MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS
MEETING AGENDA

November 15, 2021
Time: 10:00 AM Pacific Time (US and Canada)

The declared State of Emergency and MST Resolution 2022-09 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The November 15, 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, November 12, 2021; those comments will be distributed to the legislative body before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair. Prior to the meeting, participants should download the Zoom app at: https://zoom.us/download A link to tutorials for use of the Zoom app is: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials and https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources

REMOTE CONFERENCE ONLY
Join from PC, Mac, Linux, iOS or Android:
Join Zoom Meeting
https://us06web.zoom.us/j/84500836234?pwd=aFQ0Y Udjd3Y0eW94WmtRZ1Myc0Vldz09

Meeting ID: 845 0083 6234
Passcode: 652252
One tap mobile
+16699006833,,84500836234#,,,,*652252# US (San Jose)
+12532158782,,84500836234#,,,,*652252# US (Tacoma)
Dial by your location
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
Meeting ID: 845 0083 6234
Passcode: 652252
Find your local number: https://us06web.zoom.us/u/kbnXH3OYQo
MST District Board and Committee Agendas

Accessibility, Language Assistance, and Public Comments

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit District Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit District will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting at the address below.

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

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

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

TTY/TDD: 831-393-8111  ●  711 Relay

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

1-1. Roll Call.

1-2. Pledge of Allegiance.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

3-1. Approve Resolution 2022-14 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)


3-3. Approve Minutes of the MST Board Meeting on October 11, 2021. (Jeanette Alegar-Rocha) (Page 11)

3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of June 2021. (Sonia Wills) (Page 17)

   a) Accept reports of September 2021 Cash Flow
   b) Approve September 2021 Disbursements
   c) Accept Report of September Treasury Transactions

3-6. Receive Draft Minutes of the Mobility Advisory Committee (MAC) on September 29, 2021. (Claudia Valencia) (Page 27)

End of Consent Agenda
4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. November 2021 Employee of the Month – Abel Diaz, Facilities Technician. (Paul Lopez)

4-2. New Organizational Announcement – Michael Kohlman, Chief Information Officer. (Carl Sedoryk)

4-3. South County Operations and Maintenance Facility Project – Certificates of Appreciation. (Lisa Rheinheimer) (Page 31)

4-4. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

5. PUBLIC HEARINGS

5-1. None

6. ACTION ITEMS

6-1. Authorize a 3.0% FY 2021 Incentive Pay Pool for Eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit Employees Per Recommendation from the Board Administrative Performance Committee. (Carl Sedoryk) (Page 33)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – September 2021 (Page 35)

7-2. Federal Legislative Advocacy Report – October 2021 (Page 69)

7-3. State Legislative Advocacy Update – September 2021 (Page 71)

7-4. Staff Trip Reports – (Page 73)

7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.
9. CLOSED SESSION

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

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


9-2. 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.

9-3. 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.

10. ATTACHMENTS

10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for September 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>December 13, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 a.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NEXT SCHEDULED AGENDA DEADLINE:</th>
<th>November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dates, times and teleconference information are subject to change. Please contact MST for accurate meeting date, times and teleconference information or check online at <a href="http://mst.org/about-mst/board-of-directors/board-meetings/">http://mst.org/about-mst/board-of-directors/board-meetings/</a></td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. 2022-14
MONTEREY-SALINAS TRANSIT DISTRICT
REGARDING RALPH M BROWN ACT AND FINDING OF IMMINENT RISK TO HEALTH AND SAFETY OF IN-PERSON MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY DECLARED BY GOVERNOR NEWSOM

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, the proclaimed state of emergency remains in effect; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government Code section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 that provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, Monterey County currently has a Community Transmission metric of “high” which is the most serious of the tiers; and,

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,
WHEREAS, due to the seriousness of the current pandemic situation in the County of Monterey, the Board of Supervisors has recently adopted an indoor mask requirement for all persons regardless of vaccination statues; and,

WHEREAS, the Board of Directors for the Monterey-Salinas Transit District (“MST”) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, MST has an important governmental interest in protecting the health, safety and welfare of those who participate in meetings of MST’s various legislative bodies subject to the Brown Act; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the MST Board of Directors deems it necessary to find that meeting in person for meetings of all MST-related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing.

NOW, THEREFORE, BE IT RESOLVED by the MST Board of Directors as follows:

1. The Board of Directors finds that meeting in person for meetings of all MST-related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees.

2. This finding applies to all MST-related legislative bodies subject to the Brown Act, including but not limited to, the Board Administrative Performance Committee, Board Operations Performance Committee, Mobility Advisory Committee, Measure Q Oversight Committee, and any other standing committees.

3. Staff is directed to return to the Board of Directors no later than thirty (30) days after the adoption of this resolution, or by the next Board of Directors meeting (whichever comes first), with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.

4. The MST General Manager/CEO and MST Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

PASSED AND ADOPTED this 15th day of November 2021, by the following vote:

AYES: ____________________________
NOES: ____________________________
ABSENT: ____________________________

DAN ALBERT, BOARD CHAIR,
MONTEREY-SALINAS TRANSIT DISTRICT

______________________________
CARL G. SEDORYK, GENERAL MANAGER/CEO
MONTEREY-SALINAS TRANSIT DISTRICT
ABEL DIAZ
NOVEMBER 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, Abel Diaz began his career with Monterey-Salinas Transit in January of 2018 as a Facilities Technician. Since joining MST, he has consistently worked to ensure MST’s bus stops, equipment, facilities and properties are clean, safe, and in excellent physical condition; and

WHEREAS, Abel Diaz has made numerous contributions to MST during his career. He was a key player in helping to complete the Jazz Shelter Restoration Project, the MST Training Course Refurbishment Project, and he has made many other positive contributions to other MST projects. He has also been a member of the COVID cleaning team, where on very short notice, Abel responds quickly and safely to MST locations to clean, sanitize and disinfect; and

WHEREAS, Abel Diaz played a key role in the South County Operations and Maintenance Facility Project Ribbon Cutting event and will be working exclusively out of that location when it opens later this year.

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

BE IT FURTHER RESOLVED that Abel Diaz is to be congratulated for his 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 2022-15 this 15th day of November 2021.

____________________________    ___________________________
Dan Albert       Carl G. Sedoryk
Board Chair       Board Secretary

MST BOARD AGENDA / NOVEMBER 15, 2021 MEETING / PAGE 9
MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

October 11, 2021
10:00 am (Pacific)

Present:
- 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)
- Dave Pacheco      City of Seaside
- Anna Velazquez    City Soledad
- Luis Alejo        County of Monterey

Absent:
- Jeff Baron        City of Carmel-by-the Sea
- Mary Ann Carbone  City of Sand City

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 Grigorchina 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
- David Bielsker   Transit Scheduler
Kevin Allshouse   Mobility Coordinator
Claudia Valencia   Mobility Specialist
Ruben Gomez   Mobility Specialist
Lesley Van Dalen   Mobility Specialist
Sandra Amorim   Procurement and Contracts Manager
Beronica Carriedo   Community Relations Coordinator

Counsel:   Michael D. Laredo   Associate Counsel, De Lay & Laredo
Public:   Douglas Thomsen   MV Transportation
           Madilyn Jacobsen   Transportation Agency for Monterey Co.
           Michael Zeller   Transportation Agency for Monterey Co.

Apology is made for any misspelling of a name.

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)

         On a motion by Director Worthy, seconded by Director Amelio and carried by
         the following vote, which was conducted by roll call, the Board approved resolution
         2022-09 proclaiming a state of emergency and authorizing remote teleconference
         meetings in accordance with the Brown Act:

         AYES:   9   Albert, Amelio, Barrera, Burnett, Gaglioti, Martinez, Pacheco,
                 Velazquez, Worthy
         NOES:   1   LeBarre
         ABSENT: 3   Alejo, Baron, Carbone
         ABSTAIN: 0   None

   1-4.  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.
Director Luis Alejo joined at 10:10 a.m.

3. CLOSED SESSION, RETURN AND REPORT

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)

There were no public comments.

Assistant Counsel Michael D. Laredo, reported that the Board was provided updates by staff on closed session items 3-1 and 3-2 but no reportable actions were taken.

Staff received direction from the Board on closed session item 3-3 and will review in open session at the next Board of Directors meeting.

The Board was provided an update on closed session 3-4 but no reportable action was taken.

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)

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

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

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

4-5. Financial Reports – August 2021. (Lori Lee)
    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)

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

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

There were no public comments on the Consent Agenda.

MST staff noted a correction to item 4-3 September 13 Board Meeting Minutes. The correct policy title under item 6-3 approved in September is “MST's Mandatory COVID Vaccination Workplace Policy.”

On a motion by Director Velazquez, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board approved the Consent Agenda with the noted correction to the minutes:

    AYES:  11  Albert, Alejo, Amelio, Barrera, Burnett, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy
    NOES:  0  None
    ABSENT:  2  Baron, Carbone
    ABSTAIN:  0  None

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)

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.

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)

There were no public comments.

On a motion by Director Gaglioti, seconded by Director Velazquez and carried by the following vote, which was conducted by roll call, the Board approved authorizing the General Manager/CEO or designated staff to purchase (4) fixed-route cutaway buses from Creative Bus Sales in an amount not to exceed $475,000:

AYES: 11 Albert, Alejo, Amelio, Barrera, Burnett, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy
NOES: 0 None
ABSENT: 2 Baron, Carbone
ABSTAIN: 0 None

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)

There were no public comments.

On a motion by Director LeBarre, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board approved authorizing the General Manager/CEO or designated staff to purchase (4) heavy-duty coaches from Gillig, LLC of California in an amount not to exceed $2,366,000:
AYES: 11 Albert, Alejo, Amelio, Barrera, Burnett, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, Worthy
NOES: 0 None
ABSENT: 2 Baron, Carbone
ABSTAIN: 0 None

8. REPORTS & INFORMATION ITEMS

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

8-1. General Manager/CEO Report – August
8-3. State Legislative Advocacy Update
8-4. Staff Trip Reports – None
8-5. Correspondence – None

9. BOARD REPORTS, COMMENTS, AND REFERRALS

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

1. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 11:35 a.m. (Pacific)

PREPARED BY: Jeanette Alegar-Rocha
REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of Unclaimed Items Left on MST Property

RECOMMENDATION:

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

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.

June 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 – SEPTEMBER 2021

RECOMMENDATION:

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

FISCAL IMPACT:

The cash flow for September 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 September 1, 2021</td>
<td>$30,220,089.46</td>
</tr>
<tr>
<td>Revenues</td>
<td>8,774,414.54</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;3,738,726.02&gt;</td>
</tr>
<tr>
<td>Ending balance September 30, 2021</td>
<td>$35,255,777.98</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 September 2021, using the Board approved FY 2022 Budget, MST had a $1,663,935 year-to-date surplus to budget on the fixed-route operations and a
$436,736 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of $2,100,671.

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 September Budget vs. Actual reports contained in Attachment #4: None to report for September.

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 September, MST spent $15,956 on COVID-19 supplies. This amount includes $10,598 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. September 2021 Cash Flow
2. September 2021 Disbursements
3. September 2021 Treasury Transactions
4. September 2021 Budget vs. Actual

PREPARED BY: ______________________  REVIEWED BY: ___________________
Lori Lee      Carl G. Sedoryk
## REVENUES & DISBURSEMENTS

### CASH FLOW

Beginning balance 09/01/2021  
30,220,089.46

**Revenues**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>256,855.88</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>8,781.65</td>
</tr>
<tr>
<td>TIFIA Loan</td>
<td>953,010.65</td>
</tr>
<tr>
<td>LTF / STA / SGR</td>
<td>3,536,097.46</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>954,997.46</td>
</tr>
<tr>
<td>Grants</td>
<td>3,042,280.41</td>
</tr>
<tr>
<td>Interest Income</td>
<td>5,325.62</td>
</tr>
<tr>
<td><strong>Includes LAIF Trust Fund interest</strong></td>
<td></td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>17,065.41</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>8,774,414.54</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>8,774,414.54</td>
</tr>
</tbody>
</table>

**Disbursements**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>3,243,274.84</td>
</tr>
<tr>
<td>Capital</td>
<td>495,451.18</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>(3,738,726.02)</td>
</tr>
</tbody>
</table>

Ending balance 09/30/2021  
35,255,777.98

### COMPOSITION OF ENDING BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Mechanics Bank</td>
<td>1,248,439.55</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>17,218,417.69</td>
</tr>
<tr>
<td>Money Market - Mechanics Bank MM</td>
<td>13,849,523.33</td>
</tr>
<tr>
<td>Money Market - Mechanics Bank</td>
<td>9,169.74</td>
</tr>
<tr>
<td>Money Market - LCTOP</td>
<td>777,094.58</td>
</tr>
<tr>
<td>Money Market - State of Good Repair</td>
<td>1,648,465.12</td>
</tr>
<tr>
<td>Money Market - FOR A/Other</td>
<td>485,570.92</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>8,988.55</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,108.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>35,255,777.98</td>
</tr>
</tbody>
</table>
## PAYROLL ACCOUNT

- September 10 Payroll & Related Expenses: $608,543.56
- September 24 Payroll & Related Expenses: $595,212.52
- PERS & 457: $318,997.04
- Garnishments: $2,584.32
- PERS Health Insurance: $342,783.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$1,868,120.44</td>
</tr>
</tbody>
</table>

## GENERAL ACCOUNT

- Disbursements on Attached Summary: $1,752,192.10
- Paydown Loans: $65,622.55
- Workers Comp. Disbursements: $41,203.29
- Interest Expense: $8,450.54
- Bank Service Charge: $3,137.10

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>$1,870,605.58</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Disbursements</td>
<td>$3,738,726.02</td>
</tr>
<tr>
<td>Less Capital Disbursements &amp; Transfers</td>
<td>$(495,451.18)</td>
</tr>
<tr>
<td>Operating Disbursements</td>
<td>$3,243,274.84</td>
</tr>
</tbody>
</table>
DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR September 01, 2021 - September 30, 2021

<table>
<thead>
<tr>
<th>CHECK PRINT DATE</th>
<th>CHECKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 09/03/2021</td>
<td>60604 - 60692</td>
<td>304,477.73</td>
</tr>
<tr>
<td>Accounts Payable 09/13/2021</td>
<td>60693 - 60700</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Accounts Payable 09/17/2021</td>
<td>60701 - 60811</td>
<td>1,402,450.48</td>
</tr>
<tr>
<td>Accounts Payable 09/22/2021</td>
<td>60812 - 60865</td>
<td>44,063.89</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>1,752,192.10</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</td>
<td>60726</td>
<td>9/17/21</td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
<td>Board Approved 12/09/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recurring Expense</td>
<td>60762</td>
<td>9/17/21</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>SC FUELS</td>
<td>Recurring Expense</td>
<td>60672</td>
<td>9/3/21</td>
</tr>
</tbody>
</table>

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 10/15/2021 1,428,724.50
Payroll and benefits for payperiods 3/7/20-10/15/2021 paid 2,575,803.55

**4,004,528.05**

MV Transportation Inc. - Amendment #7:
COVID-19 expenses reimbursed to date 201,885.99
Total MV COVID-19 expenses reimbursed to date **201,885.99**

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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
<th>Account 1010024</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>500,000.00</td>
<td>18,422,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>850,000.00</td>
<td>17,572,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>600,000.00</td>
<td>16,972,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LTF</td>
<td>1,780,749.02</td>
<td>18,753,605.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LCTOP</td>
<td>594,919.00</td>
<td>19,348,524.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>STA</td>
<td>1,020,663.00</td>
<td>20,369,187.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>TIFIA</td>
<td>953,010.65</td>
<td>21,322,198.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CARES</td>
<td>1,879,725.00</td>
<td>23,201,923.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CRRSAA</td>
<td>647,017.00</td>
<td>23,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>18,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/28/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>13,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/21</td>
<td></td>
<td>Interest</td>
<td>582.89</td>
<td>13,849,523.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MECHANICS MM Balance at 09/30/2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
<th>Account 1010024</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>500,000.00</td>
<td>18,422,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>850,000.00</td>
<td>17,572,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>600,000.00</td>
<td>16,972,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LTF</td>
<td>1,780,749.02</td>
<td>18,753,605.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LCTOP</td>
<td>594,919.00</td>
<td>19,348,524.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>STA</td>
<td>1,020,663.00</td>
<td>20,369,187.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>TIFIA</td>
<td>953,010.65</td>
<td>21,322,198.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CARES</td>
<td>1,879,725.00</td>
<td>23,201,923.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CRRSAA</td>
<td>647,017.00</td>
<td>23,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>18,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/28/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>13,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/21</td>
<td></td>
<td>Interest</td>
<td>582.89</td>
<td>13,849,523.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MECHANICS MM Balance at 09/30/2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
<th>Account 1010024</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>500,000.00</td>
<td>18,422,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>850,000.00</td>
<td>17,572,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>600,000.00</td>
<td>16,972,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LTF</td>
<td>1,780,749.02</td>
<td>18,753,605.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LCTOP</td>
<td>594,919.00</td>
<td>19,348,524.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>STA</td>
<td>1,020,663.00</td>
<td>20,369,187.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>TIFIA</td>
<td>953,010.65</td>
<td>21,322,198.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CARES</td>
<td>1,879,725.00</td>
<td>23,201,923.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CRRSAA</td>
<td>647,017.00</td>
<td>23,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>18,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/28/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>13,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/21</td>
<td></td>
<td>Interest</td>
<td>582.89</td>
<td>13,849,523.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MECHANICS MM Balance at 09/30/2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
<th>Account 1010024</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>500,000.00</td>
<td>18,422,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/17/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>850,000.00</td>
<td>17,572,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>600,000.00</td>
<td>16,972,856.77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LTF</td>
<td>1,780,749.02</td>
<td>18,753,605.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LCTOP</td>
<td>594,919.00</td>
<td>19,348,524.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>STA</td>
<td>1,020,663.00</td>
<td>20,369,187.79</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>TIFIA</td>
<td>953,010.65</td>
<td>21,322,198.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CARES</td>
<td>1,879,725.00</td>
<td>23,201,923.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>FED 5307 CRRSAA</td>
<td>647,017.00</td>
<td>23,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/27/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>18,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/28/21</td>
<td>687</td>
<td>LAIF Trust Fund</td>
<td>5,000,000.00</td>
<td>13,848,940.44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/21</td>
<td></td>
<td>Interest</td>
<td>582.89</td>
<td>13,849,523.33</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MECHANICS MM Balance at 09/30/2021**
### MONTEREY-SALINAS TRANSIT DISTRICT

**Revenue**

<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>Passenger Fares</td>
<td>173,903</td>
<td>172,875</td>
<td>1,028</td>
<td>591,473</td>
<td>518,625</td>
<td>72,848</td>
</tr>
<tr>
<td>Special Transit</td>
<td>120,839</td>
<td>49,584</td>
<td>71,255</td>
<td>186,663</td>
<td>148,750</td>
<td>37,913</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>36,999</td>
<td>15,843</td>
<td>21,156</td>
<td>97,786</td>
<td>47,525</td>
<td>50,261</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>3,669,092</td>
<td>3,669,091</td>
<td>1</td>
<td>11,007,276</td>
<td>11,007,275</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>4,000,833</strong></td>
<td><strong>3,907,393</strong></td>
<td><strong>93,440</strong></td>
<td><strong>11,883,198</strong></td>
<td><strong>11,722,175</strong></td>
<td><strong>161,023</strong></td>
</tr>
</tbody>
</table>

### Expenses

<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>Labor</td>
<td>1,222,760</td>
<td>1,450,839</td>
<td>-228,079</td>
<td>3,722,144</td>
<td>4,352,514</td>
<td>-630,370</td>
</tr>
<tr>
<td>Benefits</td>
<td>856,803</td>
<td>945,301</td>
<td>-88,498</td>
<td>2,608,576</td>
<td>2,835,903</td>
<td>-227,327</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>3,135</td>
<td>15,066</td>
<td>-10,931</td>
<td>13,494</td>
<td>41,000</td>
<td>-27,506</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>56,205</td>
<td>79,091</td>
<td>-22,886</td>
<td>146,641</td>
<td>237,275</td>
<td>-90,634</td>
</tr>
<tr>
<td>Outside Services</td>
<td>43,209</td>
<td>55,468</td>
<td>-12,259</td>
<td>130,980</td>
<td>166,400</td>
<td>-35,420</td>
</tr>
<tr>
<td>Outside Labor</td>
<td>137,089</td>
<td>183,753</td>
<td>-46,664</td>
<td>386,993</td>
<td>551,250</td>
<td>-164,257</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>257,978</td>
<td>218,318</td>
<td>-10,340</td>
<td>662,688</td>
<td>654,950</td>
<td>7,738</td>
</tr>
<tr>
<td>Supplies</td>
<td>82,858</td>
<td>118,852</td>
<td>-35,994</td>
<td>217,435</td>
<td>356,554</td>
<td>-139,119</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>4,124</td>
<td>3,082</td>
<td>1,042</td>
<td>4,465</td>
<td>9,250</td>
<td>-4,785</td>
</tr>
<tr>
<td>Utilities</td>
<td>52,179</td>
<td>68,605</td>
<td>-16,426</td>
<td>162,446</td>
<td>205,816</td>
<td>-43,370</td>
</tr>
<tr>
<td>Insurance</td>
<td>85,111</td>
<td>89,616</td>
<td>-4,505</td>
<td>244,489</td>
<td>268,850</td>
<td>-24,361</td>
</tr>
<tr>
<td>Taxes</td>
<td>12,628</td>
<td>16,803</td>
<td>-4,175</td>
<td>40,145</td>
<td>50,409</td>
<td>-10,264</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>355,091</td>
<td>380,950</td>
<td>-25,859</td>
<td>1,153,379</td>
<td>1,142,850</td>
<td>10,529</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>34,755</td>
<td>33,929</td>
<td>826</td>
<td>87,703</td>
<td>101,784</td>
<td>-14,081</td>
</tr>
<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td>10,957</td>
<td>15,300</td>
<td>-4,343</td>
<td>33,411</td>
<td>45,900</td>
<td>-12,489</td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td>42,557</td>
<td>54,418</td>
<td>-11,861</td>
<td>128,799</td>
<td>163,250</td>
<td>-34,461</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>3,276,958</strong></td>
<td><strong>3,811,507</strong></td>
<td><strong>-534,549</strong></td>
<td><strong>9,931,593</strong></td>
<td><strong>11,434,505</strong></td>
<td><strong>-1,502,912</strong></td>
</tr>
</tbody>
</table>

| Operating Surplus (Deficit) | 723,875 | 95,886 | 627,989 | 1,951,505 | 287,670 | 1,663,835 |
# Revenue & Expense - Consolidated

## Budget vs Actual

For the Period from September 1, 2021 to September 30, 2021

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th>Revenue</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>Passenger Fares</td>
<td>13,861</td>
<td>9,584</td>
<td>4,277</td>
<td>45,976</td>
<td>28,750</td>
<td>17,226</td>
</tr>
<tr>
<td>Special Transit</td>
<td>28,406</td>
<td>28,406</td>
<td>34,142</td>
<td>34,142</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>530,528</td>
<td>530,529</td>
<td>-1</td>
<td>1,591,584</td>
<td>1,591,585</td>
<td>-1</td>
</tr>
</tbody>
</table>

**Total Revenue** | 572,795 | 540,113 | 32,682 | 1,671,702 | 1,620,335 | 51,367 |

<table>
<thead>
<tr>
<th>Expenses</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>Labor</td>
<td>8,513</td>
<td>11,375</td>
<td>-2,862</td>
<td>27,502</td>
<td>34,125</td>
<td>-6,623</td>
</tr>
<tr>
<td>Benefits</td>
<td>9,659</td>
<td>6,934</td>
<td>2,725</td>
<td>24,881</td>
<td>20,800</td>
<td>4,081</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>416</td>
<td>-416</td>
<td>1,250</td>
<td>-1,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>416</td>
<td>-416</td>
<td>1,250</td>
<td>-1,250</td>
<td></td>
<td></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>7,564</td>
<td>6,500</td>
<td>1,064</td>
<td>21,925</td>
<td>19,500</td>
<td>2,425</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>41,347</td>
<td>45,725</td>
<td>-4,378</td>
<td>122,466</td>
<td>137,175</td>
<td>-14,709</td>
</tr>
<tr>
<td>Supplies</td>
<td>611</td>
<td>1,707</td>
<td>-1,096</td>
<td>1,794</td>
<td>5,125</td>
<td>-3,331</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td></td>
<td></td>
<td></td>
<td>62</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>120</td>
<td>120</td>
<td>360</td>
<td>360</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>337,075</td>
<td>446,307</td>
<td>-109,232</td>
<td>968,248</td>
<td>1,338,925</td>
<td>-370,677</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>18,854</td>
<td>16,857</td>
<td>1,997</td>
<td>56,477</td>
<td>50,575</td>
<td>5,902</td>
</tr>
<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/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>
</tbody>
</table>

**Total Operating Expenses** | 423,743 | 536,357 | -112,614 | 1,223,716 | 1,609,085 | -385,369 |

**Operating Surplus (Deficit)** | 149,053 | 3,756 | 145,297 | 447,986 | 11,250 | 436,736 |
MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

Draft MEETING MINUTES

September 29, 2021

Present:
Jessica McKillip
Jennifer Ramirez
Steven Macias
Bobby Merritt
Aaron Hernandez
Ron Lee
Reyna Gross
Melissa McKenzie

ITN Monterey County
Partnership for Children
The Blind and Visually Impaired Center
Veterans Transition Center
Transportation Agency for Monterey County (TAMC)
AAA-Monterey County Dept. of Social Services
Alliance on Aging
The Carmel Foundation

Absent:
Maria Magaña
Alejandro Fernandez

Central Coast Center for Independent Living (CCCIL)
Davita Dialysis

Staff:
Norman Tuitavuki
Cristy Sugabo
Kevin Allshouse
Claudia Valencia
Ruben Gomez
Marzette Henderson
Michelle Overmeyer
Sloan Campi
Beronica Carriedo

Chief Operating Officer
Mobility Services Manager
Mobility Coordinator
Mobility Specialist
Mobility Specialist
Contract Services Manager
Director of Planning & Innovation
Planning Manager
Community Relations Coordinator

Public:
Douglas Thomson
Lucy Casarez
Travis Bye

MV General Manager
Alliance on Aging
Monterey County Dept. of Social Services

An apology is made for any misspelling of a name.
1. CALL TO ORDER

1-1. Roll Call

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public comment- None

3. CONSENT AGENDA

3-1. Approve Minutes of the regular meeting of July 28, 2021.

On a motion by Committee Member Ramirez, seconded by Committee Member Gross and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes:

AYES: 8 McKillip, Ramirez, Macias, Merritt, Hernandez, Lee, Gross, and McKenzie
NOES: 0 None
ABSENT: 2 Magaña and Fernandez
ABSTAIN: 0 None

4. NEW BUSINESS

4-1. Discuss and approve moving the November 24, 2021 meeting to November 17, 2021.

On a motion by Committee Member Merritt, seconded by Committee Member McKenzie and carried by the following vote, which was conducted by roll call, the Committee approved the postponement of the next scheduled meeting in November to January 26, 2022:

AYES: 8 McKillip, Ramirez, Macias, Merritt, Hernandez, Lee, Gross, and McKenzie
NOES: 0 None
ABSENT: 2 Magaña and Fernandez
ABSTAIN: 0 None
4-2. Appoint (1) MAC member to participate in the MST Contract Transportation Request for Proposal Scoring Committee.

Chair McKillip appointed Committee Member Ramirez to participate in the MST Contract Transportation Request for Proposal Scoring Committee.

5. RECOGNITION AND SPECIAL PRESENTATION

5-1. Received a presentation on Aging and Disability Resource Center (ADRD) (Travis Bye)

5-2. Received a presentation on Monterey County Area Agency on Aging (Ron Lee)

5-3. The Carmel Foundation Presentation (Melissa McKenzie)

5-4. Received update presentation on the Comprehensive Operational Analysis and provided feedback (Sloan Campi)

6. REPORTS AND INFORMATION ITEMS

6-1. MV Transit- MST RIDES Service Update (Douglas Thomson)

6-2. MST Mobility Programs Updates (Kevin Allshouse)

7. SUBJECT ITEM REQUEST

7-1. None

8. ANNOUNCEMENTS AND APPRECIATIONS

8-1. Member and staff announcements and appreciations

9. ADJOURN

With no further business to discuss, Chair McKillip adjourned the meeting at 2:36 p.m

PREPARED BY: ___________________ REVIEWED BY: ___________________
Claudia Valencia Kevin Allshouse
To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Recognition of MST Staff for South County Facility

In recognition of exemplary efforts of MST staff in completing the South County Operations and Maintenance Facility, the following individuals will receive a Certificate of Recognition:

Paul Lopez, Facilities Manager
Frank Marcos, Maintenance Manager
Alvin Johnson, Transportation Manager
Scott Taylor, IT Manager
Ezequiel Rebollar, IT Technician
Sandra Amorim, Procurement and Contracts Manager
Kelly Halcon, Director of Human Resources and Risk
Ikuyo Yonedo-Lopez, Marketing and Customer Service Manager
Matthew Deal, Grants Analyst
Lisa Cox, Safety and Risk Manager
Marzette Henderson, Contract Services Manager

The individuals recognized demonstrated exceptional focus, dedication, and teamwork during the accomplishment of this important infrastructure project.

PREPARED BY: _____________________   REVIEWED BY: ___________________
Lisa Rheinheimer           Carl G. Sedoryk
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Performance Incentive Pool for MSTEA and Confidential Unit

RECOMMENDATION:

Authorize a 3.0% FY 2021 incentive pay pool for eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit employees per recommendation from the Board Administrative Performance Committee.

FISCAL IMPACT:

Approximately $142,417 in annual performance incentive payments for 57 eligible MSTEA and MST Confidential Unit employees (excluding the General Manager/CEO). This amount is available in the approved FY 2022 Operating Budget. The incentive payment shall be allocated by the GM/CEO based on achievement of the Board adopted strategic goals, a one-time payment to the eligible employees and shall not increase the employee's base pay.

POLICY IMPLICATIONS:

Per an agreement with the MSTEA, each year your Board establishes the size of an incentive pay pool which is 2-3% (percent) of total base pay of eligible MSTEA and Confidential Unit Members. In a Closed Session meeting of October 11, 2021, your Board adopted the Administrative Performance Committee recommendation to adopt a 3.0% incentive pool for eligible employees. The Board will need to adopt the incentive in Open Session at their meeting of November 15, 2021.

DISCUSSION:

The current agreement with the MSTEA requires that an incentive pay pool equal to 2-3% (percent) of the total base pay of eligible MSTEA and Confidential Unit members shall be established by the Board for each contract year. The contract states that incentive pay shall be based upon meeting the Board's adopted annual performance goals and award percentages. This action fulfills the Board obligations under its agreement with MSTEA.

Submitted by: Carl G. Sedoryk
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – September 2021

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments performance statistics for September 2021 (Attachments 1 – 4) and the FY 2021/22 and 2022/23 Project Action Plan Update for September 30, 2021 (Attachment 5).

As the economy has started to reopen, MST has seen a large increase in fiscal year-to-date passenger boardings compared to previous year. However, we continue to be less than half of passengers carried during similar periods pre-COVID. MST passenger boardings are directly correlated with both employment and school enrollment. Ridership levels will likely not return to pre-COVID boarding levels until workers return to jobs and students return to in-person classroom activities.

While preventable accident frequency has remained constant compared to pre-pandemic periods, we are travelling 28% fewer miles resulting in performance for year-to-date miles travelled between preventable collisions falling below standard. Part of this may be explained by the fact that we have reduced most services on long distance, commuter routes that by their nature experience less accident frequency. Accident severity as measured by the cost of accident repairs and estimated liability has decreased as the accidents that are occurring have been minor in nature (bus mirror vs pole, etc…). An accident reduction task force has been formed to further analyze the current trends and will recommend improvements.

Traffic congestion has returned to the area and has negatively impacted on-time performance. While experiencing severe staffing shortages, MST has still been able to operate over 99% of its scheduled services. All other performance standards are at, or near acceptable levels.

During the month, the CEO continued annual one-on-one meetings with Board members. Staff provided an in-person tour of the SURF! Busway and BRT to local Coastal Commission staff. The CEO provided virtual presentations of our contactless fare payment system to both the Global Mass Transit and Transforming Urban Mobility conferences. The CEO also provided a virtual presentation at the Build America Bureau annual conference regarding the finance and construction of the South County Operations and Maintenance facility.
Attachment #1 – Dashboard Performance Statistics – September 2021
Attachment #2 – Operations Dept. Report – September 2021
Attachment #3 – Facilities & Maintenance Dept. Report – September 2021
Attachment #4 – Administration Dept. Report – September 2021
Attachment #5 – FY 2021/22 and 2022/23 Project Action Plan Update
   September 30, 2021

A complete detail of Monthly Performance Statistics can be viewed within the

PREPARED BY: _____________________________
Carl G. Sedoryk
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - September
Fiscal Years 2020-2022

Ridership

Goal = 305,234 passengers
Minimum = 289,972 passengers

Passengers Per Hour

Goal = 20 passengers p/h
Minimum = 15 passengers p/h

On Time Performance

Goal = 90% on time
Minimum = 75% on time

Percentage of Service Delivered

Goal = 99% completed
Minimum = 95% completed
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - September
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

- **Boardings**
  - Sep-20: 100,000
  - Oct-20: 110,000
  - Nov-20: 105,000
  - Dec-20: 95,000
  - Jan-21: 80,000
  - Feb-21: 90,000
  - Mar-21: 100,000
  - Apr-21: 110,000
  - May-21: 120,000
  - Jun-21: 130,000
  - Jul-21: 140,000
  - Aug-21: 150,000
  - Sep-21: 160,000

- **Scheduled Trips**
  - Sep-20: 5,000
  - Oct-20: 10,000
  - Nov-20: 15,000
  - Dec-20: 20,000
  - Jan-21: 25,000
  - Feb-21: 30,000
  - Mar-21: 35,000
  - Apr-21: 40,000
  - May-21: 45,000
  - Jun-21: 50,000
  - Jul-21: 55,000
  - Aug-21: 60,000
  - Sep-21: 65,000
**MST RIDES**

**YTD Dashboard Performance Comparative Statistics**

**July - September**

**Fiscal Years 2020-2022**

---

**Ridership**

- **Goal = 25,536 passengers**
- **Maximum = 27,579 passengers**

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers</td>
<td>43,371</td>
<td>20,429</td>
<td>25,407</td>
</tr>
</tbody>
</table>

*(Total cumulative YTD passenger boardings)*

---

**Passengers Per Hour**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers p/h</td>
<td>1.99</td>
<td>1.48</td>
<td>1.95</td>
</tr>
</tbody>
</table>

*(Passengers per hour of service)*

---

**On Time Performance**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of trips within 15 minutes of scheduled arrival</td>
<td>89.2%</td>
<td>93.8%</td>
<td>90.0%</td>
</tr>
</tbody>
</table>

---

**One Way Trips**

- **Maximum = 17,873 one-way trips**
- **Goal = 16,248 one-way trips**

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-way trips completed</td>
<td>34,478</td>
<td>15,775</td>
<td>19,923</td>
</tr>
</tbody>
</table>

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

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

- **Goal:** 11%
- **Minimum:** 10%

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

- **Goal:** $74.53 per RH
- **Maximum:** $81.98 per RH

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

- **Goal:** 110,000 Miles
- **Minimum:** 100,000 Miles

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

- **Goal:** 60,000 Miles
- **Minimum:** 30,000 Miles
MST Fixed Route
Financial Performance Comparative Statistics
July - September
Fiscal Year 2022

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST RIDES
Financial Performance Comparative Statistics
July - September
Fiscal Year 2022

MST RIDES Total Revenue
YTD Actual and Budget

$1,671,702
Minimum 95%

$1,620,335

MST RIDES Total Expenses
YTD Actual and Budget

$1,223,716
Maximum 105%

$1,690,085
Date: October 21, 2021  
To: Carl Sedoryk, General Manager / C.E.O.  
From: Norman K. Tuitavuki, Chief Operating Officer  
Subject: Transportation Department Monthly Report – September 2021

**FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate ridership reached 160,193 in September 2021, which represents a 51% increase compared to September 2020’s ridership of 105,859. For the fiscal year to date, passenger boardings continue to increase as the effects of the COVID-19 pandemic continue to ease; however, this trend could change depending on the pandemic as we continue our recovery efforts.

Month over month, MST’s productivity has improved. Productivity increased from 6.7 passengers per hour in September 2020, to 9.3 passengers per hour in September of this year. This represents a 39% improvement compared to the same month, year over year.

**Supplemental / Special Services:**

- Line 22 – Big Sur: 44 Boardings
- MST Trolley Monterey: 5,295 Boardings

**System-Wide Statistics:**

- Ridership: 160,193
- Vehicle Revenue Hours: 17,225
- Vehicle Revenue Miles: 252,756
- System Productivity: 9.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 21,003

**On-Time Performance (OTP):** Of 96,521 total time-point crossings sampled for September, the Transit Master™ system recorded 17,096 delayed arrivals to MST’s published time-points system-wide. As a result, 82% 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 ten (10) service cancellations in September for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accident (non-MST)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Traffic</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Staff Shortage</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>7</td>
<td>3</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 September 2020 and 2021:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>September-20</th>
<th>September-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td><strong>27</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 September 2021 there were 9,123 passenger boardings. This denotes a 36% increase in
passenger boardings compared to September of 2020, (6,705). For the Fiscal year – passenger boardings have increased by 24% compared to FY2021.

- Productivity for September 2021 was 1.69 passengers per hour, increasing from 1.66 passengers per hour compared to the previous month (August 2021).

- For September 2021, 89% of all scheduled trips for the MST RIDES program arrived on time, meeting the expected 89% on-time performance standard.

COMMUNICATIONS CENTER:

In September, MST’s Communications Center summoned public safety agencies on six (6) 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>3</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>3</td>
</tr>
<tr>
<td>Fire</td>
<td>Employee Request / Passenger Request / Other</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
Date: October 21, 2021

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Maintenance Department Monthly Report – September 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>Fuel Budget FY2022</th>
<th>Average Fuel Price September 2021</th>
<th>Average Fuel Price FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.40</td>
<td>$3.11</td>
<td>$3.09</td>
</tr>
<tr>
<td>Gasoline: $3.40</td>
<td>$3.86</td>
<td>$3.85</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>September 2021</td>
<td>$1.52</td>
<td>16,506</td>
</tr>
<tr>
<td>YTD FY 2022</td>
<td>$1.26</td>
<td>19,140</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 September 2021, MST traveled 16,506 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.

It should be noted that MST has dramatically reduced the overall number of revenue miles traveled to conform with current ridership demands, availability of coach operators, and other factors resulting from the COVID-19 pandemic. As MST begins to operate more service, we should realize an increase in the number of miles traveled between major mechanical failures.
MST’s operating cost per mile for September 2021, slightly increased to $1.52 per mile from $1.17 per mile in August 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

September’s cost per gallon for gasoline decreased by .06 cents. September’s cost per gallon for diesel decreased by .05 cents.

MST’s Maintenance Management team continues working closely with Human Resources to recruit for several open positions. I attended the Zero Emission Bus (ZEB) Conference in Denver, Colorado. The ZEB conference was specifically focused on both battery-electric and hydrogen fuel cell bus technology. I participated in sessions that described best practices for both technologies. I was also able to see new ZEB charging technologies in person for consideration at MST as we develop and finalize our Zero Emission Bus Roll-Out Plan to comply with the Innovative Clean Transit (ICT) regulation.

Prepared by: Norman Tuitavuki  Reviewed by: Carl G. Sedoryk
Date: November 2, 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 – September 2021

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

**Human Resources**

A total employment level for September 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>116</td>
<td>-10</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>46</td>
<td>-9</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>220</td>
<td>-31</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.

**September Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$24,001.88</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$8,389.93</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$8,811.48</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,708.33</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$8,917.75</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$55,829.37</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td>$833,669.44</td>
</tr>
<tr>
<td>Excess Reserved</td>
<td>(0)</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>38</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>0</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: 2021 Gillig Zeb Battery Electric Bus</td>
<td>5</td>
</tr>
<tr>
<td>In-Service Training: MCI 4500 Series 45' Bus</td>
<td>2</td>
</tr>
<tr>
<td>Familiarization/Qualification Training</td>
<td></td>
</tr>
<tr>
<td>Return to Work refresher training</td>
<td>0</td>
</tr>
<tr>
<td>In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn</td>
<td>0</td>
</tr>
<tr>
<td>Forklift Training</td>
<td>2</td>
</tr>
<tr>
<td>Harassment Prevention for Transit Employees</td>
<td>7</td>
</tr>
<tr>
<td>Maintenance Safety In-Service Training: Fall Protection</td>
<td>7</td>
</tr>
<tr>
<td>Safety Compliance Management: DOT Hazmat Employee and Title 22 Hazardous Waste Training</td>
<td>1</td>
</tr>
<tr>
<td>Safety Compliance Management: OSHA on scene incident commander training</td>
<td>1</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Word</td>
<td>1</td>
</tr>
<tr>
<td>Safety Compliance Management: OSHA First Responder Operations Training</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: New Hire Title VI</td>
<td>7</td>
</tr>
<tr>
<td>In-Service: New Hire Equal Employment Opportunity Training</td>
<td>7</td>
</tr>
<tr>
<td>In-Service: New Hire Drug and Alcohol Training</td>
<td>7</td>
</tr>
<tr>
<td>Alliance Career Training Solutions: Excel</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>September 2021 Preventable</th>
<th>September 2020 Non-Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2021 Preventable</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>September 2020 Non-Preventable</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>1</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>Sep-20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Oct-20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nov-20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dec-20</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jan-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Feb-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Apr-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jun-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jul-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aug-21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sep-21</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Preventable

- 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

<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>September 2020</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.7%</td>
<td></td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>3</td>
<td>8.1%</td>
<td></td>
</tr>
<tr>
<td>Early Departure</td>
<td>1</td>
<td>0</td>
<td>2.2%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Employee Other</td>
<td>2</td>
<td>0</td>
<td>4.3%</td>
<td>1</td>
<td>2.7%</td>
<td></td>
</tr>
<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>0</td>
<td>3</td>
<td>2*</td>
<td>6.5%</td>
<td>1</td>
<td>2.7%</td>
</tr>
<tr>
<td>Full Bus / Left Behind</td>
<td>1</td>
<td>0</td>
<td>2.2%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Improper Driving</td>
<td>2</td>
<td>2</td>
<td>2/2*</td>
<td>8.7%</td>
<td>3</td>
<td>8.1%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>3</td>
<td>2</td>
<td>1/1*</td>
<td>10.9%</td>
<td>6</td>
<td>16.2%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Late Arrival</td>
<td>1</td>
<td>4</td>
<td>2*</td>
<td>10.9%</td>
<td>1</td>
<td>2.7%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>No Show</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>2.2%</td>
<td>2</td>
<td>5.4%</td>
</tr>
<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Overcrowding</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Passed By</td>
<td>7</td>
<td>1</td>
<td>3/1*</td>
<td>17.4%</td>
<td>4</td>
<td>10.8%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Reasonable Modification</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>5</td>
<td>1</td>
<td>3/1*</td>
<td>13.0%</td>
<td>2</td>
<td>5.4%</td>
</tr>
<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Routing</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Service Other</td>
<td>6</td>
<td>2</td>
<td>2/2*</td>
<td>17.4%</td>
<td>10</td>
<td>27.0%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>1</td>
<td>1</td>
<td>1/1*</td>
<td>4.3%</td>
<td>1</td>
<td>2.7%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.7%</td>
<td></td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>2.7%</td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Sub total reports</td>
<td>29</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Grand Total MST and *Other Provider

<table>
<thead>
<tr>
<th></th>
<th>MST</th>
<th>Other Provider*</th>
<th># of reports</th>
<th>% of reports received**</th>
<th></th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>46</td>
<td></td>
<td>100.0%</td>
<td>37</td>
<td>100.0%</td>
<td></td>
</tr>
</tbody>
</table>
Contactless Tap to Pay:

During the month of September, MST received a total of 6,614 taps, an increase of 26% from August. There were 2,743 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,128 penalty taps where the customer only tapped on and did not tap off, resulting in a $3.50 penalty fare being assessed.

Since launching the demonstration project on May 11, there have been a total of 20,436 taps, of which 8,663 trips were successful. Total revenue collected to the end of September from passengers using contactless payment was $29,016. The numbers are steadily increasing and staff anticipates that as passengers become accustomed to using the new technology, contactless payment will transition to the preferred method of payment.
Finance Update

General Accounting/Accounts Payable

During the month of September, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to meet financial reporting deadlines. In September, staff continued working on finalizing the annual audit preparation for FY2021. Eide Bailly LLP will perform the remainder of the audit remotely during the first week of October. Additionally, staff is continuing to track all COVID-19 related expenses necessary to claim expense reimbursements from federal assistance in the coming months.

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 September, staff drafted, followed up on, responded to, and submitted pending applications and requests for reimbursement under the 5307 Traditional, 5307 CRRSAA, 5307 CARES Act, 5311 CARES Act, 5311(f) CARES Act, 5311 CRRSAA, LCTOP, 5311 Traditional, 5311(f) Traditional, 5339 Bus and Bus Facilities, TIFIA programs, Caltrans Planning Grant, and 5307 ARP Act. In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding the Local Partnership Program and Caltrans Planning Grant Programs. Staff also participated in several meetings regarding current and future projects including bus procurements and the South County Operations and Maintenance Facility. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also worked to provide requested documentation for the annual audit, National Transit Database Reporting, and COVID-19 audit.

Purchasing

During the month of September, staff provided support and direction to staff on a variety of procurement activities. Staff managed 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, an RFP for Universal Mobile Ticketing, and an RFP for final design of the SURF! Busway and BRT
project. 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 MST 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.

**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 140 IT support-related emails and telephone calls that were responded to in a timely manner.
## Marketing Update

### MST RealTime Usage:

<table>
<thead>
<tr>
<th>Month</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>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>
</tr>
<tr>
<td>January</td>
<td>1,565</td>
<td>303</td>
<td>1,998</td>
<td>40,466</td>
<td>1,345</td>
</tr>
<tr>
<td>February</td>
<td>1,687</td>
<td>349</td>
<td>2,012</td>
<td>46,488</td>
<td>1,336</td>
</tr>
<tr>
<td>March</td>
<td>1,565</td>
<td>410</td>
<td>2,306</td>
<td>50,296</td>
<td>1,432</td>
</tr>
<tr>
<td>April</td>
<td>2,111</td>
<td>463</td>
<td>2,468</td>
<td>61,562</td>
<td>1,631</td>
</tr>
<tr>
<td>May</td>
<td>2,349</td>
<td>164**</td>
<td>2,379</td>
<td>65,897</td>
<td>1,770</td>
</tr>
<tr>
<td>June</td>
<td>2,671</td>
<td>598</td>
<td>N/A</td>
<td>62,839</td>
<td>1,699</td>
</tr>
<tr>
<td>July</td>
<td>3,344</td>
<td>550</td>
<td>N/A</td>
<td>69,264</td>
<td>1,895</td>
</tr>
<tr>
<td>August</td>
<td>4,477</td>
<td>580</td>
<td>N/A</td>
<td>104,216</td>
<td>2,616</td>
</tr>
<tr>
<td>September</td>
<td>4,330</td>
<td>448</td>
<td>N/A</td>
<td>117,301</td>
<td>2,630</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 September, there were a total of 440 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 5,922 taps, JAZZ A with 5,013 taps, and Line 18 Monterey-Marina with 4,767 taps.

### Published news stories include the following:

- “Fight the Blight! Monterey-Salinas Transit (MST) Board gets ready for demolition of abandoned Fort Ord structures” (Monterey Chamber Business Connection, 9/14/21);
- “VTA eyes new bus line, layout at Gilroy Transit Center” (Gilroy Dispatch, 9/17/21);
- “Littlepay launches the contactless ‘Tap to Ride’ system on Sacramento trains” (The FinTech Times, 9/20/21);
- “Contactless payment on the rise actors California Transit” (Govtech.com, 9/20/21);

### Press releases sent include:

- “Reminder: Upcoming Changes to Monterey-Salinas Transit (MST) Service” (9/2/21);
- “Monterey-Salinas Transit (MST) Conducts Analysis As It Evaluates Transit Network and Considers Re-design” (9/10/21).

### Projects:

Staged BYD alongside information table for ‘Touch a Truck’ event in Marina; supported 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; assisted Human Resources in recruitment efforts through internal and external bus advertising, at outreach events, and via social media; provided outreach and marketing support related to Comprehensive Operational Analysis; continued to reach out to school districts regarding School Pass Pilot Program opportunities; monitored performance of Contactless Fare Payment Demonstration Project, as well as assisted partner teams with testing of the CAL-ITP discount eligibility tool; coordinated activities around South County Operations and Maintenance Facility Ribbon Cutting event.

**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 Fans Pie Chart]

<table>
<thead>
<tr>
<th>Social Media</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>1,456</td>
</tr>
<tr>
<td>Twitter</td>
<td>122</td>
</tr>
<tr>
<td>Instagram</td>
<td>1,127</td>
</tr>
</tbody>
</table>
Overview by Social Media Platform:

Twitter

Facebook

Instagram

Notes: On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.

A Facebook "fan" is a user who likes a particular Facebook page. Users who “like” a page are able to receive updates from that page's administrator through status updates, posted content, and event invitations. A list of pages a fan has liked will appear on his or her profile page.

“Engagement” is the sum of likes and comments received by all posts.

“Traffic” is the total number of clicks on all the links posted.
Planning Update

During the month of September, 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. Staff is developing the next service change to take place on December 11, 2021. The December 11 service change will be responsive to further changes in coach operator staffing levels.

Coordination continued with the two local community colleges as well as CSUMB. 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. A presentation was given to Hartnell Board of Trustees on September 21st to discuss future plans for MST service. MST began working with CSUMB on a spring 2022 contract for limited service since the university selected a private contractor to take over the campus shuttle (Line 26) previously operated under contract by MST.

Staff is continuing to develop and refine scopes of work for bus stop infrastructure in the four South County cities to implement a more efficient Line 23 and establish fixed route circulators. The December 11 service change will start operations from the South County Operations and Maintenance Facility. Staff scheduled Lines 23 and 84 to operate out of the South County Operations and Maintenance Facility with improved efficiency and routes. Infrastructure planning for the South County circulators will continue.

Staff met with contractors for the Automatic Passenger Counters (APCs) in September to discuss the outcome of various maintenance performed and diagnostics related to the data yield issue. Planning staff substantially completed an audit of APC accuracy and will be ready to make a conclusion soon. Planning staff is working with Operations staff to review the contract currently in place and evaluate next steps for ongoing maintenance and data collection from the APCs.

Staff is working with modern technologies and software for data presentation. Planning staff has begun utilizing Tableau data software to visualize various data and is currently exploring methods for presenting data. In addition, staff has begun working with the established GIS to conduct spatial analyses and is working on methods for presenting this data. MST planning has begun discussions with the Central Coast Joint Data Committee (CCJDC) to begin efforts to consolidate and make data more consistent across other public agencies.

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.
FY 2021/22 and 2022/23
Project Action Plan Update
September 30, 2021

1. Finalize Comprehensive Operational Analysis and begin implementation of board approved service changes along with supporting staffing plan. June 2022

   **Status:** In Process and on schedule. Draft plan presented to board, and public meeting being held to gather more input.

2. Renew and redefine post-COVID partnership programs for Hartnell College, Monterey Peninsula College, CSUMB, City of Monterey/Monterey Bay Aquarium and Presidio of Monterey. July 2022

   **Status:** In process and on schedule. Staff is actively negotiating a new contract with CSUMB and having preliminary discussions with Hartnell and MPC community colleges. City of Monterey/Monterey Bay Aquarium discussion will begin Winter 2022.

3. Begin implementation of ZEB equipment and infrastructure and develop long term funding plan to include public private partnerships. December 2021.

   **Status:** In process and on schedule


   **Status:** Construction completed August 2021 with operations planned to start December 2021 pending staffing availability.

5. Complete environmental and preliminary engineering (July 2021), begin final design, and continue documentation for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project. June 2022.

   **Status:** Environmental documentation and 35% design plan complete.

6. Complete demonstration of contactless fare payment and mobile ticketing solution and determine future deployment of technology. October 2021

   **Status:** Staff is seeking 6-month extension of demonstration to ascertain feasibility of customer discounts and reducing penalty fares assessed.

7. Conduct fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility. June 2022

   **Status:** Staff is seeking grant to fund required review. Grants will not be awarded until Spring 2022 so it is likely this item will be delayed until FY 2023.
   **Status:** Staff is working with consultant and considering delaying implementation until September 2022 to coincide with MST 50th anniversary.

   **Status:** On schedule with contract award expected in December 2021.

10. Upgrade/replace MST voice communication systems. December 2021
    **Status:** With retirement of Director of Information Technology this item will be delayed until FY 2023.

11. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. June 2023
    **Status:** No action taken to date.

12. Initiate East Alisal Bus Rapid Transit and Salinas Transit Center Relocation Study as funding allows. January 2022
    **Status:** Staff seeking funding that should be awarded in Spring 2022.

13. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, bus rapid transit and zero emission bus equipment/infrastructure investments. June 2023
    **Status:** No action taken to date.

14. Seek opportunities to identify how MST services and amenities can better support the mobility needs of Monterey County homeless populations. September 2022
    **Status:** No action taken to date

15. Initiate comprehensive campaign to promote increased diversity, inclusion, and employment of underrepresented sectors of the MST workforce. September 2021
    **Status:** MST Civil Rights Officer is working on multiple fronts to seek job applicants from more diverse locations; partnering with project managers of the SURF! Busway and BRT and the Comprehensive Operations Analysis to analyze the impacts of major MST projects on disadvantaged and underrepresented communities; and, participating in the MST Branding effort to ensure we recognize issues of diversity, equity and inclusiveness.

**Status:** With the retirement of the Director of Information Technology the effort is being pushed back to Summer 2022

17. Investigate an MST vanpool program to supplement existing fixed-route and mobility services. June 2022

**Status:** Outreach has been done with local vanpool providers and local employers in Big Sur to determine if vanpools are a viable option to the region.

**FY 2022 DRAFT Ongoing and Recurring Action Items**

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

15. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers.
TO: Carl Sedoryk

FROM: Don Gilchrest

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

**FY 2022 Transportation Funding**
The Federal government is operating under short-term funding authority provided by a Continuing Appropriations Resolution that runs through December 3. As Congress works to finish up the annual funding bills, we are continuing to advocate for enactment of a full-year appropriations bill for transit programs to ensure continuity in the funding that MST receives through the FTA. We are also urging the highest possible funding for key programs such as the bus and bus facilities competitive and formula programs.

On October 19, the Senate Appropriations Committee released the text of nine draft appropriations bills for fiscal year 2022, including the Transportation-HUD funding bill. Although these draft bills have not been approved by the Committee, they are intended to jump-start negotiations on enacting an appropriations package before the end of the year. The Senate Transportation-HUD bill generally follows the authorized levels for funding programs, and these funding levels would need to be adjusted upwards if and when a bipartisan infrastructure package is signed into law. The legislation also provides additional general fund support for transit programs above and beyond the authorized levels. This includes an additional $200 million for the formula bus program, $100 million for the competitive bus program, and $132 million for the No/Low Emission Bus program.

**Infrastructure Legislation**
Democratic House leaders have scheduled a vote on H.R. 3684, the *Infrastructure Investment and Jobs Act*, for 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 and their support for the bill has been dependent on achieving President Biden’s other domestic policy priorities through the Build Back Better budget reconciliation legislation. The current authorization for surface transportation programs will expire on October 31, which lends additional urgency to enactment of the infrastructure legislation.

**Budget Reconciliation**
President Biden has been conducting extensive behind-the-scenes negotiations with House and Senate Democrats over the provisions that will be included in his Build Back Better plan.

In September, the House Transportation and Infrastructure Committee drafted the following provisions for possible inclusion:

- $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.

These transportation provisions were part of proposals drafted by thirteen House Committees that would have totaled over $4.5 trillion. However, that package is being reduced in order to achieve the needed unanimous support of all 50 Democratic Senators. House leaders have reserved time at the end of this week for consideration of the legislation if a final version can be agreed to.

**COVID-19 Aid for Infrastructure**
The Senate passed S. 3011, the State, Local, Tribal, and Territorial Fiscal Recovery, Infrastructure, and Disaster Relief Flexibility Act, on October 19 to provide additional flexibility for the Coronavirus State and Local Fiscal Recovery Fund that was authorized by the American Rescue Plan Act. A provision is included in the bill that would make it easier for states and local government recipients of the funds to use up to 30 percent of their allocation for 27 additional categories for infrastructure projects that includes urbanized area formula grants, capital investment grants/new starts, and bus/bus facilities projects. The bill’s Senate sponsors estimate that enactment of the legislation would result in an additional $123 billion being available for infrastructure projects. House leaders have not announced if they will be scheduling S. 3011 for a House vote.
To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Update

Calendar year 2021 legislative advocacy focused on the following themes: COVID relief, monitoring and preparing for the Air Resources Board’s Innovative Clean Transit (ICT) regulation, and expedited environmental clearance for certain transportation projects. Through participation on the California Transit Association’s (CTA) COVID-19 Transit Crisis Relief Task Force and the State Legislative Committee, staff was able to continue supporting and advocating for legislation that will benefit MST through the pandemic and into recovery.

A summary of action taken on some key legislation is provided in the table below.

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Discussion</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 361 (Rivas)</td>
<td>This bill would provide continued flexibility to legislative bodies of local agencies to meet remotely via video teleconference during a proclaimed emergency that makes meeting in person unsafe.</td>
<td>Signed by Governor 9/16/21</td>
</tr>
<tr>
<td>AB 476 (Mullin)</td>
<td>A CTA co-sponsored bill supporting “bus-on-shoulder” operations on state highways. The language has been changed to “part-time transit lanes.”</td>
<td>Extended to a 2-year bill and may be acted on in 2022.</td>
</tr>
<tr>
<td>AB 917 (Bloom)</td>
<td>Expands current state law, until January 2027, to authorize transit agencies to use readily available camera technology to discourage illegal parking in transit-only lanes and at transit stops where parking is already.</td>
<td>Signed by Governor 10/8/21</td>
</tr>
<tr>
<td>AB 1260 (Chen)</td>
<td>Proposed expansion of SB 288 (Wiener) for CEQA exemption to include fueling infrastructure for zero emission locomotives.</td>
<td>This bill was held in Senate Appropriations Committee. It may be acted upon in 2022.</td>
</tr>
<tr>
<td>SB 44 (Allen)</td>
<td>Streamlines judicial review of transit projects subject to CEQA-based litigation (was proposed for statewide application, but was amended late in the legislative process when</td>
<td>Signed by Governor 10/7/21</td>
</tr>
</tbody>
</table>
the Judiciary Committee made a change limiting it to Los Angeles County only).

| SB 339 (Wiener) | This is a Road Usage Charge Pilot Program where user fees are tied to VMT and road usage as opposed to gas tax. This bill extends existing law to January 2027 for the technical advisory committee to study RUC alternatives to the gas tax, gather public comment on issues and concerns related to the pilot program, and make recommendations to the Secretary of Transportation. | Signed by Governor 9/24/21 |

| SB 674 (Durazo) | A California Jobs Plan to incentivize awarding of contracts to businesses in the state. It went through several iterations and resulted in exclusions of a number of industries so that all that was left was transit and public school transportation contracts. It aims to support the creation and retention of quality, permanent and full-time jobs through transportation-related public contracts. | It is now a 2-year bill and the author will convene working group with impacted stakeholders. |

MST’s Administrative Performance Committee will review and provide feedback on the agency’s draft 2022 State Legislative Program at its November meeting. The full Board will have an opportunity to review and adopt the final State Legislative Program in December.

PREPARED BY: Michelle Overmeyer REVIEWED BY: Carl G. Sedoryk
Date: September 21, 2021

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: TRIP REPORT – September 2021

From September 14-17, I attended the International Zero Emission Bus (ZEB) Conference which was held in Denver, Colorado. Held over three days, the Conference provided networking and learning opportunities that included:

- AC Transit’s Hydrogen Fuel Cell Project
- Creating a ZEB Maintenance Training Program
- Proterra Bus Projects
- Infrastructure and Construction Projects for both Hydrogen Fuel Cell and Battery Electric Buses
- Updates from Colorado’s Local Utility
- Review of Chicago Transit Authority’s ZEB Project
- Financing Options for ZEBs

The Conference was well attended by agencies and private companies across the United States and from other countries. In addition to the educational sessions, I attended the Expo where new products and ZEBs of all types were on-hand and available for me to physically inspect.

PREPARED BY: ___________________ REVIEWED BY: ___________________

Norman Tuitavuki                           Carl G. Sedoryk
Blank Page