



**Board of Directors Regular Meeting
April 10, 2017**

Frank J. Lichtanski Administrative Building
Board Room, First Floor
19 Upper Ragsdale Dr., Suite 100, Monterey 93940
10:00 a.m.

TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip (good for a \$17 one-way trip).

1. CALL TO ORDER

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)
- 1-4. Conduct swearing in ceremony for new member, Yanelly Martinez.
(Tony Barrera)

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 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.

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 2017-26 recognizing, Fred Simkins, Coach Operator, as Employee of the Month for April 2017. (Robert Weber) (Pg. 7)

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

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

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- 3-2. Adopt Resolution 2017-27 recognizing Michael Hernandez, Assistant General Manager and Chief Operating Officer, for his 39.92 years of service. (Carl Sedoryk) (Pg. 9)
- 3-3. Adopt Resolution of Appreciation 2017-28 for services rendered by David Pendergrass (Carl Sedoryk) (Pg. 11)
- 3-4. Minutes of the MST Board Meeting of March 6, 2017. (Jeanette Alegar-Rocha) (Pg. 13)
- 3-5. Minutes of the HR Committee March 6, 2017. (Jeanette Alegar-Rocha) (Pg. 19)
- 3-6. Financial Report – February 2017. (Lori Lee) (Pg. 21)
- 3-7. Disposal of Property left aboard buses. (Sonia Wills) (Pg. 29)
- 3-8. Adopt Resolution 2017-29 recognizing Coach Operator Excellence Award Recipients. (Robert Weber) (Pg. 31)
- 3-9. Approve Reappointment of Mobility Advisory Committee. (Tom Hicks) (Pg. 33)
- 3-10. Approve Expansion of Special Medical Trips Program to South County Cities (Tom Hicks) (Pg. 35)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. Employee of the Month April – Fred Simkins, Coach Operator. (Robert Weber)
- 4-2. Recognition of Coach Operator Excellence Award Recipients David Rhodes and Fred Simkins. (Robert Weber)
- 4-3. Recognition of Services Rendered- David Pendergrass (Carl Sedoryk)
- 4-4. Retirement- 39.92 Years of Service- Michael Hernandez, Assistant General Manager and Chief Operating Officer (Carl Sedoryk)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

- 6-1. Receive Update and Approve Resolution 2017-30 and Resolution 2017-31 for the Low Carbon Transit Operations Program (LCTOP) (Michelle Overmeyer) (Pg. 37)
- 6-2. Receive the Draft Update and Approve Resolution 2017-32 for the 2017-2020 Title VI Program (Deanna Smith) (Pg. 45)
- 6-3. Receive Update and Approve Joe Lloyd Way Temporary Facility Relocation Expenses (Hunter Harvath) (Pg. 69)
- 6-4. Approve the purchase of 2 mini buses from Creative Bus Sales (Sandra Amorim) (Pg. 71)
- 6-5. Big Sur Transportation Needs due to impact of damage to Highway 1 (Hunter Harvath) (Pg. 73)

7. 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.

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.

- 7-1. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)

8. RETURN TO OPEN SESSION

- 8-1. Report on Closed Session and possible action.

9. REPORTS & INFORMATION ITEMS

The Board will receive and file these reports, which do not require action by the Board.

- 9-1. General Manager/CEO Report – February 2017 (Pg. 75)
- 9-2. Washington, D.C. Lobby Report – March 2017 (Pg. 99)
- 9-3. State Legislative Report- February 2017 (Pg. 101)

9-4. Staff Trip Reports February 2017 (Pg. 103)

9-5. Correspondence (Pg. 107)

10. BOARD REPORTS, COMMENTS, AND REFERRALS

10-1. Reports on meetings attended by board members at MST expense.

10-2. Board member comments and announcements.

- a. Discussion- Measure Q New Committee Members
- b. Review committee member terms of office. (Enclosure)

10-3. Board member referrals for future agendas.

12. ATTACHMENTS

12-1. The detailed monthly Performance Statistics and Disbursement Journal for February 2017 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

13. ADJOURN

In memory of Morris Fischer, former Board Chair and 23 year member of the MST Board of Directors.

NEXT MEETING DATE: May 8, 2017

19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor

10:00 a.m.

NEXT AGENDA DEADLINE: May 2, 2017

**Dates and times are subject to change.*

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

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 Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, the Monterey-Salinas Transit will provide written agenda 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 and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three working days prior to

the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org. Taxi-related materials and information are available on www.mst.org.

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**FRED SIMKINS
APRIL 2017
EMPLOYEE OF THE MONTH**

WHEREAS, each month Monterey-Salinas Transit 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, Fred Simkins started his career at Monterey-Salinas Transit District as a Coach Operator in March of 2003. Since that time, Fred has continued to demonstrate exceptional skills and dedication while performing his duties; and

WHEREAS, Fred Simkins has been recognized numerous times for his outstanding attendance record as well as his excellent safety record. He has been recognized as the Employee of the Month in April of 2005, November of 2008 and April of 2014. He was chosen as MST's Employee of the Year in 2008; and

WHEREAS, Fred Simkins recently received his sixth General Manager's Coach Operator Excellence Award for 2016 for having no preventable collisions, maintaining an average on-time scheduled adherence of 90% having perfect attendance, and receiving no valid improper conduct complaints; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Fred Simkins as Employee of the Month for April 2017; and

BE IT FURTHER RESOLVED that Fred Simkins is to be congratulated for his excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-26 this 10th day of April 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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MICHAEL HERNANDEZ RETIREMENT

WHEREAS, Michael Hernandez began his career with the Monterey Peninsula Transit on May 8, 1977 as a Coach Operator; and,

WHEREAS, Michael Hernandez took it upon himself to gain the education and skills required to achieve positions of increasing responsibility that include Transportation Supervisor in 1982, Director of Transportation in 1988, Director of Maintenance and Transportation in 2004, and Chief Operating Officer in 2006; and

WHEREAS, Michael Hernandez acted as project leader on many successful MST projects that include installation of the Advanced Communications System, construction of the Marina Transit Exchange, procurement of buses, and ongoing maintenance of the Compressed Air Refueling Station (CARS); and

WHEREAS, Having provided service to his community for nearly 40 years Michael Hernandez is the longest serving employee in the history of Monterey-Salinas Transit District and all of its predecessor agencies; and,

WHEREAS his calm, positive influence within the workforce and excellent working relationship with his customers, peers and all MST staff will be greatly missed; and

THEREFORE BE IT RESOLVED that the employees of Monterey -Salinas Transit District and members of the Monterey-Salinas Transit Board of Directors recognize and congratulate Michael Hernandez on his retirement; and

BE IT FURTHER RESOLVED that we express our sincere thanks and appreciation for his tireless commitment to MST and the customers and communities we serve and congratulate him on reaching this remarkable milestone of public service.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-26 this 10th day of April, 2017.

Tony Barrera
Chairperson

Carl Sedoryk
General Manager/CEO

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APPRECIATION FOR SERVICES RENDERED BY DAVID PENDERGRASS

WHEREAS, David Pendergrass has served on the Board of Directors of Monterey-Salinas Transit from July of 2010 to April of 2017; and

WHEREAS, David Pendergrass served on the Legislative and Marketing Committees;
and

WHEREAS, David Pendergrass served as chair on the Marketing Committee, from July 2014 to April of 2017; and

WHEREAS, David Pendergrass led efforts to implement the JAZZ Bus Rapid Transit project serving the cities of Sand City, Seaside and Monterey; and,

WHEREAS, David Pendergrass was supportive of MST's efforts to enact a special countywide sales tax to support transit services for veterans, seniors, and persons with disabilities; and

WHEREAS, David Pendergrass was a strong advocate for the citizens of Sand City who depend upon public transportation; and

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

WHEREAS, David Pendergrass 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 David Pendergrass its sincerest thanks and best wishes as he leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-28 this 10th day of April, 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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MST BOARD OF DIRECTORS

Frank J. Lichtanski Administrative Building
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

MINUTES
March 6, 2017

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 10:00 a.m. Roll call was taken and the pledge of allegiance followed led by Director Velazquez.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda and stated that items 5-12 and 5-13 will possibly be pulled from the consent agenda.

Present:	Luis Alejo	County of Monterey
	Dan Albert	City of Monterey
	Tony Barrera	City of Salinas
	Robert Bonincontri	City of Gonzales
	Kristen Clark	City of Del Rey Oaks
	Ken Cuneo	City of Pacific Grove
	Carolyn Hardy	City of Carmel-by-the-Sea
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Anna Velazquez	City of Soledad

Absent: None

Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. GM/Finance & Administration
	Michael Hernandez	Asst. GM/COO
	Kelly Halcon	Director of HR & Risk Management
	Lisa Rheinheimer	Director of Planning and Development

Mark Eccles	Director of Information Technology
Robert Weber	Director of Transportation Services
Jeanette Alegar-Rocha	Executive Assistant /Clerk to the Board
Deanna Smith	Compliance Analyst / Deputy Secretary
Eva Perez	Office Administrator
Andrea Williams	General Accounting & Budget Manager
Michelle Overmeyer	Grants Analyst
Sandra Amorim	Purchase Manager
Tom Hicks	Mobility Services Manager
Alvin Johnson	Contract Transportation Supervisor
Dave Laredo	De Lay & Laredo
Heidi Quinn	De Lay & Laredo
Michael Laredo	De Lay & Laredo
Elvis Jones	Training
Beronica Carriedo	Community Relations Coordinator
Ariel Bolingbroke	MST Intern

Public: Matt Weatherly
 Renee Leonard
 Javier Gomez
 Linda J. Gonzales
 J.R. Burke
 Don Parslow
 Leona Medaris
 Mike Zeller

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Renee Leonard spoke before the board to look into the cleanliness of the buses. Chairperson Barrera informed Ms. Leonard that MST Staff will respond to her regarding the matter.

3. CLOSED SESSION AGENDA

MST General Counsel, Dave Laredo, announced the Closed Session items and Chair Barrera moved to Closed Session.

Public Comment – none

- 3-1. Conference with Labor Negotiators Gov. Code § 54957.6.
 Amalgamated Transit Union (ATU), and MST.
 (D. Laredo, K. Halcon) (No enclosure)

4. RETURN TO OPEN SESSION

- 4-1. Report on Closed Session and possible action

Upon return from closed session, Mr. Laredo reported that MST staff provided an update on item 3-1. The board provided direction to staff but no reportable action was taken.

Director Luis Alejo arrived at 10:40 a.m.

5. CONSENT AGENDA

- 5-1. Adopt Resolution 2017-24 recognizing, Elvis Jones, as Employee of the Month for March 2017. (Ben Newman)
- 5-2. Approve Resolution 2017-25 authorizing MST's General Manager/CEO to execute all required documents of the DRAM Settlement Fund Program. (Michelle Overmeyer)
- 5-3. Minutes of the MST Board Meeting of February 6, 2017. (Jeanette Alegar-Rocha)
- 5-4. Minutes of the Marketing Committee February 6, 2017. (Jeanette Alegar-Rocha)
- 5-5. Financial Report – January 2017. (Andrea Williams)
- 5-6. Disposal of Property left aboard buses. (Sonia Wills)
- 5-7. Claim Rejection-Conrado Geronimo. (Ben Newman)
- 5-8. Adopt revised Advertising Policy. (Hunter Harvath)
- 5-9. Approve revised Public Hearing Policy. (Lisa Rheinheimer)
- 5-10. South County Operations and Maintenance Facility Environmental Analysis. (Lisa Rheinheimer)
- 5-11. Approve funds for Compensation and Classifications Study. (Kelly Halcon)
- 5-12. Ratify Amalgamated Transit Union Local (ATU) Contract. (Kelly Halcon)
- 5-13. Approve Memoranda of Agreement for Marina-Salinas Multimodal Corridor Plan. (Lisa Rheinheimer)

End of Consent Agenda

Mr. Sedoryk requested that items 5-12 and 5-13 be pulled from the consent agenda.

Mike Zeller from TAMC requested that item 5-13 be pulled due to the new alignment plan for the Marina-Salinas corridor and the new MOU agreement that is in the process of finalizing.

Director Hardy commented that consent item 5-3 MST Board Meeting Minutes from February 6, 2017 needed correction to reflect MST retiree, Danny Alvarado's 21 years of service and a spelling correction on consent item 5-8 Advertising Policy Attachment 1.

Director Pendergrass commented that consent item 5-4 MST Marketing Committee Meeting Minutes from February 6, 2017 needs to further clarify that any enclosures are clearly visible and accessible in the board agenda packet.

Director Cuneo made the motion to approve all remaining items on the consent agenda and was seconded by Director Pendergrass. The motion passed unanimously.

6. RECOGNITION AND SPECIAL PRESENTATIONS

- 6-1. Employee of the Month, March – Elvis Jones, Trainer
(Ben Newman)

Mr. Sedoryk recognized Elvis Jones for his positive contribution to MST and the community. The MST Board and Staff congratulated and thanked Elvis Jones for his excellent work and dedication at Monterey-Salinas Transit.

7. PUBLIC HEARINGS

- 7-1. Conduct Public Hearing and Adopt FY2017 Program of Projects
(Michelle Overmeyer)

Director Pendergrass made the motion to conduct a public hearing for FY2017 Program of Projects, adopt the FY2017 Program of Projects and authorize the filing of the appropriate grant applications with the Federal Transit Administration and CalTrans and was seconded by Director Clark. The motion passed unanimously.

8. ACTION ITEMS

- 8-1. Adopt 2018-2020 Strategic Plan (Carl Sedoryk)

Mr. Sedoryk presented the 2018-2020 Strategic Plan based on the outcome of the January 9, 2017 Strategic Planning Workshop for board approval.

Director Alejo made the motion to adopt the 2018-2020 Strategic Plan and was seconded by Director Cuneo. The motion passed unanimously.

Public Comment – none.

9. REPORTS & INFORMATION ITEMS

- 9-1. General Manager/CEO Report – January 2016
- 9-2. Washington, D.C. Lobby Report – February 2017
- 9-3. State Legislative Advocacy Update – January 2017
- 9-4. Staff Trip Reports January 2017
- 9-5. Correspondence

10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234)
- 10-2. Board member comments and announcements.

Mr. Sedoryk announced the retirement of Michael Hernandez, Assistant General Manager and Chief Operating Officer in April 2017 and to save the date of April 7, 2017 for Mr. Hernandez's retirement party.

- 10-3. Board member referrals for future agendas.

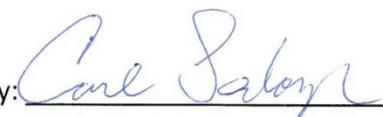
11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for January 2017 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

There being no further business, Chair Barrera adjourned the meeting at 10:51 a.m.

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl Sedoryk, GM Manager/CEO

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MST HR Committee
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes

March 6, 2017
9:00 a.m.

Present: Directors: Clark (chair), Cuneo, Velazquez
Absent: Directors: Pacheco
Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance & Administration; Mike Hernandez, Asst. GM/COO; Lisa Rheinheimer, Director of Planning & Marketing; Kelly Halcon, Director of HR & Risk Services; Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board
Public: Eva Perez
Matthew Weatherly
Deanna Smith

1. CALL TO ORDER.

Chair Clark called the meeting to order at 9:01 a.m. Roll call was taken.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA.

No public comment.

3. PRESENTATIONS

3-1. Receive report on Compensation and Classification Study results and recommend to the board. (Kelly Halcon) (Enclosure)

Kelly Halcon provided an update on the Compensation and Classification Study results and Matthew Weatherly Public Sector Personnel Consultants presented market statistics supporting the study results. Director Cuneo made the motion for recommendation to the board and was seconded by Director Velazquez. The motion was unanimously passed.

Public Comment – none.

4. CLOSED SESSION

As permitted by Government Code §54957 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- Milius-Brown Act representative.

- 4-1. Conference with Legal Counsel Litigation: Morgan v. MST, Monterey Superior Court No. M130164, Gov. Code § 54956.9 (K. Halcon) (No Enclosure)
- 4-2. Conference with Legal Counsel Litigation: Serrano v. MST, Monterey Superior Court No. 16CV003496, Gov. Code § 54956.9 (K. Halcon) (No Enclosure)
- 4-3. Conference with Labor Negotiators-Monterey-Salinas Transit Employee Association (MSTEA) and MST (H. Quinn, K. Halcon) (§54957.6)
- 4-4. Conference with Labor Negotiators – Amalgamated Transit Union, Local 1225 (ATU) and MST (D. Laredo, K. Halcon) (§54957.6)

5. RETURN TO OPEN SESSION

- 5-1. Report on close session and possible action.

Mr. Laredo reported that MST staff and general counsel provided a status update on items 4-1, 4-2, 4-3 and 4-4. The board provided direction to staff but no reportable action was taken.

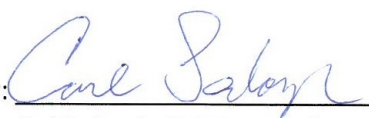
6. ANNOUNCEMENTS

None

7. ADJOURN

The Committee adjourned at 9:55 a.m.

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl Sedoryk, GM Manager/CEO

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – February 2017

RECOMMENDATION:

1. Accept report of February 2017 cash flow presented in Attachment #1
2. Approve February 2017 disbursements listed in Attachment #2
3. Accept report of February 2017 treasury transactions listed in Attachment #3

FISCAL IMPACT:

The cash flow for February is summarized below and is detailed in Attachment

#1.	Beginning balance February 1, 2017	\$14,386,604.69
	Revenues	2,794,179.94
	Disbursements	<u><3,766,215.94></u>
	Ending balance February 28, 2017	<u><u>\$13,414,568.69</u></u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the first seven months of the fiscal year complete, revenues are virtually on budget and expenses continue to trend 8% below budget, producing a year-to-date surplus of \$1,795,379 for both Fixed-Route and RIDES combined. On the revenue side, a 3% negative variance for the month is primarily due to the seasonal fluctuations in ridership. The number of passengers carried during the winter is lower than during the summer, especially this year in months like January that have had an extraordinary

amount of rain as well as two holidays (New Year's Day and Martin Luther King, Jr. Holiday). When ridership is lower, fare revenue is also lower. Passenger fares are budgeted evenly over the twelve months of the year, which creates the negative variance during slower winter months.

Positive variances for the month are occurring in most categories of expenses, with the exception of the following which have negative variances of greater than 5% or with a monetary value greater than \$5,000 as seen in the December Budget vs. Actual reports contained in Attachment #4:

1. **Advertising & Marketing** – This 610% negative variance in this category is primarily due to the activities of the South County Marketing Plan, which is currently in high gear of production. This project is 100% funded by a federal grant administered by Caltrans. All expenses on this project have to occur before January 31, 2017. Once this project winds down early in 2017, these marketing expenses are expected to once again be in line with budget. MST is also undertaking three other advertising and marketing efforts concurrently with the South County Marketing Study: one to promote its new RealTime customer information technology (set to roll out later this spring); the second is a “refresh” of the displays on the JAZZ Bus Rapid Transit shelters in coordination with the festival’s upcoming 60th Anniversary; and a focused recruitment campaign to try to find qualified drivers and mechanics to meet our budgeted number of staff members required to deliver the level of service that has been scheduled.
2. **Marketing Supplies** – This 256% negative variance reflects the occasional timing of purchases of MST’s promotional marketing supplies. These purchases generally do not occur in even amounts each month. This irregular purchasing pattern is reflected in the fact that for the fiscal year, expenses in this category remain 34% under budget.

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

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance February 1, 2017		14,386,604.69
Revenues		
Passenger Revenue	452,346.64	
DOD Revenue	488,175.00	
LTF / STA / 5307 / Sales Tax	1,027,425.14	
Sales Tax	757,300.00	
Grants	32,253.00	
TAMC Loan/Rabo LOC advance	-	
Interest Income	1,934.51	
Non Transit Revenue	34,745.65	
Total Revenues		2,794,179.94
Disbursements		
Operations (See Attachment #2)	3,507,937.70	
Capital	258,278.24	
Property Acquisition –	-	
Total Disbursements		(3,766,215.94)
Ending balance February 28, 2017		<u>13,414,568.69</u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	162,331.56
Checking(s) - Wells Fargo Bank	323.97
Local Agency Investment Fund (LAIF)	4,556,274.78
Money Market - Homeland Security	840,855.97
Money Market - Rabo MM	416,768.66
Money Market - PTMISEA	5,691,722.07
Money Market - LCTOP	520,739.43
Money Market - Rabo Prop. 1 B	1,206,022.09
Bank of America - Escrow	8,985.16
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	<u>13,414,568.69</u>

PAYROLL ACCOUNT

February 3 Payroll & Related Expenses	555,723.62	
February 17 Payroll & Related Expenses	555,571.25	
Pers & 457	214,829.91	
Garnishments	6,446.17	
Payroll adj		
	<hr/>	
	1,332,570.95	1,332,570.95

GENERAL ACCOUNT

Disbursements on Attached Summary	2,371,616.77	
Paydown loan	12,898.67	
Workers Comp. Disbursements	28,226.26	
Interest expense	6,408.88	
Bank Service Charge	14,494.41	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	-	
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	2,433,644.99	2,433,644.99

Total Disbursements	<hr/>	3,766,215.94
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Less Capital Disbursements & Transfers		<hr/> (258,278.24)
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Operating Disbursements		<u><u>3,507,937.70</u></u>
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR February 1, 2017 - February 28, 2017

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 02/03/17	43969 - 44023	403,494.33
Accounts Payable 02/03/17	44024 - 44025	325.00
Accounts Payable 02/07/17	44026 - 44047	1,267.07
Accounts Payable 02/10/17	44048 - 44116	496,104.57
Accounts Payable 02/14/17	44117	33,181.01
Accounts Payable 02/22/17	44118	10,000.00
Accounts Payable 02/24/17	44119 - 44126	30,482.82
Accounts Payable 02/24/17	44127 - 44263	837,786.36
Accounts Payable 02/27/17	44264 - 44266	558,975.61
TOTAL		<u>2,371,616.77</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
Creative Bus Sales	9/14/2015 & 2/8/2016	43982	02/03/17	222,860.74
PERS - Health	Recurring Expense	44057	02/10/17	317,753.34
PERS - Health	Recurring Expense	44150	02/24/17	323,055.75
Giro, Inc.	12/8/2014 & Recurring	44197	02/24/17	112,553.50
MV Transportation	Recurring Expense	44266	02/27/17	552,114.89

TREASURY TRANSACTIONS
FOR FEBRUARY 2017

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 02/01/17				4,556,274.78
	Deposit		-		-
	Local Agency Investment Fund:				
	Quarterly interest earned - .68%		-		-
					-
	LAIF Treasury Balance at 02/28/17				4,556,274.78

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 02/01/17				1,209,241.34
02/02/17		To AP		240,000.00	969,241.34
02/03/17		To AP		400,000.00	569,241.34
02/09/17		LTF	1,027,425.14		1,596,666.48
02/13/17		To AP		1,180,000.00	416,666.48
02/28/17		Interest @ 0.30%	102.18		416,768.66
	RABO MM Balance at 02/28/17				416,768.66

MONTEREY - SALINAS TRANSIT
Revenue & Expense - Consolidated
Budget vs Actual

For the Period from February 1, 2017 to February 28, 2017

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-262,943	-331,205	68,262	-2,462,560	-2,649,640	187,080
Special Transit	-571,823	-489,987	-81,836	-4,057,213	-3,919,896	-137,317
Cash Revenue	-41,431	-23,199	-18,232	-241,204	-185,592	-55,612
Cash Grants & Reimbursement	-2,441,543	-2,447,710	6,167	-19,577,130	-19,581,680	4,550
Total Revenue	-3,317,740	-3,292,101	-25,639	-26,338,107	-26,336,808	-1,299
Expenses						
Labor	1,151,629	1,233,488	-81,859	9,636,646	9,867,904	-231,258
Benefits	645,048	762,962	-117,914	5,952,526	6,103,696	-151,170
Advertising & Marketing	3,717	14,294	-10,578	191,138	114,352	76,786
Professional & Technical	63,472	65,993	-2,521	417,440	527,944	-110,504
Outside Services	34,442	26,321	8,121	235,229	210,568	24,661
Outside Labor	80,967	95,409	-14,442	597,445	763,272	-165,827
Fuel & Lubricants	188,186	305,144	-116,958	1,340,676	2,441,152	-1,100,476
Supplies	61,038	70,129	-9,091	539,759	561,032	-21,273
Vehicle Maintenance	46,478	83,544	-37,066	586,011	668,352	-82,341
Marketing Supplies	3,427	4,376	-949	23,707	35,008	-11,301
Utilities	31,945	38,598	-6,653	283,755	308,784	-25,029
Insurance	44,871	54,253	-9,382	358,892	434,024	-75,132
Taxes	12,404	17,309	-4,905	100,215	138,472	-38,257
Purchased Transportation	344,900	403,028	-58,128	3,080,786	3,224,224	-143,438
Miscellaneous Expenses	45,470	60,509	-15,039	378,700	484,072	-105,372
Interfund transfers						
Pass Thru/Behalf of Others		6,167	-6,167		49,336	-49,336
Interest Expense	9,761	10,583	-822	79,166	84,664	-5,498
Leases & Rentals	30,491	24,212	6,279	177,814	193,696	-15,882
Total Operating Expenses	2,798,247	3,276,319	-478,072	23,979,903	26,210,552	-2,230,649
Operating (Surplus) Deficit	-519,493	-15,782	-503,711	-2,358,204	-126,256	-2,231,948

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from February 1, 2017 to February 28, 2017

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY17)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-28,712	-38,909	10,197	-314,936	-311,272	-3,664
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-2,392,784	-2,392,784	
Total Revenue	-327,810	-338,007	10,197	-2,707,720	-2,704,056	-3,664
Expenses						
Labor	14,080	4,770	9,310	63,833	38,160	25,673
Benefits	3,927	3,029	898	34,219	24,232	9,987
Advertising & Marketing						
Professional & Technical		417	-417		3,336	-3,336
Outside Services						
Outside Labor	5,924	6,584	-660	34,198	52,672	-18,474
Fuel & Lubricants	32,818	39,577	-6,759	217,793	316,616	-98,823
Supplies	972	1,919	-947	7,087	15,352	-8,265
Vehicle Maintenance				511		511
Marketing Supplies						
Utilities	40		40	280		280
Insurance						
Taxes						
Purchased Transportation	242,381	268,018	-25,637	2,160,061	2,144,144	15,917
Miscellaneous Expenses	13,526	13,693	-167	108,453	109,544	-1,091
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals				1		1
Total Operating Expenses	313,667	338,007	-24,340	2,626,436	2,704,056	-77,620
Operating (Surplus) Deficit	-14,143		-14,143	-81,285		-81,285

To: Board of Directors

From: Sonia Wills, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul (Seaside)

12 Cell Phones	5 Books
5 Prescription eyeglasses	1 Water bottle
3 Purses	8 Wallets
2 Pairs of shoes	1 Duffle Bag
1 Set of earphones	1 Backpack
1 Bike lock	3 Jackets
1 Ring	3 Pairs of sunglasses
5 Umbrellas	1 Coin purse
2 Canes	1 Belt
1 Eyeglass case	2 Hats
1 Pair of pants	2 Scarves
1 DVD Movie	1 Bag with tools
2 Phone chargers	3 Shot glasses
1 Phone case	1 Bag with christmas decorations
1 Bluetooth speaker	

To be disposed

20 Keys	4 Soiled items
5 Gloves	4 Key rings
1 Cosmetic	2 Medication
2 Toiletries	

To be retained

\$ 19.70 to accounting for deposit

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list.

Prepared by: Sonia Wills
Sonia Wills

Reviewed by: Carl Sedoryk
Carl Sedoryk

RECOGNITION OF COACH OPERATOR PERFORMANCE EXCELLENCE FOR CALENDAR YEAR 2016

WHEREAS, Monterey-Salinas Transit created the Coach Operator Performance Excellence Award in 2009 to recognize coach operators who maintain a perfect record of safety and attendance, customer service and on-time performance for an entire year; and

WHEREAS, MST Coach Operators David Rhodes and Fred Simkins had no preventable accidents, no unscheduled absences, no verifiable customer complaints, and maintained an on-time performance of over 90% for the entire calendar year 2016; and

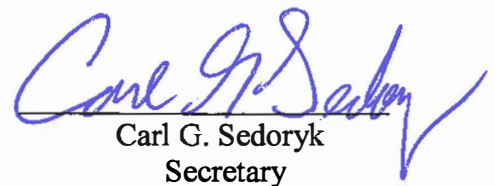
WHEREAS, this level of sustained performance excellence results in providing MST customers the best possible service and is worthy of recognition.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit congratulates Coach Operators David Rhodes and Fred Simkins for sustained excellence in Safety, Perfect Attendance, On-time Performance, and Customer Service for the year 2016.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-29 this 10th day of April, 2017.



Tony Barrera
Chairperson



Carl G. Sedoryk
Secretary

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To: Board of Directors

From: Tom Hicks, Mobility Services Manager

Subject: Mobility Advisory Committee

RECOMMENDATION:

Reappoint members to your Mobility Advisory Committee.

FISCAL IMPACT:

None

POLICY IMPLICATIONS:

Your board appoints members to the MST Mobility Advisory Committee.


DISCUSSION:


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

There are currently five members whose term expired in January 2017 who wish to continue their service on the MAC. These members are:

Member	Affiliation	Representing
Ronn Rigg (Chair)	United Way and 211	Seniors, low income, youth
Amiee Cuda	Independent Transportation Network (ITN)	Seniors, Blind and low vision
Kasuko Wessendorf	Interim, Inc.	Mental health, low income
Laurie Crosby	Consumer	People with disabilities
Olivia Quezada	Central Coast Center for Independent Living (CCCIL)	People with disabilities

Staff requests that you reappoint the five members listed above to an additional 3-year term of service on your Mobility Advisory Committee.

PREPARED BY: 
Tom Hicks

REVIEWED BY: 
Carl G. Sedoryk

To: MST Board of Directors
From: Tom Hicks, Mobility Services Manager
Subject: Expansion of Special Medical Trips Program to South County Cities

RECOMMENDATION:

Approve the expansion of the MST Special Medical Trips Program to Gonzales, Soledad, Greenfield and King City.

FISCAL IMPACT:

Not to exceed \$13,000 annually. This program is fully funded by Measure Q.

POLICY IMPLICATIONS:

Your Board approves changes to MST's fare structures.

DISCUSSION:

Since 1996 MST has operated a Special Medical Trips Program (SMT) shuttle two days per month to Bay Area medical facilities for Monterey County residents needing specialized medical treatment. MST is planning to expand this service beginning in May 2017 with the following enhancements:

1. Gonzales, Soledad, Greenfield and King City residents would be able to board the SMT shuttle in their home city rather than having to first travel to Salinas,
2. The SMT monthly shuttle trips would be doubled to include two trips each to San Jose and San Francisco area medical facilities, and
3. The round-trip fare would be reduced from \$40.00 to \$20.00.

Mobility staff would be available to provide assistance to customers needing to use On-Call or fixed-route services to reach pickup locations in each city, and taxi vouchers could be issued to Salinas and Peninsula customers with no other transportation options.

Customers can buy SMT tickets at the Salinas Transit Center or order them online or over the telephone from MST Customer Service Representatives for delivery by mail with adequate advance notice. Personal Care Attendants (PCAs) registered with MST can accompany a person with a disability at no charge and parents can

accompany a minor child at no charge. Other passengers would also pay the reduced \$20 fare (if approved by your Board) and, as now, can ride when space is available; however, passengers with medical appointments have priority over others.

With your Board's approval of these SMT program changes, an outreach and marketing campaign would begin in April and would include Public Service Announcements on the radio and in local papers as well as newspaper advertisements. Also, MST Mobility and Marketing Department staff would deliver educational materials to medical practitioners, social and mental health providers, and service provider collaborative members. The MST Marketing Department would also issue a press release at the end of April.

PREPARED BY:



Tom Hicks

REVIEWED BY:



Carl G. Sedoryk

To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Low Carbon Transit Operations Program (LCTOP) FY 16/17 Allocation

RECOMMENDATIONS:

1. Approve Resolution 2017-30 authorizing the certifications and assurances and authorized agent forms for LCTOP
2. Approve Resolution 2017-31 authorizing the execution of the LCTOP project for FY 16/17
3. Approve free fares on weekends on Lines 41, 42, 44, 45 and 49 for twelve months if LCTOP grant funds are approved by the state
4. Using the remaining LCTOP funds (if approved by the state), authorize staff to purchase approximately 600 summer youth passes for free distribution to local residents

FISCAL IMPACT:

Up to \$223,971 in LCTOP funds would be used to provide free transit fares on select routes in Salinas on weekends and to distribute a set number of summer youth passes.

POLICY IMPLICATIONS:

The terms of the LCTOP program require that your Board authorize the filing of the grant application requesting up to \$223,971 from the California Department of Transportation. In addition, your Board is responsible for changes to the MST fare structure. Implementing free fares on Lines 41, 42, 44, 45 and 49 on weekends for twelve months would constitute a temporary change in fare structure and, thus, require approval by your Board.

DISCUSSION:

Assembly Bill 32 (AB 32), the California Global Warming Solicitations Act of 2006, took a long-term, comprehensive approach to addressing climate change and its effects on the environment and natural resources. AB 32 requires California to reduce greenhouse gases to 1990 levels by 2020 and to maintain and continue reductions beyond 2020. The Air Resources Board was directed to be the lead agency to

implement the law. The Air Resources Board and several other State and local agencies have implemented numerous regulations and programs to reduce emissions to meet these goals.

A key element in the State's emission reduction strategy, the Cap-and-Trade program places a limit, or cap, on greenhouse gas emissions by issuing a limited number of tradable permits (called allowances). A portion of these allowances can be purchased from the State at a quarterly auction, thereby generating proceeds, which are deposited in the State's Greenhouse Gas Reduction Fund. The Legislature then appropriates these funds to various programs that coordinate transportation and land use to encourage more sustainable communities.

In 2012, Senate Bill 535 (SB 535) was passed requiring Greenhouse Gas Reduction Fund investments in disadvantaged communities as defined by the California Environmental Protection Agency (CalEPA). CalEPA utilized the California Communities Environmental Health Screening Tool to assess all census tracts in California to identify the areas disproportionately burdened by and vulnerable to multiple sources of pollution. In Monterey County, the designated disadvantaged communities are located in portions of Salinas, Moss Landing and Pajaro.

The LCTOP draws from the Greenhouse Gas Reduction Fund to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. In the first year, MST used LCTOP funds to establish Line 42. In the second year an all-electric bus was ordered. Once it arrives in late 2017, it will be placed on service on Line 42.

Now in the third year of LCTOP allocations, MST will be requesting funds to provide free fares on Saturdays and Sundays on the following routes that serve the State-defined disadvantaged communities:

- Line 41 Northridge-Salinas via East Alisal
- Line 42 Westridge-Spreckels via East Alisal
- Line 44 Northridge-Salinas via Westridge
- Line 45 Northridge-Salinas via East Market
- Line 49 Salinas-Santa Rita via Northridge

With a previous Sunday-only reduction in fares that was tested in 2011-12, ridership increased noticeably when every passenger was made eligible for half fares on that day of the week. With the economic recession, your Board took a series of measures to address funding shortfalls, including the elimination of this "everyone rides for a discount fare on Sundays" promotion.

Stimulating ridership again has the potential to leverage additional federal funds under the Small Transit Intensive Cities program. Currently the Salinas urbanized area hits only two of six performance measures in the program. A boost in ridership could

trigger two additional performance measures, potentially resulting in nearly \$300,000 annually for MST in federal assistance in future years.

Based on audited ridership and fare revenue data, staff has calculated that approximately \$200,000 in passenger fares are collected on Saturdays and Sundays on the above-mentioned Salinas transit routes annually. The remaining LCTOP funds would be used to purchase approximately 600 summer youth passes, half of which would be distributed for free to residents of local designated disadvantaged communities. The other half of the summer youth passes would be available to residents of other areas of the county, also at no charge.

To receive these LCTOP funds your Board must approve the two attached resolutions, which authorize the General Manager/CEO to execute all required documents for the LCTOP.

Attachments: Resolution 2017-30
 Resolution 2017-31

 PREPARED BY _____ Michelle Overmeyer	 REVIEWED BY _____ Carl G. Sedoryk
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RESOLUTION 2017-30

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED
AGENT FORMS FROM THE LOW CARBON TRANSIT
OPERATIONS PROGRAM (LCTOP)**

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager/CEO, or its designee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager/CEO, or its designee, be authorized to execute all required documents of the LCTOP and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 10th day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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RESOLUTION 2017-31

**AUTHORIZATION FOR THE EXECUTION OF THE LOW
CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
WEEKENDS WITHOUT FARES IN SALINAS (\$223,971)**

WHEREAS, Monterey-Salinas Transit is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, Monterey-Salinas Transit wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors of Monterey-Salinas Transit hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2016-2017 LCTOP funds:

Project Name: Weekends Without Fares in Salinas

Description: Free weekend fares on select routes and summer youth pass program

Contributing Sponsor: Transportation Agency for Monterey County

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 10th day of April, 2017 by the following vote:

AYES:

NOES:

ABSENT:

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To: Board of Directors
From: Deanna Smith, Compliance Analyst
Subject: 2017-2020 Title VI Program Update

RECOMMENDATION:

1. Receive the Draft 2017-2020 Title VI Program Update.
2. Adopt Resolution 2017-32 approving the 2017-2020 Title VI Program Update.

FISCAL IMPACT:

MST cannot receive federal grant funds without 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 (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, 2017, and must be submitted to FTA on June 1, 2017. This 2017-2020 Draft Program Update will cover the period from June 1, 2017 to June 1, 2020.

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 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

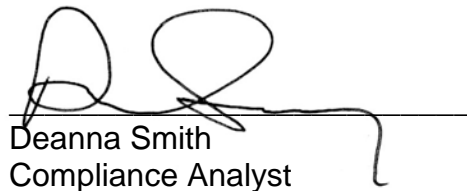
- Public Participation Plan
- Language Assistance Plan
- Minority representation data of non-elected committees
- Sub-recipient assistance and monitoring
- Title VI equity analysis of site or location of facilities
- Service standards and policies

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

Attachments:

1. Draft 2017-2020 Title VI Program Update. **(Due to the size of the Program, the entire document has been mailed to your Board under a separate cover). The Program, including all attachments, may be viewed by members of the public online at <http://mst.org/contact-us/civil-rights/>.** Copies may also be requested by contacting MST Clerk to the Board, Jeanette Alegar-Rocha, at clerk@mst.org.)

2. Resolution 2017-32



Deanna Smith
Compliance Analyst



Carl Sedoryk
General Manager/CEO



TITLE VI PROGRAM UPDATE June 2017-2020



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

Title VI Contact: Deanna Smith, Compliance Analyst
complianceanalyst@mst.org
1-888-678-2871

MST'S DISTRICT PROFILE

In 2009, Monterey-Salinas Transit sponsored legislation (AB644 Caballero) creating the Monterey-Salinas Transit District under Public Utilities Code Section 106000, effective July 1, 2010.

Each of the 12 cities within Monterey County and the County of Monterey appoints an elected official from their governing council or board to serve on the MST Board of Directors (Board). The following jurisdictions are represented on the MST Board:

The City of Carmel-by-the-Sea
The City of Del Rey Oaks
The City of Gonzales
The City of Greenfield

The City of King City
The City of Marina
The City of Monterey
The City of Pacific Grove
The County of Monterey

The City of Salinas
The City of Sand City
The City of Seaside
The City of Soledad

MST currently employs 241 individuals including 133 coach operators; 77 operations, maintenance and facilities workers; and 31 administrative staff¹ who operate out of the following locations:

Clarence J. Wright Operations Division – Salinas
Frank J. Lichtanski Administration Building – Monterey
Joe Lloyd Way Temporary Maintenance & Operations Facility – Seaside
Thomas D. Albert Maintenance & Operations Facility – Monterey
Bus Stop Shop – Monterey
Mobility Management Center – Monterey
Salinas Transit Center
Sand City Station
Marina Transit Exchange
Monterey Transit Plaza

MST'S MISSION STATEMENT

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

MST'S VISION STATEMENT

“A fully funded public transit system providing quality, valued, and affordable mobility and
transportation services for the people in Monterey County”

¹ Total staffing levels as February 28, 2017.

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1. INTRODUCTION

Monterey-Salinas Transit (MST) has prepared this Title VI Program (Program) update in compliance with Title 49 CFR Section 21.9(b) and the Federal Transit Administration's (FTA) Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," issued on October 1, 2012.

The Program update is being submitted to the FTA in accordance with their June 19, 2014 concurrence letter informing MST that its Title VI Program update for the triennial cycle June 1, 2014 to June 1, 2017 had met all federal requirements and would expire on July 31, 2017. MST was instructed to submit its next Program update on June 1, 2017. A copy of this letter can be found in **Attachment A**. This update will cover the period from June 1, 2017 to June 1, 2020.

This Program documents the steps MST has taken and will continue to take to ensure that its transit services are provided without discrimination against individuals on the basis of race, color, or national origin. In addition to Title VI protections, MST does not discriminate against any other class protected by federal or state law. A copy of MST's board report and minutes approving this 2017 Program update can be found in **Attachment B**.

Any questions regarding this Title VI Program update should be directed to:

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

Title VI Contact: Deanna Smith, Compliance Analyst
complianceanalyst@mst.org
1-888-678-2871

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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 and as attachments to this report.

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, 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 the public should follow in order to request additional information on the recipient's Title VI obligations;
3. A description of the procedures members of the public shall follow in order to file a Title VI discrimination complaint.

MST's Notice of Rights (Notice) has been translated into the four safe harbor languages identified in MST's Language Assistance Plan (LAP): Spanish, Tagalog, Vietnamese, and Korean. The Notice also includes MST's Notice of Language Assistance and contact information for assistance obtaining information regarding MST's Title VI obligations and the procedures for filing a Title VI discrimination complaint.

The Notice can be found on MST's website at <http://mst.org/contact-us/civil-rights/> and is posted on MST buses and at all MST customer service locations, administration offices, and public meeting rooms (MST board room, conference rooms, and reception areas).

A copy of MST's Notice of Rights is included in **Attachment C**. A list of posting locations is included in **Attachment D**.

TITLE VI COMPLAINT PROCESS AND COMPLAINT FORM

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, MST has developed a Title VI complaint process and complaint form for investigating and tracking all Title VI complaints.

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

The Title VI complaint form and process can be found on MST's website at <http://mst.org/contact-us/civil-rights/>. Both the complaint form and process have been translated into all four safe harbor

languages identified in MST's Language Assistance Plan. A copy of the Title VI complaint form and process in English are included in **Attachment E**².

LIST OF TITLE VI COMPLAINTS, INVESTIGATIONS, AND LAWSUITS

To ensure compliance with 49 CFR Section 21.9(b) and guidance provided in FTA Circular 4702.1B Chapter III-5, MST maintains a list of all complaints, investigations, and lawsuits alleging discrimination by Monterey-Salinas Transit on the basis of race, color, or national origin. As required, the list includes the date of the complaint, investigation, or lawsuit; a summary of the complaint, investigation, or lawsuit; and the action taken in response to the complaint, investigation, or lawsuit. To date, MST has received, investigated, and closed a total of five Title VI complaints. No lawsuits have been filed against MST.

MST customers most often interact with coach operators; therefore, it is to be expected that the majority of Title VI complaints allege discrimination by a coach operator. All complaints received by MST customer service representatives or other MST staff alleging discrimination based on race, color, or national origin are forwarded to MST's compliance analyst/Title VI coordinator. MST's director of transportation services, communications systems manager, and contract transportation supervisor are also informed of complaints involving coach operators.

MST buses are equipped with digital video and audio recording devices. If the complaint is a valid Title VI concern, the compliance analyst makes contact with the complainant and begins an investigation into the complaint. If the complaint involves a coach operator, the investigation may include reviewing onboard video and audio covering the time period of the alleged discrimination and interviews with the coach operator.

If a valid Title VI violation has occurred, the compliance analyst forwards his or her findings to the coach operator's supervisor and the director of transportation services, who then initiates appropriate disciplinary action in accordance with MST policy, the MST Employee Handbook, Coach Operator Manual, and applicable Collective Bargaining Agreements (CBA) or Memoranda of Understanding (MOU). If complaints are found to be invalid or when disciplinary action is not warranted, coach operators may be provided with guidance or updated training. Complaints naming MST employees other than coach operators would follow a similar process.

In all cases, whether a Title VI complaint is found to be valid or invalid, the compliance analyst closes the complaint with a letter, phone call, or email, depending on the complainant's request.

At all times, the MST employee named in the discrimination complaint is provided an opportunity to have union or other representation present during all interviews and are afforded the right to appeal any agency decision according to applicable MST policy, employee handbooks, manuals, and applicable CBAs or MOUs.

A list of Title VI Complaints, Investigations, and Lawsuits can be found in **Attachment F**.

² Attachment E also includes English-language copies of MST's ADA complaint form and process, reasonable modification request form and process, and MST RIDES paratransit application form.

PUBLIC PARTICIPATION PLAN

In accordance with 49 CFR Section 21.9(b), FTA Circular 4702.1B Chapter III-5, MST has updated its Public Participation Plan (PPP, Plan) to identify effective methods to communicate with and engage all of 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 February 2017 and March 2017, MST provided a draft of the 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 June 2014 can be found in **Attachment H**.

LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

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; and
- Factor 4:** The resources available to the recipient

MST updated its 2014 Four Factor Analysis to determine the current language assistance needs of its stakeholders. MST utilized the results of the analysis to create a Language Assistance Plan (LAP) that would 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 I**. Census data used to complete the LAP Four Factor Analysis can be found in **Attachment J**.

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. A description of the efforts made to encourage the participation of minorities on these committees is provided below.

MST's current relevant committees are:

- Measure Q Oversight Committee (MQC)
- Mobility Advisory Committee(MAC)

Table 1: Racial Breakdown of Committees

Committee	WH	AI or AN	AS	BL/AA	H/L	NH or PI	2+	Total No. Members
MQC	66%			17%	17%			6
MAC	64%			9%	27%			11

Measure Q Oversight Committee

On November 4, 2014, the voters of Monterey County approved the first-ever countywide sales tax measure for public transit. The Monterey-Salinas Transit Local Transit Funding for Seniors, Veterans, and Persons with Disabilities sales tax measure (Measure Q) went into effect in April of 2015, and is expected to raise approximately \$8 million per year to provide vital public transit services to these groups. The sales tax will expire after 15 years unless renewed by the voters of Monterey County.

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; and
- 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.

Nominations for MQC members are solicited by MST staff from a variety of nonprofit agencies, social service providers, municipalities, and board members, 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 due to attrition or term limits.

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 mobility services offering a variety of travel options that allow riders to participate fully in their communities.

All MST mobility program services are planned and implemented with the input and oversight of the Mobility Advisory Committee. The MAC is comprised of consumers and medical/social service agency personnel who have first-hand experience using MST services and/or in assisting others to do so. The MAC provides advice and recommendations on improving mobility services to MST staff and its Board of Directors.

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. MST staff makes every attempt to maintain a racially diverse committee membership and encourages minority participation when filling vacancies due to attrition or term limits. The Title VI Coordinator monitors the racial makeup of MST's advisory committees and makes diversity recommendations when vacancies occur.

The Mobility Advisory Committee meets every two months, and meetings are open to the public. The MAC reports directly to the MST board of directors, and provides advice and recommendations on improving these services.

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. (MV) 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 MV and receives their acceptance upon each Program update.
2. MST's compliance analyst has provided MV's administrative staff and operations supervisors with the same Title VI training it provides to its own employees. Special "train the trainer" sessions have been provided to MV's general manager and operations supervisors who in turn provide the training to all new hires. Employees receive regular refresher training in Title VI regulations and responsibilities.

3. MV maintains a copy of MST's Title VI Program at their Salinas facility in an area fully accessible to its employees. A copy of the Title VI complaint form and process are posted on the employee bulletin board.
4. MST's Title VI Notice of Rights is posted in all MV buses.
5. MV reports all Title VI complaints to MST within 24 hours and MST's compliance analyst handles all complaints following the same procedures outlined in Attachment D.

MST's Title VI training materials can be found in **Attachment K**.

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."

Many of the buses that serve MST's southern Monterey County routes are based at MST's bus facilities in Monterey and Salinas. Realizing that both labor and fuel cost savings could be realized by servicing, maintaining, inspecting, and storing many of these vehicles at a facility located in southern Monterey County, MST staff began to identify vacant properties as potential sites for a bus operations and maintenance facility. As required for the FTA Title VI equity analysis, staff held two public hearings in King City to inform the public of proposed site selection goals and solicit input. The hearings were publicized in English and Spanish in the Salinas Californian, El Sol, the Monterey Herald, and The King City Rustler.

Because southern Monterey County has a small population of LEP Triqui-speakers, MST hired an interpreter to provide language assistance at both meetings. On September 19, 2016, the MST Board approved the site selection goals for a proposed South County Bus Facility.

The public notice and presentation materials can be found in **Attachment L**. The board memo and approval of site selection goals can be found in **Attachment M**.

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 N**).

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.

The successful delivery of transit service is based on two key components: density and demand.

- Density of land uses is one of the most important determinants of transit ridership. Population density is the number of people in a unit of area, such as a square mile or an acre, or more refined units for urban areas. Density can include both residents and employment within the area. The more people in a given area, the more will ride transit if it is available. Consequently, population density should be considered when determining appropriate service levels. In general, successful transit routes serve corridors with higher population density. The JAZZ service is an example of a route designed based on population density, including trip attractors and generators warranting more frequent levels of service.
- Demand is defined as the frequency with which riders use a particular transit service. Demand is often measured in the number of passenger boardings or passenger trips. In areas where population density may be less concentrated, transit demand can occur if there are trip generators or attractors that make transit attractive to the rider. MST's military routes are an example of demand-based services. Large numbers of individuals use the routes that serve the military installations at the beginning and end of shift times.

MST's service area includes both high and low density areas, and the demand for transit service varies significantly in the various communities within Monterey County. Due to resource constraints, if demand and/or population density in a corridor falls below one half of MST's service area average, service may not operate within the standards outlined below.

Service Availability

Fixed-route bus service will serve 85 percent of the population within the urbanized areas within one quarter mile. The urbanized area is defined as having population densities of at least 7,996 persons per square mile.

Table 2: Vehicle Load, On-Time Performance, Farebox Recovery Ratio

Mode	Vehicle Load	On-Time Performance	Farebox Recovery
Fixed Route			20%
Local	1.25		
Primary	1.25		
Regional	1.25		
Commuter	1.00		
Military	1.25		
Trolley	1.25		
RIDES	1.00	75%	10%
Systemwide		75% on-time	15%

Vehicle Headways – Fixed Route

MST has no headway standard for its local routes, as its services are designed with input from the communities to be served. MST periodically evaluates the productivity of its routes; if productivity falls below the average on-call service productivity, MST works with the community to develop corrective actions to improve, consolidate, or cancel the service.

Table 3: Local Routes – Neighborhood Collector (as of March 1, 2017)

Route	Weekday Peak / Off Peak Headways
3-CHOMP/Monterey	120/140
7-Del Rey Oaks/Monterey	Sat, Sun only
8-Ryan Ranch/Sand City	60/0
43- South Salinas/Salinas	30/30
46-Natividad/Salinas	90/90
MST On Call Marina	General Public Dial-a-Ride
MST On Call Gonzales	General Public Dial-a-Ride
MST On Call Greenfield	General Public Dial-a-Ride
MST On Call King City	General Public Dial-a-Ride
MST On Call Soledad	General Public Dial-a-Ride

The standard for MST's primary and regional routes is a 60-minute frequency for the corridor. Vehicle headway is determined by ridership demand, population density, and major activity centers, and may be limited by available resources.

Table 4: Primary & Regional Routes (as of March 1, 2017)

Route	Weekday Peak / Off Peak Headways
JAZZ A- Aquarium/Sand City via Hilby	30/30
JAZZ B- Aquarium/Sand City via Broadway	30/30
JAZZ C- Aquarium/Sand City Express*	30/0
1-Asilomar/Monterey	60/60
2- Monterey/Pacific Grove	60/60

10-Marina/Monterey*	30/0
11- Carmel/Sand City*	70/0
16-Marina/The Dunes	60/60
18-Monterey/The Dunes	60/60
20- Monterey/Salinas	30/30
21- Pebble Beach/Salinas Express*	3 am, 3 pm trips
23- Salinas/King City	60/60-120
24- Monterey/Carmel Valley Grapevine Express	30-60/60
27- Watsonville/Marina	120/120
28- Watsonville/Salinas via Castroville	120/120
29- Watsonville/Salinas via Prunedale	120/120
41- Northridge/Salinas via East Alisal	30/30
42-Westridge/East Salinas	60/60
44- Northridge/Salinas via Westridge	75/75
45- Northridge/Salinas via East Market	75/75
48-Salinas/Airport Business Center	90/90
49- Salinas/Santa Rita	60/60
56-Salinas/Monterey	2 am, 1 pm trips
84-Soledad/Paso Robles	4 trips per day
91-Sand City/Pacific Meadows	2 trips per day
92-CHOMP/Pacific Meadows via Carmel	3 trips per day
93-Ryan Ranch/Monterey	60/140
94-Sand City/Carmel Rancho	30/150
95-Williams Ranch-Northridge	120/120 (one-way circulator)

* These routes provide supplemental peak period trips on corridors served by other routes.

Vehicle headways for MST's military routes are determined primarily by ridership and the availability of dedicated resources. MST's goal is to recoup 75 percent of the fully allocated cost of service provision from outside funding sources. Schedules are focused on serving military base shift times, and the service is designed with input from military personnel. MST's military partnerships provide significant funding for these routes.

Table 5: Military Routes (as of March 1, 2017)

Route	Weekday Peak / Off Peak Headways
12- Monterey/The Dunes	7 trips per day
14- Monterey/NPS via La Mesa	60/120
69- Presidio/Del Monte Center	30/30 (Fri eve, Sat, Sun only)
70- Presidio/La Mesa	2 am, 2 pm trips
72-Presidio/Del Monte Center	1 am, 1 pm trips
74- Presidio/Preston Park Express	2 am, 1 pm trips
75- Presidio/Marshall Park Express	30/120
76- Presidio/Stillwell Park Express	3 am, 2 pm trips
78- Presidio/Santa Cruz Express	1 am, 1 pm trip
82- Fort Hunter Liggett/Salinas Express	2 am, 2 pm trips
85- Fort Hunter Liggett/Templeton	2 am, 4 pm trips

Presidio Shuttle	5-15/5-30
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Commuter service headways are determined by demand, and schedules are focused on transfers to and from connecting regional transportation services.

Table 6: Commuter Routes (as of March 1, 2017)

Route	Weekday Peak / Off Peak Headways
55-Monterey/San Jose Express**	2 trips per day
86-King City/San Jose/SJ Airport**	1 am, 1 pm trip

***Route serves as Amtrak Thru-Way bus, and is timed to meet Capital Corridor trains in San Jose. Service is funded in part by Amtrak and VTA.*

MST's seasonal, California State University Monterey Bay (CSUMB), and special event routes have no frequency standard. Vehicle headways for these routes are determined primarily by demand, and schedules are focused on serving event or class start times. Service is designed with input from university administration, funding sponsors, and/or event managers.

Table 7: Seasonal/CSUMB/Special Event Routes (as of March 1, 2017)

Route	Weekday Peak / Off Peak Headways
MST Trolley Monterey	10-12/10-12, summer and winter weekends only
19-Del Monte Center/CSUMB	90/80
22- Big Sur/Monterey	3 trips per day (weekdays in summer only; weekends all year)
25-CSUMB–Salinas	60/60 (school year only)
26-CSUMB–East Campus Express	30/30 (school year only)
47-Hartnell–Alisal Campus	60/60 (school year only)

SYSTEM-WIDE SERVICE POLICIES

Systemwide service policies are required for the following service indicators: 1) distribution of transit amenities (including seating, shelters, printed and digital information, escalators, elevators, and waste receptacles) 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 transfer centers, and information including printed signs, system maps, route maps, schedules, and digital equipment.

The following factors are considered in the determination of 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.

MST follows the following general guidelines for specific amenities:

- New 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 particular 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 and on all MST vehicles. 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 for Bus Rapid Transit corridors 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.

Vehicle Assignments

New vehicles will be assigned in an equitable manner to provide efficient and effective transit throughout the communities MST serves.

Vehicles are distributed between the Monterey and Salinas divisions to reduce deadhead miles and are assigned according to the starting point of each route and the number of operator runs assigned to each division. All vehicles are maintained according to MST’s strict standards, regardless of the vehicle’s age.

Vehicle types and sizes, including emissions-reducing vehicles or smaller buses, are assigned based on the following criteria:

- Route Characteristics, such as ridership demand (e.g. high ridership routes may require high capacity, low floor vehicles that can be boarded quickly)
- Street Characteristics, such as narrow streets or intersections (e.g. smaller buses may be assigned to routes with tighter turning radii)

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 to the Board of Directors on a monthly basis.
- 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.

4. LIST OF ATTACHMENTS

- A: FTA 2014 Concurrence Letter and Notice of 2017 Title VI Program Update Due Date
- B: Board Approval of MST 2017 Title VI Program Update
- C: Title VI Notice of Rights
- D: List of Title VI Notice Posting Locations
- E: Title VI Complaint Form/Process, Reasonable Modification Form/Process, Paratransit Application
- F: List of Title VI Complaints, Investigations, and Lawsuits
- G: Public Participation Plan
- H: Summary of Public Outreach Efforts
- I: Language Assistance Plan and Four Factor Analysis
- J: Census Data
- K: Title VI Training Materials
- L: Proposed Facility Meeting Notice and Presentation Materials
- M: Board Memo and Approval of Facility Site Selection Goals
- N: FTA UZA Exemption

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RESOLUTION 2017-32
APPROVING THE 2017-2020 TITLE VI PROGRAM
UPDATE

WHEREAS, the Monterey-Salinas Transit District was established under AB644, the Monterey-Salinas Transit District Act, signed into law on October 11, 2009 and found at California Public Utilities Code Section 106000; and

WHEREAS, Monterey-Salinas Transit receives federal funds to provide public 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 2017-2020 Title VI Program Update.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-32 this 10th day of April, 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Joe Lloyd Way Temporary Facility Relocation Expenses

RECOMMENDATION:

1. Receive update on the relocation of bus operations and maintenance activities from MST's One Ryan Ranch Road facility to the temporary Joe Lloyd Way location.
2. Approve the transfer of \$200,000 from the FY 2017 capital budget to the FY 2017 operating budget.

FISCAL IMPACT:

While there would be a transfer of \$200,000 from the capital budget to the operating budget, no additional funds are being requested beyond what has already been approved by your Board in November 2016.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding \$25,000.

DISCUSSION:

In November 2016 your Board authorized up to \$275,000 in construction and other expenses for MST's temporary operating facility required during the remodel of MST's Ryan Ranch Road facility. Site preparations and construction efforts began in December, with the relocation of approximately 50 buses, support vehicles and over 90 Operations and Maintenance Department staff to Joe Lloyd Way facility complete on January 14th.

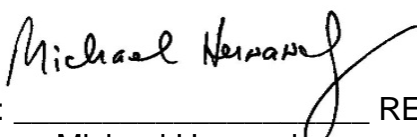

MST is leasing two sites, one for Maintenance activities and another for Operations and fleet parking. Expenses through mid March are included in the following categories:

Construction/Electrical:	\$101,098
Site Preparation:	\$49,595
Permitting/Applications:	\$10,000
Information Technology:	\$5,787
Services:	\$1,384
	<hr/>
	\$167,864

The majority of the expenses were for construction, site preparation and electrical improvements at the two sites. Work included preparing bus bays and office/storage work areas for staff; site construction for fuel tanks and tire storage areas. There was a significant amount of electrical/lighting improvements to power the heavy-duty equipment and provide bus yard and facility lighting for the safety of our employees, as well as work and bus parking areas.

Scheduled to be completed by the end of March is the relocation one MST owned heating/ventilation unit from Ryan Ranch to Joe Lloyd Way at a cost of approximately \$17,000.

When the temporary facility was contemplated as part of the FY 2017 budget process, funding was set aside as part of the capital budget. However, because these improvements are for a temporary site that will only be utilized for approximately one year, these expenditures should be considered operating rather than capital. In that regard, staff is requesting your Board's authorization to transfer \$200,000 from the FY 2017 capital budget to the FY 2017 operating budget to cover the expenses associated with the Joe Lloyd Way temporary operating facility.

PREPARED BY:  REVIEWED BY: 
Michael Hernandez Carl Sedoryk

To: Board of Directors
From: Sandra Amorim-Ruiz, Purchasing Manager
Subject: Approve the Purchase of Two (2) Medium Buses

RECOMMENDATIONS:

Authorize the purchase of two medium (mini) buses from Creative Bus Sales,

FISCAL IMPACT:

\$201,672.04 This purchase is fully funded through Measure Q.

POLICY IMPLICATIONS:

Your Board approves all purchases that exceed \$25,000.

DISCUSSION:

MST currently operates four different routes geared to service for seniors, veterans and other MST customers on lines 91, 92, 94 and 95. This vehicle will be used as an expansion vehicle for MST's senior and veteran shuttle service providing greater schedule flexibility and convenience for customers.

MST will purchase the vehicles through the CalAct/ Morongo Basin Transit Authority Purchasing Cooperative. The Cooperative previously solicited competitive pricing from vehicle manufacturers and has established itself as a one-stop shopping option for transit properties for the purchase of buses, vans and shelters. The use of the Cooperative eliminates the need for MST to develop our own specifications and manage a lengthy procurement process.

PREPARED BY:  APPROVED BY: 
Sandra Amorim Carl Sedoryk

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To: Board of Directors

From: Hunter Harvath, Assistant General Manager – Finance & Administration

Subject: Big Sur Transit Needs

RECOMMENDATION:

1. Receive update on requests for transportation assistance from the Big Sur Community as a result of the recent damage to Highway 1.
2. Provide direction to staff with regards to meeting these requests.

FISCAL IMPACT:

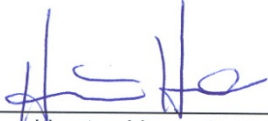
Unknown at this time

POLICY IMPLICATIONS:

Your board approves expenditures \$25,000 and higher as well as any changes to the MST fare structure.

DISCUSSION:

In response to the recent damage to Highway 1 in the Big Sur community, including the demolition of the Julia Pfeiffer Canyon Bridge, MST has been invited to participate in a Big Sur Recovery Task Force meeting to hear input from residents and business owners regarding transportation needs until the highway is repaired. Because the meeting is being held on Monday, April 3rd – after this meeting agenda is being mailed – staff at this time does not know what the exact requests are for transportation assistance. As these requests may include areas of oversight of your Board (e.g., changes to fares, expenditures over \$25,000 for additional levels of service, etc.) this item has been placed on the agenda for the April 10th meeting so that staff would be able to respond to the community's requests in this time of need without having to wait until the May 8th meeting to receive approvals from your Board. Staff will provide your Board an update at the meeting as to what has been requested by the community, what resources may or may not be available to meet those requests, and will seek direction from your Board as to what measures should be implemented.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – February 2017

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for February 2017 (Attachments 1-4).

Please note that passenger ridership has dropped in January and February most likely due to heavy rainfalls experienced during these months. Staff will continue to monitor passenger boardings to see if they increase once the weather improves.

February 10 – 1, I attended a meeting of the APTA Executive Committee in San Diego, CA.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – February 2017

Attachment #3 – Facilities & Maintenance Dept. Report – February 2017

Attachment #4 – Administration Dept. Report – February 2017

Attachment #5 - Itinerary of Washington DC Meetings - February 2017

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

Prepared by:  _____

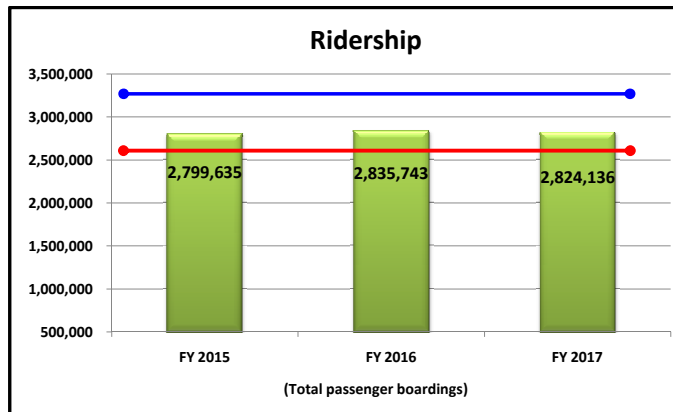
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MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - February

Fiscal Years 2015-2017

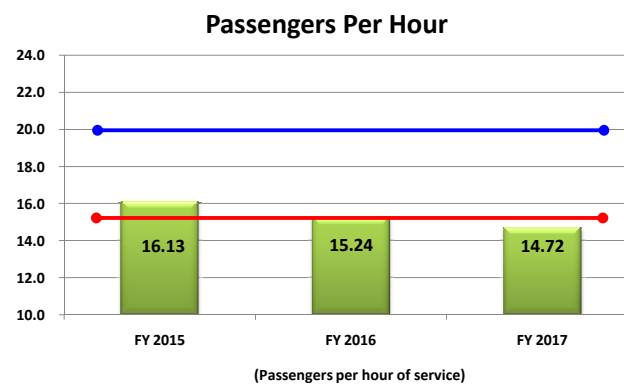


**Goal = 3,401,918
passengers**

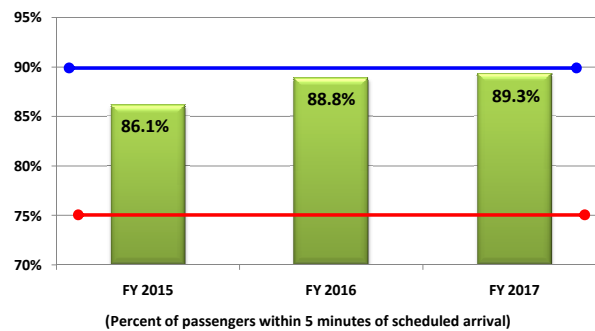
**Minimum = 2,552,169
passengers**

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

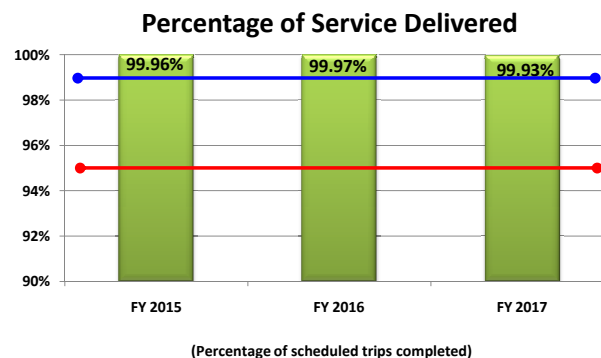


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

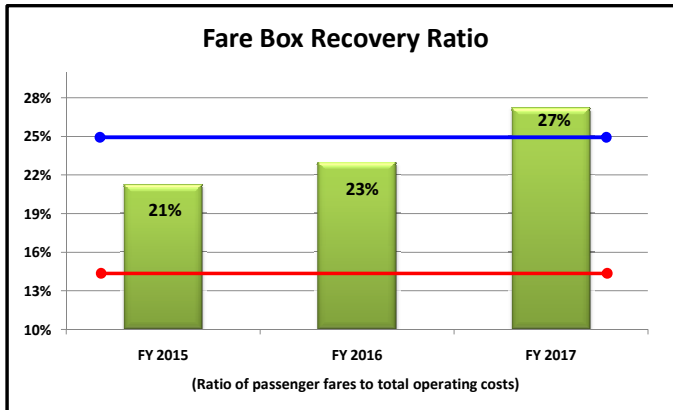


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - February

Fiscal Years 2015-2017

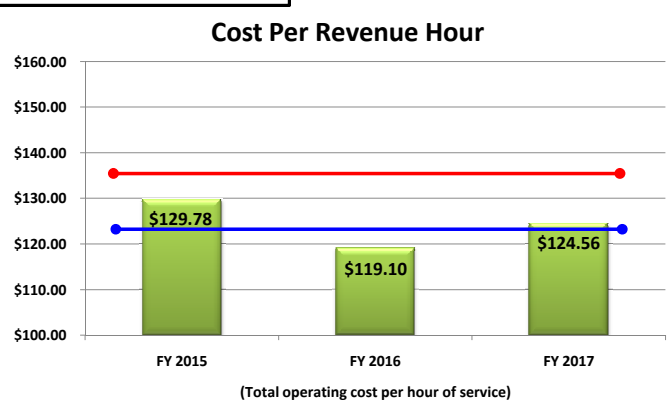


Goal = 25%

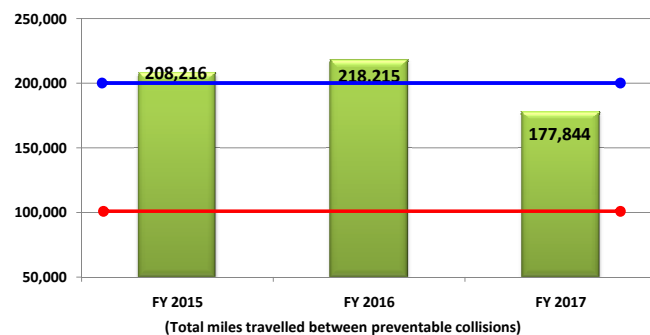
Minimum = 15%

Maximum = \$135.99 per RH

Goal = \$123.63 per RH



Miles Between Preventable Collisions

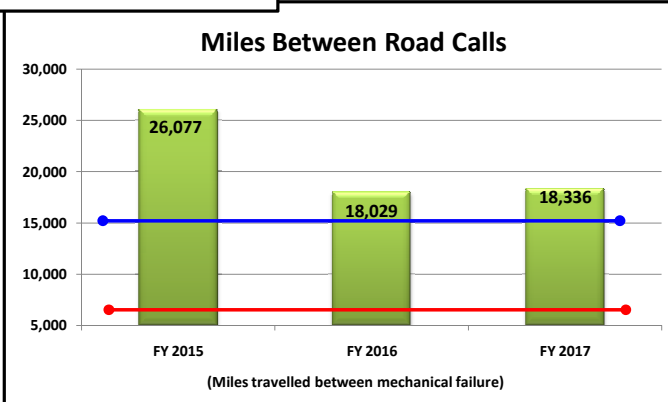


Goal = 200K Miles

Minimum = 100K Miles

Goal = 15K Miles

Minimum = 7K Miles

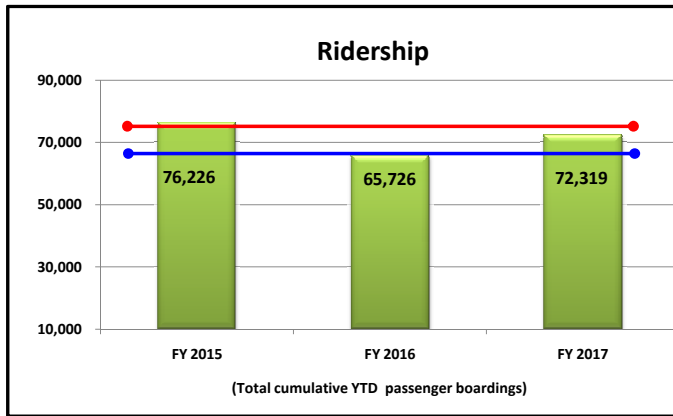


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - February

Fiscal Years 2015-2017

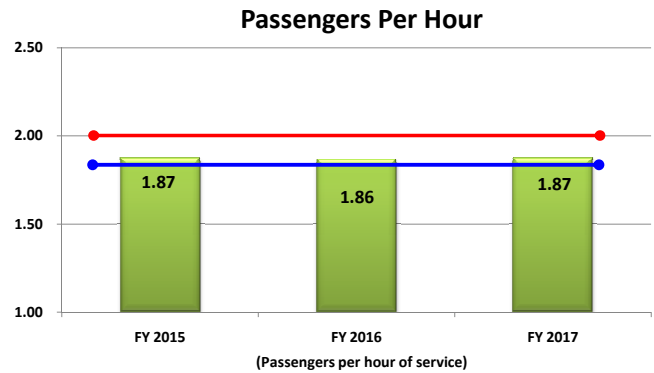


Goal = 67,698 passengers

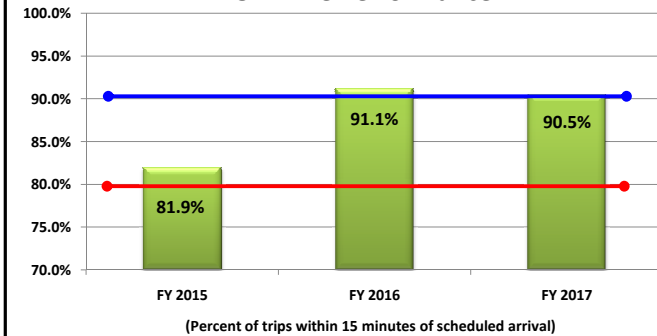
Maximum = 74,467 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



On Time Performance

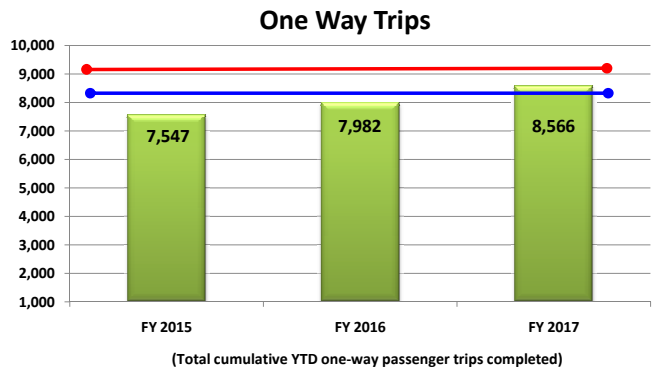


Goal = 90% on time

Minimum = 80% on time

Maximum = 9,227 one-way trips

Goal = 8,388 one-way trips

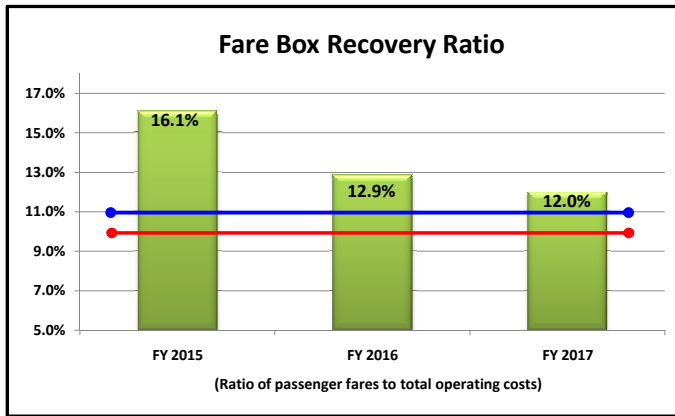


MST RIDES

YTD Dashboard Performance Comparative Statistics

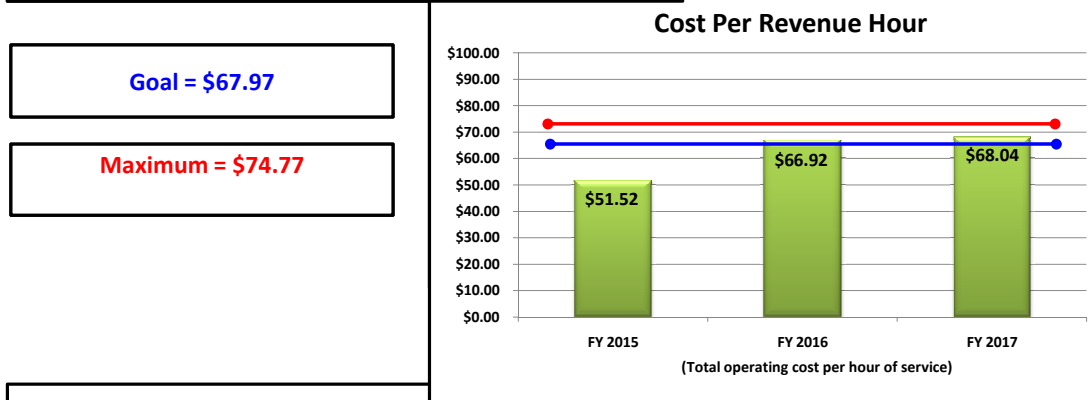
Months of July - February

Fiscal Years 2015-2017



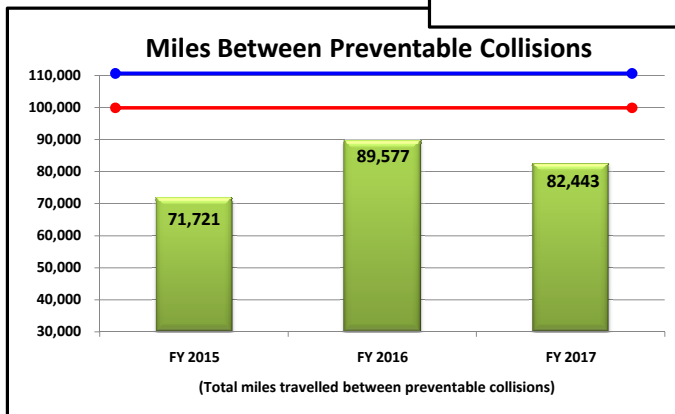
Goal = 11%

Minimum = 10%



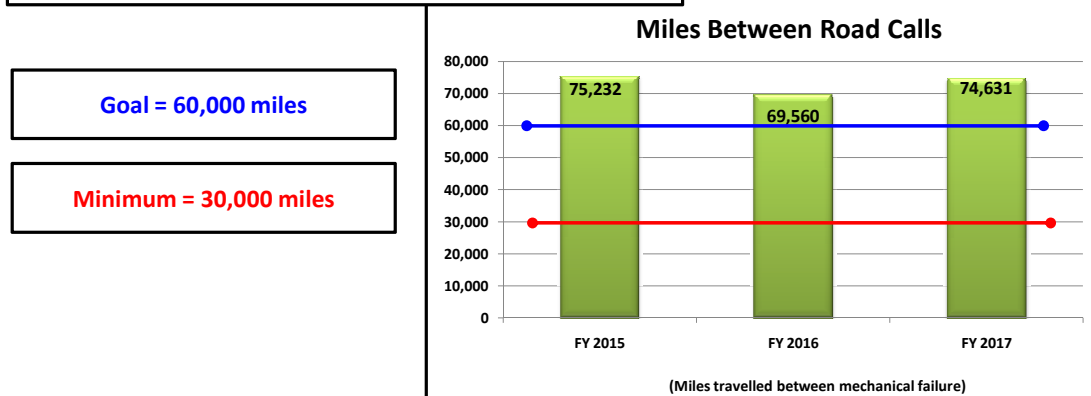
Goal = \$67.97

Maximum = \$74.77



Goal = 110K Miles

Minimum = 100K Miles



Goal = 60,000 miles

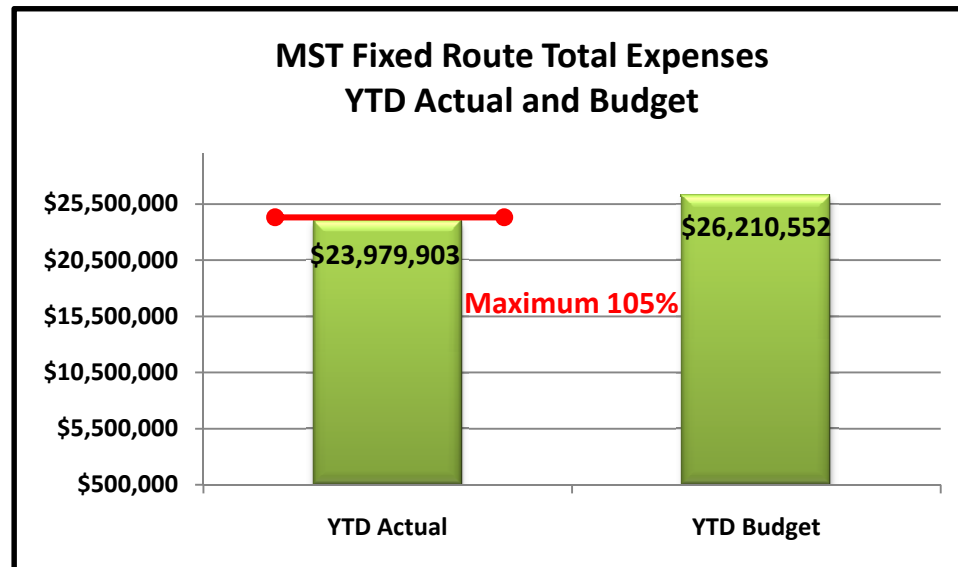
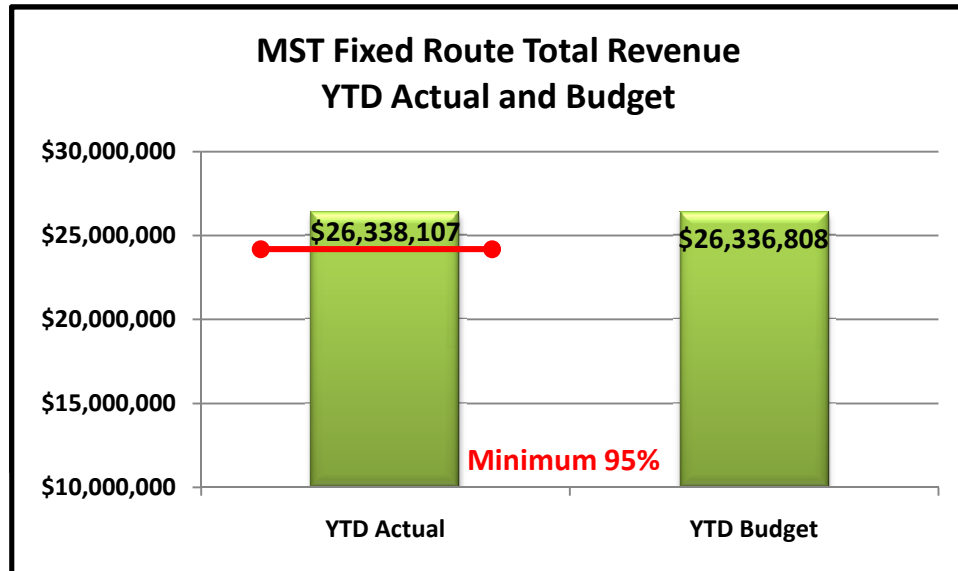
Minimum = 30,000 miles

MST Fixed Route

Financial Performance Comparative Statistics

July - February

Fiscal Year 2017

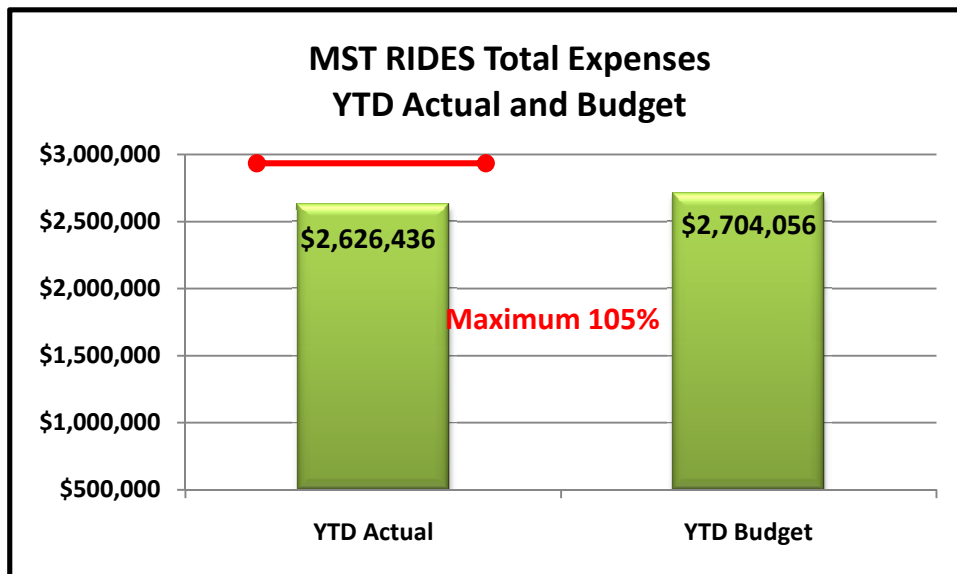
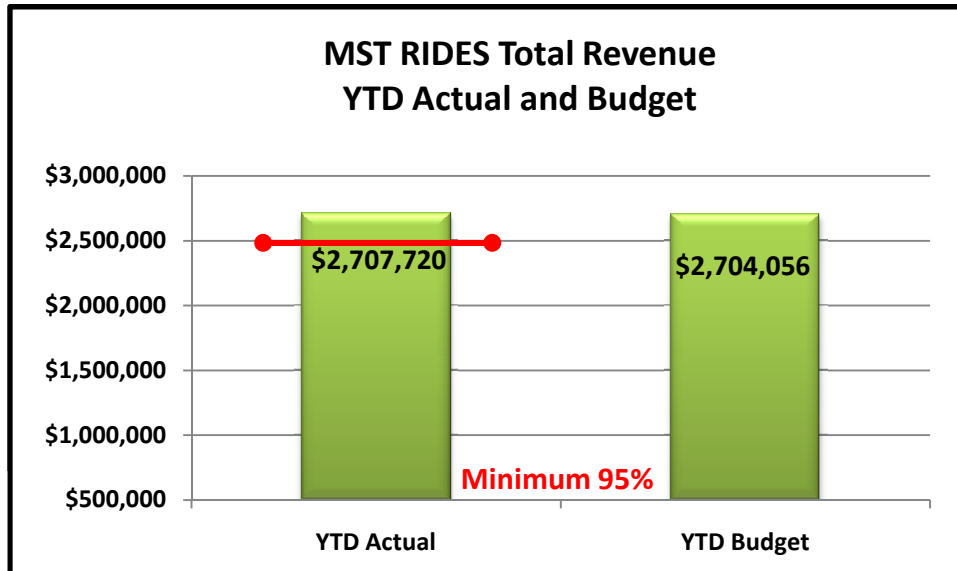


MST RIDES

Financial Performance Comparative Statistics

July - February

Fiscal Year 2017



March 22, 2017

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – February 2017**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 14.41% in February 2017, (294,808), as compared to February 2016, (344,458). Fiscal year to date – passenger boardings have decreased by 0.41% as compared to the same period last year.

Productivity decreased from February of last year (15.1) to 13.6 passengers per hour for February of this year.

Supplemental / Special Services:

February 4, 11,& 25: MST provided services for the Free to Learn project transporting 780 passengers between Soledad, Gonzales, and Salinas, and the Monterey Bay Aquarium.

System Wide Statistics:

- Ridership: 294,808
- Vehicle Revenue Hours: 21,656
- Vehicle Revenue Miles: 353,099
- System Productivity: 13.6 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 30,144

Time Point Adherence: Of 119,684 total time-point crossings sampled for the month of February, the Transit Master™ system recorded 17,275 delayed arrivals to MST's published time-points system-wide. This denotes that **85.57%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017.*)

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 to the total number of reported time-point crossings.

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of February there were 9,055 passenger boardings. This denotes a 2.18% decrease in passenger boardings from February of 2016, (9,257). Fiscal year to date – passenger boardings have increased by 5.77% as compared to the same period last year.

- Productivity for February of this year was at 1.79 passengers per hour, decreasing from February of 2016, (1.85).
- For the month of February, 89.55% of all scheduled trips for the MST RIDES program arrived on time, decreasing slightly from 91.61 % in February of 2016.

COMMUNICATIONS CENTER:

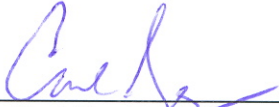
In February, MST's Communications Center summoned public safety agencies on eight (8) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	4
EMS	Passenger Illness / Injury	4

PREPARED BY:


Robert Weber

REVIEWED BY:


Carl Sedoryk

March 22, 2017

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

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Cancelled Trips: As listed below, there were a total of fifteen (15) cancelled trips for the month of February for both directly operated and contracted services:

Total Trips Provided: 30,144			
Category	MST	MV	%
Inclement Weather	1	1	13.33%
Mechanical Failure	4	1	33.33%
Passenger Disturbance	1	0	6.67%
Road Closure	0	2	13.33%
Staff Shortage	4	0	26.67%
Unknown ¹	1	0	6.67%
Totals	11	4	100.00%

¹ Insufficient information available.

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of February 2016 and 2017:

Occurrence Type	February-16	February-17
Collision: MST Involved	5	7
Employee Injury	0	0
Medical Emergency	1	0
Object Hits Coach	4	1
Passenger Conflict	12	4
Passenger Fall	5	2
Passenger Injury	0	0
Other	3	4
Near Miss	0	0
Fuel / fluid Spill	2	1
Unreported Damage	1	0
Totals	33	19

CONTRACTED TRANSPORTATION SERVICES:

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

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	4
EMS	Passenger Illness / Injury	4

PREPARED BY:


Robert Weber

REVIEWED BY:


Carl Sedoryk

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ATTACHMENT 3

March 22, 2017

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for February 2017

This report summarizes the activities of the Maintenance and Facilities Departments as well as fuel prices during the past month.

FY17 Fuel Budget:	Average Fuel Price February 2017:	Average Fuel Price: FY2017
Diesel: \$3.10	\$2.11	\$1.94
Gasoline: \$3.20	\$2.57	\$2.18

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
February 2017	\$0.81	11,927
FY2017	\$0.91	18,336 YTD
FY2016:	\$0.93	17,893 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

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

Department Activities/Comments:

The MST fleet travelled 11,927 miles between major mechanical road calls during the month of February. The total number of road-call incidents was 29, with 27 for major mechanical issues and 2 for minor/non-mechanical road calls. The highest number of road calls is attributed to engine issues. Gasoline fuel prices increased slightly during the month due to offsite fueling of support vehicles at Joe Lloyd Way. Slightly higher fuel costs will continue through the duration of our relocation to the temporary facility.

Move-in and site preparation efforts continued at our temporary facility on Joe Lloyd Way. Specific site improvements during February and into early March included installation of improved temporary restroom facilities; a locker storage area for bus drivers and an awning cover for storage and the protection of tools and specialized equipment.

PREPARED BY: Michael Hernandez
Michael Hernandez

REVIEWED BY: Carl Sedoryk
Carl Sedoryk

Date: April 10, 2017

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration; Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Zoe Shoats, Marketing Manager; Sonia Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report –February 2017

The following significant events occurred in Administration work groups for the month of February 2017:

Human Resources

A total employment level for February 2017 is summarized as follows:

Positions	Budget FY17	Actual	Difference
Coach Operators F/T	139	132	-7
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	30	-1
Maintenance & Facilities	49	49	0
Administrative (Interns 1 PT)	30	30	0
Total	250	241	-9

*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.

February Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$10,782.85
<i>Other (includes Legal)</i>	\$7,569.83
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$8,911.46
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
Total Expenses	\$39,776.22
Reserves	\$1,108,498.26
Excess Reserved	(\$367,764.86)
# Ending Open Claims	36

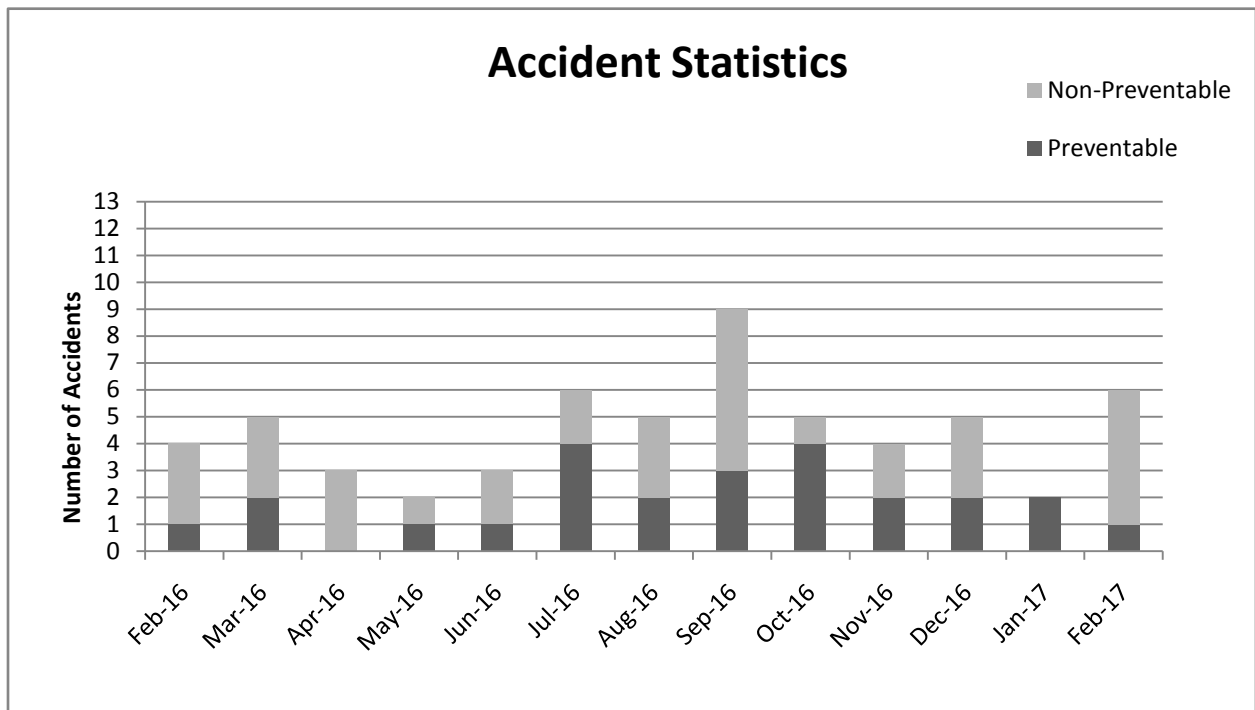
Training

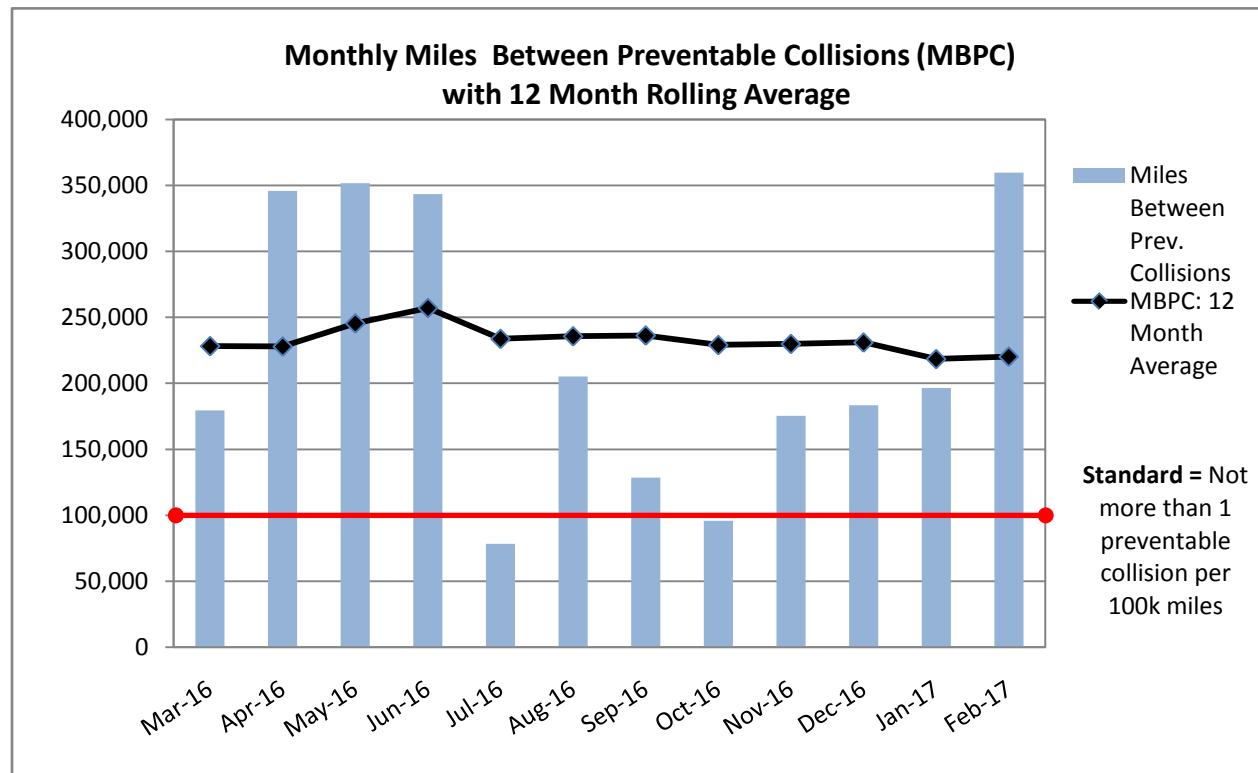
Description	Attendees
Annual Coach Operator Verification of Transit Training	13
Return to Work refresher training	2
In Service Training: Situational Awareness and Maintaining Sufficient Clearance	44
Maintenance Safety Meeting: Fall protection hazard awareness.	25
Harassment Prevention Training	1

Risk Management

Descrip	February 2017 Preventable		February 2016 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	5	0	0
MST bus hit stationary object	1	0	1	0
TOTAL	1	5	1	0

During the month of February there was one minor occurrence of a bus making contact with a stationary object.





Customer Service Update – February 2017

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	February '16	% of reports received
Improper Driving	7	0	2	13.0%	8	22.9%
Fare / Transfer Dispute	1	0		1.9%	1	2.9%
Passed By	2	1		5.6%	1	2.9%
Improper Employee Conduct	2	0		3.7%	2	5.7%
Bus Stop Amenities	2	0		3.7%	4	11.4%
Late Arrival	2	2	1/2*	7.4%	2	5.7%
No Show	4	2	2*	11.2%	4	11.4%
Request to add service	1	0	1	1.9%	1	2.9%
ADA Compliance	0	1	1*	1.9%	0	0.0%
Service Other	6	3	2/2*	16.7%	5	14.3%
Passenger Conduct	0	0		0.0%	0	0.0%
Early Departure	1	2	1/1*	5.6%	0	0.0%
Passenger Injury	1	0		1.9%	2	5.7%
Off Route	0	1		1.9%	0	0.0%
Employee Other	2	2	1/2*	7.4%	2	5.7%
Vehicle Maintenance	2	0		3.7%	0	0.0%

Discriminatory behavior by employee	0	0		0.0%	1	2.9%
Inaccurate public information	1	0		1.9%	1	2.9%
Late Departure	0	0		0.0%	1	2.9%
Request to Reduce Service	1	0	1	1.9%	0	0.0%
Service Schedule	4	0	3	7.4%	0	0.0%
Taxi	0	1	1*	1.9%	0	0.0%
 Total Complaints	 39	 15		 100.0%	 35	 100.0%
 Employee Compliment	 3	 1			 0	
Service Compliment	0	1			0	

Finance Update – February 2017

General Accounting/Accounts Payable

During the month of February, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff also implemented positive pay for our live payroll checks. This is a cash management system used by a number of banks to help reduce incidents of check fraud. The system enables the bank to review various aspects of a check presented for payment and compare them against a supplied list of checks issued.

Payroll

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

Grants

Preparation of the 5310 grant application was underway. A kickoff meeting was held for the MST System-wide Fleet Analysis. Staff continued working with Caltrans and BlueScope to establish a protocol for invoicing and grant reimbursements for the TDA Renovation Project. The State quarterly reports for PTMISEA Proposition 1B grants were submitted on time.

Purchasing

During the month of February, Parts Staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are at an all time low of \$140K. A concerted effort was made to reduce stock levels in anticipation of the move to JLW. Staff has worked to support Maintenance while dealing with the reduced space available for the storage of parts. RFQ's for environmental study of the King City Facility and bus purchases were procured during the month.

Information Technology Update – February 2017

Staff worked with MST Operations and Maintenance Department personnel for the monitoring of the ITS equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic Vehicle Location system on the fixed route and Paratransit fleets. Staff liaised with Trapeze Software Group and AT&T to continue the process for implementation of the Fixed Route Interactive Voice Response (IVR) system. Staff monitored the Realtime bus arrival system data. Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff monitored and configured the WiFi systems installed on 15 buses used on the commuter routes. Staff worked with Giro and MST staff in the next phase of the implementation of the additional modules in the Hastus system. Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose and other outlying areas of service. Staff monitored the virtual computer systems. Staff monitored and configured the AT&T managed Voice Over IP (VOIP) telephone system. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements.

Marketing Update – February 2017

Published news stories include: “New passenger train lines still planned for Salinas” (The Californian, 2/2/2017); “Ceremony planned for MST Operations & Maintenance Facility” (Monterey County Business Council’s Friday Facts, 2/3/2017) “Castroville’s Leonard deemed Young Professional of the Year” (The Californian, 2/9/17)

Press releases sent include: “Media Invitation: Groundbreaking Ceremony for MST’s Monterey Bay Operations & Maintenance Facility” (2/1/2017); MST Public Participation Plan Public Comment Period” (2/6/2017); Groundbreaking Ceremony for MST’s Monterey Bay Operations & Maintenance Facility” (2/6/2017); “MST Bus Service on Presents’ Day” (2/15/2017)

Marketing activities: Met with Wellman Advertising on the RealTime bus arrival campaign and reviewed the draft TV commercial; met with Springboard Branding + Graphic Design to begin work on a RealTime brochure and website design; met with Monterey Signs on RealTime bus stop signs and associated production schedule; continued work on grant-funded South County marketing campaign by developing a brochure and website content; coordinated the Groundbreaking Ceremony for the Monterey Bay Operations and Maintenance Facility; managed MST website content, Facebook page, Twitter account, and new Instagram page.

Community outreach: Staffed information booth at Los Ositos (22 seniors) in Greenfield; attended District 1 Community meeting in Salinas; attended the Salinas Valley Chambers 96th Annual Awards Luncheon in Salinas.

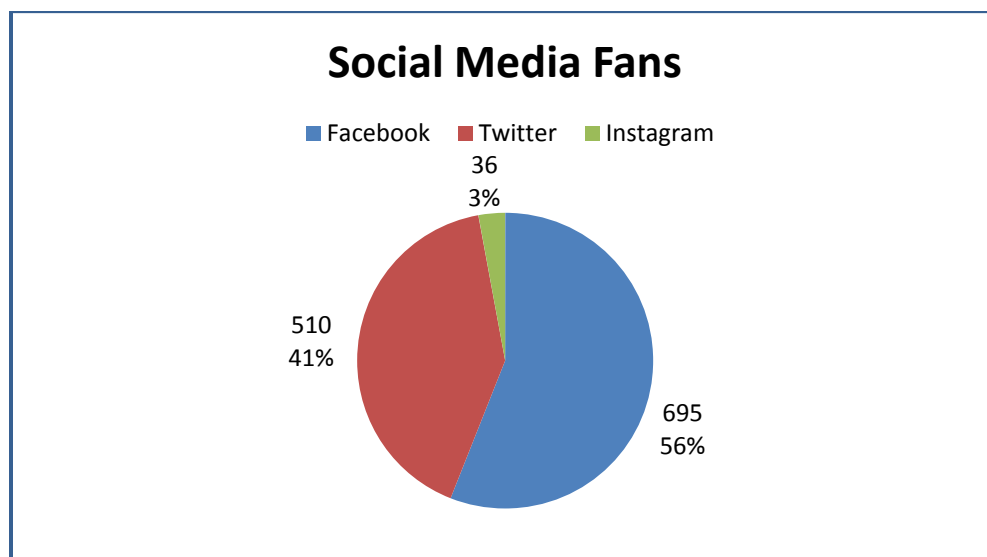
Presentations: Presented to the parent club at Alisal High School (27 parents) in Salinas, staff (9) at Soledad Unified School District in Soledad, and Goodwill staff (11) in Salinas.

Projects: Participated in planning for a Veteran Shuttle with MST planning and mobility staff and planning for Expanded Special Medical Trips with MST Mobility and MV staff, as well as, helped in the set-up for the TDA ground breaking ceremony.

Collaborative/Meeting/Committee's: attended the Gonzales Community collaboration meeting in Gonzales; attended Monterey County's Community Voices for Aging (MCCVA) meeting in Sand City; attended Alisal Vibrancy Plan Engagement meeting in Salinas; attended S.C.O.R.E collaboration meeting in Champhora.

*Note: Number in parentheses is the estimated number of attendees. *

Social Media:



Twitter



Facebook



Instagram



Definitions: Engagement is the sum of likes and comments received by all you post. Traffic is the total clicks on all the links posted.

Planning Update – February 2017

During the month of January, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio approximately one day each week to assist with the program. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues in case a comprehensive tax reform bill is passed that could reduce or eliminate a number of tax breaks and benefits. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future.

In February, staff continued a bi-weekly check-in meeting with the consultant and Santa Cruz METRO for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study.

Staff met with MST Mobility to begin route planning for a new shuttle to primarily serve the transportation needs of our veterans community and serving the new veterans clinic/hospital on the former Fort Ord.

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

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Thomas Walters & Associates, Inc.
Washington, D.C.

March 20, 2017

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget Process and Outlook

President Trump submitted a very broad overview of his FY 2018 budget proposal to Congress on March 16. The 53-page “skinny budget” outlines the Trump Administration’s budget priorities and some specific funding proposals for the coming fiscal year.

The President is proposing a \$54 billion increase in defense spending and a corresponding cut of \$54 billion in nondefense programs. The impacts on DOT would be about a 13 percent decrease compared to the spending included in the FY 2017 Continuing Resolution. This would include elimination of the TIGER Grant program and a gradual phase-out of spending for rail and bus rapid transit “New Starts” through FTA’s Capital Investment Program. FTA’s transit formula programs, which are funded out of the Highway Trust Fund, would not be impacted by this budget proposal.

The spending reductions in the budget proposal are being widely criticized in Congress, including concerns being raised by key members of the House and Senate Appropriations Committees. The President’s budget is a package of proposals, and along with the non-binding Congressional Budget Resolution, provides a framework for debate. Binding decisions will not be made until Congressional deliberations begin on the FY 2018 appropriations bills later this year. Nonetheless, these budget proposals do set in play a process that will likely result in bitter debate in Congress and difficult funding decisions in the annual appropriations bills. A more detailed budget submission to Congress is expected in late spring.

FY 2017 Appropriations

Because the Federal government is operating under a short-term authorization of funding provided by a Continuing Resolution that runs through April 28, Congress must act now to finish the FY 2017 appropriations bills, while also starting work on the FY 2018 funding bills. On March 8, the House voted to approve a defense spending bill that is the first of the twelve FY

2017 spending bills that they hope to pass. Senator Feinstein's Appropriations Staff recently informed us that an alternative strategy is for the Senate to use the DOD bill as a legislative vehicle for an omnibus appropriations bill that includes all or most of the other funding bills. We are closely monitoring this situation and working with other stakeholders to be able to respond to any impacts on MST.

Infrastructure Initiative

Details about the Trump Infrastructure Plan continue to be scarce, though it is widely expected to rely heavily on tax credits and private sector investment. A specific proposal from the Administration is needed to jump-start this process, though members of Congress have many ideas that they will also want to contribute to the plan. The crowded Congressional calendar of unfinished business is dampening expectations of early action on this issue. One of the crucial pieces of the puzzle is the funding mechanism. Congressional tax-writing committees are working towards a major tax reform package later this year, which is widely expected to be used by Congress to offset the costs of the Infrastructure Plan.

Lobbying Strategies & Opportunities

MST Board Chair Barrera, Vice Chair LeBarre, and MST Staff met with Congressman Panetta and his staff during your recent trip to the APTA Washington, DC, Legislative Conference. This meeting provided Board Members the opportunity to brief the Congressman on your Federal legislative agenda and discuss pending issues before Congress, including the budget and the infrastructure plan. The Congressman informed us that he recently became an original co-sponsor of H.R. 1501, the *Small Community Transit Improvement Act of 2017*, which would increase funding for FTA's Small Transit Intensive Cities Program. As part of our follow-up for this meeting, we provided Congressman Panetta's Legislative Director with a transportation stakeholder's letter from earlier in the year that calls for a robust Federal transportation infrastructure program and action to shore up the financial stability of the Highway Trust Fund.

House and Senate Leaders and the Trump Administration continue to press ahead with a crowded Congressional calendar that includes expected action in the areas of infrastructure funding, DOT's budget, and tax issues. We are closely monitoring these developments and are recommending additional meetings for MST staff later in the year to advocate on issues that are specific to your agency's Federal Agenda based on emerging opportunities.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Receive State Legislative Update

Governor Jerry Brown, Senate President pro Tem Kevin de León, and Assembly Speaker Anthony Rendon are working to finalize a multi-billion-dollar transportation funding package, one which includes significant new funding for public transit. The leaders are working under an April 6 timeline, after which the Legislature will break for Spring Recess and return on April 17 to focus on budgetary and other policy matters. Senate Bill 1, which is aimed at improving the state's transportation infrastructure cleared Senate's Governance and Finance Committee by a 5-1 vote. The bill now heads to the Senate Appropriations Committee where it will be evaluated based on its fiscal impacts.

Staff is monitoring several pieces of legislation and recommends your Board support of the following items as they are consistent with 2017 legislative program adopted by your Board:

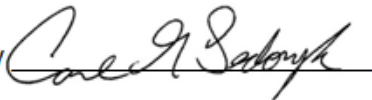
AB 1113 (Bloom) – State Transit Assistance Program: This bill would amend the statutes governing the State Transit Assistance (STA) program, to clarify several ambiguities in law that led to administrative changes made in 2016 by the State Controller's Office; these changes implemented new calculation and allocation methodologies for the STA program, suddenly changing the way these funds are distributed to transit agencies. Status: This bill was introduced on February 19, 2017. **Staff Recommendation: SUPPORT**

SCA 6 (Wiener) – Local Transportation Measures: Special Taxes: Voter Approval: This bill would lower voter approval requirements from two-thirds to 55 percent for the imposition of special taxes used to provide funding for transportation purposes. Status: This bill was introduced on February 13, 2017. **Staff Recommendation: SUPPORT**

AB 1 (Frazier) Transportation Funding: This bill would increase several taxes and fees to address issues of deferred maintenance on state highways and local streets and roads, as well as provide new funding for public transit. Specifically, this bill would increase both the gasoline and diesel excise taxes by 12 and 20 cents, respectively; increase the vehicle registration fee by \$38; create a new \$165 vehicle registration fee applicable to zero-emission motor vehicles; increase Cap and Trade funding for transit; increase the rate of sales tax on diesel by another 3.5% for the State Transit Assistance Program, limit the borrowing of weight-fee revenues, and repay outstanding transportation loans. As a result, transportation funding would increase by approximately \$6 billion per year. Status: This bill is in the Assembly Transportation Committee. No hearing date has been set. **Staff Recommendation: SUPPORT.**

SB 1 (Beall) Transportation Funding: This bill would increase several taxes and fees to address issues of deferred maintenance on state highways and local streets and roads, as well as provide new funding for public transit. Specifically, this bill would increase both the gasoline (over three years) and diesel excise taxes by 12 and 20 cents, respectively; increase the vehicle registration fee by \$38; create a new \$100 vehicle registration fee applicable to zero-emission motor vehicles; increase Cap and Trade funding for transit; increase the rate of sales tax on diesel by another 4% for the State Transit Assistance Program and intercity & commuter rail, limit the borrowing of weight-fee revenues, and repay outstanding transportation loans. As a result, transportation funding would increase by approximately \$6 billion per year. Status: This bill is in the Senate Governance and Finance Committee. **Staff Recommendation: SUPPORT**

AB 696 (Caballero) This bill sponsored by the Transportation Agency of Monterey County would require the net proceeds from the sale of any excess properties originally acquired for a replacement alignment for State Highway Route 101 in the County of Monterey, known as the former Prunedale Bypass, to be reserved in the State Highway Account for programming and allocation by the commission, with the concurrence of the Transportation Agency for Monterey County, for other state highway projects in the State Highway Route 101 corridor in that county. The bill would exempt these funds from the distribution formulas otherwise applicable to transportation capital improvement funds. **Staff Recommendation: SUPPORT**

Submitted by 



March 6, 2017

To: Carl Sedoryk

From: Lisa Rheinheimer, Director of Planning & Marketing

Subject: TRIP REPORT – FEBRUARY 2017

I traveled to Tampa, Florida to attend the APTA Marketing and Communications Conference from February 26 – March 1, 2017. During the conference I attended the following sessions:

- Ridership Campaigns, Customer Experience, & Ridership Development
- Marketing Roundtables
- PIO Shop Talk
- Customer Service & Social Media
- Lunch & Learn
- Research
- Social Media Palooza

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Lisa Rheinheimer

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March 28, 2017

To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager – Finance & Administration

Subject: TRIP REPORT – February 2017

From February 11th through 13th, I traveled to San Diego to participate in the American Public Transportation Association's annual Transit CEOs Seminar. During the seminar I participated in many networking opportunities with senior staff members at transit agencies across the nation and attended the following sessions:

- Future Transit Challenges & Opportunities – featuring the founder of ZipCar – an international car-sharing company
- Transit Ridership Trends – presented by APTA staff
- Small Transit Operators group discussion
- Labor Relations Trends
- Ditch the Pyramid: Reimagining Leadership for the 21st Century – remaking office culture to encourage free communication by a network of people motivated by a shared purpose
- 21st Century Transit Policing

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Hunter Harvath

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JOHN GARAMENDI
UNITED STATES CONGRESS

February 13, 2017

Carl Sedoryk
General Manager / Chief Executive Officer
Monterey-Salinas Transit
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Dear Carl,

Thank you for coming in to discuss the important role public transit plays in the smooth functioning of our economy, and how we can best make the case for robust funding for transit infrastructure. I value your input and will keep your suggestions in mind during the 115th Congress.

Sincerely,

A large, stylized handwritten signature in blue ink, which appears to read "John Garamendi".

JOHN GARAMENDI
Third District, California

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March 13, 2017

Via email to: Peter.Ansel@asm.ca.gov

Assembly Member Anna Caballero
P.O. Box 942849
Sacramento, CA 94249-0030

**RE: Support for AB 696
(Caballero)**

Dear Assembly Member Caballero:

On behalf of the Monterey-Salinas Transit District (MST), I write in support of Assembly Bill (AB) 696: Department of Transportation: Prunedale Bypass: County of Monterey: disposition of excess properties (as introduced, February 15, 2017). This bill will transfer the proceeds of the sale of the former Prunedale Bypass right-of-way parcels of land to the Transportation Agency for Monterey County (TAMC) for use on priority transportation projects in the US 101 corridor in Monterey County. **Monterey-Salinas Transit supports this bill.**

Existing priority projects in the US 101 corridor in Monterey County face significant funding shortfalls. AB 696 would require the revenues from the sale of the Prunedale Bypass parcels to come back to TAMC, to be used for already programmed State Transportation Improvement Program (STIP) or voter-approved Measure X projects in the US 101 corridor in Monterey County. The Highway 156/ US 101 interchange project is a regional top priority as a bottleneck for traffic to the Monterey Peninsula, a heavily used corridor for tourists and trucks alike and the US 101 Safety Improvements project would build frontage roads and make related safety improvements to US 101 in South Salinas and South Monterey County, a vital goods movement corridor through the "Salad Bowl" of the nation.

AB 696 would ensure that millions of transportation dollars would come back to the local highway system for improvements that would benefit Monterey County's regional economic drivers: agriculture and tourism. Thank you very much for your authorship of this important bill and for supporting efforts to improve transportation in California.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Rheinheimer", is written over a horizontal line.

Lisa Rheinheimer
Director of Planning and Marketing

cc: Debra L. Hale, TAMC

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

Transit District Members Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey
Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

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