MONTEREY-SALINAS TRANSIT DISTRICT BOARD OF DIRECTORS
MEETING AGENDA AND NOTICE

Meeting Date: February 14, 2022
Meeting Time: 10:00 AM Pacific Time (US and Canada)
Location: Zoom Conference

The declared State of Emergency and MST Resolution 2022-19 allows MST to hold meetings via teleconference and to make meetings accessible electronically to protect public health. The February 14, 2022 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, February 11, 2022; those comments will be distributed to the legislative body before the meeting. Members of the public participating by Zoom are instructed to be on mute during the proceedings and to speak only when public comment is allowed, after requesting and receiving recognition from the Chair. Prior to the meeting, participants should download the Zoom app at: https://zoom.us/download A link to tutorials for use of the Zoom app is: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials and https://support.zoom.us/hc/en-us/articles/209743263-Meeting-and-Webinar-Best-Practices-and-Resources

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Meeting ID: 845 0083 6234
Passcode: 652252
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MST District Board and Committee Agendas
Accessibility, Language Assistance, and Public Comments

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

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

Public comments may be submitted for any item on the agenda by contacting MST:
Mail: MST, Attn: Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940
Website: https://mst.org/contact-us/ ● Email: clerk@mst.org ● Phone: (888) 678-2871
TTY/TDD: 831-393-8111 ● 711 Relay
888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원
1. **CALL TO ORDER**
   
   1-1. Roll Call.
   
   1-2. Pledge of Allegiance.
   
   1-3. Approve Resolution 2022-22 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)
   
   1-4. Receive Update from General Manager/CEO on Omicron Impacts. (Carl Sedoryk)
   
   1-5. Review Highlights of the Agenda. (Carl Sedoryk)

2. **PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

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

3. **CONSENT AGENDA**

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

   3-1. Adopt Resolution 2022-23 Recognizing Nicanor Linares, Coach Operator, as Employee of the Month for February 2022. (Norman Tuitavuki) (Page 11)
   
   3-2. Approve Minutes of the MST Board Meeting on January 10, 2022. (Jeanette Alegar-Rocha) (Page 13)
   
   3-3. Approve Minutes of the MST Board Meeting on December 13, 2021. (Jeanette Alegar-Rocha) (Page 19)
   
   3-4a. Receive Report on Lost and Found Items Left on MST Property for the Month of September 2021. (Sonia Wills) (Page 27)
   
   3-4b. Receive Report on Lost and Found Items Left on MST Property for the Month of October 2021. (Sonia Wills) (Page 29)
   

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


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

3-6. Receive Minutes of the MST Board Operations Performance Committee Meeting on December 13, 2021. (Jeanette Alegar-Rocha) (Page 47)

3-7. Received Draft Minutes of the MST Corporation Board Meeting on December 13, 2021. (Jeanette Alegar-Rocha) (Page 51)

3-8. Receive Minutes of the Mobility Advisory Committee (MAC) on September 29, 2021. (Claudia Valencia) (Page 55)

3-9. Appoint Membership of Ronald Lee and Leticia Garcia to MST’s Mobility Advisory Committee (MAC). (Cristy Sugabo) (Page 59)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. February 2022 Employee of the Month – Nicanor Linares (Norman Tuitavuki)

4-2. 20 Year Service Anniversary – Ricardo Hernandez (Norman Tuitavuki)

4-3. 20 Year Service Anniversary – Ed Goodin (Norman Tuitavuki)

4-5. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Authorize the General Manager/CEO to Award a Contract to MV Transportation, Inc. for the Provision of Purchased Transportation Services for a Base Period of 5 Years Beginning July 1, 2022, and Ending June 30, 2027, in an Amount not to Exceed $49,419,717. (Norman Tuitavuki) (Page 61)
6-2. Approve Comprehensive Operational Analysis (COA) Final Network Plan and Direct Staff to Develop Supporting Fare Policy. (Michelle Overmeyer) (Page 65)

6-3. Receive Update and Consider Emerging Strategic Planning Items. (Carl Sedoryk) (Page 75)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – November and December 2021 (Page 77)


7-3. State Legislative Advocacy Update – (Page 137)

7-4. Staff Trip Reports – None

7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION

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

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

None.
10. ATTACHMENTS

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

11. ADJOURN

| NEXT SCHEDULED MEETING DATE: March 14, 2022  
10:00 a.m. | NEXT SCHEDULED AGENDA DEADLINE: March 1, 2022 |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>*Dates, times and teleconference information are subject to change.</td>
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<tr>
<td>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>
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</table>
RESOLUTION NO. 2022-22
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 status; 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 with an item for the Board to consider making the findings required by AB 361 in order to continue meeting under its provisions; and

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 14th day of February 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_______________________________
DAN ALBERT, BOARD CHAIR,
MONTEREY-SALINAS TRANSIT DISTRICT

_______________________________
CARL G. SEDORYK, GENERAL MANAGER/CEO
MONTEREY-SALINAS TRANSIT DISTRICT

ATTEST:

_______________________________
JEANETTE ALEGAR-ROCHA
CLERK TO THE BOARD
NICANOR LINARES
FEBRUARY 2022
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, Nicanor Linares began his career with Monterey-Salinas Transit in February of 2020 as a Coach Operator right at the beginning of the COVID pandemic. Nicanor was quickly put to work delivering thousands of meals to the elderly population in Monterey County; and

WHEREAS, Nicanor Linares eventually transitioned into his role as a professional Coach Operator, were he has consistently delivered safe and courteous transportation to MST’s passengers; and

WHEREAS, Nicanor Linares recently received a commendation from an MST customer who has the opportunity to ride with him. The customer was delighted with the experience they had while riding with Nicanor. The customer stated, “he has a big heart” and further stated that MST, “needs more drivers like him.”

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Nicanor Linares, Coach Operator as Employee of the Month for February 2022; and

BE IT FURTHER RESOLVED that Nicanor Linares 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 2022-23 this 14th day of February 2022.

____________________________    ___________________________
Dan Albert       Carl G. Sedoryk
Board Chair       Board Secretary
MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

January 10, 2022
10:00 am (Pacific)

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
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<tbody>
<tr>
<td>Jeff Baron</td>
<td>City of Carmel-by-the-Sea</td>
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<tr>
<td>John Gaglioti</td>
<td>City of Del Rey Oaks</td>
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<tr>
<td>Lorraine Worthy</td>
<td>City of Gonzales</td>
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<tr>
<td>Yanely Martinez</td>
<td>City of Greenfield</td>
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<tr>
<td>Mike LeBarre</td>
<td>City of King</td>
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<tr>
<td>David Burnett</td>
<td>City of Marina</td>
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<tr>
<td>Dan Albert</td>
<td>City of Monterey</td>
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<tr>
<td>Joe Amelio</td>
<td>City of Pacific Grove</td>
</tr>
<tr>
<td>Tony Barrera</td>
<td>City of Salinas</td>
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<tr>
<td>Mary Ann Carbone</td>
<td>City of Sand City</td>
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<tr>
<td>Dave Pacheco</td>
<td>City of Seaside</td>
</tr>
<tr>
<td>Anna Velazquez</td>
<td>City Soledad</td>
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<tr>
<td>Luis Alejo</td>
<td>County of Monterey</td>
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Absent: None

Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Carl Sedoryk</td>
<td>General Manager/CEO</td>
</tr>
<tr>
<td>Lisa Rheinheimer</td>
<td>Assistant General Manager</td>
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<tr>
<td>Norman Tuitavuki</td>
<td>Chief Operating Officer</td>
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<tr>
<td>Michael Kohlman</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>Kelly Halcon</td>
<td>Director of HR &amp; Risk Management</td>
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<tr>
<td>Michelle Overmeyer</td>
<td>Director of Planning &amp; Innovation</td>
</tr>
<tr>
<td>Andrea Williams</td>
<td>General Accounting &amp; Budget Manager</td>
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<tr>
<td>Jeanette Alegar-Rocha</td>
<td>Deputy Secretary</td>
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<tr>
<td>Ikuyo Yoneda-Lopez</td>
<td>Marketing &amp; Customer Service Manager</td>
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<td>Sonia Wills</td>
<td>Customer Service Supervisor</td>
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<tr>
<td>Matthew Deal</td>
<td>Grants Analyst</td>
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<tr>
<td>Scott Taylor</td>
<td>IT Manager</td>
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<tr>
<td>Ezequiel Rebollar</td>
<td>IT Technician</td>
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<tr>
<td>Deanna Smith</td>
<td>Civil Rights Officer</td>
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<tr>
<td>Lisa Cox</td>
<td>Risk and Safety Manager</td>
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<tr>
<td>Elena Grigorchina</td>
<td>Operations Analyst</td>
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<tr>
<td>Marzette Henderson</td>
<td>Contract Services Manager</td>
</tr>
<tr>
<td>Claudia Valencia</td>
<td>Mobility Specialist</td>
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</table>
1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CLOSED SESSION


3-2. Conference with Legal Counsel to Provide Direction on Pending Litigation: Ortiz v. Monterey-Salinas Transit District, et al Monterey Superior Court, Case No. 20CV002253. (Kelly Halcon/Dave Laredo)

There were no public comments on the Closed Session agenda.

General Counsel, Dave Laredo reported that the Board reviewed Closed Session item 3-1 and is on the Action Items agenda under item #7-1.

General Counsel, Dave Laredo reported that the Board reviewed Closed Session item 3-2 and general direction was provided but no reportable action was taken.
4. **CONSENT AGENDA**

4-1. Approve Resolution 2022-19 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

4-2. Approve Resolution 2022-20 Recognizing David Bielsker, Transit Scheduler, as Employee of the Month for January 2022. (Sloan Campi)

4-3. Approve Resolution 2022-21 Recognizing Team MST as Employee of the Year for 2021. (Carl Sedoryk)

There were no public comments on the Consent Agenda.

Director LeBarre pulled agenda item 4-1 from the Consent Agenda for comment.

On a motion by Director Amelio, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved items 4-2 and 4-3 on the Consent Agenda:

**AYES:** 13 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, and Worthy

**NOES:** 0

**ABSENT:** 0

**ABSTAIN:** 0

Chair Albert opened Board member comments and discussion on pulled Consent Agenda item 4-1.

On a motion by Director Baron, seconded by Director Alejo and carried by the following vote, which was conducted by roll call, the Board approved Consent Agenda item 4-1 Resolution 2022-19, unmodified and as presented by staff proclaiming a state of emergency and authorizing remote teleconference meetings in accordance with the Brown Act:

**AYES:** 9 Albert, Alejo, Baron, Barrera, Burnett, Carbone, Martinez, Pacheco, and Velazquez

**NOES:** 4 Amelio, Gaglioti, LeBarre, and Worthy

**ABSENT:** 0

**ABSTAIN:** 0

5. **RECOGNITIONS AND SPECIAL PRESENTATIONS**

5-1. January 2022 Employee of the Month – David Bielsker (Sloan Campi)

5-2. 2021 Employee of the Year Presentation. (Carl Sedoryk)
5-3. 2021 Management Excellence Award – Lisa Cox, Risk and Security Manager (Carl Sedoryk)

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

7-1. Approve 5-Year Employment Agreement with Carl G. Sedoryk, General Manager/CEO. (Kelly Halcon)

There were no public comments.

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 the 5-year Employment Agreement with Carl G. Sedoryk, General Manager/CEO:

AYES: 13 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Martinez, Pacheco, Velazquez, and Worthy

NOES: 0

ABSENT: 0

ABSTAIN: 0

7-2. Approve an In-Person/Virtual Hybrid Meeting Option for MST Board and Committee Meetings for Remainder of the Calendar Year, Pending Mandatory Changes Implemented by the County of Monterey, State, or Federal Government. (Carl Sedoryk)

There were no public comments.

On a motion by Director Baron, seconded by Director Velazquez and carried by the following vote, which was conducted by roll call, the Board approved an in-person /virtual hybrid meeting format to allow Board members and members of the public to attend and participate in Board and Committee meetings. Board members, MST staff, and those from the public may attend in-person meetings adhering to certain requirements including proof of a COVID-19 vaccination, wearing an approved face covering and social distancing in the Board room. Staff will provide approved face coverings to those in attendance lacking such and provide rapid COVID antigen tests to Board members who wish to test in advance of the meeting. The Chair will not seat any member of the Board who does not comply with requirements listed above.

AYES: 11 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, Martinez, Pacheco, and Velazquez

NOES: 2 LeBarre and Worthy
ABSENT: 0
ABSTAIN: 0

7-3. Receive FY 2021/22 and 2022/23 Project Action Plan Update. (Carl Sedoryk)

There were no public comments.

The MST Board received the FY 2021/22 and 2022/23 Project Action Plan Update from the General Manager/CEO. The following items were deferred to the February Agenda for further review and discussion:

a. Salinas Transit Center (STC) Relocation Request by Taylor Farms;
b. Receive Presentation from ELT on Strategic Planning items; and
c. Governor’s Proposed Budget for FY 2022/23.

8. REPORTS & INFORMATION ITEMS

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.

Chair Albert announced the APTA Transit Board Member Virtual Seminar which runs from January 26 - February 2 is open for registration. Any board member who wants to attend should inform the MST Board Clerk by Friday, January 14 for registration.

9-3. Board Member Referrals for Future Agendas.

10. ATTACHMENTS

None.

11. ADJOURN

With no further business to discuss the meeting was adjourned at 12:17 p.m. (Pacific).
MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

December 13, 2021
10:00 am (Pacific)

Present:  Jeff Baron    City of Carmel-by-the-Sea
          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
          Mary Ann Carbone  City of Sand City
          Dave Pacheco      City of Seaside
          Anna Velazquez    City Soledad
          Luis Alejo        County of Monterey

Absent:  John Gaglioti  City of Del Rey Oaks

Staff:    Carl Sedoryk    General Manager/CEO
          Lisa Rheinheimer  Assistant General Manager
          Norman Tuitavuki  Chief Operating Officer
          Michael Kohlman   Chief Information Officer
          Kelly Halcon      Director of HR & Risk Management
          Michelle Overmeyer Director of Planning & Innovation
          Andrea Williams   General Accounting & Budget Manager
          Jeanette Alegar-Rocha Deputy Secretary
          Ikuyo Yoneda-Lopez Marketing & Customer Service Manager
          Sonia Wills       Customer Service Supervisor
          Matthew Deal      Grants Analyst
          Scott Taylor     IT Manager
          Ezequiel Rebollar IT Technician
          Oscar Lemus       Inventory Clerk
          Paul Lopez       Facilities Manager
          Sherman Upshaw   Facilities Technician
          Deanna Smith     Civil Rights Officer
1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

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

Chair Albert called the meeting to order at 10:03 a.m. and led the pledge of allegiance. Roll call was taken as the meeting was held via ZOOM teleconference. A quorum was established. General Manager/CEO Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CLOSED SESSION

3-1. Review General Manager/CEO Performance Incentive Gov. Code § 54957. (Dan Albert)

There were no public comments.

General Counsel, Dave Laredo reported that the Board reviewed Closed Session item 3-1 and would act on the matter during Agenda item #7-6.
4. CONSENT AGENDA

4-1. Approve Resolution 2022-16 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

4-2. Adopt Resolution 2022-17 Recognizing Oscar Lemus, Inventory Clerk, as Employee of the Month for December 2021. (Frank Marcos)

4-3. Approve Minutes of the MST Board Meeting on November 15, 2021. (Jeanette Alegar-Rocha)

4-4. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on November 15, 2021. (Jeanette Alegar-Rocha)

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

4-6. Receive Report on Lost and Found Items Left on MST Property for the Month of August. (Sonia Wills)

4-7. Receive 2022 MST Board Meeting Calendar and Committee Meeting Schedules. (Jeanette Alegar-Rocha)

4-8. Receive Results of the Federal Transit Administration’s (FTA) FY2021 COVID-19 Relief Electronic Clearing House Operation System (ECHO) Drawdown Review. (Deanna Smith)

End of Consent Agenda

There were no public comments on the Consent Agenda.

On a motion by Director Amelio, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved all items on the Consent Agenda:

AYES: 12  Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy

NOES: 0

ABSENT: 1  Gaglioti

ABSTAIN: 0
5. RECOGNITIONS AND SPECIAL PRESENTATIONS

5-1. December 2021 Employee of the Month – Oscar Lemus, Inventory Clerk. (Norman Tuitavuki)

5-2. Recognition of 25 Years of Service – Fernando Andrade, Coach Operator. (Norman Tuitavuki)

5-3. Recognition of 25 Years of Service – Daniel Vohl, Coach Operator. (Norman Tuitavuki)

5-4. Recognition of 25 Years of Service – Sherman Upshaw, Facilities, Technician. (Paul Lopez)

5-5. Recognition of 20 Years of Service – Rommel Nieves, Utility Service Technician. (Norman Tuitavuki)

5-6. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

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

Chair Albert provided direction to staff to make the matter of hybrid meetings as an action item on the January 2022 agenda.

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

7-1. Approve 2022 State Legislative Program. (Michelle Overmeyer)

There were no public comments.

On a motion by Director Amelio, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board approved the 2022 State Legislative Program:

AYES: 12   Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy
NOES: 0
ABSENT: 1   Gaglioti
ABSTAIN: 0
7-2. Approve 2022 Federal Legislative Program. (Carl Sedoryk)

There were no public comments.

On a motion by Director Amelio, seconded by Director Alejo and carried by the following vote, which was conducted by roll call, the Board approved the 2022 Federal Legislative Program:

**AYES:** 12
Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy

**NOES:** 0

**ABSENT:** 1  Gaglioti

**ABSTAIN:** 0

7-3. Adopt Resolution No. 2022-18 Approving Monterey-Salinas Transit District’s (MST) Zero-Emissions Bus (ZEB) Rollout Plan for Submission to the California Air Resources Board (CARB) in Compliance with the Innovative Clean Transit (ICT) Regulation. (Norman Tuitavuki)

There were no public comments.

On a motion by Director LeBarre, seconded by Director Burnett and carried by the following vote, which was conducted by roll call, the Board adopted Resolution No. 2022-18 approving Monterey-Salinas Transit District’s (MST) Zero Emissions Bus (ZEB) Rollout Plan for submission to the California Air Resources Board (CARB) in Compliance with the Innovative Clean Transit (ICT) Regulation:

**AYES:** 12
Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy

**NOES:** 0

**ABSENT:** 1  Gaglioti

**ABSTAIN:** 0

7-4. Authorize General Manager/CEO to Execute a Contract with Kimley-Horn for SURF! Busway and Bus Rapid Transit (BRT) Project Final Design Services in an Amount Not to Exceed $5,000,000 Pending Execution of a Measure X Funding Agreement with the Transportation Agency for Monterey County, Certifying that a Skilled and Trained Workforce Will be Used for the SURF! Busway and BRT Project and Directing Kimley-Horn to Incorporate Such Requirements into the Bidding Process, as Provided in Attachment 1. (Lisa Rheinheimer)

There were no public comments.
On a motion by Director Amelio, seconded by Director Velazquez and carried by the following vote, which was conducted by roll call, the Board authorized the General Manager/CEO to execute a contract with Kimley-Horn for SURF! Busway and Bus Rapid Transit (BRT) Project final design services in an amount not to exceed $5,000,000 pending execution of a Measure X funding agreement with the Transportation Agency for Monterey County, certifying that a skilled and trained workforce will be used for the SURF! Busway and BRT Project, and directing Kimley-Horn to incorporate such requirements into the bidding process:

AYES: 12 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy
NOES: 0
ABSENT: 1 Gaglioti
ABSTAIN: 0

7-5. Authorize General Manager/CEO to Execute a Contract with California State University, Monterey Bay (CSUMB) for a Free Fare Program in an Amount not to Exceed $120,000 for the Spring 2022 Semester.

(Michelle Overmeyer)

There were no public comments.

On a motion by Director Worthy, seconded by Director Velazquez and carried by the following vote, which was conducted by roll call, the Board authorized the General Manager/CEO to execute a contract with California State University, Monterey Bay (CSUMB) for a Free Fare Program in an amount not to exceed $120,000 for the Spring 2022 semester:

AYES: 12 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre, Martinez, Pacheco, Velazquez, and Worthy
NOES: 0
ABSENT: 1 Gaglioti
ABSTAIN: 0

7-6. Approve the Recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 4.7% Incentive Pay for the General Manager/CEO. (Dan Albert)

There were no public comments.

On a motion by Director Amelio, seconded by Director Velazquez and carried by the following vote, which was conducted by roll call, the Board approved the recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 4.7% Incentive Pay for the General Manager/CEO:
8. REPORTS & INFORMATION ITEMS

The Board received and filed these reports, which do not require action by the Board.

8-1. General Manager/CEO Report – November 2021
8-3. State Legislative Advocacy Update - None
8-4. Staff Trip Reports
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) Recognition of Ikuyo Yoneda-Lopez, Marketing and Customer Service Manager, Graduation from Leadership Monterey County.

   The MST Board congratulated Ikuyo Yoneda-Lopez on her recent graduation from the Leadership Monterey County program.

9-3. Board Member Referrals for Future Agendas.

10. RETURN TO CLOSED SESSION AND REPORT

10-1. Conference with Labor Contract Negotiator - General Manager/CEO Contract
     Gov. Code § 54957. (Dan Albert)

     General Counsel, Dave Laredo reported that the MST Board provided direction to the Chair to meet with the General Manager/CEO for further contract negotiation with the intent to discuss with the full Board in closed session of the January 2022 Board meeting.
11. ATTACHMENTS

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

12. ADJOURN

With no further business to discuss, the meeting was adjourned at 12:29 p.m. (Pacific) in memory, and in honor of Lupe Galaviz, a long-time transit services advocate from the City of Soledad who recently passed away.

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 September.  

FISCAL IMPACT:  
There are no fiscal impacts to receiving this report.  

POLICY IMPLICATIONS:  
Your Board adopted MST’s Disposal of Lost and Found Property Policy.  

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

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

September 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: Sonia Wills, Customer Service Supervisor
Subject: Disposal of Unclaimed Items Left on MST Property

RECOMMENDATION:

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

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

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

DISCUSSION:

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

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

October 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 – NOVEMBER 2021

RECOMMENDATION:

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

FISCAL IMPACT:

The cash flow for November 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 November 1, 2021</td>
<td>$34,048,665.92</td>
</tr>
<tr>
<td>Revenues</td>
<td>3,683,533.08</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;4,466,909.17&gt;</td>
</tr>
<tr>
<td>Ending balance November 30, 2021</td>
<td>$33,265,289.83</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 November 2021, using the Board Approved FY 2022 Budget, MST had a $2,912,499 year-to-date surplus to budget on the fixed-route operations and a $726,455 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of $3,638,954.
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than $5,000 as seen in the November Budget vs. Actual reports contained in Attachment #4:

1. Leases & Rentals – This 43.3% negative variance for the month of November is the result of timing in payment to the County of Monterey for use of tower fees needed for communications between MST’s Communication Center and the buses. For the fiscal year this category is 7.8% below budget.

The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter in Place Order was issued by the Monterey County Health Department. During the month of November, MST spent $15,023 on COVID-19 supplies. This amount includes $10,179 for MV bus sanitation services. This information will be provided for each finance report until the pandemic is over.


ATTACHMENT(S):

1. November 2021 Cash Flow
2. November 2021 Disbursements
3. November 2021 Treasury Transactions
4. November 2021 Budget vs. Actual

PREPARED BY: ______________________  REVIEWED BY: ___________________
Lori Lee  Carl G. Sedoryk
## CASH FLOW

### Beginning balance 11/01/2021

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>34,048,665.92</td>
<td></td>
</tr>
</tbody>
</table>

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>236,673.14</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>10,129.80</td>
</tr>
<tr>
<td>TIFIA Loan</td>
<td>451,812.03</td>
</tr>
<tr>
<td>LTF / STA / SGR</td>
<td>1,954,334.60</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>1,009,190.86</td>
</tr>
<tr>
<td>Grants</td>
<td>-</td>
</tr>
<tr>
<td>Interest Income</td>
<td>562.24</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>20,830.41</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>3,683,533.08</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>3,282,868.93</td>
</tr>
<tr>
<td>Capital</td>
<td>1,184,040.24</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td>(4,466,909.17)</td>
</tr>
</tbody>
</table>

### Ending balance 11/30/2021

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>33,265,289.83</td>
<td></td>
</tr>
</tbody>
</table>

## COMPOSITION OF ENDING BALANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Mechanics Bank</td>
<td>1,118,375.63</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>11,393,838.25</td>
</tr>
<tr>
<td>Money Market - Mechanics Bank</td>
<td>9,203.54</td>
</tr>
<tr>
<td>Money Market - LCTOP</td>
<td>1,372,117.85</td>
</tr>
<tr>
<td>Money Market - State of Good Repair</td>
<td>1,648,575.32</td>
</tr>
<tr>
<td>Money Market - FOR A/Other</td>
<td>485,603.38</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>8,988.67</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,169.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>33,265,289.83</td>
</tr>
</tbody>
</table>
PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5 Payroll &amp; Related Expenses</td>
<td>615,855.92</td>
</tr>
<tr>
<td>November 19 Payroll &amp; Related Expenses</td>
<td>736,004.75</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>325,668.07</td>
</tr>
<tr>
<td>Garnishments</td>
<td>2,833.54</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>346,266.41</td>
</tr>
</tbody>
</table>

Total: 2,026,628.69  2,026,628.69

GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>2,337,748.58</td>
</tr>
<tr>
<td>Paydown Loans</td>
<td>66,143.97</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>24,782.99</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>7,929.12</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>3,675.82</td>
</tr>
</tbody>
</table>

Total Disbursements: 2,440,280.48  2,440,280.48

Less Capital Disbursements & Transfers: (1,184,040.24)

Operating Disbursements: 3,282,868.93
DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR November 01, 2021 - November 30, 2021

<table>
<thead>
<tr>
<th>CHECK PRINT DATE</th>
<th>CHECKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 11/03/2021</td>
<td>61245 - 61258</td>
<td>16,474.56</td>
</tr>
<tr>
<td>Accounts Payable 11/12/2021</td>
<td>61259 - 61364</td>
<td>1,404,559.29</td>
</tr>
<tr>
<td>Accounts Payable 11/17/2021</td>
<td>61365 - 61371</td>
<td>(4,939.47)</td>
</tr>
<tr>
<td>Accounts Payable 11/19/2021</td>
<td>61372 - 61427</td>
<td>921,654.20</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>2,337,748.58</td>
</tr>
</tbody>
</table>

CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BOARD APPROVED</th>
<th>CHECK</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSETWORKS, INC</td>
<td>EAM Fuel Focus South County</td>
<td>61265</td>
<td>11/12/21</td>
<td>99,962.91</td>
</tr>
<tr>
<td></td>
<td>Board Approved 03/08/21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANDAZZO</td>
<td>Fort Ord Building Removal</td>
<td>61327</td>
<td>11/12/21</td>
<td>257,090.02</td>
</tr>
<tr>
<td>ENTERPRISES, INC.</td>
<td>Board Approved 09/13/21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANDAZZO</td>
<td>Fort Ord Building Removal</td>
<td>61406</td>
<td>11/19/21</td>
<td>512,682.62</td>
</tr>
<tr>
<td>ENTERPRISES, INC.</td>
<td>Board Approved 09/13/21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
<td>Recurring Expense</td>
<td>61311</td>
<td>11/12/21</td>
<td>623,794.43</td>
</tr>
</tbody>
</table>

PURCHASES BETWEEN $50,000 AND $99,999

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>GENERAL MANAGER</th>
<th>CHECK</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>61336</td>
<td>11/12/21</td>
<td>81,842.69</td>
</tr>
<tr>
<td>FIRST ALARM</td>
<td>Alarm System, South County</td>
<td>61386</td>
<td>11/19/21</td>
<td>25,184.20</td>
</tr>
<tr>
<td>FIRST ALARM</td>
<td>CCTV System, South County</td>
<td>61386</td>
<td>11/19/21</td>
<td>93,417.58</td>
</tr>
<tr>
<td>THE SOHAGI LAW GROUP, PLC</td>
<td>SNG Evariste Legal Fees</td>
<td>61349</td>
<td>11/12/21</td>
<td>63,397.55</td>
</tr>
<tr>
<td>DIEDE CONSTRUCTION, INC</td>
<td>South County Facility</td>
<td>61381</td>
<td>11/19/21</td>
<td>57,497.80</td>
</tr>
<tr>
<td></td>
<td>Board Approved 12/09/19</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 11/05/2021 | 1,468,542.63
Payroll and benefits for payperiods 3/7/20-12/31/21 paid | 2,691,785.80

4,160,328.43

MV Transportation Inc. - Amendment #7:
COVID-19 expenses reimbursed to date | 222,560.55
Total MV COVID-19 expenses reimbursed to date | 222,560.55

COVID-19 related expenses have been tracked since the beginning of the pandemic. Expenses include personal protective equipment, cleaning supplies, additional janitorial services, and public information materials. Payroll and benefits costs are included under the Families First Coronavirus Response Act (FFCRA or Act), which requires certain employers to provide employees with paid sick leave or expanded family and medical leave for reasons related to COVID-19. Additional expenses include paying standby employees while they remain in a state of readiness, administrative staff time dedicated to COVID-19 response, and costs related to community services.
# TREASURY TRANSACTIONS
## FOR NOVEMBER 2021

### LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 11/01/2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17,218,417.69</td>
</tr>
<tr>
<td>Quarterly interest earned 0.24%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17,218,417.69</td>
</tr>
</tbody>
</table>

### MECHANICS BANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 11/01/2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13,182,238.81</td>
</tr>
<tr>
<td>11/05/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>500,000.00</td>
<td></td>
<td>12,682,238.81</td>
</tr>
<tr>
<td>11/10/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>1,600,000.00</td>
<td></td>
<td>11,082,238.81</td>
</tr>
<tr>
<td>11/18/21</td>
<td>687</td>
<td>LTF</td>
<td>1,954,334.60</td>
<td></td>
<td>13,036,573.41</td>
</tr>
<tr>
<td>11/18/21</td>
<td>687</td>
<td>TIFIA Loan</td>
<td>451,812.03</td>
<td></td>
<td>13,488,385.44</td>
</tr>
<tr>
<td>11/18/21</td>
<td>687</td>
<td>AP/Payroll</td>
<td>1,500,000.00</td>
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<td>11,988,385.44</td>
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<tr>
<td>11/23/21</td>
<td>687</td>
<td>LCTOP</td>
<td>594,966.10</td>
<td></td>
<td>11,393,419.34</td>
</tr>
<tr>
<td>11/30/21</td>
<td></td>
<td>Interest</td>
<td>418.91</td>
<td></td>
<td>11,393,838.25</td>
</tr>
</tbody>
</table>

MECHANICS MM Balance at 11/30/2021 11,393,838.25
### MONTEREY-SALINAS TRANSIT DISTRICT

**Revenue & Expense - Consolidated**

**Budget vs Actual**

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

(Amounts are in USD)

(Includes Fund: 001\004\005)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>191,658</td>
<td>172,875</td>
<td>18,783</td>
<td>997,548</td>
<td>864,375</td>
<td>133,173</td>
</tr>
<tr>
<td>Special Transit</td>
<td>-17,810</td>
<td>49,583</td>
<td>-67,393</td>
<td>469,243</td>
<td>247,916</td>
<td>221,327</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>6,896</td>
<td>15,841</td>
<td>-8,945</td>
<td>109,775</td>
<td>79,207</td>
<td>30,568</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>3,669,092</td>
<td>3,669,092</td>
<td>18,345,460</td>
<td>18,345,459</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>3,849,836</td>
<td>3,907,391</td>
<td>-57,555</td>
<td>19,922,027</td>
<td>19,536,957</td>
<td>385,070</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>1,307,147</td>
<td>1,450,839</td>
<td>-143,692</td>
<td>6,330,080</td>
<td>7,254,190</td>
<td>-924,110</td>
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<tr>
<td>Benefits</td>
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<td>945,305</td>
<td>-16,058</td>
<td>4,367,542</td>
<td>4,726,506</td>
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<tr>
<td>Advertising &amp; Marketing</td>
<td>3,097</td>
<td>13,667</td>
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<td>25,109</td>
<td>68,334</td>
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<tr>
<td>Professional &amp; Technical</td>
<td>64,356</td>
<td>79,062</td>
<td>-14,708</td>
<td>292,777</td>
<td>395,459</td>
<td>-102,682</td>
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<tr>
<td>Outside Services</td>
<td>45,949</td>
<td>55,466</td>
<td>-9,517</td>
<td>220,506</td>
<td>277,332</td>
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<tr>
<td>Outside Labor</td>
<td>124,693</td>
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<td>-59,056</td>
<td>614,707</td>
<td>918,747</td>
<td>-304,040</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>153,386</td>
<td>218,316</td>
<td>-64,930</td>
<td>982,935</td>
<td>1,091,582</td>
<td>-108,647</td>
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<tr>
<td>Supplies</td>
<td>116,049</td>
<td>118,852</td>
<td>-2,803</td>
<td>395,447</td>
<td>594,256</td>
<td>-198,809</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>29,642</td>
<td>83,517</td>
<td>-53,875</td>
<td>274,944</td>
<td>417,584</td>
<td>-142,640</td>
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<td>Marketing Supplies</td>
<td>2,495</td>
<td>3,084</td>
<td>-589</td>
<td>11,201</td>
<td>15,418</td>
<td>-4,217</td>
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<tr>
<td>Utilities</td>
<td>53,576</td>
<td>68,605</td>
<td>-15,029</td>
<td>268,408</td>
<td>343,026</td>
<td>-74,620</td>
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<td>Insurance</td>
<td>70,228</td>
<td>89,617</td>
<td>-19,389</td>
<td>392,828</td>
<td>448,084</td>
<td>-55,256</td>
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<td>Taxes</td>
<td>12,581</td>
<td>16,803</td>
<td>-4,222</td>
<td>70,596</td>
<td>84,015</td>
<td>-13,419</td>
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<td>Purchased Transportation</td>
<td>329,334</td>
<td>380,950</td>
<td>-51,616</td>
<td>1,831,236</td>
<td>1,904,750</td>
<td>-73,514</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>35,531</td>
<td>33,928</td>
<td>1,603</td>
<td>146,714</td>
<td>169,641</td>
<td>-22,927</td>
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<tr>
<td>Interfund transfers</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</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>10,402</td>
<td>15,300</td>
<td>-4,898</td>
<td>54,228</td>
<td>76,500</td>
<td>-22,272</td>
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<tr>
<td>Leases &amp; Rentals</td>
<td>77,889</td>
<td>54,416</td>
<td>23,573</td>
<td>250,819</td>
<td>272,082</td>
<td>-21,263</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>3,365,704</td>
<td>3,811,506</td>
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<td>16,530,077</td>
<td>19,057,506</td>
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<td>Operating Surplus (Deficit)</td>
<td>484,132</td>
<td>95,885</td>
<td>388,247</td>
<td>3,391,950</td>
<td>479,451</td>
<td>2,912,499</td>
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MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated
Budget vs Actual
For the Period from November 1, 2021 to November 30, 2021
(Amounts are in USD)
(Includes Fund: 002)
(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>11,954</td>
<td>9,583</td>
<td>2,371</td>
<td>70,012</td>
<td>47,916</td>
<td>22,096</td>
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<tr>
<td>Special Transit</td>
<td>15,862</td>
<td>15,862</td>
<td>63,519</td>
<td>63,519</td>
<td>63,519</td>
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<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>530,528</td>
<td>530,528</td>
<td></td>
<td>2,652,640</td>
<td>2,652,641</td>
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</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>558,344</td>
<td>540,111</td>
<td>18,233</td>
<td>2,786,171</td>
<td>2,700,557</td>
<td>85,614</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>7,709</td>
<td>11,375</td>
<td>-3,666</td>
<td>45,363</td>
<td>56,875</td>
<td>-11,512</td>
</tr>
<tr>
<td>Benefits</td>
<td>11,022</td>
<td>6,933</td>
<td>4,089</td>
<td>42,576</td>
<td>34,666</td>
<td>7,910</td>
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<tr>
<td>Advertising &amp; Marketing</td>
<td>417</td>
<td>-417</td>
<td></td>
<td>2,084</td>
<td>2,084</td>
<td>-2,084</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>417</td>
<td>-417</td>
<td></td>
<td>2,084</td>
<td>2,084</td>
<td>-2,084</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>7,156</td>
<td>6,500</td>
<td>656</td>
<td>36,638</td>
<td>32,500</td>
<td>4,138</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>31,019</td>
<td>45,725</td>
<td>-14,706</td>
<td>197,275</td>
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<td>8,543</td>
<td>-5,771</td>
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<tr>
<td>Vehicle Maintenance</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>137</td>
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<td></td>
<td>137</td>
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<tr>
<td>Utilities</td>
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<td>120</td>
<td>600</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>326,578</td>
<td>446,309</td>
<td>-119,731</td>
<td>1,621,418</td>
<td>2,231,543</td>
<td>-610,125</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>18,863</td>
<td>16,859</td>
<td>2,004</td>
<td>94,194</td>
<td>84,293</td>
<td>9,901</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>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>402,802</td>
<td>536,364</td>
<td>-133,562</td>
<td>2,040,972</td>
<td>2,681,813</td>
<td>-640,841</td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td>155,542</td>
<td>3,747</td>
<td>151,795</td>
<td>745,199</td>
<td>18,744</td>
<td>726,455</td>
</tr>
</tbody>
</table>
To: Board of Directors
From: Lori Lee
Subject: FINANCIAL REPORTS – DECEMBER 2021

RECOMMENDATION:

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

FISCAL IMPACT:

The cash flow for December 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 December 1, 2021</td>
<td>$33,265,289.83</td>
</tr>
<tr>
<td>Revenues</td>
<td>6,914,592.01</td>
</tr>
</tbody>
</table>
| Disbursements               | <4,791,702.74>
| Ending balance December 31, 2021 | $35,388,179.10 |

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of December 2021, using the Board-approved FY 2021/2022 Budget, MST had a $3,556,084 year-to-date surplus to budget on the fixed-route operations and a $872,181 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of $4,428,264.
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than $5,000 as seen in the December Budget vs. Actual reports contained in Attachment #4: None for December.

The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter in Place Order was issued by the Monterey County Health Department. During the month of December, MST spent $27,946 on COVID-19 supplies. This amount includes $9,165 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. December 2021 Cash Flow
2. December 2021 Disbursements
3. December 2021 Treasury Transactions
4. December 2021 Budget vs. Actual

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

CASH FLOW

Beginning balance 12/01/2021 33,265,289.83

Revenues

- Passenger Revenue 345,094.47
- DOD Revenue 8,970.70
- TIFIA Loan 307,245.44
- LTF / STA / SGR 1,731,849.39
- Sales Tax 900,464.42
- Grants 2,875,348.00
- Interest Income 10,516.43
- Non Transit Revenue 735,103.16

Total Revenues 6,914,592.01 6,914,592.01

Disbursements

- Operations (See Attachment #2) 4,290,679.67
- Capital 501,023.07

Total Disbursements (4,791,702.74)

Ending balance 12/31/2021 35,388,179.10

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank 1,416,325.64
Local Agency Investment Fund (LAIF) 17,228,330.76
Money Market - Mechanics Bank MM 13,246,090.65
Money Market - Mechanics Bank 9,324.81
Money Market - LCTOP 1,334,697.80
Money Market - State of Good Repair 1,648,631.33
Money Market - FOR A/Other 485,619.88
Bank of America - Escrow 8,988.73
Petty cash fund, STC Coin Machine, and 2 change funds 10,169.50

Total 35,388,179.10
### PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 3 Payroll &amp; Related Expenses</td>
<td>598,893.86</td>
</tr>
<tr>
<td>December 17 Payroll &amp; Related Expenses</td>
<td>568,836.81</td>
</tr>
<tr>
<td>December 31 Payroll &amp; Related Expenses</td>
<td>613,231.15</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>343,256.48</td>
</tr>
<tr>
<td>Garnishments</td>
<td>4,250.31</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>332,921.38</td>
</tr>
</tbody>
</table>

2,461,389.99  2,461,389.99

### GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>2,200,681.64</td>
</tr>
<tr>
<td>Paydown Loans</td>
<td>66,653.05</td>
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<tr>
<td>Workers Comp. Disbursements</td>
<td>49,848.81</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>7,420.04</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>5,709.21</td>
</tr>
</tbody>
</table>

2,330,312.75  2,330,312.75

Total Disbursements                        | 4,791,702.74 |

Less Capital Disbursements & Transfers     | (501,023.07) |

Operating Disbursements                    | 4,290,679.67 |
DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR December 01, 2021 - December 31, 2021

<table>
<thead>
<tr>
<th>CHECK PRINT DATE</th>
<th>CHECKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 12/03/2021</td>
<td>61428 - 61254</td>
<td>309,022.04</td>
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<tr>
<td>Accounts Payable 12/10/2021</td>
<td>61570 - 61649</td>
<td>862,152.18</td>
</tr>
<tr>
<td>Accounts Payable 12/14/2021</td>
<td>61650 - 61656</td>
<td>1,200.00</td>
</tr>
<tr>
<td>Accounts Payable 12/17/2021</td>
<td>61657 - 61733</td>
<td>458,856.91</td>
</tr>
<tr>
<td>Accounts Payable 12/22/2021</td>
<td>61734 - 61856</td>
<td>569,450.51</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>2,200,681.64</strong></td>
</tr>
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</table>

CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BOARD APPROVED</th>
<th>CHECK</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANDAZZO ENTERPRISES, INC.</td>
<td>Fort Ord Building Removal</td>
<td>61712</td>
<td>12/17/21</td>
<td>258,743.73</td>
</tr>
<tr>
<td>SC FUELS</td>
<td>Board Approved 09/13/21</td>
<td>61835</td>
<td>12/22/21</td>
<td>134,089.83</td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
<td>Recurring Expense</td>
<td>61615</td>
<td>12/10/21</td>
<td>615,482.95</td>
</tr>
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</table>

PURCHASES BETWEEN $50,000 AND $99,999

<table>
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<tr>
<th>VENDOR</th>
<th>GENERAL MANAGER APPROVED</th>
<th>CHECK</th>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC FUELS</td>
<td>Recurring Expense</td>
<td>61836</td>
<td>12/22/21</td>
<td>58,015.03</td>
</tr>
</tbody>
</table>

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 01/21/2022: 1,488,548.25
Payroll and benefits for payperiods 3/7/20-1/14/22 paid: 2,735,457.02
MV Transportation Inc. - Amendment #7:
COVID-19 expenses reimbursed to date: 231,725.35
Total MV COVID-19 expenses reimbursed to date: 231,725.35

COVID-19 related expenses have been tracked since the beginning of the pandemic. Expenses include personal protective equipment, cleaning supplies, additional janitorial services, and public information materials. Payroll and benefits costs are included under the Families First Coronavirus Response Act (FFCRA or Act), which requires certain employers to provide employees with paid sick leave or expanded family and medical leave for reasons related to COVID-19. Additional expenses include paying standby employees while they remain in a state of readiness, administrative staff time dedicated to COVID-19 response, and costs related to community services.
# TREASURY TRANSACTIONS
FOR DECEMBER 2021

## LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>Balance Forward at 12/01/2021</td>
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<td></td>
<td></td>
<td>17,218,417.69</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarterly interest earned</td>
<td>0.23%</td>
<td>9,913.07</td>
<td>17,228,330.76</td>
</tr>
</tbody>
</table>

Local Agency Investment Fund:

LAIF Treasury Balance at 12/31/2021 17,228,330.76

## MECHANICS BANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
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<td>AP/Payroll</td>
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<td>AP/Payroll</td>
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<td>LTF</td>
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<td>12/31/21</td>
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<td>Interest</td>
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</table>

MECHANICS MM Balance at 12/31/2021 13,246,090.65
# MONTEREY-SALINAS TRANSIT DISTRICT

## Revenue & Expense - Consolidated

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

(Amounts are in USD)

(Includes Fund: 001004005)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
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<td>-19,601</td>
<td>1,150,822</td>
<td>1,037,250</td>
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<tr>
<td>Special Transit</td>
<td>61,701</td>
<td>49,584</td>
<td>12,117</td>
<td>530,945</td>
<td>297,500</td>
<td>233,445</td>
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<tr>
<td>Cash Revenue</td>
<td>31,853</td>
<td>15,843</td>
<td>16,010</td>
<td>141,628</td>
<td>95,050</td>
<td>46,578</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>3,669.092</td>
<td>3,668.791</td>
<td>301</td>
<td>22,014,552</td>
<td>22,014,250</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>3,915,920</td>
<td>3,907,093</td>
<td>8,827</td>
<td>23,837,947</td>
<td>23,444,050</td>
<td>393,897</td>
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</table>

## Expenses

<table>
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<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>1,199,910</td>
<td>1,450,836</td>
<td>-250,926</td>
<td>7,529,990</td>
<td>8,705,026</td>
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<td>Benefits</td>
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<td>945,294</td>
<td>12,908</td>
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<td>Advertising &amp; Marketing</td>
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<td>-9,617</td>
<td>29,158</td>
<td>92,000</td>
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<td>Professional &amp; Technical</td>
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<td>79,091</td>
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<td>340,223</td>
<td>474,550</td>
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<td>Outside Services</td>
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<td>55,468</td>
<td>-6,443</td>
<td>270,432</td>
<td>332,800</td>
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<td>Outside Labor</td>
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<td>183,753</td>
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<td>1,102,500</td>
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<td>Fuel &amp; Lubricants</td>
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<td>-63,684</td>
<td>1,137,568</td>
<td>1,309,900</td>
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<td>51,389</td>
<td>118,850</td>
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<td>446,836</td>
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<td>11,201</td>
<td>18,500</td>
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<td>55,182</td>
<td>68,605</td>
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<td>323,588</td>
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<td>4,091</td>
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<td>203,569</td>
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<td>Interfund transfers</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
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<td>643,586</td>
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<td>575,050</td>
<td>3,556,084</td>
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</table>
## MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY22)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
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<td></td>
<td></td>
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</tr>
<tr>
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<td>68,861</td>
<td>20,000</td>
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<td>Cash Revenue</td>
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<td></td>
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<tr>
<td>Cash Grants &amp; Reimbursement</td>
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<td>530,529</td>
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<td><strong>Expenses</strong></td>
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<td></td>
</tr>
<tr>
<td>Labor</td>
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<tr>
<td>Outside Services</td>
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<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>7,146</td>
<td>6,500</td>
<td>646</td>
<td>43,783</td>
<td>39,000</td>
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<tr>
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<tr>
<td>Miscellaneous Expenses</td>
<td>19,049</td>
<td>16,857</td>
<td>2,192</td>
<td>113,243</td>
<td>101,150</td>
<td>12,093</td>
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<td>Interfund transfers</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
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</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>
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<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>400,823</td>
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<td>2,441,795</td>
<td>3,218,170</td>
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<td>3,756</td>
<td>145,725</td>
<td>894,681</td>
<td>22,500</td>
<td>872,181</td>
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Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Minutes
December 13, 2021
9:00 a.m.

Present: Jeff Baron    City of Carmel-by the Sea
          Joe Amelio    City of Pacific Grove
          Tony Barrera (Vice Chair) City of Salinas
          Mary Ann Carbone City of Sand City
          Anna Velazquez (Chair) City of Soledad
          Lorraine Worthy City of Gonzales

Absent: None

Staff: Carl Sedoryk    General Manager/CEO
       Lisa Rheinheimer    Assistant General Manager
       Norman Tuitavuki    Chief Operating Officer
       Kelly Halcon    Director of HR and Risk Management
       Michael Kohlman    Chief Information Officer
       Michelle Overmeyer    Director of Planning and Innovation
       Jeanette Alegar-Rocha    Clerk to the Board
       Scott Taylor    Information Technology Manager
       Ezequiel Rebollar    Information Technology Technician
       Andrea Williams    General Accounting and Budget Manager
       Ikuyo Yoneda-Lopez    Marketing and Customer Service Manager
       Beronica Carriedo    Community Outreach Coordinator
       Deanna Smith    Civil Rights Officer
       Marzette Henderson    Contract Services Manager
       Elena Grigorichina    Operations Analyst
       Lisa Cox    Risk and Safety Manager
       Matt Deal    Grants Analyst
       Sloan Campi    Planning Manager
       Emma Patel    Associate Planner
       Daniel Bruno    Scheduling Assistant

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

Public: Daniel Constantino Jarrett Walker + Associates
        Thomas De La Cruz Monterey County Department of Social Services
1. Call to order.

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

2. Public comment on matters not on the agenda.

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

Public Comments – None

3. CONSENT AGENDA

3-1. Approve Minutes of the Board Operations Performance / BOPC Committee on August 16, 2021. (Jeanette Alegar-Rocha)

There were no public comments.

On a motion by Director Amelio, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes:

AYES:  6  Amelio, Baron, Barrera, Carbone, Velazquez, and Worthy
NOES: 0
ABSENT: 0
ABSTAIN: 0

4. ACTION ITEMS

4-1. Review of Operations Performance. (Carl Sedoryk)

There were no public comments.

Director Carbone asked for more detail on the Transportation Department Monthly Update on documented occurrences for June 2021. Chief Operating Officer, Norman Tuitavuki will follow-up via email.

4-2. Received an Update on Progress from the Demolition of the Fort Ord Blighted Buildings. (Lisa Rheinheimer)
There were no public comments.

4.3 Receive an Update and Provide Feedback on the Draft Final Comprehensive Operational Analysis (COA) Network Redesign. (Michelle Overmeyer)

The following public comments were made:

Thomas De La Cruz from the Monterey County Department of Social Services stated that public transit should continue to serve the County Social Services locations.

Dr. Romero Jalomo, on behalf of Hartnell Community College, state that he was in favor of the proposed Draft Plan.

4-4. Receive update on Monterey-Salinas Transit District (MST) Request for Proposal (RFP) #22-01 MST RIDES ADA & Special Transportation (ST) Paratransit Services and Other Dial-a-Ride and Fixed-Route Services (Marzette Henderson/Sandra Amorim)

Agenda item 4-4 was tabled due to Committee meeting time constraints.

4-5. Receive Update on MST Contactless Fare Payment Demonstration Project. (Carl Sedoryk) No Enclosure.

Agenda item #4-5 update was moved to the regular MST Board meeting agenda item #4-8 due to Committee meeting time constraints.

5. Closed Session

None.

6. Adjourn.

Chair Velazquez adjourned the meeting at 10:01 a.m.
1. CALL TO ORDER

1-1. Roll call

Chair Albert called the meeting to order at 12:30 p.m. and roll call was taken.

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

Absent:
- John Gaglioti City of Del Rey Oaks
- Yanely Martinez City of Greenfield

Staff:
- Carl Sedoryk         General Manager/CEO
- Lisa Rheinheimer     Assistant General Manager
- Norman Tuitavuki     Chief Operating Officer
- Kelly Halcon         Director of HR and Risk Management
- Michael Kohlman      Chief Information Officer
- Michelle Overmeyer   Director of Planning and Innovation
- Andrea Williams      General Accountant & Budget Manager
- Jeanette Alegar-Rocha Clerk to the Board
- Marzette Henderson  Contract Transportation Manager
- Lisa Cox             Risk and Safety Manager
- Deanna Smith         Civil Rights Officer
- Ikuyo Yoneda-Lopez   Marketing & Customer Service Manager
- Sonia Wills          Customer Service Supervisor
1. CALL TO ORDER

1-1. Roll call.

Chair Albert called the meeting to order at 12:30 p.m. and roll call was taken as the meeting was held via ZOOM teleconference. A quorum was established. General Manager/CEO Carl Sedoryk reviewed the highlights of the agenda.

1-2. Approve Resolution 2022-01 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

On a motion by Director Barrera, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved Resolution 2022-01:

**AYES:** 10 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Pacheco, Velazquez, and Worthy

**NOES:** 0

**ABSENT:** 2 Gaglioti, Martinez

**ABSTAIN:** 1 LeBarre

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 MSTC 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.

There were no public comments.

3. CONSENT AGENDA

3-1. Approve Minutes of December 2020 Meeting. (Jeanette Alegar-Rocha)
There were no public comments on the Consent Agenda.

On a motion by Director Amelio, seconded by Velazquez and carried by the following vote, which was conducted by roll call, the Board approved all items on the Consent Agenda:

AYES: 11 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, LeBarre Pacheco, Velazquez, and Worthy
NOES: 0
ABSENT: 2 Gaglioti, Martinez
ABSTAIN: 0

4. ACTION ITEMS

4-1. Receive Report on Corporation Matters from 2021. (Lisa Rheinheimer)

There were no public comments on the Action Item.

The MST Corporation Board received a report that were no new matters from 2021.

5. REPORTS AND INFORMATION ITEMS

None

6. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 12:35 p.m. (Pacific).
MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

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
ABSENT: 2  Magaña and Fernandez
ABSTAIN: 0

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
ABSENT: 2  Magaña and Fernandez
ABSTAIN: 0
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

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. (Pacific).

Claudia Valencia          Kevin Allshouse

Claudia Valencia          Kevin Allshouse
To: Board of Directors

From: Cristy Sugabo, Mobility Services Manager

Subject: Mobility Advisory Committee Membership

RECOMMENDATION:

Appoint Membership of Ronald Lee and Leticia Garcia to MST’s Mobility Advisory Committee (MAC).

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Board appoints members to the MST Mobility Advisory Committee.

DISCUSSION:

The Mobility Advisory Committee (MAC) is a standing advisory committee of the MST Board of Directors. It makes recommendations to MST staff and to the Board regarding the transportation needs of seniors, veterans, persons with disabilities, low income, youth, and isolated populations. The Committee acts as a liaison between MST and these communities to assure that their constituents and clients have input into the MST service planning process.

There are currently seven (7) vacancies on the MAC. At the Committee meeting of January 26, 2022, the Committee voted to recommend that the MST Board appoint Ronald Lee, Management Analyst III Planner for Area Agency on Aging, and Leticia Garcia, Director of Support Services for the Carmel Foundation, to fill two of these vacancies. A current listing of Committee members for the MAC is attached.

Approval by the MST Board of this item will appoint Ronald Lee and Leticia Garcia to the MST Mobility Advisory Committee.

ATTACHMENT(S):

Mobility Advisory Committee Members

PREPARED BY: Cristy Sugabo

REVIEWED BY: Carl G. Sedoryk
# MST Mobility Advisory Committee Members

*As of January 26, 2022*

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>ALTERNATE</th>
<th>ORGANIZATION</th>
<th>ADVOCACY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alejandro Fernandez</td>
<td>DaVita Dialysis</td>
<td>Private Provider</td>
</tr>
<tr>
<td>2</td>
<td>Bobby Merritt</td>
<td>Veterans Transition Center</td>
<td>Veterans</td>
</tr>
<tr>
<td>3</td>
<td>Reyna Gross</td>
<td>Alliance on Aging</td>
<td>Seniors</td>
</tr>
<tr>
<td>4</td>
<td>Aaron Hernandez</td>
<td>Transportation Agency for Monterey County</td>
<td>Transportation Authority</td>
</tr>
<tr>
<td>5</td>
<td>Maria Magana</td>
<td>Central Coast Center for Independent Living</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>6</td>
<td>Jessica McKillip</td>
<td>Cheryl Tsuchiura</td>
<td>Independent Transportation Network</td>
</tr>
<tr>
<td>7</td>
<td>Jennifer Ramirez</td>
<td>Partnership for Children</td>
<td>Children and Youth</td>
</tr>
<tr>
<td>8</td>
<td>Steven Macias</td>
<td>Blind and Visually Impaired Center</td>
<td>Blind and Visually Impaired</td>
</tr>
<tr>
<td>9</td>
<td>Ronald Lee</td>
<td>Area Agency on Aging</td>
<td>Seniors</td>
</tr>
<tr>
<td>10</td>
<td>Leticia Garcia</td>
<td>Carmel Foundation</td>
<td>Seniors</td>
</tr>
<tr>
<td>11</td>
<td>Vacant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Vacant</td>
<td></td>
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</tr>
<tr>
<td>15</td>
<td>Vacant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer
       Marzette Henderson, Contract Services Manager

Subject: Purchased Transportation Procurement RFP #22-01

RECOMMENDATION:

Authorize the General Manager/CEO to award a contract to MV Transportation, Inc. for the provision of purchased transportation services for a base period of 5 years beginning July 1, 2022, and ending June 30, 2027, in an amount not to exceed $49,419,717.

FISCAL IMPACT:

The total estimated cost of this 5-year contract is $49,419,717 as reflected in the table below.

<table>
<thead>
<tr>
<th>TERM</th>
<th>MST RIDES</th>
<th>MST RIDES TAXI</th>
<th>FIXED ROUTE</th>
<th>ON CALL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>$4,782,958</td>
<td>$574,530</td>
<td>$3,456,221</td>
<td>$981,789</td>
<td>$9,795,497</td>
</tr>
<tr>
<td>Year 2</td>
<td>$4,980,197</td>
<td>$591,766</td>
<td>$3,751,056</td>
<td></td>
<td>$9,323,018</td>
</tr>
<tr>
<td>Year 3</td>
<td>$5,146,655</td>
<td>$609,519</td>
<td>$3,947,006</td>
<td></td>
<td>$9,703,180</td>
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<tr>
<td>Year 4</td>
<td>$5,365,641</td>
<td>$627,804</td>
<td>$4,110,760</td>
<td></td>
<td>$10,104,206</td>
</tr>
<tr>
<td>Year 5</td>
<td>$5,425,810</td>
<td>$646,639</td>
<td>$4,421,366</td>
<td></td>
<td>$10,493,815</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$25,701,261</td>
<td>$3,050,258</td>
<td>$19,686,409</td>
<td>$981,789</td>
<td>$49,419,717</td>
</tr>
</tbody>
</table>

Note: Totals may not add due to rounding.

The FY 2021/22 and FY 2022/23 adopted 2-year Budget estimates purchased transportation costs in year FY 2022/23 at $10,299,500. Year 1 cost is 4.9% lower than the current budget estimate. These costs will be incorporated into the 2-year budget for FY 2022/23 and FY 2023/24 and presented to the Board in June 2022.
POLICY IMPLICATIONS:

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

DISCUSSION:

Introduction of Contracted Services

MST utilizes the services of a contracted transportation service provider to operate MST RIDES paratransit as required by the Americans with Disabilities Act (ADA). Paratransit service operations comply with 49 CFR, Part 37, Subpart F – Paratransit as a complement to fixed route service. Section 37.121 requires public entities operating a fixed route system to provide paratransit services to individuals with disabilities. MST RIDES service is required to be comparable to the level of service provided to individuals without disabilities, and rides are to be provided within a ¾ mile radius of all fixed route trolley and bus stops. MST is further required to provide transportation services to qualified individuals to any destination within the federally mandated service area during the same days and hours that fixed route services operate.

MST RIDES Special Transportation (ST) program is an expansion of the border of MST RIDES ADA service area zone in North and South County from ¾ mile radius to 2 miles. This program is an extension of MST RIDES and operated by the contracted service provider.

MST RIDES service is currently provided with 39 minibus vehicles, with some trips subcontracted to a local taxi provider. MST owns the paratransit vehicles but contracts out the maintenance and operation of the service. In FY 2021, MST RIDES provided over 62,000 trips to qualified individuals.

MST also utilizes the services of a contracted transportation service provider to operate MST On Call and limited fixed route services as a means to save on operating expenses on low productivity routes and seasonal services.

Procurement Process

On August 13, 2021, MST published the Request for Proposals (RFP) #22-01 on MST’s website and notices were published in accordance with MST policies.

Five proposals for all services were received by the October 29, 2021, deadline and all proposals were deemed responsive.

The proposals were evaluated in accordance with the selection criteria in the RFP. An evaluation team consisting of MST staff and a member of the MST Mobility Advisory Committee (MAC) scored each proposal on the criteria provided in Section 7: Evaluation Criteria of RFP #22-01. A total of 300 points were possible for the proposal.
with certain criteria weighted more or less heavily. Results of the proposal evaluations are shown in the following table:

<table>
<thead>
<tr>
<th>Total Possible Points: 300</th>
<th>MV Transportation, Inc.</th>
<th>Keolis Transit America LLC</th>
<th>Transdev North America, Inc.</th>
<th>National Express LLC</th>
<th>First Transit, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points awarded:</td>
<td>279.5</td>
<td>275</td>
<td>235.5</td>
<td>198.5</td>
<td>193.5</td>
</tr>
</tbody>
</table>

Two firms, MV Transportation, Inc. and Keolis Transit America, Inc., were identified in the competitive range and were invited to participate in a follow-up presentation and interview. The presentation and interview process provided an opportunity for both firms to respond to the same set of 10 questions that both firms received in advance.

In total, MV Transportation, Inc. received a total score of 279.5 out of 300 possible points for its proposal and pricing. The pricing proposed by MV Transportation, Inc. is significantly less than the other proposers over the base term of the contract and deemed fair and reasonable. The evaluation team awarded MV Transportation Inc.’s proposal and pricing with the highest overall score.

In conclusion, the evaluation team recommends authorizing the General Manager/CEO award a contract to MV Transportation, Inc. for the provision of purchased transportation services for a base period of 5 years beginning July 1, 2022, and ending June 30, 2027, in an amount not to exceed $49,419,717. Further, this award allows MST to continue providing MST RIDES ADA paratransit & Special Transportation, limited fixed route services, and MST On Call services through its current contractor and incumbent, MV Transportation, Inc. with little to no disruption to MST’s customers, the community, and current MV Transportation, Inc. employees.

Prepared by: ________________________   Reviewed by:  ______________________
Norman K. Tuitavuki                Carl G. Sedoryk
To: Board of Directors  
From: Michelle Overmeyer, Director of Planning and Innovation  
Subject: Comprehensive Operational Analysis Final Network Plan  

RECOMMENDATION:  

Approve Comprehensive Operational Analysis (COA) Final Network Plan and direct staff to develop supporting fare policy.  

FISCAL IMPACT:  

The COA Final Network Plan was designed under three scenarios to provide options to meet MST’s future financial environment. 

- Low Scenario - This is the contingency scenario. It assumes either general fund sources (i.e., fares, State, non-pandemic federal funds, etc...) recover very slowly from the pandemic, or insufficient workforce is available to operate at full capacity, or both. 

- Medium Scenario - This assumes regular general fund sources recover to pre-pandemic levels by the time MST’s federal pandemic recovery funds run out. This funding scenario also aligns with estimates in MST’s FY21/22-FY22/23 operating budget and staffing levels. 

- High Scenario - This scenario assumes voters approve a new sales tax including 1/8-cent for service increases, or another similarly-sized new source of funding is generated for increased service levels. 

The COA analyzed service paid for with general funds. Special contracted service including Measure Q-funded service, Trolley Monterey and CSUMB-funded routes are not included in the analysis.  

POLICY IMPLICATIONS:  

MST has not completed a COA in many years, instead relying on various localized service plans to update routes and schedules (e.g., Salinas Area Service Study, Peninsula Area Service Study, Marina Area Service Study, etc...). The intent of the COA is to design the transit network to meet a consistent set of service goals. The COA supports the Board’s adopted Strategic Plan.
At the June 2021 meeting, the Board Operations Performance Committee directed staff to focus the COA on these priority areas:

- Ridership over coverage: focusing better and more frequent service where more people live and work rather than spreading minimal service to as many areas of the County as possible
- Equity over equality: targeting the areas that have the greatest need for public transit rather than spreading service equally among the population
- Regional balance of transit service: 40% service to Peninsula area, 40% service to Salinas, and the remaining 20% to other areas

DISCUSSION:

The COA was a year-long comprehensive effort to revamp the entire public transit system in Monterey County. Staff presented and/or sought direction from your Board Operations Performance Committee at several steps throughout the process:

- February 2021- presentation of update and project timeline
- June 2021- presentation of Choices Report and received policy direction
- August 2021- presentation and feedback on Draft Network Plan
- December 2021- presentation on community feedback on Draft Network Plan and direction to finalize Plan

As described above, three scenarios were evaluated, each with its own financial and staffing limitations. The COA Final Network Plan is included in Web Attachment A https://mst.org/about-mst/board-of-directors/board-meetings/ The Medium Scenario is the transit network proposed for implementation.

Community Engagement

Throughout the project, staff engaged in a robust community outreach effort to establish community values around public transit, identify needs, convey the proposed transit plan, gather feedback, and respond and make adjustments as needed. The Final Network Plan represents the needs and desires of the community, and one that was developed through a meaningful and inclusive process. A more thorough discussion of how public input shaped the Plan is included in Section 3 of the COA Final Network Plan (Web Attachment A).
Attachment B to this Board report highlights the community engagement that took place during development of the COA Final Network Plan. Over 80 organizations were invited to participate in the planning process.

Title VI of the Civil Rights Act of 1964

MST operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964 and Department of Transportation Regulations 49 CFR Part 21. Federal requirements outline steps MST must take for inclusive planning practices. Public notices for English and Spanish community meetings were published in The Californian, El Sol, and Monterey County Weekly with information on how to access language translation for Tagalog, Vietnamese and Korean. No public requests were received for those language translation services.

Per MST’s Title VI Program and Public Hearing Policy, MST needs to conduct a public hearing for service reductions and fare increases. The COA would do neither.

1. Service Reductions
MST is reporting 183,985 vehicle revenue hours (VRH) in the 2021 National Transit Database Annual Report which covers 7/1/20-6/30/21. The proposed “Medium” scenario in the COA is 210,000 VRH once fully implemented. The Medium scenario represents an increase in service compared to the most recent reported existing condition.

2. Fare Increases
Fare increases are not proposed as part of the COA. Some one-seat ride trips would be eliminated (e.g., Line 11 Carmel-Sand City and Line 24 Monterey-Carmel Valley Grapevine Express) and would require those passengers to transfer. To eliminate the need for those passengers to pay a second fare, staff is recommending, below, that MST implement “free transfers” at the time the COA changes go into effect.

MST fostered public participation throughout the year-long process by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability.

Social Equity

At the federal, state and local levels, policy makers have made it a priority to address social equity and environmental justice in transportation projects. MST staff reviews its policies, service reductions, fare increases, and projects for potential adverse impacts on people of color, lower income households, and historically marginalized groups.
A cross-sectional group of MST staff reviewed the Final COA from a social equity lens and concluded the proposed changes represent an overall net positive result for low-income populations and people of color. While the project would create a burden to some isolated communities (e.g., Big Sur, Skyline Forest, Pebble Beach etc.), the project creates more direct and frequent service benefiting those who need public transit the most.

**Attachment C** provides analysis comparing the “existing” transit network (February 2021 at the time COA started) versus the COA Medium Scenario. Two time periods are examined: 8am and 12noon at midday. Overall, there is mostly no change in coverage or some gains. In a few places, there will be lower coverage: Pebble Beach, Carmel-by-the-Sea, Del Monte Forest, Pacific Grove peninsula, CSUMB east campus housing, military housing neighborhoods, and north Salinas.

**Attachment C** contains a spreadsheet highlighting some key conclusions.

- The total number of all residents within 1/2-mile of MST service in the Medium Scenario would be higher (+20%) on weekday mornings, and higher (+9%) on weekday middays.
- The number of people of color near service would increase, by 26% in the morning and by 11% in the midday. This reflects the fact that areas that would lose service are 40-65% people of color, but areas that would gain service would be 85% POC.
- The number of low-income people near service would increase, by 19% in the morning and by 11% in the midday. This reflects the fact that areas that lost service would be about 15% low-income, but areas that would gain service would be about 25-30% low-income.

The table and maps in **Attachment C** indicate the proposed transit network would improve access to many low-income and people of color in our community. The Medium Scenario would be a step in removing transportation as a barrier to many people as compared to the current transit system.

**Fare Policy**

The network proposed in this plan allows MST to reach more people and jobs with more frequent service. This is made possible by relying on transfers, so riders can move seamlessly across the region. However, since 2011, MST has set fares by route type. Current fare policy does not provide free or discounted transfers. As a result, MST fares bear little relationship to the time travelled by an MST rider. (Note, MST’s contactless fare payment system is testing distance-based fares during a demonstration period). Many short trips can cost $5 or more simply because the origin and destination are on two different routes.

To allow riders to take advantage of the new timed transfer system, MST should consider its fare policy so that it matches the new timed transfers. There are a number of options, and the Final Network Plan highlights two:
• **Fewer fare types.** Either a single fare systemwide for boarding the first bus or limiting to just local versus regional routes.

• **Free transfers within a set amount of time.** Many agencies allow riders to board a second bus for free by showing the ticket they received upon paying their first fare. Typically, the transfer is valid if the ticket was issued in the last 2 hours, otherwise a new fare is required.

Staff recommends that the Board direct staff to examine fare policy options in relation to the new transit network. Staff would return to the Board for approval of a final fare policy prior to implementing the COA Final Network Plan.

**Next Steps**

**Web Attachment A**, pages 62-63 highlight a series of next steps staff will need to take to implement the new transit network. Driving factors will include:

- Coach operator recruitment and available staffing
- Any new fare policy changes
- Installing new bus stop infrastructure
- Planning and scheduling service with close coordination with facility operations

Staff recommends your board approve the Comprehensive Operational Analysis Final Network Plan and direct staff to examine supporting fare policy options.

**ATTACHMENT(S):**

A. Comprehensive Operational Analysis Final Network Plan
   [https://mst.org/about-mst/board-of-directors/board-meetings/](https://mst.org/about-mst/board-of-directors/board-meetings/)

B. COA Public Outreach

C. Social Equity Analysis

PREPARED BY: Michèle Overmeyer

REVIEWED BY: Carl G. Sedoryk
COA Public Outreach

The following efforts were used for public engagement throughout the project to date.

**Phase 1 Public Involvement- Spring 2021**

- MST developed a webpage dedicated to sharing information on the project. The website is [https://mst.org/COA](https://mst.org/COA).
- Telephone survey of 500 people
- Paid focus groups with 40 MST riders
- Meetings with over 80 community stakeholders
- A community meeting was held in English and Spanish upon completion of the Choices Report

**Core Design Workshops- Summer 2021**

- Planners and engineers from each of the 12 cities and Monterey County were invited to help design the draft network based on feedback received from Phase 1 Public Involvement.

**Phase 2 Public Involvement- Fall 2021**

- Paid focus groups with MST riders (week of 10/4/21)
- Four (4) meetings with community stakeholders (9/27/21 - 9/30/21)
- Presentations to Big Sur Byway (9/7/21), Hartnell College (9/21/21), County Board of Supervisors (10/12/21), County Access and Functional Needs (10/25/2021) Monterey Peninsula College (10/27/21), and Transportation Agency for Monterey County (TAMC) Technical Advisory Committee (10/7/2021), and TAMC Board (10/27/21)
- MST Mobility Advisory Committee (9/29/2021 and 1/26/2022)
- Advertisements placed on all MST buses
- A-frame advertisements at the transit centers
- Newspaper advertisements placed in Monterey County Weekly, El Sol, and The Californian
- Radio advertisement on KLOK Spanish radio (airing 10/1-10/12/21)
- SurveyMonkey (9/29-10/31/2021)
- Social media advertisements on Facebook, Twitter, and Instagram
- A general public community meeting was held October 13, 2021 at 5:30pm. It was held in English and Spanish.

Over the year, the following organizations were contacted and invited to participate in the process:

- Agriculture Leadership Foundation
- Alliance on Aging
- All-in Monterey
- Area Agency on Aging
- Bernardus Lodge and Spa
- Big Sur Byway
- Blind and Visually Impaired Center
- Building Healthy Communities
CalWorks Employment Services
Camp Roberts
Carmel Adult School
Carmel Chamber of Commerce
Carmel Foundation
Castroville Senior Center
Catholic Charities Diocese of Monterey
Central Coast Center for Independent Living
Central Coast Senior Services
Centro Binacional para el Desarrollo Indigena Oaxaqueno
CHISPA
CHOMP
City of Carmel-by-the-Sea
City of Del Rey Oaks
City of Gonzales
City of Greenfield
City of King City
City of Marina
City of Monterey
City of Pacific Grove
City of Salinas
City of Sand City
City of Seaside
City of Soledad
Clinica de Salud del Valle de Salinas
Community Human Services
County of Monterey
CSU Monterey Bay
Deaf and Hard of Hearing Services
Embassy Suites
Filipino Community of Monterey
Filipino Women’s Club of Salinas
Food Bank for Monterey County
Gateway Center of Monterey County
Gonzales Adult School
Greenfield Unified School District
Grower-Shipper Association
Hartnell College
HOPE Services
Interim, Inc.
King City High School
King City Senior Center
Land Watch
Mee Memorial Hospital
Middlebury Institute of International Studies
Monterey Adult School
Monterey Bay Aquarium
Monterey Bay Football Club
Monterey County Farm Bureau
Monterey County Office of Education
Monterey County Workforce Development Board
Monterey Peninsula Chamber of Commerce
Monterey Peninsula College
Monterey Peninsula Unified School District
Monterey Senior Center
Monterey Vinters and Growers
Natividad Hospital
Naval Post Graduate School
North Monterey Adult Education
North Monterey County Chamber of Commerce
Pacific Grove Adult School
Park IT!
Plaza Comunitaria
Post Ranch Inn
Presidio of Monterey
Prunedale Senior Center
Rancho Cielo
Salinas Adult School
Salinas Firehouse Recreation Center
Salinas Senior Center
Salinas Valley Chamber of Commerce
San Andreas Regional Center
Silver Kings and Queens
Soledad Adult School
Soledad Unified School District
South Monterey County Joint Union High School District
Special Kids Connect
Step Up on Second
Veterans Transition Center
## Attachment C
**COA Social Equity Analysis**

### Comparison of Existing 2021 vs. Medium Scenario

<table>
<thead>
<tr>
<th></th>
<th>Total Population</th>
<th>People of Color (&lt; 150% Fed. Poverty Level)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 AM</td>
<td>12:00 PM</td>
</tr>
<tr>
<td></td>
<td>Pop. Within 1/2 mile</td>
<td>Pop. Within 1/2 mile</td>
</tr>
<tr>
<td>All Areas near MST service in 2021</td>
<td>204,885</td>
<td>228,763</td>
</tr>
<tr>
<td>Areas that lost coverage from 2021 to the Medium Scenario</td>
<td>6,952</td>
<td>8,233</td>
</tr>
<tr>
<td>Areas that gained coverage from 2021 to the Medium Scenario</td>
<td>48,882</td>
<td>29,116</td>
</tr>
<tr>
<td>Net Change - Total</td>
<td>41,930</td>
<td>20,883</td>
</tr>
<tr>
<td>Net Change - %</td>
<td>20.5%</td>
<td>9.1%</td>
</tr>
<tr>
<td>Totals for Validation</td>
<td>246,814</td>
<td>249,646</td>
</tr>
</tbody>
</table>

**Differential for Validation (Row 17 minus Row 8)**

|                      | 50.7             | 50.7                                     | 29.6            | 29.6        | 13.1            | 13.1        |
| Error term           | 0.0205%          | 0.0203%                                  | 0.0159%         | 0.0157%     | 0.0183%         | 0.0181%     |

### Key Conclusions

1. The **total number of all residents** within 1/2-mile of MST service in the Medium Scenario would be **higher (+20%) on weekday mornings**, and **higher (+9%) on weekday middays**.
2. The number of **People of Color (POC)** near service would **increase**, by 26% in the morning and by 11% in the midday. This reflects the fact that areas that would lose service are 40-65% POC, but areas that would gain service would be 85% POC.
3. The number of **Low-Income** people near service would **increase**, by 19% in the morning and by 11% in the midday. This reflects the fact that areas that lost service would be about 15% Low-Income, but areas that would gain service would be about 25-30% Low-Income.
4. There is an **absolute and relative increase in People of Color and Low-Income People near service**, compared to the population as a whole.
To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Emerging Strategic Planning Items

RECOMMENDATION:

Receive update and consider emerging strategic planning items.

FISCAL IMPACT:

There are no immediate fiscal impacts to discussing these emerging issues.

POLICY IMPLICATIONS:

The Board deferred discussion of these strategic plan emerging items at the January 10, 2022, meeting, opting to discuss these issues at the February 14 meeting.

DISCUSSION:

The items below have been identified as new and emerging issues:

a) Salinas Transit Center Relocation Request.
b) Excess Property Review.
d) Collective Bargaining Agreement with the Amalgamated Transit Union and MST Employee Association MOU.
e) Administrative Compensation and Class Study.
f) Initial Review of Information Technology Items Including but not Limited to Cyber Security, Outdated IT Infrastructure, and Document Management Software Implementation; and
g) MST Fare Policy in Relation to the Comprehensive Operational Analysis Network Redesign Implementation.

Prepared by: Carl Sedoryk
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November/December 2021

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November and December 2021. (Att 1 – 5).

November 2 – 4, I attended the California Transit Association Annual Meeting and Trade Show in Sacramento, CA. At the conference I participated on the Association Executive Committee meeting planning strategy for the coming year’s legislative session. I also attended a variety of workshop sessions related to best practices in transit response and recovery to the COVID-19 pandemic.

During the months of November and December, I participated in numerous meetings including the Monterey County Hospitality Board of Directors; a meeting with the Chair and Executive Director of the Monterey County Visitor and Convention Bureau to discuss potential funding partnerships to return transit services to Big Sur; a meeting with Federal Transit Administration leadership regarding the SURF! Busway and BRT Capital Investment Grant; a virtual meeting of South County city managers to discuss strategies to assist transit employees and customers stranded during extreme weather events; a meeting with City of Salinas staff and representatives of Taylor Farms to discuss the potential relocation of the Salinas Transit Center; a meeting between MST Staff and Enterprise Vanpool programs to discuss opportunities for vanpools to augment/replace transit in low density areas including Big Sur and other areas; and a meeting with staff and board members of ParkIt! to discuss transportation alternatives to Point Lobos State Park.

Also attached is the FY 2021/22 and 2022/23 Project Action Plan Update through December 2021 (Att 5).

Attachment #1 – Dashboard Performance Statistics November/December 2021
Attachment #2 – Operations Dept. Report – November/December 2021
Attachment #3 – Facilities & Maintenance Dept. Report November/December 2021
Attachment #4 – Administration Dept. Report – November/December 2021
Attachment #5 – FY 2021/22 and 2022/23 Project Action Plan Update December 2021
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/

PREPARED BY: _____________________________

Carl G. Sedoryk
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - November
Fiscal Years 2020-2022

Ridership

Goal = 613,022 passengers
Minimum = 582,371 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 - December**

**Fiscal Years 2020-2022**

### Ridership

- **Goal:** 613,022 passengers
- **Minimum:** 582,371 passengers

- **FY2020:** 420,597
- **FY2021:** 1,725,437
- **FY2022:** 925,559

*Passenger Boardings - Fixed Route and Military*

### Passengers Per Hour

- **Goal:** 20 passengers p/h
- **Minimum:** 15 passengers p/h

- **FY 2020:** 15.90
- **FY 2021:** 6.39
- **FY 2022:** 8.87

*Passengers per hour of service*

### On Time Performance

- **Goal:** 90% on time
- **Minimum:** 75% on time

- **FY 2020:** 84.8%
- **FY 2021:** 91.4%
- **FY 2022:** 84.9%

*Percent of passengers within 5 minutes of scheduled arrival*

### Percentage of Service Delivered

- **Goal:** 99% completed
- **Minimum:** 95% completed

- **FY 2020:** 99.86%
- **FY 2021:** 100.00%
- **FY 2022:** 99.84%

*Percentage of scheduled trips completed*
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - December
Fiscal Years 2020-2022

Fare Box Recovery Ratio

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>18%</td>
<td>4%</td>
<td>9%</td>
</tr>
</tbody>
</table>

(Ratio of passenger fares to total operating cost)

Goal = 25%
Minimum = 15%

Cost Per Revenue Hour

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>$158.56</td>
<td>$193.01</td>
<td>$189.85</td>
</tr>
</tbody>
</table>

(Total operating cost per hour of service)

Maximum = $215.79 per RH
Maximum = $237.36 per RH

Miles Between Preventable Collisions

<table>
<thead>
<tr>
<th></th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST</td>
<td>120,120</td>
<td>166,331</td>
<td>106,231</td>
</tr>
<tr>
<td>MV</td>
<td>122,246</td>
<td>82,010</td>
<td>66,006</td>
</tr>
</tbody>
</table>

(Total miles travelled between preventable collisions)

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

Miles Between Road Calls

<table>
<thead>
<tr>
<th></th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST</td>
<td>29,198</td>
<td>88,761</td>
<td>27,781</td>
</tr>
</tbody>
</table>

(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

- Bar chart showing the monthly boardings and scheduled trips from November 2020 to November 2021.
- The chart indicates a trend of increasing boardings and scheduled trips from December 2020 to July 2021, with a peak in August 2021, followed by a decline in September and October 2021.

Legend:
- FR Boardings
- FR Scheduled Trips
COVID-19 MST Statistics and Projections

13 Month Rolling Boardings and Scheduled Trips

- Boardings
- Trips

FR Boardings
FR Scheduled Trips

MST Rides
YTD Dashboard Performance Comparative Statistics
July - November
Fiscal Years 2020-2022

Ridership

Goal = 51,216 passengers
Maximum = 55,314 passengers

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

Passengers Per Hour

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

On Time Performance

Maximum = 35,755 one-way trips
Goal = 32,505 one-way trips

One Way Trips

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

**Ridership**

<table>
<thead>
<tr>
<th>Year</th>
<th>Passengers</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>86,168</td>
</tr>
<tr>
<td>FY 2021</td>
<td>40,973</td>
</tr>
<tr>
<td>FY 2022</td>
<td>51,085</td>
</tr>
</tbody>
</table>

(Total cumulative YTD passenger boardings)

**Goal** = 51,216 passengers

**Maximum** = 55,314 passengers

**Goal** = 2.0 passengers p/h

**Minimum** = 1.8 passengers p/h

**Passengers Per Hour**

<table>
<thead>
<tr>
<th>Year</th>
<th>Passengers p/h</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>2.05</td>
</tr>
<tr>
<td>FY 2021</td>
<td>1.47</td>
</tr>
<tr>
<td>FY 2022</td>
<td>1.93</td>
</tr>
</tbody>
</table>

(Passengers per hour of service)

**Goal** = 90% on time

**Minimum** = 80% on time

**On Time Performance**

<table>
<thead>
<tr>
<th>Year</th>
<th>Percent of Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>89.8%</td>
</tr>
<tr>
<td>FY 2021</td>
<td>94.2%</td>
</tr>
<tr>
<td>FY 2022</td>
<td>90.1%</td>
</tr>
</tbody>
</table>

(Percent of trips within 15 minutes of scheduled arrival)

**Maximum** = 35,755 one-way trips

**Goal** = 32,505 one-way trips

**One Way Trips**

<table>
<thead>
<tr>
<th>Year</th>
<th>Trips Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>67,946</td>
</tr>
<tr>
<td>FY 2021</td>
<td>31,558</td>
</tr>
<tr>
<td>FY 2022</td>
<td>40,197</td>
</tr>
</tbody>
</table>

(Total cumulative YTD one-way passenger trips completed)
MST RIDES
YTD Dashboard Performance Comparative Statistics
July -November
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

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

Miles Between Road Calls
(Miles travelled between mechanical failure)
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - December
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

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

Miles Between Road Calls
(Miles travelled between mechanical failure)
MST Fixed Route
Financial Performance Comparative Statistics
July - November
Fiscal Year 2022

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST Fixed Route

Financial Performance Comparative Statistics

July - December

Fiscal Year 2022

MST Fixed Route Total Revenue
YTD Actual and Budget

- YTD Actual: $23,837,947
- YTD Budget: $23,444,050

Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

- YTD Actual: $19,706,812
- YTD Budget: $22,869,000

Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
July - November
Fiscal Year 2022

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget

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MST RIDES
Financial Performance Comparative Statistics
July - December
Fiscal Year 2022

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
Date: December 29, 2021
To: Carl Sedoryk, General Manager / C.E.O.
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: Transportation Department Monthly Report – November 2021

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate ridership reached 143,346 in November 2021, which represents a 41% increase compared to November 2020’s ridership of 101,413. For the fiscal year to date, passenger boardings continue to increase year over year; however, this positive ridership trend could change depending on the pandemic as we continue our recovery efforts.

Month over month, MST’s productivity has improved. Productivity increased from 6.5 passengers per hour in November 2020, to 8.9 passengers per hour in November of this year. This represents a 37% improvement compared to the same month, year over year.

Supplemental / Special Services:

- No Service

System-Wide Statistics:

- Ridership: 143,346
- Vehicle Revenue Hours: 16,086
- Vehicle Revenue Miles: 240,112
- System Productivity: 8.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 19,085

On-Time Performance (OTP): Of 91,303 total time-point crossings sampled for November, the Transit Master™ system recorded 15,301 delayed arrivals to MST’s published time-points system-wide. As a result, 83% of all scheduled arrivals arrived on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2021 - 2022.)
Note: Service arriving later than 5 minutes beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system-wide “on-time performance” as a percentage of the total number of reported time-point crossings.

Service Canceled: As listed below, there were a total of four (4) service cancellations in November for both directly operated and contracted services. This was a significant reduction in service cancellations – down from twenty (20) service cancellations experienced in October 2021:

<table>
<thead>
<tr>
<th>Total Revenue Trips Completed: 19,085</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Accident</td>
</tr>
<tr>
<td>Accident (non-MST)</td>
</tr>
<tr>
<td>Mechanical Failure</td>
</tr>
<tr>
<td>Road Closures/Construction</td>
</tr>
<tr>
<td>Staff Shortage</td>
</tr>
<tr>
<td><strong>Totals</strong></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 November 2020 and 2021:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>November -20</th>
<th>November -21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>14</strong></td>
<td><strong>19</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 November 2021 there were 8,589 passenger boardings. This denotes a 30% increase in passenger boardings compared to November of 2020, (6,612). For the Fiscal year – passenger boardings have increased by 25% compared to FY 2021.

- Productivity for November 2021 was 1.65 passengers per hour, decreasing from 1.74 passengers per hour compared to the previous month (October 2021).

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

COMMUNICATIONS CENTER:

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

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Vehicle Accident / Passenger Disturbance / Other</td>
<td>7</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>2</td>
</tr>
<tr>
<td>Fire</td>
<td>Employee Request / Passenger Request / Other</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
Date: January 31, 2022

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

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Transportation Department Monthly Report – December 2021

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate ridership reached 119,621 in December 2021, which represents a 27.74% increase compared to December 2020’s ridership of 93,641. For the fiscal year to date, passenger boardings continue to increase year over year; however, this positive ridership trend could change as we continue our recovery efforts.

Month over month, MST’s productivity has improved. Productivity increased from 5.7 passengers per hour in December 2020, to 7.3 passengers per hour in December of this year. This represents a 39% improvement compared to the same month, year over year.

Supplemental / Special Services:

- No Service

System-Wide Statistics:

- Ridership: 119,621
- Vehicle Revenue Hours: 16,317
- Vehicle Revenue Miles: 245,098
- System Productivity: 8.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,927

On-Time Performance (OTP): Of 88,684 total time-point crossings sampled for December, the Transit Master™ system recorded 13,107 delayed arrivals to MST’s published time-points system-wide. As a result, 85% 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 fourteen (14) service cancellations in December for both directly operated and contracted services. This was a significant increase of ten (10) compared to the previous month, November 2021. This increase is directly attributed to staff shortages at both MST and MV:

<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>2</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Road Closures/Construction</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Staff Shortage</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>10</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

**Total Revenue Trips Completed: 18,927**

**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 months of December 2020 and 2021:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>December -20</th>
<th>December -21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>15</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for December 2021 there were 8,069 passenger boardings. This denotes a 21% increase in passenger boardings compared to December of 2020, (6,686). For the Fiscal year – passenger boardings have increased by 25% compared to FY 2021.

- Productivity for December 2021 was 1.51 passengers per hour, decreasing from 1.65 passengers per hour compared to the previous month (November 2021).
- For December 2021, 90% of all scheduled trips for the MST RIDES program arrived on time, meeting the expected on-time performance standard.

COMMUNICATIONS CENTER:

In December, MST’s Communications Center summoned public safety agencies on four (4) 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>2</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>2</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>4</strong></td>
</tr>
</tbody>
</table>
Date: December 29, 2021

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Maintenance Department Monthly Report – November 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 November 2021</th>
<th>Average Fuel Price FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.40</td>
<td>$3.69</td>
<td>$3.29</td>
</tr>
<tr>
<td>Gasoline: $3.40</td>
<td>$4.23</td>
<td>$3.94</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:</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2021</td>
<td>$1.38</td>
<td>29,024</td>
</tr>
<tr>
<td>YTD FY 2022</td>
<td>$1.29</td>
<td>22,728</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:

November 2021’s cost per gallon for gasoline increased by .28 cents and the cost per gallon for diesel also increased by .20 cents. As the cost for fuel continues to rise, staff continues to seek and implement strategies to mitigate this negative trend.

In November 2021, MST traveled 29,024 miles between major mechanical failures – exceeding 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 and other factors resulting from the COVID-19 pandemic. As MST continues to increase service, we should realize an increase in the number of miles traveled between major mechanical failures.
MST’s operating cost per mile for November 2021, increased to $1.38 per mile from $1.29 per mile in October 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

MST’s Maintenance Management team continues working closely with Human Resources to recruit for several open positions within the Maintenance department to fill current vacancies and to staff the South County Operations facility.

I attended the California Transportation Association’s (CTA) Fall Conference and Expo, along with other MST Executive team members where I participated in learning opportunities entitled, “Zero-Emission Buses, Adopting New Technologies, Post-COVID Successes,” and other public transportation specific topics. I also participated in a site tour of the Siemens Manufacturing facility where SacRT’s light rail vehicles are manufactured.
Date: January 24, 2022

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Maintenance Department Monthly Report – December 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 December 2021</th>
<th>Average Fuel Price FY2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.40</td>
<td>$3.32</td>
<td>$3.29</td>
</tr>
<tr>
<td>Gasoline: $3.40</td>
<td>$4.16</td>
<td>$3.98</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>December 2021</td>
<td>$1.10</td>
<td>16,173</td>
</tr>
<tr>
<td>YTD FY 2022</td>
<td>$1.26</td>
<td>21,636</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:

December 2021’s cost per gallon for gasoline decreased by .07 cents and the cost per gallon for diesel also decreased by .38 cents. Fuel prices continue to fluctuate.

In December 2021, MST traveled 16,173 miles between major mechanical failures – exceeding 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 and other factors resulting from the COVID-19 pandemic. As MST continues to increase service, we should realize an increase in the number of miles traveled between major mechanical failures.
MST’s operating cost per mile for December 2021, decreased to $1.10 per mile from $1.38 per mile in November 2021. Staff continues to focus their efforts on cleaning, disinfecting, repairing, and maintaining all MST vehicles.

MST’s Maintenance Management team continues working closely with Human Resources to recruit for several open positions within the Maintenance department to fill current vacancies that have had a slight negative impact on Maintenance Operations.

Prepared by: Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Date: December 28, 2021

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – November 2021

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

**Human Resources**

A total employment level for November 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>27</td>
<td>-6</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>55</td>
<td>47</td>
<td>-8</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>36</td>
<td>32</td>
<td>-4</td>
</tr>
<tr>
<td>Total</td>
<td>251</td>
<td>222</td>
<td>-29</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.

**November Worker’s Compensation Costs**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$11,454.12</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$9,214.51</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$4,114.36</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>$39,409.07</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$804,576.46</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td>(0)</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>37</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>12</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>6</td>
</tr>
<tr>
<td>In-Service Training-Hometown Trolley Familiarization Training</td>
<td>3</td>
</tr>
<tr>
<td>In-Service Training: 2018 Gillig Model 35' Low Floor Familiarization Training</td>
<td>3</td>
</tr>
<tr>
<td>In-Service Training: 2018 BYD K7m 30’ Zero Emissions Low Floor</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training</td>
<td>4</td>
</tr>
<tr>
<td>Maintenance Safety Training: GHS Labels, slips and falls, machine guard</td>
<td>21</td>
</tr>
<tr>
<td>University of Pacific: Westgate Center for Leadership and Management Development Transit Paratransit Management Certificate Program</td>
<td>1</td>
</tr>
<tr>
<td>Harassment Prevention for Transit Employees</td>
<td>12</td>
</tr>
<tr>
<td>In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn</td>
<td>12</td>
</tr>
<tr>
<td>Alvarez Technology Group, Inc: Security Training-Sec-105</td>
<td>3</td>
</tr>
<tr>
<td>Return to Service Training</td>
<td>2</td>
</tr>
<tr>
<td>DeLay and Laredo: AB1825 Harassment Prevention Education and Training</td>
<td>15</td>
</tr>
<tr>
<td>Maintenance Safety Training: Accident preventability, fire safety and fire extinguisher, fork lift safety</td>
<td>5</td>
</tr>
</tbody>
</table>

## Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>November 2021 Preventable</th>
<th>November 2020 Non-Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>
Accident Statistics

Number of Accidents

Non Preventable
Preventable

Month

November 2020
December 2020
January 2021
February 2021
March 2021
April 2021
May 2021
June 2021
July 2021
August 2021
September 2021
October 2021
November 2021

Monthly Miles Between Preventable Collisions (MBPC)
with 12 Month Rolling 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>November 2020</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2.8%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Civil Rights Violation</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>2</td>
<td>5.9%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>2.9%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>3</td>
<td>4</td>
<td>2/3*</td>
<td>19.4%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2.8%</td>
<td>3</td>
<td>8.8%</td>
</tr>
<tr>
<td>Full Bus / Left Behind</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>8.3%</td>
<td>7</td>
<td>20.6%</td>
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<tr>
<td>Improper Employee Conduct</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2.8%</td>
<td>1</td>
<td>2.9%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>1</td>
<td>0</td>
<td></td>
<td>2.8%</td>
<td>1</td>
<td>2.9%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>1</td>
<td>2</td>
<td>2*</td>
<td>8.3%</td>
<td>1</td>
<td>2.9%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>1</td>
<td></td>
<td>2.8%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>1</td>
<td>1</td>
<td></td>
<td>5.6%</td>
<td>3</td>
<td>8.8%</td>
</tr>
<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Overcrowding</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passed By</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>5.6%</td>
<td>6</td>
<td>17.6%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2.8%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reasonable Modification</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Regional Taxi Authority</td>
<td>0</td>
<td>1</td>
<td></td>
<td>2.8%</td>
<td></td>
<td></td>
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<tr>
<td>Request To Add Service</td>
<td>5</td>
<td>1</td>
<td>2/1*</td>
<td>16.7%</td>
<td>0</td>
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<tr>
<td>Request To Reduce Service</td>
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<td>0</td>
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<tr>
<td>Routing</td>
<td>0</td>
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<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Other</td>
<td>4</td>
<td>2</td>
<td>2/1*</td>
<td>16.7%</td>
<td>8</td>
<td>23.5%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>2.9%</td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>0</td>
<td>0</td>
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<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sub total reports</td>
<td>23</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total MST and *Other</td>
<td>36</td>
<td></td>
<td></td>
<td>100.0%</td>
<td>34</td>
<td>100.0%</td>
</tr>
</tbody>
</table>
Provider

Employee Compliment

Service Compliment

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

Contactless Tap to Pay: During the month of November, MST confirmed a total of 6,776 taps, an increase of 0.96% from October. There were 3,009 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,007 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, 2021, there have been a total of 34,201 taps, of which 14,593 trips were successful. Total revenue collected through the end of November from passengers using the contactless payment option was $47,784.50. The numbers are steadily increasing, and it is staff’s hope that as passengers get accustomed to the new technology, this will be their preferred method of payment.
**Finance Update**

**General Accounting/Accounts Payable**
During the month of November, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Additionally, staff is continuing to track all COVID-19 related expenses necessary to claim expense reimbursements from 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 November, staff drafted, followed up on, responded to, and submitted pending applications and requests for reimbursement under the 5307 Traditional, 5307 CRRSAA, 5307 CARES Act, LCTOP, 5339 Bus and Bus Facilities, TIFIA programs, Caltrans Planning Grant, 5307 ARP Act, and ARP Additional Funding Programs. In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding the Transit and Intercity Rail Capital Program, Active Transportation Program, and Clean California Program. Staff also participated in several meetings regarding current and future projects including bus procurements, shelter replacements, and the South County Maintenance and Operations Facility. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements. Staff also worked to provide requested documentation for the annual audit, and National Transit Database Reporting.

**Procurements and Purchasing**
During the month, procurement efforts were focused on assisting with a Request for Proposals for contracted transportation services and final design for the SURF! Busway and Bus Rapid Transit project. Staff assisted the Civil Rights Officer with reviewing Disadvantaged Business Enterprise (DBE) requirements and reporting. Staff also attended meetings for the implementation of a new accounting system to replace the existing system which has reached its useful life and is no longer supported by our vendor. Contract management issues were tracked including for janitorial services and automatic passenger counters. Finally, staff monitored the uniform services contract and assisted with setting up the South County Operations and Maintenance Facility with the supplies needed to fully operate.
**Information Technology Update**

In preparation for deployment, the Trapeze test environment continues to progress, with a planned deployment shortly after the first of the year.

As part of the South County Operations and Maintenance Facility deployment, copiers and office printing systems have been deployed and tested as well as fine tuning of the security/entry systems.

Work on the implementation and refinement of the EAM Facilities module continues.

Work on supporting and refining the contactless fare technology system continues ahead of a planned increase in hardware deployments in the beginning of 2022. I.T. continues to assist with deployment of a discount structure in the system, with a planned implementation for December.

Work continues with AT&T on deployment of the FirstNet Control Center, with a planned deployment in the 1st qtr. of 2022.

**Marketing Update**

**MST RealTime Usage:**

<table>
<thead>
<tr>
<th></th>
<th>2020</th>
<th></th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Text</td>
<td>RealTime Phone</td>
<td>Text</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>1,752</td>
<td>397</td>
<td>1,206*</td>
</tr>
<tr>
<td>December</td>
<td>1,758</td>
<td>330</td>
<td>2,087</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 November, there were a total of 281 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 4,648 taps, JAZZ A with 4,588 taps, and Line 18 Monterey-Marina with 3,459 taps.


**Projects:** Continue to support Human Resources department with posting of local vaccination clinics and testing sites, as well as, sharing on other social media pages; continue outreach to school districts and youth organizations regarding School Pass Pilot Program opportunities; continue marketing of contactless fare payment demonstration project and Transit App, support CAL-ITP in recruitment of volunteers in preparation for eligibility verification tool launch; coordinate swag purchase in collaboration with CSUMB, work with consultant on Brand Development project, support Planning area with communications of upcoming service changes, participate in Enterprise vanpool start-up team discussions, continue coordination of Annual Report.

**Collaborative/Meeting/Committees:** Attended Digital NEST’s 7th Birthday; MST Board Meeting; Marketing, Outreach and Customer Service Team meeting, Mobility Outreach meeting, Monterey Senior Day Planning meeting, Greenfield USD Community Collaborative, October ARN meeting, CAL-ITP/MST Customer Service Weekly Check In; Service Implementation Team meeting, Brand Development Committee meeting, Emergency Operations Committee (including sub-committees), as well as monthly MST Employee Townhall meeting.
Social Media Performance:

Social Fans

Overview by Social Media Platform:

Twitter

- Tweets: 18
- Followers: 131
- Engagement: 69

Facebook

- Posts: 25
- Fans: 1.5K
- Page engagement (all): 445
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, staff efforts continued to be focused on the COVID-19 pandemic. The December 11th service change was being finalized with bus schedules adjusted to match staffing levels.

CSUMB continued discussion with MST on a Spring 2022 contract to continue the U Pass Program. Several meetings took place to negotiate the terms of the agreement.

Staff continued to resolve issues with the Automatic Passenger Counters (APCs). MST received provisional certification from the National Transit Database (NTD) for a portion of the fleet earlier in 2021, with the condition that the data yield be improved. During the month of November Staff met with various departments to diagnose the issues and bring findings to the contractor in December.

Work continued on finalizing the infrastructure plans for the south county service plan. Staff has been carefully determining scopes of work, stop by stop, for new bus stops in each of the four south county cities. Staff will send the draft scopes of work to the cities in December to obtain cost estimates and begin various planning processes in order to complete the work in 2022.

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.
Date: February 1, 2022

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – December 2021

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

Human Resources

A total employment level for December 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>115</td>
<td>-11</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>27</td>
<td>-6</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>32</td>
<td>-4</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.

<table>
<thead>
<tr>
<th>December Worker's Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$22,536.33</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$8,190.02</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$19,122.46</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>$64,474.89</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$774,645.52</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>(0)</strong></td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td><strong>37</strong></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>10</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>5</td>
</tr>
<tr>
<td>In-Service Training-Forklift Certification and Familiarization</td>
<td>14</td>
</tr>
<tr>
<td>Harassment Prevention for Transit Employees</td>
<td>52</td>
</tr>
<tr>
<td>In-Service Training: Refresher/Familiarization for MCI buses</td>
<td>47</td>
</tr>
<tr>
<td>In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training</td>
<td>13</td>
</tr>
<tr>
<td>Maintenance Safety Training: Electrical safety, bbp and cold weather</td>
<td>16</td>
</tr>
<tr>
<td>Liebert Cassidy Whitmore: A guide to implementing public employee discipline</td>
<td>4</td>
</tr>
<tr>
<td>Federal Transit Administration: DOT/FTA 2021 Transit Construction Workshop</td>
<td>1</td>
</tr>
<tr>
<td>In-Service Training: Salinas Street at W. Alisal Successful Right-Hand Turn</td>
<td>10</td>
</tr>
<tr>
<td>Alvarez Technology Group, Inc: Security Training-Sec-105</td>
<td>6</td>
</tr>
<tr>
<td>Delay and Laredo: Hearing Officer Training</td>
<td>8</td>
</tr>
<tr>
<td>MST Staff: AB1825 Harassment Prevention Education and Training</td>
<td>27</td>
</tr>
<tr>
<td>Transit Safety Institute: Effectively Managing Transit Emergencies Course</td>
<td>1</td>
</tr>
</tbody>
</table>

## Risk Management

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

Number of Accidents

- Non Preventable
- Preventable

Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average

Standard = Not more than 1 preventable collision per 100k miles
<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>December 2020</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>4</td>
<td>6</td>
<td>3*</td>
<td>28.6%</td>
<td>4</td>
<td>12.5%</td>
</tr>
<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>1</td>
<td>1</td>
<td>1/1*</td>
<td>5.7%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Full Bus / Left Behind</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>8.6%</td>
<td>2</td>
<td>6.3%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>3</td>
<td>0</td>
<td>2</td>
<td>8.6%</td>
<td>4</td>
<td>12.5%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>1</td>
<td>1</td>
<td>1/1*</td>
<td>5.7%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>5.7%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Overcrowding</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passed By</td>
<td>2</td>
<td>2</td>
<td></td>
<td>11.4%</td>
<td>7</td>
<td>21.9%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reasonable Modification</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>5.7%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Routing</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Other</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>5.7%</td>
<td>6</td>
<td>18.8%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>2.9%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>1</td>
<td>1*</td>
<td>2.9%</td>
<td>1</td>
<td>3.1%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Sub total reports</td>
<td>20</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total MST and *Other Provider

35  100.0%  32  100.0%
*Operated by MV Transportation or taxi provider
**Numbers may not add up exactly due to rounding

**Contactless Tap to Pay:** During the month of December, MST received a total of 5,890 taps, a decrease of 16.1% from November. There were 2,480 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 928 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 40,091 taps, of which 17,073 trips were successful. Total revenue collected to the end of December from passengers using contactless payment was $56,164. The numbers are steadily increasing and it is staff’s hope that as passengers get used to using the new technology, this will be their preferred method of payment.
Finance Update

General Accounting/Accounts Payable
During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Eide Bailly LLP, to complete MST's Comprehensive Annual Financial Report for FY 2021. 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 December, staff drafted, followed up on, responded to, and submitted pending applications, requests for reimbursement, and program reporting under the 5307 Traditional, 5307 CRRSAA, LCTOP, 5339 Bus and Bus Facilities, TIFIA programs, 5307 ARP Act, and Clean California Grant Programs. In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding the Transit and Intercity Rail Program, Active Transportation Program, and Clean California Program. Staff also participated in several meetings regarding current and future projects including bus procurements, shelter replacements, the South County Maintenance and Operations Facility, and the Fort Ord Building Removal Project. 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 and National Transit Database Reporting.

Procurements and Purchasing
During the month, procurement efforts were focused on assisting with a Request for Proposals for contracted transportation services and final design for the SURF! Busway and Bus Rapid Transit project. Staff also attended meetings for the implementation of a new accounting system to replace the existing system which has reached its useful life and is no longer supported by our vendor. Contract management issues were tracked including for janitorial services and automatic passenger counters. Staff assisted with finalizing the Spring semester contract with CSUMB. Staff worked with an auction house on actions needed to retire buses which had reached their useful life. Staff also attended a meeting with a vanpool provider. Finally, staff monitored the uniform services contract and assisted with setting up the tire contract for the South County Operations and Maintenance Facility.
Information Technology Update

Administrative Technology:

- **Tangicloud:** Preparations for migration from the current Navision financial management system to the Tangicloud/Microsoft Dynamics system continue, with UAT (User Acceptance Testing) and final adjustments expected to begin in January of 2022.

Operations Technology:

- **Station signage:** Over the last few months, I.T. has been noting an increased failure rate in the displays located in our transit stations/stops. Combined with the current electronics "chip" shortage as well as the overall age of the equipment, getting repairs and replacements has become increasingly difficult as manufacturers prioritize chip development to currently available products. Because of these converging challenges I.T. is anticipating that we may no longer be able to obtain the items needed to service these systems, possibly as soon as the end of FY 2021/22 and certainly by FY 2022/23. Given this, I.T. is recommending that we begin researching and testing replacement systems in the beginning of CY 2022, with a tentative plan to phase in new signage and recycle/cannibalize the older signage for repairs via a “rolling upgrade” over the course of FY 2022/23.

- **Lead times on various operations technology items:** Similar to the specific issue with our Station Signage, I.T. is seeing a general overall increase in the lead times with obtaining replacement or updated technology items that impact our overall operations. This appears to be spanning not just physical replacement equipment (which is rooted in the lack of manufacturing capacity and world-wide logistics challenges) but digital items as well (software license renewals, software updates, support and replacement projects that are being delayed due to a shortage or personnel on the vendor side. While the physical items issue can be somewhat mitigated by increasing stock-on-hand of certain items (at a short-term budget impact), projects impacted due to a lack of human resources on the part of our vendors and outsourced services will continue to be difficult to predict and plan for in FY 2022/23.

- **TransitMaster:** With the TransitMaster virtual environment completed, testing and evaluation ahead of a production deployment continues.

- **Contactless Fare System:** Over the November and December timeframe I.T. began to see a small rise in hardware failures associated with the Contactless Fare System. In working with the Operations Team, we are currently in a process of elimination with respect to potential causes. Because of the increase, our supply of spare units has been reduced. However, at this time supply has
been sufficient to maintain our deployed systems and we are expecting additional units to arrive in January of 2022.

Cybersecurity:
- **Log4J:** Beginning in late November, a software flaw was identified in a product that is widely used in I.T. systems worldwide. Generally known as the Log4j vulnerability, it carried a CVSS rating of “10” on a scale of 1-10 (with 10 designated for the highest risk flaws). I.T. immediately began taking measures to review its systems to determine a mitigation and update plan, working with a number of vendors to ensure this was addressed in a timely manner. A special thanks goes out to Alvarez Technology for their assistance in this work.

- **DHS Directive:** In late November the Department of Homeland Security issued Directive IC-2021-01, which is a set of targeted recommendations for transportation operations that do not currently fall under their recent cybersecurity requirements for larger operations (SD-1582-21-01). While the directive makes these recommendations and not requirements, given that they are requiring compliance for larger organizations for CY 2022, it is I.T.’s anticipation that, like those larger organizations, every transportation operation will be expected to comply by CY 2023 and has begun the process of reviewing what compliance will entail.

- **December Advisories:** Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 30 cybersecurity advisories in December of 2021 that were considered potentially critical to Public Agencies.

**Marketing Update**

**MST RealTime Usage:**

<table>
<thead>
<tr>
<th>2020</th>
<th>Text</th>
<th>RealTime Phone</th>
<th>CSR Phone</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<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>2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>
<tr>
<td>October</td>
<td>3,635</td>
<td>472</td>
<td>N/A</td>
<td>113,472</td>
<td>2,554</td>
</tr>
</tbody>
</table>
**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 December, there were a total of 216 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 5760 taps, JAZZ A with 5167 taps, and Line 18 Monterey-Marina with 3,335 taps.

**Published news stories include the following:** “Transportation” (Chamber Connection – Business Roundtable, 12/14/21), “Monterey-Salinas Transit to transition toward zero-emission fleet” (Monterey Herald, 12/20/21).


**Projects:** Continue to support Human Resources department with posting of local vaccination clinics and testing sites, as well as, sharing on other social media pages; continue outreach to school districts and youth organizations regarding School Pass Pilot Program opportunities; continue marketing of contactless fare payment demonstration project and Transit App, support CAL-ITP in recruitment of volunteers in preparation for eligibility verification tool launch; continue management of MST 50 year anniversary celebration ideas (swag, event coordination, etc.); continue brand development process; initiate creation of 2022 passenger calendars; coordinate service request for 2021 First Night Shuttle service in Monterey; finalize Annual Report creation.

**Collaborative/Meeting/Committees:** Attended MST Board Meeting; Marketing, Outreach and Customer Service Team meeting, Greenfield USD Community Collaborative, December ARN meeting, CAL-ITP/MST Customer Service Weekly Check In; Service Implementation Team meeting, COVID EOC meeting, as well as monthly MST Employee Townhall meeting.
Social Media Performance:

Social Fans

- Facebook: 1,464
- Twitter: 136
- Instagram: 1,133

Overview by Social Media Platform:

Twitter

- Tweets: 36
- Followers: 136
- Engagement: 136

Facebook

- Posts: 34
- Fans: 1.5K
- Page engagement: 449
- Post Owly traffic: 33

Instagram

- Posts: 30
- Followers: 1K
- Post engagement: 217
- Post video views: 136
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, staff efforts continued to be focused on the COVID-19 pandemic. The December 11th service change was finalized and implemented with bus schedules adjusted to match staffing levels. As part of the December 11 Service Change, the new South County Operations and Maintenance Facility (abbreviated ‘SCO’) was opened and became operational Monday through Friday. All routes serving South County Monday through Friday will operate out of SCO. More routes, including the proposed South County City Circulator buses (Conceptual Lines 31, 32, 33, and 34), will be added as South County transit demand continues to grow. In addition, because of this new facility allowed for better efficiency of service, scheduling staff was able to add four new express trips on Line 23 (Line 23X) without increasing the staffing requirements. Staff will monitor Line 23X productivity and on time performance over the coming months.

Negotiations were completed with CSUMB, and a final agreement was executed for a Spring 2022 contract to continue the U Pass Program.

Staff submitted finalized scopes of work to each of the South County Cities to begin preparations for the installation of bus stops for the new routing of Line 23 and fixed circulator routes. The first step in the process will be to obtain a cost estimate for the work to be performed. It is anticipated that process times will vary by city, but Line 23 and circulators will be implemented incrementally once work is complete. There is not an anticipated completion date for this work yet.

Staff is continuing to work with the Automatic Passenger Counter contractor, UTA, to resolve data yield issues and maintain NTD certification. Staff is currently reporting APC ridership figures in the monthly Board Reports due to the certification. NTD requires that the APCs be re-certified by the end of FY2021-22. Staff will continue to work with UTA to resolve and correct the issues and re-certify with NTD by the end of FY2021-22.

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
December 31, 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.

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:** Completed. Staff negotiated a new contract with CSUMB, Hartnell, and MPC community colleges for the 2021-2022 school year. City of Monterey/Monterey Bay Aquarium agreement was made for Monterey Trolley service in summer 2021 with significant support from MST’s federal COVID relief funding. Discussions have begun and will be finalized before trolley service is scheduled for summer 2022. June 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. MST submitted it’s Board-adopted ZEB Rollout Plan to the California Air Resources Board (CARB) for review, comment, and approval.

4. Complete construction and commence operations from South County Operations and Maintenance Facility (SCO). December 2021

   **Status:** Construction completed in August 2021 and successfully launched operations and maintenance activities in December 2021.

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:** California Environmental Quality Act environmental documentation and 35% construction plan complete. Federal environmental documentation in progress. Final design consultant selected and scheduled to begin February 2022.

6. Complete demonstration of contactless fare payment and mobile ticketing solution and determine future deployment of technology. July 2022

   **Status:** A 6-month extension of demonstration to ascertain feasibility of customer discounts and reducing penalty fares was achieved.
7. Conduct fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility. June 2023

**Status:** No grant funds have been secured. Staff will begin procurement process for study with general funds.


**Status:** Staff is working with consultant and considering delaying implementation until September 2022 to coincide with MST 50th anniversary and implementation of new service network.


**Status:** On schedule with contract award expected in January 2022. Successful proposer will begin operating with a new contract in July 2022.

10. Upgrade/replace MST voice communication systems. December 2021

**Status:** Completed

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 continues to seek funding for E. Alisal BRT. Staff will coordinate with City of Salinas and Taylor Farms for funding to procure consultant to complete federally-required relocation analysis.

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 Operational 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.

16. Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Strategic Action Plan. December 2021

**Status:** With the onboarding of a new Chief Information Officer (CIO), a review process has begun of the current state of these systems with the goal of an operational upgrade/replacement outline in the 1st quarter of 2022.

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

**Status:** Staff has initiated discussions with *Commute with Enterprise* and will be proposing funding in the MST Budget for FY2023-2024.

**Emerging Issues:**

1. Salinas Transit Center relocation request.
2. Excess property review.
3. New software implementation.
4. Collective Bargaining Agreement with the ATU and MSTEA MOU.
5. Administrative Compensation and Class Study completion.
6. Initial review of information technology items including but not limited to cybersecurity, outdated IT infrastructure, and document management.
7. MST Fare Policy as it relates to the Comprehensive Operational Analysis Network Redesign implementation.
FY 2022 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.
16. Complete an initial review of information technology items including but not limited to cyber security, outdated IT infrastructure, and document management.
February 1, 2022

TO: Carl Sedoryk

FROM: Don Gilchrest

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

**FY 2022 Transportation Funding**
As Congress began the New Year, the FY 2022 appropriations package was at the top of the to-do list as leftover business from last year. Although the new federal fiscal year started on October 1, none of the 12 funding bills that must be enacted each year have been signed into law yet. Short-term funding has been provided by a Continuing Resolution through February 18, which has prevented a government shutdown.

We are advocating in coordination with other transit stakeholders for enactment of a full-year omnibus appropriations package in order to support full implementation of the bipartisan infrastructure legislation. Many of those programs require additional “obligation limit authority” through the appropriations process in order for the funding increases for highway and transit programs to be implemented. We are also urging the highest possible funding for key programs such as the bus and bus facilities competitive and formula programs. Although negotiations appear to be happening in earnest among the leaders of the appropriations committees, it is likely that an additional extension of the interim funding authority will be needed to provide enough time to complete the process.

**Infrastructure Legislation**
President Biden signed H.R. 3684, the *Infrastructure Investment and Jobs Act*, into law on November 15. H.R. 3684 reauthorizes surface transportation programs and provides about $550 billion of new funding for transportation, water, and broadband initiatives. The legislation includes a five-year surface transportation program reauthorization and new or expanded grant programs at FTA. We have been in regular contact with the Office of Intergovernmental Affairs at the White House and the Department of Transportation to track implementation of the legislation to maximize MST’s access to this new funding.

**Build Back Better/Budget Reconciliation**
House and Senate Democrats are continuing to discuss the details of legislation to implement President Biden’s Build Back Better Plan. Although the House passed H.R. 5376, the Build Back
Better budget reconciliation legislation, on November 19, Senate deliberations on the bill have come to a standstill because of the announcement by Senator Manchin (D-WV) that he would not support the legislation. The next steps for the bill are still unclear.

The current configuration of the Build Back Better legislation is focused on climate change mitigation and improving the social safety net. There are several provisions in the legislation that are designed to improve transportation. These include:

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

President Biden is continuing to press for Congressional action on the legislation and current speculation is that the package will be broken up into several separate bills that would receive individual consideration.

**Pandemic Relief/Recovery**

The Biden Administration is expected to propose additional legislation to respond to the pandemic emergency. The current focus is on providing additional assistance to public health programs and specific industries such as restaurants. We are closely monitoring the legislation for any opportunities to provide additional emergency funding for transit or investment in transportation projects to provide economic stimulus to aid the recovery.

**Lobbying Strategies & Opportunities**

We are continuing to consult with you regarding additional opportunities to advocate MST’s 2022 federal agenda through virtual or in-person meetings. We will also recommend additional lobbying actions based on any issues that result from President Biden’s FY 2023 budget proposals, which should be released by early March.
The second year of a 2-year legislative cycle has started. The legislators reconvened on January 3rd and have begun introducing legislation. February 18th will be the last day for bills to be introduced. Some bills likely to be introduced before the deadline include:

- Response to public safety and street harassment
- Supplemental COVID paid sick leave similar to SB 95
- CEQA exemptions for transit projects

Governor Newsom released his proposed FY22-23 budget on January 10th and it includes significant new state funding to address pandemic response and relief, homelessness, transportation infrastructure, combatting climate change, wildfires, emergency response, and drought.

The budget, called “The California Blueprint,” includes the following one-time investments in transportation infrastructure:

- **Priority Transit and Rail Projects** - $2 billion for transit and rail projects statewide that improve rail and transit connectivity between state and regional/local services.

- **Southern California Mobility Projects** - $1.25 billion to deliver critical projects in Southern California.

- **Heavy-Duty Zero-Emission Vehicles and Supporting Infrastructure** - $935 million to deploy 1,000 zero-emission short-haul (drayage) trucks and 1,700 zero-emission transit buses and $1.1 billion for zero-emission trucks, buses, and off-road equipment and fueling infrastructure.

- **High Priority Grade Separations and Grade Crossing Improvements** - $500 million to support critical safety improvements throughout the state.

- **High-Speed Rail** - $4.2 billion to complete high-speed rail construction in the Central Valley, advance work to launch service between Merced and Bakersfield, advance planning and project design for the entire project, and leverage federal funds.
• **Active Transportation** - $750 million to General Fund to advance projects that increase the proportion of trips accomplished by walking and biking, increase the safety and mobility of non-motorized users, advance efforts to regional agencies to achieve GHG goals.

• **Climate Adaptation** - $400 million for state and local climate adaptation projects that support climate resiliency and reduce risks from climate impacts.

• **Emerging Opportunities** - $200 million to invest in demonstration and pilot projects in high carbon-emitting sectors, such as maritime, aviation, rail, and other off-road applications, as well as support for vehicle grid integration at scale.

The Governor’s $286.4 billion budget includes a reserve of $34.6 billion and he noted the state will have a $45.7 billion surplus. However, after Proposition 98 and retirement commitments, the Governor noted the state will have approximately $20.6 billion in surplus funds. Staff has met with Senator Laird and Assemblymember Stone to seek a budget funding request for the *SURF! Busway and Bus Rapid Transit* project. Both delegates are very supportive of the project but did note the popularity of budget requests have resulted in a number of other agencies in the districts making similar funding requests.

MST’s Administrative Performance Committee will receive a more thorough update of the proposed State Budget at its March 2022 meeting.