



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

Meeting Date: April 11, 2022
Meeting Time: 10:00 AM Pacific Time (US and Canada)
Location: In-Person and Zoom Conference

Due to the expiration of certain directives contained in the Governor's Declaration of Emergency for the State of California (Executive Order N-29-20), the Board of Directors of the Monterey-Salinas Transit District will hold meetings in-person and via Zoom virtual meeting as indicated below:

In-Person Participation:

The Regular Meeting of the Monterey-Salinas Transit District Board of Directors in-person meeting will be held on April 11, 2022 at 10:00 AM at 19 Upper Ragsdale Drive, Suite 100. *Members of the public are required to wear a face covering and will be socially distanced in the Board room.*

OR

Zoom Participation:

The Regular Meeting of the Monterey-Salinas Transit District Board of Directors Zoom virtual meeting will be held on April 11, 2022 at 10:00 AM via Zoom conference, click <https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjZ3Y0eW94WmtRZ1Myc0Vldz09> and enter the following:

Meeting ID: 845 0083 6234 and Passcode: 652252.

By telephone: (669) 900-6833 same Meeting ID: 845 0083 6234 and Passcode: 652252.

Public comments may be made either in person, via Zoom, or via email. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment. 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, April 8, 2022; those comments will be distributed to the MST Board of Directors before the meeting. Written comments may be emailed to clerk@mst.com, and should include the subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)."

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



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1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Approve Resolution 2022-26 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)
- 3-2. Approve Resolution 2022-27 recognizing Michael Cajobe, Maintenance Mechanic, as Employee of the Month for April 2022. (Frank Marcos) (Page 9)
- 3-3. Approve Minutes of the MST Board Meeting on March 14, 2022. (Jeanette Alegar-Rocha) (Page 11)
- 3-4. Receive Draft Minutes MST Board Administrative Performance Committee Meeting on March 14, 2022. (Jeanette Alegar-Rocha) (Page 17)
- 3-5. Financial Reports – February 2022. (Lori Lee) (Page 21)
 - a) Accept reports of February 2022 Cash Flow
 - b) Approve February 2022 Disbursements
 - c) Accept Report of February 2022 Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of December 2021. (Sonia Wills) (Page 29)
- 3-7. Approve Retirement Resolution 2022-28 Recognizing Steve Carroll, Maintenance Mechanic, for His 40 Years of Service. (Frank Marcos) (Page 31)

- 3-8. Approve Retirement Resolution 2022-29 Recognizing Grace Casey, Coach Operator, for Her 30 Years of Service. (Norman Tuitavuiki) (Page 33)
- 3-9. Authorize the General Manager/CEO to Continue Retention of Sohagi Law Group for Legal Services Related to Two Cases in an Amount Not to Exceed \$395,000. (Lisa Rheinheimer) (Page 35)
- 3-10. Reject Claim by Claimant, Bryant Ramirez. (Lisa Cox) (Page 37)
- 3-11. Reject Claim by the Claimant, Allstate ASO Aolivama & Alejandro Bucio. (Lisa Cox) (Page 39)
- 3-12. Receive Draft Minutes from the Measure Q Oversight Committee of March 28, 2022. (Jeanette Alegar-Rocha) (Page 41)
- 3-13. Receive Letter from Measure Q Oversight Committee Reporting that FY 2021 Funds Were Spent on Eligible Expenses. (Lisa Rheinheimer) (Page 45)
- 3-14. Reject Claim by Abramson Labor Group Re: Francisco Martinez v. Monterey-Salinas Transit. (Lisa Cox) (Page 49)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. April 2022 Employee of the Month – Michael Cajobe (Frank Marcos)
- 4-2. Retirement – Steve Carroll, 40 Years of Service (Frank Marcos)
- 4-3. Retirement – Grace Casey, 30 Years of Service (Norman Tuitavuki)
- 4-4. Board Member Service Recognition – Carl Sedoryk

Director Name	Sworn In	Milestone	Anniversary Date
Mike LeBarre	January 12, 2015	5 Years	January 2020
Dave Pacheco	January 12, 2015	5 Years	January 2020
Dan Albert	January 9, 2017	5 Years	January 2022
Luis Alejo	February 6, 2017	5 Years	February 2022
Anna Velazquez	February 6, 2017	5 Years	February 2022
Yanely Martinez	April 10, 2017	5 Years	April 2022

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

4-6. Receive MST Brand Development. (Ikuyo Yoneda-Lopez)

5. PUBLIC HEARINGS

5-1. FY 2022 Program of Projects for Federal Transit Administration Section 5307 Federally Funded Projects. (Matthew Deal) (Page 51)

- a) Conduct Public Hearing for FY 2022 Program of Projects,
- b) Adopt the FY 2022 Program of Projects, and
- c) Authorize Filing of the Appropriate Grant Applications with the Federal Transit Administration and Caltrans.

6. ACTION ITEMS

6-1. Approve the Proposed Ineligible for Rehire Policy. (Deanna Smith) (Page 53)

6-2. Approve Resolution 2022-30 Authorizing the Certifications and Assurances, Authorized Agent Forms and Execution of the Low Carbon Transit Operations Program (LCTOP) Projects for FY 2021/22. (Matthew Deal) (Page 59)

6-3. Review Proposed Fare Changes and Direct Staff to Conduct Outreach Including Public Hearings. (Lisa Rheinheimer) (Page 65)

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 – February 2022 (Page 81)

7-2. Federal Legislative Advocacy Report (Page 111)

7-3. State Legislative Advocacy Update – (Page 113)

7-4. Staff Trip Reports – None

7-5. Correspondence – Congressman Jimmy Panetta (Page 115)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

- a) CTA Spring Legislative Conference, May 18, 2022. Early Registration Deadline, April 20, 2022.

8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION

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

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

- 9-1 Conference with Monterey-Salinas Transit and ATU Labor Contract – Gov. Code § 54957.6.
- 9-2. Significant Exposure to Litigation Pursuant to § 54956.9(b): (One Case: Francisco Martinez vs. Monterey-Salinas Transit District; Court & Case # Not Assigned.)

10. ATTACHMENTS

- 10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for February 2022 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: May 9, 2022

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: April 26, 2022

Dates, times and **teleconference information are subject to change.*

*Please contact MST for accurate meeting date, times and **teleconference** information or check online at <http://mst.org/about-mst/board-of-directors/board-meetings/>*

RESOLUTION NO. 2022-26
MONTEREY-SALINAS TRANSIT DISTRICT
REGARDING RALPH M BROWN ACT AND FINDING OF 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 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 Omicron variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus and that fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; 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 “low” which is the least serious of the tiers; and,

WHEREAS, even at the “low” tier of community transmission and with the seriousness of the current pandemic situation, the CDPH recommends that all unvaccinated persons wear facial coverings indoors; 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 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 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 11th day of April 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**

**MICHAEL CAJOBE
APRIL 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, Michael Cajobe began his career with Monterey-Salinas Transit in 2011 as a Mechanic. Since that time, he has continued to improve in his skills as a Mechanic. He has earned numerous awards for attendance and nine years of workplace safety; and

WHEREAS, Michael went above and beyond and has been described by his supervisors as dependable, reliable, knowledgeable and professional. He is a true asset for the Maintenance Department and MST; and

WHEREAS, Michael has demonstrated his dedication by volunteering to help in the shop at all three operating divisions. His efforts have helped to make sure there are enough buses to make pull out the next morning.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Michael Cajobe as Employee of the Month for April 2022; and

BE IT FURTHER RESOLVED that Michael Cajobe 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 2022-27 this 11th day of April 2022.

Dan Albert
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

March 14, 2022
10:00 am (Pacific)

Present:	Jeff Baron	City of Carmel-by-the-Sea
	John Gaglioti	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	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:	Yanely Martinez	City of Greenfield
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
	Lisa Cox	Risk and Safety Manager
	Deanna Smith	Civil Rights Officer
	Sonjé Dayries	Compliance Officer
	Elena Grigorichina	Operations Analyst
	Marzette Henderson	Contract Services Manager
	Kevin Allshouse	Mobility Coordinator

Ruben Gomez
Lesley vanDalen
Beronica Carriedo
Sloan Campi
Daniel Bruno
Emma Patel
David Bielsker

Mobility Specialist
Mobility Specialist
Community Relations Coordinator
Planning Manager
Scheduling Assistant
Associate Planner
Transit Scheduler

Counsel: Michael D. Laredo

Associate Counsel, De Lay & Laredo

Public: Douglas Thomson
Chris Ruzielo

MV Transportation
MST Customer

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Albert called the meeting to order at 10:08 a.m. Roll call was taken and a quorum was established. Chair Albert led the pledge of allegiance.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

3-1. Approve Resolution 2022-24 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

3-2. Adopt Resolution 2022-25 Recognizing Daniel Bruno, Scheduling Assistant, as Employee of the Month for March 2022. (Sloan Campi)

3-3. Approve Minutes of the MST Board Meeting on February 14, 2022. (Jeanette Alegar-Rocha)

3-4. Receive Draft Minutes MST Board Operations Performance Committee Meeting on February 14, 2022. (Jeanette Alegar-Rocha) (Page 19)

- 3-5. Financial Reports – January 2022. (Lori Lee)
- a) Accept reports of January 2022 Cash Flow
 - b) Approve January Disbursements
 - c) Accept Report of January 2022 Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of November 2021. (Sonia Wills)
- 3-7. Receive MST's Audited FY 2021 Annual Comprehensive Financial Report. (Lisa Rheinheimer)
- 3-8. Authorize the General Manager/CEO to Purchase Six (6) Toyota RAV4 Hybrid Vehicles from Freeway Toyota in an Amount Not to Exceed \$186,000. (Norman K. Tuitavuki)
- 3-9. Authorize the General Manager/CEO to Purchase Up to Three (3) Chargepoint Chargers Directly from ChargePoint, Inc. in an Amount Not to Exceed \$168,537. (Norman K. Tuitavuki)
- 3-10. Re-appoint members Juan Pablo Lopez and Sharlene Hughes to the Measure Q Oversight Committee for a term of three (3) years beginning March 26, 2022 and appoint Christine Winge as a representative of the unincorporated area of Monterey County for a term of three (3) years beginning March 26, 2022. (Lisa Rheinheimer)
- 3-11. Receive Draft Minutes of the Mobility Advisory Committee (MAC) on January 26, 2022. (Claudia Valencia)

End of Consent Agenda

There were no public comments on the Consent Agenda.

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 items 3-1 through 3-11 on the Consent Agenda:

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

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. March 2022 Employee of the Month – Daniel Bruno (Sloan Campi)

- 4-2. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Receive Mid-Year Budget Report and Year End Forecast for FY 2021/22. (Lisa Rheinheimer/Andrea Williams)

There were no public comments.

The Board received a report on mid-year budget expenditures and year-end forecast from Lisa Rheinheimer, Assistant General Manager.

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – January 2021
- 7-2. Federal Legislative Advocacy Report – March 2022
- 7-3. State Legislative Advocacy Update
- 7-4. Staff Trip Reports – None
- 7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.
 - a. Spare Buses Available for Donation – deadline March 31, 2022
- 8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION

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

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

- 9-1 Conference with Monterey-Salinas Transit and ATU Labor Contract – Gov. Code § 54957.6.

Associate Counsel Michael D. Laredo reported that action was made on a motion by Chair Albert, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call that the MST Board authorized staff to enter into negotiations with ATU:

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

10. ATTACHMENTS

- 10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for January 2022 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

11. ADJOURN

With no further business to discuss, Chair Albert adjourned the meeting at 11:37 a.m. (Pacific).

PREPARED BY:



Jeanette Alegar-Rocha

REVIEWED BY:



Carl G. Sedoryk

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Board Administrative Performance Committee (BAPC)
In Person/Zoom Meeting

Draft Minutes

March 14, 2022

9:00 a.m.

Present:	Mike LeBarre (Chair) David Burnett Luis Alejo Dave Pacheco (Vice Chair)	City of King City of Marina County of Monterey City of Seaside
Absent:	John Gaglioti Yanely Martinez	City of Del Rey Oaks City of Greenfield
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Michael Kohlman Kelly Halcon Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Ikuyo Yoneda-Lopez Beronica Carriedo Scott Taylor Ezequiel Rebollar Lisa Cox Dave Bielsker Matthew Deal Deanna Smith	General Manager/CEO Assistant General Manager Chief Operating Officer Chief Information Officer Director of HR & Risk Management Director of Planning & Innovation Clerk to the Board General Accounting & Budget Manager Marketing & Customer Service Manager Community Relations Coordinator IT Manager IT Technician Risk and Safety Manager Transit Scheduler Grants Analyst Civil Rights Officer
Counsel:	Michael D. Laredo	Assistant Counsel, De Lay & Laredo
Public:	Don Gilchrest Douglas Thomson	Thomas Walters & Associates MV Transportation

Apology is made for any misspelling of a name.

1. **CALL TO ORDER**

Chair LeBarre called the meeting to order at 9:00 a.m. with roll call taken and a quorum was established.

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

There were no public comments.

3. **CONSENT AGENDA**

3-1. Approve Minutes of the Board Administrative Performance Committee of November 15, 2021.

There were no public comments.

On a motion by Board Committee Director Alejo, seconded by Board Committee Vice Chair Pacheco and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes:

AYES:	4	Alejo, Burnett, LeBarre, and Pacheco
NOES:	0	
ABSENT:	2	Gaglioti, Martinez
ABSTAIN:	0	

4. **ACTION ITEMS**

4-1. Review of Administrative Performance.

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

There were no public comments.

4-2. Receive Update on Federal Legislative Priorities. (Carl Sedoryk/Don Gilchrest)

The Committee received an update from Don Gilchrest on Federal Legislative Priorities.

There were no public comments.

4-3. Receive Update on State Legislative Priorities. (Carl Sedoryk/Michelle Overmeyer)

The Committee received an update from Michelle Overmeyer on State Legislative Priorities.

There were no public comments.

- 4-4. Receive Report on Governor's Proposed Budget for FY 2022/23. (Michelle Overmeyer/Carl Sedoryk)

The Committee received a report from Michelle Overmeyer on the Governor's Proposed Budget for FY2022/23.

There were no public comments.

- 4-5. Receive Draft Action Plan for FY 2022/23 and FY 2023/24. (Carl Sedoryk)

The Committee received the Draft Action Plan for FY 2022/23 and FY 2023/24 which will be included in the District's FY 2022/23 and FY 2023/24 Budget.

There were no public comments.

- 4-6. Receive MST Brand Vision. (Ikuyo Yoneda-Lopez)

The Committee received an MST Brand Vision Presentation. Carl Sedoryk shared a short commercial advertisement campaign "Unlimited Rides" video with the Committee that will air on local television stations.

There were no public comments.

5. CLOSED SESSION

None.

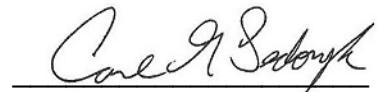
6. ADJOURN

There being no further business, Chair LeBarre adjourned the meeting at 9:47 a.m.

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

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To: Board of Directors
From: Lori Lee
Subject: **Financial Reports – February 2022**

RECOMMENDATION:

1. Accept report of February 2022 cash flow presented in Attachment #1
2. Approve February 2022 disbursements listed in Attachment #2
3. Accept report of February 2022 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance February 1, 2022	\$35,823,934.68
Revenues	6,809,702.89
Disbursements	<u><4,719,044.48></u>
Ending balance February 28, 2022	<u><u>\$37,914,593.09</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of February 2022, using the Board Approved FY 2022 Budget, MST had a \$4,703,870 year-to-date surplus to budget on the fixed-route operations and a \$1,177,763 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$5,881,633.

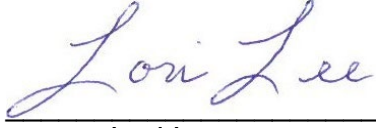
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the February Budget vs. Actual reports contained in Attachment #4: None for the month of February.

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 February, MST spent \$17,015 on COVID-19 supplies. This amount includes \$9,748 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. February 2022 Cash Flow
2. February 2022 Disbursements
3. February 2022 Treasury Transactions
4. February 2022 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 02/01/2022 35,823,934.68

Revenues

Passenger Revenue	222,281.26	
DOD Revenue	9,168.10	
TIFIA Loan	49,606.93	
LTF / STA / SGR	1,632,732.86	
Sales Tax	1,437,726.21	
Grants	3,172,643.25	
Interest Income	568.58	
Non Transit Revenue	284,975.70	
Total Revenues	6,809,702.89	6,809,702.89

Disbursements

Operations (See Attachment #2)	3,669,641.10	
Capital	1,049,403.38	
Total Disbursements		(4,719,044.48)

Ending balance 02/28/2022 **37,914,593.09**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	1,135,199.46
Local Agency Investment Fund (LAIF)	17,228,330.76
Money Market - Mechanics Bank MM	15,851,845.36
Money Market - Mechanics Bank	9,323.70
Money Market - LCTOP	1,334,784.10
Money Market - State of Good Repair	1,928,354.79
Money Market - FOR A/Other	407,596.57
Bank of America - Escrow	8,988.85
Petty cash fund, STC Coin Machine, and 2 change funds	10,169.50
Total	37,914,593.09

PAYROLL ACCOUNT

February 11 Payroll & Related Expenses	615,189.72	
February 25 Payroll & Related Expenses	631,899.75	
PERS & 457	335,038.17	
Garnishments	2,833.54	
PERS Health Insurance	381,650.57	
GASB Reporting	<u>2,250.00</u>	
	1,968,861.75	1,968,861.75

GENERAL ACCOUNT

Disbursements on Attached Summary	2,628,364.37	
Paydown Loans	66,931.30	
CDTFA Payments	750.00	
Workers Comp. Disbursements	43,350.04	
Interest Expense	7,141.79	
Bank Service Charge	<u>3,645.23</u>	
	2,750,182.73	2,750,182.73
Total Disbursements		<u>4,719,044.48</u>
Less Capital Disbursements & Transfers		(1,049,403.38)
Operating Disbursements		<u><u>3,669,641.10</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR February 01, 2022 - February 28, 2022

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 02/04/2022	62058 - 62228	1,236,529.70
Accounts Payable 02/15/2022	62229 - 62234	8,100.00
Accounts Payable 02/18/2022	62235 - 62370	1,343,269.59
Accounts Payable 02/23/2022	62371 - 62422	40,465.08
TOTAL		<u>2,628,364.37</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK CHECK	DATE	AMOUNT
DIEDE CONSTRUCTION, INC	South County Facility Board Approved 12/09/19	62098	2/4/22	773,846.44
MV TRANSPORTATION	Recurring Expense	62319	2/18/22	597,259.44
SC FUELS	Recurring Expense	62344	2/18/22	139,798.50

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

VENDOR	GENERAL MANAGER APPROVED	CHECK CHECK	DATE	AMOUNT
ONE WORKPLACE L. FERRARI, LLC	King City Office Furniture	62173	2/4/22	50,727.38
RANDAZZO	Fort Ord Building Removal	62180	2/4/22	70,462.64
ENTERPRISES, INC.	Board Approved 09/13/21			
ROTARY LIFT	Portable Lift King City Originally part of Diede contract	62340	2/18/22	66,121.04

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 03/18/22	1,523,656.66
Payroll and benefits for payperiods 3/7/20-2/18/22	2,788,513.29
Total COVID-19 costs paid	<u>4,312,169.95</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	250,054.95
Total MV COVID-19 expenses reimbursed to date	<u>250,054.95</u>

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

**TREASURY TRANSACTIONS
FOR FEBRUARY 2022**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/2022					17,228,330.76
Quarterly interest earned 0.23%					17,228,330.76
Local Agency Investment Fund:					
LAIF Treasury Balance at 02/28/2022					17,228,330.76

MECHANICS BANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 02/01/2022					14,538,693.52
02/04/22	687	LTF	1,632,732.86		16,171,426.38
02/04/22	687	AP/Payroll		1,700,000.00	14,471,426.38
02/10/22	687	AP/Payroll		800,000.00	13,671,426.38
02/18/22	687	FED 5307	1,329,154.00		15,000,580.38
02/18/22	687	FED 5307	1,751,086.00		16,751,666.38
02/18/22	687	TIFIA Loan	49,606.93		16,801,273.31
02/18/22	687	AP/Payroll		1,200,000.00	15,601,273.31
02/23/22	687	AP/Payroll		750,000.00	14,851,273.31
02/28/22	687	FED 5339	125.00		14,851,398.31
02/28/22	687	Sales Tax	1,000,000.00		15,851,398.31
02/28/22		Interest	447.05		15,851,845.36
MECHANICS MM Balance at 02/28/2022					15,851,845.36

MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from February 1, 2022 to February 28, 2022

(Amounts are in USD)

(Includes Fund: 001|004|005)

(Includes G/L Budget Name: BUDFY22)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	195,522	172,875	22,647	1,532,350	1,383,000	149,350
Special Transit	37,246	49,583	-12,337	607,122	396,666	210,456
Cash Revenue	20,649	15,841	4,808	173,209	126,732	46,477
Cash Grants & Reimbursement	3,669,092	3,669,092		29,352,736	29,352,434	302
Total Revenue	3,922,509	3,907,391	15,118	31,665,417	31,258,832	406,585
Expenses						
Labor	1,185,577	1,450,837	-265,260	9,961,891	11,606,702	-1,644,811
Benefits	896,458	945,298	-48,840	7,276,690	7,562,403	-285,713
Advertising & Marketing	17,228	13,667	3,561	55,896	109,334	-53,438
Professional & Technical	40,737	79,092	-38,355	420,200	632,734	-212,534
Outside Services	49,036	55,466	-6,430	367,736	443,732	-75,996
Outside Labor	137,309	183,749	-46,440	1,020,183	1,469,997	-449,814
Fuel & Lubricants	181,744	218,316	-36,572	1,497,324	1,746,532	-249,208
Supplies	58,715	118,851	-60,136	567,726	950,808	-383,082
Vehicle Maintenance	30,223	83,517	-53,294	346,848	668,134	-321,286
Marketing Supplies	325	3,084	-2,759	11,526	24,668	-13,142
Utilities	59,687	68,605	-8,918	460,084	548,841	-88,757
Insurance	74,174	89,617	-15,443	614,804	716,934	-102,130
Taxes	14,738	16,803	-2,065	115,293	134,424	-19,131
Purchased Transportation	299,364	380,950	-81,586	2,744,534	3,047,600	-303,066
Miscellaneous Expenses	36,862	33,929	2,933	247,628	271,426	-23,798
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense	9,562	15,300	-5,738	106,209	122,400	-16,191
Leases & Rentals	46,145	54,416	-8,271	380,146	435,332	-55,186
Total Operating Expenses	3,137,884	3,811,497	-673,613	26,194,716	30,492,001	-4,297,285
Operating Surplus (Deficit)	784,625	95,894	688,731	5,470,701	766,831	4,703,870

MONTEREY-SALINAS TRANSIT DISTRICT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from February 1, 2022 to February 28, 2022

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY22)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	9,878	9,583	295	134,343	76,666	57,677
Special Transit	13,261		13,261	30,629		30,629
Cash Revenue						
Cash Grants & Reimbursement	530,528	530,528		4,244,224	4,244,226	-2
Total Revenue	553,667	540,111	13,556	4,409,196	4,320,892	88,304
Expenses						
Labor	9,322	11,375	-2,053	68,942	91,000	-22,058
Benefits	8,704	6,933	1,771	69,329	55,466	13,863
Advertising & Marketing		417	-417		3,334	-3,334
Professional & Technical		417	-417		3,334	-3,334
Outside Services						
Outside Labor	7,172	6,500	672	60,218	52,000	8,218
Fuel & Lubricants	29,944	45,725	-15,781	283,187	365,800	-82,613
Supplies	321	1,709	-1,388	4,568	13,668	-9,100
Vehicle Maintenance						
Marketing Supplies				137		137
Utilities	120	120		960	960	
Insurance						
Taxes						
Purchased Transportation	310,338	446,309	-135,971	2,563,186	3,570,468	-1,007,282
Miscellaneous Expenses	18,834	16,859	1,975	150,911	134,868	16,043
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	384,756	536,364	-151,608	3,201,438	4,290,898	-1,089,460
Operating Surplus (Deficit)	168,911	3,747	165,164	1,207,757	29,994	1,177,763

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 December 2021.

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

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

DISCUSSION:

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

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

December 2021

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

Prepared by: 
Sonia Wills

Reviewed by: 
Carl G. Sedoryk

**STEVE CARROLL
40 YEARS OF SERVICE**

WHEREAS, Steve Carroll began his career with Monterey-Salinas Transit District (MST) in June 1981. During his 40-year career Steve Carroll has supported MST's Maintenance Department, its employees, and its customers as a Maintenance Mechanic; and

WHEREAS, Steve Carroll was recognized for his safety record – accumulating 26 Job Safety Awards, 8 Attendance Awards, and has received 14 written commendations and certificates of appreciation for his outstanding service and special achievements; and

WHEREAS, Steve Carroll was recognized for his excellent work on a Special Maintenance Project in July of 2012; and

WHEREAS, after 40 years of service, Steve Carroll retired on March 26, 2022.

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

BE IT FURTHER RESOLVED that the Board of Directors expresses its sincere gratitude to Steve Carroll and wishes him a successful and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-28 on this 11th day of April 2022.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

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**GRACE CASEY
30 YEARS OF SERVICE**

WHEREAS, Grace Casey began her career with Monterey-Salinas Transit District (MST) in April 1992. During her 30-year career Grace Casey has diligently served MST's customers and community members; and

WHEREAS, Grace Casey was recognized for her excellent work performance – accumulating numerous Safety Awards, Attendance Awards, and commendations highlighting her outstanding service; and

WHEREAS, after 30 years of service, Grace Casey retired on April 8, 2022.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes and congratulates Grace Casey for her outstanding support and service to MST and its customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Grace Casey and wishes her a successful and satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-29 on this 11th day of April 2022.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: SURF! Busway and Bus Rapid Transit Project Litigation

RECOMMENDATION:

Authorize the General Manager/CEO to continue retention of Sohagi Law Group for legal services related to two cases in an amount not to exceed \$395,000.

FISCAL IMPACT:

Not to exceed \$395,000. This continuation is funded through MST's Capital Budget under the SURF! Busway and Bus Rapid Transit project. With Board authorization of this item, funds from the MST general fund capital budget will be re-allocated for this cost. There is sufficient capital budget available for this re-allocation from other capital projects which have come in under budget.

POLICY IMPLICATIONS:


Your Board approves purchases and/or expenses that exceed \$100,000.

DISCUSSION:

The MST Board authorized the retention of Sohagi Law Group in 2021 to represent the District when a complaint by Keep Fort Ord Wild was filed against MST in connection with the California Environmental Quality Act action of the Board approving the SURF! Busway and Bus Rapid Transit project. An additional complaint was filed against MST by SNG Everiste on the same project.

MST has retained Sohagi Law Group for an amount under the authority of the General Manager/CEO. Since that time, expenses for these two lawsuits has exceeded the General Manager/CEO's purchasing authority. For this reason, staff recommends that the Board authorize this expense to continue representation by Sohagi Law Group.

PREPARED BY:


Lisa Rheinheimer

REVIEWED BY:


Carl G. Sedoryk

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To: Board of Directors
From: Lisa Cox, Risk and Security Manager
Subject: Notice of Insufficiency

RECOMMENDATION:

Reject claim by claimant, Bryant Ramirez.

FISCAL IMPACT:

Undetermined amount claimed.

POLICY IMPLICATIONS:



None.

DISCUSSION:

On March 18, 2022, MST received a claim related to an incident on January 21, 2022. The claimant, Bryant Ramirez was a passenger who was placing his bike on the bike rack of an MST bus. The coach operator accidentally bumped into the male pedestrian with coach 1721 as the pedestrian was placing his bike on the front rack.

It has been determined that the most recent claim submitted has failed to comply with the California tort claims act and is insufficient as the amount claimed is unknown for what is claimed now and any estimated amount of future loss. The claimant's failure to provide a specific claim amount has prompted the recommendation to have this amended claim rejected for insufficiency.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:  APPROVED BY: 
Lisa Cox Carl G. Sedoryk

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To: Board of Directors
From: Lisa Cox, Risk and Security Manager
Subject: Notice of Claim Rejection

RECOMMENDATION:

Reject claim by the claimant Allstate ASO Aolivama & Alejandro Bucio.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

The claim was submitted by Allstate ASO Aolivama & Alejandro Bucio on March 15, 2022. MST received the claim related to an incident on September 21, 2021.

The accident involved another vehicle that cut in front of coach # 2200. Upon completion of an investigation, this accident was determined as a non-preventable accident and MST is not liable for damages to the other vehicle amounting to \$5,445.47.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:  APPROVED BY: 
Lisa Cox Carl G. Sedoryk

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**Measure Q Oversight Committee Meeting
In Person / Teleconference Meeting**

Draft Minutes

March 28, 2022

1:00 p.m. (Pacific)

Present:	Sid Williams (Chair) Juan Pablo Lopez (Vice Chair) Kevin Dayton Steve Macias Christine Wing	Seaside-Marina-Monterey-Urbanized Salinas Urbanized Area Tax Payers Association Mobility Advisory Committee County of Monterey Unicorporated
Absent:	Sharlene Hughes Bobby Merritt	Non-Urbanized Area Mobility Advisory Committee
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Michael Kohlman Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Cristy Sugabo Kevin Allshouse	General Manager/CEO Assistant General Manager Chief Operating Officer Chief Information Officer Director of Planning and Innovation Deputy Secretary General Accounting/Budget Manager Mobility Manager Mobility Coordinator
Counsel:	Michael C. Laredo	De Lay & Laredo

Apology is made for any misspelling of a name.

1. Call to Order

Chair Sid Williams called the meeting to order at 1:00 p.m. Roll call was taken. A quorum of the Committee was established.

2. Public Comment on Matters Not on the Agenda

Carl Sedoryk welcomed everyone and provided an overview on how Monterey-Salinas Transit adapted and made new changes in the boardroom to support in-person meetings to follow COVID health and safety protocols.

3. Consent Agenda

There were no public comments on the Consent Agenda.

- 3-1. Approve August 21, 2021 Measure Q Oversight Committee Meeting Minutes. (Jeanette Alegar-Rocha)

On a motion by Committee member Kevin Dayton, seconded by Committee member Juan Lopez and carried by the following vote, which was conducted by roll call, the Committee approved the August 21, 2021 Measure Q Oversight Committee Meeting Minutes.

AYES:	5	Dayton, Lopez, Macias, Williams, and Winge
NOES:	0	
ABSENT:	1	Hughes, Merritt
ABSTAIN:	0	

- 3-2. Receive MST Board Appointments to the Measure Q Oversight Committee (Lisa Rheinheimer)

4. PRESENTATIONS

None

5. NEW BUSINESS

- 5-1. Review Measure Q Revenues and Expenses from the Annual Comprehensive Financial Report from FY 2021 and Provide a Letter to the MST Board of Directors that Measure Q Funds Were Spent on Eligible Expenses. (Lisa Rheinheimer)

There were no public comments.

On a motion by Committee member Kevin Dayton, seconded by Committee member Juan Lopez and carried by the following vote, which was conducted by roll call, the committee approved to provide an to provide an opinion to the MST Board of Directors that Measure Q funds were spent on eligible expenses.

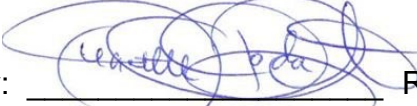
AYES:	5	Dayton, Lopez, Macias, Williams, Winge
NOES:	0	
ABSENT:	1	Hughes, Merritt
ABSTAIN:	0	

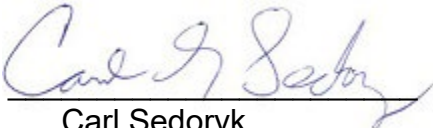
6. STAFF AND COMMITTEE COMMENTS AND QUESTIONS

Carl Sedoryk introduced Christine Winge to the Measure Q Oversight Committee as the newly appointed member representing unincorporated County of Monterey.

7. ADJOURN

There being no further business, Chair Williams adjourned the meeting at 1:21 p.m.

Prepared by: 
Jeanette Alegar-Rocha

Reviewed by: 
Carl Sedoryk

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To: Board of Directors
From: Lisa Rheinheimer, Assistant General Manager
Subject: Measure Q Oversight Committee Letter to the Board

RECOMMENDATION:

Receive letter from the Measure Q Oversight Committee reporting that FY 2021 funds were spent on eligible expenses.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Measure Q Oversight Committee Bylaws note that it is the responsibility of the Measure Q Oversight Committee to review and report to the MST Board of Directors on the revenue and expenditure of funds from the Measure Q sales tax.

DISCUSSION:

The Measure Q Oversight Committee met on March 28, 2022 and reviewed the Measure Q revenues and expenses from the FY 2021 Annual Comprehensive Financial Report to provide an opinion to the MST Board of Directors that Measure Q funds were spent on eligible expenses.

ATTACHMENT(S):

Letter to the MST Board of Directors from Measure Q Committee Chair Sid Williams

PREPARED BY:


Lisa Rheinheimer

REVIEWED BY:


Carl G. Sedoryk

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March 28, 2022

Chair Dan Albert
MST Board of Directors
19 Upper Ragsdale Dr., Ste. 200
Monterey, CA 93940

RE: Measure Q Oversight Committee Review of Measure Q Expenditures in FY 2021

Dear Chair Albert:

As Chair of the Measure Q Oversight Committee, I am writing to inform the MST Board of Directors that at its meeting of March 28th, the Committee unanimously voted to authorize me to submit this letter.

The Committee reviewed the Annual Comprehensive Financial Report for FY 2021 which included Measure Q eligible expenses. Without concerns raised, the Committee found that Measure Q funds were spent on eligible expenses as intended by the voters of Monterey County and in accordance with the adopted Expenditure Plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Sid Williams", with a long horizontal line extending to the right.

Sid Williams
Chair
Measure Q Oversight Committee

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

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

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To: Board of Directors
From: Lisa Cox, Risk and Security Manager
Subject: Notice of Claim Rejection

RECOMMENDATION:

Reject claim by Abramson Labor Group Re: Francisco Martinez v. Monterey-Salinas Transit.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

A notice dated March 10, 2022, was received from Abramson Labor Group re: Francisco Martinez v. Monterey-Salinas Transit.

Mr. Martinez, a coach operator at MST is claiming wrongful termination based on discrimination and retaliation based on a workplace injury claim sustained on May 4, 2021. In addition, Mr. Martinez claims he used his personal cell phone for work related events, and he is due costs associated with the use of his cell phone and premium wage penalties for missed breaks. The claimant is requesting punitive damages totaling \$146,771.20.

It has been determined this claim submitted has failed to comply with the California tort claims act and is an invalid claim. Therefore, this has prompted the recommendation to have this claim rejected in its entirety.

The above claim is under the starting stages of discovery/investigation. If any Board member desires further information on this claim, the claim has been listed for discussion under closed session as Item 9-2.

PREPARED BY:  APPROVED BY: 
Lisa Cox Carl Sedoryk

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To: Board of Directors

From: Matthew Deal, Grants Analyst

Subject: FY 2022 Program of Projects for Federal Transit Administration
Section 5307 Federally Funded Projects

RECOMMENDATION:

1. Conduct public hearing for FY 2022 Program of Projects,
2. Adopt the FY 2022 Program of Projects, and
3. Authorize filing of the appropriate grant applications with the Federal Transit Administration and Caltrans.

FISCAL IMPACT:

Federal section 5307 program funds will provide an estimated \$10,500,000 for operating and capital expenses. This amount will be included in the FY 2022/23 Budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

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


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

Project	FY 2022
Fixed-Route Bus Planning & Operations	\$10,284,000
Bus Procurements	\$216,000
TOTAL	\$10,500,000

Hearing notices were published in the *Californian* on March 18, 2022, the *Herald* on March 19, 2022, and *El Sol* on March 26, 2022. It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption.

ATTACHMENT(S):

None

PREPARED BY 
Matthew Deal

REVIEWED BY 
Carl G. Sedoryk

To: Board of Directors
From: Deanna Smith, Civil Rights Officer
Subject: Ineligible for Rehire Policy

RECOMMENDATION:

Approve the proposed Ineligible for Rehire Policy.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Ineligible for Rehire Policy clarifies the circumstances by which an employee who voluntarily or involuntarily separates from Monterey-Salinas Transit (MST) is deemed ineligible for rehire. The Policy also provides a process for the separated employee to petition for reinstatement as eligible for rehire.

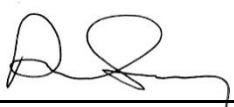
DISCUSSION:


To ensure transparency during the termination process, MST has created an Ineligible for Rehire Policy that identifies: 1) the circumstances by which an employee shall be designated ineligible for rehire; 2) the staff members responsible for initiating Ineligible for Rehire Policy review, determination, and approval; 3) the process by which an employee may petition for reinstatement; and 4) the process for responding to an employee's petition for reinstatement as eligible for rehire.

The Policy establishes a transparent separation process that ensures all MST employees are evaluated equally and without discrimination. The Policy will be included in MST's Employee Handbook which is provided to all new hires during the onboarding process. Additionally, the Policy complies with AB 749, signed by Governor Gavin Newsom and effective on January 1, 2020, prohibiting employers from designating as ineligible for rehire any employee that filed a discrimination or harassment claim which resulted in a settlement offer.

ATTACHMENT(S):

MST Ineligible for Rehire Policy

Submitted by: 
Deanna Smith, Civil Rights Officer

Reviewed by: 
Carl G. Sedoryk, GM/CEO

ATTACHMENT



Ineligible for Rehire Policy

General Description

Description:

This Policy clarifies when separated Monterey-Salinas Transit (MST) employees will be designated “ineligible for rehire” (IFR) and outlines the appeal process.

Purpose:

This Ineligible for Rehire (IFR) Policy ensures transparency during the separation process.

Scope:

This IFR Policy applies to all MST employees.

This IFR Policy shall be applied equally in all circumstances. Exceptions to this IFR Policy may be made if a petition for reinstatement as eligible for rehire is granted.

Responsibility:

The Director of Human Resources/Risk Management and/or his/her designate shall be responsible for implementing this IFR Policy.

Requirements

Approvals:

Ineligible for rehire designations must be approved by the General Manager/CEO in accordance with this IFR Policy.

Relevant Knowledge:

In order to comply with this Policy, you should know:

Ineligible for Rehire Designations
Compliance with AB 749
Ineligible for Rehire and Approval
Petition for Reinstatement
Response to Petition

Ineligible for Rehire Designation

An employee who voluntarily or involuntarily separates from Monterey-Salinas Transit (MST) under any of the following circumstances shall be designated as Ineligible for Rehire:

1. Resigns prior to completion of their probationary period.
2. Resigns without providing written notice at least ten (10) working days prior to the effective date of resignation.
3. Resigns or retires after a notice of intent to terminate employment has been issued to the individual.
4. Resigns or retires in lieu of discharge.
5. Resigns or retires while the subject of an investigation into allegations of serious misconduct and the investigation substantiates that the employee committed serious misconduct.
6. Serious misconduct by the individual is discovered and substantiated after the employee resigns or retires. For misconduct discovered after the separation to result in a designation of ineligibility for rehire, the misconduct must be of such a nature that it would have supported an involuntary termination under the applicable disciplinary policy and procedures.
7. Employment is terminated for just cause.
8. Employee record shows unsatisfactory and/or poor performance during the previous 3 years of employment.

Compliance with AB 749

In compliance with AB 749, signed by Governor Gavin Newsom and effective on January 1, 2020, MST shall not designate as ineligible for rehire, any employee who filed a discrimination or harassment claim which resulted in a settlement offer.

Ineligible for Rehire Determination and Approval

The Director of Human Resources and Risk Management is responsible for initiating the eligibility review at the time of separation. Ineligible for rehire designations must be approved by the General Manager/CEO.

Petition for Reinstatement

Any individual who has been designated as ineligible for rehire may petition for reinstatement of eligibility for rehire. In cases where the individual believes that the designation was improper, the individual may petition at any time. In cases where the designation was initially valid, after a period of one (1) year has elapsed, the individual may petition for reinstatement of eligibility based upon a change of circumstances indicating that: (1) the individual is unlikely to repeat the conduct resulting in the designation, and (2) is capable and likely to make a positive contribution to MST's mission. The affected individual may contest the designation as ineligible for rehire or petition for removal of the designation by submitting a written petition of ineligibility review to the Director of Human Resources and Risk Management, along with any supporting documentation.

Response to Petition

Within thirty (30) days after receipt of the petition, the Director of Human Resources and Risk Management will review the petition and any submitted information, will make any further inquiries considered appropriate, and will issue a decision to grant or deny the petition. Where the petition is denied, the matter shall be closed, and another petition may not be filed for a period of one (1) year. Where the petition is granted, the Director of Human Resources and Risk Management will remove the designation from the individual's personnel record and notify the individual of the removal of the designation.

Revision Management**Revision History Log:**

Revision #:	Date:	Nature of Change:	Recorded By:
v1.0	2/9/2022 12:23 PM	New document	Deanna Smith

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To: Board of Directors

From: Matthew Deal, Grants Analyst

Subject: Low Carbon Transit Operations Program FY 2021/22 Allocation

RECOMMENDATIONS:

Approve Resolution 2022-30 authorizing the certifications and assurances, authorized agent forms and execution of the Low Carbon Transit Operations Program (LCTOP) projects for FY 2021/22.

FISCAL IMPACT:

These State funds will become part of the FY 2022/23 Budget. The \$1,396,416 in LCTOP funds are proposed to fund the following programs/projects:

- Systemwide free fares on:
 - 1) Election Day, November 8, 2022,
 - 2) Sundays between July 4th and Labor Day (This project may be extended or shortened based on funding use and availability), and
 - 3) Implementation week of MST's Final Network Plan resulting from the Comprehensive Operational Analysis.
- Set-aside for the purchase of a zero-emission bus.

POLICY IMPLICATIONS:

The terms of the LCTOP require that your Board authorize the filing of the grant application requesting \$1,396,416 from the California Department of Transportation. In addition, your Board is responsible for changes to the MST fare structure. Free fare projects are considered temporary fare changes and approved by your Board.

DISCUSSION:

Assembly Bill 32 (AB 32), the California Global Warming Solicitations Act of 2006, took a long-term, comprehensive approach to addressing climate change and its effects on the environment and natural resources. AB 32 requires California to reduce greenhouse gases to 1990 levels by 2020 and to maintain and continue reductions beyond 2020. The California Air Resources Board was directed to be the lead agency to implement the law. The California Air Resources Board and several other State and local agencies have implemented numerous regulations and programs to reduce emissions to meet these goals.

A key element in the State's emission reduction strategy, the Cap-and-Trade program, places a limit, or cap, on greenhouse gas emissions by issuing a limited number of tradable permits (called allowances). A portion of these allowances can be purchased from the State at a quarterly auction, thereby generating proceeds, which are deposited in the State's Greenhouse Gas Reduction Fund. The Legislature then appropriates these funds to various programs that coordinate transportation and land use to encourage more sustainable communities.

In 2012, Senate Bill 535 (SB 535) was passed requiring Greenhouse Gas Reduction Fund investments in disadvantaged communities as defined by the California Environmental Protection Agency (CalEPA). CalEPA utilized the California Communities Environmental Health Screening Tool to assess all census tracts in California to identify the areas disproportionately burdened by and vulnerable to multiple sources of pollution. In Monterey County, the designated disadvantaged communities are located in portions of Salinas, Marina, and Pajaro Valley.

LCTOP is one of several programs that are part of the Transit, Affordable Housing and Sustainable Communities Program established by SB 862 in 2014. The LCTOP draws from the Greenhouse Gas Reduction Fund to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. For transit agencies with state- designated disadvantaged communities, at least 50% of the annual allocation must be expended on projects that provide direct, meaningful, and assured benefits to those communities. In 2016, Assembly Bill 1550 (AB 1550) provided additional statewide requirements for LCTOP expenditures within low-income communities.

Complying with the strict definition of "disadvantaged communities" and the requirements of the above-mentioned legislation, MST has developed several successful local projects with LCTOP funds with the past allocations. MST was able to start offering free weekend fares in Salinas and purchase an electric bus that is now in operation.

Now in the seventh year of LCTOP allocations, and with an estimated larger funding allocation than in past years, MST will be requesting funds for the following projects:

- To provide free transit fares systemwide on Election Day, November 8th, 2022. Based on prior year Election Day ridership staff estimates \$10,000 in LCTOP funds would be needed to cover passenger fares on this day.
- To provide free transit fares systemwide during the first week of new service, as approved by the Board in the Comprehensive Operational Analysis – Final Network Plan. Approximately \$125,000 in LCTOP funds would be needed to cover passenger fares during this timeframe.

- To provide free transit fares systemwide on Sundays during the Summer of 2022. Approximately \$75,000 in LCTOP funds would be needed to cover passenger fares on Sundays between Independence Day and Labor Day.
- To set aside \$1,186,416 as a local match for a future zero-emission bus purchase. Staff will be applying for several upcoming competitive grant opportunities to match these funds.

To receive these LCTOP funds, a Board-approved resolution, which authorizes the General Manager/CEO to execute all required documents must be submitted with the grant application.

ATTACHMENT(S):

Resolution 2022-30

PREPARED BY  REVIEWED BY 
Matthew Deal Carl G. Sedoryk

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RESOLUTION 2022-30

AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) for the following projects:

Free Fares on Election Day 2022 \$10,000

Free Fares during Final Network Plan Implementation Week \$125,000

Free Summer Sundays \$75,000

Zero Emission Bus Project \$1,186,416

WHEREAS, Monterey-Salinas Transit District is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to follow various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit District wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager/CEO, or his/her/its designee; and

WHEREAS, Monterey-Salinas Transit wishes to implement the LCTOP projects listed above and in the table below.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects, and

BE IT FURTHER RESOLVED that the General Manager/CEO, or his/her/its designee, be authorized to execute all required documents of the LCTOP and any amendments thereto with the California Department of Transportation, and

BE IT FURTHER RESOLVED by the Board of Directors of Monterey-Salinas Transit District that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2021-22 LCTOP funds:

	Project 1	Project 2	Project 3	Project 4
Project Name:	Free Fares on Election Day 2022	Free Fares During Final Network Plan Implementation Week	Free Summer Sundays	Zero Emission Bus
LCTOP Request:	\$10,000	\$125,000	\$75,000	\$1,186,416
Description:	Free fares systemwide on Election Day, 11/8/2022.	Free fares systemwide during the first week the new Final Network Plan routes are implemented.	Free fares systemwide on Sundays during summer. Roughly July 3 through September 5 based on funding.	Funding for a future zero emission bus or infrastructure purchase.
Contrib. Sponsor:	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County	Transportation Agency for Monterey County
Benefit to a Priority Pop.:	DAC	DAC	DAC	DAC
DAC Funding:	\$10,000	\$125,000	\$75,000	\$488,208
TAMC (99313) Funds:	\$0	\$0	\$0	\$1,065,062
MST (99314) Funds:	\$10,000	\$125,000	\$75,000	\$121,354

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT this 11th day of April 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

To: Board of Directors
From: Lisa Rheinheimer, Assistant General Manager
Subject: Proposed Fare Changes

RECOMMENDATION:

Review proposed fare changes and direct staff to conduct outreach including public hearings.

FISCAL IMPACT:

In FY 2021, the average fare collected per passenger was \$1.34 per trip. However, it is difficult to predict the impacts of a fare change given the implementation of the Comprehensive Operational Analysis – Final Network Plan as well as high fuel prices at the pump. A better predictor of ridership growth and hence fare revenue, is fast, frequent and dependable service.

POLICY IMPLICATIONS:

The existing fare structure was approved by the Board of Directors in May, 2012. Although the Board approves fares as a practice, there is no existing Transit Fare Policy. Staff proposes the attached (Attachment 1) draft Transit Fare Policy for outreach and public hearings to be conducted for passenger and public comment.

The MST Public Hearing Policy (Revised February 2019) outlines the threshold for seeking comment from passengers and the public with respect to fare increases:

Threshold for Public Hearing Requirement

The MST Board defines a “major reduction of transportation” as one that results in a 20% or greater decrease in total vehicle service hours **or any permanent increase in fare structure for fixed-route or paratransit service.** Changes not meeting this threshold do not require a public comment process.

The proposed fare structure results in a fare decrease for the majority of passengers on fixed-route buses. Currently, Line 3 is the only fixed-route at the \$1.50 fare. On Call services are also at the \$1.50 fare, however, On Calls are slated for discontinuation with the implementation of the Final Network Plan approved by the Board in February. Services would be replaced by fixed-route circulators in South

County cities. The number of riders from Line 3 plus the On Call service represents 2.6% (3,226 passengers) of overall ridership from the month of January, 2022.

While the proposed fare structure would be a decrease for the majority of passengers, in a good faith effort to satisfy our federal public hearing requirements, it is prudent to conduct public outreach on the fare changes and several events could easily be conducted as a public hearing.

DISCUSSION:

As this fare change will have impacts to multiple departments, staff met to comprehensively review how a fare change would impact different departments including IT, Operations, Maintenance, Finance, Civil Rights, Marketing and Customer Service. The details of the staff review are found in Attachment 2.

A summary of proposed fare changes is found in the table below:

	Existing Fares	Proposed Fares				
		Single Ride/ 2 hours	Day GoPass (Expires 2:00 AM)	Weekly GoPass (7-Days)	Monthly GoPass (31-Days)	Promotional Fares
				29% Off*	77% Off*	127% Off*
Fixed Route Regular Fare	\$1.50-\$3.50	\$2.00	\$6.00	\$20.00	\$70.00	\$35.00
Fixed Route Discount Fare**	\$.75-\$1.75	\$1.00	\$3.00	\$10.00	\$35.00	\$17.00
ADA RIDES One-Way Fare (2 hours)	\$1.50-\$3.50	\$2.00				
RIDES Booklet of 30, \$2.00, One-Way Trip Tickets	various	\$2.00/ticket, \$60.00/booklet				
Group Discounts 25% (5-20 Monthly GoPass)	\$71.25				\$52.00	
Group Discounts 35% (21+ Monthly GoPass)	\$61.75				\$45.00	
Vanpool Subsidy					\$350/month /vanpool	

* Assumes rider takes 2 trips per day throughout the time period.

** Discounts apply to seniors, persons with disabilities, and Veteran's.


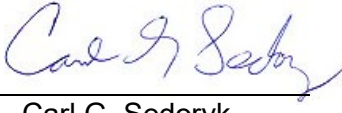
Only proposed changes to fares are displayed in the above table. An additional category was added for Vanpool Subsidy where MST would assist vanpool groups with the cost of the monthly lease arrangement with a vanpool provider. Vanpooling is an option for areas underserved by transit including Big Sur. Fares with no proposed changes can be seen in Attachment 2.

Should the Board decide to pursue this fare change, staff would follow public hearing requirements as well as MST's Public Participation Plan to outreach at existing

events to hear public comments throughout April and May. A summary of public comments will be presented to the Board for consideration when the Board takes action to approve the new fares.

ATTACHMENT(S):

1. MST Transit Fare Policy
2. MST Fare Analysis

Submitted by:  Reviewed by: 
Lisa Rheinheimer Carl G. Sedoryk

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ATTACHMENT 1



Transit Fare Policy

MST Board Policy

General Description

Description:

This Monterey-Salinas Transit District (MST) Transit Fare Policy establishes fees paid by riders for use of the transit system including fixed-routes, ADA RIDES service, and special services.

Purpose:

The purpose of this Policy is to establish guidelines for setting and/or restructuring public transit fares for MST.

Scope:

This Policy applies to all fixed-route, ADA RIDES, Taxi Vouchers, Special Medical Trips, special services, and discounted fares for seniors, persons with disabilities, and Veteran's. This Policy also applies to all employees selling passes or enforcing fare collections onboard the bus or at pass sales locations.

Per contracts or agreements between MST and partners, special fares may be established. Per agreements between MST and MSTE and ATU, MST shall grant free transit to MST employees, spouses, principal domestic partners, dependent child(ren), parents of all employees, retirees and spouses, widows, widowers and minor children of deceased employees.

Responsibility:

MST Board of Directors sets policy
Coach Operators
Customer Service Staff
Mobility Department Staff

The Board of Directors sets policy. Those who sell any kind of pass or ensure collection at the farebox are responsible for carrying out this Policy.

Requirements

Approvals:

Board of Directors

Relevant Knowledge:

In order to comply with this Policy you should know:

This Transit Fare Policy

MST fares for fixed-route, ADA RIDES, taxi vouchers, other MST fares

Terms and Definitions:

Term:	Definition:
ADA	Americans with Disabilities Act
Fixed-route	A transit line on which a vehicle is operated along a prescribed route according to a fixed schedule.
RIDES	MST RIDES is complementary ADA transit service for individuals who have a disability which prevents them from using fixed-route bus service.
MST	Monterey-Salinas Transit District

Policy Provisions

① Fare Payment

Description:

Based on existing equipment available onboard the vehicle, the following fare payment options are available for use on the fixed-routes and RIDES ADA service:

Cash, GoPasses, contactless credit or debit cards, valid college/university ID, or MST employee ID, or dependent pass.

Scope and Exceptions:

It is understood that failures in fare equipment are possible. If there is a failure of equipment and the vehicle is operating in service, it is permissible to allow passengers to board the bus for free.

② **Fare Structure**

Description:

MST recognizes that transit services are provided to a transit reliant population within Monterey County. Fare prices are developed with sensitivity to the communities served and further consideration to Measure Q assisted populations. Appendix A identifies transit fares by service type.

Scope and Exceptions:

From time to time, MST enters into special agreements/contracts with partners in support of free transportation within a specified area or for a specified group. When special agreements/contracts are executed between MST and another organization, General Fund transit services will not be diminished.

③ **Fare Box Recovery**

Description:

In each fiscal year, MST must calculate its farebox recovery where fare revenues offset a portion of annual operating costs. The amount of fares collected from fixed-route passengers was 20% in 2019. Other State, Federal, and local sources fund the remaining operating budget. Given this context, fares will not completely cover operating costs and a certain farebox recovery must be maintained.

Scope and Exceptions:

The Transportation Development Act establishes farebox recovery requirements unless suspended by the California legislature for unusual circumstances.

④ **Customer Experience**

Description:

When considering new fare products, prices or collection methods, MST will strongly consider the customer experience. Fares should be easily understood and changes to fares should be transparent, following MST's Public Hearing Policy requirements. MST will also consider regional efforts to streamline fare payments.

Performance Evaluation

Desired Outcome:

This Policy should encourage growth in ridership, contribute to cost recovery, create a good customer experience, support a shift to contactless fare payments, and reduce administrative overhead.

Attachments

[Transit Fare Table](#)

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	PUBLIC HEARINGS POLICY Adopted: May 12, 2014 Revised: March 6, 2017 Revised: February 4, 2019	MBP-029

Revision Management

Revision History Log:

Revision #:	Date:	Nature of Change:	Recorded By:
v1.0	3/9/2022 11:16 AM	New document	Lisa Rheinheimer

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ATTACHMENT

Monterey-Salinas Transit District

Transit Fare Table

Effective: TBD

	Single Ride/ 2 hours	Day GoPass (Expires 2:00 AM)	Weekly GoPass (7-Days)	Monthly GoPass (31-Days)	Promotional Fares
Fixed Route Regular Fare	\$2.00	\$6.00	29% Off*	77% Off*	127% Off*
Fixed Route Discount Fare**	\$1.00	\$3.00	\$10.00	\$35.00	\$17.00
Summer Youth Pass (June-August)					
Children Under 46"	Free				\$38.00
ADA RIDES One-Way Fare (2 hours)	\$2.00				
RIDES Booklet of 30, \$2.00, One-Way Trip Tickets	\$2.00/ticket, \$60.00/booklet				
Special Medical Trips (Round Trip)		\$20.00			
Taxi Vouchers					
For Seniors, Persons with Disabilities, Veteran's	\$3.00 per trip				
Group Discounts					
25% (5-20 Monthly GoPass)				\$52.00	
35% (21+ Monthly GoPass)				\$45.00	
Vanpool Subsidy				\$350/month/vanpool	

* Assumes rider takes 2 trips per day throughout the time period.

** Discounts apply to seniors, persons with disabilities, and Veteran's.

Note: Special fares may be established between MST and a partner governed by a contract/agreement to grow ridership.

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MST Fare Analysis

MST Team Members:

Andrea Williams; Carl Sedoryk; Deanna Smith; Ikuyo Yoneda-Lopez; Sonia Wills; Michael Kohlman; Lisa Rheinheimer, Norman Tuitavuki; Scott Taylor; Cristy Sugabo

Background and Overview:

MST implemented its current fare structure as part of the installation of GFI fareboxes in early 2011. Since that time, there has been one fare increase and the introduction of discounts for Measure Q assisted populations. The 2011 fare changes transitioned MST from a zone-based fare to a route and distance-based fare structure.

The MST Board of Directors approved the Comprehensive Operational Analysis – Final Network Plan in February and asked MST staff to return to the Board with a new fare structure to further support the Final Network Plan.

For the passenger, the Final Network Plan may require additional transfers for travel within the transit system at timed connections at Salinas Transit Center and Monterey Transit Plaza, primarily and secondarily at Sand City Station and Marina Transit Exchange. This forced transfer would result in higher fares for some passengers under the existing fare structure.

To recommend a new fare structure which supports the Final Network Plan, MST reviewed transit fares of neighboring transit systems and in the San Francisco Bay Area. MST's existing fares are higher than average compared to our peers. Unlike its Bay Area peers, MST does not have a local sales tax to support its fixed route operation and has a higher reliance on fare revenue to support its operations. The table below shows average fares amongst our Central Coast transit peers, MST's existing fares and the difference between the two:

	Single Ride	Day Pass	Weekly Pass	Monthly Pass
Central Coast Peers (Average)	\$1.85	\$5.13	\$20.00	\$55.20
MST	\$1.50, \$2.50, \$3.50	\$10.00	\$50.00	\$95.00
% Difference	+29.9%	+64.4%	+85.7%	+53.0%

Note: Assumes only regular fares with no discount for seniors or others.

After reviewing and considering the average transit fare of our Central Coast peers, MST staff proposes the following new fare structure which brings MST transit fares closer in line with other transit agencies.

Proposed New Fare Structure:

	Single Ride/ 2 hours	Day Pass (Expires 2:00 AM)	Weekly Pass (7-Days)	Monthly Pass (31-Days)	Promotional Fares
			29% Off*	77% Off*	127% Off*
Fixed Route Fare	\$2.00	\$6.00	\$20.00	\$70.00	\$35.00
Fixed Route Discount** Fare	\$1.00	\$3.00	\$10.00	\$35.00	\$17.00
ADA RIDES One- Way Fare (2 hours)	\$2.00	NA	NA	NA	NA
RIDES Books of 30, \$2.00, one-way trip Tickets	\$2.00/ticket, \$60/book	NA	NA	NA	NA

* Assumes rider takes 2 trips per day throughout the time period.

** Discounts apply to seniors, persons with disabilities, and Veteran's.

No changes are proposed for the Summer Youth Pass at \$38 for unlimited rides in June, July, and August, Special Medical Trips to the Bay Area at \$20 per round trip or Taxi Vouchers at \$3.00 copay per trip. Group discounts for senior care facilities would not change. Children under 46" would still ride for free. Other partnership fares including the Trolley Monterey, CSUMB, Costco, Hartnell, and MPC are governed by the agreement between MST and the partner.

Implementation Considerations:

Staff evaluated practical implications for implementation of the above fare changes across departments. From a technical and training perspective, these changes are straightforward. Existing onboard and customer service farebox equipment, including contactless devices, will need to be reprogrammed. Coach operators will need to be trained on the new fare structure and how to work with customers on transfer cards.

From a customer perspective, messaging is simple, \$2.00 for 2 hours. This translates well for Spanish speaking customers. An informational campaign will be needed to support this effort and will include messaging onboard buses, on social media, radio ads, video ads, and other to-be-determined media channels. Along with the informational campaign, MST will urge customers to use their contactless credit card instead of cash.

Finally, staff suggested adding a category for "promotional" fares at a 50% discount from the regular monthly pass rate. Promotional fares have been used for unusual circumstances including during construction of the Highway 68 Roundabout. The promotional fare could be used for instances of high unemployment, high fuel

prices, or other such circumstances where transit riders and the whole community would benefit. These fares should be limited to no more than 3 months unless authorized by the MST Board.

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – February 2022

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for February 2022 (Attachments 1 – 4).

On February 10, I was a featured speaker at the California Transit Foundation Mobility Symposium where I provided information on fare payment technology innovation to a group of students and industry professionals.

Throughout the month I attended virtual meetings with staff of Senators Feinstein and Padilla and met virtually with Congressman Panetta to discuss MST Appropriation priorities and federal Community Project opportunities (aka earmarks).

Attachment #1 – Dashboard Performance Comparative Statistics – February 2022

Attachment #2 – Transportation Department Monthly Report – February 2022

Attachment #3 – Maintenance Department Monthly Report – February 2022

Attachment #4 – Administration Department Monthly Report – February 2022

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/>

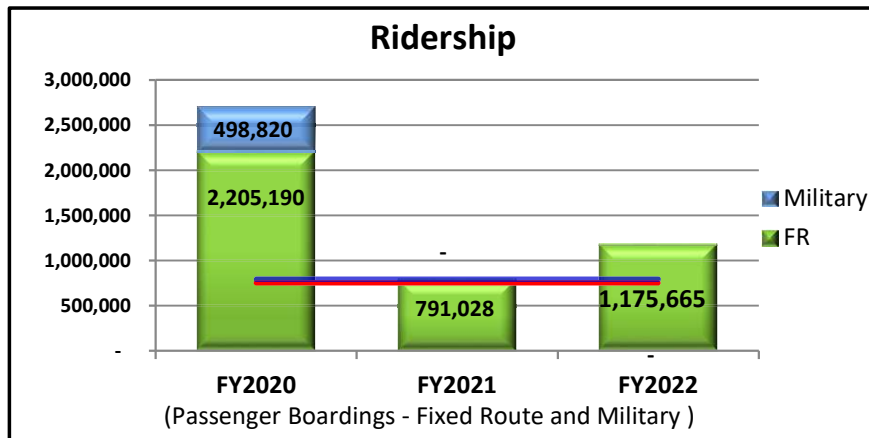
PREPARED BY: 

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YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2020-2022

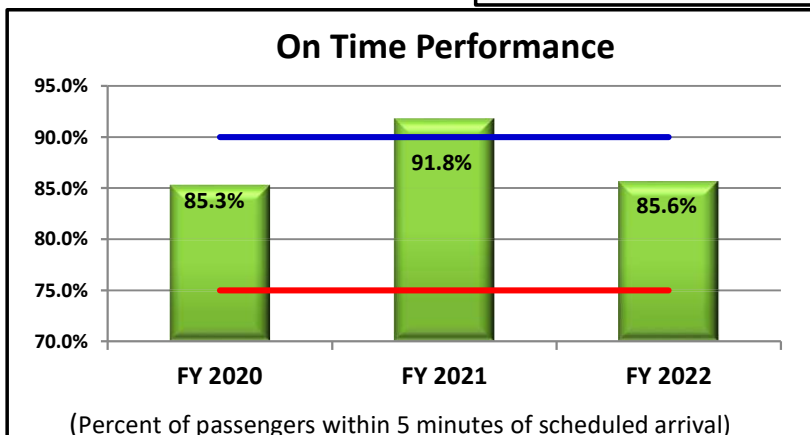
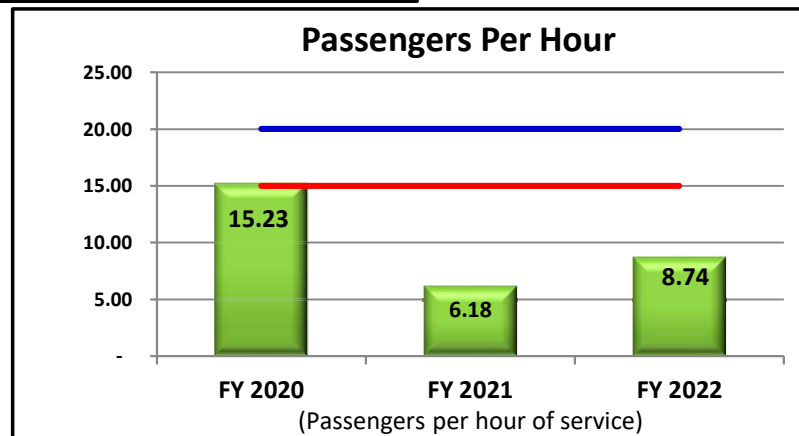


Goal = 791,028
passengers

Minimum = 751,477
passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

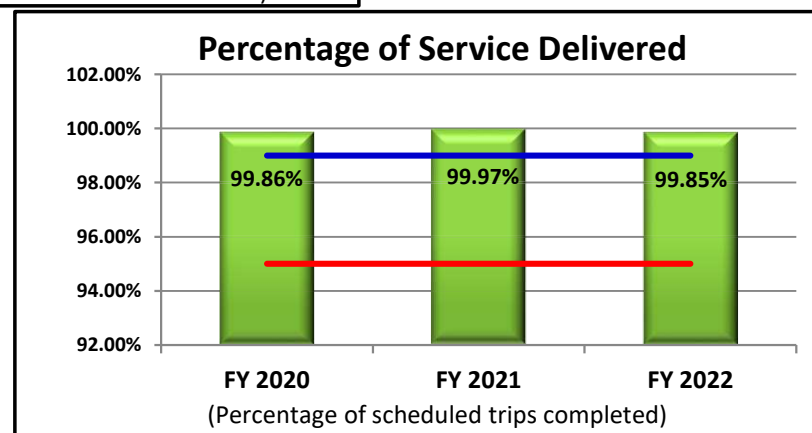


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

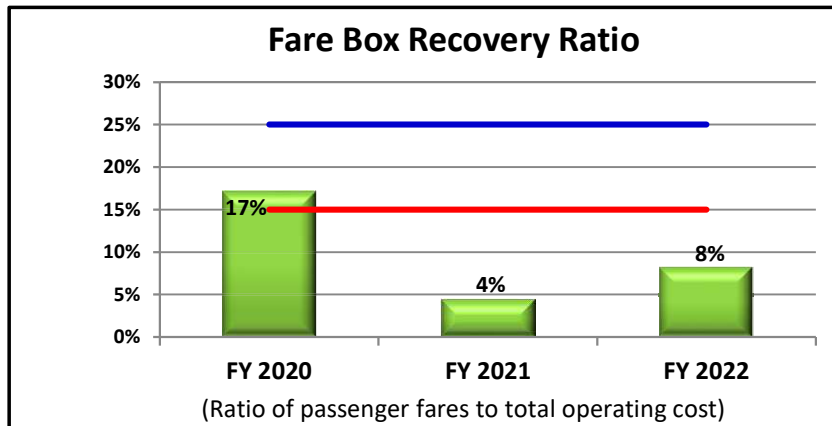


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2020-2022

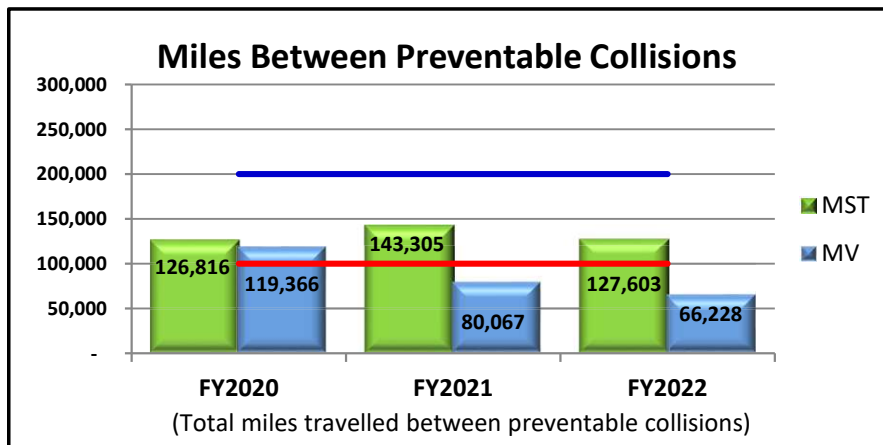
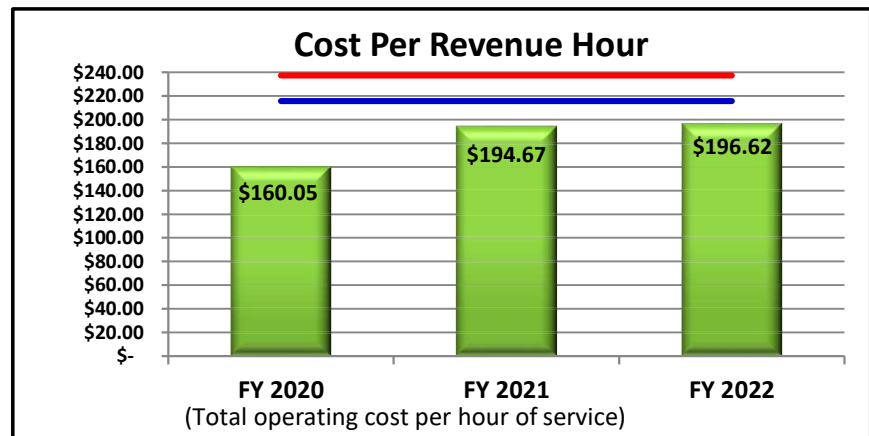


Goal = 25%

Minimum = 15%

Goal = \$215.79 per RH

Maximum = \$237.36 per RH

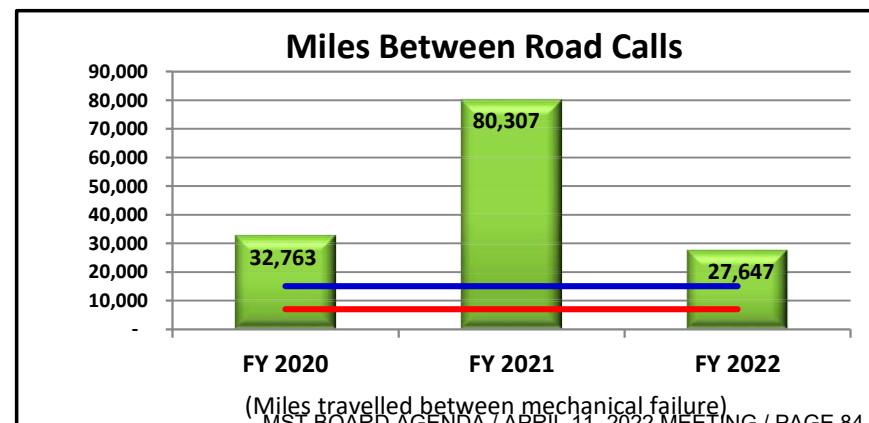


Goal = 200,000 Miles

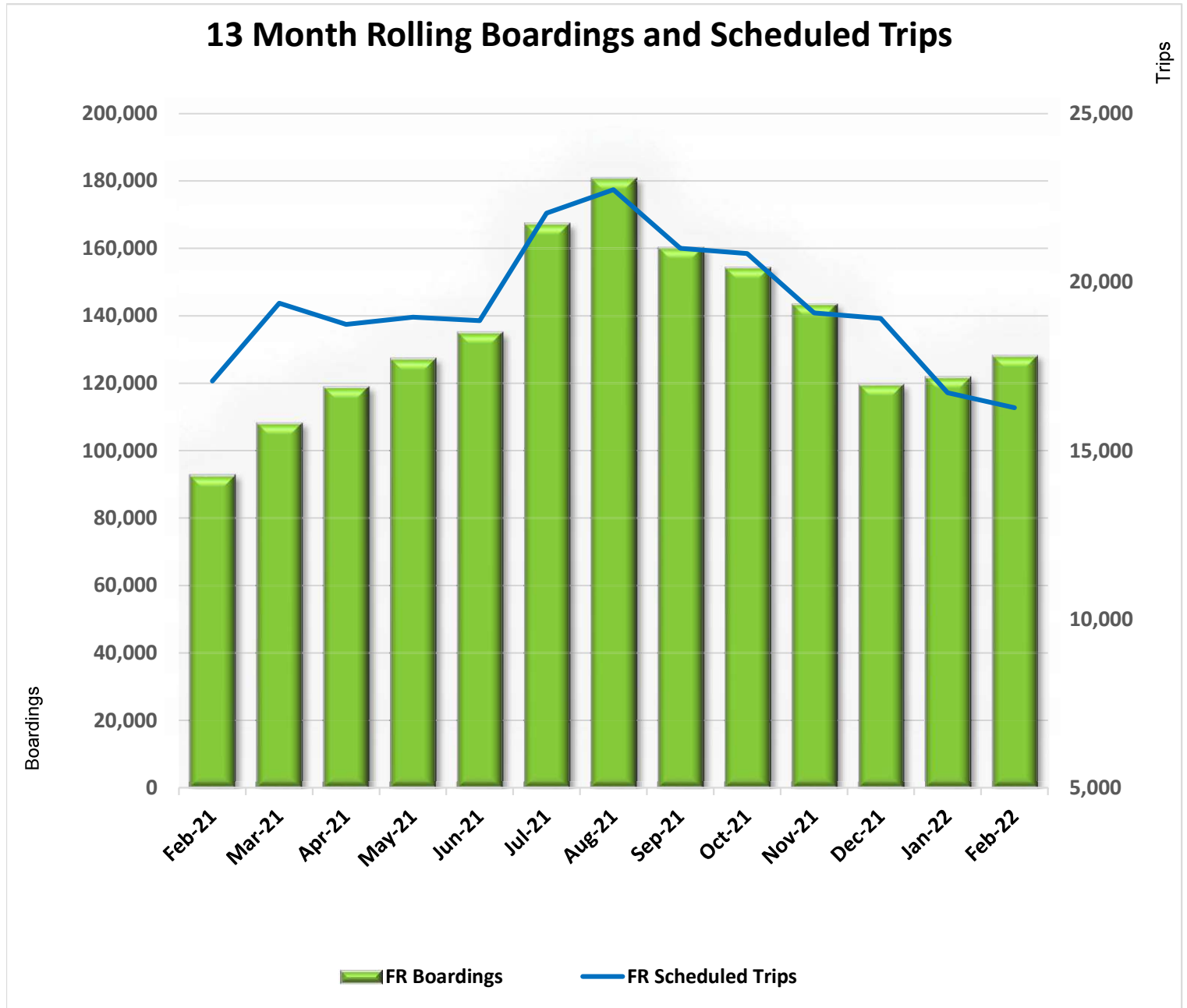
Minimum = 100,000 Miles

Goal = 15,000 Miles

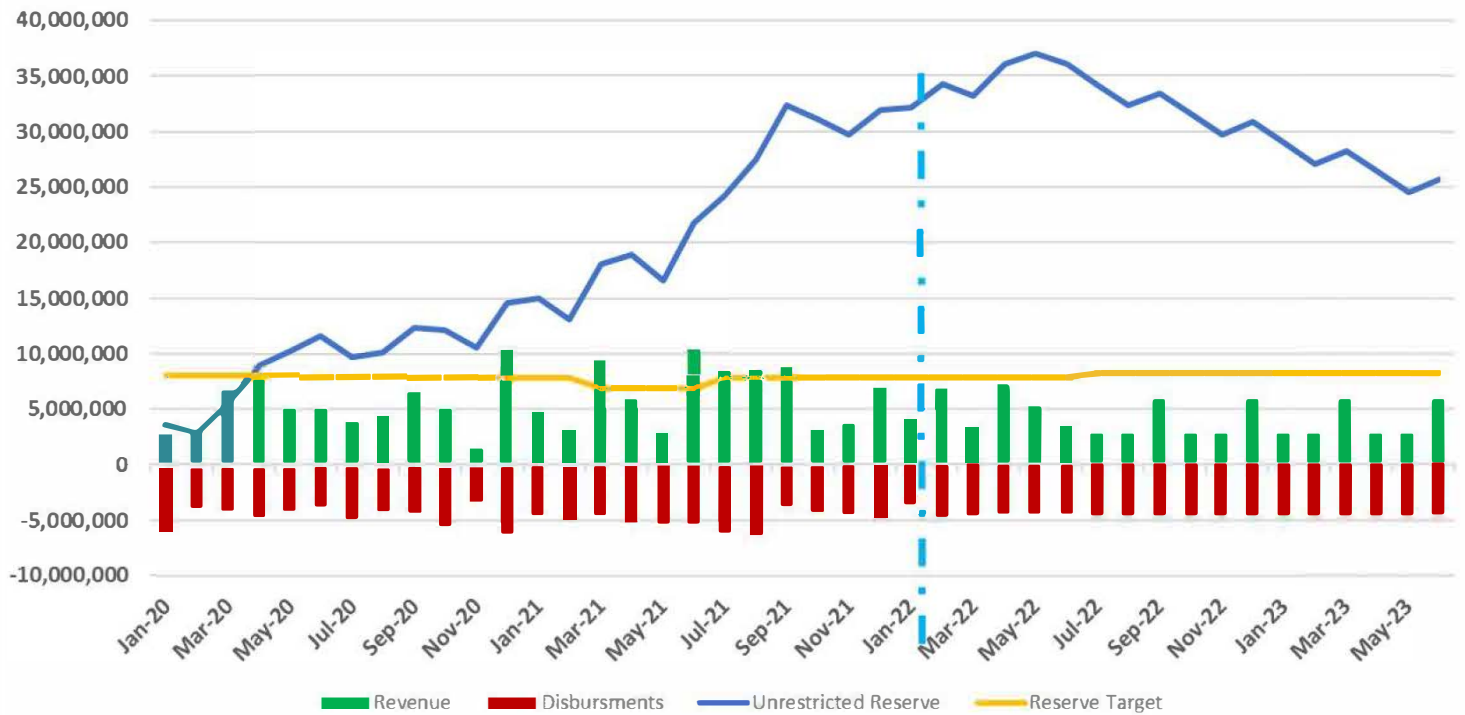
Minimum = 7,000 Miles



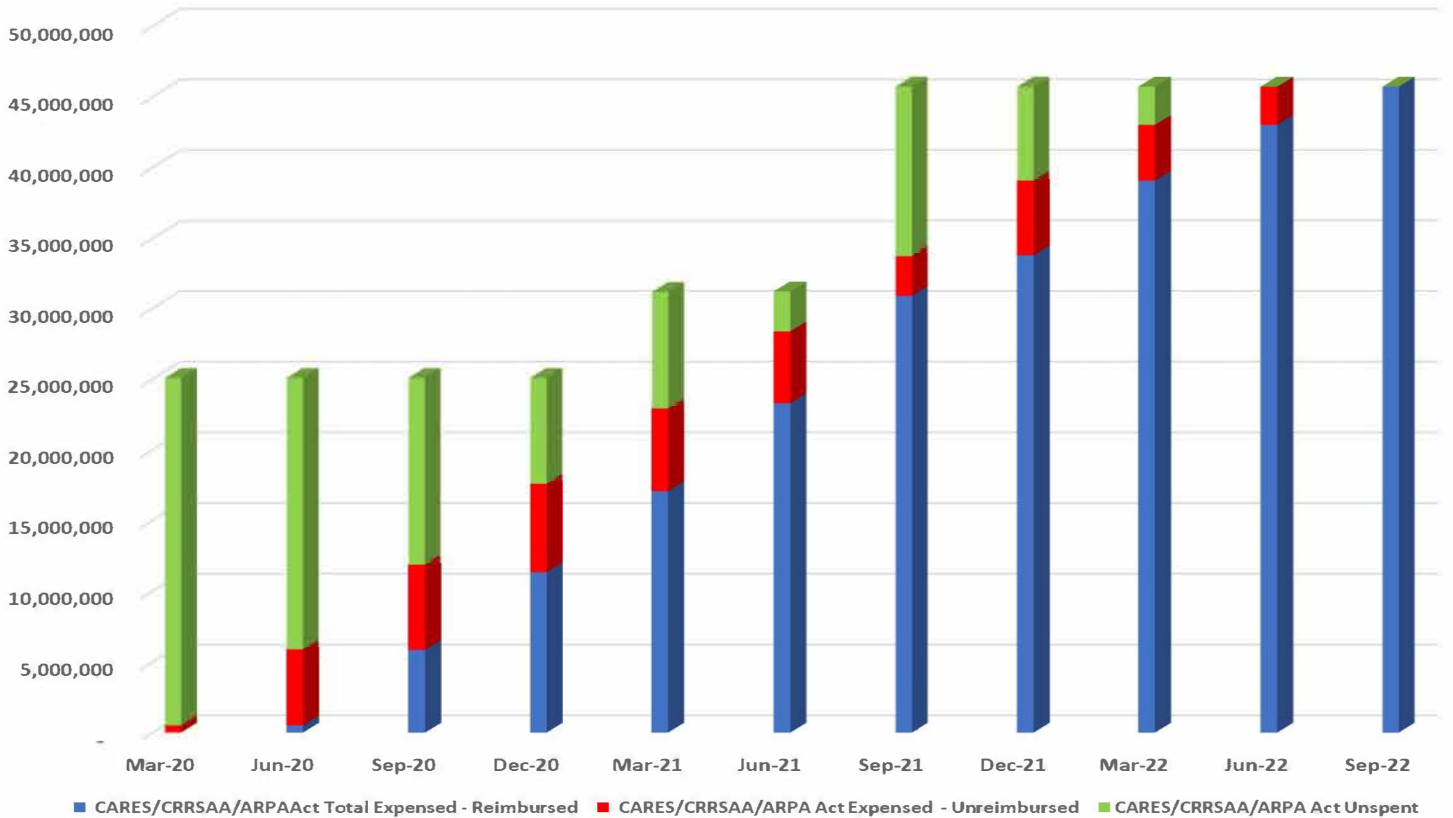
COVID-19 MST Statistics and Projections



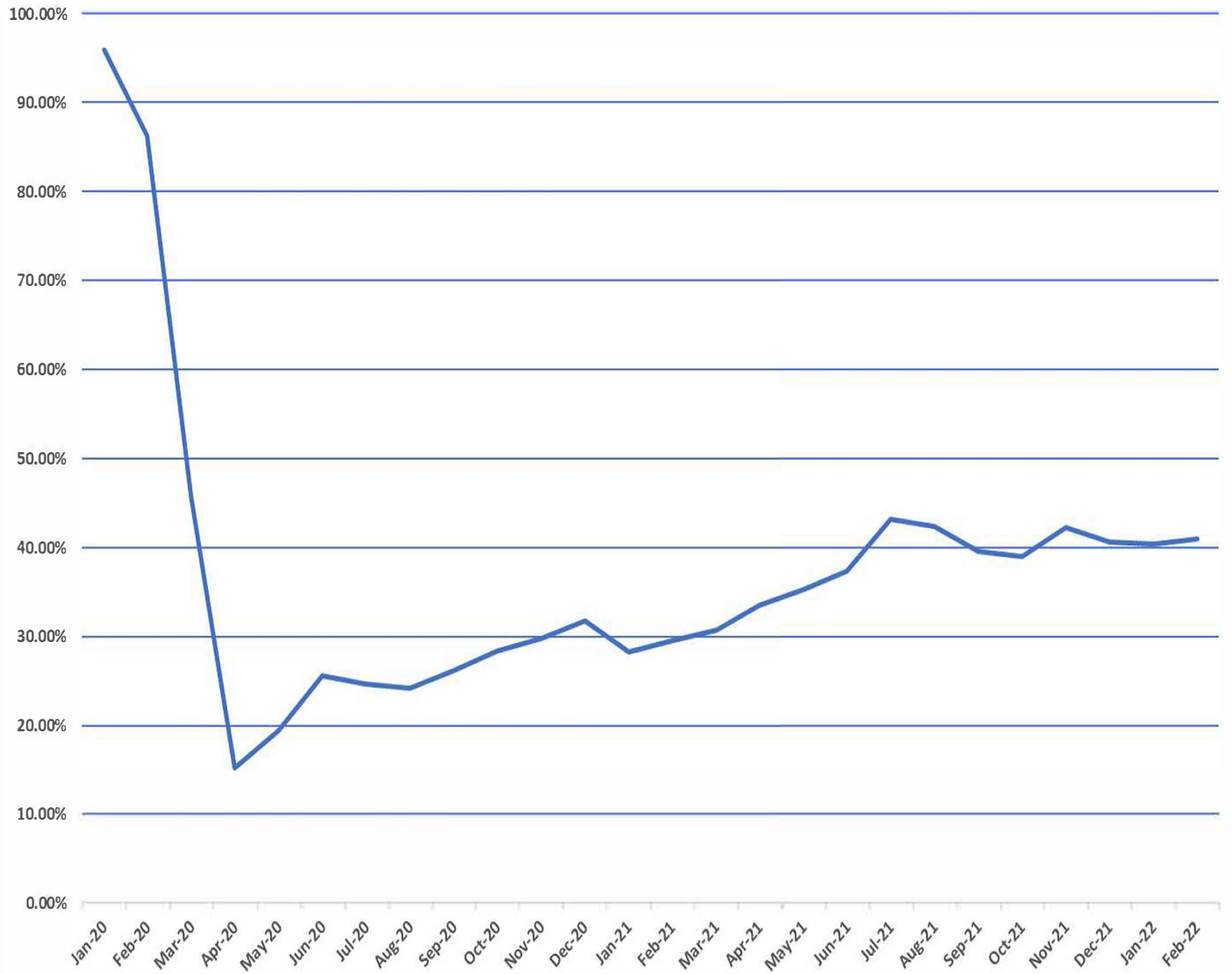
Cash Flow Projections Jan 2020 - June 2023



CARES/CRRSAA/ARPA Act Funds



Percent of Monthly Ridership from CY17-19 Average

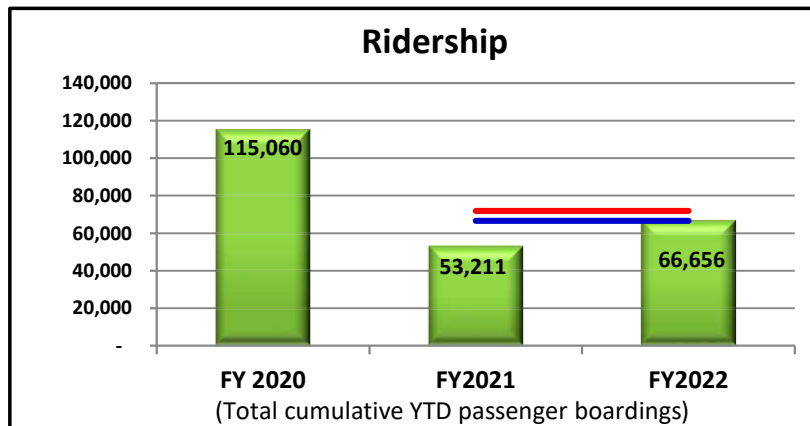


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - February

Fiscal Years 2020-2022

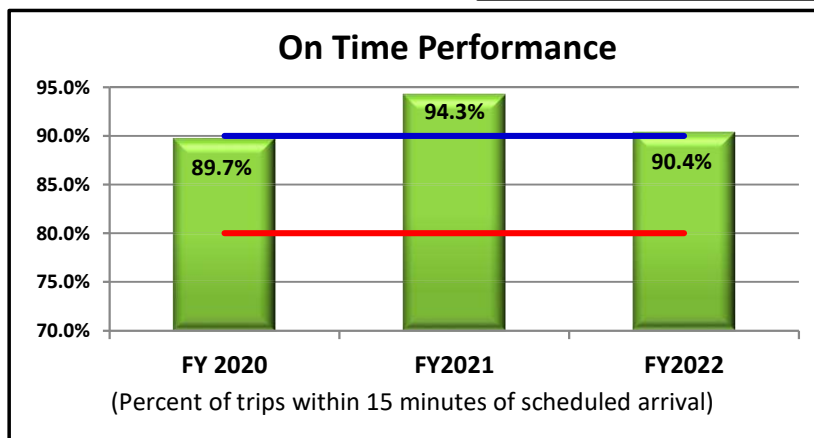
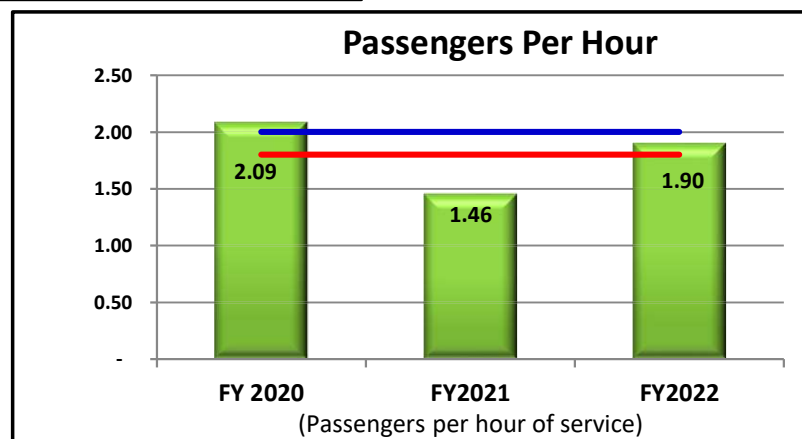


**Goal = 66,514
passengers**

**Maximum = 71,835
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

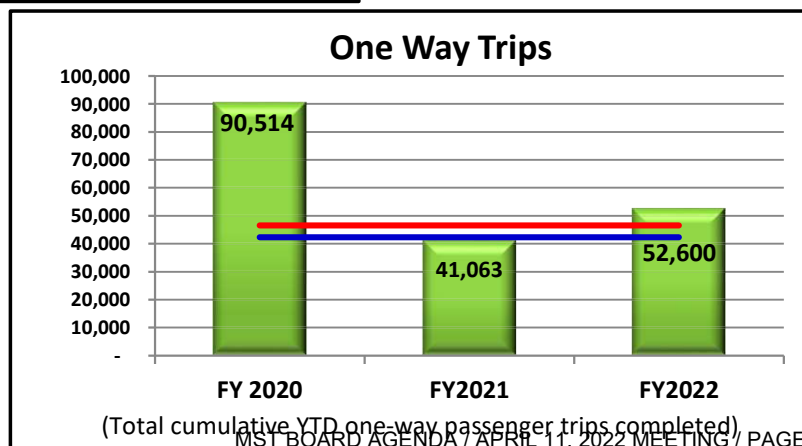


Goal = 90% on time

Minimum = 80% on time

**Maximum = 46,524
one-way trips**

**Goal = 42,295
one-way trips**

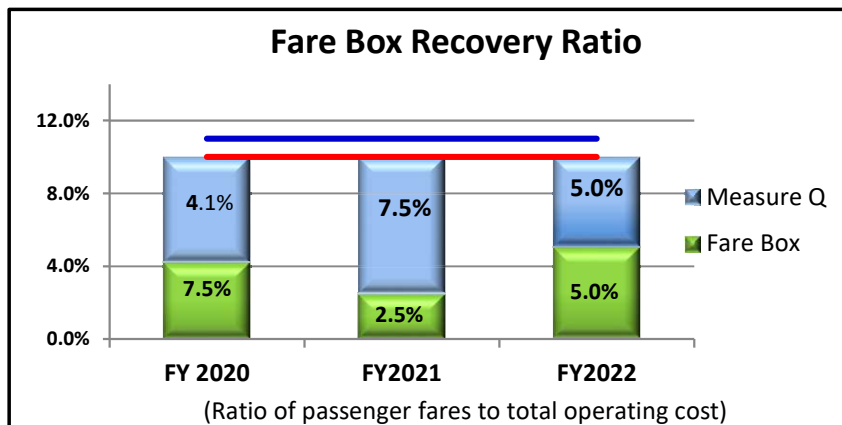


MST RIDES

YTD Dashboard Performance Comparative Statistics

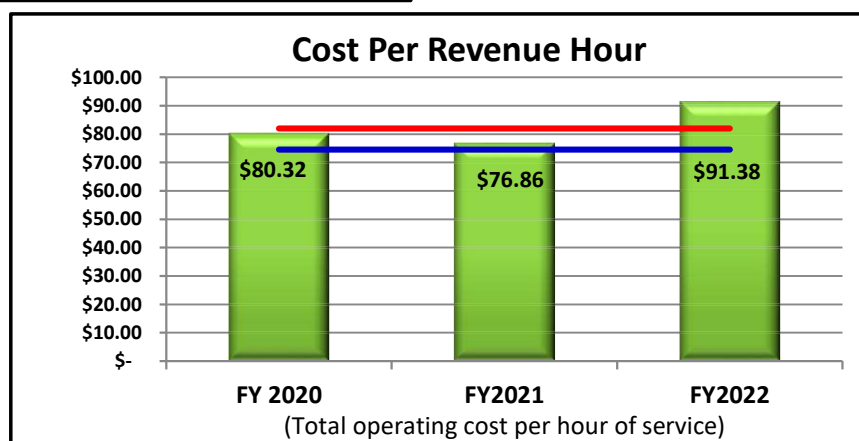
July - February

Fiscal Years 2020-2022



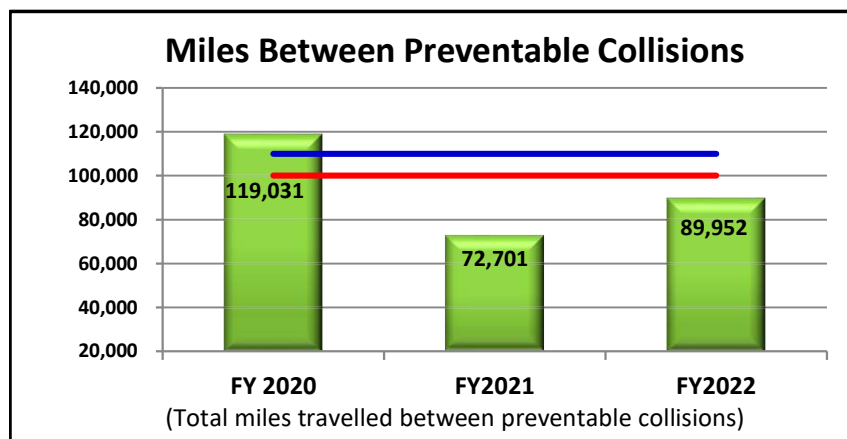
Goal = 11%

Minimum = 10%



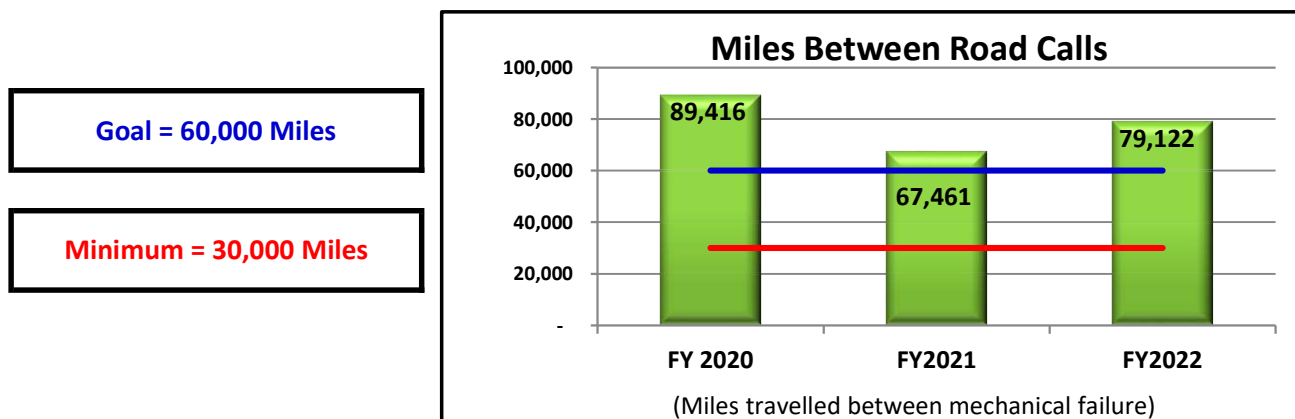
Goal = \$74.53 per RH

Maximum = \$81.98 per RH



Goal = 110,000 Miles

Minimum = 100,000 Miles



Goal = 60,000 Miles

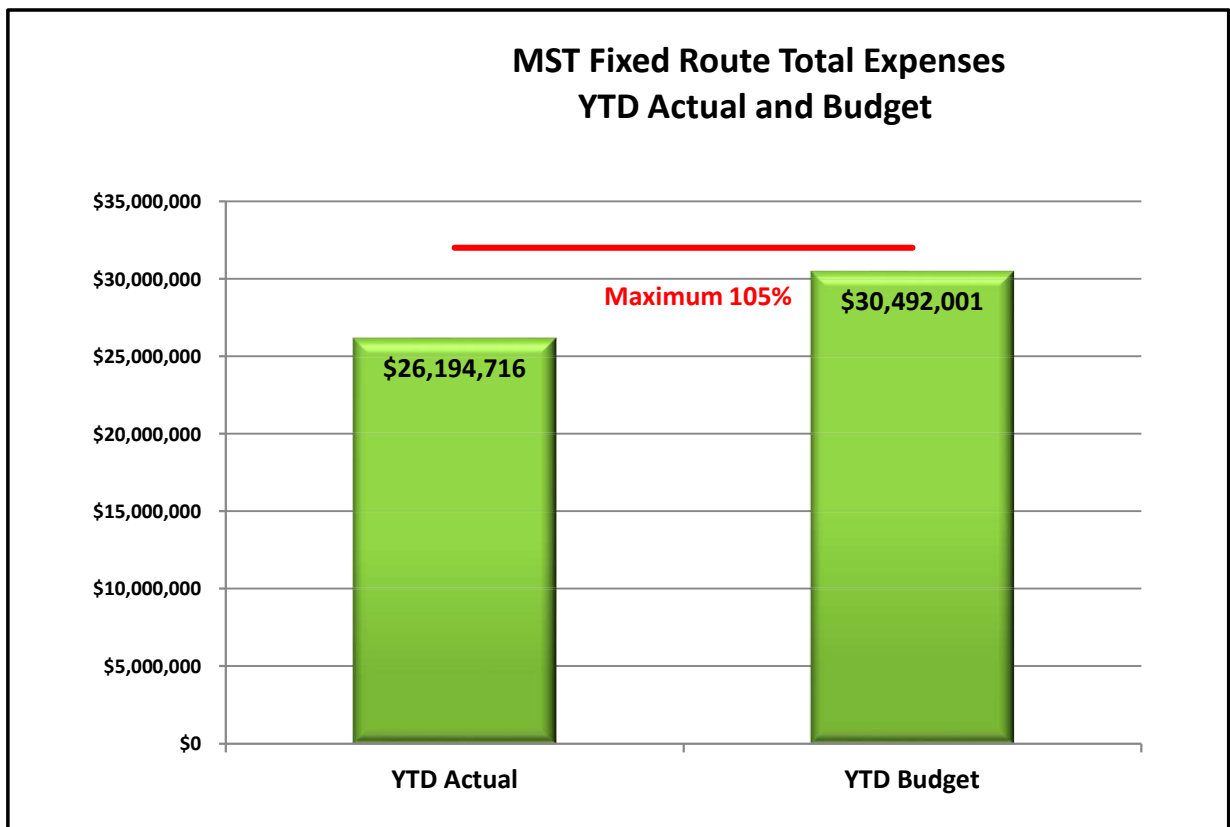
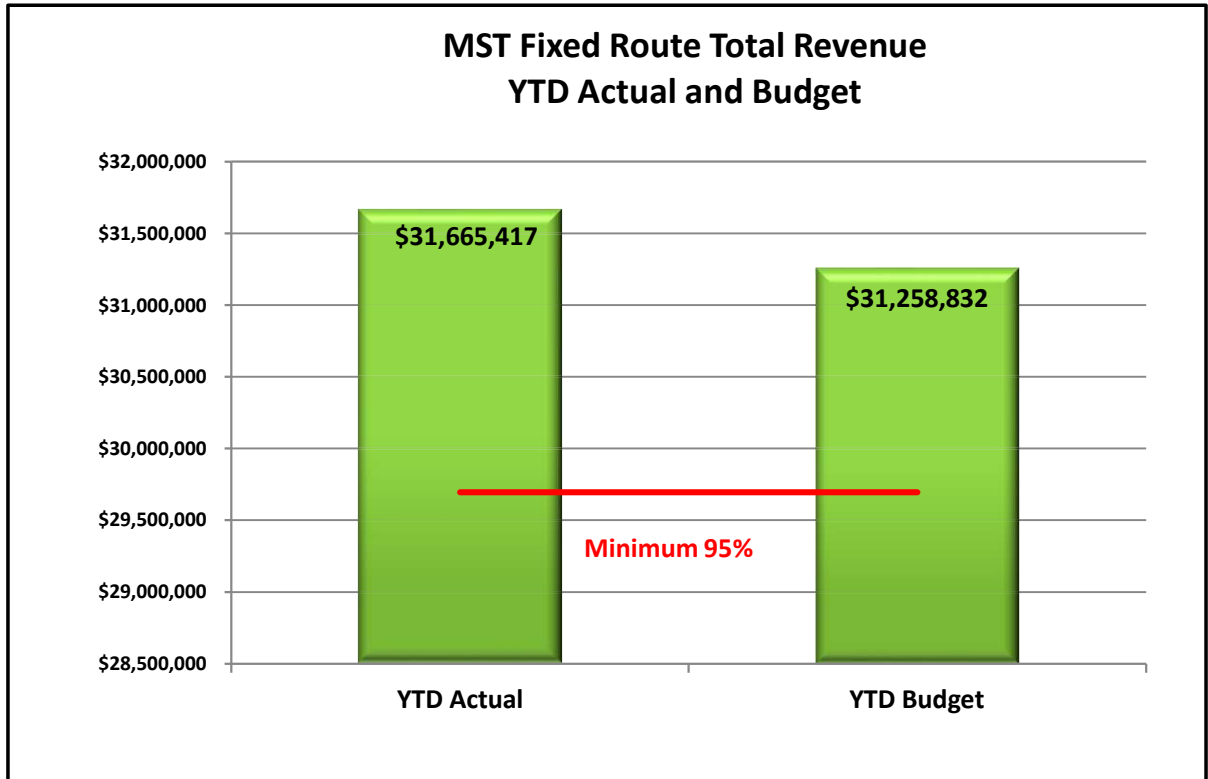
Minimum = 30,000 Miles

MST Fixed Route

Financial Performance Comparative Statistics

July - February

Fiscal Year 2022

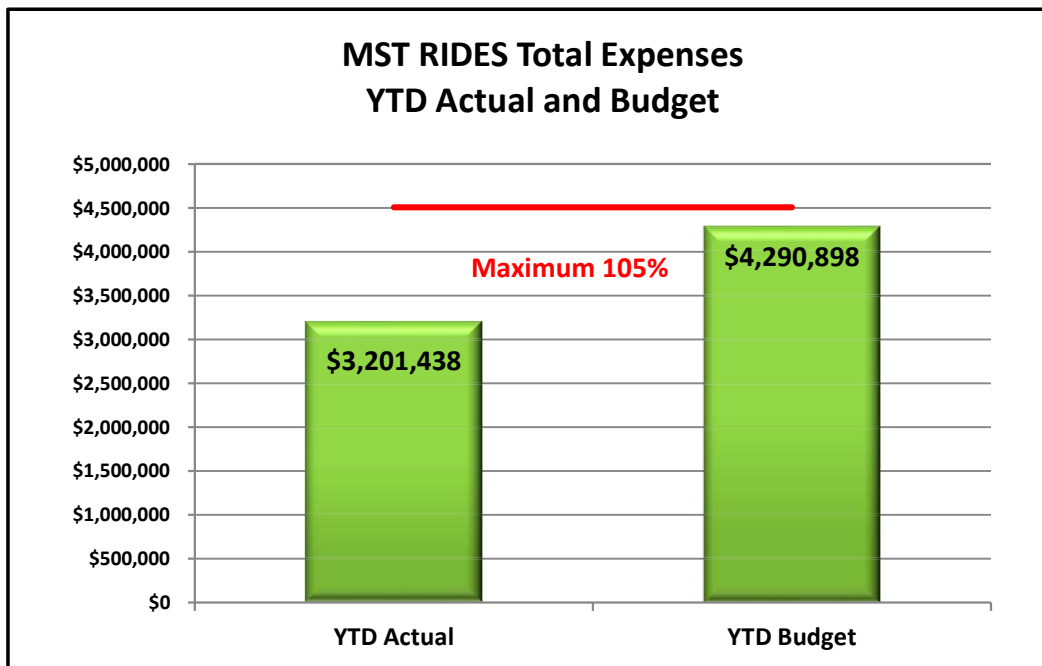
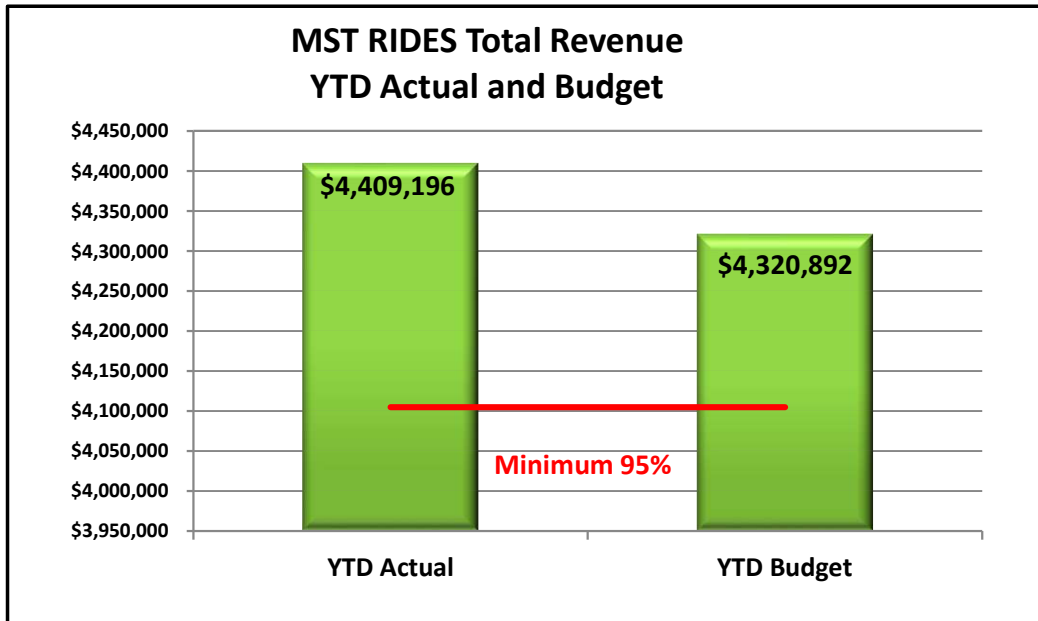


MST RIDES

Financial Performance Comparative Statistics

July - February


Fiscal Year 2022



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Date: March 29, 2022

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

From:  Norman K. Tuitavuki, Chief Operating Officer

Subject: **Transportation Department Monthly Report – February 2022**

FIXED ROUTE BUS OPERATIONS:

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

MST's preliminary boarding statistics indicate ridership was 128,215 in February 2022, which represents a 38.4% increase compared to February 2021's ridership of 92,618. For the fiscal year to date, passenger boardings continue to increase overall; however, this positive ridership trend could change as we continue our recovery efforts.

Month over month, MST's productivity continues to improve. MST's productivity increased from 5.9 passengers per hour in February 2021, to 8.8 passengers per hour in February of this year. This represents a 48.4% improvement compared to the same month, year over year.

Supplemental / Special Services:

- No Service

System-Wide Statistics:

- Ridership: 128,215
- Vehicle Revenue Hours: 14,609
- Vehicle Revenue Miles: 220,615
- System Productivity: 8.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 16,273

On-Time Performance (OTP): Of 79,851 total time-point crossings sampled for February, the Transit Master™ system recorded 11,711 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 seven (7) service cancellations in February for both directly operated and contracted services. This was a decrease of three (3) compared to the previous month, January 2022. This positive decrease is directly attributed to improvements and adjustments made to MST's workforce scheduling efforts.

Total Revenue Trips Completed: 16,273		
Category	MST	MV
Accident	0	1
Accident (non-MST)	0	0
Mechanical Failure	2	1
Other	0	0
Road Closures/Construction	0	0
Staff Shortage	1	2
Totals	3	4

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 February 2021 and 2022:

Occurrence Type	February -21	February -22
Collision: MST Involved	3	5
Employee Injury	0	0
Medical Emergency	0	0
Passenger Requested Police	1	0
Passenger Conflict	2	2
Passenger Fall	4	1
Passenger Injury	0	0
Other	1	0
Fuel / Fluid Spill	1	1
Disruptive Passenger	3	0
Unreported Damage	1	0
Totals	16	9

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for February 2022 there were 8,098 passenger boardings. This is a 31% increase in passenger boardings compared to February of 2021, (6,195). For the Fiscal year – passenger boardings have increased by 26% compared to FY 2021.

- Productivity for February 2022 was 1.65 passengers per hour, increasing from 1.55 passengers per hour compared to the previous month (January 2022).
- For February 2022, 92% of all scheduled trips for the MST RIDES program arrived on time, exceeding the expected on-time performance standard.

COMMUNICATIONS CENTER:

In February, MST's Communications Center summoned public safety agencies on six (6) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	4
Medical	Employee Request / Passenger Request / Other	2
Fire	Employee Request / Passenger Request / Other	0
Totals		6

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ATTACHMENT 3

Date: March 29, 2022

To: Carl Sedoryk, General Manager/CEO

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

Subject: **Maintenance Department Monthly Report – February 2022**

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

Fuel Budget FY2022	Average Fuel Price February 2022	Average Fuel Price FY2022
Diesel: \$3.40	\$3.78	\$3.38
Gasoline: \$3.40	\$4.17	\$3.99

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls:¹
February 2022	\$1.18	20,505
YTD FY 2022	\$1.24	21,566
FY 2021	\$1.23	54,756
FY 2020	\$1.05	30,571

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

Department Activities/Comments:

February 2022's average cost per gallon for gasoline increased by \$.84 and the average cost per gallon for diesel increased by \$.24 compared to the previous month of January 2022. Fuel prices continue to increase in price.

In February 2022, MST traveled 20,505 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 February 2022, increased to \$1.18 per mile from \$1.15 per mile in January 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 open positions within the Maintenance department to fill current vacancies that have had a slight negative impact on Maintenance Operations.

In February, I attended several Zero-Emission Bus (ZEB) webinars and meetings to continue responding to and planning for implementing a fleet that consists of 100% Zero Emissions Buses (ZEBs). Staff attended the monthly Education Services Committee of the California Transit Training Consortium (CTTC) to continue developing transit-specific training opportunities for CTTC members. The CTTC's focus is to provide a training resource network accessible by transit agencies to ensure the transit industry workforce is proficient and able to repair, maintain, operate, and manage transit fleets. Member agencies are located throughout California.

Prepared by: Norman K. Tuitavuki
Norman Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

ATTACHMENT 4

Date: March 29, 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; Ikuyo Yoneda-Lopez, Marketing & Customer Service Manager; and Sonia Wills, Customer Service Supervisor.

Subject: **Administration Department Monthly Report – February 2022**

The following significant events occurred in Administration work groups for the month of February 2022:

Human Resources

A total employment level for February 2022 is summarized as follows:

Positions	Budget FY22	Actual	Difference
Coach Operators F/T	126	116	-10
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	33	27	-6
Maintenance & Facilities	55	51	-4
Administrative (Interns 1 PT)	36	29	-7
Total	251	223	-28

*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.

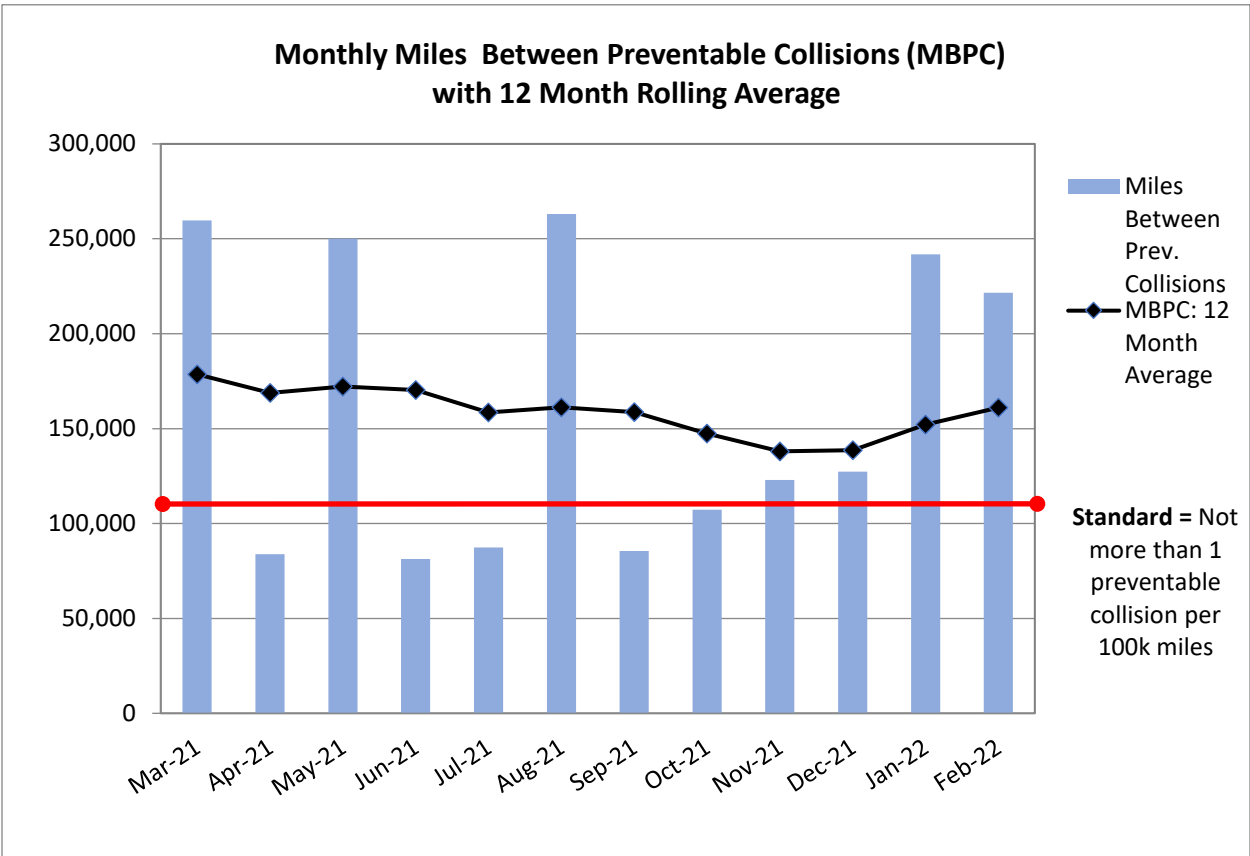
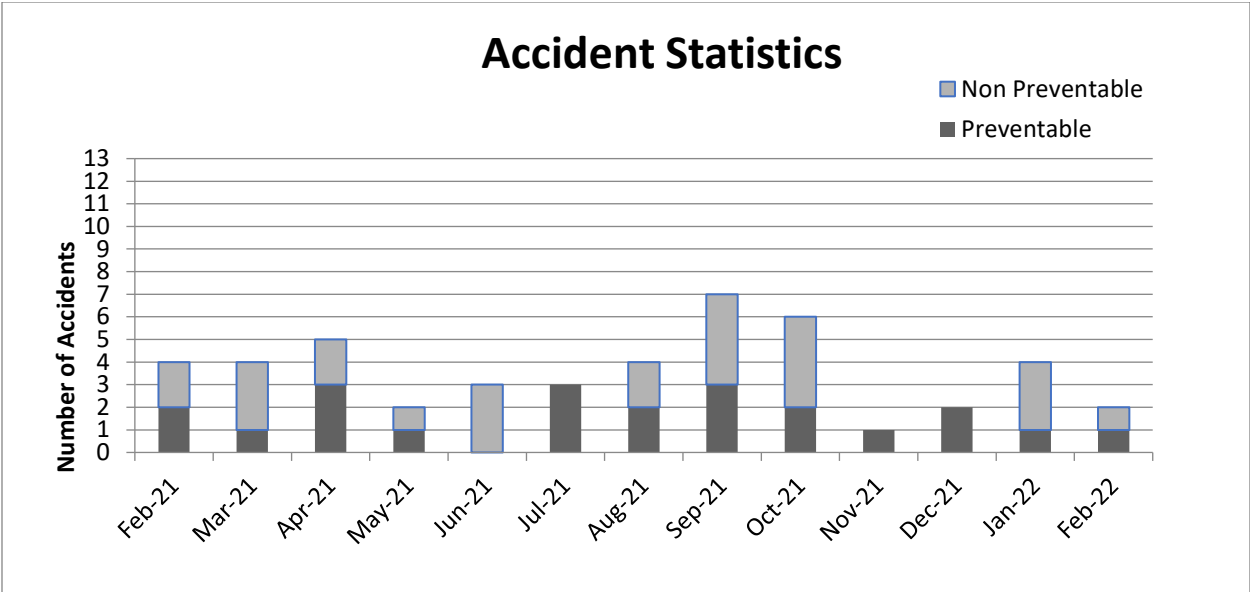
February Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$27,854.78
<i>Other (includes Legal)</i>	\$13,500.35
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$1,994.91
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,917.75
Total Expenses	\$57,976.12
Reserves	\$751,639.90
Excess Reserved	(\$63,099.05)
# Ending Open Claims	39

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	78
Post-Accident/Incident Re-training	0
In-Service Training-Forklift Certification and Familiarization	1
In-Service Training-Forklift Certification and Familiarization for SCO	1
In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training	8
Maintenance Safety Training: Prescription, OTC Drug abuse, Emergency eye wash, housekeeping and harassment prevention	16
In-Service Training: 2021 MCI 45' Over the Road Motor Coach	7
In-Service Training: 2018 Gillig Model 35' Low Floor	7
In-Service Training: Drive Safely at All Times Campaign	6
Human Trafficking Awareness and Prevention for Transit	4
In-Service Training: Hometown Trolley Training	7
In-Service Training: Zonar EVIR Training	3
Alliance Career Training: Tableau Level 1	2
Liebert Cassidy Whitmore: Supervisor's Guide to Understanding and Managing Employee's Rights: Labor, Leaves and Accommodations	5
National Transit Institute: Violence in Transit Workplace: Prevention, Response, and Recovery, Train the Trainer online	1
National Transit Institute: Violence in Transit Workplace	1
In-Service Training: BYD 30' Zero Emissions Bus	4
In-Service Training: Salinas Street and W. Alisal	7
Alvarez Technology Group: Cybersecurity Training 2022-sec-106	2
Alliance Career Technology: Power BI-Level 1	1

Risk Management

Description	February 2022 Preventable		February 2021 Non-Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	2	0
MST Preventable Accidents	1	0		2
TOTAL	1	1	2	2



Customer Service Update

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	February 2021	% of reports received**
ADA Compliance	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	1	7.1%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	1		5.6%	0	0.0%
Employee Other	4	5	1/2*	25.0%	0	0.0%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	1	1		5.6%	1	7.1%
Full Bus / Left Behind	1	0	1	2.8%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	2	1	1	8.3%	3	21.4%
Improper Employee Conduct	1	1	1*	5.6%	3	21.4%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	1	1		5.6%	0	0.0%
Late Departure	0	0		0.0%	0	0.0%
No Show	1	0		2.8%	0	0.0%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	6	0	3	16.7%	3	21.4%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	1	0	1	2.8%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	4	0	3	11.1%	3	21.4%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	1		2.8%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	1	0		2.8%	0	0.0%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	0	1	1*	2.8%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	24	12				
Grand Total MST and *Other Provider		36		100.0%	14	100.0%

*Operated by MV Transportation or taxi provider

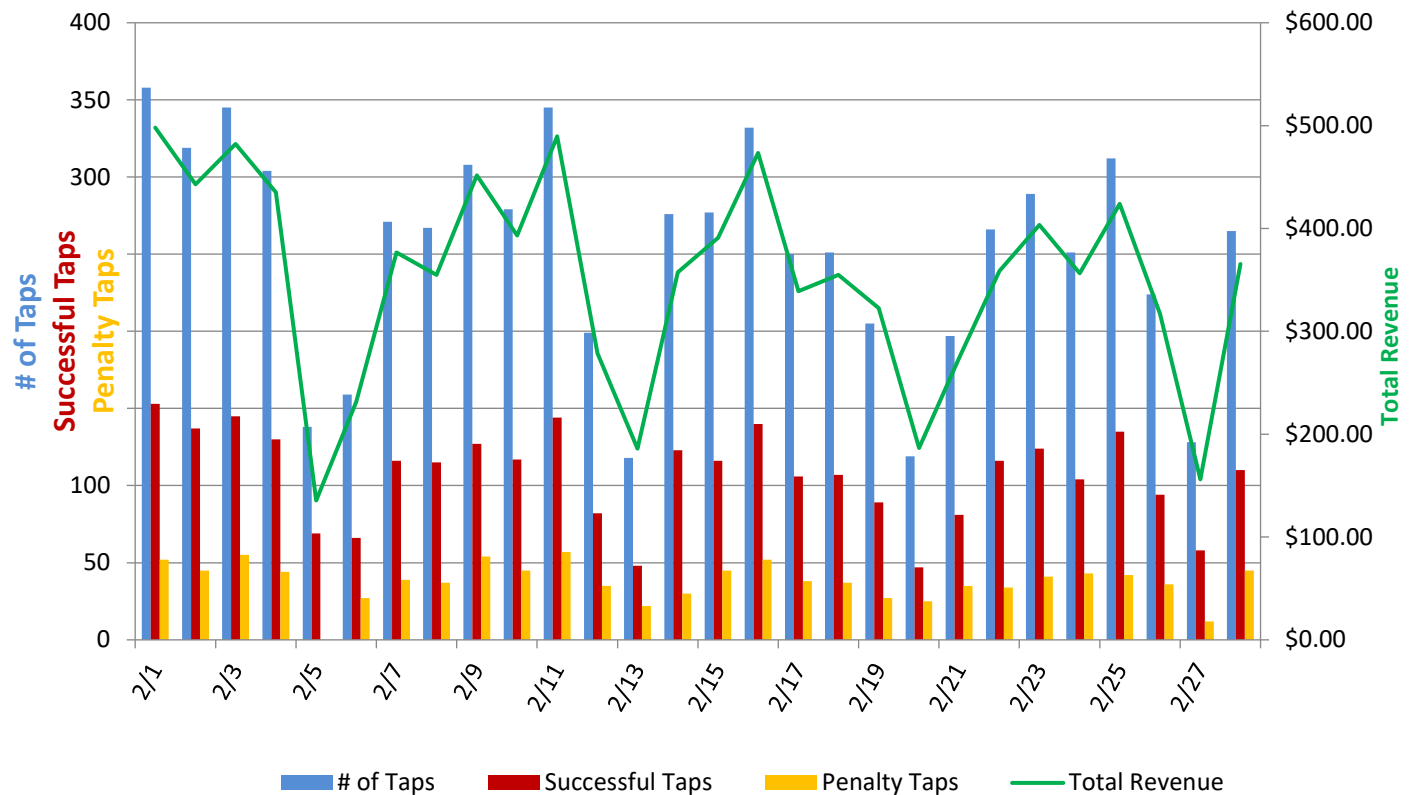
**Numbers may not add up exactly due to rounding

Contactless Tap to Pay:

During the month of February, MST received a total of 7,052 taps, a decrease of 1.7% from January. (This is likely due to the fewer number of days in the month) There were 2,999 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,054 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 54,315 taps, of which 23,095 trips were successful. Total revenue collected to the end of February from passengers using contactless payment was \$76,425.50. It appears that passengers are getting comfortable with the new technology, and it is staff's hope that this will be their preferred method of payment.

Contactless Tap to Pay Report February 2022



Finance Update

General Accounting/Accounts Payable

During the month of February, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff is working on preparing the fiscal year 2023-2024 budget draft that will be presented to the MST Board Committee in May. Staff has also been making great progress on the implementation of NEOGOV, our new Human Resources Information and Payroll System. The new system integrates human resources, benefits, and payroll operation into one system. NEOGOV replaces our current HR, Benefits, and Payroll legacy system. Additionally, staff is in the process of upgrading the current accounting system to Microsoft Dynamics 365 Business Central.

Payroll

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

Grants

During the month of February, staff drafted, followed up on, responded to, and submitted pending applications, requests for reimbursement, and program reporting under the 5307 Traditional, 5307 CRRSAA, LCFS, 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 Capital Program, Active Transportation Program, and Clean California Local Grant Program. Staff also participated in several meetings regarding current and future projects including the SURF! Busway and BRT, bus procurements, shelter replacements, the South County Operations and Maintenance 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 participated in the Caltrans working group for the new Caltrans Consolidated Grant application which is scheduled to kick off in April of 2022 and will be used for the 5311, 5311(f), 5339, and LCTOP programs. During the month of February staff also received an award from the FTA's Transit Oriented Design Planning Program.

Procurements and Purchasing

During the month, procurement efforts were focused on assisting with a Request for Proposals evaluation for contracted transportation services as well as preparing information for the Board of Directors meeting. Staff also attended meetings for the implementation of the new Business Central Tangicloud accounting system to replace the existing system. Staff supported contract management efforts for janitorial services and supported efforts to procure charging equipment/stations at the Salinas Operations and Maintenance Facility site.

Information Technology Update

Governance:

I.T. Steering Committee: As part of an overall effort to increase the involvement of each functional group of MST in the process of determining the best technology solutions for the organization, an I.T. Steering Committee is being formed. A committee outline has been completed and reviewed by the Executive Leadership Team, with the selection of the core team members to be made in March, followed by regular meetings beginning in April. Initial goals for this multi-departmental group will be to assist with the development of a “living” set of I.T. Strategy documents, as well as reviewing our document management and business continuity processes.

Technology Infrastructure Review and Mapping Project: As part of an overall effort to build a comprehensive set of documentation of the current state of the MST technology systems, I.T. is working with our technology partners to review and “map” our ecosystem, beginning with the hardware, (or infrastructure) topology. Cost estimates are being created, with the current ETA to have those estimates in March, along with a timeline estimate for completion. This will be followed by a similar project to review and map the current state and interactions of all our applications (or software) later this year.

Administrative Technology:

Tangicloud: Based on the progress in user acceptance testing and ongoing training of our accounting team, the decision has been made to migrate to the new accounting systems the weekend of April 8th, 2022. Training for the month of February as well as March will be focused primarily on the accounting staff to ensure that they are fully familiar with the new system. Based on feedback from these staff members as well as the transition partner, additional training has been allocated for other key departments and will occur shortly after a successful migration has occurred.

Operations Technology:

New Bus Technology Installations: With the delivery of several new transit vehicles. The ITS Team has been working to prepare them for service from a technology standpoint. Much of the equipment will be transferred from vehicles that are slated to be retired, however in some cases new items will be obtained as needed. The expectation is that this work will be completed by early March, with certification by key technology vendors to be completed at the end of March/beginning of April.

Leads times on various operations technology items: *(carried over from the January report as the concern remains ongoing)* I.T. is continuing to see long 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 of

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: The new TransitMaster systems (version 21) have been completed and are now moving into the User Acceptance Testing Phase. The expectation is that this phase will continue through the March/April time frame.

Contactless Fare System: I.T. did not see any significant issues with the Contactless Fare System in February. However, lead-times on repairing and replacing units remains extended in nature, both due to the ongoing chip shortages, as well as various shipping delays.

Cybersecurity:

Ukraine/Russia Conflict: In the last week of February, war broke out between Russia and the Ukraine, which resulted in a number of penal actions taken by the United States and partners against the Russian Federation. Because of this, multiple cybersecurity advisories have been released by CISA and DHS, many of them specifically concerning key infrastructure operators such as those providing public transit. I.T. is monitoring this situation closely.

February Advisories: Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 20 cybersecurity advisories in February of 2022 that were considered potentially critical to Public Agencies.

Marketing Update

MST RealTime Usage:

2021	Text	RealTime Phone	CSR Phone	App Sessions	App Users
February	1,687	349	2,012	46,488	1,336
March	1,565	410	2,306	50,296	1,432
April	2,111	463	2,468	61,562	1,631
May	2,349	164*	2,379	65,897	1,770
June	2,671	598	N/A	62,839	1,699
July	3,344	550	N/A	69,264	1,895
August	4,477	580	N/A	104,216	2,616
September	4,330	448	N/A	117,301	2,630
October	3,635	472	N/A	113,472	2,554
November	3,884	522	N/A	94,267	2,274
December	3,776	485	N/A	87,553	2,113
2022					
January	3,460	455	N/A	91,708	2,281
February	3,539	484	N/A	102,577	2,237

**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 February, there were a total of 246 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 5,244 taps, Line 18 Monterey-Marina with 5,178, and JAZZ B with 5,043.

Published news stories include the following: “Business Roundtable Recap - Transportation” (Chamber Connection, 2/1/22), “MST’s proposed new network of bus routes leaves some areas out but focuses on who needs the bus most” (Monterey County Weekly, 2/12/22).

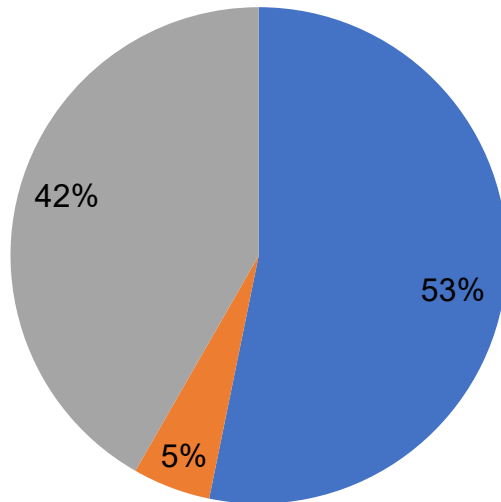
Press releases sent include: “MST Bus Service on Presidents’ Day” (2/14/22).

Projects: Continue to support Human Resources/Risk and Safety areas with recruitment messages; represented MST at a virtual resource fair and presented to students from Salinas Adult School; continue to post local vaccination clinics and testing sites; continue outreach to school districts and youth organizations regarding School Pass Pilot Program opportunities; continue to work with CSUMB staff to create an outreach plan for the remainder of the year; continue support of marketing and monitor performance of Contactless Fare Demonstration Project; work on the creation of a “Thank you” video and purchase of swag for Transit Driver Appreciation Day; continue Brand development process with a consultant; created MST 50th Anniversary logo; complete Agreement with Transit to offer enhanced app features with Transit Royale.

Collaborative/Meeting/Committees: Attended 2022 Senior Transit Day- kick-off planning meeting; Marketing Outreach and Customer Service Team meeting; Greenfield USD Community Collaborative; Mobility Outreach; CAL-ITP/MST Customer Service Weekly Check-In; Contactless Fare Payment Visa Promotion Preparation Weekly meeting; COVID EOC and subcommittee meetings; Planning Team meetings; Mid-level Managers meeting.

Social Media Performance:

Social Fans



Facebook	1,478
Twitter	141
Instagram	1,159

Overview by Social Media Platform:

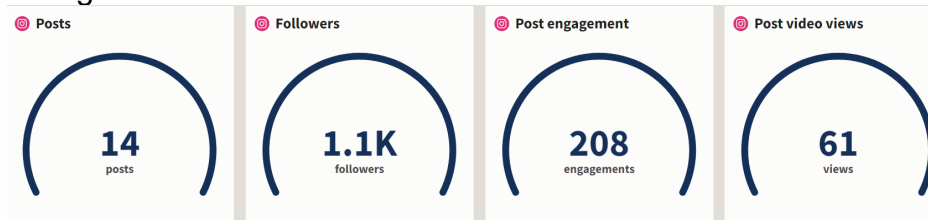
Twitter



Facebook



Instagram



Notes: On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your

personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.

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

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

"Traffic" is the total number of clicks on all the links posted.

Planning Update

College Partnerships

Staff continued discussions with CSUMB, MPC and Hartnell regarding the 2022-2023 College Pass Program. The current college contracts expire in spring and summer 2022. Ongoing meetings will take place in the coming months to develop a consistent program across all three colleges.

South County Service Plan

The South County Service Plan was adopted by the Board of Directors April 12, 2021. Staff has been diligently working with City public works staff on implementation strategies to install new bus stops. Implementation is consistent with the recently adopted Comprehensive Operational Analysis.

Preparation for April Service Bid

Throughout the month of February, planning staff was monitoring coach operator staffing levels and preparing for the next service change to meet the union's 125-day bid requirement. A new coach operator bid for the same work reflected in the December 11, 2021 service change will be implemented on April 2, 2022.

Automatic Passenger Counters (APCs)

Staff continued negotiations with the APC contractor on a support contract for further maintenance and support for the equipment. The intent of the support contract is to allow routine maintenance to be performed by the contractor at an agreed-upon rate, following the expiration of their contract in 2019. Goals that staff hopes to accomplish under this support contract include improving the APC data yield, support for recertification of the APCs, and ongoing maintenance and monitoring of the systems performance.

Regional Planning

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.

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Thomas Walters & Associates, Inc.
Washington, DC

March 29, 2022

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY23 Biden Budget

President Biden released his FY23 budget proposals to Congress on March 28, almost two months later than the normal early February release. The budget was delayed, in part, because of the drawn-out process for finalizing the FY22 appropriations bills.

Overall, the budget proposes a 14 percent increase for nondefense spending from the \$730 billion FY22 enacted level and a 4 percent increase for defense spending from \$782 billion. Transportation programs are funded at a level consistent with the increases obtained in last year's Bipartisan Infrastructure Legislation. Overall, FTA would receive \$13.6 billion, which is an increase of \$607 million over FY22. Within this amount:

- The Capital Investment Grants Program (New Starts, Small Starts, etc.) would be increased from \$2.25 billion to \$2.85 billion.
- The budget also proposes to add \$1.5 billion to the \$2.5 billion enacted for projects through the RAISE and Mega-Project programs in the infrastructure law.
- However, the budget does not propose a general fund supplement for transit formulas or bus grants, which has been enacted every year since 2018 to increase these accounts.

We are following up with Representative Panetta, Senator Feinstein, and Senator Padilla to provide specific information about your Board's adopted federal budget priorities, including budget justifications for key FTA programs and MST priority projects. We are also working with APTA, the California Transit Association, and the Bus Coalition to supported coordinated advocacy on shared issues.

FY 2022 Transportation Funding

H.R. 2471, the *FY 2022 Consolidated Appropriations Act*, was signed into law on March 15. This brought to fruition extensive advocacy by MST to enact the annual appropriations bill for the Department of Transportation. This legislation provided the final obligation authority needed to fully implement the first year of the recently enacted infrastructure law. Consistent with that

legislation, the appropriations bill included a roughly 30 percent increase for transit formula grants compared to the FY22 enacted level. It also included a \$250 million general fund supplement for bus grant programs, bringing the total amount available for bus and bus facilities projects in FY22 to \$2.328 billion (a 95 percent increase).

Build Back Better/Budget Reconciliation

President Biden continues to press for enactment of legislation to implement his 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 came to a standstill because of concerns by Senator Sinema (D-AZ) and the announcement by Senator Manchin (D-WV) that he would not support the legislation.

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 bill 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.

Following the release of President Biden's FY23 budget proposal on March 28, there have been renewed calls for discussions among House and Senate Democrats to salvage the budget reconciliation process. Senator Manchin, for example, has indicated that he is willing to support climate change provisions if the legislation takes an "all-of-the-above" approach to energy that includes oil and natural gas. At this point, however, there is no clear timetable for bringing these negotiations to a conclusion.

To: Board of Directors
From: Michelle Overmeyer, Director of Planning and Innovation
Subject: State Legislative Update

On March 23rd, Governor Newsom presented a proposed \$11 Billion Relief Package aimed at easing gas prices impacting California drivers. Among the features of this proposal, the Administration calls for \$9 Billion in tax refunds to Californians in the form of \$400 direct payments per vehicle, capped at two vehicles. This package also provides \$2 Billion in broader relief including:

- \$750 Million in incentive grants to transit and rail agencies to provide free transit for Californians for 3 months.
- Up to \$600 Million to pause a part of the sales tax rate on diesel for one year.
- \$523 Million to pause the inflationary adjustment to gas and diesel excise tax rates.

The package also calls for \$500 Million in active transportation projects that promote biking and walking throughout the state. Additionally, this proposal fast-tracks a \$1.75 Billion portion of the Governor's historic \$10 Billion zero emission vehicle (ZEV) package to further reduce the state's dependence on oil and save Californians money, including investments in more ZEV passenger vehicles and building more charging infrastructure throughout the state.

The Newsom administration will meet with the Legislature to negotiate the details of the proposal in the coming days or weeks. Once approved through the Legislature, the first of the \$400 vehicle payments could begin as soon as July. Details on the transit incentives will be forthcoming as discussions between the Administration and Legislature take place.

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

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HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

CONGRESSMAN JIMMY PANETTA
20TH DISTRICT, CALIFORNIA

March 3, 2022

Mr. Carl Sedoryk
General Manager / Chief Executive Officer
Monterey-Salinas Transit
19 Upper Ragsdale Dr, Suite 200
Monterey, CA 93940-7808

Dear Mr. ~~Sedoryk~~, *Carl,*

Thank you for taking the time to meet with me to discuss MST's 2022 federal agenda and transit projects. As your Representative, I welcome the opportunity to hear from leaders like you about how the federal government can provide solutions to better serve our constituents. Thank you, again, and I look forward to working with you for the people of the central coast of California.

Please feel free to contact me at any time if ever I can be of service in the future.

Thanks, Carl!

Sincerely,

[Signature]
Jimmy Panetta
United States Representative
20th Congressional District, California

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