



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

Meeting Date: June 13, 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 June 13, 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 June 13, 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, June 10, 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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888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito /
Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Approve Resolution 2022-34 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)
- 3-2. Adopt Resolution 2022-35 Recognizing Hector Suarez, Payroll Specialist, as Employee of the Month for June 2022. (Andrea Williams) (Page 9)
- 3-3. Approve Minutes of the MST Board Meeting on May 9, 2022. (Jeanette Alegar-Rocha) (Page 11)
- 3-4. Receive Draft Minutes MST Board Administrative Performance Committee Meeting on May 9, 2022. (Jeanette Alegar-Rocha) (Page 17)
- 3-5. Financial Reports – April 2022. (Lori Lee) (Page 21)
 - a) Accept Reports of April 2022 Cash Flow
 - b) Approve April 2022 Disbursements
 - c) Accept Report of April 2022 Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of February 2022. (Sonia Wills) (Page 29)
- 3-7. Reject Claim by Claimant Gonzalo Camarillo Morales. (Lisa Cox) (Page 31)

- 3-8. Authorize the General Manager/CEO to Execute a Contract with Vontas for One Year of System Maintenance in an Amount Not to Exceed \$123,451. (Michael Kohlman) (Page 33)
- 3-9. Authorize the General Manager/CEO to Execute a Contract with Giro, Inc. for One Year of System Maintenance for HASTUS Software in an Amount Not to Exceed \$124,458. (Michael Kohlman) (Page 35)
- 3-10. Authorize the General Manager/CEO to Execute a Series of Related Contracts with the Trapeze Software Group for One Year of System Maintenance in an Amount Not to Exceed \$129,240. (Michael Kohlman) (Page 37)
- 3-11. Reject Claim by Lamb & Frischer Law Firm, LLP obo Rhonda Wise. (Lisa Cox) (Page 39)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-2. June 2022 Employee of the Month –Hector Suarez, Payroll Specialist, as Employee of the Month for June 2022. (Andrea Williams)
- 4-3. Board Member Service Recognition – Mary Ann Carbone 5 years (Carl Sedoryk)
- 4-4. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, if Needed. (Carl Sedoryk)
- 4-5. Receive Update on SURF! Project Public Outreach. (Lisa Rheinheimer)

5. PUBLIC HEARINGS

- 5-1. FY 2023 – 2024 Operating and Capital Budget (Lisa Rheinheimer) (Page 41)
 - a) Receive Presentation on Proposed FY 2023 – 2024 Operating and Capital Budget,
 - b) Conduct Public Hearing to Hear Public Comments on the Proposed FY 2023 – 2024 Operating and Capital Budget,
 - c) Adopt Proposed FY 2023 – 2024 Operating and Capital Budget,
 - d) Approve Resolution 2022-36 Authorizing the Filing of Federal Grant Applications, and
 - e) Authorize Staff to Apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2023.

6. ACTION ITEMS

- 6-1. Authorize the General Manager/CEO to Enter into Contract with Kimley-Horn for a Transit-Oriented Development Planning Study in an Amount Not to Exceed \$493,498, with a \$12,752 Project Contingency. (Michelle Overmeyer) (Page 131)
- 6-2. Receive Report from Nominating Committee, Conduct Election of Officers, and Appoint Representatives. (Dan Albert) (Page 133)

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 137)
- 7-2. Federal Legislative Advocacy Report (Page 167)
- 7-3. State Legislative Advocacy Update (Page 169)
- 7-4. Staff Trip Reports – (Pages 171-173)
- 7-5. Correspondence – (Page 175)

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) 2022 APTA Transit Board Members & Board Administrators Seminars, Salt Lake City, UT. Early Bird Registration Deadline is June 17, 2022.
- 8-3. Board Member Referrals for Future Agendas.
- 8-4. Approve Resolution 2022-37 In Appreciation for MST Leadership Dan Albert. (Carl Sedoryk) (Page 177)

9. CLOSED SESSION

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

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

- 9-1. Significant Exposure to Litigation Pursuant to § 54956.9(b): (one case: Francisco Martinez vs. Monterey-Salinas Transit District; Court & Case # not assigned.)
- 9-2. Conference with Legal Counsel Pursuant to § 54956.95: Authorization to Settle Permanent Disability and Future Medical for Isabel Carrasco Claim No: MST-18-0015.

10. ATTACHMENTS

- 10-1. The Detailed Monthly Performance Statistics and Disbursement Journal for April 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: July 11, 2022

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: June 28, 2022

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

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

**RESOLUTION NO. 2022-34
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 Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

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

WHEREAS, the CDC has established a “Community Transmission” metric with three (3) 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 “medium” which is the middle tier in terms of case rate and percent positivity; and,

WHEREAS, due to the seriousness of the current pandemic situation, the CDC and CDPH strongly recommends masking in indoor public places, for everyone, including public transportation, regardless of vaccination status; and,

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

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

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the MST Board of Directors deems it necessary to find that meeting in person for meetings of all MST-related legislative bodies subject to the Ralph M. Brown Act would present 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 13th day of June 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**

**HECTOR SUAREZ
JUNE 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, Hector Suarez began his career with Monterey-Salinas Transit in March of 2014 as a Payroll Specialist. He is responsive to other departments requests, is timely, accurate, and treats all with professionalism, courtesy, and respect. Hector was also employee of the month in February 2016; and

WHEREAS, Hector Suarez played a critical role with the current implementation of the new Human Resources Information and Payroll System (known as NEOGOV). This new system integrates human resources, benefits, and payroll operations into one system. NEOGOV replaced our HR, Benefits, and Payroll legacy systems. The payroll portion of this implementation requires his payroll expertise, many reconciliations and attending countless meetings. He works closely with Human Resources and has a clear vision and dedication for achieving the overall desired results; and

WHEREAS, Hector Suarez has exceeded the expectations of the Finance Department with his dedication and outstanding performance.

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

BE IT FURTHER RESOLVED that Hector Suarez 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 2022-35 this 13th day of June 2022.

Dan Albert
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

May 9, 2022
10:00 am (Pacific)

Present:	Dan Albert (Chair)	City of Monterey
	Anna Velazquez (Vice Chair)	City Soledad
	Jeff Baron	City of Carmel-by-the-Sea
	John Gaglioti	City of Del Rey Oaks
	Lorraine Worthly	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
	Dave Pacheco	City of Seaside
	Anna Velazquez	City Soledad
	Luis Alejo	County of Monterey
Absent:	Mary Ann Carbone	City of Sand City
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	Mobility Coordinator

Claudia Valencia
Beronica Carriedo
Daniel Bruno
Emma Patel
David Bielsker

Mobility Specialist
Community Relations Coordinator
Scheduling Assistant
Associate Planner
Transit Scheduler

Counsel: Michael D. Laredo

Associate 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)

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)

On a motion by Chair Albert, seconded by Director Baron and carried by the following vote, which was conducted by roll call, the Board approved to uphold the current Monterey-Salinas Transit's Mandatory COVID Vaccination Workplace Policy on the Consent Agenda.

AYES:	10	Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Gaglioti, Martinez Pacheco, and Velazquez
NOES:	2	LeBarre, Worthy
ABSENT:	1	Carbone
ABSTAIN:	0	

1-6. Reconsider Hybrid Board Meeting Format and Provide Direction to Staff (Carl Sedoryk)

Director LeBarre made the motion to reconsider the current Hybrid Board Meeting Format by eliminating the proof of vaccination requirement which was seconded by Director Worthy.

On an alternate motion by Director Alejo, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved to uphold the current Monterey-Salinas Transit's Hybrid Board Meeting Format:

AYES:	9	Albert, Alejo, Amelio, Baron, Barrera, Burnett, Carbone, Martinez Pacheco, and Velazquez
NOES:	3	Gaglioti, LeBarre, Worthy
ABSENT:	1	Carbone
ABSTAIN:	0	

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public member, Tate Baugh, stated their support of Line 1 – Jazz A and B daily operation for the entire area of Pacific Grove and asked about the reinstatement of Line 86.

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)
- 3-2. Adopt Resolution 2022-32 recognizing Ed Goodin, Operations Supervisor, as Employee of the Month for May 2022. (Norman Tuitavuki)
- 3-3. Approve Minutes of the MST Board Meeting on April 11, 2022. (Jeanette Alegar-Rocha)
- 3-4. Receive Draft Minutes MST Board Operations Performance Committee Meeting on April 11, 2022. (Jeanette Alegar-Rocha)
- 3-5. Financial Reports – March 2022. (Lori Lee)
 - 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)
- 3-7. Approve Retirement Resolution 2022-33 Recognizing David Hobbs, Coach Operator, for His 22 Years of Service. (Norman Tuitavuki)

3-8. Receive Draft Minutes of the Mobility Advisory Committee Meeting on March 30, 2022. (Claudia Valencia)

3-9. Approve the Ineligible for Rehire Policy. (Deanna Smith)

End of Consent Agenda

On a motion by Director Velazquez, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-9 on the Consent Agenda:

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

Director Martinez left the meeting at 11:15 a.m.

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)

On a motion by Director Barrera, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Board authorized 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.

AYES:	11	Albert, Alejo, Amelio, Baron, Barrera, Burnett, Gaglioti, LeBarre, Pacheco, Velazquez and Worthy
NOES:	0	

ABSENT: 2 Carbone, Martinez
ABSTAIN: 0

- 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 \$2,845,560. (Norman Tuitavuki)

On a motion by Director Amelio, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board authorized 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 \$2,845,560.

AYES: 11 Albert, Alejo, Amelio, Baron, Barrera, Burnett, Gaglioti, LeBarre, Pacheco, Velazquez and Worthy
NOES: 0
ABSENT: 2 Carbone, Martinez
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 – April 2022
7-2. Federal Legislative Advocacy Report
7-3. State Legislative Advocacy Update
7-4. Staff Trip Reports
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

With no further business to discuss, Chair Albert adjourned the meeting at 11:36 a.m. (Pacific).

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

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

Draft Minutes

May 9, 2022
9:00 a.m.

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

Apology is made for any misspelling of a name.

1. CALL TO ORDER

Chair LeBarre called the meeting to order at 9:01 a.m. with roll call taken and a quorum was established.

2. PUBLIC COMMENTS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

3-1. Approve Minutes of the Board Administrative Performance Committee of March 14, 2022.

There were no public comments.

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

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

Director Burnett joined the meeting at 10:04 a.m. (Pacific)

4. ACTION ITEMS

4-1. Review of Administrative Performance.

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

There were no public comments.

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

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

There were no public comments.

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

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

There were no public comments.

4-4. Review Draft FY23 and FY24 Operating and Capital Budget Summary.
(Lisa Rheinheimer)

The Committee received the draft FY 23 and FY24 Operating and Capital Budget Summary.

There were no public comments.

5. **CLOSED SESSION**

None.

6. **ADJOURN**

There being no further business, Chair LeBarre adjourned the meeting at 9:28 a.m.

PREPARED BY:


Jeanette Alegar-Rocha

REVIEWED BY:


Carl G. Sedoryk

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance April 1, 2022	\$39,908,258.34
Revenues	4,066,167.54
Disbursements	<u><6,941,802.19></u>
Ending balance April 30, 2022	<u><u>\$37,032,623.69</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 April 2022, using the Board approved FY 2022 Budget, MST had a \$5,791,236 year-to-date surplus to budget on fixed-route operations and a \$1,389,182 surplus to budget on MST RIDES operations, resulting in an overall year-to-date surplus of \$7,180,418.

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

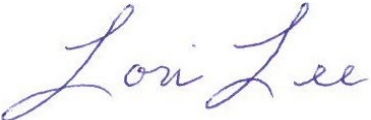
1. Fuel & Lubricants – This 20.0% Fixed Route negative variances for the month of April can be attributed to MST's fuel cost per gallon continuing to increase. While the average cost per gallon for both diesel and gasoline for the fiscal year remains below budget – staff is actively monitoring and using the information to calculate fuel costs for the upcoming fiscal year 2023.

The financial impact of the COVID-19 pandemic began in mid-April 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 April, MST spent \$ 10,651 on COVID-19 supplies. This amount includes \$8,499 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. April 2022 Cash Flow
2. April 2022 Disbursements
3. April 2022 Treasury Transactions
4. April 2022 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance 04/01/2022		39,908,258.34
Revenues		
Passenger Revenue	182,430.25	
DOD Revenue	10,491.25	
TIFIA Loan	73,970.04	
LTF / STA / SGR	2,911,908.40	
Sales Tax	846,103.82	
Grants	-	
Interest Income	661.55	
Non Transit Revenue	40,602.23	
Total Revenues	<u>4,066,167.54</u>	4,066,167.54
Disbursements		
Operations (See Attachment #2)	4,086,809.15	
Capital	<u>2,854,993.04</u>	
Total Disbursements		<u>(6,941,802.19)</u>
Ending balance 04/30/2022		<u><u>37,032,623.69</u></u>

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	154,444.78
Local Agency Investment Fund (LAIF)	17,241,907.13
Money Market - Mechanics Bank MM	14,218,529.77
Money Market - Mechanics Bank	1,516,625.98
Money Market - LCTOP	1,334,871.87
Money Market - State of Good Repair	2,139,462.32
Money Market - FOR A/Other	407,623.37
Bank of America - Escrow	8,988.97
Petty cash fund, STC Coin Machine, and 2 change funds	<u>10,169.50</u>
Total	<u><u>37,032,623.69</u></u>

PAYROLL ACCOUNT

April 08 Payroll & Related Expenses	587,382.69	
April 22 Payroll & Related Expenses	577,775.26	
PERS & 457	434,238.69	
Garnishments	2,868.15	
PERS Health Insurance	<u>386,533.24</u>	
	1,988,798.03	1,988,798.03

GENERAL ACCOUNT

Disbursements on Attached Summary	4,739,047.47	
Paydown Loans	67,466.69	
CDTFA Payments	3,305.00	
Workers Comp. Disbursements	132,812.88	
Interest Expense	6,606.40	
Bank Service Charge	<u>3,765.72</u>	
	4,953,004.16	4,953,004.16
Total Disbursements		<u>6,941,802.19</u>
Less Capital Disbursements & Transfers		(2,854,993.04)
Operating Disbursements		<u><u>4,086,809.15</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR April 01, 2022 - April 30, 2022

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 04/01/2022	62770 - 62917	461,364.43
Accounts Payable 04/15/2022	62918 - 62987	214,636.71
Accounts Payable 04/19/2022	62988 - 62988	100.00
Accounts Payable 04/20/2022	62989 - 62996	36,559.84
Accounts Payable 04/21/2022	62997 - 63003	1,022.71
Accounts Payable 04/22/2022	63004 - 63090	1,427,415.44
Accounts Payable 04/29/2022	63091 - 63174	2,597,948.34
TOTAL		<u>4,739,047.47</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
CALIF TRANSIT INS	Recurring Expense	63010	4/22/22	134,462.19
MV TRANSPORTATION	Recurring Expense	63159	4/29/22	564,779.23
SC FUELS	Recurring Expense	63146	4/29/22	145,794.82
GILLIG	7 40' GILLIG BUSES Board Approval 07/13/20	63030	4/22/22	534,501.18
GILLIG	7 40' GILLIG BUSES Board Approval 07/13/20	63031	4/22/22	534,501.18
GILLIG	7 40' GILLIG BUSES Board Approval 07/13/20	63152	4/29/22	534,501.18
GILLIG	7 40' GILLIG BUSES Board Approval 07/13/20	63153	4/29/22	534,501.18
GILLIG	7 40' GILLIG BUSES Board Approval 07/13/20	63154	4/29/22	534,501.18

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 04/30/22	1,535,248.48
Payroll and benefits for payperiods 3/7/20-5/20/22 paid	2,822,761.29
	<u>4,358,009.77</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	259,793.19
Total MV COVID-19 expenses reimbursed to date	<u>259,793.19</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 APRIL 2022**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/2022					17,241,907.13
Quarterly interest earned 0.32%					17,241,907.13
Local Agency Investment Fund:					
LAIF Treasury Balance at 04/30/2022					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 04/01/2022					17,389,463.66
04/06/22	687	AP/Payroll		600,000.00	16,789,463.66
04/15/22	687	AP/Payroll		500,000.00	16,289,463.66
04/15/22	687	LTF	1,404,564.37		17,694,028.03
04/15/22	687	TIFIA Loan	73,970.04		17,767,998.07
04/20/22	687	AP/Payroll		600,000.00	17,167,998.07
04/22/22	687	AP/Payroll		1,250,000.00	15,917,998.07
04/28/22	687	AP/Payroll		1,700,000.00	14,217,998.07
04/30/22		Interest	531.70		14,218,529.77
MECHANICS MM Balance at 04/30/2022					14,218,529.77

Revenue & Expense - Consolidated

Period: 04/01/22..04/30/22

5/31/2022

AWILLIAMS

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	217,118	172,875	44,243	1,954,005	1,728,750	225,255
Special Transit	39,103	49,583	(10,480)	685,797	495,833	189,964
Cash Revenue	21,298	15,841	5,457	230,085	158,416	71,669
Cash Grants & Reimbursement	3,669,092	3,669,092	0	36,690,920	36,690,617	303
Total Revenue	3,946,610	3,907,391	39,219	39,560,806	39,073,616	487,190
Expenses						
Labor	1,203,510	1,450,836	(247,326)	12,463,316	14,508,377	(2,045,061)
Benefits	751,539	945,299	(193,760)	9,037,368	9,453,003	(415,635)
Advertising & Marketing	2,681	13,667	(10,986)	63,726	136,667	(72,941)
Professional & Technical	56,963	79,092	(22,129)	538,961	790,917	(251,956)
Outside Services	61,118	55,466	5,652	477,479	554,666	(77,187)
Outside Labor	132,836	183,749	(50,913)	1,277,335	1,837,498	(560,163)
1 Fuel & Lubricants	262,037	218,316	43,721	2,022,038	2,183,166	(161,128)
Supplies	52,327	118,849	(66,522)	670,185	1,188,509	(518,324)
Vehicle Maintenance	12,117	83,517	(71,400)	397,756	835,167	(437,411)
Marketing Supplies	89	3,084	(2,995)	16,592	30,834	(14,242)
Utilities	56,591	68,605	(12,014)	582,527	686,051	(103,524)
Insurance	74,174	89,617	(15,443)	768,123	896,167	(128,044)
Taxes	19,981	16,803	3,178	152,620	168,030	(15,410)
Purchased Transportation	358,086	380,950	(22,865)	3,454,285	3,809,500	(355,215)
Miscellaneous Expenses	20,381	33,926	(13,545)	303,698	339,281	(35,583)
Interfund transfers	0	0	0	0	0	0
Pass Thru/Behalf of Others	0	0	0	0	0	0
Interest Expense	8,991	15,300	(6,309)	123,813	153,000	(29,187)
Leases & Rentals	41,449	54,416	(12,967)	461,132	544,166	(83,034)
Total Operating Expenses	3,114,869	3,811,492	(696,623)	32,810,953	38,114,999	(5,304,046)
Operating Surplus (Deficit)	831,741	95,899	735,842	6,749,853	958,617	5,791,236

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	12,977	9,583	3,394	160,344	95,833	64,511
Special Transit	18,712	0	18,712	66,503	0	66,503
Cash Revenue	0	0	0	0	0	0
Cash Grants & Reimbursement	530,528	530,528	0	5,305,280	5,305,283	(3)
Total Revenue	562,217	540,111	22,106	5,532,127	5,401,116	131,011
Expenses						
Labor	12,341	11,375	966	93,451	113,750	(20,299)
Benefits	6,197	6,933	(736)	79,369	69,333	10,036
Advertising & Marketing	0	417	(417)	0	4,167	(4,167)
Professional & Technical	0	417	(417)	0	4,167	(4,167)
Outside Services	0	0	0	0	0	0
Outside Labor	4,194	6,500	(2,306)	71,975	65,000	6,975
Fuel & Lubricants	43,404	45,725	(2,321)	379,453	457,250	(77,797)
Supplies	845	1,709	(864)	5,842	17,084	(11,242)
Vehicle Maintenance	0	0	0	0	0	0
Marketing Supplies	0	0	0	137	0	137
Utilities	86	120	(34)	1,126	1,200	(74)
Insurance	0	0	0	0	0	0
Taxes	0	0	0	0	0	0
Purchased Transportation	360,602	446,309	(85,707)	3,295,737	4,463,084	(1,167,347)
Miscellaneous Expenses	7,140	16,859	(9,719)	178,357	168,584	9,773
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	434,808	536,364	(101,556)	4,105,448	5,363,619	(1,258,172)
Operating Surplus (Deficit)	127,409	3,747	123,662	1,426,679	37,497	1,389,182

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 February 2022.

FISCAL IMPACT:

There are no fiscal impacts to receiving this report.

POLICY IMPLICATIONS:

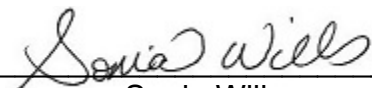
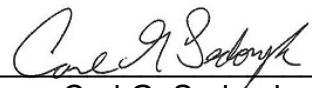
Your Board adopted MST's Disposal of Lost and Found Property Policy.

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.

In the month of February 2022, item(s) with an estimated fair market value of \$100 or more: None

Prepared by:  Sonia Wills
Reviewed by:  Carl G. Sedoryk

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

RECOMMENDATION:

Reject claim by Gonzalo Camarillo Morales.

FISCAL IMPACT:

Undetermined amount claimed.

POLICY IMPLICATIONS:

None.

DISCUSSION:

On May 9, 2022, MST received a claim related to an incident on March 15, 2022. On March 15, a coach operator reported rear-ending a vehicle that rear-ended the claimant, Gonzalo Morales' vehicle.

It has been determined that the most recent claim submitted has failed to comply with the California Tort Claims Act and is insufficient as the amount claimed now, differs from an ER Outpatient invoice and the estimated amount of future loss is unknown. The claimant's failure to provide a specific claim amount has prompted the recommendation to have this claim rejected for insufficiency.

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

ATTACHMENT(S):

None.

PREPARED BY:  APPROVED BY: 
Lisa Cox Carl Sedoryk

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To: Board of Directors

From: Michael Kohlman, Chief Information Officer

Subject: Renewal of Vontas TransitMaster Software Maintenance Agreement

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Vontas for one year of system maintenance for an amount not to exceed \$123,451.

FISCAL IMPACT:

The cost for this contract is \$123,451. This amount is available in the proposed Board FY 2022 Operating and Capital Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$100,000 per MST's Procurement Policy and Procedures of 2016. Additionally, this renewal allows MST to maintain a key system in a current and updated state of operation.

DISCUSSION:

In October 2002, MST implemented the Siemens (now Vontas) TransitMaster system integrating computer aided dispatching, automatic vehicle location, geographic positioning systems with voice and data communications. The system is used to keep track of our fleet of buses and support vehicles and controls critical to communications between the MST communications center and coach operators deployed throughout our service area. Data from the system is used for on-time performance on specific routes and actual ridership at any bus stop we serve. To date, the data has been instrumental in providing information that is used to serve our communities more efficiently, resulting in MST carrying greater numbers of passengers with fewer hours of service, and greater on-time performance. Maintaining this system in a good operational state allows MST to perform these functions in an efficient and productive manner.

Due to the complex and proprietary nature of the system software, MST does not have the ability to retain the services of another vendor for this system.

As such, in accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer or service provider is

the sole provider of the items or services compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. Vontas is the principal owner and sole provider of this licensing and software application. Based on this guidance, I.T. is recommending the renewal of this agreement.

Approval of this item will allow staff to contract with Vontas for maintenance and support of the TransitMaster logistics system for one year in an amount not to exceed \$123,451.

ATTACHMENT(S):

None

Prepared by:


Michael Kohlman

Reviewed by:


Carl G. Sedoryk

To: Board of Directors

From: Michael Kohlman, Chief Information Officer

Subject: Renewal of Giro Inc. HASTUS Software Maintenance Agreement

RECOMMENDATION:

Authorize the General Manager/CEO to execute a contract with Giro Inc. for one year of system maintenance for HASTUS Software in an amount not to exceed \$122,458.

FISCAL IMPACT:

The cost for this contract is \$122,208 plus an escrow fee of \$250. This amount is included in the proposed FY 2023 Operating and Capital Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$100,000 per MST's Procurement Policy and Procedures of 2016. Additionally, this renewal allows MST to maintain a key system in a current and updated state of operation.

DISCUSSION:

In October 2004, MST implemented the HASTUS software system which is Giro Inc.'s scheduling/runcutting software. The system is used to assign MST coach operators to the MST bus schedules. Maintaining this system in a good operational state allows the Planning and Innovation Department as well as Operations to perform these functions in an efficient and productive manner.

Due to the complex and proprietary nature of the system software, MST does not have the ability to retain the services of another vendor for this system.

As such, in accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer or service provider is the sole provider of the items or services compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. Giro is the principal owner and sole provider of this licensing and software application. Based on this guidance, I.T. is recommending

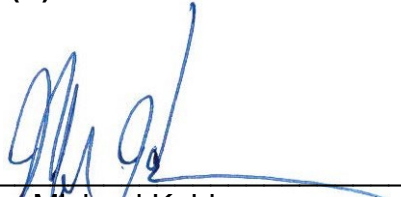
the renewal of this agreement.

Approval of this item will allow staff to contract with Giro Inc. for maintenance and support of the Hastus scheduling system for one year in an amount not to exceed \$122,458.

ATTACHMENT(S):

None

Prepared by:


Michael Kohlman

Reviewed by:


Carl G. Sedoryk

To: Board of Directors

From: Michael Kohlman, Chief Information Officer

Subject: Renewal of Trapeze Software Maintenance Agreements

RECOMMENDATION:

Authorize the General Manager/CEO to execute a series of related contracts with the Trapeze Software Group for one year of system maintenance in an amount not to exceed \$129,240.

FISCAL IMPACT:

The cost for these contracts is \$129,240. This amount is included in the FY 2023 Operating and Capital Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$100,000 per MST's Procurement Policy and Procedures of 2016. Additionally, this renewal allows MST to maintain a key system in a current and updated state of operation.

DISCUSSION:

Between October 2002 and April of 2005, MST implemented the Siemens and Assetworks (now combined into the Trapeze Software Group) transit maintenance system integrating a number of supporting functions into the larger TransitMaster platform. This system is used to keep track of maintenance and ancillary services related to our fleet of buses and support vehicles. To date, the data provided by these applications has been instrumental in providing information that is used to serve our communities more efficiently, resulting in MST carrying greater numbers of passengers with fewer hours of service, and greater on-time performance. Maintaining this system in a good operational state allows MST to perform these functions in an efficient and productive manner.

While the agreements consist of 7 itemized maintenance renewals, they collectively extend support for the system as a whole with a combined total of \$129,240 and therefore it is recommended they be approved collectively as well.

Due to the complex and proprietary nature of the system software, MST does not have the ability to retain the services of another vendor for this system.

As such, in accordance with FTA Circular 4220.1F, Section VI-3.i, procurement by noncompetitive proposals may be used when the manufacturer or service provider is the sole provider of the items or services compatible with existing equipment/systems and when the equipment/systems are not interchangeable with similar parts and equipment from other manufacturers. The Trapeze Software Group is the principal owner and sole provider of this licensing and software application. Based on this guidance, I.T. is recommending the renewal of this agreement.

Approval of this item will allow staff to contract with Trapeze for maintenance and support for one year in an amount not to exceed \$129,240.

ATTACHMENT(S):

None

Prepared by:


Michael Kohlman

Reviewed by:


Carl G. Sedoryk

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

RECOMMENDATION:

Reject claim by Lamb & Frischer Law firm, LLP obo Rhonda Wise.

FISCAL IMPACT:

Undetermined amount claimed.

POLICY IMPLICATIONS:

Invalid claim.

DISCUSSION:

On May 13, 2022, MST received a claim related to an incident on December 17, 2021. On December 17, a coach operator reported a passenger was boarding a bus and mis-judged her step, causing her to fall and scrape her leg and began to bleed. The claimant states the coach operator did not pull up close enough to the curb, did not lower the bus appropriately, and did not provide sufficient lighting to safely board. Upon review of video, the coach operator followed MST policy therefore, this claim is considered invalid. Ms. Wise mis-judged her step and falls as she is boarding the bus. Ms. Wise then walks to a seat, is seated, and then checks her leg and requests EMS.


It has been determined that the most recent claim submitted has failed to comply with the California Tort Claims Act and is insufficient as the amount claimed now is estimated in excess of \$50,000. In addition, the total amount is requested to be within unlimited jurisdiction of Superior Court. The basis of the computation is for "Economic damages including but not limited to past and future medical treatment, past and future wage loss/loss of earnings capacity, and noneconomic damages including but not limited to pain and suffering, emotional distress, anxiety, loss of enjoyment of life, etc." A review of video related to this incident supports this as an invalid claim. In addition, the claimant's failure to provide a specific claim amount has prompted the recommendation to have this claim rejected and denied.

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

PREPARED BY:


Lisa Cox

APPROVED BY:


Carl Sedoryk

To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Proposed FY 2023 and FY 2024 Operating and Capital Budget

RECOMMENDATION:

1. Receive Presentation on Proposed FY 2023 and FY 2024 Operating and Capital Budget,
2. Conduct Public Hearing to Hear Public Comments on the Proposed FY 2023 and FY 2024 Operating and Capital Budget,
3. Adopt Proposed FY 2023 and FY 2024 Operating and Capital Budget,
4. Approve Resolution 2022-36 Authorizing the Filing of Federal Grant Applications, and
5. Authorize staff to apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2023.

FISCAL IMPACT:

MST has prepared a 2-year budget to help plan the future, for both operating and capital needs.

The Proposed FY 2023 and FY 2024 Operating and Capital Budget includes both an operating and capital budget. Each of the operating and capital budgets are comprised of two service centers: Fixed Route Bus and MST RIDES (paratransit).

For comparison purposes, the Proposed FY 2023 Operating budget is \$58.7 million, which is an increase of 12.6% compared to the FY 2022 budget of \$52.2 million.

The proposed FY 2023 capital budget is \$10.3 million and represents a 32.7% decrease over the FY 2022 budget largely due to finalizing construction of the South County Operations and Maintenance Facility. Grant revenues make up 95.5% of the capital budget in FY 2023.

This report is will summarize the Final FY 2023 and FY 2024 Operating and Capital Budget in terms of 1) Revenues, 2) Operating Budget, and 3) Capital Budget as described below:

1. Revenues

Overall, revenues are anticipated at \$53.6 million and an increase of .5% as compared to the FY 2022 Budget. This slight increase is a result of the decline in federal aid for COVID-19 relief in conjunction with other sources of revenue that are expected to increase as compared to the FY 2022 Budget. Below is a summary of some of the revenue highlights:

- A. **Partnership revenues from the City of Monterey:** The budget assumes that these contributions will increase as compared to FY 2022. Contracts with the colleges and university are modest but continue for 3 years providing stability in funding and providing free transit to students. The City of Monterey has committed \$300,000 in funding for daily service between June 25 - September 5. Through a contract between the City of Monterey, the Aquarium has committed to fund its historical 20% towards daily service during this time period.
- B. **Measure Q sales taxes and Local Transportation Funds:** Both of these fund sources are collected based on retail sales taxes. The combined collection of sales taxes will increase by 6%. The LTF and Measure Q revenue sources typically make up 50%-60% of the budget.
- C. **State Transit Assistance funds:** These funds are estimated to increase by 34% as compared to FY 2022. State Transit Assistance funds are generated by a State sales tax on diesel fuel and distributed to transit operators based on population as well as revenues generated by the transit agency. While the population of Monterey County will likely not change significantly, the amount of fare revenue generated by MST will decrease. At the time of budget preparation, the Governors May Revise was released and included increases in State Transit Assistance. However, the specific amount available to MST was not known.
- D. **Federal Transit Administration Funds:** The Federal Aid packages will discontinue in the budget, replaced with an increase in traditional funding from the federal Infrastructure Investment and Jobs Act.

2. Operating Budget

The FY 2023 operating budget contemplates a decrease in the overall MST fare structure and implementation of the final network plan from the Comprehensive Operational Analysis. Although routes and frequency of service are changing, the

overall revenue hours are only decreasing by 4%. The FY 2023 operating budget also assumes an increase in staffing by 10 FTEs. The 2-year FY 2023 and FY 2024 budget is included in Attachment 2.

3. Capital Budget

The FY 2023 and FY 2024 capital budgets are taken from the first two years of the updated 5-Year Capital Improvement Program for FY 2023-2027. The CIP is included as an appendix to the Budget. Of the \$21.4 million capital budget for FY 2023 and FY 2024, 3.8% or \$.8 million is identified as General Fund. Major capital projects include replacement buses with zero-emissions buses, and the final design phase of the SURF! Busway and Bus Rapid Transit project, initiation of a new Salinas Operations and Maintenance Facility.

POLICY IMPLICATIONS:

Each fiscal year, your Board adopts a budget for MST's two service centers: Fixed Route Bus and MST RIDES (paratransit). In addition, your Board adopts a capital budget for vehicle, infrastructure, and technology expenditures which generally exceed \$1,000.

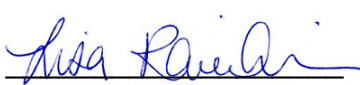
Through MST's enabling legislation and Bylaws, the Board is tasked with adopting an annual budget after a public hearing has been conducted and noticed in a newspaper of general circulation. The public hearing notice was circulated in the Monterey Herald and Californian in English and Spanish on May 28th.

DISCUSSION:

The proposed FY 2023 and FY 2024 Budgets, including each of these sub-budgets, is balanced with the aid of federal emergency funding. As with the previous year, staff will monitor revenues, expenses, legislation, and economic conditions as it relates to MST's financial health and recovery.

ATTACHMENTS:

1. Resolution 2022-36
2. Proposed FY 2023 and FY 2024 Operating and Capital Budget

PREPARED BY:  REVIEWED BY: 
Lisa Rheinheimer Carl G. Sedoryk

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RESOLUTION 2022-36

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE
DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR
FEDERAL TRANSPORTATION ASSISTANCE GRANTS AUTHORIZED BY 49 U.S.C.
CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL
STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION,
FOR FINANCIAL ASSISTANCE.**

WHEREAS, the Federal Transit Administrator is authorized to make grants for mass transportation program of projects and budgets; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs in the program; and

WHEREAS, it is the goal of the applicant that minority business be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit District:

1. That General Manager / CEO, or his or her delegate, is authorized to execute and file an application for federal assistance on behalf of Monterey-Salinas Transit District with the Federal Transit Administration for federal assistance to aid in the financing of planning, capital, and operating projects pursuant to Section 5208(f), 5304, 5307, 5308, 5310, 5311, 5311(f), 5312, 5313, 5316, 5317, 5318, 5320, 5322, 5339, and 5340 authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration, including all discretionary funding programs administered by the federal government.
2. That General Manager / CEO, or his or her delegate, is authorized to execute and file with its applications the annual certification and assurances and other documents the Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.
3. That General Manager / CEO, or his or her delegate, is authorized to furnish such additional information as the Federal Transportation Administration may require in connection with the application for the program of projects and budget.

4. That General Manager / CEO, or his or her delegate, is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budget procurement needs.
5. That General Manager / CEO, or his or her delegate, is hereby authorized to execute the grant agreements on behalf of Monterey-Salinas Transit District with the Federal Transportation Administration for aid in the financing of the planning, capital and operating program of projects and budget.

CERTIFICATION

The undersigned duly qualified Carl Sedoryk, General Manager / CEO, acting on behalf of Monterey-Salinas Transit District, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors.

Dan Albert
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT this 13th day of June, 2022 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST: Directors:

Jeanette Alegar-Rocha
Board Secretary (Deputy)



Monterey-Salinas Transit District

FY 2023 & FY 2024

**PROPOSED
BUDGET**

July 1, 2022 – June 30, 2024

Connecting communities. Creating opportunity. Being kind to our planet.

Acknowledgements

Board of Directors

Dan Albert, Chair, City of Monterey
Anna Velazquez, Vice-Chair, City of Soledad
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 City
David Burnett, City of Marina
Joe Amelio, City of Pacific Grove
Tony Barrera, Chair, City of Salinas
Mary Ann Carbone, City of Sand City
David Pacheco, City of Seaside
Luis Alejo, County of Monterey

MST Staff Contributors

Carl G. Sedoryk, General Manager/CEO
Lisa Rheinheimer, Assistant General Manager
Norman Tuitavuki, Chief Operating Officer
Michelle Overmeyer, Director of Planning & Innovation
Kelly Halcon, Director of Human Resources & Risk
Michael Kohlman, Chief Information Officer
Andrea Williams, Accounting & Budget Manager
Paul Lopez, Facilities Manager
Frank Marcos, Maintenance Manager
Ikuyo Yoneda-Lopez, Marketing & Customer Service Manager
Deanna Smith, Civil Rights Officer
Lisa Cox, Risk and Security Manager
Marzette Henderson, Transportation Manager
Cristy Sugabo, Mobility Services Manager
Matt Deal, Grants Analyst

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1. General Manager/CEO Budget Message

TO: Monterey-Salinas Transit District Board of Directors, Community Members, and Employees

FROM: Carl Sedoryk, General Manager/CEO

I am pleased to present a balanced FY 2022/23 - FY 2023/24 Budget for your review and consideration. During the FY 2021/22 year, MST met the continuing COVID-19 pandemic challenge head on by protecting our employees and passengers from the virus and contributing to overall community recovery. Over the next two (2) years, we will support the Strategic Plan approved by the Board in FY 2021. We will work with the Board, our employees, and the community to accomplish many goals and keep key projects moving forward.

I am confident that the entire MST workforce will continue to provide our community the essential public service they depend upon to get to work, medical appointments, shopping, or wherever they want to go. The last year was extremely challenging and required patience, dedication, commitment, and resilience in the face of unpredictable and ever-changing conditions. Our employees' dedication to serving the public is a major force that keeps MST moving forward and will allow us to get through the pandemic even stronger.

In recognition of efforts to articulate the meaning of MST to our employees and community, this Budget reflects the following branding vision and values:

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

Vision: Connecting communities. Creating opportunity. Being kind to our planet.

Values:

- Safety – Caring for others, in all we do.
- Dependability – Earning your trust, every day.
- Friendliness – Welcoming, helpful, and understanding.
- Achievement – Aspiring to be better.
- Diversity – Valuing our differences.

While preparing the annual 2-year budget, we examine our programs, service and financial operations, along with various economic forecasts and funding estimates from our regional, state and federal partners, to develop an overall financial outlook covering the next two years. The pandemic has impacted Monterey County and the region's economic growth, especially in the hospitality sector. Local economic conditions and retail spending play major roles in the generation of sales tax revenue, which is a critical source of local operating revenue for MST.

While the pandemic was a considerable factor in the health of the economy over the last two years and will continue to influence inflation, the US economic forecasts from the Conference Board now points to the invasion of Ukraine by Russia as a major indicator of uncertainty in the economy along with influences from variants of COVID-19.

As of May 10, 2022, 72.5% of Californians were fully vaccinated and 73% of Monterey County residents who are eligible for the vaccination are considered fully vaccinated. With a Mandatory COVID Vaccination Policy in place, nearly 100% of the MST workforce have been fully vaccinated.

The financial outlook is more certain than during the past two budget cycles in part due to the passage of the federal Infrastructure Investment and Jobs Act (IIJA), certainty with funding and fare revenues generated from traditional MST partnerships with the colleges, university, and funding for the MST Trolley Monterey. While these funding sources are known, they do not represent levels seen before the pandemic and will remain depressed for the next two years. As a result, MST will rely on the unrestricted cash balance to supplement the budget over the next two years.

In order to return closer to pre-COVID levels of revenue and ridership, MST will implement a network redesign of our entire transit system focusing on providing more meaningful transit in those areas where demand for transit is greatest as approved by the Board of Directors in the Comprehensive Operational Analysis.

From a financial and budget perspective, there is still a lot of recovery to come, however MST's conservative fiscal practices have provided adequate unrestricted reserves to maintain our operating and capital programs for the next two years.

2. Budget Summary

As we contemplate the Budget for fiscal years 2022/23 and 2023/24, the following items have been factored into the budget:

Service

- Implementation of the Board-approved Comprehensive Operational Analysis – Final Network Plan will occur in FY 2023 with seasonal service for the Trolley Monterey and the fall back-to-school season.
- Implementation of a new vanpool program to fill coverage gaps, especially in hard to serve areas.

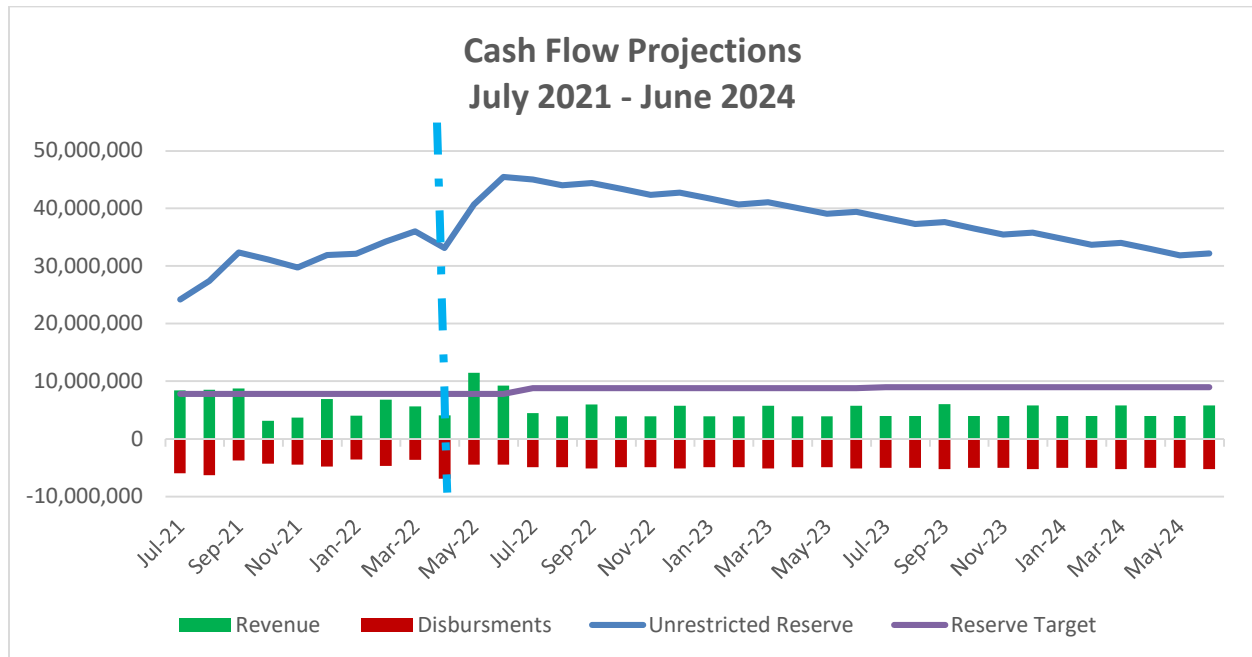


Safety

- Physical barriers help keep passengers and drivers a safe distance from one another to limit the spread of COVID-19.
- Personal Protective Equipment (PPE) will continue to be provided to staff and the public, including hand sanitizer onboard buses.
- Disinfecting buses and office spaces means more work for our maintenance and janitorial teams, but keeps work spaces clean.
- All CDC, FTA, State and County guidelines to limit the spread will be followed.

Financial

- Sales tax revenues will marginally increase but long-range impacts are still unknown.
- Fares will change as a result of the implementation of the Final Network Plan and as directed by the Board. As a result, fare revenue assumptions are estimates only.
- Increased fuel and supplies expenses due to the Ukraine crisis and sanctions imposed on Russia as a result and global shortages in production.
- Federal revenues through traditional sources increased with the new federal transportation bill but use of unrestricted cash reserves are needed in the next two years to balance the budget. A Cash Flow Projection shows that reserves will be needed over the next 2-year budget as shown in the graph below:



<u>Cash Balance at Fiscal Yearend</u>	<u>FY 2022 (\$)</u>	<u>FY 2023 (\$)</u>	<u>FY 2024 (\$)</u>
<u>Projected Unrestricted Cash Balance (June 30)</u>	<u>45,487,800</u>	<u>39,937,475</u>	<u>33,813,691</u>
<u>15% Required Operating Reserve</u>	<u>7,826,151</u>	<u>8,809,083</u>	<u>9,015,426</u>
<u>Projected Unrestricted Cash Balance (June 30) available less Reserve</u>	<u>37,661,649</u>	<u>31,128,392</u>	<u>24,798,265</u>

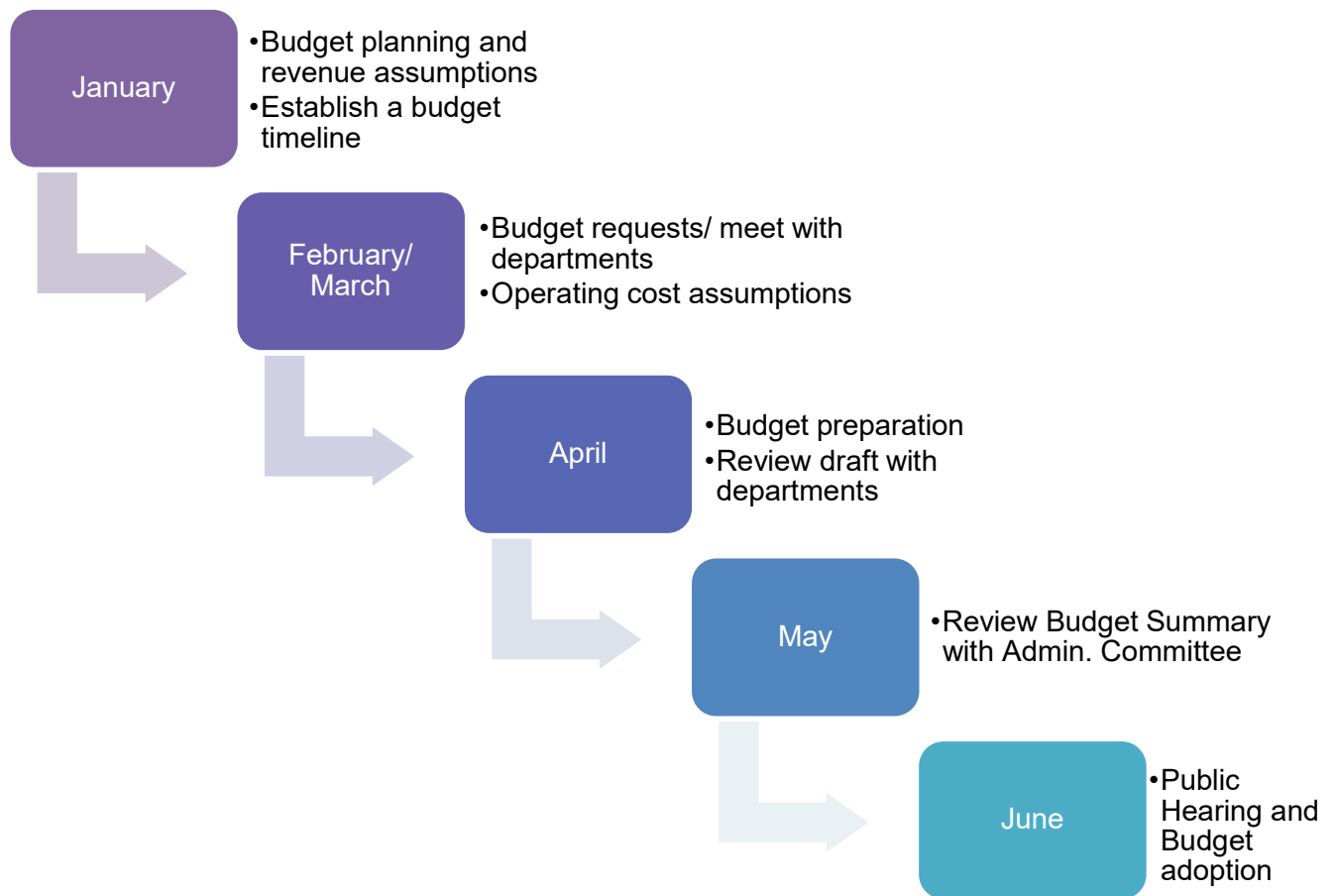
Employees

- Public transportation as an essential service means that employees continued to work in person.
- Virtual and In-person meetings will continue with health and safety protocols in place.
- Board meetings transitioned to a hybrid in-person and virtual meeting format.
- No furloughs or reductions in force are anticipated as we move into the next two fiscal years.



3. Budget Preparation and Adoption Process

MST follows the general process below when preparing and adopting the 2-year budget on an annual basis.



4. Monterey-Salinas Transit District Mission

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

Our Vision:

Connecting communities. Creating opportunity. Being kind to our planet.

Our Values:

1. Safety – Caring for others, in all we do.
2. Dependability – Earning your trust, every day.
3. Friendliness – Welcoming, helpful, and understanding.
4. Achievement – Aspiring to be better.
5. Diversity – Valuing our differences.

Strategic Goals

The Board responded to a survey to rank the importance of the seven strategic priorities or goals. The goal to *develop and maintain adequate and stable long-term revenues* was rated as the most important, with 83% of Board Members rating it as “critically important.” The second most important goal, with 58% of Board Members giving the “critically important” rating, was *provide quality transit and mobility management service*. All of the other goals can be considered of secondary importance.

The following are the strategic priorities and goal statements that MST will pursue over the next four years to coincide with two budget cycles of 2 years each. For each goal, the Board while working together with the Executive Leadership Team, has formulated initial objectives and desired outcomes. Easy to track performance goals and Indicators of success were defined to track relative progress towards the objectives and outcomes. Discrete tactics to be utilized taken towards the accomplishment of the strategic goals will be defined in each annual budget action plan during the life of the strategic plan. Measurement of progress towards strategic goals will be included in monthly performance dashboards, quarterly action plan updates, and through other reporting systems as directed by the Board.

5. FY 2022 - 2025 Goals, Objectives, and Action Plan

Goal #1: Develop and Maintain Adequate and Stable Long-Term Revenues.

Objectives/Outcomes:

Retain and grow public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as a means to generate the

revenue required to construct needed capital facilities, purchase vehicles, sustain current and future transit services, and maximize the value of MST services to the community.

Through education and advocacy, encourage policymakers and the general public to enact legislation at local, state, and federal levels to provide sustained funding sources that will support the future growth of Monterey County's public transportation system.

Performance Goals and Indicators of Success:

- Seek and execute competitive grants, public/private partnership funding agreements, and public/private financing to leverage funding received by formulas.
- Maintain adequate funding and cash reserves to support 2-year operating plans and 5-year constrained capital plan and comply with board policy.
- Identify potential funding sources for any emerging unfunded operating expenses or capital projects.
- Ensure annual financial and operating efficiency performance results fall within board approved budget and financial performance dashboard acceptable ranges.

Tactics:

- ✓ Adopt and execute annual state and federal legislative programs.
- ✓ Utilize debt financing from bonds, private financing, and other sources as appropriate.
- ✓ Identify additional partnerships to fund transit services outside of traditional tax sources.
- ✓ Maintain adequate cash reserves to support a state of good repair for assets.
- ✓ Identify grant opportunities to leverage local funds for transit projects.
- ✓ Research a permanent extension of Measure Q and/or opportunities for local funding to support fixed-route services and required infrastructure.
- ✓ Develop 2-year operating budget and 5-year Capital Improvement Program process.

Goal #2: Provide Quality Transit and Mobility Service for the Communities We Serve.

Objectives/Outcomes:

Develop and implement services, infrastructure, and technologies to meet and exceed the expectations of customers and maximize the value of MST in the community. Expand public/private, military, and educational partnerships. Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, attract new customers, retain existing customers, and motivate employees.

Performance Goals and Indicators of Success:

- Annual passenger boarding grows rate grows in a direct relationship with regional employment and population trends.
- Recover 100% of annual pre pandemic passenger boarding by FY 2025.
- Receive an overall satisfaction with MST services rating of 80% from customers and stakeholders in biennial surveys.
- Ensure annual operating performance indicators fall within board approved budget and performance dashboard ranges in the areas of safety, operational effectiveness, on-time performance, customer satisfaction, employee satisfaction, and stakeholder satisfaction.
- Each year increase annual transit utilization by students and educational institutions.

Tactics:

- ✓ Continuation of programs that reward safe behavior.
- ✓ Fine-tune existing service to improve convenience and on-time performance.
- ✓ Monitor operating, maintenance, and financial performance statistics monthly and implement programs to support continuous improvement.
- ✓ Continue to monitor autonomous vehicle technology and implement as appropriate.
- ✓ Develop and improve workforce development programs.
- ✓ Continue planning activities for SURF! Busway and BRT transit improvements.
- ✓ Maintain MST Trolley contract with City of Monterey.

- ✓ Upgrade and enhance technologies to improve customer experience.
- ✓ Continue planning a comprehensive regional BRT system and apply for funding, as appropriate.
- ✓ Maintain and develop partnerships with alternative mobility providers, including taxis, vanpool, and transportation network company (TNC) to improve mobility options.
- ✓ Implement service plan utilizing South County operations and maintenance facility.
- ✓ Formulate and implement a 5-year Capital Improvement Program (CIP).
- ✓ Complete Comprehensive Operational Analysis (COA) and implement recommended transit network improvements.

Goal #3: Improve Board Protocols and Recommend Best Practices to Achieve Effective and Efficient Board Operations and Board Meeting Management.

Objectives/Outcomes:

Maintain and grow governance board to be fully involved, fully integrated, well informed, and well-functioning in their policy decision making process.

Performance Goals and Indicators of Success:

- Receive an annual overall satisfaction rating with board performance, staff support and board training and development opportunities from 85% of MST Board of Directors.
- Conduct at least one Strategic Planning workshop each year to review strategic plan progress and to review/reaffirm board adopted goals.
- Provide semi-annual updates and opportunities for review of Board policies.
- Conduct Transit 101 training on a variety of topics for Board members and provide opportunities for board members to participate in transit workshops and conferences.

Tactics:

- ✓ Continue to offer board member development opportunities.

- ✓ Monitor board reporting practices to make better use of limited time available for board meetings.
- ✓ Survey board members to determine overall satisfaction rating with board performance, staff support and board training and development opportunities.
- ✓ Continue regular CEO/Board member one-on-one sessions.
- ✓ Conduct continuous review of board adopted policies and update as needed.

Goal #4: Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation.

Objectives/Outcomes:

Implement economically sound and environmentally friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment including reducing negative impacts of transportation-related to greenhouse gas emissions and global climate change.

Performance Goals and Indicators of Success:

- Meet or exceed annual Zero Emission Bus procurement requirements of the Innovative Clean Transit Rule.
- Increase annual capital budget funding for technologies and programs that reduce consumption and related costs of water, electric and natural gas and provide annual report results of investments made to date.
- Reduce by 50% consumption of pre-pandemic levels fossil and non-renewable fuels by FY 2025.
- Provide funding in capital plan for solar energy and energy storage technologies and procure appropriate technologies as funding allows.
- Seek appropriate recognition for achieving reducing greenhouse gas emissions, implementing zero-emissions goals, and other related resource conservation activities and achievements.

Tactics:

- ✓ Participate in national, state, and regional transit conferences, meetings, and zero-emission forums, user groups, etc., that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements.

- ✓ Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies.
- ✓ Complete CARB mandated Zero Emission Bus (ZEB) Roll Out Plan and develop capital financing plan to implement adopted goals.
- ✓ Identify opportunities for energy, water, gas, and other resource conservation programs.
- ✓ Implement ZEB vehicle, equipment, infrastructure, energy storage, and other technologies identified in ZEB Roll Out Plan.
- ✓ Monitor emerging technologies and determine cost-effective sustainable technologies and implement as appropriate.

Goal #5: Educate the Public on MST Services Through Promotion, Communication and Advocacy.

Objectives/Outcomes:

Attract new and retain existing riders and improve support for MST by utilizing effective marketing, promotion of brand identity, and communication techniques and by applying greater focus in meeting whole community and stakeholder needs.

Performance Goals and Indicators of Success:

- Achieve increased awareness of MST transportation and mobility services and the value they provide by community members in biennial surveys.
- Annually Increase patronage and usage of the MST RealTime suite and traveler information tools.
- Implement information campaigns that results in positive news media coverage of MST.
- Sustain and grow favorable community engagement through social media.

Tactics:

- ✓ Implement and develop coordinated, multi-media, bilingual media communications and advertising programs and including an emphasis on providing relevant messaging to youth markets.
- ✓ Improve MST online and social media presence and utilize new and emerging technologies to communicate with new markets.

- ✓ Encourage transit-friendly land-use planning through further dissemination of the Designing for Transit manual.
- ✓ Implement targeted marketing education and promotional efforts designed towards major employers, students, visitors, senior groups, hospitality industry, and non-traditional customers.
- ✓ Develop an MST brand to market MST services and recruit future employees.
- ✓ Incorporate MST brand into all communication/marketing materials and fleet.

Goal #6: Promote Organizational Values to Maintain High-Quality Relationships with MST Employees, Contractors, Vendors, Board Members, and Community Stakeholders.

Objectives/Outcomes:

Promote individual and organizational safety, efficiency, and effectiveness and enhance the satisfaction of our customers, employees, partners, board members, and other key stakeholders.

Performance Goals and Indicators of Success:

- Receive 80% of employees, customers, and stakeholders surveyed indicate overall satisfaction with MST services, practices and programs.
- Conduct at least two meeting each year between MST executive leadership team and the elected leadership of the Amalgamated Transit Union, Local 1225 and Monterey-Salinas Transit Employee Association.
- Maintain an accident frequency/severity experience that is within lowest 10% of shared indemnity pool members.
- Provide monthly, or more frequent, updates from MST leadership to the workforce and community-at-large utilizing a variety of communication media.

Tactics:

- ✓ Recognize and celebrate individual and group achievements in support of MST's mission, vision, values, goals, and objectives.
- ✓ Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees, and stakeholders.
- ✓ Improve communication with all employees and the Amalgamated Transit Union (ATU) leadership.

- ✓ Ensure employment contracts with ATU and Monterey-Salinas Transit Employee Association (MSTEA) agreements, work rules, and training are in place to promote a diverse, inclusive and equitable workplace, free from unlawful harassment supporting individual dignity and mutual cooperation in support of MST mission, values and goals.
- ✓ Develop and implement targeted marketing and promotional efforts designed towards major employers, students, senior groups, hospitality industry, tourists, and non-traditional riders will also assist in growing ridership.
- ✓ Develop and implement workforce recruitment, training, development, and succession plans to ensure a proper staff structure is in place that supports the mission, vision, and values to meet strategic goals and objectives.
- ✓ Develop innovative methods of communication to MST stakeholders.
- ✓ Promote employee incentives for recruitment.
- ✓ Develop a Spanish language social media presence.

Goal #7: Enhance Industry Leadership for Like-Sized Agencies within California and the United States.

Objectives/Outcomes:

Develop and implement programs and practices that distinguish MST as a leader within the public transit industry.

Indicators:

- MST staff shall participate in a leadership role in local, state and national industry trade associations.
- Seek and receive recognition and acknowledgement for programs and practices that show innovation and best practices.

Tactics:

- ✓ Seek appointment to leadership positions within appropriate national, state, and local trade, business and community associations, and committees.
- ✓ Develop and implement innovative programs that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees, and reflect well on MST and the public transit industry in general.

- ✓ Implement targeted marketing, educational and promotional efforts designed towards major employers, students, visitors, senior groups, hospitality industry, and non-traditional customers.

6. FY 2023 and FY 2024 Draft Budget



A. Budget Summary

General Overview

Keeping in mind the vision, values, mission, strategic plan, objectives, and the extraordinary circumstances and recovery efforts of the COVID-19 global pandemic for FY 2023 and FY 2024, management has approached this budget cycle with the intention of providing your Board with a quality-driven, programmatic budget and at the same time recognizing the global financial uncertainties. The key business drivers listed below helped to inform this 2-year operating and capital Budget.

Key Business Drivers:

- Respond to and recover from a global pandemic to deliver safe public transportation services.
- Operate safely, efficiently and effectively.
- Maintain and/or increase customer satisfaction.
- Strengthen employee development and satisfaction.
- Enhance support by MST members and other stakeholders.

B. 2-Year Action Plan

Connecting communities.

1. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022
2. Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Technology Strategic Action Plan. December 2022
3. Complete implementation of Board approved service changes (Final Network Plan) to fixed route and Measure Q funded services along with supporting staffing plan and supporting fare policy. December 2022

4. Implement MST sponsored Vanpool Program to supplement existing fixed-route and mobility services. December 2022
5. Continue final design and submit application for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project (BRT). June 2024
6. Continue transit activities within board adopted operational and financial performance standards. Ongoing
7. Maintain ongoing community partnerships and seek new opportunities as appropriate. Ongoing
8. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements. Ongoing
9. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation. Ongoing
10. Continue marketing and community outreach programs to promote and educate the communities we serve regarding the benefits of MST mobility services. Ongoing

Creating opportunity.

1. Initiate comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST's workforce. December 2022
2. Complete demonstration of contactless fare payment and mobile ticketing solution and determine feasibility of continuing technology on MST fixed route, MST RIDES and MST subsidized taxi services. July 2022
3. Begin fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility and review of MST excess properties. June 2023
4. Continue partner-funded programs for students and educational organizations. October 2022
5. Complete Collective Bargaining Agreement with the Amalgamated Transit Union. December 2022

6. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023
7. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023
8. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers Ongoing
9. Actively participate in state and national trade associations to support issues of local concern. Ongoing
10. Continue employee training and development opportunities through partnerships with local colleges, universities, trade associations, and vendors. Ongoing
11. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices. Ongoing
12. Adopt and execute federal and state legislative programs. Ongoing
13. Continue board development/educational activities and policy reviews. Ongoing
14. Continue to seek funding from grant sources and extra governmental partnerships to maintain and expand mobility services. Ongoing
15. Continue to adopt policies and adapt practices to existing Emergency Operations plan to address impacts of COVID-19 to the operations and workforce and ensure safety and cyber security of MST data and telecommunications systems, networks, and programs Ongoing

Being kind to our planet.

1. Continue implementation of Zero Emission Bus (ZEB) Roll Out Plan: Focus on ZEB vehicles, equipment, infrastructure, and develop long term funding plan to include public-private partnerships. Ongoing
2. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, BRT and ZEB infrastructure investments. June 2023

3. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. Ongoing
4. Continue efforts to ensure passenger and employee safety and security. Ongoing
5. Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure. Ongoing

C. General Budget Structure

The MST budget is divided into two service centers:

1. Fixed Route BUS: provides for operation of buses on fixed routes, MST lines which operate on a specified route at fixed times, and the MST On Call general public dial-a-ride services.
2. MST RIDES: provides for paratransit operation of small buses, vans, and taxis, and complies with the Americans with Disabilities Act.

Each service center budget is balanced; that is, expenditures do not exceed revenues including the use of unrestricted cash reserves. However, there are still a number of unknowns about the future due to the recovery from COVID-19, the war in Ukraine, fuel prices and supply chain issues and as such, there are a wide range of outcomes over the next 2 years.

Each service center has an operating budget and a capital budget. The operating budget covers day-to-day expenses associated with operating transit services. It is funded primarily with passenger fares, federal grants, state transit assistance, local transportation funds (generated by 1/4% of the state sales tax), partnerships with third party agreements/contracts/MOUs (colleges, Monterey Trolley, etc.) and advertising revenue.

Measure Q funding primarily supports the paratransit budgets with a small amount of support for the fixed-route service center to support MST's services for seniors, veterans, and persons with disabilities using regular buses. New funding for this budget includes approximately \$864,000 in reimbursement for non-emergency medical appointments for Central California Alliance for Health patients operated through the ADA RIDES program.

The capital budget is derived from the first two (2) years of the 5-Year Capital Improvement Program (CIP). The capital budget provides for purchases of accountable, non-consumable property. This primarily includes vehicle purchases, facilities improvements, equipment, and large public works-type projects. MST continuously

applies for federal and state sources to support the majority of capital funding needs. MST adopted and the California Air Resources Board approved a Zero Emissions Rollout Plan for MST to transition to zero-emissions buses over the next 20 years. The capital budget now includes a clean transit line item to save up for this unfunded mandate and to provide a local match for successful grant awards.

D. FY 2023-FY2024 Budget Characteristics

Revenue Assumptions

The FY2023-FY2024 budget assumes minimal increases in revenues which are based on retail sales and fuel taxes while at the same time eliminating federal financial assistance through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021 enacted December 27, 2020, and the American Rescue Plan (ARP) enacted March 11, 2021. Regular federal assistance jumps in FY 2023 as a result of the infrastructure bill but increases only slightly each remaining year of the bill.

Revenues derived from the Transportation Development Act – Local Transportation Fund and State Transit Assistance will grow compared to FY2022 funding levels. Additional State aid in the Governor’s May Revise will further help support the budget.

The budget contemplates a change in the MST fare structure in support of the Final Network Plan and adjusting fares to better mirror our transit peers along the Central Coast. MST is planning for additional free fare promotional days funded by State LCTOP apportionments and may consider free fares as part of the Governor’s budget.

The budget also assumes an uptick in revenue from public/private and public/public partnerships as compared to FY2022. During FY2022, minimal service was requested from the Presidio of Monterey for the military members living in the former Fort Ord. Local colleges and the CSU University will continue in-person classes but the contribution from CSUMB has declined since their decision to run an on-campus shuttle through contracted transportation services. MST and the three higher education institutions ended into agreement for the next 3-years helping to stabilize this partnership. For these reasons, the budget assumes that partnership revenues will continue to come in lower than pre-COVID levels but higher than FY2022.

Revenues to support the capital budget are from capital grants, apportionments, and MST’s capital reserve. MST will aggressively seek federal and state grants to further support the capital budget so that a minimal amount of capital reserve is needed.

Some unrestricted cash balance from previous years will roll over into the FY2023 capital budget for matching funds to implement the Zero Emissions Bus Rollout Plan, as required by the Innovative Clean Transit Rule.

Expenditure Assumptions

The FY 2023-2024 budget assumes a steady state in terms of expenditures which are based on implementing any service changes resulting from:

- Implementation of the changes from the Comprehensive Operational Analysis – Final Network Plan.
- Special projects identified in the capital improvement program including the SURF! Busway and Bus Rapid Transit Project.
- Preliminary planning efforts in support of the Salinas Operations and Maintenance Facility.
- Debt repayment for the low-interest federal loan provided to MST under the Build America Bureau Rural Project Initiative as part of the TIFIA program for the South County Operations and Maintenance Facility project. MST will continue to make interest-only payments in the months of July and January until principal payments are due in 2026.
- Implementation of a new commuter vanpool program.
- Increases in commodity prices including fuel due to the war in Ukraine and will have ripple effects on the supply chain.

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FY 2023-2024 Budget

DETAILED BUDGET

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Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024						BUDGET FY2022 BUDGET FY2023 VARIANCE OVER/ (UNDER)	% CHANGE FY2022 BUDGET TO FY2023 BUDGET OVER/(UNDER)					BUDGET FY2023 BUDGET FY2024 VARIANCE OVER/ (UNDER)	% CHANGE FY2023 BUDGET TO FY2024 BUDGET OVER/(UNDER)
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED			FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED		
VEHICLE REVENUE HOURS (PROJECTED)	298,319	193,305	76,500	16,780	286,585	(11,734)	-4%	193,305	76,500	16,780	286,585	-	0%
REVENUE													
CASH REVENUE													
PASSENGER FARES	2,189,500	2,364,654	180,000	-	2,544,654	355,154	16%	2,450,000	185,000	-	2,635,000	90,346	4%
TROLLEY	90,000	276,000	-	-	276,000	186,000	207%	276,000	-	-	276,000	-	0%
OTHER LOCAL, SC,	-	-	-	-	-	-		-	-	-	-	-	
REVENUE - DOD	87,000	50,000	-	-	50,000	(37,000)	-43%	50,000	-	-	50,000	-	0%
SPECIAL FARES - OTHER	418,000	200,000	-	-	200,000	(218,000)	-52%	200,000	-	-	200,000	-	0%
ADVERTISING	150,000	250,000	-	-	250,000	100,000	67%	300,000	-	-	300,000	50,000	20%
OTHER AUXILIARY REVENUE	1,000	1,000	-	-	1,000	-	0%	1,000	-	-	1,000	-	0%
INVESTMENT INCOME	36,000	36,000	-	-	36,000	-	0%	36,000	-	-	36,000	-	0%
TAXI LEASE REVENUE	-	-	-	-	-	-		-	-	-	-	-	
OTHER NON-TRANSPORTATION	3,100	3,100	-	-	3,100	-	0%	3,100	-	-	3,100	-	0%
TOTAL REVENUE	2,974,600	3,180,754	180,000	-	3,360,754	386,154	13%	3,316,100	185,000	-	3,501,100	140,346	4%
LTF OPERATING FUNDS	18,342,184	19,297,686	-	-	19,297,686	955,502	5%	19,683,600	-	-	19,683,600	385,914	2%
LTF/RSTP SWAP FUNDS	-	-	-	-	-	-		-	-	-	-	-	
APCD FUNDS	-	-	-	-	-	-		-	-	-	-	-	
CAP AND TRADE	255,000	210,000	-	-	210,000	(45,000)	-18%	210,000	-	-	210,000	-	0%
OTHER LOCAL FUNDS	-	1,000,000	-	-	1,000,000	1,000,000		1,000,000	-	-	1,000,000	-	0%
SALES TAX	10,431,400	-	5,827,365	5,424,635	11,252,000	820,600	8%	-	6,166,021	5,311,019	11,477,040	225,040	2%
STATE OPERATING FUNDS	3,992,555	5,336,956	-	-	5,336,956	1,344,401	34%	5,450,000	-	-	5,450,000	113,044	2%
FEDERAL 5307 FORMULA FUNDS	-	10,900,000	-	-	10,900,000	10,900,000		11,227,000	-	-	11,227,000	327,000	3%
FEDERAL 5307 CARES/CRRSAA/ARPA ACT	15,500,000	-	-	-	-	(15,500,000)	-100%	-	-	-	-	-	
FEDERAL 5311 RURAL FUNDS	823,700	684,885	-	-	684,885	(138,815)	-17%	684,885	-	-	684,885	-	0%
FEDERAL 5311 CARES ACT	735,400	-	-	-	-	(735,400)	-100%	-	-	-	-	-	
FEDERAL 5311F INTERCITY FUNDS	-	-	-	-	-	-		-	-	-	-	-	
FEDERAL 5311F CARES ACT	315,200	325,962	-	-	325,962	10,762	3%	325,962	-	-	325,962	-	0%
FEDERAL 5316 JARC FUNDS	-	-	-	-	-	-		-	-	-	-	-	
FEDERAL 5303 FUNDS	-	-	-	-	-	-		-	-	-	-	-	
FEDERAL 5313B FUNDS	-	-	-	-	-	-		-	-	-	-	-	
FEDERAL 5317 FUNDS - NF	-	-	-	-	-	-		-	-	-	-	-	
OTHER FEDERAL FUNDS	-	405,000	864,000	-	1,269,000	1,269,000		-	864,000	-	864,000	(405,000)	-32%
												-	
CASH GRANTS & REIMBURSEMENT	50,395,439	38,160,489	6,691,365	5,424,635	50,276,489	(118,950)	0%	38,581,447	7,030,021	5,311,019	50,922,487	645,998	1%
TOTAL REVENUE	53,370,039	41,341,243	6,871,365	5,424,635	53,637,243	267,204	1%	41,897,547	7,215,021	5,311,019	54,423,587	786,344	1%

Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024						BUDGET FY2022 BUDGET FY2023	% CHANGE FY2022 BUDGET TO FY2023 BUDGET					BUDGET FY2023 BUDGET FY2024	% CHANGE FY2023 BUDGET TO FY2024 BUDGET
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)		FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)	
EXPENSES													
LABOR													
COACH OPERATORS WAGES	7,173,900	7,263,700	-	-	7,263,700	89,800	1%	7,457,475	-	-	7,457,475	193,775	3%
COACH OPERATOR OVERTIME	1,510,554	1,740,000	-	-	1,740,000	229,446	15%	1,740,000	-	-	1,740,000	-	0%
OTHER WAGES	8,637,100	8,933,700	141,000	329,000	9,403,700	766,600	9%	9,194,650	145,000	339,000	9,678,650	274,950	3%
OTHER OVERTIME	225,000	225,000	-	-	225,000	-	0%	225,000	-	-	225,000	-	0%
TOTAL LABOR	17,546,554	18,162,400	141,000	329,000	18,632,400	1,085,846	6%	18,617,125	145,000	339,000	19,101,125	468,725	3%
												-	
BENEFITS												-	
PERS	2,940,700	3,192,000	13,000	31,000	3,236,000	295,300	10%	3,359,600	13,400	32,000	3,405,000	169,000	5%
INSURANCE	4,011,500	4,427,500	25,000	47,500	4,500,000	488,500	12%	4,958,800	28,000	53,200	5,040,000	540,000	12%
IN LIEU INSURANCE	168,000	163,200	-	4,800	168,000	-	0%	168,000	-	4,800	172,800	4,800	3%
OTHER FRINGE BENEFITS	25,200	25,200	-	-	25,200	-	0%	25,200	-	-	25,200	-	0%
PAYROLL TAXES	348,700	364,600	2,800	6,600	374,000	25,300	7%	370,400	2,800	6,800	380,000	6,000	2%
WORKERS COMPENSATION EXPENSE	929,100	1,284,000	10,000	26,000	1,320,000	390,900	42%	1,322,500	10,300	26,800	1,359,600	39,600	3%
HOLIDAYS	885,100	908,200	6,900	16,000	931,100	46,000	5%	934,400	7,100	16,500	958,000	26,900	3%
PERSONAL LEAVE	1,934,600	1,938,100	16,500	34,500	1,989,100	54,500	3%	1,997,900	16,900	35,200	2,050,000	60,900	3%
UNIFORMS	82,100	81,000	300	2,500	83,800	1,700	2%	85,000	300	2,500	87,800	4,000	5%
AUTO ALLOWANCE	34,000	34,000	-	-	34,000	-	0%	35,020	-	-	35,020	1,020	3%
TUITION REIMBURSEMENT	9,000	9,000	-	-	9,000	-	0%	9,000	-	-	9,000	-	0%
SAFETY AWARD & EE RECOGNITION	58,800	59,000	-	-	59,000	200	0%	58,950	-	-	58,950	(50)	0%
TOTAL BENEFITS	11,426,800	12,485,800	74,500	168,900	12,729,200	1,302,400	11%	13,324,770	78,800	177,800	13,581,370	852,170	7%
ADVERTISING & MARKETING													
MARKETING SERVICES	164,000	176,700	5,000	5,000	186,700	22,700	14%	140,200	5,000	5,000	150,200	(36,500)	-20%
TROLLEY MARKETING	5,000	5,000	-	-	5,000	-	0%	5,000	-	-	5,000	-	0%
TOTAL ADVERTISING & MARKETING	169,000	181,700	5,000	5,000	191,700	22,700	13%	145,200	5,000	5,000	155,200	(36,500)	-19%
PROFESSIONAL & TECHNICAL													
PHYSICAL EXAMS	13,500	21,000	-	-	21,000	7,500	56%	21,000	-	-	21,000	-	0%
BANK SERVICES	50,000	50,000	-	-	50,000	-	0%	51,000	-	-	51,000	1,000	2%
AUDITORS	40,000	40,000	-	-	40,000	-	0%	41,200	-	-	41,200	1,200	3%
ARMORED CAR	135,000	135,000	-	-	135,000	-	0%	137,700	-	-	137,700	2,700	2%
LEGAL SERVICES	200,000	200,000	-	-	200,000	-	0%	200,000	-	-	200,000	-	0%
CONTRACT NEGOTIATION	20,000	75,000	-	-	75,000	55,000	275%	25,000	-	-	25,000	(50,000)	-67%
DIRECTORS FEES	15,600	15,600	-	-	15,600	-	0%	15,600	-	-	15,600	-	0%
BROCHURE DELIVERY	1,500	1,500	-	-	1,500	-	0%	1,500	-	-	1,500	-	0%
HEARING COSTS	-	-	-	-	-	-		-	-	-	-	-	
CONSULTING	224,000	64,000	-	55,000	119,000	(105,000)	-47%	54,000	-	50,000	104,000	(15,000)	-13%
RECRUITING SERVICES	15,000	30,000	-	-	30,000	15,000	100%	30,000	-	-	30,000	-	0%
INSPECTION	61,400	44,000	5,000	-	49,000	(12,400)	-20%	44,150	5,000	-	49,150	150	0%
DRUG TESTING	17,000	20,000	-	-	20,000	3,000	18%	20,000	-	-	20,000	-	0%
OTHER PROFESSIONAL	23,200	15,000	-	-	15,000	(8,200)	-35%	15,000	-	-	15,000	-	0%
CONSULTING - GRANT FUNDED	137,900	1,405,000	-	-	1,405,000	1,267,100	919%	1,000,000	-	-	1,000,000	(405,000)	-29%
TOTAL PROFESSIONAL & TECHNICAL	954,100	2,116,100	5,000	55,000	2,176,100	1,222,000	128%	1,656,150	5,000	50,000	1,711,150	(464,950)	-21%

Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024						BUDGET FY2022 BUDGET FY2023 VARIANCE OVER/ (UNDER)	% CHANGE FY2022 BUDGET TO FY2023 BUDGET OVER/(UNDER)					BUDGET FY2023 BUDGET FY2024 VARIANCE OVER/ (UNDER)	% CHANGE FY2023 BUDGET TO FY2024 BUDGET OVER/(UNDER)
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED			FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED		
OUTSIDE LABOR													
CUSTODIAL SERVICES	344,500	375,000	-	-	375,000	30,500	9%	382,500	-	-	382,500	7,500	2%
SECURITY SERVICES	321,100	275,100	-	-	275,100	(46,000)	-14%	288,900	-	-	288,900	13,800	5%
BUS PAINTING	42,000	75,000	-	-	75,000	33,000	79%	75,000	-	-	75,000	-	0%
HAZARDOUS WASTE DISPOSAL	75,000	75,000	-	-	75,000	-	0%	75,000	-	-	75,000	-	0%
LAUNDRY	216,500	216,500	-	-	216,500	-	0%	220,800	-	-	220,800	4,300	2%
SHOP EQUIPMENT REPAIR	12,700	20,000	-	-	20,000	7,300	57%	20,000	-	-	20,000	-	0%
SUPPORT VEHICLES REPAIR	26,000	41,000	-	-	41,000	15,000	58%	41,000	-	-	41,000	-	0%
TOWING	27,000	20,000	-	-	20,000	(7,000)	-26%	20,000	-	-	20,000	-	0%
BUS WASHER MAINTENANCE	3,600	5,000	-	-	5,000	1,400	39%	5,000	-	-	5,000	-	0%
ELECTRICAL, PLUMBING , ROOFING	29,000	50,000	-	-	50,000	21,000	72%	50,000	-	-	50,000	-	0%
COPIER & OFFICE EQUIP REPAIR	6,500	1,000	-	1,500	2,500	(4,000)	-62%	1,000	-	1,500	2,500	-	0%
COMPUTER MAINTENANCE	1,307,400	1,249,800	78,000	2,400	1,330,200	22,800	2%	1,301,900	81,900	2,400	1,386,200	56,000	4%
SEAT REPAIRS	1,300	6,300	-	-	6,300	5,000	385%	6,300	-	-	6,300	-	0%
BUILDING AND EQUIPMENT MAINT	205,000	180,000	-	-	180,000	(25,000)	-12%	180,000	-	-	180,000	-	0%
TELEPHONE EQUIPMENT REPAIR	1,000	1,000	-	-	1,000	-	0%	1,000	-	-	1,000	-	0%
PARTS CLEANING	5,000	-	-	-	-	(5,000)	-100%	-	-	-	-	-	
RADIO REPAIRS	70,000	70,000	-	-	70,000	-	0%	73,500	-	-	73,500	3,500	5%
OTHER OUTSIDE LABOR	150,000	140,000	-	-	140,000	(10,000)	-7%	140,000	-	-	140,000	-	0%
MAINTENANCE SHOP	7,500	-	-	-	-	(7,500)	-100%	-	-	-	-	-	
GROUNDS MAINTENANCE	69,800	70,000	-	-	70,000	200	0%	70,000	-	-	70,000	-	0%
PEST CONTROL	8,700	10,000	-	-	10,000	1,300	15%	10,000	-	-	10,000	-	0%
TEST UNDERGROUND TANKS	12,300	13,000	-	-	13,000	700	6%	13,000	-	-	13,000	-	0%
FIRE EXTINGUISHER SERVICE	6,700	8,000	-	-	8,000	1,300	19%	8,000	-	-	8,000	-	0%
TOTAL OUTSIDE LABOR	2,948,600	2,901,700	78,000	3,900	2,983,600	35,000	1%	2,982,900	81,900	3,900	3,068,700	85,100	3%
FUEL, GAS AND TIRES													
DIESEL - REVENUE	1,946,400	3,100,000	-	-	3,100,000	1,153,600	59%	3,100,000	-	-	3,100,000	-	0%
LUBRICANTS - REVENUE	160,000	160,000	-	-	160,000	-	0%	180,000	-	-	180,000	20,000	13%
ELECTRICITY - REVENUE	26,200	26,200	-	-	26,200	-	0%	26,200	-	-	26,200	-	0%
GAS	81,000	81,000	-	-	81,000	-	0%	81,000	-	-	81,000	-	0%
FUEL PURCHASES - MV	954,900	600,000	945,000	250,000	1,795,000	840,100	88%	600,000	945,000	250,000	1,795,000	-	0%
TIRES & TUBES	255,000	255,000	-	-	255,000	-	0%	265,000	-	-	265,000	10,000	4%
TOTAL FUEL & LUBRICANTS	3,423,500	4,222,200	945,000	250,000	5,417,200	1,993,700	58%	4,252,200	945,000	250,000	5,447,200	30,000	1%

Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024													
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED	BUDGET FY2022 BUDGET FY2023 VARIANCE OVER/ (UNDER)	% CHANGE FY2022 BUDGET TO FY2023 BUDGET OVER/(UNDER)	FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED	BUDGET FY2023 BUDGET FY2024 VARIANCE OVER/ (UNDER)	% CHANGE FY2023 BUDGET TO FY2024 BUDGET OVER/(UNDER)
MATERIALS AND SUPPLIES													
MARKETING SUPPLIES	37,000	32,000	2,000	6,000	40,000	3,000	8%	27,000	2,000	6,000	35,000	(5,000)	-13%
BUS ADVERTISING EXPENSE	-	-	-	-	-	-		-	-	-	-	-	
PRINTING	57,250	40,000	8,000	12,300	60,300	3,050	5%	45,000	8,000	12,300	65,300	5,000	8%
RIDERS GUIDES	20,000	10,000	-	-	10,000	(10,000)	-50%	10,000	-	-	10,000	-	0%
MAPS	4,000	4,000	-	-	4,000	-	0%	4,000	-	-	4,000	-	0%
TICKETS	-	-	-	-	-	-	#DIV/0!	-	-	-	-	-	
PASSES	25,000	30,000	-	-	30,000	5,000	20%	30,000	-	-	30,000	-	0%
BROCHURES	5,500	-	2,000	3,500	5,500	-	0%	-	2,000	3,500	5,500	-	0%
TRANSFERS	-	-	-	-	-	-		-	-	-	-	-	
MISC MARKETING	74,500	104,500	-	10,500	115,000	40,500	54%	50,000	-	10,500	60,500	(54,500)	-47%
HAZARDOUS MATERIAL CONTAINMENT	8,000	-	-	-	-	(8,000)	-100%	-	-	-	-	-	
COMPUTER SUPPLIES	60,000	60,000	-	-	60,000	-	0%	63,000	-	-	63,000	3,000	5%
SAFETY & PROTECTIVE SUPPLIES	271,200	190,000	-	1,800	191,800	(79,400)	-29%	190,150	-	1,800	191,950	150	0%
TROLLEY SUPPLIES	10,300	10,000	-	-	10,000	(300)	-3%	10,000	-	-	10,000	-	0%
BUILDING CLEANING SUPPLIES	89,400	90,000	-	-	90,000	600	1%	90,000	-	-	90,000	-	0%
TRANSIT CENTER/PLAZA SUPPLIES	6,000	-	-	-	-	(6,000)	-100%	-	-	-	-	-	
SHELTER & BUS STOP SUPPLIES	100,000	100,000	-	-	100,000	-	0%	100,000	-	-	100,000	-	0%
OTHER SUPPLIES	95,000	40,000	5,000	50,000	95,000	-	0%	40,000	5,000	50,000	95,000	-	0%
SHOP SUPPLIES	226,700	230,000	-	-	230,000	3,300	1%	230,000	-	-	230,000	-	0%
OFFICE SUPPLIES/EQUIPMENT	120,000	115,500	1,000	3,500	120,000	-	0%	115,500	1,000	3,500	120,000	-	0%
POSTAGE & EXPRESS SERVICE	18,860	13,160	4,500	1,350	19,010	150	1%	13,160	4,500	1,350	19,010	-	0%
COPY MACHINE PAPER	-	-	-	-	-	-		-	-	-	-	-	
REVENUE VEHICLE PARTS	905,000	905,000	-	-	905,000	-	0%	935,000	-	-	935,000	30,000	3%
SUPPORT VEHICLE PARTS	25,000	-	-	-	-	(25,000)	-100%	-	-	-	-	-	
FAREBOX PARTS	57,200	60,000	-	-	60,000	2,800	5%	60,000	-	-	60,000	-	0%
BUS WASHER SUPPLIES	10,000	-	-	-	-	(10,000)	-100%	-	-	-	-	-	
WARRANTY LABOR & PARTS	-	-	-	-	-	-		-	-	-	-	-	
PARTS CLEANING	-	-	-	-	-	-		-	-	-	-	-	
FUEL IS./DISPENSER PARTS	5,000	-	-	-	-	(5,000)	-100%	-	-	-	-	-	
TOTAL MATERIALS AND SUPPLIES	2,230,910	2,034,160	22,500	88,950	2,145,610	(85,300)	-4%	2,012,810	22,500	88,950	2,124,260	(21,350)	-1%
UTILITIES													
WATER & FIRE PROTECTION	66,700	66,700	-	-	66,700	-	0%	66,700	-	-	66,700	-	0%
TELEPHONE LINE SERVICE	160,000	160,000	-	-	160,000	-	0%	168,000	-	-	168,000	8,000	5%
PG&E	356,000	360,000	-	-	360,000	4,000	1%	367,200	-	-	367,200	7,200	2%
ALARM SERVICE	87,000	105,000	-	-	105,000	18,000	21%	108,150	-	-	108,150	3,150	3%
DISPOSAL & SEWER	83,000	96,000	-	-	96,000	13,000	16%	97,920	-	-	97,920	1,920	2%
CELLULAR PHONES/PAGERS	72,000	68,640	1,440	1,920	72,000	-	0%	70,100	1,440	1,920	73,460	1,460	2%
TOTAL UTILITIES	824,700	856,340	1,440	1,920	859,700	35,000	4%	878,070	1,440	1,920	881,430	21,730	3%

Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024						BUDGET FY2022 BUDGET FY2023 VARIANCE OVER/ (UNDER)	% CHANGE FY2022 BUDGET TO FY2023 BUDGET OVER/(UNDER)					BUDGET FY2023 BUDGET FY2024 VARIANCE OVER/ (UNDER)	% CHANGE FY2023 BUDGET TO FY2024 BUDGET OVER/(UNDER)
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED			FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED		
INSURANCE													
PHYSICAL DAMAGE EXPENSE	50,000	60,000	-	-	60,000	10,000	20%	64,200	-	-	64,200	4,200	7%
RECOVERIES PHYSICAL DAMAGES	-	-	-	-	-	-		-	-	-	-	-	
LIABILITY EXPENSE	902,400	1,035,000	-	-	1,035,000	132,600	15%	1,107,450	-	-	1,107,450	72,450	7%
OTHER INSURANCE PREMIUMS	123,000	155,000	-	-	155,000	32,000	26%	165,850	-	-	165,850	10,850	7%
TOTAL INSURANCE	1,075,400	1,250,000	-	-	1,250,000	174,600	16%	1,337,500	-	-	1,337,500	87,500	7%
TAXES													
PROPERTY TAX	7,600	7,600	-	-	7,600	-	0%	7,600	-	-	7,600	-	0%
VEHICLE LICENSE & REGISTRATION	500	500	-	-	500	-	0%	500	-	-	500	-	0%
DIESEL SALES TAX	162,710	264,423	-	-	264,423	101,713	63%	264,423	-	-	264,423	-	0%
DIESEL FUEL USE TAX	9,695	16,671	-	-	16,671	6,976	72%	16,671	-	-	16,671	-	0%
GASOLINE TAX	3,130	3,874	-	-	3,874	744	24%	3,874	-	-	3,874	-	0%
OTHER TAXES	18,000	18,000	-	-	18,000	-	0%	18,000	-	-	18,000	-	0%
TOTAL TAXES	201,635	311,068	-	-	311,068	109,433	54%	311,068	-	-	311,068	-	0%
PURCHASED TRANSPORTATION													
PURCHASED TRANSPORTATION	9,239,300	3,415,000	5,175,000	1,200,000	9,790,000	550,700	6%	3,455,000	5,400,000	1,300,000	10,155,000	365,000	4%
TAXI VOUCHERS/PILOT TRAVEL REIMB	687,800	-	230,000	617,000	847,000	159,200	23%	-	230,000	617,000	847,000	-	0%
TOTAL PURCHASED TRANSPORTATION	9,927,100	3,415,000	5,405,000	1,817,000	10,637,000	709,900	7%	3,455,000	5,630,000	1,917,000	11,002,000	365,000	3%
MISCELLANEOUS EXPENSES													
SUBSCRIPTIONS	20,000	20,000	-	-	20,000	-	0%	20,000	-	-	20,000	-	0%
APTA DUES	37,300	37,300	-	-	37,300	-	0%	37,900	-	-	37,900	600	2%
CTA DUES	18,600	18,600	-	-	18,600	-	0%	19,700	-	-	19,700	1,100	6%
CHAMBER AND OTHER DUES	37,000	37,000	-	-	37,000	-	0%	37,000	-	-	37,000	-	0%
CAL ACT DUES	1,740	1,740	-	-	1,740	-	0%	1,740	-	-	1,740	-	0%
STAFF TRAVEL	35,300	40,000	-	6,000	46,000	10,700	30%	44,000	-	6,000	50,000	4,000	9%
STAFF TRAINING	36,800	33,000	5,000	7,000	45,000	8,200	22%	45,000	5,000	7,000	57,000	12,000	27%
BOARD TRAVEL	10,700	25,000	-	-	25,000	14,300	134%	25,000	-	-	25,000	-	0%
AD & PROMOTION MEDIA	30,000	30,000	-	-	30,000	-	0%	15,000	-	-	15,000	(15,000)	-50%
LEGAL ANNOUNCEMENTS	18,000	18,000	-	-	18,000	-	0%	18,000	-	-	18,000	-	0%
AD MEDIA RECRUITING	4,000	12,000	-	-	12,000	8,000	200%	12,000	-	-	12,000	-	0%
PERMITS	20,000	20,000	-	-	20,000	-	0%	20,000	-	-	20,000	-	0%
SALES TAX REVENUE EXPENSE	330,000	-	188,925	188,075	377,000	47,000	14%	-	199,900	184,600	384,500	7,500	2%
OTHER MISC. EXPENSE	10,000	10,000	-	-	10,000	-	0%	10,000	-	-	10,000	-	0%
INTERFUND TRANSFERS	-	(2,367,890)	-	2,367,890	-	-		(2,140,849)	-	2,140,849	-	-	
TOTAL MISCELLANEOUS EXPENSES	609,440	(2,065,250)	193,925	2,568,965	697,640	88,200	14%	(1,835,509)	204,900	2,338,449	707,840	10,200	1%

Monterey - Salinas Transit		FY2023 BUDGET						FY2024 BUDGET					
Budget FY2023 and FY2024						BUDGET FY2022 BUDGET FY2023 VARIANCE OVER/ (UNDER)	% CHANGE FY2022 BUDGET TO FY2023 BUDGET OVER/(UNDER)					BUDGET FY2023 BUDGET FY2024 VARIANCE OVER/ (UNDER)	% CHANGE FY2023 BUDGET TO FY2024 BUDGET OVER/(UNDER)
	FY2022 TOTAL BUDGET	FY2023 TOTAL YEAR FIXED ROUTE	FY2023 TOTAL YEAR RIDES	FY2023 TOTAL YEAR MEASURE Q- FR	FY2023 TOTAL YEAR COMBINED			FY2024 TOTAL YEAR FIXED ROUTE	FY2024 TOTAL YEAR RIDES	FY2024 TOTAL YEAR MEASURE Q- FR	FY2024 TOTAL YEAR COMBINED		
OTHER AGENCY EXPENSES													
PASS THROUGH/BEHALF OF OTHERS	-	-	-	-	-	-		-	-	-	-	-	
TOTAL OTHER AGENCY EXPENSES	-	-	-	-	-	-		-	-	-	-	-	
INTEREST EXPENSE													
INTEREST EXPENSE	183,600	144,000	-	-	144,000	(39,600)	-22%	115,000	-	-	115,000	(29,000)	-20%
TOTAL INTEREST EXPENSE	183,600	144,000	-	-	144,000	(39,600)	-22%	115,000	-	-	115,000	(29,000)	-20%
LEASES & RENTALS													
ANTENNA/ SATELLITE RENTAL	20,000	20,000	-	-	20,000	-	0%	20,000	-	-	20,000	-	0%
RESTROOM - MONTEREY	74,200	75,000	-	-	75,000	800	1%	75,000	-	-	75,000	-	0%
EQUIPMENT RENTALS	108,600	70,000	-	-	70,000	(38,600)	-36%	70,000	-	-	70,000	-	0%
POSTAGE METER RENTAL	10,000	10,000	-	-	10,000	-	0%	10,000	-	-	10,000	-	0%
BUILDING RENT	440,200	241,000	-	136,000	377,000	(63,200)	-14%	245,000	-	139,000	384,000	7,000	2%
TOTAL LEASES & RENTALS	653,000	416,000	-	136,000	552,000	(101,000)	-15%	420,000	-	139,000	559,000	7,000	1%
TOTAL OPERATING EXPENSES	52,174,339	46,431,218	6,871,365	5,424,635	58,727,218	6,552,879	13%	47,672,284	7,119,540	5,311,019	60,102,843	1,375,625	2%
OPERATING SURPLUS (DEFICIT)	1,195,700	(5,089,975)	(0)	0	(5,089,975)	(6,285,675)	-526%	(5,774,737)	95,481	-	(5,679,256)	(589,281)	12%
CAPITAL EXPENDITURE	1,195,700	460,350	-	-	460,350			349,047	95,481	-	444,528	(15,822)	
TOTAL SURPLUS (DEFICIT)		(5,550,325)	(0)	0	(5,550,325)			(6,123,784)	-	-	(6,123,784)		

FY2023 & FY2024 BUDGET
Part A. Fixed Route Operating Budget

REVENUES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Passenger Revenues	2,074,500	2,364,654	2,450,000
Farebox and pass sales			
Special Local Fares	595,000	526,000	526,000
Contracts/Partnerships (Department of Defense, Colleges, Trolleys, Amtrak, etc.)			
Associated Transit Revenues	150,000	250,000	300,000
Advertising			
Non-Transportation Revenues	40,100	40,100	40,100
Interest income, Other Auxiliary Revenue			
Local Cash Grants	18,342,184	19,297,686	19,683,600
Local Transportation Funds (LTF), Reserves, Mandated Set-asides			
Other Local Funds	-	1,000,000	1,000,000
Salinas Operations/Maintenance Facility - Grant Funded Consulting M-X			
APCD Funds	-	-	-
APCD Funds			
Cap and Trade Funds	255,000	210,000	210,000
Cap and Trade Funds			
Sales Tax	-	-	-
Sales Tax Measure Q			
State Cash Grants	3,992,555	5,336,956	5,450,000
State Transit Assistance			
Federal Cash Grants	17,374,300	12,315,847	12,237,847
Includes Federal Transit Administration Section 5307, Section 5311, Section 5311(f), CARES/CRRSAA/ARPA Act 5307, CARES Act 5311, 5311(f), Other Federal Funds			
TOTAL REVENUES	<u>\$ 42,823,639</u>	<u>\$ 41,341,243</u>	<u>\$ 41,897,547</u>

FY2023 & FY2024 BUDGET
Part A. Fixed Route Operating Budget

EXPENSES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Salaries and Wages	17,100,454	18,162,400	18,617,125
Wage increase due to Amalgamated Transit Union Local No. 1225 and MSTEAs contractual agreements			
Fringe Benefits	11,202,700	12,485,800	13,324,770
Increase in wages causes personal leave and holiday benefits to increase			
Services	3,918,800	5,199,500	4,784,250
Security services, outside labor, computer maintenance, marketing, auditors, armored car, consulting, and other services			
Fuel, Gas and Tires	2,762,200	4,222,200	4,252,200
Costs for diesel, unleaded, lubricants and tires			
Materials and Supplies	2,126,660	2,034,160	2,012,810
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials			
Utilities	821,340	856,340	878,070
Telephone, power, gas, water/sewer and alarm services			
Insurance	1,075,400	1,250,000	1,337,500
Liability, property and other insurance			
Taxes	201,635	311,068	311,068
Fuel, sales and property taxes			
Purchased Transportation	3,427,200	3,415,000	3,455,000
Purchased transportation contracts for MV Transportation for fixed-route, On Call and trolley services			
Pass Through Expense	-	-	-
Pass through on behalf of others			
Miscellaneous	(1,481,950)	(1,921,250)	(1,720,509)
Training, travel, ad media, dues, subscriptions, permits, sales tax revenue expense, interfund transfer to Measure Q, and interest expense			
Leases and Rentals	518,500	416,000	420,000
MST's radio antenna site, Watsonville Transit Center, 19 Upper Ragsdale Assoc. Fees, JLW, Restroom facilities lease, and Storage unit rental			
TOTAL EXPENSES	<u>\$ 41,672,939</u>	<u>\$ 46,431,218</u>	<u>\$ 47,672,284</u>
FY2023 & FY2024 OPERATING SURPLUS/(DEFICIT)	<u>\$ 1,150,700</u>	<u>\$ (5,089,975)</u>	<u>\$ (5,774,737)</u>

FY2023 & FY2024 BUDGET
Part B. MST RIDES Operating Budget

REVENUES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Passenger Revenues	115,000	180,000	185,000
Farebox and ticket book sales			
Special Local Fares	-	-	-
Contracts/Partnerships (Department of Defense, Colleges, Trolleys, Amtrak, VTA, etc.)			
Sales Tax	6,366,340	5,827,365	6,166,021
Sales Tax Measure Q			
Federal Cash Grants	-	864,000	864,000
Non Emergency Medical Trips			
TOTAL REVENUES	<u>\$ 6,481,340</u>	<u>\$ 6,871,365</u>	<u>\$ 7,215,021</u>

EXPENSES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Salaries and Wages	136,500	141,000	145,000
Two FTE equivalents			
Fringe Benefits	83,200	74,500	78,800
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance			
Services	88,000	88,000	91,900
Professional Services			
Fuel, Gas and Tires	548,700	945,000	945,000
Unleaded, lubricants and tires			
Materials and Supplies	20,500	22,500	22,500
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials			
Utilities	1,440	1,440	1,440
Telephone, power, gas, water/sewer and alarm services, cellular phones			
Purchased Transportation	5,355,700	5,405,000	5,630,000
MV Transportation, Inc., taxi vouchers			
Miscellaneous	202,300	193,925	204,900
Sales tax revenue expense and staff travel and training			
TOTAL EXPENSES	<u>\$ 6,436,340</u>	<u>\$ 6,871,365</u>	<u>\$ 7,119,540</u>
FY2023 & FY2024 OPERATING SURPLUS/(DEFICIT)	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 95,481</u>

FY2023 & FY2024 BUDGET
Part C. MST Measure Q Operating Budget

REVENUES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Passenger Revenues	-	-	-
Farebox and ticket book sales			
Sales Tax	4,065,060	5,424,635	5,311,019
Sales Tax Measure Q			
Federal Cash Grants	-	-	-
CARES Act 5307			
TOTAL REVENUES	<u>\$ 4,065,060</u>	<u>\$ 5,424,635</u>	<u>\$ 5,311,019</u>

EXPENSES

	<u>FY2022</u>	<u>Proposed FY2023</u>	<u>Proposed FY2024</u>
Salaries and Wages	309,600	329,000	339,000
Mobility staff			
Fringe Benefits	140,900	168,900	177,800
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance			
Services	64,900	63,900	58,900
Professional Services			
Fuel, Gas and Tires	112,600	250,000	250,000
Unleaded, lubricants and tires			
Materials and Supplies	83,750	88,950	88,950
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials			
Utilities	1,920	1,920	1,920
Telephone, power, gas, water/sewer and alarm services			
Purchased Transportation	1,144,200	1,817,000	1,917,000
MV Transportation, Inc., taxi vouchers			
Miscellaneous	2,072,690	2,568,965	2,338,449
Sales tax revenue expense and staff travel and training and Interfund transfer from Fixed Route			
Leases and Rentals	134,500	136,000	139,000
MST's radio antenna site, and 201 Pearl Street in Monterey, and 15 Lincoln Street Salinas			
TOTAL EXPENSES	<u>\$ 4,065,060</u>	<u>\$ 5,424,635</u>	<u>\$ 5,311,019</u>
FY2023 & FY2024 OPERATING SURPLUS/(DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Monterey-Salinas Transit Personnel Staffing - Fiscal Years 2023 and 2024

	FY2022 Budget	Net Additions (Reductions)	FY2023 Budget	FY2024 Budget
<u>Operations:</u>				
Assistant General Manager/Chief Operating Officer	-		-	-
Coach Operators - Full Time*	126		126	126
Coach Operators - Full Time Extra Board	-		-	-
Coach Operators - Occupational Injuries*	1		1	1
Coach Operators - Part Time (Limited Duty)	-		-	-
Director of Transportation Services	-		-	-
Chief Operating Officer	1		1	1
Transportation Manager	1		1	1
Operations Superintendent	2		2	2
Operations Supervisor	9	1	10	10
Operations Analyst	1		1	1
Communications System Supervisor	1		1	1
Communications System Specialists	6		6	6
ITS Technician	2		2	2
Contract Services Manager	1		1	1
Mobility Services Manager	1		1	1
Mobility Services Coordinator	1		1	1
Mobility Specialist	4		4	4
Mobility Assistant	1		1	1
Safety Training Coordinator	-	1	1	1
Trainer	2		2	2
Total Operations	160	2	162	162
<u>Vehicle Maintenance:</u>				
Maintenance Manager	1		1	1
Fleet Superintendent	1		1	1
Fleet Supervisors	3	1	4	4
Maintenance Analyst	1		1	1
Mechanics	23	1	24	24
Electronic Technician	2		2	2
Utility Service Worker	12	1	13	13
Inventory Clerk	3	1	4	4
Total Vehicle Maintenance	46	4	50	50
<u>Facilities:</u>				
Facilities Manager	1		1	1
Facilities Technician III	1		1	1
Facilities Technician II	1		1	1
Facilities Technician I	6	1	7	7
Total Facilities	9	1	10	10

Monterey-Salinas Transit

Personnel Staffing - Fiscal Years 2023 and 2024

	FY2022 Budget	Net Additions (Reductions)	FY2023 Budget	FY2024 Budget
Administration:				
General Manager/CEO	1		1	1
Assistant General Manager	1		1	1
Chief Information Officer	1		1	1
Director of Human Resources/Risk Management	1		1	1
Director of Planning and Innovation	1		1	1
General Accounting & Budget Manager	1		1	1
Project Management Coordinator	1		1	1
Civil Rights Officer	1		1	1
Planning Manager	1		1	1
Human Resources Manager	1		1	1
Information Technology Manager	1		1	1
Marketing and Customer Service Manager	1		1	1
Risk & Security Manager	1		1	1
Purchasing Agent	1		1	1
Compliance Analyst	1		1	1
Grants Analyst	1		1	1
Schedule/Planning Analyst	1	(1)	-	-
Transit Scheduler	1		1	1
Accountant	1		1	1
Assistant Planner	-	1	1	1
Associate Planner	1		1	1
Executive Assistant to the GM	1		1	1
Customer & Community Relations Supervisor	1		1	1
Information Technology Technician	1	1	2	2
Information Technology Developer		1	1	1
Customer Service Supervisor	1	(1)	-	-
Payroll Specialist	1		1	1
Human Resources Assistant	2		2	2
Drug and Alcohol Program Coordinator	-	1	1	1
Accounting Technician	1		1	1
Marketing Assistant	-	1	1	1
Office Administrator	1	(1)	-	-
Scheduling Assistant	1		1	1
Customer & Community Relations Representative	5	1	6	6
MST interns	-		-	-
Total Administration	35	3	38	38
MST Total Personnel Staffing	250	10	260	260

* As Coach Operators with occupational injuries recover, they return to work as full-time Coach Operators.

FY 2023-2024 BUDGET

CAPITAL

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Appendix: FY2023-2027 Capital Improvement Program

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Monterey-Salinas Transit District

FY 2023-2027

Capital Improvement Program

June 2022



Acknowledgments

With support from the Board of Directors, the Executive Leadership Team, and MST Managers, MST staff work to align, optimize, and manage financial resources. This Capital Improvement Program helps to guide the District's financial planning efforts; supports the prioritization of projects; helps inform the development of MST's operating budget, capital budget and other management plans and reports; and supports special programs and projects.

MST Board of Directors

Chair, Dan Albert, City of Monterey
Vice-chair, Anna Velazquez, City Soledad
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
Luis Alejo, County of Monterey

MST Contributors

Carl G. Sedoryk, General Manager/CEO
Lisa Rheinheimer, Assistant General Manager
Norman Tuitavuki, Chief Operating Officer
Michelle Overmeyer, Director of Planning & Innovation
Kelly Halcon, Director of Human Resources & Risk
Michael Kohlman, Chief Information Officer
Andrea Williams, Accounting & Budget Manager
Paul Lopez, Facilities Manager
Frank Marcos, Maintenance Manager
Ikuyo Yoneda-Lopez, Marketing & Customer Service Manager
Deanna Smith, Civil Rights Officer
Lisa Cox, Risk and Security Manager
Marzette Henderson, Transportation Manager
Cristy Sugabo, Mobility Services Manager
Matt Deal, Grants Analyst

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1. Introduction

This Capital Improvement Program (CIP) summarizes Monterey-Salinas Transit District's (MST's) capital financial plan for the period FY23-FY27. The CIP aims to:

- Develop a fiscally constrained 5-year program of projects to support the MST transit system.
- Review and forecast capital revenue sources between FY 23-27 and assess the District's financial capacity to carry out proposed capital investments.
- Allow regional transportation partners, the MST Board of Directors, and MST staff to formulate strategies in advance of potential financial challenges.
- Inform federal, state, and regional partners about the financial challenges and opportunities to implementing the Innovative Clean Transit rule.
- Inform requests for federal, state, and regional funds.
- Provide transparent and accessible information to the MST Board and community about transit projects and programs of regional significance.
- Serve as an implementation tool to support the MST Strategic Plan's goals, objectives, and strategies.

MST's capital plans are driven by the MST Strategic Plan, as adopted by the Board of Directors as part of the FY2022/23-FY2023/24. The District has committed to advancing the Mission statement: "Advocating and delivering quality public transportation as a leader within our community and industry." The financial and project readiness forecast in the CIP is based on the best available information at the time of publication and outlines a financial scenario based on that information. The CIP will be updated as new information becomes available during the annual budget preparation process.

2. Overview of the MST System

2.1 History

MST began operations in 1973 as Monterey Peninsula Transit formed by a joint-powers agreement and, by 1981, included the City of Salinas by consolidating two separate municipal public transit systems into a viable network of local service throughout a 110 square-mile service area. In 1997, MST began operation of RIDES, a demand-response paratransit service for persons with disabilities which had been previously operated by the County government. Over the years, MST's service area has expanded to what is as of fiscal year 2020 approximately 295 square miles.

As of July 1, 2010, the MST Joint Powers Agency was replaced by the Monterey-Salinas Transit District, which was created through legislation (AB 644 Caballero) passed by the California Legislature and signed into law by Governor Arnold Schwarzenegger. The borders of the MST District are contiguous with those of the County of Monterey. Monterey County is located along the Central Coast of California, bordered to the south by San Luis Obispo County, the west by the Pacific Ocean, the east by San Benito County, and the north by Santa Cruz County.

2.2 Governance

MST is governed by a board of directors composed of one representative from each member jurisdiction. Each member jurisdiction will appoint a regular member as well as an alternate member to the MST board of directors. Each member has one vote. Membership in the District is limited by the County of Monterey and the incorporated cities within the County. Board members may be elected officials or officers or employees of the appointing member. The current membership includes only elected officials.

At the present, thirteen Board members form MST's governing board. Members of the MST Board provide strategic and policy guidance to achieve MST's mission. The Chair of the MST Board of Directors serves a two-year term along with a Vice-chair.

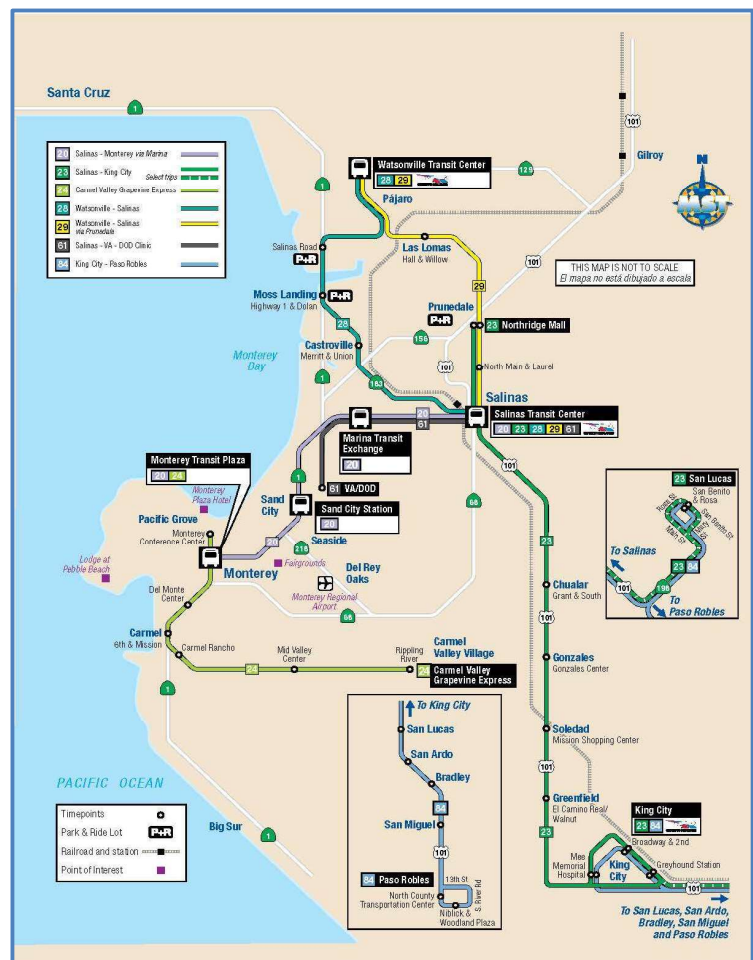
2.3 Areas Served and Services Provided

MST provides bus transit services throughout Monterey County and north into downtown Watsonville, as well as south to San Miguel, Paso Robles, and Templeton in northern San Luis Obispo County. There is no other organization within Monterey County with a similar scope of public transportation service.

In FY 2022, MST's fixed-route bus system consisted of 33 routes, down from 24 routes the previous year. Of the 33 routes, 17 are directly operated by MST personnel, 16 routes are operated by MV Transportation, Incorporated (MV).

In FY 2021, vehicles on MST routes traveled 2,955,461 miles and carried 1,280,619 passengers. RIDES, MST's paratransit service, transported 124,134 persons with disabilities on 39 specially equipped minibuses, minivans, and sedans.

In addition to MST's fixed-route and ADA paratransit services, MST provides an On Call demand-response service in the cities of Marina, Gonzales, Soledad, Greenfield, and King City. Mobility services, funded with Measure Q revenues, support special transportation including taxi vouchers, special medical trips to Santa Clara, Palo Alto, and San Francisco, a travel reimbursement program, travel training, and navigators to help others ride the bus.



2.4 Physical Infrastructure and Capital Assets

2.4.1 Bus – Rolling Stock

MST's fleet consists of 100 heavy duty Gillig buses, 2 BYD and 2 GILLIG battery electric buses, 9 trolley-style buses, 105 light duty buses, and support vehicles.

2.4.2 Bus Support Equipment, Facilities & ITS

MST support equipment, facilities and ITS infrastructure consist of equipment which support bus maintenance, unforeseen facility improvements, and information technology hardware to support the work of MST staff. From time to time, these pieces of equipment, facilities and technology need replacing or new technology becomes available to support ongoing operations.

2.2.3 Communications and Radio Equipment

MST communications and radio equipment support the necessary function of operating a transit system. From time to time, communication and radio equipment needs to be replaced or upgraded.

2.2.4 Safety and Security

The safety and security system consists of access control to MST facilities, onboard cameras, and station area cameras to provide for the Department of Homeland Security measures and Federal Transit Administration (FTA) requirements necessary of transit operations. From time to time, safety and security equipment must be replaced or upgraded.

2.2.5 Preventative Maintenance

Preventative maintenance includes major components to keep buses running longer as well as shop tools and equipment. An efficient and well-functioning preventative maintenance program is vital to ensuring that the MST bus fleet is in a state of good repair.

2.2.6 Bus Stations and Stops

Bus stations and stops includes upgrades, renovations, or replacements of existing stops and stations as well as new major new transit infrastructure. The new SURF! Busway and Bus Rapid Transit Project is considered new transit infrastructure. Keeping the existing bus stops and stations in a state of good repair helps defer major investments in the future and extends its useful life.

2.2.7 Major Facilities Expansion and Rehabilitation

Major facilities expansion and rehabilitation includes facilities used for operations and maintenance, mobility services, administration, and customer service. Efficient and

well-functioning facilities are vital to ensuring that MST is meeting the mission of the organization and expectations of the public.

3. MST Strategic Plan, Goals, and 2-Year Action Plan

3.1 Strategic Plan

On an annual basis, the MST Board of Directors conducts a strategic planning session at its January meeting. The result is a Strategic Plan which represents the collaboration of the MST Board of Directors and staff to develop a multi-year vision and identify strategic priorities to focus MST resources and energies.

Monterey-Salinas Transit District Mission

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

Vision:

Connecting communities. Creating opportunity. Being kind to our planet.

Values:

- Safety – Caring for others, in all we do.
- Friendliness – Welcoming, helpful, and understanding.
- Dependability – Earning your trust, every day.
- Diversity – Valuing our differences.
- Achievement – Aspiring to be better.

3.2 Strategic Plan Goals

- Goal #1: Develop and Maintain Adequate and Stable Long-Term Revenues.
- Goal #2: Provide Quality Transit and Mobility Service for the Communities We Serve.
- Goal #3: Improve Board Protocols and Recommend Best Practices to Achieve Effective and Efficient Board Operations and Board Meeting Management.
- Goal #4: Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation.
- Goal #5: Educate the Public on MST Services Through Promotion, Communication and Advocacy.

- Goal #6: Promote Organizational Values to Maintain High-Quality Relationships with MST Employees, Contractors, Vendors, Board Members, and Community Stakeholders.
- Goal #7: Enhance Industry Leadership for Like-Sized Agencies within California and the United States.

3.3 2-Year Action Plan

The 2-Year Action Plan accompanies the Strategic Plan to support the mission, vision, goals, objectives, outcomes, indicators and tactics. The 2-Year Action Plan is updated annually during the Board's strategic planning session in January ahead of the budget preparation process.

Below is a list of actions to be taken over the next two years which support the Strategic Plan and CIP. Actions which specifically support the CIP are noted in *italics* and **bold**:

Connecting communities.

1. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022
2. ***Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Technology Strategic Action Plan. December 2022***
3. Complete implementation of Board approved service changes (Final Network Plan) to fixed route and Measure Q funded services along with supporting staffing plan and supporting fare policy. December 2022
4. Implement MST sponsored Vanpool Program to supplement existing fixed-route and mobility services. December 2022
5. ***Continue final design and submit application for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project (BRT). June 2024***
6. Continue transit activities within board adopted operational and financial performance standards. Ongoing
7. Maintain ongoing community partnerships and seek new opportunities as appropriate. Ongoing

8. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements. Ongoing
9. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation. Ongoing
10. Continue marketing and community outreach programs to promote and educate the communities we serve regarding the benefits of MST mobility services. Ongoing

Creating opportunity.

1. Initiate comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST's workforce. December 2022
2. ***Complete demonstration of contactless fare payment and mobile ticketing solution and determine feasibility of continuing technology on MST fixed route, MST RIDES and MST subsidized taxi services. July 2022***
3. ***Begin fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility and review of MST excess properties. June 2023***
4. Continue partner-funded programs for students and educational organizations. October 2022
5. Complete Collective Bargaining Agreement with the Amalgamated Transit Union. December 2022
6. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023
7. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023
8. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers Ongoing
9. Actively participate in state and national trade associations to support issues of local concern. Ongoing
10. Continue employee training and development opportunities through partnerships with local colleges, universities, trade associations, and vendors. Ongoing
11. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices. Ongoing

12. Adopt and execute federal and state legislative programs. Ongoing
13. Continue board development/educational activities and policy reviews. Ongoing
14. Continue to seek funding from grant sources and extra governmental partnerships to maintain and expand mobility services. Ongoing
15. Continue to adopt policies and adapt practices to existing Emergency Operations plan to address impacts of COVID-19 to the operations and workforce and ensure safety and cyber security of MST data and telecommunications systems, networks, and programs Ongoing

Being kind to our planet.

1. ***Continue implementation of Zero Emission Bus (ZEB) Roll Out Plan: Focus on ZEB vehicles, equipment, infrastructure, and develop long term funding plan to include public-private partnerships. Ongoing***
2. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, BRT and ZEB infrastructure investments. June 2023
3. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. Ongoing
4. Continue efforts to ensure passenger and employee safety and security. Ongoing
5. ***Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure. Ongoing***

4. Capital Improvement Program

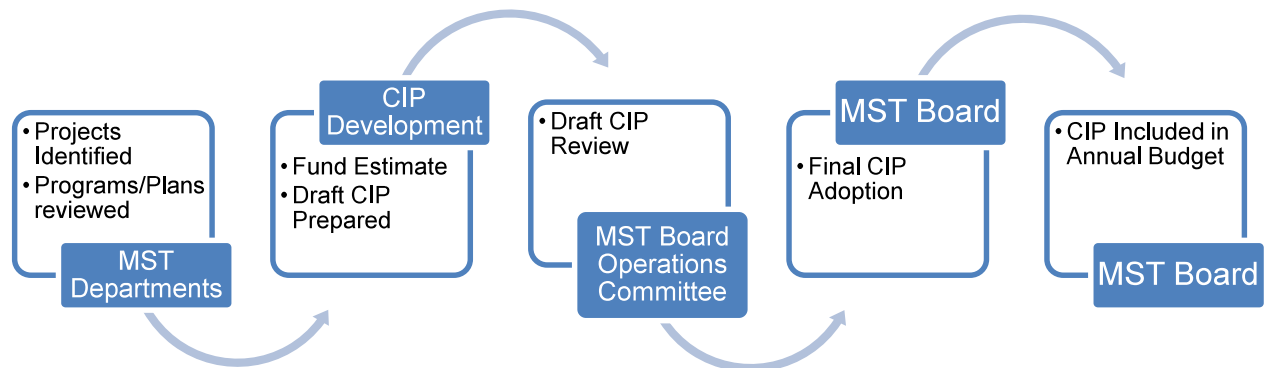
4.1 About the CIP

The MST FY 2023-2027 Capital Improvement Program includes projects that will receive funding over the next 5 years and represents over \$39.4 million in region-wide investment. An additional \$102.6 million is needed to fully fund the capital program. Projects include new transportation infrastructure, vehicle and equipment purchases, as well as investments in technology.

4.2 CIP Development Process

MST staff from the Capital, Facilities, Maintenance, and Information Technology departments contributed to the identified needs contained in this CIP. Focus was given to safety and maintaining a state of good repair as well as technology advancements in the transit industry.

After capital projects are nominated by MST departments, a 5-year estimate of capital funding helps to narrow the number of projects to match reasonably expected revenue. Following review by the Board Operations Performance Committee of the Draft CIP, the first two years of projects are included in the annual 2-year Budget. The following flow chart shows the CIP development process and how it supports the annual Budget:



4.3 CIP Consistency with Other Programs and Plans

This CIP is internally and externally consistent with these programs and plans:

- MST FY 2022/23 Operating and Capital Budget
- 2045 MTP/SCS and RTP Projects List
- FFY 2020-2021 to 2023-2024 Metropolitan Transportation Improvement Program prepared by the Association of Monterey Bay Area Governments

4.4 Capital Improvement Program Categories

The CIP projects are segregated into 7 categories which match federal funding categories. The following provides a brief description of each category:

4.4.1 Bus – Rolling Stock

Rolling stock includes MST's heavy duty buses, battery electric vehicles, trolley-style buses, cutaway mini-buses, and support vehicles. Most things with wheels are included on this list of rolling stock.

4.4.2 Bus Support Equipment, Facilities & ITS

MST support equipment, facilities and ITS infrastructure consist of equipment which support bus maintenance, unforeseen facility improvements, and information technology hardware to support the work of MST staff.

4.4.3 Communications and Radio Equipment

MST communications and radio equipment support the necessary function of operating a transit system.

4.4.4 Safety and Security

The safety and security system consists of access control to MST facilities, onboard cameras, and station area cameras to provide for the Department of Homeland Security measures necessary of transit operations.

4.4.5 Preventative Maintenance

Preventative maintenance includes major components to keep buses running longer as well as shop tools and equipment. An efficient and well-functioning preventative maintenance program is vital to ensuring that the MST bus fleet is in a state of good repair.

4.4.6 Bus Stations and Stops

Bus stations and stops includes upgrades, renovations, or replacements of existing stops and stations as well as new major new transit infrastructure.

4.4.7 Major Facilities Expansion and Rehabilitation

Major facilities expansion and rehabilitation includes facilities used for operations and maintenance, mobility services, and customer service. Efficient and well-functioning facilities are vital to ensuring that MST is meeting the mission of the organization and expectations of the public.

4.5 Capital Funding: Committed and Secure Funds

MST LOCAL AND VOTER-APPROVED FUNDING

MST is eligible for and receives local funds to support public transportation capital projects through competitive grants as well as from two local measures. The CIP anticipates \$16.4 million in local funding between FY23 and FY27, including:

Measure Q

MST placed Measure Q on the November 2014 ballot and Monterey County voters approved Measure by 72% of the vote. Measure Q is a 15 year and authorizes the imposition of a retail transactions and use tax with the proceeds to be invested in services and projects which benefit seniors, Veterans, and people with disabilities. The Measure extends from 2015 through 2030. Planned investments are summarized in the Measure Q Transit Investment Plan and associated updates. Consistent with spending objectives reported to the Measure Q Oversight Committee, this Capital Improvement Program assumes that the majority of funding will be spent delivering service with \$688,505 being set aside as the local match for federal 5310 funding for vehicle replacements. A total of 18 RIDES vehicles will be replaced over the programming period.

Measure X

The Transportation Agency for Monterey County placed the Transportation Safety & Investment Plan known as Measure X on the November 8, 2016 ballot and the measure was approved with 67.7% approval from Monterey County voters.

The measure is anticipated to generate an estimated \$20 million annually for a total of \$600 million over thirty years through a retail transactions and use tax of three-eighths' of one percent (3/8%). The revenue from the sales tax measure will be used to fund transportation safety and mobility projects in Monterey County. Measure X funds will be used for the SURF! Busway and Bus Rapid Transit Project (\$11.8 million) as well as for the Salinas Operations and Maintenance Facility project (\$3 million).

AB 2766

Since 1991, the AB 2766 Subvention Fund Program provides a funding source to cities and counties to develop clean transportation programs and reduce vehicle

emissions. These funds are managed locally through the Monterey Bay Air Resources District and distributed yearly on a competitive basis. When grants have been awarded to MST, funding has been used as a local match to leverage other state and federal programs. Funding from this source is dependent on Air Resources District grant awards on a yearly basis.

MST Financing

From time to time, MST has the need to finance capital projects including rolling stock, property and buildings, and construction. Financial loans are available from the commercial banking market as well as through the Build America Bureau under the TIFIA program. This CIP does not contemplate financing capital projects through the next 5 years.

STATE FUNDING OPPORTUNITIES

MST is eligible for and receives State of California funds through the competitive grant process as well as from formula programs. The CIP anticipates \$11.3 million in state funding between FY23 and FY27, including:

California Transit and Intercity Rail Capital Program (TIRCP)

The Transit and Intercity Rail Capital Program (TIRCP) was created by Senate Bill (SB) 862 (2014), to provide grants from the Greenhouse Gas Reduction Fund to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion. MST, in partnership with the Transportation Agency for Monterey County, applied for \$25 million in funding the construction phase of the SURF! Busway and Bus Rapid Transit Project. If awarded, the amount will be added to the CIP.

Low Carbon Transit Operations Program (LCTOP)

The Low Carbon Transit Operations Program provides operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities.

Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)

The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) is a voucher whereby purchasers (MST) can buy vehicles that are cleaner, quieter, and in line with California Air Resources Board regulations. The vouchers incentive the

purchase of zero-emission vehicles that reduce the incremental cost of commercial vehicles.

Senate Bill (SB) 1

State of Good Repair Senate Bill (SB) 1, passed in April 2017, provides for new operating and capital funding sources for public transit. SB1 establishes a new “Transportation Improvement Fee” (TIF) under the Vehicle License Fee law. The TIF is based on a vehicle’s current market value and ranges from \$25 to \$175. Fee revenues are dedicated to the STA program (\$105 million per year) for state of good repair investments. MST anticipates that State of Good Repair funding will be \$2.1 million but is dependent on market value.

Another program that receives funding under SB1 is the Local Partnership Program (LPP). LPP provides funding to counties, cities, transit districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements. The program provides funding to local and regional agencies to improve aging Infrastructure, road conditions, active transportation, transit and rail. There is both a formulaic and competitive component to LPP. MST anticipates that LPP funding at \$4.1 million over the next 5 years.

FEDERAL TRANSIT ADMINISTRATION – CAPITAL FUNDS

MST is eligible for and receives Federal Transit Administration (FTA) funds through the competitive grant process as well as from formula programs. The CIP anticipates \$11.6 million in federal funding between FY 2022/23 and FY2026/27, including:

FTA Section 5310

The 5310 program for the Enhanced Mobility of Seniors and Individuals with Disabilities improves mobility by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation service plans, designs, and construction to meet the special transportation needs of seniors and individuals with disabilities in large urbanized (more than 200,000), small urbanized (50,000 - 200,000), and rural (fewer than 50,000) areas. Eligible projects include both traditional capital investment and non-traditional investment which go beyond the Americans with Disabilities Act complementary paratransit services. Funding is anticipated at \$787,107 over the 5 years of the CIP.

FTA Section 5339

The federal Bus and Bus Facilities program funds new and replacement buses in addition to bus-related equipment and facilities. Eligible projects include fleet or service expansions, maintenance and transfer facilities, terminals, passenger shelters, the bus portion of intermodal facilities, computers, garage equipment and bus rebuilds. Grants are awarded by the Federal Transit Administration to states and local governments, as well as to sub-recipients including public agencies, private companies and non-profit organizations in public transportation. The program has both discretionary and competitive components. MST anticipates receiving \$5.5 million in Section 5339 funding in this CIP.

FTA Section 5307

The Federal Section 5307 Urbanized Area Formula program provides funds to urbanized areas and state Governors for transit capital and operating assistance, and for transportation-related planning. Eligible uses include planning, engineering, design, and evaluation of transit projects; technical transportation-related studies; capital investments in bus and bus-related activities; capital investments in new and existing fixed guideway systems; and signals, communications, and computer hardware and software. The Federal Transit Administration administers 5307 grants. These formula-based grants are awarded on population, population density, passenger miles, and revenue/route miles for various modes.

In total, MST has programmed \$5.4 million in Section 5307 funding for capital needs over the 5-year period.

Capital Investment Grants (CIG)

This FTA discretionary grant program funds transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit. Federal transit law requires transit agencies seeking CIG funding to complete a series of steps over several years. MST will continue to seek small starts project approval under the CIG program. MST anticipates that it will seek \$15 million in funding under the CIP program for construction of the SURF! Busway and Bus Rapid Transit Project to match State TIRCP funding.

4.6 Capital Improvement Program Summary

MST is actively working on multiple fronts to create a safer and more reliable experience both on and off transit. MST brings together in one place a long list of projects and planning efforts underway to support the goals of the Strategic Plan. Route changes and service improvements will be implemented after the Comprehensive Operational Analysis concludes in 2021. The result may be to reallocate limited resources where they are needed most. Implementation and expansion of the bus rapid transit JAZZ service with the new SURF! Busway and Bus Rapid Transit Project is a major component of the CIP where frequent and reliable service will be at the core.



Updating and replacing our transit fleet which complies with the Innovative Clean Transit (ICT) Rule is a focus in years 2 and 4 of the CIP. The ICT requires that 25% of new buses purchased in years 2026, 2027 and 2028 need to be zero-emission buses (ZEB). The physical infrastructure to support ZEBs will begin in earlier years. Making safety improvements are also an important focus of this CIP.

Over the next five years, the MST will roll out a robust investment in transit infrastructure and service improvements, including:

- Replacing aging buses and expanding our transit fleet to increase service capacity, improve safety, comfort, reliability, and maintaining a state of good repair.
- Beginning preliminary design and engineering for the Salinas Operations and Maintenance Facility Project.
- Completing the final design and starting construction of the SURF! Busway and Bus Rapid Transit project.
- Maintaining a state of good repair at MST facilities.
- Making the transit system smarter and more reliable by investing in new technology, improving integration between traffic signals and transit, and improving real-time transit information.

5.0 CIP Program Detail

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Five-Year CIP: Summary by Capital Program

Tab - Capital Program	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	5-Year Total	Unfunded
A - Bus Rolling Stock	\$4,898,370	\$5,851,677	\$3,246,420	\$2,006,783	\$2,526,501	\$18,529,750	\$29,436,484
B - Bus Support Equipment and Facilities/ITS	\$550,000	\$1,522,000	\$275,000	\$275,000	\$275,000	\$2,897,000	\$3,495,000
C - Communication/ Radio Equipment	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$5,310	\$0
D - Safety & Security	\$276,000	\$13,000	\$293,078	\$302,480	\$14,000	\$898,558	\$2,000,000
E - Preventive Maintenance	\$25,000	\$25,750	\$26,523	\$27,319	\$28,139	\$132,731	\$0
F - Bus Stations / Stops	\$2,400,000	\$2,000,000	\$7,819,969	\$0	\$0	\$12,219,969	\$41,409,985
G - Major Facilities Expansion / Rehab	\$2,100,000	\$1,775,000	\$275,000	\$275,000	\$275,000	\$4,700,000	\$26,275,000
Grand Total	\$10,250,370	\$11,188,457	\$11,937,050	\$2,887,675	\$3,119,766	\$39,383,318	\$102,616,468
ICT Compliance	\$5,189,000	\$10,568,000	\$5,692,000	\$6,870,000	\$13,567,500	\$41,886,500	\$28,778,920

Capital Improvement Program

5-Year Capital Fund Estimate

Source Funding Program		FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	5-Year Total
Federal	FTA 5310	-	381,925	-	405,182	-	787,107
	FTA 5311(f)	-	-	-	-	-	-
	FTA 5339	2,521,985	2,940,000	-	-	-	5,461,985
	FTA 5307 Traditional (General Fund)	876,960	649,271	1,576,579	799,876	1,455,637	5,358,323
	FTA CIG	-	-	-	-	-	-
State	LCTOP	375,000	2,147,733	869,919	550,000	550,000	4,492,652
	TIRCP	-	-	-	-	-	-
	HVIP	-	-	-	-	-	-
	SB 1 SGR	1,740,275	-	159,135	163,909	-	2,063,319
	SB1 LPP	775,800	825,000	825,000	825,000	825,000	4,075,800
	AB 2766	-	300,000	400,000	-	-	700,000
Local	Measure Q	-	95,481	245,864	101,296	245,864	688,505
	Measure X	3,500,000	3,500,000	7,819,969	-	-	14,819,969
	MST Finance	-	-	-	-	-	-
	MST Capital Budget (General Fund)	460,350	349,047	40,584	42,412	43,265	935,658

A - Bus Rolling Stock

Cost escalation at 3% starting in FY 2022/23

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)±(b)
FY 2022/23	A1	* Replace Non-Revenue Vehicles: Passenger Vehicles (6 Units)	\$184,000				\$147,200				\$36,800				\$184,000	\$0	\$0	\$184,000
	A2	* Replace Non-Revenue Vehicles: Transit Connect (1 Unit)	\$30,000				\$24,000				\$6,000				\$30,000	\$0	\$0	\$30,000
	A3	* Replace Non-Revenue Vehicles: Shop Truck (1 Unit)	\$45,000				\$36,000				\$9,000				\$45,000	\$0	\$0	\$45,000
	A4	* Purchase Replacement Heavy-Duty (4 Units) & Medium Duty Buses (4 Units)	\$4,061,260			\$2,521,985				\$855,275	\$684,000				\$4,061,260	\$0	\$0	\$4,061,260
	A5	Add Non-Revenue Vehicles: IT Support Truck (1 Unit - IT)	\$46,350				\$24,000								\$24,000	\$22,350	\$0	\$46,350
	A6	Replace Non-Revenue Vehicles: Passenger Vehicles (3 Units)	\$92,000				\$73,600								\$73,600	\$0	\$18,400	\$73,600
	A7	Replace Non-Revenue Vehicles: Shop Truck (2 Units)	\$92,700				\$74,160								\$74,160	\$0	\$18,540	\$74,160
	A8	* Replace Medium-Duty / Light-Duty Fixed Route Buses (4 Units)	\$480,000				\$384,000								\$384,000	\$0	\$96,000	\$384,000
	A9	Replace Heavy-Duty Fixed Route Buses (4 Units) with ZEBs	\$3,914,000												\$0	\$0	\$3,914,000	\$0
	A10	Annual Zero Emissions Vehicles Compliance Fund	\$1,000,000												\$0	\$0	\$1,000,000	\$0
Subtotal Bus Rolling Stock:			\$9,945,310	\$0	\$0	\$2,521,985	\$762,960	\$0	\$0	\$855,275	\$735,800	\$0	\$0	\$0	\$4,876,020	\$22,350	\$5,046,940	\$4,898,370
* Rollover project from previous fiscal year																		

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)±(b)
FY 2023/24	A1	Replace RIDES Cutaway Paratransit Buses (6 Units)	\$477,406	\$381,925								\$95,481			\$477,406	\$0	\$0	\$477,406
	A2	Replace Non-Revenue Vehicles: Passenger Vehicles RU's (3 Units)	\$79,568				\$63,654				\$15,914				\$79,568	\$0	\$0	\$79,568
	A3	Replace Non-Revenue Vehicles: Shop Truck (2 Units)	\$95,481				\$76,385				\$19,096				\$95,481	\$0	\$0	\$95,481
	A4	Replace Heavy-Duty Fixed Route Buses (3 Units) with ZEBs	\$3,021,000								\$789,990				\$789,990	\$0	\$2,231,010	\$789,990
	A5	*Replace Medium-Duty / Light-Duty Fixed Route Buses (5 Units)	\$636,540				\$509,232								\$509,232	\$0	\$127,308	\$509,232
	A6	Electric Buses & Charging Infrastructure	\$4,750,000			\$1,950,000			\$1,597,733					\$300,000	\$3,847,733	\$52,267	\$850,000	\$3,900,000
	A7	Annual Zero Emissions Vehicles Compliance Fund	\$1,000,000												\$0	\$0	\$1,000,000	\$0
Subtotal Bus Rolling Stock:			\$10,059,995	\$381,925	\$0	\$1,950,000	\$649,271	\$0	\$1,597,733	\$0	\$825,000	\$95,481	\$0	\$300,000	\$5,799,410	\$52,267	\$4,208,318	\$5,851,677
*Moved from FY22/23, updated to (5) Units. Original request was for (4) Units.																		

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)±(b)
FY 2024/25	A1	Replace Cutaway Paratransit Buses (3 Units)	\$245,864									\$245,864			\$245,864	\$0	\$0	\$245,864
	A2	Replace Non-Revenue Vehicles: Passenger Vehicles RU's (3 Units)	\$81,955				\$65,564				\$16,391				\$81,955	\$0	\$0	\$81,955
	A3	Replace Non-Revenue Vehicles: Transit Connect (1 Units)	\$32,782				\$26,226				\$6,556				\$32,782	\$0	\$0	\$32,782
	A4	Replace Non-Revenue Vehicles: Shop Truck (1 Units)	\$49,173				\$39,338				\$9,835				\$49,173	\$0	\$0	\$49,173
	A5	Annual Zero Emissions Vehicles Compliance Fund	\$1,000,000				\$800,000								\$800,000	\$0	\$200,000	\$800,000
	A6	Replace Heavy-Duty Fixed Route Buses (4 Units) with ZEBs (BEB or HFC)	\$4,142,000						\$319,919		\$792,218			\$400,000	\$1,512,137	\$0	\$2,629,863	\$1,512,137
	A7	Replace Medium-Duty / Light-Duty Fixed Route Buses (5 Units)	\$655,636				\$524,509								\$524,509	\$0	\$131,127	\$524,509
Subtotal Bus Rolling Stock:			\$6,207,410	\$0	\$0	\$0	\$1,455,637	\$0	\$319,919	\$0	\$825,000	\$245,864	\$0	\$400,000	\$3,246,420	\$0	\$2,960,990	\$3,246,420

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)±(b)
FY 2025/26	A1	Replace Cutaway Paratransit Buses (6 Units)	\$506,478	\$405,182								\$101,296			\$506,478	\$0	\$0	\$506,478
	A2	Replace Non-Revenue Vehicles: Passenger Vehicles RU's (3 Units)	\$84,413				\$67,530				\$16,883				\$84,413	\$0	\$0	\$84,413
	A3	Replace Non-Revenue Vehicles: Transit Connect (1 Units)	\$33,765				\$27,012				\$6,753				\$33,765	\$0	\$0	\$33,765
	A4	Replace Non-Revenue Vehicles: Shop Truck (1 Units)	\$50,648				\$40,518				\$10,130				\$50,648	\$0	\$0	\$50,648
	A5	Replace Heavy-Duty Fixed Route Buses (5 Units) with ZEBs (BEB or HFC)	\$5,320,000								\$791,235				\$791,235	\$0	\$4,528,765	\$791,235
	A6	Replace Medium-Duty / Light-Duty Fixed Route Buses (3 Units)	\$675,305				\$540,244								\$540,244	\$0	\$135,061	\$540,244
	A7	Annual Zero Emissions Vehicles Compliance Fund	\$1,000,000												\$0	\$0	\$1,000,000	\$0
Subtotal Bus Rolling Stock:			\$7,670,609	\$405,182	\$0	\$0	\$675,305	\$0	\$0	\$0	\$825,000	\$101,296	\$0	\$0	\$2,006,783	\$0	\$5,663,826	\$2,006,783

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)±(b)
FY 2026/27	A1	Replace Cutaway Paratransit Buses (3 Units)	\$245,864									\$245,864			\$245,864	\$0	\$0	\$245,864
	A2	Replace Non-Revenue Vehicles: Passenger Vehicles RU's (3 Units)	\$81,955				\$65,564				\$16,391				\$81,955	\$0	\$0	\$81,955
	A3	Replace Non-Revenue Vehicles: Transit Connect (1 Units)	\$32,782				\$26,226				\$6,556				\$32,782	\$0	\$0	\$32,782
	A4	Replace Non-Revenue Vehicles: Shop Truck (1 Units)	\$49,173				\$39,338				\$9,835				\$49,173	\$0	\$0	\$49,173
	A5	Replace Heavy-Duty Fixed Route Buses (11 Units) with ZEBs (BEB or HFC)	\$12,017,500								\$792,218				\$792,218	\$0	\$11,225,282	\$792,218
	A6	Replace Medium-Duty / Light-Duty Fixed Route Buses (5 Units)	\$655,636				\$524,509								\$524,509	\$0	\$131,127	\$524,509
	A7	Annual Zero Emissions Vehicles Compliance Fund	\$1,000,000				\$800,000								\$800,000	\$0	\$200,000	\$800,000
Subtotal Bus Rolling Stock:			\$14,082,910	\$0	\$0	\$0	\$1,455,637	\$0	\$0	\$0	\$825,000	\$245,864	\$0	\$0	\$2,526,501	\$0	\$11,556,409	\$2,526,501
ICT Compliance Need:			\$38,164,500															
5 Year Total			\$47,966,234	\$787,107	\$0	\$4,471,985	\$4,998,810	\$0	\$1,917,652	\$855,275	\$4,035,800	\$688,505	\$0	\$700,000	\$18,455,133	\$74,617	\$29,436,484	\$18,529,750

B - Bus Support Equipment and Facilities/ITS

Cost escalation at 3% starting in FY 2022/23

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	B1	Replace CJW Shop Air Compressors (2 Units)	\$40,000								\$40,000			\$40,000	\$0	\$0	\$40,000
	B2	ICT Compliance Charging Infrastructure CJW	\$275,000						\$275,000					\$275,000	\$0	\$0	\$275,000
	B3	Replace CJW Fuel Dispensers (2 Diesel, 1 Gasoline)	\$75,000							\$75,000				\$75,000	\$0	\$0	\$75,000
	B4	Replace Shop Floor Scrubbers (3 Units)	\$60,000							\$60,000				\$60,000	\$0	\$0	\$60,000
	B5	*Mobile Ticketing / Validators (Contactless Fare Payment Project Continuation)	\$100,000						\$100,000					\$100,000	\$0	\$0	\$100,000
	B6	Replace ITS Software & Hardware for Paratransit & Smaller Fleet	\$1,000,000											\$0	\$0	\$1,000,000	\$0
	B7	Replace ITS Software & Hardware for Fixed Route Fleet	\$2,000,000											\$0	\$0	\$2,000,000	\$0
	B8	Replace CJW Bus Wash System	\$130,000											\$0	\$0	\$130,000	\$0
	B9	Purchase Striping Machine	\$6,000											\$0	\$0	\$6,000	\$0
	B10	Upgrade / Purchase of Hybrid (Cell, Data/Radio) AVL System (\$8.5k / 123 Units)	\$1,045,500											\$0	\$0	\$65,000	\$0
	B11	TrapBlaster JR DPF Cleaning Equipment (Need 1 Units)	\$40,000											\$0	\$0	\$40,000	\$0
	B12	TDA & CJW Garage GFI Computers & Network Manager Upgrade	\$33,000											\$0	\$0	\$33,000	\$0
	B13	Replace Laptops & Docking Stations for Remote Work (30 Units)	\$30,000											\$0	\$0	\$30,000	\$0
	B14	*Puchase Scissor Lift (1 Unit)	\$45,000											\$0	\$0	\$45,000	\$0
Subtotal Bus Support & Equip:			\$4,879,500	\$0	\$0	\$0	\$0	\$0	\$375,000	\$135,000	\$40,000	\$0	\$0	\$550,000	\$0	\$3,349,000	\$550,000
*Rollover from previous fiscal year																	
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2023/24	B1	ICT Compliance Charging Infrastructure (8 Chargers & \$147K Workforce Devel.)	\$1,247,000			\$990,000								\$990,000	\$257,000	\$0	\$1,247,000
	B2	ICT Compliance - Support Infrastructure (2 Chargers)	\$275,000						\$275,000					\$275,000	\$0	\$0	\$275,000
	B3	TDA & CJW Garage GFI Computers & Network Manager Upgrade	\$33,000											\$0	\$0	\$33,000	\$0
	B4	TrapBlaster JR DPF Cleaning Equipment (Need 2 Units)	\$80,000											\$0	\$0	\$80,000	\$0
Subtotal Bus Support & Equip:			\$1,635,000	\$0	\$0	\$990,000	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$1,265,000	\$257,000	\$113,000	\$1,522,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2024/25	B1	ICT Compliance - Support Infrastructure (2 Chargers)	\$275,000						\$275,000					\$275,000	\$0	\$0	\$275,000
	B2	TDA & CJW Garage GFI Computers & Network Manager Upgrade	\$33,000											\$0	\$0	\$33,000	\$0
Subtotal Bus Support & Equip:			\$308,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000	\$0	\$33,000	\$275,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2025/26	B1	ICT Compliance - Support Infrastructure (2 Chargers)	\$275,000						\$275,000					\$275,000	\$0	\$0	\$275,000
Subtotal Bus Support & Equip:			\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2026/27	B1	ICT Compliance - Support Infrastructure (2 Chargers)	\$275,000						\$275,000					\$275,000	\$0	\$0	\$275,000
Subtotal Bus Support & Equip:			\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
ICT Compliance Need:			\$2,622,000														
5 Year Total			\$7,372,500	\$0	\$0	\$990,000	\$0	\$0	\$1,475,000	\$135,000	\$40,000	\$0	\$0	\$2,640,000	\$257,000	\$3,495,000	\$2,897,000

C - Communication/ Radio Equipment
 Cost escalation at 3% starting in FY 2022/23

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	C1	Upgrade/Replace Handheld Radios & Related Equip.	\$1,000												\$0	\$1,000	\$0	\$1,000
Subtotal Communications / Radio Equip:			\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000
FY 2023/24	C1	Upgrade/Replace Handheld Radios & Related Equip.	\$1,030												\$0	\$1,030	\$0	\$1,030
Subtotal Communications / Radio Equip:			\$1,030	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,030	\$0	\$1,030
FY 2024/25	C1	Upgrade/Replace Handheld Radios & Related Equip.	\$1,061												\$0	\$1,061	\$0	\$1,061
Subtotal Communications / Radio Equip:			\$1,061	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,061	\$0	\$1,061
FY 2025/26	C1	Upgrade/Replace Handheld Radios & Related Equip.	\$1,093												\$0	\$1,093	\$0	\$1,093
Subtotal Communications / Radio Equip:			\$1,093	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,093	\$0	\$1,093
FY 2026/27	C1	Upgrade/Replace Handheld Radios & Related Equip.	\$1,126												\$0	\$1,126	\$0	\$1,126
Subtotal Communications / Radio Equip:			\$1,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,126	\$0	\$1,126
5 Year Total			\$5,310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,310	\$0	\$5,310

D - Safety & Security

Cost escalation at 3%

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	FORA	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	D1	Upgrade/ Purchase Vehicle Based Security Camera System (33 Units)	\$264,000				\$114,000			\$150,000							\$264,000	\$0	\$0	\$264,000
	D2	Natural / Man-Made Disaster Funding	\$12,000														\$0	\$12,000	\$0	\$12,000
Subtotal Safety & Security :			\$276,000	\$0	\$0	\$0	\$114,000	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$264,000	\$12,000	\$0	\$276,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	FORA	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2023/24	D1	Natural / Man-Made Disaster Funding	\$13,000														\$0	\$13,000	\$0	\$13,000
	D2	Replacement of Security System at all MST Facilities (Entre System)	\$2,000,000														\$0	\$0	\$2,000,000	\$0
Subtotal Safety & Security :			\$2,013,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000	\$2,000,000	\$13,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	FORA	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2024/25	D1	Natural / Man-Made Disaster Funding	\$13,000														\$0	\$13,000	\$0	\$13,000
	D2	Upgrade/ Purchase Vehicle Based Security Camera System (33 Units)	\$280,078				\$120,943			\$159,135							\$280,078	\$0	\$0	\$280,078
Subtotal Safety & Security :			\$293,078	\$0	\$0	\$0	\$120,943	\$0	\$0	\$159,135	\$0	\$0	\$0	\$0	\$0	\$0	\$280,078	\$13,000	\$0	\$293,078
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	FORA	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2025/26	D1	Natural / Man-Made Disaster Funding	\$14,000														\$0	\$14,000	\$0	\$14,000
	D2	Upgrade/ Purchase Vehicle Based Security Camera System (33 Units)	\$288,480				\$124,571			\$163,909							\$288,480	\$0	\$0	\$288,480
Subtotal Safety & Security :			\$302,480	\$0	\$0	\$0	\$124,571	\$0	\$0	\$163,909	\$0	\$0	\$0	\$0	\$0	\$0	\$288,480	\$14,000	\$0	\$302,480
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	AB 2766	FORA	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2026/27	D1	Natural / Man-Made Disaster Funding	\$14,000														\$0	\$14,000	\$0	\$14,000
Subtotal Safety & Security :			\$14,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,000	\$0	\$14,000
5 Year Total			\$2,898,558	\$0	\$0	\$0	\$359,514	\$0	\$0	\$473,044	\$0	\$0	\$0	\$0	\$0	\$0	\$832,558	\$66,000	\$2,000,000	\$898,558

E - Preventive Maintenance

Cost escalation at 3%

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	E1	Shop Tools and Equipment	\$25,000												\$0	\$25,000	\$0	\$25,000
Subtotal Preventive Maintenance:			\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2023/24	E1	Shop Tools and Equipment	\$25,750												\$0	\$25,750	\$0	\$25,750
Subtotal Preventative Maintenance:			\$25,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,750	\$0	\$25,750
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2024/25	E1	Shop Tools and Equipment	\$26,523												\$0	\$26,523	\$0	\$26,523
Subtotal Preventative Maintenance:			\$26,523	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,523	\$0	\$26,523
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2025/26	E1	Shop Tools and Equipment	\$27,319												\$0	\$27,319	\$0	\$27,319
Subtotal Preventative Maintenance:			\$27,319	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,319	\$0	\$27,319
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2026/27	E1	Shop Tools and Equipment	\$28,139												\$0	\$28,139	\$0	\$28,139
Subtotal Preventative Maintenance:			\$28,139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,139	\$0	\$28,139
5 Year Total			\$132,731	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,731	\$0	\$132,731

F - Bus Stations / Stops

Cost escalation at 3% starting in FY 2022/23

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	F1	SURF! Busway - CIG / PS&E / CMGC	\$2,000,000										\$2,000,000		\$2,000,000	\$0	\$0	\$2,000,000
	F2	South County Bus Stops	\$200,000												\$0	\$200,000	\$0	\$200,000
	F3	COA Implementation - Bus Stops	\$200,000												\$0	\$200,000	\$0	\$200,000
Subtotal Bus Stations / Stops:			\$2,400,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$400,000	\$0	\$2,400,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2023/24	F1	SURF! Busway - CIG / PS&E / CMGC	\$2,000,000										\$2,000,000		\$2,000,000	\$0	\$0	\$2,000,000
Subtotal Bus Stations / Stops:			\$2,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	\$0	\$0	\$2,000,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/*TIRC P*/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2024/25	F1	SURF! Busway - CON / CMGC	\$7,819,969										\$7,819,969		\$7,819,969	\$0	\$25,000,000	\$7,819,969
Subtotal Bus Stations / Stops:			\$7,819,969	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,819,969	\$0	\$7,819,969	\$0	\$25,000,000	\$7,819,969
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2025/26	F1	SURF! Busway - CON / CMGC	\$16,409,985												\$0	\$0	\$16,409,985	\$0
Subtotal Bus Stations / Stops:			\$16,409,985	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,409,985	\$0
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2026/27	F1	SURF! Busway - CON / CMGC	\$0												\$0	\$0	\$0	\$0
Subtotal Bus Stations / Stops:			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5 Year Total			\$28,629,954	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,819,969	\$0	\$11,819,969	\$400,000	\$41,409,985	\$12,219,969

G - Major Facilities Expansion / Rehab

Cost escalation at 3% starting in FY 2022/23

Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2022/23	G1	MTX Repair, Refurbish, and Beautify	\$65,000							\$65,000					\$65,000	\$0	\$0	\$65,000
	G2	STC Exterior Improvements	\$250,000							\$250,000					\$250,000	\$0	\$0	\$250,000
	G3	CJW Storage Areas	\$45,000							\$45,000					\$45,000	\$0	\$0	\$45,000
	G4	* LAB Generator Upgrades	\$240,000							\$240,000					\$240,000	\$0	\$0	\$240,000
	G5	Salinas O&M Facility FFA / Arch / Design / Env	\$1,500,000										\$1,500,000		\$1,500,000	\$0	\$0	\$1,500,000
	G6	TDA Shop Floor Upgrade	\$100,000												\$0	\$0	\$100,000	\$0
	G7	Repair Concrete at CJW Yard	\$150,000												\$0	\$0	\$150,000	\$0
Subtotal Major Facilities Expansion / Rehab:				\$0	\$0	\$0	\$0	\$0	\$0	\$600,000	\$0	\$0	\$1,500,000	\$0	\$2,100,000	\$0	\$250,000	\$2,100,000
* Rollover from previous fiscal year																		
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2023/24	G1	Salinas O&M Facility FFA / Arch / Design / Env	\$1,500,000										\$1,500,000		\$1,500,000	\$0	\$0	\$1,500,000
	G2	Solar / Battery Charging Infrastructure	\$275,000						\$275,000						\$275,000	\$0	\$0	\$275,000
	G3	ZEROS Microgrid Pre-Construction Activities	\$1,025,000												\$0	\$0	\$1,025,000	\$0
Subtotal Major Facilities Expansion / Rehab:				\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$1,500,000	\$0	\$1,775,000	\$0	\$1,025,000	\$1,775,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2024/25	G1	Solar / Battery Charging Infrastructure	\$275,000						\$275,000						\$275,000	\$0	\$0	\$275,000
	G2	Salinas O&M Facility Design-Build	\$10,000,000												\$0	\$0	\$10,000,000	\$0
Subtotal Major Facilities Expansion / Rehab:				\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$10,000,000	\$275,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2025/26	G1	Solar / Battery Charging Infrastructure	\$275,000						\$275,000						\$275,000	\$0	\$0	\$275,000
	G2	Salinas O&M Facility Design-Build	\$15,000,000												\$0	\$0	\$15,000,000	\$0
Subtotal Major Facilities Expansion / Rehab:			\$15,275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$15,000,000	\$275,000
Fiscal Year	No.	Description	Cost	5310	5311(f)	5339	5307 Traditional	FTA CIG / TIFIA Program	LCTOP/ TIRCP/HVIP	SB1 SGR	SB1 LPP	Measure Q	Measure X	MST Finance: Bank Loan	Total Grant, Measure Q, or Loan Funded (a)	MST Capital Budget (b)	Unfunded	Total Grant & MST Funded (a)+(b)
FY 2026/27	G1	Solar / Battery Charging Infrastructure	\$275,000						\$275,000						\$275,000	\$0	\$0	\$275,000
Subtotal Major Facilities Expansion / Rehab:			\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0	\$275,000	\$0	\$0	\$275,000
5 Year Total			\$15,550,000	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$600,000	\$0	\$0	\$3,000,000	\$0	\$4,700,000	\$0	\$26,275,000	\$4,700,000

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: Transit-Oriented Development Planning Study

RECOMMENDATION:

Authorize the General Manager/CEO to enter into contract with Kimley-Horn for a Transit-Oriented Development Planning Study in an amount not to exceed \$493,498, with a \$12,752 project contingency.

FISCAL IMPACT:

The FY 2023 Budget includes a \$405,000 grant from FTA's Pilot Program for Transit-Oriented Development Planning Section 20005(b), to be matched with \$101,250 of local funds, for a total project expense of \$506,250. The local match is from MST's general fund. An independent cost estimate performed by staff for this project estimated the cost within the range of the project budget and Kimley-Horn cost proposal.

POLICY IMPLICATIONS:

Your board approves contracts and expenditures over \$100,000 per MST's Procurement Policy and Procedures of 2016. Additionally, this supports the *SURF!* Busway and Bus Rapid Transit and is consistent with MST's FY 2022-2025 Goals, Objectives and Action Plan, specifically, *Goal #4: Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation*. The 2-Year Action Plan includes this activity on the *SURF!* project: *Continue final design and submit application for FTA Capital Investment Grant (CIG) project evaluation, rating, and approval for SURF! Busway and Bus Rapid Transit Project (BRT)*.

DISCUSSION:

In January 2022, the Federal Transit Administration awarded MST \$405,000 to plan for transit-oriented development (TOD) at key nodes that will support ridership on the *SURF!* Busway and BRT project. The federal award will cover up to 80% of the planning study expenses. The additional 20%, up to \$101,250, will come from MST general funds in the FY 2023 operating budget.

MST issued a Request for Proposals (RFP) in March 2022 seeking qualified firms to conduct the planning study. The scope of work includes evaluating the status of the multimodal networks that connect to the *SURF!* BRT. Existing transportation demand management strategies, policies, implementation approaches, and monitoring

practices of the jurisdictions along the corridor will also be analyzed. Additionally, current parking requirements per city codes will be evaluated to determine if there is flexibility in current requirements to encourage better TOD. The study will identify and analyze opportunities for MST and the cities to advance development that supports, and is supported by, public transit.

A number of outreach efforts would take place to ensure the public is involved in the planning process. The consultant will gather input from stakeholders, specifically including equity stakeholders, about multimodal barriers, perspectives on development and TOD, and potential strategies. This effort will be accomplished through stakeholder groups, community meetings, surveys and/or open house efforts.

In response to this RFP, MST received two proposals from qualified firms. These firms including the following and associated evaluation score:

Proposer	Evaluation Score
PlaceWorks	81.86
Kimley-Horn	91.67

The proposal review team was comprised of two MST staff and one staff from the cities of Monterey, Salinas, Sand City, and Seaside. City of Marina and the Transportation Agency for Monterey County (TAMC) were also invited to participate on the evaluation panel, but scheduling conflicts precluded participation. Staff from each of these organizations will be closely involved in the project as it advances. Staff independently reviewed and scored each proposal basing their scores on the firms':

- Organizational Management and Business Plan
- Past Performance and Quality of Services
- Quality Assurance
- Quality of Key Personnel
- Comments Received from Past and Current Customers

Through this process, staff awarded the highest number of points to Kimley-Horn and selected this firm as the winning proposer. Kimley-Horn's proposed total cost for this project is \$493,498. Your Board's approval will authorize the General Manager/CEO to award a contract to Kimley-Horn to conduct the TOD Planning Study. With a \$12,752 project contingency, the total amount for this project shall not exceed \$506,250.

ATTACHMENT(S):

None

Prepared by: 
Michelle Muller Overmeyer

Reviewed by: 
Carl G. Sedoryk

To: Board of Directors
From: Dan Albert, Chair
Subject: Report from Nominating Committee and Election of Officers

RECOMMENDATION:

Receive report from Nominating Committee, conduct election of officers, and appoint representatives.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Monterey-Salinas Transit District bylaws require the Board to conduct an annual election of officers and to make required appointments.

Article VI. Officers, of the MST Bylaws requires your Board to “appoint members to a Nominating Committee responsible for recommending officer appointments to the full Board.”

DISCUSSION:

The Nominating Committee consisting of Chair Dan Albert (Monterey), Mike LeBarre (King City) and Tony Barrera (Salinas) met on March 17, 2022 to nominate and recommend election of MST Directors Anna Velazquez (Soledad) to serve as Board Chair and Mary Ann Carbone (Sand City) to serve as Vice-Chair for FY 2023-2024.

MST non-elected officers are asked to sit on various boards and committees. The proposed non-elected officer appointments are included in the attachment.

ATTACHMENT(S):

MST District Officers and Appointments for FY 2023-2024

PREPARED BY: 
Dan Albert

REVIEWED BY: 
Carl G. Sedoryk

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ATTACHMENT

MST District Officers and Appointments Fiscal Years 2023-2024

Officers elected by the Board:

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

Non-elected officers and appointments:

Secretary to the Board	Carl G. Sedoryk
Deputy Secretary to the Board	Jeanette Alegar-Rocha
Treasurer	Carl G. Sedoryk
Deputy Treasurer	Lisa Rheinheimer
General Counsel	David C. Laredo
Representative to TAMC	Carl G. Sedoryk
Alternate to TAMC	Lisa Rheinheimer
Alternate to TAMC	Michelle Overmeyer
Representative to California Transit Indemnity Pool	
Primary to (CalTIP)	Kelly Halcon
Alternate to (CalTIP)	Lisa Cox
Representative to AMBAG	Lisa Rheinheimer
Alternate to AMBAG	Michelle Overmeyer

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

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

April 8-10, I attended the American Public Transportation Association CEO Seminar in Denver, Colorado. I was a featured speaker to discuss strategies to transition from COVID pandemic to endemic from a smaller transit operator perspective. Additionally, I attended sessions on maintaining mental health within the workplace, current trends in labor contracts, and federal legislative issues.

April 11, I met with Mayor Anna Velazquez and Congresswoman Zoe Lofgren who will be representing the Salinas Valley when the newly formed congressional districts are implemented in January 2023.

April 18-19, I met with the Executive Committee of the California Transit Association in Oceanside, CA where we started the process of developing a 3-year strategic planning process for the association and conducted other necessary business.

April 26, I made a presentation to the City of Salinas City Council providing an update on MST Capital and Operating programs, challenges and opportunities.

Attachment #1 – Dashboard Performance Statistics April 2022

Attachment #2 – Operations Dept. Report – April 2022

Attachment #3 – Facilities & Maintenance Dept. Report April 2022

Attachment #4 – Administration Dept. Report – April 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: 
Carl G. Sedoryk

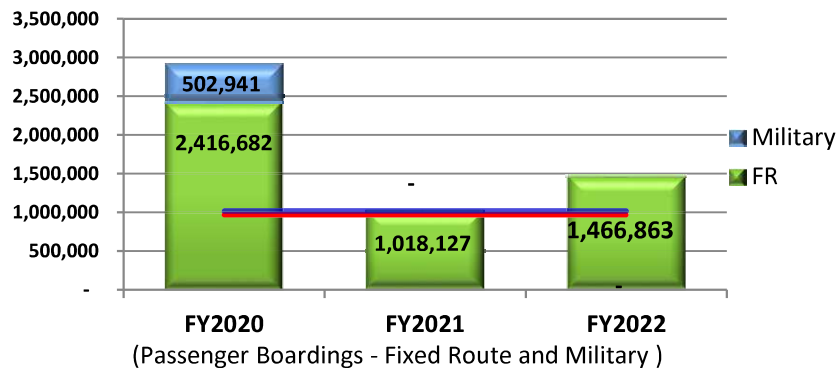
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YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2020-2022

Ridership



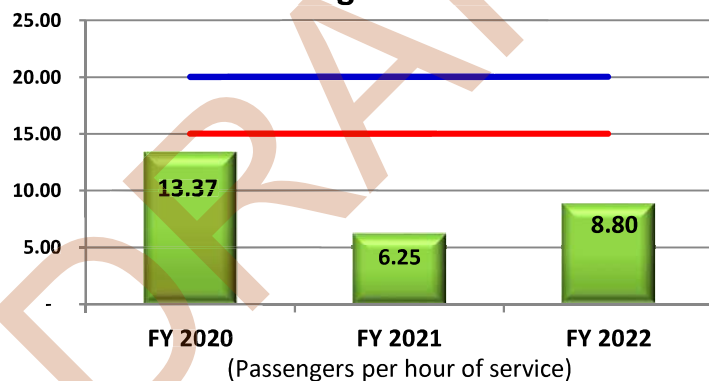
Goal = 1,018,127
passengers

Minimum = 967,221
passengers

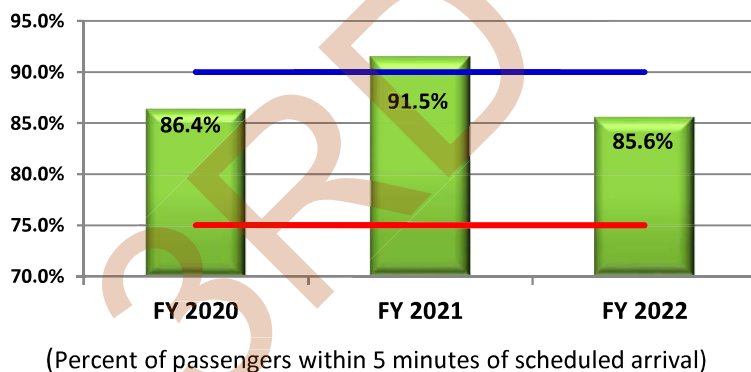
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



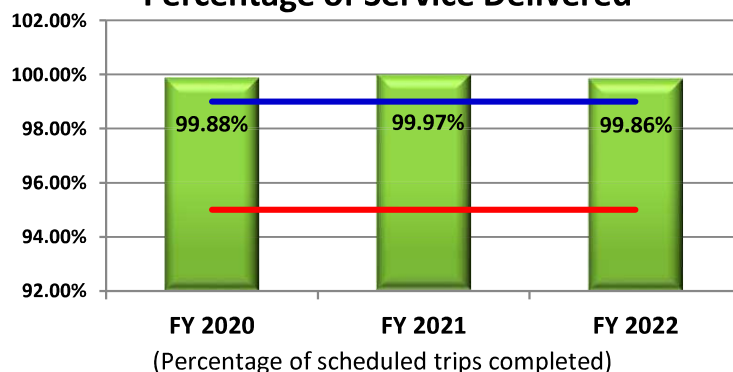
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

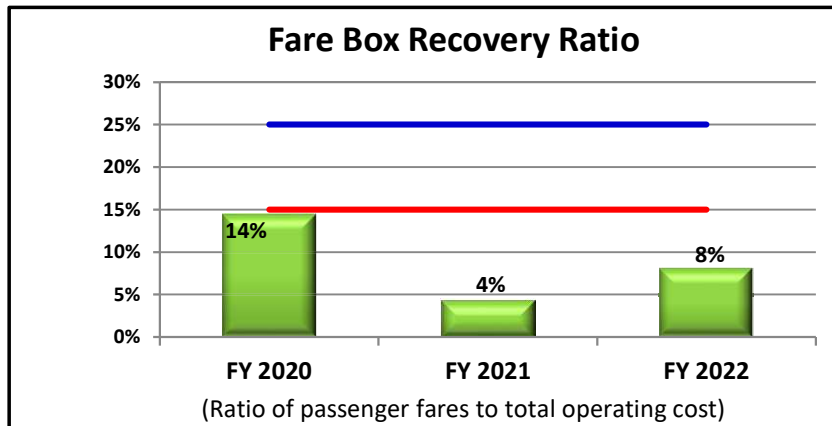


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2020-2022

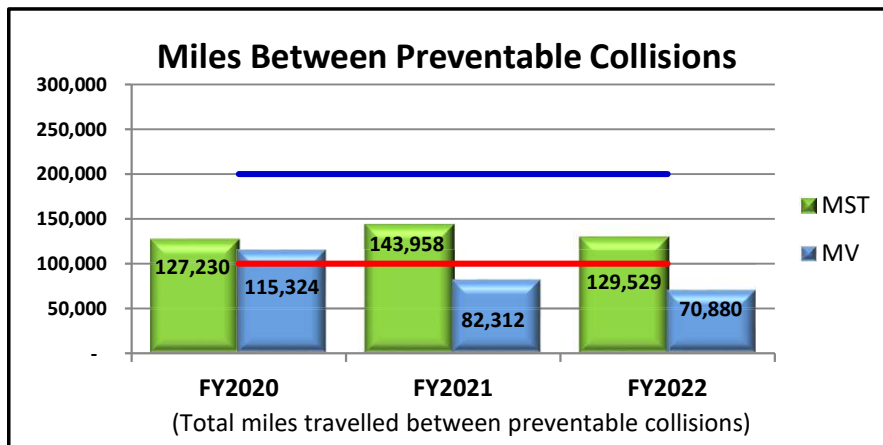
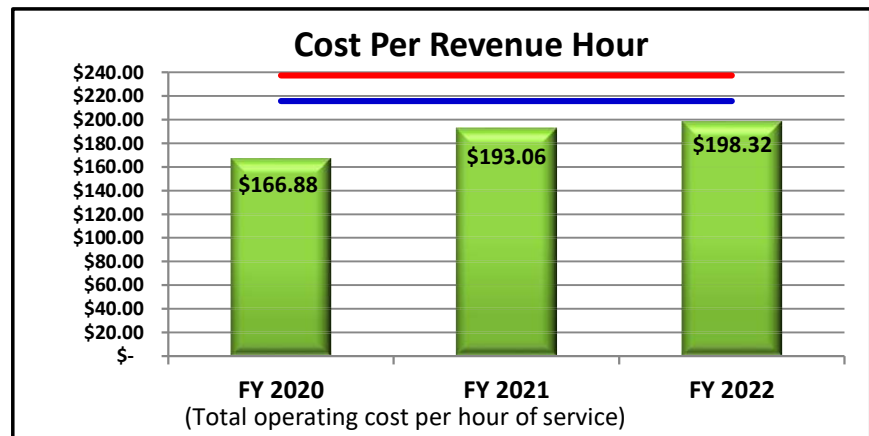


Goal = 25%

Minimum = 15%

Goal = \$215.79 per RH

Maximum = \$237.36 per RH

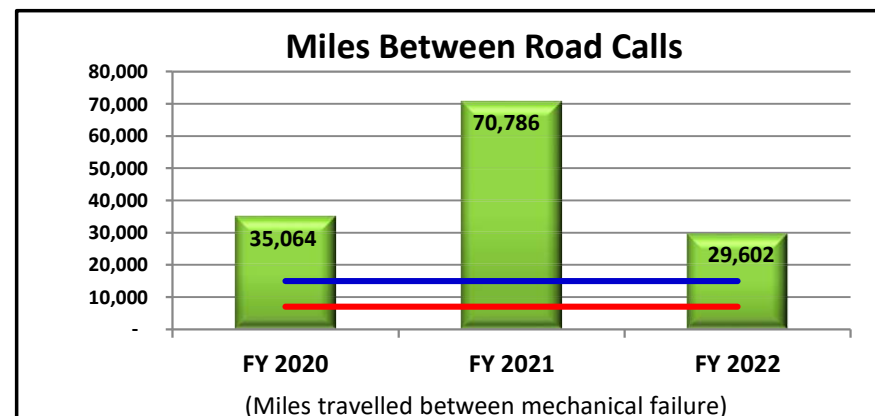


Goal = 200,000 Miles

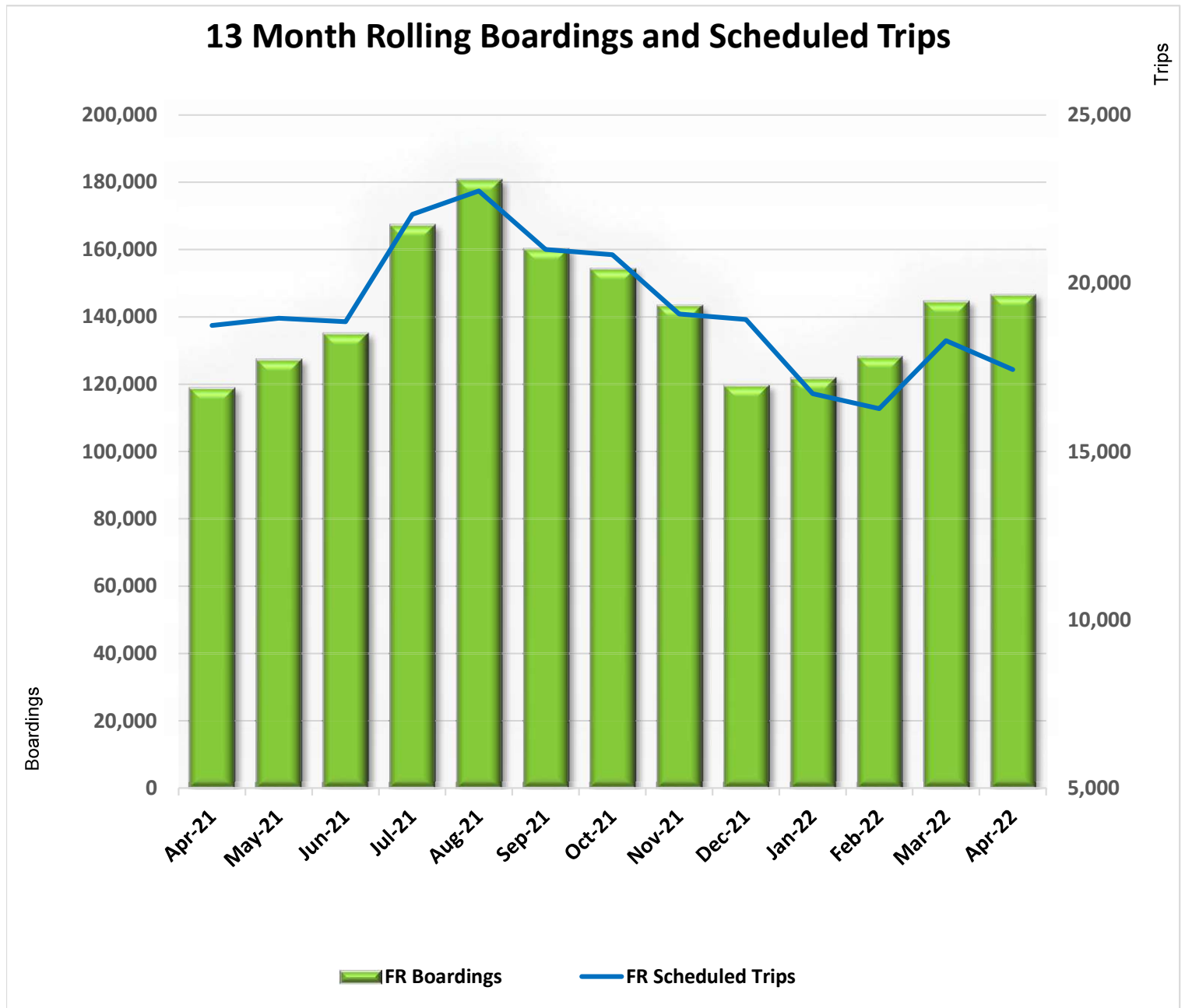
Minimum = 100,000 Miles

Goal = 15,000 Miles

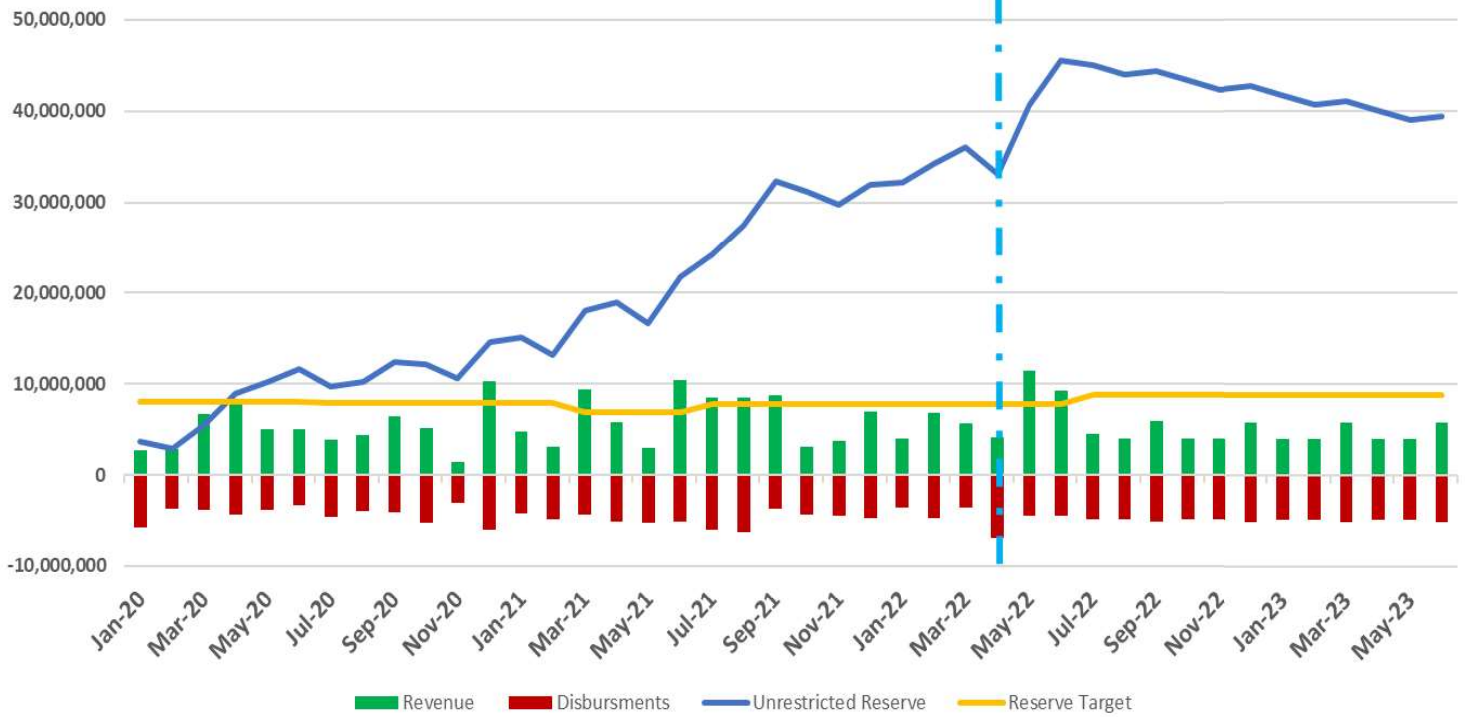
Minimum = 7,000 Miles



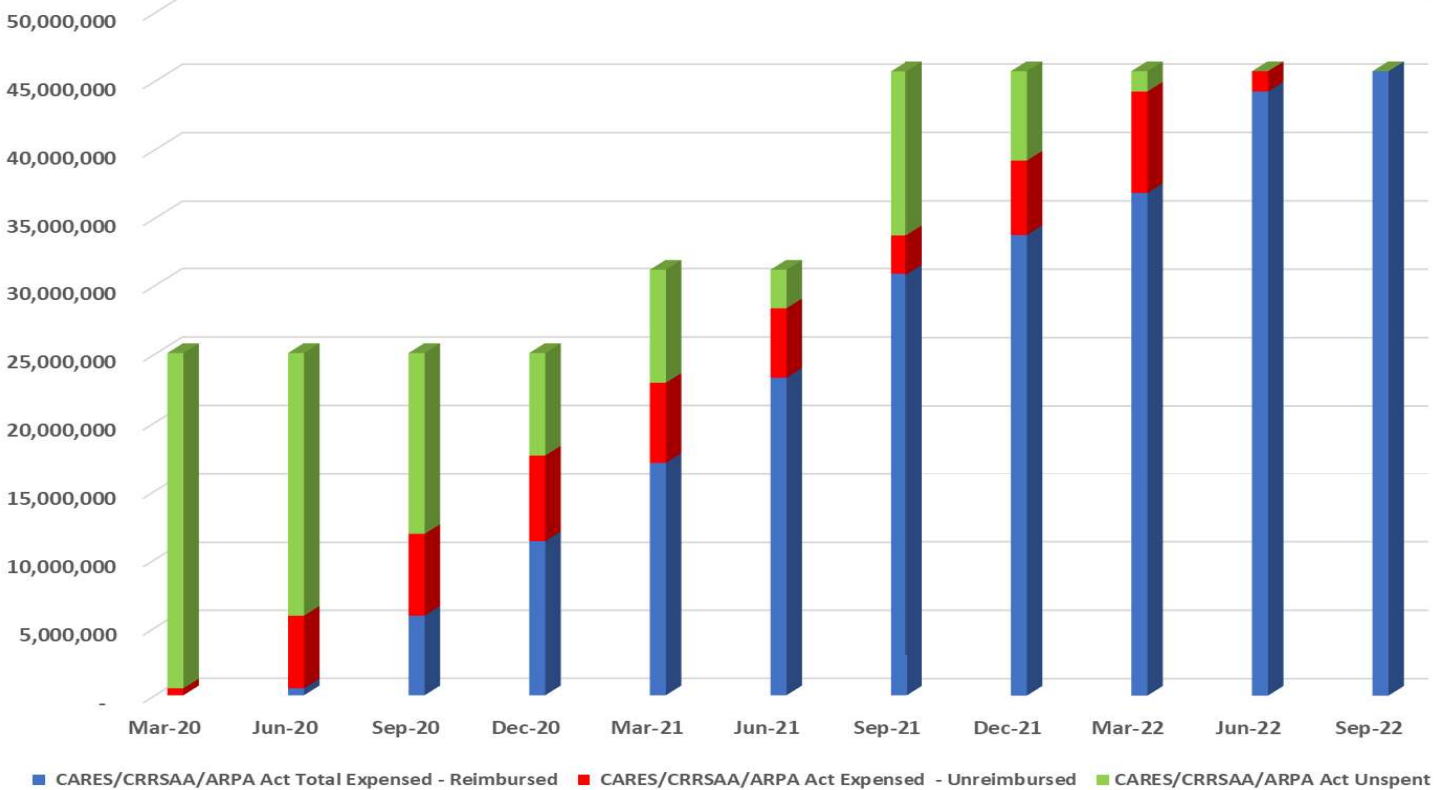
COVID-19 MST Statistics and Projections



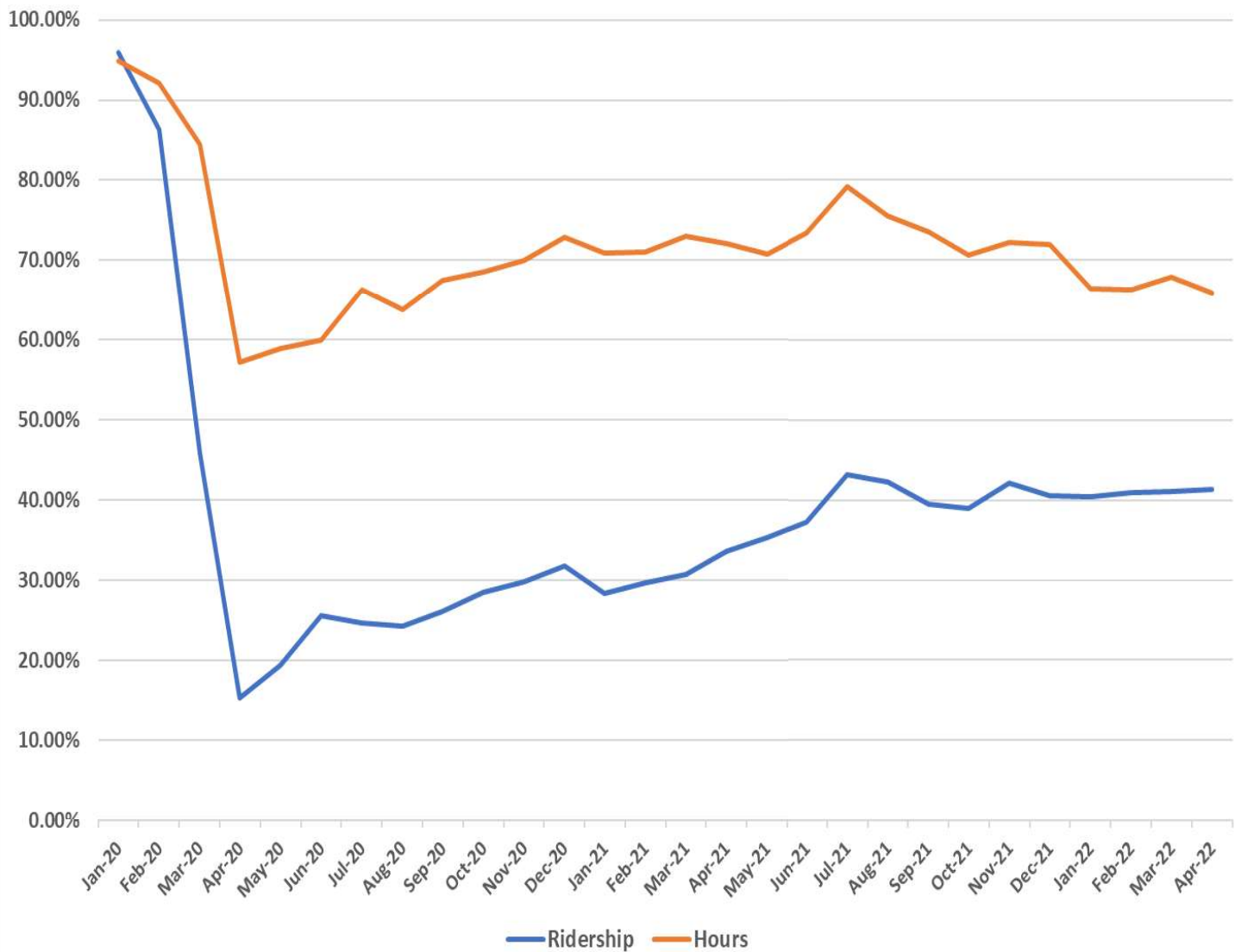
Cash Flow Projections Jan 2020 - June 2023



CARES/CRRSAA/ARPA Act Funds



Percent of Monthly Ridership and Revenue Hours from CY17-19 Average

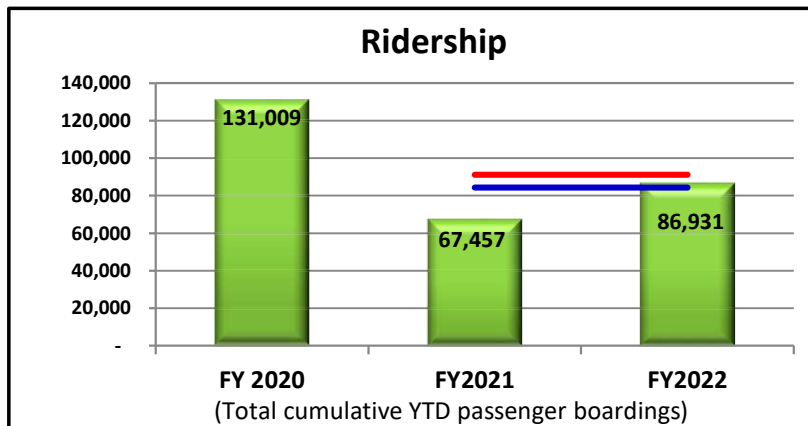


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - April

Fiscal Years 2020-2022

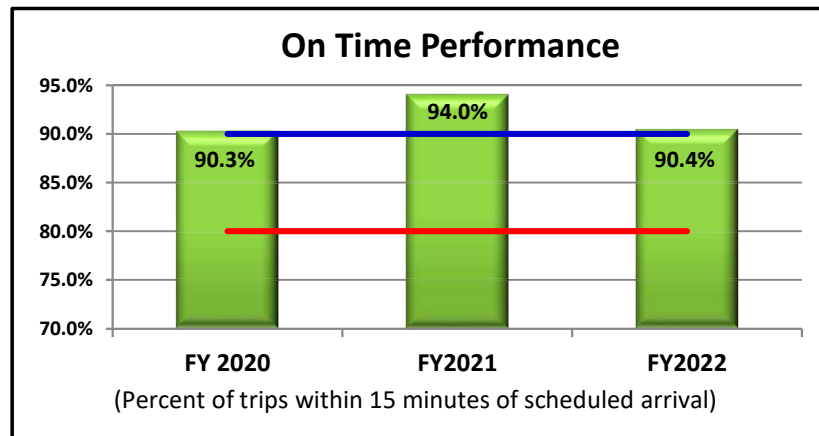
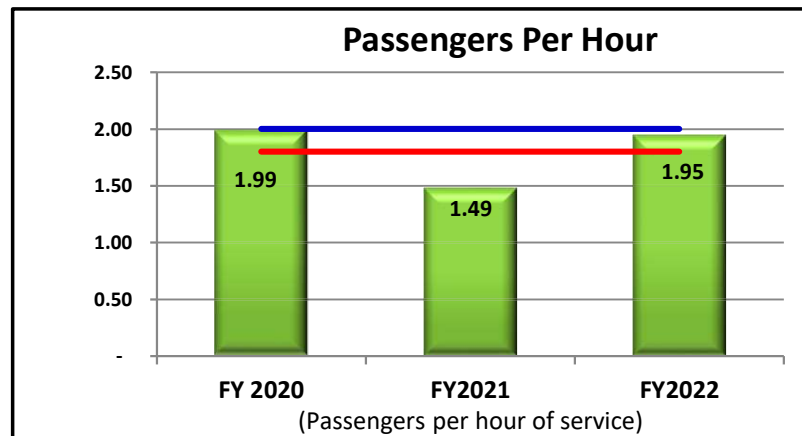


**Goal = 84,321
passengers**

**Maximum = 91,067
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

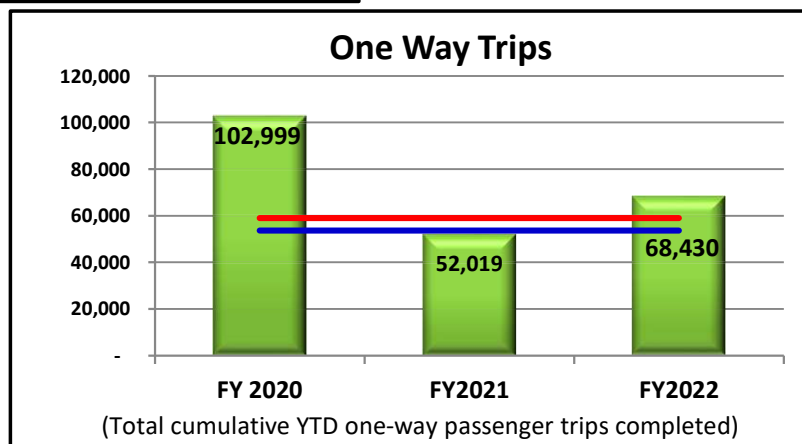


Goal = 90% on time

Minimum = 80% on time

**Maximum = 58,938
one-way trips**

**Goal = 53,580
one-way trips**

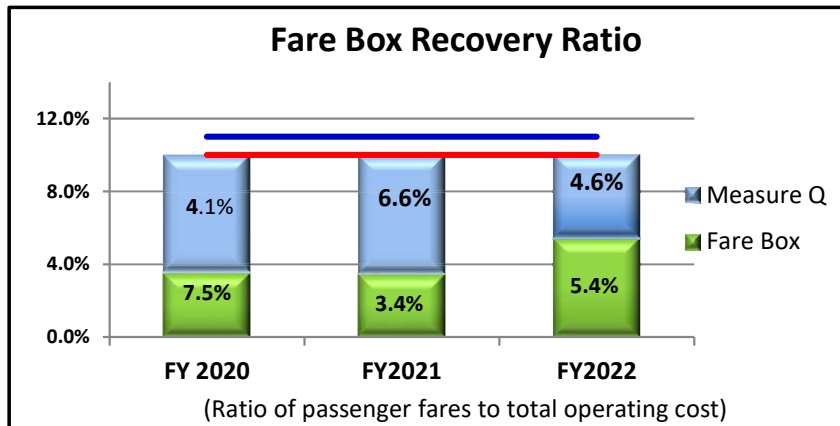


MST RIDES

YTD Dashboard Performance Comparative Statistics

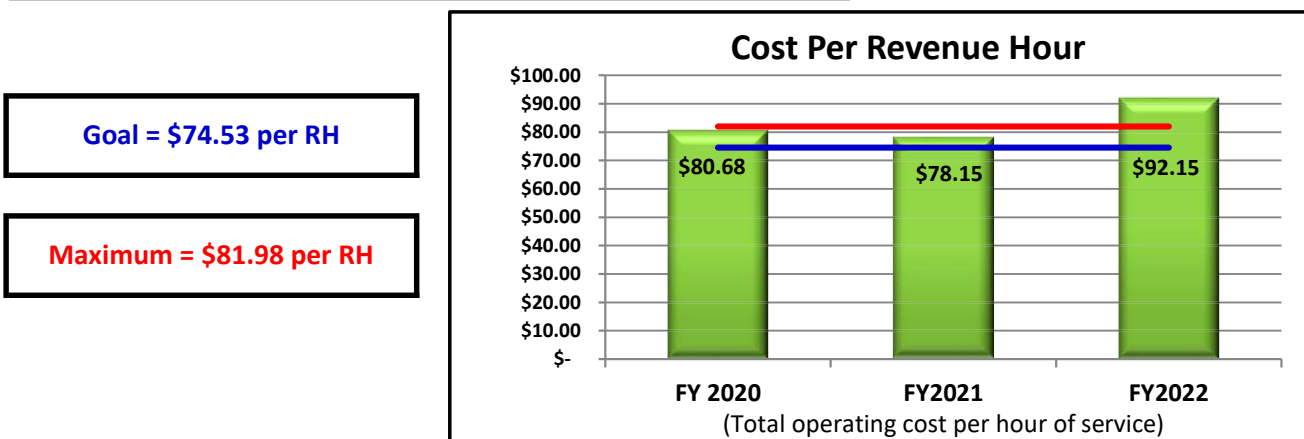
July - April

Fiscal Years 2020-2022



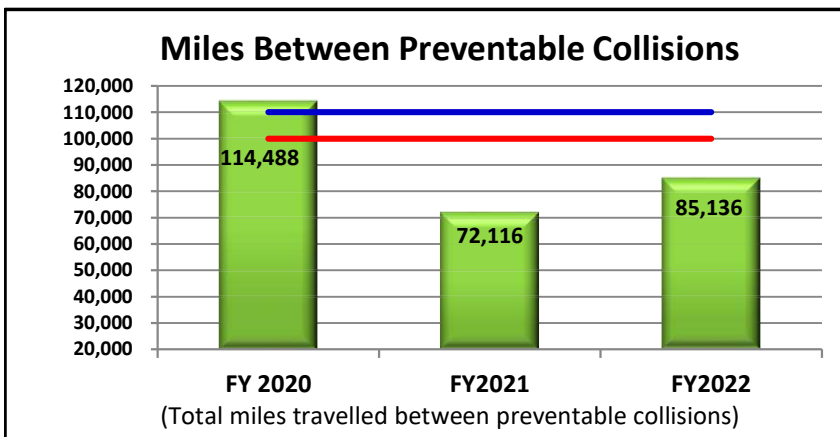
Goal = 11%

Minimum = 10%



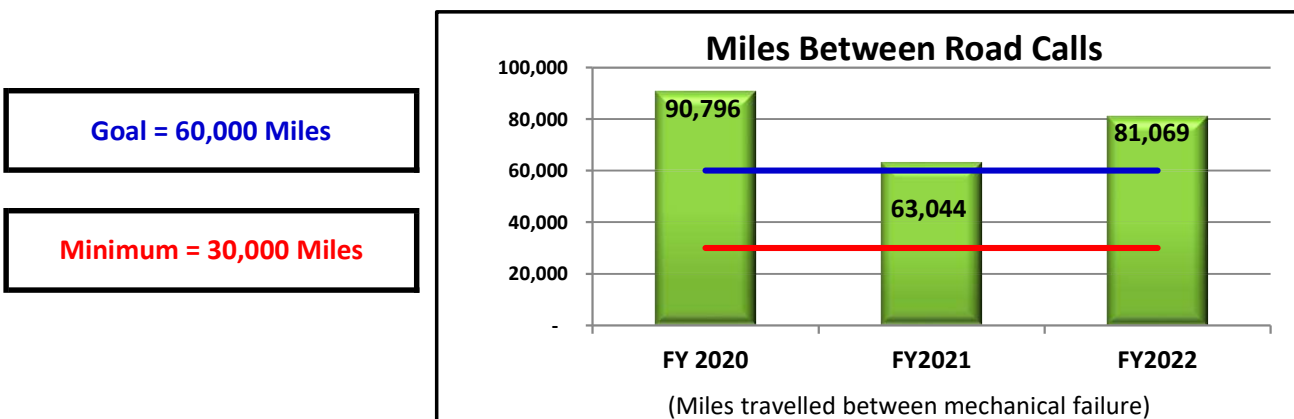
Goal = \$74.53 per RH

Maximum = \$81.98 per RH



Goal = 110,000 Miles

Minimum = 100,000 Miles



Goal = 60,000 Miles

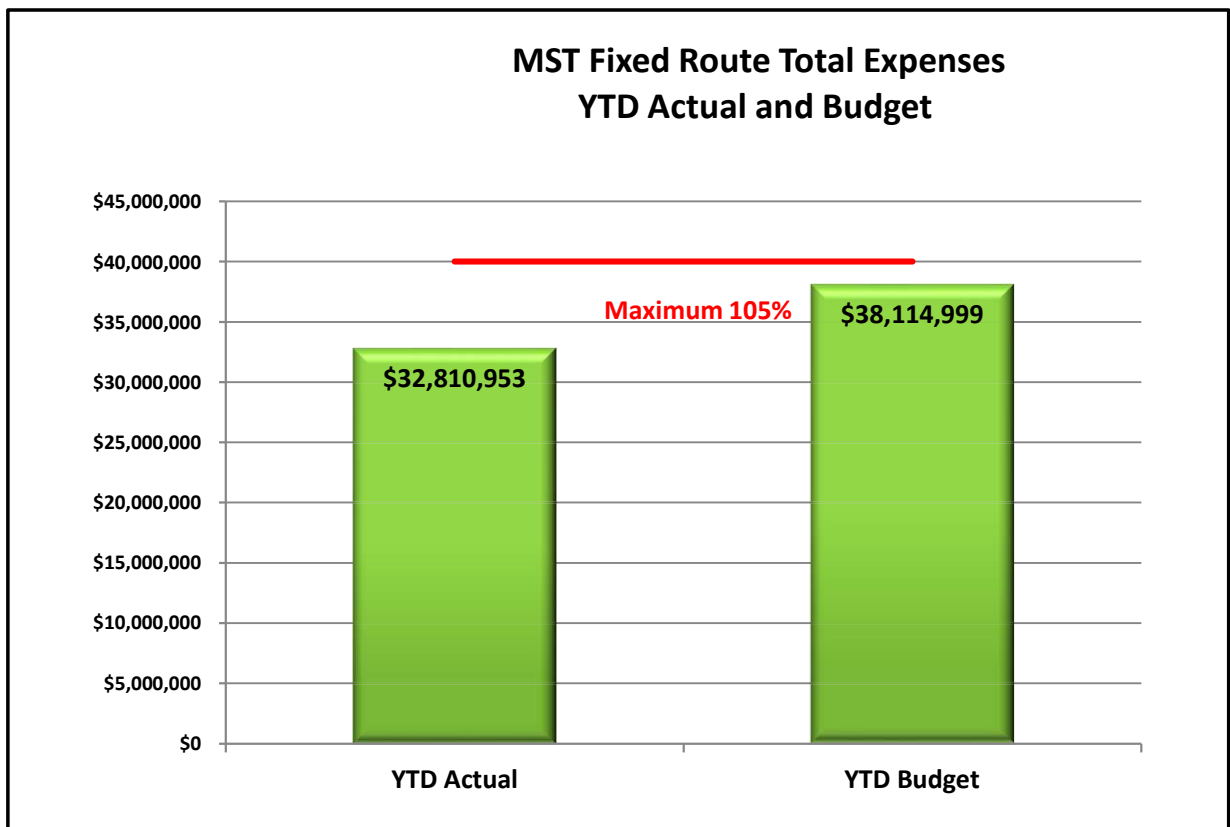
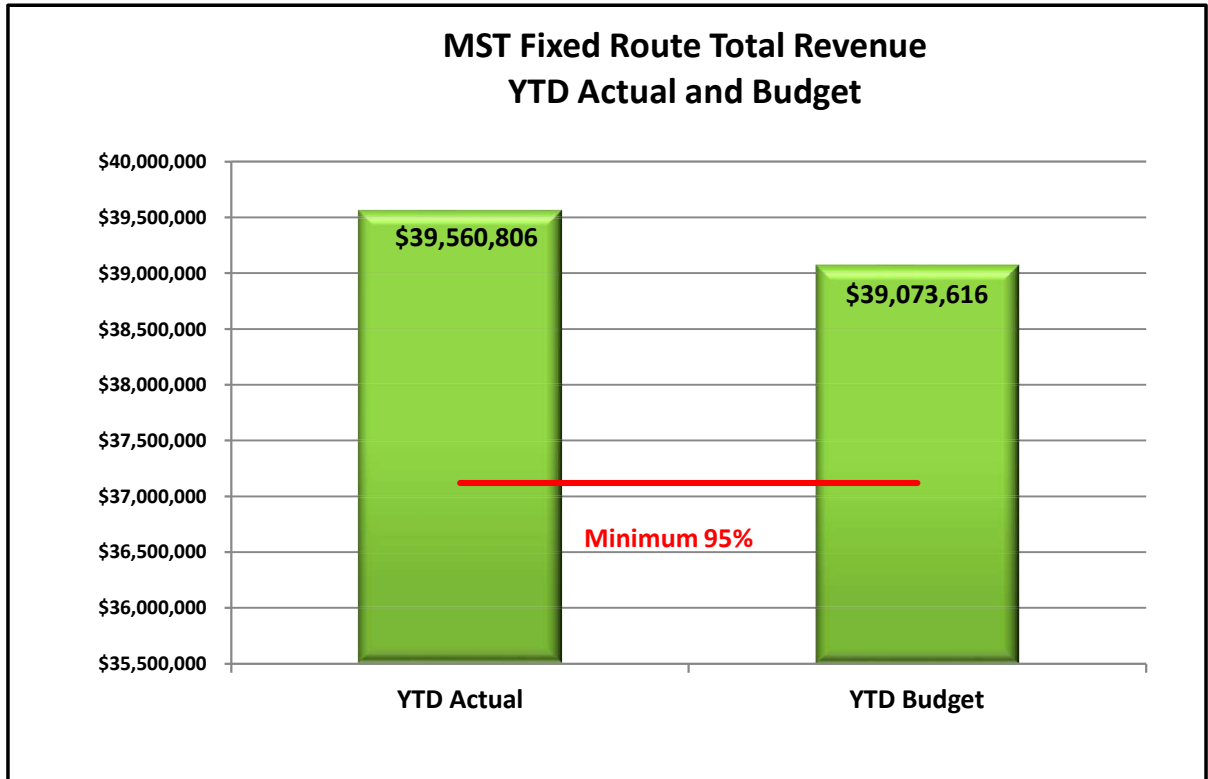
Minimum = 30,000 Miles

MST Fixed Route

Financial Performance Comparative Statistics

July - April

Fiscal Year 2022

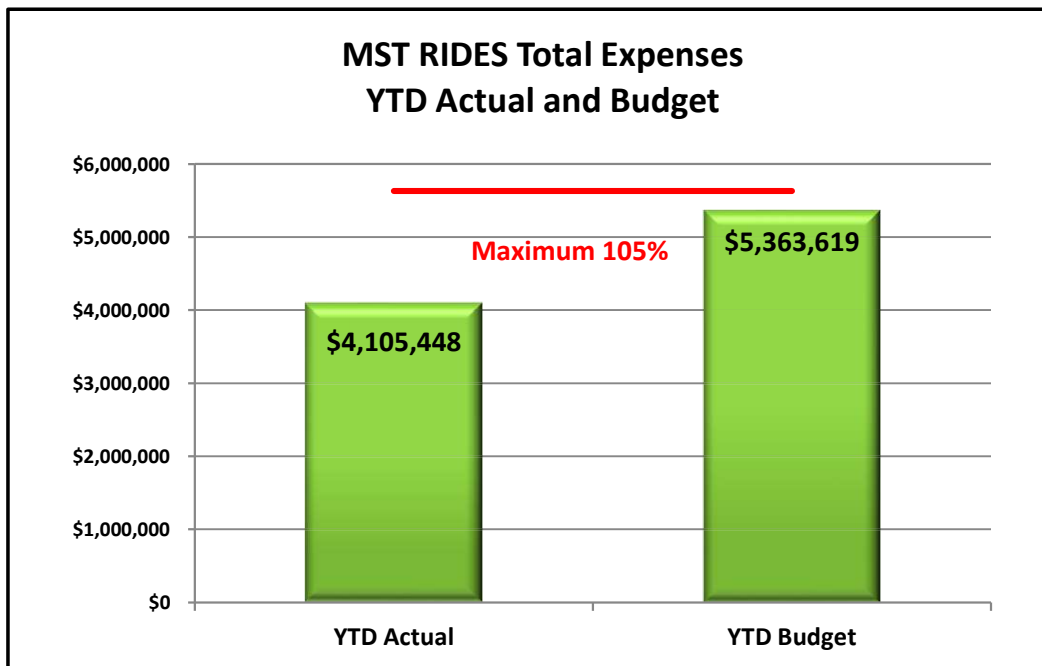
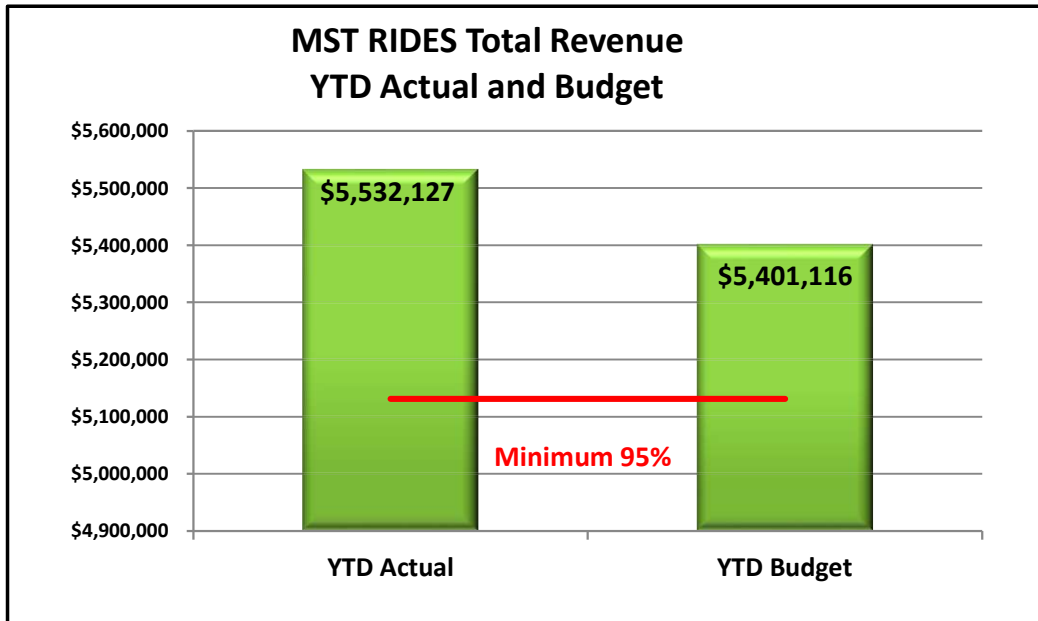


MST RIDES

Financial Performance Comparative Statistics

July - April


Fiscal Year 2022



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Date: May 27, 2022

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

From:  Norman K. Tuitavuki, Chief Operating Officer

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

FIXED ROUTE BUS OPERATIONS:

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

MST's preliminary boarding statistics indicate ridership was 146,570 in April 2022, which represents a 23.3% increase compared to April 2021's ridership of 118,917. 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 6.9 passengers per hour in April 2021, to 9.3 passengers per hour in April of this year. This represents a 34.6% improvement compared to the same month, the previous year.

Supplemental / Special Services:

- No Service

System-Wide Statistics:

- Ridership: 146,570
- Vehicle Revenue Hours: 16,506
- Vehicle Revenue Miles: 239,054
- System Productivity: 9.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 17,440

On-Time Performance (OTP): Of 82,756 total time-point crossings sampled for April, the Transit Master™ system recorded 13,632 delayed arrivals to MST's published time-points system-wide. As a result, **84%** 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 (10) service cancellations in April for both directly operated and contracted services. This was an increase of four (4) compared to the previous month, March 2022.

Total Revenue Trips Completed: 17,440		
Category	MST	MV
Mechanical Failure	3	0
Other	1	1
Staff Shortage	2	1
Traffic	2	0
Totals	8	2

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 April 2021 and 2022:

Occurrence Type	April-21	April-22
Collision: MST Involved	6	1
Medical Emergency	2	0
Passenger Conflict	3	0
Passenger Fall	4	0
Passenger Injury	0	1
Other	1	3
Fuel / Fluid Spill	0	1
Totals	16	6

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for April 2022 there were 10,094 passenger boardings. This is a 43% increase in passenger boardings compared to April of 2021, (7,064). For the Fiscal year – passenger boardings have increased by 29% compared to FY 2021.

- Productivity for April 2022 was 1.79 passengers per hour, increasing from 1.78 passengers per hour compared to the previous month (March 2022).
- For April 2022, 90% of all scheduled trips for the MST RIDES program arrived on time, exceeding the expected on-time performance standard.

COMMUNICATIONS CENTER:

In April, MST's Communications Center summoned public safety agencies on eight (8) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	5
Medical	Employee Request / Passenger Request / Other	3
Fire	Employee Request / Passenger Request / Other	0
Totals		8

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ATTACHMENT 3

Date: May 24, 2022

To: Carl Sedoryk, General Manager/CEO

From:  Norman K. Tuitavuki, Chief Operating Officer

Subject: **Maintenance Department Monthly Report – April 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 April 2022	Average Fuel Price FY2022
Diesel: \$3.40	\$4.89	\$3.69
Gasoline: \$3.40	\$5.30	\$4.20

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: ¹
April 2022	\$1.40	33,895
YTD FY 2022	\$1.28	23,318
FY 2021	\$1.23	54,756
FY 2020	\$1.05	30,571

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

Department Activities/Comments:

April 2022's cost per gallon for gasoline **increased 12%, a .58 cent increase**, and the cost per gallon for diesel **decreased 2%, a .08 cent decrease** compared to the previous month, March 2022. Fuel prices continue to fluctuate unpredictably. Staff continues to monitor all movement of vehicles to minimize unnecessary fuel usage.

In April, MST traveled 33,895 miles between major mechanical failures – exceeding the 15,000-mile goal. MST has continued to meet or exceed the stated goal within this area of performance. It should be noted that MST has dramatically reduced the overall number of revenue miles traveled to conform with current ridership demands and other factors resulting from the COVID-19 pandemic. MST's operating cost per mile for April 2022, decreased to \$1.40 per mile from \$1.47 per mile in March 2022.

In April, staff attended several Zero-Emission Bus (ZEB) webinars and meetings to continue responding to and planning for implementing a ZEB fleet. On behalf of MST, I attended the ZEB Task Force – a subgroup of the California Transit Association's (CTA) Maintenance Committee. I was appointed to this subgroup and will represent MST in ongoing discussions and efforts to navigate the ZEB implementation requirements for California transit agencies. I also attended the California Association for Coordinated Transportation (CalACT) Spring Conference and Expo (see my trip report included in the full Board Agenda).

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

ATTACHMENT 4

Date: May 31, 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; Lisa Cox, Safety and Risk Manager; Sloan Campi, Planning Manager, Sonia Wills, Customer Service Supervisor; and Beronica Carriedo, Community Relations Coordinator

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

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

Human Resources

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

Positions	Budget FY22	Actual	Difference
Coach Operators F/T	126	116	-10
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	(1)	(0)	(-1)
Operations Staff	33	25	-8
Maintenance & Facilities	55	49	-6
Administrative (Interns 1 PT)	36	28	-6
Total	251	218	-33

*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.

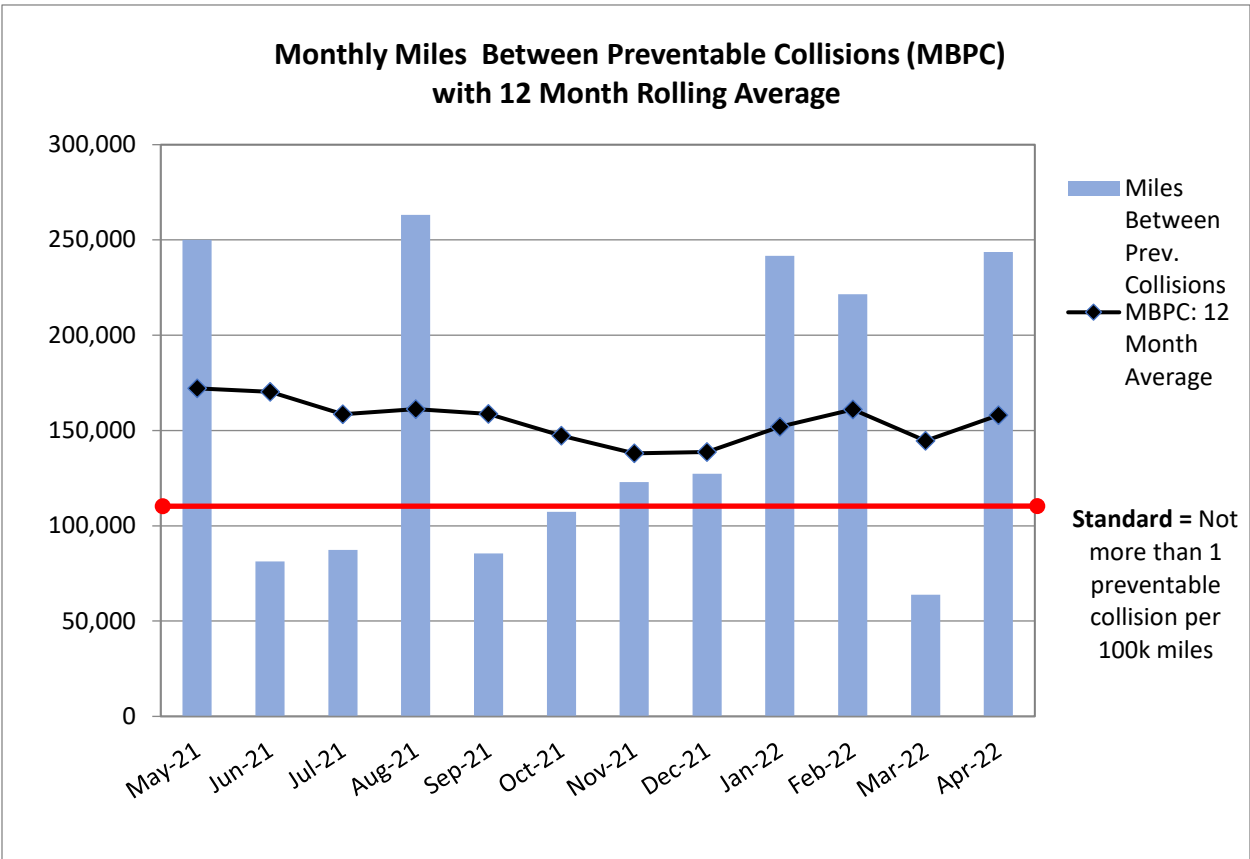
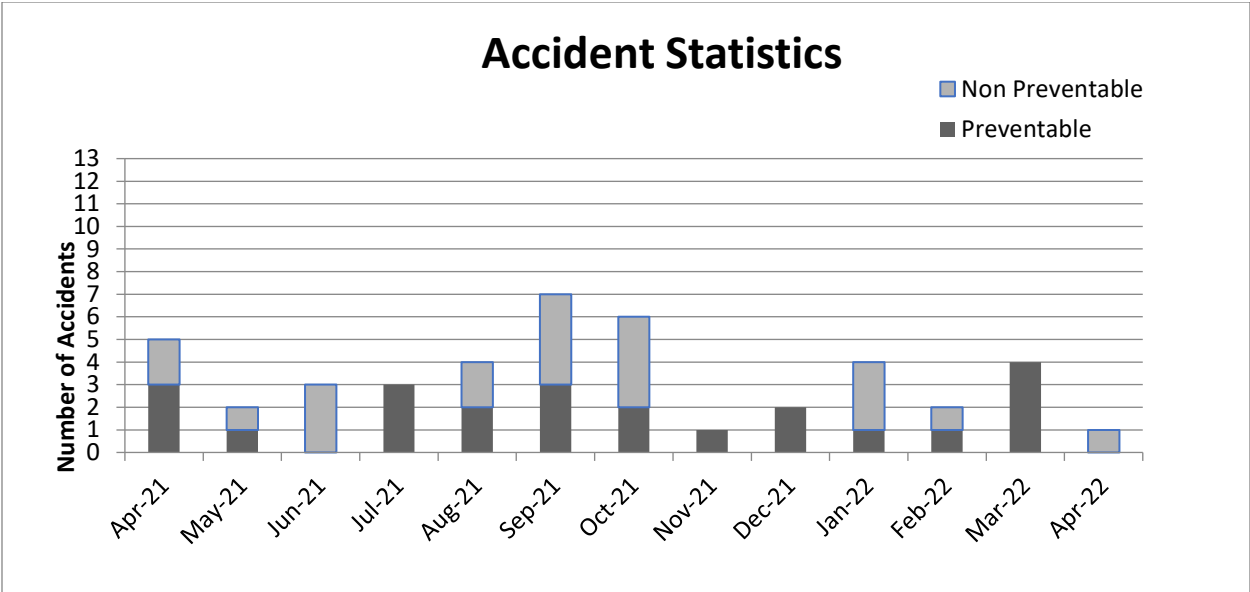
<i>April Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$89,066.16
<i>Other (includes Legal)</i>	\$8,370.30
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$35,376.42
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$8,917.75
<i>Total Expenses</i>	<i>\$147,438.96</i>
<i>Reserves</i>	<i>\$762,120.12</i>
<i>Excess Reserved</i>	<i>(\$59,343.68)</i>

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	14
Post-Accident/Incident Re-training	2
In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training	1
Maintenance Safety Training: Fatigue, knee safety, inspections and taking breaks in appropriate areas.	21
In-Service Training: 2021 MCI 45' Over the Road Motor Coach	7
In-Service Training: Hometown Trolley Training	17
Liebert Cassidy Whitmore: Human Resources Academy I	1
In-Service: PPE KIT to prevent COVID-19	1
In-service Training: Creating Preventability Report Access Database 101	2
Maintenance Safety Training: Maintenance Utility Daily Service	5
Line Instructor Training	2
Drug and Alcohol Refresher Training	14
The Importance of Conducting an Investigative Meeting	36
Liebert Cassidy Whitmore: Supervisor's Guide to Understanding and Managing Employee's rights: Labor, Leaves and Accommodations	1

Risk Management

Description	April 2022 Preventable		April 2021 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	1	0
MST Preventable Accidents	0	0	0	1
TOTAL	0	1	1	1



Customer Service Report

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	April 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%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	0		1.8%	0	0.0%
Employee Other	8	3	4/2*	20.0%	6	18.2%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	1	0		1.8%	1	3.0%
Full Bus / Left Behind	0	1		1.8%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	3	3	1/3*	10.9%	1	3.0%
Improper Employee Conduct	2	1	1*	5.5%	5	15.2%
Inaccurate Public Information	0	0		0.0%	1	3.0%
Late Arrival	1	5	1/2*	10.9%	0	0.0%
Late Departure	1	0		1.8%	0	0.0%
No Show	1	5		10.9%	0	0.0%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	2	0		3.6%	5	15.2%
Passenger Conduct	1	0		1.8%	0	0.0%
Passenger Injury	1	0		1.8%	1	3.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	7	2		16.4%	5	15.2%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	0	1		1.8%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	3	0		5.5%	7	21.2%
Service Schedule	1	0		1.8%	1	3.0%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	1		1.8%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	33	22				
Grand Total MST and *Other Provider		55		100.0%	33	100.0%

Employee Compliment
Service Compliment

1

*Operated by MV Transportation or taxi provider

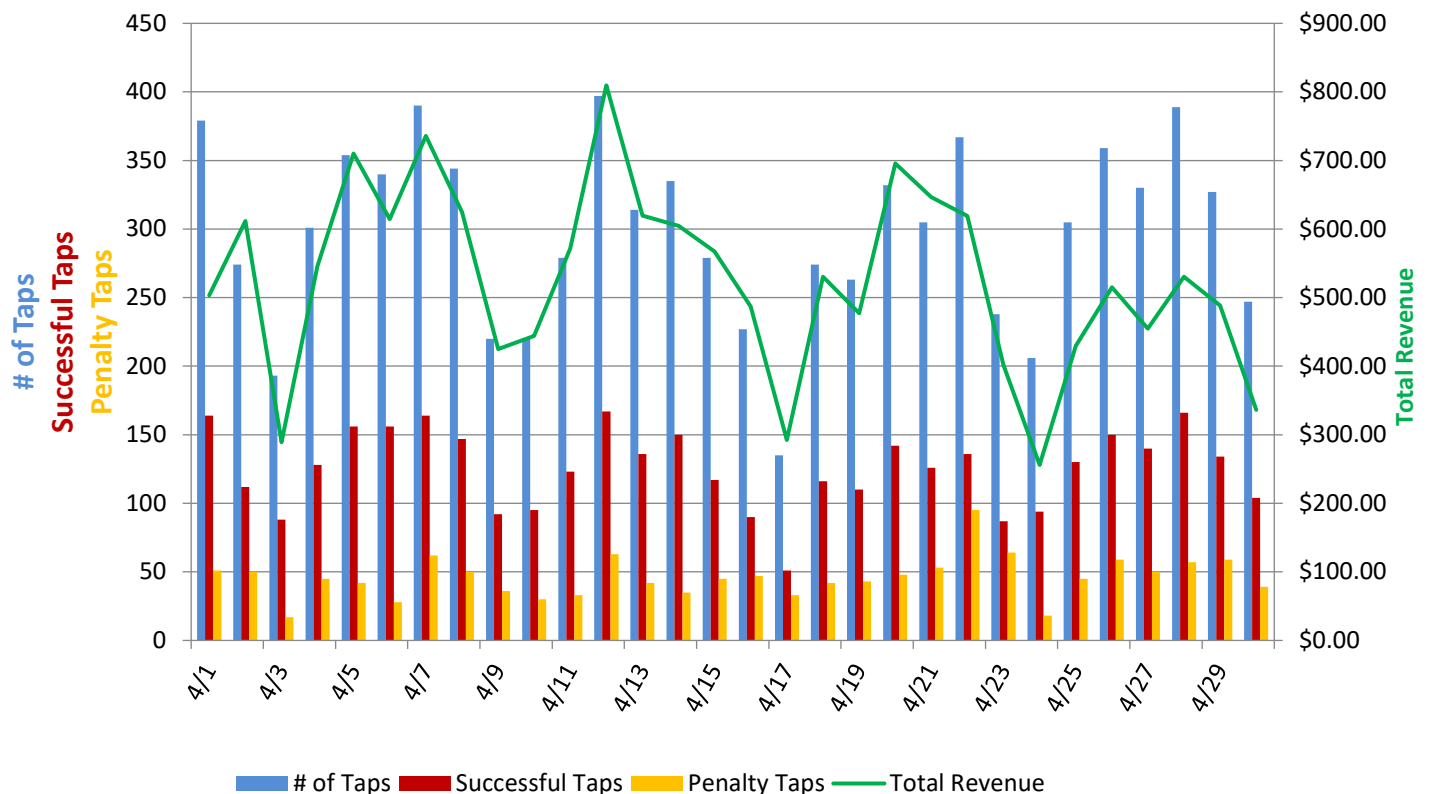
**Numbers may not add up exactly due to rounding

Contactless Tap to Pay:

During the month of April, MST received a total of 8,923 taps, a decrease of 6.70% from March. There were 3,771 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,381 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 72,314 taps, of which 30,756 trips were successful. Total revenue collected to the end of April from passengers using contactless payment was \$104,690. 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 April 2022



Finance Update

General Accounting/Accounts Payable

During the month of April, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff went live with the new accounting system called Microsoft Dynamics 365 Business Central (BC) which is part of our ongoing modernization of systems that will result in the retirement of the Navision platform from over 10 years ago. Additionally, staff continues to move forward from the Payroll processing portion into the Time and Attendance module within the NEOGOV Human Resources Information and Payroll System. Throughout the month, staff gathered the information necessary to prepare the Fiscal Year 2023 & 2024 Budget to present to the Board Administrative Performance Committee (BAPC) in May and then to the Board of Directors in June for final consideration for approval.

Payroll

First quarter tax returns completed and filed. 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 April, 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 funding (CARES, CRRSAA, ARPA)
- Federal Congressionally Directed Spending
- Low Carbon Fuel Standard
- Low Carbon Transit Operations Program
- Transit and Intercity Rail Capital Program (TIRCP)
- Caltrans Consolidated Grant Application

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 and bus procurements. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements.

Procurements and Purchasing

Procurement efforts during the month included review invoices, approving purchase orders, and tracking miscellaneous products and services. Staff provided assistance with creation of small contracts to support different functions of the agency. Staff responded to questions from consulting firms for the Transit Oriented Development Planning Study and the Salinas Operations and Maintenance Facility project. MST is also participating in a joint procurement for vanpooling services with Kings County Area Public Transit Area.

Information Technology Update

Governance:

- **I.T. Steering Committee:** Due to the upcoming departure of one of our Committee members (Sloan Campi), the permanent members roster has been adjusted with Emma Patel joining the group:
 - Michael Kohlman (CIO, Committee Chair)
 - Scott Taylor (I.T. Manager, Associate Chair)
 - Emma Patel (Associate Planner)
 - Lori Lee (Accountant, Finance)
 - Elena Grigorichina (Operations Analyst)
 - Lisa Cox (Risk and Security Manager, Human Resources)

The inaugural meeting date has been scheduled for May 25th, with meetings set to occur on a bi-weekly basis from that point forward. Initial discussions will be focused on technology GAP analysis in the organization as well as reviewing priorities and progress on current I.T. projects.

- **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. As of May 1st, this engagement has begun, with an expectation that reviewable documentation will be available in late May to early June.

Administrative Technology:

- **Tangicloud:** The migration from the MST legacy accounting system was completed successfully on April 8th, with the MST Accounting Team conducting testing to confirm that base functionality of the new system was in place during

the week of April 11th, followed by training covering the essential functions for non-accounting staff occurring on April 21st. While there is an expectation that adjustments and additional work will be needed over the summer to best leverage the new system, MST is fully live. Special recognition should be given to the MST Accounting Team (Andrea Williams, Lori Lee, and Karleen Russell) for their outstanding effort in seeing this transition through.

Operations Technology:

- **TransitMaster Upgrade:** The new TransitMaster system (version 21) has completed all phases of development ahead of deployment. With this, I.T. is working with Operations and the vendor (Vontas) to set training and transition dates with an expectation that this will occur in June.
- **Leads times on various operations technology items:** 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 (as 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 April. MST did receive additional contactless payment units in mid-April, and preparations for deployment has begun.

Cybersecurity:

- **Ukraine/Russia Conflict:** CISA (Federal Cybersecurity & Infrastructure Agency) continues to advise that they are seeing an elevated level of reconnaissance activity against U.S. infrastructure, including transportation. However, as of this Board Report, there are no indications of any increased or coordinated attacks. I.T. is continuing to monitor these and other reports as a part of overall cybersecurity posture.
- **April Advisories:** Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 100 cybersecurity advisories in April of 2022 that were considered potentially critical to public agencies. While there was a notable increase in ransomware attacks, 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
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
April	3,869	567	N/A	116,347	2,579

**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 April, there were a total of 265 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were Line 18 with 6,293 taps, JAZZ B with 5,914 taps, and JAZZ A with 5,048 taps.

Published news stories include the following: “On Earth Day, Public-Sector Leaders Consider What Lies Ahead” (Governing.com, 4/22/22).

Press releases sent include: N/A

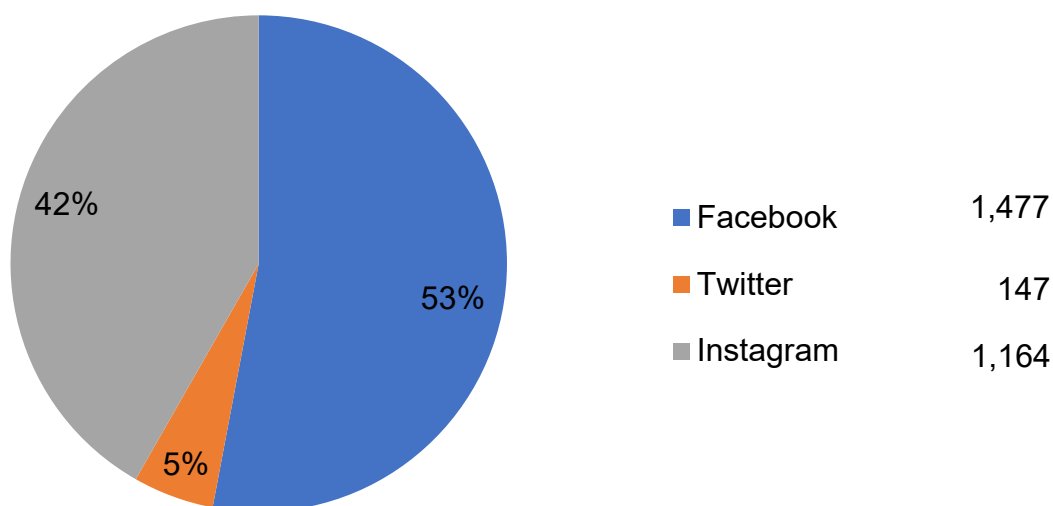
Projects: Staffed information booth at CSUMB in Seaside; staffed information booth at MPC Earth Day in Monterey; staffed information booth at CSUMB EarthFest in Seaside; staffed information booth at Amor Salinas Earth Day Festival in Salinas; continued supporting Human Resources with recruitment efforts at events and on social media; continued to post local vaccination clinics and testing sites; continued outreach to school districts and youth organizations regarding School Pass Pilot Program opportunities; continued to work with Mobility Department in support of Senior Transit Day and related activities; continued support of marketing and performance

management of Contactless Fare Demonstration; continued work to develop Brand Vision execution plan; continued participation in EOC and subcommittee meetings and activities; continued support of SURF! outreach activities; supported MST Bus Fare Survey outreach; prepared industry association award nomination submission.

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

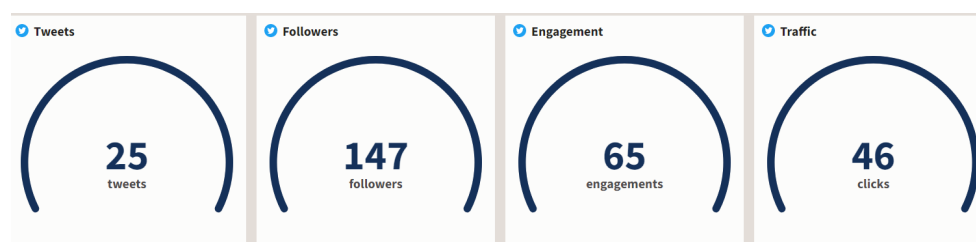
Social Media Performance:

Social Fans



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 program was finalized.

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 Summer Service Change

Throughout the month, planning staff monitored coach operator staffing levels and prepared for the next service change to begin summer trolley service.

Automatic Passenger Counters (APCs)

Staff continued negotiations with the APC contractor on a support contract for further maintenance and support for the equipment. A scope of work was drafted.

Transit-oriented Development (TOD) Planning Study

MST received a federal grant to study ways to encourage transit-oriented development along bus rapid transit corridors. The Request for Proposals was released in March, and staff hosted a pre-proposal meeting in April.

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.

Thomas Walters & Associates, Inc.
Washington, DC

May 31, 2022

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY23 Appropriations

We are continuing to work in coordination with APTA, the Bus Coalition, the California Transit Association, and other public transportation stakeholders to advocate for MST's priority programs in the FY 2023 appropriations process. This includes supporting full implementation of the increased funding that was authorized or appropriated in the Bipartisan Infrastructure Law last November as well as requesting additional funding to supplement key programs such as Bus and Bus Facilities Grants, Capital Investment Grants/New Starts, and the multimodal RAISE program.

The annual appropriations process got a late start this year since the President's budget proposals were not submitted to Congress until the end of March, which is about two months later than is typical. However, the Appropriations Committees are racing to make up for lost time and we expect the House Appropriations Subcommittees to begin drafting the twelve individual appropriations bills sometime in June.

Project Funding

We are working with Representative Panetta, Senator Feinstein, and Senator Padilla to submit project requests for possible support through House Community Project Funding or Senate Congressionally Directed Spending in the FY 2023 appropriations bills. We reviewed the project request guidance we were given by the Appropriations Committees and our local Delegation members and worked with MST staff to 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.

Representative Panetta recently announced that he included the Monterey-Salinas Transit District Zero Emission Bus and Microgrid Project on the short list of projects that he submitted for possible FY 2023 funding. Senator Feinstein and Senator Padilla have not yet released the list of transportation projects that they are requesting for FY 2023, and we will provide updates on that process as information is released in the coming weeks.

Don Gilcrest
May 31, 2022

The next step for these requests is review by the Appropriations Committees, which will begin to announce their decisions on projects during June and July when the Subcommittees begin drafting the twelve individual funding bills. 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 FY 2023 Appropriations process, and recent indications that behind-the-scenes discussions are happening on the Build Back Better Plan.

To: Board of Directors

From: Michelle Overmeyer, Director of Planning and Innovation

Subject: State Legislative Update

The Governor's May Revise was released on May 13th and continues to support public transit. The latest economic forecasts reflect \$42.9 billion in discretionary surplus. This relief package is restated in the May Revise and would provide incentive grants to transit and rail agencies to provide free transit for Californians for three months, which was part of the early broad-based relief package.

The May Revise drops a previous element of the Governor's proposed relief package that would have paused the inflationary adjustment to gas and diesel excise tax rates, but does include a one year pause on part of the sales tax rate on diesel. Currently, California's sales tax on diesel fuel is 13 percent. Of that amount, 10.5 percentage points is directed to various transportation programs, including the State Transit Assistance Programs, with the remainder (approximately 2.5 percentage points) going to the State General Fund. As proposed, this relief would only pause the 2.5 percentage points directed to the State General Fund, which would hold harmless investments in transportation programs.

The proposed budget update maintains significant proposed investments in rail, transit, zero-emission vehicles and charging infrastructure, active transportation (walking and biking), greenhouse gas (GHG) emissions reduction, and climate adaptation that were contained in his January budget and March relief package. Another change to note in the May Revise is a significant increase in the level of proposed investment in active transportation projects from \$750 million to \$1.25 billion.

The Federal Infrastructure Investment and Jobs Act (IIJA) provides a sizable amount of funding for transportation infrastructure nationwide. The May Revise outlines that 295 positions and \$50 million will be provided to Caltrans for management and implementation of the IIJA funding, and 626 positions and \$144 million will be set aside to assist in providing the technical support that will accompany the increased workload within the Department. The programs below will be eligible to receive the budgeted IIJA funding.

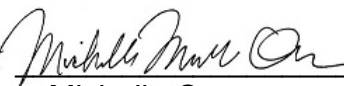
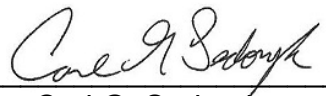
- Existing surface transportation, safety, and highway performance apportioned programs.
- A new bridge replacement, rehabilitation, preservation, protection, and construction program.
- A new program that will support the expansion of an electric vehicle (EV) charging network.
- A new program to advance transportation infrastructure solutions that reduce greenhouse gas emissions.
- A new program to help states improve resiliency of transportation infrastructure.
- Improving public transportation options across the state, with increased formula funding for transit.

The May Revise also reflects that the State Transit Assistance (STA) program will see revenues of approximately \$1.1 billion in FY 2022-23. Intercity and Commuter Rail would receive an estimated \$368 million in FY 2022-23.

Beyond these direct investments in public transit and rail, the May Revise maintains the proposed \$2 billion in General Fund support over two years to continue the state's efforts to address homelessness by investing in behavioral health housing and encampment cleanup grants. The May Revise also maintains \$100 million to continue the Clean California Local Grant Program into 2023-24, which provides grants to cities, counties, transit agencies, tribal governments and other government agencies to beautify their communities and remove trash and debris.

Finally, the May Revise also maintains Governor Newsom's proposed \$300 million in one-time General Fund (\$75 million in 2022-23 and \$225 million in 2023-24) for the Affordable Housing and Sustainable Communities program to support land use, housing, transportation, and land preservation projects for infill and compact development that reduce greenhouse gas emissions. These amounts are in addition to \$407 million that flows to the program through the Greenhouse Gas Emission Reduction Fund.

Governor Newsom will be entering into negotiations with the Senate and Assembly to finalize a budget by June 15.

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

To: Carl Sedoryk
From: Cristy Sugabo, Mobility Services Manager
Subject: **TRIP REPORT** CALACT Conference - April 2022

SUMMARY:

On April 19-22, 2022, I attended the California Association for Coordinated Transportation Conference on Transit: Connecting Communities, Improving Access, Equity & Mobility in Newport Beach, California. I had the opportunity to attend a few breakout sessions and network with transit professionals. Moreover, I participated in the ART Downtown Anaheim Tour where tour participants had the pleasure to ride and learn about the Free Rides Around the Neighborhood (FRAN) MicroTransit system in Anaheim.

GOAL/PURPOSE:

Attending the Conference allowed me to network with other professionals and to retain great resources to use as I plan, implement, coordinate, monitor, and evaluate new or existing specialized MST transportation programs and services for seniors, veterans, and people with disabilities.

ATTENDEES:

The Conference was well attended by transit professionals.

AGENDA:

I had the opportunity to attend the following sessions:

- The ADA's Service Animal & Reasonable Modification Requirements
- Leadership and Beyond
- Services Beyond the ADA: Creating Equity & Mobility for Disadvantage Riders
- Forming Local Alliances
- Seven ADA Compliance Issues Agencies Struggle with
- Connecting Rider's through Mobility-on-Demand
- Event Expo
- Anaheim Resort Transportation (ART) Downtown Anaheim Tour

Submitted by: 
Cristy Sugabo

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Date: May 9, 2022

To: Carl Sedoryk – Chief Executive Officer/GM

From: Norman K. Tuitavuki – Chief Operating Officer

Subject: 2022 CalAct Spring Conference – Newport Beach, CA

I attended the CalAct Spring Conference in Newport Beach, California from April 20-22. The following summarizes some of the various sessions I participated in:

- **Zero Emission Bus (ZEB) Program Basics 101** – This session provided an in-depth review and discussion on the fundamentals of ZEB technology, operations, maintenance, and infrastructure.
- **Recruiting Coach Operators** – Provided an opportunity to learn and understand the various challenges many agencies are facing in recruiting new employees. The discussion was highly focused on coach operator recruitment efforts.
- **Connecting with Caltrans** – was an especially interesting session. Caltrans leadership discussed their new focus on improving/enhancing existing highways and roads and their shift to supporting all things related to rail and transit. Caltrans staff discussed how/why they are shifting away from building new highways and roads and focusing on rail and transit.
- **Hydrogen Fuel Cell Bus Deployment** – experiences from transit agencies' "best practices" for implementing hydrogen fuel cell buses. In addition, I participated in a site visit to Orange County Transit Authority's (OCTA) fuel cell bus division.
- **Maintenance & Training on ZEBs** – provided an in-depth review and discussion on the importance of high voltage safety and training plans. I've taken this information back to MST and I've started internal discussions to develop and implement an "MST" specific high voltage safety plan.

In addition to the learning sessions, I was able to connect with several industry colleagues from other California public transit agencies. We shared valuable information regarding the various challenges and opportunities we've experienced throughout the pandemic. The information I received at the conference through the sessions and other discussions will enable me to guide the Operations Department towards effectively adopting ZEBs and effectively leading MST's Operations Department towards fulfilling MST's Mission.

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May 31, 2022

To the Governing Board of
Monterey-Salinas Transit
Monterey, California

This letter is provided in connection with our engagement to audit the financial statements of Monterey-Salinas Transit as of and for the year ended June 30, 2022. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

As stated in our engagement letter dated May 31, 2022, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) for the purpose of forming and expressing an opinion on the financial statements. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether the introductory section, the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations (CFR)*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, the consolidating schedules by program, the budgetary information and the statistical section are properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, any material weaknesses or significant deficiencies identified.

We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks."

We expect to begin our audit on approximately May 2022 and issue our report on approximately December 2022.

This information is intended solely for the information and use of the management and the Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Menlo Park, California

IN APPRECIATION FOR MST LEADERSHIP DAN ALBERT

WHEREAS, Dan Albert has served on the Board of Directors of Monterey-Salinas Transit District since January 2017; and

WHEREAS Dan Albert served as Chair of the Board of Monterey-Salinas Transit District from July 2020 to June 2022; and

WHEREAS, as Chair, Dan Albert guided MST through its nationally recognized COVID-19 pandemic response and recovery efforts; and

WHEREAS, Chair Albert oversaw the financing and construction of the new South County Operations and Maintenance Facility in King City; and,

WHEREAS, Chair Albert guided MST through the preliminary design and environmental certification of the SURF! Busway and Bus Rapid Transit project; and,

WHEREAS, as Chair of the Board of Monterey Salinas Transit, Dan Albert advocated for innovative programs including free-fare programs with Hartnell College and Monterey Peninsula College; and,

WHEREAS, as Chair, Dan shepherded the process of the Comprehensive Operational Analysis and Final Network Plan creating a better bus network for our customers; and,

WHEREAS, as Chair of the Board of Monterey-Salinas Transit, Dan Albert encouraged investments in innovative technologies including the Contactless Fare Payment Demonstration.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors gives Dan Albert its sincerest thanks and appreciation for his service as Chair of the Board and for his continued dedication to Monterey-Salinas Transit and the communities we serve.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2022-37 this 13th day of June 2022.

Dan Albert
Board Chair

Carl G. Sedoryk
Board Secretary

PASSED AND ADOPTED BY THE MONTEREY-SALINAS TRANSIT BOARD OF DIRECTORS THIS 13th day of June 2022, by the following vote:

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

NOES:

ABSENT: Director

ATTEST:

Jeanette Alegar-Rocha
Board Secretary (Deputy)