



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

Meeting Date: May 9, 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 May 9, 2022 at 10:00 a.m. 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 May 9, 2022 at 10:00 a.m. 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, May 6, 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)
- 1-4. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)
- 1-5. Review Monterey-Salinas Transit's Mandatory COVID Vaccination Workplace Policy and Provide Direction to Staff. (Carl Sedoryk) (Page 7)
- 1-6. Reconsider Hybrid Board Meeting Format and Provide Direction to Staff (Carl Sedoryk) (Page 11)

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 2022-31 Authorizing Remote Teleconference Meetings.(Carl Sedoryk) (Page 13)
- 3-2. Adopt Resolution 2022-32 recognizing Ed Goodin, Operations Supervisor, as Employee of the Month for May 2022. (Norman Tuitavuki) (Page 15)
- 3-3. Approve Minutes of the MST Board Meeting on April 11, 2022. (Jeanette Alegar-Rocha) (Page 17)
- 3-4. Receive Draft Minutes MST Board Operations Performance Committee Meeting on April 11, 2022. (Jeanette Alegar-Rocha) (Page 25)
- 3-5. Financial Reports – March 2022. (Lori Lee) (Page 29)
 - a) Accept reports of March 2022 Cash Flow
 - b) Approve March 2022 Disbursements
 - c) Accept Report of March 2022 Treasury Transactions

- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of January 2022. (Sonia Wills) (Page 37)
- 3-7. Approve Retirement Resolution 2022-33 Recognizing David Hobbs, Coach Operator, for His 22 Years of Service. (Norman Tuitavuki) (Page 39)
- 3-8. Receive Draft Minutes of the Mobility Advisory Committee Meeting on March 30, 2022. (Claudia Valencia) (Page 41)
- 3-9. Approve the Ineligible for Rehire Policy. (Deanna Smith) (Page 45)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. May 2022 Employee of the Month – Ed Goodin (Norman Tuitavuki)
- 4-2. Retirement – David Hobbs, 22 Years of Service (Norman Tuitavuki)
- 4-3. 25 Year Service Anniversary – Karleen Russell (Andrea Williams)

5. PUBLIC HEARINGS

None.

6. ACTION ITEMS

- 6-1. Approve College EcoSmart Pass Program 2022-2027 and Authorize the General Manager/CEO to Execute Contracts with California State University, Monterey Bay (CSUMB), Hartnell College, and Monterey Peninsula College (MPC) in the Annual Range of \$125,000-\$255,255. (Michelle Overmeyer) (Page 51)
- 6-2. Authorize the General Manager/CEO to Purchase Four (4) Heavy-Duty Suburban Low-Floor Coaches from Gillig, LLC of California in an Amount Not to Exceed \$2,794,560. (Norman Tuitavuki) (Page 61)

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 – April 2022 (Page 63)
- 7-2. Federal Legislative Advocacy Report (Page 99)
- 7-3. State Legislative Advocacy Update (Page 101)
- 7-4. Staff Trip Reports – (Pages 103-107)

7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.

9. CLOSED SESSION

None.

10. ATTACHMENTS

10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for March 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: June 13, 2022

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: May 31, 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/>*

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To: Board of Directors
From: Carl Sedoryk, CEO
Subject: **Mandatory COVID Vaccination Workplace Policy**

RECOMMENDATION:

Review Monterey-Salinas Transit's Mandatory COVID Vaccination Workplace Policy and provide direction to staff.

FISCAL IMPACT:

No fiscal impact is associated with recommending review or approval of the Policy.

POLICY IMPLICATIONS:

Your Board approves MST policies that can affect employment of MST employees. At your meeting of March 14th, a board member requested the Policy be returned to the Board Agenda for review and potential reconsideration.

DISCUSSION:

The Board approved the Mandatory COVID Vaccination Workplace Policy at their meeting of September 13, 2021. The Policy discussion preceding the adoption of the mandate found that MST low-income, elderly and disabled passengers were at higher risk of serious illness and death due to exposure to COVID-19 and were less likely to have access to COVID-19 vaccines and testing. Unvaccinated employees were granted a grace period of 60 days from the implementation of this Policy to get vaccinated. All new hires were required to provide proof of their vaccination upon their first day of work.

Under the Policy employees were granted 60 days to seek a reasonable accommodation for religious or medical reasons for not getting vaccinated. Eight requests for reasonable religious accommodations were received, none for medical reasons. Each request went through an interactive process that included an interview of the employee, a review of essential job functions and consultation with MST legal counsel regarding whether providing the accommodation would result in an unacceptable health and safety risk, or an undue burden on the District's ability to carry

out work. Through the process, one employee qualified for and was granted a reasonable accommodation and is required to be COVID tested on a weekly basis.

Employees failing to comply with the Policy are subject to a progressive disciplinary process that affords them union representation and is governed by our employee contracts. To date, no employees have been terminated due to failure to be vaccinated. Two employees were terminated through the progressive disciplinary process for failure to test under MST's Workplace Policy adopted by the Board in February 2021.

From a staff perspective, the Vaccination Policy has been remarkably effective and based on anecdotal evidence provided by a myriad of transit operators across the country, there is reason to believe that MST has achieved one of the highest employees COVID vaccination rates within the industry. With new COVID-19 subvariants continuing to develop and spread quickly, it is likely that our high vaccination rate is keeping our employees, our customers, and their families safer than had the Vaccination Policy not been implemented. Changes in federal funding policy for vaccinations will make it more difficult to receive vaccinations and boosters for uninsured, lower income community members, who comprise a large portion of MST ridership.

Federal, state, and local states of emergency regarding COVID-19 remain in effect, as does your Board's COVID-19 induced state of fiscal emergency. Recent worker safety rules promulgated by Cal-OSHA continue to place employers at a much higher risk of liability when an employee is found to be sick with COVID.

Due to the success of achieving nearly 100% employee compliance in receiving vaccinations, the continued risk of surges from sub variants of the virus, and the continuing state of emergency at the federal, state and local levels, staff does not believe that it is prudent to rescind or modify the Vaccination Policy at this time.

Staff recommends revisiting this Policy for reconsideration once the various emergency orders are lifted, and Cal-OSHA COVID rules are rescinded or adjusted.

ATTACHMENT(S):

Mandatory COVID Vaccination Workplace Policy

PREPARED BY: _____
Carl G Sedoryk

Mandatory COVID Vaccination Workplace Policy

Adopted: September 13, 2021

OBJECTIVE: Workplace health and safety is both an individual and shared responsibility of all personnel working at Monterey-Salinas Transit District (MST). The following policy is essential to the success in keeping MST's employees and passengers safe in accordance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) guidelines and to aid in stopping the spread of the COVID virus and future mutations of the virus.

POLICY STATEMENT

To ensure the safety of all employees, their families and our community, Monterey-Salinas Transit District is enforcing measures designed to prevent the spread of COVID-19 and future mutations of the virus. This policy applies to all employees.

Employee vaccinations

Monterey-Salinas Transit District wants to continue to take a proactive approach in keeping the number of positive COVID cases low and to help stop in the spread of the COVID virus. MST has previously highly encouraged employees to get vaccinated by providing PTO hours and partnered with vaccination providers to help with vaccinating our employees at no cost. Those employees who were unvaccinated were engaged in a monthly COVID testing program.

With low vaccination rates in the United States, the increase of COVID positives, MST believes that our current approach may not be enough to protect our employees, their families, and the passengers that we serve. Effective immediately, MST will be mandating COVID vaccinations for all our current and future employees. Employees who are currently unvaccinated will be given a grace period of 60 days from the implementation of this policy to get vaccinated. They will be required to provide a copy of their vaccination card to the Risk and Security Manager or their designee. Those employees who are currently on a leave of absence upon the implementation this policy will be given notice of the new policy. They will be required to show proof of their vaccination prior to returning to work. All new hires will be required to provide proof of their vaccination upon their first day of work. This notice will be incorporated in new hire offers of employment.

Those employees who have religious and medical reasons for not getting vaccinated at this time, will have the 60 days to seek a reasonable accommodation with our Compliance department. The employees who qualify for a reasonable accommodation will be required to be COVID tested on a weekly basis.

Any employee who refuses to comply with this policy will be disciplined up to and including termination of their employment.

Testing for COVID-19

All employees, who have not been vaccinated, are required to undergo weekly tests for COVID-19. Employees, who have been vaccinated, are encouraged to join the COVID testing program but are not required to. Testing will be applied in a consistent, non-discriminatory manner, in accordance with all laws and regulations at local, state, and federal law.

The COVID-19 tests shall be tests that have been approved by the FDA. MST will partner with outside testing labs to provide COVID-19 tests at MST's cost. However, employees who would like to seek testing on their own, are encouraged to do so at a free testing site.

The testing period will be open on Monday of each week and all test results must be submitted to MST's Risk and Security Manager by the Friday of each week. Failure to comply with the testing program will lead to disciplinary action up to and including termination of employment.

[See attached testing protocol]

Paid time to Test for ATU employees

All non-vaccinated ATU employees will be required to adhere to the above testing policy and protocol. For those employees, who engage in testing on site, will be paid (15) fifteen minutes for testing. For those employees, who engage in testing off site at a place of their choosing will be paid (30) thirty minutes. To get paid, an employee will need to complete a UTW form and provide their test result and form to the MST's designated COVID tester for approval of pay. MST's designated tester will submit the approved UTW to payroll for payment.

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Hybrid Board Meeting Format

RECOMMENDATION:

Reconsider hybrid Board meeting format and provide direction to staff.

FISCAL IMPACT:

No fiscal impact.

POLICY IMPLICATIONS:

None.

DISCUSSION:

On January 13, 2022, the Board approved an in-person/virtual hybrid meeting format to allow Board members and members of the public to attend and participate in Board and Committee meetings. Board members, MST staff, and those from the public may attend in-person meetings adhering to certain requirements including:


- Attestation of Board members of having received COVID-19 vaccination; and,
- MST staff attending in-person must be compliant with MST COVID-19 policies and protocols; and,
- All attendees must wear an approved face covering regardless of vaccination status; and,
- Social distancing of attendees in the Board room; and,
- MST staff to provide approved face coverings to those in attendance lacking such; and,
- Staff to provide rapid COVID antigen tests to Board members who wish to test in advance of the meeting; and,

- The Chair will not seat any member of the Board who does not comply with requirements listed above.

Since the adoption of this policy, there have been changes to the factors affecting risk of COVID-19 infection. While there are reports of new Omicron variants spreading throughout the US, MST has had one positive case reported since February 2022. The County of Monterey remains at a Low Community Transmission Level and 85% of the county population is fully vaccinated. 100% of MST and MV employee currently at work are either vaccinated (97%) or undergoing weekly testing (3%).

Both the federal and state have suspended enforcement of face covering mandates on board buses and at facilities but strongly recommend face coverings in these settings.

Your Board may wish to revise some portion of your meeting format and safety protocols. Specifically, MST Safety staff recommends incorporating CDC language requiring the wearing of a face covering in public, indoor community settings regardless of vaccination status when COVID-19 Community Transmission Levels are rated as High.

Prepared by: 
Carl G. Sedoryk

RESOLUTION NO. 2022-31
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 9th day of May 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**

**ED GOODIN
MAY 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, Ed Goodin began his career with Monterey-Salinas Transit in January of 2002 as a Coach Operator. During his career as a driver, he accumulated multiple safety and performance awards; and

WHEREAS, Ed Goodin was later promoted to an Operations Supervisor position in 2006. Since his promotion, he has consistently proven his outstanding performance with over 20 achievements and recognitions; and

WHEREAS, Ed Goodin has continued to showcase his skills as an Operations Supervisor with his quick response to safety incidents in the field and provides effective guidance and support to drivers and operations staff. He is described by his peers as kind, friendly, and willing to help anyone who needs assistance or asks for help.

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

BE IT FURTHER RESOLVED that Ed Goodin 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 2022-32 this 9th day of May 2022.

Dan Albert
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

April 11, 2022
10:00 am (Pacific)

Present:	Dan Albert (Chair)	City of Monterey
	Jeff Baron	City of Carmel-by-the-Sea
	John Gaglioti	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	David Burnett	City of Marina
	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:	Joe Amelio	City of Pacific Grove
	Anna Velazquez (Vice Chair)	City Soledad
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
	Sonjé Dayries	Compliance Officer
	Elena Grigorichina	Operations Analyst
	Marzette Henderson	Transportation Manager

Kevin Allshouse
Claudia Valencia
Ruben Gomez
Beronica Carriedo
Sloan Campi
Daniel Bruno
Emma Patel
David Bielsker

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

Counsel: Dave Laredo

General Counsel, De Lay & Laredo

Public: Tate Baugh
Douglas Thomson

MST Customer
MV Transportation

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 10:00 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 2022-26 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

3-2. Approve Resolution 2022-27 recognizing Michael Cajobe, Maintenance Mechanic, as Employee of the Month for April 2022. (Frank Marcos)

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

3-4. Receive Draft Minutes MST Board Administrative Performance Committee Meeting on March 14, 2022. (Jeanette Alegar-Rocha)

- 3-5. Financial Reports – February 2022. (Lori Lee)
 - 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)
- 3-7. Approve Retirement Resolution 2022-28 Recognizing Steve Carroll, Maintenance Mechanic, for His 40 Years of Service. (Frank Marcos)
- 3-8. Approve Retirement Resolution 2022-29 Recognizing Grace Casey, Coach Operator, for Her 30 Years of Service. (Norman Tuitavuki)
- 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)
- 3-10. Reject Claim by Claimant, Bryant Ramirez. (Lisa Cox)
- 3-11. Reject Claim by the Claimant, Allstate ASO Aolivama & Alejandro Bucio. (Lisa Cox)
- 3-12. Receive Draft Minutes from the Measure Q Oversight Committee of March 28, 2022. (Jeanette Alegar-Rocha)
- 3-13. Receive Letter from Measure Q Oversight Committee Reporting that FY 2021 Funds Were Spent on Eligible Expenses. (Lisa Rheinheimer)
- 3-14. Reject Claim by Abramson Labor Group Re: Francisco Martinez v. Monterey-Salinas Transit. (Lisa Cox)

End of Consent Agenda

There were no public comments on the Consent Agenda.

On a motion by Director Carbone, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-14 on the Consent Agenda:

AYES:	10	Albert, Baron, Barrera, Burnett, Carbone, Gaglioti, LeBarre, Martinez Pacheco, and Worthy
NOES:	0	
ABSENT:	4	Alejo, Amelio, Velazquez
ABSTAIN:	0	

Board member Luis Alejo joined the meeting at 10:15 a.m.

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)
 - 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.

Matt Deal, Grants Analyst provided the below update to the FY 2022 Program of Projects:

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

Project	FY 2022
Fixed-Route Bus Planning & Operations	\$10,284,000 \$12,074,210
Bus and Vehicle Procurements	\$216,000 \$1,000,000
TOTAL	\$10,500,000 \$13,074,210

Chair Albert opened the public hearing and called for public comments.

Public Comment:

Tate Baugh stated support for resuming Lines 55 and 86 and asked for a timeline from the Board and staff of when these bus lines would be available to the Gilroy Caltrain Station. Mr. Baugh also inquired about a dedicated Salinas/ King City bus-only lane and road improvements that would address flooding issues in the area.

Carl Sedoryk, General Manager/CEO, informed the Board that MST and Santa Clara Valley Transit Authority (VTA) are in discussions about funding and how to pay for a return of MST service to the Gilroy Caltrain Station. The Salinas / King City bus-only lanes is in the MST Feasibility Study (10-year long term vision). The Transportation Agency for Monterey County Board would have most input and funding regarding improvements to address the flooding concern along US 101 south of Salinas.

On a motion by Director Gaglioti, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved the updated FY 2022 Program of Projects, and authorized filing of the appropriate grant applications with the Federal Transit Administration and Caltrans:

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

General Manager/CEO, Carl Sedoryk, left the meeting at 11:00 a.m. due to another meeting conflict.

6. ACTION ITEMS

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

There were no public comments.

The MST Board received the proposed Ineligible for Rehire Policy and provided comments to staff.

On a motion by Director Gaglioti, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board directed staff to update the Policy per comments by the Board and place the revised Policy on the consent agenda for consideration at the May 9, 2022 Board meeting:

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

- 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)

There were no public comments.

On a motion by Director Baron, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board approved 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:

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

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

There were no public comments.

On a motion by Director LeBarre, seconded by Director Gaglioti and carried by the following vote, which was conducted by roll call, the Board directed staff to conduct outreach including public hearings:

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

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)
7-2. Federal Legislative Advocacy Report

- 7-3. State Legislative Advocacy Update
- 7-4. Staff Trip Reports – None
- 7-5. Correspondence – Congressman Jimmy Panetta

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

There were no public comments.

- 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.)


General Counsel, Dave Laredo reported that the Board received updates on closed session items #9-1 and #9-2, but no reportable action was taken.

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

With no further business to discuss, Chair Albert adjourned the meeting at 12:01 p.m. (Pacific).

PREPARED BY: 
Jeanette Alegar-Rocha

REVIEWED BY: 
Carl G. Sedoryk

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Board Operations Performance Committee (BOPC)
ZOOM Teleconference Meeting

Draft Minutes

April 11, 2022
9:00 a.m.

Present: Mary Ann Carbone (Chair Pro Tem) City of Sand City
Jeff Baron City of Carmel-by the Sea
Tony Barrera City of Salinas
Lorraine Worthy City of Gonzales

Absent: Anna Velazquez (Chair) City of Soledad
Joe Amelio (Vice Chair) City of Pacific Grove

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

Counsel: Dave Laredo General Counsel, De Lay & Laredo

Public: Tate Bough
Suzie Roeder

Apology is made for any misspelling of a name.

1. Call to order

MST Bylaws Article 2. Meetings

106030. The board, at its first meeting, and thereafter annually at the meeting designated by the board, shall elect a chairperson who shall preside at all meetings, and a vice chairperson who shall preside in the absence of the chairperson. In the event of his or her absence or inability to act, the members present, by an order entered in the minutes, shall select one of their members to act as a chairperson pro tempore, who, while so acting, shall have all the authority of the chairperson. (This article applies to committee meetings as well.)

Board Operations Performance Committee Chair, Anna Velazquez appointed Committee member, Mary Ann Carbone as Chairperson Pro Tempore for the April 11, 2022 Meeting.

Chairperson Pro Tempore Carbone called the meeting of the Committee to order at 9:03 a.m., roll was taken to establish a quorum of the Committee.

2. Public comment on matters not on the agenda.

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

There were no public comments.

3. **CONSENT AGENDA**

3-1. Approved Minutes of the Board Operations Performance / BOPC Committee on February 14 , 2021. (Jeanette Alegar-Rocha)

There were no public comments.

On a motion by Director Worthy, seconded by Director Barrera and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes of the Board Operations Performance Committee of December 13, 2021:

AYES:	4	Baron, Barrera, Carbone, and Worthy
NOES:	0	
ABSENT:	2	Amelio, Velazquez
ABSTAIN:	0	

4. **ACTION ITEMS**

4-1. Review of Operations Performance. (Refer to MST Board Agenda Item 7-1) (Carl Sedoryk)

There were no public comments.

- 4-2. Receive Salinas Operations and Maintenance Facility Analysis Update (Lisa Rheinheimer)
- 4-3. Receive SURF! Busway and Bus Rapid Transit Public Outreach Update (Lisa Rheinheimer)
- 4-4. Review Proposed Fare Changes (Refer to MST Board Agenda Item 6-3) (Lisa Rheinheimer)
- 4-5. Receive an Update on South County Fixed Route Planning and Implementation. (Sloan Campi)

5. CLOSED SESSION

None

6. ADJOURN

Chairperson Pro Tempore Carbone adjourned the meeting at 9:48 a.m.

PREPARED BY:  REVIEWED BY: 
Jeanette Alegar-Rocha Carl G. Sedoryk

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To: Board of Directors
From: Lori Lee, Accountant
Subject: **FINANCIAL REPORTS – MARCH 2022**

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance March 1, 2022	\$37,914,593.09
Revenues	5,630,097.09
Disbursements	<u><3,636,431.84></u>
Ending balance March 31, 2022	<u><u>\$39,908,258.34</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 March 2022, using the Board approved FY 2022 Budget, MST had a \$5,055,394 year-to-date surplus to budget on the fixed-route operations and a \$1,265,521 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$6,320,915.

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

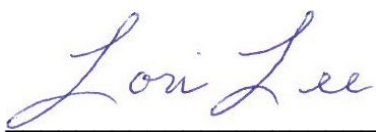
1. Benefits – This 6.8% negative variance for the month of March can be primarily attributed to the timing of the annual tool and uniform benefit payouts. MST's benefits are budgeted evenly over the 12 months, which often cause negative variances in months when payouts occur. During these months, a higher-than-average benefit expense will result.
2. Fuel & Lubricants – These 20.3% Fixed Route and 15.6% RIDES negative variances for the month of March can be attributed to MST's fuel cost per gallon continuing to increase. While the average cost per gallon for both diesel and gasoline for the fiscal year remains below budget – staff is actively monitoring and using the information to calculate fuel costs for the upcoming fiscal year 2023.

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 March, MST spent \$ 18,357 on COVID-19 supplies. This amount includes \$8,581 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. March 2022 Cash Flow
2. March 2022 Disbursements
3. March 2022 Treasury Transactions
4. March 2022 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 03/01/2022 37,914,593.09

Revenues

Passenger Revenue	238,988.08	
DOD Revenue	10,884.35	
TIFIA Loan	838,817.43	
LTF / STA / SGR	2,356,319.72	
Sales Tax	790,761.77	
Grants	1,338,121.01	
Interest Income	14,278.00	
Non Transit Revenue	41,926.73	
Total Revenues	5,630,097.09	5,630,097.09

Disbursements

Operations (See Attachment #2)	3,523,173.95	
Capital	113,257.89	
Total Disbursements		(3,636,431.84)

Ending balance 03/31/2022 **39,908,258.34**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	1,366,589.42
Local Agency Investment Fund (LAIF)	17,241,907.13
Money Market - Mechanics Bank MM	17,389,463.66
Money Market - Mechanics Bank	9,305.52
Money Market - LCTOP	1,334,829.45
Money Market - State of Good Repair	2,139,394.33
Money Market - FOR A/Other	407,610.42
Bank of America - Escrow	8,988.91
Petty cash fund, STC Coin Machine, and 2 change funds	10,169.50
Total	39,908,258.34

PAYROLL ACCOUNT

March 11 Payroll & Related Expenses	583,443.30	
March 25 Payroll & Related Expenses	660,611.05	
March 31 Payroll & Related Expenses	4,895.42	
PERS & 457	334,311.04	
Garnishments	2,868.15	
PERS Health Insurance	<u>386,264.94</u>	
	1,972,393.90	1,972,393.90

GENERAL ACCOUNT

Disbursements on Attached Summary	1,535,496.03	
Paydown Loans	67,863.49	
Workers Comp. Disbursements	51,774.25	
Interest Expense	6,209.60	
Bank Service Charge	<u>2,694.57</u>	
	1,664,037.94	1,664,037.94
Total Disbursements		<u>3,636,431.84</u>
Less Capital Disbursements & Transfers		(113,257.89)
Operating Disbursements		<u><u>3,523,173.95</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR March 01, 2022 - March 31, 2022

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 03/04/2022	62423 - 61600	358,590.68
Accounts Payable 03/15/2022	62601 - 62605	1,117.44
Accounts Payable 03/18/2022	62606 - 62760	1,139,165.44
Accounts Payable 03/21/2022	62761 - 62761	78.27
Accounts Payable 03/23/2022	62762 - 62769	36,544.20
TOTAL		<u>1,535,496.03</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
MV TRANSPORTATION	Recurring Expense	62701	3/18/22	537,592.67
SC FUELS	Recurring Expense	62727	3/18/22	107,653.98

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

VENDOR	GENERAL MANAGER APPROVED	CHECK	CHECK DATE	AMOUNT
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CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 04/20/22	1,525,907.92
Payroll and benefits for payperiods 3/7/20-4/15/22 paid	<u>2,806,002.02</u>
	<u>4,331,909.94</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	<u>250,054.95</u>
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 MARCH 2022**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 03/01/2022					17,228,330.76
Quarterly interest earned	0.32%		13,576.37		17,241,907.13
Local Agency Investment Fund:					
LAIF Treasury Balance at 03/31/2022					17,241,907.13

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 03/01/2022					15,851,845.36
03/09/22	687	AP/Payroll		800,000.00	15,051,845.36
03/15/22	687	STA	1,302,880.14		16,354,725.50
03/15/22	687	LTF	2,145,349.62		18,500,075.12
03/15/22	687	TIFIA Loan	838,817.43		19,338,892.55
03/17/22	687	AP/Payroll		1,200,000.00	18,138,892.55
03/23/22	687	AP/Payroll		750,000.00	17,388,892.55
02/28/22		Interest	571.11		17,389,463.66
MECHANICS MM Balance at 03/31/2022					17,389,463.66

Period: 03/01/22..03/31/22

MST

Fiscal Start Date: 07/01/21

G/L Budget Filter: FY22, Fund Filter: 001|004|005

All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	204,537	172,875	31,662	1,736,887	1,555,875	181,012
Special Transit	39,572	49,584	(10,012)	646,694	446,250	200,444
Cash Revenue	35,578	15,843	19,735	208,787	142,575	66,212
Cash Grants & Reimbursement	3,669,092	3,669,091	1	33,021,828	33,021,525	303
Total Revenue	3,948,779	3,907,393	41,386	35,614,196	35,166,225	447,971
Expenses						
Labor	1,297,916	1,450,839	(152,923)	11,259,807	13,057,541	(1,797,734)
1 Benefits	1,009,139	945,301	63,838	8,285,829	8,507,704	(221,875)
Advertising & Marketing	5,149	13,666	(8,517)	61,045	123,000	(61,955)
Professional & Technical	61,798	79,091	(17,293)	481,997	711,825	(229,828)
Outside Services	48,625	55,468	(6,843)	416,361	499,200	(82,839)
Outside Labor	124,316	183,752	(59,436)	1,144,499	1,653,749	(509,250)
2 Fuel & Lubricants	262,677	218,318	44,359	1,760,001	1,964,850	(204,849)
Supplies	50,132	118,852	(68,720)	617,858	1,069,660	(451,802)
Vehicle Maintenance	38,791	83,516	(44,725)	385,639	751,650	(366,011)
Marketing Supplies	4,977	3,082	1,895	16,503	27,750	(11,247)
Utilities	65,853	68,605	(2,752)	525,936	617,446	(91,510)
Insurance	79,146	89,616	(10,470)	693,950	806,550	(112,600)
Taxes	17,346	16,803	543	132,639	151,227	(18,588)
Purchased Transportation	351,666	380,950	(29,284)	3,096,199	3,428,550	(332,351)
Miscellaneous Expenses	35,689	33,929	1,760	283,317	305,355	(22,038)
Interfund transfers	0	0	0	0	0	0
Pass Thru/Behalf of Others	0	0	0	0	0	0
Interest Expense	8,612	15,300	(6,688)	114,821	137,700	(22,879)
Leases & Rentals	39,537	54,418	(14,881)	419,683	489,750	(70,067)
Total Operating Expenses	3,501,368	3,811,506	(310,138)	29,696,084	34,303,507	(4,607,423)
Operating Surplus (Deficit)	447,411	95,887	351,524	5,918,112	862,718	5,055,394

Period: 03/01/22..03/31/22

MST

Fiscal Start Date: 07/01/21

G/L Budget Filter: FY22, Fund Filter: 002

All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	13,024	9,584	3,440	147,367	86,250	61,117
Special Transit	17,162	0	17,162	47,791	0	47,791
Cash Revenue	0	0	0	0	0	0
Cash Grants & Reimbursement	530,528	530,529	(1)	4,774,752	4,774,755	(3)
Total Revenue	560,714	540,113	20,601	4,969,910	4,861,005	108,905
Expenses						
Labor	12,168	11,375	793	81,110	102,375	(21,265)
Benefits	3,843	6,934	(3,091)	73,172	62,400	10,772
Advertising & Marketing	0	416	(416)	0	3,750	(3,750)
Professional & Technical	0	416	(416)	0	3,750	(3,750)
Outside Services	0	0	0	0	0	0
Outside Labor	7,564	6,500	1,064	67,782	58,500	9,282
2 Fuel & Lubricants	52,862	45,725	7,137	336,049	411,525	(75,476)
Supplies	428	1,707	(1,279)	4,996	15,375	(10,379)
Vehicle Maintenance	0	0	0	0	0	0
Marketing Supplies	0	0	0	137	0	137
Utilities	80	120	(40)	1,040	1,080	(40)
Insurance	0	0	0	0	0	0
Taxes	0	0	0	0	0	0
Purchased Transportation	371,949	446,307	(74,358)	2,935,135	4,016,775	(1,081,640)
Miscellaneous Expenses	20,306	16,857	3,449	171,217	151,725	19,492
Interfund transfers	0	0	0	0	0	0
Pass Thru/Behalf of Others	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Leases & Rentals	0	0	0	0	0	0
Total Operating Expenses	469,201	536,357	(67,156)	3,670,639	4,827,255	(1,156,616)
Operating Surplus (Deficit)	91,513	3,756	87,757	1,299,271	33,750	1,265,521

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 January 2022.

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:

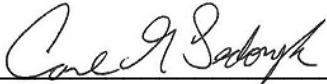
Per MST's revised Disposal of Lost and Found Property policy during shelter in place adopted on April 6, 2020, MST shall suspend collection and storage of lost personal items with an estimated value of less than \$100. Unless prohibited by law, lost and found personal items with an estimated value of 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.

January 2022

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

Prepared by: 
Sonia Wills

Reviewed by: 
Carl G. Sedoryk

**DAVID HOBBS
22 YEARS OF SERVICE**

WHEREAS, David Hobbs began his career with Monterey-Salinas Transit District (MST) on March 21, 2000; and

WHEREAS, during his 22-year career David Hobbs has diligently served MST's customers and community members ; and

WHEREAS, David Hobbs was recognized for his excellent work performance – accumulating numerous Safety Awards, Attendance Awards, and commendations highlighting his outstanding service; and

WHEREAS, after 22 years of service, David Hobbs retired on May 1, 2022.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2022-33 on this 9th day of May 2022.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

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MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

***Draft* MEETING MINUTES**

March 30, 2022

Present:	Jennifer Ramirez Jessica McKillip Steven Macias Aaron Hernandez Ron Lee Reyna Gross	Partnership for Children ITN Monterey County The Blind and Visually Impaired Center Transportation Agency for Monterey County (TAMC) AAA-Monterey County Dept. of Social Services Alliance on Aging
Absent:	Maria Magaña Alejandro Fernandez Leticia Garcia Bobby Merritt	Central Coast Center for Independent Living (CCCIL) Davita Dialysis The Carmel Foundation Veterans Transition Center
Staff:	Norman Tuitavuki Cristy Sugabo Kevin Allshouse Claudia Valencia Ruben Gomez Marzette Henderson Michelle Overmeyer Sloan Campi Jeanette Alegar-Rocha	Chief Operating Officer Mobility Services Manager Mobility Coordinator Mobility Specialist Mobility Specialist Contract Services Manager Director of Planning & Innovation Planning Manager Executive Assistant/Clerk to the Board
Public:	Douglas Thomson Lucy Casarez Miranda Taylor	MV General Manager Alliance on Aging AMBAG

Apology is made for any misspelling of a name.

1. CALL TO ORDER

1-1. Roll Call.

Chair Ramirez called the meeting to order at 1:03 p.m. with roll call taken as the meeting was via Zoom teleconference. A quorum was established.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

3-1. Approve Minutes of the regular meeting of January 26, 2022.

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

AYES:	6	McKillip, Ramirez, Macias, Hernandez, Lee, and Gross
NOES:	0	
ABSENT:	4	Merritt, Magaña, Fernandez, and Garcia
ABSTAIN:	0	

4. PUBLIC HEARING

4-1. Unmet Transit Needs Public Hearing (Aaron Hernandez)

Committee Member Hernandez presented the Unmet Transit Needs process and Chair Ramirez opened the discussion for public comments. There being no public comments received, Chair Ramirez closed the public hearing.

5. PRESENTATION

5-1. Received presentation on AMBAG 2022 Coordinated Public Transit-Human Services Transportation Plan (Miranda Taylor).

There were no public comments.

6. REPORTS AND INFORMATION ITEMS

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

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

There were no public comments on items 6-1. through 6-2.

7. SUBJECT ITEM REQUEST

7-1. Committee Member Recommendations for Future Presentations.

None.

8. ANNOUNCEMENTS AND APPRECIATIONS

8-1. Committee Member Announcements and Appreciations.

None.

9. ADJOURN

With no further business to discuss, Chair Ramirez adjourned the meeting at 1:38 p.m. (Pacific).

PREPARED BY: *Claudia L. Valencia*
Claudia Valencia

REVIEWED BY: *Kevin Allshouse*
Kevin Allshouse

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

RECOMMENDATION:

Approve the 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.

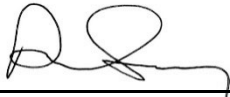

The Policy establishes a transparent separation process that ensures all MST employees are evaluated equally and without discrimination. The Policy will be included in MST's Employee Handbook which is provided to all new hires during the onboarding process. Additionally, the Policy complies with AB 749, 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.

The MST Board received the proposed Ineligible for Rehire Policy at their April 11 meeting and provided comments to staff to update the Policy per comments made by the Board. Additions addressing Board member comments are found on page 2, in red font. After a thorough review by MST staff and Legal Counsel, MST does

not anticipate that adoption of this Policy will result in a negative impact on employee recruitment.

ATTACHMENT(S):

MST Ineligible for Rehire Policy

Submitted by:  Reviewed by: 
Deanna Smith, Civil Rights Officer 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 **and they received notice of unsatisfactory or poor performance prior to their resignation.**
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. **After approval by the General Manager/CEO, an Ineligibility for Rehire Notice shall be sent to the individual stating the reason for**

placement on the Ineligible for Rehire list based on an established criteria listed within this Policy.

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: Michelle Overmeyer, Director of Planning & Innovation

Subject: College EcoSmart Pass Program 2022-2027

RECOMMENDATION:

Approve College EcoSmart Pass Program for 2022-2027 and authorize the General Manager/CEO to execute contracts with California State University, Monterey Bay (CSUMB), Hartnell College, and Monterey Peninsula College (MPC) in the Annual Range of \$125,000-\$255,255.

FISCAL IMPACT:

Annual revenue is expected to be in the range of \$125,000-\$255,255 over the next five years.

POLICY IMPLICATIONS:

Partnership programs are part of the Board's Strategic Action Plan.

DISCUSSION:

MST has had partnerships with CSUMB, Hartnell, and MPC over the last several years to allow students to ride the bus for free. The terms of each program varied by school and were influenced by state grant funds which are no longer available to help fund the programs. Higher education institutions have identified transportation as a barrier for people to access education, and free transit is important to these three schools.

Current contracts with the schools end this spring or summer. Staff began working with our partners to develop a consistent program that can be applied to all three schools, and possibly expand to incorporate other colleges in the area (e.g., Middlebury Institute of International Studies at Monterey, Monterey College of Law, etc.)

Since January, there have been six meetings with our school partners to collaborate on a post-pandemic College Pass Program. These were collaborative working sessions with all four agencies participating (MST, CSUMB, Hartnell, and MPC). Some common issues among the schools include declining enrollment levels and tight budgets. While CSUMB's enrollment has dropped only slightly, Hartnell enrollment is down more than 50% compared to the 2019-2020 school year, and MPC is down 12%.

Common agreement among the schools is in the ease of the current pass program which allows students to access transit anytime and anywhere, including those eligible for MST RIDES service. The new name of MST College EcoSmart Pass Program 2022-2027 was developed in this working group.

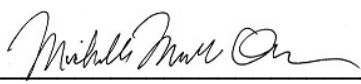
The proposed MST College EcoSmart Pass Program 2022-2027 identifies a set “floor” and “ceiling” funding amounts for each semester so all parties can budget appropriately (see Attachment A). In between the floor and ceiling, the schools will be billed a set rate for fixed route and RIDES passenger boardings until the semester ceiling is reached. The working group reviewed actual passenger boardings in Fall 2021, the first time all three schools returned to in-person classes.

Additionally, the cost to offer free fares to college students in Fall 2021 was evaluated. The actual data informed the floor and ceiling amounts. Attachment B provides historical information on boardings and fees. The proposed MST College EcoSmart Pass Program 2022-2027 is expected to generate \$125,000-\$255,255 in annual revenue over the next five years.

Staff recommends that the MST Board approve the College EcoSmart Pass Program 2022-2027 and authorize the General Manager/CEO to enter into contract with interested schools, consistent with the funding ranges identified in Attachment A.

ATTACHMENT(S):

Attachment A - MST College EcoSmart Pass Program 2022-2027
Attachment B - Historical College Data

Prepared by: 
Michelle Overmeyer, Director of Planning

Reviewed by: 
Carl Sedoryk, GM/CEO



CONNECTING COMMUNITIES. CREATING OPPORTUNITY. BEING KIND TO OUR PLANET

MST College EcoSmart Pass Program 2022-2027

Each semester is billed at a “floor.” MST will track actual passenger boardings and charge the school a fixed cost per boarding based on service type (i.e., Fixed Route or RIDES) until the school reaches the “ceiling” for the semester.

	<u>Year 1</u>		<u>Year 2</u>		<u>Year 3</u>		<u>Year 4²</u>		<u>Year 5²</u>	
	Fixed Route RIDES	\$ 1.50 \$40.60	Fixed Route RIDES	\$ 1.50 \$42.27	Fixed Route RIDES	\$ 1.50 \$43.68	Fixed Route RIDES	\$ 1.50 \$45.55	Fixed Route RIDES	\$ 1.50 \$46.05
Baseline Enrollment	Floor/ Semester	Ceiling/ Semester	Floor/ Semester	Ceiling/ Semester	Floor/ Semester	Ceiling/ Semester	Floor/ Semester	Ceiling/ Semester	Floor/ Semester	Ceiling/ Semester
Spring 2022										
CSUMB 6,800	\$50,000	\$70,000	\$52,500	\$73,500	\$55,125	\$77,175	\$57,881	\$81,034	\$60,775	\$85,085
Hartnell 7,000	\$25,000	\$70,000	\$26,250	\$73,500	\$27,563	\$77,175	\$28,941	\$81,034	\$30,388	\$85,085
MPC 6,500	\$50,000	\$70,000	\$52,500	\$73,500	\$55,125	\$77,175	\$57,881	\$81,034	\$60,775	\$85,085

¹ If school enrollment increases 7% or more from the previous year, the “ceiling” will be revisited.

² Additional years beyond Year 3 will be optional and mutually agreed upon.

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Historical College Data

College partnerships started in 2008 when MST and CSUMB entered into an agreement to implement a “free fare zone” at the campus on the former Fort Ord. The free fare zone allowed anyone boarding at stops on CSUMB’s campus to do so without paying a fare. To return to campus, the passenger paid the full fare. In effect, the free fare zone was an easy way of offering a 50% discount for travel on MST to and from campus. Hartnell College followed suit and several years later, MPC started their own “free fare zone” in Fall 2019. The schools reimbursed MST for the lost fares based on the number of boardings counted at each stop and the number of trips taken on RIDES. Grants awarded to MST through the Monterey Bay Air Resources District and State of California’s Low Carbon Transit Operations Program (LCTOP) helped support these free fare programs.

For years, CSUMB operated a campus shuttle system using low-capacity vans to connect the main campus with the east campus housing area. Much of this campus shuttle route was duplicated by parts of MST’s bus lines, including Line 16 Monterey-Marina and the Line 25 CSUMB Otter Trolley. In June of 2011, your Board approved a contract with CSUMB to assume the role of transit provider for the University. In return for the funds paid by CSUMB to MST to operate the campus shuttle (and other associated transit programs as mutually agreed to), all CSUMB students, faculty and staff were allowed to board MST buses for free anywhere in the system, not just in the campus free fare zone. The additional revenue received through the contract offset losses to fare revenue and fully funded line 26 CSUMB-East Campus Express.

In Fall 2019, Hartnell’s interest in the free fare program grew. With the help of LCTOP grant funds, MST and Hartnell were able to expand the free zone framework to apply systemwide. This removed transportation as a barrier for students to not only access school, but to also get to internships and other employment opportunities.

MPC saw the benefit that students received from accessing free transit anywhere in MST’s system, so MPC agreed to expand its program in spring 2020, just before the pandemic began. LCTOP funds also supported the program for MPC.

The operating environment significantly altered since the COVID-19 pandemic. From mid-March 2020 through July 31, 2020, MST suspended all fare collections. College boardings were not tracked during that time, and fees were not collected from the schools. The 2020-2021 school year was largely remote. CSUMB opted not to have a contract with MST at that time, and minimal funds were collected from Hartnell and MPC due to the substantial drop in student usage.

The 2021-2022 school year began with some normalcy, although still very different than before 2020. CSUMB was in the midst of procuring a shuttle contractor set to start service in January 2022, so the university was not interested in a yearlong

contract with MST. Instead, a contract was negotiated for Fall 2021 in which MST operated line 19 Del Monte Center-CSUMB via East Campus, line 25 CSUMB-Salinas and line 26 CSUMB-East Campus Express, directly benefitting, and directly planned in coordination with university staff. Since MST did not win the contract for Spring 2022 shuttle service, a new contract was established for the free fare program that covers Spring 2022 only with MST lines 19 and 26 canceled. The price was established only a few months into the back-to-person classes, so little data was available to estimate boardings for a post-lockdown environment. CSUMB agreed to pay \$120,000 for the spring 2022 free fare program, regardless of actual passenger boardings. MPC and Hartnell have continued to work off the 2019-2020 contract that was extended since much of the grant funding was still available.

All three contracts: CSUMB, MPC and Hartnell are set to expire after the spring 2022 school year and State LCTOP grant funds are no longer available to help subsidize the cost of providing free fares. Staff has worked with counterparts at all the schools to develop the program outlined in Attachment A. The funding ranges were based on actual historical boarding information and estimates and projections of future use in a very uncertain pandemic recovery. All schools have seen a drop in enrollment levels and school budgets. The following tables and charts provide some historical context.

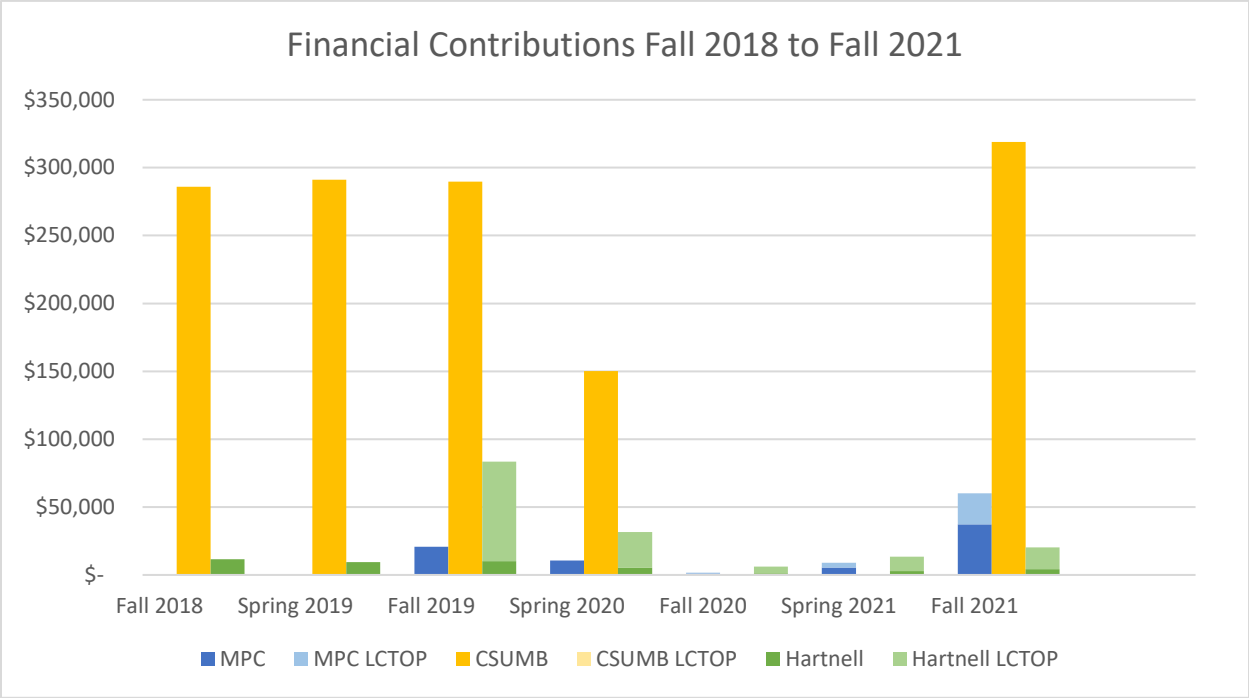
School and Grant Contributions Toward Free Fare Transit

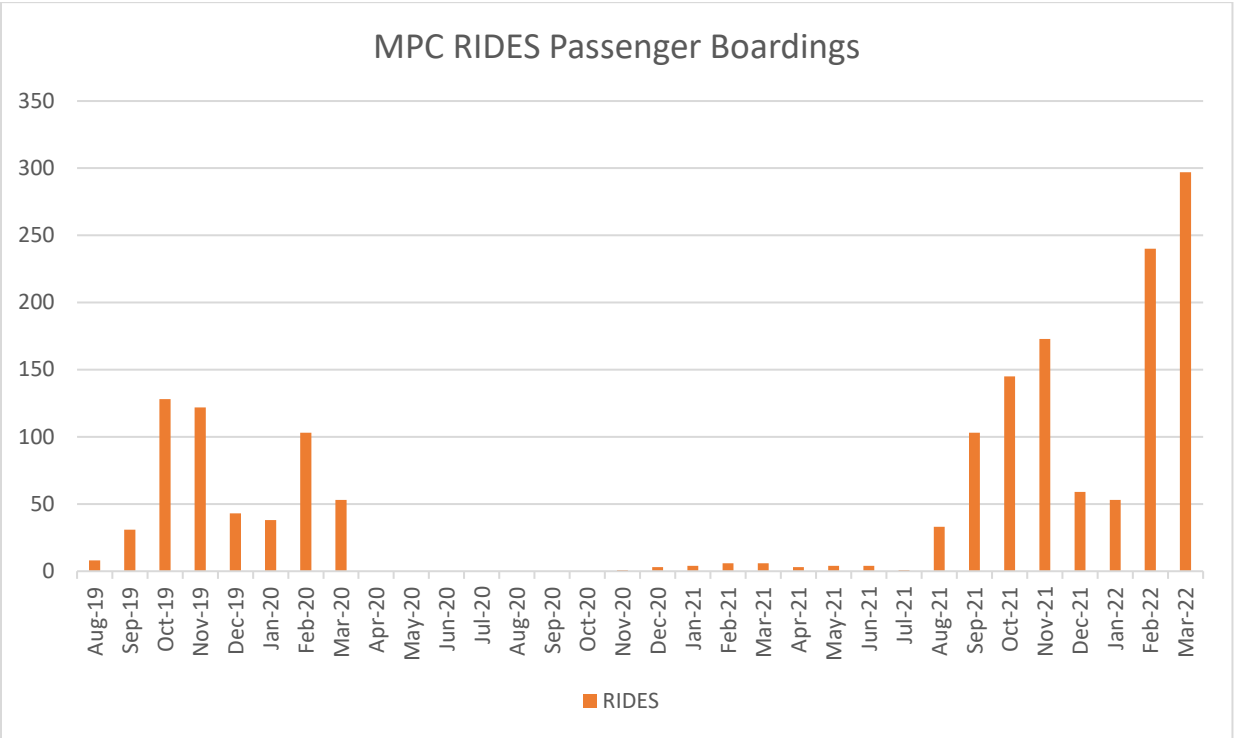
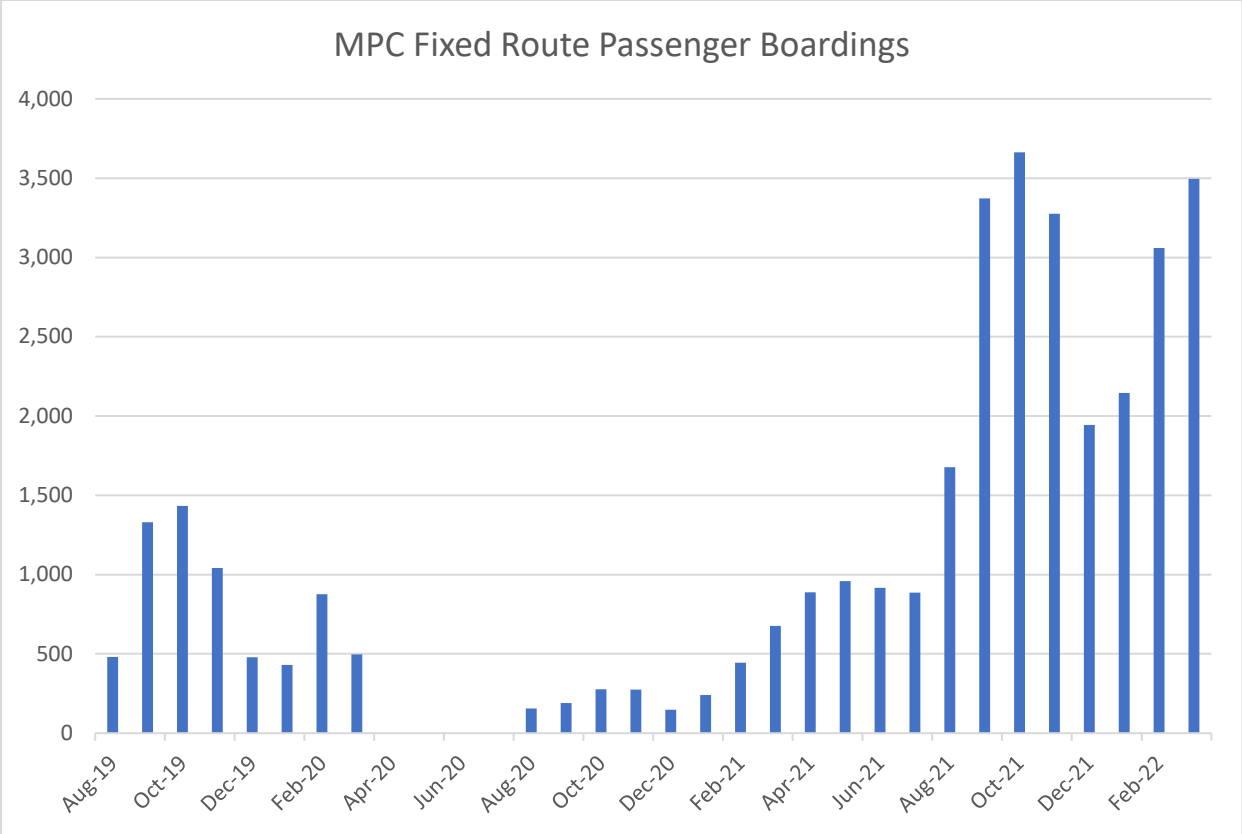
Semester	MPC ¹				CSUMB ²		Hartnell ³	
	College		LCTOP		University	LCTOP	College	LCTOP
Fall 2018	\$	-	\$	-	\$	286,039	\$	11,644
Spring 2019	\$	-	\$	-	\$	291,100	\$	9,490
Fall 2019	\$	20,833	\$	-	\$	289,617	\$	10,057
Spring 2020	\$	10,618	\$	-	\$	150,266	\$	5,126
Fall 2020	\$	1,057	\$	643	\$	-	\$	1,220
Spring 2021	\$	5,520	\$	3,356	\$	-	\$	2,802
Fall 2021	\$	37,356	\$	22,712	\$	318,877	\$	4,181
Spring 2022					\$	120,000	\$	-

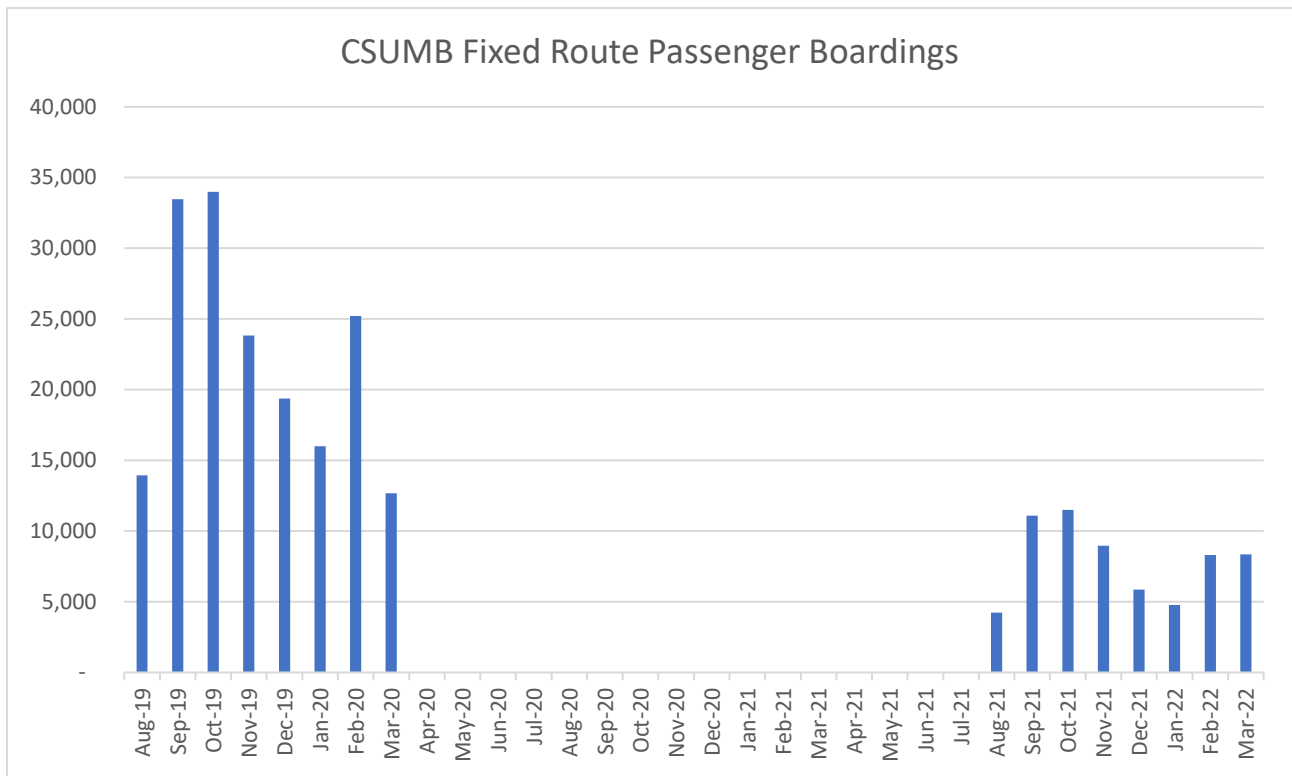
¹ MPC began its partnership with MST in Fall 2019 and initially operated under a free fare zone until March 2020, and then expanded to free fares systemwide. Total contribution for spring 2022 is based on actual boardings through May 2022, and the total is not available at the time of this writing.

² CSUMB had a partnership with MST for several years. There was no contract in place during the 2020-2021 year of virtual school. Free fares were incorporated in the cost of MST operating lines 19, 25 and 26 until December 2021. A flat rate of \$120,000 will be paid by the university for students to ride free in spring 2022, regardless of actual passenger boardings.

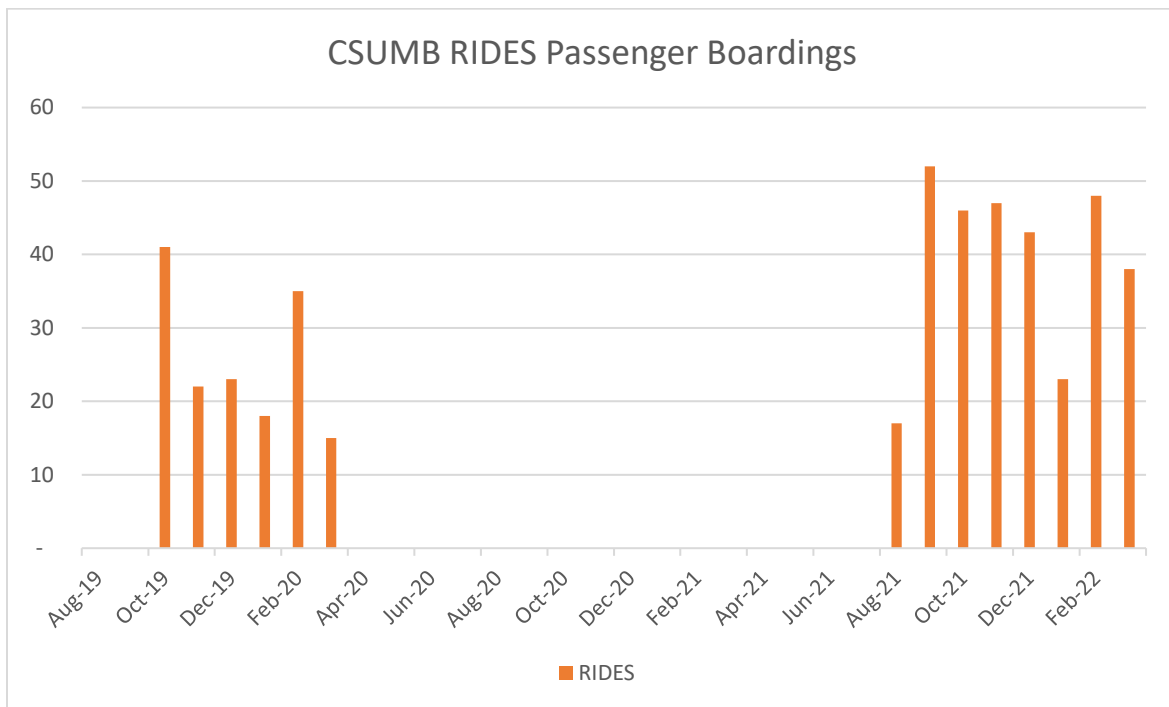
³ Hartnell operated a free fare zone until Fall 2019 when it expanded to free fares systemwide. Total contribution for spring 2022 is based on actual boardings through May 2022, and the total is not available at the time of this writing.

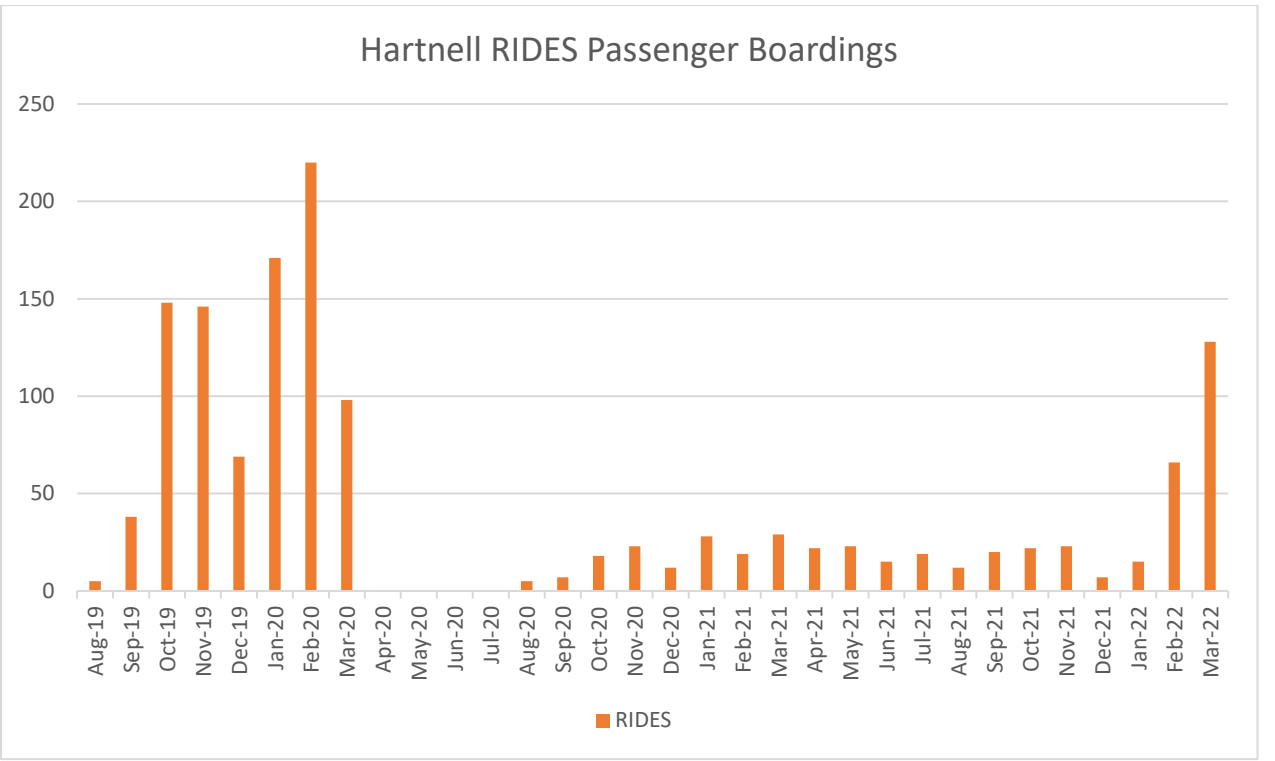
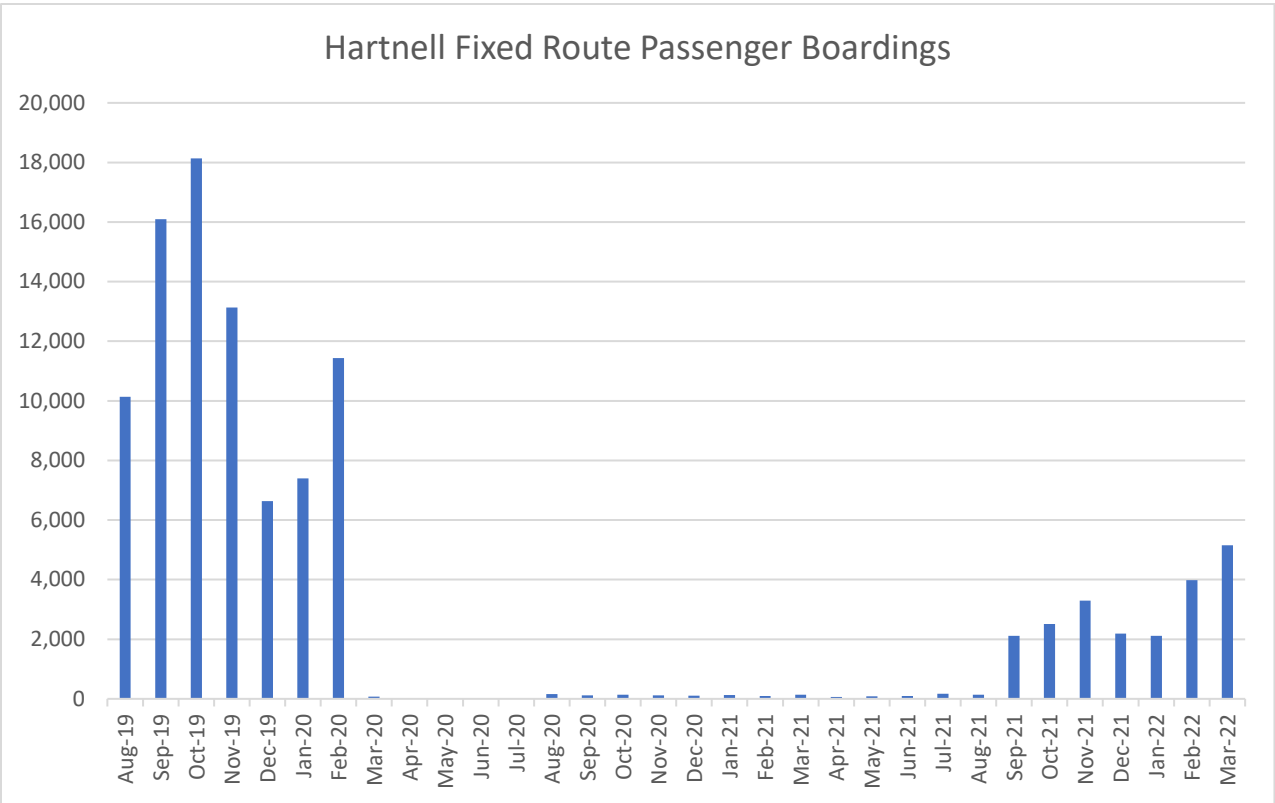






MST suspended passenger fare collection from mid-March 2020 through July 31, 2020. CSUMB had no contract with MST for the 2020-2021 school year, so data was not collected during that period.





To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Purchase of Four (4) Heavy-Duty Suburban Low-Floor Coaches

RECOMMENDATION:

Authorize the General Manager/CEO, to purchase four (4) heavy-duty suburban low-floor coaches from Gillig, LLC of California in an amount not to exceed \$2,794,560.

FISCAL IMPACT:

The total cost of \$2,794,560 is included in the Board-approved FY 2021/22 Budget. FTA's 5339 Bus and Bus Facilities, California's SB 1 Local Partnership, and California's SB 1 State of Good Repair Programs funding is allocated for this purchase.

POLICY IMPLICATIONS:

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

DISCUSSION:

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

Approval of this item authorizes the General Manager/CEO, or designated staff to purchase 4 heavy-duty Suburban over-the-road style coaches from Gillig, LLC through the CalAct/MBTA Purchasing Cooperative at a total cost not to exceed \$2,794,560. The Cooperative provides MST a federal and California State compliant purchasing solution that is competitively bid and significantly reduces MST's procurement time and eliminates other related activities. Pricing has been determined to be fair and reasonable.

ATTACHMENT(S): None.

PREPARED BY: Norman K. Tuitavuki
Norman Tuitavuki, COO

REVIEWED BY: Carl G. Sedoryk
Carl G. Sedoryk, GM/CEO

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

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for March 2022 (Attachments 1 – 5).

During the month I had the opportunity to visit all three operating and maintenance facilities as part of Driver Appreciation Day to acknowledge our employees and listen to their concerns. I also attended the ribbon cutting of the San Luis Obispo Regional Transit Authority Operations, Maintenance and Administration Facility.

I met with Senator Padilla's staff to discuss priority funding requests. I attended a City of Monterey Workshop on Homelessness Issues.

I was invited to participate in a national panel discussion hosted by the Brookings Institute regarding the challenges of implementing open loop contactless payment systems in the US. I was also approached by the British Broadcasting Corporation (BBC) who expressed an interest in producing a story on our contactless payment demonstration featuring how our system is serving unbanked and underbanked persons.

Attachment #1 – Dashboard Performance Comparative Statistics – March 2022

Attachment #2 – Transportation Department Monthly Report – March 2022

Attachment #3 – Maintenance Department Monthly Report – March 2022

Attachment #4 – Administration Department Monthly Report – March 2022

Attachment #5 – Quarterly Strategic Plan Update – March 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:  _____

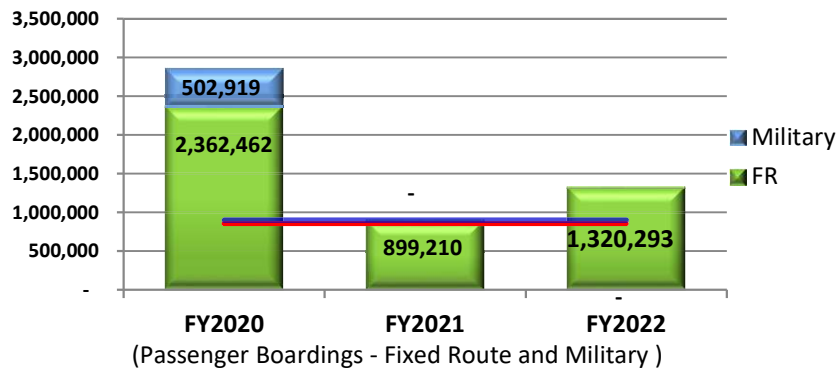
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YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2020-2022

Ridership



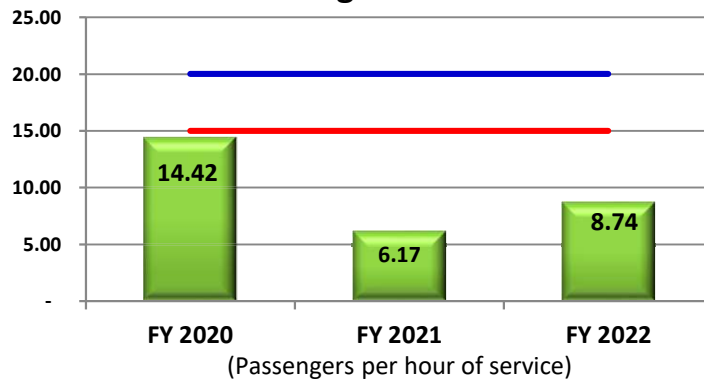
Goal = 899,210
passengers

Minimum = 854,250
passengers

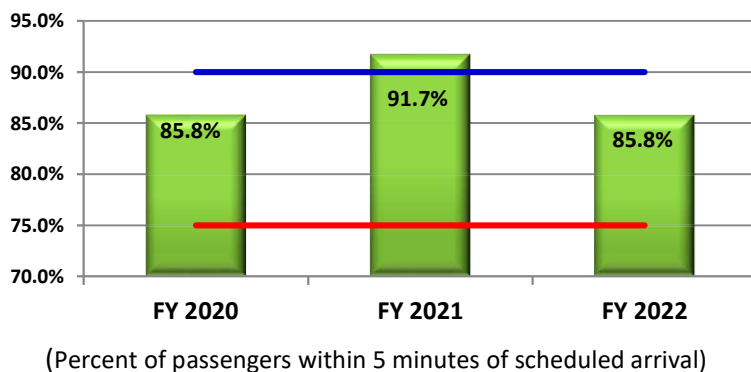
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



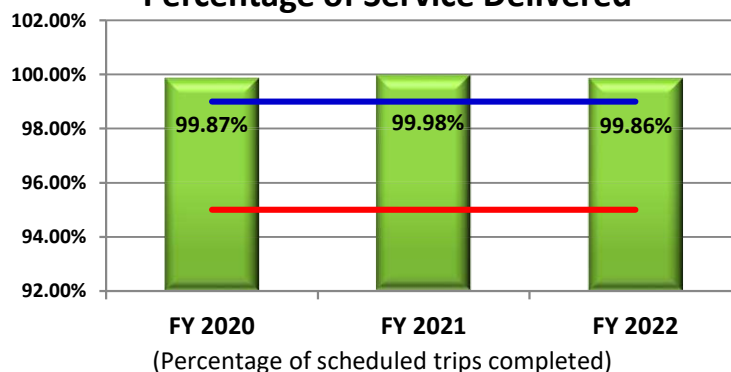
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

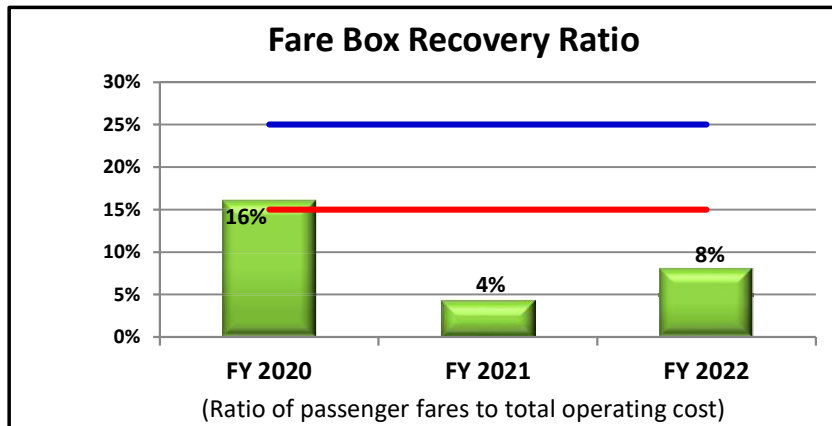


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2020-2022

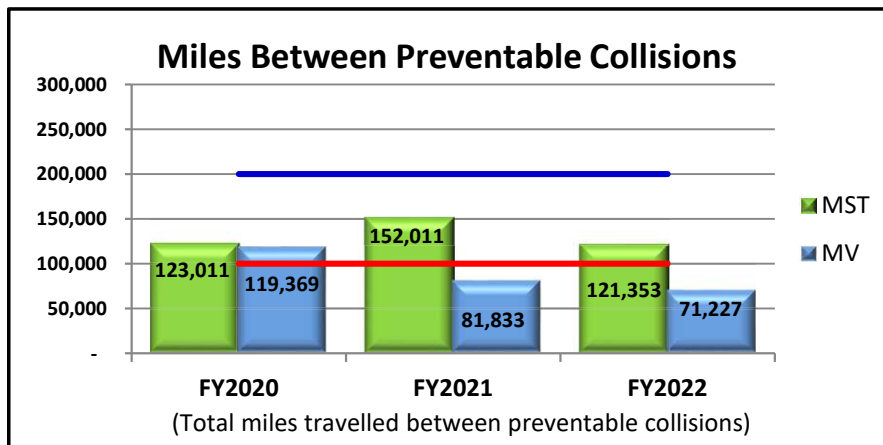
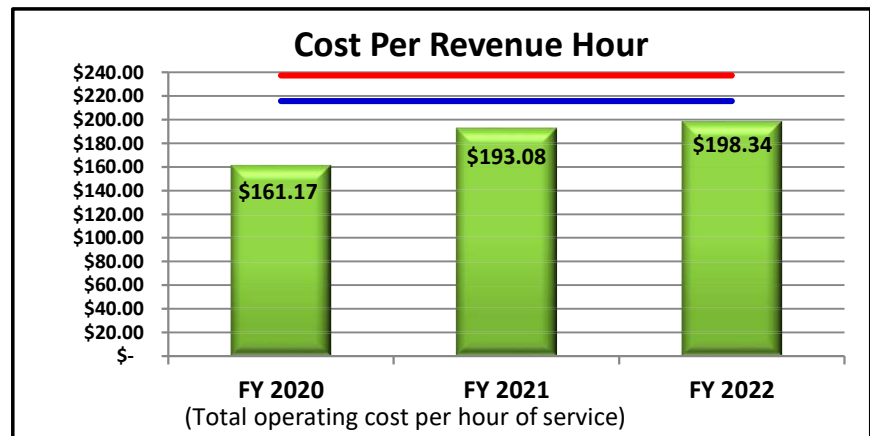


Goal = 25%

Minimum = 15%

Goal = \$215.79 per RH

Maximum = \$237.36 per RH

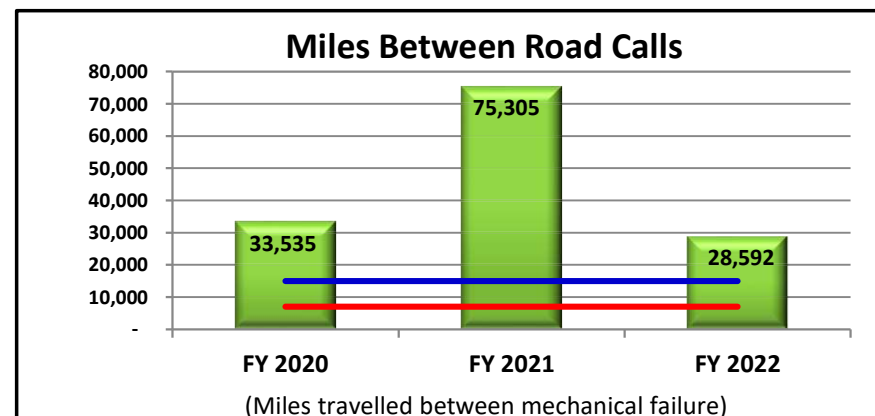


Goal = 200,000 Miles

Minimum = 100,000 Miles

Goal = 15,000 Miles

Minimum = 7,000 Miles

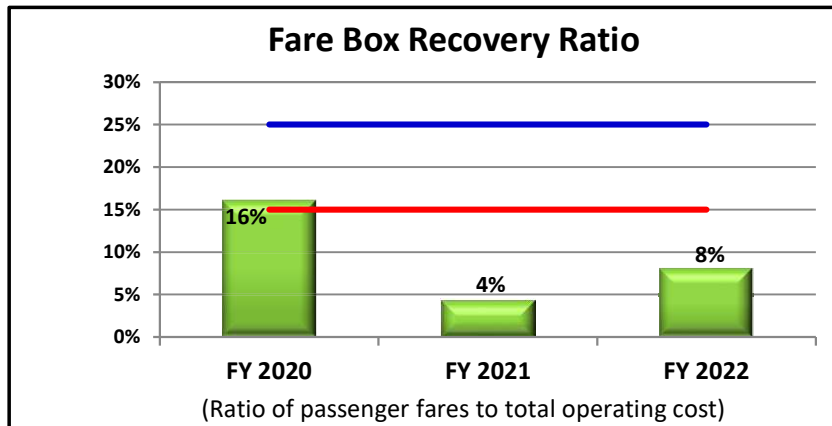


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2020-2022

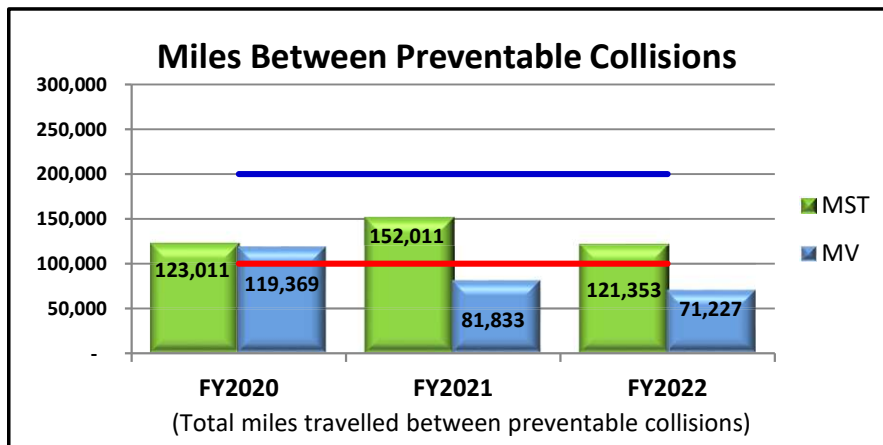
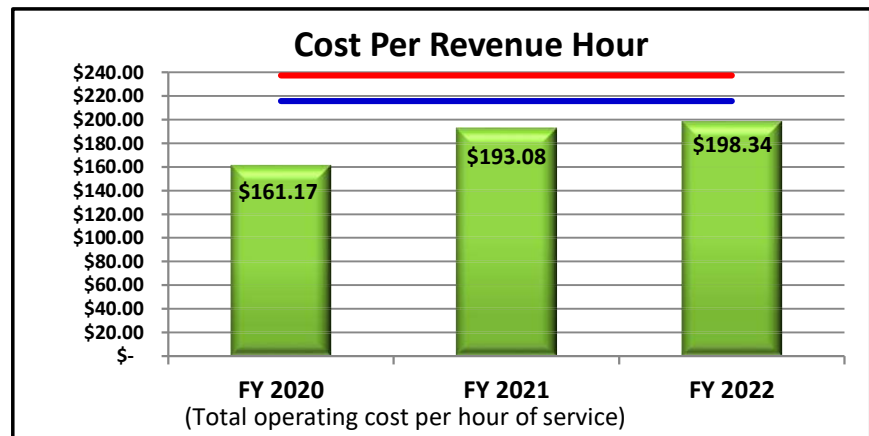


Goal = 25%

Minimum = 15%

Goal = \$215.79 per RH

Maximum = \$237.36 per RH

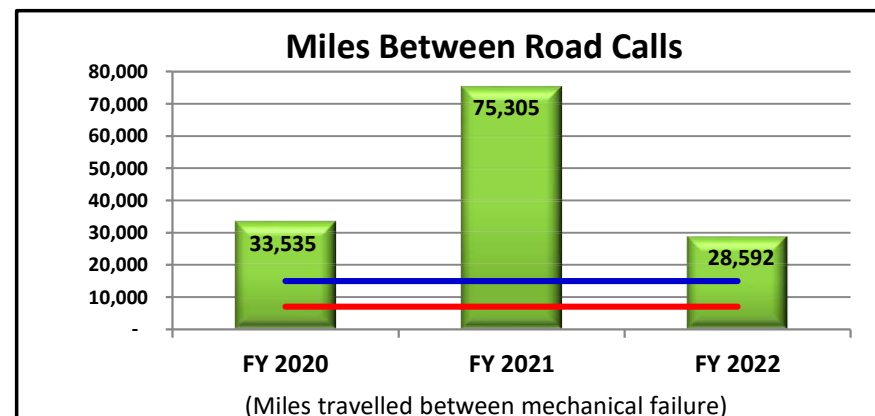


Goal = 200,000 Miles

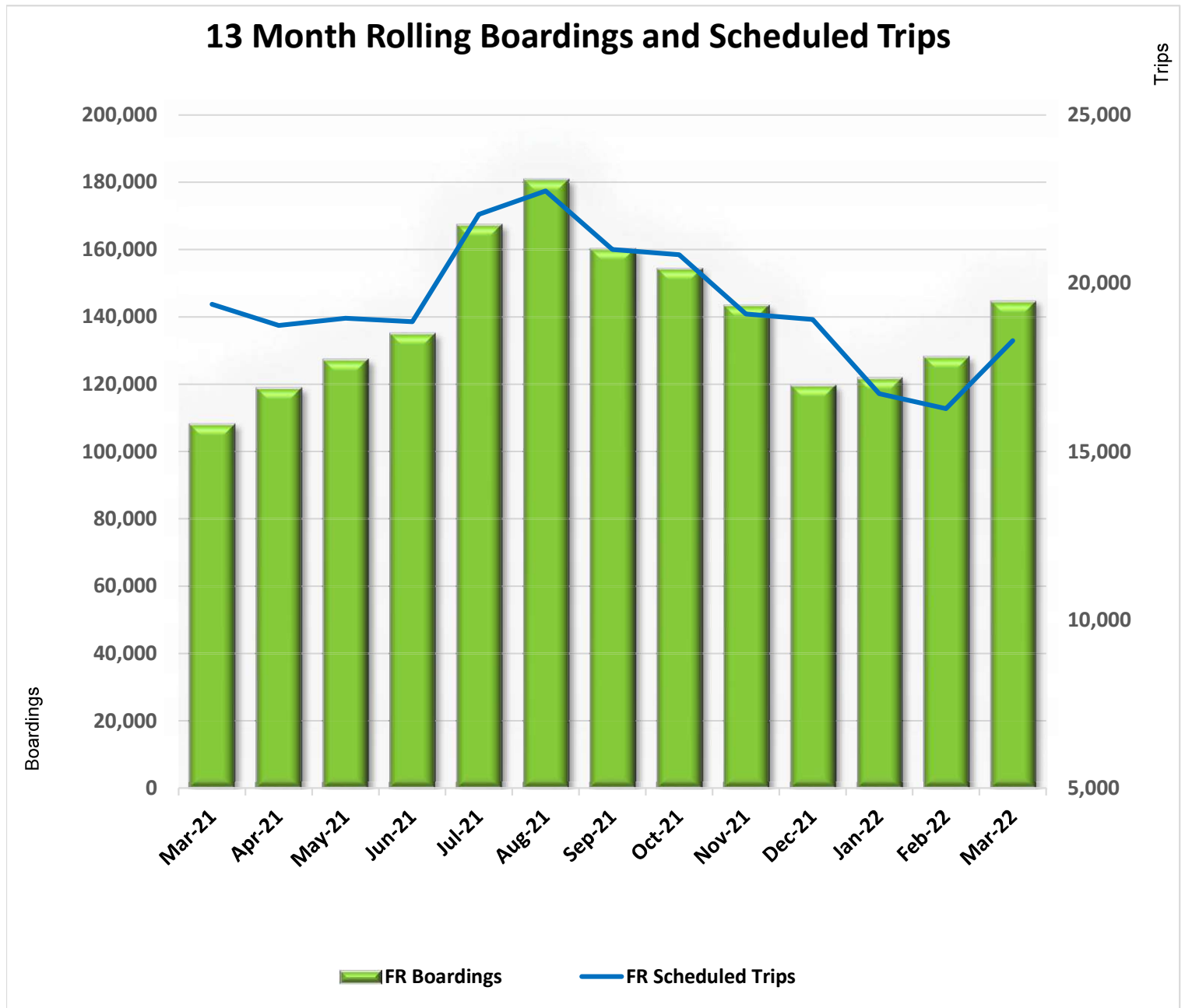
Minimum = 100,000 Miles

Goal = 15,000 Miles

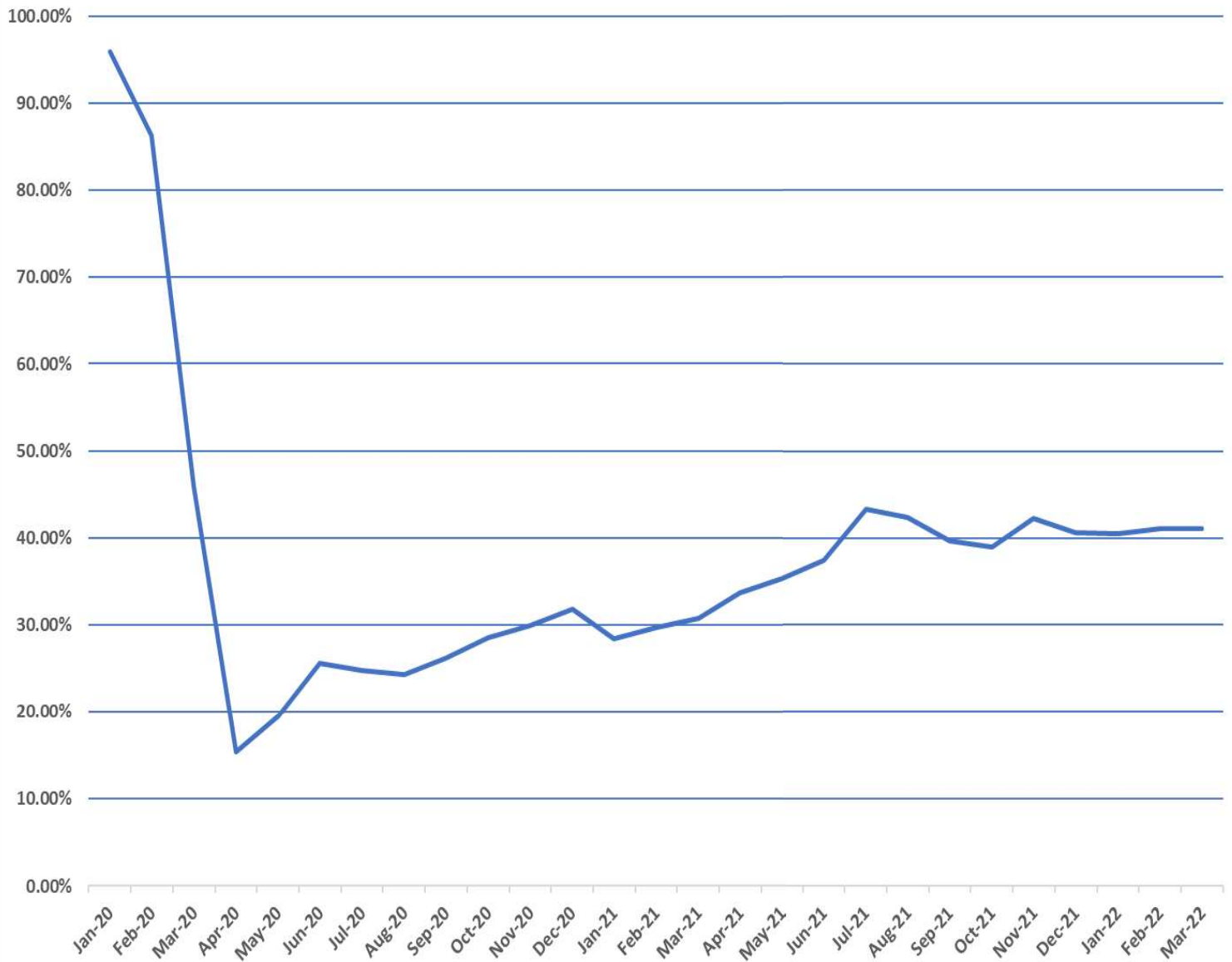
Minimum = 7,000 Miles



COVID-19 MST Statistics and Projections



Percent of Monthly Ridership from CY17-19 Average

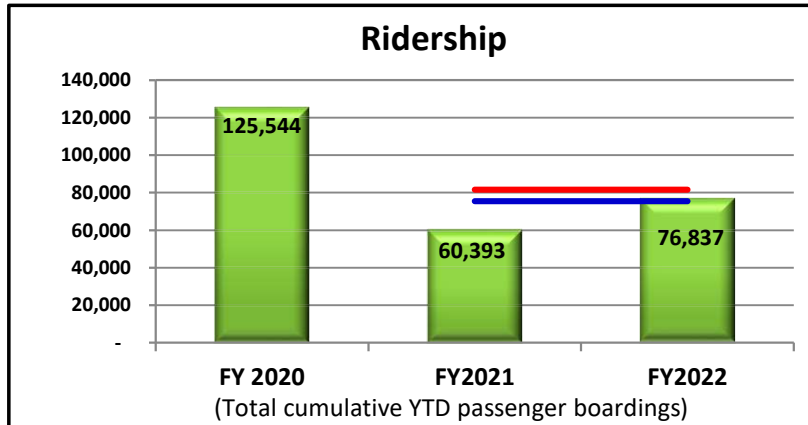


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2020-2022

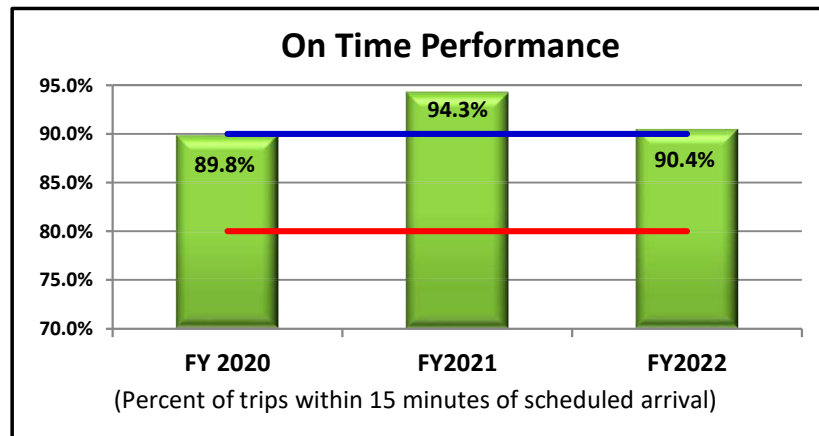
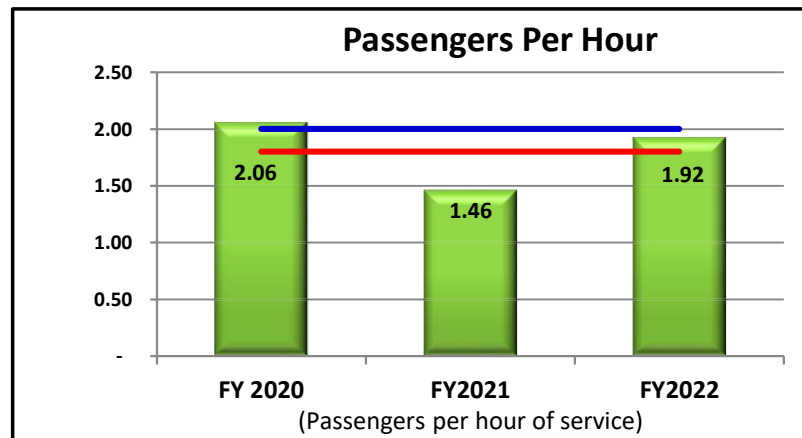


**Goal = 75,491
passengers**

**Maximum = 81,531
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

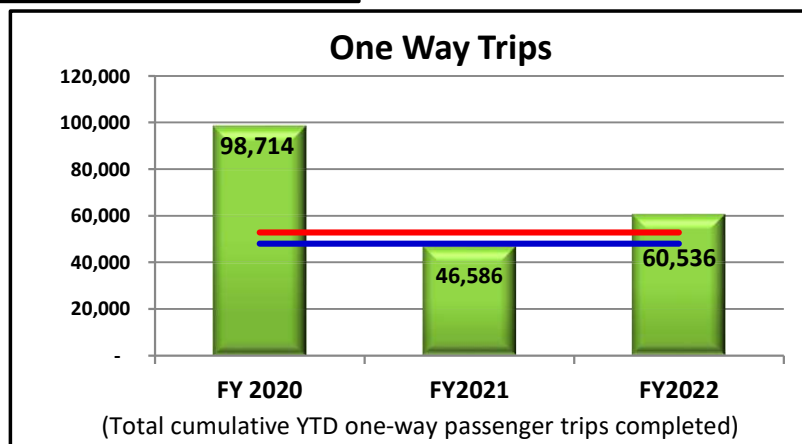


Goal = 90% on time

Minimum = 80% on time

**Maximum = 52,782
one-way trips**

**Goal = 47,984
one-way trips**

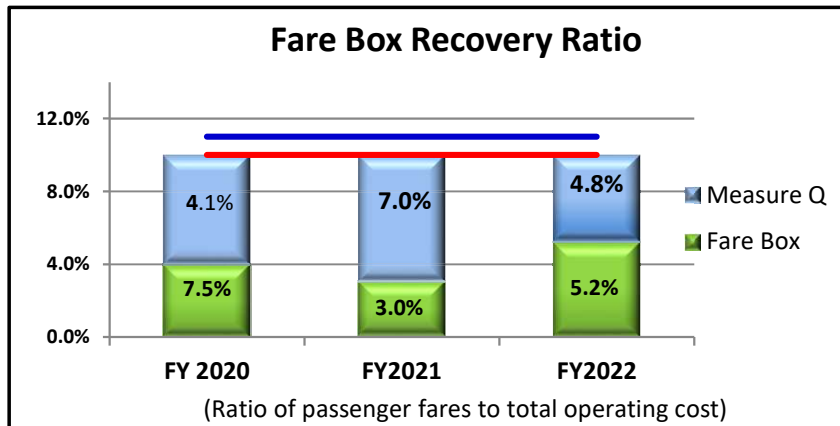


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2020-2022

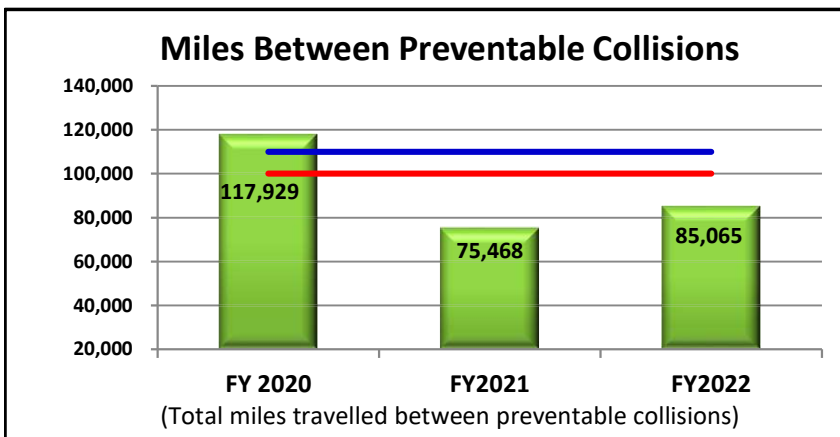
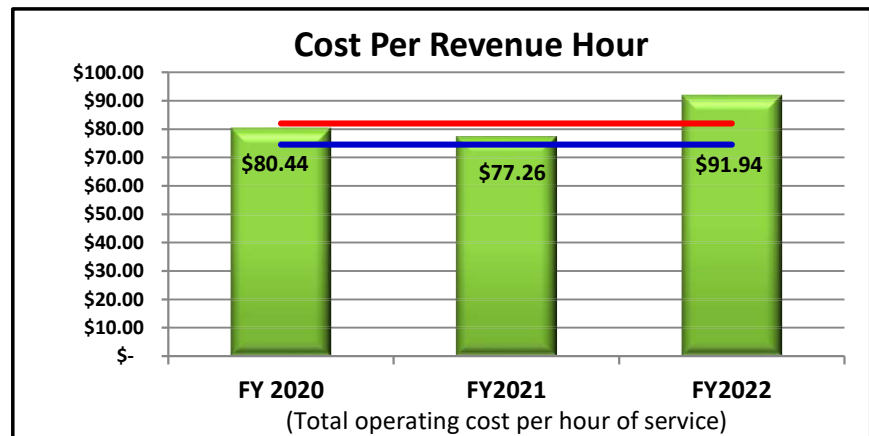


Goal = 11%

Minimum = 10%

Goal = \$74.53 per RH

Maximum = \$81.98 per RH

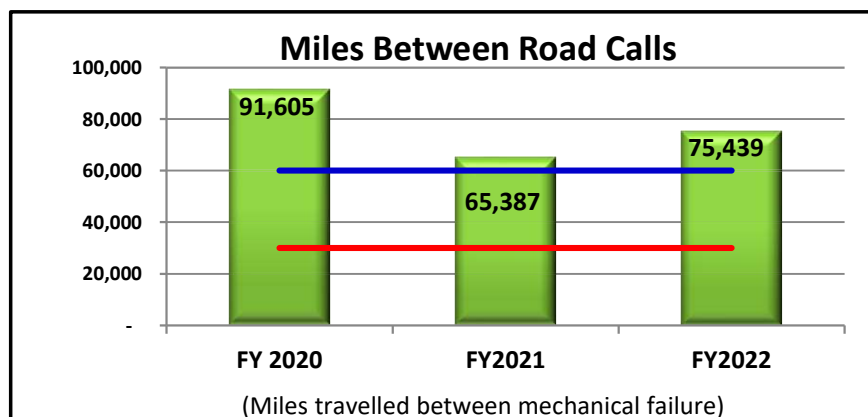


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

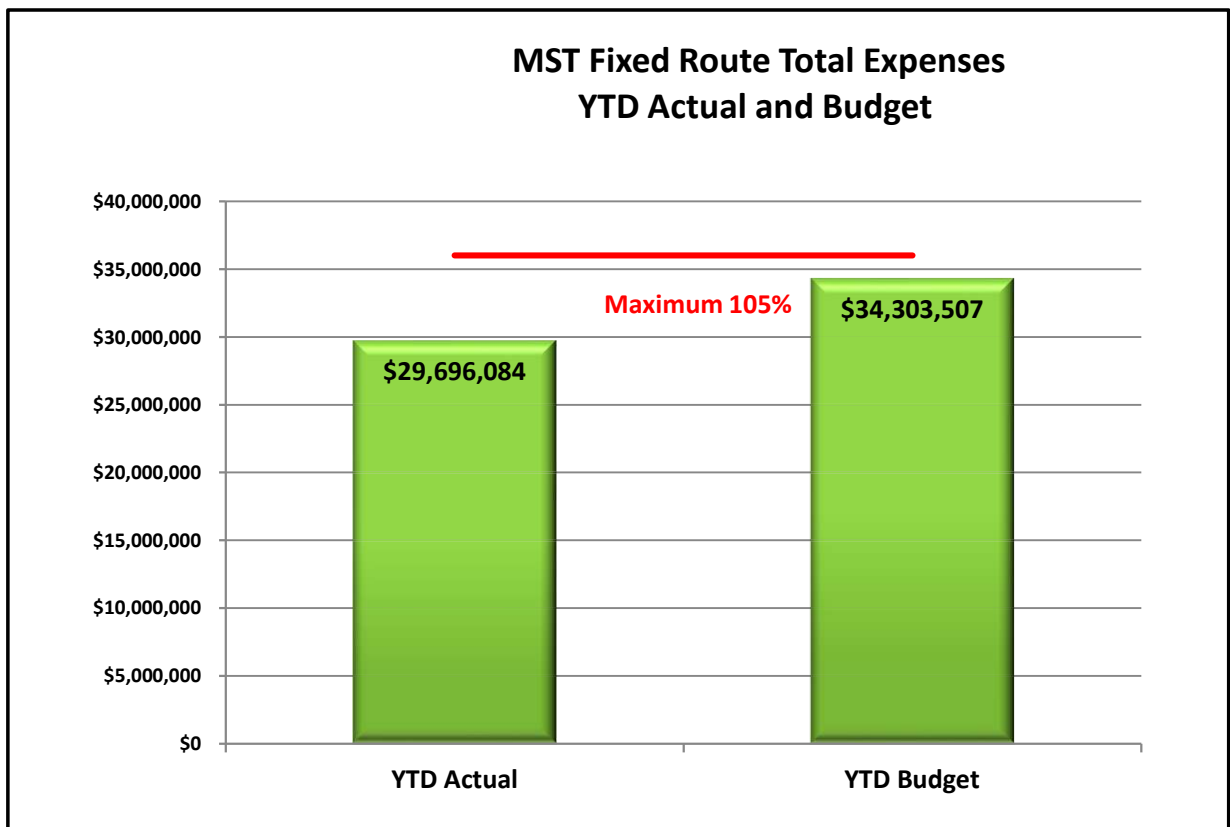
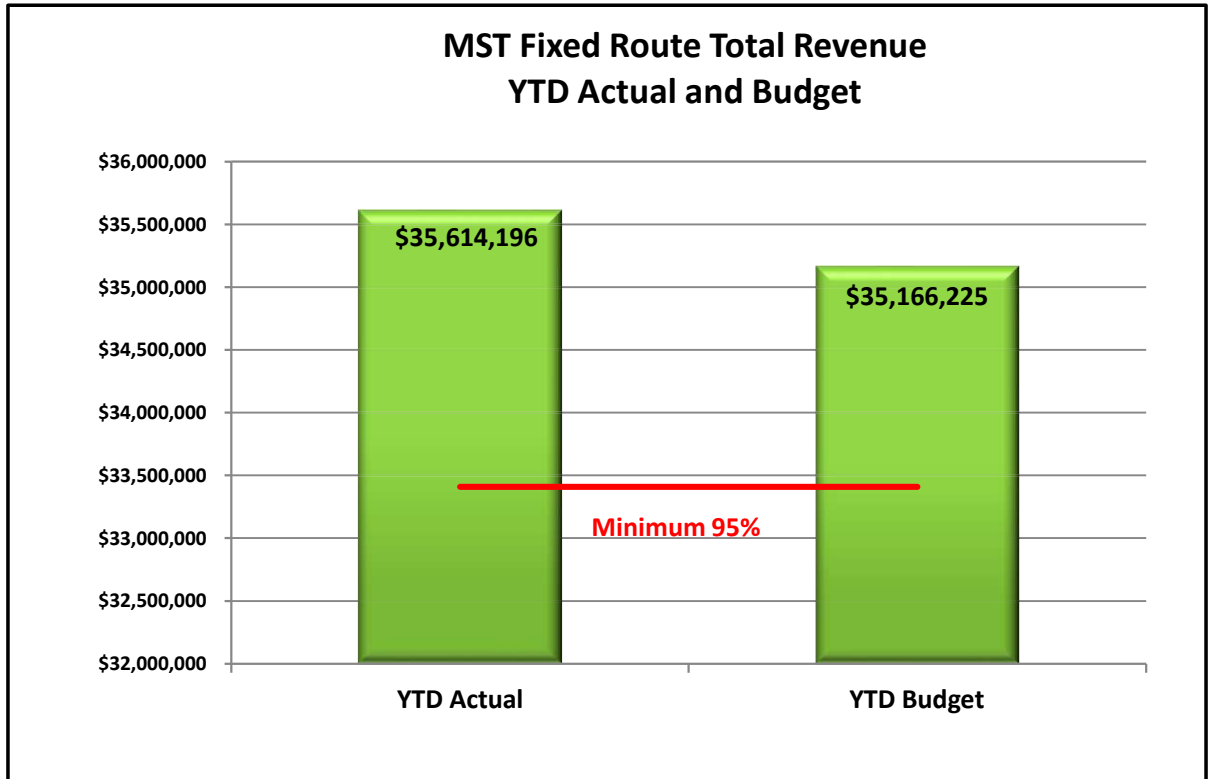


MST Fixed Route

Financial Performance Comparative Statistics

July - March

Fiscal Year 2022

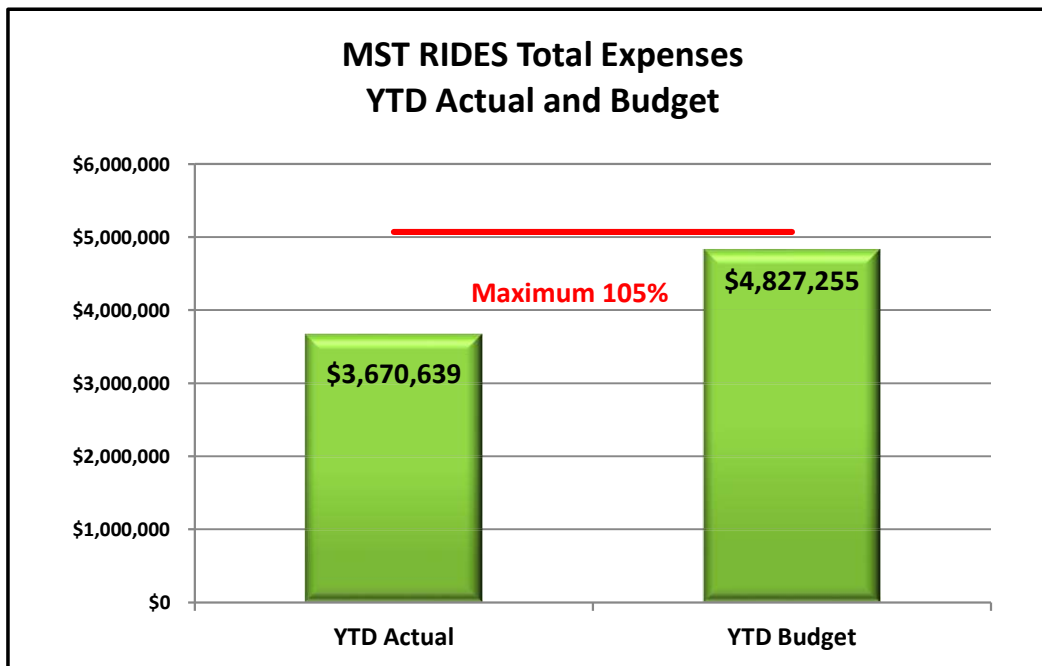
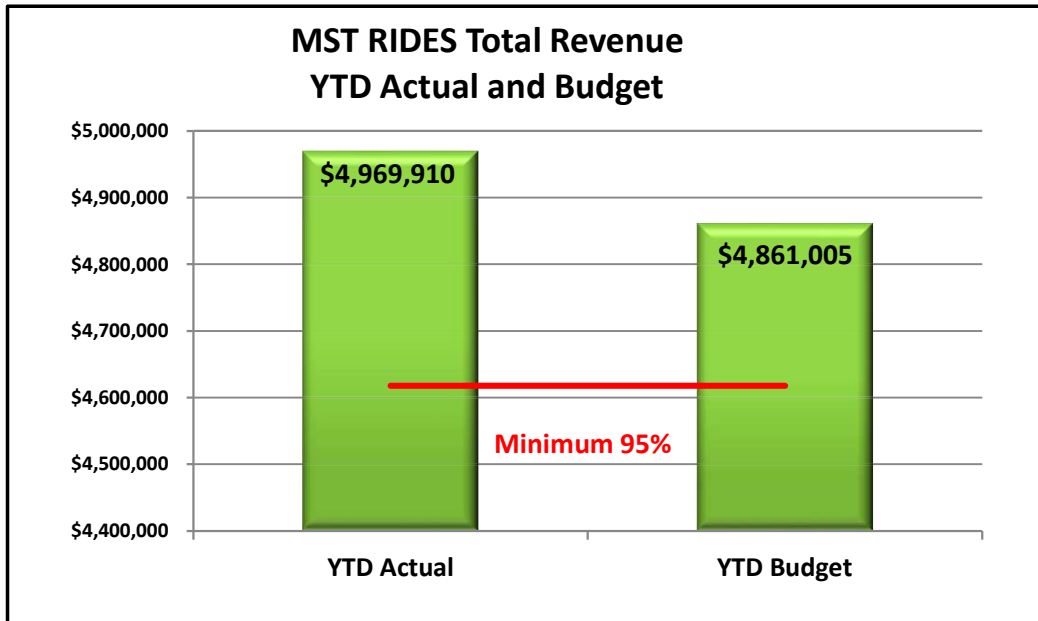


MST RIDES

Financial Performance Comparative Statistics

July - March


Fiscal Year 2022



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Date: April 25, 2022

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

From:  Norman K. Tuitavuki, Chief Operating Officer

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

FIXED ROUTE BUS OPERATIONS:

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

MST's preliminary boarding statistics indicate ridership was 144,628 in March 2022, which represents a 33.7% increase compared to March 2021's ridership of 108,182. For the fiscal year to date, passenger boardings continue to increase overall; however, this positive ridership trend could change as we continue with our COVID-19 recovery efforts.

Month over month, MST's productivity continues to improve. MST's productivity increased from 6.1 passengers per hour in March 2021, to 8.8 passengers per hour in March of this year. This represents a 44% improvement compared to the same month, year over year.

Supplemental / Special Services:

- No Service

System-Wide Statistics:

- Ridership: 144,628
- Vehicle Revenue Hours: 16,506
- Vehicle Revenue Miles: 250,057
- System Productivity: 8.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,295

On-Time Performance (OTP): Of 91,374 total time-point crossings sampled for March, the Transit Master™ system recorded 13,500 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 six (6) service cancellations in March for both directly operated and contracted services. This was a decrease of one (1) compared to the previous month, February 2022.

Total Revenue Trips Completed: 18,295		
Category	MST	MV
Accident	1	0
Accident (non-MST)	0	0
Mechanical Failure	0	0
Other	1	0
Road Closures/Construction	0	0
Staff Shortage	1	3
Totals	3	3

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 March 2021 and 2022:

Occurrence Type	March-21	March-22
Collision: MST Involved	3	7
Employee Injury	0	0
Medical Emergency	0	0
Passenger Requested Police	0	0
Passenger Conflict	2	5
Passenger Fall	0	3
Passenger Injury	0	0
Other	3	0
Fuel / Fluid Spill	1	1
Disruptive Passenger	0	0
Unreported Damage	0	1
Totals	9	17

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for March 2022 there were 10,181 passenger boardings. This is a 42% increase compared to March of 2021, when there were 7,182 passenger boardings. For the fiscal year, passenger boardings have increased by 27% compared to FY 2021.

- Productivity for March 2022 was 1.78 passengers per hour, increasing from 1.65 passengers per hour compared to the previous month (February 2022).
- For March 2022, 91% of all scheduled trips for the MST RIDES program arrived on time, exceeding the expected on-time performance standard.

COMMUNICATIONS CENTER:

In March, MST's Communications Center summoned public safety agencies on four (4) 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	0
Fire		Employee Request / Passenger Request / Other	0
Totals			4

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ATTACHMENT 3

Date: April 25, 2022

To: Carl Sedoryk, General Manager/CEO

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

Subject: **Maintenance Department Monthly Report – March 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 March 2022	Average Fuel Price FY2022
Diesel: \$3.40	\$4.97	\$3.56
Gasoline: \$3.40	\$4.72	\$4.07

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: ¹
March 2022	\$1.47	26,757
YTD FY 2022	\$1.26	22,143
FY 2021	\$1.23	54,756
FY 2020	\$1.05	30,571

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

Department Activities/Comments:

March 2022's cost per gallon for gasoline *increased 13%, a \$.55 increase*, and the cost per gallon for diesel *increased 31%, a \$1.19 increase* compared to the previous month, February 2022. Fuel prices continue to surge upward. Staff continues to monitor all movement of vehicles to minimize unnecessary fuel usage.

In March 2022, MST traveled 26,757 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, staffing shortfalls, and other factors resulting from the COVID-19 pandemic. As MST continues to plan for an increase in service, the number of miles traveled between major mechanical failures may decrease.

MST's operating cost per mile for March 2022, increased to \$1.47 per mile from \$1.18 per mile in February 2022. This increase can be attributed to the upward surge in the costs for both diesel and gasoline fuels.

In March, staff attended several Zero-Emission Bus (ZEB) webinars and meetings to continue responding to and planning for implementing a ZEB fleet. I met with a Pacific Gas & Electric (PG&E) staff member to discuss incentive programs for purchasing ZEBs and ZEB infrastructure. I will provide an update upon completion of my review of the programs MST may be eligible for. Staff attended the monthly Education Services Committee of the California Transit Training Consortium (CTTC) to continue developing transit-specific training opportunities for CTTC members.

Staff finalized an upcoming bus procurement from Gillig, LLC. These buses are expected to be received later this calendar year, or early in the calendar year 2023. Staff also participated in ongoing meetings and discussions regarding maintenance apprenticeships. These ongoing discussions will result in positive partnerships and opportunities for maintenance specific employment and employee development.

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

ATTACHMENT 4

Date: April 26, 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 and Customer Service Manager; and Sonia Wills, Customer Service Supervisor.

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

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

Human Resources

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

Positions	Budget FY22	Actual	Difference
Coach Operators F/T	126	118	-8
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	(1)	(0)	(-1)
Operations Staff	33	27	-6
Maintenance & Facilities	55	50	-5
Administrative (Interns 1 PT)	36	29	-7
Total	251	224	-27

*Total budget numbers do not include the C/O on Long Term Leave as those numbers are already reflected in the Coach Operators/Trainees number.

<i>March Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$23,896.73
<i>Other (includes Legal)</i>	\$10,772.31
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$15,713.88
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,917.75
<i>Total Expenses</i>	<i>\$65,009.00</i>
<i>Reserves</i>	<i>\$826,446.51</i>
<i>Excess Reserved</i>	<i>(\$60,651.96)</i>
<i># Ending Open Claims</i>	<i>43</i>

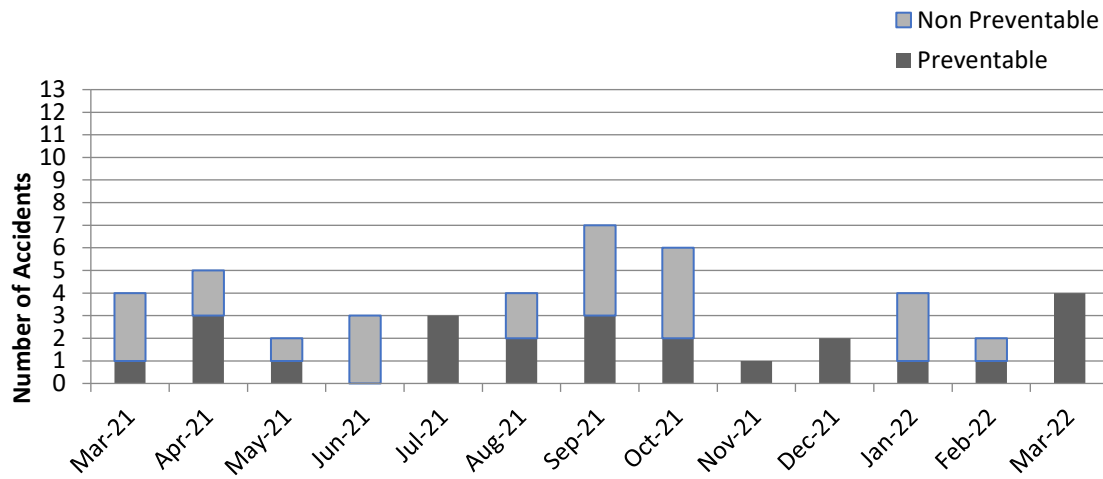
Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	12
Post-Accident/Incident Re-training	7
In-Service Training-Forklift Certification and Familiarization	10
Sedgwick: Occurrence Information Gathering for Supervisors	17
In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training	6
Maintenance Safety Training: back safety, hearing loss myths and facts, ladders and falls	21
In-Service Training: 2021 MCI 45' Over the Road Motor Coach	133
In-Service Training: 2018 Gillig Model 35' Low Floor	3
Sedgwick: Reducing the Risks at Bus Stops	8
Human Trafficking Awareness and Prevention for Transit	2
In-Service Training: Hometown Trolley Training	3
In-Service Training: Zonar EVIR Training	4
Sedgwick: Reducing the Hazards of Making Turns	8
Liebert Cassidy Whitmore: The art of writing the performance evaluation	1
National Transit Institute: Assault Awareness & Prevention for Transit Operators.	4
EEO Recruitment and Selection Process	3
In-Service Training: BYD 30' Zero Emissions Bus	3
In-Service Training: Leaf and Prius RU Training	1
Alvarez Technology Group: Cybersecurity Training 2022-sec-106	9
Alvarez Technology Group: PII Cyber Security	1
PASS Fire Extinguisher and Emergency Triangles Procedures	5
In-Service: PPE KIT to prevent COVID-19	3
Giro Self Service Bid Web System Training	5
VISA Contactless Fare Collection Training	5

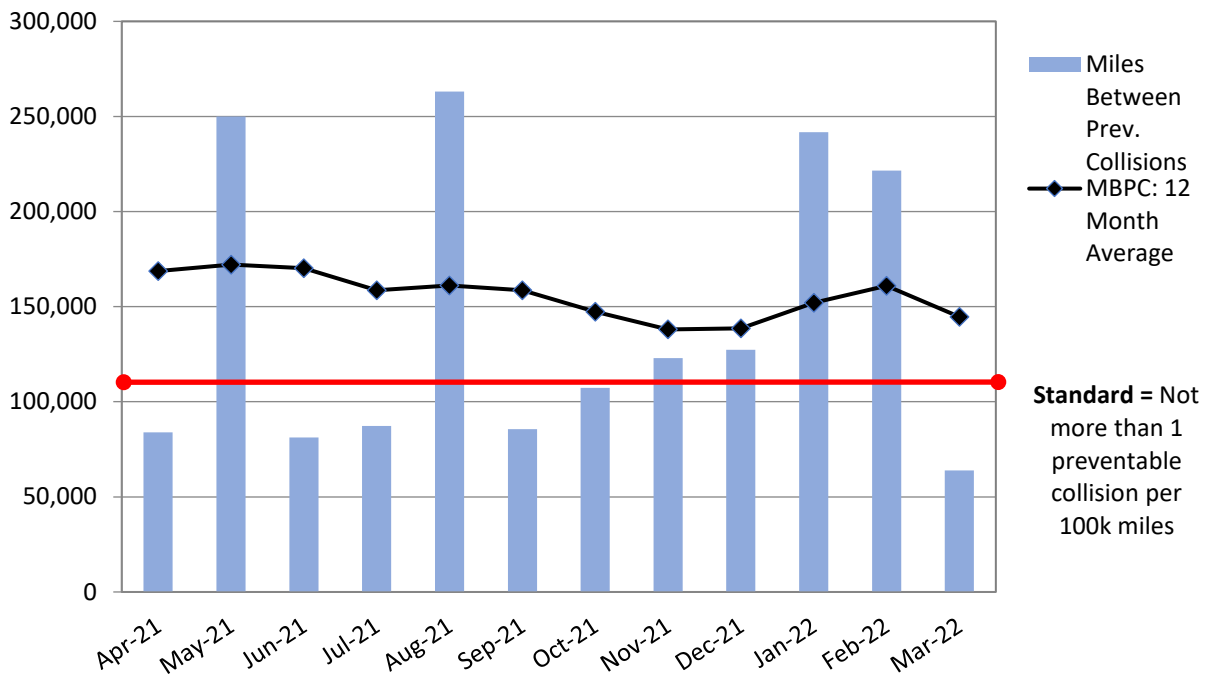
Risk Management

Description	March 2022 Preventable		March 2021 Non-Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	0	1	0
MST Preventable Accidents	4	0	0	3
TOTAL	4	0	1	3

Accident Statistics



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



Customer Service Update

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	March 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%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Civil Rights Violation	0	0		0.0%	1	2.6%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	0		1.7%	0	0.0%
Employee Other	6	4	4/2*	17.2%	2	5.1%
Facilities Vandalism	0			0.0%	0	0.0%
Fare / Transfer Dispute	4	0	2	6.9%	4	10.3%
Full Bus / Left Behind	2	1	2/1*	5.2%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	2	1	1/1*	5.2%	8	20.5%
Improper Employee Conduct	4	3	1/1*	12.1%	8	20.5%
Inaccurate Public Information	1	0		1.7%	0	0.0%
Late Arrival	0	7	6*	12.1%	1	2.6%
Late Departure	0	1	1*	1.7%	1	2.6%
No Show	1	2	1*	5.2%	1	2.6%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	2	1		5.2%	2	5.1%
Passenger Conduct	0	0		0.0%	0	0.0%
Passenger Injury	1	0	1	1.7%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	6	1	5/1*	12.1%	3	7.7%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	0		0.0%	1	2.6%
Service Animal	0	0		0.0%	0	0.0%
Service Other	6	1	2	12.1%	6	15.4%
Service Schedule	0	0		0.0%	1	2.6%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	36	22				
Grand Total MST and *Other Provider		58		100.0%	39	100.0%

Employee Compliment	1
Service Compliment	0

*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

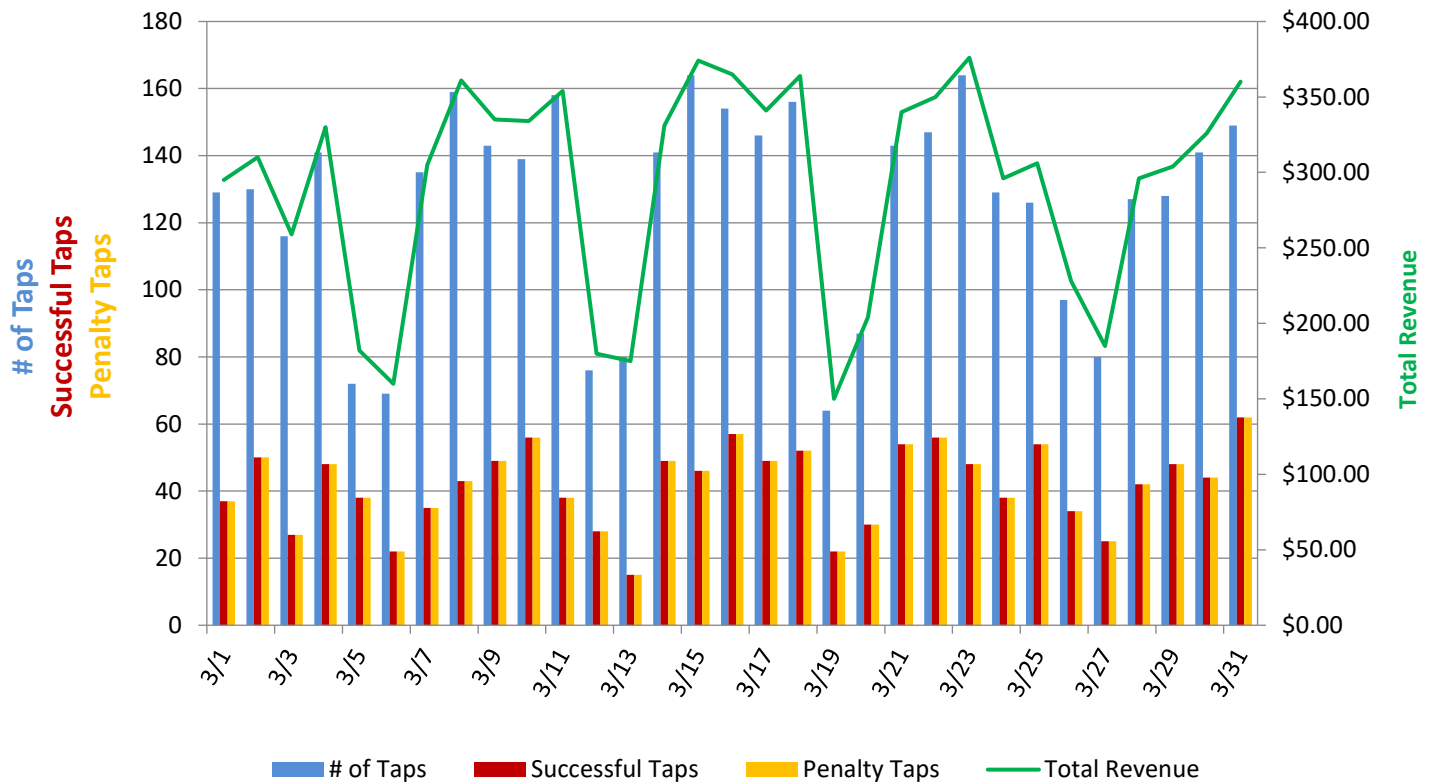
Customer Service Update

Contactless Tap to Pay:

During the month of March, MST received a total of 9,076 taps, an increase of 28.7% from February. There were 3,890 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,296 penalty taps where the customer only tapped on and did not tap off, resulting in a \$3.50 penalty fare being assessed.

Since launching the demonstration project on May 11, 2021, there have been a total of 63,391 taps, of which 26,985 trips were successful. Total revenue collected to the end of March from passengers using contactless payment was \$88,856. 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 March 2022



Finance Update

General Accounting/Accounts Payable

During the month of March, staff processed timely and accurate vendor payments, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Beginning in March staff began processing payroll through NEOGOV, our new Human Resources Information and Payroll System. The new system integrates human resources, benefits, and payroll operations into one system. Staff has also been working on a new accounting system called Microsoft Dynamics 365 Business Central (BC). Along with NEOGOV for Payroll and HR, Microsoft Dynamics 365 BC is part of our ongoing modernization of systems that will result in the retirement of our current Navision platform from over 10 years ago. This new accounting system will go live in April. Additionally, throughout the month, staff gathered the information necessary to prepare the Fiscal Year 2023 & 2024 Budget to present to the MST Board Committee in May and then to the Board of Directors in June for final consideration for approval.

Payroll

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

Grants

During the month of March, staff drafted, followed up on, responded to, and submitted pending applications, requests for reimbursement, and program reporting under the following programs:

- Federal 5307 Traditional
- Federal 5339 Bus and Bus Facilities
- Transportation Infrastructure Finance and Innovation Act
- Federal Covid relief
- Federal Congressionally Directed Spending
- Low Carbon Fuel Standard
- Low Carbon Transit Operations Program
- Transit and Intercity Rail Capital Program (TIRCP)

In addition to attending several webinars for future grant opportunities, staff also participated in webinars regarding TIRCP, Active Transportation Program, and the Caltrans Consolidated 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.

Procurements and Purchasing.

During the month, procurement efforts were focused on finalizing a Request for Proposals for the Salinas Operations and Maintenance Facility including a fixed facility analysis, preliminary architectural and engineering, and environmental documentation.

Also, MST released a Request for Proposals for a Transit Oriented Development Planning Study funded by an FTA grant. Staff also attended meetings for the implementation of the new Microsoft Dynamics 365 Business Central accounting system to replace the existing system. Staff supported contract management efforts for all MST departments.

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 has been formed. The Inaugural Core Committee Team Members are:
 - Michael Kohlman (CIO, Committee Chair)
 - Scott Taylor (I.T. Manager, Associate Chair)
 - Sloan Campi (Planning Manager)
 - Lori Lee (Accountant, Finance)
 - Elena Grigorichina (Operations Analyst)
 - Lisa Cox (Risk and Security Manager, Human Resources)

In line with the goals for the Committee, the Team Members represent a broad and diverse set of expertise and perspectives, all of which play an important role in the functions of our information systems.

With the selection of the Team Members, one-on-one discussions were held with the Committee Chair in March, with the current plan to set a regular schedule in April and the 1st meeting beginning in early May.

- **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 estimations and a Statement of Work were completed with Alvarez Technology in March, with an expectation of executing on the SOW in April for a May completion date.

Administrative Technology:

- **Tangicloud:** Progress continues on the migration to our new accounting system, which is provided by Tangicloud and hosted on the Microsoft Dynamics 365 cloud services. As of the end of March, User Acceptance Testing (UAT) has been completed, all identified adjustments to the system have been made, and all test migrations of data from our current system have been successful. With the conclusion of the preparatory work, the system migration will be conducted in April along the planned schedule:

- April 5th – Final day for general staff operations on the legacy accounting system.
- April 6th through April 8th – Final data review by MST accounting team.
- April 8th (evening) – Backup and transfer of all MST accounting data for upload.
- April 9th through April 10th – transfer of MST data into new system; confirmation.
- April 11th – Go Live on the new accounting system for accounting team.
- April 12th through April 17th – conduct live testing and validation of new system, create priority list of additional actions as needed.
- April 18th through 24th – broaden testing pool to additional staff, provide training on new critical workflows for general staff.
- April 25th – Go Live for all remaining staff.

Operations Technology:

- **New Bus Technology Installations:** The ITS team, working with Operations, completed the installation of the technology stack (TransitMaster Hardware and Software, SEON applications, and Radio Equipment) and successfully commissioned 7 new Gillig vehicles.
- **TransitMaster Update:** An issue was identified in late 2021 that was resulting in data corruption when updating route schedules. ITS, working with the Trapeze Group, identified the issue and were able to successfully load a fix into the system during an after-hours update.
- **TransitMaster Upgrade:** The new TransitMaster system (version 21) has completed User Acceptance Testing (UAT) and is in the final phase before deployment. I.T. is continuing to coordinate with operations and the Trapeze Group on a scheduled date for transition.
- **Leads times on various operations technology items:** *(carried over from the February 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.

- **Contactless Fare System:** I.T. did not see any significant issues with the Contactless Fare System in March. However, lead-times on repairing and replacing units remains extended in nature, with an ETA for additional units now planned for April.

Cybersecurity:

- **Ukraine/Russia Conflict:** CISA (Federal Cybersecurity & Infrastructure Agency) initiated an alert-call on March 22nd with updated information about ongoing activities regarding cyberthreats related to the Ukraine/Russia Conflict. During this call, infrastructure agencies, including transportation agencies, were specifically warned that there was evidence that they would be targets of a cybersecurity attack by Russian or Russian-affiliated groups should the situation escalate and recommendations were given to operate at a higher state of alert for unusual activity. While there remains no documented incidents of active and deliberate attacks on our systems, MST continues to work with our security partners to maintain a good cybersecurity posture.
- **Staff Cybersecurity Training:** In conjunction with the advisories encouraging a heightened state of alert as well as maintaining an overall good cybersecurity posture, additional emphasis has been placed on training and education for MST Staff members who are using our technology systems. This has resulted in an increase in both staff participation in our on-line cybersecurity training portal as well as a significant increase in our awareness test results.
- **March Advisories:** Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 90 cybersecurity advisories in March of 2022 that were considered potentially critical to Public Agencies, a fairly notable increase over the prior month. Most of these advisories were related to system patches and updates, which continue to be addressed by MST as part of our overall maintenance program.

Marketing Update

MST RealTime Usage:

2021	Text	RealTime Phone	CSR Phone	App Sessions	App Users
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
March	3,460	664	N/A	117,212	2,529

**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 March, there were a total of 289 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 6,580 taps, JAZZ A with 5,315 taps, and Line 18 with 5,025 taps.

Published news stories include the following: “Monterey-Salinas Transit offers upgraded transit app experience to all customers” (Monterey County Business Council, 3/4/22), “Monthly bus pass a cheaper option than filling your tank” (KSBW, 3/8/22), “Monterey-Salinas Transit: A monthly bus pass is likely a cheaper option than filling your gas tank” (Monterey County Business Council, 3/11/22), “Business Roundtable Recap - Transportation” (Chamber Connection, 3/15/22), “Business Roundtable Recap - Transportation” (Chamber Connection, 3/29/22).

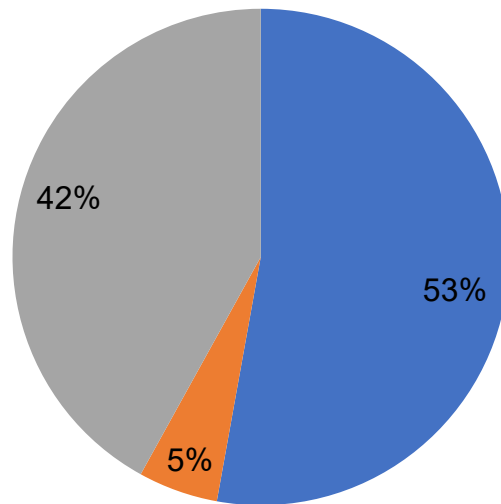
Press releases sent include: “MST Offers Upgraded Transit App Experience to All Customers” (3/2/22).

Projects: Continue to support Human Resources with recruitment efforts; represented MST at a virtual presentation to parents from Alisal High 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 coordinate outreach dates on campus; continue support of marketing and performance management of Contactless Fare Demonstration Project; continue work on development of Brand Vision; continue participation in EOC and subcommittee meetings and activities; manage Driver Appreciation Day activities; and, review SURF! outreach materials.

Collaborative/Meeting/Committees: Attended MST Board Meeting; 2022 Senior Transit Day Planning Meeting; Marketing Outreach and Customer Service Team Meeting; Mobility Outreach Weekly meeting; CAL-ITP/MST meeting; Customer Service Weekly Check-In; Brand Vision Development Meetings; SURF! Public Outreach Coordination Meetings; MST 50th Anniversary Celebration Committee Meeting; COVID EOC Meeting; and, Measure Q Oversight Committee Meeting.

Social Media Performance:

Social Fans



Facebook	1,463
Twitter	144
Instagram	1,162

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 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 March, planning staff monitored coach operator staffing levels and prepared 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 was scheduled for 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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**FY 2021/22 and 2022/23
Project Action Plan Update
March 31, 2022**

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

Status: COA Plan adopted and service changes are being incrementally implemented as staffing levels allow.

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

Status: Universal college pass program set for Board approval on May 9 meeting. City of Monterey/Monterey Bay Aquarium Summer 2022 service set for June 25 – Labor Day weekend.

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

Status: Completed. ZEB Transition Plan adopted by Board and approved by State.

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

Construction completed August 2021 and operations commenced December 2021.

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

Status: Environmental documentation and 50% construction plan complete, CIG application to be submitted August 2022.

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

Status: Extension of demonstration was granted through September 2022. Statewide procurement completed. Due to success of demonstration staff intends to continue use of contactless technology.

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

Status: Staff is seeking grant to fund required review. Staff has issued an RFP for required federal reviews.

8. Develop and implement MST Branding initiative per Marketing Plan. July 2021

Status: Branding initiative completed and approved by Board. Staff is phasing implementation through September 2022 to coincide with MST 50th anniversary.

9. Execute contract for purchased transportation services to include Fixed Route, On Call, and RIDES Paratransit service. May 2022.

Status: Completed.

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

With retirement of Director of Information Technology this item will be delayed until FY 2023.

11. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. June 2023

Status: No action taken to date.

12. Initiate East Alisal Bus Rapid Transit and Salinas Transit Center Relocation Study as funding allows. September 2022

Status: Delayed as latest federal and state funding efforts unsuccessful. Staff is seeking a local public-private funding agreement to proceed with STC Relocation Study.

13. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, bus rapid transit and zero emission bus equipment/infrastructure investments. June 2023

Status: Preliminary discussions with consultants have occurred. No action taken to date.

14. Seek opportunities to identify how MST services and amenities can better support the mobility needs of Monterey County homeless populations. September 2022

Status: MST staff offered surplus buses to local jurisdictions and non profits to be used for homeless support activities with some interest generated from City of Salinas Project Home Key, and City of Monterey staff. Staff continues to

coordinate with Veterans Transition Center on support for homeless veterans attempts to coordinate transit services with Project Home Key installations.

15. Initiate comprehensive campaign to promote increased diversity, inclusion, and employment of underrepresented sectors of the MST workforce. September 2021

Status: MST Civil Rights Officer is working on multiple fronts to seek job applicants from more diverse locations; partnering with project managers of the SURF! Busway and BRT and the Comprehensive Operations Analysis to analyze the impacts of major MST projects on disadvantaged and underrepresented communities; and, participating in the MST Branding effort speak to ensure we recognize issues of diversity, equity and inclusiveness.

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

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

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

Status: Staff is participating in a joint multi-county vanpool service procurement and plans to have a contract in place September 2022.

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Thomas Walters & Associates, Inc.
Washington, DC

April 26, 2022

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY23 Appropriations

Following the release of the FY23 budget proposal by President Biden at the end of March, we followed up with Senator Feinstein, Senator Padilla, and Representative Panetta 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 support coordinated advocacy on these shared issues. The Appropriations Subcommittees are currently holding hearings on the twelve individual appropriations bills and expect to begin drafting the legislation in June.

Project Funding

We worked with you and your staff to submit requests to our local Delegation regarding possible support through House Community Project Funding or Senate Congressionally Directed Spending in the FY 2023 appropriations bills. We reviewed the guidance we were given by Senator Feinstein, Senator Padilla, and Representative Panetta regarding possible funding available through a limited number of programs under the jurisdiction of the Appropriations Committee. Then we helped develop the detailed project requests formatted to the specific requirements of each office in order to request support for MST zero emission bus acquisition, charging infrastructure, and pre-construction work for a renewable energy microgrid. We also provided them information on the SURF! Busway and BRT Project to request their support for MST's application for Capital Investment Grant funding for the project through FTA. We have received positive feedback on the projects, but our Delegation members have stressed that they are not able to submit every request to the Appropriations Committees for consideration and that Committee approval of project requests is not guaranteed.

Lobbying Strategies & Opportunities

We are continuing to consult with you regarding additional opportunities to advocate MST's 2022 federal agenda through virtual or in-person meetings. These areas for possible future action include the Bipartisan Infrastructure Legislation implementation, the FY23 Appropriations process, and recent indications that behind-the-scenes discussions are happening on the Build Back Better Plan.

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To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Update

Additional legislative language has been developed since the March 23rd announcement by Governor Newsom to implement an \$11 Billion Relief Package aimed at easing gas prices impacting California drivers. The Governor's proposal includes \$750 Million for three consecutive months of free transit. If approved, the state would look at pre-pandemic annual fare reports, divide by 12 and then multiple by three to get each agency's allocation to provide free transit for three months. The California State Transportation Agency would run the program, and transit operators could participate voluntarily. Transit operators would need to stand up the program within 60 days from budget approval. The main state budget must be approved by June 15th, and trailer bills like this take effect immediately upon signature. California Transit Association is working with the Governor's office to share industry concerns such as potential induced demand on the MST RIDES program.

SB 922 (Wiener) – This bill would provide expanded CEQA statutory exemptions for certain active transportation and transit projects. MST has submitted official SUPPORT letters for this piece of legislation. It passed out of the Senate Environmental Quality Committee in March and was moved to the Senate Appropriations Committee where it was fast tracked due to no financial impact to the State. At the time of this writing, the legislation was on the Senate floor and expected to move over to the Assembly.

SB 942 (Newman) – Provides flexibility to transit operators to use Low Carbon Transit Operations Program grant funds for reduced or free fare transit programs, continuously. MST has submitted official SUPPORT letters for this piece of legislation. The legislation passed two policy committees and received special designation which has allowed it to go to the floor.

Governor Newsom introduced his proposed \$286.4 Billion budget in January, and there will be several billion dollars in surplus. Staff has met with Senator Laird and Assemblymember Stone to seek a budget funding request for the SURF! Busway and Bus Rapid Transit project. Both delegates are very supportive of the project but did note the popularity of budget requests have resulted in several other agencies in the districts making similar funding requests. Staff was notified in April that Senator Laird will be

including MST's request in the district budget requests. While nothing is guaranteed, if approved, the earmark would be included in the final state budget in June.

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

To: Carl Sedoryk

From: Christine Church, Communication Systems Supervisor

Subject: After Action Report - 2022 ThinkTransit Conference – Ft. Worth, TX.
Sunday March 20, 2022 to Wednesday March 23, 2022.

Goal/Purpose:

This report describes the daily events and workshops attended in the dates listed above. My goal was to take in and learn as much information as possible in preparation for our upcoming TransitMaster upgrade to version 22.0.

Attendees from MST:

Christine Church
Michelle Di Pretoro
Adam Cardenas
Michael Kohlman

Agenda:

Sunday March 20, 2022.

AA flight delayed 14 hours. Arrived in Texas at 1:30am 3/21/2022. Arrived at the Omni Hotel Ft. Worth by 3am.

Due to flight delay, we missed the Welcome Reception on 3/20/2022 at 7pm.

Monday March 21, 2022.

7am-8am: Breakfast

8am-9:45am: Opening keynote speaker-Terry White GM of King County Metro in WA.

9:45am-11am: Looking forward: TM Roadmap

11:15am-12:30pm: Service Adjustments

12:30pm-1:30pm: Lunch

1:45pm-2:45pm: Service Notices

3:30pm-4:30pm: Vehicle Intelligence-Turn by Turn

4:30pm-6:30pm: National Weather Service issues Tornado Warning-Evacuation plan put into place by Omni Hotel.

Tuesday March 22, 2022.

7am-8am: Breakfast

8am-9:45am: Trapeze & Vontas Product Showcase

9:45am-11am: TM Mobile

11am-12:30pm: Lunch

1:45pm-2:45pm: Programmed Announcements

3pm-4pm: Work Management Tips & Tricks

6pm-9pm: Vontas Dinner with Ashley, Skip, Surge & Eric at Bob's Steakhouse.

Wednesday March 23, 2022.

7am-8am: Breakfast

8am-9:45am: Awards of Excellence Closing Keynote

9:45am-10:50am: OPS can do that? Display boards, Training classes & SIT

10:50am-12:30pm: Trinity Metro Bus Operations Tour-Off Site

12:30pm-1:30pm: Lunch

1:45pm-2:45pm: Exploring Report Wizard

3pm-4pm: Rode Trinity Metros Molly the Trolley & Line 15

6pm-10pm: Closing Reception @ River Ranch Stockyards

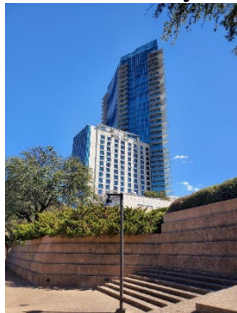
Thursday March 24, 2022.

AA Flight home at 8am

Summary:

First and foremost, I would like to say “Thank you” for allowing me to attend this conference. Although the Communication Center does not have this Trapeze/ TransitMaster upgrade yet, it is in the works and will be coming soon for us. I was able to see more information on the “Turn by Turn” upgrade and understand how it would benefit MST. During the tour of Trinity Metro on March 23rd, I was able to see how they have transferred over to the new upgrade and are fully utilizing version 22.0. There is still a lot to learn but I know what to expect next and have ideas of how to improve a few things.

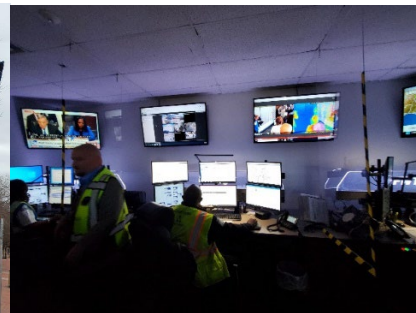
Omni Hotel
Center/Trinity



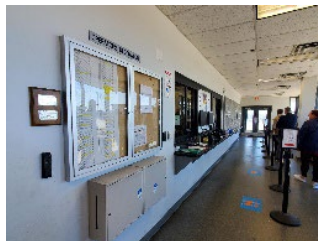
Molly The Trolley



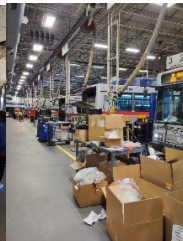
Communication



Trinity Metros facility
Event



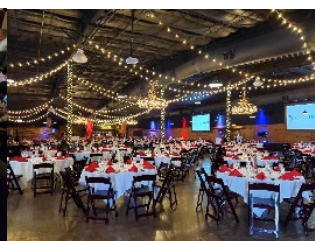
Shop



Vontas Dinner



Closing



To: Carl Sedoryk
From: Michelle Di Pretoro, Maintenance Analyst
Subject: **TRIP REPORT** 2022 ThinkTransit Conference – Ft. Worth, TX

SUMMARY:

I want to thank you for allowing me to go to this conference. I attended the conference Sunday, March 20, 2022 to Wednesday, March 23, 2022. I learned some good features that the Facilities module will be using when we go live with Enterprise Asset Management (EAM). This conference provided useful information that I will use on Ad Hoc reports and Data loading. It was a great learning trip.

Attendees from MST:

Christine Church
Michelle Di Pretoro
Adam Cardenas
Michael Kohlman

GOAL/PURPOSE:

My goal was to learn and bring back new information in support of the Maintenance and Facilities Departments.

Agenda:

Sunday March 20, 2022.

AA flight delayed 14 hours. Arrived in Texas at 1:30am 3/21/2022. Arrived at the Omni Hotel Ft. Worth by 3am.

Due to flight delay, we missed the Welcome Reception on 3/20/2022 at 7pm.

Monday, March 21, 2022.

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Thursday, March 24, 2022.

AA Flight home at 8am

Submitted by: Michelle Di Pretoro

To: Carl Sedoryk
From: Kelly Halcon, Director of Human Resources/Risk Management
Subject: **TRIP REPORT** - CALTIP Board Meeting

SUMMARY:

I attended the CalTIP Board Meeting in Sacramento in April 13-15, 2022 as the Monterey-Salinas Transit District Board Member.

GOAL/PURPOSE:

Receive trip report for the meeting I attended on behalf of MST.

ATTENDEES:

I was the only attendee representing MST.

AGENDA:

On April 13, 2022, I attended the bi-annual CalTIP Board of Director's meeting in Sacramento. The Board meeting was held over two days. During the meeting, the Board acted on approving the annual financial budget, approving board officer elections and appointment of members to Board Committees. The Board was also given an update on all current litigation cases. During breaks, the directors gathered to catch up and discuss what peer agencies are doing.

Additionally, the cost to attend is included in the FY22 budget. However, this trip will be reimbursed through CalTIP.

Submitted by: 
Kelly Halcon

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