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

Meeting Date: November 14, 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 November 14, 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 November 14, 2022 at 10:00 a.m. via Zoom conference, click https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjd3Y0eW94WmtRZ1Myc0VIdz09 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, November 11, 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).”
Accessibility, Language Assistance, and Public Comments

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

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

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

Mail: MST, Attn: Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940
Website: https://mst.org/contact-us/ ● Email: clerk@mst.org ● Phone: (888) 678-2871
TTY/TDD: 831-393-8111 ● 711 Relay
888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원
1. CALL TO ORDER

   1-1 Roll Call.
   1-2 Pledge of Allegiance.
   1-3 Review Highlights of the agenda. (Carl Sedoryk)
   1-4 Review Memo from General Counsel Regarding Evolving California Hybrid Board Meeting Format and Provide Direction to Staff. (Carl Sedoryk) (Page 7)

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 2023-09 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)
   3-2 Adopt Resolution 2023-10 Recognizing Courtney Neff, Operations Supervisor, as Employee of the Month for November 2022. (Norman Tuitavuki) (Page 15)
   3-3 Approve Minutes of the MST Board Meeting on October 17, 2022. (Jeanette Alegar-Rocha) (Page 19)
   3-4 Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on October 17, 2022. (Jeanette Alegar-Rocha) (Page 25)
   3-5 Financial Reports – September 2022. (Lori Lee) (Page 29)
      a) Accept reports of September 2022 Cash Flow
      b) Approve September 2022 Disbursements
      c) Accept Report of September Treasury Transactions
   3-6 Receive Report on Lost and Found Items Left on MST Property for the Month of July 2022. (Beronica Carriedo) (Page 37)
   3-7 Adopt Resolution 2023-11 for Services Rendered by Dan Albert. (Carl Sedoryk) (Page 39)
3-8 Adopt Resolution 2023-12 for Services Rendered by David Burnett. (Carl Sedoryk) (Page 41)

3-9 Adopt Resolution 2023-13 for Services Rendered by John Gaglioti. (Carl Sedoryk) (Page 43)

3-10 Adopt Resolution 2023-14 Appointing MST’s Kelly Halcon, Director of Human Resources/Risk Management, as the Board Member, Lisa Cox, Risk and Security Manager, and Jarred Augusta, Safety/Training Officer, as the Alternate Members to the Board of Directors of the California Transit Insurance Pool (CalTIP) Effective December 1, 2022. (Kelly Halcon) (Page 45)

3-11 Reject Claim by the Claimant Anita Avina. (Lisa Cox) (Page 49)

3-12 Reject Claim for Insufficiency by the Claimant Aurelia Guzman. (Lisa Cox) (Page 51)

3-13 Authorize General Manager/CEO to Enter into a Two (2) Year Contract with Turftenders Landscape, Inc. for Landscape Maintenance Services of MST’s Facilities in an Amount not to Exceed $54,676/Year. (Steven Bruno) (Page 53)

3-14 Receive Draft Minutes of the Mobility Advisory Committee (MAC) on September 28, 2022. (Claudia Valencia) (Page 55)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1 Dan Albert – 5 Years of Service on MST Board

4-2 David Burnett – 2 Years of Service on MST Board

4-3 John Gaglioti – 2 Years of Service on MST Board

4-4 Resolutions Recognizing MST 50th Anniversary

4-5 November 2022 Employee of the Month, Courtney Neff (Norman Tuitavuki)

4-6 Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

4-7 Receive Better Bus Network (BBN) Implementation Update. (Michelle Overmeyer) (No Enclosure)

5. PUBLIC HEARINGS

None
6. **ACTION ITEMS**

None

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 – (Page 59)
- 7-2. Federal Legislative Advocacy Report (Page 95)
- 7-3. State Legislative Advocacy Update (Page 97)
- 7-4. Staff Trip Reports – (Pages 101-105)
- 7-5. Correspondence – None

8. **BOARD REPORTS, COMMENTS, AND REFERRALS**

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.
- 8-3. Board Member Referrals for Future Agendas.

9. **CLOSED SESSION**

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

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

- 9-2. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (Kelly Halcon) (No Enclosure)
10. ATTACHMENTS

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

11. ADJOURN

<table>
<thead>
<tr>
<th><strong>NEXT SCHEDULED MEETING DATE:</strong></th>
<th>December 12, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10:00 a.m.</strong></td>
<td></td>
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<tr>
<td><strong>NEXT SCHEDULED AGENDA DEADLINE:</strong></td>
<td>November 29, 2022</td>
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*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/
To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Impact of AB2449 Hybrid Board Meeting Format

RECOMMENDATION:

Review memo from General Counsel (Attachment 1) regarding evolving California hybrid Board meeting format and provide direction to staff.

FISCAL IMPACT:

No fiscal impact.

POLICY IMPLICATIONS:

At your Board meeting of October 17, 2022, your Board requested staff to review changes in state law as they pertain to virtual participation in Board meetings because of the passage and enrollment of AB 2449 Open Meetings: local agencies.

DISCUSSION:

Per the attached analysis, effective January 1 there will be 3 separate laws in effect to regulate the format of remote teleconference/video conference local government meetings. These are 1) the traditional Brown Act; 2) AB 361 Emergency Meetings; and 3) AB 2449 limited Specific Scenario rules.

Governor Newsom has announced that the current state of COVID-19 emergency will remain in effect until February 28, 2023. After that time, or until another declared emergency, AB 2449 rules will be in effect to allow exceptions to the traditional Brown Act for virtual participation by Board members in Board meetings.

Staff will work with General Counsel and the Board Chair to develop a standard operating procedure for responding to, and tracking board member requests for remote attendance under just cause or emergency circumstances as defined within the law.
ATTACHMENT(S):

Review of Brown Act Teleconferencing Regulations, General Counsel DeLay & Laredo

Prepared by: Carl G. Sedoryk
TO: Carl Sedoryk, General Manager/CEO
FROM: David C. Laredo, General Counsel
DATE: October 26, 2022
RE: Review of Brown Act Teleconferencing Regulations

As of January 1, 2023, three separate laws take effect to regulate remote (teleconferencing) activities of public agencies pursuant to the Brown Act. These teleconferencing regulations are 1) traditional Brown Act rules, 2) AB 361 Emergency rules, and 3) AB 2449 limited Specific Scenario rules. This memo is intended to provide clarity as to how each of these regulations may be implemented.

**Traditional Brown Act Teleconferencing Rules**

Teleconferencing has long been allowed pursuant to the Brown Act. The Brown Act allows a local agency to use any type of teleconferencing in connection with any meeting. (Gov’t Code § 54953(b).) “Teleconference” is defined as “a meeting of individuals in different locations, connected by electronic means, through either audio or video, or both.”

Government Code Section 54953(b) contains the following specific requirements:

- Teleconferencing may be used for all purposes during any meeting.
- At least a quorum of the public agency must participate from teleconferencing locations within the city’s jurisdiction.
- Each teleconference location must be identified with specificity in the notice and agenda for the meeting.
- Agendas must be posted at each teleconference location.
- Each location, including teleconference locations, must be accessible to the public.
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- All votes must be by roll call.

These rules form the baseline standard for teleconferencing under the Brown Act. If the criteria for AB 361 or AB 2449 cannot be met, the Traditional Teleconferencing rules set forth above shall apply.

**Emergency Teleconferencing Rules (AB 361)**

Responding to the COVID-19 pandemic, the California Legislature enacted AB 361 to streamline requirements for teleconference/virtual meetings under the Brown Act. Importantly, AB 361 rules apply only during times of a declared emergency.
When a state of emergency is involved, a legislative body may hold teleconference meetings without meeting Traditional Brown Act procedural teleconferencing requirements (e.g., posting agendas at teleconference locations, identifying teleconference locations in the agenda, ensuring each teleconference location is open to the public) in the following circumstances:

- The meeting is held during a proclaimed state of emergency, and state/local officials have imposed or recommended measures to promote social distancing;
- The meeting is held during a proclaimed state of emergency for the purpose of determining whether meeting in person during the emergency would present imminent risks to the health or safety of attendees; and/or
- The meeting is held during a proclaimed state of emergency and the body has already determined that meeting in person during the emergency would present imminent risks to the health or safety of attendees.

If the body relies on the above findings to justify meeting by teleconference, it must also:

- Give the public notice as to how to access the meeting and how to offer public comment;
- Ensure that if access is disrupted during the online meeting, the body take no further action on agendized items until public access is restored;
- Avoid requiring public comments be submitted in advance, and provide a real-time option for the public to address the body at the meeting; and
- If the state of emergency remains active or social distancing measures continue to be imposed or recommended by state or local officials, the agency board shall make findings supporting the teleconference meetings at least every 30 days.

AB 361 remains in effect until Jan. 1, 2024, and local agencies may continue to make or renew remote meeting findings under that law as appropriate.

Crucially, on October 17th, 2022, Governor Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. To rely on AB 361 teleconference rules after that date, a separate declaration of emergency must be declared that includes the findings first set forth above.

**Limited Specific Scenario Teleconferencing Rules (AB 2449)**

AB 2449 provides new teleconferencing rules available January 1, 2023. AB 2449 reaffirms the applicability of Traditional Brown Act teleconference rules, re-codifies rules set out in AB 361 for times of declared emergency, and also provides for relaxed teleconferencing rules in limited circumstances where a member of the legislative body needs to attend remotely for an emergency, or other reasons supported by “just cause.”

AB 2449 provides the legislative body may hold a “hybrid” (partial teleconference, partial in-person) meeting without having to comply with certain procedural requirements (e.g. posting agendas at teleconference locations, identifying teleconference locations in the agenda, or making all teleconference locations open to the public) in the following limited circumstances:

- One or more members of the legislative body (but less than a quorum) may provide “just cause” for not attending the meeting in person; or
- One or more members of the legislative body (but less than a quorum) may experience an
emergency circumstance.

AB 2449 defines “just cause” and “emergency circumstances” for the purposes of teleconferencing.

- “Just cause” is limited to one or more of the following: (i) a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely; (ii) a contagious illness that prevents a member from attending in person; (iii) a need related to a physical or mental disability as defined by statute; or (iv) travel while on official business of the legislative body or another state or local agency.
- “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

When a member requests relief for “just cause,” AB 2449 allows a member to provide notification as late as the start of a regular meeting of the local legislative body and the legislative body need not take action to allow the member to attend the meeting virtually under such circumstances. However, unlike a request for remote attendance for “just cause,” a request from a member to attend remotely due to an “emergency circumstance” requires the legislative body to approve the remote attendance at the start of that meeting; without board approval, the member shall not be allowed to participate remotely at that meeting.

Members of any legislative body who wish to use one of the above exceptions should be sure to contact the agency’s legal counsel before attending a meeting remotely. AB 2449 imposes restrictions as to the number of times any one member may attend remotely each year under one of these exceptions. Further, a quorum of the body must still meet in-person, and the body must satisfy the following relaxed remote access rules:

- Provide either a two-way audio-visual system or a two-way phone service in addition to live webcasting;
- Identify a call-in or internet-based access option on the agenda, in addition to the in-person meeting location;
- Ensure that if transmission of the online meeting is disrupted, the body shall take no further action on agendized items until public access is restored; and
- Avoid requiring public comments to be submitted in advance and provide a real-time option for the public to address the body at the meeting.

In effect, AB 2449 offers an alternate teleconferencing option that allows a legislative body to use teleconferencing procedures without complying with the traditional teleconference agenda requirements in certain circumstances. However, the complexity of AB 2449’s teleconference scheme will make it difficult to administer. In practice, the similarities between “just cause” and “emergency circumstances” may make it difficult to determine which category should be used and whether facts support one process or the other. These practical implications are further obscured by AB 2449’s limitations on how frequently a member can teleconference under the statute. Importantly the Board Clerk must maintain a record of the number of times each Board member relies on the AB 2449 alternate attendance process, and whether the body approved the remote attendance for an “emergency circumstance.”

AB 2449’s rules remain in effect through 2025. After January 1, 2026, unless further legislation is adopted, only the Traditional Brown Act rules will remain in effect with respect to remote attendance issues.
Conclusion

Brown Act teleconferencing rules continue to change and evolve. As it currently stands, on January 1, 2023, three separate regulations may be used to govern teleconferenced meetings – Traditional Brown Act rules, AB 361 Emergency rules, and AB 2449 limited Specific Scenario rules. Public Officials and Local agencies must work with Staff and legal Counsel to determine which rules apply when it plans to hold a teleconferenced (remote) meeting, and what records must be kept in each circumstance.
## Teleconference Rules Summary

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Traditional Rules</th>
<th>AB 361</th>
<th>AB 2449</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now</td>
<td>Now</td>
<td></td>
<td>January 1, 2023</td>
</tr>
<tr>
<td>Sunset Date</td>
<td>None</td>
<td>January 1, 2024</td>
<td>January 1, 2026</td>
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**Triggering Event**

- Meeting held during a proclaimed state of emergency and state/local officials have imposed/recommended measures to promote social distancing; and/or
- Meeting held during a proclaimed state of emergency to determine whether meeting in person would present imminent risks to the health/safety of attendees; and/or
- Meeting held during a proclaimed state of emergency and the body has already determined that meeting in person during the emergency would present imminent risks to the health or safety of attendees.
- Member (less than quorum) has “just cause” for not attending in person (childcare or family caregiving need, contagious illness, physical or mental disability need, or travel while on official public business; or
- No Action required by Body
- Member (less than quorum) experiences an emergency circumstance (a physical or family medical emergency that prevents in-person attendance). Requires Body take action to approve remote attendance at the start of the meeting.

**Notice**

- Post agendas at all teleconference locations.
- Identify a call-in or internet-based access option on the agenda.
- Identify a call-in or internet-based access option on the agenda, in addition to the in-person meeting location.

**Member Attendance**

- A quorum of the body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.
- No requirement for quorum of in-person or in-jurisdiction members.
- Members participating remotely may do so through audio/visual technology
- A quorum of the body must be meeting in-person from locations within the boundaries of the territory over which the local body exercises jurisdiction.
- Members participating remotely must do so through both audio and visual technology and must publicly disclose whether any individual over the age of 18 is present at the remote location with the member.

**Public Participation**

- The agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.
- Provide a real-time option for the public to address the body at the meeting.
- Provide a real-time option for the public to address the body at the meeting.
- Ensure that if a disruption to the online meeting occurs, the body takes no further action on agendized items until public access is restored.
- Ensure that if a disruption to the online meeting occurs, the body takes no further action on agendized items until public access is restored.
- A member may only teleconference for a limited number of meetings.
- Procedure may not be used for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year.

**Limitations**

- None.
- Body continues to make findings identifying the Emergency and supporting the teleconference meetings at least every 30 days.
- A member may only teleconference for a limited number of meetings.
- Procedure may not be used for a period of more than three consecutive months or 20% of the regular meetings within a calendar year, or more than two meetings if the legislative body meets fewer than 10 times per calendar year.

**Voting**

- All votes must be made by rollover.
- All votes must be made by rollover.
- All votes must be made by rollover.
RESOLUTION NO. 2023-09
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 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; 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 14th day of November 2022, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_________________________________
ANNA VELAZQUEZ, BOARD CHAIR
MONTEREY-SALINAS TRANSIT DISTRICT

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

ATTEST:

_________________________________
JEANETTE ALEGAR-ROCHA
CLERK TO THE BOARD
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, Courtney Neff began her career with Monterey-Salinas Transit in December of 2002 as a Coach Operator. She was successfully promoted to various positions within Operations including her current position as Operations Superintendent. During her 20 year career she has received over 42 job-related rewards and recognitions; and

WHEREAS, Courtney Neff worked diligently at the start of the pandemic and throughout MST’s recovery efforts to ensure its employees and customers were safe and secure while ensuring our stakeholders were treated with courtesy, dignity, and respect; and

WHEREAS, Courtney Neff organized the Annual Operations and Department training. This involves juggling multiple employee schedules, creating and executing a comprehensive training agenda, all while ensuring MST’s daily service obligations are fulfilled.

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

BE IT FURTHER RESOLVED that Courtney Neff is to be congratulated for her 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 2023-10 this 14th day of November 2022.

____________________________  ________________________
Anna Velazquez              Carl G. Sedoryk
Board Chair                 Board Secretary
MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

October 17, 2022
10:00 am (Pacific)

Present: Anna Velazquez (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
        David Burnett City of Marina
        Dan Albert City of Monterey
        Tony Barrera City of Salinas
        Dave Pacheco City of Seaside
        Luis Alejo County of Monterey

Late Arrival: Mary Ann Carbone (Vice Chair) City of Sand City

Absent: Joe Amelio City of Pacific Grove

Counsel: David C. Laredo De Lay & Laredo
        Michael D. Laredo De Lay & Laredo

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 Deputy Secretary
       Andrea Williams General Accounting & Budget Manager
       Beronica Carriedo Community Relations Coordinator
       Daniel Bruno Scheduling Assistant
       David Bielsker Transit Scheduler
       Deanna Smith Civil Rights Officer
       Elena Grigorichina Operations Analyst
       Emma Patel Associate Planner
       Ikuyo Yoneda-Lopez Marketing & Customer Service Manager
       Jaime Molina Communications Systems Specialist
       Kevin Allshouse Contract Services Manager
1. CALL TO ORDER
   1-1. Roll Call.
   1-2. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 10:02 a.m. Roll call was taken and a quorum was established. Director Baron led the pledge of allegiance.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

   3-1. Approve Resolution 2023-07 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)

   3-2. Adopt Resolution 2023-08 Recognizing Bill Casey, Coach Operator as Employee of the Month for October 2022. (Norman Tuitavuki)

   3-3. Approve Minutes of the MST Board Meeting on September 13, 2022. (Jeanette Alegar-Rocha)

   3-4. Receive Minutes of the MST Board Administrative Performance Committee Meeting on September 12, 2022. (Jeanette Alegar-Rocha)

   3-5. Financial Reports – August 2022. (Lori Lee)
       a) Accept reports of August 2022 Cash Flow
       b) Approve August 2022 Disbursements
       c) Accept Report of August 2022 Treasury Transactions
3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of June 2022. (Sonia Wills) (Page 29)

3-7. Reject Claim by the Claimant Anita Avina. (Lisa Cox)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Alejo, seconded by Director Albert and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-7 on the Consent Agenda:

AYES: 11    Albert, Alejo, Baron, Barrera, Burnett, Campbell, Gaglioti, LeBarre, Martinez, Velazquez, and Worthy

NOES: 0

ABSENT: 2    Amelio and Carbone

ABSTAIN: 0

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

4-1. October 2022 Employee of the Month – William “Bill” Casey, Coach Operator. (Norman Tuitavuki)

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

Director LeBarre asked if the new AB 2449 legislation supersedes the Brown Act State of Emergency currently in place through 2024. He further inquired if the new rules within AB 2449 affect public participation as it relates to meeting reliability. Director LeBarre asked if the new law affects Board member meeting participation policy.

General Counsel David Laredo confirmed that AB2449 supersedes the Brown Act State of Emergency, effective January 1, 2023. The new law allows MST to decide whether the public participates by phone or in person and the current MST board meeting participation policy can be refined before the effective date of January 1, 2023.
4-3 Presentation on MST 50th Anniversary Celebratory Events.  
(Ikuyo Yoneda-Lopez)

Director Carbone joined the meeting at 10:43 a.m.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1 Authorize the General Manager/CEO to Distribute a 3.0% FY 2022 Incentive Pay to Eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit Employees (Excluding the General Manager/CEO). (Carl Sedoryk)

There were no public comments.

On a motion by Director Barrera, seconded by Director Worthy and carried by the following vote, which was conducted by roll call, the Board approved a 3.0% FY 2022 Incentive Pay to eligible Monterey-Salinas Transit Employee Association (MSTEA) and Confidential Unit Employees (excluding the General Manager/CEO):

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

6-2 Ratify the Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) employees and Monterey-Salinas Transit District (MST). (Kelly Halcon)

There were no public comments.

On a motion by Director Albert, seconded by Director LeBarre and carried by the following vote, which was conducted by roll call, the Board approved the Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) employees and Monterey-Salinas Transit District (MST):

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

General Counsel David Laredo left the meeting at 11:00 a.m. (Pacific)
Director Alejo left the meeting at 11:00 a.m.

6-3 Authorize General Manager/CEO to Enter into Contract with Shaw Yoder Antwih Schmelzer & Lange for Legislative Advocacy Services in an Amount not to Exceed $72,000/Year for the 2023-2024 Legislative Session with an Option to Extend an Additional Two (2) Years at $78,000/Year. (Lisa Rheinheimer)

There were no public comments.

On a motion by Director Albert, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved entering into a contract with Shaw Yoder Antwih Schmelzer & Lange for legislative advocacy services in an amount not to exceed $72,000 per year for the 2023-2024 legislative session with an option to extend an additional two (2) years at $78,000 per year:

AYES: 11 Albert, Baron, Barrera, Burnett, Campbell, Carbone, Gaglioti, LeBarre, Martinez, Velazquez, and Worthy
NOES: 0
ABSENT: 2 Alejo and Amelio
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
7-2 Federal Legislative Advocacy Report
7-3 State Legislative Advocacy Update
7-4 Staff Trip Reports
7-5 Correspondence

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
There were no public comments on the closed-session items.

9-1 Review General Manager/CEO Performance Evaluation Gov. Code § 54957. (Anna Velazquez) Conference With Labor Negotiators (§54957.6) Agency Designated Representatives: (Kelly Halcon, Michael Laredo) (No Enclosure)

Assistant Counsel Michael Laredo reported that information was received but no reportable action was made by the Board.

9-2 Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (Kelly Halcon) (No enclosure)

Counsel Michael Laredo reported that information from both parties was received but no reportable action was made by the Board.

10. ATTACHMENTS

10-1 The Detailed Monthly Performance Statistics and Disbursement Journal for July and August 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 Velazquez adjourned the meeting at 11:31 a.m. (Pacific) in memory of Doug Thomson, General Manager, Monterey Division, MV Transportation.

Prepared by: Jeanette Alegar-Rocha Reviewed by: Carl G. Sedoryk
Board Operations Performance Committee (BOPC)

Draft Minutes
October 17, 2022
9:00 a.m.

Present:  Jeff Baron  City of Carmel-by the Sea
          Mike LeBarre  City of King
          Tony Barrera  City of Salinas
          Lorraine Worthy  City of Gonzales

Absent:  Mary Ann Carbone (Chair)  City of Sand City
          Joe Amelio (Vice Chair)  City of Pacific Grove

Counsel:  David Laredo  General Counsel, De Lay & Laredo

Staff:  Carl Sedoryk  General Manager/CEO
        Lisa Rheinheimer  Assistant General Manager
        Norman Tuitavuki  Chief Operating Officer
        Kelly Halcon  Director of HR and Risk Management
        Michael Kohlman  Chief Information Officer
        Michelle Overmeyer  Director of Planning and Innovation
        Jeanette Alegar-Rocha  Clerk to the Board
        Andrea Williams  General Accounting & Budget Manager
        Beronica Carriedo  Community Relations Coordinator
        Daniel Bruno  Scheduling Assistant
        David Bielsker  Transit Scheduler
        Deanna Smith  Civil Rights Officer
        Elena Grigorichina  Operations Analyst
        Emma Patel  Associate Planner
        Ikuyo Yoneda-Lopez  Marketing & Customer Service Manager
        Jaime Molina  Communications Systems Specialist
        Kevin Allshouse  Contract Services Manager
        Lisa Cox  Risk and Safety Manager
        Marzette Henderson  Transportation Manager
        Matthew Deal  Grants Analyst
        Paul Lopez  Facilities Manager
        Scott Taylor  IT Manager
        Steven Bruno  Purchasing Agent

Public:  None
1. Call to order

Board Operations Performance Committee Presiding Officer, Lorraine Worthy called the meeting of the Committee to order at 9:00 a.m. Roll was taken to establish a quorum of the Committee.

2. Public comment on matters not on the agenda.

There were no public comments.

3. CONSENT AGENDA

3-1 Approve Minutes of the Board Operations Performance / BOPC Committee on June 13, 2022. (Jeanette Alegar-Rocha)

There were no public comments.

On a motion by Director Barrera, seconded by Director LeBarre and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes of the Board Operations Performance Committee of June 13, 2022:

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

4. ACTION ITEMS

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

There were no public comments.

Director LeBarre asked if the new AB 2449 legislation will supersede the Brown Act State of Emergency currently in place through 2024 and if it will affect public and board member participation as it relates to the current MST board meeting participation policy, specifically the requirement for proof of vaccination.

MST General Counsel Laredo confirmed that AB2449 supersedes the Brown Act State of Emergency, effective January 1, 2023. The new law allows MST to decide whether the public participates by phone or in person, and the current MST board meeting participation policy can be refined before the effective date of January 1, 2023.

4.2 Receive Update on Salinas Transit Center Relocation Study. (Carl Sedoryk)

General Manager Sedoryk reported that MST staff held meetings with Taylor Farms and the City of Salinas. Taylor Farms committed to providing a substantial local
funding match for an alternative site analysis study required by MST and the Federal Transit Administration. MST is waiting for a draft contract with terms of an agreement from the attorney representing Taylor Farms.

There were no public comments.

There were no Board comments or questions.

4-3 Receive Updates on Contracted Services, RIDES, Taxi, and NEMT. (Kevin Allshouse)

There were no public comments.

Presiding Officer Worthy asked which city locations received most of the non-emergency medical transportation (NEMT) trip services and if the security provided through Allied Universal at the MST transit locations is for 24-hour coverage.

Kevin Allshouse confirmed that the NEMT trips were mostly in the Monterey County area and that Allied Universal provides foot patrol from 8:00 a.m. to 11:00 p.m. and mobile patrol from 11:00 p.m. to 7:00 a.m.

4-4 Receive Report on Better Bus Network Implementation (Michelle Overmeyer)

There were no public comments.

Presiding Officer Worthy asked if staff will present the Better Bus Network at the individual city council meetings.

Michelle Overmeyer informed Presiding Officer Worthy there is no current plan to present at all city council meetings. Staff will provide information for Board members to bring to their council meetings.

5. CLOSED SESSION

None

6. ADJOURN

Presiding Officer Worthy adjourned the meeting at 9:46 a.m.
To: Board of Directors
From: Lori Lee, Accountant
Subject: FINANCIAL REPORTS – SEPTEMBER 2022

RECOMMENDATION:

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

FISCAL IMPACT:

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

| Beginning balance September 1, 2022 | $47,927,244.71 |
| Revenues                             | 5,171,808.03   |
| Disbursements                        | <4,554,368.63>|
| Ending balance September 30, 2022   | $48,544,684.11 |

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of September 2022, using the Board approved FY 2023 Budget, MST had a $3,222,814 year-to-date surplus to budget on the fixed-route operations and a $368,584 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of $3,591,398.
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than $5,000 as seen in the September Budget vs. Actual reports contained in Attachment #4: None for September.

The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter in Place Order was issued by the Monterey County Health Department. During the month of September 2022, MST spent $1,605 on COVID-19 supplies. This amount includes no payments for MV bus sanitation services and supplies. This information will be provided for each finance report until the pandemic is over.

A detail of disbursements can be viewed within the GM Report at: http://www.mst.org/about-mst/board-of-directors/board-meetings/

ATTACHMENT(S):

1. September 2022 Cash Flow
2. September 2022 Disbursements
3. September 2022 Treasury Transactions
4. September 2022 Budget vs. Actual

Prepared by: _Lori Lee_ Reviewed by: _Carl G. Sedoryk_
(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance 09/01/2022 47,927,244.71

Revenues

- Passenger Revenue 376,072.04
- DOD Revenue 58,045.00
- LTF / STA / SGR 2,126,167.38
- Sales Tax 1,002,264.50
- Grants 1,488,451.83
- Interest Income 88,851.67
- Non Transit Revenue 31,955.61

Total Revenues 5,171,808.03

Disbursements

- Operations (See Attachment #2) 3,965,168.18
- Capital 589,200.45

Total Disbursements (4,554,368.63)

Ending balance 09/30/2022 48,544,684.11

COMPOSITION OF ENDING BALANCE

- Checking - Mechanics Bank 727,861.87
- Local Agency Investment Fund (LAIF) 27,362,376.85
- Money Market - Mechanics Bank MM 15,871,543.41
- Money Market - Mechanics Bank 9,633.73
- Money Market - LCTOP 2,520,533.87
- Money Market - State of Good Repair 1,832,093.01
- Money Market - FOR A/Other 201,479.60
- Bank of America - Escrow 8,989.27
- Petty cash fund, STC Coin Machine, and 2 change funds 10,172.50

Total 48,544,684.11
## PAYROLL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 09 Payroll &amp; Related Expense</td>
<td>604,061.62</td>
</tr>
<tr>
<td>September 23 Payroll &amp; Related Expense</td>
<td>582,930.36</td>
</tr>
<tr>
<td>September 30 Payroll &amp; Related Expense</td>
<td>4,702.19</td>
</tr>
<tr>
<td>PERS &amp; 457</td>
<td>436,347.02</td>
</tr>
<tr>
<td>Garnishments</td>
<td>3,266.26</td>
</tr>
<tr>
<td>PERS Health Insurance</td>
<td>382,977.51</td>
</tr>
<tr>
<td></td>
<td><strong>2,014,284.96</strong></td>
</tr>
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</table>

## GENERAL ACCOUNT

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>2,371,947.90</td>
</tr>
<tr>
<td>Transfer to RTA</td>
<td>602.25</td>
</tr>
<tr>
<td>Paydown Loans</td>
<td>68,813.76</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>87,555.83</td>
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<tr>
<td>Interest Expense</td>
<td>5,259.33</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>5,904.60</td>
</tr>
<tr>
<td></td>
<td><strong>2,540,083.67</strong></td>
</tr>
</tbody>
</table>

- Total Disbursements: 4,554,368.63
- Less Capital Disbursements & Transfers: (589,200.45)
- Operating Disbursements: 3,965,168.18
**DISBURSEMENTS SUMMARY:**

**GENERAL ACCOUNT DISBURSEMENTS FOR September 01, 2022 - September 30, 2022**

<table>
<thead>
<tr>
<th>CHECK PRINT DATE</th>
<th>CHECKS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable 09/02/2022</td>
<td>64552 - 64612</td>
<td>375,770.27</td>
</tr>
<tr>
<td>Accounts Payable 09/09/2022</td>
<td>64613 - 64663</td>
<td>322,117.35</td>
</tr>
<tr>
<td>Accounts Payable 09/12/2022</td>
<td>64664 - 64664</td>
<td>6,903.30</td>
</tr>
<tr>
<td>Accounts Payable 09/13/2022</td>
<td>64665 - 64671</td>
<td>1,164.63</td>
</tr>
<tr>
<td>Accounts Payable 09/16/2022</td>
<td>64672 - 64740</td>
<td>131,845.13</td>
</tr>
<tr>
<td>Accounts Payable 09/21/2022</td>
<td>64741 - 64750</td>
<td>706,997.85</td>
</tr>
<tr>
<td>Accounts Payable 09/30/2022</td>
<td>64751 - 64895</td>
<td>827,149.37</td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>CHECKS $100,000 AND OVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR</td>
</tr>
<tr>
<td>MV TRANSPORTATION</td>
</tr>
<tr>
<td>KIMLEYHORN &amp; ASSOCIATES, INC</td>
</tr>
<tr>
<td>KIMLEYHORN &amp; ASSOCIATES, INC</td>
</tr>
<tr>
<td>SC FUELS</td>
</tr>
<tr>
<td>SC FUELS</td>
</tr>
<tr>
<td>SC FUELS</td>
</tr>
</tbody>
</table>

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

| VENDOR | GENERAL MANAGER APPROVED | CHECK | CHECK DATE | AMOUNT |
|-------------------|--------------------------|--------|-------------|

**CURRENT COVID-19 RELATED ACCUMULATED EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses paid through 10/24/22</td>
<td>1,598,804.80</td>
</tr>
<tr>
<td>Payroll and benefits for payperiods 3/7/20-10/14/22</td>
<td>2,998,659.11</td>
</tr>
<tr>
<td>Total COVID-19 costs paid</td>
<td>4,597,463.91</td>
</tr>
<tr>
<td>MV Transportation Inc. - Amendment #7:</td>
<td></td>
</tr>
<tr>
<td>COVID-19 expenses reimbursed to date</td>
<td>333,224.45</td>
</tr>
<tr>
<td>Total MV COVID-19 expenses reimbursed to date</td>
<td>333,224.45</td>
</tr>
</tbody>
</table>

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.
## LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 09/01/2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>27,274,187.59</td>
</tr>
<tr>
<td>Quarterly interest earned</td>
<td>1.35%</td>
<td></td>
<td>88,189.26</td>
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<td>27,362,376.85</td>
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<tr>
<td>Local Agency Investment Fund:</td>
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<td></td>
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<tr>
<td>LAIF Treasury Balance at 09/30/2022</td>
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<td></td>
<td></td>
<td></td>
<td>27,362,376.85</td>
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</table>

## MECHANICS BANK MM ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Description</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 09/01/2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14,811,261.22</td>
</tr>
<tr>
<td>09/07/22</td>
<td>687</td>
<td>AP/Payroll</td>
<td>800,000.00</td>
<td></td>
<td>14,011,261.22</td>
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<tr>
<td>09/07/22</td>
<td>687</td>
<td>CALTRANS LPP</td>
<td>18,159.83</td>
<td></td>
<td>14,029,421.05</td>
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<tr>
<td>09/16/22</td>
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<td>AP/Payroll</td>
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<td>13,629,421.05</td>
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<tr>
<td>09/20/22</td>
<td>687</td>
<td>AP/Payroll</td>
<td>450,000.00</td>
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<td>13,179,421.05</td>
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<td>09/30/22</td>
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<td>AP/Payroll</td>
<td>850,000.00</td>
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<td>12,329,421.05</td>
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<td>09/30/22</td>
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<td>LTF</td>
<td>2,126,167.38</td>
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<td>14,455,588.43</td>
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<tr>
<td>09/30/22</td>
<td>687</td>
<td>SGR</td>
<td>142,331.45</td>
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<td>14,313,256.98</td>
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<tr>
<td>09/30/22</td>
<td>687</td>
<td>FED 5307</td>
<td>1,470,292.00</td>
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<td>15,783,548.98</td>
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<td>09/30/22</td>
<td>687</td>
<td>LCTOP</td>
<td>87,537.10</td>
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<td>15,871,086.08</td>
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<tr>
<td>09/30/22</td>
<td></td>
<td>Interest</td>
<td>457.33</td>
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<td>15,871,543.41</td>
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<tr>
<td>MECHANICS MM Balance at 09/30/2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15,871,543.41</td>
</tr>
</tbody>
</table>
## Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>216,994</td>
<td>197,055</td>
<td>19,939</td>
<td>651,244</td>
<td>591,165</td>
<td>60,079</td>
</tr>
<tr>
<td>Special Transit</td>
<td>124,814</td>
<td>43,834</td>
<td>80,980</td>
<td>382,488</td>
<td>131,502</td>
<td>250,986</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>114,126</td>
<td>24,174</td>
<td>89,952</td>
<td>205,048</td>
<td>72,522</td>
<td>132,526</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>3,632,094</td>
<td>3,632,094</td>
<td>0</td>
<td>10,896,282</td>
<td>10,896,282</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>4,088,028</strong></td>
<td><strong>3,897,157</strong></td>
<td><strong>190,871</strong></td>
<td><strong>12,135,062</strong></td>
<td><strong>11,691,471</strong></td>
<td><strong>443,591</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,241,284</td>
<td>1,540,950</td>
<td>(299,666)</td>
<td>3,758,125</td>
<td>4,622,850</td>
<td>(864,725)</td>
</tr>
<tr>
<td>Benefits</td>
<td>828,653</td>
<td>1,054,559</td>
<td>(225,906)</td>
<td>2,515,050</td>
<td>3,163,677</td>
<td>(648,627)</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>3,966</td>
<td>15,559</td>
<td>(11,594)</td>
<td>12,669</td>
<td>46,677</td>
<td>(34,008)</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>84,065</td>
<td>180,925</td>
<td>(96,860)</td>
<td>215,966</td>
<td>542,775</td>
<td>(326,809)</td>
</tr>
<tr>
<td>Outside Services</td>
<td>51,155</td>
<td>54,175</td>
<td>(3,020)</td>
<td>155,298</td>
<td>162,525</td>
<td>(7,227)</td>
</tr>
<tr>
<td>Outside Labor</td>
<td>123,896</td>
<td>187,959</td>
<td>(64,063)</td>
<td>400,613</td>
<td>563,877</td>
<td>(163,264)</td>
</tr>
<tr>
<td>Fuel &amp; Lubricants</td>
<td>235,995</td>
<td>351,432</td>
<td>(115,437)</td>
<td>796,696</td>
<td>1,054,296</td>
<td>(257,600)</td>
</tr>
<tr>
<td>Supplies</td>
<td>57,606</td>
<td>114,592</td>
<td>(56,986)</td>
<td>156,136</td>
<td>343,776</td>
<td>(187,640)</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>71,779</td>
<td>80,417</td>
<td>(8,638)</td>
<td>201,590</td>
<td>241,251</td>
<td>(39,661)</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>3,550</td>
<td>3,167</td>
<td>423</td>
<td>23,889</td>
<td>8,501</td>
<td>14,388</td>
</tr>
<tr>
<td>Utilities</td>
<td>62,894</td>
<td>71,521</td>
<td>(8,627)</td>
<td>192,578</td>
<td>214,563</td>
<td>(21,985)</td>
</tr>
<tr>
<td>Insurance</td>
<td>108,423</td>
<td>104,167</td>
<td>4,256</td>
<td>331,476</td>
<td>312,501</td>
<td>18,975</td>
</tr>
<tr>
<td>Taxes</td>
<td>15,599</td>
<td>25,922</td>
<td>(10,323)</td>
<td>53,466</td>
<td>77,766</td>
<td>(24,300)</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>369,579</td>
<td>436,000</td>
<td>(66,421)</td>
<td>1,108,667</td>
<td>1,308,000</td>
<td>(199,333)</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>40,156</td>
<td>41,976</td>
<td>(1,820)</td>
<td>113,321</td>
<td>125,928</td>
<td>(12,607)</td>
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<tr>
<td>Interfund transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pass Thr/Behalf of Others</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>7,555</td>
<td>12,000</td>
<td>(4,445)</td>
<td>23,345</td>
<td>36,000</td>
<td>(12,655)</td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td>37,504</td>
<td>45,999</td>
<td>(8,495)</td>
<td>120,852</td>
<td>137,997</td>
<td>(17,145)</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>3,343,699</strong></td>
<td><strong>4,321,320</strong></td>
<td><strong>(977,621)</strong></td>
<td><strong>10,184,737</strong></td>
<td><strong>12,963,960</strong></td>
<td><strong>(2,779,223)</strong></td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td><strong>744,329</strong></td>
<td><strong>(424,163)</strong></td>
<td><strong>1,168,492</strong></td>
<td><strong>1,950,325</strong></td>
<td><strong>(1,272,489)</strong></td>
<td><strong>3,222,814</strong></td>
</tr>
</tbody>
</table>
### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>13,610</td>
<td>15,000</td>
<td>(1,390)</td>
<td>35,643</td>
<td>45,000</td>
<td>(9,357)</td>
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<td>Special Transit</td>
<td>11,819</td>
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<td>11,819</td>
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<tr>
<td>Cash Revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>557,614</td>
<td>557,614</td>
<td>0</td>
<td>1,627,842</td>
<td>1,115,228</td>
<td>0</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>583,043</strong></td>
<td><strong>572,614</strong></td>
<td><strong>10,429</strong></td>
<td><strong>1,721,733</strong></td>
<td><strong>1,717,842</strong></td>
<td><strong>3,891</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>3,323</td>
<td>11,750</td>
<td>(8,427)</td>
<td>22,950</td>
<td>35,250</td>
<td>(12,300)</td>
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<tr>
<td>Benefits</td>
<td>1,569</td>
<td>6,207</td>
<td>(4,638)</td>
<td>11,369</td>
<td>18,621</td>
<td>(7,252)</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>0</td>
<td>417</td>
<td>(417)</td>
<td>0</td>
<td>1,251</td>
<td>(1,251)</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>0</td>
<td>417</td>
<td>(417)</td>
<td>0</td>
<td>1,251</td>
<td>(1,251)</td>
</tr>
<tr>
<td>Outside Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Outside Labor</td>
<td>2,312</td>
<td>6,500</td>
<td>(4,188)</td>
<td>6,937</td>
<td>19,500</td>
<td>(12,563)</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>64,436</td>
<td>78,750</td>
<td>(14,314)</td>
<td>183,119</td>
<td>236,250</td>
<td>(53,131)</td>
</tr>
<tr>
<td>Supplies</td>
<td>466</td>
<td>1,709</td>
<td>(1,243)</td>
<td>3,251</td>
<td>5,127</td>
<td>(1,876)</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>0</td>
<td>167</td>
<td>(167)</td>
<td>0</td>
<td>501</td>
<td>(501)</td>
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<td>Utilities</td>
<td>40</td>
<td>120</td>
<td>(80)</td>
<td>103</td>
<td>360</td>
<td>(257)</td>
</tr>
<tr>
<td>Insurance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Taxes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>352,792</td>
<td>450,417</td>
<td>(97,625)</td>
<td>1,075,986</td>
<td>1,351,251</td>
<td>(275,265)</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>15,744</td>
<td>16,161</td>
<td>(417)</td>
<td>49,436</td>
<td>48,483</td>
<td>953</td>
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<tr>
<td>Interfund transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>440,682</strong></td>
<td><strong>572,615</strong></td>
<td><strong>(131,933)</strong></td>
<td><strong>1,353,151</strong></td>
<td><strong>1,717,845</strong></td>
<td><strong>(364,694)</strong></td>
</tr>
<tr>
<td><strong>Operating Surplus (Deficit)</strong></td>
<td><strong>142,361</strong></td>
<td>(1)</td>
<td><strong>142,362</strong></td>
<td><strong>368,581</strong></td>
<td><strong>(3)</strong></td>
<td><strong>368,584</strong></td>
</tr>
</tbody>
</table>
To: Board of Directors  
From: Beronica Carriedo, Customer Service & Community Relations 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 July 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.

July 2022  
Item(s) with an estimated fair market value of $100 or more: None

Prepared by: Beronica Carriedo  
Reviewed by: Carl G. Sedoryk
DAN ALBERT
RESOLUTION 2023-11
APPRECIATION FOR SERVICES RENDERED

WHEREAS, Dan Albert has served on the Board of Directors of Monterey-Salinas Transit from January 9th of 2017 to November 2022; and

WHEREAS, Dan Albert has served as Chair of the Monterey-Salinas Transit Board of Directors, Chair of the Board Administrative Performance Committee, and Chair of the Board Operations Performance Committee; and

WHEREAS, Dan Albert has served on the Monterey Regional Taxi Board of Directors; and

WHEREAS, Dan Albert was a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, Dan Albert remains a staunch advocate of public transportation; and

WHEREAS, Dan Albert has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation and best wishes to Dan Albert as he leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-11 this 14th day of November 2022.

____________________________
Anna Velazquez
Board Chair

____________________________
Carl G. Sedoryk
Board Secretary
DAVID BURNETT
RESOLUTION 2023-12
APPRECIATION FOR SERVICES RENDERED

WHEREAS, David Burnett has served on the Board of Directors of Monterey-Salinas Transit from January 11th of 2021 to November 2022; and

WHEREAS, David Burnett has served on the Monterey-Salinas Transit Board and Administrative Performance Committee; and

WHEREAS, David Burnett has served on the Monterey Regional Taxi Board of Directors; and

WHEREAS, David Burnett has been a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, David Burnett remains a staunch advocate of public transportation; and

WHEREAS, David Burnett has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation and best wishes to David Burnett as he leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-12 this 14th day of November 2022.

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary
WHEREAS, John Gaglioti has served on the Board of Directors of Monterey-Salinas Transit from February 8th of 2021 to November 2022; and

WHEREAS, John Gaglioti has served on the Monterey-Salinas Transit Board and Administrative Performance Committee; and

WHEREAS, John Gaglioti has served on the Monterey Regional Taxi Board of Directors; and

WHEREAS, John Gaglioti has been a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, John Gaglioti remains a staunch advocate of public transportation; and

WHEREAS, John Gaglioti has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation and best wishes to John Gaglioti as he leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-13 this 14th day of November 2022.

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary
To: Board of Directors

From: Kelly Halcon, Director of Human Resources/Risk Management

Subject: Resolution Appointing MST Staff to the California Transit Indemnity Pool (CalTIP) Board of Directors

RECOMMENDATION:

Adopt Resolution 2023-14 appointing MST’s Kelly Halcon, Director of Human Resources/Risk Management, as the Board Member, Lisa Cox, Risk and Security Manager, and Jarred Augusta, Safety/Training Officer, as the Alternate Members to the Board of Directors of the California Transit Insurance Pool (CalTIP) effective December 1, 2022.

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 or to appoint officers when a vacancy occurs.

DISCUSSION:

In 2019, the MST Board appointed Kelly Halcon as the Board member and Lisa Cox as the Alternate Board member to the CalTIP Board. Many of our peer member agencies have appointed multiple Alternate Board members for the purpose of job development and succession planning. The Safety/Training Officer position assists with risk activities and liability issues. By appointing Jarred Augusta as the Alternate Board member, MST will be able to have additional representation at the CalTIP Board level, and Jarred will gain knowledge about the claim process as well as the potential risks within the transportation industry.

For the remainder of FY 2023, effective December 1, 2022, staff recommends to the CalTIP board of directors the following appointments: Kelly Halcon, Director of Human Resources as the Board Member and Lisa Cox, Risk and Security Manager, and Jarred Augusta, Safety/Training Officer as the Alternate Board Members.

The attached resolution is required by CalTIP for their records.

ATTACHMENT(S):

Resolution 2023-14
RESOLUTION 2023-14

APPROVING APPOINTMENTS TO THE BOARD OF DIRECTORS OF THE CALIFORNIA TRANSIT INDEMNITY POOL

WHEREAS Monterey-Salinas Transit is a member of the California Transit Systems Joint Powers Authority, also known as the California Transit Indemnity Pool (CalTIP); and,

WHEREAS CalTIP bylaws currently require that member agencies appoint their member representatives of the Board of Directors by resolution of the transit operator governing board.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit does hereby approve the appointments of Kelly Halcon, Director of Human Resources and Risk Management, as representative; Lisa Cox, Risk and Security Manager, and Jarred Augusta, Safety Training Officer, as alternates to the Board of Directors of the California Transit Indemnity Pool.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-14 this 14th day of November 2022.

AYES:

NOES:

ABSENT:

ATTEST:

___________________________  ______________________________
Anna Velazquez            Carl G. Sedoryk
Board Chair              Board Secretary

___________________________
Jeanette Alegar-Rocha
Clerk to the Board
To: Board of Directors

From: Lisa Cox, Risk and Security Manager

Subject: Notice of Claim Rejection

RECOMMENDATION:

Reject claim by the claimant Anita Avina.

FISCAL IMPACT:

Undetermined amount claimed.

POLICY IMPLICATIONS:

None.

DISCUSSION:

On September 27, 2022, MST received a claim related to an incident on August 21, 2022.

On August 21, 2022, the claimant’s foot got caught on the wheelchair ramp as it was being deployed.

It has been determined that the current claim submitted has failed to comply with the California tort claims act and is insufficient. The claimant’s failure to provide a specific claim amount has prompted the recommendation to have this claim rejected in its entirety.

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 Cox, Risk and Security Manager
Subject: Notice of Insufficiency

RECOMMENDATION:

Reject claim for insufficiency by the claimant Aurelia Guzman.

FISCAL IMPACT:

Undetermined amount claimed and the claim fails to state the date of the occurrence or transaction, which gave rise to the claim asserted.

POLICY IMPLICATIONS:

None.

DISCUSSION:

On October 4, 2022, MST received a claim related to an incident at the Salinas Transit Center at 7:45 am (date unknown).

The claimant states she tripped over an unleveled sidewalk and fell on both knees, mentioning the security guard and another gentleman helped her get up.

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

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

Prepared by: Lisa Cox
Approved by: Carl Sedoryk
To: Board of Directors

From: Steven Bruno, Purchasing Agent
Paul Lopez, Facilities Manager

Subject: Landscape Maintenance Services

RECOMMENDATION:

Authorize General Manager/CEO to enter into a two (2) year contract with Turftenders Landscape, Inc. for landscape maintenance services of MST’s facilities in an amount not to exceed $54,676/year.

FISCAL IMPACT:

Grounds maintenance and landscaping services are included in the FY2022/23 and FY 2023/24 Budget. All services will be covered by the Board-adopted Budgets.

POLICY IMPLICATIONS:

Your Board approves purchases over $100,000.

DISCUSSION:

In October, MST issued an Invitation for Bids (IFB) for landscape maintenance services. By the October 28th deadline, MST received four (4) bids from qualified and licensed landscape contractors. Landscaping services will be performed at five (5) MST locations including operations and maintenance facilities in Monterey, Salinas, and King City as well as customer service locations in Marina and Salinas.

A public opening of bids was held on Friday, October 28th. A summary of the bids is noted in the table below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Cost Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turftenders Landscape, Inc.</td>
<td>$54,676/year</td>
</tr>
<tr>
<td>Smith and Enright Landscaping, Inc.</td>
<td>$64,020/year</td>
</tr>
<tr>
<td>Ernesto Cardenas Landscaping</td>
<td>$76,440/year</td>
</tr>
<tr>
<td>Brightview Landscape Services</td>
<td>$119,484.60/year</td>
</tr>
</tbody>
</table>

Staff recommends award of the contract to Turftenders Landscape, Inc. based on being the lowest qualified bidder and meeting all requirements described in the Invitation for Bids (IFB).
ATTACHMENT(S):

None.

Prepared by: ________________________   Reviewed by: ________________________

Steven Bruno

Click or tap here to enter text.
MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

DRAFT MEETING MINUTES

September 28, 2022
1:00 pm (Pacific)

Present: Jennifer Ramirez Partnership for Children
Jessica McKillip ITN Monterey County
Steven Macias The Blind and Visually Impaired Center
Aaron Hernandez Transportation Agency for Monterey County
Bobby Merritt Veterans Transition Center
Alejandro Fernandez Davita Dialysis
Reyna Gross Alliance on Aging

Absent: Maria Magaña Central Coast Center for Independent Living
Leticia Garcia The Carmel Foundation
Diana Jimenez AAA-Monterey Co. Dept. of Social Services

Staff: Norman Tuitavuki Chief Operating Officer
Cristy Sugabo Mobility Services Manager
Kevin Allshouse Contract Services Manager
Claudia Valencia Mobility Specialist
Ruben Gomez Mobility Specialist
Lesley van Dalen Mobility Specialist
Marzette Henderson Transportation Manager
Matthew Deal Grants Analyst
Michael Kohlman Chief Information Officer
Scott Taylor Information Technology Manager
Ezequiel Rebollar IT Technician

Public: David Cox MV Operations Manager
Chris Duymich AMBAG
Paul Hierling AMBAG
Miranda Taylor AMBAG

Apology is made for any misspelling of a name.
1. CALL TO ORDER
   1-1. Roll Call.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

   3-1. Approve Minutes of the regular meeting of July 27, 2022.

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

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

   Member Gross joined the meeting at 1:23 p.m.

4. PRESENTATION

   4-1. Received presentation on the new statewide REAP 2.0 program (Chris Duymich/Paul Hierling)

   4-2. Received presentation on the Draft 2022 Coordinated Public Transit-Human Services Transportation Plan (Miranda Taylor)

   There were no public comments.

5. REPORTS AND INFORMATION ITEMS

   5-1. MV Transit- MST RIDES Service Update (Kevin Allshouse/ David Cox)

   5-2. MST Mobility Programs Updates (Cristy Sugabo)

   There were no public comments.
6. SUBJECT ITEM REQUEST

6-1. None

7. ANNOUNCEMENTS AND APPRECIATIONS

7-1. Committee Member and MST Staff Announcements and Appreciations.

8. ADJOURN

With no further business to discuss, Chair Ramirez adjourned the meeting at 1:51 p.m. (Pacific).

Prepared: ___________________ Reviewed by: ___________________
Claudia Valencia Cristy Sugabo
To:       Board of Directors

From:    C. Sedoryk, General Manager/CEO

Subject: Monthly Report – September 2022


On September 23, I traveled to the MOVE Mobility Technology Conference and Trade Show in Austin, TX where I was invited to provide a presentation on the results of our contactless open-loop fare payment system.

July – September operating results reveal that during the quarter, passenger boardings continue to grow and are currently hovering near 80% of boardings in the weeks prior to March 2020. We anticipate that increased service levels and lower fares resulting from the Better Bus Network implementation will result in further increased passenger boardings starting in December.

Attachment #1 – Dashboard Performance Statistics – August and September 2022
Attachment #2 – Operations Department Report – August and September 2022
Attachment #3 – Maintenance Department Report – September 2022
Attachment #4 – Administration Department Report – September 2022
Attachment #5 – FY 23/24 Action Plan Status Update – September 2022

Complete detail of Monthly Performance Statistics can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/

Prepared by: Carl G. Sedoryk
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - September
Fiscal Years 2021-2023

Ridership

Goal = 508,348 passengers
Minimum = 482,931 passengers

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

On Time Performance

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

Goal = 99% completed
Minimum = 95% completed

Percentage of Service Delivered

Goal = 99.99%
Minimum = 95%
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
July - September
Fiscal Years 2021-2023

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

- **Goal = 25%**
- **Minimum = 15%**

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

- **Goal = $246.83 per RH**
- **Maximum = $271.52 per RH**

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

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

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

- **Goal = 15,000 Miles**
- **Minimum = 7,000 Miles**

---

FY 2021 FY 2022 FY 2023
FY 2021 FY 2022 FY 2023
FY 2021 FY 2022 FY 2023
FY 2021 FY 2022 FY 2023
Percent of Monthly Ridership and Revenue Hours from CY17-19 Average
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - September
Fiscal Years 2021-2023

**Ridership**
- **Goal = 20,521** one-way trips
- **Maximum = 22,573** one-way trips

**Passengers Per Hour**
- **Goal = 2.0 passengers p/h**
- **Minimum = 1.8 passengers p/h**

**On Time Performance**
- **Goal = 90% on time**
- **Minimum = 80% on time**

**One Way Trips**
- **Goal = 20,521 one-way trips**
- **Maximum = 22,573 one-way trips**

(Total cumulative YTD passenger boardings)

(Passengers per hour of service)

(Percent of trips within 15 minutes of scheduled arrival)

(Total cumulative YTD one-way passenger trips completed)
MST RIDES
YTD Dashboard Performance Comparative Statistics
July - September
Fiscal Years 2021-2023

Fare Box Recovery Ratio

- Goal = 11%
- Minimum = 10%

Cost Per Revenue Hour

- Goal = $89.82 per RH
- Maximum = $98.80 per RH

Miles Between Preventable Collisions

- Goal = 110,000 Miles
- Minimum = 100,000 Miles

Miles Between Road Calls

- Goal = 60,000 Miles
- Minimum = 30,000 Miles
MST Fixed Route
Financial Performance Comparative Statistics
July - September
Fiscal Year 2023

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget
MST RIDES
Financial Performance Comparative Statistics
July - September
Fiscal Year 2023

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
Date: October 27, 2022
To: Carl Sedoryk, General Manager / CEO
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: Transportation Department Monthly Report – August 2022

FIXED ROUTE BUS OPERATIONS:

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

MST’s preliminary boarding statistics indicate ridership was 195,184 in August 2022, which represents an 8% increase compared to August 2021’s ridership of 180,779. This 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 after month, MST’s productivity continues to improve. MST’s productivity increased from 9.7 passengers per hour in August 2021 to 11.6 passengers per hour in August of this year. This represents a 19% improvement compared to the same month, the previous year.

Supplemental / Special Services:

- MST Trolley Monterey Ridership: 29,624

System-Wide Statistics:

- Ridership: 195,184
- Vehicle Revenue Hours: 16,763
- Vehicle Revenue Miles: 240,015
- System Productivity: 11.6 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 19,968

On-Time Performance (OTP): Of 86,346 total time-point crossings sampled for August, the Transit Master™ system recorded 16,917 delayed arrivals to MST’s published time-points system-wide. As a result, 80% of all scheduled arrivals arrived on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2022 - 2023.)

Note: Service arriving later than 5 minutes beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system-wide “on-time performance” as a percentage of the total number of reported time-point crossings.
**Service Canceled:** As listed below, there were a total of four (4) service cancellations in August for both directly operated and contracted services – compared to nine (9) cancellations in the previous month, July 2022.

<table>
<thead>
<tr>
<th>Reason for Service Cancellation</th>
<th>MST</th>
<th>MV</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident (MST)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Incident</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Traffic</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Staff Shortage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Revenue Trips Completed: 19,123**

**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 August 2021 and 2022:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>August-21</th>
<th>August-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Conflict: Passenger VS Passenger</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel/fluid Spill</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>11</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for August 2022 there were 8,996 passenger boardings. This is a 3% increase in passenger boardings compared to August 2021, (8,734). For the fiscal year – passenger boardings have increased by 3% compared to FY 2021.

- Productivity for August 2022 was 1.99 passengers per hour, increasing from 1.98 passengers per hour compared to the previous month (June 2022).
- For August 2022, 76% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

COMMUNICATIONS CENTER:

In August, MST’s Communications Center summoned public safety agencies on eleven (11) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Vehicle Accident / Passenger Disturbance / Other</td>
<td>6</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>5</td>
</tr>
<tr>
<td>Fire</td>
<td>Employee Request / Passenger Request / Other</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

DEPARTMENT ACTIVITIES:

In August, several Operations Department Managers provided in-person tours of Monterey, Salinas, and contractor-operated facilities for MST’s consultant, Stantec. In addition to the tours, staff participated in several meetings with Stantec to kick off planning for the Salinas Operations and Maintenance Facility project. This effort and future meetings between Stantec and MST staff will help shape and guide this project.

I participated in the California Transit Association (CTA) Zero Emission Vehicle (ZEV) Task Force Meeting. This task force consists of selected CTA members throughout the state. This task force is uniquely comprised of CTA members from all transportation modes (bus, rail, and ferry). The task force intends to develop advocacy priorities for CTA and its members. The task force’s work in August resulted in a letter from CTA (supported by its members) regarding the California Air Resources Board's (CARB) comprehensive review of the status of zero-emission bus technology in 2022. The letter provides insight from CTA members. The ZEV Task Force will continue reviewing and responding to ZEV issues to support all its members.
Date: October 28, 2022

To: Carl Sedoryk, General Manager / CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Transportation Department Monthly Report – September 2022

FIXED ROUTE BUS OPERATIONS:

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

MST’s boarding statistics indicate ridership was 191,297 in September 2022, which represents a 19% increase compared to September 2021’s ridership of 160,193. 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 after month, MST’s productivity continues to improve. MST’s productivity increased from 9.3 passengers per hour in September 2021, to 12.0 passengers per hour in September of this year. This represents a 29% improvement compared to the same month, the previous year.

Supplemental / Special Services:

- MST Trolley Monterey Passengers: 5,045

System-Wide Statistics:

- Ridership: 191,297
- Vehicle Revenue Hours: 15,793
- Vehicle Revenue Miles: 237,291
- System Productivity: 12.0 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 18,498

On-Time Performance (OTP): Of 83,021 total time-point crossings sampled for September, the Transit Master™ system recorded 16,762 delayed arrivals to MST’s published time-points system-wide. As a result, 80% of all scheduled arrivals arrived on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2022 - 2023.)

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 eight (8) service cancellations in September for both directly operated and contracted services – compared to four (4) service cancellations in the previous month, August 2022.

Total Revenue Trips Completed: 18,498

<table>
<thead>
<tr>
<th>Reason for Service Cancellation</th>
<th>MST</th>
<th>MV</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident (MST)</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Late Adherence</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Incident</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Traffic</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Staff Shortage</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>8</strong></td>
<td><strong>0</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their workday. The information provided within these reports is used to identify trends that often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for September 2021 and 2022:

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<thead>
<tr>
<th>Occurrence Type</th>
<th>September-21</th>
<th>September-22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Conflict: Passenger VS Passenger</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel/fluid Spill</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>11</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

**MST RIDES ADA / MST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for September 2022 there were 9,194 passenger boardings. This is a 3% increase in passenger boardings compared to September 2021, (9,123). For the Fiscal year – passenger boardings have increased by 1% compared to FY 2021.

- Productivity for September 2022 was 1.89 passengers per hour, decreasing from 1.99 passengers per hour compared to the previous month (August 2022).
- For September 2022, 79% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

**COMMUNICATIONS CENTER:**

In September, MST’s Communications Center summoned public safety agencies on ten (10) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Vehicle Accident / Passenger Disturbance / Other</td>
<td>6</td>
</tr>
<tr>
<td>Medical</td>
<td>Employee Request / Passenger Request / Other</td>
<td>4</td>
</tr>
<tr>
<td>Fire</td>
<td>Employee Request / Passenger Request / Other</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

**DEPARTMENT ACTIVITIES:**

In September, I completed an online training course, “Leadership – eProject Management” through the California Transit Training Consortium (CTTC) of which MST is a member. The training provided a review of project management-specific processes and procedures. The training helped me better understand how to manage projects of all sizes and will enable me to provide improved oversight for all projects within the Operations department.

The Facilities Manager and I attended the Zero Emission Bus Conference (ZEBcon) in Anaheim. The conference was well attended by industry colleagues, businesses, and other entities interested in California’s transition to zero-emission technology. In addition to the sessions attended, the Facilities Manager and I participated in a tour of Foothill Transit’s hydrogen fueling project under construction at that time. Additional information and details on the conference can be found in my report – contained in the November 2022 Board packet.

Along with the rest of MST’s Executive Leadership Team (ELT), I attended MST’s 50th Anniversary luncheons at our Monterey, Salinas, and King City divisions. I interacted
Date: October 25, 2022

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Maintenance Department Monthly Report – September 2022

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

<table>
<thead>
<tr>
<th>Fuel Budget FY2023</th>
<th>Average Fuel Price September 2022</th>
<th>Average Fuel Price FY2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $5.40</td>
<td>$4.65</td>
<td>$4.67</td>
</tr>
<tr>
<td>Gasoline: $5.40</td>
<td>$4.83</td>
<td>$5.09</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Revenue Fleet Operating Cost Per Mile</th>
<th>Revenue Fleet Miles Between Major Mechanical Road Calls:¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2022</td>
<td>$1.70</td>
<td>195,726</td>
</tr>
<tr>
<td>YTD FY 2023</td>
<td>$1.62</td>
<td>89,187</td>
</tr>
<tr>
<td>FY 2022</td>
<td>$1.32</td>
<td>24,366</td>
</tr>
<tr>
<td>FY 2021</td>
<td>$1.23</td>
<td>54,756</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

September 2022’s cost per gallon for gasoline decreased 1.02%, a decrease of 6 cents, and the cost per gallon for diesel increased 0.65%, an increase of 3 cents compared to the previous month, August 2022. For FY23 MST increased its budgeted cost per gallon for both diesel and gasoline fuels based on the fuel prices experienced in the previous fiscal year. As a result, the cost per gallon for both diesel and gasoline fuels remains under budget. Fuel prices continue to fluctuate unpredictably. Staff continues to monitor all movement of vehicles to minimize unnecessary fuel usage.

In September, MST traveled 195,726 miles between major mechanical failures with zero road calls – exceeding the 15,000-mile goal. This rare accomplishment speaks to the talents of our frontline employees and management staff. Additionally, MST’s Maintenance department completed 100% of their scheduled preventive maintenance inspections on time. 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.

In September, the Facilities Department Manager and I attended the Zero Emission Bus Conference (ZEBcon) in Anaheim, CA. We both attended sessions regarding ZEB maintenance, operations, and infrastructure to increase our knowledge and to help us fully transition to ZEB in the coming years. Additionally, we both participated in a tour of Foothill Transit's hydrogen fuel station project that is currently under construction. Our full trip reports are included in the full board packet and available for reference.

Prepared by: Norman K. Tuitavuki
Reviewed by: Carl G. Sedoryk
Date: November 1, 2022

To: C. Sedoryk, General Manager/CEO

From: Lisa Rheinheimer, Assistant General Manager; Michelle Overmeyer, Director of Planning /Innovation, Andrea Williams, General Accounting & Budget Manager; Michael Kohlman, Chief Information Officer; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Cox, Risk and Security Manager; Ikuyo Yoneda-Lopez, Marketing Manager; Beronica Carriedo, Customer Service and Community Relations Supervisor.

Subject: Administration Department Monthly Report – September 2022

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

**Human Resources**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY2</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>126</td>
<td>119</td>
<td>-7</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>(1)</td>
<td>(0)</td>
<td>(-1)</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>33</td>
<td>25</td>
<td>-8</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>55</td>
<td>50</td>
<td>-5</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>36</td>
<td>30</td>
<td>-6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>251</strong></td>
<td><strong>224</strong></td>
<td><strong>-27</strong></td>
</tr>
</tbody>
</table>

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

**August Worker’s Compensation Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$31,051.08</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$37,416.38</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$19,088.37</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,708.33</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$9,510.75</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$102,774.91</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$769,324.85</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($65,869.00)</strong></td>
</tr>
<tr>
<td><strong># Ending Open Claims</strong></td>
<td>42</td>
</tr>
</tbody>
</table>
## Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>13</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>2</td>
</tr>
<tr>
<td>In-Service Training: 2021 Gillig Zeb Low Floor Familiarization Training</td>
<td>11</td>
</tr>
<tr>
<td>TSI: Intermediate Maneuvers (Bus Driving)</td>
<td>6</td>
</tr>
<tr>
<td>In-Service Training: BYD Zero Emission Low Floor Familiarization Training</td>
<td>1</td>
</tr>
<tr>
<td>30 hours of Behind the Wheel Training Completed</td>
<td>3</td>
</tr>
<tr>
<td>Eagle Tug training</td>
<td>2</td>
</tr>
<tr>
<td>TAPTCO: ELDT Curriculum CDL Preparation Training</td>
<td>6</td>
</tr>
<tr>
<td>TSI: Inspections, Basic Maneuvers</td>
<td>6</td>
</tr>
<tr>
<td>Annual Operations and Maintenance Training</td>
<td>28</td>
</tr>
<tr>
<td>Maintenance Safety Training: Fall Protection</td>
<td>20</td>
</tr>
<tr>
<td>Anti-Harassment and Anti-Bullying Training for Transit Employees</td>
<td>6</td>
</tr>
<tr>
<td>DeLay &amp; Laredo: Ethics 1234 Training</td>
<td>1</td>
</tr>
<tr>
<td>SCRTTC: Project Management</td>
<td>1</td>
</tr>
</tbody>
</table>

## Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>September 2022 Preventable</th>
<th>September 2021 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>MST Preventable Accidents</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2</td>
<td>4</td>
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</table>
## Customer Service Update

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>Other Provider*</th>
<th># of valid reports</th>
<th>% of reports received*</th>
<th>Sep-22</th>
<th>% of reports received**</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/RM Request</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>3.4%</td>
<td>2</td>
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</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.7%</td>
<td>1</td>
<td>1.7%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>2</td>
<td>3</td>
<td>2*</td>
<td>8.5%</td>
<td>5</td>
<td>8.5%</td>
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<tr>
<td>Facilities Vandalism</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Fare / Transfer Dispute</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Full Bus / Left Behind</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
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<tr>
<td>Harassment by Employee</td>
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<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5.1%</td>
<td>3</td>
<td>5.1%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>2</td>
<td>3</td>
<td>1/3*</td>
<td>8.5%</td>
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<td>8.5%</td>
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<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
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<tr>
<td>Late Arrival</td>
<td>2</td>
<td>8</td>
<td>5*</td>
<td>16.9%</td>
<td>10</td>
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<tr>
<td>Late Departure</td>
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<td>0</td>
<td>0.0%</td>
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</tr>
<tr>
<td>No Show</td>
<td>3</td>
<td>2</td>
<td>3/1*</td>
<td>8.5%</td>
<td>5</td>
<td>8.5%</td>
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<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Overcrowding</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Passed By</td>
<td>4</td>
<td>2</td>
<td>1/2*</td>
<td>10.2%</td>
<td>6</td>
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<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Passenger Injury</td>
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<tr>
<td>Reasonable Modification</td>
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<tr>
<td>Request To Add Service</td>
<td>6</td>
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<tr>
<td>Request To Reduce Service</td>
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<tr>
<td>Routing</td>
<td>0</td>
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</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
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<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>Service Other</td>
<td>9</td>
<td>5</td>
<td>4/3*</td>
<td>23.7%</td>
<td>14</td>
<td>23.7%</td>
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<tr>
<td>Service Schedule</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1.7%</td>
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<tr>
<td>Title VI Complaint</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

Subtotal reports 34 25

Grand Total MST and *Other Provider 59 100.0% 59 100.0%

*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding
**Contactless Tap to Pay:**
During the month of September, MST received a total of 9,934 taps. There were 3,932 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 2,070 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 118,847 taps, of which 49,477 trips were successful. Total revenue collected to the end of September from passengers using contactless payment was $15,329.

![Contactless Tap to Pay Report](image)

**Finance Update**

**General Accounting/Accounts Payable**
During the month of September, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to work effectively to meet financial reporting deadlines. In September, staff continued working on the annual audit preparation for FY2022. Eide Bailly LLP will perform the remainder of the audit remotely during the month of October.
Payroll
Routine changes and adjustments to payroll records were maintained along with filing of all federal, state, and retirement reports and payments on a timely basis. Payroll continued to provide hours and earnings reports upon request to MST departments.

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

- Federal 5307 Traditional
- Federal 5339 Formula
- Federal COVID relief funding (CARES, CRRSAA, ARPA)
- Low Carbon Transit Operations Program
- Transit and Intercity Rail Capital Program (TIRCP)
- MST Capital Improvement Program
- CA SB1 State of Good Repair
- CA SB1 Local Partnership Program
- Federal 5309 Capital Investments Grants
- Caltrans Sustainable Transportation Planning Grants

In addition to attending webinars for future grant opportunities, staff participated in several meetings regarding current and future projects, bus procurements, and other capital projects. Update meetings with internal staff were ongoing to address status changes to various active or pending grants and requests for reimbursements.

### Grants Summary

<table>
<thead>
<tr>
<th>Active Grant Funding</th>
<th>$91,419,687</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Funds Pending Award</td>
<td>$1,362,331</td>
</tr>
</tbody>
</table>

Procurements and Purchasing
Procurement efforts for the month included reviewing invoices, tracking supply requisition forms, and placing supply orders for each MST location. A draft procurement manual is in the works for internal use at MST. MST has put out a request for quotations for oils and lubricants in an effort to ensure that the District is receiving the best price. An invitation for bids for landscape maintenance services has been put out as MST’s contract with Ernesto Cardenas Landscaping ends on November 30. The deadline to submit bids is Friday, October 28 and a public opening of bids will be held. A request for quotations for actuarial services has been issued as Aon has decided not to renew their contract with MST. The deadline to submit quotations for armored car services was extended since no quotes were received prior to the initial deadline. After Board approval, MST executed a contract with Shaw Yoder Antwih Schmelzer and Lange for state legislative advocacy services. Contract extensions for both Goodyear and Pacific Claims Management have been drafted and are being reviewed as MST’s current terms with both companies are set to expire at the end of the year.
Information Technology Update

Governance:
• **I.T. Steering Committee:** The I.T. Steering Committee met on September 28th. During the meeting, the Committee was introduced MST’s new Project Management Coordinator. The Committee also created a draft list for two new project teams covering the selection and implementation of a comprehensive Document Management System as well as a new Digital Signage System, with the goal of launching those project teams in the first quarter of 2023.

Operations Technology:
• **HASTUS Upgrade:** Discussions are continuing with regards to modernizing the HASTUS scheduling system, with a goal to select and implement an upgrade team once the Better Bus Network has been fully implemented.

• **Contactless Fare System:** the MST I.T. Team is continuing to monitor the performance of the contactless fare devices and is using the data that has been gathered during this early deployment to select a long-term device provider.

Cybersecurity:
• **Ukraine/Russia Conflict:** (carried over from the August report as the concern remains elevated and ongoing) 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.

• **September Advisories:** Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 30 cybersecurity advisories in June of 2022 that were considered potentially critical to Public Agencies. Ransomware attacks continue to be the most prevalent issue, however there are indications that probing of firewalls and web sites for vulnerabilities is on the increase.

Marketing Update

**MST RealTime Usage:**

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>RealTime Phone</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2021</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>4,330</td>
<td>448</td>
<td>117,301</td>
<td>2,630</td>
</tr>
<tr>
<td>October</td>
<td>3,635</td>
<td>472</td>
<td>113,472</td>
<td>2,554</td>
</tr>
<tr>
<td>November</td>
<td>3,884</td>
<td>522</td>
<td>94,267</td>
<td>2,274</td>
</tr>
<tr>
<td>December</td>
<td>3,776</td>
<td>485</td>
<td>87,553</td>
<td>2,113</td>
</tr>
<tr>
<td><strong>2022</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>3,460</td>
<td>455</td>
<td>91,708</td>
<td>2,281</td>
</tr>
<tr>
<td>February</td>
<td>3,539</td>
<td>484</td>
<td>102,577</td>
<td>2,237</td>
</tr>
<tr>
<td>Month</td>
<td>Downloads</td>
<td>New Users</td>
<td>Total Users</td>
<td>New Riders</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
<td>-----------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>March</td>
<td>3,460</td>
<td>664</td>
<td>117,212</td>
<td>2,529</td>
</tr>
<tr>
<td>April</td>
<td>3,869</td>
<td>567</td>
<td>116,347</td>
<td>2,579</td>
</tr>
<tr>
<td>May</td>
<td>4,311</td>
<td>766</td>
<td>112,898</td>
<td>2,736</td>
</tr>
<tr>
<td>June</td>
<td>4,025</td>
<td>844</td>
<td>97,975</td>
<td>2,536</td>
</tr>
<tr>
<td>July</td>
<td>4,037</td>
<td>847</td>
<td>105,717</td>
<td>2,603</td>
</tr>
<tr>
<td>August</td>
<td>4,761</td>
<td>871</td>
<td>143,536</td>
<td>3,350</td>
</tr>
<tr>
<td>September</td>
<td>5,807</td>
<td>689</td>
<td>161,032</td>
<td>3,341</td>
</tr>
</tbody>
</table>

**Transit App:** For the month of September, there were a total of 478 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were JAZZ B with 9,166 taps, Line 18 with 8,738 taps, and JAZZ A with 7,513 taps.

**Published news stories include the following** “Monterey-Salinas Transit seeks community input on new ‘SURF!’ bus transit project” (KSBW, 9/1/22); “Open for All: The Modular Route to Contactless Open Loop Fare Payments” (Mass Transit, 9/20/22).

**Press releases sent include:** “Monterey-Salinas Transit (MST) Announces Discount Contactless Fares For Both Local And Visiting Riders 65+ With Launch of New Benefits Eligibility Verification Website” (9/1/22).

**Projects:** Staffed information booth at Touch-A-Truck in Marina; staffed information booth at Senior Day at the Monterey County Fair; staffed information booth at Special Kids Connect-Transition to Adulthood Conference in Soledad; supported effort related to the donation of COVID-19 tests to VIDA Project; planned and coordinated activities connected to the MST 50th Anniversary celebration at operations facilities in King City, Salinas, Monterey, and throughout the community; continued outreach to school districts and youth organizations regarding School Pass Pilot Program opportunities; continued to support Mobility Services Department with program outreach and marketing support; kicked off Annual Report development activities; supported Commute with Enterprise Vanpool program website and communication efforts; continued to support SURF! project website updates; managed and developed creative elements for Better Bus Network marketing and communications; continued work with consultants on development of Non-Rider Survey instrument.

**Collaborative/Meeting/Committees:** Attended MST Board Meeting; Mobility Program Outreach; CAL-ITP/MST Customer Service Weekly Check-In; SURF! Public Outreach Coordination Meetings; Commute with Enterprise Vanpool program weekly launch meeting; 50th Anniversary Event coordination meeting; MST Town Hall Employee Meeting; Jazz Festival Service Request; Better Bus Network Communication and Marketing Plan meetings; Marketing, Outreach, Customer Service Team Meeting; Transit Oriented Development Planning Study meeting.
Social Media Performance:

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

Better Bus Network

Planning staff was largely focused on the service change to implement the Better Bus Network. The East Garrison Homeowners Association (HOA) had been unresponsive to several MST inquiries for process on reinstating bus service to the community, so County Supervisor Wendy Root Askew’s office was contacted to assist. A point of contact was established for East Garrison HOA, and MST planning staff was able to schedule a presentation at a future HOA meeting. Staff presented to Seaside Traffic Advisory Committee for the request to relocate a bus stop on the Jazz A route. Staff also presented to the Salinas Traffic and Transportation Commission for new stops in the Creekbridge neighborhood and on Van Buren Street.

Transit-Oriented Development Planning Study

Work continued on the Transit-Oriented Development (TOD) planning study in support of the SURF! Busway and Bus Rapid Transit project. Meetings were held with CSUMB and the cities of Marina, Monterey, Seaside, and Salinas to review current land development applications and roadway projects that might be opportunities for TOD.

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.
Action Plan for FY 2022/23 and FY 2023/24
Status Update

Connecting Communities

1. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022
   Status: Taylor Farms and City of Salinas have made written commitments to fund the study. Staff is waiting on Taylor Farms to provide contract language.

2. Develop plan to address outdated information technology legacy systems and continue implementation of 2019 – 2021 Information Technology Strategic Action Plan. December 2022
   Status: An internal Information Technology steering committee has been formed to inform the plan which is on track to be completed on time.

3. Complete implementation of Board approved service changes (new Network Plan) to fixed route and Measure Q funded services along with supporting staffing plan and supporting fare policy. December 2022
   Status: Better Bus Network on track to implemented on December 10. Except for King City, South County circulator service delayed until cities agree to bus stop plans.

4. Implement MST sponsored Vanpool Program to supplement existing fixed-route and mobility services. December 2022
   Status: Completed and implemented September 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
   Status: CIG application submitted with results to be announced February 2023. Final design and public participation continue.

6. Continue transit activities within board adopted operational and financial performance standards. Status: Ongoing

7. Maintain ongoing community partnerships and seek new opportunities as appropriate. Status: Ongoing

8. Develop and implement service levels, facilities, polices, and procedures appropriate to funding availability and community requirements. Status: Ongoing

9. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation. Status: Ongoing

10. Continue marketing and community outreach programs to promote and educate the communities we serve regarding the benefits of MST mobility services. Status: Ongoing
Creating Opportunities

1. Initiate comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST’s workforce. December 2022

   **Status:** Staff continues to work with consultants and internal team. Board will receive an update at its meeting of December 12th.

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

   **Status:** Staff has completed the demonstration and is in the process of seeking competitive quotations for hardware and associated services via the state Master Service Agreement.


   **Status:** Consultant has been hired and work is ongoing.

4. Continue partner-funded programs for students and educational organizations. October 2022

   **Status:** Contracts with CSUMB, Hartnell, and MPC have been executed. Staff is working on a system to allow 50% discount to students during semester break periods.

5. 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

   **Status:** Initial discussions with consultants have occurred. More activity to take place after January 2023.


   **Status:** Completed with Board ratification at its meeting of October 17th.

7. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023

   **Status:** In process with your Board opening negotiations at its meeting of October 17th.

8. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023

   **Status:** Project not yet started.

9. Continue programs to support employment diversity, inclusiveness and equity for MST employees and customers **Status: Ongoing**

10. Actively participate in state and national trade associations to support issues of local concern. **Status: Ongoing**

11. Continue employee training and development opportunities through partnerships with local colleges, universities, trade associations, and vendors. **Status: Ongoing**
12. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices. **Status: Ongoing**

13. Adopt and execute federal and state legislative programs.

    **Status: Your Board will adopt state and federal legislative programs at your December 12 meeting.**

14. Continue board development/educational activities and policy reviews. **Status: Ongoing**

15. Continue to seek funding from grant sources and extra governmental partnerships to maintain and expand mobility services. **Status: Ongoing**

16. 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. **Status: 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. **Status: Ongoing**

2. Promote and participate in planning efforts for autonomous vehicle infrastructure where such technology would best support MST operations. **Status: Ongoing**

3. Continue efforts to ensure passenger and employee safety and security. **Status: Ongoing**

4. Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure. **Status: Ongoing**
TO: Carl Sedoryk
FROM: Don Gilchrest

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

**Lame Duck Session**
Congress is in recess until after the election, planning to come back on November 14 for a lame duck session of Congress. At the top of the current to-do list for Congress is completing the FY 2023 appropriations process. Even though the new federal fiscal year started on October 1, none of the twelve annual appropriations bills have been enacted yet and the federal government is operating under a short-term Continuing Resolution that runs through December 16. Speculation is rife about other bills that Congress might attach to the appropriations bills or other must-pass legislation in order to get them enacted before the end of the year.

**Transportation Appropriations**
Heading into the lame duck session, we are continuing to advocate for an FY 2023 Department of Transportation funding bill that addresses the following MST priorities:

- Maintaining the $3 million for the Monterey-Salinas Transit District Zero Emission Bus and Microgrid Project, which Representative Panetta included in the House bill.
- Protecting the large funding increase for FTA formula programs that was enacted in the Bipartisan Infrastructure Law.
- Increasing funding for bus and bus facilities programs above authorized levels.
- Funding the Capital Investment Grants program as a possible source of funding for your SURF! Busway and BRT Project.

In addition, MST is requesting support for a full-year appropriations bill, rather than legislation that only extends current funding levels into next year.

**Debt Limit**
We are monitoring recent discussions about debt limit legislation for any impacts on MST’s federal priorities. Although the federal government is not expected to exceed the current statutory limit on debt until next year, Democratic leaders are reportedly considering bringing it up in the lame duck session. Under budget reconciliation procedures, a simple majority in the House and Senate could send a debt limit increase to President Biden for his signature this year. This would be a difficult approach, but it would prevent the Biden Administration from having to make policy or spending concessions to Republicans if their support were needed to enact the legislation next year.
November 1, 2022

TO: Board of Directors, Monterey-Salinas Transit District

FROM: Matt Robinson, Partner
       Michael Pimentel, Legislative Advocate

RE: STATE LEGISLATIVE UPDATE – November 2022

**Legislative Update**

The Legislature is currently on recess and will formally adjourn the 2021-22 Legislative Session “sine die” at midnight on November 30. The 2023-24 Legislative Session will convene on December 5 for the one day organizing session, with members returning to their districts until January 3. Shortly after the Legislature reconvenes in January, the Governor will release the Fiscal Year 2023-24 Proposed Budget on, or around, January 10. As a reminder, as part of the FY 2022-23 budget, the Governor and Legislature earmarked an additional $2 billion for transit (to be distributed on a “to be determined” population basis). However, early signs are pointing to a possible recession, and we expect the Governor to propose a much more austere budget in January.

**November General Election**

The 2022 General Election will take place on Tuesday, November 8. Facing election are California’s eight constitutional officers, inclusive of the Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Insurance Commissioner, and State Superintendent of Public Instruction. As well, 100 of the 120 seats in the California State Legislature are up for election this November. This total includes 20 Senate seats (10 seats open / 10 incumbents running for election) and 80 Assembly seats (24 seats open / 56 incumbents running for reelection).

**Draft Guidelines for Transit and Intercity Rail Capital Program – Cycle 6**

On September 30, the California State Transportation Agency (CalSTA) released the formal draft guidelines for the Transit and Intercity Rail Capital Program (TIRCP) Cycle 6 for public and legislative review. The public and legislative review is available for more than the 30 days required by statute, with workshops planned for November 3 and 4, and comments due no later than November 7, 2022. CalSTA expects to release final program guidelines and a call for projects on November 15. AB 180 amended the Budget Act of 2021 (Chapters 21, 69 and 240 of the Statutes of 2021) to appropriate $3.63 billion of General Fund to TIRCP and $350 million of General Fund for High Priority Grade Crossing Improvement and Separation projects. This funding is included in TIRCP Cycle 6.
Reminder: HVIP Remains Open to New Voucher Requests
The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) re-opened voucher requests on March 30, 2022 with nearly $430 million available across standard HVIP and set-aside funds for public transit buses, class 8 tractors performing drayage operations, and school buses. HVIP provides fleet owners, like transit agencies, with vouchers to offset the incremental costs of zero-emission vehicles, including zero-emission transit buses. Despite record demand for vouchers, HVIP remains open for all voucher requests. As of the drafting of this report, $48 million remains in the public transit bus set-aside, which was established to provide dedicated funding to transit agencies. See additional details here.

CARB Releases Proposed FY 2022-23 Funding Plan for Clean Transportation Incentives
On October 12, the California Air Resources Board (CARB) released the Proposed Fiscal Year (FY) 2022-23 Funding Plan for Clean Transportation Incentives for public review and comment. CARB staff will present the Funding Plan for approval at its November 17 Board Meeting. Comments are due no later than November 14. The meeting notice, as well as information on how to submit public comments, can be found here.

Priority Bills
SB 922 (Wiener) CEQA: Exemptions: Transportation-Related Projects – MST SUPPORT
This bill will extend, through January 1, 2030, statutory exemptions from the requirement of the California Environmental Quality Act for clean transportation projects that make streets safer for walking and biking; speed up bus service on streets and improve its on-time performance; support faster bus service on state highways; expand carpooling; and improve wayfinding for people using transit, biking, or walking. This bill will similarly extend CEQA exemptions for the construction of infrastructure of facilities to charge or refuel zero-emission transit vehicles; and the building of new bus and light rail stations or terminals. This bill was signed by Governor Newsom.

SB 942 (Newman) LCTOP Free or Reduced Fare Transit – MST SUPPORT
This bill will provide California public transit agencies with the flexibility to use Low Carbon Transit Operations Program funds for free or reduced-fare transit programs on an ongoing basis. This flexibility will ensure the long-term sustainability and benefits of free youth ridership programs that expand access to public transit and create lifelong riders. This bill was signed by Governor Newsom.

AB 1919 (Holden) Free Youth Transit Pass Pilot Program – MST SUPPORT
This bill would have created the Youth Transit Pass Pilot Program, an elective program offering free youth transit passes to students. Transit agencies would have partnered with educational institutions to apply for grants for free fare programs, and grant funds to be used to maintain, subsidize, or expand an existing fare free program. Previously, the bill, as introduced, would have required all agencies in the state to provide free transit passes to individuals 25 years of age and under as a precondition for accessing state funding. This bill was vetoed by Governor Newsom.
This bill would have required public transit agencies to provide written notice to the exclusive employee representative of the workforce affected by new vehicle technology of its determination to begin, or its substantive progress toward initiating, any procurement process or a plan to acquire or deploy any new vehicle technology for public transit services that would eliminate job functions or jobs of the workforce to which the new vehicle technology applies not less than 12 months before commencing the process, plan, or deployment. The bill would have required public transit agencies, upon a written request of their exclusive employee representatives, to provide specified information to the exclusive employee representative, including the potential gaps in skills that may result from the new service. The bill would have required the public transit employer, following the written request for information by the exclusive employee representative, to engage in collective bargaining on subjects that include creating plans to train and prepare the affected workforce to fill new positions created by a new service or product. This bill was vetoed by Governor Newsom.

AB 2622 (Mullin) Sales Tax Exemption for Transit Buses – MST SUPPORT
This bill will extend the sunset date from January 1, 2024 to January 1, 2026 on the state sales and use tax exemption for zero-emission buses (ZEBs) purchased by California public transit agencies. This bill was signed by Governor Newsom.
Date: September 27, 2022

To: Carl Sedoryk, General Manager/CEO

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: 2022 Zero Emission Bus Conference (ZEBCON)

I attended the Zero Emission Bus Conference (ZEBCON) September 20-22 in Anaheim, along with MST’s Facilities Manager. Together we attended conference sessions to increase our knowledge of Zero Emission Bus (ZEB) infrastructure, vehicle operations, and vehicle maintenance. The following summarizes the key sessions I attended:

- **Big Successes at Big Agencies** – public transit agency leaders discussed their paths forward to a zero-emissions future. AC Transit in the Oakland/Alameda area has been operating and maintaining ZEBs for many years. The agency representative described the maintenance challenges they’ve experienced with operating and maintaining battery electric and hydrogen fuel cell buses. LA Metro’s representative discussed their plans to fully transition to ZEBs before the upcoming Olympic games and the California state’s mandate.

- **The Green Energy Landscape: What Matters to Energy Providers** – This session provided insights from agencies and the private sector on ZEB technology. Hydrogen fuel providers described their offerings and how fueling ZEBs with hydrogen will continue to improve over time, thereby decreasing the overall cost for hydrogen. LYNX of Florida discussed their ZEB plans and how their buses can serve to provide electric energy to the grid.

- **Success Stories in “Smaller Places – Solutions Shown at Scale”** – This session provided insights from two agencies that have implemented battery electric bus (BEB) technologies. One agency was forced to use diesel fuel heaters due to the tremendous drain on battery power from the electric heater of the bus. The other agency described their success with inductive charging and how they’ve reduced the number of BEB chargers their original plans called for by implementing inductive chargers throughout their route network and at their facility.

- **You Can Have Your Cake and Eat it Too** – This session was most valuable to me. The speakers represented agencies from California and Canada. The two California agency representatives described their original transition plans and
how those plans have changed throughout their transition to ZEBs. Foothill Transit is transitioning from BEB to Hydrogen Fuel Cell buses (HFCB) due to the poor reliability of their current BEB and charging infrastructure and the capital costs of moving to a fully electric fleet. SamTrans has decided to introduce HFCB technology into their operation and will continue reviewing their ZEB transition plans as the technologies mature.

- **Foothill Transit – Hydrogen Fuel Cell Fueling Tour** – The staff at Foothill Transit allowed conference participants to visit their HFCB fueling project which is under construction and expected to begin commissioning in the coming months. As stated previously, Foothill is moving away from BEB in favor of HFCB because the technology currently provides much more range compared to BEB and the fast fueling time – anticipated at approximately 6-12 minutes. The firm working on Foothill’s HFCB project provided in-person tours of the facility and detailed information describing the project.
I attended the Zero Emission Bus Conference (ZEBCON) September 20-22 in Anaheim, along with MST’s COO, Norman Tuitavuki. Together we attended conference sessions to increase our knowledge of Zero Emission Bus (ZEB) infrastructure, vehicle operations, and vehicle maintenance. The following summarizes the key sessions I attended:

- **Early Adopters Five Year Later** – This session provided information from a panel of agencies that deployed early edition of buses and supporting infrastructure technology. How have their systems evolved and how has the evolution impacted their operations?
  - San Joaquin RTD, Sunline Transit, and County Connection Transit all had similar challenges with charging infrastructure, cost, and lack of standard charging units.
  - Other challenges included training mechanics, technicians, and operators. Range anxiety, how to approach road calls, and new technology were also identified as challenges.

- **The Green Energy Landscape: What Matters to Energy Providers** – This session provided information from public transit agency, AC Transit and the private sector Plug Power, Trillium CNG on ZEB technology. The panelists in this group discussed how hydrogen and zero-emission fleets fit together in an overall energy portfolio. Utilities are trying to determine where future loads of electricity will occur and how they can strategically invest rather than piece meal their projects together. Hydrogen company like Messer who supplies hydrogen and constructs fueling stations for transit discussed how hydrogen would improve overtime and eventually cost less.

- **Transit, Schools, and Utilities coming together for ZEB Future”** – This session provided information from agencies that have implemented battery electric buses (BEBs). They discussed how installation of charging stations and overhead charging stations best suited their needs. San Diego MTS operates 6 New Flyer buses and 2 Gillig buses. They installed 12 Chargepoint chargers and will soon have an overhead depot charging system. Anaheim Elementary School District explained
why they went with 3 different types of buses from three different manufacturers. They partnered with Anaheim Public Utilities who gave their support with infrastructure for the project and helped with reducing their rates at charging times. Currently they have 14 chargers, but their infrastructure can be expanded to 28 chargers. They are operating 33% of their route system with BEBs.

- **Foothill Transit – Hydrogen Fuel Cell Fueling Tour** – Foothill Transit allowed conference participants to visit their hydrogen fueling station project which is under construction and to be completed in the coming months. Foothill is moving away from electric buses because Hydrogen electric currently provides much farther range compared to battery electric and the fast-fueling time. Working on Foothill’s HFCB project is Messer, who will be constructing their fueling infrastructure.
Hastus is the software packaged utilized by MST to plan, schedule, and dispatch our fixed route bus operations. The Hastus International User Group 2022 conference was held from September 28 through September 30 in Pittsburgh, Pennsylvania to share Hastus skills, expertise, and to connect with Hastus users from around the world to keep up with industry trends and what is new in Hastus.

The Giro Hastus conference included sessions on planning, scheduling, operations, technology, tools, and how Hastus can provide solutions to the many struggles we face in transit today due to COVID-19, coach operator shortages, loss of institutional knowledge, hiring a new generation, infrastructure, politics, and implementing electric / zero emission buses. I was able to get an understanding of the work, responsibilities, and tough decisions that Directors and leaders working in transportation must deal with. I learned that all transportation agencies are facing the same struggles that MST is facing today. Transportation is evolving. The Giro Hastus conference was an eye-opening experience that elevated my passion for transit and for my career. Overall, the Giro Hastus conference encouraged progress for the transit industry. Learning from others is a great opportunity as many issues are typical across transit agencies. I enjoyed meeting peers from transit agencies around the world and learning about their challenges and how they address them. Thank you for the opportunity to participate in this conference.

ATTKNEES:
Transit operators from around the world.

AGENDA:

- Session title
  - G.1 | Words of welcome, presentations by clients, & what's new at GIRO. (Interdisciplinary)
  - S.1 | Creating, analyzing & comparing multiple vehicle- & crew-schedule options. (Scheduling)
  - S.2 | Hey, there's a detour. - Thanks, I already knew. (Scheduling)
  - G.3 | E-bus challenges & opportunities. (Interdisciplinary)
  - G.4 | Meet & greet. (Interdisciplinary)
P.1 | Evaluating Pittsburgh’s BRT & redesigning Cincinnati’s network with NetPlan. Planning
S.3 | Writing rules that mean what you want... (Scheduling)
P.3/S.4 | Transitioning from planning to scheduling. (Planning & Scheduling)
S.5 | Scheduling strategies to handle frequent service changes & operator shortages. (Scheduling)
S.6 | Poor on-time performance: where is my problem? (Scheduling)
S.7 | Scheduling for e-buses. (Scheduling)
E.3 | Combining your OIG & Excel skills to create insightful reports. (Tools)
G.8 | Closing remarks & plenary session. (Interdisciplinary)

Submitted by: Daniel Bruno