



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

Meeting Date: May 8, 2023
Meeting Time: 10:00 AM Pacific Time (US and Canada)
Location: In-Person and Zoom Conference

MST Board of Directors Participation:

The Regular Meeting of the Monterey-Salinas Transit District Board of Directors in-person meeting will be held on May 8, 2023, at 10:00 a.m. at 19 Upper Ragsdale Drive, Suite 100.

Supervisor Luis Alejo Participation: Pursuant to Traditional Brown Act Teleconferencing Rules (Gov't Code § 54953(b), Supervisor Alejo will participate remotely at:

Location: Hilton Sacramento Arden West Lobby, 2200 Harvard St Sacramento CA 95815 via Zoom

<https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjZ3Y0eW94WmtRZ1Myc0Vldz09>

Meeting ID: 845 0083 6234 and Passcode: 652252.

Public Participation:

Public participation for the Regular Board Meeting is available in-person at 19 Upper Ragsdale Drive, Suite 100, as well as virtually via Zoom, telephone, and email. To participate virtually, click

<https://us06web.zoom.us/j/84500836234?pwd=aFQ0YUdjZ3Y0eW94WmtRZ1Myc0Vldz09>
and enter the following:

Meeting ID: 845 0083 6234 and Passcode: 652252.

To attend by telephone, dial (669) 900-6833 same Meeting ID: 845 0083 6234 and Passcode: 652252.

Public comments may be made either in person, via Zoom, or via email. Members of the public may attend the Board Meeting in person and request to speak to the Board when the Chair calls for public comment. Persons who wish to make public comment on an agenda item are encouraged to submit comments in writing by email to MST at clerk@mst.org by 3:00 pm on Friday, May 5, 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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Group: Monterey-Salinas Transit District Board of Directors

Directors:	Anna Velazquez (Chair)	City of Soledad
	Mary Ann Carbone (Vice Chair)	City of Sand City
	Jeff Baron	City of Carmel-by-the-Sea
	Kim Shirley	City of Del Rey Oaks
	Lorraine Worthy (Chair)	City of Gonzales
	Ariana Rodriguez	City of Greenfield
	Mike LeBarre	City of King City
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco (Vice Chair)	City of Seaside
	Luis Alejo	County of Monterey
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Kelly Halcon	Director of HR and Risk Management
	Norman Tuitavuki	Chief Operating Officer
	Michael Kohlman	Chief Information Officer
	Michelle Overmeyer	Director of Planning and Innovation
Counsel:	David C. Laredo	DeLay & Laredo
	Michael D. Laredo	DeLay & Laredo

1. CALL TO ORDER

- 1-1. Conduct Swearing in of New Board Member, Ariana Rodriguez, City of Greenfield. (Carl Sedoryk)
- 1-2. Roll Call. (Jeanette Alegar-Rocha)
- 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. Adopt Resolution 2023-34 Recognizing Navin Nischal, Coach Operator as Employee of the Month for May 2023. (Barry Lee/Norman Tuitavuki) (Page 7)
- 3-2. Approve Minutes of the MST Board Meeting on April 10, 2023. (Jeanette Alegar-Rocha) (Page 9)
- 3-3. Receive Draft Minutes of the MST Board Operations Performance Committee Meeting on April 10, 2023. (Jeanette Alegar-Rocha) (Page 15)
- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of December 2022. (Beronica Carriedo) (Page 19)
- 3-5. Financial Reports – March 2023. (Lori Lee) (Page 21)
 - 1) Accept Report of March 2023 Cash Flow Presented in Attachment #1
 - 2) Approve March 2023 Disbursements Listed in Attachment #2
 - 3) Accept report of March 2023 Treasury Transactions Listed in Attachment #3
- 3-6. Adopt Resolution 2023-35 for Services Rendered by Yanelly Martinez. (Carl Sedoryk) (Page 29)
- 3-7. Receive Draft Receive Minutes of the Measure Q Oversight Committee Meeting on April 17, 2023. (Jeanette Alegar-Rocha) (Page 31)
- 3-8. Receive Letter from Measure Q Oversight Committee Reporting that FY 2022 Funds Were Spent on Eligible Expenses. (Lisa Rheinheimer) (Page 33)
- 3-9. Receive Draft Receive Minutes of the Mobility Advisory Committee Meeting on March 29, 2023. (Ruben Gomez) (Page 37)
- 3-10. Authorize Disposition of Six (6) MST-Owned Vehicles that Have Reached or Exceeded Their Useful Life. (Norman Tuitavuki) (Page 41)
- 3-11. Adopt Retirement Resolution 2023-37 Recognizing Cindy Urquidez, (Coach Operator), for her 16 years of Service. (Norman Tuitavuk). (Page 43)

End of Consent Agenda

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. Yanely Martinez – Recognition of 6 Years of Service on MST Board. (Carl Sedoryk)
- 4-2. May 2023 Employee of the Month – Navin Nischal, Coach Operator. (Barry Lee/Norman Tuitavuki)
- 4-3. Retirement – Cindy Urquidez, 16 Years of Service. (Norman Tuitavuki)

5. PUBLIC HEARINGS

None.

6. ACTION ITEMS

- 6-1. Receive Draft Title VI Program Update August 1, 2023 through July 31, 2026 and Adopt Resolution 2023-36 Approving the Title VI Program Update. (Deanna Smith) (Page 45)
- 6-2. Review Draft FY24 and FY25 Operating and Capital Budget Summary. (Lisa Rheinheimer) (Page 63)

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 – March 2023 (Pages 69)
- 7-2. Federal Legislative Advocacy Report (Page 103)
- 7-3. State Legislative Advocacy Update (Page 105)
- 7-4. Staff Trip Reports – (Pages 109-111)
- 7-5. Correspondence – None

8. BOARD REPORTS, COMMENTS, AND REFERRALS

- 8-1. Reports on Meetings Attended by Board Members at MST Expense. (AB 1234)
- 8-2. Board Member Comments and Announcements.
 - 1) APTA Transit Board Member & Board Administrators Seminars in Birmingham, AL, July 15-18, 2023. Early registration due date is May 26.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for March 2023 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.

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

11. ADJOURN

NEXT SCHEDULED MEETING DATE: June 12, 2023

10:00 a.m.

NEXT SCHEDULED AGENDA DEADLINE: May 30, 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/>*

**NAVIN NISCHAL
MAY 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, Navin Nischal began his career with Monterey-Salinas Transit as a Coach Operator in October of 2001. He has served MST's customers, employees, and communities with courtesy and respect. During his 21-year career, he has received over twenty-five job relate rewards and recognitions; and

WHEREAS, Navin Nischal consistently demonstrates his skills. He is described by his supervisors and co-workers as hard working, highly dependable and a joy to work with. He has continued to go above and beyond his normal duties; and

WHEREAS, Navin Nischal helped the residents of Monterey County by providing safe and courteous transportation to evacuation shelters during the atmospheric river events.

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Navin Nischal as Employee of the Month for May 2023; and

BE IT FURTHER RESOLVED that Navin Nischal 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 2023-34 this 8th day of May 2023.

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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MEETING OF THE MST BOARD OF DIRECTORS

MEETING MINUTES

April 10, 2023
10:00 am (Pacific)

Present:	Anna Velazquez, Chair	City of Soledad
	Kim Shirley	City of Del Rey Oaks
	Lorraine Worthy	City of Gonzales
	Angela Untalon	City of Greenfield
	Mike LeBarre	City of King
	Liesbeth Visscher	City of Marina
	Ed Smith	City of Monterey
	Joe Amelio	City of Pacific Grove
	Tony Barrera	City of Salinas
	Dave Pacheco	City of Seaside
	Luis Alejo	County of Monterey
Absent:	Jeff Baron	City of Carmel-by-the-Sea
	Mary Ann Carbone, Vice Chair	City of Sand City
Counsel:	Michael D Laredo	De Lay & Laredo
	David C. Laredo	De Lay & Laredo
Staff:	Carl Sedoryk	General Manager/CEO
	Lisa Rheinheimer	Assistant General Manager
	Michael Kohlman	Chief Information Officer
	Norman Tuitavuki	Chief Operating Officer
	Kelly Halcon	Director of HR & Risk Management
	Michelle Overmeyer	Director of Planning and Innovation
	Jeanette Alegar-Rocha	Deputy Secretary/Clerk to the Board
	Andrea Williams	Finance Manager
	Beronica Carriedo	C/S & Community Relations Supervisor
	Cristy Sugabo	Mobility Services Supervisor
	Daniel Bruno	Scheduling Assistant
	Deanna Smith	Civil Rights Officer
	Elena Grigorichina	Operations Analyst
	Emma Patel	Associate Planner
	Ezequiel Rebollar	IT Technician
	Ikuyo Yoneda-Lopez	Marketing & Communications Manager

Jacqueline Munoz
Jaime Molina
Kaleb Aquino-Lopez
Matthew Deal
Marzette Henderson
Natalie Flores
Paul Lopez
Scott Taylor
Tiziano Minelli
Ursulla Scardina
Vince Dang

C/S Representative
Communications Systems Specialist
Mobility Specialist
Grants Analyst
Transportation Manager
Assistant Planner
Facilities Manager
IT Manager
Operations Superintendent
Marketing Assistant
Project Management Coordinator

Public: Jasmine Mejia-Cortez
Christine Watson
Chris Duymich
Tate Baugh

Office of County Supervisor Luis Alejo
TAMC
AMBAG
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 10:00 a.m. Roll call was taken, and a quorum was established. Director Angela Untalon (City of Greenfield) led the pledge of allegiance.

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

Carl Sedoryk reviewed the highlights of the agenda.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

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

3-1. Adopt Resolution 2023-32 Recognizing Matthew Deal, Grants Analyst as Employee of the Month for April 2023. (Michelle Overmeyer)

3-2. Approve Minutes of the MST Board Meeting on March 13, 2023. (Jeanette Alegar-Rocha)

3-3. Reappoint Measure Q Oversight Committee Members Bobby Merritt and Steven Macias to a New 3-Year Term. (Lisa Rheinheimer)

- 3-4. Receive Report on Lost and Found Items Left on MST Property for the Month of November 2022. (Beronica Carriedo)
- 3-5. Financial Reports – February 2023. (Lori Lee)
 - a) Accept Report of February 2023 Cash Flow Presented in Attachment #1
 - b) Approve February 2023 Disbursements Listed in Attachment #2
 - c) Accept report of February 2023 Treasury Transactions Listed in Attachment #3
- 3-6. Reject Claim by the Claimant Stephanie Jimenez-Garcia. (Lisa Cox)
- 3-7. Authorize the Disposal of Thirteen (13) MST-Owned Vehicles that Have Reached or Exceeded Their Useful Life. (Norman K. Tuitavuki)
- 3-8. Ratify Final Settlement Agreement Between MST and SNG Evariste, Concluding the SNG Evariste, LLC v. Monterey-Salinas Transit, Monterey County Superior Court, Case No. 21CV002572. (Carl Sedoryk/David Laredo)

There were no public comments on the consent agenda.

Director Alejo made a motion to approve the Consent Agenda, including revised item 3-3 for the Measure Q Oversight Committee reappointments and terms of office, and was seconded by Director LeBarre. The motion passed unanimously.

4. RECOGNITIONS AND SPECIAL PRESENTATIONS

- 4-1. March 2023 Employee of the Month – Marzette Henderson (Norman Tuitavuki)
- 4-2. April 2023 Employee of the Month – Matthew Deal (Michelle Overmeyer)
- 4-3. 30 Year Service Anniversary – George Alvarez (Norman Tuitavuki)
- 4-4. 35 Year Service Anniversary – Tiziano Minelli (Norman Tuitavuki)
- 4-5. 40 Year Service Anniversary – Janet Madler (Norman Tuitavuki)

5. PUBLIC HEARINGS

- 5-1. FY 2023 Program of Projects. (Matthew Deal)
 - a) Conduct Public Hearing for FY 2023 Program of Projects,
 - b) Adopt the FY 2023 Program of Projects, and
 - c) Authorize the Filing of the Appropriate Grant Applications with the Federal Transit Administration and Caltrans.

Chair Velazquez opened the public hearing for the FY 2023 Program of Projects.

There were no public comments on item 5-1.

Chair Velazquez closed the public hearing.

Director LeBarre made a motion to adopt the FY 2023 Program of Projects and authorize the filing of the appropriate grant applications with the Federal Transit Administration and Caltrans, which was seconded by Director Smith. The motion passed unanimously.

6. ACTION ITEMS

- 6-1. Approve Resolution 2023-33 Authorizing the Certifications and Assurances, Authorized Agent Forms, and Execution of the LCTOP Projects for FY 22/23. (Matthew Deal)

There were no public comments on item 6-1.

Director Barrera made a motion to approve Resolution 2023-33 authorizing the certifications and assurances, authorized agent forms, and execution of the LCTOP projects for FY22/23, which was seconded by Director Amelio. The motion passed unanimously.

- 6-2. Approve a Free Fare Zone in the Community of Pajaro through June 30, 2023. (Lisa Rheinheimer)

There were no public comments on item 6-2.

Director Alejo made a motion to approve a Free Fare Zone in the community of Pajaro through June 30, 2023, which was seconded by Director Pacheco. The motion passed unanimously.

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 – February 2023
- 7-2. Federal Legislative Advocacy Report
- 7-3. State Legislative Advocacy Update
- 7-4. Staff Trip Reports
- 7-5. Correspondence

8. BOARD REPORTS, COMMENTS, AND REFERRALS

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

8-2. Board Member Comments and Announcements.

a) CTA Spring Legislative Conference, May 15-16, 2023, Sacramento, CA, early registration due date April 14.

Director LeBarre commented that he has attended CTA Legislative Conferences in the past and encouraged fellow Board members to attend. Chair Velazquez asked that interested Board members contact her if they wish to attend.

Alternate Angela Untalon, City of Greenfield, announced that Yanelly Martinez is no longer serving on the MST Board. The Greenfield City Council will meet on Tuesday, April 11, 2023 to appoint a new council member to the MST Board.

Director Barrera announced an event on Saturday, April 15 from 12:00 pm - 2:00 pm at the Oscar Martin Luther King Academy showcasing a former MST Bus that was transformed into a Salinas Science Workshop on Wheels.

Carl Sedoryk commented on the representative vacancy for South County cities on the Measure Q Oversight Committee as noted on the revised agenda item 3-3 and asked the Board for any recommendations.

8-3. Board Member Referrals for Future Agendas.

9. ATTACHMENTS

9-1. The Detailed Monthly Performance Statistics and Disbursement Journal for February 2023 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)

10-1. Conference with Labor Negotiators, Gov. Code § 54957.6: ATU, MSTEa, Confidential Unit, General Manager/CEO and MST. (Kelly Halcon/Michael D. Laredo)

Michael Laredo, MST General Counsel, reported that the Board received an update but no reportable action was taken.

11. ADJOURN

With no further business to discuss, Chair Velazquez adjourned the meeting at 11:20 a.m. (Pacific).

Prepared by: 
Jeanette Alegar-Rocha

Reviewed by: 
Carl G. Sedoryk

Board Operations Performance Committee (BOPC)

Draft Meeting Minutes

April 10, 2023
9:00 a.m.

Present:	Mary Ann Carbone (Chair) Joe Amelio (Vice Chair) Mike LeBarre Tony Barrera Lorraine Worthy	City of Sand City City of Pacific Grove City of King City of Salinas City of Gonzales
Absent:	Jeff Baron	City of Carmel-by the Sea
Counsel:	Michael D. Laredo David C. Laredo	General Counsel, De Lay & Laredo General Counsel, De Lay & Laredo
Staff:	Carl Sedoryk Lisa Rheinheimer Norman Tuitavuki Kelly Halcon Michael Kohlman Michelle Overmeyer Jeanette Alegar-Rocha Andrea Williams Beronica Carriedo Cristy Sugabo Deanna Smith Emma Patel Ezequiel Rebollar Jacqueline Munoz Jaime Molina Kaleb-Aquino-Lopez Ikuyo Yoneda-Lopez Marzette Henderson Matthew Deal Natalie Flores Paul Lopez Scott Taylor Ursulla Scardina Vince Dang	General Manager/CEO Assistant General Manager Chief Operating Officer Director of HR and Risk Management Chief Information Officer Director of Planning and Innovation Clerk to the Board Finance Manager Customer & Community Relations Supervisor Mobility Services Manager Civil Rights Officer Associate Planner IT Technician Customer Service Representative Communications Systems Specialist Mobility Specialist Marketing & Communications Manager Transportation Manager Grants Analyst Assistant Planner Facilities Manager IT Manager Marketing Assistant Project Manager Coordinator
Public:	Christina Watson	TAMC

1. CALL TO ORDER

Board Operations Performance Committee Chair, Mary Ann Carbone called the meeting of the Committee to order at 9:01 a.m. Roll was taken and 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 Board Operations Performance / BOPC Committee on February 13, 2023. (Jeanette Alegar-Rocha)**

There were no public comments on the consent agenda.

On a motion by Director Barrera, seconded by Director Amelio and carried by the following vote, which was conducted by roll call, the Committee approved the Minutes of the Board Operations Performance Committee of February 13, 2023:

AYES:	5	Amelio, Barrera, Carbone, LeBarre, and Worthy
NOES:	0	
ABSENT:	1	Baron
ABSTAIN:	0	

4. ACTION ITEMS

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

A review of the Operations Performance was provided by General Manager/CEO Sedoryk to the Committee.

Director LeBarre encouraged MST to reach out to the individual city councils for letters of support to remove the fare box recovery ratio reporting requirement mainly due to the impacts on rural communities. Director LeBarre added that fare box recovery should have a component that tracks when transit is called upon for emergency response-mandated services.

There were no public comments.

- 4-2. Receive SURF! Project Updates. (Lisa Rheinheimer)**

Assistant General Manager, Lisa Rheinheimer provided an update on SURF! project progress including federal environmental clearance, permitting requirements including the Coastal Development Permit, changes made to the project in collaboration with the local jurisdictions, and outreach efforts.

Director Barrera inquired about how he can help with the Coastal Development Permit and requested a draft letter of support.

Director LeBarre asked if there would be renderings of the mitigations and if there were any discussions with the City of Marina about undergrounding credits. Director LeBarre also expressed his excitement about the project and its forward progress.

Director Amelio expressed concern about the time needed to obtain a Coastal permit.

Committee Chair Carbone suggested asking for support from hospitality, local businesses, and local community members.

There were no public comments.

4-3. Receive Updates on Better Bus Network. (Michelle Overmeyer)

Director of Planning and Innovation, Michelle Overmeyer reported on performance results to date of the Better Bus Network.


There were no public comments.

5. CLOSED SESSION

None.

6. ADJOURN

There being no further business, Chair Carbone adjourned the meeting at 9:48 a.m.

Prepared by: 
Jeanette Alegar-Rocha

Reviewed by: 
Carl G. Sedoryk

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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 December 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.

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

Prepared by:  Reviewed by: 
Beronica Carriedo Carl G. Sedoryk

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To: Board of Directors
From: Lori Lee, Accountant
Subject: **FINANCIAL REPORTS – MARCH 2023**

RECOMMENDATION:

1. Accept report of March 2023 cash flow presented in Attachment #1
2. Approve March 2023 disbursements listed in Attachment #2
3. Accept report of March 2023 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance March 1, 2023	\$49,111,197
Revenues	5,907,235
Disbursements	<u><7,046,139></u>
Ending balance March 31, 2023	<u><u>\$47,972,293</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

By the end of March 2023, using the Board approved FY 2023 Budget, MST had a \$7,232,269 year-to-date surplus to budget on the fixed-route operations and a \$1,041,198 surplus to budget on the MST RIDES operations, resulting in an overall year-to-date surplus of \$8,273,467.

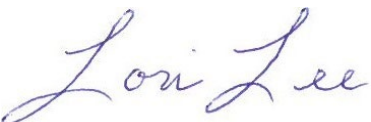
The following fixed-route expenses have negative variances of greater than 5% and have a monetary value greater than \$5,000 as seen in the March Budget vs. Actual reports contained in Attachment #4:

1. Insurance – This large negative variance for the month of March is a result of CalTIP liability deductible payments which exceed the amount originally estimated. This fiscal year-to-date true up entry recorded during March shows that this category will remain over budget for the remainder of the fiscal year.
2. Miscellaneous Expenses – These 17.4% Fixed Route and 20.2% RIDES negative category variances for the month of March are the result of resuming staff travel and training. Staff is taking this into account for fiscal years 2024 and 2025 budget prep as we anticipate this category to continue over budget for the remaining of FY 2023.

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

ATTACHMENT(S):

1. March 2023 Cash Flow
2. March 2023 Disbursements
3. March 2023 Treasury Transactions
4. March 2023 Budget vs. Actual

PREPARED BY: 
Lori Lee

REVIEWED BY: 
Carl G. Sedoryk

REVENUES & DISBURSEMENTS**CASH FLOW**

Beginning balance 03/01/2023		49,111,197.32
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Revenues

Passenger Revenue	233,305.80	
DOD Revenue	1,890.00	
LTF / STA / SGR	4,521,706.30	
Sales Tax	868,742.28	
Grants	-	
Interest Income	235,924.61	
Non Transit Revenue	45,666.09	
Total Revenues	5,721,853.66	5,907,235.08

Disbursements

Operations (See Attachment #2)	4,272,001.08	
Capital	2,774,137.94	
Total Disbursements		(7,046,139.02)

Ending balance 03/31/2023		47,972,293.38
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COMPOSITION OF ENDING BALANCE

Checking - Mechanics Bank	774,790.92
Local Agency Investment Fund (LAIF)	27,690,701.81
Money Market - Mechanics Bank MM	14,461,507.63
Money Market - Mechanics Bank	23,986.22
Money Market - LCTOP	2,549,931.77
Money Market - State of Good Repair	2,357,806.17
Money Market - FOR A/Other	94,406.73
Bank of America - Escrow	8,989.63
Petty cash fund, STC Coin Machine, and 2 change funds	10,172.50
Total	47,972,293.38

PAYROLL ACCOUNT

March 10 Payroll & Related Expenses	611,051.90	
March 24 Payroll & Related Expenses	668,877.06	
Uniform and Tool Allowance	56,195.40	
PERS & 457	477,600.27	
Garnishments	4,015.06	
PERS Health Insurance	<u>420,718.26</u>	
	2,238,457.95	2,238,457.95

GENERAL ACCOUNT

Disbursements on Attached Summary	4,687,762.00	
Paydown Loans	70,812.33	
Workers Comp. Disbursements	43,348.19	
Interest Expense	3,260.76	
Bank Service Charge	<u>2,497.79</u>	
	4,807,681.07	4,807,681.07
Total Disbursements		<u>7,046,139.02</u>
Less Capital Disbursements & Transfers		(2,774,137.94)
Operating Disbursements		<u><u>4,272,001.08</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS
For March 01, 2023 - March 31, 2023

CHECK PRINT DATE	CHECKS	TOTAL
Accounts Payable 03/03/2023	66474 - 66545	323,501.00
Accounts Payable 03/06/2023	66546 - 66546	50.00
Accounts Payable 03/10/2023	66547 - 66600	2,397,150.69
Accounts Payable 03/14/2023	66601 - 65948	1,321.75
Accounts Payable 03/17/2023	66607 - 66679	1,216,565.82
Accounts Payable 03/24/2023	66680 - 66757	477,381.48
Accounts Payable 03/27/2023	66758 - 66808	6,813.39
Accounts Payable 03/30/2023	66809 - 66879	264,977.87
TOTAL		<u>4,687,762.00</u>

CHECKS \$100,000 AND OVER

VENDOR	BOARD APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
MV TRANSPORTATION GILLIG LLC	Recurring Bus purchase Board approved 05/09/22	66652	3/17/23	662,210.94
GILLIG LLC	Bus purchase Board approved 05/09/22	66562	3/10/23	568,988.83
GILLIG LLC	Bus purchase Board approved 05/09/22	66563	3/10/23	568,988.83
GILLIG LLC	Bus purchase Board approved 05/09/22	66564	3/10/23	576,139.24
GILLIG LLC	Bus purchase Board approved 05/09/22	66565	3/10/23	576,139.24
KUBA INC	Contactless Fare Validators Board approved 12-12/22	66644	3/17/23	172,122.38
KIMLEYHORN & ASSOCIATES, INC	BRT Surf! Final Design Board Approved 10/07/19	66708	3/24/23	214,292.46

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

VENDOR	GENERAL MANAGER APPROVED	CHECK CHECK	CHECK DATE	AMOUNT
SC FUELS	Recurring	66616	3/17/23	84,836.54
SC FUELS	Recurring	66617	3/17/23	94,692.51
SC FUELS	Recurring	66867	3/30/23	52,627.88

**TREASURY TRANSACTIONS
FOR MARCH 2023**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 03/01/2023					27,505,320.39
Quarterly interest earned		2.74%	185,381.42		27,690,701.81
Local Agency Investment Fund:					
LAIF Treasury Balance at 03/31/2023					27,690,701.81

MECHANICS BANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 03/01/2023					13,725,829.61
03/08/23	687	AP/Payroll		3,100,000.00	10,625,829.61
03/08/23	687	LTF	4,211,193.89		14,837,023.50
03/17/23	687	AP/Payroll		1,600,000.00	13,237,023.50
03/29/23	687	AP/Payroll		500,000.00	12,737,023.50
03/31/23	687	AP/Payroll		300,000.00	12,437,023.50
03/31/23	687	STA	1,989,276.57		14,426,300.07
03/31/23		Interest	35,207.56		14,461,507.63
MECHANICS MM Balance at 03/31/2023					14,461,507.63

Fixed-Route
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 03/01/23..03/31/23

ATTACHMENT 4
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	176,635	197,055	(20,420)	1,594,398	1,773,495	(179,097)
Special Transit	40,287	43,834	(3,547)	646,416	394,506	251,910
Cash Revenue	252,376	24,174	228,202	868,907	217,566	651,341
Cash Grants & Reimbursement	3,632,094	3,632,094	0	32,688,846	32,688,846	0
Total Revenue	4,101,392	3,897,157	204,235	35,798,567	35,074,413	724,154
Expenses						
Labor	1,412,296	1,540,950	(128,654)	11,590,606	13,868,550	(2,277,944)
Benefits	1,097,997	1,054,559	43,438	8,851,172	9,491,031	(639,859)
Advertising & Marketing	10,517	15,559	(5,042)	85,419	140,031	(54,612)
Professional & Technical	152,251	180,925	(28,674)	738,848	1,628,325	(889,477)
Outside Services	50,008	54,175	(4,167)	467,839	487,575	(19,736)
Outside Labor	152,076	187,959	(35,883)	1,228,911	1,691,631	(462,720)
Fuel & Lubricants	147,675	351,432	(203,757)	2,086,667	3,162,888	(1,076,221)
Supplies	76,283	114,592	(38,309)	551,497	1,031,328	(479,831)
Vehicle Maintenance	64,499	80,417	(15,918)	523,181	723,753	(200,572)
Marketing Supplies	2,029	3,167	(1,138)	28,766	28,503	263
Utilities	72,940	71,521	1,419	597,206	643,689	(46,483)
1 Insurance	408,512	104,167	304,345	1,294,215	937,503	356,712
Taxes	6,648	25,922	(19,274)	113,931	233,298	(119,367)
Purchased Transportation	384,906	436,000	(51,094)	3,307,639	3,924,000	(616,361)
2 Miscellaneous Expenses	49,300	41,976	7,324	388,276	377,784	10,492
Interfund transfers	0	0	0	0	0	0
Pass Thru/Belief of Others	0	0	0	0	0	0
Interest Expense	5,446	12,000	(6,554)	125,202	108,000	17,202
Leases & Rentals	41,538	45,999	(4,461)	404,391	413,991	(9,600)
Total Operating Expenses	4,134,922	4,321,320	(186,398)	32,383,765	38,891,880	(6,508,115)
Operating Surplus (Deficit)	(33,530)	(424,163)	390,633	3,414,802	(3,817,467)	7,232,269

RIDES
MONTEREY-SALINAS TRANSIT DISTRICT
Revenue & Expense - Consolidated
Period: 03/01/23..03/31/23

ATTACHMENT 4
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	16,730	15,000	1,730	118,734	135,000	(16,266)
Special Transit	5,562	0	5,562	57,827	0	57,827
Cash Revenue	0	0	0	0	0	0
Cash Grants & Reimbursement	557,614	557,614	0	5,018,526	5,018,526	0
Total Revenue	579,906	572,614	7,292	5,195,088	5,153,526	41,562
Expenses						
Labor	3,177	11,750	(8,573)	63,850	105,750	(41,900)
Benefits	2,449	6,207	(3,758)	36,922	55,863	(18,941)
Advertising & Marketing	0	417	(417)	0	3,753	(3,753)
Professional & Technical	0	417	(417)	0	3,753	(3,753)
Outside Services	0	0	0	0	0	0
Outside Labor	3,010	6,500	(3,490)	22,639	58,500	(35,861)
Fuel & Lubricants	63,778	78,750	(14,972)	499,718	708,750	(209,032)
Supplies	847	1,709	(862)	12,136	15,381	(3,245)
Vehicle Maintenance	0	0	0	0	0	0
Marketing Supplies	0	167	(167)	0	1,503	(1,503)
Utilities	40	120	(80)	423	1,080	(657)
Insurance	0	0	0	0	0	0
Taxes	0	0	0	0	0	0
Purchased Transportation	361,943	450,417	(88,474)	3,355,825	4,053,753	(697,928)
2 Miscellaneous Expenses	19,428	16,161	3,267	162,387	145,449	16,938
Interfund transfers	0	0	0	0	0	0
Pass Thru/Behalf of Others	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Leases & Rentals	0	0	0	0	0	0
Total Operating Expenses	454,673	572,615	(117,942)	4,153,899	5,153,535	(999,636)
Operating Surplus (Deficit)	125,234	(1)	125,235	1,041,189	(9)	1,041,198

**YANELY MARTINEZ
RESOLUTION 2023-35
APPRECIATION FOR SERVICES RENDERED**

WHEREAS, Yanely Martinez has served on the Board of Directors of Monterey-Salinas Transit from April 10, 2017 to April 11, 2023; and

WHEREAS, Yanely Martinez has served as Chair of the Administrative Performance Committee; and

WHEREAS, Yanely Martinez was a frequent customer of MST On-Call and fixed route bus services; and,

WHEREAS, Yanely Martinez committed to staying informed and educated about trends within the public transit industry by volunteering her time and energy to attend numerous transit conferences and workshops throughout the state and country; and,

WHEREAS, Yanely Martinez, was a constant advocate for improving mobility options for youth, families, and hard-working residents within her community and actively promoted MST programs and services at events throughout the South County cities; and,

WHEREAS, Yanely Martinez took a keen interest in MST programs that improved transit services and infrastructure within rural communities including using MST Wi-Fi enabled buses to help rural families during the COVID-19 pandemic, implementation of fixed route circulator services in Greenfield, and the financing and construction of the MST South County Operations and Maintenance Facility; and,

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

THEREFORE, BE IT RESOLVED that the Board of Directors gives its sincerest appreciation and best wishes to Yanely Martinez as she leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2023-35 this 8th day of May 2023.

Anna Velazquez
Board Chair

Carl G. Sedoryk
Board Secretary

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Measure Q Oversight Committee (MQC)

Draft Meeting Minutes

April 17, 2023

1:00 p.m.

Present:	Sid Williams (Chair) Bobby Merritt (Vice Chair) Kevin Dayton Steven Macias Juan Pablo Lopez (Zoom) Christine Winge (Zoom) Vacant	Seaside-Marina-Monterey-Urbanized Mobility Advisory Committee Taxpayers Association Mobility Advisory Committee Salinas Urbanized Area County of Monterey Unincorporated Non-Urbanized Area
Staff:	Lisa Rheinheimer Norman Tuitavuki Jeanette Alegar-Rocha Andrea Williams Scott Taylor Kevin Allshouse	Assistant General Manager Chief Operating Officer Deputy Secretary Finance Manager IT Manager Contract Transportation Manager
Counsel:	Michael D. Laredo	De Lay & Laredo

1. CALL TO ORDER

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

A Point of order was made by Legal Counsel, Michael Laredo that due to how Measure Q Oversight Committee meetings are formulated with approval action required, committee member Winge will be counted as absent.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA.

There were no public comments.

Juan Pablo Lopez arrived via Zoom at 1:05 p.m.

3. CONSENT AGENDA

- 3-1. Approve Minutes of the Measure Q Oversight Committee on August 22, 2022. (Jeanette Alegar-Rocha)
- 3-2. Receive MST Board Membership Appointments to Measure Q Oversight Committee from April 10, 2023. (Lisa Rheinheimer)

There were no public comments on the consent agenda.

Committee member Macias made the motion to approve the consent agenda which was seconded by Committee member Dayton. The motion passed unanimously with Winge and Lopez absent.

4. ACTION ITEMS

- 4-1. Review Measure Q Revenues and Expenses from the Annual Comprehensive Financial Report from FY 2022 and Provide a Letter to the MST Board of Directors that Measure Q Funds Were Spent on Eligible Expenses. (Lisa Rheinheimer).

There were no public comments on action item 4-1.

Committee member Dayton asked what percentage of MST RIDES is used for dialysis transportation. Lisa Rheinheimer reported that 40% of MST RIDES trips are for dialysis.

Chair Williams asked if special medical trips to Palo Alto include clinics and hospitals in Menlo Park. Kevin Allshouse, Contract Transportation Manager, confirmed that special medical trips to Palo Alto included these facilities in Menlo Park.

Committee member Merritt made the motion to approve a letter to the MST Board of Directors providing an opinion that Measure Q funds were spent on eligible expenses which was seconded by Committee member Dayton. The motion passed unanimously with Winge and Lopez absent.

5. CLOSED SESSION

None

6. COMMITTEE COMMENTS AND ANNOUNCEMENTS

Committee member Dayton reminded the Committee that he serves on the TAMC, Measure X review and Senior and Disabled Grant review to be aware of the overlap funding applications among of the agencies.


7. ADJOURN

There being no further business, Chair Williams adjourned the meeting at 1:12 P.M. p.m. (Pacific).

Prepared by:


Jeanette Alegar-Rocha

Reviewed by:


Carl G. Sedoryk

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

RECOMMENDATION:

Receive letter from the Measure Q Oversight Committee reporting that FY 2022 funds were spent on eligible expenses.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

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

DISCUSSION:

The Measure Q Oversight Committee met on April 17, 2023 and reviewed the Measure Q revenues and expenses from the FY 2022 Annual Comprehensive Financial Report. The Committee approved a letter providing an opinion to the MST Board of Directors that Measure Q funds were spent on eligible expenses.

ATTACHMENT(S):

Letter to the MST Board of Directors from Measure Q Oversight Committee Chair Sid Williams (April 17, 2023)

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

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April 17, 2023

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

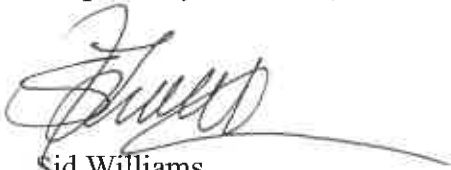
RE: Measure Q Oversight Committee Review of Measure Q Expenditures in FY 2022

Dear Chair Velazquez:

As Chair of the Measure Q Oversight Committee, I am writing to inform the MST Board of Directors that at its meeting of April 17th, the Committee unanimously voted to authorize me to submit this letter.

The Committee reviewed the Annual Comprehensive Financial Report for FY 2022 which included Measure Q-eligible expenses. Without concerns raised, the Committee found that Measure Q funds were spent on eligible expenses as intended by the voters of Monterey County and in accordance with the adopted Expenditure Plan.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Sid Williams', with a long horizontal flourish extending to the right.

Sid Williams
Chair
Measure Q Oversight Committee

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MEETING OF THE MOBILITY ADVISORY COMMITTEE (MAC)

DRAFT MEETING MINUTES

March 29, 2023
1:00 pm (Pacific)

Present:	Jennifer Ramirez Jessica McKillip Steven Macias Aaron Hernandez Bobby Merritt Reyna Gross	Partnership for Children ITN Monterey County The Blind and Visually Impaired Center Transportation Agency for Monterey County (TAMC) Veterans Transition Center Alliance on Aging
Absent:	Diana Jimenez Leticia Garcia Maria Magaña Alejandro Fernandez	AAA-Monterey County Dept. of Social Services The Carmel Foundation Central Coast Center for Independent Living (CCCIL) Davita Dialysis
Staff:	Norman Tuitavuki Kevin Allshouse Cristy Sugabo Claudia Valencia Marzette Henderson Scott Taylor Ezequiel Rebollar Jacqueline Munoz Sonjé Dayries	Chief Operating Officer Contract Services Manager Mobility Services Manager Mobility Specialist Transportation Manager Information Technology Manager IT Technician Customer Service Representative Compliance Analyst
Public:	David Cox Miranda Taylor Maribel Trejo	MV Operations Manager AMBAG Alliance on Aging

Apology is made for any misspelling of a name.

1. CALL TO ORDER

- 1-1. Roll Call
- 1-2. Introduction of Guests

Chair Macias called the meeting to order at 1:01 p.m. Roll call was taken, and a quorum was established with Members Magaña, Fernandez, Jimenez, and Garcia noted as absent.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

There were no public comments.

3. CONSENT AGENDA

- 3-1. Approve Minutes of the regular meeting of January 25, 2023. (Chair)

There were no public comments.

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

4. PRESENTATION

- 4-1. Recognition for 5 Years of Service for Committee Member Fernandez (Chair)
- 4-2. Recognition for 5 Years of Service for Committee Member McKillip (Chair)
- 4-3. Recognition for 5 Years of Service for Committee Member Gross (Chair)
- 4-4. Recognition for 6 Years of Service for Committee Member Magaña (Chair)
- 4-5. AMBAG 2023-Public Participation Plan (Miranda Taylor)
- 4-6. Measure X Senior & Disabled Transportation Program-Cycle 3 Grants (Aaron Hernandez)

The Committee received a presentation from Miranda Taylor, on AMBAG's 2023 Public Participation Plan.

The Committee received a presentation from Aaron Hernandez, from the Transportation Agency for Monterey County on Measure X Senior & Disabled Transportation Program, Cycle 3 Grants.

There were no public comments.

5. PUBLIC HEARING

- 5-1. Unmet Transit Needs Public Hearing (Aaron Hernandez)
 - 5-1.1. **RECEIVE** presentation on the unmet transit needs process;
 - 5-1.2. **OPEN** the public hearing on unmet transit needs;
 - 5-1.3. **RECEIVE** public comment; and
 - 5-1.4. **CLOSE** the public hearing.

There were no public comments.

6. REPORTS AND INFORMATION ITEMS

- 6-1. MV Transit-MST RIDES Service Update (Kevin Allshouse/David Cox)
- 6-2. MST Mobility Programs Updates (Cristy Sugabo)

The Committee received a report from David Cox, MV Transportation, on MST fixed-route and RIDES transit service.

The Committee received an update from Cristy Sugabo, MST Mobility Manager, on Mobility Programs.

7. SUBJECT ITEM REQUEST

- 7-1. None

8. ANNOUNCEMENTS AND APPRECIATIONS


Norman Tuitavuki, Chief Operating Officer, recognized Marzette Henderson for representing MST in transit support coordination during the State of Emergency in Monterey County from severe flooding.

Marzette Henderson, Transportation Manager, presented certificates of appreciation to Kevin Allshouse, David Cox, Maria Garcia, and Hope Ramirez, for their support in the State of Emergency in Monterey County severe flooding evacuations.

9. ADJOURN

With no further business to discuss, Chair Macias adjourned the meeting at 2:00 p.m. (Pacific Time).

PREPARED BY: 
Ruben Gomez

REVIEWED BY: 
Cristy Sugabo

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To: Board of Directors

From: Norman K. Tuitavuki, Chief Operating Officer

Subject: Authorize the Disposal of Six (6) Vehicles

RECOMMENDATION:

Authorize disposition of six (6) MST-owned vehicles that have reached or exceeded their useful life.

FISCAL IMPACT:

Pending sales proceeds.

POLICY IMPLICATIONS:

The Board may approve the disposition (retirement, sale, donation, or disposal) of MST-owned vehicles per MST's Disposal of Surplus Property Policy adopted July 12, 2010, and revised March 2, 2018.

DISCUSSION:

MST has several revenue and non-revenue vehicles in its fleet which have reached or exceeded the FTA recommended minimum useful life criteria as defined by FTA Circular 5010.1.E. MST's Maintenance Department has removed these vehicles from service and changed their status to inactive.

If the Board approves disposition of these vehicles, staff will remove any MST-owned equipment of value from these vehicles such as fareboxes and radio equipment to be installed and reused in other MST vehicles. Finally, staff will dispose of these vehicles in the most appropriate manner.

Staff will attempt to donate vehicles deemed safe and road-worthy before sending them to auction. All other vehicles will be disposed of accordingly.

The following vehicles are available for donation, disposal or sale:

Model Year	Manufacturer	Equipment Description	Meter Reading Estimated
2015	FORD	ELDORADO 26' GASOLINE CUTAWAY	287,227
2011	FORD	ELDORADO 26' GASOLINE CUTAWAY	321,421
2014	FORD	ELDORADO 26' GASOLINE CUTAWAY	218,593
2015	FORD	ELDORADO 26' GASOLINE CUTAWAY	256,423
2015	FORD	ELDORADO 26' GASOLINE CUTAWAY	280,824
2015	FORD	ELDORADO 26' GASOLINE CUTAWAY	271,049

Approval of this item authorizes staff to sale, donate, or dispose of the six (6) vehicles listed above.

ATTACHMENT(S):

None.

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

CINDY URQUIDEZ 16 YEARS OF SERVICE

WHEREAS, Cindy Urquidez began her career with Monterey-Salinas Transit in September of 2006 as a Coach Operator; and

WHEREAS, Cindy Urquidez has consistently provided great customer service to her passengers and co-workers by demonstrating acts of compassion and empathy; and

WHEREAS, Cindy Urquidez has received numerous recognitions throughout her career for her safe driving and assistance during special events; and

WHEREAS, Cindy Urquidez, through her efforts, helped MST meet our mission.

WHEREAS, after 16 years of service, Cindy Urquidez shall officially retire on May 2, 2023.

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

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2023-37 this 8th day of May 2023.

Anna Velasquez
Board Chair

Carl G. Sedoryk
Board Secretary

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To: Board of Directors
From: Deanna Smith, Civil Rights Officer
Subject: Title VI Program Update

RECOMMENDATION:

Receive Draft Title VI Program Update for August 1, 2023 through July 31, 2026 and adopt Resolution 2023-36 approving the Title VI Program Update.

FISCAL IMPACT:

Receipt of federal grant funds is contingent upon MST preparing a Board-approved Title VI Program in place.

POLICY IMPLICATIONS:

Your Board is responsible for conducting programmatic oversight and compliance regarding MST's federally-funded programs. An approved Title VI Program, which includes a Public Participation Plan and Language Assistance Plan, is required for MST to be in compliance with federal regulations.

DISCUSSION:

Per 49 U.S.C. Sections 5307(b), 5307(c)(1)(1) and the Federal Transit Administration's (FTA) Circular 4702.1B, MST must submit a Title VI Program every three years. MST's current Program expires on July 31, 2023, and the approved Program Update will cover the period from August 1, 2023, to July 31, 2026.

Title VI of the Civil Rights Act of 1964 (Title VI) states that, "No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The attached Draft Program has been developed to ensure that MST complies with Title VI regulations and includes all FTA-required elements:

- Title VI Notice of Rights
- Title VI complaint form and process
- List of Title VI complaints, investigations, and lawsuits
- Public Participation Plan
- Language Assistance Plan
- Minority representation data of non-elected committees


- Sub-recipient assistance and monitoring
- Title VI equity analysis of site or location of facilities
- Service standards and policies

MST staff recommends approval of the Draft Title VI Program Update in its entirety to maintain compliance with federal regulations.

Due to the size of the Program Update, the entire document, including all attachments, may be viewed by the Board and members of the public online at the link below. Hard copies may also be requested by contacting the MST Clerk to the Board at clerk@mst.org.

ATTACHMENT(S):

1. Draft Title VI Program Update August 1, 2023 – July 1, 2026 (Pages 1-14)
2. Online attachment: <https://mst.org/contact-us/civil-rights-draft/>.
3. Resolution 2023-36

Prepared By 
Deanna Smith
Civil Rights Officer

Reviewed By 
Carl Sedoryk
General Manager/CEO



TITLE VI PROGRAM UPDATE August 1, 2023-July 31, 2026



**Monterey-Salinas Transit
19 Upper Ragsdale Dr., Suite 200
Monterey, CA 93940**

Title VI Contact:
Deanna Smith
Civil Rights Officer/Title VI Coordinator
Email: cro@mst.org
Phone: 831-264-5878

MST'S DISTRICT PROFILE

Monterey-Salinas Transit District (MST) was created by California law AB 644 and formed on July 1, 2010, succeeding the MST Joint Powers Agency (formed in 1981) and the Monterey Peninsula Transit Joint Powers Agency (formed in 1972). District members include the cities of Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad, and the County of Monterey. Each District appoints a representative to serve on MST's Board of Directors, which is responsible for appointing the District's General Manager/CEO.

MST provides fixed-route, demand response, and special seasonal transit service to a 154-square mile area of Monterey County, Santa Cruz County, and San Luis Obispo County. Of \$59,748,921 in total operating revenue, approximately 56% comes from state and local funds. Federal sources account for 41% of revenue, and another 3% was generated from fares and other sources.

MST operates more than 36 fixed routes and serves a population of approximately 439,035 based upon the area within a three-quarter mile of established routes within the County.

In FY 2022, with an operating budget of \$38,071,517, MST's fixed route service carried 1,280,619 passengers over 2,955,461 revenue service miles. MST's paratransit service, MST RIDES, carried 124,134 passengers over 820,473 revenue service miles with an operating budget of \$4,178,063.

As of January 1, 2022, MST employed over 200 individuals, including coach operators; operations, maintenance, and facilities workers; and administrative staff who operate out of the following facilities:

Clarence J. Wright Operations Division – Salinas
Thomas D. Albert Maintenance and Operations Facility – Monterey
South County Maintenance and Operations Facility – King City
Frank J. Lichtanski Administrative Offices – Monterey
Mobility Services Center – Salinas
Bus Stop Shop – Monterey
Monterey Transit Plaza
Salinas Transit Center
Marina Transit Exchange

MST'S MISSION STATEMENT

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

MST'S BRAND VISION STATEMENT

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

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1. INTRODUCTION

This Title VI Program (Program) covers the period August 1, 2023 – July 31, 2026, and has been developed in accordance with Department of Transportation (DOT) Title VI regulations 49 CFR Part 21.9(b) and Federal Transit Administration (FTA) guidance as provided within its Title VI Circular 4702.1B. As such, this Program is submitted under the authority of Title VI of the Civil Rights Act of 1964, 42 U.S.C § 2000d et seq., Federal Transit Laws, Title 49, United States Code, Chapter 53; 49 CFR § 1.51; and 28 CFR § 42.401 et seq.

MST received concurrence on its August 2020 – July 2023 Program on May 17, 2022 (**Attachment A**). In response to FTA’s April 2020 notice of postponement of Title VI submissions during COVID-19 pandemic to October 2020, MST’s previous Program included activity and information through March 2020. All efforts have been made to ensure activity reported in this Program aligns with these dates.

MST has documented within this Program the steps it has taken, and will continue to take, to ensure its transit services are provided without discrimination on the basis of race, color, or national origin. In addition to Title VI protections, MST affirms its commitment to operate without discrimination against any other class of persons protected by federal or state law. A copy of MST’s board resolution approving this Program update can be found in **Attachment B**.

To obtain information, paper copies, translations, or to request accessible formats of this document, please contact MST using one of the options below.

Deanna Smith

Civil Rights Officer/Title VI Coordinator

19 Upper Ragsdale Dr., Suite 200

Monterey, CA 93940

Email: cro@mst.org

Phone: 831-264-5878

Website: <https://mst.org/contact-us/> • **Customer Service:** (888) 678-2871 • 711 Relay



888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika

2. GENERAL REQUIREMENTS

This section addresses the general requirements outlined in Chapter III of FTA Circular 4702.1B. Supporting documentation is identified within the document or as attachments to this Program.

TITLE VI NOTICE OF RIGHTS

MST is committed to ensuring that the public is aware of the rights and protections afforded to them under Title VI. In accordance with 49 CFR 21.9(d) and guidance provided in FTA Circular 4702.1B Chapter III-4.5(a)(b), MST's Title VI Notice of Rights (Notice) includes:

1. A statement that the agency operates its programs without regard to race, color, or national origin.
2. A description of the procedures members of the public should follow to request additional information on the recipient's Title VI obligations.
3. A description of the procedures members of the public should follow to file a Title VI discrimination complaint.

MST's Notice has been translated into the two language groups identified in MST's Language Assistance Plan (LAP) as having Limited English Proficiency (LEP): Spanish and Tagalog. The Notice includes MST's Notice of Language Assistance and contact information to obtain a complaint form and the procedures for filing a Title VI discrimination complaint with MST or the Federal Transit Administration.

The Notice of Rights can be found on MST's website at <https://mst.org/title-vi/>. A copy of MST's revised Notice of Rights and list of posting locations is included in **Attachment C**.

TITLE VI COMPLAINT FORM and PROCESS

As part of MST's commitment to ensuring that no person is discriminated against on the basis of race, color, or national origin, and to ensure compliance with 49 CFR Section 21.9(b) and guidance provided in FTA Circular 4702.1B Chapter III-5.6, MST has developed a Title VI complaint form and process.

MST investigates Title VI complaints that allege discrimination based on race, color, or national origin. Complaints must be filed in writing within 180 days of the date of the alleged discrimination and are investigated according to MST's Title VI complaint process.

MST's complaint form and process have been translated into MST's two Safe Harbor languages and can be viewed on MST's website at <https://mst.org/title-vi/>. MST's Title VI complaint form and process are included in English in **Attachment D**.

LIST OF TITLE VI COMPLAINTS, INVESTIGATIONS, AND LAWSUITS

Per 49 CFR Section 21.9(b) and guidance provided in FTA Circular 4702.1B Chapter III-5.7, MST maintains a record of all complaints, investigations, and lawsuits alleging discrimination on the basis of race, color, or national origin. The record includes the date, details, and action taken in response to the complaint, investigation, or lawsuit.

Since January 15, 2020 – the date of the last complaint reported in MST’s previous Title VI Program submission – MST has received, investigated, and closed one Title VI complaint. No lawsuits have been filed against MST. All Title VI complaints are reviewed, investigated, and responded to by the civil rights officer. MST’s Title VI Complaint Log can be found in **Attachment E**.

TITLE VI INTERNAL COMPLAINT PROCEDURES

MST buses are equipped with digital video and audio recording devices to aid in complaint investigations. If a valid Title VI violation has occurred, the civil rights officer forwards his or her findings to the coach operator’s supervisor, who initiates appropriate action in accordance with MST policy, the MST Employee Handbook and Coach Operator Manual, and applicable Collective Bargaining Agreements (CBA) or Memoranda of Understanding (MOU). MST’s internal complaint procedures can be found in **Attachment F**.

TITLE VI EMPLOYEE TRAINING

MST employees receive Title VI training upon hire, and training is tailored to the exposure and interaction each job type will have with members of the public who may speak English “less than very well.” MST’s coach operators receive “refresher” training in Title VI every two years. Operations supervisors and customer service representatives receive guidance in contacting interpreters and translators through Language Line Services upon hire, promotion, or during refresher trainings as necessary.

PUBLIC PARTICIPATION PLAN

In accordance with 49 CFR Section 21.9(b), FTA Circular 4702.1B Chapter III-5.8, MST has established a Public Participation Plan (PPP) to identify effective methods to communicate and engage with its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency, minority or socioeconomic status, or disability. Additionally, MST’s PPP reflects the principles of FTA Circular 4703.1 which guides public transit providers to integrate the principles of environmental justice into the transportation decision-making process.

Between March 13, 2023, and April 10, 2023, MST provided its proposed Public Participation Plan to various advisory committees, governmental agencies, social and community groups, and members of the public and solicited feedback for consideration and incorporation into the final Plan. The final Public Participation Plan can be found in **Attachment G**.

A summary of MST’s public participation and outreach efforts since January 2020 are documented within the Public Participation Plan.

LANGUAGE ASSISTANCE PLAN

MST upholds the goals of Title VI of the Civil Rights Act of 1964, Federal Executive Order 13166, and the Department of Transportation's Limited English Proficiency Guidelines by ensuring that all persons, regardless of race, color, or national origin, are afforded meaningful access to its transit services.

In accordance with guidance provided in FTA Circular 4702.1B Chapter III-6, MST has conducted a Four Factor Analysis to determine the level of language assistance that will be provided to LEP individuals within its service area. MST used the following required four factors to determine its obligation to accommodate LEP populations:

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee of federal funding.

Factor 2: The frequency with which LEP individuals come in contact with the program.

Factor 3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

Factor 4: The resources available to the recipient.

MST conducted a Four Factor Analysis to determine the current language assistance needs of its stakeholders and utilized the results of the analysis to update its Language Assistance Plan (LAP) to provide the appropriate level and type of assistance for its customers.

MST's Language Assistance Plan and Four Factor Analysis can be found in **Attachment H**. Census data used to complete the LAP Four Factor Analysis is included within the LAP.

MINORITY REPRESENTATION ON NON-ELECTED COMMITTEES

Pursuant to 49 CFR 21.5(b)(1)(vii) and guidance provided in FTA Circular 4702.1B Chapter III-9, MST retains a table depicting the racial breakdown of the membership of its non-elected planning boards, advisory councils, and committees whose members are appointed by MST staff or Board. MST's current non-elected committees include the Mobility Advisory Committee (MAC) and the Measure Q Oversight Committee (MQC).

Mobility Advisory Committee

Monterey-Salinas Transit is committed to assisting persons with disabilities and other travel challenges to ensure they receive the same level of mobility and travel independence on public transit that others enjoy. To this end, MST operates a range of mobility services offering a variety of travel options that allow riders to participate fully in their communities. All mobility program services are planned with the input and oversight of the MAC.

The MAC is comprised of riders and medical/social service agency personnel who have first-hand experience using MST services and/or assisting others to do so. The committee meets every two months, and meetings are open to the public. MST staff attempts to hold meetings at times and locations that are more convenient and accessible for minority and LEP communities.

Measure Q Oversight Committee

Per Ordinance 2015-01, Section 18, the MST Board of Directors is required to appoint members to an oversight committee to review and report on the revenue and expenditure of funds from the tax. The membership of the Measure Q Oversight Committee consists, at a minimum, of a representative from each of the following:

- The Salinas Urbanized Area, to include a representative from the City of Salinas.
- The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel-by-the-Sea, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina.
- The Non-urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City.
- The County of Monterey, to include a representative from an unincorporated area of Monterey County.
- A bona fide non-profit organization that represents the interests of taxpayers in the County.
- The District's existing Mobility Advisory Committee, to include two members of the Mobility Advisory Committee.

MQC members meet at least two times per year to review and report on the revenue and expenditure of funds from the tax to ensure that all funds are spent to benefit seniors, veterans, and persons with disabilities. All Measure Q meetings are open to the public.

Ensuring Minority Representation on Planning and Advisory Boards

MAC members are nominated by existing members of the committee and are then referred to the MST Board for approval. The committee seeks to maintain a balance of representation from among various service providers and across the MST service area.

Nominations for MQC members are referred by MST staff and board members from a variety of nonprofit agencies, social service providers, and municipalities, with special consideration given to individuals who are themselves seniors, veterans, or persons with disabilities.

MST staff makes every attempt to maintain a racially diverse committee membership and encourages minority participation when filling vacancies. The Civil Rights Officer monitors the racial makeup of the MAC and MQC and makes diversity recommendations to MST staff when vacancies occur. The current racial breakdown of both committees is presented below.

Table 1: Racial Breakdown of Committees

Committee	WH	AIAN	AS	BL	HI	NHOPI	2+
MAC	9%	-	18%	9%	64%	-	-
MQC	57%	-	-	29%	14%	-	-

SUB-RECIPIENT ASSISTANCE AND MONITORING

Pursuant to 49 CFR 21.5(b)(1)(vii) and guidance provided in FTA Circular 4702.1B Chapter III-10, primary recipients must monitor their sub-recipients for compliance with Title VI regulations.

MST does not allocate or pass-through funding to sub-recipients; as such, there is no sub-recipient monitoring to report.

MST contracts with MV Transportation, Inc. (MVT) to provide its paratransit service and a portion of its fixed-route service. MST ensures that this contractor complies with Title VI by monitoring the following activities:

1. MST provides its Title VI Program to MVT and receives their acceptance upon each Program update.
2. MST provides MVT management with the same Title VI training it provides to its own employees. Train-the-trainer sessions are provided to MVT's general manager and safety and training manager who in turn provides the training to all new hires and at refresher training in Title VI regulations and responsibilities.
3. MVT maintains a copy of MST's Title VI Program at their facility in an area fully accessible to its employees. A copy of the Title VI complaint form and process are posted on their employee bulletin boards.
4. MST's Title VI Notice of Rights is posted in all MVT buses.
5. MVT reports all Title VI complaints to MST within 24 hours and MST's Civil Rights Officer investigates all complaints following the same procedures outlined in **Attachment E**.

TITLE VI EQUITY ANALYSIS OF CONSTRUCTED FACILITIES

In accordance with 49 CFR 21.9 and guidance provided in FTA Circular 4702.1B Chapter III-11, MST is required to conduct a Title VI equity analysis for new facilities to ensure that locations are selected without regard to race, color, or national origin.

FTA Title VI Circular 4702.1B requires that, "The recipient shall complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin."

MST did not site or construct any facilities during this reporting period.

3. FIXED ROUTE TRANSIT PROVIDER REQUIREMENTS

In accordance with 49 CFR 21.9 and guidance provided in FTA Circular 4702.1B Chapter IV, service standards and policies are required for fixed route services and are optional for demand response service. The standards and policies must address how services and amenities are distributed across the transit system and must ensure that service design and operations practices do not result in discrimination on the basis of race, color, or national origin.

Transit providers that operate 50 or more fixed route vehicles in peak service and are located in a UZA of 200,000 or more in population are required to provide additional demographic and service data; however, MST does not meet this threshold (**Attachment J**).

SYSTEM-WIDE SERVICE STANDARDS

Specific service standards are required for the following indicators: 1) vehicle load; 2) vehicle headways; 3) on-time performance; and 4) service availability (a measure of how routes are distributed within the service area). In addition to the federal requirements for service allocation standards and policies, the Transportation Development Act in California mandates farebox recovery standards.

Vehicle Loads

MST aims to maintain vehicle loads at or below 125% of seated capacity on all its services.

In addition, MST aims to maintain vehicle loads at or below 100% of seated capacity on:

- Fixed-route buses, when operating on limited-access highways and freeways
- Fixed-route buses shorter than 30 feet, including all cutaways
- Demand-response services

MST will adjust service on fixed routes where these thresholds are regularly exceeded. The nature of these adjustments will depend on available resources, but may include:

- Assignment of a larger vehicle
- Additional trips at specific times
- Increased frequency

Vehicle Headways

MST sets service frequencies in relation to expected demand, based on population and job density, historic ridership, observed vehicle loads, and the expected impacts of new development.

MST aims to provide headways equal to or better than those listed in the table below:

Route Type	Minimum Frequency and Span	
Frequent Routes <i>Regular or Bus Rapid Transit routes operating in especially high-demand areas</i>	Weekdays: <ul style="list-style-type: none">• Every 15 minutes or better for 11 hours per day,• Every 30 minutes or better for an additional 4 hours per day Weekends: <ul style="list-style-type: none">• Every 30 minutes or better for 13 hours per day	
Urban Routes	Every 60 minutes or better.	Weekdays: 12 hours per day

<i>Regular routes operating entirely within or between the Salinas and Seaside-Monterey urbanized areas</i>		Weekends: 11 hours per day
Rural Routes <i>Regular routes operating in other areas in Monterey County</i>	Every 120 minutes or better.	Weekdays: 12 hours per day Weekends: 11 hours per day
Intercounty Routes <i>Regular routes primarily operating to connect to out-of-county destinations</i>	At least 2 trips per day.	
Measure Q Routes <i>Special routes funded by Measure Q sales tax receipts to serve specific needs of seniors, veterans, and people with disabilities.</i>	As needed, based on available resources and service requests.	
Contracted Routes <i>Special routes funded by a contract arrangement with an institutional customer (e.g., City of Monterey, CSUMB, Department of Defense etc.)</i>	As determined by contract.	

In addition, for the purposes of service legibility and to enable timed transfers, MST aims to provide service on clockface headways that enable timed transfers. This means:

- On Urban Routes, regular service is scheduled either every 15, 30 or 60 minutes.
- On Rural Routes, regular service is scheduled every 30, 60, 90 or 120 minutes.

On-Time Performance

MST defines on-time performance in two ways:

- **At timepoints along each route.** A trip is considered on time if the vehicle departs the timepoint no earlier than 1 minute before the scheduled time, and no later than 5 minutes after the scheduled time. MST aims for on-time performance of 80% of all departures at timepoints.
- **At timed transfer points.** Routes that make timed transfers are considered to be on-time at the transfer point if the vehicle arrives no later than 2 minutes before the next “pulse” departure time. MST aims for on-time performance of 95% of all arrivals at timed transfer points.

Service Availability

MST provides service that meets transit needs throughout Monterey County. However, MST’s ability to provide service is constrained by the availability of service resources, and the distribution of population and jobs throughout the County.

Based on the distribution of population and jobs in Monterey County (including low-income populations and minority populations), MST will distribute transit service as follows:

- About 40% of fixed-route service in Salinas and Boronda
- About 40% of fixed-route service in Marina, Seaside, Sand City, Monterey, Del Rey Oaks, Pacific Grove, Del Monte Forest and Carmel-by-the-Sea
- About 20% of fixed-route service in other areas

Based on current resources, MST aims to provide fixed-route service within a half-mile of at least:

- 50% of all Monterey County residents
- 65% of residents of the Salinas Urbanized Area
- 65% of residents of the Seaside-Monterey Urbanized Areas

In addition, to help ensure equitable distribution of service, MST will provide fixed-route service within a half-mile of at least:

- 50% of all minority (as defined by FTA Circular 4702.1B) residents of Monterey County
- 50% of all low-income Monterey County residents, defined as residents living in households with an income below 150% of the federal poverty guidelines updated periodically in the *Federal Register* by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).

Farebox Recovery

MST aims to maintain a farebox recovery ratio of 15%, consistent with Transportation Development Act guidance and the Transportation Agency for Monterey County.

SYSTEM-WIDE SERVICE POLICIES

FTA Circular 4702.1B Chapter IV requires systemwide service policies for the following service indicators:

1) distribution of transit amenities for each fixed-route mode operated; and 2) vehicle assignment for each fixed-route mode operated.

Distribution of Transit Amenities

MST transit amenities include bus stop signs, benches, shelters, waste receptacles, major transit centers, and information including printed signs, system maps, route maps, schedules, and digital equipment.

MST considers the following factors in determining how bus stops are improved: passenger volume, transfer opportunities, access to major activity centers, site specific considerations, accessibility for persons with disabilities, safety, and availability of financial resources or grant requirements.

MST follows these general guidelines for specific amenities:

- Bus shelters and benches should be provided at stops where 25 passengers or more per day are expected to board buses (safety, space and resources permitting).
- Bus benches should be provided at stops where 10 passengers or more per day are expected to board buses – safety, space and resources permitting.
- Developments that should provide bus shelters and/or benches include shopping centers, office buildings, hospitals, schools, large apartment complexes, and major residential subdivisions. MST has prepared the “Designing for Transit” manual which describes transit-oriented design guidelines and specifications in Monterey County.
- Free-standing waste receptacles are installed based on the number of passenger boardings at a stop, the level of activity in the area, and the availability of other trash receptacles nearby.

Installation of pole-mounted waste receptacles may additionally require identification of an adjacent property owner who agrees to regularly empty the receptacle. New waste receptacles should be located at or near stops where 25 passengers or more per day are expected to board buses – safety, space, and resources permitting.

- Printed information, including system/route maps and schedule information, are provided at the transit centers. In addition, a pole-mounted timetable is provided at bus stops located at major timepoints, as listed in the route's published schedule. All bus stops in the MST system are identified by a standard MST bus stop sign.
- Provision of new digital information such as real-time transit information signage will be prioritized along Frequent Routes and major activity centers in the MST system, such as transit centers, transfer points for two or more routes, or bus stops where 50 or more passengers per day are expected to board buses.
- MST does not operate any passenger facilities that require the use of elevators or escalators.

Vehicle Assignment

MST assigns vehicles to routes based on vehicle size, capacity, purpose, age, and home base.

- **Home Base.** Vehicles are distributed between the Monterey, Salinas and King City divisions to reduce deadhead miles. Vehicles are assigned according to the starting point of each run, the physical requirements of the routes served, and the number of operator runs assigned to each division.
- **Size and Capacity.** MST assigns vehicles to routes based on a combination of capacity requirements and operating conditions. Larger and low-floor vehicles are assigned to routes and blocks where higher levels of ridership are expected. Smaller vehicles are assigned on routes where anticipated ridership is relatively low and/or where street characteristics prevent the use of a larger vehicle (e.g., due to narrow streets, steep grades, dips, narrow intersections etc.).
- **Vehicle Purpose.** To the extent feasible, MST assigns each vehicle to match the purpose of the program(s) that helped purchase those vehicles. For example, vehicles purchased specifically with grants for rural and long-distance service are assigned in priority to rural and long-distance service. They may only be used for other purposes if MST would otherwise have a shortage of vehicles to operate full service.
- **Age.** All vehicles are maintained according to MST's strict standards, regardless of the vehicle's age. To the extent practical given the specific vehicle requirements of certain routes, MST endeavors to minimize the difference in average vehicle age between the Monterey, Salinas, and King City divisions.

Performance Monitoring

MST will periodically review the performance of its routes and the distribution of its assets to assess adherence to its adopted standards and policies. A comprehensive evaluation will be conducted at least triennially, based on data collected for National Transit Database reporting.

In addition to the triennial monitoring, MST will attempt to conduct the following monitoring activities:

- On-time performance and farebox recovery rates are reported monthly to the Board of Directors.

- Service availability, headways, and vehicle assignments will be evaluated during major service changes, comprehensive operational analyses, and other similar planning studies.

Based on the results of the performance monitoring, MST will prioritize its corrective actions for the lowest-performing routes and/or corridors.

LIST OF ATTACHMENTS

- A: FTA 2022 Concurrence Letter
- B: Board Approval of Title VI Program
- C: Notice of Title VI Rights and Posting Locations
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- E: Title VI Summary of Complaints, Investigations, and Lawsuits
- F: Internal Complaint Procedures
- G: Public Participation Plan
- H: Language Assistance Plan
- I: FTA UZA Exemption

RESOLUTION 2023-36
APPROVING THE TITLE VI PROGRAM
AUGUST 1, 2023-JULY 31, 2026,

WHEREAS, the Monterey-Salinas Transit District was established under AB644, the Monterey-Salinas Transit District Act, effective July 1, 2010 and found at California Public Utilities Code Section 106000; and

WHEREAS, Monterey-Salinas Transit receives federal funds to provide public mass transportation to Monterey County; and

WHEREAS, Monterey-Salinas Transit is committed to ensuring that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any MST program, service, or activity regardless of the funding source; and

WHEREAS, Monterey-Salinas Transit must promote full and fair participation in public transportation decision-making; and

WHEREAS, Monterey-Salinas Transit must ensure meaningful access to transit-related programs and activities by persons with limited English proficiency; and

WHEREAS, Monterey-Salinas Transit is required by the Federal Transit Administration to prepare and submit a Title VI Program reaffirming its commitment to nondiscrimination every three years.

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit approves its Title VI Program Update August 1, 2023 – July 31, 2026.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2023-36 this 8th day of May 2023.

Anna Velazquez, Chairperson

Carl Sedoryk, General Manager/CEO

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS
TRANSIT this 8th day of May 2023 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

Board Secretary (Deputy)

To: Board of Directors

From: Lisa Rheinheimer, Assistant General Manager

Subject: Draft FY24 and FY25 Operating and Capital Budget Summary

RECOMMENDATION:

Review Draft FY24 and FY25 Operating and Capital Budget Summary.

FISCAL IMPACT:

Staff is preparing the District's 2-year budget. The draft operating budget for FY24 is \$58,066,426, which is a decrease of 1.1% over the FY23 budget of \$58,727,218. This budget includes an estimated \$12,800,000 in sales tax revenue generated by Measure Q – the 1/8-cent sales tax approved by the voters on the November 2014 ballot. The draft operating budget for FY25 is \$60,624,742.

The following considerations have been incorporated in the draft 2-year budget and described below:

Retail sales and the associated tax revenues: Local Transportation Funds (LTF) and Measure Q will increase by approximately 2% year over year. The LTF and Measure Q revenue sources typically make up 60% of the budget.

Fare revenues from passengers: Fare revenue from passengers may decrease given the implementation of new lower fares on most transit lines. The Better Bus Network has resulted in more passenger boardings overall. However, this increase does not necessarily mean an increase in total fare revenue. Other considerations when estimating fares includes the increase in frequency of transit service on the most used transit lines. Tourist travel and conferences are expected to increase this summer with the predictability of the economy and overall desire for revenge travel and to meet in person. For this 2-year budget, staff assumed that revenues from passenger fares will decrease 8% over FY23 and increase 3% in FY24.

Partnerships with the colleges, university, and City of Monterey: Funding from these partnerships has historically been a strong contribution to the operating budget prior to the pandemic. However, demand for transit services under these partnerships is dependent on budgets. The City of Monterey contract for MST Monterey Trolley services are planned to return with operations between Memorial Day weekend

through Labor Day. The university and colleges partnerships will continue with moderate financial contributions to the MST Budget.

Federal Aid: With the passage of the Infrastructure Investment Jobs Act (IIJA), MST has been allocated \$13,310,334 which represents 7.2% more in traditional Federal Section 5307 funding to support operations and capital expenditures for FY 24.

Consumer Price Index, supply chain, fuel, and insurance increases are reflected in the budget assumptions with a fiscally conservative approach.

Coach operator wages and overtime are the largest expense in the operating budget. There is an increase in wages of 3% as required in the Contractual Agreement between MST and the Amalgamated Transit Union – Local 1225 (January 1, 2024), as approved by the Board in 2022. Other notable impacts to the budget include the amount of overtime paid to employees when there are shortages in staffing. Non-coach operator wages will also increase by 3% or 1% for MSTEAs members on January 1, 2024.

MST's FY24 and FY25 capital budget anticipates funding \$8.3 million in capital expenditures not covered by grants with General Fund reserves to meet requirements for the Innovative Clean Rollout plan and direction provided by the Board to fully fund zero-emissions buses for exclusive use on the SURF! Busway and Bus Rapid Transit Project. The capital budget is therefore supported by both special grant revenues and fortified by MST's General Funds. The total FY24 capital budget is \$18,192,985 of which \$3,993,962 is from general fund expenditures. The total FY25 capital budget is \$44,525,236 of which \$4,266,288 is from non-grant general fund expenditures. The Capital Improvement Program includes full funding for the SURF! project and zero-emissions buses to be operated exclusively on the SURF!.

Additional expenditures of note include continuing the Free Fares at 13 stops in the community of Pajaro. Trolley service is funded through the City of Monterey (the Aquarium reimburses the City for a percentage of the trolley service), the MCCVB, and MST.

Draft MST Budget Summary: FY24 and FY25 Operating and Capital

	FY 2023 (\$)	FY 2024 (\$)	FY24 / FY23 % Change	FY 2025 (\$)	FY25/ FY24 % Change
<u>Fixed Route Bus</u>					
Operating Revenue	46,765,878	47,017,070	0.5%	47,230,787	0.5%
Capital	10,250,370	18,120,985	76.8%	44,279,372	144.4%
Sub-Total	57,016,248	65,138,055	14.2%	91,510,159	40.5%
<u>MST RIDES</u>					
Operating Revenue	6,871,365	6,989,140	1.7%	7,388,754	5.7%
Capital	0	72,000	#N/A	245,864	241.5%
Sub-Total	6,871,365	7,061,140	2.8%	7,634,618	8.1%
<u>Fixed Route/RIDES Combined</u>					
Operating Revenue	53,637,243	54,006,210	0.7%	54,619,541	1.1%
Capital	10,250,370	18,192,985	77.5%	44,525,236	144.7%
Overall Revenue Total	63,887,613	72,199,195	13.0%	99,144,777	37.3%
<u>Summary</u>					
Operating Revenues	53,637,243	54,006,210	0.7%	54,619,541	1.1%
Operating Expenses	58,727,218	58,066,426	-1.1%	60,624,742	4.4%
Operating/Capital Reserves	-5,089,975	-4,060,216	-20.2%	-6,005,201	47.9%
<u>Cash Balance at Fiscal Yearend</u>					
Projected Unrestricted Cash Balance (June 30)	44,158,100	36,031,922		25,514,569	
15% Required Operating Reserve	8,809,083	8,709,964		9,093,711	
Projected Unrestricted Cash Balance (June 30) available less Reserve	35,349,017	27,321,958		16,420,858	

POLICY IMPLICATIONS:

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

This draft FY24 and FY25 two-year budget supports the Board's Strategic Plan, Action Plan, and 5-year Capital Improvement Program.

Additionally, the budget includes a 15% cash reserve of operating expenses as per Board policy.

DISCUSSION:

Over the last three years, MST has realized a surplus to budget, understanding that these reserves would be needed after emergency Federal Aid monies were spent. While revenues exceeded expenditures in FY22 and FY23, these next 2 years will continue to be a challenge and operating/capital reserves will be needed for both operating and capital budget needs. As was the case in FY23, staff will be closely monitoring cash flow throughout the year.

In the capital budget, MST relies heavily on grants and other restricted capital funding to support larger investments in vehicles and moving toward a Zero Emissions Bus fleet, conducting pre-construction work for major transit investments including the SURF! Busway and Bus Rapid Transit Project and the Salinas Operations and Maintenance Facility as well as maintaining existing infrastructure and facilities in a state of good repair. In FY23, MST was also successful in receiving a federal earmark for a microgrid project.

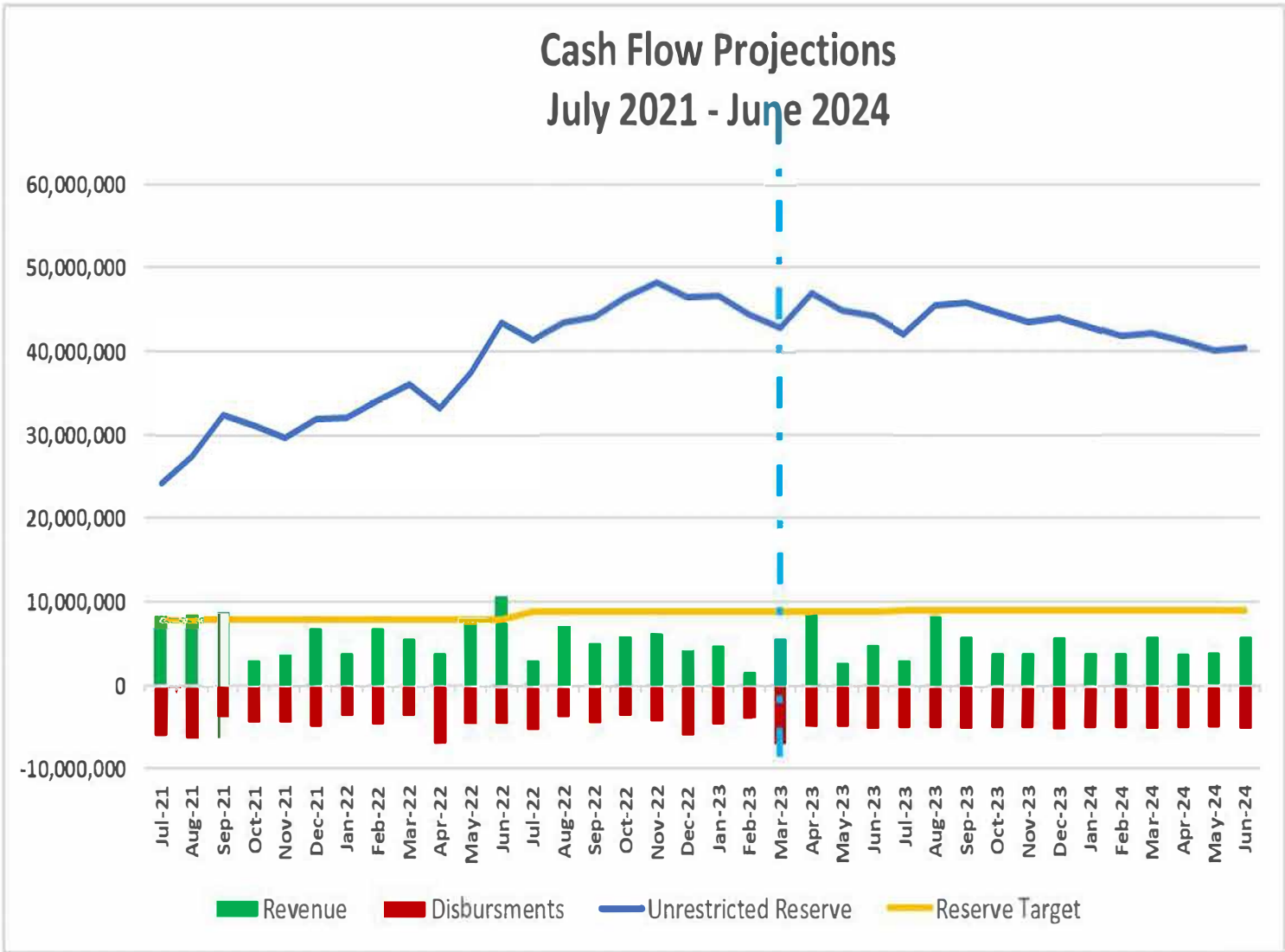
In FY 24 and FY 25, MST will rely on reserves to balance the budget and meet capital improvement project needs for the zero emissions bus Innovative Clean Transit (ICT) Rollout Plan mandate. In FY 24 and FY 25, MST will use \$8.1 million in general funds to support the ICT rollout. In FY 24, MST will draw on \$4.1 million in reserves to balance the operating budget and \$6.0 million in FY 25. Projecting out, MST has been reporting the cash balance each month as shown in the Attachment.

ATTACHMENT(S):

Cash Flow Projections

PREPARED BY:  REVIEWED BY: 

Cash Flow Projections July 2021 - June 2024



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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – March 2023

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for the month of March 2023. (Attachments 1 – 5).

On March 3, I attended a meeting of the California Transit Association Executive Committee in Sacramento. At the meeting the Committee conducted business on behalf of the transit association and its members.

Results from the first several months of the Better Bus Network reveal that passenger boardings increased by over 20% over the same period last year, and the percentage growth has doubled over the 4 preceding months. Overall system On time performance has also improved since the implementation of the new network.

Passenger boardings on MST RIDES has dropped significantly in recent months due to persistent inclement weather dampening (pun intended) overall demand, and a decreased demand for services to La Casa Adult Day Health Center in Salinas, a major RIDES destination.

Attachment #1 – Dashboard Performance Comparative Statistics – March 2023

Attachment #2 – Transportation Department Monthly Report – March 2023

Attachment #3 – Maintenance Department Monthly Report – March 2023

Attachment #4 – Administration Department Monthly Report – March 2023

Attachment #5 – Action Plan for FY 2022/23 and FY 2023/24 March 2023 Status Update

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

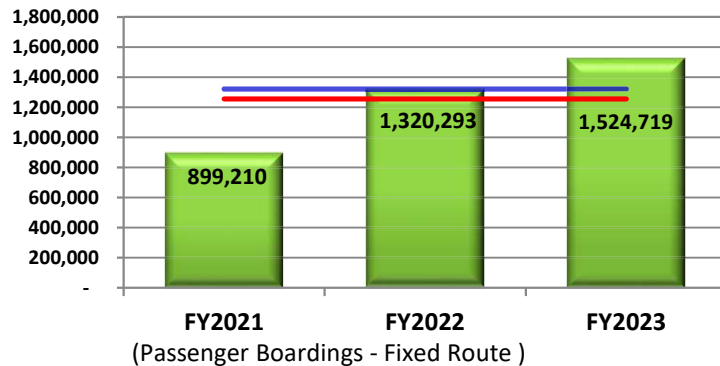
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YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2021-2023

Ridership



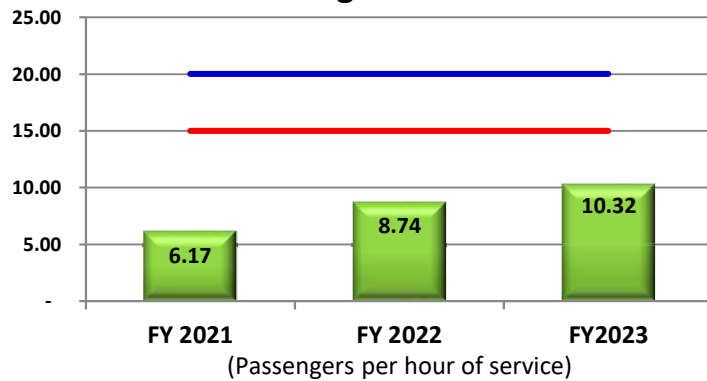
Goal = 1,320,293
passengers

Minimum = 1,254,278
passengers

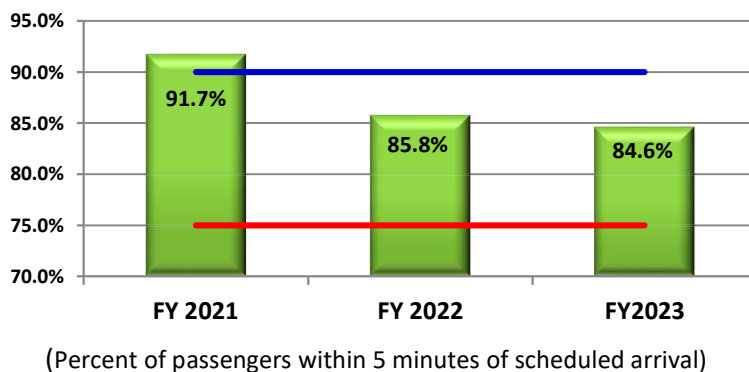
Goal = 20 passengers p/h

Minimum = 15 passengers p/h

Passengers Per Hour



On Time Performance



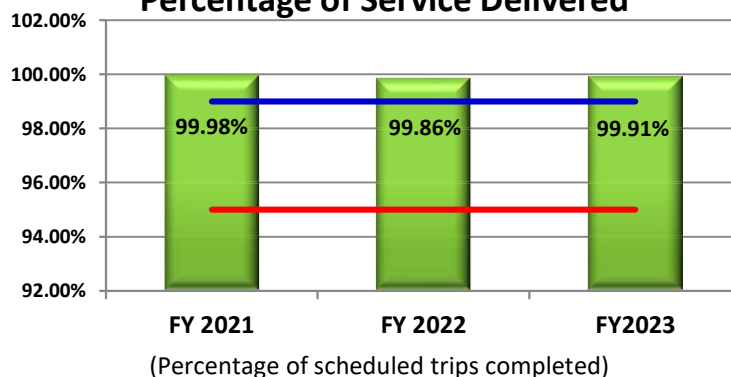
Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

Percentage of Service Delivered

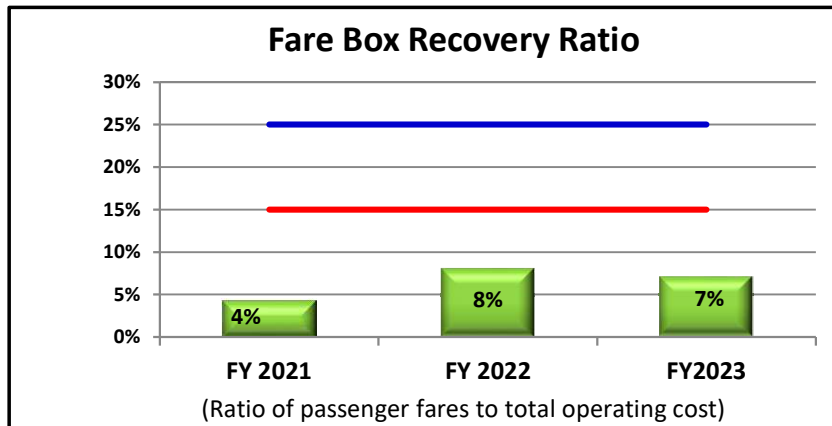


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2021-2023

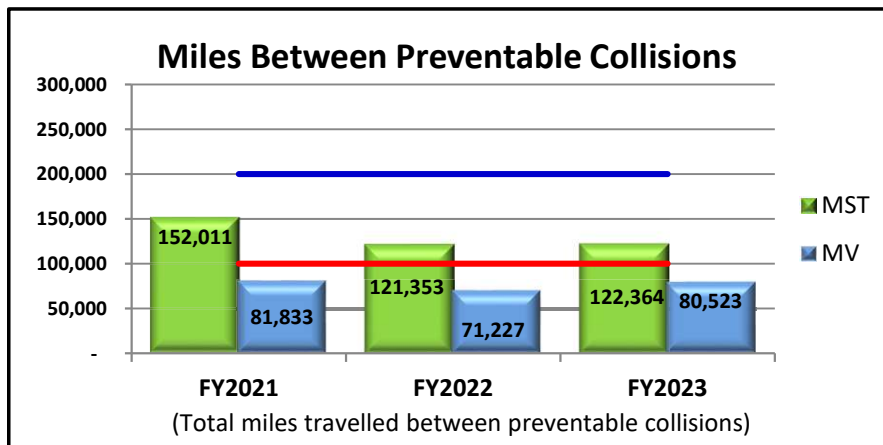
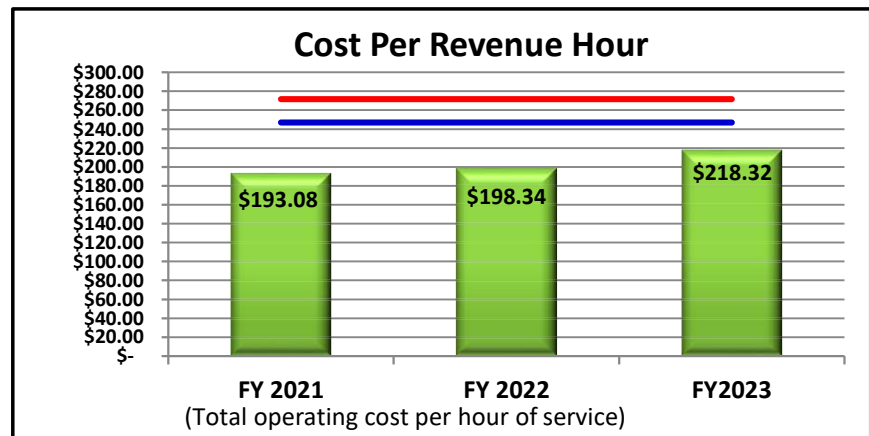


Goal = 25%

Minimum = 15%

Goal = \$246.83 per RH

Maximum = \$271.52 per RH

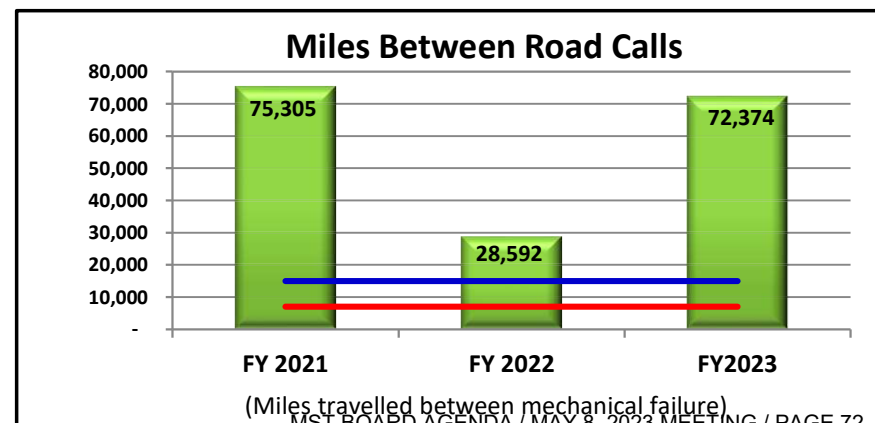


Goal = 200,000 Miles

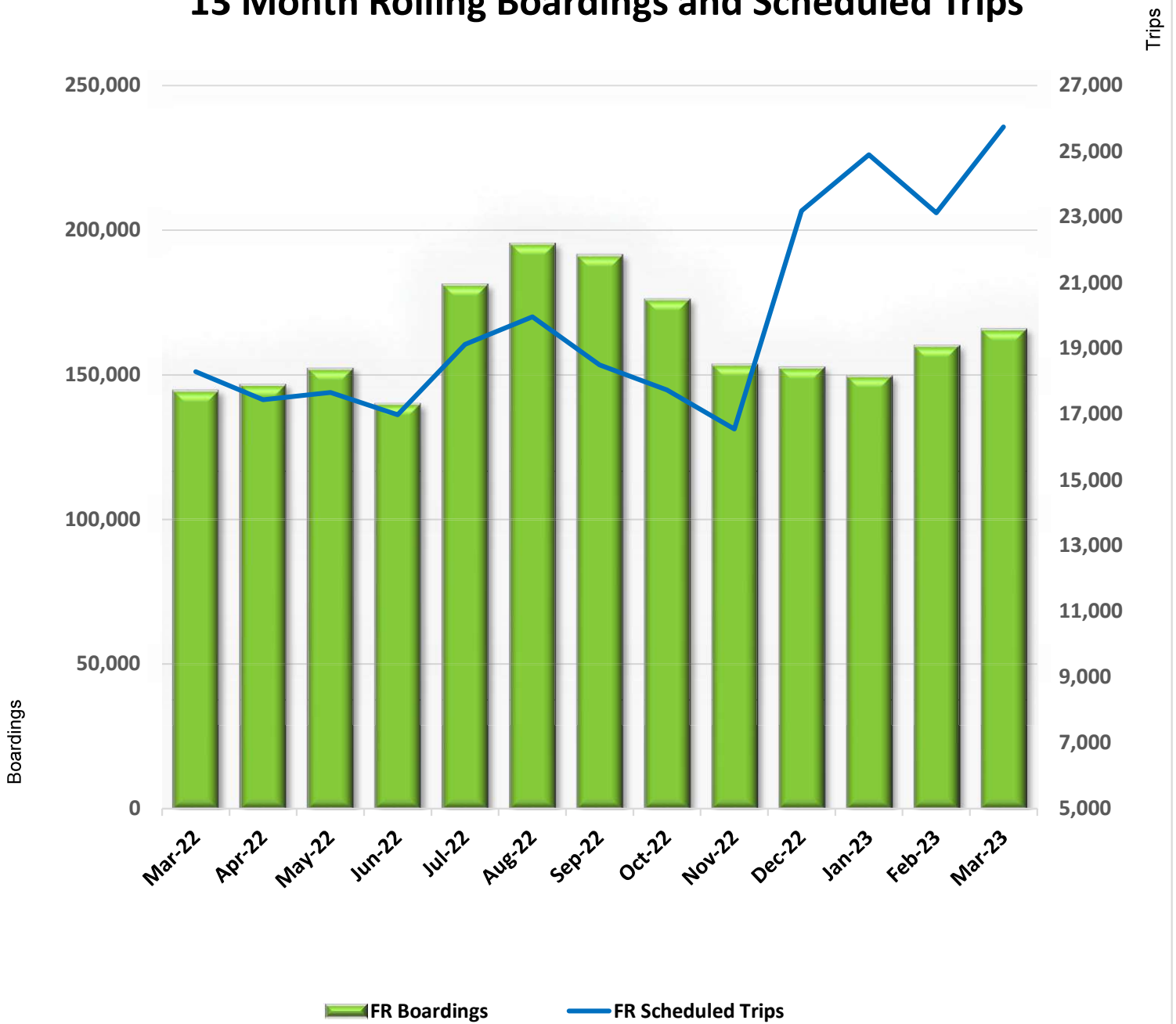
Minimum = 100,000 Miles

Goal = 15,000 Miles

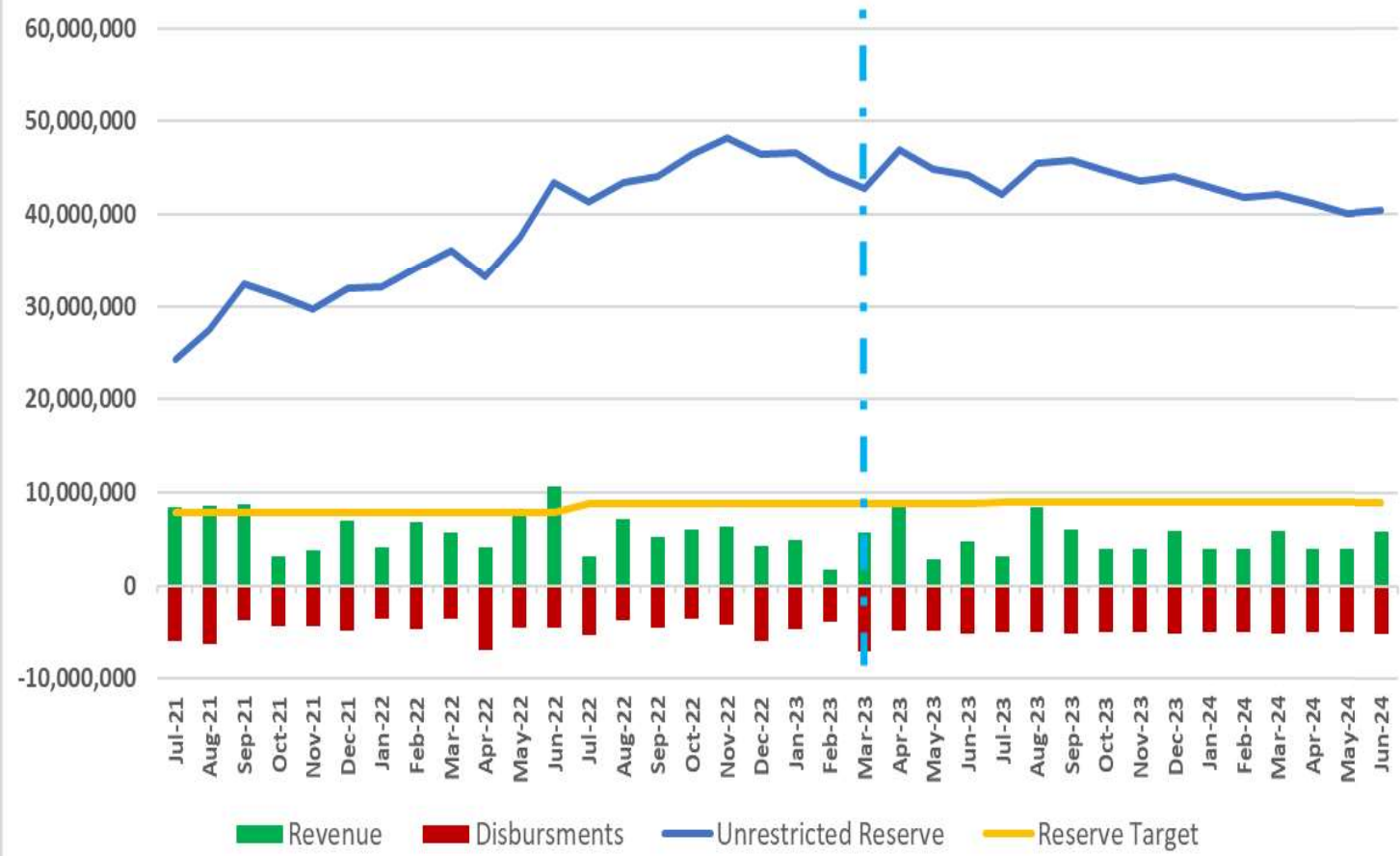
Minimum = 7,000 Miles



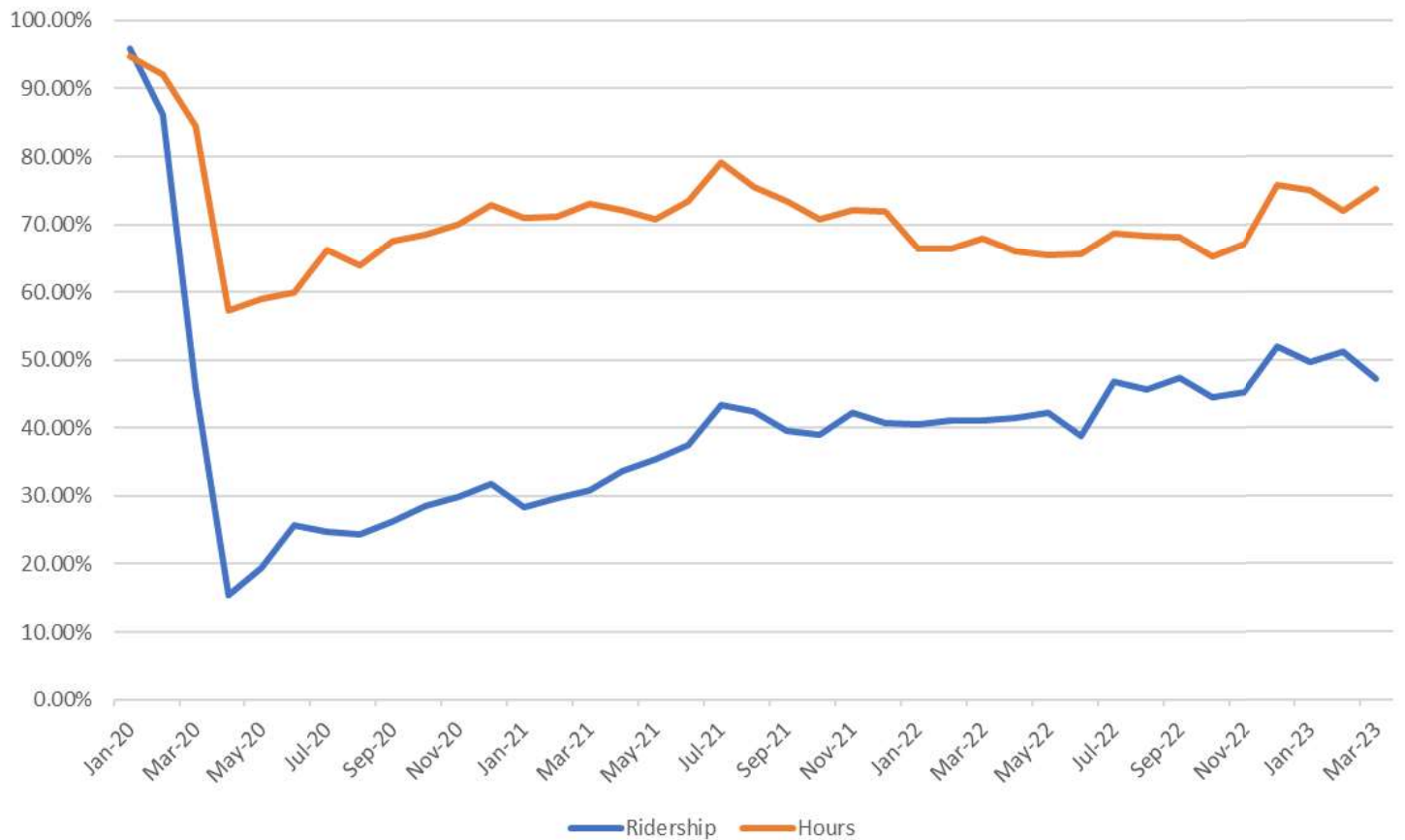
13 Month Rolling Boardings and Scheduled Trips



Cash Flow Projections July 2021 - June 2024



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

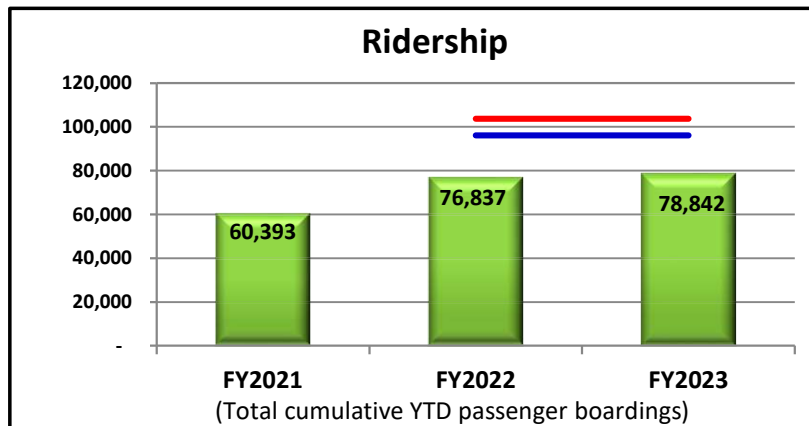


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2021-2023

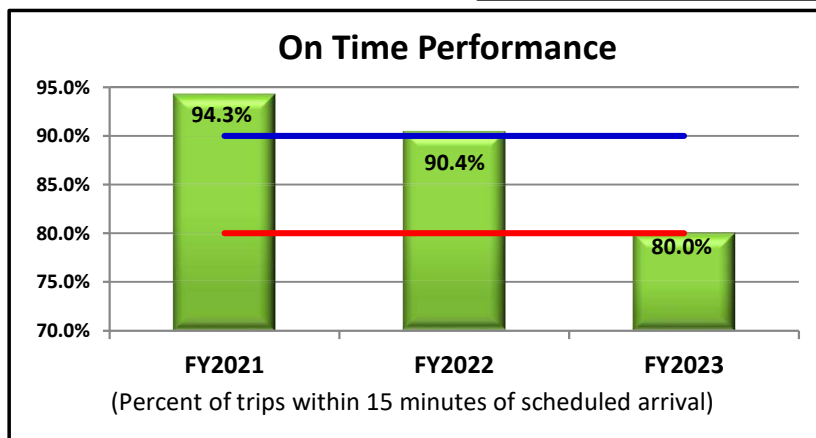
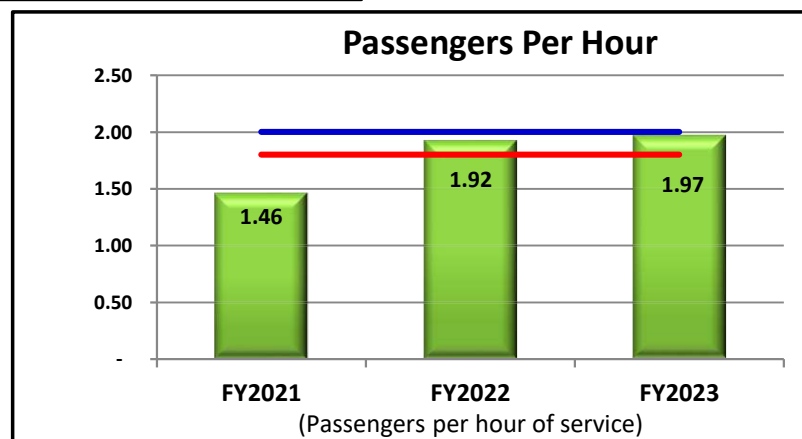


**Goal = 96,046
passengers**

**Maximum = 103,730
passengers**

**Goal = 2.0
passengers p/h**

**Minimum = 1.8
passengers p/h**

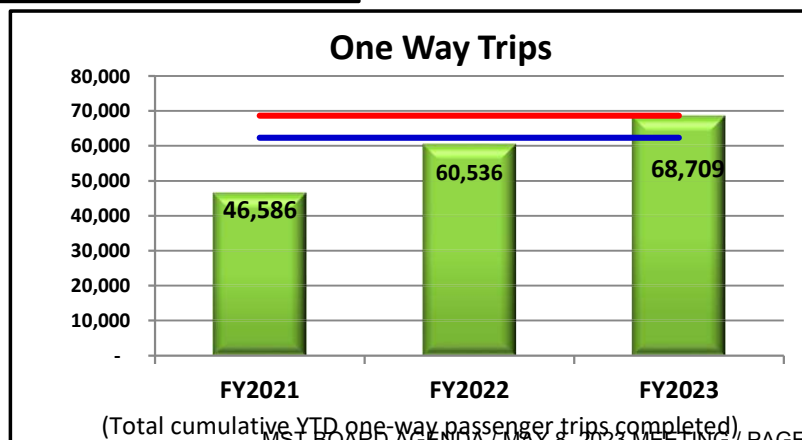


Goal = 90% on time

Minimum = 80% on time

**Maximum = 68,587
one-way trips**

**Goal = 62,352
one-way trips**

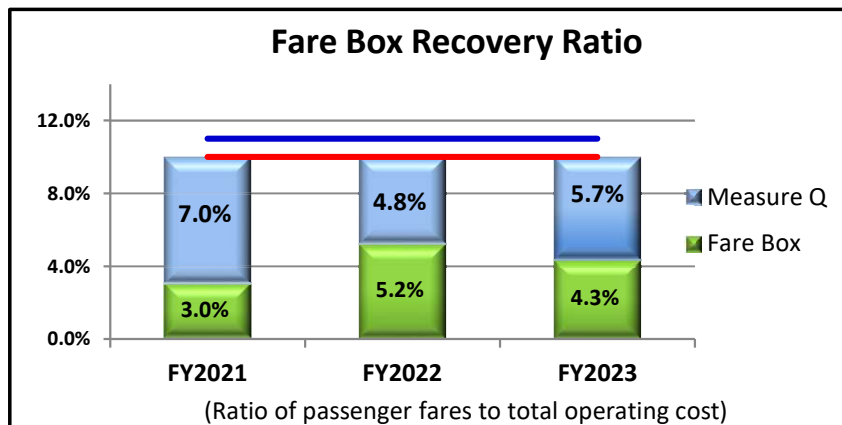


MST RIDES

YTD Dashboard Performance Comparative Statistics

July - March

Fiscal Years 2021-2023

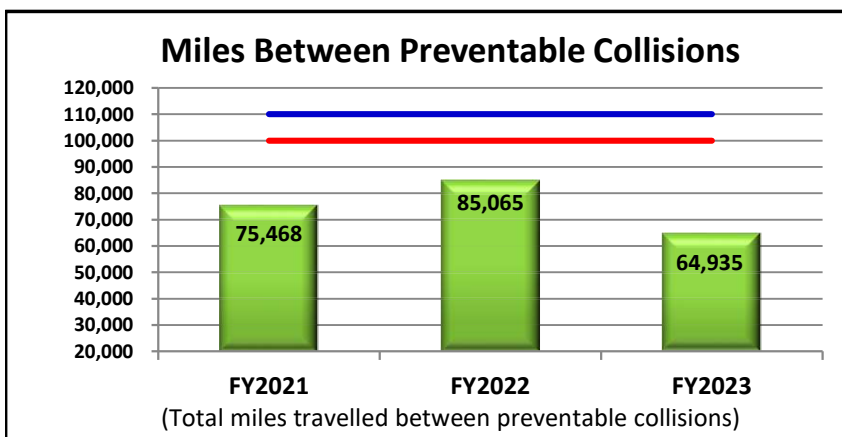
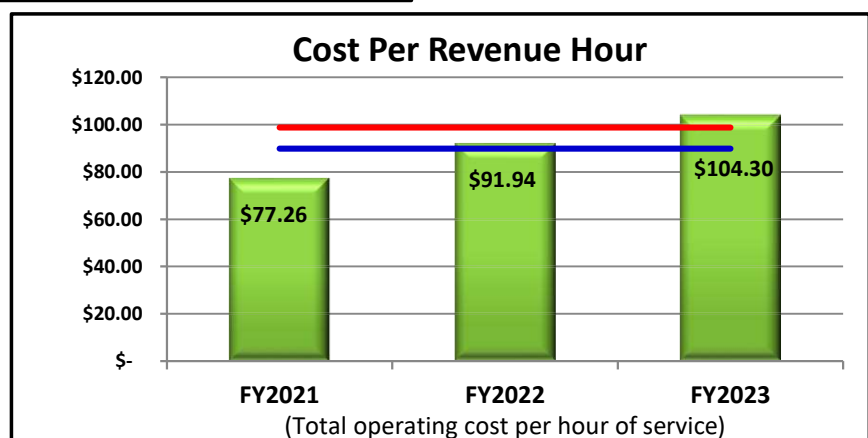


Goal = 11%

Minimum = 10%

Goal = \$89.82 per RH

Maximum = \$98.80 per RH

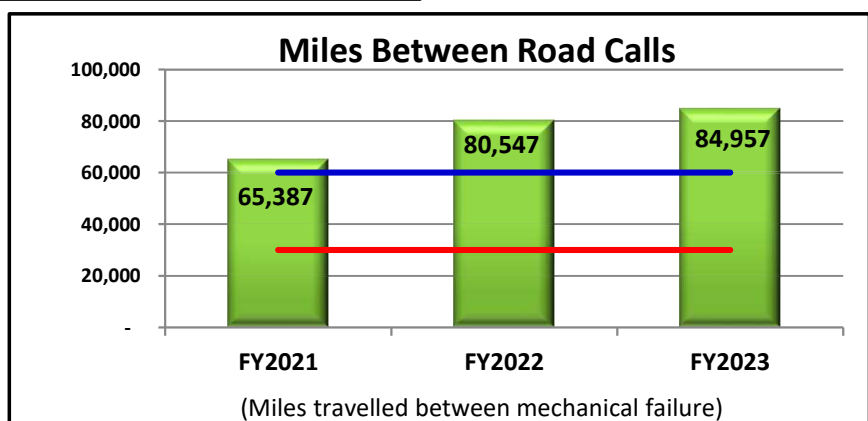


Goal = 110,000 Miles

Minimum = 100,000 Miles

Goal = 60,000 Miles

Minimum = 30,000 Miles

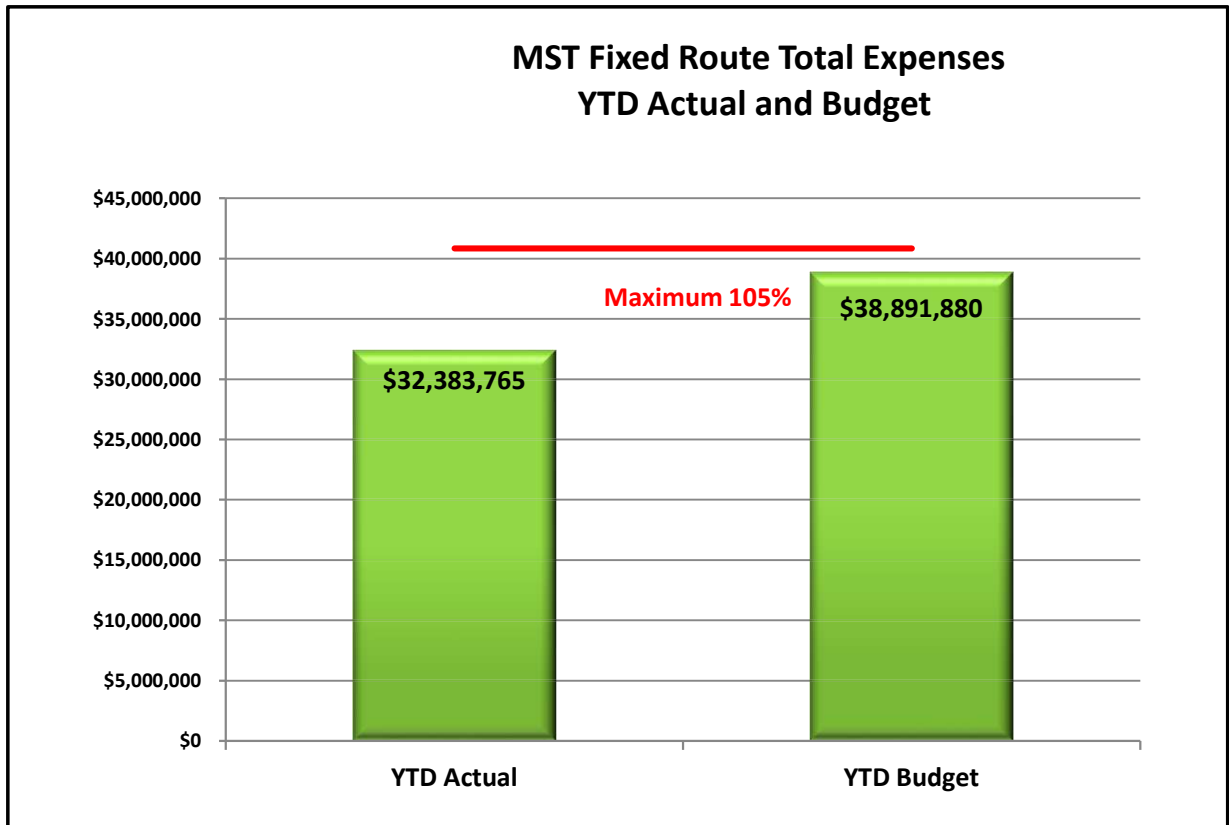
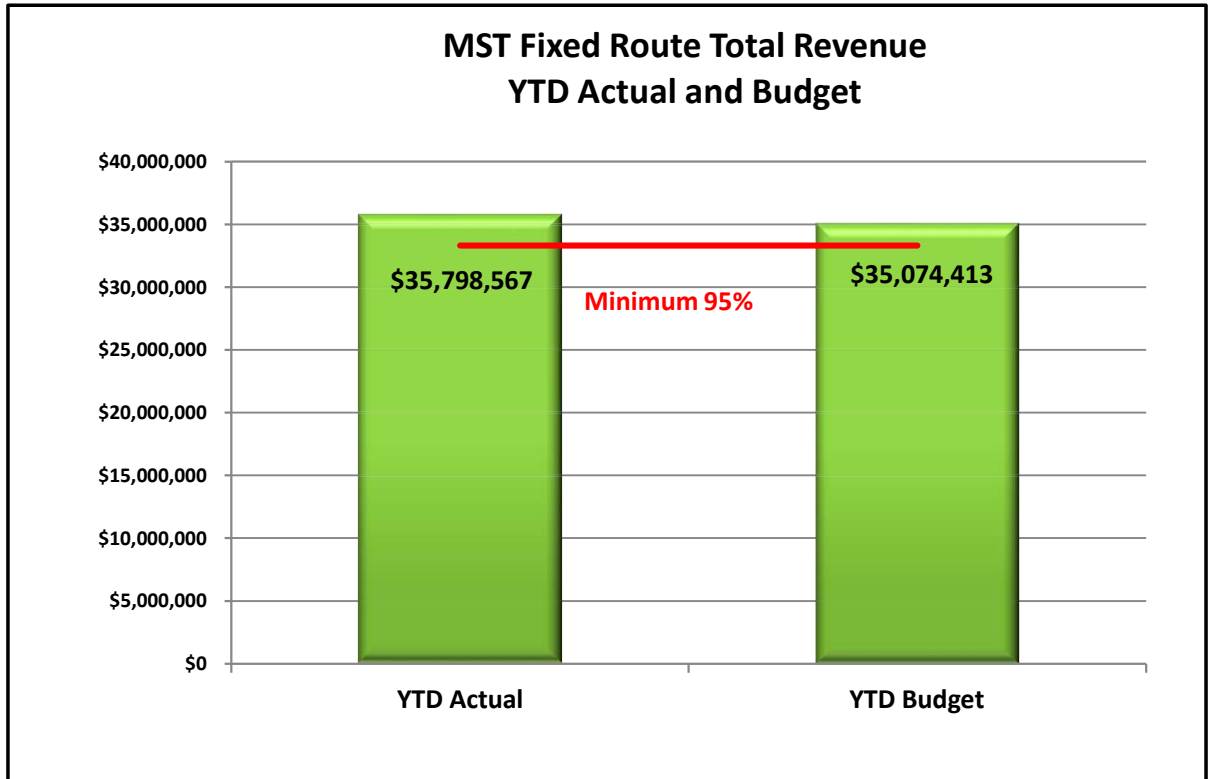


MST Fixed Route

Financial Performance Comparative Statistics

July - March

Fiscal Year 2023

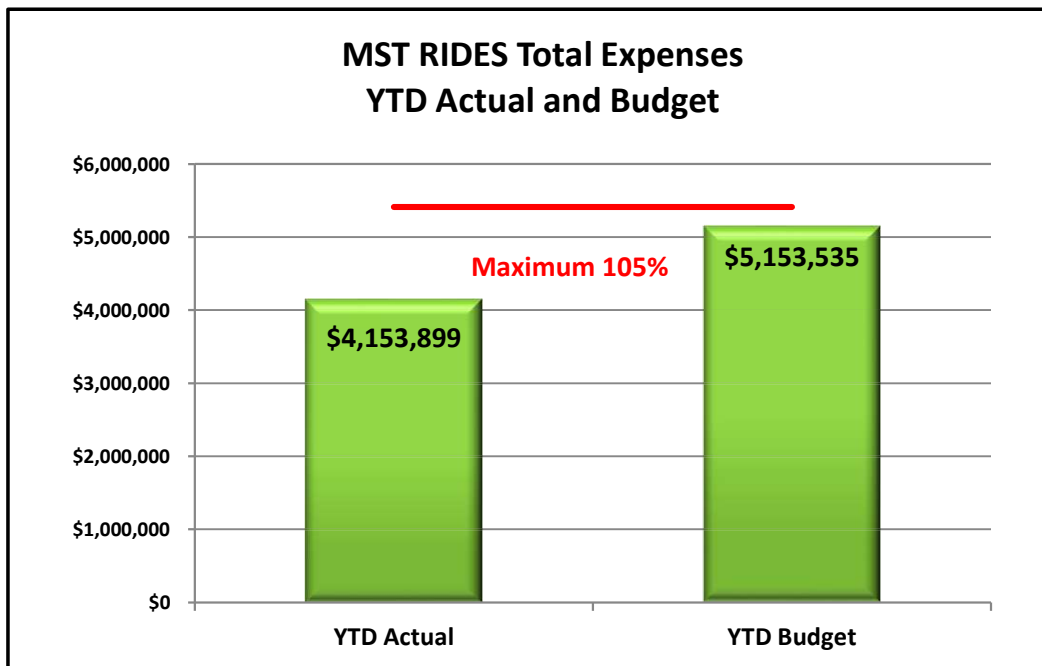
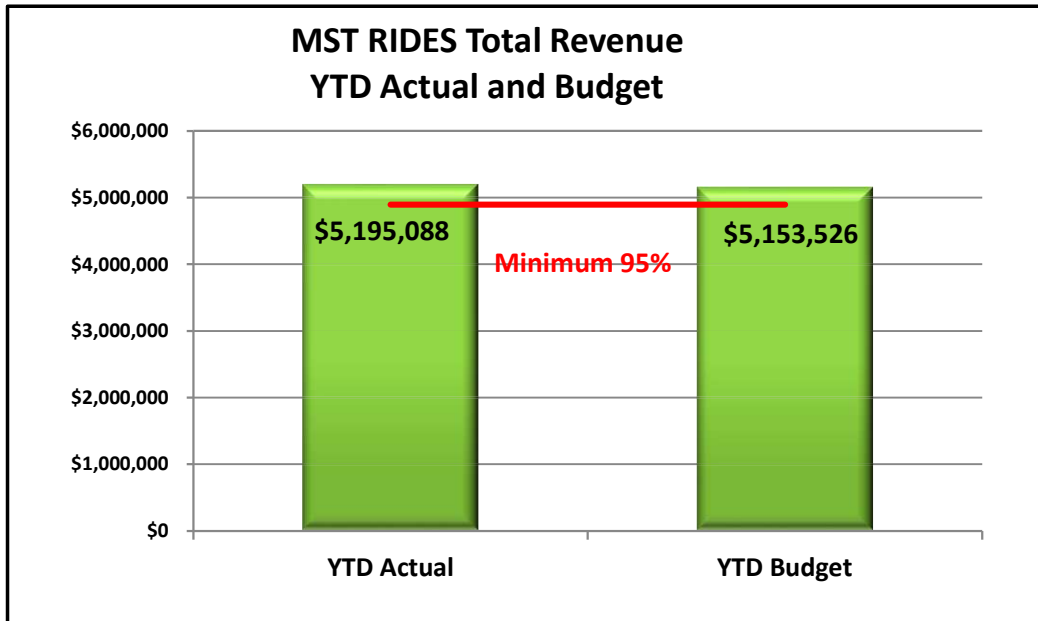


MST RIDES

Financial Performance Comparative Statistics

July - March


Fiscal Year 2023



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Date: April 24, 2023

To: Carl Sedoryk, General Manager / CEO

From:  Norman K. Tuitavuki, Chief Operating Officer

Subject: **Transportation Department Monthly Report – March 2023**

FIXED ROUTE BUS OPERATIONS:

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

MST's boarding statistics indicate ridership was 165,754 in March 2023, which represents a 14.6% increase compared to 2022's ridership of 144,628. For the fiscal year to date, passenger boardings continue to increase overall.

MST's productivity continues to improve monthly. MST's productivity increased from 8.8 passengers per revenue hour in March 2022, to 9.1 passengers per revenue hour in March 2023. This represents a 3.4% productivity improvement compared to March 2022.

Supplemental / Special Services:

Emergency services for the Pineapple Express storms operated in March.

System-Wide Statistics:

- Ridership: 165,754
- Vehicle Revenue Hours: 18,291
- Vehicle Revenue Miles: 293,135
- System Productivity: 9.1 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 25,746

On-Time Performance (OTP): Of 88,356 total time-point crossings sampled for December, the Transit Master™ system recorded 12,077 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 thirty-five (35) service cancellations in March for both directly operated and contracted services – compared to eight (8) service cancellations in the previous month, February 2023.

Total Revenue Trips Completed: 25,746			
Reason for Service Cancellation	MST	MV	Totals
Accident (MST)	0		0
Service Delay	0	0	0
Mechanical Failure	1	4	5
Other	0	0	0
Passenger Incident	0	0	0
Road Closure/Construction	10	4	14
Staff Shortage	2	7	9
Traffic	5	0	5
Weather	2	0	2
Totals	20	15	35

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 March 2022 and March 2023:

Occurrence Type	March-22	March-23
Collision: MST Involved	7	3
Employee Injury	0	2
Medical Emergency	0	0
Object Hits Coach	0	1
Passenger Conflict	5	2
Conflict: Passenger VS Passenger	0	1
Passenger Fall	3	8
Passenger Injury	0	0
Other	0	1
Near Miss	0	0
Fuel/fluid Spill	1	0
Unreported Damage	1	2
Totals	17	20

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / MST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for March 2023 there were 8,469 passenger boardings. This is a 16.82% decrease in passenger boardings compared to March 2022, (10,181). For the Fiscal year – passenger boardings have increased by 2.61% compared to FY 2022.

- Productivity for March 2023 decreased from 1.69 to 1.67 passengers per hour compared to the previous month, February 2023.
- For March 2023, 82% of all scheduled trips for the MST RIDES program arrived on time, below the expected on-time performance standard.

COMMUNICATIONS CENTER:

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

Agency Type	Incident Type	Number of Responses
Police	Vehicle Accident / Passenger Disturbance / Other	6
Medical	Employee Request / Passenger Request / Other	4
Fire	Employee Request / Passenger Request / Other	0
Totals		10

DEPARTMENT ACTIVITIES:

In March, MST continued to support Monterey County's Office of Emergency Services' efforts to provide special transportation services for Monterey County residents, ensuring safe travel throughout the County. Coach operators, supervisors, maintenance, facilities, and employees from other departments worked hard to support this relief effort that mostly affected residents in the Pajaro region.

I attended the American Public Transportation Association (APTA) Legislative Conference in Washington D.C. along with MST's Director of Planning and Innovation. The sessions I attended were informative and increased my knowledge and understanding of the federal legislation and policy initiatives affecting public transportation. See my trip report in the full Board packet for additional information.

I attended the Autonomous Vehicle (AV) & Public Transport Conference in San Francisco along with other public transit and AV professionals. The conference provided updates on AV technologies and the potential to support public transportation. Speakers from across the world provided in-depth information on AV technologies,

legislation that supports AVs, and other related information. See my trip report in the full Board packet for additional information.

Throughout March, I attended the following Operations specific virtual meetings on behalf of MST – providing support and professional guidance:

- APTA Zero Emission Fleet Committee
- California Transit Association (CTA) Fall Conference Committee
- California Transit Training Consortium (CTTC) Education Services Committee
- MST SURF! Bus Rapid Transit Project
- MST Salinas Operations & Maintenance Facility

Prepared by: Norman K. Tuitavuki
Norman K. Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

ATTACHMENTS:

ATTACHMENT 3

Date: April 18, 2023

To: Carl Sedoryk, General Manager/CEO

From:  Norman K. Tuitavuki, Chief Operating OfficerSubject: **Maintenance Department Monthly Report – March 2023**

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 March 2023	Average Fuel Price FY2023
Biofuel: \$5.40	\$3.52	\$4.23
Gasoline: \$5.40	\$4.62	\$4.74

Period	Revenue Fleet Operating Cost Per Mile	Revenue Fleet Miles Between Major Mechanical Road Calls: ¹
March 2023	\$1.33	70,042
YTD FY 2023	\$1.52	62,472
FY 2022	\$1.32	24,366
FY 2021	\$1.23	54,756

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

DEPARTMENT ACTIVITIES / COMMENTS:

March 2023's cost per gallon for gasoline **increased by 5.0 %, an increase of 22 cents**, and the cost per gallon for biofuel **decreased by 3.8%, a decrease of 14 cents** compared to the previous month, February 2023. For FY23 MST increased its budgeted cost per gallon for both biofuel and gasoline based on the prices realized in the previous fiscal year. As a result, the cost per gallon for biofuel and gasoline remains under budget. Fuel prices continue to fluctuate unpredictably. Staff continues to monitor all movement of vehicles to minimize unnecessary fuel usage.

In March, MST traveled 70,042 miles between major mechanical failures with four major mechanical road calls – exceeding the 15,000-mile goal. MST's Maintenance department completed 100% of their scheduled preventive maintenance inspections (PMI) on time. MST has continued to meet or exceed the stated goal within this area of performance. It should be noted that MST has dramatically reduced the overall number of revenue miles

traveled to conform with current ridership demands and other factors resulting from the COVID-19 pandemic.

In March, MST's Maintenance department continued replacing and installing upgraded ZONAR tablets in its revenue fleet. The new ZONAR tablets are faster and more reliable – which should result in improved vehicle inspection processing. MST expects to complete this project in 4-6 weeks and is working with Training and Operations staff to train and familiarize all employees with the new tablet.

In March, I attended the following virtual meetings that were specific to Maintenance:

- California Transit Training Consortium (CTTC) Educational Services Committee. This CTTC Committee develops and implements Maintenance specific training programs for CTTC members.
- American Transit Training and Apprenticeship Innovators Network (ATTAIN) – a peer network created for transit agencies and labor unions to explore new apprenticeship programs or to enhance existing programs for frontline transit workers.

Prepared by: Norman K. Tuitavuki
Norman K. Tuitavuki

Reviewed by: Carl G. Sedoryk
Carl G. Sedoryk

ATTACHMENT 4

Date: April 25, 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 – March 2023**

The following significant events occurred in Administration work groups for the month of March 2023:

Human Resources

A total employment level for March 2023 is summarized as follows:

Positions	Budget FY23	Actual	Difference
Coach Operators Full-Time	126	109	-17
Operations Staff	35	33	-2
Maintenance	60	57	-3
Administrative	38	36	-2
Total	259	235	-24

*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.

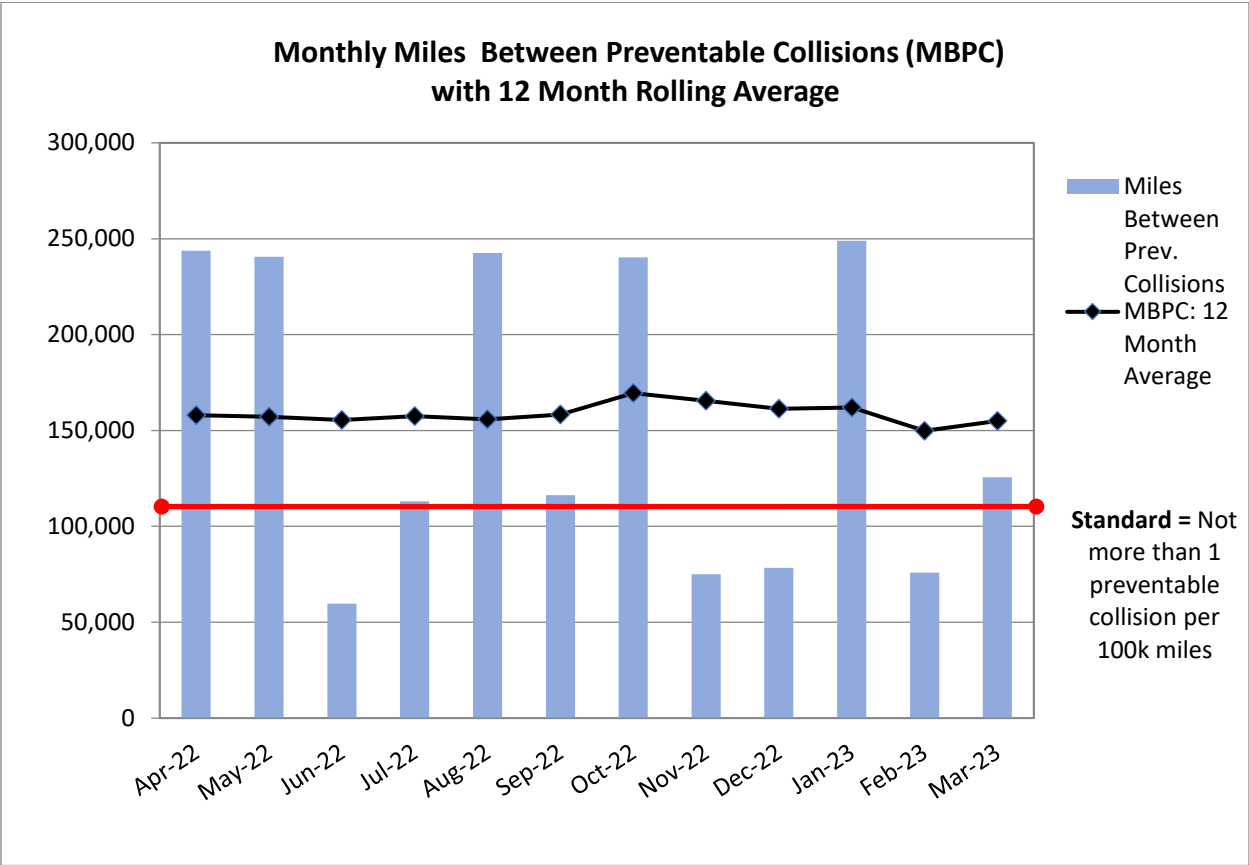
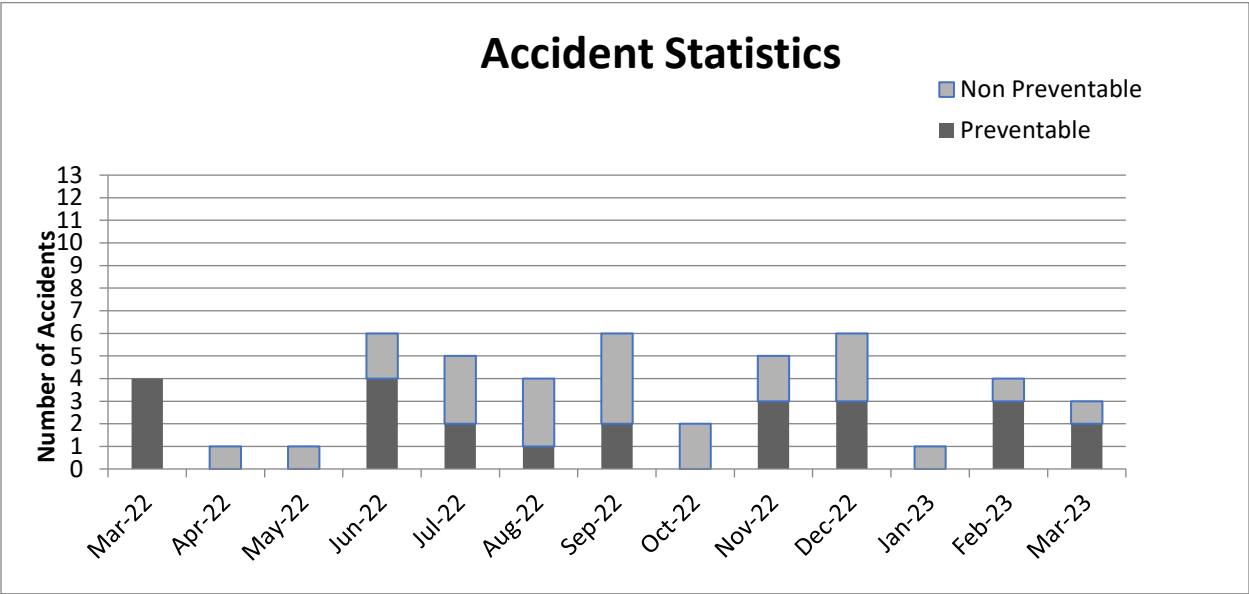
March Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$24,253.67
<i>Other (includes Legal)</i>	\$7,607.23
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$11,487.29
<i>TPA Administration Fee</i>	\$5,708.33
<i>Excess Insurance</i>	\$9,510.75
Total Expenses	\$58,567.27
Reserves	\$1,374,801.87
Excess Reserved	(\$272,637.92)
<i># Ending Open Claims</i>	42

Training

Description	Attendees
Annual Coach Operator Verification of Transit Training	12
Post-Accident/Incident Re-training	5
TAPTCO ELDT Curriculum CDL Preparation	4
AB1825 Supervisor Harassment Prevention Training	22
National Transit Institute: Understanding ADA	2
New Hire Drug and Alcohol, Title VI, and EEO Training	5
Drug and Alcohol for Safety Sensitive Employees	4
In-Service Training: MCI 4500 Over the Road Coach	4
In-Service Training: Active Shooter	57
Harassment Prevention for Transit Employees	25
In-Service Training: Hometown Trolley Familiarization	4
In-Service Training: Zonar Samsung Tablet Active 3 Upgrade	93
Q Straint: Quantum Technician Certification	1
In-Service Training: 2022-2023 Model Gillig 40' and 35' Diesel Low Floor (Quantum)	3
National Transit Institute: Transportation Planning Process	1
Liebert Cassidy Whitmore: Moving into the Future: Telecommuting and Remote Work	6
In-Service Training Report BBN Line 17	1
In-Service Training: 2021 Gillig 40' Electric Zeb Low Floor	16
In-Service Training: 2018 Gillig 35' Low Floor	2
Maintenance Monthly Safety Meeting: Back safety, hearing loss myths and facts, ladders and falls accidents, fork lift, fire safety and extinguisher use	14
CA Attorney General Website: AB1234 Public Service Ethics Education Training	1
Alvarez Technology Group: 2023 Cybersecurity Training-Sec-107	1
CalTIP Orientation Training	1

Risk Management

	March 2023 Preventable		March 2022 Preventable	
Description	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	1	0	0
MST Preventable Accidents	2	0	4	0
TOTAL	2	1	4	0



Customer Service Update

Service Report Type	MST	Other Provider*	# of valid reports	% of reports received**	Mar-22	
ADA/RM Request	0	0		0.0%	0	0.0%
Agency Policy	0	0		0.0%	0	0.0%
Bus Stop Amenities	1	0		1.9%	0	2.4%
Carried By	0	0		0.0%	0	0.0%
Discriminatory behavior by employee	0	0		0.0%	0	0.0%
Early Departure	1	0		1.9%	0	0.0%
Employee Other	2	1	1	5.7%	1	26.8%
Facilities Vandalism	0	0		0.0%	6	0.0%
Fare / Transfer Dispute	1	1	1	3.8%	0	2.4%
Full Bus / Left Behind	0	0		0.0%	4	7.3%
Harassment by Employee	0	0		0.0%	2	0.0%
Improper Driving	3	3	3/*3	11.3%	0	12.2%
Improper Employee Conduct	5	2	2/*2	13.2%	2	7.3%
Inaccurate Public Information	0	0		0.0%	4	0.0%
Late Arrival	0	2		3.8%	1	7.3%
Late Departure	1	0		1.9%	0	4.9%
No Show	0	3	*3	5.7%	0	9.8%
Off Route	0	0		0.0%	1	0.0%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	2	0	1	3.8%	0	7.3%
Passenger Conduct	1	0		1.9%	2	0.0%
Passenger Injury	1	0		1.9%	0	0.0%
Reasonable Modification	0	0		0.0%	1	0.0%
Request To Add Service	4	0	1	7.5%	0	2.4%
Request To Reduce Service	0	0		0.0%	6	0.0%
Routing	0	0		0.0%	0	0.0%
Service Animal	0	0		0.0%	0	0.0%
Service Other	3	14	1/*11	32.1%	0	9.8%
Service Schedule	0	0		0.0%	6	0.0%
Taxi	0	1	*1	1.9%	0	0.0%
Title VI Complaint	0	0		0.0%	0	0.0%
Unsafe Conditions	0	1		1.9%	0	0.0%
Vehicle Maintenance	0	0		0.0%	0	0.0%
Sub total reports	25	28			36	
Grand Total MST and *Other Provider		53		100.0%		100.0%
Employee Compliment	1	4				
Service Compliment						

*Operated by MV Transportation or taxi provider

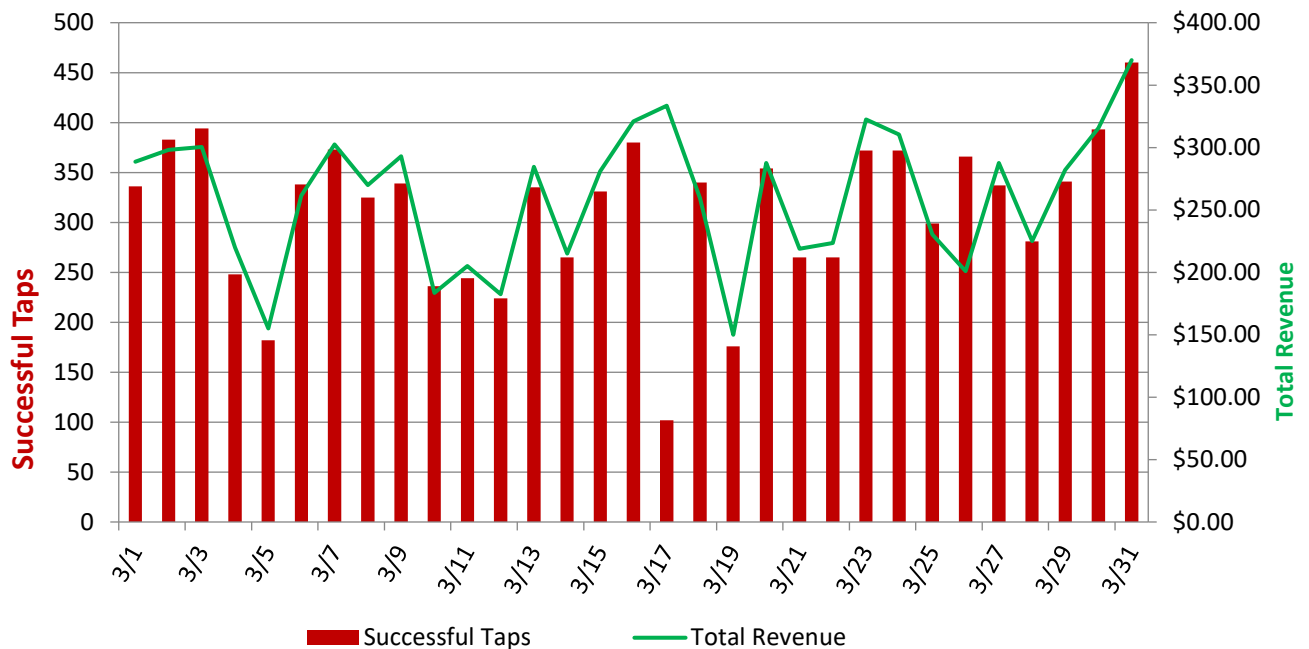
**Numbers may not add up exactly due to rounding

Contactless Tap to Pay:

During the month of March, MST received a total of 9,656 taps. With 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 165,569 successful taps. Total revenue collected to the end of March from passengers using contactless payment was \$230,333.75

Contactless Tap to Pay Report March 2023



Finance Update

General Accounting/Accounts Payable

During the month of March, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Eide Bailly LLP, to complete MST's Comprehensive Annual Financial Report for FY 2022. Additionally, Staff is working on preparing the fiscal years 2024-2025 budget drafts that will be presented to the MST Board Committee in May.

Payroll

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

Grants

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

- Federal 5307 Traditional
- Federal 5310 Competitive
- Federal 5311 & 5311(f) Programs
- Federal 5339 Formula
- Federal 5339 Competitive (Low-No & Bus and Bus Facilities)
- Federal COVID relief funding (CARES, CRRSAA, ARPA)
- Low Carbon Transit Operations Program
- Transit and Intercity Rail Capital Program (TIRCP)
- CA SB1 State of Good Repair
- CA SB1 Local Partnership Program
- Federal 5309 Capital Investments Grants
- Clean CA Local Grant Program
- Congressionally Designated Spending

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	
Active Grant Funding	\$ 84,720,919
Grant Funds Pending Award	\$ 33,536,599

Procurements and Purchasing

Procurement efforts for the month included reviewing invoices, tracking supply requisition forms, and placing supply orders for each MST facility. Continued work has been done on MST's new procurement manual. A contract was awarded to Harris and Associates in relation to Request for Quotations (RFQ) #23-04 for bus stop design consulting. A contract has been executed between MST and Littlepay for contactless fare transmission. MST is working with Goodyear on exercising one of our option years

for tires. Goodyear has proposed price increases. MST requested documentation required by the FTA in order to allow a mid-contract price increase. Because they were unable to provide all of the documentation, the request has been denied unless they are able to provide all required documentation.

Information Technology Update

Governance:

- **I.T. Steering Committee:** The I.T. Steering Committee met on March 21st. At that time the committee was updated on the 2-year projected time of I.T. projects, as well as discussed plans for an upcoming cybersecurity audit. The next meeting is scheduled for April 18th.

Administrative Technology:

- **Reports Developer Role:** H.R. and I.T. worked together to successfully fill a newly created-role within MST to provide additional in-house integration of our data systems and advanced reporting and analysis capabilities. The on-board date for this role is scheduled for April 17th.

Operations Technology:

- **Contactless Fare System:** Planning and discussion on the transition from SC Soft contactless card readers (PADs) to PADs from KUBA systems is continuing on schedule, with the transition team meeting weekly ahead of an expected delivery of the initial KUBA PADs in April. The implementation goal remains in the June 2023 timeframe.
- **Email and communications accounts for all MST Staff:** I.T. has been in the process of examining the feasibility of providing a basic email and communications account to all MST staff. An initial limited deployment with staff has begun in preparation for a broader roll-out this year.
- **Digital Display Systems Project:** MST has identified a need to examine our long-term strategy involving digital display technology and content management systems (CMS). An inter-departmental project team was formed in March that will be coordinated by I.T. to determine our requirements and potential solutions in this space.

Cybersecurity:

- **Audit and Review of MST Systems:** I.T. engaged in an initial assessment call with California National Guard Cyber Network Defense unit in preparation for a systems audit preliminarily planned for the 2nd half of 2023. Preparations for that will continue as part of MST's overall Cybersecurity posture and maintenance program.

- **Identity management:** In conjunction with the project to provide expanded email and communications capability to all staff at MST, I.T. has also been in the process of designing and expanding a tiered identity management system, with goal of providing a simpler and more secure way of sharing and collaborating information within the organization. This project is in the final design and testing stage, with an implementation goal of 2nd quarter of CY2023.

Marketing Update

MST RealTime Usage:

2022	Text	RealTime Phone	App Sessions	App Users
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
January	4,889	906	157,511	3,190
February	4,746	632	145,138	3,121
March	5,334	801	102,535	3,040

Transit App: For the month of March, there were a total of 373 downloads for the Transit App. The top three most popular routes that users tapped from the home screen were:

1. Line Jazz B– 11,781 taps
2. Line Jazz A– 8,715 taps
3. Line 20 – 7,594 taps

Published news stories include the following:

- “Biden-Harris Administration Recommends Advancing Eighteen Major Transit Projects” (Holy City Sinner, 03/11/2023)
- “California’s Pajaro River breaches overnight, residents urged to evacuate” (Weis Radio, 03/11/2023)
- “Levee breach on Pajaro River in Monterey County prompts evacuations and rescues” (Mercury News, 3/11/2023)
- “Pajaro Levee Breach Information” (County of Monterey, 03/11/2023)
- “Pajaro River levee breach floods the community, with emergency responders scrambling to get people to safety” (Monterey County NOW, 3/11/2023)
- “Live storm updates: Major Bay Area cleanup continues after trees topple on cars, homes, powerlines” (ABC 7 News, 3/15/2023)
- “Regional Bus Transportation Project Gets Relief from Environmental Lawsuits” (Monterey Peninsula Chamber of Commerce, 03/21/2023)

- “Evacuation orders lifted for town of Pajaro nearly 2 weeks after levee breach” (CBS Bay Area, 3/23/2023)
- “Monterey County lifts evacuation order, allowing Pajaro residents to return home” (Santa Cruz Sentinel, 3/23/2023)
- “Pajaro flooding victims return to ravaged homes” (Monterey Herald, 3/23/2023)
- “Pajaro residents allowed reentry for first time since levee breach” (KION46, 3/23/2023)
- “Pajaro residents cleared to return to flood-ravaged Monterey County farm town” (Ukiah Daily Journal, 3/23/2023)
- “Pajaro residents warned to return at own risk as evacuation orders lifted” (KRON, 3/23/2023)
- “Pajaro will reopen to residents a day early, allowing people in and out” (KSBW, 3/23/2023)
- “Free hot meals at Santa Cruz County Fairgrounds for Monterey County flood evacuees” (Newsbreak, 3/25/2023)
- “Free Meals Available for Monterey County Storm Evacuees” (NBC Bay Area, 3/25/2023)
- “Free Hot Meals To Be Distributed At Santa Cruz County Fairgrounds For Storm Evacuees” (SF Gate, 3/25/2023)
- “MST’s embattled SURF! project is entering a decisive gauntlet: the Coastal Commission” (Monterey County Now, 3/30/2023)

Press releases sent include:

- “Monterey-Salinas Transit (MST) Surf! Busway and Bus Rapid Transit Project Construction Now Fully Funded Through \$14M Grant From Federal Transit Administration (FTA) Capital Investment Grant Program” (3/10/2023)
- “Monterey-Salinas Transit (MST) Service Changes Go Into Effect Beginning Saturday, March 18th” (3/14/2023)

Projects:

The following activities were undertaken during the month:

- Contactless Fare Payment Visa Promotion
- Transit Employee Appreciation Day Event
- Pajaro Evacuation Support Communication
- Salinas Adult School In-Person Community Resource/Job Fair
- March 18th Service Change Support
- Parent Outreach at El Sausal Middle School in Salinas
- Call Center Transition (Century Link to Clearspan)

External Collaboratives/Meetings/Committees:

- Cal-ITP Contactless Operations and Customer Service Meetings
- SURF! Outreach and TOD-Related Meetings
- Marketing, Outreach, and Customer Service Bi-weekly Team Meetings
- Transportation Manager Communication Materials Meeting

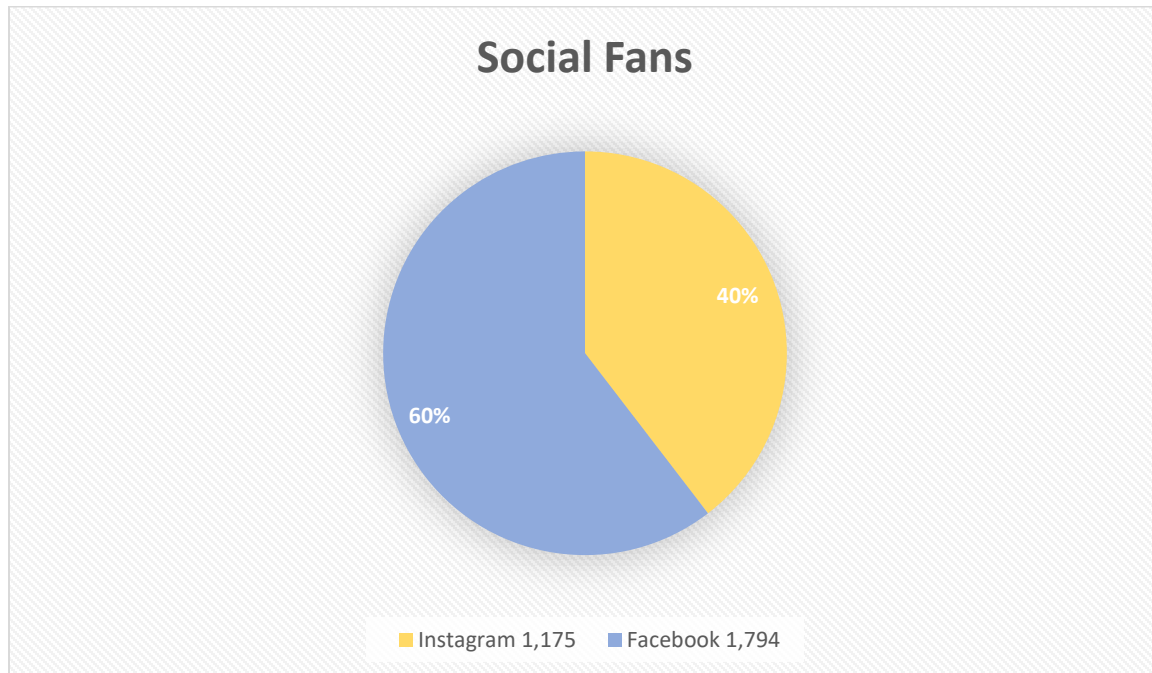
- Title VI program Review Support
- Senior Transit Day Planning Meeting
- Employee Virtual Townhall Meeting

Social Media:

Posts & Stories created during the month of March:

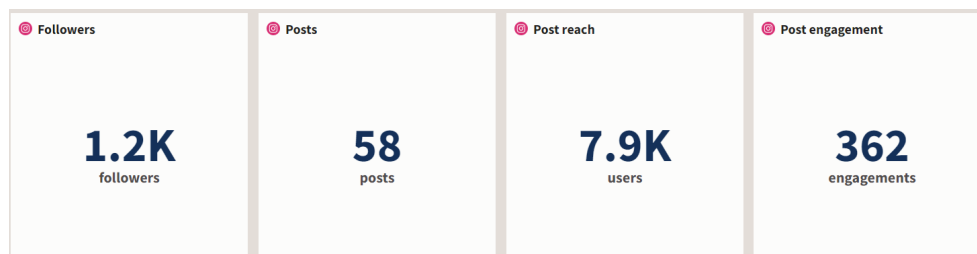
- International Women's Day
- MST Weather Alert
- TOD Survey Message
- Transit Employee Appreciation Week – Videos and Photos
- 'Welcome Spring' Video
- César Chavez Day

Social Media Performance:

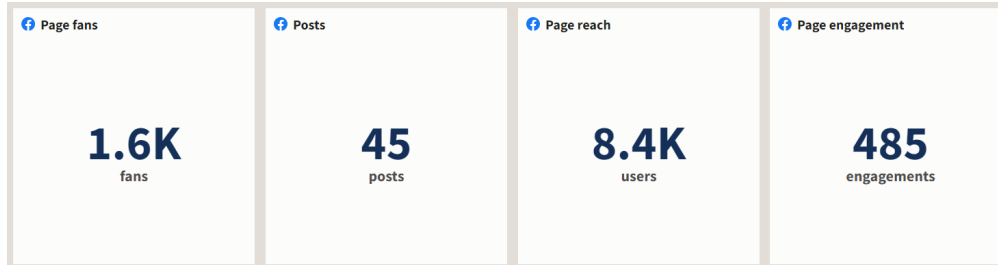


Overview by Social Media Platform:

Instagram



Facebook



Planning Update

Service Planning and Standard Reporting

The March 18th service change included minor adjustments to the Better Bus Network. It was finalized and implemented. At the end the month, planning staff participated in “office hours” at the coach operator break rooms to receive feedback on the service change. Customer service reports were responded to throughout the month.

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 review the draft Existing Conditions Report along with staff from cities of Seaside, Marina, and Salinas.

Development Review

During the month of March, staff reviewed and commented on development projects:

- John Street & Abbott Street Mixed Use Development Project IS/MND (Salinas)
- Broadway Avenue Compete Streets Project IS/MND (Seaside)

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. Staff also participated in the Visión Salinas 2040 Steering Committee meeting.

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

Connecting Communities

1. 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: Completed: with Better Bus Network implemented on December 10. Except for King City, South County circulator service delayed until cities implement bus stop plans.

2. Implement MST sponsored Vanpool Program to supplement existing fixed-route and mobility services. December 2022

Status: Completed.

3. 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, and project was awarded \$8.1M of FY 2023 funds and \$14M of FY 2024 funding. Final design efforts and public participation continue.

4. Initiate East Alisal BRT and Salinas Transit Center (STC) Relocation Study as funding allows. December 2022

Status: Taylor Farms and City of Salinas have made written commitments to fund the study. Staff waiting on Taylor Farms to provide contract language.

5. Continuing transit activities within board adopted operational and financial performance standards.

Status: Ongoing

6. Maintain ongoing community partnerships and seek new opportunities as appropriate.

Status: Ongoing

7. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements.

Status: Ongoing

8. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.

Status: Ongoing

9. 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 a comprehensive campaign to promote increased inclusivity, diversity, and equity of employment of underrepresented groups within MST's workforce. December 2022.
Status: Campaign ongoing with launch of MST DEI Unite online portal to promote discussions and sharing of information on DEI related issues.
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.
Status: Consultant and staff have reviewed multiple properties for future Salinas Operations and Maintenance Facility and have identified likely locations.
4. Initiate research to determine levels of community support for local funding initiatives to support long term investments including fixed route operations, BRT and ZEB infrastructure investments. June 2023
Status: Staff has initiated contact with consultant who assisted with successful 2014 Measure Q campaign and is identifying a budget for next fiscal year.
5. 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: Complete with end of state and federal emergencies.
6. 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
7. Continue partner-funded programs for students and educational organizations. October 2022.
Status: Completed
8. Complete Collective Bargaining Agreement with the Amalgamated Transit Union. December 2022.
Status: Completed
9. Complete Collective Bargaining Agreement with MST Employee Association MOU. February 2023.
Status: Completed

10. Initiate comprehensive records and document management system to support Records Retention Policy and continuity of operations. December 2023
Status: Ongoing
11. Actively participate in state and national trade associations to support issues of local concern.
Status: Ongoing
12. Continue employee training and development opportunities through partnerships with local colleges, universities, trade associations, and vendors.
Status: Ongoing
13. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.
Status: Ongoing
14. Adopt and execute federal and state legislative programs.
Status: Ongoing
15. Continuing board development/educational activities and policy reviews.
Status: Ongoing
16. Continue to seek funding from grant sources and extra governmental ongoing partnerships to maintain and expand mobility services.
Status: Ongoing

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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: MST was successful in receiving a federal congressional allocation of \$3M for zero emission buses and pre-construction activities related to a zero emission microgrid.

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

Status: Staff have attended autonomous vehicle conferences to stay abreast of current technology.

3. Continue efforts to ensure passenger and employee safety and security.

Status: Ongoing

4. Continue efforts to finance and maintain a state of good repair for MST fleet, facilities and supporting infrastructure.

Status: Ongoing

Thomas Walters & Associates, Inc.
Washington, DC

April 19, 2023

TO: Carl Sedoryk

FROM: Don Gilchrest

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

FY 2024 Budget

Congress returned this week from a two-week spring recess with a to-do list that includes an increased focus on two interrelated issues: drafting the annual appropriations bills and increasing the federal debt limit.

On both of these issues, there is a considerable distance between the positions staked out by the Biden Administration and the priorities of the House Republican majority. President Biden is holding out for a “clean” debt limit increase. However, Republicans are demanding significant budget controls or spending reductions as conditions for raising the debt limit. Currently, there is a standoff between these two approaches, with no real negotiations happening so far.

On the appropriations front, House Republicans are aiming to reduce federal spending to address continuing budget deficits. This approach is contrasted by the President’s budget proposals for this year, which include increased spending for most programs and agencies. House Republicans are also opposing any year-end omnibus appropriations package, which is a way that leaders have resolved past budget impasses by scheduling a single up-or-down vote on all 12 annual funding bills. This is placing a greater emphasis on “regular order” in the Appropriations Committees, which means they must draft and report out for floor consideration each of the annual appropriations bills.

Congressional leaders are keeping an eye on the deadlines for resolving these budget issues. Some sort of appropriations legislation must be enacted for fiscal year 2024 by the October 1 start of the new fiscal year. In the current era, that is not usually the final legislation but rather some type of short-term funding that allows Congress and the Administration time to negotiate a funding package. On the federal debt, the U.S. Treasury is projecting that the authority for the federal government to borrow money will be breached sometime this summer.

Speaker McCarthy (R-CA) and other House Republicans are indicating that they will schedule a vote soon on legislation that focuses on their conditions for a debt limit increase. Some of the provisions that are being discussed include cutting non-defense discretionary spending to fiscal

year 2022 levels, rescinding unspent COVID-19 aid, adding more work requirements to assistance programs such as the Supplemental Nutrition Assistance Program, and adding Republican priorities in the areas of energy policy or border security.

We are closely monitoring these actions for any impacts on the MST's adopted federal platform and priorities. This includes working with our local delegation to protect funding in the annual appropriations bills and working with other public transportation representatives to share information and coordinate advocacy.

Transportation Appropriations

Following the release of President Biden's FY 2024 Budget in March, the House and Senate Appropriations Committees began hearings to lay the groundwork for drafting the individual appropriations bills. As the Committees work towards drafting the funding bills by early summer, we are continuing to advocate in coordination with the Bus Coalition and the California Transit Association in support of key MST funding priorities, including:

- \$14 million for MST's SURF! Busway and BRT Project that was proposed in the Biden FY24 budget.
- Supplemental funding for bus and bus facilities grant opportunities.
- Additional funding for the Capital Investment Grants Program.
- Additional grant opportunities such as the RAISE multimodal grant program.

Representative Lofgren and Representative Panetta recently co-signed a joint letter that requests the House Appropriations Committee to appropriate \$3 billion for Capital Investment Grants in fiscal year 2024. Combined with the advance appropriations provided by the Infrastructure and Investment Jobs Act, this request would fully fund CIG at \$4.6 billion. This funding is important for MST's SURF! Busway and BRT Project, which is proposed for support through the Small Starts program.

April 17, 2023

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



RE: STATE LEGISLATIVE UPDATE – May 2023

Legislative Update

The Legislature adjourned for Spring Recess on March 30, and reconvened on April 10. Immediately upon legislators' return to Sacramento, key policy committees resumed hearings to discuss legislation introduced in the 2023-24 Regular Session. These policy committees will have until April 28 to hear and report bills *with* a fiscal impact to the state to their respective appropriations committees; they will have until May 5 to hear and report bills *without* a fiscal impact to the state to their respective floors. Similarly, the budget subcommittees with oversight over discrete aspects of the state budget continue to meet to review the Governor's proposed Fiscal Year 2023-24 state budget. These hearings will continue through the release of the Governor's proposed May Revise, the next milestone in the development of the FY 2023-24 state budget, which is expected to occur on May 15. Following the release of the May Revise, budget subcommittee hearings will resume. As we have previously reported, the Legislative Calendar, which sets the deadlines for the year and can be viewed [here](#).

MST's Sponsored Bill Passes First Policy Committee

MST's legislative proposal to increase its procurement threshold for simple acquisitions of services, supplies, materials, and equipment – [SB 304 \(Laird\)](#) – passed the Senate Transportation Committee on April 11 by a vote of 16-0. The bill now heads to the Senate Appropriations Committee and will be heard at the end of April. The amended version of the bill is now in print and can be found at the link above.

Governor Signs Oil Company Oversight Bill

On March 28, Governor Newsom signed SBx1-2 (Skinner). SBx1-2 creates a dedicated independent oversight body at the California Energy Commission (CEC) and mandates extensive data reporting to the CEC from various specified entities along California's oil and gasoline supply chain. The law authorizes the CEC to establish a maximum gross gasoline refining margin (max margin) and penalty on gasoline sold by refiners in the state if certain findings are made. The law requires various reports and assessments by the CEC to be submitted to the Legislature regarding the current status and future managed decline of transportation fuels. The bill was co-sponsored by Attorney General Rob Bonta and approved by a supermajority in both the Senate and Assembly. The law will go into effect on June 26, the 91st day after the end of the special session. In his

[press release](#) around the bill's signing, the Governor stated, *"With this legislation, we're ending the oil industry's days of operating in the shadows. California took on Big Oil and won. We're not only protecting families, we're also loosening the vice grip Big Oil has had on our politics for the last 100 years."*

Update on Transit Operations Funding Effort

The California Transit Association, in partnership with regional partners, continues to lead the statewide effort to secure transit operations funding in the FY 2023-24 state budget. In February, the Association adopted a set of principles that will serve as the basis of the transit industry's forthcoming budget request. The principles commit to a two-track process, focused on addressing our industry's short- and long-term operations funding needs. Under the principles, any short-term transit operations funding the industry secures must be available to address budget shortfalls that would lead to service cuts and/or layoffs as well as to address ridership retention and growth strategies. Any long-term transit operations funding the industry secures must be flexible and available to address a broad range of service needs and will come with a broader set of transit reforms. In March, the Association agreed to a series of funding proposals for legislative consideration primarily using existing transit revenue sources and capital programs. The Association will also begin working on both near- and long-term suggestions for the Legislature to consider on how best to bring back riders, the possibility of new metrics for gauging transit's success, and appropriate reporting information. The details of these proposals and recommendations are expected to be released in late April.

Bills of Interest

SB 304 (Laird) MST Procurement Threshold (MST SPONSOR)

This bill would increase the threshold for procurements by MST for services, supplies, equipment, and materials in order to adhere to guidance issued by the Federal Transit Administration (FTA), reflect the threshold applied to other California transit agencies, and keep pace with the consumer price index (CPI).

AB 96 (Kalra) 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.

AB 316 (Aguiar-Curry) Heavy Duty Autonomous Vehicles

This bill would prohibit the operation of an autonomous vehicle with a gross vehicle weight of 10,001 pounds or more on public roads for testing purposes, transporting goods, or transporting passengers without a human safety operator physically present in the autonomous vehicle at the time of operation and to provide deactivation and collision reports to the Department of Motor Vehicles.

AB 463 (Hart) Electricity Prioritization for Public Transit Vehicles (MST SUPPORT)

This bill would provide transit agencies with priority access to electricity when facing grid disruptions caused by natural or man-made disasters, rolling blackouts, utility company “Public Safety Power Shutoffs” (PSPS), and increasing demand on California’s electrical grid.

AB 557 (Hart) Brown Act – Extension of Existing Authority (MST SUPPORT)

Beginning on January 1, 2024, this bill would extend the existing teleconferencing/remote-meeting authority that can be used when a declared state of emergency is in effect and would also extend the period for a legislative body to make the required findings related to the continuing state of emergency and social distancing from 30 days to 45 days after the first teleconferenced meeting, and every 45 days thereafter, in order to continue to meet.

AB 610 (Holden) Youth Transit Pass Pilot Program: Free Youth Transit Passes

This bill would create the Youth Transit Pass Pilot Program for the purposes of awarding grants to transit agencies for the costs of creating, designing, developing, advertising, distributing, and implementing free youth transit passes to persons attending certain educational institutions, providing free transit service to holders of those passes, and administering and participating in the program. The bill would authorize a transit agency to submit a grant application in partnership with one or more educational institutions and would also authorize grant funds to be used to maintain, subsidize, or expand an existing fare free program.

AB 761 (Friedman) Transit Transformation Task Force

This bill would require the Secretary of the California State Transportation Agency, on or before July 1, 2024, to establish and convene the Transit Transformation Task Force to include representatives from the department, the Controller’s office, various local agencies, academic institutions, nongovernmental organizations, and other stakeholders. The bill would require the task force to develop a structured, coordinated process for early engagement of all parties to develop policies to grow transit ridership and improve the transit experience for all users of those services. The bill would require the secretary, in consultation with the task force, to prepare and submit a report of findings based on the task force’s efforts to the appropriate policy and fiscal committees of the Legislature on or before January 1, 2025.

AB 817 (Pacheco) Brown Act (MST SUPPORT)

The Brown Act casts a wide net when it comes to defining legislative bodies to include any “commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory.” This bill would provide flexibility for advisory bodies that can take no action, or establish policy on behalf of a local

elected body by allowing them to continue to meet remotely without having to follow the specific quorum, location notification, and accessibility requirements required by the Brown Act.

ACA 1 (Aguiar-Curry) Lower-Vote Threshold (MST SUPPORT)

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, COO

Subject: **TRIP REPORT:** American Public Transportation Association (APTA) Legislative Conference 2023

SUMMARY:

The APTA Legislative Conference was held on March 12-14, 2023, in Washington D.C.

GOAL/PURPOSE:

The 2023 APTA Legislative Conference in Washington D.C. provided an opportunity for public transportation industry professionals across the nation to communicate with legislators, receive legislative-related updates, and learn about important federal legislation and policy initiatives that affect the public transit industry.

ATTENDEES:

Public transit agencies from across the nation and transit industry business members from around the world attended the conference. Cities, counties, and other public entities also attended the conference.

AGENDA / MEETINGS ATTENDED:

- The Bus Coalition
- Opening Session – The Honorable Polly Trottenberg, Keynote Speaker
- Federal Transit Administration (FTA) – The Year Ahead
- Climate Initiatives Under the Inflation Reduction Act
- Lunch with The Honorable Mitchell J. Landrieu
- Projects in Equity – Leveraging Infrastructure Investments
- Implementing the Bipartisan Infrastructure Law
- Current Political Climate and the Impact of Midterm Elections
- DOT Implementation of the Bipartisan Infrastructure Law
- Infrastructure – A View from the Hill

In addition to these sessions, MST's Director of Planning and Innovation, Michelle Overmeyer, and I met on Capitol Hill with representatives from Feinstein's, Padilla's, and Panetta's offices. These meetings allowed Director Overmeyer and I to educate and advocate on behalf of MST. We communicated MST's recent accomplishments and the need for continued and necessary funding for public transit. We also thanked the representatives for their support and help to secure funding for MST to help with the

transition to zero-emission buses (ZEBs) and the completion of the SURF! Busway and Bus rapid Transit (BRT) project.

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

To: Carl Sedoryk
From: Michelle Overmeyer, Director of Planning and Innovation
Subject: **TRIP REPORT:** APTA Legislative Conference March 12-14, 2023

SUMMARY:

The American Public Transportation Association Annual Legislative Conference was held in Washington, DC March 12-14, 2023.

GOAL/PURPOSE:

The conference helped educate members on important federal legislation and policy initiatives to shape the industry's positions and federal advocacy agenda. I was able to connect with colleagues from peer transit agencies across the country.

ATTENDEES:

Transit operators from across the country attended the conference. Polly Trottenberg, Deputy Secretary for U.S. Department of Transportation, was one of the featured speakers.

AGENDA:

- A Year Ahead in Transit-FTA Update
- Climate Initiatives Under the Inflation Reduction Act
- Implementation of the Bipartisan Infrastructure Law
- Capitol Hill Visits and meetings with staff for Senator Feinstein, Senator Padilla, and Congressman Panetta

Submitted by: 

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