



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

Meeting Date: February 13, 2023
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 February 13, 2023 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 February 13, 2023 at 10:00 a.m. via Zoom conference, click <https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjZ3Y0eW94WmtRZ1Myc0Vldz09> and enter the following:

Meeting ID: 845 0083 6234 and Passcode: 652252.

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

Public comments may be made either in person, via Zoom, or via email. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, February 10, 2023; those comments will be distributed to the MST Board of Directors before the meeting. Written comments may be emailed to clerk@mst.com, and should include the subject line: "Public Comment Item # (insert the agenda item number relevant to your comment)."

MST District Board and Committee Agendas

Accessibility, Language Assistance, and Public Comments

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

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

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

Mail: MST, Attn: Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940

Website: <https://mst.org/contact-us/> • **Email:** clerk@mst.org • **Phone:** (888) 678-2871



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1. CALL TO ORDER

- 1-1. Conduct Swearing In of New Board member - Kim Shirley, City of Del Rey Oaks
- 1-2. Roll Call.
- 1-3. Pledge of Allegiance.
- 1-4. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. Approve Resolution 2023-22 Authorizing Remote Teleconference Meetings. (Carl Sedoryk) (Page 7)
- 3-2. Adopt Resolution 2023-23 Recognizing Mago Rodriguez, Coach Operator, as Employee of the Month for February 2023. (Norman Tuitavuki) (Page 9)
- 3-3. Approve Minutes of the MST Board Meeting on December 12, 2022. (Jeanette Alegar-Rocha) (Page 11)
- 3-4. Receive Minutes of the MST Board Operations Performance Committee Meeting on December 12, 2022. (Jeanette Alegar-Rocha) (Page 19)
- 3-5. Financial Reports – November and December 2022. (Lori Lee) (Page 23)
 - a&b. a) Accept reports of November and December 2022 Cash Flow
 - b) Approve November and December 2022 Disbursements
 - c) Accept Report of November and December Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of September 2022. (Beronica Carriedo) (Page 39)
- 3-7. Approve Minutes of the MST Board Meeting on January 9, 2023. (Jeanette Alegar-Rocha) (Page 41)

- 3-8. Authorize the General Manager/CEO to Enter into a Three-Year Agreement with Remix Technologies, LLC., for a Transit Planning Web-Based Platform Subscription in an Amount Not to Exceed \$140,000. (Steven Bruno) (Page 49)
- 3-9. Authorize the General Manager/CEO to Purchase Three (3) Toyota RAV4 Hybrid Vehicles at the Lowest Price/Best Options at the Time of Purchase Utilizing the California Department of General Services (DGS) Contract #1-22-23-23C in an Amount Not to Exceed \$102,000.(Norman K. Tuitavuki) (Page 51)
- 3-10. Approve Resolution 2023-24 Authorizing the General Manager/CEO to Execute Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements Which Must Be Executed with the California Department of Transportation Before Such Funds Can Be Claimed. (Matt Deal) (Page 53)
- 3-11. Adopt Resolution 2023-25 in Appreciation of the Honorable Senator Diane Feinstein for Her Support of Monterey-Salinas Transit District. (Carl Sedoryk) (Page 57)
- 3-12. Adopt Resolution 2023-26 in Appreciation of the Honorable Senator Alex Padilla for His Support of Monterey-Salinas Transit District. (Carl Sedoryk) (Page 59)
- 3-13. Adopt Resolution 2023-27 in Appreciation of the Honorable, Congressman Jimmy Panetta for His Support of Monterey-Salinas Transit District. (Carl Sedoryk) (Page 61)
- 3-14. Receive Minutes of the Mobility Advisory Committee Meeting on September 28, 2022. (Claudia Valencia) (Page 63)
- 3-15. Appoint Membership of Steve Macias, Jennifer Ramirez, Bobby Merritt, and Maria Magaña to MST's Mobility Advisory Committee (MAC). (Cristy Sugabo) (Page 67)
- 3-16. Reject Claim by the Claimant Jacquelin Silva. (Lisa Cox) (Page 71)
- 3-17. Reject Claim for Insufficiency by the Claimant LaTasha Nichole Weston. (Lisa Cox) (Page 73)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. February 2023 Employee of the Month –Mago Rodriguez, Coach Operator (Norman Tuitavuki)
- 4-2. 25-Year Service Anniversary – Kim Moore (Norman Tuitavuki)

- 4-3. Resolution of Appreciation – Senator Diane Feinstein (Carl Sedoryk)
- 4-4. Resolution of Appreciation – Senator Alex Padilla (Carl Sedoryk)
- 4-5. Resolution of Appreciation – Congressman Jimmy Panetta (Carl Sedoryk)
- 4-6. Receive a Presentation on Transit-Oriented Development (TOD) Planning Study. (Michelle Overmeyer)
- 4-7. Receive Staff Report on Activities Related to the COVID-19 Pandemic Incident Response and Recovery Planning to Date and Provide Direction, If Needed. (Carl Sedoryk)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve Termination of MST Resolution 2020-18 Declaration of Fiscal Emergency Response to COVID-19 Pandemic in Conjunction with the Termination of the State of California COVID-19 Health Emergency Currently Planned for February 28, 2023. (Carl Sedoryk) (Page 75)
- 6-2. Approve Termination of Board Hybrid/In-Person Board Meeting Policy in Conjunction with the End of the State of California COVID-19 Emergency Declaration. (Carl Sedoryk) (Page 77)
- 6-3. Receive Summary and Direct Staff to Hold Meetings in Accordance with the Brown Act (Gov't Code § 54953(b)). (Michael Laredo/Carl Sedoryk) (Page 79)
- 6-4. Introduce and Hold a First Reading of an Ordinance Adopting Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities. (Michael Laredo/Carl Sedoryk) (Page 89)

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 Monthly Report – November and December 2022 (Page 97)
- 7-2. Federal Legislative Advocacy Report (Page 143)
- 7-3. State Legislative Advocacy Update (Page 145)
- 7-4. Staff Trip Reports (Page 149)

- 7-5. Correspondence – FTA Categorical Exclusion Letter (Page 173)
- 7-6. After Action Report- Winter Storms/Atmospheric Rivers-January 2023 (Page 175)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234) (Page 187)
- 8-2. Board Member Comments and Announcements.
- 8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

- 9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for November and December 2022 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

10. CLOSED SESSION

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

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

None

11. ADJOURN

NEXT SCHEDULED MEETING DATE- March 13, 2023

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: February 28, 2023

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

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

**RESOLUTION NO. 2023-22
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 13th day of February 2023, 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**

**MAGO RODRIGUEZ
FEBRUARY 2023
EMPLOYEE OF THE MONTH**

WHEREAS, each month Monterey-Salinas Transit District recognizes an outstanding employee as Employee of the Month; and

WHEREAS, the Employee of the Month is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Mago Rodriguez began his career with Monterey-Salinas Transit as a Coach Operator in May of 2014. He has been recognized for having six years of safe driving; and

WHEREAS, Mago Rodriguez noticed a vehicle engulfed in flames while operating the Line 49 in Salinas. Using his quick actions and the training he received, he pulled his coach over to a safe location. He removed the fire extinguisher inside his coach and provided assistance to the individual struggling to extinguish the car fire; and

WHEREAS, Mago Rodriguez responded exactly as was expected. He aided a member of our community who needed his help. Without his quick thinking, the situation could have evolved into a much larger and more dangerous situation.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Mago Rodriguez as employee of the Month for February 2023; and

BE IT FURTHER RESOLVED that Mago Rodriguez is to be congratulated for his outstanding performance, dedication, and supreme effort toward the success of MST fulfilling its mission.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT
PASSED AND ADOPTED RESOLUTION 2023-23 this 13th day of February 2023.

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

December 12, 2022
10:00 am (Pacific)

Present:	Anna Velazquez (Chair)	City of Soledad
	Mary Ann Carbone (Vice Chair)	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	Lorraine Worthy	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Andrea Renny	City of Monterey (Alternate)
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	City of Del Rey Oaks	
	City of Marina	
Counsel:	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	C/S & Community Relations Supervisor
	David Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Kevin Allshouse	Contract Services Manager
	Lisa Cox	Risk and Safety Manager
	Marzette Henderson	Transportation Manager
	Matthew Deal	Grants Analyst

Paul Lopez
Scott Taylor
Sonjé Dayries

Facilities Manager
IT Manager
Compliance Officer

Public: Patrick Ferguson
Nancy Fuentes
Rob Snyder
Matt Robinson
Michael Pimentel
Don Gilchrest
Sloan Campi
Tate Baugh

Resident City of Seaside
MST Bus Rider
Graniterock-Myers, LLC
Shaw, Yoder, Antwih, Schmelzer & Lange
Shaw, Yoder, Antwih, Schmelzer & Lange
Thomas Walters & Associates
California State University Monterey Bay
Member of the Public

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 10:11 a.m. Roll call was taken and a quorum was established. Director Barrera led the pledge of allegiance.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Patrick Ferguson, a resident of Seaside expressed concern about the elimination of routes specifically Line 11 and general perceived lack of public information and outreach on the Better Bus Network changes. Carl Sedoryk informed Mr. Ferguson to email mst@mst.org with his contact information for staff to follow-up.

Nancy Fuentes, an MST customer expressed concern about the elimination of early service on Line 1 which impacts her ability to get to work. Chair Velazquez thanked Ms. Fuentes for her comments and informed her to email mst@mst.org with her contact information for MST staff to follow up.

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 2023-15 Authorizing Remote Teleconference Meetings. (Carl Sedoryk)
- 3-2. Adopt Resolution 2023-16 Recognizing Albert Garcia, Coach Operator as Employee of the Month for December 2022.
- 3-3. Approve Minutes of the MST Board Meeting on November 14, 2022. Jeanette Alegar-Rocha)

- 3-4. Receive Draft Minutes of the MST Board Administrative Performance Committee Meeting on November 14, 2022. (Jeanette Alegar-Rocha)
- 3-5. Financial Reports – October 2022. (Lori Lee)
 - a) Accept reports of October 2022 Cash Flow
 - b) Approve October 2022 Disbursements
 - c) Accept Report of October Treasury Transactions
- 3-6. Receive Report on Lost and Found Items Left on MST Property for the Month of August 2022. (Beronica Carriedo)
- 3-7. Authorize the General Manager/CEO, or Designated Staff to Purchase Six (6) Starcraft Paratransit Cutaway Buses for MST's RIDES Program from Creative Bus Sales in an Amount Not to Exceed \$775,000. (Norman K. Tuitavuki)
- 3-8. Authorize the General Manager/CEO, or designated staff to purchase four (4) Starcraft fixed-route cutaway buses from Creative Bus Sales in an amount not to exceed \$575,000. (Norman K. Tuitavuki)
- 3-9. Receive the 2023 Board Meeting Calendar, Committee Meeting Schedule, and Conference dates. (Jeanette Alegar-Rocha)
- 3-10. Authorize the General Manager/CEO to Purchase Contactless Fare Payment Validators from KUBA, Inc., and Contactless Fare Payment Processing from Littlepay in an Amount Not to Exceed \$315,358, in Addition to \$76,056 Per Year in Maintenance Fees for KUBA and, for Littlepay, a 2.25% Transit Processor Service Fee of Total Revenue Processed for Three (3) Years with Two (2) One-Year Options. (Steven Bruno)
- 3-11. Adopt Resolution 2023-17 in Appreciation of the Honorable, State Senator John Laird for his Support of Monterey-Salinas Transit District. (Carl Sedoryk)
- 3-12. Adopt Resolution 2023-18 in Appreciation of the Honorable Assemblymember Mark Stone for his Support of the Monterey-Salinas Transit District. (Carl Sedoryk)
- 3-13. Reject Claim for Insufficiency by the Claimant Stephanie Jimenez-Garcia. (Lisa Cox)
- 3-14. Approve Revisions to the Employee-Employer Relations Policy. (Kelly Halcon)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Barrera, seconded by Director Alejo and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-14 on the consent agenda:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez,
Pacheco, Renny, Velazquez, Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks and City of Marina
ABSTAIN: 0

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. December 2022 Employee of the Month – Albert Garcia (Norman Tuitavuki)
- 4-2. Resolution of Appreciation Mark Stone (Carl Sedoryk)
- 4-3. Resolution of Appreciation John Laird (Carl Sedoryk)

The Board received a video from State Senator John Laird thanking MST Board and staff for the recognition.

- 4-4. Board Member Service Recognition 10 Years – Tony Barrera (Carl Sedoryk)

Chair Velazquez and the Board recognized Tony Barrera for 10 years of service as a Director.

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

There were no public comments.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Approve the establishment of a One-Half (1/2) Hare Discount for Individuals with Department of Homeland Security Special Humanitarian Parole Status and Free Transportation for Those Being Hosted by an MST Employee.(Lisa Rheinheimer)

On a motion by Director Carbone, seconded by Director Pacheco and carried by the following vote, which was conducted by roll call, the Board approved the establishment of a one-half (1/2) fare discount for individuals with Department of Homeland Security Special Humanitarian Parole Status and free transportation for those being hosted by an MST employee:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks and City of Marina
ABSTAIN: 0

- 6-2. Authorize General Manager/CEO to Negotiate and Award a Contract with Graniterock-Meyers for SURF! Busway and Bus Rapid Transit Project Construction Management-General Contractor Pre-Construction Management Services in an Amount Not to Exceed \$931,900.
(Lisa Rheinheimer)

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 item 6-2 to authorize General Manager/CEO to negotiate and award a contract with Graniterock-Myers for SURF! Busway and Bus Rapid Transit Project construction management-general contractor pre-construction management services in an amount not to exceed \$931,900:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks, City of Marina
ABSTAIN: 0

- 6-3. Approve the 2023 State Legislative Program. (Michelle Overmeyer)

On a motion by Director Amelio, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved the 2023 State Legislative Program with a modification to section 2S to reflect “services supplies”:

AYES: 10 Amelio, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 2 City of Del Rey Oaks, City of Marina
ABSTAIN: 0

- 6-4. Approve the 2023 Federal Legislative Program. (Carl Sedoryk)

On a motion by Director Velazquez, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved the 2023 Federal Legislative Program:

AYES: 9 Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 3 Amelio, City of Del Rey Oaks, and City of Marina
ABSTAIN: 0

- 6-5. Approve the Recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 5.5% Incentive Pay for the General Manager/CEO. (Anna Velazquez)

On a motion by Director Barrera, seconded by Director LeBarre and carried by the following vote, which was conducted by roll call, the Board approved the recommendation of the General Manager Performance Evaluation Ad Hoc Committee of 5.5% Incentive Pay for the General Manager/CEO:

AYES: 9 Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Renny, Velazquez, and Worthy
NOES: 0
ABSENT: 3 Amelio, City of Del Rey Oaks, and City of Marina
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)

Vice Chair Carbone provided a verbal report on her travel to the APTA TRANSForm Conference, from October 10-12, 2022 in Seattle, Washington.

- 8-2. Board Member Comments and Announcements.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for October 2022 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

10. CLOSED SESSION

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

10-1. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTE and MST. (Kelly Halcon/Michael D. Laredo)

Michael Laredo reported that the Board provided general direction but no reportable action was taken.

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting to commence the MST Corporation Board Meeting at 12:18 p.m. (Pacific).

Prepared by:


Jeanette Alegar-Rocha

Reviewed by:


Carl G. Sedoryk

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Board Operations Performance Committee (BOPC)

Minutes

December 12, 2022
9:00 a.m.

Present:	Mary Ann Carbone (Chair)	City of Sand City
	Jeff Baron	City of Carmel-by the Sea
	Mike LeBarre	City of King
	Tony Barrera	City of Salinas
	Lorraine Worthy	City of Gonzales
	Joe Amelio (Vice Chair)	City of Pacific Grove
Absent:	None	
Counsel:	Michael D. 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
	David Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ikuyo Yoneda-Lopez	Marketing & Customer Service Manager
	Kevin Allshouse	Contract Services Manager
	Lisa Cox	Risk and Safety Manager
	Marzette Henderson	Transportation Manager
	Matthew Deal	Grants Analyst
	Scott Taylor	IT Manager
Public:	Mayor Bill Peake	City of Pacific Grove
	Ray Parsons	Resident, City of Pacific Grove
	Janet Wilson	Resident, City of Pacific Grove
	Patrick Ferguson	Resident, City of Seaside
	Lanet Sandoval	Resident, City of Castroville

1. Call to order

Board Operations Performance Committee Chair, Mary Ann Carbone called the meeting of the Committee to order at 9:00 a.m. Roll was taken and a quorum was established.

2. Public comment on matters not on the agenda.

Mayor Bill Peake from the City of Pacific Grove spoke on behalf of his constituents in the neighborhood of Del Monte Park and asked to consider amending the Better Bus Network to include a service route to the Del Monte Park area. Carl Sedoryk stated that item #4-3 on the Committee Agenda is an update of the Better Bus Network implementation and the public is welcome to comment when the item is called.

3. CONSENT AGENDA

3-1 Approve Minutes of the Board Operations Performance / BOPC Committee on October 17, 2022. (Jeanette Alegar-Rocha)

There were no public comments.

Director Joe Amelio joined the meeting.

On a motion by Director Barrera, seconded by Director Baron and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes of the Board Operations Performance Committee of October 17, 2022:

AYES:	6	Amelio, Baron, Barrera, Carbone, LeBarre, and Worthy
NOES:	0	
ABSENT:	0	None
ABSTAIN:	0	

4. ACTION ITEMS

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

Director Worthy asked if the COVID reporting will continue on a monthly basis. General Manager/CEO Carl Sedoryk stated that the January 9, 2023 workshop will include a discussion of reporting and direction from the Board on the COVID updates.

There were no public comments.

4-2. Received Update on Salinas Operations and Maintenance Facility Planning. (Lisa Rheinheimer)

Director Baron asked about decisions made on MST's Zero Emission Bus (ZEB) Vehicle Transition Program and how it relates to the site selection process for the Salinas Operations and Maintenance Facility planning effort. Carl Sedoryk stated that MST's plan is to transition to a mix of battery electric and hydrogen fuel cell buses. The battery electric buses will run on the shorter routes and the hydrogen fueled buses will run on the routes that exceed the range of the battery electric buses. MST is waiting for the hydrogen technology to improve and support the State's mandate.

Director LeBarre commented that the City of King conducted a preliminary land study and stated that hydrogen production could be available in the area. He also stated that potential hydrogen fuel dispensary locations were identified in the city and to keep this in mind as MST moves forward in its planning effort.

Director Barrera commented that he is meeting with the Salinas City Manager and City Attorney. He requested an email of specifics that he take to the meeting to be of assistance to MST. Lisa Rheinheimer stated that Director Barrera might mention that MST plans to expand and serve the City of Salinas.

There were no public comments.

4-3. Receive Update on Implementation of Better Bus Network. (Michelle Overmeyer)

Director Amelio, Barrera and LeBarre expressed appreciation to staff.

Director LeBarre commented that "free rides" should be coordinated within the six months to expand knowledge base of the Better Bus Network.

Ray Parsons, a resident of Pacific Grove, stated concerns regarding the removal of stops on Line 2 which impacts riders with ADA needs.

Janet Wilson a resident of Pacific Grove in the Del Monte Park neighborhood stated the changes to the Line 2 presents issues for the mobility challenged passengers traveling to and from the neighborhood. The steep terrain and distance makes it difficult for many to get to where the Line 1/2 currently stops. MST staff will contact Mobility support staff for follow-up with this customer for additional mobility options and for travel training.

Patrick Ferguson a resident of Seaside stated concerns about the elimination of Line 11, removal of the Jazz A loop, stops around La Salle and San Pablo, and general lack of public information and outreach on the BBN changes. MST staff provided Mr. Ferguson a hard copy version of the Rider's Guide.

Lanet Sandoval a resident of Castroville commented on access from Castroville to Salinas on Line 28. Her teenage daughter is currently in need of a bus from Castroville to the Salinas Transit Center before 7:30am. The route time has recently been taken off schedule and the earliest route will be too late for her

to get to school on time. Ms. Sandoval wanted to know of any options available for her and her family. Carl Sedoryk informed Ms. Sandoval to email her contact information to mst@mst.org and MST staff will assist with the matter.

5. CLOSED SESSION

None

6. ADJOURN

There being no further business, Chair Carbone adjourned the meeting at 10:09 a.m.

Prepared by:  Reviewed by: 
Jeanette Alegar-Rocha Carl G. Sedoryk

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance November 1, 2022	\$50,909,879
Revenues	6,352,576
Disbursements	<u><4,257,878></u>
Ending balance November 30, 2022	<u><u>\$53,004,577</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of November 2022, using the Board approved FY 2023 Budget, MST had a \$4,902,625 year-to-date surplus to budget on the fixed-route operations and a \$586,102 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$5,488,727.

The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the November Budget vs. Actual reports contained in Attachment #4:

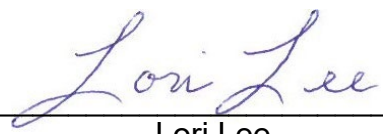
1. Miscellaneous Expenses – This 22.1% negative variance for the month of November can be attributed to the timing of staff travel and training. For the fiscal year, this category is 1.5% below budget.

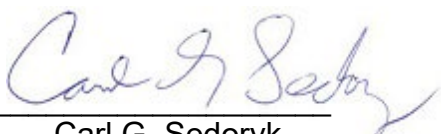
The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter in Place Order was issued by the Monterey County Health Department. During the month of November 2022, MST spent \$1,938 on COVID-19 supplies. This amount includes no payments for MV bus sanitation services and supplies. This information will be provided for each finance report until emergency declarations for the pandemic have ended.

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

Prepared by: 
Lori Lee

Reviewed by: 
Carl G. Sedoryk

REVENUES & DISBURSEMENTS

CASH FLOW

Beginning balance 11/01/2022		50,909,878.96
Revenues		
Passenger Revenue	318,146.64	
DOD Revenue	3,828.50	
LTF / STA / SGR	4,008,917.54	
Sales Tax	1,170,525.64	
Grants	763,520.74	
Interest Income	47,508.88	
Non Transit Revenue	40,128.31	
Total Revenues	6,352,576.25	6,352,576.25
Disbursements		
Operations (See Attachment #2)	4,224,166.38	
Capital	33,711.98	
Total Disbursements		(4,257,878.36)
Ending balance 11/30/2022		53,004,576.85

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	2,931,169.12
Local Agency Investment Fund (LAIF)	27,362,376.85
Money Market - Mechanics Bank MM	17,939,504.66
Money Market - Mechanics Bank	12,669.26
Money Market - LCTOP	2,525,798.86
Money Market - State of Good Repair	2,120,382.97
Money Market - FOR A/Other	93,513.24
Bank of America - Escrow	8,989.39
Petty cash fund, STC Coin Machine, and 2 change funds	10,172.50
Total	53,004,576.85

PAYROLL ACCOUNT

November 04 Payroll & Related Expenses	559,364.24	
November 18 Payroll & Related Expenses	577,108.30	
PERS & 457	340,420.48	
Garnishments	3,627.84	
PERS Health Insurance	<u>378,350.12</u>	
	1,858,870.98	1,858,870.98

GENERAL ACCOUNT

Disbursements on Attached Summary	2,228,962.66	
Voided Checks	(472.00)	
Payments to CDTFA	375.00	
Paydown Loans	69,360.13	
Workers Comp. Disbursements	91,977.44	
Interest Expense	4,712.96	
Bank Service Charge	<u>4,091.19</u>	
	2,399,007.38	2,399,007.38

Total Disbursements	<u>4,257,878.36</u>
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Less Capital Disbursements & Transfers	(33,711.98)
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Operating Disbursements	<u><u>4,224,166.38</u></u>
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DISBURSEMENTS SUMMARY:

GENERAL ACCOUNT DISBURSEMENTS FOR November 01, 2022 - November 30, 2022

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 11/04/2022	65219 - 65287	168,838.86
Accounts Payable 11/11/2022	65288 - 65352	314,493.04
Accounts Payable 11/15/2022	65353 - 65358	961.05
Accounts Payable 11/16/2022	65359 - 65359	40,301.63
Accounts Payable 11/18/2022	65360 - 65427	1,703,998.08
Accounts Payable 11/28/2022	65428 - 65429	370.00
TOTAL		<u>2,228,962.66</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
KIMLEYHORN & ASSOCIATES, INC	BRT Phase II Surf!	65194	10/28/22	164,666.01
CALIF TRANSIT INS POOL	Board Approved 10/07/19			
	Recurring	65369	11/18/22	198,622.56
MV TRANSPORTATION	Recurring	65407	11/18/22	1,313,478.41
SC FUELS	Recurring	65298	11/11/22	106,804.35
SC FUELS	Recurring	65299	11/11/22	100,547.79

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

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

Expenses paid through 11/30/22	1,601,518.01
Payroll and benefits for payperiods 3/7/20-12/09/22 paid	3,020,521.66
	<u>4,622,039.67</u>

MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	333,224.45
Total MV COVID-19 expenses reimbursed to date	<u>333,224.45</u>

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

**TREASURY TRANSACTIONS
FOR NOVEMBER 2022**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/2022					27,362,376.85
Quarterly interest earned 1.35%					27,362,376.85
Local Agency Investment Fund:					
LAIF Treasury Balance at 11/30/2022					27,362,376.85

MECHANICS BANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/2022					15,729,677.07
11/03/22	687	LTF	1,500,000.00		17,229,677.07
11/18/22	687	AP/Payroll		2,000,000.00	15,229,677.07
11/18/22	687	LTF	2,133,120.40		17,362,797.47
11/30/22	687	AP/Payroll		1,050,000.00	16,312,797.47
11/30/22	687	TAMC STA	1,591,353.61		17,904,151.08
11/30/22		Interest	35,353.58		17,939,504.66
MECHANICS MM Balance at 11/30/2022					17,939,504.66

Fixed-Route
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 11/01/22..11/30/22

ATTACHMENT 4a

Page 1

Fiscal Start Date: 07/01/22

G/L Budget Filter: FY23, Fund Filter: 001|004|005

All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	220,226	197,055	23,171	1,039,613	985,275	54,338
Special Transit	29,675	43,834	(14,159)	449,446	219,170	230,276
Cash Revenue	64,237	24,174	40,063	287,675	120,870	166,805
Cash Grants & Reimbursement	3,632,094	3,632,094	0	18,160,470	18,160,470	0
Total Revenue	3,946,232	3,897,157	49,075	19,937,204	19,485,785	451,419
Expenses						
Labor	1,200,681	1,540,950	(340,269)	6,352,097	7,704,750	(1,352,653)
Benefits	993,684	1,054,559	(60,875)	4,295,222	5,272,795	(977,573)
Advertising & Marketing	8,509	15,559	(7,050)	26,111	77,795	(51,684)
Professional & Technical	39,957	180,925	(140,968)	356,852	904,625	(547,773)
Outside Services	55,478	54,175	1,303	262,209	270,875	(8,666)
Outside Labor	115,704	187,959	(72,255)	666,529	939,795	(273,266)
Fuel & Lubricants	230,066	351,432	(121,366)	1,340,576	1,757,160	(416,584)
Supplies	91,541	114,592	(23,051)	313,321	572,960	(259,639)
Vehicle Maintenance	61,123	80,417	(19,295)	320,720	402,085	(81,365)
Marketing Supplies	2,253	3,167	(914)	26,688	15,835	10,853
Utilities	60,993	71,521	(10,528)	315,037	357,605	(42,568)
Insurance	107,783	104,167	3,616	554,173	520,835	33,338
Taxes	11,238	25,922	(14,684)	80,541	129,610	(49,069)
Purchased Transportation	317,292	436,000	(118,708)	1,776,969	2,180,000	(403,031)
1 Miscellaneous Expenses	51,259	41,976	9,283	206,733	209,880	(3,147)
Interfund transfers	0	0	0	0	0	0
Pass Thru/Belief of Others	0	0	0	0	0	0
Interest Expense	6,972	12,000	(5,028)	68,050	60,000	8,050
Leases & Rentals	38,359	45,999	(7,640)	193,567	229,995	(36,428)
Total Operating Expenses	3,392,891	4,321,320	(928,429)	17,155,394	21,606,600	(4,451,206)
Operating Surplus (Deficit)	553,341	(424,163)	977,504	2,781,810	(2,120,815)	4,902,625

RIDES
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 11/01/22..11/30/22

ATTACHMENT 4a
Page 2

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY23, Fund Filter: 002
All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	7,028	15,000	(7,972)	57,616	75,000	(17,384)
Special Transit	8,932	0	8,932	35,821	0	35,821
Cash Revenue	0	0	0	0	0	0
Cash Grants & Reimbursement	557,614	557,614	0	2,788,070	2,788,070	0
Total Revenue	573,574	572,614	960	2,881,507	2,863,070	18,437
Expenses						
Labor	11,021	11,750	(729)	44,280	58,750	(14,470)
Benefits	1,401	6,207	(4,806)	18,518	31,035	(12,517)
Advertising & Marketing	0	417	(417)	0	2,085	(2,085)
Professional & Technical	0	417	(417)	0	2,085	(2,085)
Outside Services	0	0	0	0	0	0
Outside Labor	2,312	6,500	(4,188)	11,561	32,500	(20,939)
Fuel & Lubricants	65,964	78,750	(12,786)	311,048	393,750	(82,702)
Supplies	389	1,709	(1,320)	3,991	8,545	(4,554)
Vehicle Maintenance	0	0	0	0	0	0
Marketing Supplies	0	167	(167)	0	835	(835)
Utilities	92	120	(28)	252	600	(348)
Insurance	0	0	0	0	0	0
Taxes	0	0	0	0	0	0
Purchased Transportation	409,385	450,417	(41,032)	1,824,125	2,252,085	(427,960)
Miscellaneous Expenses	16,455	16,161	294	81,635	80,805	830
Interfund transfers	0	0	0	0	0	0
Pass Thru/Benefit of Others	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Leases & Rentals	0	0	0	0	0	0
Total Operating Expenses	507,020	572,615	(65,595)	2,295,410	2,863,075	(567,665)
Operating Surplus (Deficit)	66,554	(1)	66,555	586,097	(5)	586,102

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

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance December 1, 2022	\$53,004,577
Revenues	4,245,893
Disbursements	<u><5,982,580></u>
Ending balance December 31, 2022	<u><u>\$51,267,890</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of December 2022, using the Board approved FY 2023 Budget, MST had a \$6,141,578 year-to-date surplus to budget on the fixed-route operations and a \$700,627 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$6,842,205.

The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the December Budget vs. Actual reports contained in Attachment #4:

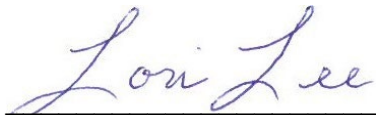
1. Insurance – This 11.2% negative variance for the month of December can be attributed to the timing of when one of MST's insurance premium payments is paid. As the payments are budgeted evenly on a monthly basis, we expect this category to be within budget by the end of the fiscal year.
2. Leases & Rentals – This 25.2% negative variance for the month of December can be attributed to a missed prior period payment to United Site Services recorded in December. For the fiscal year, this category is 9.0% below budget.

The financial impact of the COVID-19 pandemic began in mid-March 2020 when the agency began ordering sanitizing and cleaning supplies and the Shelter in Place Order was issued by the Monterey County Health Department. During the month of December 2022, MST spent \$2,455 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 emergency declarations for the pandemic have ended..

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

ATTACHMENT(S):

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

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

REVENUES & DISBURSEMENTS

CASH FLOW

Beginning balance 12/01/2022 53,004,576.85

Revenues

Passenger Revenue	255,220.24	
DOD Revenue	3,339.25	
LTF / STA / SGR	2,148,251.95	
Sales Tax	997,415.77	
Grants	585,880.73	
Monterey County RTA Reimbursement	33,923.45	
Interest Income	194,025.32	
Non Transit Revenue	27,837.10	
Total Revenues	4,245,893.81	4,245,893.81

Disbursements

Operations (See Attachment #2)	4,592,984.25	
Capital	1,389,596.24	
Total Disbursements		(5,982,580.49)

Ending balance 12/31/2022 **51,267,890.17**

COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	1,383,128.32
Local Agency Investment Fund (LAIF)	27,505,320.39
Money Market - Mechanics Bank MM	17,595,728.65
Money Market - Mechanics Bank	14,142.77
Money Market - LCTOP	2,531,507.86
Money Market - State of Good Repair	2,125,175.62
Money Market - FOR A/Other	93,724.61
Bank of America - Escrow	8,989.45
Petty cash fund, STC Coin Machine, and 2 change funds	10,172.50
Total	51,267,890.17

PAYROLL ACCOUNT

December 02 Payroll & Related Expenses	620,893.62	
December 16 Payroll & Related Expenses	561,168.66	
December 21 Payroll & Related Expenses	39,937.41	
December 30 Payroll & Related Expenses	608,062.57	
PERS & 457	357,316.74	
Garnishments	5,105.31	
PERS Health Insurance	<u>371,857.62</u>	
	2,564,341.93	2,564,341.93

GENERAL ACCOUNT

Disbursements on Attached Summary	3,276,639.56	
Voided Checks	(5,074.99)	
Prepaid Interest TIFIA Loan	28,538.60	
Paydown Loans	69,777.79	
Workers Comp. Disbursements	37,960.05	
Interest Expense	4,295.30	
Bank Service Charge	<u>6,102.25</u>	
	3,418,238.56	3,418,238.56
Total Disbursements		<u>5,982,580.49</u>
Less Capital Disbursements & Transfers		(1,389,596.24)
Operating Disbursements		<u><u>4,592,984.25</u></u>

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

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 12/02/2022	65430 - 65488	1,256,293.03
Accounts Payable 12/06/2022	65559 - 65559	5,866.00
Accounts Payable 12/09/2022	65489 - 65637	742,051.77
Accounts Payable 12/14/2022	65638 - 65644	1,176.73
Accounts Payable 12/16/2022	65645 - 65710	910,569.81
Accounts Payable 12/23/2022	65711 - 65831	360,682.22
TOTAL		<u>3,276,639.56</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK	CHECK DATE	AMOUNT
KIMLEYHORN & ASSOCIATES, INC	BRT Phase II Surf! Board Approved 10/07/19	65598	12/9/22	355,037.68
CREATIVE BUS SALES	Purchase 9 Cutaway Buses Board Approved 07/13/20	65444	12/2/22	403,740.09
CREATIVE BUS SALES	Purchase 9 Cutaway Buses Board Approved 07/13/20	65488	12/2/22	504,675.14
MV TRANSPORTATION	Recurring	65682	12/16/22	664,090.84
SC FUELS	Recurring	65572	12/9/22	129,614.44
SC FUELS	Recurring	65774	12/23/22	106,331.40

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

VENDOR	GENERAL MANAGER APPROVED	CHECK	CHECK DATE	AMOUNT
None				

CURRENT COVID-19 RELATED ACCUMULATED EXPENSES

Expenses paid through 01/23/23	1,603,589.77
Payroll and benefits for payperiods 3/7/20-1/06/22 paid	3,028,873.34
	<u>4,632,463.11</u>
MV Transportation Inc. - Amendment #7:	
COVID-19 expenses reimbursed to date	333,224.45
Total MV COVID-19 expenses reimbursed to date	<u>333,224.45</u>

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

**TREASURY TRANSACTIONS
FOR DECEMBER 2022**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/2022					27,362,376.85
Quarterly interest earned		2.07%	142,943.54		27,505,320.39
Local Agency Investment Fund:					
LAIF Treasury Balance at 12/31/2022					27,505,320.39

MECHANICS BANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/2022					17,939,504.66
12/09/22	687	AP/Payroll		500,000.00	17,439,504.66
12/14/22	687	MCRTA Reimb	33,923.45		17,473,428.11
12/14/22	687	AP/Payroll		1,550,000.00	15,923,428.11
12/22/22	687	AP/Payroll		500,000.00	15,423,428.11
12/22/22	687	TIFIA PPD Int		28,538.60	15,394,889.51
12/22/22	687	LTF	2,148,251.95		17,543,141.46
12/22/22	687	Fed TOD Plan	13,702.00		17,556,843.46
12/31/22		Interest	38,885.19		17,595,728.65
MECHANICS MM Balance at 12/31/2022					17,595,728.65

Fixed-Route
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 12/01/22..12/31/22

ATTACHMENT 4b
Page 1

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY23, Fund Filter: 001|004|005
All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	103,423	197,055	(93,632)	1,143,036	1,182,330	(39,294)
Special Transit	21,343	43,834	(22,491)	470,789	263,004	207,785
Cash Revenue	216,573	24,174	192,399	504,248	145,044	359,204
Cash Grants & Reimbursement	3,632,094	3,632,094	0	21,792,564	21,792,564	0
Total Revenue	3,973,433	3,897,157	76,276	23,910,637	23,382,942	527,695
Expenses						
Labor	1,227,024	1,540,950	(313,926)	7,579,121	9,245,700	(1,666,579)
Benefits	658,196	1,054,559	(396,363)	4,953,418	6,327,354	(1,373,936)
Advertising & Marketing	3,160	15,559	(12,399)	29,271	93,354	(64,083)
Professional & Technical	58,692	180,925	(122,233)	415,544	1,085,550	(670,006)
Outside Services	52,376	54,175	(1,799)	314,585	325,050	(10,465)
Outside Labor	138,388	187,959	(49,571)	804,918	1,127,754	(322,836)
Fuel & Lubricants	219,381	351,432	(132,051)	1,559,957	2,108,592	(548,635)
Supplies	48,343	114,592	(66,249)	361,664	687,552	(325,888)
Vehicle Maintenance	46,465	80,417	(33,952)	367,185	482,502	(115,317)
Marketing Supplies	50	3,167	(3,117)	26,738	19,002	7,736
Utilities	63,758	71,521	(7,763)	378,795	429,126	(50,331)
1 Insurance	115,886	104,167	11,719	670,059	625,002	45,057
Taxes	3,401	25,922	(22,521)	83,942	155,532	(71,590)
Purchased Transportation	425,053	436,000	(10,947)	2,202,023	2,616,000	(413,977)
Miscellaneous Expenses	34,338	41,976	(7,638)	241,070	251,856	(10,786)
Interfund transfers	0	0	0	0	0	0
Pass Thru/Beloh of Others	0	0	0	0	0	0
Interest Expense	6,536	12,000	(5,464)	74,586	72,000	2,586
2 Leases & Rentals	57,594	45,999	11,595	251,162	275,994	(24,832)
Total Operating Expenses	3,158,643	4,321,320	(1,162,677)	20,314,036	25,927,920	(5,613,884)
Operating Surplus (Deficit)	814,790	(424,163)	1,238,953	3,596,600	(2,544,978)	6,141,578

RIDES
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 12/01/22..12/31/22

ATTACHMENT 4b
Page 2

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY23, Fund Filter: 002
All amounts are in USD.

Description	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	8,504	15,000	(6,497)	66,119	90,000	(23,881)
Special Transit	4,222	0	4,222	40,044	0	40,044
Cash Revenue	0	0	0	0	0	0
Cash Grants & Reimbursement	557,614	557,614	0	3,345,684	3,345,684	0
Total Revenue	570,340	572,614	(2,274)	3,451,847	3,435,684	16,163
Expenses						
Labor	9,736	11,750	(2,014)	54,016	70,500	(16,484)
Benefits	5,561	6,207	(646)	24,079	37,242	(13,163)
Advertising & Marketing	0	417	(417)	0	2,502	(2,502)
Professional & Technical	0	417	(417)	0	2,502	(2,502)
Outside Services	0	0	0	0	0	0
Outside Labor	2,745	6,500	(3,755)	14,306	39,000	(24,694)
Fuel & Lubricants	56,849	78,750	(21,901)	367,897	472,500	(104,603)
Supplies	660	1,709	(1,049)	4,651	10,254	(5,603)
Vehicle Maintenance	0	0	0	0	0	0
Marketing Supplies	0	167	(167)	0	1,002	(1,002)
Utilities	51	120	(69)	303	720	(417)
Insurance	0	0	0	0	0	0
Taxes	0	0	0	0	0	0
Purchased Transportation	364,470	450,417	(85,947)	2,188,595	2,702,502	(513,907)
Miscellaneous Expenses	15,744	16,161	(417)	97,379	96,966	413
Interfund transfers	0	0	0	0	0	0
Pass Thru/Belief of Others	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Leases & Rentals	0	0	0	0	0	0
Total Operating Expenses	455,816	572,615	(116,799)	2,751,227	3,435,690	(684,463)
Operating Surplus (Deficit)	114,524	(1)	114,525	700,621	(6)	700,627

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 September 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.

September 2022

Item(s) with an estimated fair market value of \$100 or more:

- Gray Nokia-G50. Estimated value of \$240. Good condition.

- LG Velvet 5G G900UM. Estimated value of \$260. Minor scratches, fair condition.
- Gray Galaxy A32 5G (SM-A326U). Estimated value of \$229. Minor scratches, fair condition.

Prepared by: 
Beronica Carriedo

Reviewed by: 
Carl G. Sedoryk

MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

**January 9, 2023
9:00 am (Pacific)**

Present:	Anna Velazquez, Chair	City of Soledad
	Mary Ann Carbone, Vice Chair	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	Lorraine Worthy	City of Gonzales
	Yanely Martinez	City of Greenfield
	Mike LeBarre	City of King
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Chaps Poduri	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	City of Del Rey Oaks	
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/Clerk to the Board
	Andrea Williams	Finance Manager
	Beronica Carriedo	C/S & Community Relations Supervisor
	Claudia Valencia	Mobility Specialist
	Cristy Sugabo	Mobility Services Supervisor
	David Bielsker	Transit Scheduler
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ezequiel Rebollar	IT Technician

Ikuyo Yoneda-Lopez
Jacqueline Munoz
Kelly Soriano
Kevin Allshouse
Lisa Cox
Marzette Henderson
Matthew Deal
Natalie Flores
Paul Lopez
Scott Taylor
Sonjé Dayries
Ursulla Scardina
Vince Dang

Marketing & Communications Manager
C/S Representative
Mobility Specialist
Contract Services Manager
Risk and Safety Manager
Transportation Manager
Grants Analyst
Assistant Planner
Facilities Manager
IT Manager
Compliance Officer
Marketing Assistant
Project Management Coordinator

Public: Christine Duymich
MacGregor Eddy
Sloan Campi
Tate Baugh

AMBAG
Member of the Public
California State University Monterey Bay
Member of the Public

1. CALL TO ORDER

- 1-1. Conduct Swearing-In of New Boardmembers
- 1-2. Roll Call.
- 1-3. Pledge of Allegiance.

Chair Velazquez called the meeting to order at 9:03 a.m. Roll call was taken and a quorum was established. City of Marina Councilmember, Liesbeth Visscher, and City of Monterey Councilmember, Ed Smith were sworn in as newly appointed MST Boardmembers. Director Visscher led the pledge of allegiance.

- 1-4. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Member of the public MacGregor Eddy inquired about when MST public transit service will be available to San Jose. Chair Velazquez thanked Ms. Eddy for her question and informed her that MST will obtain her contact information for staff to follow up regarding her question.

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 2023-19 Authorizing Remote Teleconference Meetings.
(Carl Sedoryk)

- 3-2. Approve Resolution 2023-20 Recognizing Lori Lee, Accountant, as Employee of the Month for January 2023. (Andrea Williams)
- 3-3. Approve Resolution 2023-21 Recognizing Albert Garcia, Coach Operator, as Employee of the Year for 2022. (Carl Sedoryk)
- 3-4. Reject Claim for Insufficiency by the Claimant Jacquelin Silva. (Lisa Cox)

End of Consent Agenda

There were no public comments on the consent agenda items.

On a motion by Director Worthy, seconded by Director Carbone and carried by the following vote, which was conducted by roll call, the Board approved items 3-1 through 3-4 on the consent agenda:

AYES:	12	Alejo, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Poduri, Smith, Velazquez, Visscher, and Worthy
NOES:	0	
ABSENT:	1	City of Del Rey Oaks
ABSTAIN:	0	

4. CLOSED SESSION

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

- 4-1. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST. (Kelly Halcon/Michael D. Laredo)

There were no public comments on the closed-session agenda item.

MST Counsel Michael Laredo reported that the Board had a general discussion regarding the MSTEA contract and the item is set for action under agenda item #7-1.

5. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 5-1. January 2023 Employee of the Month. – Lori Lee (Andrea Williams)
- 5-2. 2022 Employee of the Year Presentation. (Carl Sedoryk)
- 5-3. 2022 Management Excellence Award – Michelle Overmeyer, Director of Planning and Innovation. (Carl Sedoryk)

6. PUBLIC HEARINGS

None

7. ACTION ITEMS

- 7-1. Ratify the MOU Wage Re-Opener Wages Between MST and MSTEa and Provide the Same Benefits to Non-Represented, Confidential Employees. (Kelly Halcon/Michael D. Laredo)

There were no public comments on the action item.

On a motion by Director Barrera, seconded by Director Pacheco and carried by the following vote, which was conducted by roll call, the Board approved the MOU Wage Re-Opener Wages Between MST and MSTEa and Provide the Same Benefits to Non-Represented, Confidential Employees:

AYES:	11	Alejo, Baron, Barrera, Carbone, LeBarre, Martinez, Pacheco, Poduri, Velazquez, Visscher, and Worthy
NOES:	0	
ABSENT:	1	City of Del Rey Oaks
ABSTAIN:	1	Smith

- 7-2. Receive Staff Recommendations Regarding Evolving California Hybrid Board Meeting Guidelines and Provide Direction to Staff. (Carl Sedoryk)

There were no public comments on the action item.

Director LeBarre asked for confirmation that the current Brown Act requires a 2-day notice and is open to the public if participating remotely in a board meeting.

Director Baron commented that he disagreed with staff-recommended policy item 4a) “Before being granted permission to participate remotely, board members will provide to staff in writing that their appointed alternate is not available to attend in person.” He also asked staff to confirm the policy pertaining to 3 consecutive months of absence. Mr. Sedoryk will have legal counsel review and confirm the AB2449 policy and language at the February board meeting.

Director Worthy asked if decisions related to the comments brought up by Director Baron needed to be made on this agenda item or later on the agenda during the strategy workshop. Director Worthy stated her support for Director Baron’s comments.

Director Visscher asked 1) if just cause is limited to only two per year, 2) why a 72-hour notice would be enforced as it might always be possible that someone gets sick right before the meeting, 3) does being present for three consecutive months include in-person and teleconference? and 4) what is the process to have a city-appointed board alternate? Mr. Sedoryk responded that he will review these

questions with counsel and provide AB2449 policy clarification at the February meeting.

Director Poduri asked for clarification regarding staff recommendations for board members, at their earliest convenience to request authorization to participate remotely and staff process requests on a first-come, first-served basis. Director Poduri also agreed with Director Baron's comment and is in favor of striking the staff-recommended policy related to board alternates. Director Poduri asked for more clarification on AB2449 legislation related to the disclosure of participating remotely. Michael Laredo will investigate further clarification to bring back recommendations at the February meeting.

Vice Chair Carbone asked if the just cause policy for no more than twice a year absence applies to all meetings including board and committee.

Director Smith commented that if board members are unable to attend a meeting, their alternate should be notified in writing as a courtesy. He also asked for legal counsel to review the staff recommendations to align with the guidelines of AB2449.

Chair Velazquez commented that staff recommendations and board comments for this agenda item are noted. Staff and counsel will provide a recommendation at the February board meeting.

7-3. Conduct Strategic Planning Workshop:

A. Strategic Goals Progress to Date and Emerging Issues (Carl Sedoryk)

The Board received a report in progress of strategic goals to date and emerging issues in the board packet. Mr. Sedoryk addressed Ms. Eddy's earlier question under public comment by informing the Board and public that MST is looking to partner with Santa Clara Valley Transportation Authority (VTA) and utilize a small amount of COVID relief rural federal funding to reinstate public transit services to San Jose via the the Gilroy train station and connections to VTA's Bus Rapid Transit (BRT) service.

There were no public comments on the action item.

Director LeBarre asked if the State contacted MST regarding the coordination of bus schedules with rail schedules. Director LeBarre added a comment that public transit is ideal to manage an autonomous vehicle fleet.

Director Poduri asked if there is an expiration date on the COVID relief rural federal funding mentioned by Mr. Sedoryk.

Director Smith asked when to expect the outline for the upcoming Board Strategy and Action Plan and commented that his priorities include increased ridership and reducing subsidies per passenger.

Director Visscher asked about outreach programs to encourage ridership in her area.

Director Worthy asked for a status update on the Better Bus Network infrastructure for the City of Gonzales and South County cities circulator routes.

Chair Velazquez provided her final comments and asked about the status of workforce development, NEMT revenue, and commented on the importance of the emerging “state mandated” zero emission infrastructure projects.

Staff and counsel provided their respective updates, responded to board questions, and noted the comments for follow-up for the February meeting.

B. Board Meeting COVID-19 Vaccination Policy Update (Carl Sedoryk)

Directors Smith, Worthy, LeBarre, Baron, and Chair Velazquez provided comments and direction regarding the board meeting COVID-19 vaccination policy. There was a consensus that the Board COVID-19 Vaccination Policy will be allowed to expire when the Governor of California ends the COVID-19 Emergency Declaration.

C. Recruitment Challenges and Potential Solutions (Carl Sedoryk/Kelly Halcon)

Directors LeBarre asked if drivers are offered one shift a week and asked if potential driver candidates are informed to apply for a mechanic position if they are interested. Director LeBarre asked if there are plans to recruit drivers from MV Transportation. Director LeBarre commented that grant funding for the Electric Bus Project and training might be allocated for recruitment.

Director Smith commented that the timely processing of applications is critical for recruitment and hiring.

Chair Velazquez provided direction to create a plan to work with legislators on the transit-wide staffing level challenges.

D. Monthly Board Reports (Carl Sedoryk/Anna Velazquez)

Director LeBarre indicated an interest in seeing a report on the economic impact provided by MST and amount of funding spent locally. Directors Baron and Vice Chair Carbone volunteered to participate in an Adhoc Reporting Subcommittee with Chair Velazquez.

E. Conclude Workshop

8. REPORTS & INFORMATION ITEMS

8-1. Correspondence - Board Member Appointments

The Board received correspondence notifying MST of new appointments from the City of Marina and the City of Monterey.

9. BOARD REPORTS, COMMENTS, AND REFERRALS

- 9-1. Reports on Meetings Attended by Board Members at MST Expense.
(AB 1234)

Chair Velazquez provided a verbal trip report for travel to and attendance at the 2022 Fall CTA Conference in Ontario, CA, from November 15-18, 2022. Vice Chair Carbone provided a verbal trip report for the 2022 Fall CTA Conference in Ontario, CA, from November 15-18, 2022.

- 9-2. Board Member Comments and Announcements.

SB 922 Community Planning Meetings Scheduled: February 13, 14, & 15

- 9-3. Board Member Referrals for Future Agendas.

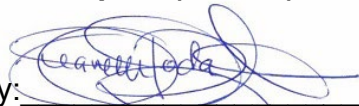
10. ATTACHMENTS

None

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 12:07 p.m. (Pacific).

Prepared by:



Jeanette Alegar-Rocha

Reviewed by:



Carl G. Sedoryk

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To: Board of Directors

From: Steven Bruno, Purchasing Agent

Subject: Three-Year Subscription Agreement for Extension of Software-as-a-Service to Support MST Planning and Other Departments

RECOMMENDATION:

Authorize the General Manager/CEO to enter into a three-year agreement with Remix Technologies, LLC., for a transit planning web-based platform subscription in an amount not to exceed \$140,000.

FISCAL IMPACT:

The MST FY 2023/24 Budget includes this expense. MST staff will also include these costs in the next two budget cycles.

POLICY IMPLICATIONS:

Your Board approves purchases over \$100,000. While normally MST makes every effort to competitively bid procurements, Remix Technologies, LLC. is the sole manufacturer and sole provider of the Remix transit planning software. Remix is the only software that combines route design, instant geospatial analysis and instant operating cost calculations into a single tool for transit planning. It is also the only software that can connect transit planning to street design, mobility management, and flexible data analysis, supporting MST with a complete mobility toolkit. Therefore, staff confirms that Remix is the only company offering the desired software that meets MST requirements.

DISCUSSION:

Remix is cloud-based and allows a user to quickly design new routes, make changes to existing routes, all while understanding what impacts may occur at the stop and route level as a result. Information and data provided by Remix includes impacts to population served, poverty, minority, jobs, seniors, youth, disabled, limited English, operating costs, hours, miles, and custom layers including ridership.


Prior to contracting with Remix in 2020, the previous method of planning new or changing existing MST transit lines was accomplished by pen and paper. Changes to routing and scheduling are made by the planning department as needed and most recently with the comprehensive Better Bus Network. Using the old pen-and-paper planning method, a robust set of underlying data was not available. Hand-drawn maps and Excel timetables were submitted to a vendor who would then translate the

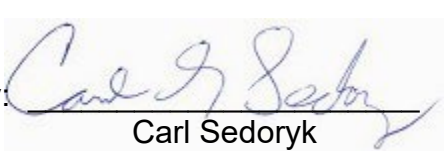
information for MST's website. That method was cumbersome and has been significantly improved with the Remix planning tool.

Staff recommends that the agreement with Remix be extended an additional three years because of the reasons stated above.

ATTACHMENT(S):

None.

Prepared by: 
Steven Bruno

Reviewed by: 
Carl Sedoryk

To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Authorize the Purchase of three (3) Toyota RAV-4 Hybrid Vehicles

RECOMMENDATION:

Authorize the General Manager/CEO to purchase three (3) Toyota RAV4 hybrid vehicles at the lowest price/best options at the time of purchase utilizing the California Department of General Services (DGS) Contract #1-22-23-23C in an amount not to exceed \$102,000.

FISCAL IMPACT:

Not to exceed \$102,000. This purchase is funded through FTA 5307 in the amount of \$81,600 and \$20,400 from Capital Reserve through MST's Capital Budget.

This Board memo has been reviewed by MST's Purchasing Agent, Finance Manager, and Grants Analyst.

POLICY IMPLICATIONS:

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

DISCUSSION:

Since 2004 MST has purchased various hybrid-electric vehicles to reduce fuel consumption and MST's carbon footprint. As a result, more than half of MST's non-revenue fleet is now comprised of hybrid-electric vehicles. These three vehicles will be used by MST's Operations Department to provide field supervision and support for MST.

MST received a price quote from the closest Toyota dealership authorized and approved on the California DGS list of vendors, located in Selma, California. The California DGS contract enables authorized California agencies, such as MST, to purchase goods and services at competitive rates which are usually much lower than purchasing directly from vendors. Additionally, purchasing through the California DGS enables agencies to dramatically reduce costs and time normally spent through traditional procurement processes. It should be noted that the sales tax from this purchase will be received in Monterey County.

Additionally, MST issued a Request for Quotes (RFQ) on December 6, 2022, with a submittal deadline of January 3, 2023, to local automotive dealerships. As a result, MST received one (1) quote. This quote is approximately \$30,000 more expensive than the DGS pricing; therefore, MST recommends the Board approve the DGS vendor quote.

Approval of this item will authorize staff to purchase three (3) Toyota RAV4 hybrid vehicles utilizing the California Department of General Services (DGS) Contract #1-22-23-23C, not to exceed \$34,000 each, or \$102,000 total for all three (3) vehicles.

ATTACHMENT(S):

None

PREPARED BY: Norman K. Tuitavuki REVIEWED BY: Carl G. Sedoryk
Norman K. Tuitavuki Carl G. Sedoryk

To: Board of Directors

From: Matthew Deal, Grants Analyst

Subject: Resolution Authorizing Execution of Administering Agency-State Master Agreements for State and Federal Aid-Funded Projects

RECOMMENDATION:

Approve Resolution 2023-24 authorizing the General Manager/CEO to execute Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements which must be executed with the California Department of Transportation before such funds can be claimed.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Delegates signatory authority for Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements with the California Department of Transportation to the General Manager/CEO.

DISCUSSION:

In 2022, the State of California Legislature, under Assembly Bill 179 (AB 179), and through the efforts of Senator John Laird, earmarked \$2,500,000 for the SURF! Busway and BRT project. These funds are made available through coordination with the California Department of Transportation (Caltrans). This funding is distributed via a Fund Transfer Agreement, which requires authorization from the Monterey-Salinas Transit District Board of Directors for the General Manager/CEO to execute. Resolution 2023-24 provides this authorization to the General Manager/CEO.

To receive State Legislature-designated funds, staff recommends that the MST Board approve Resolution 2023-24, which authorizes the General Manager/CEO to execute all required documents.

ATTACHMENT(S):

Resolution 2023-24

Prepared by: _____

Matthew Deal

Reviewed by: _____

Carl G. Sedoryk

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RESOLUTION 2023-24

**A RESOLUTION OF THE MONTEREY-SALINAS TRANSIT
DISTRICT AUTHORIZING EXECUTION OF ADMINISTERING
AGENCY-STATE MASTER AGREEMENTS FOR STATE AND
FEDERAL AID FUNDED PROJECTS**

WHEREAS, Monterey-Salinas Transit District is eligible to receive Federal and/or State funding for certain Transportation Projects through the California Department of Transportation; and,

WHEREAS, Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements must be executed with the California Department of Transportation before such funds can be claimed; and,

WHEREAS, the Monterey-Salinas Transit District wishes to delegate the authority to execute these agreements and any amendments thereto to the General Manager/CEO.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of Monterey-Salinas Transit District that it designates the General Manager/CEO as the person authorized to execute all Master Agreements, Program Supplemental Agreements, Fund Exchange Agreements and/or Fund Transfer Agreements, and any amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT this 13th day of February 2023 by the following vote:

AYES:

NOES:

ABSENT:

Chair of the Board

Clerk of the Board

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RESOLUTION 2023-25
UNITED STATES SENATOR DIANNE FEINSTEIN
IN APPRECIATION OF SUPPORT FOR MST

WHEREAS, since her election to the Senate in 1992, Dianne Feinstein is California's senior Senator and the longest-serving woman Senator; and,

WHEREAS, Senator Dianne Feinstein throughout her 30 years in the United States Senate has consistently supported legislation and funding initiatives that enhance and improve access to public transit; and

WHEREAS, Senator Dianne Feinstein supported securing Community Project Funding within the Consolidated Appropriations Act of 2023 including \$2.5M for zero-emission buses, and \$750,000 for planning and design of a Microgrid to enhance energy storage and resilience for Monterey-Salinas Transit; and,

WHEREAS, Senator Dianne Feinstein has acted as a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, Senator Dianne Feinstein has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation to Senator Dianne Feinstein for her continued support.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED
AND ADOPTED RESOLUTION 2023-25 this 13th day of February 2023

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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RESOLUTION 2023-26
UNITED STATES SENATOR ALEX PADILLA
IN APPRECIATION OF SUPPORT FOR MST

WHEREAS, Senator Alex Padilla began serving as a United State Senator for the State of California in 2021; and,

WHEREAS, Senator Alex Padilla within his time with the United States Senate has consistently supported legislation and funding initiatives that enhanced and improved access to public transit; and

WHEREAS, Senator Alex Padilla, was supportive in securing Community Project Funding within the Consolidated Appropriations Act of 2023 including \$2.5M zero-emission buses, and \$750,000 for the design and planning of a Microgrid to enhance energy storage and resilience for Monterey-Salinas Transit; and,

WHEREAS, Senator Alex Padilla has acted as a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, Senator Alex Padilla has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation to Senator Alex Padilla for his continued support.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED
AND ADOPTED RESOLUTION 2023-26 this 13th day of February 2023

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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RESOLUTION 2023-27
UNITED STATES CONGRESSMAN JIMMY PANETTA
IN APPRECIATION FOR SUPPORT OF MST

WHEREAS, Congressman Jimmy Panetta has served in the United States House of Representatives since 2017 representing the Monterey Bay Region of California's 19th, formerly 20th, Congressional District; and,

WHEREAS, Congressman Jimmy Panetta throughout his 6 years within the United States Congress has consistently supported legislation and funding initiatives that enhanced and improved access to public transit; and

WHEREAS, Congressman Jimmy Panetta, was successful in securing Community Project Funding within the Consolidated Appropriations Act of 2023 including \$2.5M zero-emission buses, and \$750,000 for the design and planning of a Microgrid to enhance energy storage and resilience for Monterey-Salinas Transit; and,

WHEREAS, Congressman Jimmy Panetta has acted as a strong advocate for residents of Monterey County who depend on public transportation; and

WHEREAS, Congressman Jimmy Panetta has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation to Congressman Jimmy Panetta for his continued support.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-27 this 13th day of February 2023

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

MEETING MINUTES

September 28, 2022

1:00 pm (Pacific)

Present:	Jennifer Ramirez Jessica McKillip Steven Macias Aaron Hernandez Bobby Merritt Alejandro Fernandez Reyna Gross	Partnership for Children ITN Monterey County The Blind and Visually Impaired Center Transportation Agency for Monterey County (TAMC) Veterans Transition Center Davita Dialysis Alliance on Aging
Absent:	Maria Magaña Leticia Garcia Diana Jimenez	Central Coast Center for Independent Living (CCCIL) The Carmel Foundation AAA-Monterey County Dept. of Social Services
Staff:	Norman Tuitavuki Cristy Sugabo Kevin Allshouse Claudia Valencia Ruben Gomez Lesley van Dalen Marzette Henderson Matthew Deal Michael Kohlman Scott Taylor Ezequiel Rebollar	Chief Operating Officer Mobility Services Manager Contract Services Manager Mobility Specialist Mobility Specialist Mobility Specialist Transportation Manager Grants Analyst Chief Information Officer Information Technology Manager IT Technician
Public:	David Cox Chris Duymich Paul Hierling Miranda Taylor	MV Operations Manager AMBAG AMBAG 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 BY: *Claudia L. Valencia*
Claudia Valencia

REVIEWED BY: *Cristy Sugabo*
Cristy Sugabo

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To: Board of Directors
From: Cristy Sugabo, Mobility Services Manager
Subject: Mobility Advisory Committee Membership

RECOMMENDATION:

Appoint membership of Steve Macias, Jennifer Ramirez, Bobby Merritt, and Maria Magaña to MST's Mobility Advisory Committee (MAC).

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The MST Board of Directors appoints members to its Mobility Advisory Committee.

DISCUSSION:

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

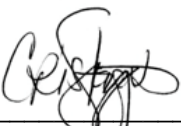
There are currently nine vacancies on the MAC. The Committee met in January and recommends the appointment of:

1. Steven Macias, Executive Director for the Blind and Visually Impaired Center of Monterey County
2. Jennifer Ramirez, Executive Director for Partnership for Children
3. Bobby Merritt, Permanent Supportive Housing Liaison for Veterans Transition Center
4. María Magaña, Special Projects Coordinator for Central Coast Center for Independent Living

Approval by the Board of this item shall appoint Steven Macias, Jennifer Ramirez, Bobby Merritt, and María Magaña to the MST Mobility Advisory Committee.

ATTACHMENT(s):

MAC Committee Roster

Prepared by: 
Cristy Sugabo

Reviewed by: 
Carl G. Sedoryk

ATTACHMENT

MAC Committee Roster February 13, 2023

	MEMBER	ALTERNATE	ORGANIZATION	ADVOCACY
1	Diana Jimenez		Area Agency on Aging	Seniors
2	Leticia Garcia		Carmel Foundation	Senior Services
3	Reyna Gross		Alliance on Aging	Seniors
4	Aaron Hernandez		Transportation Agency for Monterey County	Transportation Authority
5	Jessica McKillip	Cheryl Tsuchiura	Independent Transportation Network	Nonprofit Senior Transportation Provider
6	Alejandro Fernandez		DaVita Dialysis Center, Salinas	Health Care Provider
7	<i>Steven Macias</i>		<i>Blind and Visually Impaired Center</i>	<i>Blind and Visually Impaired</i>
8	<i>Jennifer Ramirez</i>		<i>Partnership for Children</i>	<i>Children and Youth</i>
9	<i>Bobby Merritt</i>		<i>Veterans Transition Center</i>	<i>Veterans</i>
10	<i>Maria Magana</i>		<i>Central Coast Center for Independent Living</i>	<i>People with Disabilities</i>
11	Vacant			
12	Vacant			
13	Vacant			
14	Vacant			
15	Vacant			

Note: Members noted in italics are recommended for re-appointment.

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

RECOMMENDATION:

Reject claim by the claimant Jacquelin Silva.

FISCAL IMPACT:

An amended claim has not been received and the claimant failed to provide the exact amount desired to resolve the claim.

POLICY IMPLICATIONS:

None.

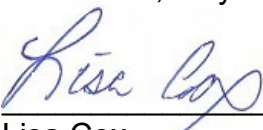
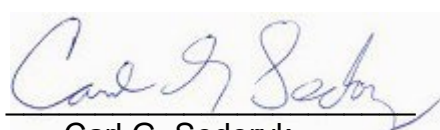
DISCUSSION:

On December 7, 2022, MST received a claim related to an incident that occurred on November 15, 2022.

The claimant states the operator unbuckled her wheelchair, so she proceeded to exit the bus and fell off the bus in her wheelchair. The claimant states she fell and sprained her ankle because the ramp was not deployed.

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 not specific as stated, "Not known yet" for pain and suffering, available medical bills, and continuation of the same. The claimant failed to provide the documentation needed to evaluate the value of their claim. The claimant's failure to provide a specific claim amount has prompted the recommendation to have this amended 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:  Approved by: 
Lisa Cox Carl G. Sedoryk

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

RECOMMENDATION:

Reject claim for insufficiency by the claimant LaTasha Nichole Weston.

FISCAL IMPACT:

The claimant failed to provide the exact amount desired to resolve the claim.

POLICY IMPLICATIONS:

None.

DISCUSSION:

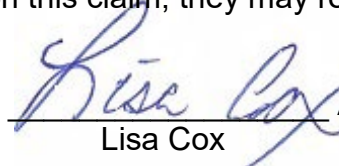
On January 5, 2023, MST received a claim related to an incident that occurred on July 14, 2022.

The claimant states the operator abruptly hit her brakes, causing the claimant to slam into the seat in front of her. The claimant states she injured her knee because of the abrupt impact.

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 not specific as stated, "To Be Determined" for pain and suffering, available medical bills, and continuation of the same. The claimant failed to provide the documentation needed to evaluate the value of their claim. The claimant's failure to provide a specific claim amount has prompted the recommendation to have this amended 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 G. Sedoryk

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To: Board of Directors

From: C. Sedoryk, CEO

Subject: Approve Termination of Emergency COVID Declaration

RECOMMENDATION:

Approve termination of MST Resolution 2020-18 Declaration of Fiscal Emergency Response to the COVID-19 pandemic in conjunction with the termination of the State of California COVID-19 Health Emergency currently planned for February 28, 2023.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopted an Emergency Fiscal Declaration in response to federal and state declarations of the health emergency related to the COVID-19 pandemic. With the announcements by both Governor Newsom and President Biden of their intent to end their emergency declarations, it is appropriate to terminate the MST emergency declaration as well.

DISCUSSION:

At an emergency meeting of your Board on March 19, 2020, a resolution to declare a fiscal emergency due to the COVID pandemic was adopted. The declaration allowed MST to immediately reduce services without a public hearing, enabled the General Manager/CEO to approve purchases up to \$250,000 for COVID related expenses, and apply for any state or federal assistance due to the COVID pandemic.

During the pandemic, MST took steps to address operational needs, maintain employee health and safety, and preserve fiscal resources. The General Manager/CEO mobilized an MST COVID Emergency Operations Center to address issues due to COVID pandemic best practices, policies and federal, state and local ordinances. Every month, the MST Board was provided a COVID recovery update on the status of MST operational activities and financial status updates. MST staff also developed and implemented an MST Board approved COVID recovery plan to address the immediate and short-term needs of the Monterey County community.

Governor Newsom has announced that he plans to end the California COVID emergency declaration effective February 28, 2023. President Biden announced the federal emergency declaration will end on May 11, 2023. Many of the federal and state financial relief and services related to COVID have already ended or have been expended or encumbered by MST. At this time, MST does not anticipate any additional funding from the state or federal government for the use of COVID-related items. MST also implemented the final portion of our COVID recovery plan upon the activation of the Better Bus Network (BBN) on December 10, 2022.

Staff recommends termination of MST's COVID Fiscal Emergency Declaration to coincide with the end of the State of California COVID-19 emergency declaration currently scheduled for February 28, 2023.

Prepared by:



Carl G. Sedoryk

To: Board of Directors

From: C. Sedoryk, CEO

Subject: Approve Termination of Board Hybrid/In-Person Board Meeting Policy on February 28, 2023

RECOMMENDATION:

Approve Termination of Board Hybrid/In-Person Board Meeting Policy in conjunction with the end of the State of California COVID-19 emergency declaration.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board adopted a hybrid/in-person meeting policy regulating how Board members and members of the public participate in Board and Committee meetings. During the January 9, 2023 Board Workshop, there was general consensus to rescind this policy in conjunction with the end of the State Of California COVID-19 emergency declaration scheduled for February 28, 2023.

DISCUSSION:

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

- Attestation of Board members of having received COVID-19 vaccination; and,
- MST staff attending in-person must be compliant with MST COVID-19 policies and protocols; and,
- All attendees must wear an approved face covering regardless of vaccination status; and,
- Social distancing of attendees in the Board room; and,

- MST staff to provide approved face coverings to those in attendance lacking such; and,
- Staff to provide rapid COVID antigen tests to Board members who wish to test in advance of the meeting; and,
- The Chair will not seat any member of the Board who does not comply with requirements listed above.

The policy was reaffirmed at your meeting of May 9, 2022.

During a Board Workshop on January 9, 2023, there was a consensus among board members to terminate this policy in conjunction with the end of the State of California COVID-19 State of Emergency on February 28, 2023.

Item 6-3 of this agenda contemplates procedures for Board meetings occurring after the end of the State of California COVID-19 State of Emergency.

Item 6-4 of this agenda contemplates an ordinance requiring the wearing of a face covering in public, indoor meetings of its legislative body when recommended by local, state or federal health authorities.

Prepared by:


Carl G. Sedoryk

To: Board of Directors

From: C. Sedoryk, General Manager/CEO and M. Laredo, General Counsel

Subject: Summary of AB 2449 – New Brown Act Law Regarding Board Member Remote Meeting Attendance

RECOMMENDATION:

Receive summary and direct staff to hold meetings in accordance with the Brown Act (Gov't Code § 54953(b)).

FISCAL IMPACT:

None.

DISCUSSION:

On January 1, 2023, Assembly Bill 2449 went into effect, amending certain portions of Government Code Section 54953 of the Brown Act relating to teleconference participation by members of legislative bodies for and during public meetings. The provisions of AB 2449 will remain in effect until January 1, 2026.

AB 2449 authorizes, **but does not require**, a local agency to use teleconferencing for Board members without (1) having to post agendas at remote locations and (2) without having to make remote locations open to the public under certain conditions, and only if at least a quorum of the members of the Board participate from a single physical location (posted on the agenda) within the agency boundary that is open to the public. The following criteria must be met:

- The agency must provide two-way remote access.
- The agency must allow for remote and in-person public comment and the agenda must provide information on how to do so.
- If the remote technology does not work, the Board may not take action (this is similar to the provisions of AB 361).

Board members may only participate remotely under two specific circumstances:
(1) just cause or (2) due to emergency circumstances

1. **Just cause** is defined as any one of the following circumstances:

- childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
- a contagious illness that prevents a member from attending in person;
- a need related to a physical or mental disability; or
- travel while on business of the legislative body or another state or local agency.
- **These provisions cannot be used to attend remotely for more than 3 consecutive months out of the calendar year, or 20% of the annual meetings.**
- This option is available to Board members and does not require Board approval.

2. **Emergency Circumstances**: means a physical or family medical emergency that prevents a member from attending in person.

- Board member must request to participate remotely pursuant to this justification and it must be approved at a Board meeting by the Board.
- The legislative body shall request a general description of the circumstances relating to the member's need to appear remotely at the given meeting and one must be provided, generally not to exceed 20 words and no medical information must be disclosed. The Board has the discretion whether to approve or not.

There is no specific limit on the number of times the "emergency circumstances" may be used, but overall combined, the two provisions ("just cause" and "emergency circumstances") may not be used by a Director for more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year. If the Board meets less than 10 times a year, a board member may not participate remotely in more than two meetings.

Additional Provisions

- The legislative body must implement a procedure for receiving and resolving requests for reasonable accommodations for individuals with disabilities.
- Members participating through remote teleconferencing must participate through both audio and visual technology and members must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and the general nature of the member's relationship with the individual.

Summary

The intricacy of AB 2449's teleconference scheme makes it difficult to administer. In practice, the similarities between "just cause" and "emergency circumstances" 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. **Many other local agencies are waiting to implement policies that incorporate AB 2449 due to its complexities.** Staff recommends MST do the same and revert to the Traditional Teleconferencing Rules established in the Brown Act (Gov't Code § 54953(b)).

Options

- No action – this will revert meeting protocols to the Traditional Brown Act rules (Gov't Code § 54953(b))
- Direct Staff to implement AB 2449 Teleconferencing Procedures

ATTACHMENT(S):

October 2022 Memo re: Teleconferencing Rules

Prepared by: Michael D. Laredo
Legal Counsel, DeLay & Laredo

Reviewed by:


Carl G. Sedoryk

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David C. Laredo
Michael D. Laredo
Frances M. Farina, Of Counsel

Telephone: 831.646.1502
Facsimile: 831.646.0377

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 agenda 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 agenda 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

	Traditional Rules	AB 361	AB 2449
Effective Date	Now	Now	January 1, 2023
Sunset Date	None	January 1, 2024	January 1, 2026
Triggering Event	None	<input type="checkbox"/> Meeting held during a proclaimed state of emergency and state/local officials have imposed/recommended measures to promote social distancing; and/or <input type="checkbox"/> 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 <input type="checkbox"/> 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.	<input type="checkbox"/> 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 <input type="checkbox"/> No Action required by Body <input type="checkbox"/> Member (less than quorum) experiences an emergency circumstance (a physical or family medical emergency that prevents in-person attendance). <input type="checkbox"/> 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. Ensure that if a disruption to the online meeting occurs, the body takes no further action on agendized items until public access is restored.	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.
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 rollcall.	All votes must be made by rollcall.	All votes must be made by rollcall.

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO and M. Laredo, General Counsel

Subject: Introduce and hold a First Reading of an Ordinance Adopting Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities

RECOMMENDATION:

Introduce and hold a First Reading of an Ordinance Adopting Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities.

FISCAL IMPACT:

None.

DISCUSSION:

The Monterey County Health Department has deferred guidance on masking in Monterey County to the California Department of Public Health. The newest guidance from the California Department of Public Health (CDPH) went into effect on September 23, 2022, shifting from a “strong recommendation” for the general population to mask in all indoor settings at all times, to using the CDC Community Levels to help inform masking recommendations. The CDC Community Levels for every County are updated weekly on Thursday and posted online: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>. The levels are determined by hospital based metric data (COVID-19 hospital admissions, % inpatient beds occupied with COVID-19, new cases per 100,000 population), and are intended to “provide a broad framework for jurisdictions to use and adapt...based on local needs” and are summarized as follows:

Low – recommendations focus on best practices for prevention and control, vaccinations

Medium – strengthens emphasis on protecting people who are immunocompromised, enhanced prevention measures for high-risk settings

High – focus on wearing masks indoors in public and providing added protection to populations at high risk

On February 3, 2023, the CDC Community level for Monterey County was “Low.” The CDPH guidelines when the level is low are:

- Stay up to date with COVID-19 vaccines.
- Get tested if you have symptoms.
- People may choose to mask at any time.
- People with symptoms/positive test/exposure should wear a mask.

On January 9, 2023, the MST Board of Directors gave direction to staff to return with updated rules of conduct for attending meetings of legislative bodies at MST facilities to keep our community and members of the public safe and using the guidance from the California Department of Public Health as a broad framework. The new proposed rules of conduct for attending meetings of legislative bodies at MST facilities outlined in the Ordinance are as follows:

Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities.

It is hereby ordered and ordained that the following rules of conduct shall apply to attendance at meetings of Legislative Bodies at MST facilities, as defined herein:

1. *MST Facility. For purposes of this Ordinance, the term “MST Facility” or “MST Facilities” means MST’s Administrative offices, located at 19 Upper Ragsdale Road, Monterey 93940, and any other property owned by MST where there is a meeting held of a Legislative Body.*
2. *Legislative Body. For purposes of this Ordinance, the term “Legislative Body” means the MST Board of Directors and its subsidiary Boards and Committees.*
3. *Face Covering. No person shall be permitted to enter or remain in MST Facility at a meeting of a Legislative Body unless that person wears a face covering which covers both the mouth and nose at all times when the CDC Community Level for the County Monterey is medium or high as of the date of posting the agenda for the meeting of the Legislative Body. The agenda will state the CDC Community Level and whether a face covering will be required for attendance at that meeting of the Legislative Body. Upon request, MST will provide anyone seeking to enter MST Facility to attend a meeting of a Legislative Body with a face covering if they do not have one.*
4. *If anyone is unable or unwilling to comply with the requirements of this Section, they may attend the meeting remotely in the manner described in the Agenda posted for the meeting.*

Based upon the foregoing, Staff recommends the MST Board hold a first reading of Ordinance No.2023-01 for the preservation of the public peace, health and safety adopting rules of conduct for attending meetings at MST Facilities.


OPTIONS:

- Do nothing.
- Provide alternative direction.

ATTACHMENT(S):

Ordinance 2023-01

Prepared by: Michael D. Laredo
Legal Counsel, DeLay & Laredo

Reviewed by: 
Carl G. Sedoryk

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ORDINANCE 2023-01

AN ORDINANCE OF THE MONTEREY-SALINAS TRANSIT DISTRICT (MST) ADOPTING RULES OF CONDUCT FOR ATTENDING MEETINGS OF LEGISLATIVE BODIES AT MST FACILITIES

FINDINGS

WHEREAS, public transit provides a lifeline for senior citizens and people with disabilities; and

WHEREAS, many military veterans in Monterey County, including disabled veterans, rely on public transit to access health care, housing, and job placement services; and

WHEREAS, MST desires to establish safe protocols for conduct within MST-owned facilities, including requiring persons wear a face covering at all times covering the mouth and nose, before entry or remaining within MST-owned facilities; and

WHEREAS, the MST further desires to identify certain MST-owned facilities as limited public forums opened to the public for the limited purpose of conducting MST business, that this policy for conduct is intended to prevent disruptive conduct that prevents the efficient processing of MST business by establishing reasonable time, place, and manner requirements for persons wishing to enter or use such MST-owned facilities, and that this policy is not intended to limit rights protected by the First Amendment; and

WHEREAS, CDC Community Levels – are updated weekly on Thursday, and are determined by hospital based metric data (COVID-19 hospital admissions, % inpatient beds occupied with COVID-19, new cases per 100,000 population), and are intended to “provide a broad framework for jurisdictions to use and adapt...based on local needs”; and

WHEREAS, the three CDC Community Levels may be summarized as follows:

Low – recommendations focus on best practices for prevention and control, vaccinations.

Medium – strengthens emphasis on protecting people are immunocompromised, enhanced prevention measures for high-risk settings.

High – focus on wearing masks indoors in public and providing added protection to populations at high risk.

WHEREAS, the recommended Guidance from the CDPH when the level is low are to:

- Stay up to date with COVID-19 vaccines; and
- Get tested if you have symptoms; and
- People with symptoms/positive test/exposure should wear a mask.

WHEREAS, People may choose to wear a mask at any time.

NOW, THEREFORE, the Monterey-Salinas Transit District Board of Directors does ordain as follows:

Section 1: Title.

This Ordinance shall be known as the Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities

Section 2: Incorporation of Findings.

The Board of Directors of the Monterey Salinas Transit District incorporates the Findings above by reference as though fully set forth here.

Section 3: CEQA/Environmental Findings.

The Board of Directors exercises its independent judgment and finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, sections: 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); 15060(c)(3) (the activity is not a project as defined in Section 15378); and 15061(b)(3), because the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed Ordinance maintains the status quo and prevents changes in the environment pending the completion of the contemplated municipal code review. Because there is no possibility that this Urgency Ordinance may have a significant adverse effect on the environment, the adoption of this Urgency Ordinance is exempt from CEQA.

Section 4: Rules of Conduct for Attending Meetings of Legislative Bodies at MST Facilities.

It is hereby ordered and ordained that the following rules of conduct shall apply to attendance at meetings of Legislative Bodies at MST facilities, as defined herein:

- 4.1 MST Facility. For purposes of this Ordinance, the term “MST Facility” or “MST Facilities” means MST’s Administrative offices, located at 19 Upper

Ragsdale Road, Monterey 93940, and any other property owned by MST where there is a meeting held of a Legislative Body.

- 4.2 Legislative Body. For purposes of this Ordinance, the term “Legislative Body” means the MST Board of Directors and its subsidiary Boards and Committees.
- 4.3 Face Covering. No person shall be permitted to enter or remain in MST Facility at a meeting of a Legislative Body unless that person wears a face covering which covers both the mouth and nose at all times when the CDC Community Level for the County Monterey is medium or high as of the date of posting the agenda for the meeting of the Legislative Body. The agenda will state the CDC Community Level and whether a face covering will be required for attendance at that meeting of the Legislative Body. Upon request, MST will provide anyone seeking to enter MST Facility to attend a meeting of a Legislative Body with a face covering if they do not have one.
- 4.4 If anyone is unable or unwilling to comply with the requirements of this Section, they may attend the meeting remotely in the manner described in the Agenda posted for the meeting.

Section 5: Publication and Application.

This Ordinance shall not cause amendment or republication of any other Rules or Regulations of the Monterey Salinas Transit District. This Ordinance shall be read in conjunction with and complement any of those provisions of the District's Rules and Regulations.

Section 6: Severability.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of Ordinance. Board of Directors declare that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

Section 7: Effective Date.

This ordinance shall take effect thirty (30) days following adoption on second reading by the Board of Directors.

PASSED AND ADOPTED by the Monterey-Salinas Transit District Board of Directors
this _____ day of _____ 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

BOARD CHAIR
MONTEREY-SALINAS TRANSIT DISTRICT

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

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November and December 2022

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

November 15-18, I attended the CTA Fall Conference and EXPO in Ontario, CA. At the conference I participated in the business meetings of the Association Executive Committee where we had a private audience with former Los Angeles Mayor Antonio Villaraigosa in his current role as Infrastructure Advisor to the State of California. At the conference I accepted the Association Transit Innovation Award on behalf of MST for the contactless payments demonstration program and provided a workshop presentation on the same topic. I also had an opportunity to engage with the new California Department of Transportation Director, Tony Tavares. Director Tavares revealed that during his teenage years in Pacific Grove he was a regular rider of MST transit services.

While at the conference, I attended sessions on the implementation of diversity, inclusion, and equity programs, zero emission bus technologies, and developing more meaningful board reports for policy makers. At the meeting, the Association announced its intention to bring the Annual Conference to the Monterey Convention Center in 2024.

Attachment #1 – Dashboard Performance Comparative Statistics – November and December 2022


Attachment #2 – Transportation Department Monthly Report – November and December 2022

Attachment #3 – Maintenance Department Monthly Report – November and December 2022

Attachment #4 – Administration Department Monthly Report – November and December 2022

Attachment #5 – Action Plan for FY 2022/23 and FY 2023/24– December 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/>

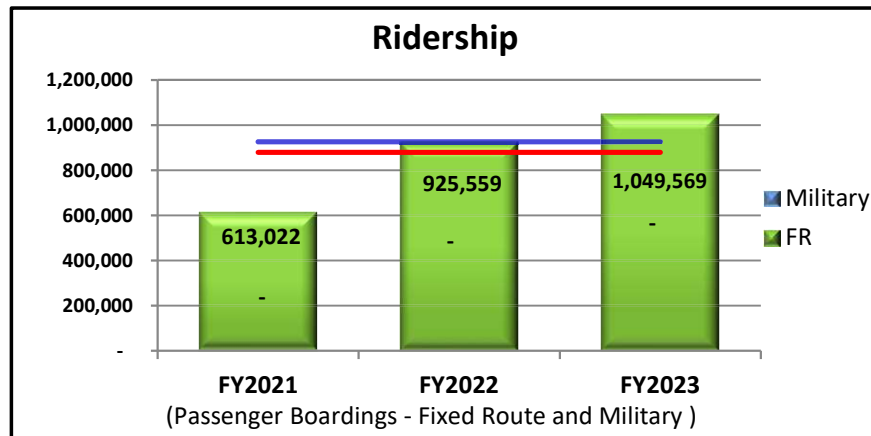
Prepared by: 
Carl G. Sedoryk

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YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2021-2023

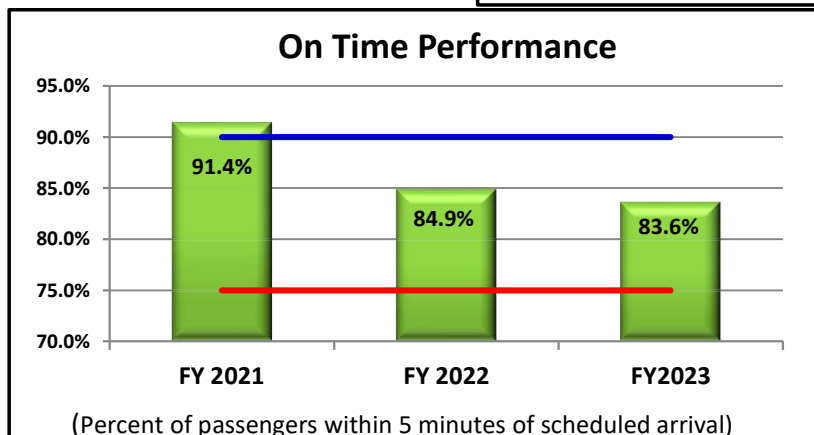
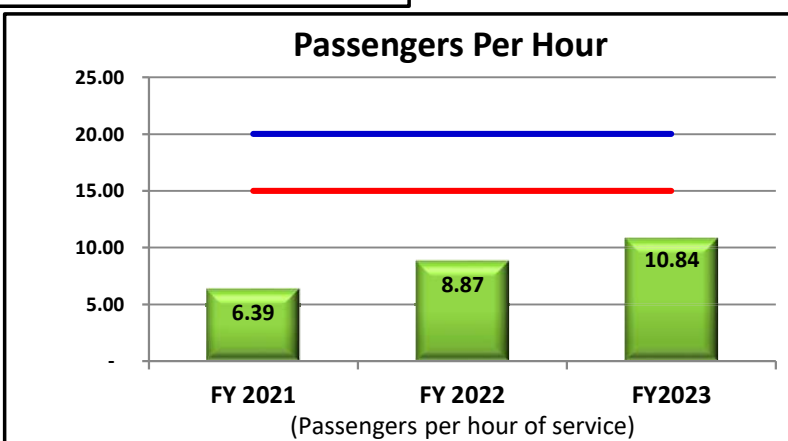


**Goal = 925,559
passengers**

**Minimum = 879,281
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

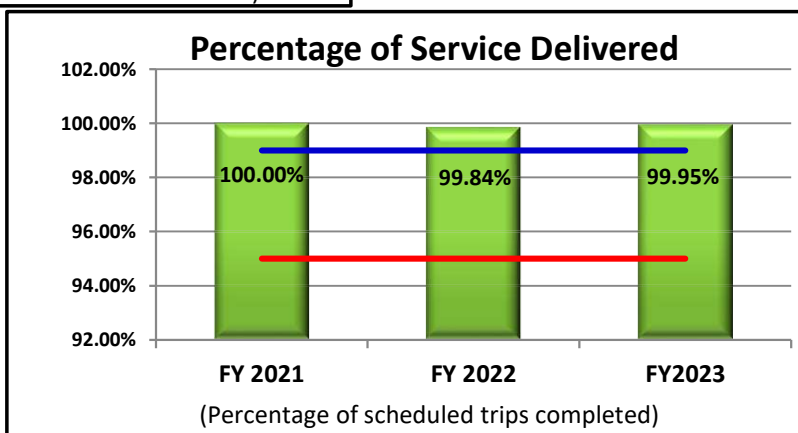


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

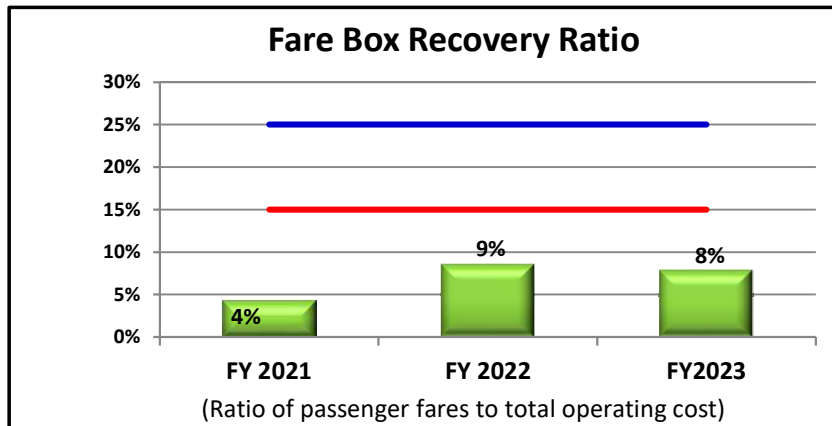


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2021-2023

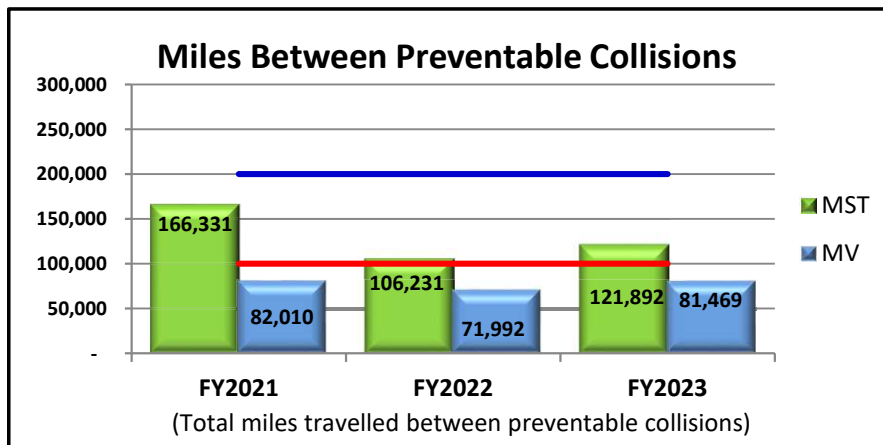
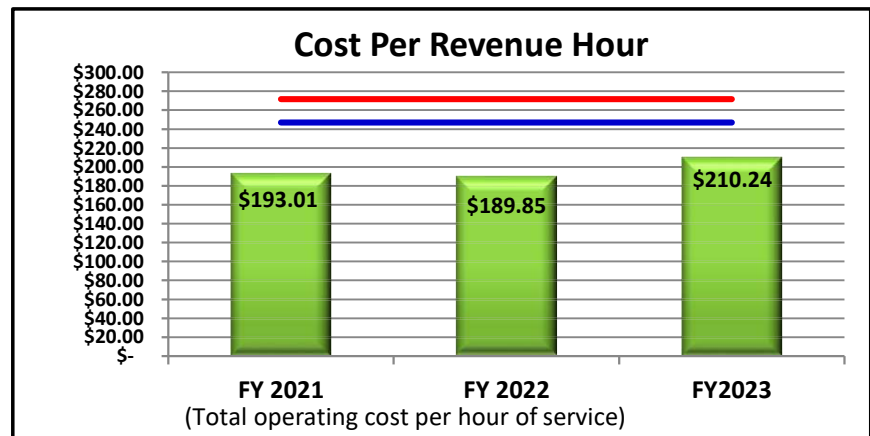


Goal = 25%

Minimum = 15%

Goal = \$246.83 per RH

Maximum = \$271.52 per RH

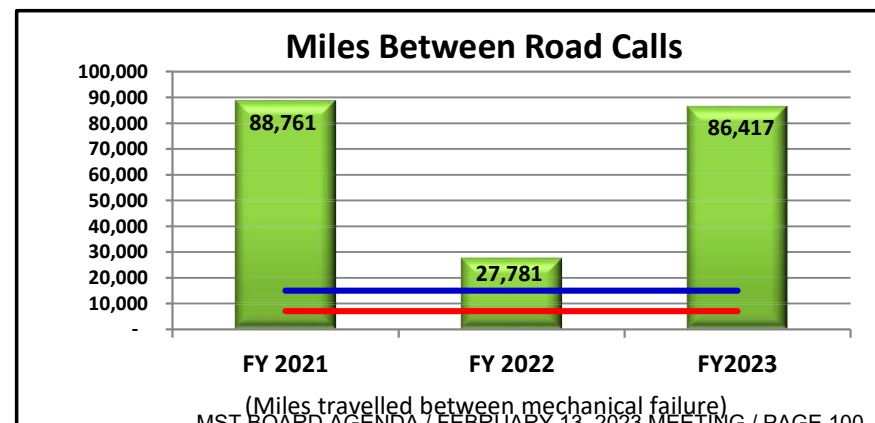


Goal = 200,000 Miles

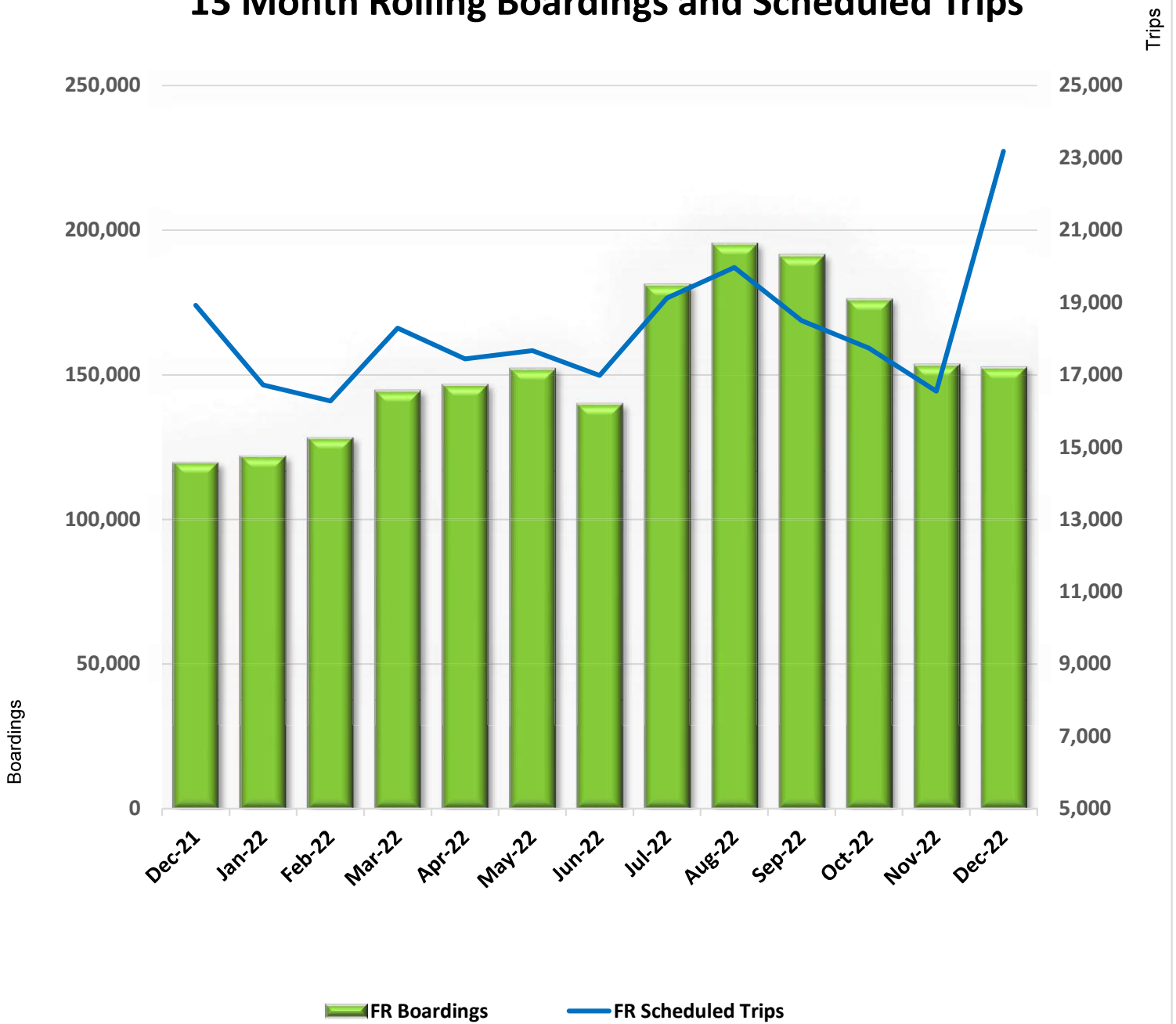
Minimum = 100,000 Miles

Goal = 15,000 Miles

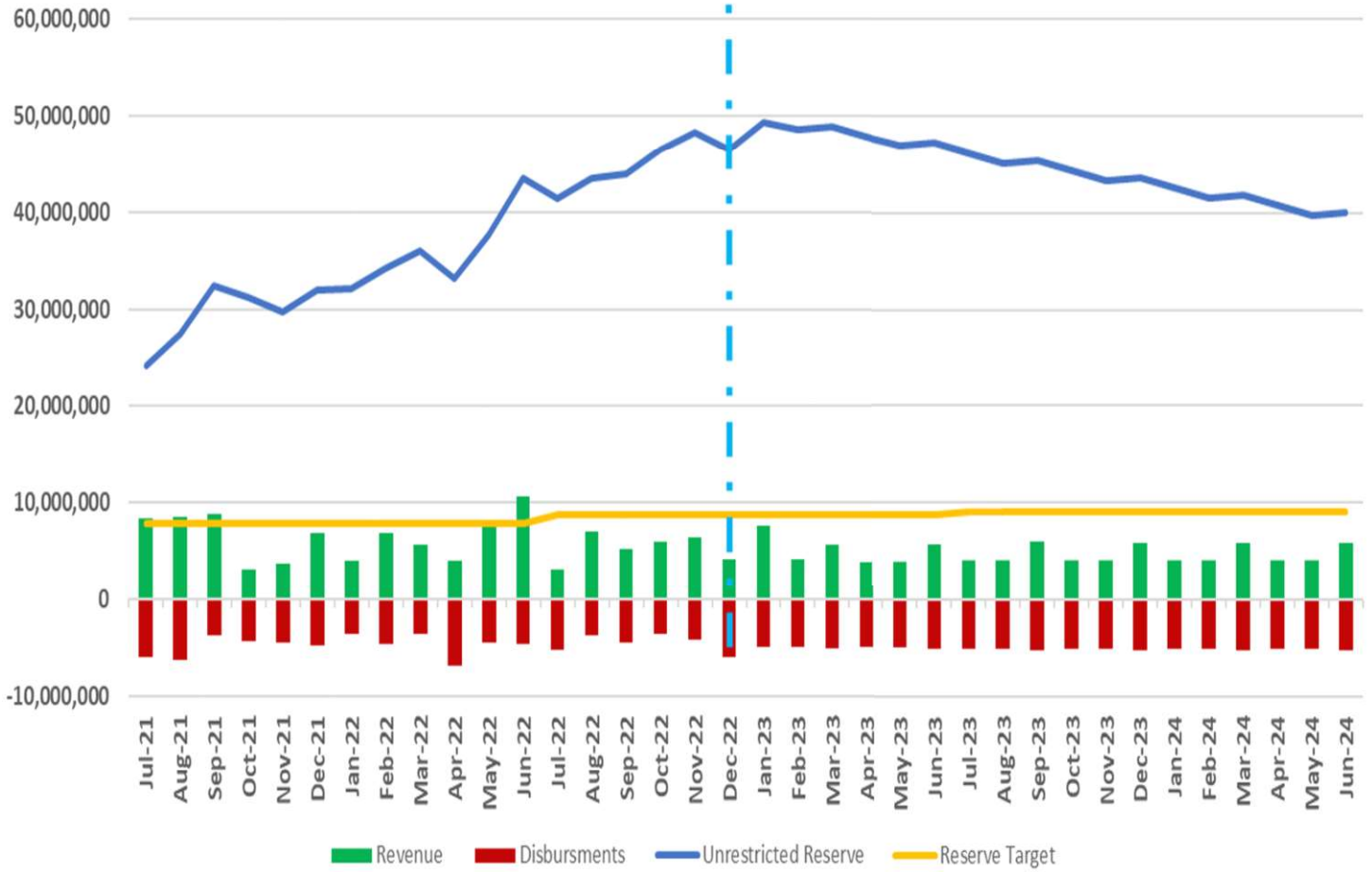
Minimum = 7,000 Miles



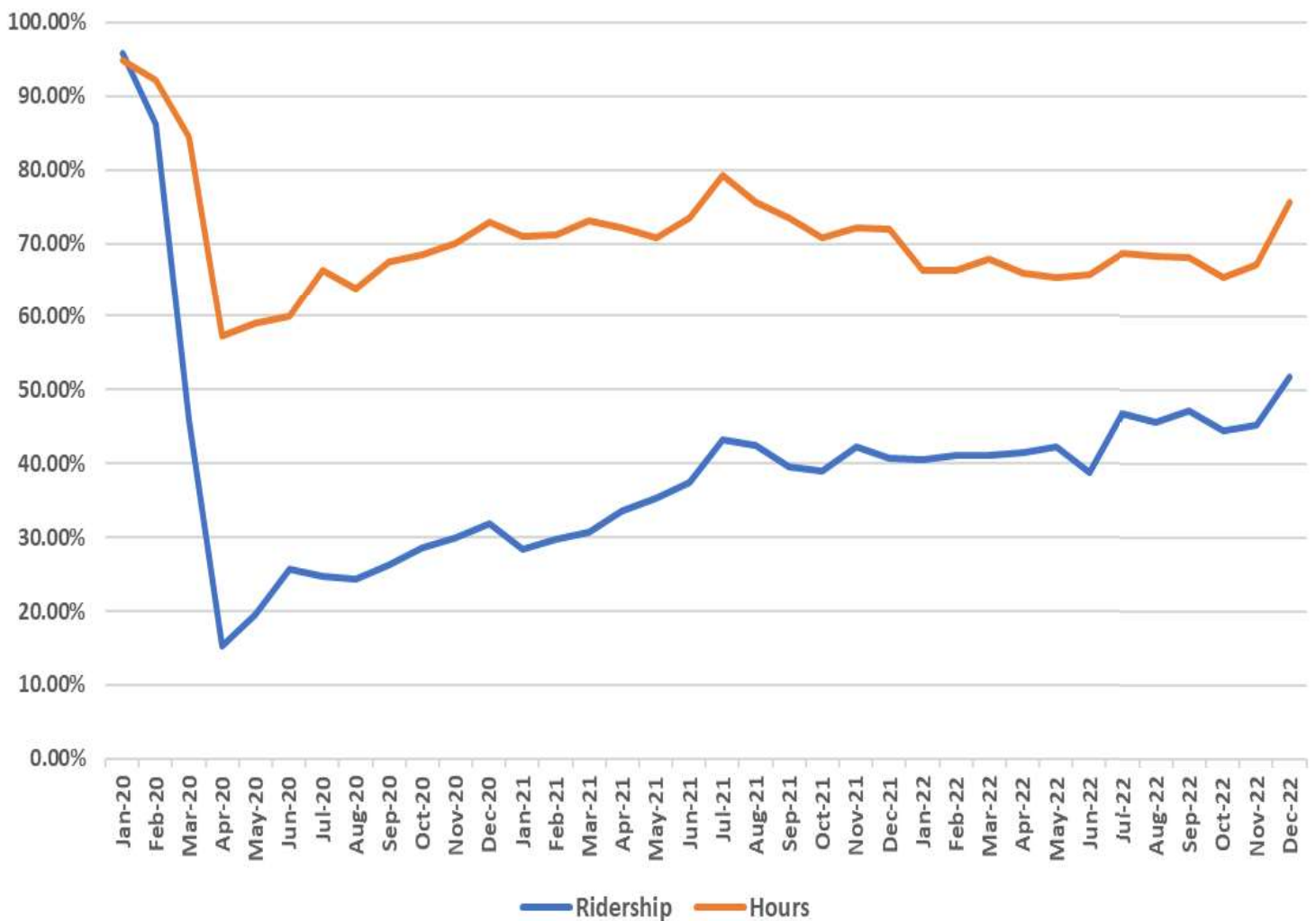
13 Month Rolling Boardings and Scheduled Trips



Cash Flow Projections July 2021 - June 2024



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

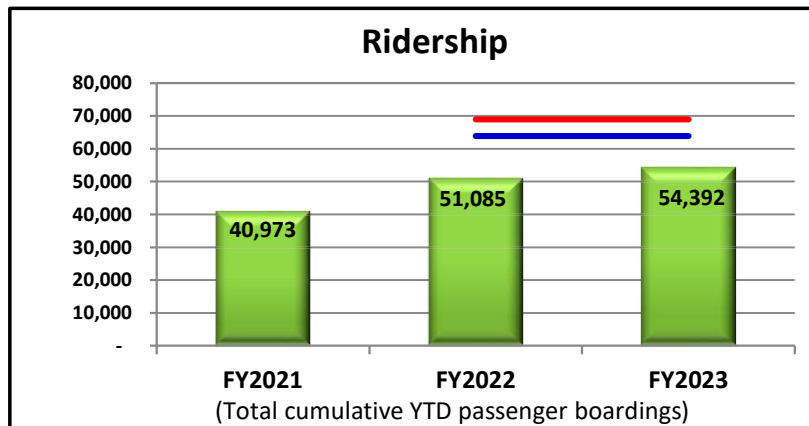


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2021-2023

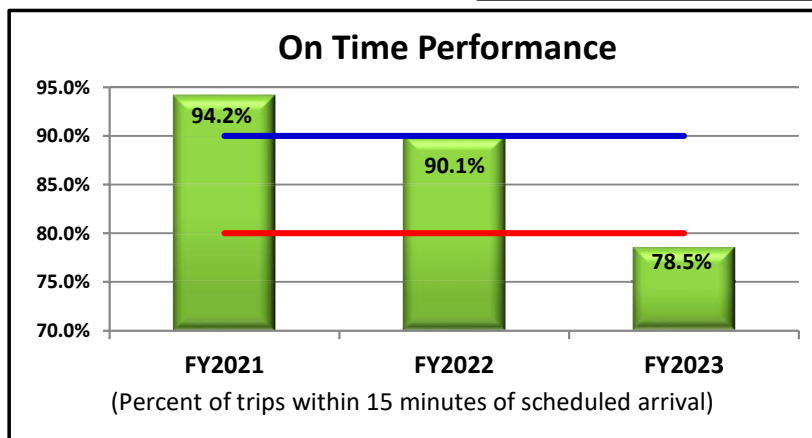
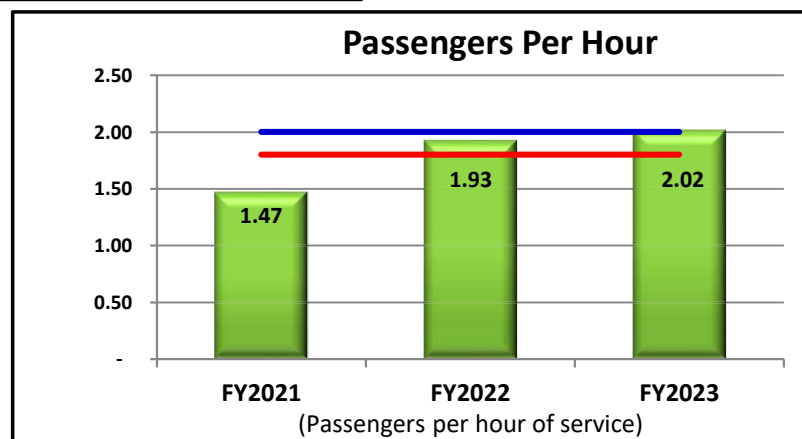


Goal = 63,856
passengers

Maximum = 68,965
passengers

Goal = 2.0
passengers p/h

Minimum = 1.8
passengers p/h

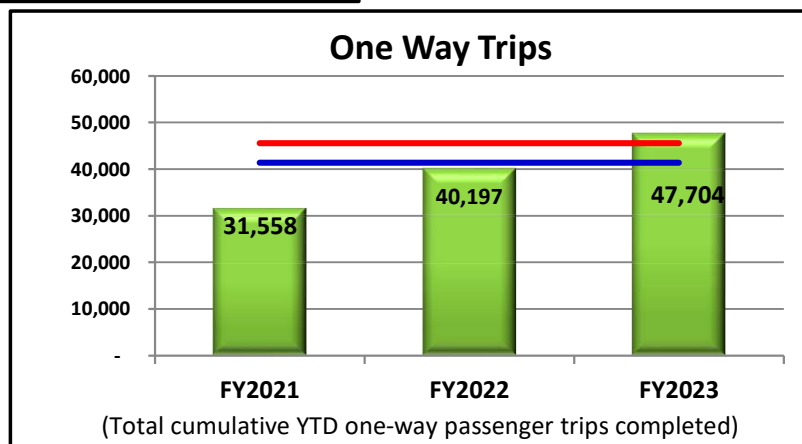


Goal = 90% on time

Minimum = 80% on time

Maximum = 45,543
one-way trips

Goal = 41,403
one-way trips

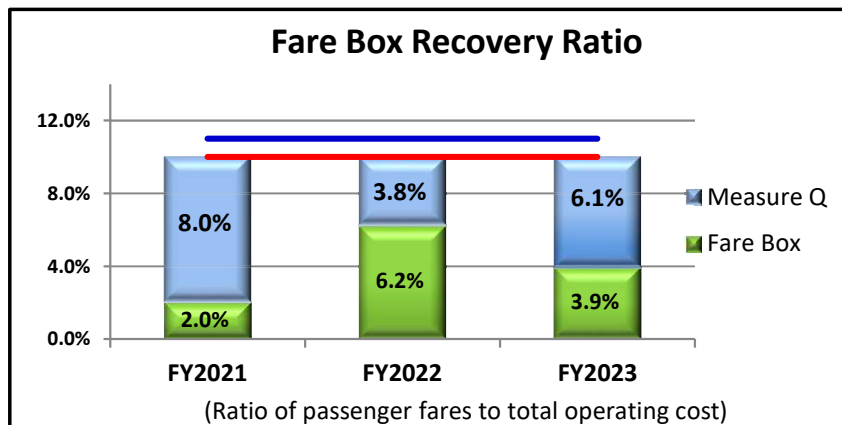


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - December

Fiscal Years 2021-2023

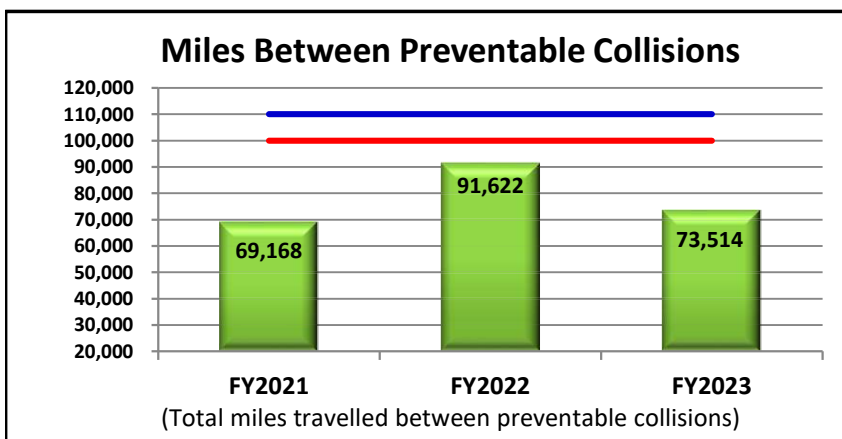
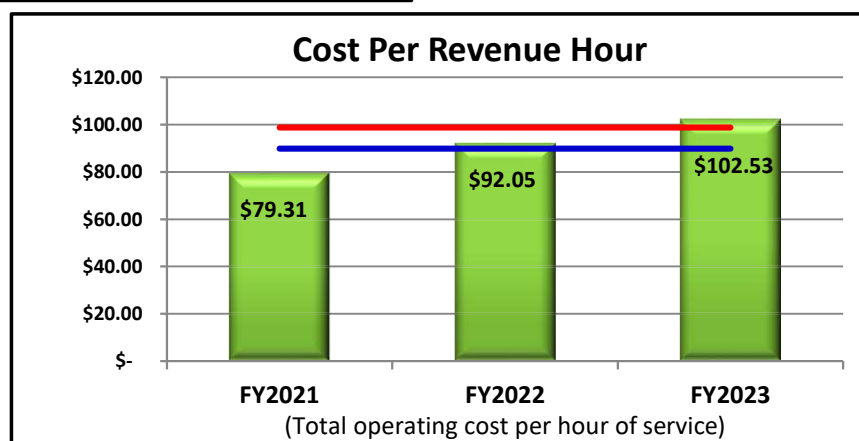


Goal = 11%

Minimum = 10%

Goal = \$89.82 per RH

Maximum = \$98.80 per RH

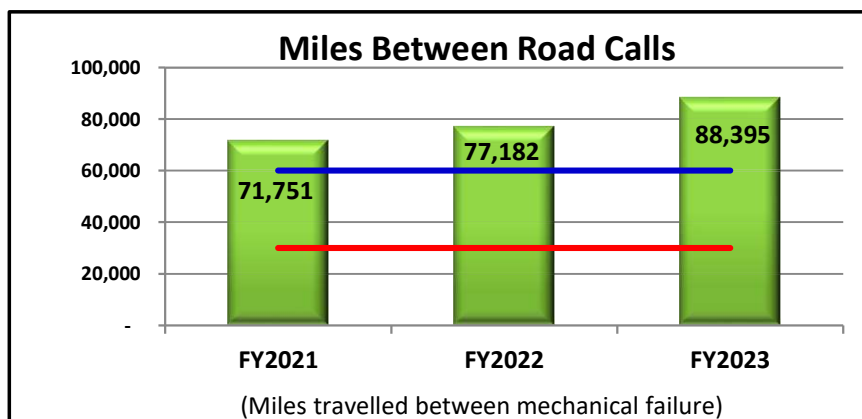


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

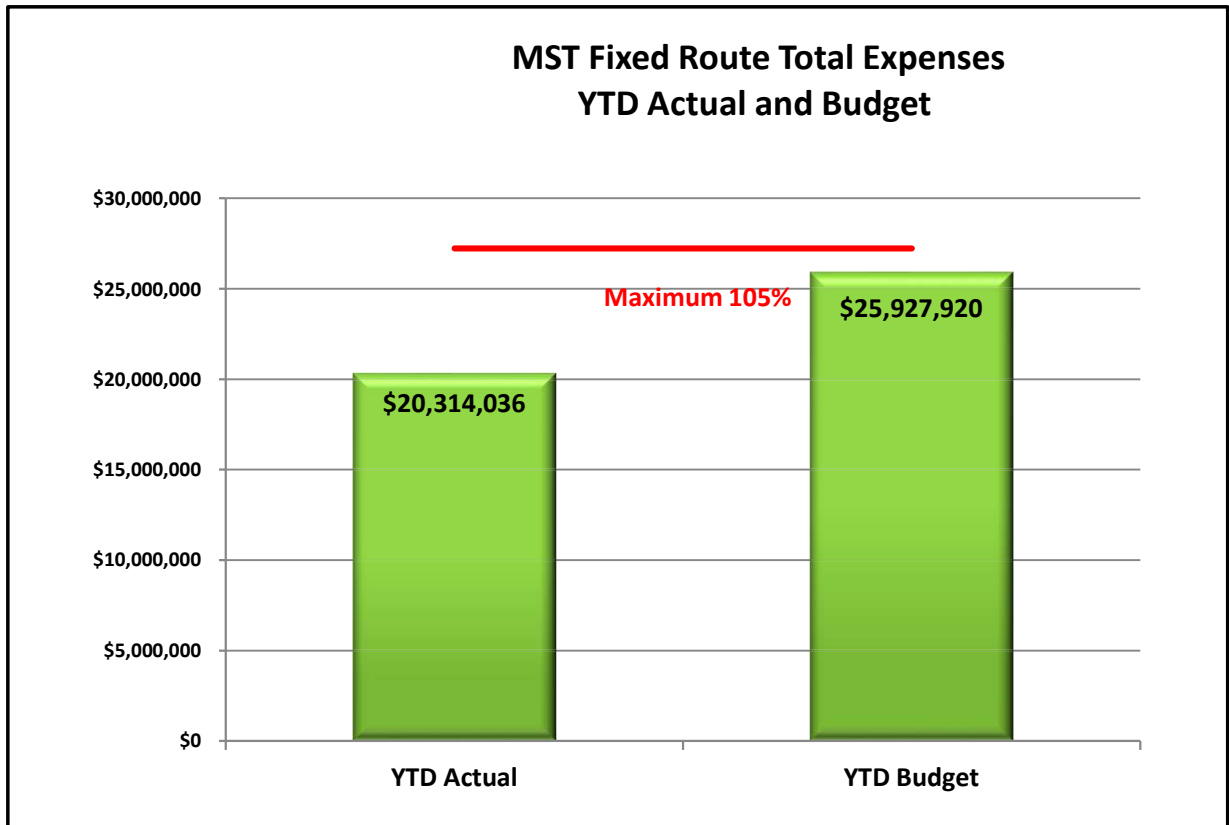
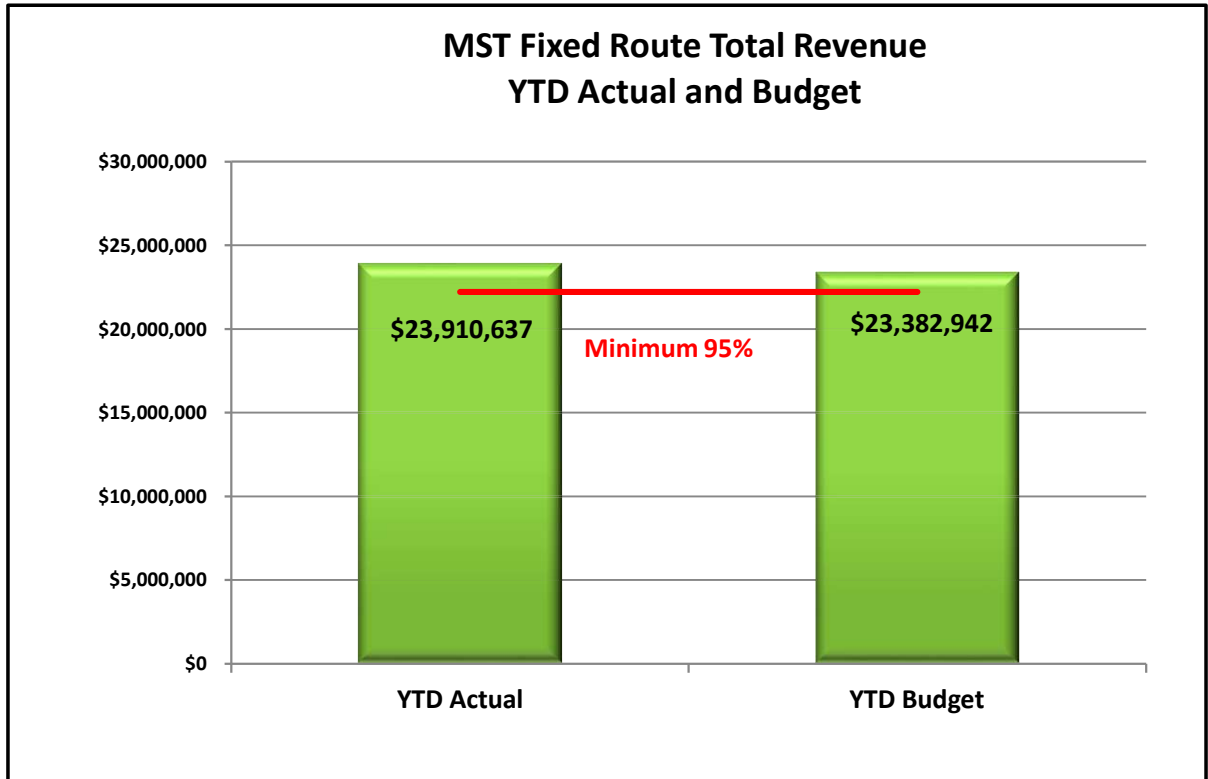


MST Fixed Route

Financial Performance Comparative Statistics

July - December

Fiscal Year 2023

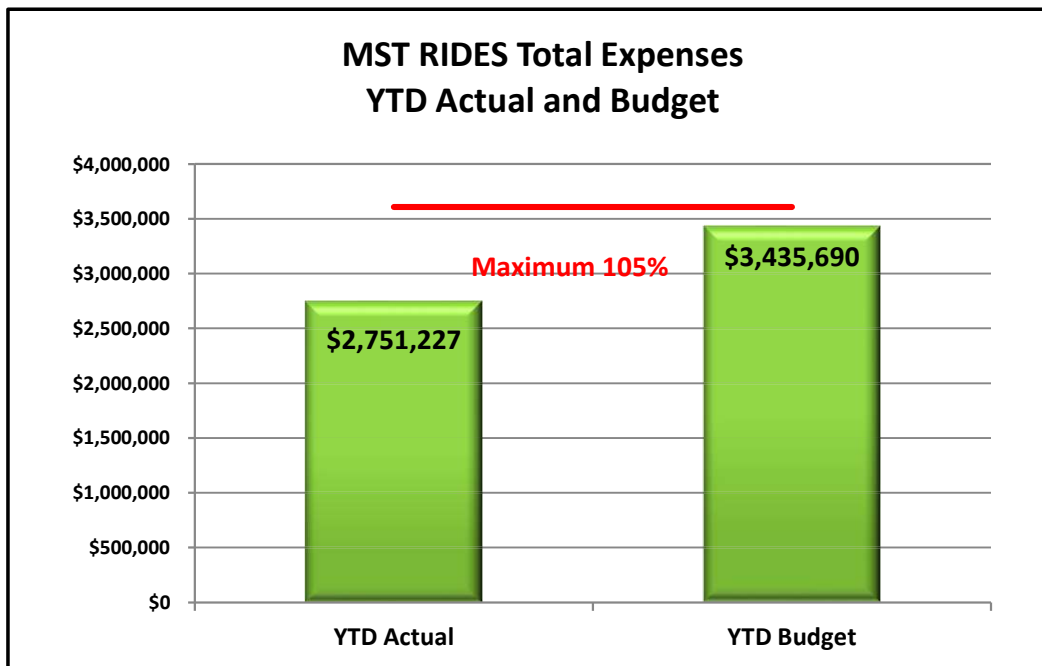
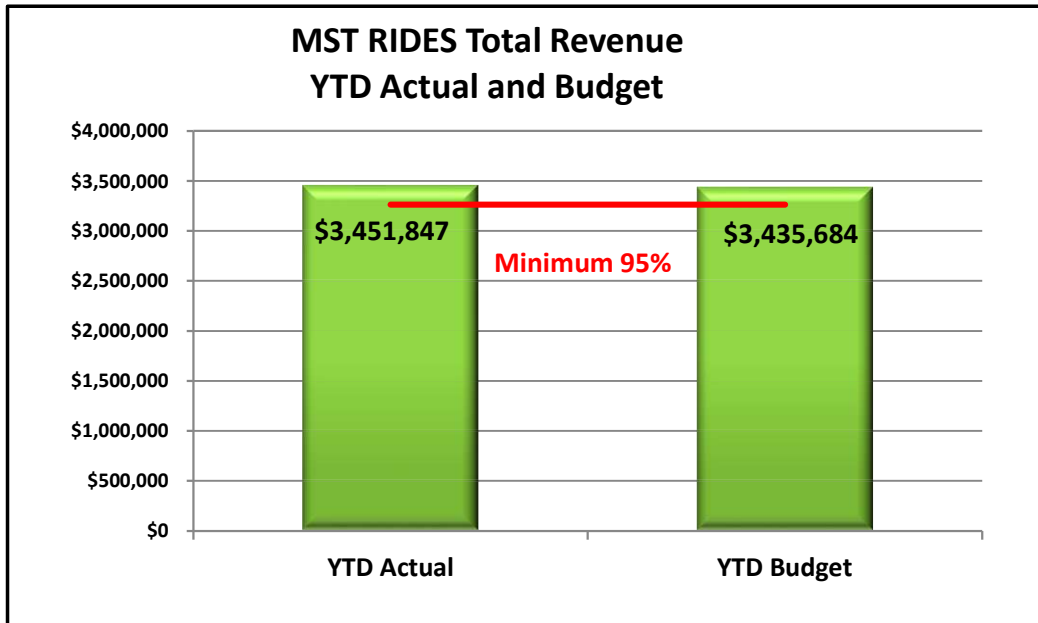


MST RIDES

Financial Performance Comparative Statistics

July - December


Fiscal Year 2023



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Date: December 20, 2022

To: Carl Sedoryk, General Manager / CEO

From:  Norman K. Tuitavuki, Chief Operating Officer

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

FIXED ROUTE BUS OPERATIONS:

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

MST's boarding statistics indicate ridership was 153,518 in November 2022, which represents a 7% increase compared to November 2021's ridership of 143,346. 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 nine (9) passengers per hour in November 2021, to ten (10) passengers per hour in November of this year. This represents a 15% improvement compared to the same month, the previous year.

Supplemental / Special Services:

- None to report

System-Wide Statistics:

- Ridership: 153,518
- Vehicle Revenue Hours: 14,966
- Vehicle Revenue Miles: 223,959
- System Productivity: 10 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 16,548

On-Time Performance (OTP): Of 81,520 total time-point crossings sampled for November, the Transit Master™ system recorded 13,941 delayed arrivals to MST's published time-points system-wide. As a result, **83%** of all scheduled arrivals arrived on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 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 November for both directly operated and contracted services – compared to eight (7) service cancellations in the previous month, October 2022.

Total Revenue Trips Completed: 16,548			
Reason for Service Cancellation	MST	MV	Totals
Accident (MST)	0	0	0
Mechanical Failure	1	0	1
Late Adherence	0	0	0
Road Closure/Construction	0	0	0
Other	1	0	1
Passenger Incident	1	0	1
Traffic	0	0	0
Staff Shortage	1	0	1
Totals	4	0	4

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

Occurrence Type	November-21	November-22
Collision: MST Involved	1	6
Employee Injury	1	0
Medical Emergency	0	2
Object Hits Coach	0	0
Passenger Conflict	2	1
Conflict: Passenger VS Passenger	0	0
Passenger Fall	2	3
Passenger Injury	1	0
Other	2	1
Near Miss	0	0
Fuel/fluid Spill	1	0
Unreported Damage	1	1
Totals	11	14

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for November 2022 there were 9,000 passenger boardings. This is a 5% increase in passenger boardings compared to November 2021, (8,589). For the fiscal year – passenger boardings have increased by 6% compared to FY 2021.

- Productivity for November 2022 decreased from 2.02 to 1.84 passengers per hour compared to the previous month (October 2022).
- For November 2022, 82% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

COMMUNICATIONS CENTER:

In November, MST's Communications Center summoned public safety agencies on seven (7) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	1
Medical	Employee Request / Passenger Request / Other	6
Fire	Employee Request / Passenger Request / Other	0
Totals		7

DEPARTMENT ACTIVITIES:

In November, I attended the Monterey County Hospitality Association's (MCHA) Annual awards luncheon with other MST employees and Board members. The luncheon event was well attended by other Monterey County Hospitality employees, leaders, and organizations. The MCHA recognized several industry employees during the luncheon and provided an opportunity for MST participants to show their appreciation to the awardees.


I also attended the California Transit Association's (CTA) Fall Conference in Ontario, California. My full trip report is included in the full Board Agenda packet for reference.

Last, I served on the interview and evaluation panel for the SURF! project for Construction Manager General Contractor (CMGC) pre-construction services. As a member of the panel, I participated in the presentation and interview processes that were conducted in Salinas. The panel members received oral presentations and related information from proposers. I evaluated each proposer and scored their proposals accordingly.

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Date: January 30, 2023

To: Carl Sedoryk, General Manager / CEO

From:  Norman K. Tuitavuki, Chief Operating Officer

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

FIXED ROUTE BUS OPERATIONS:

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

MST's boarding statistics indicate ridership was 152,565 in December 2022, which represents a 28% increase compared to December 2021's ridership of 119,621. 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.

MST's productivity continues to improve monthly. MST's productivity increased from seven (7) passengers per hour in December 2021, to nine (9) passengers per hour in December 2022. This represents a 21% productivity improvement compared to December 2021.

Supplemental / Special Services:

- First Night: 225 boardings

System-Wide Statistics:

- Ridership: 152,565
- Vehicle Revenue Hours: 17,145
- Vehicle Revenue Miles: 275,599
- System Productivity: 9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 23,187

On-Time Performance (OTP): Of 91,265 total time-point crossings sampled for December, the Transit Master™ system recorded 12,926 delayed arrivals to MST's published time-points system-wide. As a result, **86%** 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 fourteen (14) service cancellations in December for both directly operated and contracted services – compared to four (4) service cancellations in the previous month, November 2022.

Total Revenue Trips Completed: 23,187			
Reason for Service Cancellation	MST	MV	Totals
Accident (MST)	3	0	3
Service Delay	2	0	2
Mechanical Failure	1	3	4
Other	0	0	0
Passenger Incident	0	0	0
Road Closure/Construction	0	0	0
Staff Shortage	0	4	4
Traffic	0	1	1
Totals	6	8	14

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 December 2021 and December 2022:

Occurrence Type	December-21	December-22
Collision: MST Involved	1	4
Employee Injury	1	0
Medical Emergency	0	3
Object Hits Coach	0	1
Passenger Conflict	2	1
Conflict: Passenger VS Passenger	0	1
Passenger Fall	2	4
Passenger Injury	1	0
Other	2	2
Near Miss	0	2
Fuel/fluid Spill	1	0
Unreported Damage	1	1
Totals	11	19

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for December 2022 there were 8,728 passenger boardings. This is an 8% increase in passenger boardings compared to December 2021, (8,069). For the fiscal year – passenger boardings have increased by 6% compared to FY 2021.

- Productivity for December 2022 decreased from 1.84 to 1.68 passengers per hour compared to the previous month, November 2022.
- For December 2022, 85% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

COMMUNICATIONS CENTER:

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

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	5
Medical	Employee Request / Passenger Request / Other	4
Fire	Employee Request / Passenger Request / Other	0
Totals		9

DEPARTMENT ACTIVITIES:

In December, I met with Central Coast Community Energy (3CE) to discuss MST's transition to zero emissions. 3CE staff members provided an update on their ongoing funding mechanisms and committed to providing MST resources to assist with the transition. Additionally, 3CE agreed to assist MST with grant opportunities that will benefit MST, 3CE, and the communities that MST serves.

Staff and I met with MST's sales and service representatives from Vontas (formerly known as Trapeze). The meetings allowed MST to communicate our experiences with Vontas and future expectations. We learned about new products and services Vontas is offering and will continue working with Vontas to improve operations.


MST's Facilities Manager, Paul Lopez, has been invited to speak at the Vontas/Trapeze user conference in April regarding MST's success at implementing Vontas' Enterprise Asset Management (EAM) system. Paul worked closely with Maintenance Analyst, Michelle Di Pretoro over the last year to make the implementation and program rollout a success. EAM allows MST to maintain its facilities and other assets electronically which

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ATTACHMENT 3a

Date: December 22, 2022

To: Carl Sedoryk, General Manager/CEO

From:  Norman K. Tuitavuki, Chief Operating Officer

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

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

Fuel Budget FY2023	Average Fuel Price November 2022	Average Fuel Price FY2023
Diesel: \$5.40	\$4.27	\$4.64
Gasoline: \$5.40	\$4.87	\$5.08

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: ¹
November 2022	\$1.66	63,145
YTD FY 2023	\$1.65	73,087
FY 2022	\$1.32	24,366
FY 2021	\$1.23	54,756

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

Department Activities/Comments:

November 2022's cost per gallon for gasoline **decreased 7.8 %, a decrease of 40 cents**, and the cost per gallon for diesel **decreased 13.2 %, a decrease of 66 cents** compared to the previous month, October 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 continue to monitor all movement of vehicles to minimize unnecessary fuel usage.

In November, MST traveled 63,145 miles between major mechanical failures with only three major mechanical road calls – exceeding the 15,000-mile goal. MST's Maintenance department completed 99% 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.

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

Date: January 23, 2023

To: Carl Sedoryk, General Manager/CEO

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

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

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

Fuel Budget FY2023	Average Fuel Price December 2022	Average Fuel Price FY2023
Diesel: \$5.40	\$3.66	\$4.48
Gasoline: \$5.40	\$4.20	\$4.94

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: ¹
December 2022	\$1.38	28,275
YTD FY 2023	\$1.61	65,618
FY 2022	\$1.32	21,636
FY 2021	\$1.23	76,763

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

Department Activities/Comments:

December 2022's cost per gallon for gasoline **decreased 13.8 %, a decrease of 68 cents**, and the cost per gallon for diesel **decreased 14.3 %, a decrease of 61 cents** compared to the previous month, October 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 remain under budget. Fuel prices continue to fluctuate unpredictably. Staff continue to monitor all movement of vehicles to minimize unnecessary fuel usage.

In December, MST traveled 28,275 miles between major mechanical failures with seven major mechanical road calls – exceeding the 15,000-mile goal. MST's Maintenance department completed 99% 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.

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

ATTACHMENT 4a

Date: December 22, 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 and Communications Manager; Beronica Carriedo, Customer Service and Community Relations Supervisor.

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

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

Human Resources

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

Positions	Budget FY22	Actual	Difference
Coach Operators F/T	126	116	-10
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	(1)	(0)	(-1)
Operations Staff	33	25	-8
Maintenance & Facilities	55	50	-5
Administrative (Interns 1 PT)	36	30	-6
Total	251	221	-30

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

November Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$41,830.76
<i>Other (includes Legal)</i>	\$13,174.38
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$36,972.30
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$9,510.75
Total Expenses	\$91,977.44
Reserves	\$1,421,030.73
Excess Reserved	(\$294,923.39)
# Ending Open Claims	42

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	1
Post-Accident/Incident Re-training	4
In-Service Maintenance Training: GHS Labels, slips and falls, machine guards	28
In-Service Training: BBN Fare Training 2 for \$2	119
In-Service Training: 2021 Model Gillig 40' Diesel Low Floor	5
Alliance Career Training Solutions: Excel Level 2	1
Alliance Career Training Solutions: Excel Level 1	2
Return to Work Training	1
In-Service Training: 2018 Model BYD 30' Battery Electric Bus	1
CA Chamber of Commerce: Harassment Prevention for Supervisor CA	1
DA Post Accident and Reasonable Suspicion for Supervisors Training	1
Alvarez Technology Group, Inc: Security Training-Sec-105	1
University of the Pacific: Introductory to FTA Government Procurement	1
FEMA: IS-700-An Introduction to the National Incident Management System	2
Accident Investigation for Transit Operations Supervisors	1
Lieber, Cassidy Whitmore: Maximizing Performance Through Evaluation, Documentation and Correction Action	2

Risk Management

	November 2022 Preventable		November 2021 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	0
MST Preventable Accidents	3	0	1	0
TOTAL	3	2	1	0

Date: January 31, 2023

To: C. Sedoryk, General Manager/CEO

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

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

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

Human Resources

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

Positions	Budget FY22	Actual	Difference
Coach Operators F/T	126	117	-9
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	(1)	(0)	(-1)
Operations Staff	33	25	-8
Maintenance & Facilities	55	49	-6
Administrative (Interns 1 PT)	36	31	-5
Total	251	222	-29

*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.

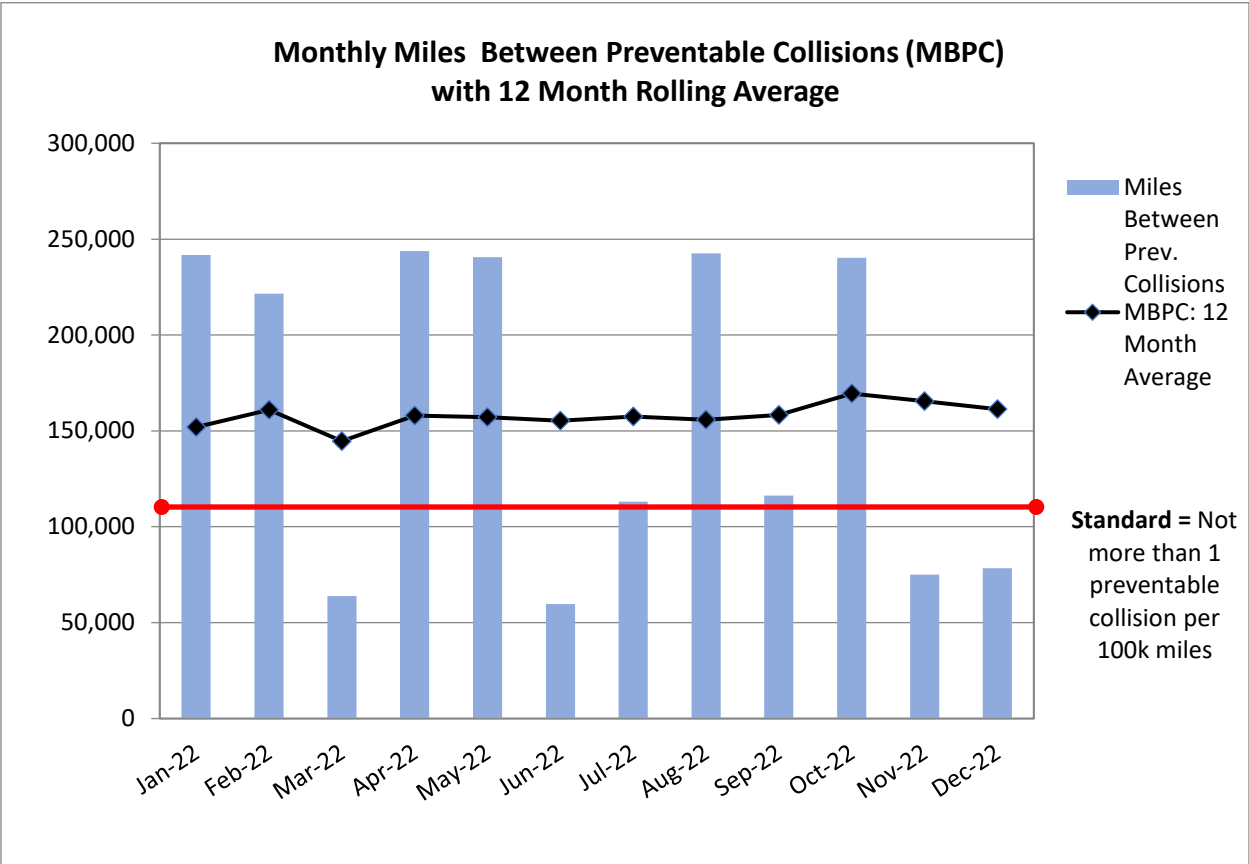
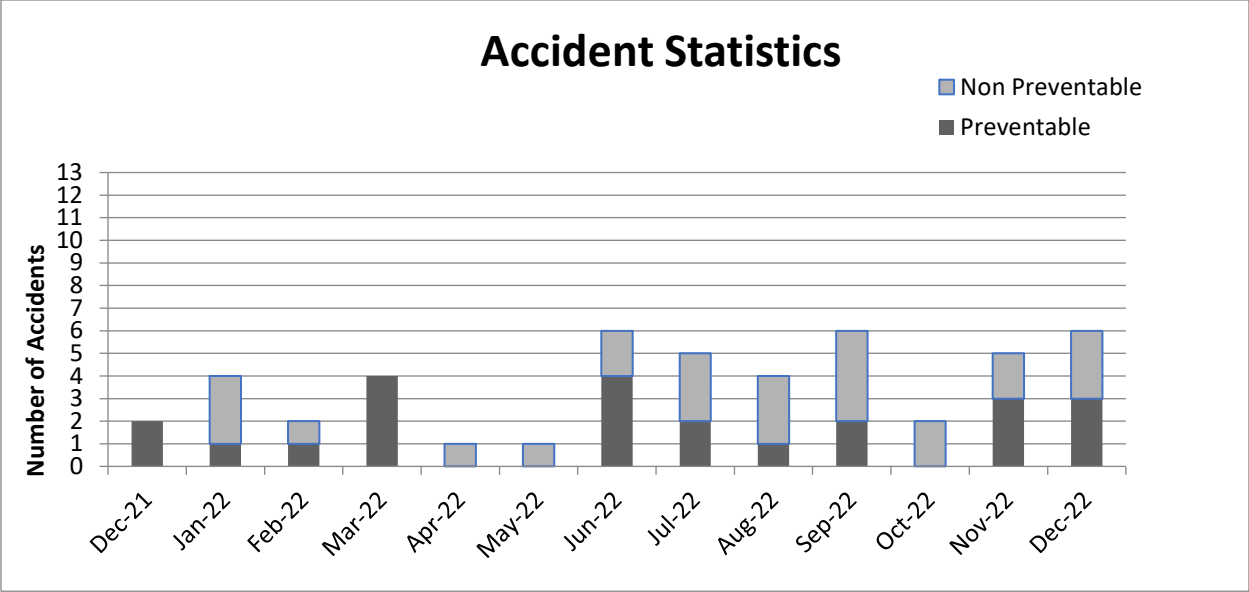
December Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$19,995.14
<i>Other (includes Legal)</i>	\$8,172.46
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$9,792.27
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$9,510.75
Total Expenses	\$53,178.95
Reserves	\$1,438,581.35
Excess Reserved	(\$293,001.05)
# Ending Open Claims	40

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	1
Post-Accident/Incident Re-training	3
In-Service Training: BBN Familiarization of 2 hrs for \$2	10
Maintenance Safety Training: GHS Labels, slips and falls, machine guards	5
In-Service Training: BBN Route Familiarization	35
Forklift and Recertification Training	3
University of the Pacific: Procurement for Procurement Professionals	1
In-Service Training: Qualification training on BYD coaches	2
In-Service Training: Qualification training on 2021 Gillig coaches	3
Return to Work from leave of absence training	1
In-Service Training: Route Line 5 familiarization	13
In-Service Training: Route Line 17 familiarization	11

Risk Management

	December 2022 Preventable		December 2021 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	3	0	0
MST Preventable Accidents	3	0	2	0
TOTAL	3	3	2	0



Customer Service Update

Customer Service Update –

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	Dec-21	
ADA/RM Request	0	0		0.0%	0	0.0%
Agency Policy				0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	0		1.7%	0	0.0%
Employee Other	1	2	1	5.1%	4	20.0%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	3	0	1	5.1%	1	5.0%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	4	1	1	8.5%	3	15.0%
Improper Employee Conduct	3	3		10.2%	3	15.0%
Inaccurate Public Information	0	0		0.0%	0	0.0%
Late Arrival	0	3	2*	5.1%	0	0.0%
Late Departure	0	0		0.0%	1	5.0%
No Show	1	0	1	1.7%	1	5.0%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	1	0		1.7%	2	10.0%
Passenger Conduct	0	0		0.0%	1	5.0%
Passenger Injury	1	0	1	1.7%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	14	4	5/3*	30.5%	2	10.0%
Request To Reduce Service	1	0		1.7%	0	0.0%
Routing	0	0		0.0%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	9	7	3/5*	27.1%	2	10.0%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	0	0		0.0%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	39	20				
Grand Total MST and *Other Provider		59		100.0%	20	100.0%

*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

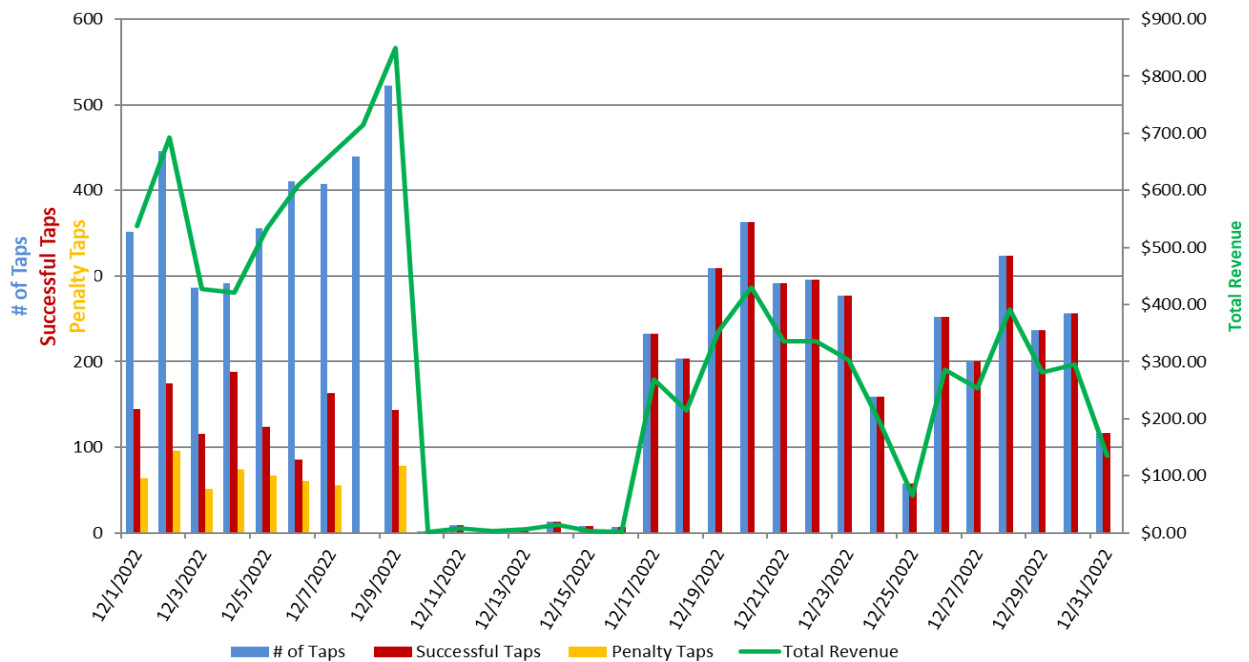
Contactless Tap to Pay:

During the month of December, MST received a total of 7,133 taps. There were 5,012 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 733 penalty taps where the customer only tapped on and did not tap off, resulting in a \$3.50 penalty fare being assessed.

There were no taps recorded for December 10th through December 16th due to no fares being charged for the first week after the launch of the Better Bus Network (BBN). Also connected to the BBN launch, a new fare structure was introduced removing the need for passengers to tap off when exiting the bus.

Since launching the demonstration project on May 11, 2021, there have been a total of 139,765 taps, of which 60,103 trips were successful. Total revenue collected to the end of November from passengers using contactless payment was \$202,027.

Contactless Tap to Pay Report



Finance Update

General Accounting/Accounts Payable

During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. MST's external auditors, Eide Bailly LLP, anticipates the completion of MST's Annual Comprehensive Financial Report for FY 2022 no later than March 31, 2023.

Payroll

Routine changes and adjustments to payroll records were maintained along with reviewing all 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 months of November and December, 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 5310 Competitive
- Federal 5311 & 5311(f) Programs
- 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
- Clean CA Local Grant Program

In addition to attending webinars for future grant opportunities, staff also 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. Staff also worked internally to provide information for MST's annual National Transit Database submission, financial audit, DBE tracking, and triennial review.

Grants Summary (December)	
Active Grant Funding	\$90,723,468
Grant Funds Pending Award	\$ 4,482,471

Procurements and Purchasing

Procurement efforts for the month included reviewing invoices, tracking supply requisition forms, and placing supply orders for each MST facility. A contract was executed between MST and Kuba, Inc. for contactless fare transmitters as approved by the Board. A draft Request for Quotes has been prepared to be sent to qualified design consultants for bus stop design for South County circulators. This RFQ will be sent out once the City Council for the City of Gonzalez approves the list of consultants gathered through their own Request for Qualifications where MST was a piggyback option.

Information Technology Update

Governance:

- **I.T. Steering Committee: Operations Technology:** The I.T. Steering is in recess and will resume regular meetings beginning January 17th to allow staff to focus on the Better Bus Network roll-out.

Operations Technology:

- **Contactless Fare System:** With the recommendation and Board approval of the deployment of contactless payment devices to be provided by KUBA Group Ltd., discussion has begun between I.T. and KUBA on the testing of initial systems for integration with our payments processing provider (LittlePay), as well as a preliminary timeline for a full deployment, Current target for testing is in QTR1 of 2023, to be followed by a full phased-in deployment shortly afterwards.

Cybersecurity:

- **MS-ISAC:** MS-ISAC issued its final report of the year, specifically covering threats from the 3rd quarter of 2023. Ransomware continued to be the top threat to organizations, with Vice Society, LockBit 3.0, and BlackCat/ALPHV accounting for most of the ransomware compromises against state, federal, and local agencies. The Hartnell College event was conducted by Vice Society for example. In recognition of some of these recent acts involving organizations that MST does work with, plans are to conduct increased testing and education of staff and systems.

Marketing Update

MST RealTime Usage:

2021	Text	RealTime Phone	App Sessions	App Users
December	3,776	485	87,553	2,113
2022				
January	3,460	455	91,708	2,281
February	3,539	484	102,577	2,237
March	3,460	664	117,212	2,529
April	3,869	567	116,347	2,579
May	4,311	766	112,898	2,736

June	4,025	844	97,975	2,536
July	4,037	847	105,717	2,603
August	4,761	871	143,536	3,350
September	5,841	689	161,032	3,341
October	7,947	778	135,989	3,022
November	6,047	771	136,873	3,084
December	6,375	1,030	112,856	2,990

Transit App: For the month of December, there were a total of 425 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were:

1. Jazz B– 14,308 taps
2. Jazz A– 9,194 taps
3. Line 20 – 7,306 taps

Published news stories include the following:

1. “L.A. Metro approves new fare policy that includes a simplified structure and fare capping” (Mass Transit, 12/05/22)
2. “Bus Ride MST is finally rolling out its new cheaper, and faster, bus network on Dec. 10” (Monterey County Weekly, 12/08/22)
3. “MST will have new service changes starting on Saturday” (KION46 NEWS, 12/07/22)

Press releases sent include:

1. “Monterey-Salinas Transit (MST) Better Bus Network (Service Changes) Goes Into Effect Saturday, December 10th” (12/01/2022)
2. “MST To Provide Limited Bus Service For The Holidays” (12/19/2022)

Projects:

The following activities were undertaken during the month:

- Renewal of the Costco Program
- First Night Monterey bus service
- Better Bus Network Related Activities:
 - Tabling at the Salinas Transit Center and Monterey Transit Plaza, December 5th through December 16th
 - Community presentations/meetings to educate the community about changes
 - Social media posts and print material sharing
- Annual Report project management

External Collaboratives/Meetings/Committees:

- Rancho Cielo Intro to the Vanpool Program
- HVS Call Center Training

Planning Update

Better Bus Network

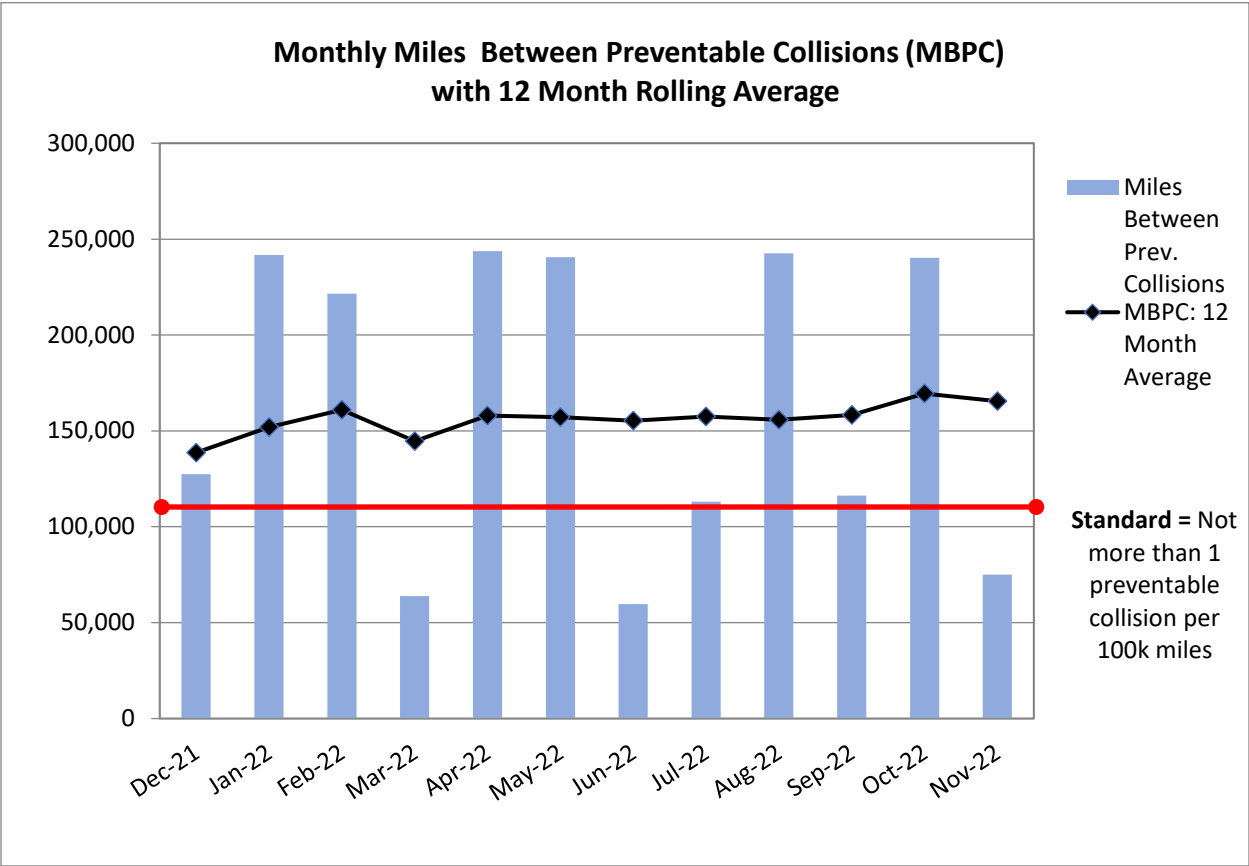
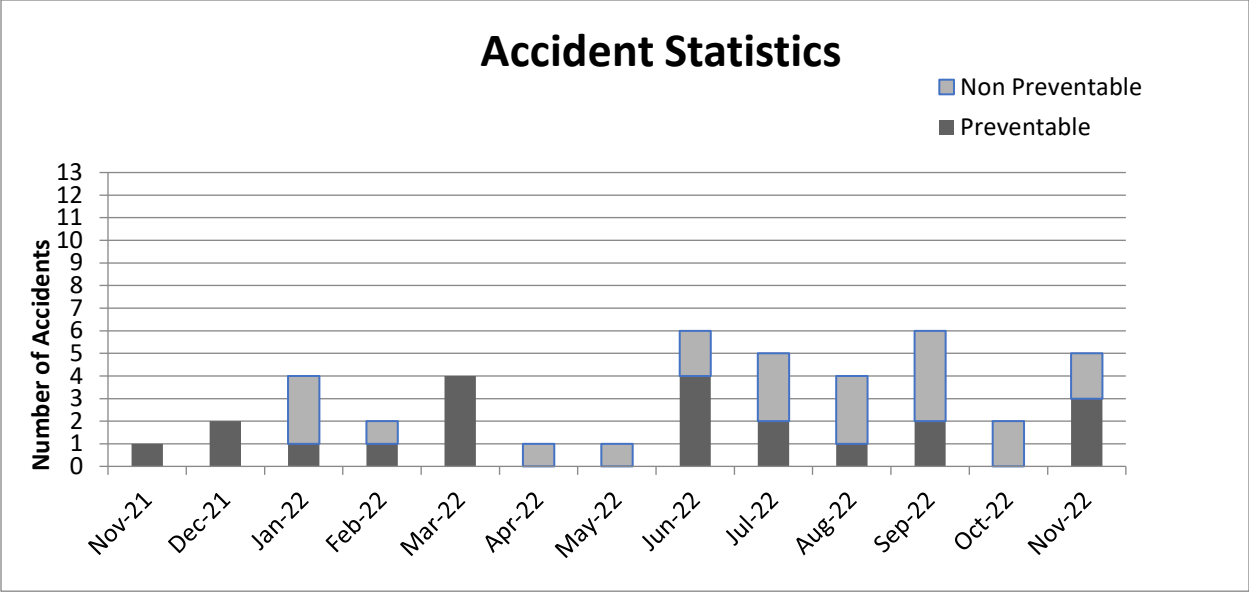
Planning staff's continued focus for the month was final implementation of the Better Bus Network. Coordination with other departments was ongoing and staff responded to customer inquiries.

Transit-Oriented Development Planning Study

Work continued work on the Transit-Oriented Development (TOD) planning study in support of the SURF! Busway and Bus Rapid Transit project. Staff worked with the consultant to prepare for public meetings in the new year with community-based organizations and developers.

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.



Customer Service Update

Customer Service Update – November 2022

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	Nov-21	
ADA/RM Request	0	0		0.0%	1	2.8%
Agency Policy				0.0%	0	0.0%
Bus Stop Amenities	0	0		0.0%	0	0.0%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	0	1		2.2%	0	0.0%
Employee Other	5	1	3	13.0%	7	19.4%
Facilities Vandalism	0	0		0.0%	0	0.0%
Fare / Transfer Dispute	0	2	2*	4.3%	1	2.8%
Full Bus / Left Behind	0	0		0.0%	0	0.0%
Harassment by Employee	0	0		0.0%	0	0.0%
Improper Driving	4	0	4	8.7%	3	8.3%
Improper Employee Conduct	3	1	2/1*	8.7%	1	2.8%
Inaccurate Public Information	0	0		0.0%	1	2.8%
Late Arrival	2	3	1	10.9%	3	8.3%
Late Departure	0	0		0.0%	1	2.8%
No Show	1	7		17.4%	2	5.6%
Off Route	0	0		0.0%	0	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	5	0	4	10.9%	2	5.6%
Passenger Conduct	0	0		0.0%	1	2.8%
Passenger Injury	1	0		2.2%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Request To Add Service	1	0	1	2.2%	6	16.7%
Request To Reduce Service	0	0		0.0%	0	0.0%
Routing	1	0	1	2.2%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	5	3	1	17.4%	6	16.7%
Service Schedule	0	0		0.0%	0	0.0%
Taxi	0	0		0.0%	1	2.8%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	0		0.0%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	28	18				
Grand Total MST and *Other Provider		46		100.0%	36	100.0%
Employee Compliment					2	
Service Compliment						

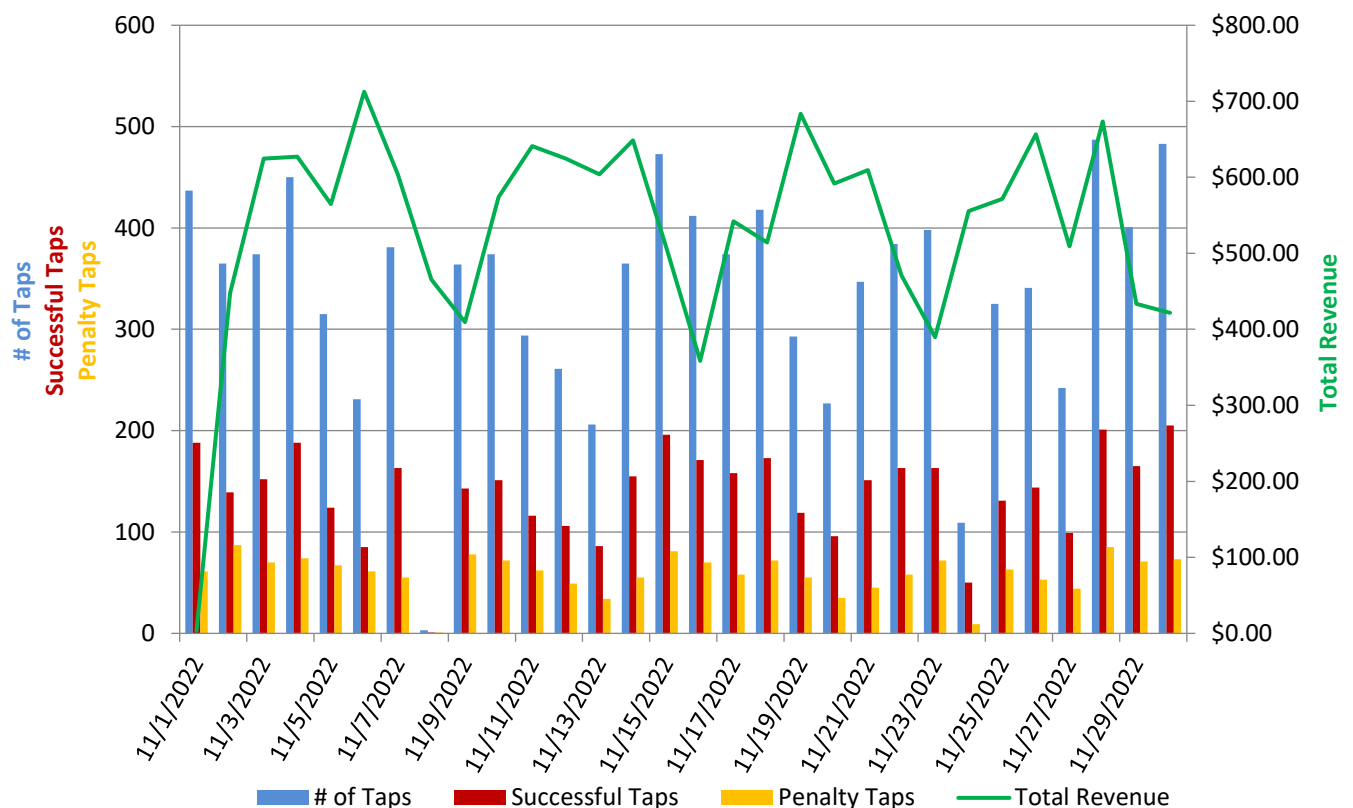
*Operated by MV Transportation or taxi provider

**Numbers may not add up exactly due to rounding

Contactless Tap to Pay:

During the month of November, MST received a total of 10,134 taps. There were 4,182 successful journeys where the passenger tapped on when they boarded and again when they got off. There were 1,770 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 132,632 taps, of which 55,091 trips were successful. Total revenue collected to the end of November from passengers using contactless payment was \$192,390.50.

Contactless Tap to Pay Report November 2022



Finance Update

General Accounting/Accounts Payable

During the month of November, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Additionally, staff continues to make progress with the new accounting system, Microsoft Dynamics 365 Business Central (BC) and implementation of the Time and Attendance module within the new NEOGOV Human Resources Information and Payroll System.

Payroll

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

Grants

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

- Federal 5307 Traditional
- Federal 5310 Competitive
- Federal 5311 & 5311(f) Programs
- 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 also 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. Staff also worked internally to provide information for MST's annual National Transit Database submission, financial audit, and DBE tracking.

Grants Summary (November)	
Active Grant Funding	\$91,419,687
Grant Funds Pending Award	\$4,482,471

Procurements and Purchasing

Procurement efforts for the month included reviewing invoices, tracking supply requisition forms, and placing supply orders for each MST location. A Request for Quotes was issued to local Toyota dealerships to purchase up to three new Toyota RAV4 Hybrids. A selection was made in regards to Request for Quotes #23-01 for Actuarial Services. SGRisk, LLC was the lowest bidder in this solicitation and the contract will be awarded to them. The evaluation and selection process proceeded for construction management/general contractor pre-construction services.

Information Technology Update

Governance:

- **I.T. Steering Committee:** The I.T. Steering is in recess and will resume regular meetings beginning January 17th to allow staff to focus on the Better Bus Network roll-out.

Operations Technology:

- **Contactless Fare System:** MST I.T. has been continuing to monitor the performance of the contactless fare system as well as evaluate other devices in anticipation of final bids for a long-term deployment. As part of that evaluation process, the CIO and I.T. Manager made an on-site visit to the Santa Barbara Metropolitan Transit District on October 14th to observe and discuss their contactless deployment using devices from KUBA Group Ltd.

Cybersecurity:

- **MS-ISAC:** Overall, the MS-ISAC (Multi-State Information Sharing and Analysis Center) issued approximately 20 cybersecurity advisories in October of 2022 that were considered potentially critical to Public Agencies. Ransomware attacks continue to be the most prevalent issue, with the most recent local attack impacting Hartnell College. While not directly affecting MST, this incident has had an indirect impact with regards to the sharing of data between the two organizations.

Marketing Update

MST RealTime Usage:

2021	Text	RealTime Phone	App Sessions	App Users
November	3,884	522	94,267	2,274
December	3,776	485	87,553	2,113
2022				
January	3,460	455	91,708	2,281
February	3,539	484	102,577	2,237
March	3,460	664	117,212	2,529
April	3,869	567	116,347	2,579
May	4,311	766	112,898	2,736
June	4,025	844	97,975	2,536
July	4,037	847	105,717	2,603
August	4,761	871	143,536	3,350
September	5,841	689	161,032	3,341
October	7,947	778	135,989	3,022
November	6,047	771	136,873	3,084

Transit App: For the month of November, there were a total of 417 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were:

1. Jazz B – 11,603 taps
2. Jazz A – 9,384 taps
3. Line 20 – 7,264 taps

Published news stories include the following:

1. “Changes to bus routes and pricing are coming to Monterey County public transit” (KSBW 11/29/22)
2. “MST to offer free fares for Election Day” (KSBW 11/01/22)
3. “Riding Transit in SoCal Requires a ‘Pokémon Deck’ of Passes. Here’s How Experts Want to Change That.” (dot.LA 11/18/22)

Press releases sent include:

1. “MST Offers Free Fares on Election Day, Tuesday, November 8th” (11/1/22)
2. “Monterey-Salinas Transit (MST) Bus Service on Veterans Day” (11/04/22)
3. “MST Receives California Transit Association’s Small Operators 2022 Award for Transit Innovation” (11/17/22)
4. “MST Provides Limited Bus Service Thanksgiving Day, Saturday Schedule Day After Thanksgiving” (11/21/22)

Projects:

The following activities were undertaken during the month:

- ‘Parent on Campus’ presentation – Alisal High School in Salinas
- Trolley appearance preparation for Salinas Parade of Lights
- Better Bus Network
 - Online MST Riders Guide planning
 - Marketing/communication launch
 - Transit location map and display development
 - Customer Service staff training: system/schedule updates, fares
- Cal-ITP Contactless Fare Payment Courtesy Card Holder benefits tool
- Annual Report creation management
- Non-Rider Survey launch preparation

External Collaboratives/Meetings/Committees:

- Cal-ITP/MST Operations, and Customer Service Weekly Check-In
- SURF! Public Outreach Coordination Meetings
- Monterey County Hospitality Association Luncheon
- Customer Service Call Center/Phone Service

Planning Update

Better Bus Network

Planning staff's focus for the month was the final implementation of the Better Bus Network. Several internal meetings were hosted by the department, including the Service Implementation Team Meeting. The union bid was posted and completed on schedule.

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. Staff worked with the consultant to prepare for public meetings in the new year with community-based organizations and developers.

Regional Planning

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County and the Association of Monterey Bay Area Governments.

ATTACHMENT 5

Action Plan for FY 2022/23 and FY 2023/24

Connecting Communities

1. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022
 - a. **Status: Taylor Farms and City of Salinas have made written commitments to fund the study. Staff 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: Draft plan circulated to Executive Leadership Team.**
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**
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 efforts 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, policies, 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: Campaign ongoing**
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: Completed**
3. Begin fixed facility review for location new/rehabilitated Salinas Operations and Maintenance Facility and review of MST excess properties. June 2023
4. Continue partner-funded programs for students and educational organizations. October 2022 **Status: Completed**
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
6. Complete Collective Bargaining Agreement with the Amalgamated Transit Union. December 2022 **Status: Completed**
7. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023. **Status: Completed**
8. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023
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. 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: Ongoing**
14. Continue board development/educational activities and policy reviews. Ongoing
15. Continue to seek funding from grant sources and extra governmental Ongoing 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.
 - a. **Status: Ongoing**
4. Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure. **Status: Ongoing**

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Thomas Walters & Associates, Inc.
Washington, DC

January 31, 2023

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY 2023 Omnibus Appropriations Act

After extensive negotiations to resolve differences between the House and Senate versions of the appropriations bills, as well as the differing funding priorities of the two parties, Congressional leaders reached a funding agreement in late December that combined the twelve individual appropriations bills for FY 2023 together into a single “omnibus” package. H.R. 2617 was signed into law on December 29, 2022, and fully implements the increased transportation funding provided in the Bipartisan Infrastructure Law with additional general funding added to several programs. The main transportation provisions of importance to MST include:

- \$3 million for the Monterey-Salinas Transit District Zero Emission Bus and Microgrid Project, which Representative Panetta sponsored in the House bill and which was supported by Senators Padilla and Senator Feinstein.
- \$2.26 billion for bus and bus facilities grants.
- Full funding for the FTA formula programs.
- \$4.2 billion total for the Capital Investment Grants program, which is a possible source of funding for the SURF! Busway and BRT Project.
- \$2.3 billion for multimodal projects through the RAISE program.

FY 2024 Appropriations

The enactment of the *Fiscal Year 2023 Omnibus Appropriations Act* in late December has given Congress a short respite from the appropriations process, but the annual appropriations cycle will soon begin again for fiscal year 2024. Under federal budget procedures, the President is required to submit to Congress a proposed budget by the first Monday in February, which begins the appropriations process for the coming fiscal year. In practice, however, Presidents have often missed this deadline and President Biden is not expected to release his proposals for fiscal year 2024 until March 9. That document will contain vital information on proposed program funding levels and other Administration initiatives.

House Republicans have already announced that their agenda for this year will include lower funding levels for non-defense discretionary programs. This will include draft appropriations bills

that propose funding at or close to the levels that were enacted in fiscal year 2022. In addition, new House Budget Committee Chair Arrington (R-TX) is planning to draft a budget resolution for

Fiscal Year 2024 that lays out a ten-year plan to balance the federal budget. The Senate Appropriations Committee is likely to take a different approach that resists these spending reductions, which will set the stage for budget conflicts throughout this year.

We are expecting the House and Senate Appropriations Committees to continue to provide Community Project Funding/Congressionally Directed Spending in the FY 2024 appropriations bills and we are working with Representative Panetta, Senator Feinstein, and Senator Padilla regarding their specific processes for submitting project funding requests. Although House Republicans voted in December to continuing the practice of “earmarking” projects, we expect the House Appropriations Committee to make adjustments to the process now that Republicans are in the majority. The deadlines for submitting project requests to our local delegation is expected to be late March in the Senate and early April in the House. We will be coordinating closely with MST staff as more information becomes available.

Federal Debt Limit

One of the prominent issues looming over the federal budget process is the need to raise the debt ceiling. Treasury Secretary Yellen recently notified Congress the federal government is beginning to use “extraordinary measures” to avoid exceeding the debt, but those accounting tools are only expected to be effective through early June. So far, House Republicans have been arguing for budget reforms or spending reductions to be attached to any debt limit legislation and the White House has been strongly opposing any proposals other than a “clean” increase in the debt limit. President Biden and Speaker McCarthy (R-CA) are planning to meet this week to begin discussions on how to move forward.

January 24, 2023

TO: Board of Directors, Monterey-Salinas Transit District
FROM: Matt Robinson, Partner
Michael Pimentel, Legislative Advocate



RE: STATE LEGISLATIVE UPDATE – February 2023

Legislative Update

The California Legislature met briefly in the State Capitol on Monday, December 5th to conduct formal swearing-in ceremonies for the new class of state legislators. They also adopted operating rules and elected leaders for the 2023 -2024 Regular Session. The Legislature reconvened on January 4 in Sacramento to begin the work in earnest of the first year of the 2023-24 Legislative Session. Shortly thereafter, the Governor's inauguration took place on January 6. As we have previously reported, the Legislative Calendar, which sets the deadlines for the year, was released and can be viewed [here](#). Please note: February 17 marks the last day to introduce bills in the Regular Session.

In mid-December, Assembly Speaker Rendon [released](#) an updated list of committee chair and leadership posts. In mid-January, the Assembly released full committee [rosters](#). Senate Pro Tem Atkins released the Senate's list of [leadership positions, committee chairs, and committee rosters](#). Worth noting: Assembly Member Addis will serve on the Assembly Military and Veterans Affairs Committee and Senator Laird will continue to serve on the Senate Budget and Fiscal Review Committee.

Governor's Budget Released

On January 10, Governor Newsom released his proposed \$297 billion FY 2023-24 Budget, which highlights several of the Administration's priorities and a continued focus on education, homelessness, combatting climate change, infrastructure, wildfires, emergency response, and drought. On the heels of the Legislative Analyst's Office (LAO) recent report noting the state is staring down a significant fiscal problem, the Governor cautioned that his Department of Finance estimates California's deficit to grow to almost \$30 billion in the coming fiscal year. However, if his proposed budget maneuvers are implemented, the deficit reduces to \$22.5 billion. The Governor noted that the state has almost \$36 billion in reserves to help soften the deficit's impact. The Governor's Budget Summary can be found [here](#).

As you may know, the FY 2022-23 Budget Act contained substantial new investments in transit and transportation. As part of last year's budget, Governor Newsom and the Legislature committed an additional \$4 billion for transit and rail (\$2 billion in both

FY 2023-24 and 2024-25) through [trailer bill](#) directed to the [Transit and Intercity Rail Capital Program \(TIRCP\)](#). In his budget release, Governor Newsom proposed to reduce the amount of TIRCP funding to \$1 billion in each fiscal year but indicated his support for returning to the originally proposed \$2 billion if the state's fiscal outlook looks better in January 2024.

Additionally, over the last two fiscal years, the state has committed \$10 billion over five years in investments to the state's ZEV agenda, ranging from cleaning up drayage trucks, transit vehicles and supporting infrastructure, as well as incentives for in-state manufacturing. The Budget maintains \$8.9 billion of the ZEV investments. On the heavy-duty side, the proposed budget includes a reduction of \$1.5 billion General Fund, which is partially offset by a shift of \$839 million to the Greenhouse Gas Reduction Fund. This maintains approximately \$5.3 billion (89 percent) for programs that support drayage, transit and school busses, and port ZEVs and infrastructure. The proposed FY 2023-24 budget also includes a reduction of \$745 million General Fund from light duty vehicles and infrastructure, which is partially offset by a shift of \$535 million to the Greenhouse Gas Reduction Fund. Note: in his budget address, the Governor noted he is open to discussing a resource bond in 2023.

The Governor's proposed budget also includes a delay of \$350 million of funding originally planned to be available in 2023-24 for grade separation projects, which will instead be made available in 2025-26. The budget summary notes that "given the multi-year nature of these types of projects, this shift should not significantly impact the ability to deliver the same number of originally planned projects that improve safety for people walking, biking, and driving at rail crossings."

The Governor is also proposing changes to funding for the [Active Transportation Program](#), by redirecting \$500 million in General Fund spending and backfilling the lost revenue through a combination of State Highway Account funds (\$300 million) and advancing future program dollars (\$200 million). If revenue projections improve, the Governor proposes to backfill the redirection of future revenues.

Finally, the proposed budget includes an update to the State Transit Assistance (STA) program projections. STA will see revenues of about \$1.05 billion in FY 2023-24. Compared to FY 2022-23, this is a reduction of about \$102 million. Similarly, the revenue reflected for intercity and commuter rail would be about \$360 million and revenue for the Low Carbon Transit Operations Program (LCTOP) is expected to be about \$105 million, which is a reduction of about \$40 million and \$25 million, respectively, from FY 2022-23. As has been the trend for each of the state funded programs, we also note a reduction in revenue for the TIRCP, which is expected to receive about \$503 million in FY 2023-24 - a \$37 million reduction from last year.

It is worth noting that the Governor's proposed budget did not mention the need to secure additional transit operating funds.

Final Guidelines and Call for Projects for Transit and Intercity Rail Capital Program (Cycle 6) Released

On November 15, the California State Transportation Agency (CalSTA) released the final program guidelines and a call for projects for the Transit and Intercity Rail Capital Program (TIRCP) – Cycle 6. The final guidelines, comparison document, and the call for projects are available on the [CalSTA website](#). CalSTA expects to award a minimum of \$1.8 billion to existing TIRCP projects by January 31, 2023. Applications for new projects and high-priority grade separations are due February 10, 2023. CalSTA expects to announce awards for the latter by April 24, 2023.

Bills of Interest

AB 6 (Friedman) Transportation Project Funding

Existing law requires each regional transportation plan to include a sustainable communities strategy prepared by each metropolitan planning organization to achieve certain targets established by the California Air Resources Board for the reduction of greenhouse gas emissions. This bill would state the intent of the Legislature to require regional transportation agencies to prioritize and fund transportation projects, including those funded by a local sales tax measure, that significantly contribute towards the goals outlined in a region's sustainable communities strategy and the state's climate goals.

AB 7 (Friedman) Transportation Funding for Capacity Projects

Existing law requires Caltrans to improve and maintain the state's highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state. This bill would state the intent of the Legislature to eliminate single occupancy vehicle freeway capacity projects, and allow capacity projects only for bus rapid transit, rail, active transportation purposes, projects that significantly add safety, and projects that significantly reduce congestion, without interfering with existing maintenance and rehabilitation needs.

AB 96 (Katra) Autonomous Transit Vehicles

This bill would require a public transit agency to provide written notice to the exclusive employee representative of the workforce affected by autonomous transit vehicle technology of its determination to begin, or its substantive progress toward initiating, any procurement process or a plan to acquire or deploy the technology for public transit services that would eliminate job functions or jobs of the workforce 12 months before commencing the process, plan, or deployment. The bill would require a public transit agency, upon a written request of the exclusive employee representative, 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 require 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 the technology.

ACA 1 (Aguiar-Curry) Lower-Vote Threshold

This measure would authorize a local government, including a special district, to impose, extend, or increase a sales and use tax or transactions and use tax imposed, or a parcel tax, for the purpose of funding the construction, rehabilitation, or replacement of public infrastructure, defined to include improvements to transit and streets and highways and projects for the protection of property from the impacts of sea level rise, as well as for affordable housing, if the proposition proposing that tax is approved by 55% of its voters.

To: Carl Sedoryk, General Manager/CEO
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: **TRIP REPORT:** CalACT Autumn Conference & Expo November 1-4, 2022

SUMMARY:

The CalACT Autumn Conference & Expo was held in Santa Rosa, California November 1-4, 2022.

GOAL/PURPOSE:

The CalACT Autumn Conference & Expo provided a variety of transit-specific education and training opportunities. I attended the conference along with other MST employees. Together and separately, we attended many sessions to increase and improve our knowledge of workforce management strategies, zero-emission bus implementations, and other related sessions. I connected with many of my peers who work at transit agencies of similar size to MST. Additionally, I received valuable information regarding the recent supply chain issues and how these issues have affected MST's ability to purchase buses.

ATTENDEES:

Transit agencies from across California and industry exhibitors from around the world.

AGENDA:

- General Sessions
- Human Trafficking & Public Transit
- Overwhelmed, Exhausted, Burned Out
- Paratransit & NEMT – Can Commingling Really Work?
- Hydrogen Fuel Cell Bus Infrastructure
- ZEB Basics 101
- CalACT-MBTA Purchasing Cooperative Update

Submitted by: *Norman K. Tuitavuki*
Norman K. Tuitavuki

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To: Carl Sedoryk, General Manager/CEO

From: Cristy Sugabo, Mobility Services Manager

Subject: **TRIP REPORT:** CalACT Autumn Conference & Expo November 1-4, 2022

SUMMARY:

The CalACT Autumn Conference & Expo was held in Santa Rosa, California November 1-4, 2022

GOAL/PURPOSE:


The CalACT Autumn Conference & Expo brings together small, rural, and specialized transportation providers to network and learn from peers on best practices in the transportation industry. The conference theme was Strong Partnership: Responding to challenges together, emphasizing innovation learning and problem-solving. I was able to network with colleagues from other transit agencies.

ATTENDEES:

Transit operators from small and large systems, planning and government agencies, social services agencies, suppliers, and consultants.

AGENDA:

- Plenary: Human Trafficking and Public Transit
- Leading in a Post-Pandemic World
- Paratransit and NEMT: Can commingling really work?
- Effective Advisory Committees
- Community Engagement and Equity
- The Application Process for Federal Funds
- Membership meeting

Submitted by: 
Cristy Sugabo

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To: Carl Sedoryk, General Manager/CEO
From: Marzette Henderson, Transportation Manager
Subject: **TRIP REPORT:** CalACT Autumn Conference & Expo November 1-4, 2022

SUMMARY:

The CalACT Autumn Conference & Expo was held in Santa Rosa, California November 1-4, 2022.

GOAL/PURPOSE:

I attended the CalACT Autumn Conference & Expo with the purpose of focusing on acquiring knowledge and industry perspective on zero emission bus (ZEB) implementation trends and best practices from peers and industry experts.


ATTENDEES:

Representatives from California transit agencies and transit industry exhibitors and speakers.

AGENDA:

- General Sessions
- ZEB Bus Safety
- Route Planning and ZEBs: How to Effectively Implement ZEBs While Minimizing Scheduling Impacts Paratransit & NEMT – Can Commingling Really Work?
- Battery Electric Infrastructure
- Hydrogen Fuel Cell Bus Infrastructure
- ZEB 101: Basics of Electricity
- ZEB Basic 102: How ZEBs Work

Submitted by: _____


Marzette Henderson

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To: Norman K. Tuitavuki, Chief Operating Officer
From: Tiziano Minelli, Operations Superintendent
Subject: **Trip Report:** CalACT Autumn Conference & Expo November 1-4, 2022

Summary:

The CalACT Autumn Conference & Expo was held in Santa Rosa, California November 1-4, 2022.

Goal/Purpose:

The conference provided a combination of education, professional and technical training, and networking for public transportation professionals at all levels. In addition, I was able to connect with colleagues from peer transit agencies across the country.

I attended many sessions to increase and improve my knowledge of workforce management strategies, zero-emission bus implementations, and other related sessions.

Attendees:

Transit operators from across the country.

Agenda:

- General Sessions
- Bus of the Future
- Leading in a Post Pandemic World
- Paratransit & NEMT – Can Commingling Really Work
- ZEB 101: Basics of Electricity
- Hydrogen Fuel Cell Bus Infrastructure
- ZEB Bus Safety
- Human Trafficking and Public Transit
- Overwhelmed, Exhausted, Burned Out, Ready to Quit?

Submitted by: 
Tiziano Minelli

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To: Carl Sedoryk, General Manager/CEO
From: Norman K. Tuitavuki, Chief Operating Officer
Subject: **TRIP REPORT:** CTA Fall Conference & Expo November 17-20, 2022

SUMMARY:

The California Transit Association's CTA Fall Conference & Expo was held in Ontario, California November 16-18, 2022.

GOAL/PURPOSE:

The CTA's Fall Conference & Expo provided a mix of education, professional and technical training, and networking opportunities for public transportation professionals at all levels. I was able to connect with colleagues from peer transit agencies across California to discuss industry trends, issues, and solutions. Additionally, I was able to speak in person with many industry exhibitors about their solutions and how MST might benefit from these solutions. Finally, the educational and training sessions I attended have helped to strengthen and improve my understanding of industry-specific issues.

ATTENDEES:

Transit agencies from across California and industry exhibitors from around the world.

AGENDA:

- General Sessions
- Small Operators Award Breakfast – MST received an award
- Leveraging Fare Payment Technology to Advance Financial Inclusion
- How to Implement the ZEB Transition Plan
- Key Considerations for Electrifying Bus Depots
- Impacting Employee Resilience, Well-Being, and Health
- The Top Five Aspects that Shape an Organization's Culture

Submitted by: Norman K. Tuitavuki
Norman K. Tuitavuki

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To: Carl Sedoryk, General Manager/CEO
From: Michael Kohlman, Chief Information Officer
Subject: **TRIP REPORT** Caltrans Fall Conference & Expo, Nov 15-17th 2022

SUMMARY:

The California Transit Association Fall Conference and Exposition is the annual gathering for California transit agencies to discuss and collaborate on ways to address the public transportation challenges that exist in our state and in the U.S..

GOAL/PURPOSE:

This conference provided both a broad perspective on transit solutions throughout all departments as well as more focused perspectives that impact information technology. As such, I was able to observe and discuss a number of current and potential solutions for MST with both peers as well as key vendors.

ATTENDEES:

A broad spectrum of transit operators and professionals from across California.

AGENDA:

- Rebuilding Ridership and Enhancing the Customer Experience
- Fare Innovation – Contactless Payments for Mass Transportation
- How to Implement the ZEB Transition Plan
- Small Operators Awards
- How 5G Can Help Transform Transit
- Impacting Employee Resilience
- Several one-on-one discussions with current and potential vendors

Submitted by:



Michael Kohlman

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To: Carl Sedoryk, General Manager/CEO

From: Marzette Henderson, Transportation Manager

Subject: **TRIP REPORT:** California Transit Association (CTA) Annual Fall Conference & Expo, November 16-18, 2022

SUMMARY:

The CTA Annual Fall Conference & Expo was held in Ontario, California November 16-18, 2022.

GOAL/PURPOSE:

I attended the CTA's Annual Fall Conference & Expo to take advantage of the learning and networking opportunities within our industry. I also had the opportunities to explore, view, and participate in demos for new transit-related technologies.

ATTENDEES:

Representatives from California transit agencies and transit industry exhibitors and speakers.

AGENDA / SESSIONS ATTENDED:

Wednesday, November 16

- Welcome and Opening General Session
- Rebuilding Ridership and Enhancing the Customer Experience
- Hayden AI (Artificial Intelligence) Exhibitor Demo
- Key Considerations for Electrifying Bus Depots
- Local Technical Tour of the new San Bernadino Transit Center (multimodal)

Thursday, November 17

- Small Operators Awards Program
- General Session and Keynote: Trends Impacting Public Transit's Recovery and Long-Term Viability
- Impacting Employee Resilience, Well-Being, and Health: A Leader's Dilemma
- Preparing the Next Generation of Mechanics to Transition to ZEB TEchnicians

Friday, November 18

- Closing General Session

Submitted by: 
Marzette Henderson

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Date: December 21, 2022

To: Carl Sedoryk, Chief Executive Officer / GM

From: Courtney Neff, Operations Superintendent

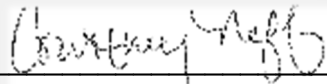
Subject: TRIP REPORT: California Transit Association's 57th Annual Fall Conference and Expo

I attended the California Transit Association 57th Annual Fall Conference and Expo on November 16-18, 2022, in Ontario, California. This year's theme of the conference was: Adaptable. Sustainable. Equitable. It focused on the critical forces that must be in place to ensure a successful future for our industry. The following summarizes some of the various sessions I participated in:

Rebuilding Ridership and Enhancing the Customer Experience – This session focused on the customer experience and explores solutions and implementations to keep ridership high and customers happy. I attended to learn more about how transit systems build and nurture relationships with potential and existing riders.

- **Key Considerations for Electrifying Bus Depots** – This session discussed the California Air Resource Board mandate that all bus fleets must be zero-emissions by 2040. The speakers discussed and displayed how electrifying a bus yard or depot is a complex task.
- **General Session and Keynote Presentation** – This session and presentation focused on the Covid-19 pandemics impact on transit funding, public safety, commute habits and how cost of living has undermined ridership recovery.
- **Effective Strategies for Protecting Vulnerable Transit Riders** – This session discussed the long-term process on how to get started and the necessary steps to help create a more than just an equitable world.
- **Preparing the Next Generation of Mechanics to Transition to ZEB Technicians** – The discussion in this session centered on what resources are needed to train mechanics in the skills necessary to become ZEB technicians. The experts in this discussion talked about what must be done today to prepare for tomorrow.

I also attended the Small Operator Award Breakfast on November 17. MST was recognized by the California Transit Association as the 2022 recipient of the Transit Innovation Award.

Submitted by: 
Courtney Neff

To: Carl Sedoryk, General Manager/CEO
From: Lisa Rheinheimer, Assistant General Manager
Subject: **TRIP REPORT:** CTA Fall Conference & Expo November 17-20, 2022

SUMMARY:

The California Transit Association's CTA Fall Conference & Expo was held in Ontario, California November 16-18, 2022.

GOAL/PURPOSE:

The CTA's Fall Conference & Expo provided a mix of education, professional and technical training, and networking opportunities for public transportation professionals at all levels. I was able to connect with colleagues from peer transit agencies across California to discuss industry trends, issues, and solutions. Additionally, I was asked to be a presenter on two panels: Rebuilding Ridership/Enhancing the Customer Experience and Accelerating Transit Projects with CEQA Exemptions. Finally, I left the conference early to return to Salinas to make remarks in front of the California Coastal Commission while they were conducting their meeting in Monterey County.

ATTENDEES:

Transit agencies from across California and industry exhibitors from around the world.

AGENDA:

- General Sessions
- Small Operators Award Breakfast – MST received an award
- Presenter for two sessions
- Networking during lunch breaks

Submitted by: 
Lisa Rheinheimer

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To: Carl Sedoryk, General Manager/CEO

From: Deanna Smith, Civil Rights Officer

Subject: **TRIP REPORT:** California Transit Association (CTA) Annual Fall Conference & Expo, November 16-18, 2022

SUMMARY:

The CTA Annual Fall Conference & Expo was held in Ontario, California November 16-18, 2022.

GOAL/PURPOSE:

I attended the CTA's Annual Fall Conference & Expo to take advantage of the Diversity, Equity, and Inclusion sessions, to network with others in our industry, MST employees, and Board members. I also had the opportunity to meet and interact with other transit professionals.

ATTENDEES:

Representatives from California transit agencies and transit industry exhibitors and speakers.

AGENDA / SESSIONS ATTENDED:

Wednesday, November 16

- Welcome and Opening General Session
- Improving Gender Diversity and Pay Equity in the Workplace
- Human Trafficking: How to Recognize, Respond, and Refer
- Welcome Reception and Expo

Thursday, November 17

- Small Operators Awards Program
- General Session and Keynote: Trends Impacting Public Transit's Recovery and Long-Term Viability
- Rebuilding Ridership and Enhancing the Customer Experience
- Diversity, Equity, and Inclusion: What it Means and How it Coincides with Safety

Friday, November 18

- Closing Keynote

Submitted by: _____


Deanna Smith, CRO

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To: Carl Sedoryk, General Manager/CEO
From: Michelle Overmeyer, Director of Planning and Innovation
Subject: **TRIP REPORT:** CTA Annual Fall Conference November 16-18, 2022

SUMMARY:

The California Transit Association's Annual Fall Conference & Expo was held in Ontario, California November 16-18, 2022.

GOAL/PURPOSE:

The conference provided a mix of education, professional and technical training, and networking for public transportation professionals at all levels. I was able to connect with colleagues from peer transit agencies across the country.

ATTENDEES:

Transit operators from across the state attended the conference. Governor Newsom's Infrastructure Advisor, Antonio Villaraigosa was the featured speaker at the Wednesday reception.

AGENDA:

- Saving Time and Making Cents: Blueprint for Building Better Transit
- Improving Transit by Expanding Dedicated Lanes and Automated Enforcement
- The Future is Now: New Federal Programs and CEQA Transportation Exemptions
- Telling Transit's New Story with Nationalized Data

Submitted by: 

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To: Carl Sedoryk, General Manager/CEO

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

Subject: **TRIP REPORT:** California Transit Association Fall Conference
November 16-18, 2022

SUMMARY:

The California Transit Association Fall Conference was held in Ontario, California from November 16-18, 2023.

GOAL/PURPOSE:

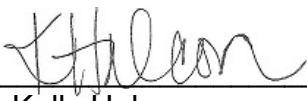
The conference provided a mix of education, professional and technical training, and networking with peers from other California public transportation agencies. I was able to connect with many MST vendors and talk with our peers regarding their upcoming projects.

ATTENDEES:

Transit operators from across the state of California.

AGENDA:

- General Sessions
- Best Practices in Recruitment and Retention
- Human Trafficking: How to Recognize, Respond, and Refer
- Preparing for the Next Generation of Mechanics to Transition to ZEB Technicians

Submitted by: 
Kelly Halcon

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U.S. Department
of Transportation
**Federal Transit
Administration**

REGION IX
Arizona, California,
Hawaii, Nevada, Guam,
American Samoa,
Northern Mariana Islands

90 7th Street
Suite 15-300
San Francisco, CA 94103-6701
415-734-9490

888 South Figueroa Street
Suite 440
Los Angeles, CA 90017-5467
213-202-3950

Agenda # **7-5**
February 13, 2023 Meeting

January 25, 2023

Mr. Carl Sedoryk
Chief Executive Officer
Monterey Salinas Transit
19 Upper Ragsdale Drive
Suite 200
Monterey, CA, 93940

Re: Request for Categorical Exclusion of the SURF!
Busway and Bus Rapid Transit Project

Dear Mr. Sedoryk,

The Federal Transit Administration (FTA) has completed its review of your April 5, 2021, letter requesting an environmental determination for the SURF! Busway and Bus Rapid Transit Project. Your letter and supporting documentation submitted over the course of this duration demonstrates that the project is consistent with the criteria associated with a categorical exclusion. Based on the information submitted, the FTA determines that the project qualifies as a categorical exclusion under 23 CFR part 771.118(d)(6):

“Facility modernization through construction or replacement of existing components.”

This review, which is based on past experience with similar projects, finds that the project: does not induce significant environmental impacts to planned growth or land use for the area; does not require the relocation of significant numbers of people; does not have a significant impact on natural, cultural, recreational, historical or other resource; does not involve significant air, noise, or water quality impacts; does not have significant impacts on travel patterns; does not result in any use of historic or other resources within the meaning of Section 4(f) of the Department of Transportation Act, 49 USC § 303; and does not otherwise, either individually or cumulatively, have any significant environmental impact.

If Fort Ord Dunes State Park is determined as the Biological Order mitigation site, then MST should coordinate with the State Park as an official with jurisdiction. The FTA should be provided with documentation of the coordination and concurrence by the Fort Ord Dunes State Park.

If you have any questions about this review, please contact Ms. Lucinda Eagle, Community Planner at (415) 734-9457 or by email at lucinda.eagle@dot.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Tellis", with a stylized flourish at the end.

Ray Tellis
Regional Administrator

To: Carl Sedoryk, General Manager/CEO

From: Marzette Henderson, Transportation Manager

Subject: **AFTER ACTION REPORT:** Winter Storms / Atmospheric Rivers, January 2023

SUMMARY:

This report details the atmospheric river winter storm weather event(s) in January 2023, whereby MST staff were called upon and assigned to the Transportation Branch of Monterey County's Emergency Operations Center (MCEOC) to support flood evacuation and recovery efforts. Additionally, this document shall discuss lessons learned from MST's response to this incident and provide specific recommendations to improve MST's response to like incidents that may occur in the future.

GOAL/PURPOSE:

Receive staff report on MST involvement in Monterey County's Emergency Operations Center's (MCEOC) response to the winter storms in January 2023.

EXECUTIVE SUMMARY:

Atmospheric rivers (aka Pineapple Express) brought rain, high winds, and high surf to Monterey County and San Francisco Bay Area. The January 2023 storm series followed rainstorms in late December 2022 which resulted in significant flooding throughout Monterey County and the greater Bay Area that created saturated soil conditions leading into the January set of storms. Sustained rains and high winds combined with occasional high surf resulted in regional river flooding on the Salinas, Pajaro, Carmel, and Big Sur Rivers. Localized flooding, infrastructure damage, and some debris flows / mudslides/rock falls were reported throughout the county, but these events impacted MST services to a lesser degree. High surf also impacted roads and turnouts along the coast.

During this series of storm events, the Monterey County Office of Emergency Services (OES) activated its Emergency Operations Center (MCEOC) and called MST to the MCEOC for shelter transportation and evacuation support. The MST Unit supported the MCEOC Logistic Section Transportation Branch and maintained a presence in the MCEOC while the MCEOC was in Level 1 (highest) response. A shelter transportation hotline for evacuation referrals from the MCEOC Care and Shelter Branch and social services was also established with calls forwarded to an MST emergency cell (duty) phone.

In total, MST recorded 94 boardings over the 16-day evacuation and repopulation period of 1/4/23 to 1/20/23. As of 1/31/23, MST recorded an additional 78 boardings for the Local Assistance Center (LAC) program hosted by MCEOC and FEMA to support recovery efforts for the Monterey County farming communities devastated by the floods.

KEY EVENTS & MST ACTION:

A summary of key events and MST action is attached to this report.

This incident response consisted of two phases in which MST participated:

- **1/4/23 – 1/20/23** - The **primary phase (evacuation and repopulation)** began when the MCEOC was activated to a Level 1 status and community evacuations began and ended when repopulation efforts were completed.
 - During this phase, MST staff were present in the MCEOC while it was in Level 1 status for eleven (11) days during this incident and staffed with any of three (3) MST Communications Systems Specialists, MST's Communications Systems Supervisor, or MST's Transportation Manager.
- **1/21/23 – 2/5/23** - The **secondary phase (recovery)** involved transportation support at the request of MCEOC for LAC / FEMA recovery efforts.

During the evacuation and repopulation period of this incident, MST was dispatched by MCEOC to provide 27 one-way trips (including 1 MV and 2 Yellow Cab trips) with 94 boardings across those trips.

Additionally, MCEOC requested MST transportation support for LAC recovery efforts benefitting farmers throughout the county. MST Marketing Department provided additional support for transportation information signs.

MST SERVICE IMPACTS

MST did not experience any full route cancellations due to the storm or flooding – only detours and partial stop cancellations.

Pajaro River flooding impacted MST services. Notable road closures along the Pajaro River corridor that affected MST services included the following:

- Watsonville – Salinas Road between Hall Road and at the Salinas River Bridge at Watsonville due to Pajaro River flooding.
 - Lines 28 and 29 were detoured around the affected areas beginning 1/11/23 to 1/17/23.

Hwy 68 and Hwy 1 remained open despite the Salinas reaching flood level (>23 feet), but Caltrans determined that the Salinas River crossings on both highways didn't pose any travel risks. Caltrans states that their guidance is to consider closing Hwy 68 if water levels rose to 26 feet and closing Hwy 1 at 27 feet.

Hwy 101 remained at Chualar and remained open during the entire storm series. There were some partial lane closures during the early heavy storms but no detours.

CONCLUSION

Good Work:

MST staff, notably MST Communications Center, Operations Supervisors, and Coach Operators, did an extraordinary job in responding to this incident. Additional transportation support from MV and Yellow Cab for paratransit and single-rider local support proved to be valuable. Remarkably, MST did not cancel any service while maintaining full support for the EOC response.

Coordination with Partner Agencies: Close coordination was maintained with partner agencies, including the OES, Monterey County Sheriffs, National Weather Service, American Red Cross, and local non-profit organizations, to ensure a comprehensive response.

Lessons Learned:

1. The importance of maintaining effective communication and coordination with partner agencies, especially with including more MST Transportation staff (Operations Supervisors and Communications Systems Specialists) in Monterey County Office of Emergency Services (OES) training exercises.
2. The significance of pre-planning and preparation for natural disasters to ensure a timely and efficient response, especially strategically staging contingency coaches in the event MST staff are cut off from our primary operations facilities.
3. MST independently contacted Yellow Cab to discuss an arrangement to provide supplemental evacuee transportation for local Monterey Peninsula or Salinas trips in an effort to improve dispatch efficiency. This turned out to be more difficult than anticipated as MST has no direct billing arrangements with Yellow Cab and had to develop an understanding of Yellow Cab's dispatching processes and requirements. After a couple of failed attempts to directly dispatch taxis, MST staff reverted to requesting MV dispatch to request taxi trips as MV has an existing billing framework with Yellow Cab and MST and could do so more effectively due to their experience regularly working the Yellow Cab's dispatching service.

Recommendations:

1. Regular review and update of MST Continuity of Operations Plan (COOP) and procedures to ensure they remain relevant and effective. Staff is currently reviewing and updating the COOP.
2. Consider additional transportation support strategies, such as, the distribution of day passes to shelters or regular special service routes (1-3 times per day) from

shelters to local support / social service facilities to reduce the reliance on ad hoc transportation requests.

3. Establish a Memorandum of Understanding (MOU) between MST and OES services outlining the scope of the cooperative relationship between MST and OES when the EOC is activated.
4. Train and prepare more Transportation Department staff on key emergency management principles that will enhance MST's capabilities to work in Local and Operational Area EOC.

APPENDIX – Principal Active Participants During the Incident:

Operations Superintendents / Supervisors

1. Tiziano Minelli
2. Courtney Neff
3. Ed Goodin
4. Mike Cargile
5. Ruben Cano
6. Greg Burchell
7. George Gutierrez
8. Miguel Vargas
9. Elizabeth Torres
10. Barry Lee
11. Emmanuel Mejia

Communications Center

1. Christine Church
2. Jaime Molina
3. Giovanni Gomez
4. Jacob Newman
5. Frank Betancourt
6. Jovany Gonzalez
7. Jose Sanchez Barajas

Coach Operators

1. Rivera, Reymond
2. Sanchez, Ernie
3. Rojas, Jose
4. Nischal, Navin
5. Hernandez, Ricardo
6. Simkins, Fred
7. Tafolla, Gerardo
8. Reyes, Raul
9. Andrada, Linda
10. Corona, Isidro
11. Ramirez Gomez, Jose De Jesus

12. DeWitt, Peter
13. Dodrill, Eugene
14. Garcia, Albert
15. Brown, Timothy
16. DeGracia, Jose
17. Newton, Thomas
18. Zamacona, Moises
19. Culp, Hardy
20. Villicana, Jorge
21. Uribe, Desiree
22. Rodriguez, Rachelle
23. Bailon, Dario
24. Villanueva, Ana
25. Valdez, Shannon
26. Soria, Michael
27. Ybarra, Esteban
28. Sharma, Kavit
29. Vega, Nino
30. Galeas, Christian
31. Mora, Frank
32. Garcia Jr., Javier
33. Gay, Arthur
34. Yoshiyama, Corey
35. Puga-Jimenez, Juliana
36. Andam, Roel
37. Ramirez, Oscar
38. Shrestha, Satyandra
39. Tapia, Gonzalo
40. Wilson, Omarr
41. Tirado, Damian
42. Gilchrist, Anthony
43. Mireles, Arnulfo

Administrative, Operations, Maintenance, and Contract/Sub-Contract Staff

1. Carl Sedoryk – General Manager / Chief Executive Officer
2. Norman Tuitavuki – Chief Operating Officer
3. Marzette Henderson – Transportation Manager
4. Paul Lopez – Facilities Manager
5. Sherman Upshaw – Facilities Tech
6. Honesto Costales – Facilities Tech
7. Frank Marcos – Maintenance Manager
8. Patrick Lewis – Fleet Superintendent
9. Stephan Romoleroux – Fleet Supervisor
10. Lonni Rhinehart – Fleet Supervisor
11. Larry Weissshahn – Mechanic
12. Anthony Reynolds – Mechanic
13. Ram Kapil – Mechanic

- 14. Ikuyo Yoneda-Lopez – Marketing & Customer Services Manager
- 15. Ursulla Scardina – Marketing Assistant
- 16. Cristy Sugabo – Mobility Manager
- 17. Andrea Williams – Finance Manager
- 18. Kevin Allshouse – Contract Services Manager
- 19. David Cox – MV General Manager
- 20. Hope Ramirez – Yellow Cab General Manager

ATTACHMENT(S):

Significant Event Log-MST Actions



Submitted by:

Marzette Henderson

ATTACHMENT: SIGNIFICANT EVENT LOG – MST ACTIONS

***Event entries filled in with yellow denotes MST activity.**

DATE	TIME	SIGNIFICANT EVENT LOG
01/02/23	8:30a - 11:00a	MST Transportation Manager attended a Monterey County EOC (MC EOC) Activation and Flood Planning Preparation Meeting.
01/03/23	9:00a - 10:30a	MST Transportation Manager set up workstation and ensured MST laptop VPN is functional at MC EOC. MC EOC status is Level 2 (MST remote participation).
01/04/23	8:00a	The Monterey County Sheriff's Office has issued an Evacuation Warning for areas of the Pajaro Community. Zones: B-003, B-005, B-006, B-007a and B-0012a.
01/04/23	07:00a - 07:00p	MST Communications Systems Supervisor was trained in MC EOC. MC EOC activated to Level 1 status.
01/05/23	8:42a	The Monterey County Sheriff's Office has issued an Evacuation Order for the Mission Fields Community.
01/05/23	9:23a	High wind and surf conditions.
01/05/23	9:33a	The Monterey County Sheriff's Office has issued an Evacuation Warning for areas of the Fourth Addition Neighborhood and Carmel Point.
01/05/23	11:26a	The Monterey County Sheriff's Office has issued an Evacuation Order for areas of the Yankee Point Community in Carmel.
01/05/23	2:36p	The Monterey County Sheriff's Office has downgraded the Evacuation Order to a Warning for residents near the Carmel River Lagoon.
01/05/23	07:00a - 07:00p	MST Communications Systems Supervisor staffed the MC EOC.
01/06/23	10:25a	The Monterey County Sheriff's Office has downgraded the Evacuation Order to a Warning for residents of the Yankee Point Community in Carmel.
01/06/23	5:00p	The Monterey County Sheriff's Office has lifted the Evacuation Warnings for all Zones effective immediately until further notice.
01/06/23		MC EOC downgraded to Level 2 status (virtual meetings and updates) through Sunday 1/8/23.
01/06/23	07:00a - 07:00p	King City Shelter activated. MST received two requests for transport in King City - 14 total boardings.
01/08/23	12:00p	The Monterey County Sheriff's Office has issued Evacuation Warning for the Pajaro River, Carmel River, and Big Sur River.
01/08/23	9:00p	Evacuation Warning for low areas of Carr Lake has been issued to include Sherwood Lake and Rancho Salinas Mobile Home Parks in Salinas.
01/08/23	07:00a - 07:00p	MC EOC in Level 1 status. MST Communications Systems Supervisor staffed the MC EOC.
01/09/23	7:00a	Evacuation Order issued for low-lying areas of the Carmel River.

ATTACHMENT: SIGNIFICANT EVENT LOG – MST ACTIONS

DATE	TIME	SIGNIFICANT EVENT LOG
01/09/23	7:30a	The National Weather Service has issued a Flood Warning for the Pajaro River.
01/09/23	8:00a	School closures - Monterey Peninsula USD, Pacific Grove USD, Carmel USD, Bradley USD, San Ardo USD, San Antonio USD, Monterey Bay Charter, Big Sur USD.
01/09/23	8:30a	Evacuation Order issued for low-lying areas of the Pajaro River, including zones: B-007a, B-012a, B-006, B-005, B-003.
01/09/23	8:30a	Evacuation Order issued for low-lying areas of the Big Sur River.
01/09/23	8:30a	Evacuation Order issued for low-lying areas of the Arroyo Seco River.
01/09/23	10:40a	Evacuation Order expanded for the low-lying areas of the Carmel River.
01/09/23	11:30a	Evacuation Order for areas in the vicinity of Santa Rita Creek, in the Bolsa Knolls neighborhood.
01/09/23	12:30p	Evacuation Warning for areas of San Lorenzo Creek between San Lorenzo Park Rd. and Highway 101.
01/09/23	1:00p	Evacuation Warning for areas of Bolsa Knolls between Russel Rd / San Juan Grade Rd and Santa Rita Creek in Salinas.
01/09/23	2:37p	Evacuation Order for residents of areas of Villa Dr. and San Lorenzo Creek in King City.
01/09/23	7:58p	Evacuation Warning for low laying areas of the Salinas River.
01/09/23	07:00a - 10:00p	MST Communications Systems Specialists begin staffing MC EOC through 1/17/23. MST received a request to stage a coach at Pajaro Valley Golf Club for evacuation support until 10p. Additional transport requests received for shelters in Monterey and King City - 5 total boardings.
01/10/23	4:12a	Evacuation Order for residents in the low laying areas of the Salinas River.
01/10/23	6:07a	Evacuation Order for San Ardo.
01/10/23	6:37a	Evacuation Order In Effect for Areas of San Lorenzo Creek.
01/10/23	6:56a	Evacuation Order for areas of the Salinas River.
01/10/23	9:36a	Evacuation Order downgraded to a Warning for Bolsa Knolls.
01/10/23	9:49a	Evacuation Warning near San Antonio Park and the Salinas River in King City.
01/10/23	12:20p	Evacuation Warning for all areas of Spreckels.
01/10/23	1:05p	Evacuation Order lifted for Zones G-007a and G-700B in King City.
01/10/23	1:31p	Evacuation Warning has been upgraded to an Evacuation Order for the Spreckels Community.
01/10/23	1:36p	Evacuation Warnings Upgraded to Evacuation Orders for residents in the low laying areas of Salinas River North of Chualar River Rd. and South of Highway 68.
01/10/23	9:26p	Evacuation Order downgraded to an Evacuation Warning for Big Sur.
01/10/23	07:00a - 10:00p	MST coach staging at Pajaro Valley Golf Club for evacuation support ongoing. Shelter transport requests received for Monterey and Salinas - 2 total boardings.
01/11/23	11:07a	Evacuation Warning lifted for Zone C-001A in Bolsa Knolls, Salinas.

ATTACHMENT: SIGNIFICANT EVENT LOG – MST ACTIONS

DATE	TIME	SIGNIFICANT EVENT LOG
01/11/23	5:00p	Evacuation Warnings upgraded to Orders for the low-lying areas of Salinas River.
01/11/23	5:28p	Evacuation Orders Downgraded to Warnings for areas of the Carmel River. Link
01/11/23	11:00p	Caltrans provided a press release noting that the Salinas River on US 101 in Soledad is stable and the roadway will remain open even as levels of the river are forecast to rise.
01/11/23	11:35p	Warning Upgraded to an Evacuation Order for the Salinas River zones E-004, E-013, E-015, and E-016 between Chualar and Soledad.
01/11/23	07:00a - 10:00p	MST coach staging at Pajaro for evacuation support ongoing - coach staged closer to populated areas of Pajaro to be more accessible to residents. Additional shelter transport requests received for Monterey, Salinas, and King City. 17 total boardings for all locations including Pajaro.
01/11/23		Monterey County Sheriffs & EOC announced a possible flooding scenario ("Monterey Island") similar to the events of the 1995 flooding. MST EOC met to coordinate contingency plans in response to the potential closures of Hwy 68 and Hwy 1.
01/12/23	1:19a	The Monterey County Sheriff's Office has downgraded Evacuation Orders to Evacuation Warnings for residents in the low-lying areas of Salinas River Zones E-016b and E-015.
01/12/23	6:45p	To allow for access in and out of the closure area on Highway 1 for resupply runs ahead of another storm this weekend, Caltrans will be running a limited convoy operation on Friday, Jan. 13.
01/12/23		MST's emergency response plans were established and volunteer MST Operations and Maintenance staff were recruited for overnight stays in the event of a flood stranding. Six (6) contingency cutaways were moved to 1441 Schilling Place.
01/13/23	12:07a	Evacuation Warning for areas of Moss Landing and Monterey Dunes.
01/13/23	11:34p	The Monterey County Sheriff's Office has downgraded Evacuation Orders to Evacuation Warnings for residents of areas South of San Lucas to San Ardo near the Salinas River.
01/13/23	07:00a - 7:00p	Shelter transport request received for Prunedale shelter - 2 total boardings. No Pajaro staging request.
01/14/23	12:06p	Evacuation Warning for areas of Las Lomas Effective Immediately.
01/14/23	1:01p	Evacuation Warnings Upgraded to Evacuation Orders for areas of Carmel River Effective Immediately.
01/14/23	07:00a - 02:00a	MC EOC request extended hours coach staging at Pajaro Valley Golf Club for evacuation support as late as possible - staged until 2:00a and resumed at 5:00a on 1/17/23. Additional shelter transport requests received for Salinas. 3 total boardings for all locations.
01/14/23		Salinas River water levels began receding. Caltrans reported no plans road closures at Hwy 68 and Hwy 1 river crossings.
01/15/23	1:28p	Evacuation Orders Downgraded to Warnings for all zones of the Carmel River effective immediately.

ATTACHMENT: SIGNIFICANT EVENT LOG – MST ACTIONS

DATE	TIME	SIGNIFICANT EVENT LOG
01/15/23	1:29p	Evacuation Warnings Lifted for all zones near the Big Sur River in Big Sur.
01/15/23	1:30p	Evacuation Warnings Lifted for the Carr Lake area in the City of Salinas.
01/15/23	3:08p	Evacuation Orders Downgraded to Warnings for zones of the Salinas River.
01/15/23	05:00a - 10:00p	King City and Salinas shelters deactivated. Shelter transport requests received to Monterey from closed King City and Salinas shelters. MST coach staging at Pajaro Valley Golf Club for evacuation support. 26 total boardings for all locations, plus an additional coach from KC to Monterey for overflow belongings.
01/15/23		Six (6) contingency cutaways at 1441 Schilling Place were returned to JLW.
01/16/23	2:37p	Evacuation Orders downgraded to Evacuation Warnings for all zones of the Salinas River.
01/16/23	07:00a - 12:30a	MC EOC request extended hours coach staging at Pajaro Valley Golf Club for evacuation support as late as possible - staged until 12:30a and resumed at 4:20a on 1/17/23.
01/17/23	1:01p	Evacuation Orders Downgraded to Warnings for all zones of the Pajaro River In Effect 1p Today.
01/17/23	1:17p	Evacuation Orders downgraded to Evacuation Warnings for all zones of the Arroyo Seco River, In Effect 1p Today, 01/17/23.
01/17/23	1:21p	Evacuation Warnings Lifted for all zones of Bolsa Knolls In Effect 1p Today, 01/17/23.
01/17/23	1:31p	Evacuation Warnings Lifted for all zones of the Carmel River In Effect 1p Today.
01/17/23	2:33p	Evacuation Warnings Lifted for zones of the Salinas River for zones south of Chualar River Rd.
01/17/23	04:20a - 7:00p	MST coach staging at Pajaro Valley Golf Club for evacuation support resumes at 4:20a. Prunedale and Santa Cruz shelters deactivated. Pajaro repopulation transport requests received - 7 total boardings. MST staff last day reporting in-person to MC EOC but remaining available by phone/email requests. MC EOC transitioning to Level 2 status effective 1/18/23.
01/18/23	1:18p	Evacuation Warnings Lifted for All Zones of the Arroyo Seco River In Effect 1p.
01/18/23	1:18p	Evacuation warnings lifted for zones along the Salinas River south of Spreckels.
01/19/23	1:00p	All Evacuation warnings have been lifted for all areas of Monterey County.
01/19/23	11:35a - 7:30p	Shelter transport request received for Monterey - 1 total passenger. 94 total boardings were transported during the storm incident through 1/19/23.

ATTACHMENT: SIGNIFICANT EVENT LOG – MST ACTIONS

DATE	TIME	SIGNIFICANT EVENT LOG
01/20/23	07:00a - 4:30p	Monterey Shelter is deactivated - repopulation transport for 17 total boardings. MC EOC requests ongoing transportation services for FEMA / Local Assistance Center (LAC) recovery support for farming communities in San Ardo and Pajaro to begin 1/21/23 through 1/26/23.
01/21/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 7 boardings.
01/22/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 18 boardings.
01/23/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 10 boardings.
01/24/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 25 boardings.
01/25/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 15 boardings.
01/26/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - 4 boardings.
01/26/23		MC EOC request to extend LAC recovery support from 1/28/23 to 2/5/23.
1/28/23 - 2/5/23	07:00a - 09:00p	MST LAC recovery transportation support for San Ardo and Pajaro - ongoing.

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Date: January 9, 2023

To: MST Board of Directors

From: Anna Velazquez, Chair and City of Soledad Mayor

Subject: TRIP REPORT: California Transit Association 57th Annual Conference and Expo, Adaptable Sustainable, Equitable, Nov. 16-18, 2022, Ontario, Ca

SUMMARY: I attended the California Transit Association 57th Annual Conference and Expo on November 16-18, 2022 in Ontario, Ca.

Several highlights included:

- Attended workshop Rebuilding Ridership and Enhancing the Customer Experience.
 - Highlights: LA Metro discussed implementation of Kids Ride for free fare!
 - MST staff were also panelists in various workshops
- Attended How to Implement the ZEB Transition Plan
 - Technology is still developing, City of Santa Monica used a phase approach for design, infrastructure and implementation. Engaged utility stakeholders in the early part of the process.
 - Analyze how much power you need today and how much you will need in 10 years. Discussed use of micro grids and hydrogen fuel cell.
 - Plug Power, produces green hydrogen, produced in climate friendly manner, can be safely and stably stored for long durations and is versatile and be used in a variety of decarbonization methods and industries.
- Attended the Small Operators Awards Program Breakfast
 - MST received the Small Operators Transit Innovation Award for partnership with CAL-ITP, contactless fare payment technology.
 - Keynote: Tony Tavares, Director California Department of Transportation, appointed June 2022
- Attended Impacting Employee Resilience workshop.
 - Discussion on productivity and success.
- Attended workshop on Telling Transits New Story with Nationalized Data
 - Explored new ways to redefine success by using innovative outcomes and key performance indicators

- Deploying proactive marketing strategies that leverage the measurable value transit agencies bring to their customers and communities.
- Do you know the value of your transit agency?
- Do you know the economic impact to the community?
- How to best measure performance. Connecting people to opportunities (education)
- Create a Why I Ride video? Promotion video that shares stories about the value of connecting students' education.

ATTENDEES: Transit Operators from across California.

Submitted by: Anna M. Velazquez