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 October 11, 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, October 8, 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

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MST District Board and Committee Agendas
Accessibility, Language Assistance, and Public Comments

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
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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/](https://mst.org/contact-us/) ● **Email**: clerk@mst.org ● **Phone**: (888) 678-2871
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888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / 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. Approve Resolution 2022-09 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)

1-4. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. 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.

3-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Keep Fort Ord Wild; The Open Monterey Project v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002192.

3-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) SNG Evariste, LLC v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002572.

3-3. Receive Recommendation from the Administrative Performance Committee for the Incentive Pool for MSTEA and Confidential Unit and Provide Direction. (Carl Sedoryk) (Enclosure)

3-4. Review General Manager/CEO Performance Evaluation Gov. Code § 54957. (Dan Albert)
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 2022-10 recognizing Christine Church, Communication Systems Supervisor as Employee of the Month for October 2021. (Alvin Johnson) (Page 11)

4-2. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on September 13, 2021. (Jeanette Alegar-Rocha) (Page 13)

4-3. Approve Minutes of the MST Board Meeting on September 13, 2021. (Jeanette Alegar-Rocha) (Page 17)

4-4. Receive Report on Lost and Found Items Left on MST Property for the Month of May 2021. (Sonia Wills) (Pages 25)

4-5. Financial Reports – August 2021. (Lori Lee) (Page 27)
   a) Accept reports of August 2021 Cash Flow
   b) Approve August 2021 Disbursements
   c) Accept Report of August 2021 Treasury Transactions

4-6. Adopt Retirement Resolution 2022-11 Recognizing Mark Eccles, Director of Information Technology, for His 20 Years of Service. (Carl Sedoryk) (Page 35)

4-7. Adopt Retirement Resolution 2022-12 Recognizing Cindy Rodriguez, Operations Supervisor, for Her 27 Years of Service. (Alvin Johnson) (Page 37)

4-8. Adopt Retirement Resolution 2022-13 Recognizing Ken Smith, Senior Operations Supervisor, for His 32 Years of Service. (Alvin Johnson) (Page 39)

End of Consent Agenda

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

5-1. October 2021 Employee of the Month – Christine Church (Alvin Johnson)

5-2. Retirement – Mark Eccles, 20 Years of Service (Carl Sedoryk)

5-3. Retirement – Cindy Rodriguez, 27 Years of Service (Alvin Johnson)

5-4. Retirement – Ken Smith, 32 Years of Service (Alvin Johnson)
5-5. Receive 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. Authorize the General Manager/CEO, or Designated Staff to Purchase Four (4) Fixed-Route Cutaway Buses from Creative Bus Sales in an Amount Not to Exceed $475,000. (Norman Tuitavuki) (Page 41)

7-2. Authorize the General Manager/CEO, or Designated Staff to Purchase Four (4) Heavy-Duty Coaches from Gillig, LLC of California in an Amount Not to Exceed $2,366,000. (Norman Tuitavuki) (Page 43)

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 – August (Page 45)


8-3. State Legislative Advocacy Update (Page 85)

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) MST South County Operations and Maintenance Facility Ribbon Cutting in King City at 1:00 p.m. at 179 San Antonio.

9-3. Board Member Referrals for Future Agendas.
10. ATTACHMENTS

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

11. ADJOURN

<table>
<thead>
<tr>
<th>NEXT SCHEDULED MEETING DATE:</th>
<th>November 15, 2021</th>
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<tbody>
<tr>
<td>NEXT SCHEDULED AGENDA DEADLINE:</td>
<td>November 2, 2021</td>
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*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/
RESOLUTION NO. 2022-09

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MONTEREY-SALINAS TRANSIT DISTRICT PROCLAIMING A LOCAL
EMERGENCY, RATIFYING THE STATE OF EMERGENCY PROCLAIMED ON
MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE
MEETINGS OF ALL DISTRICT LEGISLATIVE BODIES FOR THE FOLLOWING
30 DAYS IN ACCORD WITH THE RALPH M. BROWN ACT

FACTS

1. The Monterey-Salinas Transit District (District) is a public entity established under the laws of
   the State of California; and

2. The District is committed to preserving and nurturing public access and participation in
   meetings of the District Board and Committees; and

3. All meetings of District legislative bodies are open and public, as required by the Ralph M.
   Brown Act (Brown Act) (Cal. Gov. Code 54950 – 54963), so that any member of the public
   may attend, participate, and observe District legislative bodies conduct business; and

4. The Brown Act, Government Code section 54953(e), enables remote teleconferencing
   participation in meetings by members of a legislative body, without strict compliance with
   requirements of Government Code section 54953(b)(3), subject to the existence of certain
   conditions; and

5. One required condition is that a state of emergency has been declared by the Governor of
   the State of California pursuant to Government Code section 8625, proclaiming existence
   of conditions of disaster or of extreme peril to the safety of persons and property within the
   state caused by conditions as described in Government Code section 8558; and

6. A proclamation is made that there is an actual incident, threat of disaster, or extreme peril
   to the safety of persons and property within the District’s jurisdiction, caused by natural,
   technological, or human-caused disasters; and

7. State or local officials have imposed or recommended measures to promote social
   distancing, or that having the legislative body meet in person would present imminent risks
   to the health and safety of attendees; and
8. The District Board affirms these conditions now exist in the District. Specifically, on March 4, 2020, the Governor proclaimed a State of Emergency to exist as a result of the threat of COVID-19. That Proclamation has not been terminated by either the Governor or the Legislature pursuant to Government Code section 8629; and

9. Despite sustained efforts to remedy this circumstance, the District Board determines that meeting in person poses an imminent risk to health and safety of attendees due to the COVID-19 virus and its variants; and

10. The District Board finds the emergency created by the COVID-19 virus and its variants has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor and similar local health orders that require social distancing; and

11. As a consequence of the local emergency, the District Board determines that all legislative bodies of the District are required to conduct their meetings without full compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that those District legislative bodies shall comply with the requirements to provide public access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

12. Each District legislative body shall continue to conduct meetings with public access available via call-in or internet-based service options and the public shall be allowed to address the legislative body directly in real-time; and

13. This Resolution shall authorize its General Manager/CEO to establish and maintain platforms necessary for each District legislative body to hold teleconference meetings and provide an avenue for real-time public comments for such meetings; and

14. The District Board finds the introduction and adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) as the activity is not a project as defined in Section 15378) of the CEQA Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE MONTEREY-SALINAS TRANSIT DISTRICT:

SECTION 1. RECITALS. The foregoing Findings are true and correct and are adopted by the District Board as though set forth in full.
SECTION 2. PROCLAMATION OF LOCAL EMERGENCY. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person would present imminent risk as a result of the COVID-19 virus and its variants.

SECTION 3. RATIFICATION OF PROCLAMATION OF A STATE OF EMERGENCY. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

SECTION 4. REMOTE TELECONFERENCE MEETINGS. The General Manager/CEO and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

SECTION 5. EFFECTIVE DATE OF RESOLUTION. This Resolution shall take effect immediately upon its adoption and shall remain in effect for a period of 30 days, or until such time the District Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which District legislative bodies may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE MONTEREY-SALINAS TRANSIT DISTRICT this 11th day of October 2021, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

_______________________        ___

DAN ALBERT, Chair

ATTEST:

______________________________

District Clerk
CHRISTINE CHURCH
OCTOBER 2021
EMPLOYEE OF THE MONTH

WHEREAS, each month Monterey-Salinas Transit District 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, Christine Church began her career as a Coach Operator with Monterey-Salinas Transit in November of 2010. In October of 2013, she was promoted to Communications Systems Specialist and then to the Communications Systems Supervisor earlier this year; and

WHEREAS, Christine Church has demonstrated her experience, expertise, and leadership abilities in developing the skills of the Communications Systems Specialist and re-evaluating the current processes and procedures within the Communications Center; and

WHEREAS, Christine Church has always showed a commitment to excellence by consistently delivering outstanding customer service. She has ensured that MST’s public transportation system continues to run safely and on-time.

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

BE IT FURTHER RESOLVED that Christine Church 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 2022-10 this 11th day of October 2021.

____________________________    ___________________________
Dan Albert       Carl G. Sedoryk
Board Chair       Board Secretary
Board Administrative Performance Committee (BAPC)
ZOOM Teleconference Meeting

Draft Minutes
September 13, 2021
9:00 a.m.

Present:  Mike LeBarre (Chair)  City of King
          Yanely Martinez   City of Greenfield
          David Burnett    City of Marina
          Luis Alejo       County of Monterey

Absent:   John Gaglioti    City of Del Rey Oaks
          Dave Pacheco (Vice Chair) City of Seaside

Staff:    Carl Sedoryk      General Manager/CEO
          Lisa Rheinheimer  Assistant General Manager
          Norman Tuitavuki  Chief Operating Officer
          Kelly Halcon      Director of HR & Risk Management
          Mark Eccles       Director of Information Technology
          Michelle Overmeyer Director of Planning & Innovation
          Jeanette Alegar-Rocha Clerk to the Board
          Andrea Williams   General Accounting & Budget Manager
          Ikuyo Yoneda-Lopez Marketing & Customer Service Manager
          Scott Taylor      IT Manager
          Lisa Cox          Risk and Safety Manager
          Alvin Johnson     Transportation Manager
          Dave Bielsker     Transit Scheduler
          Daniel Bruno      Scheduling Assistant
          Sloan Campi       Planning Manager
          Emma Patel       Associate Planner
          Matthew Deal      Grants Analyst

Counsel:  David Laredo      General Counsel, De Lay & Laredo
          Michael D. Laredo  Assistant Counsel, De Lay & Laredo

Public:   Don Gilchrest     Thomas Walters & Associates
          Douglas Thomsen    MV Transportation
1. CALL TO ORDER

Chair LeBarre called the meeting to order at 9:00 a.m. with roll call taken as the meeting was held via ZOOM teleconference. Directors Alejo, Burnett, LeBarre, and Martinez were present and Directors Gaglioti and Pacheco were absent. A quorum was established.

2. PUBLIC COMMENTS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

3-1. Approve Minutes of the Board Administrative Performance Committee of July 12, 2021.

There were no public comments.

Director Alejo made the motion to approve item 3-1 on the consent agenda, which was seconded by Director LeBarre. A roll call vote was taken with 4 votes in favor: Directors Alejo, Burnett, LeBarre and Martinez and two absent: Gaglioti and Pacheco. The motion passed.

4. ACTION ITEMS

4-1. Review of Administrative Performance.

The Committee received a report from Carl Sedoryk on Board agenda item 7-1 MST Administrative Performance.

There were no public comments.

4-2. Receive State Legislative Advocacy Update.

The Committee received an update from Michelle Overmeyer on Board agenda item 7-3 State Legislative Advocacy Update.

There were no public comments.

4-3. Receive Federal Legislative Update. (Carl Sedoryk/Don Gilchrest)

The Committee received an update from Don Gilchrest of Thomas Walters and Associates on Board agenda item 7-2 Federal Legislative Report.

There were no public comments.
5. CLOSED SESSION AND REPORT

5-1. Discuss Incentive Pool for MSTEA and Confidential Unit and Provide Direction.

There were no public comments.

General Counsel, Dave Laredo reported the action by unanimous vote of the committee members present: Directors Alejo, Burnett, LeBarre, and Martinez, and two were absent: Directors Gaglioti and Pacheco to recommend the Incentive Pool for MSTEA and Confidential Unit to the full board.

6. ADJOURN

There being no further business, Chair LeBarre adjourned the meeting at 9:46 a.m.

PREPARED BY: ______________________ REVIEWED BY: ______________________
Jeanette Alegar-Rocha Carl G. Sedoryk
MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

September 13, 2021
10:00 am (Pacific)

Present: Jeff Baron    City of Carmel-by-the Sea
John Gaglioti    City of Del Rey Oaks
Lorraine Worthy   City of Gonzales
Yanely Martinez   City of Greenfield
Mike LeBarre    City of King
David Burnett    City of Marina
Dan Albert        City of Monterey
Joe Amelio        City of Pacific Grove
Tony Barrera      City of Salinas (Alternate)
Mary Ann Carbone  City of Sand City
Dave Pacheco      City of Seaside
Anna Velazquez    City Soledad
Luis Alejo        County of Monterey

Absent: None

Staff: Carl Sedoryk General Manager/CEO
Lisa Rheinheimer Assistant General Manager
Norman Tuitavuki Chief Operating Officer
Kelly Halcon Director of HR and Risk Management
Mark Eccles Director of Information Technology
Michelle Overmeyer Director of Planning and Innovation
Andrea Williams General Accounting & Budget Manager
Jeanette Alegar-Rocha Deputy Secretary
Marzette Henderson Contract Services Manager
Ikuyo Yoneda-Lopez Marketing & Customer Service Manager
Alvin Johnson Transportation Manager
Elena Grigorichina Operations Analyst
Matthew Deal Grants Analyst
Sloan Campi Transit Planning Manager
Emma Patel Associate Planner
Scott Taylor IT Manager
Lisa Cox Risk and Safety Manager
1. CALL TO ORDER
   1-1. Roll Call.
   1-2. Pledge of Allegiance.
   1-3. Review Highlights of the agenda. (Carl Sedoryk)

Chair Albert called the meeting to order at 10:00 a.m. and led the pledge of allegiance. General Manager/CEO Carl Sedoryk reviewed the highlights of the agenda. Roll call was taken as the meeting was held via ZOOM teleconference. A quorum was established.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA
   3-1. Adopt Resolution 2022-04 recognizing Ruben Gomez, Mobility Specialist as Employee of the Month for August 2021. (Cristy Sugabao)
   3-2. Adopt Resolution 2022-05 recognizing Jarred Augusta, Trainer as Employee of the Month for September 2021. (Lisa Cox)
3-3. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on July 12, 2021. (Jeanette Alegar-Rocha)

3-4. Receive Report on Lost and Found Items Left on MST Property for the Months of March and April 2021. (Sonia Wills)

3-5a&b. Financial Reports – June and July 2021. (Lori Lee)
   a) Accept reports of June and July 2021 Cash Flow
   b) Approve June and July 2021 Disbursements
   c) Accept Report of June and July Treasury Transactions

3-6. Approve Minutes of the MST Board Meeting on July 12, 2021. (Jeanette Alegar-Rocha)

3-7. Approve Resolution 2022-06 Approving the MST Bus Procurement Project and Authorizing the General Manager/CEO to Execute Grant Documents for State Transit Assistance/State of Good Repair Funds and Authorizing the Execution of Program Certifications and Assurances. (Matt Deal)


3-10. Receive Draft Minutes of the Mobility Advisory Committee (MAC) on July 28, 2021. (Claudia Valencia)

3-11. Approve Changes to the Mobility Advisory Committee (MAC) Bylaws. (Cristy Sugabo)

3-12. Adopt Retirement Resolution 2022-07 Recognizing Francisco Figueroa, Coach Operator, for His 7 Years of Service. (Alvin Johnson)

3-13. Adopt Retirement Resolution 2022-08 Recognizing Steven Tingley, Communications Specialist, for His 4 Years of Service. (Alvin Johnson)

3-14. Receive Notice of Liability Claim Rejection by Julio Avalos. (Lisa Cox)

3-15. Receive Notice of Liability Claim Rejection by Brian Galaz. (Lisa Cox)

3-16. Reject Amended Claim by Megeredchian Law on Behalf of Maria D. Aguilar De Ramirez. (Lisa Cox)

There were no public comments on the Consent Agenda.
Director Barrera made the motion to approve all items on the Consent Agenda which was seconded by Directed Worthy. A roll call vote was taken with 13 votes in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy, and none against. The motion passed.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS
   4-1. August 2021 Employee of the Month – Ruben Gomez
   4-2. September 2021 Employee of the Month – Jarred Augusta
   4-3. Retirement – Francisco Figueroa, 7 Years of Service
   4-4. Retirement – Steven Tingley, 4 Years of Service
   4-5. Recognition of 25 Years of Service – Agustin Ruelas
   4-6. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed.

There were no public comments.

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

Director Alejo left the meeting at 11:00 a.m. (Pacific)

5. PUBLIC HEARINGS
   5-1. Demolition of Former Fort Ord Buildings (Lisa Rheinheimer/Sandra Amorim)
       1. Open the Public Hearing on the Project and Accept Public Comments
       2. Close Public Hearing
       3. Award contract to Randazzo Enterprises in the Amount of $961,873.00, Authorize General Manager/CEO to Execute Contract for Demolition Services of Former Fort Ord Buildings, and Adopt CEQA Findings/Exemptions Listed in this September 13, 2021 Board Memo under “CEQA and Environmental Determination.”

There were no public comments.

Kevin Dayton from the Monterey Peninsula Chamber of Commerce made comments in support of the demolition of the former Fort Ord buildings and asked the Board to vote in favor.
Michael Zeller from the Transportation Agency for Monterey County stated his support of the project and coordination with MST in the demolition of former Fort Ord buildings project.

Director Barrera made the motion to approve item 5-1 which was seconded by Directed LeBarre. A roll call vote was taken with 12 votes in favor: Albert, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy, and 1 absent: Alejo. The motion passed.

6. ACTION ITEMS


There were no public comments.

The MST Board received an update on the Comprehensive Operational Analysis (COA) Draft Network Plan from Jarrett Walker + Associates and provided feedback to staff.

Director Alejo rejoined the meeting at 12:00 Noon (Pacific)

6-2. Receive an Update on the School Pass Program and Approve an Expansion to Allow Individual Schools and Student Organizations to Participate.

Public comment:

Cecelia Romero from Rancho Cielo was present to comment in support of the expansion of the School Pass Program.

Director Amelio made the motion to approve item 6-2 which was seconded by Directed Velazquez. A roll call vote was taken with 13 votes in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy, and none against. The motion passed.

6-3. Approve MST's COVID Workplace Testing Policy.

There were no public comments.

Director Amelio made the motion to approve item 6-3 which was seconded by Directed Velazquez. A roll call vote was taken with 12 votes in favor: Albert, Alejo, Amelio, Barrera, Baron, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco and Velazquez and 1 against: Director Worthy. The motion passed.

7. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.
7-1. General Manager/CEO Report – June and July 2021
7-2. Federal Legislative Advocacy Report – September 2021
7-3. State Legislative Advocacy Update – August 2021
7-4. Staff Trip Reports – None
7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on Meetings Attended by Board Members at MST Expense.
   (AB 1234)

8-2. Board Member Comments and Announcements.
      Early fee registration deadline – September 27. Contact Cristy Sugabo for registration.

   b) The CTA Fall Conference in Sacramento, CA from November 2-4, 2021.
      Early fee registration deadline - September 21.

     Director Amelio announced a memorial will held in Pacific Grove on September 17 for the Fallen Soldiers of Afghanistan. Information will be forwarded by the Board Clerk.

8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION AND REPORT

9-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) Keep Fort Ord Wild; The Open Monterey Project v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002192.

9-2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION (Gov. Code section 54956.9(d)(1).) SNG Evariste, LLC v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002572.


     General Counsel Dave Laredo, reported that the Board was provided updates by staff on all three closed session items but no reportable actions were taken.
10. ATTACHMENTS

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

11. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 12:17 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 May.

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.

May 2021
Item(s) with an estimated fair market value of $100 or more: None

Prepared by: Sonia Wills
Reviewed by: Carl G. Sedoryk
To: Board of Directors
From: Lori Lee
Subject: FINANCIAL REPORTS – AUGUST 2021

RECOMMENDATION:

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

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$27,999,547.71</td>
</tr>
<tr>
<td>August 1, 2021</td>
<td></td>
</tr>
<tr>
<td>Revenues</td>
<td>8,523,565.91</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;6,303,024.16&gt;</td>
</tr>
<tr>
<td>Ending balance</td>
<td>$30,220,089.46</td>
</tr>
<tr>
<td>August 31, 2021</td>
<td></td>
</tr>
</tbody>
</table>

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 August 2021, using the Board Approved FY 2021/22 Budget, MST had a $1,035,946 year-to-date surplus to budget on fixed-route operations and a $291,439 surplus to budget on MST RIDES operations, resulting in an overall year-to-date surplus of $1,327,385.
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 August Budget vs. Actual reports contained in Attachment #4: None to report for August.

The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter In Place Order was issued by the Monterey County Health Department. During the month of August, MST spent $20,674 on COVID-19 supplies. This amount includes $10,383 for MV bus sanitation services. 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. August 2021 Cash Flow
2. August 2021 Disbursements
3. August 2021 Treasury Transactions
4. August 2021 Budget vs. Actual

PREPARED BY: ______________________  REVIEWED BY: ___________________

Lori Lee      Carl G. Sedoryk
## CASH FLOW

**Beginning balance 08/01/2021**  
27,999,547.71

### Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>174,610.40</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>7,146.35</td>
</tr>
<tr>
<td>TIFIA Loan Proceeds</td>
<td>1,451,783.10</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>1,010,743.24</td>
</tr>
<tr>
<td>Grants</td>
<td>5,853,470.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>677.90</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>25,134.92</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>8,523,565.91</strong></td>
</tr>
</tbody>
</table>

### Disbursements

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>3,454,434.38</td>
</tr>
<tr>
<td>Capital</td>
<td>2,848,589.78</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(6,303,024.16)</strong></td>
</tr>
</tbody>
</table>

**Ending balance 08/31/2021**  
30,220,089.46

### COMPOSITION OF ENDING BALANCE

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Mechanics Bank</td>
<td>1,283,788.76</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>7,213,859.49</td>
</tr>
<tr>
<td>Money Market - Mechanics Bank MM</td>
<td>18,922,856.77</td>
</tr>
<tr>
<td>Money Market - Mechanics Bank</td>
<td>9,098.52</td>
</tr>
<tr>
<td>Money Market - LCTOP</td>
<td>777,069.03</td>
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<tr>
<td>Money Market - State of Good Repair</td>
<td>1,508,646.94</td>
</tr>
<tr>
<td>Money Market - FOR A/Other</td>
<td>485,554.96</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>8,988.49</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,226.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30,220,089.46</strong></td>
</tr>
</tbody>
</table>
## PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13 Payroll &amp; Related Expenses</td>
<td>583,603.34</td>
</tr>
<tr>
<td>August 27 Payroll &amp; Related Expenses</td>
<td>567,913.40</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>320,453.17</td>
</tr>
<tr>
<td>Garnishments</td>
<td>1,927.10</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>343,100.79</td>
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</table>

\[1,816,997.80\]

## GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>4,363,941.57</td>
</tr>
<tr>
<td>Paydown Loans</td>
<td>65,363.89</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>45,021.07</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>8,709.20</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>2,990.63</td>
</tr>
</tbody>
</table>

\[4,486,026.36\]

Total Disbursements                                 \[6,303,024.16\]

Less Capital Disbursements & Transfers              \[2,848,589.78\]

**Operating Disbursements**                        \[3,454,434.38\]
### DISBURSEMENTS SUMMARY:
**GENERAL ACCOUNT DISBURSEMENTS FOR August 01, 2021 - August 31, 2021**

<table>
<thead>
<tr>
<th>CHECK PRINT DATE</th>
<th>CHECKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 08/06/2021</td>
<td>60293 - 60411</td>
<td>2,941,452.73</td>
</tr>
<tr>
<td>Accounts Payable 08/16/2021</td>
<td>60412 - 60412</td>
<td>8,500.00</td>
</tr>
<tr>
<td>Accounts Payable 08/17/2021</td>
<td>60413 - 60415</td>
<td>600.00</td>
</tr>
<tr>
<td>Accounts Payable 08/20/2021</td>
<td>60416 - 60545</td>
<td>1,323,182.71</td>
</tr>
<tr>
<td>Accounts Payable 08/24/2021</td>
<td>60546 - 60602</td>
<td>86,028.22</td>
</tr>
<tr>
<td>Accounts Payable 08/30/2021</td>
<td>60603 - 60603</td>
<td>4,177.91</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>4,363,941.57</strong></td>
</tr>
</tbody>
</table>

#### CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BOARD APPROVED</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIEDE CONSTRUCTION, INC</td>
<td>South County Facility Board Approved 12/09/19</td>
<td>8/20/21</td>
<td>782,219.23</td>
</tr>
<tr>
<td>GFI GENFARE</td>
<td>Vault Equipment South County Board Approved 03/08/2021</td>
<td>8/6/21</td>
<td>116,703.47</td>
</tr>
<tr>
<td>GILLIG LLC</td>
<td>2 Electric Powered Buses Board Approved 11/9/2019</td>
<td>8/6/21</td>
<td>1,845,578.86</td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
<td>Recurring Expense</td>
<td>8/6/21</td>
<td>598,513.78</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>GENERAL MANAGER APPROVED</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALINAS YELLOW CAB CO INC</td>
<td>Recurring Expense</td>
<td>8/6/21</td>
<td>58,422.00</td>
</tr>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>8/20/21</td>
<td>60,910.14</td>
</tr>
</tbody>
</table>

#### CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses paid through 08/17/2021</td>
<td>1,414,247.27</td>
</tr>
<tr>
<td>Payroll and benefits for payperiods 3/7/20-9/17/2021 paid</td>
<td>2,530,365.04</td>
</tr>
<tr>
<td></td>
<td><strong>3,944,612.31</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MV Transportation Inc. - Amendment #7:</td>
<td>191,287.59</td>
</tr>
<tr>
<td>COVID-19 expenses reimbursed to date</td>
<td></td>
</tr>
<tr>
<td>Total MV COVID-19 expenses reimbursed to date</td>
<td><strong>191,287.59</strong></td>
</tr>
</tbody>
</table>

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.
### LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 08/01/2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,213,859.49</td>
</tr>
<tr>
<td>Quarterly interest earned - 0.33%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,213,859.49</td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:

LAIF Treasury Balance at 08/31/2021 7,213,859.49

### MECHANICS BANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 08/01/2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16,482,550.99</td>
</tr>
<tr>
<td>08/05/21</td>
<td>308</td>
<td>AP/Payroll</td>
<td>3,130,000.00</td>
<td></td>
<td>13,352,550.99</td>
</tr>
<tr>
<td>08/12/21</td>
<td>308</td>
<td>AP/Payroll</td>
<td>750,000.00</td>
<td></td>
<td>12,602,550.99</td>
</tr>
<tr>
<td>08/13/21</td>
<td>308</td>
<td>LCTOP</td>
<td>23,063.39</td>
<td></td>
<td>12,625,614.38</td>
</tr>
<tr>
<td>08/13/21</td>
<td>308</td>
<td>LCTOP</td>
<td>150,224.05</td>
<td></td>
<td>12,775,838.43</td>
</tr>
<tr>
<td>08/20/21</td>
<td>308</td>
<td>LCTOP</td>
<td>833,244.84</td>
<td></td>
<td>13,609,083.27</td>
</tr>
<tr>
<td>08/20/21</td>
<td>308</td>
<td>TIFIA LOAN</td>
<td>1,451,782.10</td>
<td></td>
<td>15,060,865.37</td>
</tr>
<tr>
<td>08/20/21</td>
<td>308</td>
<td>FED 5307</td>
<td>5,071,438.00</td>
<td></td>
<td>20,132,303.37</td>
</tr>
<tr>
<td>08/20/21</td>
<td>308</td>
<td>AP/Payroll</td>
<td>1,210,000.00</td>
<td></td>
<td>18,922,303.37</td>
</tr>
<tr>
<td>08/31/21</td>
<td></td>
<td>Interest</td>
<td>553.40</td>
<td></td>
<td>18,922,856.77</td>
</tr>
</tbody>
</table>

MECHANICS MM Balance at 08/31/2021 18,922,856.77
## MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001004005)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>218,636</td>
<td>172,875</td>
<td>45,761</td>
<td>417,570</td>
<td>345,750</td>
<td>71,820</td>
</tr>
<tr>
<td>Special Transit</td>
<td>56,330</td>
<td>49,583</td>
<td>6,747</td>
<td>85,924</td>
<td>99,166</td>
<td>-33,342</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>38,725</td>
<td>15,841</td>
<td>22,884</td>
<td>60,787</td>
<td>31,882</td>
<td>29,105</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>3,982,783</td>
<td>3,907,391</td>
<td>75,392</td>
<td>7,882,365</td>
<td>7,814,782</td>
<td>67,583</td>
</tr>
</tbody>
</table>

| **Expenses**         |                |                |                  |            |            |              |
| Labor                | 1,271,218      | 1,450,836      | -179,618         | 2,499,384  | 2,901,675  | -402,291     |
| Benefits             | 813,453        | 945,297        | -131,844         | 1,751,773  | 1,890,602  | -138,829     |
| Advertising & Marketing | 6,342       | 13,667         | -7,325           | 10,359     | 27,334     | -16,975      |
| Professional & Technical | 47,737      | 79,992         | -31,355          | 90,435     | 158,184    | -67,749      |
| Outside Services     | 43,885         | 55,466         | -11,581          | 87,771     | 110,932    | -23,161      |
| Outside Labor        | 120,273        | 183,748        | -63,475          | 249,904    | 367,497    | -117,593     |
| Fuel & Lubricants    | 195,545        | 218,316        | -22,771          | 454,709    | 436,532    | 18,077       |
| Supplies             | 75,599         | 118,850        | -43,251          | 134,578    | 237,702    | -103,124     |
| Vehicle Maintenance  | 57,417         | 83,517         | -26,100          | 118,299    | 167,034    | -48,735      |
| Marketing Supplies   | 125            | 3,084          | -2,959           | 341        | 6,168      | -5,827       |
| Utilities            | 53,337         | 68,606         | -15,269          | 110,267    | 137,211    | -26,944      |
| Insurance            | 82,289         | 89,617         | -7,328           | 159,377    | 179,234    | -19,857      |
| Taxes                | 12,546         | 16,803         | -4,257           | 27,518     | 33,606     | -6,088       |
| Purchased Transportation | 385,808     | 380,950        | 4,858            | 978,288    | 761,900    | 36,388       |
| Miscellaneous Expenses | 36,024      | 33,927         | 2,097            | 52,948     | 67,855     | -14,907      |
| **Interfund transfers** |              |                |                  |            |            |              |
| **Total Operating Expenses** | 3,259,668 | 3,811,492 | -551,824         | 6,654,635  | 7,622,998  | -968,363     |
| **Operating Surplus (Deficit)** | 723,115 | 95,899       | 627,216          | 1,227,730  | 191,784    | 1,035,946     |
## MONTEREY-SALINAS TRANSIT DISTRICT

**Revenue & Expense - Consolidated**

**Budget vs Actual**

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>19,729</td>
<td>9,583</td>
<td>10,146</td>
<td>32,115</td>
<td>19,165</td>
<td>12,949</td>
</tr>
<tr>
<td>Special Transit</td>
<td>3,642</td>
<td>3,642</td>
<td>5,735</td>
<td></td>
<td>5,735</td>
<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>530,528</td>
<td>530,528</td>
<td>1,061,056</td>
<td>1,061,056</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>553,899</td>
<td>540,111</td>
<td>13,788</td>
<td>1,098,907</td>
<td>1,080,222</td>
<td>18,685</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>9,486</td>
<td>11,375</td>
<td>-1,889</td>
<td>18,988</td>
<td>22,750</td>
<td>-3,762</td>
</tr>
<tr>
<td>Benefits</td>
<td>9,245</td>
<td>6,933</td>
<td>2,312</td>
<td>15,222</td>
<td>13,866</td>
<td>1,356</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>417</td>
<td>-417</td>
<td></td>
<td></td>
<td></td>
<td>-834</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>417</td>
<td>-417</td>
<td></td>
<td></td>
<td></td>
<td>-834</td>
</tr>
<tr>
<td>Outside Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>7,145</td>
<td>6,500</td>
<td>645</td>
<td>14,361</td>
<td>13,000</td>
<td>1,361</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>41,451</td>
<td>45,725</td>
<td>-4,274</td>
<td>81,120</td>
<td>91,450</td>
<td>-10,330</td>
</tr>
<tr>
<td>Supplies</td>
<td>499</td>
<td>1,709</td>
<td>-1,210</td>
<td>1,183</td>
<td>3,418</td>
<td>-2,235</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>62</td>
<td>62</td>
<td>62</td>
<td></td>
<td></td>
<td>62</td>
</tr>
<tr>
<td>Utilities</td>
<td>120</td>
<td>120</td>
<td>240</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>327,632</td>
<td>446,309</td>
<td>-118,677</td>
<td>631,173</td>
<td>892,518</td>
<td>-261,445</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>21,114</td>
<td>16,859</td>
<td>4,255</td>
<td>37,623</td>
<td>33,718</td>
<td>3,905</td>
</tr>
<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thr/Behalf of Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>416,756</strong></td>
<td><strong>536,364</strong></td>
<td><strong>-119,608</strong></td>
<td><strong>799,973</strong></td>
<td><strong>1,072,728</strong></td>
<td><strong>-272,755</strong></td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td><strong>137,144</strong></td>
<td><strong>3,747</strong></td>
<td><strong>133,397</strong></td>
<td><strong>298,933</strong></td>
<td><strong>7,494</strong></td>
<td><strong>291,439</strong></td>
</tr>
</tbody>
</table>
MARK ECCLES
20 YEARS OF SERVICE

WHEREAS, Mark Eccles began his career with Monterey-Salinas Transit on July 2, 2001 as Advanced Communications System Project Manager progressing to increasingly more responsible positions of Information Technology Manager, and Director of Information Technology; and

WHEREAS, Mark Eccles greatly improved and advanced MST usage of technology through implementation of leading-edge systems for computer-aided dispatch/automated vehicle location communications, transit asset management, enterprise resource planning, intelligent traveler information known as MST RealTime, and automatic passenger counting; and

WHEREAS, Mark Eccles played an instrumental role in the implementation of the first open-loop contactless transit payment system in California, and the first such system implemented in a small urban area; and

WHEREAS, Mark Eccles, through his efforts, helped MST staff, our customers, and its board of directors stay informed to make better decisions that positively impacted the quality of services to our communities, and positioned MST as a leader within our industry; and,

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

WHEREAS, after more than 20 years of service, Mark Eccles shall officially retire on April 16, 2022.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-11 this 11th day of October 2021.

________________________________________________________________________

Dan Albert                      Carl G. Sedoryk
Board Chair                    Board Secretary
CINDY RODRIGUEZ
27 YEARS OF SERVICE

WHEREAS, Cindy Rodriguez began her career with the Monterey-Salinas Transit on April 5, 1994; and

WHEREAS, Cindy Rodriguez has been recognized for her outstanding contributions to quality service delivery; and

WHEREAS, Cindy Rodriguez has been recognized for her commitment to MST's Mission; and

WHEREAS Cindy Rodriguez, after 27 years of service to MST and its customers retired on September 1, 2021.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Cindy Rodriguez for her excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Cindy Rodriguez and wishes her success and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-12 this 11th day of October 2021.

________________________________  __________________________
Dan Albert                        Carl G. Sedoryk
Board Chair                       Board Secretary
KEN SMITH
32 YEARS OF SERVICE

WHEREAS, Ken Smith began his career with Monterey-Salinas Transit on July 17, 1989; and

WHEREAS, Ken Smith has been recognized for his outstanding contributions to quality service delivery; and

WHEREAS, Ken Smith has been recognized for his commitment to MST's Mission; and

WHEREAS Ken Smith, after 32 years of service to MST and its customers shall retire on November 1, 2021.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Ken Smith for his excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Ken Smith and wishes him success and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-13 this 11th day of October 2021.

_______________________________   __________________________
Dan Albert                   Carl G. Sedoryk
Board Chair      Board Secretary
To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Authorize Purchase of four (4) Fixed-Route Cutaway Buses

RECOMMENDATION:

Authorize the General Manager/CEO, or designated staff to purchase four (4) fixed-route cutaway buses from Creative Bus Sales in an amount not to exceed $475,000.

FISCAL IMPACT:

The total cost of $475,000 is included in the Board-approved FY 2021/22 Budget. FTA 5339 Bus and Bus Facilities Program and California’s SB-1 funding are allocated for this purchase.

POLICY IMPLICATIONS:

Your Board approves all purchases that exceed $100,000.

DISCUSSION:

MST’s contractor operates a fleet of fixed-route cutaway buses – of which more than 20 buses are eligible for retirement based on age, mileage accrued, or both. These new buses will improve customer satisfaction and operational performance while lowering anticipated maintenance costs. Approval of this item authorizes the General Manager/CEO, or designated staff to purchase 4 fixed-route cutaway buses from Creative Bus Sales, through the CalAct/MBTA Purchasing Cooperative. The Cooperative provides MST a federal and California State compliant purchasing solution that is competitively bid and reduces MST’s procurement time and eliminates other related activities. Pricing has been determined to be fair and reasonable.

ATTACHMENT(S): None.

PREPARED BY: Norman Tuitavuki REVIEWED BY: Carl G. Sedoryk
To: Board of Directors
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: Purchase of Four (4) Heavy-Duty Coaches

RECOMMENDATION:

Authorize the General Manager/CEO, or designated staff to purchase four (4) heavy-duty coaches from Gillig, LLC of California in an amount not to exceed $2,366,000.

FISCAL IMPACT:

The total cost of $2,366,000 is included in the Board-approved FY 2021/22 Budget. FTA 5339 Bus and Bus Facilities Program and California’s SB 1 funding are allocated for this purchase.

POLICY IMPLICATIONS:

Your Board approves all purchases that exceed $100,000.

DISCUSSION:

MST currently operates a fleet of 82 heavy-duty transit coaches. A number of these coaches are eligible for retirement based on age, mileage accrued, or both. These new buses will improve customer satisfaction and operational performance while lowering anticipated maintenance costs.

Approval of this item authorizes the General Manager/CEO, or designated staff to purchase 4 heavy-duty coaches from Gillig, LLC through the CalAct/MBTA Purchasing Cooperative at a total cost not to exceed $2,366,000. The Cooperative provides MST a federal and California State compliant purchasing solution that is competitively bid and significantly reduces MST’s procurement time and eliminates other related activities. Pricing has been determined to be fair and reasonable.

ATTACHMENT(S): None.

PREPARED BY: Norman K. Tuitavuki
REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – August 2021

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

Attachment #1 – Dashboard Performance Statistics – August 2021

Attachment #2 – Operations Dept. Report – August 2021

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

Attachment #4 – Administration Dept. Report – August 2021

Attachment #5 – News Articles: SLO and TriMet Bus Driver Shortages

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
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - August
Fiscal Years 2020-2022

Ridership

<table>
<thead>
<tr>
<th></th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military</td>
<td>75,578</td>
<td>-</td>
<td>348,155</td>
</tr>
<tr>
<td>FR</td>
<td>305,943</td>
<td>95,804</td>
<td>-</td>
</tr>
</tbody>
</table>

(FY2020 - FY2022 Passenger Boardings - Fixed Route and Military)

Goal = 199,375 passengers
Minimum = 189,406 passengers

Passengers Per Hour

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal = 20 p/h</td>
<td>17.42</td>
<td>6.39</td>
<td>9.38</td>
</tr>
<tr>
<td>Minimum = 15 p/h</td>
<td>75.00</td>
<td>10.00</td>
<td>15.00</td>
</tr>
</tbody>
</table>

(Passengers per hour of service)

On Time Performance

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal = 90% on time</td>
<td>86.1%</td>
<td>91.9%</td>
<td>86.6%</td>
</tr>
<tr>
<td>Minimum = 75% on time</td>
<td>70.0%</td>
<td>75.0%</td>
<td>80.0%</td>
</tr>
</tbody>
</table>

(Percent of passengers within 5 minutes of scheduled arrival)

Percentage of Service Delivered

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal = 99% completed</td>
<td>99.93%</td>
<td>99.99%</td>
<td>99.85%</td>
</tr>
<tr>
<td>Minimum = 95% completed</td>
<td>92.00%</td>
<td>94.00%</td>
<td>96.00%</td>
</tr>
</tbody>
</table>

(Percentage of scheduled trips completed)
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - August
Fiscal Years 2020-2022

**Fare Box Recovery Ratio**
(Ratio of passenger fares to total operating cost)

- **Goal = 25%**
- **Minimum = 15%**

**Cost Per Revenue Hour**
(Total operating cost per hour of service)

- **Goal = $215.79 per RH**
- **Maximum = $237.36 per RH**

**Miles Between Preventable Collisions**
(Total miles travelled between preventable collisions)

- **Goal = 200,000 Miles**
- **Minimum = 100,000 Miles**

**Miles Between Road Calls**
(Miles travelled between mechanical failure)

- **Goal = 15,000 Miles**
- **Minimum = 7,000 Miles**
COVID-19 MST Statistics and Projections

13 Month Rolling Boardings and Scheduled Trips

- FR Boardings
- FR Scheduled Trips
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - August
Fiscal Years 2020-2022

Ridership

Goal = 17,155 passengers
Maximum = 18,527 passengers

Goal = 2.0 passengers p/h
Minimum = 1.8 passengers p/h

Passengers Per Hour

Goal = 90% on time
Minimum = 80% on time

On Time Performance

Maximum = 12,068 one-way trips
Goal = 10,971 one-way trips

One Way Trips

(Total cumulative YTD one-way passenger trips completed)
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - August
Fiscal Years 2020-2022

Fare Box Recovery Ratio

(Frequency of passenger fares to total operating cost)

- Goal = 11%
- Minimum = 10%

Goal = $74.53 per RH
Maximum = $81.98 per RH

Cost Per Revenue Hour

(Total operating cost per hour of service)

Goal = 110,000 Miles
Minimum = 100,000 Miles

Goal = 60,000 Miles
Minimum = 30,000 Miles

Miles Between Preventable Collisions

(Total miles travelled between preventable collisions)

Miles Between Road Calls

(Miles travelled between mechanical failure)
MST Fixed Route
Financial Performance Comparative Statistics
July - August
Fiscal Year 2022

MST Fixed Route Total Revenue
YTD Actual and Budget

- YTD Actual: $7,882,365
- YTD Budget: $7,814,782
- Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

- YTD Actual: $6,654,635
- YTD Budget: $7,622,998
- Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
July - August
Fiscal Year 2022

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
Date: September 28, 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 – August 2021

**FIXED ROUTE BUS OPERATIONS:**

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

**Note:** Effective August 2021, MST will report ridership numbers using the Automatic Passenger Counter (APC) technology, which is installed on 100% of MST's fixed-route revenue service vehicles. The APC system determines daily averages for each unique day of the week, and those averages are multiplied by the number of days in the month to determine MST's total ridership. MST will continue using data collected through fareboxes to determine On Call ridership.

Preliminary boarding statistics indicate ridership reached 180,779 in August 2021, which represents a 75% increase compared to August 2020's ridership of 103,571. For the fiscal year to date, passenger boardings continue to increase as the effects of the COVID-19 pandemic continue to ease; however, recent concerns related to the pandemic may negatively affect MST's ridership.

Month over month, MST's productivity has improved. Productivity increased from 6.6 passengers per hour in August 2020 to 9.7 passengers per hour in August of this year. This represents a 48% improvement compared to the same month, year over year.

**Supplemental / Special Services:**

Line 22 – Big Sur: 432 Boardings
MST Trolley Monterey: 23,195 Boardings

**System-Wide Statistics:**

- Ridership: 180,779
- Vehicle Revenue Hours: 18,568
- Vehicle Revenue Miles: 271,199
- System Productivity: 9.7 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 22,740

**Time Point Adherence:** Of 97,418 total time-point crossings sampled for August, the Transit Master™ system recorded 17,020 delayed arrivals to MST’s published time-points system-wide. As a result, **83%** of all scheduled arrivals arrived on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2021 - 2022.*

**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 twenty-three (23) service cancellations in August for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Total Trips Completed: 22,740</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Accident</td>
</tr>
<tr>
<td>Accident – non-MST</td>
</tr>
<tr>
<td>Mechanical Failure</td>
</tr>
<tr>
<td>Unknown</td>
</tr>
<tr>
<td>Staff Shortage</td>
</tr>
<tr>
<td>%Totals</td>
</tr>
</tbody>
</table>

**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 August 2020 and 2021:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>August-20</th>
<th>August-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>18</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

**MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for August 2021 there were 8,734 passenger boardings. This denotes a 31% increase in passenger boardings compared to August of 2020, (6,659). For the fiscal year – passenger boardings have increased by 19% compared to FY2021.

- Productivity for August 2021 was 1.66 passengers per hour, increasing from 1.58 passengers per hour compared to the previous month (July 2021).

- For August 2021, 90% of all scheduled trips for the MST RIDES program arrived on time, meeting the expected 90% on-time performance standard.

**COMMUNICATIONS CENTER:**

In August, MST’s Communications Center summoned public safety agencies on nine (9) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Vehicle Accident / Passenger Disturbance / Other</td>
<td>5</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>4</td>
</tr>
<tr>
<td>Fire</td>
<td>Employee Request / Passenger Request / Other</td>
<td>0</td>
</tr>
</tbody>
</table>
Date: September 22, 2021  
To: Carl Sedoryk, General Manager/CEO  
From: Norman K. Tuitavuki, Chief Operating Officer  
Subject: Maintenance Department Monthly Report – August 2021

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.40</td>
<td>$3.16</td>
<td>$3.08</td>
</tr>
<tr>
<td>Gasoline: $3.40</td>
<td>$3.92</td>
<td>$3.84</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: Miles Between Major Mechanical Road Calls:¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>August: 2021</td>
<td>$1.17</td>
<td>15,889</td>
</tr>
<tr>
<td>YTD: FY 2022</td>
<td>$1.14</td>
<td>20,458</td>
</tr>
<tr>
<td>FY 2021</td>
<td>$1.23</td>
<td>54,756</td>
</tr>
<tr>
<td>FY 2020</td>
<td>$1.05</td>
<td>30,571</td>
</tr>
</tbody>
</table>

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

**Department Activities/Comments:**

In August 2021, MST traveled 15,889 miles between major mechanical failures – achieving the 15,000 mile goal. MST has continued to meet or exceed the stated Goal within this area of performance.

The miles traveled between major mechanical road calls decreased to 15,889 from 25,026 miles in July 2021. As MST began operating more service, we realized an increase in the number of road calls. This overall increase in road calls was expected and resulted in an expected decrease in the miles traveled between major mechanical road calls.
MST’s operating cost per mile for August 2021, slightly increased to $1.17 per mile from $1.10 per mile in July 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

MST’s fuel cost per gallon continues to rise. August’s cost per gallon for gasoline increased by .17 cents. August’s cost per gallon for diesel increased by .17 cents – an expected price increase as MST switched from petroleum-based diesel to renewable diesel.

In August, MST’s Maintenance Management team successfully completed the recruitment process for several open positions with the help and guidance from Human Resources. Staff participated in MST’s “Summer Sweeps” annual program aimed at cleaning, organizing, archiving documents, and other related efforts.

Last, I attended a workgroup meeting with the California Air Resources Board (CARB) and other California public transit agencies to review and discuss CARB’s Zero Emission Bus (ZEB) purchasing requirement.

Prepared by: Norman Tuitavuki  Reviewed by: Carl G. Sedoryk
Date: September 28, 2021

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – August 2021

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

**Human Resources**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY22</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>126</td>
<td>118</td>
<td>-8</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>(1)</td>
<td>(0)</td>
<td>(-1)</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>33</td>
<td>29</td>
<td>-4</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>55</td>
<td>48</td>
<td>-7</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>36</td>
<td>29</td>
<td>-7</td>
</tr>
<tr>
<td>Total</td>
<td>251</td>
<td>224</td>
<td>-27</td>
</tr>
</tbody>
</table>

*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.

**August Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$28,109.36</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$5,890.36</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$9,656.35</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,708.33</td>
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<tr>
<td>Excess Insurance</td>
<td>$8,917.75</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$58,282.15</strong></td>
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<tr>
<td>Reserve</td>
<td><strong>$773,283.63</strong></td>
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<tr>
<td>Excess Reserved</td>
<td>(0)</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>36</td>
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### Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
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<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>10</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>2</td>
</tr>
<tr>
<td>In-Service Training: 2021 Gillig Zeb Battery Electric Bus</td>
<td>10</td>
</tr>
<tr>
<td>In-Service Training: HomeTown Trolley Bus Familiarization</td>
<td>3</td>
</tr>
<tr>
<td>Return to Work refresher training</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn</td>
<td>10</td>
</tr>
<tr>
<td>Forklift Training</td>
<td>6</td>
</tr>
<tr>
<td>Harassment Prevention for Transit Employees</td>
<td>10</td>
</tr>
<tr>
<td>Maintenance Safety In-Service Training: Hand and eye protection, distraction in the workplace</td>
<td>9</td>
</tr>
<tr>
<td>Libert Cassidy Whitmore: Addressing Workplace Violence</td>
<td>15</td>
</tr>
<tr>
<td>Safety Compliance Management: OSHA on scene incident commander training</td>
<td>2</td>
</tr>
<tr>
<td>Ops/Maintenance Annual Training</td>
<td>20</td>
</tr>
<tr>
<td>University of the Pacific: Fundamentals of Transit Grants and Funding</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: Zonar</td>
<td>2</td>
</tr>
<tr>
<td>In-Service: VISA Contactless Fare</td>
<td>1</td>
</tr>
</tbody>
</table>

### Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>August 2021 Preventable</th>
<th>August 2020 Non-Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>Yes: 0, No: 2</td>
<td>Yes: 0, No: 2</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>Yes: 0, No: 0</td>
<td>Yes: 0, No: 0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>Yes: 0, No: 2</td>
<td>Yes: 0, No: 2</td>
</tr>
</tbody>
</table>
**Accident Statistics**

Number of Accidents

<table>
<thead>
<tr>
<th>Month</th>
<th>Non-Preventable</th>
<th>Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug 21</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Standard = Not more than 1 preventable collision per 100k miles

**Monthly Miles Between Preventable Collisions (MBPC)**

with 12 Month Rolling Average

- Miles Between Prev. Collisions
- MBPC: 12 Month Average

Standard = Not more than 1 preventable collision per 100k miles
### Customer Service Update – August 2021

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>Other Provider*</th>
<th># of valid reports</th>
<th>% of reports received**</th>
<th>August 2020</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/RM Request</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.4%</td>
<td>0</td>
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</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Bus Stop Amenities</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.4%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2.9%</td>
<td>1</td>
<td>2.4%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>4.3%</td>
<td>2</td>
<td>4.9%</td>
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<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>0</td>
<td>4</td>
<td>4*</td>
<td>5.7%</td>
<td>2</td>
<td>4.9%</td>
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<tr>
<td>Full Bus / Left Behind</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>4</td>
<td>3</td>
<td>1/2*</td>
<td>10.0%</td>
<td>3</td>
<td>7.3%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>2</td>
<td>4</td>
<td>1/2*</td>
<td>8.6%</td>
<td>2</td>
<td>4.9%</td>
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<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.4%</td>
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<tr>
<td>Late Arrival</td>
<td>2</td>
<td>2</td>
<td>2*</td>
<td>5.7%</td>
<td>1</td>
<td>2.4%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>No Show</td>
<td>5</td>
<td>0</td>
<td>3</td>
<td>7.1%</td>
<td>3</td>
<td>7.3%</td>
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<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Overcrowding</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Passed By</td>
<td>5</td>
<td>1</td>
<td>8.6%</td>
<td>2</td>
<td>4.9%</td>
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<tr>
<td>Passenger Conduct</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<td>Passenger Injury</td>
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<td>Reasonable Modification</td>
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<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Request To Add Service</td>
<td>7</td>
<td>1</td>
<td>6/1*</td>
<td>11.4%</td>
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<td>4.9%</td>
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<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Routing</td>
<td>2</td>
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<td>2</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Other</td>
<td>8</td>
<td>7</td>
<td>6/3*</td>
<td>21.4%</td>
<td>18</td>
<td>43.9%</td>
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<tr>
<td>Service Schedule</td>
<td>4</td>
<td>1</td>
<td>3/1*</td>
<td>7.1%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
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<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Title VI Complaint</td>
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<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>2</td>
<td>4.9%</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.4%</td>
</tr>
<tr>
<td><strong>Sub total reports</strong></td>
<td>45</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total MST and *Other Provider

| MST | 70 | 100.0% | 41 | 100.0% |
Contactless Tap to Pay:
During the month of August, MST received a total of 5,555 taps. There were 2,354 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 845 penalty taps where the customer only tapped on and did not tap off, resulting in a $3.50 penalty fare being assessed.

Starting July 4, MST launched Free Fare Sundays systemwide and will run until September 5. Since launching the demonstration project on May 11, there have been a total of 13,822 taps, of which 5,921 trips were successful. Total revenue collected to the end of August from passengers using contactless payment $19,501.00. The numbers are steadily increasing and it is staff's hope that as passengers get used to using the new technology, this will be their preferred method of payment.
Finance Update

General Accounting/Accounts Payable
During the month of August, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to work effectively to meet financial reporting deadlines. In August, staff continued working on finalizing the annual audit preparation for FY2021. Eide Bailly LLP will perform the remainder of the audit remotely during the 1st week of October.

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 August, staff drafted, followed up on, and responded to pending applications and requests for reimbursements under the federal grant programs for which MST is eligible. Updates with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff began compiling documents requested by FTA for an upcoming audit of the COVID-19 relief grants.

Purchasing
During the month of August, 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 of former Fort Ord buildings. 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. Staff met with various non-profits to review surplus vehicles and identify those that may be donated to aid in providing services for the public good. Staff also met with Eide Bailly, LLP to provide procurement files for audit review.
**Information Technology Update**

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

Staff worked with Operations and Maintenance Departments in monitoring and configuration of the Intelligent Transportation Systems (ITS) equipment installed on the vehicles and in the MST Communication Centers. Staff monitored and configured the software for the Trapeze Transit Manager 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 equipment. Staff ensured that the Wi-Fi systems installed on 15 buses used on the commuter routes were working as designed.

Staff monitored and configured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system. Staff has 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 monitored and configured the Giro Hastus run cutting/planning system.

Staff worked closely with vendors for the computer and telecommunication systems installs for the South County Operations and Maintenance site in King City.

Staff worked on the Contactless Fare Payment Demonstration Program, 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:**

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>RealTime</th>
<th>CSR</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Phone</td>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>1,944</td>
<td>631</td>
<td>2,670</td>
<td>55,239</td>
<td>1,673</td>
</tr>
<tr>
<td>September</td>
<td>2,020</td>
<td>446</td>
<td>2,477</td>
<td>53,881</td>
<td>1,653</td>
</tr>
<tr>
<td>October</td>
<td>2,031</td>
<td>413</td>
<td>2,380</td>
<td>54,396</td>
<td>1,601</td>
</tr>
<tr>
<td>November</td>
<td>1,752</td>
<td>397</td>
<td>1,206*</td>
<td>51,661</td>
<td>1,531</td>
</tr>
<tr>
<td>December</td>
<td>1,758</td>
<td>330</td>
<td>2,087</td>
<td>45,999</td>
<td>1,378</td>
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<tr>
<td></td>
<td>2021</td>
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<td>2021</td>
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<td>-------</td>
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<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td></td>
<td>January</td>
<td>1,565</td>
<td>303</td>
<td>1,998</td>
<td>40,466</td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>1,687</td>
<td>349</td>
<td>2,012</td>
<td>46,488</td>
</tr>
<tr>
<td></td>
<td>March</td>
<td>1,565</td>
<td>410</td>
<td>2,306</td>
<td>50,296</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td>2,111</td>
<td>463</td>
<td>2,468</td>
<td>61,562</td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>2,349</td>
<td>164**</td>
<td>2,379</td>
<td>65,897</td>
</tr>
<tr>
<td></td>
<td>June</td>
<td>2,671</td>
<td>598</td>
<td>N/A</td>
<td>62,839</td>
</tr>
<tr>
<td></td>
<td>July</td>
<td>3,344</td>
<td>550</td>
<td>N/A</td>
<td>69,264</td>
</tr>
<tr>
<td></td>
<td>August</td>
<td>4,477</td>
<td>580</td>
<td>N/A</td>
<td>104,216</td>
</tr>
</tbody>
</table>

*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.

Transit App: For the month of August, there were a total of 687 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZZ B with 6,426 taps, JAZZ A with 4,680 taps, and Line 18 Monterey-Marina with 4,239 taps.

Published news stories include the following: “Monterey-Salinas Transit gets $560K California Department of Transportation grant” (Monterey Herald, 8/10/21), “MST receives Department of Transportation Low Carbon Transit operations program grant” (Monterey County Business Council, 8/13/21), “Contactless payment on the rise across California Transit” (www.govtech.com, 8/19/21), “With an assist from federal funds, Monterey-Salinas Transit is rethinking its bus routes” (Monterey County Weekly, 8/19/21), “Contactless payment gains across state transit” (www.techwire.net, 8/20/21), “CA: Contactless payment on the rise across California transit” (Mass Transit, 8/24/21), “Monterey-Salinas Transit plans to overhaul routes” (Monterey County Business Council, 8/27/21), “Transit passengers expect contactless payments to ride safely, survey finds” (Smart Cities Dive, 8/30/21).

Press releases sent include: “MST Receives California Department of Transportation Low Carbon Transit Operations Program (LCTOP) Grant” (8/09/21); “Monterey-Salinas Transit (MST) Service Changes Go Into Effect Beginning Friday, August 20th and Dates Following” (8/13/21); “MST Bus Service on Labor Day” (8/30/21).

Projects: Continue to support Human Resources department with posting of vaccination clinics and testing sites in Monterey County on Employee Only Instagram page, as well as, sharing on other social media pages; assist Human Resources in recruitment efforts through internal and external bus advertising, at outreach events,
and via social media; provide outreach and marketing support related to Comprehensive Operational Analysis; continue to reach out to school districts regarding School Pass Pilot Program opportunities, monitor performance of Contactless Fare Payment Demonstration Project, as well as assisting partner teams with testing of the CAL-ITP discount eligibility tool; coordinate activities around South County Operations and Maintenance Facility Ribbon Cutting event; attend and manage informational tabling for community events such as National Night Out in King City, Back to School Resource Fair for Special Needs Families in Salinas, Monterey High School Registration Day, Monterey High Back to School Week, as well as the West End Celebration in Sand City.

**Collaborative/Meeting/Committees:** Attended planning meetings for the South County Operations and Maintenance Facility (SCOMF) Ribbon Cutting event; attended MST Board Meeting, Marketing, Outreach and Customer Service Team meeting, Mobility Outreach meeting, as well as monthly MST Employee Townhall meeting. Continue to attend recurring meetings related to the Contactless Fare Payment Demonstration Project, Comprehensive Operational Analysis, MST Service Delivery Working Group, and COVID EOC Sub Committee meetings.

**Social Media Performance:**

![Social Media Fans](image)

- **Facebook:** 1,450
- **Twitter:** 119
- **Instagram:** 1,123
Overview by Social Media Platform:

New! Twitter

![Twitter metrics](image)

Facebook

![Facebook metrics](image)

Instagram

![Instagram metrics](image)

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 August, staff efforts continued to be focused on the COVID-19 pandemic. The August 21st service change was finalized and implemented. Bus schedules were adjusted to match staffing levels. Staff responded to several customer service reports related to the service change.

Coordination continued with the two local community colleges. Planning staff coordinated with the Operations department to ensure that all coach operators were aware of the start of the Fall 2021 semester and processes were in place to allow free boarding for active college students.

Staff is continuing to develop and refine scopes of work for bus stop infrastructure in the four South County cities in order to implement a more efficient Line 23 and establish fixed route circulators. In order to facilitate a successful opening of the South County Maintenance Facility, staff has begun planning for a service change to improve the efficiency of Line 23 in the interim.

Staff met with contractors for the Automatic Passenger Counters (APCs) several times this month to diagnose and correct issues related to yield. Planning staff is currently conducting an audit of APC data outputs, while Operations is working with the APC contractor to ensure proper maintenance is conducted on the system. Planning also was shown a web reporting module provided by the APC contractor as specified in their contract and is working with the contractor to establish data connections for other software.

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.
Some bus routes suspended in SLO due to bus driver shortage

City of San Luis Obispo
San Luis Obispo is experiencing a bus driver shortage which is impacting routes.

SAN LUIS OBISPO, Calif. - Due to bus driver shortages in San Luis Obispo, local bus riders are being encouraged to expect changes to their bus route schedules this fall.

"SLO Transit appreciates our riders for relying on SLO Transit for their transportation needs during the COVID-19 health crisis. It's been a difficult time," said Transit Manager Austin O'Dell. "As many transit agencies across the nation, SLO Transit reduced their service to provide transit service to essential workers. SLO Transit is now in the process of "reactivating" service. Due to the national driver shortage, SLO Transit is modifying services offered. As drivers are hired and trained, the SLO Transit will reactivate additional service. SLO Transit encourages passengers to plan ahead and consider taking an earlier bus to avoid overcrowding. SLO Transit appreciates your understanding during the current circumstances."

During the summer months, SLO Transit buses typically operate between 6 a.m. and 8 p.m.

Typically, the academic schedule adds service earlier in the morning and later evening to accommodate more riders during the academic calendar year. However, like other industries across the nation, SLO Transit has a shortage of workers to accommodate that same schedule. As a result, the bus route schedules will be slightly different than a typical academic year.
Commuting

TriMet faces driver shortage as it looks to rebuild from pandemic

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Cherry blossoms rest on the ground at a TriMet bus stop located at SE 32nd and Holgate Blvd. in Portland, Ore., Sunday, April 25, 2021. Mark Graves/The Oregonian

By Jayati Ramakrishnan | The Oregonian/OregonLive

As the pandemic took hold of Portland in 2020, TriMet was hit hard: the metro-area transit agency saw a nearly 70% drop in ridership as people began working from home and Oregon faced a lockdown for the coronavirus.

But even as ridership slowly ticks upward, agency leaders have seen a shortage of workers joining the company — a problem they haven’t historically had.

Since March 2020, the transit agency has hired 445 workers, including 115 bus operators.
From August 2020 to 2021, 145 bus operators resigned or retired, according to TriMet. In 2019, 152 bus, rail and streetcar operators resigned or retired.

The transit agency couldn’t immediately provide hiring numbers for previous years, but TriMet spokesperson Roberta Altstadt said the current staffing situation leaves them short 27 bus operators, and with about 40 bus maintenance positions open, as well as openings for about two dozen other job categories across various departments.

Since the beginning of 2021, the agency has trained 99 bus operators. Altstadt said the rest of the operators who were hired are still in training. With a capacity of 26 people per training class, they could have trained up to 260 this year.

The agency attributed the workforce shortage in large part to fallout from the pandemic. They limited hiring in spring of 2020, only hiring for safety positions and jobs deemed critical to the agency’s operations.

TriMet had seen a dip in ridership even before March of 2020, as many transit agencies around the nation grappled with congestion, ride-hailing companies and other urban issues. But the numbers dropped even more sharply when the pandemic shut down Portland.

Even with lower ridership, the shortage of workers — especially bus operators — translates to more missed bus routes for riders.

Altstadt said when the agency does have to cancel bus rides due to the worker shortage, they prioritize low-ridership lines that don’t predominantly serve low-wage workers or people of color. She added that they are offering extra work to bus operators, especially part-time employees, to help mitigate the shortages.
Altstadt said they’ve now begun a large hiring push to find more workers, which includes reaching out to groups they don’t usually target. In hosting a hiring fair at the Convention Center recently and posting ads for job opportunities on social media, Altstadt said they’ve also been recruiting at military bases — a new endeavor for the agency.

“Everybody’s competing for workers,” Altstadt said. “With all these jobs open and more openings than people stepping in to fill them, that’s definitely having an impact.”

Altstadt noted that while a commercial driver license is a requirement, the transit agency has to be more selective.

“We can’t just bring in anyone who has a CDL or knows how to drive a big rig,” she said. “With that focus it can limit who would be a successful candidate. We have great trainers who can teach folks how to drive big buses. But having that customer service lens is a little bit harder to train.”

Bill Bradley, an executive board member with Amalgamated Transit Union 757, the union that represents about 2,700 TriMet workers, said the strain of assaults on bus operators and potential exposure to COVID-19 has driven some to look for different work. Commercial Driver Licenses have become increasingly valuable during the pandemic as people work from home and rely more heavily on deliveries.

Advertisement
“Whether a brown truck, a white truck, food delivery, fuel delivery — people take their CDLs and are able to earn more money elsewhere,” he said.

Bradley also cited riskier conditions for operators and other employees.

“It’s a pretty stressful environment,” he said. “To be operating a bus and coming into contact with hundreds or thousands of people a day — and we’re seeing an increase in assaults. So we have to do a better job of making people feel safe from an operator and passenger perspective.”

According to data collected by the union, assaults on operators have increased since the pandemic began, from about 0.41 per 100,000 rides to about 1.75 assaults per 100,000 rides. In the first nine months of the pandemic, ridership ranged from 2.5 million to 3.6 million rides per month on buses and MAX trains.

Altstadt said TriMet does not track criminal assaults, but does record the combined number of physical and verbal assaults. The latter is not considered a criminal assault.
In 2019, TriMet began installing protective barriers to about 42% of its fleet to deflect assaults on bus operators. Due to COVID-19, they installed panels on all buses before the end of September 2020.

Bradley said union workers also worry that the drop in new applicants is in part driven by changes to TriMet’s apprenticeship program, which he said provided growth opportunities within the company.

In April, TriMet and the labor union reached an agreement after a year and a half of bargaining. One point of contention during negotiations was the union’s dissatisfaction with TriMet’s plan to eliminate the apprenticeship program. The two groups eventually reached a compromise, with TriMet agreeing to retool the bus maintenance apprenticeship program. Other portions of the program, like rail maintenance, were replaced with entry-level training programs.

Bradley said the smaller pool of apprentices means TriMet has to hire more external candidates.

“We had service workers who worked at TriMet in alternate shifts — their work ethic, willingness to show up in the middle of the night, clean buses, their willingness to move up by putting in work at a mechanical level — you know what you’re getting when you hire internally,” he said.
Altstadt said TriMet doesn’t attribute worker shortages to the apprenticeship program changes. She said it didn’t produce the number of full-time staff that the agency had hoped for.

“When you’re doing an apprenticeship program, much of their time is spent on training, not doing the repairs and maintenance,” she said, “so how do you get all that work done while you’re trying to bring people up.”

Altstadt said as they work on recruiting more employees, they continue to prioritize internal candidates, and hope to hire more limited-term cleaners, brought on during the pandemic, to permanent positions.

—Jayati Ramakrishnan; 503-221-4320; jramakrishnan@oregonian.com; @JRamakrishnanOR
TO: Carl Sedoryk
FROM: Don Gilchrest

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

**FY 2022 Funding Bills**
As the October 1 start of the new federal fiscal year approaches, Democratic leaders are still scrambling to craft a strategy to avoid a government shutdown when the current fiscal year funding bills run out this week. This issue has been complicated by the impending deadline to increase the federal debt limit in order to allow the federal government to borrow money and pay debts. Under current estimates, the federal government will run out of money and the authority to borrow at some point between October 15 and November 4, which would make it impossible to honor its financial obligations.

The House passed H.R. 5305 on September 21 on a party-line vote to extend current-year funding authorities through December 3. The legislation also includes a provision to suspend the debt limit through December 16, 2022. However, H.R. 5305 has faltered in the Senate, where procedures require 60 votes to move the legislation through a floor vote. A key vote in the Senate on September 27 resulted in a 48-50 defeat of an attempt to bring the measure up. Senate Republicans are instead proposing S. 2789, which would provide the same interim appropriations Continuing Resolution, without the suspension of the debt limit.

**Infrastructure Legislation**
The House appears headed for a vote on H.R. 3684, the *Infrastructure Investment and Jobs Act*, later this week. The Senate voted on August 10 to pass H.R. 3684, by a vote of 69-30. This legislation would reauthorize surface transportation and water programs and provide about $550 billion of new funding for roads, bridges, water systems, broadband, passenger rail, transit, and other infrastructure. We lobbied for Senate approval of the legislation in coordination with APTA, the Bus Coalition, and the California Transit Association.
As passed by the Senate, H.R. 3684 includes $41.1 billion for transit above the current baseline funding levels. Funding to public transportation agencies through Federal Transit Administration formulas would be increased from $10.15 billion per year to $16.692 billion by fiscal year 2026. Bus and Bus Facility programs would see significant increases, including a total of $5.6 billion for no- or low-emission buses. The Capital Investment Grants Program/New Starts would receive $8 billion of guaranteed funding with an additional $15 billion authorized for possible future appropriations.

House Democrats have been divided on the timing of bringing up H.R. 3684 for a final vote. Dozens of progressive House Democrats have been insisting that President Biden’s other domestic policy agenda must be enacted first through a $3.5 trillion budget reconciliation bill. On the other hand, moderate members have been insisting on passing the infrastructure package immediately. In order to obtain the moderate votes needed to begin the budget reconciliation process, Speaker Pelosi pledged to hold a House vote on the infrastructure bill no later than September 27. Debate on the measure began earlier in the week and a vote on final passage is expected September 30.

Budget Reconciliation
Congressional Democrats are pressing forward with their efforts to use the budget reconciliation process to enact key portions of President Biden’s Build Back Better plan. Thirteen House Committees have drafted their recommendations for inclusion in the package, which the House Budget Committee assembled together and reported out of Committee on September 25. The House budget reconciliation package currently includes major aspects of President Biden’s domestic policy agenda, such as Medicaid and Medicare expansion, housing assistance, educational support, paid family and medical leave, workforce development and transportation investments.

The key transportation provisions include:

- $10 billion for a Federal Transit Administration program to promote enhanced mobility for affordable housing.
- $10 billion for high-speed rail.
- $4 billion to support neighborhood equity, safety, and affordable transportation access, including reconnecting communities divided by existing infrastructure barriers.
- $4 billion for Department of Transportation carbon reduction project grants. $3 billion of this would be for competitive grants to local governments.
- $2.5 billion for port projects.
- $6 billion to advance local surface transportation projects.

This package is subject to further revisions before the House votes on it as Democratic Leaders work behind the scenes to accommodate the priorities and concerns of various factions within the party. In addition, the Senate is waiting to see what the House passes before drafting its version of the package. The support of all 50 Democratic Senators will be needed for Senate passage because Republicans remain united in their opposition. Senator Manchin (D-WV) and Senator Sinema (D-AZ) have expressed concerns about the size and details of some provisions in the House plan, which could result in changes to the House bill.
To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Advocacy Update

The 2021 Legislative Session closed September 10th and now Governor Gavin Newsom has until October 10th to sign bills into law.

AB 361 (Robert Rivas) was approved by the Legislature and signed by Governor Newsom on September 16th. The next week he signed an executive order waiving the application until October 1st. This bill allows continued flexibility to legislative bodies of local agencies, including MST’s Board of Directors, to meet remotely via video teleconference during a proclaimed emergency that makes meeting in person unsafe. This bill extends through January 1, 2024.

AB 917 (Bloom) would expand the authorization to enforce parking violations in bus-only lanes to include violations occurring at transit stops. The bill passed both houses and is pending signature by Governor Newsom at the time of this writing.

AB 1260 (Chen) was an expansion on SB 288, the bill that extends CEQA exemptions for certain transit projects. AB 1260 failed to move out of committee in late August. It may be acted upon after the new year.

SB 674 (Durazo) would support the creation of equitable high-quality transportation and related manufacturing and infrastructure jobs in the state. The author is aiming to address vulnerable groups who have historically been disproportionately impacted by economic downturns and yet left out of recovery efforts. It was placed on Suspense File in the Appropriations Committee in mid-August. It may see movement next year.

The Assembly and Senate have adjourned until Monday, January 3, 2022. Staff will begin updating MST’s State Legislative Program which will be discussed at the November Administrative Performance Committee and then brought to the full board in December.