.

8.1 Each Party to this AGREEMENT shall give to the others prompt and timely written notice of any claim made, or any suit instituted, coming to its knowledge which in any way, directly, or indirectly, contingently or otherwise, affects or might affect one or more of the other PARTIES. Each Party shall have the right to participate in the defense of the same to the extent of its own interest.

9.0 MODIFICATIONS AND OTHER PROVISIONS:

9.1 Amendments: Any provision of this AGREEMENT may only be modified, altered or rescinded only by written amendment to this AGREEMENT executed by all of the PARTIES; however, the AGREEMENT as a whole may only be rescinded in compliance with Section 12.0, Termination.

9.2 Review: This AGREEMENT shall be reviewed as needed and necessary changes shall be made.

9.3 Reporting: The LENDING PARTY shall, at the request of the BORROWING PARTY, provide to the BORROWING PARTY a written estimate of the costs of Resources provided under this AGREEMENT within three (3) days of the date of any such request. This report shall be revised weekly thereafter until mutual aid is terminated at the BORROWING PARTYS, or pursuant to Section 5.2.2 above, at the LENDING PARTY's request. The LENDING PARTY shall provide a final estimate to the BORROWING PARTY no later than ninety (90) days following the return or redeployment of all Resources. If the Federal and/or State government require a different reporting schedule for public assistance, it shall supersede those stated in this AGREEMENT.

9.4 Non-Exclusivity: This AGREEMENT is not an exclusive agreement for the provision of Emergency resources. Any PARTY may provide such resources to entities not party to this AGREEMENT, and any PARTY may enter into agreements similar to this with other organizations. In the event that there are conflicting requests for Resources pursuant to two or more agreements entered into by a LENDING PARTY, the LENDING PARTY shall have the final right to determine which request shall be honored, and such determination shall not give rise to any claim of damages or other monetary recovery by a BORROWING PARTY the request of which was denied.

9.5 Third Parties: Nothing herein shall be construed to create any right of action by third party for any cause whatsoever.

9.6 Entire Agreement: This AGREEMENT constitutes the entire understanding of the PARTIES with respect to the subject matter hereof, any prior or contemporaneous oral or written agreements by and between the PARTIES or their agents and representatives with respect to the subject matter of this AGREEMENT are revoked and extinguished by this AGREEMENT.

10.0 NOTICES: All other notices and communications deemed by the PARTIES to be necessary or desirable to be given to the other PARTIES shall be in writing and may be given by personal delivery to a representative of the PARTIES, by electronic communication to the email addresses indicated, or by mailing the same, postage prepaid, addressed as follows:

Carl Sedoryk General Manager / CEO MONTEREY – SALINAS TRANSIT DISTRICT 19 Upper Ragsdale, Suite 200 Monterey, CA 93908 csedoryk@mst.org	Mary Gilbert Executive Director SAN BENITO COUNTY TRANSPORTATION AUTHORITY 330 Tres Pinos, CA 95023 mary@sanbenitocog.org
Geoff Straw Executive Director SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY 179 CROSS STREET SAN LUIS OBISPO, CA 93401 GSTRAW@SLORTA.ORG	Alex Clifford CEO/General Manager SANTA CRUZ METROPOLITAN TRANSIT DISTRICT 110 VERNON STREET SANTA CRUZ, CA 95060 ACLIFFORD@SCMTD.COM

The address to which mailings may be made may be changed from time to time by notice mailed as described above. Any notice given by mail shall be deemed given on the day after that on which it is deposited in the United States mail as provided above.

11.0 MUTUAL AID COORDINATORS: All communications relating to the day-to-day activities associated with this AGREEMENT shall be exchanged between the Mutual Aid Coordinators as designated below:

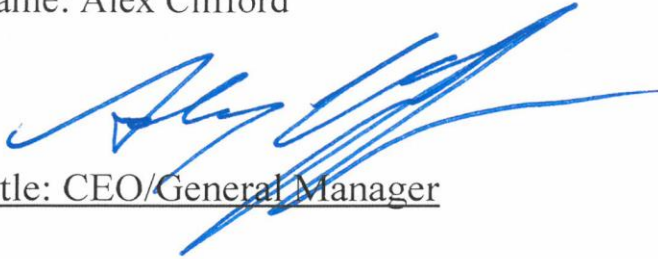
MONTEREY – SALINAS TRANSIT DISTRICT Chief Operating Officer 19 Upper Ragsdale, Suite 200 Monterey, CA 93908 Desk: (831) 264-9430 MST Center (831) 899- 5299 (24 Hour)	SAN BENITO COUNTY TRANSPORTATION AUTHORITY Executive Director 330 Tres Pinos, CA 95023 (831) 637 -7665 Ext. 207
SAN LUIS OBISPO REGIONAL TRANSIT AUTHORITY Operations Manager Desk: (805)781-4467 RTA Dispatch: (805)541-2228	SANTA CRUZ METROPOLITAN TRANSIT DISTRICT Chief Operating Officer (831) 425 -8951 METRO Dispatch: (831) 425 -5284

12.0 TERMINATION: This AGREEMENT is not transferable or assignable, in whole or in part. Any PARTY may terminate its participation in this AGREEMENT by providing 30 days' written notice delivered or mailed electronically to the other PARTIES to the AGREEMENT. Prior to the effective date of termination, with respect to the terminating PARTY, all sums due for Resources shall be paid to the LENDING PARTY, and all Resources shall be returned to the LENDING PARTY. The AGREEMENT shall continue in full force and effect as to the remaining PARTIES to the AGREEMENT. The provisions under Section 6.0 and Section 8.0 shall survive any termination of this AGREEMENT with respect to financial record keeping,

claims, losses, damages, injuries and liabilities arising out of acts or omissions occurring prior to the effective date of termination. The AGREEMENT shall continue in full force and effect as to the remaining PARTIES to the AGREEMENT.

Agency: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Name: Alex Clifford



Title: CEO/General Manager

Date 5/15/2020

IN WITNESS WHEREOF, the PARTIES to the AGREEMENT have executed this AGREEMENT on the day and year set forth above.

Agency: MONTEREY – SALINAS TRANSIT DISTRICT

Carl Sedoryk



General Manager / CEO

Date 6/5/2020

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: College and University Partnerships for 2021-2022 School Year

RECOMMENDATION:

Receive update on renewed academic year 2021-2022 partnerships and:

- A. Authorize the General Manager/CEO to enter into contract with CSUMB for the Fall 2021 semester in an amount not to exceed \$487,500.
- B. Authorize the General Manager/CEO to enter into contract with Hartnell College for the full 2021-2022 school year in an amount not to exceed \$214,000.
- C. Authorize the General Manager/CEO to enter into contract with Monterey Peninsula College for the full 2021-2022 school year in an amount not to exceed \$72,000.

FISCAL IMPACT:

The following table outlines revenue sources for Fiscal Year 2022:

College/University	College/University Contribution	MST General Fund	LCTOP Grant	Total Contract Amount
CSUMB	\$318,900	\$168,600		\$487,500
Hartnell College	\$44,000		\$170,000	\$214,000
Monterey Peninsula College	\$45,000		\$27,000	\$72,000
Total by Funding Category	\$407,900	\$168,600	\$197,000	\$773,500

POLICY IMPLICATIONS:

Your Board authorizes expenditures in excess of \$100,000. Although the Monterey Peninsula College contract is less than \$100,000, staff opted to present all of the colleges and university partnerships, demonstrating the larger perspective. Additionally, these partnerships are identified in the Board's Strategic Plan – Action Plan and adopted FY 2022 Budget.

DISCUSSION:

MST has a history of partnering with the local colleges and universities, and that will continue in the 2021-2022 school year as the community continues to recover from the COVID-19 pandemic.

California State University, Monterey Bay (CSUMB)

Each year staff has been working with counterparts at CSUMB in order to plan the university-sponsored bus routes for the academic year. The contract has historically covered operations for Lines 19, 25, and 26, for an agreed upon cost depending on the total number of service hours provided. In the 2019-2020 school year, the total contract was set at \$588,000. The “U-Pass” program is included in the contract which allows all students, faculty and staff to board MST service for free with a valid CSUMB identification (ID) card. The shelter-in-place order issued in March 2020 led to an early end of the traditional school year as students were forced to move out of campus housing and virtually all classes moved to an on-line platform for the remainder of the semester. As a result, CSUMB and MST decided to suspend Lines 19, 25, and 26.

The entire 2020-2021 school year was virtual. Because very little activity took place on campus and the housing community, and because CSUMB did not have the revenue source to pay for MST service, the university opted to forego a contract with MST to start the school year. Lines 19, 25 and 26 have remained suspended since March 2020.

CSUMB has announced that classes will begin on campus for the 2021-2022 school year, and students will be living in campus housing again. The university, however, is only interested in a fall semester contract with MST at this time. They are in the process of seeking a 5-year contract with a service provider to operate the service MST has historically provided. MST submitted a proposal for the 5-year contract, but at the time of this writing, the award had not been announced. The cost for MST to operate CSUMB’s requested service during the fall 2021 semester is \$487,500, and it will be funded by the university (\$318,900) and State of California Transportation Development Act – Local Transportation Funds from a 2010 unmet transit needs request (\$168,600).

Hartnell College

For years, MST has offered a free fare zone for Hartnell College students boarding the bus at the campus bus stops. In the 2019-2020 school year, this partnership was expanded so students could board for free anywhere on MST’s system. The expanded program was very successful, particularly among the south county residents traveling to the Salinas campus, but it ended early with the COVID-19 pandemic. Similar to CSUMB, Hartnell College finished its 2019-2020 school year with online classes. Despite the entire 2020-2021 school year operating virtually, Hartnell wanted to resume the free fares program for its students for the entire 2020-2021

school year. Hartnell committed \$48,150 to the program, which was matched with \$185,000 in grant funding from the State's Low Carbon Transit Operations Program (LCTOP). The majority of those funds are still available as Hartnell boardings were extremely low during the pandemic. Both Hartnell and MST plan to extend the term of the contract to cover the 2021-2022 school year. The MST FY 2021/2022- FY 2022/2023 budget includes a \$44,000 Hartnell contribution and \$170,000 LCTOP contribution to extend free fares to Hartnell students to August 2022.

Monterey Peninsula College (MPC)

One of the goals of the Marketing and Communication Plan is to increase the number of partners to MST to help increase ridership. With this in mind, staff came to your board in July 2019 to request authorization to begin a partnership with MPC. In this new partnership, MPC had committed \$50,000 for a year, and MST implemented a ½ fare cost for MPC students by allowing all students with a valid MPC issued ID to board for free at the Monterey and Marina campuses.

The MPC partnership was modeled after the successful Hartnell College partnership which also started with a free fare zone. On August 16, 2019, the MPC school year started, and students were able to board free at any of the 9 bus stops in front of the two campuses. The ridership grew, and MPC staff was pleased with the program participation. An amendment to our contract was approved by your board in March 2020 to expand the program to allow MPC students to board at *any* MST stop in the entire system beginning March 30, 2020. Unfortunately, due to the COVID-19 pandemic, the shelter-in-place order went into effect two days before the program started. Nevertheless, MPC leadership noted that students would be on campus for limited services such as the library, financial aid assistance, and food pantry. For these reasons, MPC wanted to resume the free fares program for its students during the 2020-2021 school year, which was all virtual.

MPC committed \$50,000 to the program, which was matched with \$30,000 in grant funding from the State's LCTOP. The majority of those funds are still available as MPC boardings were extremely low during the pandemic. Both MPC and MST plan to extend the term of the contract to cover one more school year, the 2021-2022 school year. The MST FY 2021/2022- FY 2022/2023 budget includes a \$45,000 MPC contribution and \$27,000 LCTOP contribution to extend free fares to MPC students to August 2022.

Future of College Partnerships

The shape of the college partnerships will be changing. The CSUMB 5-year contract award will be announced in early August. At that time, MST will learn whether or not it will be asked to provide service to the university in Spring 2022 and beyond. Additionally, MST's annual LCTOP allocation has been declining. Both Hartnell and MPC have been notified that this state funding source will not be available to support

the college free fare partnerships after the 2021-2022 school year, and staff has begun discussions with the colleges to identify a more stable long-term revenue, such as student fees.


ATTACHMENT(S):

None.

PREPARED BY


Michelle Overmeyer

REVIEWED BY


Carl G. Sedoryk

To: MST Board of Directors
From: Michelle Overmeyer, Director of Planning and Innovation
Subject: SURF! Busway and Bus Rapid Transit Project

RECOMMENDATION:

- 1) Rescind Board Action of June 14th regarding the SURF! Busway and Bus Rapid Transit Project approving Resolution 2021-25; Rescission will have the following effect to nullify these actions:
 - a) Approving findings (includes SB 288 statutory exemption) and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b) Approving the Mitigation Monitoring and Reporting Program; and
 - c) Approving the project.
- 2) Receive Public Comments.
- 3) Approve Resolution 2022-02 finding the SURF! Busway and Bus Rapid Transit Project exempt from CEQA under the SB 288 statutory exemption.
- 4) Consider and Approve Resolution 2022-03 regarding the SURF! Busway and Bus Rapid Transit Project. This action will have the following effect:
 - a) Approving findings and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b) Approving the Mitigation Monitoring and Reporting Program; and
 - c) Approving the project.

Note: MST received a cure and correct demand letter on June 28, 2021 from Stamp Erickson Attorneys at Law representing Keep Fort Ord Wild and The Open Monterey Project. The following analysis is repetitive of the June 14th Board Meeting with the exception of the Recommendation and Attachments.

FISCAL IMPACT:

This action is necessary to advance grant applications seeking construction funds. The project is funded with TAMC Measure X, State Local Partnership Program (LPP), and Federal 5307 funds through the Plans, Specifications, and Estimates (PS&E) phase. In total, Measure X includes \$15 million for this project. MST and TAMC entered into an agreement to fund the current Project Approval and Environmental Documents (PA&ED) phase which includes 35% design plans/engineering. Approximately \$10.1 million in Measure X funds will be used match \$40.6 million in future state and federal funding for construction.

Future funding for the construction phase of work will be sought through State Transit and Intercity Rail Capital Program (TIRCP) and Active Transportation Program (for new bicycle infrastructure) grants as well as federal funding through Community Project Funding (formerly called earmarks) and the Capital Investments Grant (CIG) programs. Funding may also be sought to purchase more zero-emission buses to further support MST's conversion to zero-emission vehicles and meet Greenhouse Gas (GHG) reduction strategies.

The Governor's May FY 2022 Budget Revise includes significant emphasis on greening the transportation sector with surplus funding dedicated to zero-emission vehicles, rail and transit projects, active transportation projects (bike/pedestrian), and core transit programs. The SURF! project is an ideal candidate for many of the programs within the Governor's transportation budget.

The Board-adopted FY 2021 Mid-Year Budget Adjustment includes \$1.6 M to complete this current PA&ED phase of work. The remainder of the PA&E phase will continue into FY 2022 and beyond. Currently \$15,169,000 of funding of the total \$55,800,000 project cost is secured and programmed as shown in the table below.

Phase	Local	State			Federal			Total
	Measure X	LPP	TIRCP	ATP	5307	CPF	CIG	
PA&ED	\$1.5M	\$100k			\$69k			\$1.7M
PS&E	\$3.4M							\$3.4M
CON	\$10.1M		<i>\$25.0M</i>	<i>\$1.3M</i>		<i>\$5.0M</i>	<i>\$9.3M</i>	<i>\$50.7M</i>
TOTAL	\$15.0M	\$100k	<i>\$25.0M</i>	<i>\$1.3M</i>	\$69k	<i>\$5.0M</i>	<i>\$9.3M</i>	<i>\$55.8M</i>

Note: Amounts in **bold** are secure and programmed while amounts in *italics* represent future grant applications. Construction costs are escalated to year of construction. Environmental mitigation costs are included in construction estimates.

The economic impact of this project can be expressed in two ways: job creation and economic return. As noted by the California Legislature in SB 288, investments in public transportation result in an average of 13 jobs per one million dollars spent and have a 5 to 1 economic return. Taken as a whole, this project will create 725 jobs and yield an economic return of \$279 million.

POLICY IMPLICATIONS:

In 2017, the MST Board of Directors adopted a Strategic Plan 2018-2020 which included a goal to provide quality transit and mobility management services. Part of that goal included a tactic to continue planning activities for Highway 1 corridor transit improvements. Furthermore, that commitment was reaffirmed with the Board's development of the FY 2022-2025 Strategic Plan and 2 Year Action Plan:

"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)."

This project also aligns and supports partner agency goals including the state's AB 32's GHG emissions reduction goals, Air Resources Board Innovative Clean Transit Rule, California Transportation Plan 2050, TAMC's Measure X funding program and Regional Transportation Plan, AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategies and local General Plans.

This project is listed in TAMC's Measure X program of projects, listed in the Regional Transportation Plan, and included in AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy.

ENVIRONMENTAL DOCUMENTATION:

MST is the Lead Agency for this project under the California Environmental Quality Act (CEQA). At 15% level engineering drawings, a CEQA Notice of Preparation (NOP) of an Environmental Impact Report (EIR) was issued in August 2020, and a public scoping meeting took place the same month. Public comments received on the NOP were incorporated in the scope of the environmental technical studies.

As design progressed and technical studies were prepared at an EIR level, it became evident that avoidance or mitigation could be incorporated into the project design to ensure the environmental impacts of the project would be less than significant, reaffirming MST's Strategic Plan objective and goal to:

"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."

Concurrent with preparation of the CEQA document for SURF! BRT, SB 288 (Wiener) was passed at the state and became effective January 1, 2021. It was developed to help accelerate the state's recovery from the COVID-19 pandemic by further exempting from the requirements of CEQA certain transit projects that will contribute to a more sustainable and efficient transportation network. The types of projects intended for process under the SB 288 CEQA exemption include transit projects, bicycle-pedestrian projects, and zero-emission charging projects. The SURF! BRT project fits the criteria for an SB 288 Statutory Exemption.

In recognition of comments received on the Notice of Preparation, staff opted to provide the public an opportunity to review the project and provide comments. The project, however, is still exempt from CEQA under the Statutory Exemption provided in SB 288.

The complete environmental document (IS/MND) with supporting technical appendices has been posted to MST's webpage (<https://mst.org/about-mst/planning-development/surf/>) and available at the MST administrative office for review. The table below includes a CEQA-specific timeline on how the public was informed of availability of the CEQA document and opportunities to comment.

Date	Item
August 13, 2020	Notice of Preparation issued
August 27, 2020	Public Scoping meeting
September 14, 2020	Public comments due on NOP
January 1, 2021	SB 288 becomes effective
March 10, 2021	Notice of Intent (NOI) hard copies mailed to interested parties (including County Clerk) IS/MND published to MST's website
March 11, 2021	NOI published to State Clearinghouse NOI published in Monterey County Weekly NOI emailed to interested parties (including County Clerk)
March 12, 2021	Legal notice was posted in MST buses and on MST's website.
March 13, 2021	Start of 30-day public comment period NOI published in Monterey Herald and El Sol
April 12, 2021	End of 30-day public comment period
May 10, 2021	MST Board Public Hearing
June 14, 2021	MST Board action

The project must also comply with the National Environmental Policy Act (NEPA) due to federal funding contribution. NEPA clearance is processed separately from the CEQA document. The Federal Transit Administration is the Lead Agency for NEPA, and they operate on a schedule independent of the CEQA schedule. No board action is required on the NEPA document.

The CEQA 30-day public comment period ended on April 12, 2021. During the public hearing on May 10th, your board heard public comments on the project and on the IS/MND. Also, during the Board meeting, several commenters sent emails, reiterating previously submitted comments.

Although not required for an IS/MND, MST has prepared responses to comments and concerns about the project and they can be found on MST's website.

ENVIRONMENTAL DETERMINATION:

As the Lead Agency under CEQA, MST is responsible for determining the level of environmental analysis required for a project under CEQA. As such, MST prepared the final Initial Study/Mitigated Negative Declaration, Responses to Comments, Errata, and a Mitigation Monitoring and Reporting Program (**Attachment 2. Web Attachments:** <https://mst.org/about-mst/planning-development/surf/final-ceqa-environmental-documents/>).

Importantly, SB288, effective January 1, 2021, calls out busway and bus rapid transit projects in a Statutory Exemption from CEQA. SB288 recognized the following:

The Legislature understands the value of CEQA and also understands the value of transit and sustainable transportation to our communities. Transit and sustainable transportation can help preserve and create jobs, grow local and regional economies, reduce emissions, connect communities, and create safe,

affordable, and reliable mobility choices for all. When projects are delayed by litigation, often lasting three to five years, so too are the economic, environmental, and social benefits.

In recognition of MST's initial course of action with respect to an anticipated Environmental Impact Report in August 2020 and design refinements resulting in less than significant environmental effects, staff opted to prepare an Initial Study and Mitigated Negative Declaration to allow for public disclosure, discourse, and transparency.

The Initial Study and supporting appendices have been prepared pursuant to CEQA (Public Resources Code, Section 21000, et. Seq.). The final Initial Study, Mitigated Negative Declaration, Mitigation Monitoring and Reporting Program and Errata are available at: <https://mst.org/about-mst/planning-development/surf/final-ceqa-environmental-documents/> and at the MST Administrative office located at 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940. Note that COVID-19 safety precautions enforced for in-person viewing.

Although not required for a Mitigated Negative Declaration, staff has prepared general responses to comments received during the public comment period and from comments heard during the public comment period of your May 10th Board meeting. A summary of written comments and responses to the IS/MND can be found on MST's website as noted above.

Also not required for a Mitigated Negative Declaration, MST reached out to the Monterey County Regional Parks District to begin a conversation about opportunities for environmental mitigation measures and a grant opportunity to enhance mitigations above what is required for the project using funding from the State's Environmental Enhancement and Mitigation Program. These funds are used in association with a transportation project to go above and beyond required project mitigations for further protection of the environment.

Additionally, under SB 288 as codified in Division 13, Section 21080.25 of the Public Resources Code, the SURF! project qualifies under a Statutory Exemption.

DISCUSSION:

At your Board meeting of May 10th, staff presented a brief history of the rail corridor and the established past and future transportation use, details of the preliminary project design at key locations as well as the project description presented in the draft Initial Study/ Mitigated Negative Declaration.

The Board continued the public hearing to June 14th to further consider the project and respond to comments from interested individuals, stakeholders and partners. MST received comments about the project and in reference to the environmental document. Since the IS/MND was released, MST has received additional letters of support from groups and individuals who do not typically align on local issues. A list of commenters supporting the project or commenting on the environmental document is attached (**Attachment 3. List of Letters Received**).

MST staff presented the SURF! project to MST's Mobility Advisory Committee on May 26, 2021. The Committee was formed by the MST to (paraphrasing):

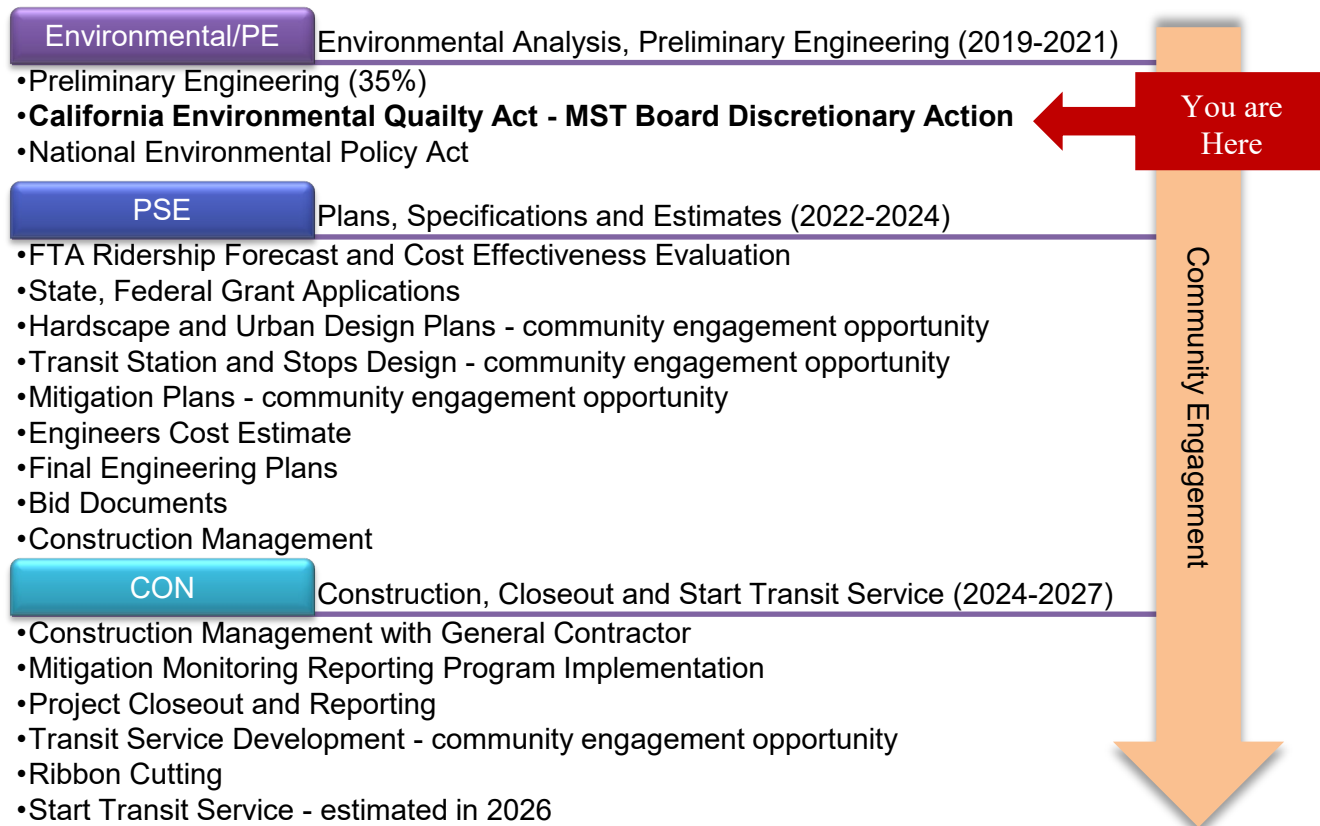
“Advise the MST Board of Directors on matters relating to all activities related to complementary Paratransit provisions of the Americans with Disabilities Act (ADA), make recommendations on ADA Paratransit needs and/or specialized social service transportation, advise the MST Board on recommended actions to improve the quality of ADA Paratransit and social services transportation, and to participate in the identification of community transit needs by establishing a short and long-term list of projects which may include new public transportation or specialized transportation services, or expanding existing services.”

The MST Mobility Advisory Committee voted to support the project and recommended that the MST Board of Directors approve the SURF! project.

The SURF! project supports transportation equity. It will serve a state-defined disadvantaged community and low-income populations with an affordable commuting option to access employment and educational opportunities, as well as vital healthcare services. A more detailed social equity analysis is found in **Attachment 4. Social Equity Analysis.**

PROJECT NEXT STEPS:

When a project scope is defined, environmental analysis complete and approved by the lead agency, the project team has more work to do as outlined in the project steps and overview schedule below:



In terms of a ridership forecast, the Monterey Bay Area Feasibility Study of Bus on Shoulder Operations on State Route 1 and the Monterey Branch Line of 2018 estimated ridership for the Branch Line alternative at 449,400 passengers annually. This Study did not estimate ridership beyond the assumed year of opening in 2025. Other Bus Rapid Transit projects across the US and globally, have experienced growth in ridership after completing transit supportive infrastructure as well as increased frequency of service especially during peak traffic congestion using bus-only lanes. Additionally, as MST continues to work with the FTA, a more comprehensive ridership forecast will be modeled as part of federal and/or state funding requests.

For many, access to public transportation means a better quality of life. As MST works to improve public transportation throughout the service area, riders want a seamless and integrated transit system that works at the speed of life. Riders can save a substantial amount of money compared to driving a car, saving for more important things. Access also provides seniors, persons with disabilities and veterans access to work, healthcare services and shopping. Transit riders also get more exercise compared to car use.

STAFF RECOMMENDATION:

1. Rescind Board Action of June 14th regarding the SURF! Busway and Bus Rapid Transit Project approving Resolution 2021-25; Rescission will have the following effect to nullify these actions:
 - a. Approving findings (includes SB 288 statutory exemption) and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b. Approving the Mitigation Monitoring and Reporting Program; and
 - c. Approving the project.
2. Receive Public Comments.
3. Approve Resolution 2022-02 finding the SURF! Busway and Bus Rapid Transit Project exempt from CEQA under the SB 288 statutory exemption.
4. Consider and Approve Resolution 2022-03 regarding the SURF! Busway and Bus Rapid Transit Project. This action will have the following effect:
 - a. Approving findings and adopting the final Initial Study/ Mitigated Negative Declaration; and
 - b. Approving the Mitigation Monitoring and Reporting Program; and
 - c. Approving the project.

ALTERNATIVES:

While staff recommends the above action in support of the Board's Strategic and Action Plans, alternative actions may include:

1. Direct staff to prepare an EIR instead. This option would add at least six (6) months to the project schedule and up to \$90,000 in cost to the CEQA process. Applications to state grant programs could potentially be denied if the CEQA process is not completed by end of summer 2021. This approach would allow MST to present a project with no mitigation measures by citing overriding considerations to any significant and unavoidable impacts identified.

2. Direct staff to process the project using the Statutory Exemption provided by SB 288 alone and approve the project. This action could be perceived by some community members and stakeholders as MST not adhering to its own stated environmental stewardship goals by including no environmental mitigation measures as identified in the IS/MND.
3. Direct staff to not move forward with the project. This action would undermine and contradict MST's Strategic and Action Plans, AMBAG's Metropolitan Transportation Plan/Sustainable Communities Strategy, TAMC's Measure X program and Regional Transportation Plan as well as State Greenhouse Gas (GHG) reduction goals in AB 90, SB 375, SB 743, and SB 288 among others.

ATTACHMENT(S):

1. Resolution 2022-02
2. Resolution 2022-03
3. June 28, 2021 Letter from Stamp Erickson Attorneys at Law representing Keep Fort Ord Wild and The Open Monterey Project

PREPARED BY:  REVIEWED BY: 
Michelle Overmeyer Carl G. Sedoryk

RESOLUTION 2022-02

FINDING THE SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT STATUTORILY EXEMPT FROM CEQA UNDER SB 288 AND PURSUANT TO DIVISION 13, SECTION 21080.25 OF THE PUBLIC RESOURCES CODE

FACTS

1. Monterey-Salinas Transit District (MST or District) is a public agency formed on July 1, 2010 pursuant to state law (AB 644). The District succeeded the Monterey-Salinas Transit Joint Powers Agency formed in 1981 when the City of Salinas joined the Monterey Peninsula Transit Joint Powers Agency (JPA). The original JPA formed in 1972.
2. The Transportation Agency for Monterey County (TAMC) purchased the Monterey Branch Line in 2003 for intended public transit purposes using Proposition 116 funds.
3. In 2016, Monterey County voters approved Measure X by 67.7% which included \$15 million for a Highway 1 rapid bus corridor project and since renamed the SURF! Busway and Bus Rapid Transit Project (Project).
4. MST, in partnership with TAMC and other agencies, completed the Monterey Bay Area Feasibility Study of Bus on Shoulder Operations on State Route 1 and the Monterey Branch Line (Study) in 2018.
5. The Study concluded that bus rapid transit along the branch line would be the most viable option to meet objectives for transportation, congestion relief, travel time reliability of transit riders, and increased ridership.
6. MST initiated design and environmental review for the Project using Measure X funds in 2019.
7. The Project would benefit state-defined priority populations, including disadvantaged communities and low-income populations.
8. MST engaged in extensive public and agency outreach to inform the public of the Project and to consider concerns raised.
9. On January 1, 2021, SB 288 took effect and created a statutory exemption under the California Environmental Quality Act (CEQA) pertaining to environmental review of busway and bus rapid transit projects, transit signal priority projects, bicycle and

pedestrian projects, and associated components pursuant to Division 13, Section 21080.25 of the Public Resources Code inclusive.

10. MST finds and determines the Project is located in an urbanized area with a population in excess of 100,000 persons, as independently determined by the Association of Monterey Bay Area Governments (AMBAG), Department of Finance (DOF), and the Federal Transit Administration.
11. The project is located in an area planned for population growth as estimated in AMBAG's Regional Growth Forecast.
12. MST is the custodian of all documents and materials that constitute the record of proceedings upon which project decisions are based. These materials are located at 19 Upper Ragsdale, Suite 200, Monterey, CA 93940.
13. MST has made the following findings based on independent judgement and analysis:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Monterey-Salinas Transit District Board of Directors that:

1. Each FACT set forth above is determined to be true and correct, and shall be considered an integral part of this Resolution as if set forth in its entirety.
2. The SURF! Busway and Bus Rapid Transit Project (Project) is a logical component of the existing land use and circulation pattern of the area. The Project is a transit project located within a public right of way along a transportation corridor owned by the local transportation agency (TAMC) that has been used for transportation purposes (rail) since the late 1800s. MST also owns and operates public right of way associated with this project at 5th Street Station in Marina. Transit use within the corridor is consistent with both past and future transportation planning to serve the Monterey Peninsula.
3. The statutory exemption set forth in Public Resources Code Section 21080.25 (SB 288) applies to the Project because it is a transit project meeting all criteria defined by this section.
4. The Project is found and determined to be exempt from CEQA pursuant to Public Resources Code Section 21080.25.

5. The Project is found and determined to be exempt from CEQA pursuant to the Class 3 categorical exemption as it relates to minor temporary construction impacts, pursuant to CEQA Guidelines Section 15303.
6. The Project is found and determined to be exempt from CEQA pursuant to the Class 4 categorical exemption as it relates to minor alterations to land pursuant to CEQA Guidelines Section 15304.
7. The Project is found to support transportation equity. It will serve a state-defined disadvantaged community and low-income populations with an affordable commuting option to access employment and educational opportunities, as well as vital healthcare services.
8. The Project shall be approved.
9. MST staff is directed to file a notice of exemption in accordance with CEQA.
10. MST staff is directed to secure necessary permits and state, federal or local approvals that may relate to the Project.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT this 12th day of July, 2021 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST: Directors:

Jeanette Alegar-Rocha
Clerk to the Board

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RESOLUTION 2022-03

ADOPTION OF A MITIGATED NEGATIVE DECLARATION, MITIGATION MONITORING AND REPORTING PROGRAM, AND APPROVAL OF THE SURF! BUSWAY AND BUS RAPID TRANSIT PROJECT

FACTS

1. Monterey-Salinas Transit District (MST or District) is a public agency formed on July 1, 2010 pursuant to state law (AB 644). The District succeeded the Monterey-Salinas Transit Joint Powers Agency formed in 1981 when the City of Salinas joined the Monterey Peninsula Transit Joint Powers Agency (JPA). The original JPA formed in 1972.
2. The Transportation Agency for Monterey County (TAMC) purchased the Monterey Branch Line in 2003 for intended public transit purposes using Proposition 116 funds.
3. In 2016, Monterey County voters approved Measure X by 67.7% which included \$15 million for a Highway 1 rapid bus corridor project and since renamed the SURF! Busway and Bus Rapid Transit Project (Project).
4. MST, in partnership with TAMC and other agencies, completed the Monterey Bay Area Feasibility Study of Bus on Shoulder Operations on State Route 1 and the Monterey Branch Line (Study) in 2018.
5. The Study concluded that bus rapid transit along the branch line would be the most viable option to meet objectives for transportation, congestion relief, travel time reliability of transit riders, and increased ridership.
6. MST initiated design and environmental review for the Project using Measure X funds in 2019.
7. The Project would benefit state-defined priority populations, including disadvantaged communities and low-income populations.
8. MST engaged in extensive public and agency outreach to inform the public of the Project and to consider concerns raised.
9. MST undertook extensive environmental review of the Project to identify potential environmental impacts and appropriate mitigation measures.

10. MST publicly noticed and circulated a draft Initial Study and Mitigated Negative Declaration (CEQA document) for the Project (March 13, 2021 – April 12, 2021).
11. MST held a duly noticed public hearing on May 10, 2021 and continued that hearing to June 14, 2021.
12. MST has reviewed and considered comments received on the CEQA document.
13. MST is the custodian of all documents and materials that constitute the record of proceedings upon which project decisions are based. These materials are located at 19 Upper Ragsdale, Suite 200, Monterey, CA 93940.
14. MST has made the following findings based on independent judgement and analysis:

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Monterey-Salinas Transit District Board of Directors that:

1. Each FACT set forth above is determined to be true and correct, and shall be considered to be an integral part of this Resolution as if set forth in its entirety.
2. The SURF! Busway and Bus Rapid Transit Project (Project) is a logical component of the existing land use and circulation pattern of the area. The Project is a transit project located within a public right of way along a transportation corridor owned by the local transportation agency (TAMC) that has been used for transportation purposes (rail) since the late 1800s and the MST public right of way located at 5th Street Station in Marina. Transit use within the corridor is consistent with both past and future transportation planning to serve the Monterey Peninsula.
3. Identified adverse impacts shall be effectively mitigated by a combination of Project design features, mitigation measures, construction best practices, pre-construction surveys, responsible agency permit conditions and/or standard conditions of approval as identified in the Initial Study. All measures and conditions are feasible, based on performance standards and would mitigate potentially significant effects to less than significant levels based on CEQA thresholds. Based on the whole record, MST, as lead agency, finds that there is no substantial evidence that the Project as mitigated would have a significant

effect on the environment. The Project results in no significant unavoidable environmental effects.

4. Potential impacts to special status plant and animal species within Environmental Sensitive Habitat Areas (ESHA) are addressed through a proactive program of avoidance, monitoring, control of invasive species, pre-construction surveys, restoration with performance standards, and Federal Endangered Species Act (FESA) compliance. As a Project with federally protected species and federal funding, the Project and mitigation program must also be reviewed by the Federal Transit Administration and US Fish and Wildlife Service in a formal consultation process before necessary permits for construction can be secured.
5. The Project's proposed alignment is located within an existing public right of way and within an existing transportation corridor. The visual and aesthetic changes caused by the Project consist of additional transportation related infrastructure (busway lanes) in an area with existing infrastructure (rail lines) and adjacent infrastructure (Highway 1). The busway lanes themselves and the frequency of buses within this corridor do not constitute a significant change to the visual environment that would be considered substantially adverse to adjacent public uses or viewpoints.
6. The Project is consistent with the adopted goals, policies, land uses and zoning regulations of the General Plans for the County of Monterey and the cities of Marina, Seaside, Sand City, and each respective jurisdiction's Municipal Code. In addition, the Project is consistent with the California Coastal Act, as well as the Local Coastal Programs for the cities of Marina, Seaside, and Sand City. The Project must be reviewed by the California Coastal Commission for Coastal Act consistency review and findings prior to obtaining a Coastal Development Permit.
7. Certain mitigation measures in the Mitigated Negative Declaration have been augmented or clarified in the Errata to the Initial Study to make the measures more effective. Consistent with CEQA Guidelines Section 15074.1, MST, as the lead agency, finds that the final mitigation measures would be more effective at addressing Project impacts and would not cause any new or additional potentially significant effects on the environment.
8. The Project is found and determined to be exempt from CEQA pursuant to the Class 3 categorical exemption as it relates to minor temporary construction impacts, pursuant to CEQA Guidelines Section 15303.
9. The Project is found and determined to be exempt from CEQA pursuant to the Class 4 categorical exemption as it relates to minor alterations to land pursuant to CEQA Guidelines Section 15304.

10. The Project is found to support transportation equity. It will serve a state-defined disadvantaged community and low-income populations with an affordable commuting option to access employment and educational opportunities, as well as vital healthcare services.
11. The Project shall be approved.
12. MST staff is directed to post or file notices of determination in accordance with CEQA.
13. MST staff is directed to secure necessary permits and state, federal or local approvals that may relate to the Project.
14. The Final Mitigated Negative Declaration, Mitigation Monitoring and Reporting Program is hereby approved and adopted.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT this 12th day of July, 2021 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST: Directors:

Jeanette Alegar-Rocha
Clerk to the Board

Molly Erickson
Erickson@stamplaw.us

STAMP | ERICKSON
Attorneys at Law

Monterey, CA 93942
T: (831) 373-1214

June 28, 2021

Via email

Board of Directors
Monterey Salinas Transit
c/o Clerk to the Board

Yanely Martinez, City of Greenfield
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Anna Velazquez, City of Soledad
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Subject: Cure and correct demand letter re June 14, 2021 board agenda – new road construction; Brown Act (Gov. Code, § 54950 et seq.)

Dear Chair Albert, members of the MST Board of Directors, and clerk to the Board:

I represent Keep Fort Ord Wild and The Open Monterey Project in this matter. This letter is to call your attention to what we believe were substantial violations of central provisions of the Ralph M. Brown Act, ones which may jeopardize the finality of any action taken by the Monterey Salinas Transit Board of Directors.

The nature of the violations is as follows: At its meeting of June 14, 2021, the MST Board refused to allow spoken public comment on item 3-1 “public hearing.” Then the Board took action to make and approve three different motions by roll call votes on that item. Each motion was an “action taken” under the Brown Act because it was a collective decision made by a majority of the MST Board. The MST actions subsequent to the Board meeting to file a notice of exemption and a notice of decision show that MST considers the board actions to be final actions.

The actions taken were not in compliance with the Brown Act because there was no opportunity for the public to directly address the Board on the new information that MST presented subsequent to the May 2021 Board meeting on the item. The May 2021 Board meeting agenda item 5-1 included “Receive public comment on the project and

the draft Initial Study/ Mitigated Negative Declaration prepared pursuant to the California Environmental Quality Act (CEQA).” The June 2021 Board meeting agenda item 3-1 and the materials for it presented new matters for consideration and action, including a revised IS/MND, a ten-page document called “errata” to the IS/MND, new responses to comments on the IS/MND, a revised mitigation monitoring and reporting program (MMRP), a new staff report, a new draft resolution with findings that had not previously been presented for public review at or prior to the May board meeting, and a new document called a “social equity evaluation.” The June board agenda item description identified a proposed SB 288 action which was new information and expanded the scope of the May agenda item description which had not identified a proposed action on SB 288. The Board at its June 2021 Board meeting did not allow for public comment on the new and substantially changed information, including the revised IS/MND, new responses to comments on the IS/MND, the errata, the revised MMRP, a new staff report and the draft resolution with findings that had never been presented for public review, including the addition of an action on a claim that SB 288 applied to the project, the responses to comments on the MND/IS, and the “social equity evaluation.” The Brown Act requires the agency to take public comment on items on the agenda and none of the June meeting materials had been presented at the May meeting so public comment on those materials was not possible at the May meeting. At the June 14, 2021 MST Board meeting, the Board chair called the agenda item 3-1, the Board heard a presentation by staff that strongly advocated for the new road project and referenced the new information, and the Board asked questions of staff to which staff provided new information that had not previously been provided to the Board or to the public. The MST Board chair did not open public comment but instead called for the board to vote. I asked the chair to speak and the chair refused to allow it. I sought to speak to the new information including the new information presented orally by staff to the MST Board and public for the first time minutes earlier. One or more other members of the public also were participating in the Zoom Board meeting and wanted to speak to the Board on behalf of KFOW and/or TOMP, and perhaps others were as well. The MST Board denied all members of the public the ability to directly address the new information, in violation of law. (See Gov. Code, § 54954.3.) The MST Board then took collective action to make commitments to the CEQA exemption, the revised MND/IS, and the project, and the MST Board did so after denying to the public the ability to comment on the new information and expanded scope. The Board did not take any action on the draft resolution presented, which violated the agenda item description which was “to Hear Board Discussion (public testimony has been closed) and Approve Resolution 2021-25.” To make matters worse, the June agenda item stated that “public testimony has been closed” which had a chilling effect on anyone who may have wanted to participate and comment on the new information so some members of the public may not have participated in the Zoom meeting at all.

As you are aware, the Brown Act provides that “[e]very agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body’s consideration of the item, that is within the subject matter jurisdiction of the

legislative body . . .” (Gov. Code § 54954.3(a)) and also creates a legal remedy for illegally taken actions such as the denial of such opportunity — namely, the judicial invalidation of them upon proper findings of fact and conclusions of law. As you also are aware, the Brown Act requires adequate description of agenda items and to that end the agenda must contain “a brief general description of each item of business to be transacted or discussed at the meeting” (§ 54954.2) so that the public is adequately informed of the agenda item and can choose whether to participate or pursue action based on that information, and the new information was not adequately disclosed on the agenda and even if it had been, which it was not, there had been no prior opportunity for public comment on that new information that was not identified on the May 2021 Board meeting and instead was not even released to the public until June 2021. As you also should be aware, the statement on the MST June agenda item description that the “public testimony has been closed” was not legally correct and also potentially misled readers into the belief that no new information would be provided and/or that it would be futile to try to participate in the meeting or learn more about the matter.

Pursuant to the Brown Act, KFOW and TOMP demand that the MST Board cure and correct the illegally taken action as follows: Notice a public hearing with ten days’ advance notice that the Board intends to consider the revised initial study/MND and the other materials released subsequent to the May 2021 board meeting, and to consider a finding that the project is exempt from CEQA under SB 288; provide the public the awareness and full opportunity for informed comment on the information that was released by MST subsequent to the May 2021 Board meeting and to allow public comment before and during the public hearing on that information; explicitly and formally act to rescind the board actions on June 14, 2021 on item 3-1; and explicitly and formally rescind the filed notice of exemption and filed notice of determination that refer to, are based on, and purportedly were authorized by the June 14 MST Board actions taken in violation of the Brown Act.

As provided by section 54960.1, you have 30 days from the receipt of this demand to either cure or correct the challenged actions or inform KFOW and TOMP of your decision not to do so. If you fail to cure or correct as demanded, such inaction may leave KFOW and TOMP no recourse but to seek a judicial invalidation of the challenged action pursuant to section 54960.1, in which case KFOW and TOMP would also ask the court to order you to pay their court costs and reasonable attorney fees in this matter, pursuant to section 54960.5.

Sincerely,
STAMP | ERICKSON
/s/ Molly Erickson
Molly Erickson

c: David Laredo, MST counsel

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – May 2021

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for May 2021. (Attachments 1 – 4)

On May 4, I attended a meeting with the US Department of Intergovernmental Affairs staff to discuss bus rapid transit and other major projects within Monterey County.

Throughout the month, I attended several meetings to discuss State of California federal legislative priorities with:

- Zac Commins, Office of Senator Alex Padilla.
- Robert Edmonson and Owen Beal, Office of Speaker Pelosi
- Rishi Sahgal and Freda Pachter Hawver, Office of Senator Feinstein

Finally, I attended a meeting with state Senator Maria Elena Durazo to discuss the potential unintentional consequences of her bill, SB 674, and conflicts with Federal Transit Administration procurement regulations.

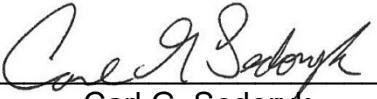
Attachment #1 – Dashboard Performance Statistics – May 2021

Attachment #2 – Operations Dept. Report – May 2021

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

Attachment #4 – Administration Dept. Report – May 2021

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

PREPARED BY: 
Carl G. Sedoryk

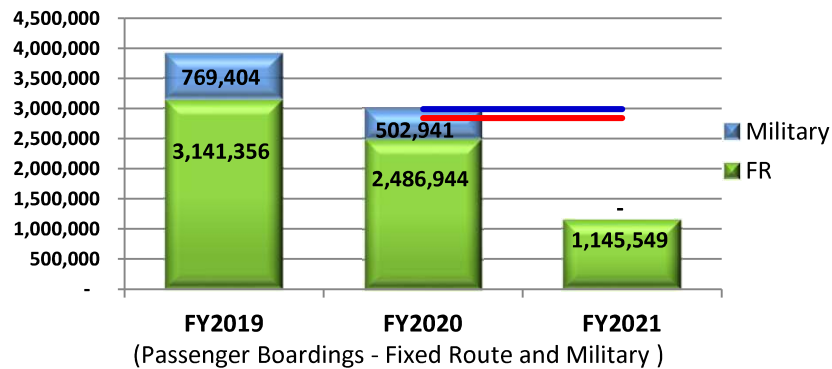
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YTD Dashboard Performance Comparative Statistics

July - May

Fiscal Years 2019-2021

Ridership



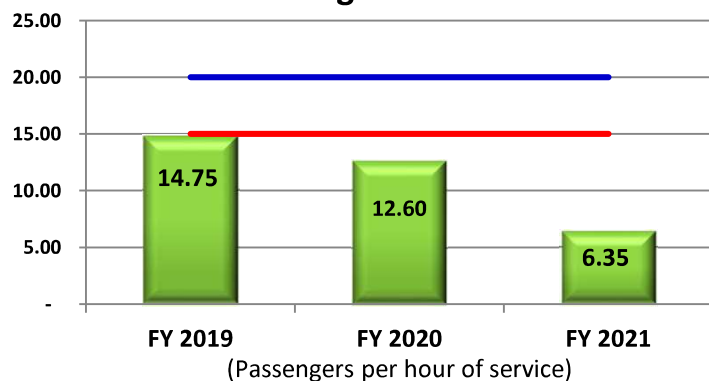
Goal = 2,989,887
passengers

Minimum = 2,840,393
passengers

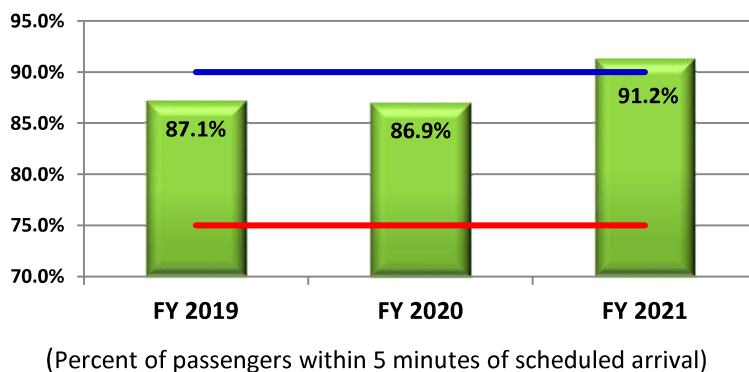
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



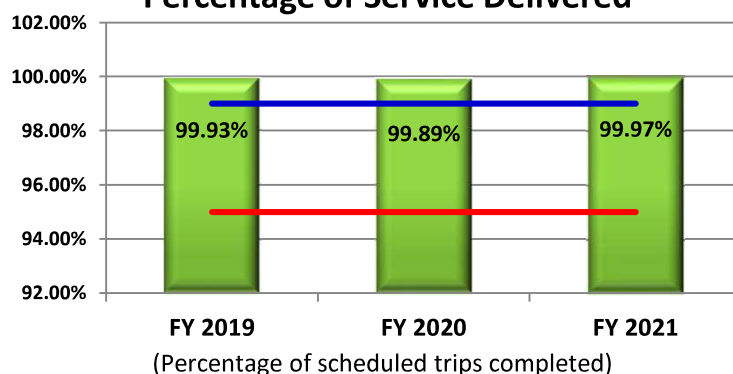
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

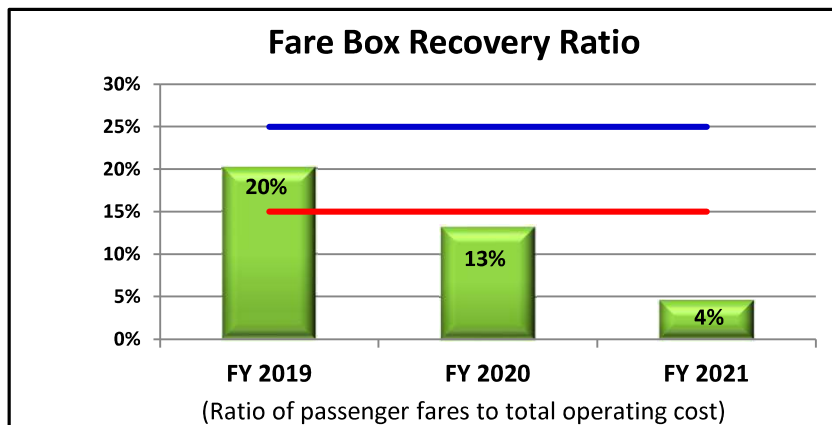


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - May

Fiscal Years 2019-2021

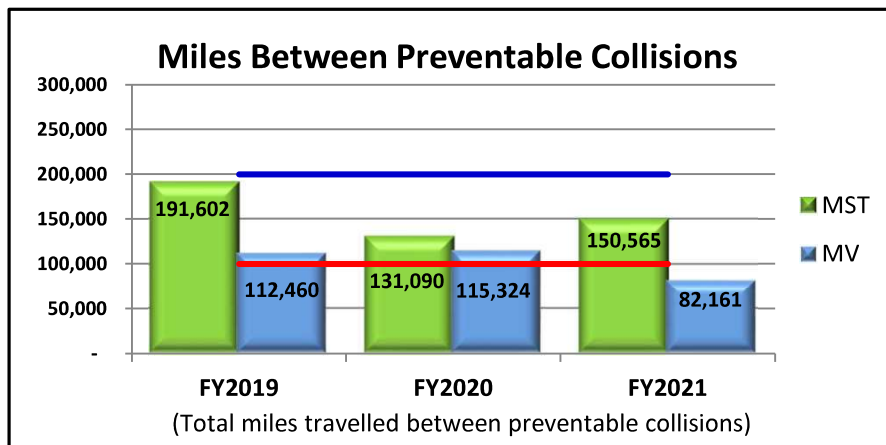
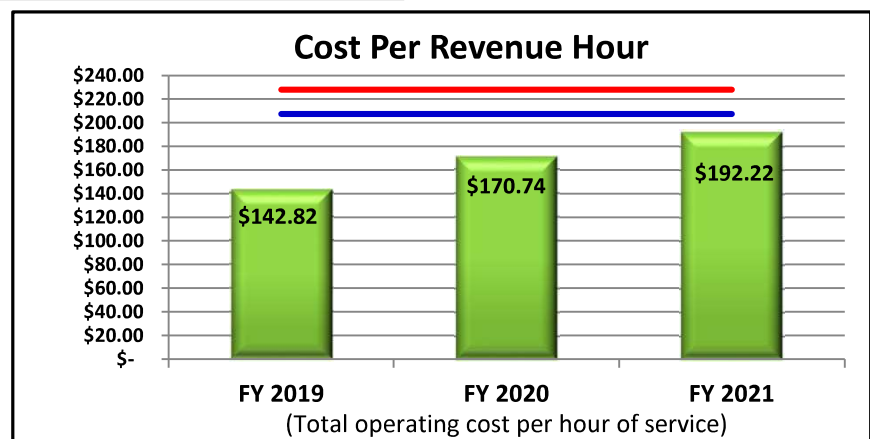


Goal = 25%

Minimum = 15%

Goal = \$207.33 per RH

Maximum = \$228.07 per RH

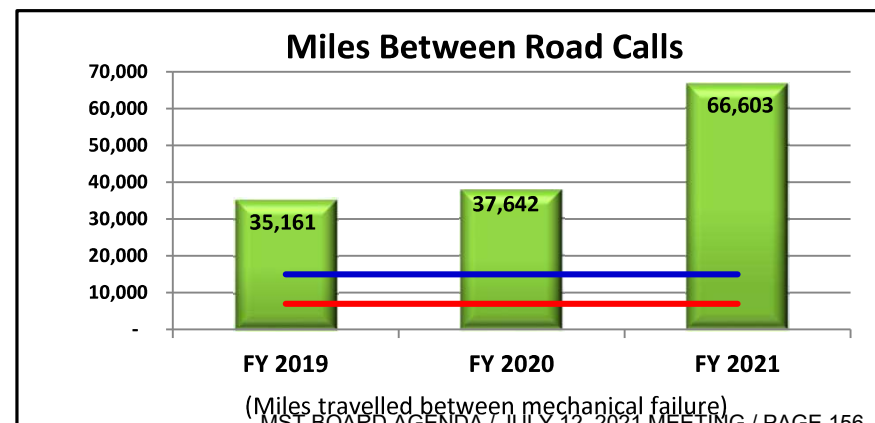


Goal = 200,000 Miles

Minimum = 100,000 Miles

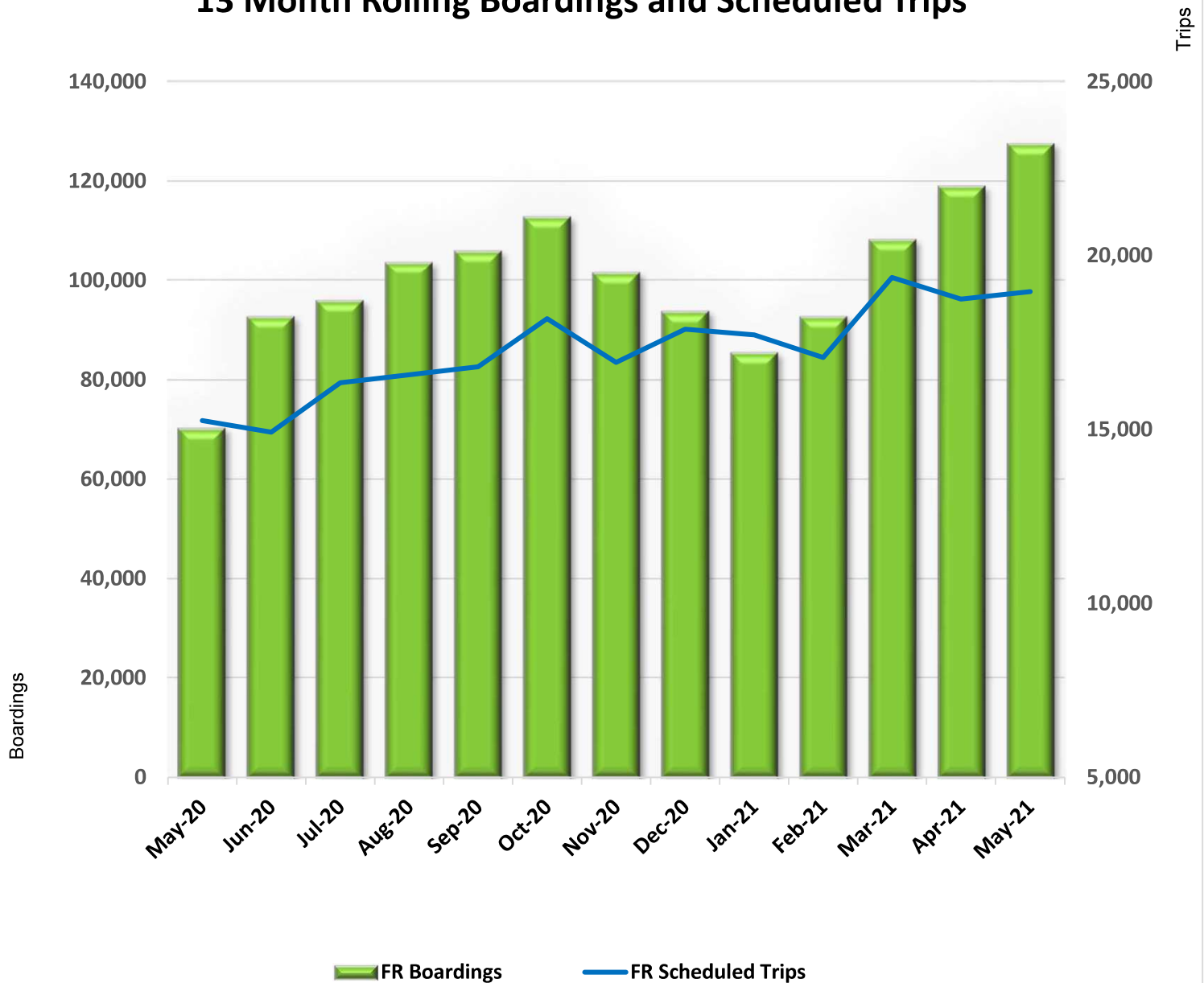
Goal = 15,000 Miles

Minimum = 7,000 Miles



COVID-19 MST Statistics and Projections

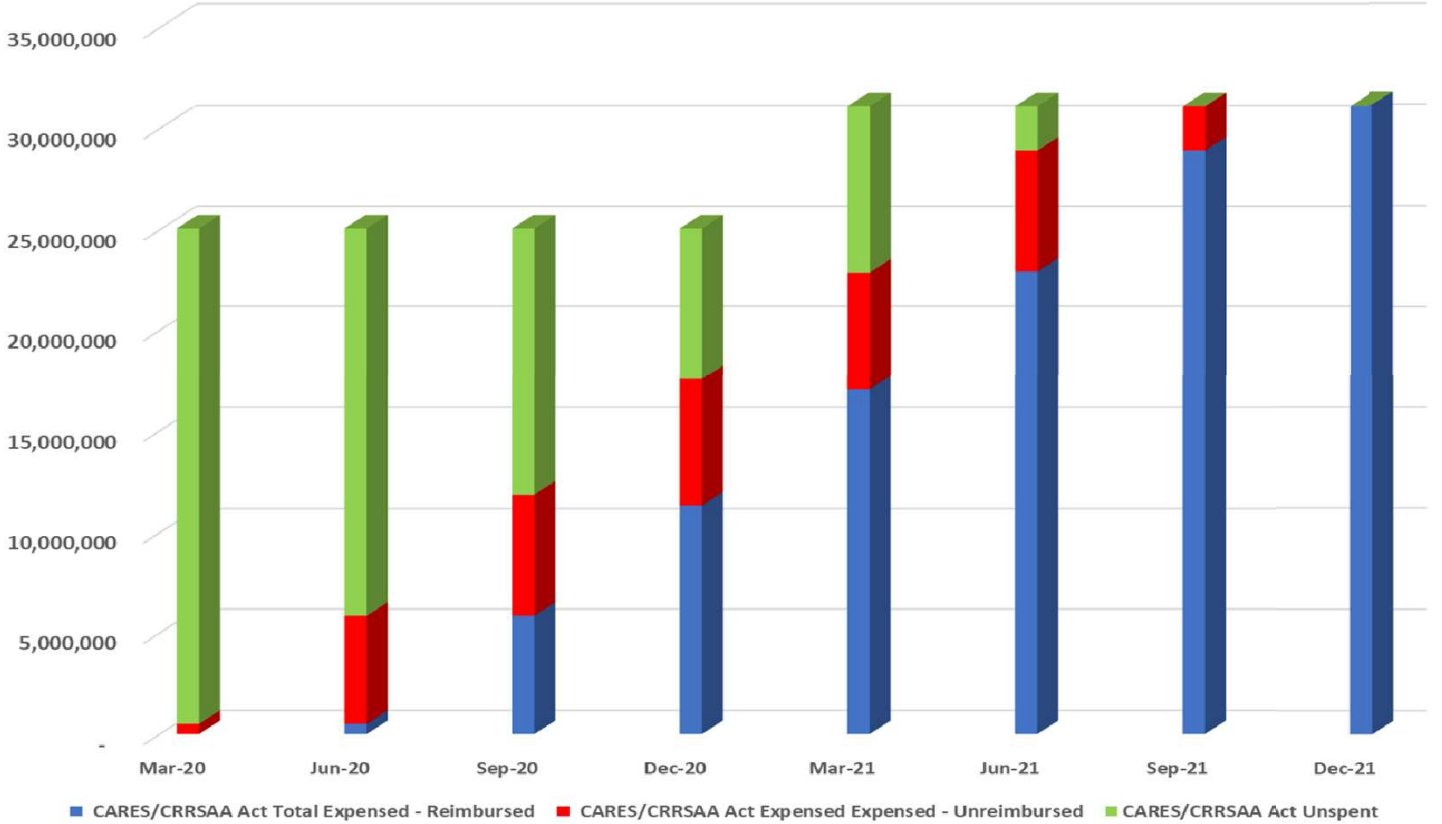
13 Month Rolling Boardings and Scheduled Trips



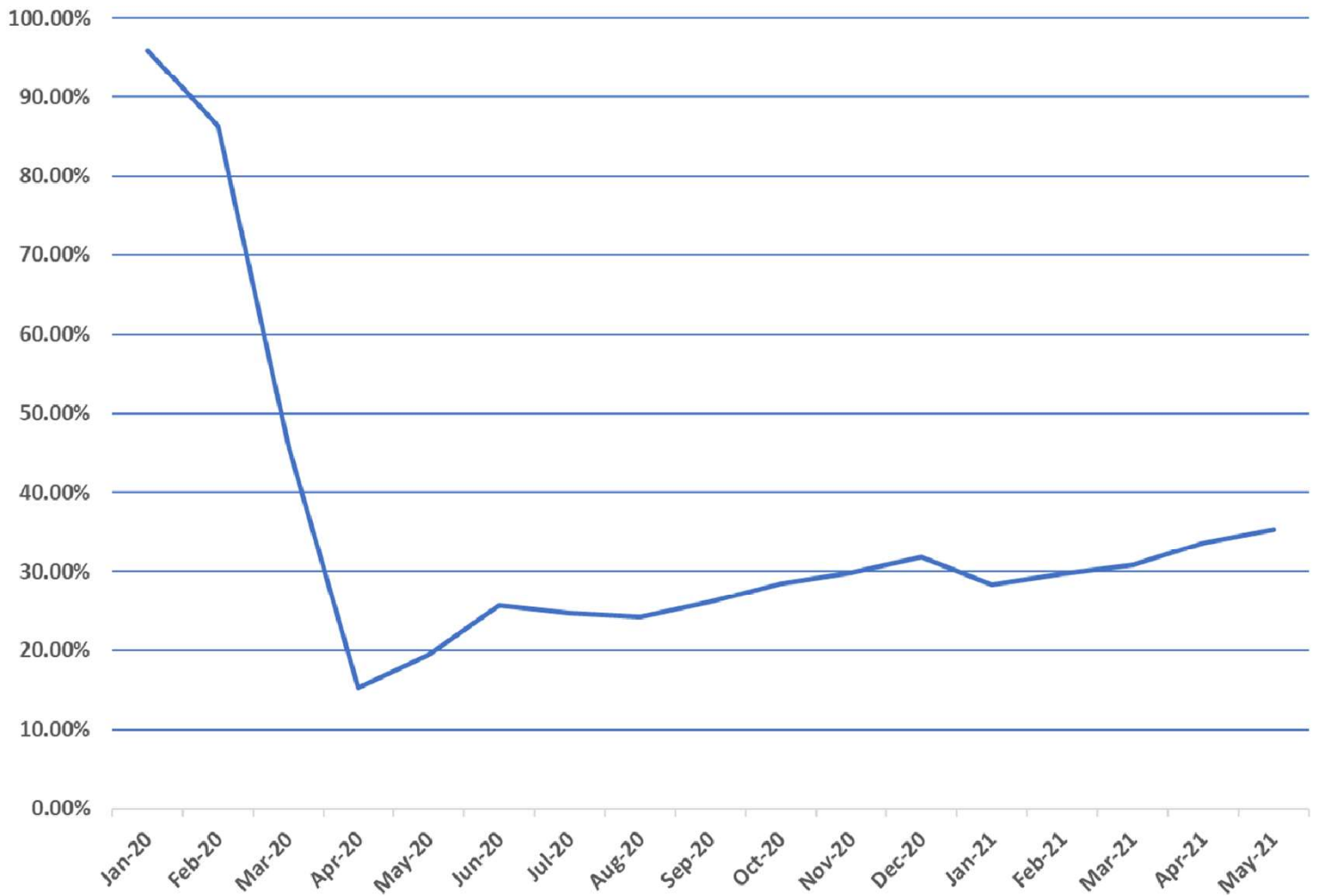
Cash Flow Projections Jan 20 - June 22



CARES/CRRSAA Act Funds



Percent of Monthly Ridership from CY17-19 Average

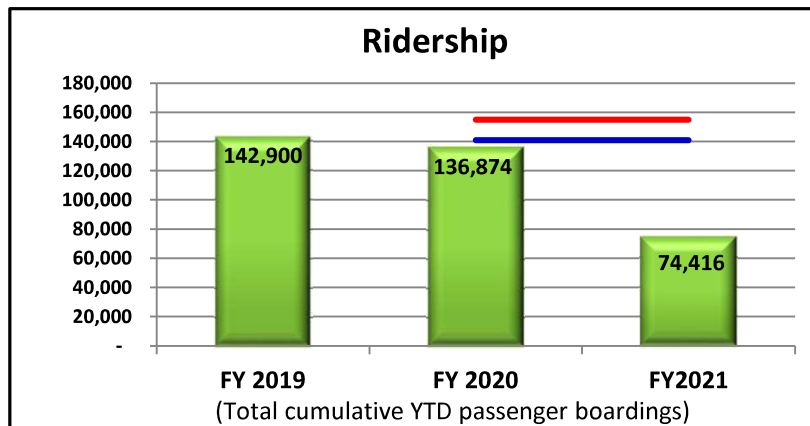


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - May

Fiscal Years 2019-2021

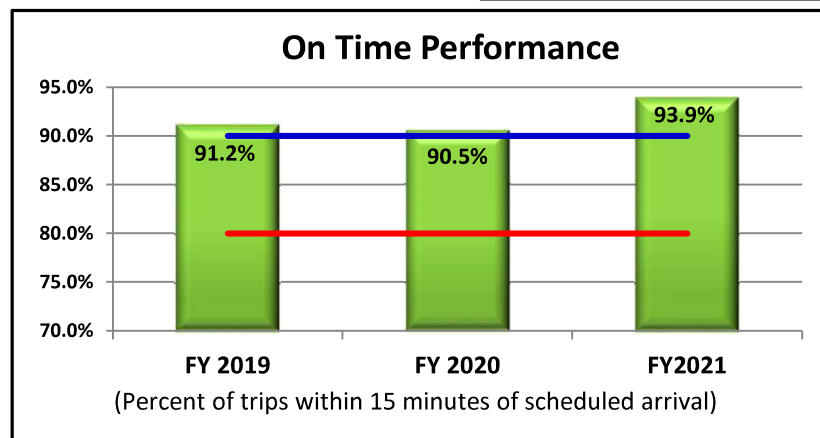
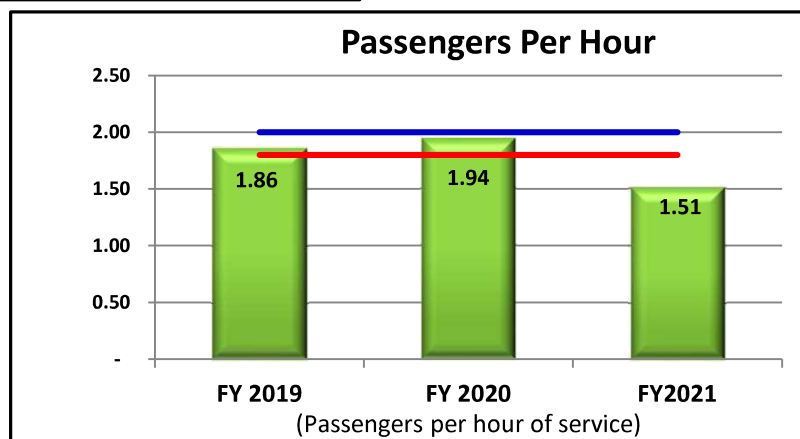


**Goal = 140,980
passengers**

**Maximum = 155,078
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

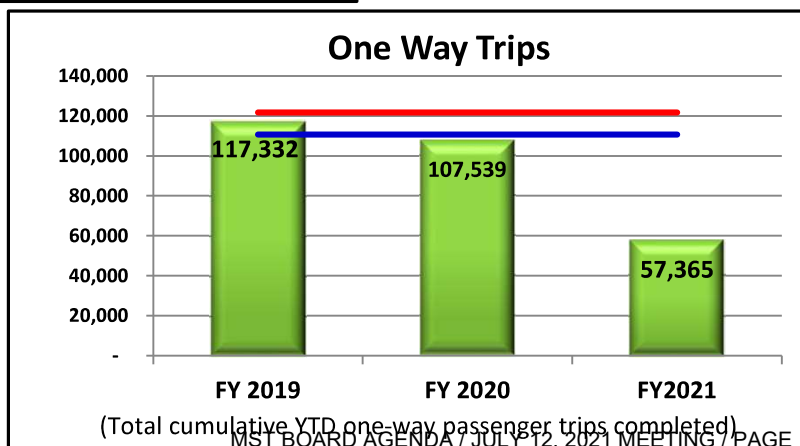


Goal = 90% on time

Minimum = 80% on time

**Maximum = 121,842
one-way trips**

**Goal = 110,765
one-way trips**

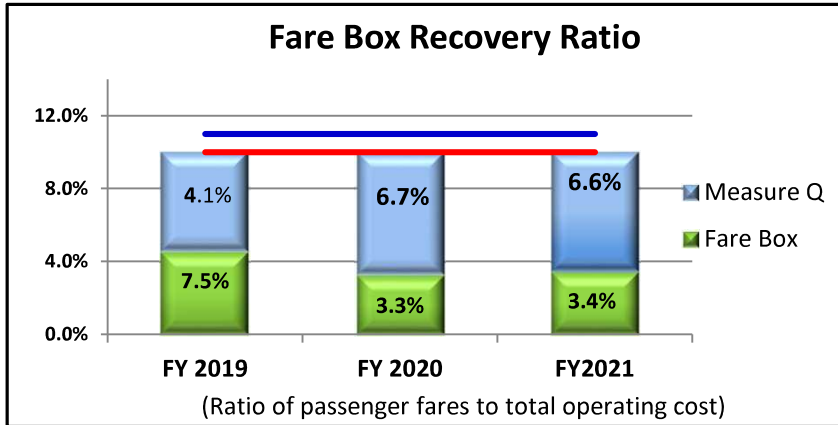


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - May

Fiscal Years 2019-2021

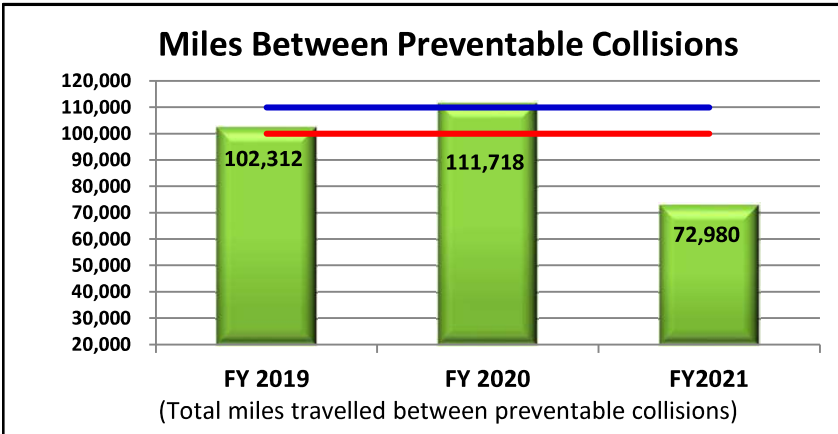
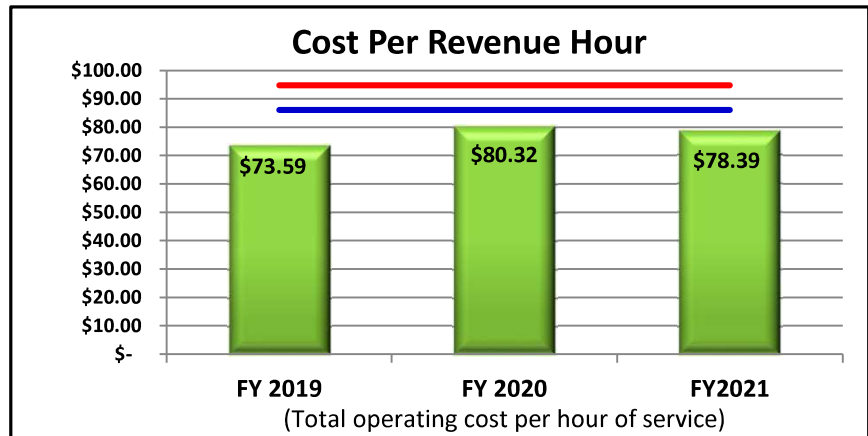


Goal = 11%

Minimum = 10%

Goal = \$86.13 per RH

Maximum = \$94.74 per RH

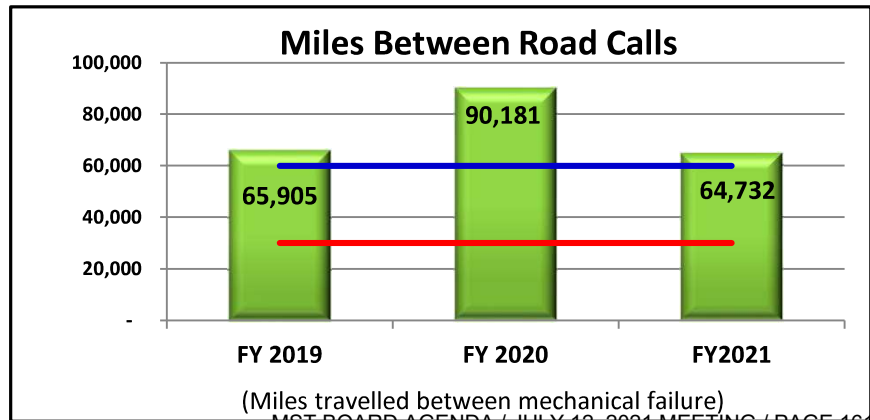


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

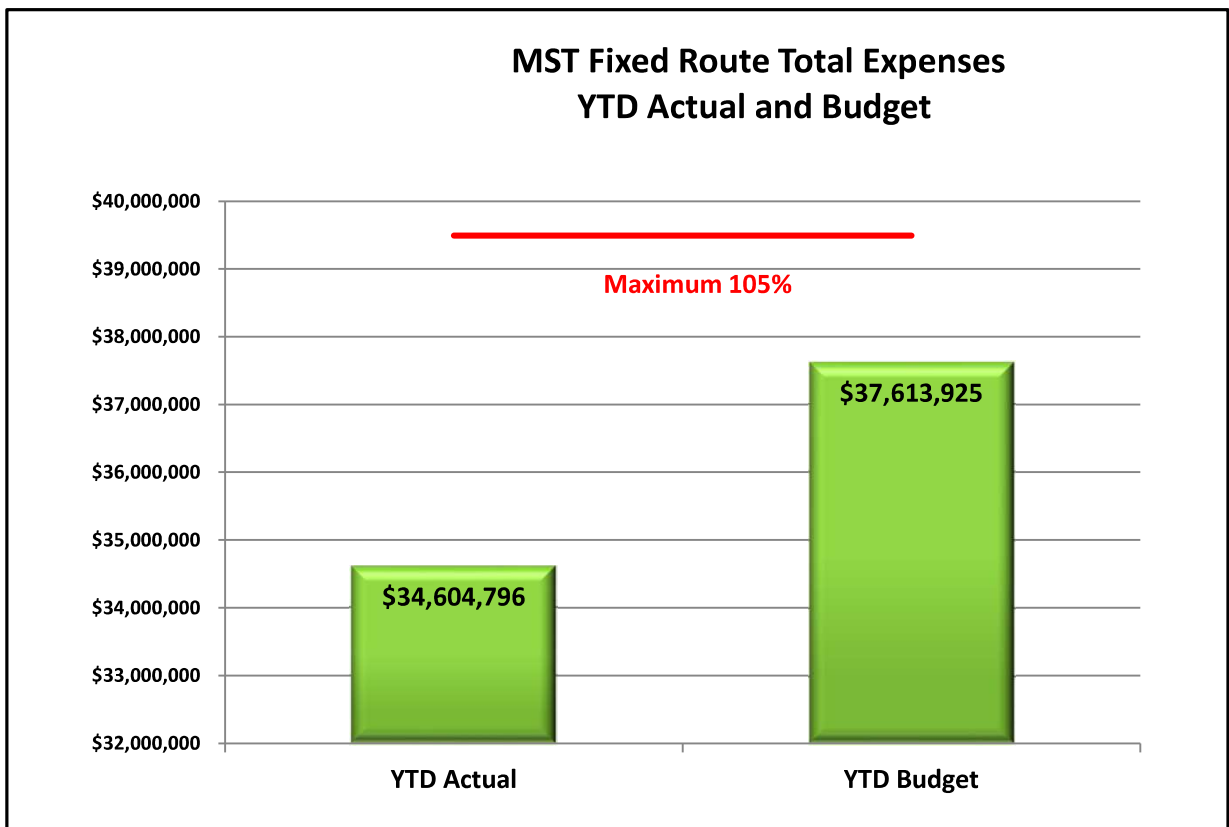
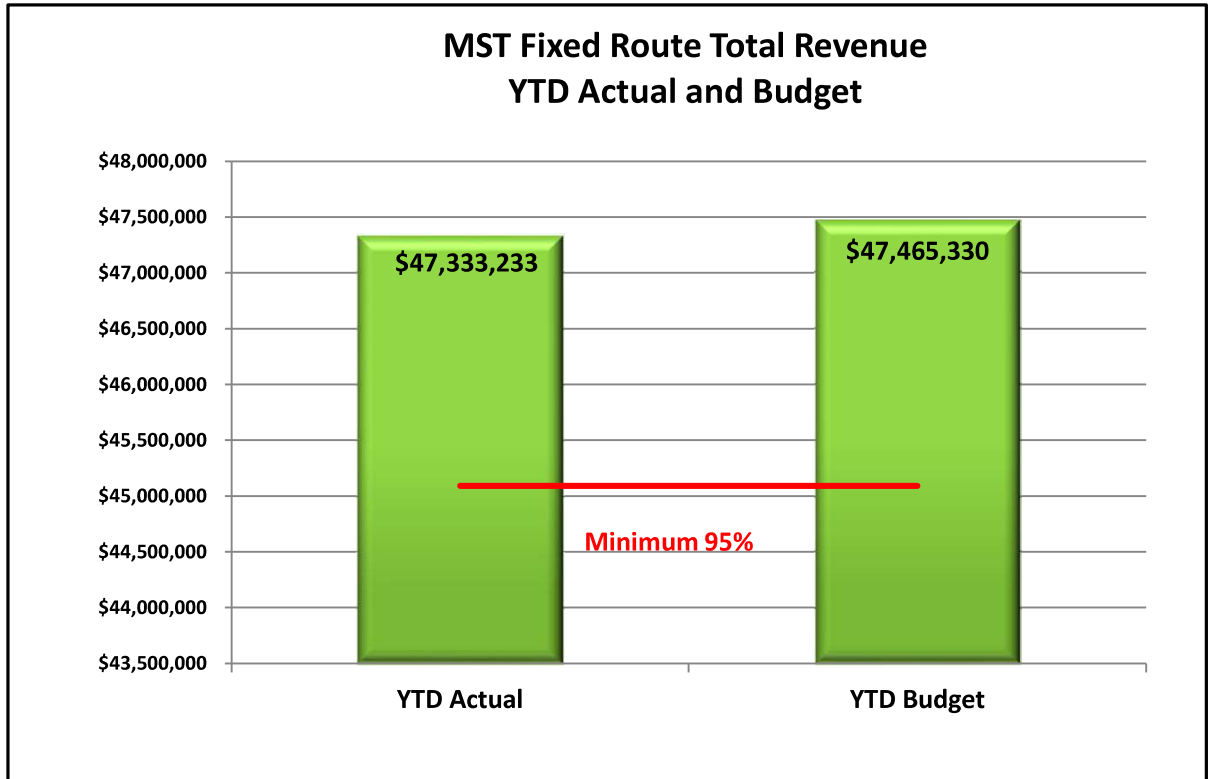


MST Fixed Route

Financial Performance Comparative Statistics

July - May

Fiscal Year 2021

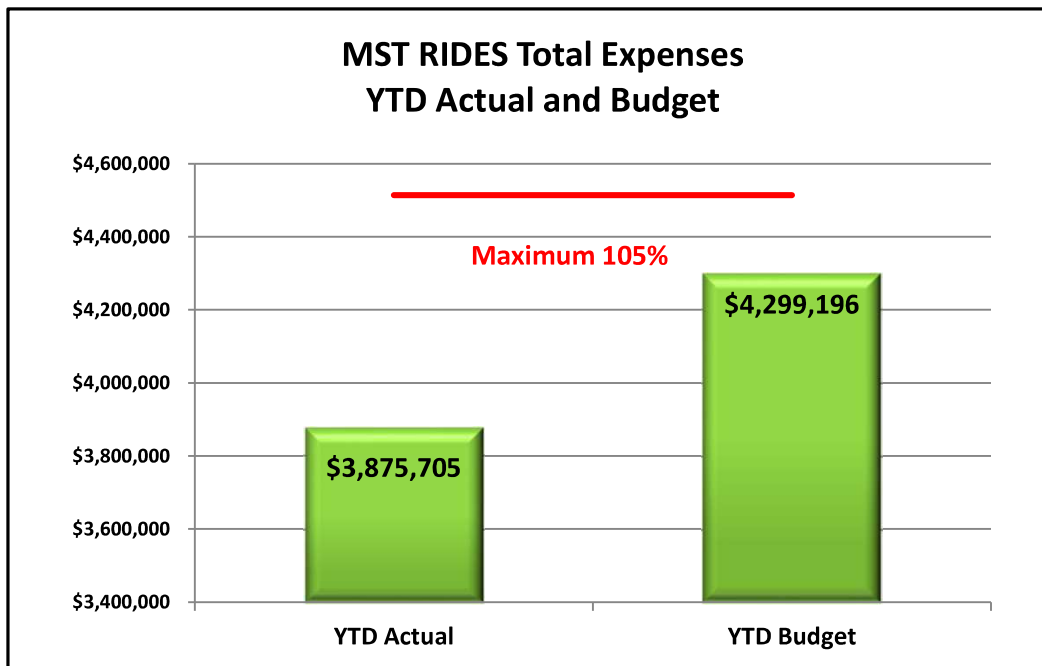
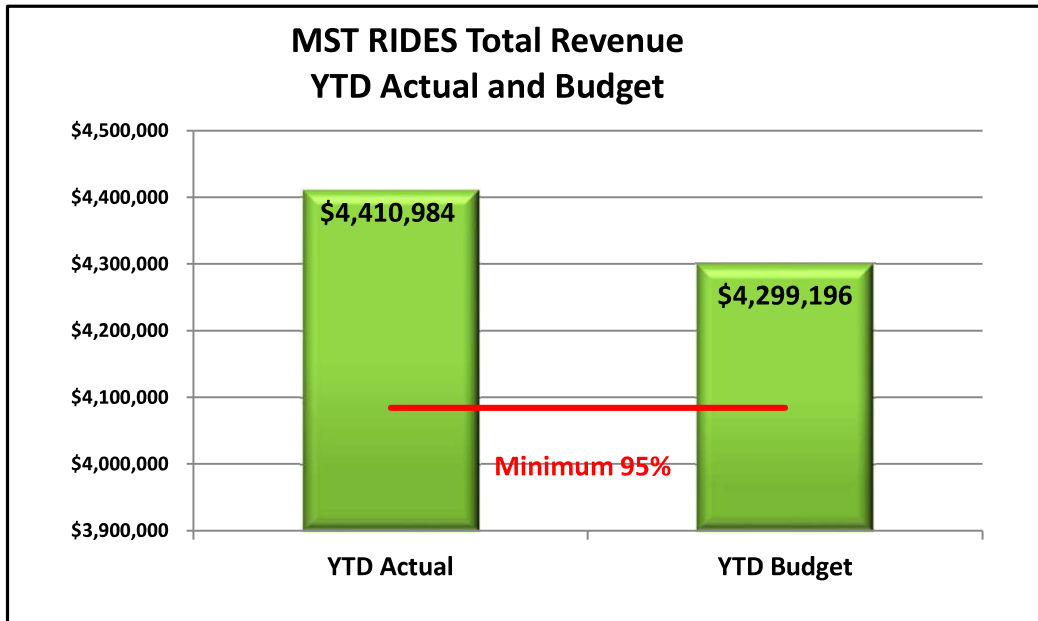


MST RIDES

Financial Performance Comparative Statistics

July - May

Fiscal Years 2019-2021




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ATTACHMENT 2

Date: June 29, 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 – May 2021**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate ridership reached 127,422 in May 2021, which represents an 81% increase compared to May 2020's ridership of 70,264. For the fiscal year to date, passenger boardings have decreased 62% from last year.

Month over month, MST's productivity has improved. Productivity increased from 4.9 passengers per hour in May 2020 to 7.4 passengers per hour in May of this year.

Supplemental / Special Services:

Line 22 – Big Sur: 525 Boardings

System-Wide Statistics:

- Ridership: 127,422
- Vehicle Revenue Hours: 17,330
- Vehicle Revenue Miles: 259,740
- System Productivity: 7.4 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,963

Time Point Adherence: Of 95,027 total time-point crossings sampled for May, the Transit Master™ system recorded 12,534 delayed arrivals to MST's published time-points system-wide. This denotes that **87%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2020 - 2021.*)

Note: Service arriving later than **5** minutes beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system-wide “on-time performance” as a percentage of the total number of reported time-point crossings.

Service Canceled: As listed below, there were a total of seven (6) service cancellations in May for both directly operated and contracted services:

Total Trips Completed: 24,953			
Category	MST	MV	%
Accident	0	0	0
Mechanical Failure	0	0	0
Unknown	0	0	0
Staff Shortage	1	2	100%
Totals	1	2	100.00%

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of May 2020 and 2021:

Occurrence Type	May-20	May-21
Collision: MST Involved	0	1
Employee Injury	0	1
Medical Emergency	3	0
Object Hits Coach	0	0
Passenger Conflict	3	2
Passenger Fall	1	3
Passenger Injury	0	1
Other	2	2
Near Miss	0	0
Fuel / fluid Spill	2	1
Unreported Damage	0	1
Totals	11	12

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for May 2021 there were 6,959 passenger boardings. This denotes a 19% increase in passenger

boardings compared to May of 2020, (5,865). For the Fiscal year – passenger boardings have decreased by 45% compared to FY2020.

Note: This scarp decline in passenger boardings is attributed to the COVID-19 crisis and the March 18th county-wide shelter in place order.

- Productivity for May 2021 was 1.61 passengers per hour, a very slight change compared to the previous month (April 2021).
- For May 2021, 92% of all scheduled trips for the MST RIDES program arrived on time, above the expected 90% standard.

COMMUNICATIONS CENTER:

In May, MST's Communications Center summoned public safety agencies on eight (8) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	3
Medical	Employee Request / Passenger Request / Other	5
Fire	Employee Request / Passenger Request / Other	0

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ATTACHMENT 3

Date: June 21, 2021

To: Carl Sedoryk, General Manager/CEO

From: **NKT** Norman K. Tuitavuki, Chief Operating Officer

Subject: **Maintenance Department Monthly Report – May 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 May 2021:	Average Fuel Price: FY2021
Diesel: \$2.75	\$2.75	\$2.21
Gasoline: \$2.85	\$3.42	\$2.76

Period:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: Miles Between Major Mechanical Road Calls:¹
May: 2021	\$1.15	19,714
YTD: FY 2021	\$1.22	55,934
FY 2020	\$1.05	29,354
FY 2019	\$0.93	30,571

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

Department Activities/Comments:

In May 2021, MST traveled nearly 20,000 miles between major mechanical failures – well above the 15,000-mile goal. The Miles Between Road Calls (MBRC) performance above the target goal 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.

MST's operating cost per mile remains consistent with a slight increase of .03 cents per mile to \$1.15 per mile for May 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

MST's May 2021 fuel cost per gallon continues to rise. May's cost per gallon for diesel increased by .14 cents, but the fiscal year average cost per gallon remains under budget. The May cost per gallon for gasoline increased by .12 cents and is now averaging .01 cent per gallon greater than budgeted for Fiscal Year 2021.

In May, staff continued supporting the King City construction project by attending meetings, visiting the construction site, and responding to questions from the construction project team. Staff visited the Gillig factory in Livermore and participated in a factory tour. Staff was able to see MST's two Battery Electric Buses (BEB) and learn how Gillig manufactures our buses.

Prepared by: Norman K. Tuitavaki Reviewed by: Carl G. Sedoryk
Norman Tuitavaki Carl G. Sedoryk

ATTACHMENT 4

Date: June 29, 2021

To: C. Sedoryk, General Manager/CEO

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

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

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

Human Resources

Total employment levels for May 2021 are summarized as follows:

Positions	Budget FY21	Actual	Difference
Coach Operators F/T	126	120	-6
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	37	31	-6
Maintenance & Facilities	53	47	-6
Administrative (Interns 1 PT)	31	28	-3
Total	248	226	-22

*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.

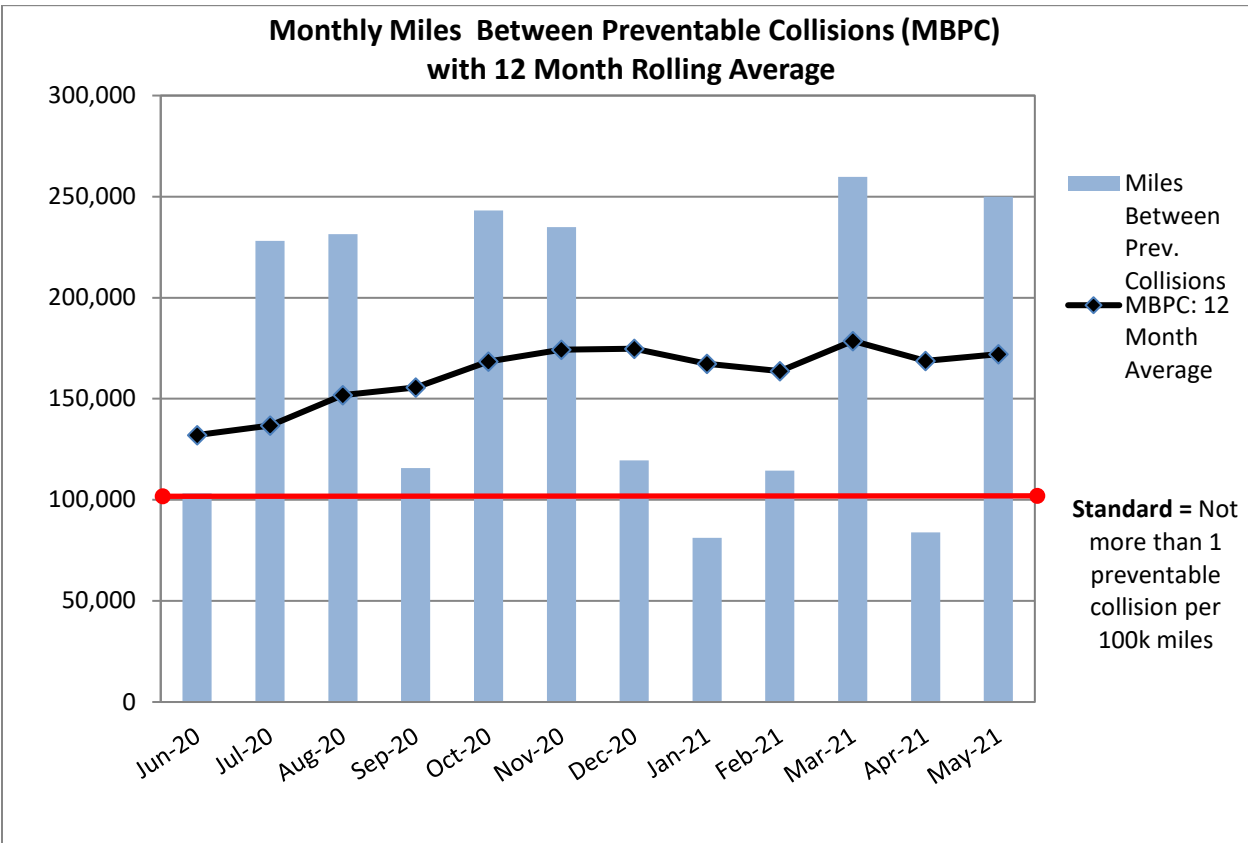
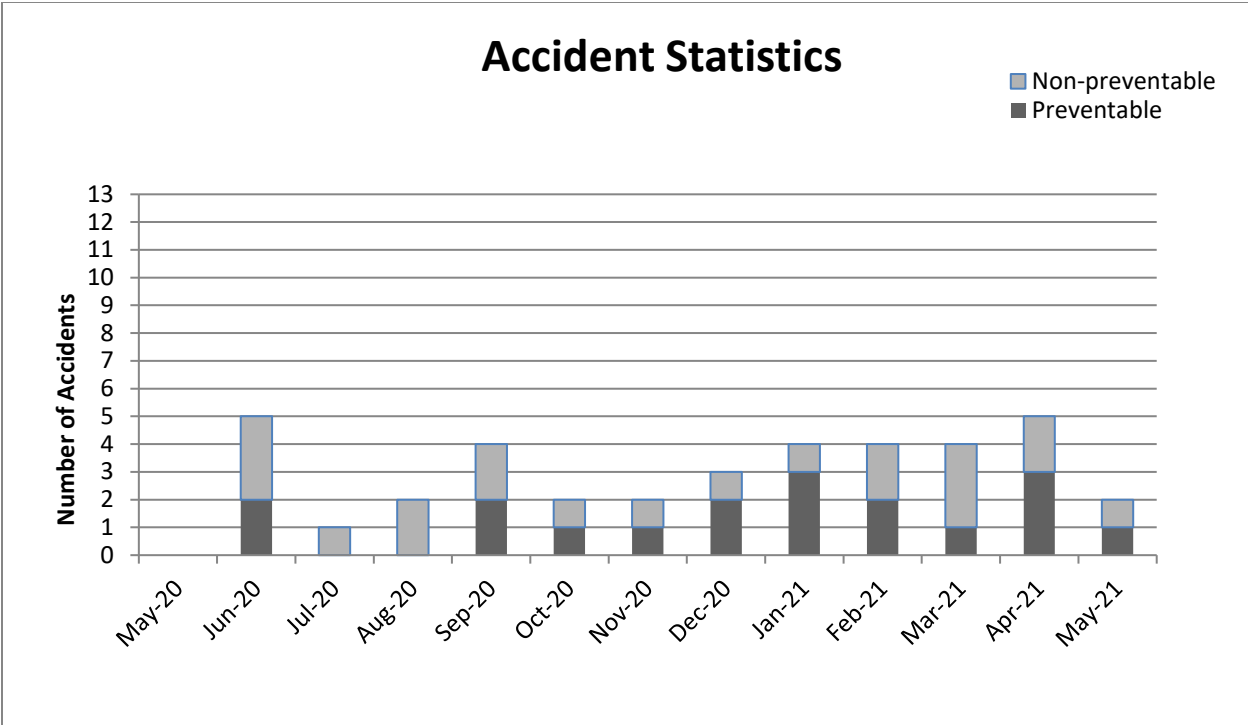
<i>May Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$15,099.66
<i>Other (includes Legal)</i>	\$13,412.05
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$10,121.77
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$6,583.17
<i>Total Expenses</i>	\$50,924.98
<i>Reserves</i>	\$794,901.82
<i>Excess Reserved</i>	(0)
<i># Ending Open Claims</i>	29

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	16
Post-Accident/Incident Re-training	1
Sedgewick: Defensive Driving and Combating Complacency Course	8
HR101: Recruitment Best Practices	18
Return to Work refresher training	1
In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn	16
Maintenance Safety Training: Shoulders, accident causes, hand truck safety	17
Harassment Prevention for Transit Employees	16
In-Service Training: VISA Contactless Fare 2021	108
State Governor's Office: AB 1234 Ethics	1

Risk Management

Description	May 2021 Preventable		May 2020 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	0
MST Preventable Accidents	1	0	0	0
TOTAL	1	1	0	0



Customer Service

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	May 2020	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Civil Rights Violation		1	1*	3.2%		0.0%
Discriminatory behavior by employee	0	0		0.0%	1	2.5%
Early Departure	0	0		0.0%	0	0.0%
Employee Other	0	1		3.2%	3	7.5%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	1	2	1*	9.7%	1	2.5%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	1	0		3.2%	6	15.0%
Improper Employee Conduct	2	3	1/1*	16.1%	2	5.0%
Inaccurate Public Information	1	0		3.2%	0	0.0%
Late Arrival	0	1	1*	3.2%	2	5.0%
Late Departure	0	0		0.0%	1	2.5%
No Show	0	0		0.0%	0	0.0%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	6	15.0%
Passed By	4	0	1	12.9%	4	10.0%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	0	0		0.0%	1	2.5%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	3	1	2	12.9%	1	2.5%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	2	5.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	5	3	1/1*	25.8%	10	25.0%
Service Schedule	1	1	1	6.5%	0	0.0%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	18	13				
Grand Total MST and *Other Provider		31		100.0%	40	100.0%
Employee Compliment					1	

Service Compliment

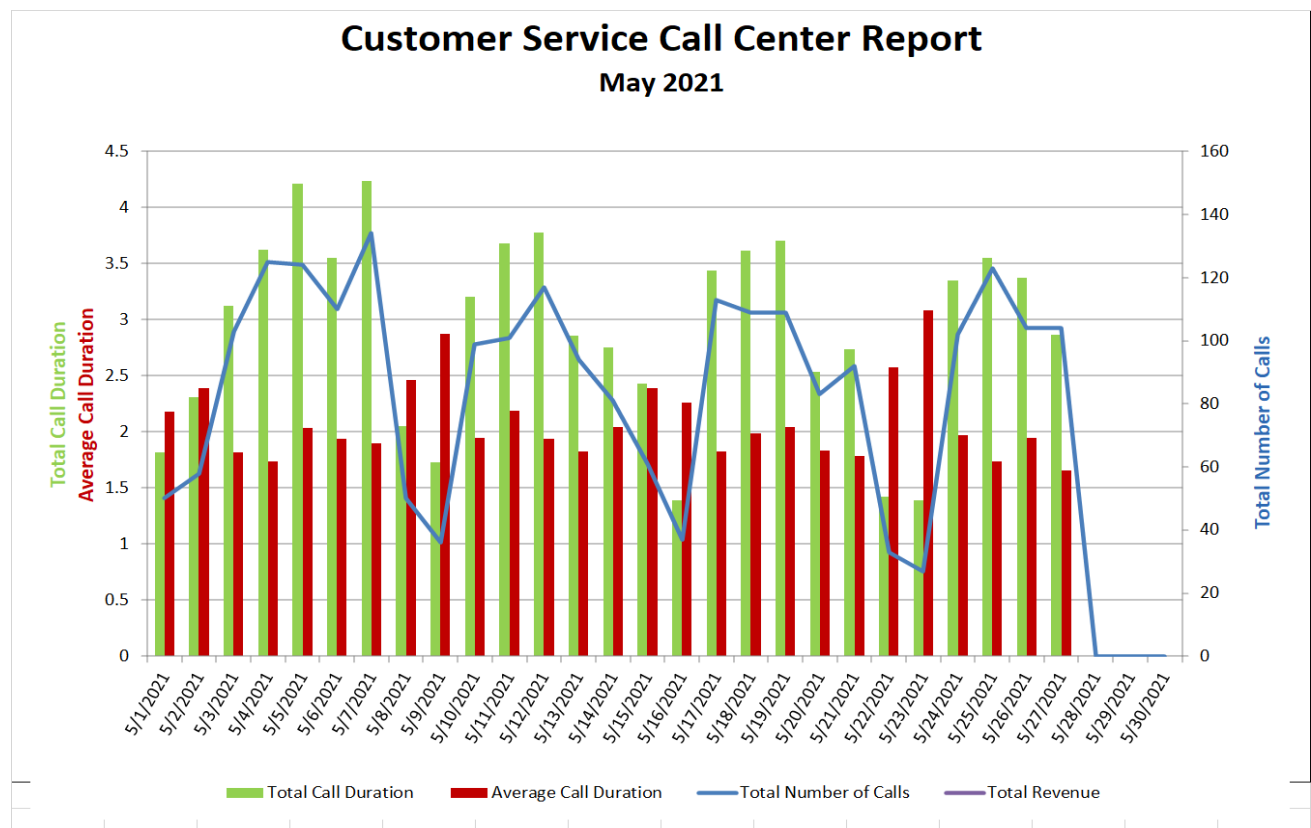
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:

During the month of May 2021, MST received a total of 2,379 calls which lasted a total of 78 hours and 42 minutes. From May 28-31, AT&T encountered technical difficulties, and no calls were reported. The average call duration was one minute and fifty-nine seconds (1:59). MST received the most number of calls on Friday, May 7, at 134. Of the total number of calls, 164* (6%) 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.

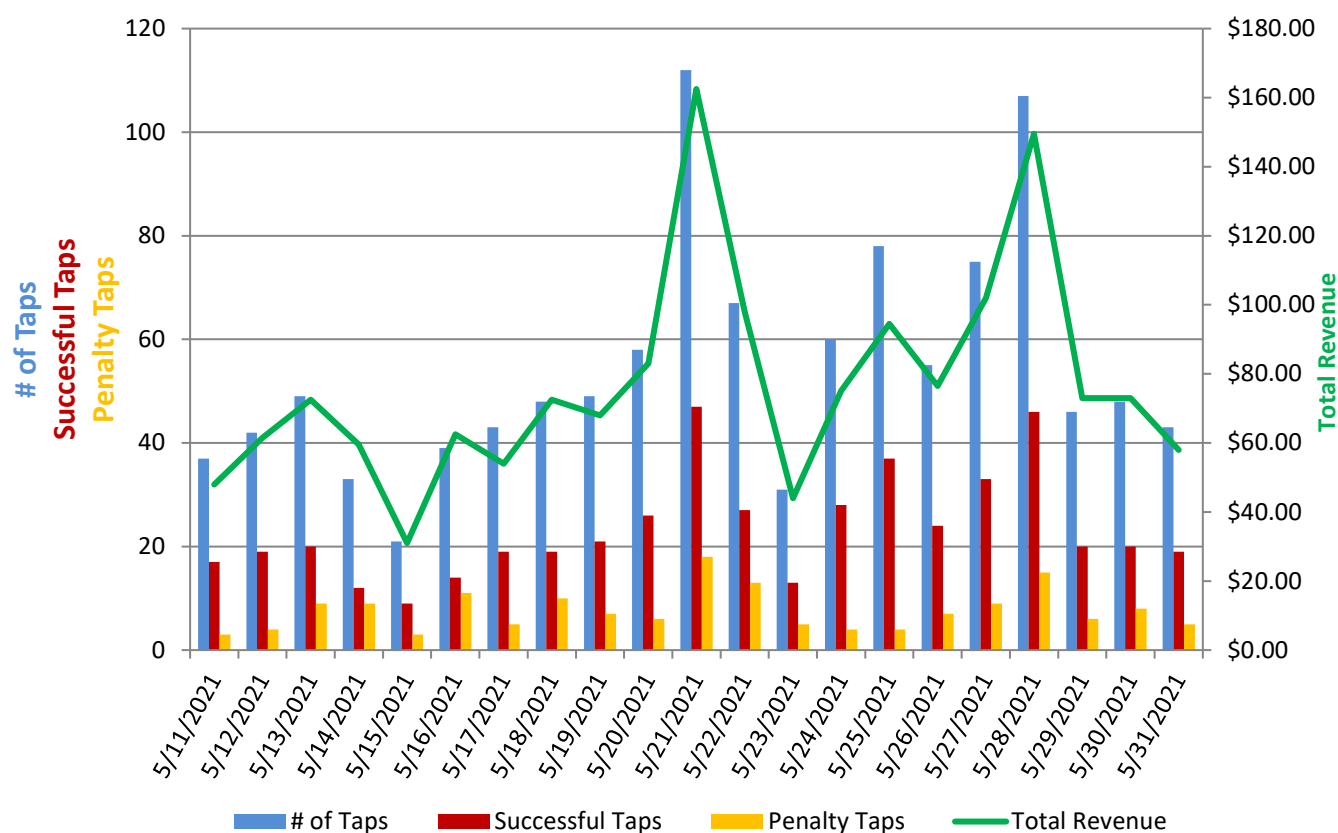
**For the period between May 5-26, MST was in the process of upgrading the telephone system, and therefore, no calls were reported.*



Contactless Fare Demonstration (Tap to Ride):

On May 11, 2021, MST became the first public transit agency in California to implement an open contactless fare payment technology, allowing customers to use their own contactless credit, debit, or prepaid card or a payment-enabled device to tap to pay their fare on any MST bus – just like they tap to pay for a coffee, lunch, or anything else. From May 11-31, 2021, MST received a total of 1,141 taps. There were 490 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 161 penalty taps where the customer only tapped on and did not tap off, resulting in a \$3.50 penalty fare being assessed.

Contactless Tap to Ride Report May 2021



Finance Update

General Accounting/Accounts Payable

During the month of May, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Throughout the month, staff gathered the information necessary to complete the FY2022-23 draft budget compilations to present to the MST Board at the June meeting. Additionally, staff is tracking all COVID-19 related expenses necessary to claim expense reimbursements from FEMA, CARES, and CRRSSA in the coming months. During this unprecedented time, staff has been successfully continuing to work from a distance as work allows.

Payroll

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

Grants

During the month of May, staff drafted, followed up on, and responded to pending applications and requests for reimbursement under the 5307 Traditional, 5307 CRRSAA, 5307 CARES Act, 5311 CARES Act, 5311(f) CARES Act, 5311 CRRSAA, LCTOP, 5339 Low-No, 5311 Traditional, 5311(f) Traditional, 5339 Bus and Bus Facilities, and TIFIA programs. In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding the RAISE and TOD Planning Grant Programs. Staff also participated in several meetings regarding current and future projects including bus procurements, SURF! Busway and BRT, South County Operations and Maintenance Facility, the Comprehensive Operational Analysis project, and potential planning projects around the SURF! Project corridor. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also worked on applications for FTA's TOD Planning Grant Program, Federal RAISE Grant Program, and Federal Capital Investments Grants programs.

Purchasing

During the month of May, staff provided support and direction to staff on a variety of 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 transactional flow, reporting, and assisting project managers with support for vendor engagement and contracting processes. Staff also worked on large procurements, including Enterprise Resourcing Planning (ERP) software, and including an RFP for Universal Mobile Ticketing, Invitation for Bids for Demolition and Hazardous Materials Removal, and an RFP for Financial Services. Staff also spent time reviewing minor agreements for services and products. 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 restarted the implementation of the Facilities module, which had been delayed due to the COVID-19 pandemic. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored and configured the functionality of the customer service database. Staff retrieved the RealTime data text and IVR data for the Customer Service monthly report. Staff ensured that the WiFi systems installed on 15 buses used on the commuter routes were working as designed. Staff monitored and configured the Giro Hastus run cutting/planning system.

Staff worked with a state-mandated upgrade to the AT&T-managed Voice-Over-Internet Protocol (VOIP) telephone system.

Staff worked on the Contactless Fare Payment Demonstration Program, as that went live in May 2021. Staff are monitoring the system to ensure that it is operating as designed.

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
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
February	1,687	349	2,012	46,488	1,336
March	1,565	410	2,306	50,296	1,432
April	2,111	463	2,468	61,562	1,631
May	2,349	164**	2,379	65,897	1,770

**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.*

***For the period between May 5-26, MST was in the process of upgrading the telephone system, and therefore, no calls were reported.*

Published news stories include the following: “Criticisms voiced against major Monterey Peninsula bus project” (Monterey Herald, 5/7/21), “Monterey County first in state to launch new bus fare technology” (Monterey Herald, 5/11/21), “California's first contactless transit payment system goes live” (Mobile Marketing Magazine, 5/12/21), “Contactless Bus Payments Introduced in California by Monterey-Salinas Transit” (Fintech Times, 5/14/21), “With More than 700 Transit Projects in the Pipeline, Visa Sees Tap-to-Pay Transit Payment Surge” (Digital Transactions, 5/14/21), “Monterey-Salinas Transit first in California to launch new 'tap-to-ride' bus fare technology” (Monterey County Business Council, 5/14/21), “A 25-year regional transportation plan is in the works for three counties.” (Monterey Herald, 5/18/21), “MST moves forward with plans for a new bus lane along Highway1, from Marina to Seaside.” (Monterey County Weekly, 5/18/21), “MST Community Meeting regarding the ongoing Comprehensive Operational Analysis (COA), (Monterey Peninsula Chamber of Commerce Chamber 2 Chamber, 5/26/21).

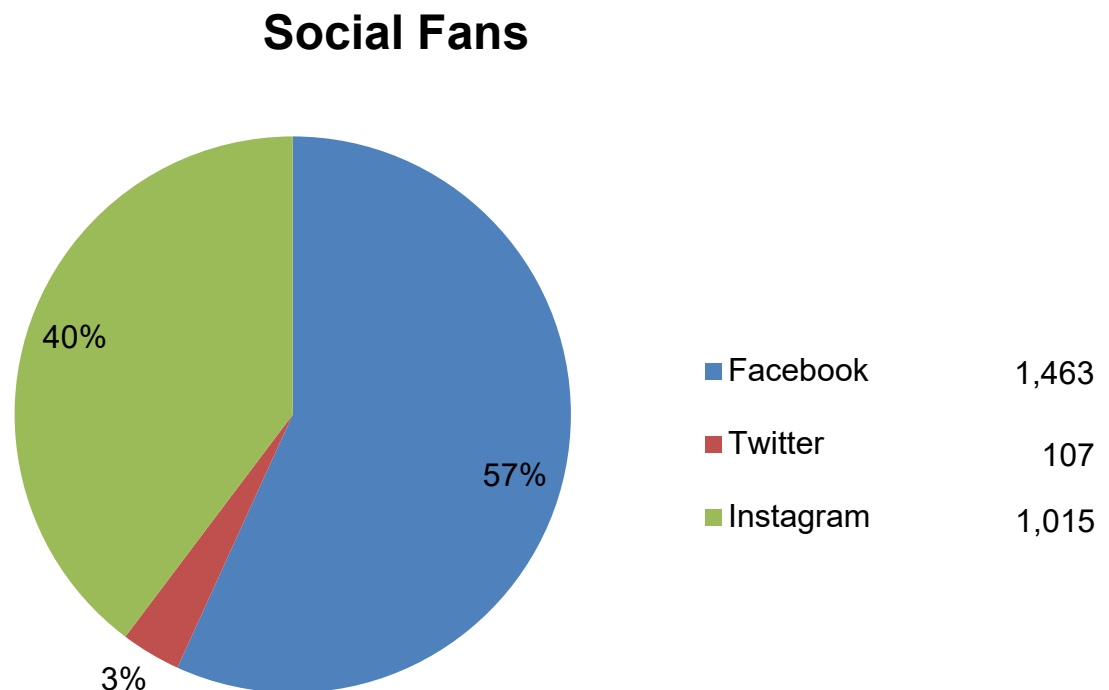
Press releases sent include: “Monterey-Salinas Transit Announces Launch of Contactless Fare Payment Demonstration” (5/11/21), “Monterey-Salinas Transit (MST) Service Changes Go Into Effect Saturday, May 29th” (5/21/21), “MST Bus Service on Memorial Day” (5/24/21).

Projects: Continue to support Human Resources department with posting of vaccination clinics in Monterey County on Employee Only Instagram page, as well as, sharing on other social media pages; 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; provide marketing support to MST Mobility Services related to MAC Committee, Navigator Program, Senior Transit Day, and other Mobility services offered; continue to collaborate with and support efforts of other departments related to agency-wide projects and initiatives including Comprehensive Operational Analysis (COA), SURF! Busway and Bus Rapid Transit Project and Contactless Fare Payment Demonstration; coordinate public facing

events and gatherings; maintain regular information sharing with passengers and community through social media, website, on- bus marketing materials.

Collaborative/Meeting/Committees: Attend Active Referral Network (ARN) meeting, SURF! project meetings, Contactless Fare Payment Demonstration project meetings, recurring general support meetings, and MST Employee Townhall meetings.

Social Media Performance:

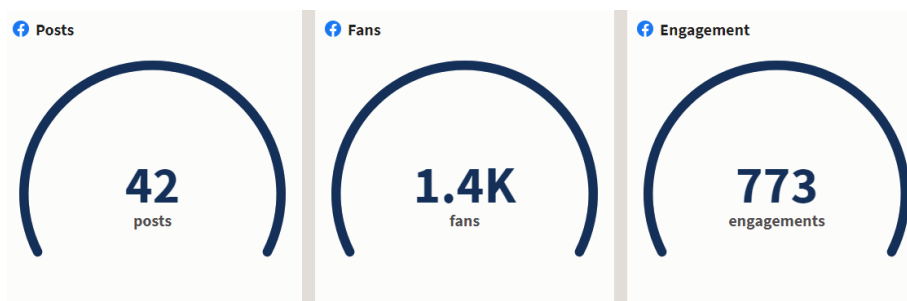


Overview by Social Media Platform:

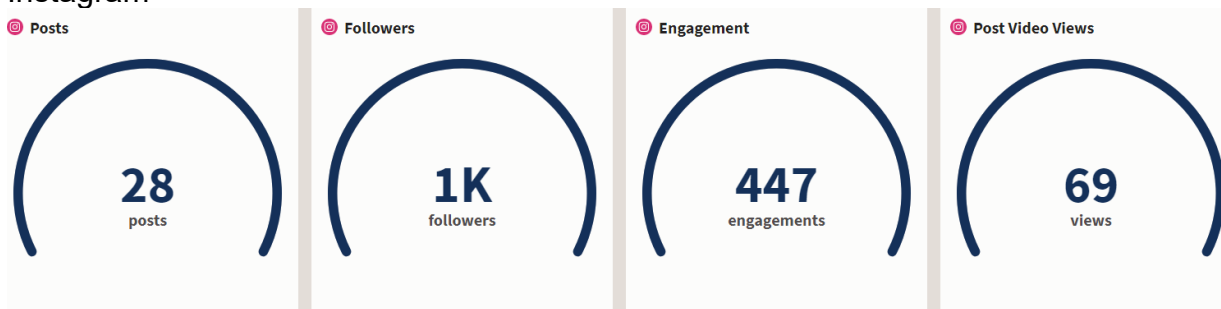
New! Twitter



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 May, staff efforts continued to be focused on the COVID-19 pandemic. With the Governor's announcement on April 7th that the state would be re-opening June 15th, planning staff began focusing more heavily on recovery. The May 29th service change was being finalized.

Work continued on coordinating with the two local community colleges, as well as CSUMB. Staff worked on the 2021-2022 school year contracts for MST bus service and college free fare programs.

MST's Comprehensive Operational Analysis (COA) was underway and will lead to service improvements. Throughout the month, staff continued to respond to data requested by the consultant, prepared legal notices for the community meetings, and reviewed the administrative draft Choices Report.

Staff continued working with U.S. Army Garrison Presidio staff. At the Garrison Commander's request, MST planned a single bus stop, centrally located, on the base. MST Planning Department staff coordinated with MST Facilities staff to have all other MST bus stop infrastructure removed from the base on Saturday May 15, 2021. Additionally, 3 of the 5 bus pass vending machines were removed from the base the same day. A new Line 75 was developed and implemented in the May 29th service change.

Work is continuing on the South County infrastructure planning to establish new bus stops for the South County circulators and realignment of Line 23. These planning initiatives are also consistent with the ongoing COA. The Planning Department is drafting scopes of work for each of the four South County Cities, with the intention to obtain a cost estimate to complete the work on the proposed infrastructure. The Planning Department should have an idea of a service start date for the circulators once a completion date for the South County Operations and Maintenance Facility is known.

MST has submitted a request for the National Transit Database (NTD) to certify the Automatic Passenger Counters (APCs) for the Motorbus Purchased Transportation (MBPT) fleet, which is the fleet of fixed route cutaway buses operated by MV Transportation. Staff is currently answering questions posed by the NTD and is working with MST's APC consultant, UTA, to provide the information needed in order to obtain certification.

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.

Thomas Walters & Associates, Inc.
Washington, DC

June 29, 2021

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Surface Transportation Programs

We have continued to advocate for increased public transportation funding as surface transportation program reauthorization legislation is being drafted in the House and the Senate. The House will vote this week on H.R. 3684, the *Investing in a New Vision for the Environment and Surface Transportation in America Act (INVEST in America Act)*, which includes \$109 billion for public transportation over the next five years. We are lobbying in coordination with the Bus Coalition and the California Transit Association for increased transit formula funds and increased funding for FTA's bus and bus facilities programs. As drafted by the House Transportation and Infrastructure Committee, the bill would increase annual bus funding from \$808 million to \$2.83 by fiscal year 2026.

The House bill will continue the Small Transit Intensive Cities program and increase the funding set-aside for the program to 3 percent of FTA's transit formula program. The authorization for the Capital Investment Grants/New Starts program would be increased from \$2.3 billion this year to \$5.5 billion by fiscal year 2026.

We also arranged and participated in a meeting so that you and your staff could brief Senator Padilla's transportation staff on MST's reauthorization priorities. The Environment and Public Works Committee, on which Senator Padilla serves, took the first step in the reauthorization process on May 26 by passing the *Surface Transportation Reauthorization Act of 2021 (STRA)*, which is a five-year, \$304 billion highway funding reauthorization bill. The transit provisions of the bill are under the jurisdiction of the Senate Banking Committee, which has not yet announced their schedule for action on the bill.

Infrastructure

On June 24, President Biden and a bipartisan group of Senators announced an agreement to move forward with legislation to fund a variety of infrastructure areas including transportation, broadband, wastewater and drinking water, electric buses, and an electric vehicle charging network. The package proposes a total of \$579 billion in new spending that would include \$49

billion for public transit, \$7.5 billion for electric buses, and \$7.5 billion for EV infrastructure. The agreement provides a framework of overall spending amounts, with most details of how the package would be implemented still to be determined.

Fiscal Year 2022 Funding

Following the release of President Biden's FY22 budget proposal just before Memorial Day weekend, the House and Senate Appropriations Committees have accelerated their work to draft the twelve annual appropriations bills that fund the federal government. The *FY 2022 Transportation, Housing and Urban Development Appropriations Act* is currently scheduled for consideration by the House Appropriations Committee on July 12. House leaders aim to achieve passage by the full House of most of the appropriations measures before the August recess.

We are continuing to advocate in coordination with the California Transit Association and the Bus Coalition for MST's funding priorities for the fiscal year 2022 appropriations cycle. We also provided our local delegation with budget justifications for their use in supporting key programs with the Appropriations Committees. This includes advocating for additional funding for key transit programs above and beyond the authorized limits from the FAST Act. We are also working in support of funding for FTA's Capital Investment Grants program because MST has previously received funding through it for bus rapid transit and is currently seeking support for the SURF! Busway and BRT Project.

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Advocacy Update

On June 14th, the State Legislature passed a skinny budget, which represents the consensus priorities agreed to by the two Democratic legislative leaders in order to meet the deadline. Additional work is continuing through a follow-up budget bill that is expected to include supplemental investments that will benefit transit, including:



- **Transit and Intercity Rail Capital Program** – \$2.43 billion including 2028 Olympics projects, “priority transit and rail projects” and grade separations.
- **Zero-Emission Vehicle Package** – \$2.267 billion for light-, medium- and heavy-duty vehicle deployments as well as to demonstrate and purchase or lease state-of-the-art clean bus and rail equipment and infrastructure that eliminate fossil fuel emissions and intercity rail and intercity bus frequencies.
- **Active Transportation** – \$500 million to advance projects that increase the proportion of trips accomplished by walking and biking, increase the safety and mobility of non-motorized users, advance efforts to regional agencies to achieve GHG goals.

Items from the Administration’s Trailer Bill are also still being negotiated and would be in a separate budget bill later this summer. These include efforts to ease transit operators’ burdens recovering from the pandemic. An extension of AB 90 would include hold harmless provisions for the calculations of State Transit Assistance Program, Low Carbon Transit Operations Program, and STA-State of Good Repair allocations.

SB 674 (Durazo) would require the Labor and Workforce Development Agency to develop a program, known as the California Jobs Plan Program, to meet specified objectives, including, as a component of applications for covered public contracts, creation of a form that states the minimum numbers of proposed jobs that are projected to be retained and created if the applicant wins the covered public contract, and proposed wages, benefits, and investment in training. Other objectives of the program would include supporting the hiring of displaced workers and individuals facing barriers to employment; encouraging the development of the state’s long-term green transportation and related infrastructure and manufacturing sector; and protecting public health by supporting the adoption of specific protections for worker health and safety. The bill has continued to move through the Legislature with strong support, while retaining several problematic provisions. The Federal Transit Administration generally prohibits specifying in-State or local geographic preferences or evaluating bids or proposals in light of in-State or local geographic preferences, even if those preferences

are imposed by State or local laws or regulations. FTA prohibits recipients from limiting its purchases to in-State dealers. SB 674 was referred to the Committee on Transportation on June 22nd. Staff is watching this bill, and the California Transit Association and California Association for Coordinated Transportation are working with the author to voice concerns and exempt contracts subject to federal funding.

SB 44 (Allen) is a companion measure to SB 288 (Wiener) for transformative transportation projects. This bill proposes expedited judicial review for projects with Environmental Impact Reports (EIRs). If passed, this bill would require California Environmental Quality Act (CEQA) litigation to be resolved within 270 days. MST has taken a SUPPORT position on this bill, as it would assist in project delivery for MST projects meeting state goals for reducing greenhouse gas emissions.

PREPARED BY:  REVIEWED BY: 
Michelle Overmeyer Carl G. Sedoryk