Board of Directors Regular Meeting
April 9, 2018 Agenda

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 or a trip to the destination of your choice up to $17.00.

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

   Members of the public may address the Board on any matter related to the jurisdiction of MST 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 2017-21 recognizing Paul Lopez, as Employee of the Month for April 2018. (Hunter Harvath) (Page 5)

3-3. Adopt Resolution 2017-23 Support Prop 69. (Carl Sedoryk) (Page 9)


3-5. Minutes of the MST Board Meeting on March 12, 2018. (Jeanette Alegar-Rocha) (Page 15)


3-7. Disposal of Property left aboard buses. (Sonia Wills)(Page 29)

3-8. Approve Purchase of Five Military Bus Pass Vending Machines. (Mike Gallant) (Page 31)

3-9. Receive update on the progress of planning, permitting and financing for the South County Maintenance & Operations facility in King City. (Hunter Harvath) (Page 35)

3-10. Authorize the purchase of one (1) Maintenance service truck with aftermarket equipment and components at the lowest price/best options at the time of purchase not to exceed $40,000.00. (Sandra Amorim) (Page 37)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. Employee of the Month April, Paul Lopez, Facilities Supervisor. (Hunter Harvath)

4-2. Recognition of Coach Operator Excellence Award Recipients, Ruben Cano, Carlos Dominguez and Tiziano Minelli. (Robert Weber)

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Low Carbon Transit Operations Program (LCTOP) FY 18/19 Allocation. (Michelle Overmeyer) (Page 39)

6-2. Receive results of transportation funding opinion survey. (Hunter Harvath) (Page 45)
6-3. Receive update on the status of the Monterey Bay Operations and Maintenance Facility Construction Project. (No Enclosure) (Hunter Harvath)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report. – February 2018 (Page 47)


7-3. State Legislative Advocacy Update. – February 2018 (Page 73)

7-4. Staff Trip Reports. (Pages 75-84)

7-5. Correspondence. (Pages 85)

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on meetings attended by board members at MST expense. (AB 1234)

8-2. Board member comments and announcements.

8-3. Board member referrals for future agendas.

9. CLOSED SESSION

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

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

10. RETURN TO OPEN SESSION

10-1 Report on Closed Session and possible action.

11. ATTACHMENTS
11-1. The detailed monthly Performance Statistics and Disbursement Journal for February 2018 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

12. ADJOURN

NEXT MEETING DATE: May 14, 2018
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor
10:00 a.m.

NEXT AGENDA DEADLINE: April 24, 2018
*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, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. 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.

888-678-2871 / Free language assistance / Asistencia de Lenguaje Gratuito / Libreng tulong para sa wika / Hỗ trợ ngôn ngữ miễn phí / 무료 언어 지원
PAUL LOPEZ  
APRIL 2018  
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, Paul Lopez began his career with Monterey-Salinas Transit District in June of 1998 as an Utility Service Person. Through his outstanding performance through the years he was later promoted into the facilities department most recently into his current position as Facilities Supervisor in October of 2016; and

WHEREAS, Paul Lopez has been given various awards of recognition. He has been selected as the Employee of the Month on four (4) separate occasions and Employee of the Year in 2010. In his efforts to go above and beyond, Paul recently performed the Heimlich maneuver on a coach operator who was choking on food in the breakroom, saving the life of his co-worker; and

WHEREAS, Paul Lopez quickly led his team in purchasing the appropriate cleaners to sanitize the MST-owned transit centers during the Monterey County Hepatitis A outbreak. The facilities staff increased the power washes of the bus centers and changed out the cleaners for the bathrooms to include hospital-grade germicidal disinfectant; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Paul Lopez as Employee of the Month for April 2018; and

BE IT FURTHER RESOLVED that Paul Lopez 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 2018-21 this 9th day of April 2018.

______________________  _______________________
Tony Barrera            Carl G. Sedoryk
Chairperson             Secretary
RECOGNITION OF COACH OPERATOR PERFORMANCE EXCELLENCE FOR CALENDAR YEAR 2017

WHEREAS, Monterey-Salinas Transit created the Coach Operator Performance Excellence Award in 2006 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 Ruben Cano, Carlos Dominguez, and Tim Minelli 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 2017; and

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


THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-22 this 9th day of April, 2018.

____________________________  ______________________________
Tony Barerra                                         Carl G. Sedoryk
To: Board of Directors  
From: Carl Sedoryk, General Manager/CEO  
Subject: Adopt Resolution to Support Prop 69 and oppose SB1 Repeal 

RECOMMENDATION:

Adopt Resolution Supporting Proposition 69 and Opposing Repeal of “The Road Repair and Accountability Act”(SB 1- Beal)

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board may adopt positions in support or opposition of proposed ballot measure or legislation. This action is consistent with your Board's adopted State Legislative Program.

DISCUSSION:

Proposition 69 will ensure revenues from Senate Bill 1 (SB1) will be dedicated to transportation purposes and is on the June 2018 statewide ballot. SB1 represents the state’s single largest funding commitment to transit in more than 40 years, with over $700 million dedicated to transit each year. Monterey-Salinas Transit will receive approximately $2.5 million for capital and operating programs each year from this source and will be eligible to compete for funding from this source for major capital projects including phase 2 bus rapid transit extension along the Monterey Branch Line, and improved transit facilities in Salinas. Proposition 69 is intended to nullify concerns that SB 1 funds will be diverted away from their intended purposes. Prop 69 requires a simple majority approval by voters to be enshrined in the state constitution.

The attached resolution records your Board's desire to protect funds generated by SB1 and to oppose threats posed by current efforts to repeal the funding measure through a statewide ballot initiative currently slated to be on the November 2018 ballot.
RESOLUTION NO. 2018–23
BEFORE THE BOARD OF DIRECTORS OF THE MONTEREY-SALINAS TRANSIT DISTRICT, STATE OF CALIFORNIA

A Resolution Supporting Proposition 69 and Opposing “The Road Repair and Accountability Act” (SB 1 – Beal) Repeal, and Approval to Join the Coalition to Protect Local Transportation Improvements Resolution No. 18-26 / and

WHEREAS, California’s cities, counties, and transportation agencies fact a statewide backlog of over $130 billion in needed funds to make transportation infrastructure improvements; and

WHEREAS, “The Road Repair and Accountability Act” (SB 1 – Beal) passed by the Legislature and signed by the Governor last year will raise $5 billion annually in long-term, dedicated transportation funding to make road safety improvements, fill potholes, and repair local streets, highways, bridges, and overpasses, with the revenues split equally between state and local government projects; and

WHEREAS, SB 1 provides critically-needed funding to MST that will be used in the near future for:

- protection and maintenance of public transit services that support the needs of seniors, and persons with disabilities; and
- bus equipment and facilities replacement; and,
- construction of rapid bus transit services to reduce traffic congestion; and,

WHEREAS, SB 1 contains strong accountability provisions to streamline projects by cutting bureaucratic redundancies and red tape to ensure transportation funds are spent efficiently and effectively, while also establishing the independent office of Transportation Inspector General to perform audits, improve efficiency, and increase transparency; and WHEREAS, Proposition 69 on the June 2018 ballot would add additional accountability for taxpayers by preventing the State Legislature from diverting or raiding any new transportation revenues for non-transportation improvement purposes; and

WHEREAS, there is also a proposed ballot measure aimed for the November 2018 ballot (Attorney General #17-0033) that would repeal the new transportation revenues provided by SB 1 and make it more difficult to increase funding for state and local transportation improvements in the future; and

MST AGENDA / APRIL 9, 2018 MEETING/ PAGE 11
WHEREAS, this proposed November proposition would raid over $2.5 million annually ($25 million projected over ten years) dedicated to MST and halt critical investments in future transportation improvement projects in our community.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE MONTEREY–SALINAS TRANSIT DISTRICT DOES RESOLVE AS FOLLOWS:

Monterey-Salinas Transit hereby supports Proposition 69, the June 2018 constitutional amendment to prevent new transportation funds from being diverted for non-transportation purposes.

Monterey-Salinas Transit hereby opposes the proposed November ballot proposition (Attorney General #17-0033) that would repeal the new transportation funds and make it more difficult to raise state and local transportation funds in the future.

Monterey-Salinas Transit supports and can be listed as a member of the Coalition to Protect Local Transportation Improvements, a diverse coalition of local government, business, labor, transportation, and other organizations throughout the state, in support of Proposition 69 and opposing the repeal of SB 1 and directs staff to email a copy of this adopted resolution to Kyle Griffith of the Coalition to Protect Local Transportation Improvements campaign.

This resolution shall become effective immediately upon its passage and adoption.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-23 this 9th day of April, 2018.

_______________________     _____________________
Tony Barrera                 Carl G. Sedoryk
Chairperson                      Secretary

PASSED AND ADOPTED by the Board of Directors of Monterey-Salinas Transit on April 9, 2018, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:
Planning/Ops Committee  
19 Upper Ragsdale Drive, Suite 200  
Monterey, CA 93940

Minutes  
March 12, 2018  
9:00 a.m.

Present: Directors: Clark (Chair), Bonincontri, LeBarre, Pacheco  
Absent: None  
Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Assistant General Manager; Robert Weber, Chief Operating Officer, Norman Tuitavuki, Deputy Chief Operating Officer, Lisa Rheinheimer, Director of Planning & Marketing; Mark Eccles, Director of Information Technology, Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board; Eva Perez, Office Administrator  
Public: None

1. Call to Order.  
Chairperson Clark called the meeting to order at 9:00 a.m.

2. Public Comment on Matters Not on the Agenda.  
None

3. Transition of selected contracted fixed route services from MV to MST to be based at the Monterey Bay Operations and Maintenance Facility at One Ryan Ranch Road.  
Robert Weber presented an update to the committee on the transition of fixed route services from MV to MST which will require the driver workforce to increase by 31%.

4. Service changes scheduled for April 2018.  
Lisa Rheinheimer informed the committee of the services changes for April 2018.

5. Update on ridership results to date from the free fares on weekends in Salinas promotion.
Hunter Harvath presented an update on the free fares on weekends in Salinas promotion which showed an increase of ridership by almost 75%.

6. Committee Member Comments, Questions, or Referrals.

Director LeBarre informed the committee that he met with Mission walkers in the South County who use public transit.

7. Adjourn

There being no further business, the meeting was adjourned at 9:43 a.m.
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. The pledge of allegiance was led by Director Carla Stewart and roll call was taken.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present: Carolyn Hardy City of Carmel-by-the-Sea
Pat Lintell City of Del Rey Oaks
Robert Bonincontri City of Gonzales
Yanely Martinez City of Greenfield
Mike LeBarre City of King
Frank O’Connell City of Marina
Dan Albert City of Monterey
Ken Cuneo City of Pacific Grove
Tony Barrera City of Salinas
Mary Ann Carbone City of Sand City
Dave Pacheco City of Seaside
Luis Alejo County of Monterey

Absent: Anna Velazquez City of Soledad

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Assistant General Manager
Robert Weber Chief Operating Officer
Norman Tuitavuki Deputy Chief Operating Officer
Lisa Rheinheimer Director of Planning and Marketing
Mark Eccles Director of Information Technology
Jeanette Alegar-Rocha Executive Assistant /Clerk to the Board
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Public Comment – None

3. CONSENT AGENDA

3-1. Adopt Resolution 2017-19 recognizing Fernando Manansala, Advanced Mechanic, as Employee of the Month for March 2018. (Norman Tuitavuki)

3-2. Minutes of the Facilities Committee on February 5, 2018 (Jeanette Alegar-Rocha)

3-3. Minutes of the MST Board Meeting on February 5, 2018 (Jeanette Alegar-Rocha)


3-5. Approve MAC Advisory Committee Appointment (Cristy Subago)

3-6. Approve Claim Rejection- Kathleen Smith (Ben Newman)

3-7. Approve Claim Rejection – Farmers Insurance (Ben Newman)

3-8. Authorize the purchase and configuration of computer network and infrastructure hardware and software for the remodeled Ryan Ranch Road location, not to exceed $95,000 (Mark Eccles)

3-9. Approve Measure Q Oversight Advisory Committee (MQC) Appointment (Hunter Harvath)

3-10. Award a contract to Moore & Associates for $46,784.97 to conduct passenger and non-passenger surveys. (Sandra Amorim)
3-11. Approve revisions to MST’s Disposal of Surplus Property Policy. (Hunter Harvath)

End of Consent Agenda

Public Comment – None

Director Cuneo requested to pull item 3-8 for further discussion.

Chair Barerra requested to pull item 3-9 to further discussion.

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

Director Cuneo asked if backup storage will be onsite for the requested network, software and hardware in item 3-8. Mark Eccles responded that backup storage will be provided.

Director Barrera requested that item 3-9 be presented to the board of directors. The MST board of directors received an update from Hunter Harvath regarding the vacancy on the Measure Q Oversight Committee and the appointment of the Sharlene Hughes to represent the Non Urbanized seat.

**Director Cuneo made the motion to approve items 3-8 and 3-9 and was seconded by director Martinez. The motion passed unanimously.**

4. **RECOGNITION AND SPECIAL PRESENTATIONS**

4-1. Employee of the Month, March 2018–Fernando Manansala, Advanced Mechanic

Fernando Manansala was not present at the board meeting. Norman Tuitavuki, Deputy Chief Operating Officer, recognized Fernando before the MST board of directors for his outstanding achievement and dedication.

4-2. 30 Years of Service-Tiziano Minelli, Coach Operator

Tiziano Minelli was recognized for his 30 years of service and his outstanding achievement and dedication by Robert Weber, Chief Operating Officer.

4-3. 2017 Management Excellence Award –Kelly Halcon, Director of Human Resources and Risk Management

Kelly Halcon was recognized for her outstanding achievement and contribution to MST as the 2017 GM Excellence Award recipient by Carl Sedoryk, GM/CEO.
4-4. Receive 2017 Mobility Update

Edwin Marticorena provided a comprehensive update on the Mobility and Taxi Voucher programs for calendar year 2017.

Director Alejo arrived 10:15 a.m.

5. PUBLIC HEARINGS

None

6. ACTION ITEMS

6-1. Receive and Adopt Draft Conflict of Interest Code- Resolution 2018-20

Public Comment- None

Director LeBarre made the motion to approve the Conflict of Interest Code Policy and was seconded by Director Alejo, the motion passed unanimously.

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – January 2018


7-3. State Legislative Advocacy Update – January 2018

7-4. Staff Trip Reports.

7-5. Correspondence.

Carl Sedoryk brought attention to this month’s correspondence, specifically to items 7-5b, 7-5d and 7-5f.

8. BOARD REPORTS, COMMENTS, AND REFERRALS

8-1. Reports on meetings attended by board members at MST expense (AB 1234)

8-2. Board member comments and announcements.

Carl Sedoryk introduced the new Marketing Manager, Mike Butler to the board of directors.

Director Carbone announced that Sand City recently had a groundbreaking event and wanted to thank Monterey-Salinas Transit for assisting with the shuttle service.

8-3. Board member referrals for future agendas.
Before moving to close session, Chair Barrera wanted to thank Zöe Shoats for her service and dedication while with MST and welcomed Mike Butler to his new role as the Marketing Manager at MST.

Chair Barrera also requested to take a moment to recognize the recent passing of Lee Harvath, the father of MST Assistant General Manager, Hunter Harvath.

9. CLOSED SESSION


Public Comment- None

10. RETURN TO OPEN SESSION

Dave Laredo reported that on item 9-1, the board provided direction with no reportable action.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for January 2018 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 11:25 a.m.

Prepared by: Jeanette Alegar-Rocha
Clerk to the Board

Reviewed by: Carl G. Sedoryk
General Manager/ CEO
To: Board of Directors
From: Lori Lee
Subject: Financial Reports – February 2018

RECOMMENDATION:

1. Accept report of February 2018 cash flow presented in Attachment #1
2. Approve February 2018 disbursements listed in Attachment #2
3. Accept report of February 2018 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance</td>
<td>$9,635,244.70</td>
</tr>
<tr>
<td>Revenues</td>
<td>4,720,855.31</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;5,140,211.14</td>
</tr>
<tr>
<td>Ending balance</td>
<td>$9,215,888.87</td>
</tr>
</tbody>
</table>

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:

At the end of February, the District continues to manage its expenses, resulting with a year-to-date surplus of $2,365,50 on the fixed-route side of the budget. MST RIDES is also showing a positive variance on revenues, resulting in a $9,792 surplus year to date.

The following fixed-route expenses have negative variances of greater than 5% or have a monetary value greater than $5,000 as seen in the February Budget vs. Actual reports contained in Attachment #4:
1. **Outside Labor** – Unexpected increases in armored car services and a jump in legal expenses in February accounts for much of the 15.0% negative variance in this category. As attorney tasks vary from month to month depending on what legal issues arise, it should be noted that for the year to date, legal expenses are running 13.7% better than what was budgeted.

2. **Vehicle Maintenance** – As MST’s fleet gets older, vehicle maintenance costs gradually increase. While an 8.4% negative variance for February in this category was reported, for the year MST’s maintenance costs are still 8.6% below budget. In addition, replacement buses are being delivered to MST from the manufacturer in March and April of 2018. These new buses will replace the oldest of MST’s vehicles, which will be retired and sold at auction in the coming months.

3. **Leases & Rentals** – The 66.9% negative variance in this category can be attributed to the unanticipated need for portable coach operator restroom facilities at the Salinas Transit Center as well as the ongoing expense of renting property from the US Army on Joe Lloyd Way for the temporary bus garage as the agency awaits completion of construction at One Ryan Ranch Road.


PREPARED BY: ___________________    REVIEWED BY: _____________________

Lori Lee                                                        Hunter Harvath
### CASH FLOW (REVENUES & DISBURSEMENTS)

**Beginning balance 02/01/18**

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Passenger Revenue</td>
<td>482,574.05</td>
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<tr>
<td>DOD Revenue</td>
<td>444,145.00</td>
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<tr>
<td>LTF / STA / 5307</td>
<td>1,987,148.17</td>
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<tr>
<td>Sales Tax</td>
<td>779,200.00</td>
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<tr>
<td>Grants</td>
<td>4,314.38</td>
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<tr>
<td>Line of Credit</td>
<td>1,000,000.00</td>
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<tr>
<td>Interest Income</td>
<td>915.20</td>
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<tr>
<td>Non Transit Revenue</td>
<td>22,558.51</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>4,720,855.31</strong></td>
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**Disbursements**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>3,426,124.56</td>
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<tr>
<td>Capital</td>
<td>1,714,086.58</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(5,140,211.14)</strong></td>
</tr>
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**Ending balance 02/28/18**

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Checking - Rabo Bank</td>
<td>372,891.34</td>
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<tr>
<td>Checking(s) - Wells Fargo Bank</td>
<td>-</td>
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<td>Local Agency Investment Fund (LAIF)</td>
<td>2,376,771.28</td>
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<tr>
<td>Money Market - Rabo MM</td>
<td>3,395,438.58</td>
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<tr>
<td>Money Market - PTMISEA</td>
<td>833,252.75</td>
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<td>Money Market - LCTOP</td>
<td>495,818.59</td>
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<tr>
<td>Money Market - Rabo Prop. 1 B</td>
<td>943,605.64</td>
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<tr>
<td>Bank of America - Escrow</td>
<td>8,985.45</td>
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<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>10,545.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9,215,888.87</strong></td>
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**PAYROLL ACCOUNT**

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<tr>
<td>February 2 Payroll &amp; Related Expenses</td>
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<tr>
<td>February 16 Payroll &amp; Related Expenses</td>
<td>581,859.18</td>
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<tr>
<td>PERS &amp; 457</td>
<td>210,063.03</td>
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<tr>
<td>Garnishments</td>
<td>5,338.04</td>
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<td>PERS Health Insurance</td>
<td>339,486.22</td>
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<td><strong>1,742,591.86</strong></td>
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**GENERAL ACCOUNT**

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>3,318,648.49</td>
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<tr>
<td>Loan Fee</td>
<td>15,000.00</td>
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<tr>
<td>Paydown loan</td>
<td>13,493.15</td>
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<tr>
<td>Workers Comp. Disbursements</td>
<td>36,342.85</td>
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<td>Interest expense</td>
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<tr>
<td>Bank Service Charge</td>
<td>5,403.72</td>
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<tr>
<td></td>
<td><strong>3,397,619.28</strong></td>
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</table>

Total Disbursements 5,140,211.14

Less Capital Disbursements & Transfers (1,714,086.58)

Operating Disbursements 3,426,124.56
## DISBURSEMENTS SUMMARY

### GENERAL ACCOUNT DISBURSEMENTS FOR February 01, 2018 - February 28, 2018

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
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<tr>
<td>Accounts Payable 02/02/2018</td>
<td>47715 - 47785</td>
<td>1,034,617.80</td>
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<td>Accounts Payable 02/07/2018</td>
<td>47786 - 47787</td>
<td>1,576,539.31</td>
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<tr>
<td>Accounts Payable 02/12/2018</td>
<td>47788 - 47906</td>
<td>301,397.38</td>
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<tr>
<td>Accounts Payable 02/16/2018</td>
<td>47907 - 47956</td>
<td>84,528.69</td>
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<tr>
<td>Accounts Payable 02/23/2018</td>
<td>47957 - 48045</td>
<td>293,997.59</td>
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<tr>
<td>Accounts Payable 02/26/2018</td>
<td>48046 - 48052</td>
<td>27,567.72</td>
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</table>

**TOTAL** 3,318,648.49

### CHECKS $100,000 AND OVER

<table>
<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>BOARD APPROVED</th>
<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
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<tr>
<td>BLUESCOPE CONSTRUCTION</td>
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<tr>
<td>MV TRANSPORTATION SERVICES INC</td>
<td>Recurring Expense</td>
<td>47757</td>
<td>2/2/18</td>
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## LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 02/01/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,376,771.28</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>2,376,771.28</td>
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<tr>
<td>Local Agency Investment Fund:</td>
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<td></td>
<td></td>
<td></td>
<td>2,376,771.28</td>
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<tr>
<td>Quarterly interest earned  - .92%</td>
<td></td>
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<td>2,376,771.28</td>
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<td>LAIF Treasury Balance at 02/28/18</td>
<td></td>
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<td>2,376,771.28</td>
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## RABOBANK MM ACCOUNT

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<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward at 02/01/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,845,736.31</td>
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<tr>
<td>02/02/18</td>
<td>308</td>
<td>to AP/Payroll</td>
<td>1,000,000.00</td>
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<td>1,845,736.31</td>
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<tr>
<td>02/02/18</td>
<td>479</td>
<td>LTF</td>
<td>1,068,487.14</td>
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<td>2,914,223.45</td>
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<tr>
<td>02/05/18</td>
<td>212</td>
<td>Military Vending</td>
<td>400,000.00</td>
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<td>3,314,223.45</td>
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<tr>
<td>02/07/18</td>
<td>308</td>
<td>to AP/Payroll</td>
<td>1,600,000.00</td>
<td></td>
<td>1,714,223.45</td>
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<tr>
<td>02/26/18</td>
<td>308</td>
<td>Sales Tax</td>
<td>779,200.00</td>
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<td>2,493,423.45</td>
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<tr>
<td>02/26/18</td>
<td>479</td>
<td>LTF</td>
<td>901,681.03</td>
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<td>3,395,104.48</td>
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<tr>
<td>02/28/18</td>
<td>Interest @ 0.30%</td>
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<td>334.10</td>
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<td>3,395,438.58</td>
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<td>RABO MM Balance at 02/28/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,395,438.58</td>
</tr>
</tbody>
</table>
# MONTEREY-SALINAS TRANSIT

## Revenue & Expense - Consolidated

**Budget vs Actual**

For the Period from February 1, 2018 to February 28, 2018

(Amounts are in USD)

(Includes Fund: 001004)

(Includes G/L Budget Name: BUDFY18)

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>-280,552</td>
<td>-350,659</td>
<td>70,107</td>
<td>-2,542,577</td>
<td>-2,805,272</td>
<td>262,695</td>
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<tr>
<td>Special Transit</td>
<td>-539,181</td>
<td>-501,121</td>
<td>-38,060</td>
<td>-4,588,895</td>
<td>-4,009,968</td>
<td>-579,927</td>
</tr>
<tr>
<td>Cash Revenue</td>
<td>-26,769</td>
<td>-26,939</td>
<td>167</td>
<td>-271,134</td>
<td>-215,488</td>
<td>-55,646</td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,604,916</td>
<td>-2,516,657</td>
<td>11,741</td>
<td>-20,945,500</td>
<td>-20,933,256</td>
<td>-12,244</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>-3,461,419</strong></td>
<td><strong>-3,495,373</strong></td>
<td><strong>43,964</strong></td>
<td><strong>-28,348,106</strong></td>
<td><strong>-27,962,984</strong></td>
<td><strong>-385,122</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cur Mo.</th>
<th>Cur Mo.</th>
<th>Cur Mo.</th>
<th>YTD</th>
<th>YTD</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,230,785</td>
<td>1,340,540</td>
<td>-109,755</td>
<td>10,126,829</td>
<td>10,724,320</td>
<td>-597,491</td>
</tr>
<tr>
<td>Benefits</td>
<td>756,431</td>
<td>763,407</td>
<td>-6,976</td>
<td>6,505,470</td>
<td>6,347,256</td>
<td>158,214</td>
</tr>
<tr>
<td>Advertising &amp; Marketing</td>
<td>-1,094</td>
<td>4,919</td>
<td>-6,013</td>
<td>41,203</td>
<td>39,352</td>
<td>1,851</td>
</tr>
<tr>
<td>Professional &amp; Technical</td>
<td>57,956</td>
<td>73,361</td>
<td>-15,395</td>
<td>494,498</td>
<td>586,888</td>
<td>-92,390</td>
</tr>
<tr>
<td>Outside Services</td>
<td>41,345</td>
<td>35,126</td>
<td>6,219</td>
<td>242,230</td>
<td>281,008</td>
<td>-38,778</td>
</tr>
<tr>
<td>Outside Labor</td>
<td>105,043</td>
<td>106,366</td>
<td>-1,323</td>
<td>718,616</td>
<td>850,928</td>
<td>-132,312</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>207,151</td>
<td>256,927</td>
<td>-49,776</td>
<td>1,635,256</td>
<td>2,375,416</td>
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<tr>
<td>Supplies</td>
<td>65,529</td>
<td>82,842</td>
<td>-17,313</td>
<td>530,734</td>
<td>662,735</td>
<td>-132,002</td>
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<tr>
<td>Vehicle Maintenance</td>
<td>102,311</td>
<td>94,334</td>
<td>7,977</td>
<td>689,061</td>
<td>754,672</td>
<td>-64,711</td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td>5,216</td>
<td>2,876</td>
<td>2,342</td>
<td>12,970</td>
<td>23,008</td>
<td>-10,038</td>
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<tr>
<td>Utilities</td>
<td>35,291</td>
<td>44,690</td>
<td>-9,399</td>
<td>289,043</td>
<td>357,520</td>
<td>-68,477</td>
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<td>Insurance</td>
<td>53,132</td>
<td>61,074</td>
<td>-7,942</td>
<td>432,937</td>
<td>488,592</td>
<td>-55,655</td>
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<tr>
<td>Taxes</td>
<td>13,041</td>
<td>17,387</td>
<td>-4,346</td>
<td>121,606</td>
<td>136,096</td>
<td>-14,490</td>
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<tr>
<td>Purchased Transportation</td>
<td>419,857</td>
<td>443,582</td>
<td>-22,725</td>
<td>3,302,677</td>
<td>3,546,656</td>
<td>-245,079</td>
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<tr>
<td>Miscellaneous Expenses</td>
<td>38,941</td>
<td>51,676</td>
<td>-12,735</td>
<td>444,760</td>
<td>413,408</td>
<td>31,352</td>
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<tr>
<td>Interfund transfers</td>
<td>717</td>
<td>-717</td>
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<td>5,736</td>
<td>-5,736</td>
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<tr>
<td>Pass Thru/Behalf of Others</td>
<td>11,915</td>
<td>9,250</td>
<td>2,665</td>
<td>76,117</td>
<td>74,000</td>
<td>2,117</td>
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<tr>
<td>Interest Expense</td>
<td>60,577</td>
<td>36,296</td>
<td>24,278</td>
<td>317,649</td>
<td>260,392</td>
<td>57,257</td>
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<tr>
<td>Leases &amp; Rentals</td>
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</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>3,194,441</strong></td>
<td><strong>3,495,373</strong></td>
<td><strong>-300,932</strong></td>
<td><strong>25,982,556</strong></td>
<td><strong>27,962,984</strong></td>
<td><strong>-1,980,428</strong></td>
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<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td><strong>-256,978</strong></td>
<td><strong>-266,878</strong></td>
<td><strong>-2,366,650</strong></td>
<td><strong>-2,366,650</strong></td>
<td><strong>-2,366,650</strong></td>
<td><strong>-2,366,650</strong></td>
</tr>
</tbody>
</table>
## MONTEREY-SALINAS TRANSIT

### Revenue & Expense - Consolidated

**Budget vs Actual**

For the Period from February 1, 2018 to February 28, 2018

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BU0FY18)

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-15,579</td>
<td>-19,454</td>
<td>3,775</td>
<td>-211,620</td>
<td>-155,632</td>
<td>-55,988</td>
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<tr>
<td>Special Transit</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-363,589</td>
<td>-363,589</td>
<td>-2,908,792</td>
<td>-2,908,792</td>
<td>-2,908,792</td>
<td>-2,908,792</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-379,278</td>
<td>-383,063</td>
<td>3,775</td>
<td>-3,120,412</td>
<td>-3,064,424</td>
<td>-55,988</td>
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<tr>
<td><strong>Expenses</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>-24,498</td>
<td>9,573</td>
<td>-34,265</td>
<td>63,952</td>
<td>76,504</td>
<td>-12,732</td>
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<td>Benefits</td>
<td>7,297</td>
<td>4,862</td>
<td>2,435</td>
<td>54,464</td>
<td>38,896</td>
<td>15,568</td>
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<td>Advertising &amp; Marketing</td>
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<tr>
<td>Professional &amp; Technical</td>
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<td>417</td>
<td>-4,403</td>
<td>3,338</td>
<td>3,338</td>
<td>-3,336</td>
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<td>7,042</td>
<td>-2,012</td>
<td>32,549</td>
<td>55,336</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>39,692</td>
<td>43,378</td>
<td>-3,686</td>
<td>304,554</td>
<td>347,024</td>
<td>-42,470</td>
</tr>
<tr>
<td>Supplies</td>
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<td>14,679</td>
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<td>6,718</td>
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</tr>
<tr>
<td>Marketing Supplies</td>
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<tr>
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<td>720</td>
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<td>Insurance</td>
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</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>317,543</td>
<td>295,650</td>
<td>21,893</td>
<td>2,472,910</td>
<td>2,365,200</td>
<td>107,710</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>15,920</td>
<td>20,087</td>
<td>-167</td>
<td>155,400</td>
<td>160,696</td>
<td>-1,296</td>
</tr>
<tr>
<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
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<td></td>
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<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>377,644</td>
<td>393,053</td>
<td>-5,409</td>
<td>3,110,620</td>
<td>3,064,424</td>
<td>46,196</td>
</tr>
<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>-1,634</td>
<td>-1,634</td>
<td>-9,792</td>
<td>-9,792</td>
<td>-9,792</td>
<td>-9,792</td>
</tr>
</tbody>
</table>
To:       Board of Directors

From:   Sonia Wills, Customer Service Supervisor

Subject:   Disposal of unclaimed property left on bus

Per MST’s Disposal of Lost and Found Property Policy adopted on November 13, 2017, lost items listed below which are left on buses, bus benches, at transit centers, at bus stops, and/or which have been turned into Bus or RIDES Operators, Customer Service Representatives, or any MST employee will be held at one of MST’s Customer Service locations for a three (3) month period.

MST makes an attempt to contact the owners of Lost and Found items. The items listed below are unclaimed after 90 days and will be auctioned off per Policy:

**Electronic devices (cell phones, laptops, iPods, iPads, tablets, etc)**
- 44 cell phones
- 1 cell phone with case
- 1 tablet
- 1 walkie-talkie
- 1 walkman
- 1 pager
- 1 speaker
- 2 headphones
- 3 sets of earbuds

**Wallets/purses and Driver’s License or Identification Cards**
- 51 ID’s
- 1 passport
- 19 wallets
- 3 purses

**Keys, glasses, jewelry, credit cards, cash**
- 5 credit cards
- 16 sets of keys
- 1 silver ring
- 7 EBT cards
- 14 Pairs of prescription eyeglasses
- $97 cash
- 6 All US debit card
- 1 watch
- 1 chain
- 1 ring
- 1 bracelet

**Musical instruments**
- 1 guitar

**Umbrellas**
- 9 umbrellas
Bicycles, bike helmets, and locks
1 bike helmet

Briefcases, portfolios, books and backpacks
10 books
1 duffle bag

Rx medications
3 prescription medications

To be retained:

$97 to accounting to deposit.

PREPARED BY: Sonia Wills  REVIEWED BY: Carl G. Sedoryk
To: Board of Directors

From: Mike Gallant, Business Development Transit Planner

Subject: Purchase Approval: Five Bus Pass Vending Machines

RECOMMENDATION:

Authorize the purchase of five Bus Pass Vending Machines for use on military bases in Monterey County, CA.

FISCAL IMPACT:

Total cost for five new bus pass vending machines and associated software is $97,995. The vending machines will be funded from the federal mass transit benefit program.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over $25,000.

DISCUSSION:

Staff is requesting authority from your Board to purchase five bus pass vending machines for use on military bases. The new vending machines will replace outdated machines which are currently experiencing frequent mechanical issues. MST received three quotes for this purchase and found that Ventek-International in Petaluma, CA provided the best pricing for the desired model (See Attachment)

<table>
<thead>
<tr>
<th>Firm</th>
<th>Cost Per Unit</th>
<th>Make</th>
<th>Firm Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genfare/SPX</td>
<td>$55,000+</td>
<td>N/A</td>
<td>Elk Grove, IL</td>
</tr>
<tr>
<td>Scheidt-Bachmann</td>
<td>$40,000+</td>
<td>N/A</td>
<td>Lowell, MA</td>
</tr>
<tr>
<td>Ventek-International</td>
<td>$17,700</td>
<td>VenStationTVM</td>
<td>Petaluma, CA</td>
</tr>
</tbody>
</table>
REAL-TIME PAYMENT PROCESSING & CENTRALIZED SYSTEM MANAGEMENT
- PCI-DSS Level 1 & PA-DSS Data Security Certifications
- Real Time Payment Authorization & Automated Settlement
- Relational System Database
- Central Communications Facility

MULTIPLE APPLICATIONS
- Bus Passes
- Rail Tickets
- Pre-Paid Card
- Amusement Rides
- Parking
- Parks & Recreation

MULTIPLE PAYMENT METHODS
- Coins & Bills
- Smart Cards & Value Cards
- Validations: Cards & Remote
- Credit Cards
- Debit Cards
- Electronic Coupons

MULTIPLE VENDING MODES
- Bus Passes (Multiple Ticket)
- Pre-Encoded Fare Card
- Entrance Passes
- Pass & Receipt
- Payment/Credential Gate Access
- Turnstile Access

NETWORK SUPPORT FOR 2 TO 200+
- DSL, Cable, Frame Relay
- Wi-Fi 802.11 (WPA/WPA2)
- Satellite and Dial-up for Remote Locations
- Digital Cellular Wireless (GPRS/CDMA)

REMOTE RATE MANAGEMENT PROGRAMMABLE BY...
- Variable Rates
- Flat Rates
- Multiple Picks
- Variable Time Durations
- Times of Day
- Days of Week
- Specific Dates (Special Events)

REAL-TIME LOCAL/REMOTE REPORTING & NOTIFICATION
- Audit Reports
- Sales Reports
- Cash Collection Reports
- Service Alerts
- Intrusion Detection
- Enforcement Reports

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Innovation and excellence
To:       Board of Directors
From:    Hunter Harvath – Assistant General Manager
Subject: South County Maintenance & Operations facility in King City

RECOMMENDATIONS:

   Receive update on the progress of planning, permitting and financing for the South County Maintenance & Operations facility in King City.

FISCAL IMPACT:

   The current project budget is $11,316,845 to be funded by a combination of federal, state and local sources.

POLICY IMPLICATIONS:

   At the October 16, 2017, meeting, your Board gave staff authorization to file appropriate loan documents to advance this project to the design-build phase of work. The first of those documents has been filed with the USDA as of March 27th. In that regard, staff is providing your Board an update on the progress it has made since the October meeting and next steps that will be taken to continue forward progress on this project.

DISCUSSION:

   Since the October 16, 2017, meeting of your Board, staff has been working diligently with the United States Department of Agriculture (USDA) and the Federal Transit Administration (FTA) as well as the City of King to move this project forward. The following is a summary of some of the major milestones and progress to date with regards to planning, permitting and financing.

   Environmental: Your Board adopted the California Environmental Quality Act (CEQA) documentation at the October 16, 2017 meeting; no legal challenges were filed during the subsequent 30-day review period. In accordance with the National Environmental Policy Act (NEPA), the USDA has approved the federal environmental document; however, FTA staff is still reviewing their version of the federal environmental document. MST cannot submit or have access to its previously awarded federal grant until the environmental document is accepted by FTA.

   Permitting: MST’s architect (Paul Davis Partnership) and Denise Duffy & Associates, which coordinated the CEQA and NEPA documentation, are working
together with city of King staff to finalize documentation required for a planning commission hearing to secure a use permit for the project. Staff anticipates having that hearing sometime this spring.

**Financing:** MST is the first transit agency to ever attempt to access USDA Community Facility Program financing. As such, developing this new partnership has had its challenges. However, to date, MST and USDA staff members have successfully overcome any barriers or complications. In fact, USDA staff went “above and beyond” to make sure MST locked in financing at 3.75% before their rates were going up on April 2\textsuperscript{nd}. In that regard, this 75 basis points lower interest rate would save MST $1.1 million in project financing.

**Procurement:** USDA is reviewing a revised Request for Qualifications document. Once they approve, MST will re-release the RFQ for approximately six weeks and then evaluate firms that respond to this solicitation. While the RFQ process is under way, MST’s architect will finalize plans and specifications to be included in a Request for Proposals, which qualified responders to the RFQ will be invited to bid on. After evaluating responsive bids, staff will present to your Board its recommended design/build construction contractor at a future meeting for consideration and approval.

Looking forward, MST staff will be working with bond counsel and Rabobank on construction financing to act as a bridge to the long-term USDA Community Facilities program financing. This $5 million USDA loan would be paid off in annual principal and semi-annual interest payments totaling approximately $250,000 per year over as many as 40 years. TAMC Measure X sales tax funds would pay down the loan, which could be pre-paid and/or amortized over a shorter period of time without penalty. With the USDA loan letter of commitment signed and in place, staff has revised the project budget as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Grant</td>
<td>$ 4,119,172</td>
</tr>
<tr>
<td>State Prop 1B funds</td>
<td>$ 517,000</td>
</tr>
<tr>
<td>TAMC Measure X</td>
<td>$ 838,833</td>
</tr>
<tr>
<td>USDA Loan</td>
<td>$ 5,000,000</td>
</tr>
<tr>
<td>Total Construction Funds</td>
<td>$10,475,005</td>
</tr>
<tr>
<td>Pre-construction costs</td>
<td>$ 841,840</td>
</tr>
<tr>
<td><strong>Grand Total Project Cost</strong></td>
<td><strong>$11,316,845</strong></td>
</tr>
</tbody>
</table>

PREPARED BY: [Signature]

REVIEWED BY: [Signature]
To: Board of Directors
From: Sandra Amorim, Purchasing Manager
Subject: Maintenance Service Truck

RECOMMENDATIONS:

Authorize the purchase of one (1) Maintenance service truck with aftermarket equipment and components at the lowest price/best options at the time of purchase not to exceed $40,000.00.

FISCAL IMPACT:

$40,000. Funding is available in the Capital Budget.

POLICY IMPLICATIONS:

Your Board approves purchases over $25,000.

DISCUSSION:

MST’s Maintenance staff uses service trucks specifically designed and equipped to support the movement of all MST vehicles throughout MST’s service area. Maintenance support vehicles are mission critical and essential to ensuring MST’s fleet is safe, in good repair, and available for revenue service. MST’s Maintenance staff responds to field repair calls, hazmat related incidents, and other calls for service that requires a service truck. This new vehicle will replace MST Vehicle #484, a 1999 Ford F250 truck with 153,941 miles that has exceeded its recommended useful vehicle life.

MST is able to purchase vehicles through the State of California Department of General Services (DGS). Purchasing through the DGS meets MST’s purchasing requirements and eliminates the need for MST to independently obtain price quotes; however, prior to finalizing the purchase, MST will obtain quotes from local dealerships. If these local dealerships are able to match pricing from DGS, MST will award to the local dealership.

Approval of this item will authorize the purchase of one (1) 2018 or newer, Ford F-250 truck chassis, and the required aftermarket equipment and components, of a price not to exceed $40,000.00 total.
To: Board of Directors
From: Michelle Muller Overmeyer, Grants Analyst
Subject: Low Carbon Transit Operations Program (LCTOP) FY 17/18 Allocation

RECOMMENDATIONS:

Approve Resolution 2018-24 authorizing the certifications and assurances, authorized agent forms and execution of the LCTOP projects for FY 17/18

FISCAL IMPACT:

Up to $713,264 in LCTOP funds would be used to provide free transit fares on select routes in Salinas on weekends, distribute a set number of summer youth passes, and reserve for a future electric bus.

POLICY IMPLICATIONS:

The terms of the LCTOP require that your Board authorize the filing of the grant application requesting up to $713,264 from the California Department of Transportation. In addition, your Board is responsible for changes to the MST fare structure. Continuing free fares on Lines 41, 42, 44, 45 and 49 on weekends for an additional 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 California Resources Board was directed to be the lead agency to implement the law. The California 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, Marina 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. That bus will be delivered soon and will be placed in service on Line 42 in summer 2018. Last year’s allocation was used to start the free weekend fares program in Salinas and issue summer youth passes. Free weekend fares have been offered on lines 41, 42, 44, 45, and 49 since September 2017 and passenger boardings have increased substantially.

Now in the fourth year of LCTOP allocations, MST will be requesting funds to continue providing free fares on buses operating in Salinas on Saturdays and Sundays and issue summer youth passes.

Based on audited ridership and fare revenue data, staff has calculated that approximately $182,550 in passenger fares would be collected on Saturdays and Sundays on the above-mentioned Salinas transit routes annually. $22,800 would be needed to issue 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. The remaining $507,914 of MST’s FY18 allocation of LCTOP funds would be rolled over and combined with the future FY 19 allocation to purchase an electric bus in late 2019.

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

Attachments: Resolution 2018-24
RESOLUTION 2018–24

AUTHORIZATION FOR THE EXECUTION OF THE CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) FOR THE FOLLOWING PROJECTS:

LOW CARBON TRANSIT IN MONTEREY COUNTY $205,350
MONTEREY COUNTY ELECTRIC BUS $507,914

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; and

WHEREAS, Monterey-Salinas Transit wishes to implement the LCTOP projects 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 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.
NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of Monterey-Salinas Transit that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2017-18 LCTOP funds:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project 1</th>
<th>Project 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCTOP Request</td>
<td>$205,350</td>
<td>$507,914</td>
</tr>
<tr>
<td>Description</td>
<td>Free fares on weekends on transit routes serving DACs in Salinas. Additionally, summer youth passes will be distributed, valid for free rides all summer.</td>
<td>MST would purchase a full-size electric bus to serve disadvantaged communities.</td>
</tr>
<tr>
<td>Contributing Sponsor</td>
<td>Transportation Agency for Monterey County</td>
<td>Transportation Agency for Monterey County</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 9th day of April, 2018 by the following vote:

AYES:

NOES:

ABSENT:
To: Board of Directors

From: Hunter Harvath – Assistant General Manager

Subject: Transportation Funding Opinion Survey

RECOMMENDATION:

Receive results of transportation funding opinion survey.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board may be asked to make difficult decisions regarding the district’s annual operating and capital budgets if California voters decide on Election Day in November 2018 to repeal new state transportation funding recently enacted by the legislature and the governor.

DISCUSSION:

In early March 2018, staff engaged Tulchin Research to conduct a poll of 400 likely Monterey County voters to assess sentiments related to the largest expansion of transportation funding in California in decades. Much of that expanded funding is supported by new taxes and fees on a variety of transportation-related sources. As there is a signature gathering effort underway to place these recently enacted taxes and fees on the November 2018 ballot and ask voters to repeal them, it is important for your Board and MST staff to be aware of local sentiments on these issues, which may differ from those in major metropolitan areas of the state. Some highlights of the poll include:

- MST has a great brand identity with voters, with nearly six in ten voters (58%) rating the agency excellent (16%) or good (43%). TAMC is rated excellent or good by 40% of voters while views on the Monterey County Board of Supervisors are more divided and more negative (37% excellent/good to 47% fair/poor).

- While there is wide awareness that gas prices have increased over the past month (68% increased to 2% decrease to 22% stayed the same), voters narrowly favor the gas tax for transportation funding (50% favor to 45% oppose) and likewise narrowly oppose a measure repealing the tax after hearing the measure
language, with 42% indicating they would vote Yes to repeal and 45% indicating they would vote No.

- After hearing basic information and learning that the repeal of the 12-cents per gallon tax would mean the state giving up $5 billion in additional funding to improve roads, highways, and public transportation, voters oppose the repeal measure by a 10-point margin (44% Yes/Repeal the gas tax increase and additional transportation funding to 54% No/keep the gas tax increase and additional funding). And, after hearing a variety of messages in support of preserving the funding and opposing its repeal, the measure vote shifts to 37% Yes to 58% No.

- The strongest message in support of preserving the gas tax and additional transportation funding and not repealing it is that public transit is a lifeline for seniors, veterans, and persons with disabilities and that the $2 million in additional annual funding generated by this measure should be preserved (41% very convincing, 68% total convincing). Our next strongest message is that this funding supports and helps finish projects funded locally under TAMC’s Measure X, passed by voters in 2016, and will help relieve highway congestion sooner (35% very convincing, 66% total convincing).
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – February 2018

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for February 2018.

Passenger boardings continue to grow at an exceptional rate driven by free-fare weekends in Salinas, reduced fares on MST RIDES, and growth in our military partnership programs.

February 11 – 13, I attended the American Public Transportation Association CEO Seminar in Miami FL where I networked with peers and attended workshops on a variety of topics including labor relations, autonomous vehicle technology, new mobility services and updates from Federal Transit Administration officials.

February 25 – 28, I attended the American Public Transportation Association Marketing and Communications Workshop where I networked with peers and attended workshops on a variety of topics including managing press relations, effective use of social media tools, employee communications and crisis communication strategies.

Attachment #1 – Dashboard Performance Statistics
Attachment #2 – Operations Dept. Report – February 2018
Attachment #3 – Facilities & Maintenance Dept. Report – February 2018
Attachment #4 – Administration Dept. Report – February 2018

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: [Signature]
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
February 2018
Fiscal Years 2016-2018

Ridership

<table>
<thead>
<tr>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,835,743</td>
<td>2,824,136</td>
<td>2,965,073</td>
</tr>
</tbody>
</table>

Goal = 2,824,136 passengers
Minimum = 2,682,929 passengers

Passengers Per Hour

<table>
<thead>
<tr>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.24</td>
<td>14.72</td>
<td>15.73</td>
</tr>
</tbody>
</table>

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

On Time Performance

<table>
<thead>
<tr>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>90.1%</td>
<td>89.3%</td>
<td>87.8%</td>
</tr>
</tbody>
</table>

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

Percentage of Service Delivered

<table>
<thead>
<tr>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>99.96%</td>
<td>99.93%</td>
<td>99.92%</td>
</tr>
</tbody>
</table>

Goal = 99% completed
Minimum = 95% completed
Fiscal Years 2016-2018
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
February 2018
Fiscal Years 2016-2018

**Fare Box Recovery Ratio**

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ratio</td>
<td>23%</td>
<td>27%</td>
<td>27%</td>
</tr>
</tbody>
</table>

Goal = 25%
Minimum = 15%

**Cost Per Revenue Hour**

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>$139.10</td>
<td>$124.56</td>
<td>$138.30</td>
</tr>
</tbody>
</table>

Goal = $126.43 per RH

**Miles Between Preventable Collisions**

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td>233,175</td>
<td>177,844</td>
<td>292,031</td>
</tr>
</tbody>
</table>

Goal = 200K Miles
Minimum = 100K Miles

**Miles Between Road Calls**

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td>17,450</td>
<td>18,336</td>
<td>24,455</td>
</tr>
</tbody>
</table>

Goal = 15K Miles
Minimum = 7K Miles
MST RIDES
YTD Dashboard Performance Comparative Statistics
February 2018
FY 2016-2018

Ridership

Goal = 81,811 passengers
Maximum = 89,992 passengers

Goal = 2.0 passengers p/h
Minimum = 1.8 passengers p/h

On Time Performance

Goal = 90% on time
Minimum = 80% on time

Maximum = 83,394 one-way trips
Goal = 75,583 one-way trips

Goal = 80% on time

One Way Trips

Goal = 75,583 one way trips

Goal = 81,811 passengers

Minimum = 1.8 passengers p/h

Maximum = 89,992 passengers

Goal = 2.0 passengers p/h

Goal = 90% on time
Minimum = 80% on time

Maximum = 83,394 one-way trips
Goal = 75,583 one-way trips

Goal = 80% on time

One Way Trips

Goal = 75,583 one way trips

Goal = 81,811 passengers

Minimum = 1.8 passengers p/h

Maximum = 89,992 passengers

Goal = 2.0 passengers p/h

Goal = 90% on time
Minimum = 80% on time

Maximum = 83,394 one-way trips
Goal = 75,583 one-way trips

Goal = 80% on time

One Way Trips

Goal = 75,583 one way trips
FY 2016-2018
MST RIDES
YTD Dashboard Performance Comparative Statistics
February 2018
FY 2016-2018

Fare Box Recovery Ratio

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measure Q</td>
<td>12.9%</td>
<td>12.0%</td>
<td>4.3%</td>
</tr>
<tr>
<td>Cash Fares</td>
<td>6.9%</td>
<td>6.0%</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

(Fare of passenger fares to total operating costs)

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016</td>
<td>$62.77</td>
<td>$73.74</td>
<td>$71.92</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$73.74</td>
<td>$71.92</td>
<td>$70.00</td>
</tr>
<tr>
<td>FY 2018</td>
<td>$71.92</td>
<td>$70.00</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

(Total operating cost per hour of service)

Goal = $73.74
Maximum = $81.11

Miles Between Preventable Collisions

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016</td>
<td>89,577</td>
<td>81,430</td>
<td>108,056</td>
</tr>
<tr>
<td>FY 2017</td>
<td>81,430</td>
<td>108,056</td>
<td>110,000</td>
</tr>
<tr>
<td>FY 2018</td>
<td>108,056</td>
<td>110,000</td>
<td>110,000</td>
</tr>
</tbody>
</table>

(Total miles travelled between preventable collisions)

Goal = 110K Miles
Minimum = 100K Miles

Miles Between Road Calls

<table>
<thead>
<tr>
<th></th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2016</td>
<td>69,560</td>
<td>74,631</td>
<td>79,471</td>
</tr>
<tr>
<td>FY 2017</td>
<td>74,631</td>
<td>79,471</td>
<td></td>
</tr>
<tr>
<td>FY 2018</td>
<td>79,471</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Miles travelled between mechanical failure)

Goal = 60,000 miles
Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
Month of February 2018
Fiscal Year 2018

MST Fixed Route Total Revenue
YTD Actual and Budget

$28,348,106
$27,962,984

Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

$25,982,556
$27,962,984

Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
Month of February 2018
Fiscal Year 2018

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
March 26, 2018

To:         Carl Sedoryk, General Manager / C.E.O.
From:     Robert Weber, Chief Operating Officer
Cc:       MST Board of Directors

Subject:  Transportation Department Monthly Report – February 2018

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 13.98% in February 2018, (336,029), as compared to February 2017, (294,808). For the Fiscal year – passenger boardings have increased by 5.10% as compared to last Fiscal year.

Productivity increased from February of last year (13.6) to 15.2 passengers per hour in February of this year.

Supplemental / Special Services:

February 24, 2018: Special services were deployed in support to the Monterey Aquarium’s “Free to Learn” program. Services transported 366 passengers between the Cities of Greenfield and Watsonville and the Monterey Bay Aquarium.

System Wide Statistics:

- Ridership: 336,029
- Vehicle Revenue Hours: 22,040
- Vehicle Revenue Miles: 358,075
- System Productivity: 15.2 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 30,914

Time Point Adherence: Of 122,800 total time-point crossings sampled for the month of February, the Transit Master™ system recorded 15,380 delayed arrivals to MST’s published time-points system-wide. This denotes that 87.48% of all scheduled arrivals at published time-points were on time. (See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017 - 2018.)
Note: Service arriving later than 5 minutes beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system wide “on-time performance” as a percentage to the total number of reported time-point crossings.

Cancelled Trips: As listed below, there were a total of twenty two (23) cancelled trips for the month of February for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Error</td>
<td>2</td>
<td>0</td>
<td>6.67%</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>3</td>
<td>6</td>
<td>30.00%</td>
</tr>
<tr>
<td>Staffing Shortage</td>
<td>18</td>
<td>1</td>
<td>63.33%</td>
</tr>
<tr>
<td>Totals</td>
<td>23</td>
<td>7</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

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 2017 and 2018:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>February-17</th>
<th>February-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Totals</td>
<td>19</td>
<td>26</td>
</tr>
</tbody>
</table>

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 11,396 passenger boardings. This denotes a 25.85% increase in passenger boardings from February of 2017, (9,055). For the Fiscal year – passenger boardings have increased by 14.89% as compared to last Fiscal year.
- Productivity for February of this year was at 1.87 passengers per hour, increasing from February of 2017, (1.79).

- For the month of February, 90.41% of all scheduled trips for the MST RIDES program arrived on time, increasing from 89.55 % in February of 2017.

**COMMUNICATIONS CENTER:**

In February, MST’s Communications Center summoned public safety agencies on seventeen (17) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>14</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger / Employee Illness / Injury</td>
<td>3</td>
</tr>
</tbody>
</table>

PREPARED BY: Robert Weber  REVIEWED BY: Carl G. Sedoryk
March 26, 2018

To: Carl Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: February 2018

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$2.48</td>
<td>$2.35</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$3.08</td>
<td>$2.72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year:</th>
<th>Revenue Fleet: Operating Cost Per Mile:</th>
<th>Revenue Fleet: *Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>February: 2018</td>
<td>$0.89</td>
<td>24,573</td>
</tr>
<tr>
<td>YTD: FY 2018</td>
<td>$0.91</td>
<td>24,455</td>
</tr>
<tr>
<td>FY 2017</td>
<td>$0.89</td>
<td>18,733</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$0.93</td>
<td>19,862</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

The MST revenue fleet travelled 24,455 miles between major mechanical road calls during the month of February. The total number of road-call incidents was 18, with 13 for major mechanical failures ¹ and 5 for other mechanical ² issues. The highest number of major mechanical road calls (39%) was attributed to engine system failures. Fiscal year to date, average miles traveled between major mechanical road calls has increased by 33.37% from the same period last year.

---

¹ These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

² These are failures of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service.
In February, the Deputy Chief Operating Officer traveled to West Covina California to attend the Southern California Regional Transit Training Consortium (SCRTTC) Board Meeting. Agenda topics included:

- Educational services available through existing partnerships, and future initiatives
- Strategic planning initiatives, to include expand maintenance training for electrified fleets
- Upcoming SCRTTC annual workshop

Working in conjunction with SCRTTC, MST is currently in discussions with Hartnell College in Salinas to finalize a transit specific training program for vehicle maintenance. Hartnell Staff is currently reviewing the draft curriculum. MST and Hartnell hope to finalize the specifics of this program and begin delivering training to MST employees on or before June 2018.

The Maintenance department remained fully staffed during the month of February.
Date: April 9, 2018

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager; Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Sonia Wills, Customer Service Supervisor.

Subject: Administration Department Monthly Report –February 2018

The following significant events occurred in Administration work groups for the month of February 2018:

Human Resources – February 2018

A total employment level for February 2018 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY18</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>148</td>
<td>134</td>
<td>-14</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>33</td>
<td>33</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>54</td>
<td>55</td>
<td>1</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>266</td>
<td>252</td>
<td>-14</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>February Worker’s Compensation Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
</tr>
<tr>
<td>Medical includes Case Mgmt,UR, Rx &amp; PT</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
</tr>
<tr>
<td>Excess Insurance</td>
</tr>
<tr>
<td>Total Expenses</td>
</tr>
<tr>
<td>Reserves</td>
</tr>
<tr>
<td>Excess Reserved</td>
</tr>
<tr>
<td># Ending Open Claims</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coach Operator Verification of Transit Training</td>
<td>13</td>
</tr>
<tr>
<td>Maintenance Safety Training: Prescription Drug Abuse, Emergency Eye Wash,</td>
<td>22</td>
</tr>
<tr>
<td>housekeeping rules, harassment prevention</td>
<td></td>
</tr>
<tr>
<td>Post Accident/Incident Re-training</td>
<td>1</td>
</tr>
<tr>
<td>Coach Operator Return to Work Training</td>
<td>1</td>
</tr>
<tr>
<td>Presidio of Monterey Maintenance familiarization and route training</td>
<td>9</td>
</tr>
<tr>
<td>Alliance Career Training: Business and Grammar Skills</td>
<td>1</td>
</tr>
<tr>
<td>In-Service: Hep A-Refresher on bodily fluid cleaning and disinfecting</td>
<td>20</td>
</tr>
<tr>
<td>procedures</td>
<td></td>
</tr>
<tr>
<td>Safe Place procedures</td>
<td>14</td>
</tr>
<tr>
<td>Maintenance Safety Training: Personal Protective equipment, lock out/tag out,</td>
<td>15</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td></td>
</tr>
<tr>
<td>Maintenance Safety Training: Choices, lockout/tag out, hazardous materials</td>
<td>11</td>
</tr>
<tr>
<td>Eagle Tug Certification</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>February 2018 Preventable</th>
<th>February 2017 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MST bus hit stationary object</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

During the month of February there was one minor occurrence of a bus making contact with a stationary object that was considered “preventable.”
Accident Statistics

Number of Accidents

Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average

Standard = Not more than 1 preventable collision per 100k miles

MST AGENDA / APRIL 9, 2018 MEETING/ PAGE 63
### Customer Service Update – February 2018

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>Other Provider</th>
<th># of valid reports</th>
<th>% of reports received</th>
<th>February 2017</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Compliance</td>
<td>1</td>
<td>1</td>
<td>1*</td>
<td>2.6%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>3.9%</td>
<td>2</td>
<td>3.7%</td>
</tr>
<tr>
<td>Carried By</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Discriminatory behavior by employee</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3.9%</td>
<td>3</td>
<td>5.6%</td>
</tr>
<tr>
<td>Employee Other</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6.5%</td>
<td>4</td>
<td>7.4%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>6.5%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Improper Driving</td>
<td>7</td>
<td>2</td>
<td>1</td>
<td>11.7%</td>
<td>7</td>
<td>13.0%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>10</td>
<td>1</td>
<td>3</td>
<td>14.3%</td>
<td>2</td>
<td>3.7%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>3.9%</td>
<td>4</td>
<td>7.4%</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>2</td>
<td>7</td>
<td>11.7%</td>
<td>11.7%</td>
<td>6</td>
<td>11.1%</td>
</tr>
<tr>
<td>Off Route</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Overcrowding</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passed By</td>
<td>5</td>
<td>1</td>
<td>7.8%</td>
<td>3</td>
<td>5.6%</td>
<td></td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Reasonable Modification</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>0</td>
<td>1</td>
<td>1.3%</td>
<td>1</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Request To Reduce Service</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Routing</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1.3%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Animal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Service Other</td>
<td>9</td>
<td>2</td>
<td>4</td>
<td>14.3%</td>
<td>9</td>
<td>16.7%</td>
</tr>
<tr>
<td>Service Schedule</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>5.2%</td>
<td>4</td>
<td>7.4%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.9%</td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>2</td>
<td>3.7%</td>
</tr>
</tbody>
</table>

| Total reports MST and *Other Provider | 77  | 100.0% | 54     | 100.0% |

| Employee Compliment | 0 |
| Service Compliment  | 1 |
*Operated by MV Transportation or taxi provider
**Numbers may not add up exactly due to rounding

Customer Service Call Center Report:
During the month of February 2018, MST received a total of 4,028 calls which lasted a total of 65 hours and 23 minutes. The average call duration was fifty-eight (58) seconds. MST received the most number of calls on Presidents’ Day, Monday, February 19 at 196. Of the total number of calls, 1,290 were routed to RealTime bus arrival information. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST’s pre-recorded automated system, which appears to take more time.
Finance Update – February 2018

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.

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
Staff continued working with Caltrans and BlueScope for invoicing and grant reimbursements on the TDA Renovation Project. The State quarterly reports for PTMISEA Proposition 1B grants were submitted on time. A grant application was prepared and submitted to the Caltrans Planning program “Sustainable Communities.”

Purchasing
During the month of February, staff worked on a number of procurement and inventory management objectives. Parts staff worked diligently placing orders and managing inventory levels at both CJW and JLW locations. The inventory value for the month of February was $208,856, which was an increase over January due to a large purchase of 3-position bicycle racks in anticipation of receiving MST’s twenty-five new Gillg buses that are to begin arriving in mid March.

Information Technology Update – February 2018

Staff worked with Operations and Maintenance Department personnel in monitoring the Intelligence Transportation Systems (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 monitored the Fixed Route Real-Time bus arrival/departure system. Staff replaced vandalized glass on a Real-Time electronic sign.

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 ongoing implementation of the latest modules in the Hastus system.

Staff worked with vendors and MST departments in relation to the continuing
remodel of the TDA Maintenance/Operations site.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications in the MST service area.

Staff monitored and configured the AT&T-managed Voice Over Internet Protocol (VOIP) telephone system. Staff worked with AT&T regarding the VOIP telephone system installations at 1 Ryan Ranch Road and 15 Lincoln Ave locations.

Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements.

**Marketing Update – February 2018**

### RealTime Usage:

<table>
<thead>
<tr>
<th></th>
<th>Text</th>
<th>RealTime Phone</th>
<th>CSR Phone</th>
<th>App Sessions</th>
<th>App Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>July+</td>
<td>177</td>
<td>*</td>
<td>2,364**</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>August</td>
<td>3,959</td>
<td>1,332</td>
<td>4,463</td>
<td>70,282</td>
<td>4,552</td>
</tr>
<tr>
<td>September</td>
<td>5,297</td>
<td>1,379</td>
<td>4,614</td>
<td>99,289</td>
<td>4,919</td>
</tr>
<tr>
<td>October</td>
<td>6,168</td>
<td>1,306</td>
<td>3,769</td>
<td>112,114</td>
<td>5,381</td>
</tr>
<tr>
<td>November</td>
<td>5,805</td>
<td>1,321</td>
<td>4,278</td>
<td>107,642</td>
<td>4,932</td>
</tr>
<tr>
<td>December</td>
<td>5,956</td>
<td>1,212</td>
<td>3,913</td>
<td>86,928</td>
<td>4,615</td>
</tr>
<tr>
<td>January</td>
<td>5,520</td>
<td>1,193</td>
<td>4,013</td>
<td>99,050</td>
<td>4,711</td>
</tr>
<tr>
<td>February</td>
<td>5,536</td>
<td>1,290</td>
<td>4,028</td>
<td>118,088</td>
<td>4,999</td>
</tr>
</tbody>
</table>

Notes:
* RealTime was launched July 24, 2017.
* RealTime phone and Transit App usage is not available for July.
**Due to an AT&T system glitch, there was no phone data recorded from July 20-31 even though calls were received.

**Published news stories include:** “MST Announces New Marketing and Customer Service Manager” (Mass Transit, 2/26/18)

**Press releases sent include:** “Volunteers Sought for MST’s Measure Q Oversight Committee” (2/1/18); “MST Bus Service on Presidents’ Day” (2/14/18); “MST Announces New Marketing and Customer Service Manager” (2/23/18)

**Marketing activities:** Staff continued planning the Monterey Operations and Maintenance Facility ribbon cutting event; staff gave a Monterey based tour of MST to a marketing colleague from Lane Transit; staff began designing the wayfinding signage for the Monterey Operations and Maintenance Facility; staff began the design process
for the exterior signage for the Salinas Mobility Center; staff managed MST’s website content, Facebook page, Twitter account, and Instagram page.

**Community outreach:** staffed an information booth at MPC Mobile Clinic in Monterey; staffed an information booth at Walgreens in Seaside with CHOMP mobile health clinic; staffed an information booth at the Alisal High Student Health Fair in Salinas; staffed an information booth at King City High in King City; staffed an information booth at Montecito senior housing in Salinas; staffed an information booth at St. Ansgar's Lutheran Church annual luncheon in Salinas, staffed an information booth at Hartnell College in Salinas; staffed an informational booth at North County recreational center in Castroville

**Presentations:** students from King City High at Career Day; support group of the Blind and Visually Impaired in Greenfield

**Collaborative Meetings/Committees:** attended the MST Feedback Open House at CSUMB; attended SCORE collaborative in Champhora; attended MCCVA collaborate meeting in Sand City

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**Social Fans**

- Facebook: 969 (57%)
- Twitter: 558 (33%)
- Instagram: 179 (10%)
Overview by Social Media Platform:

Twitter:

Notes: On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people’s Twitter updates.
A Facebook “fan” is a user who likes a particular Facebook page. Users who “like” a page are able to receive updates from that page’s administrator through status updates, posted content, and event invitations. A list of pages a fan has liked will appear on his or her profile page.

“Engagement” is the sum of likes and comments received by all posts.

“Traffic” is the total number of clicks on all the links posted.

Planning Update – February 2018

During the month of February, 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 with the comprehensive tax reform bill that was passed in December. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future. Staff also worked with the Presidio on identifying locations for new bus stop shelters, which have been delivered from the supplier. The Presidio staff is working on the required site work to allow installation of the shelters. As reported in January, only one new shelter had been installed at one of the higher ridership stops.

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 continued planning efforts in support of National Environmental Policy Act (NEPA) for the South County Operations and Maintenance Facility. A draft NEPA document was submitted to the US Department of Agriculture and Federal Transit Administration for review and comment in August. Since August, the US Department of Agriculture and the Federal Transit Administration have had multiple comments which have required additional work. The federal environmental document submitted was under the category of Categorical Exclusion. As of February, no concurrence was made by our federal partners with respect to NEPA. MST staff received feedback from King City staff about a January submittal of a conditional use permit application. King City staff requested that more information be included in the permit application and MST is working to respond to the request.

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, Salinas Valley Chamber of Commerce Government Relations Committee, Monterey County Business Council, and the Fort Ord Reuse Authority.
TO: Carl Sedoryk
FROM: Don Gilchrest

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

**Fiscal Year 2018 Budget**
Earlier today, the President signed into law H.R. 1625, the *FY 2018 Consolidated Appropriations Act*, which is a $1.3 trillion omnibus spending bill that combines all twelve of the 2018 funding bills into one package. The omnibus measure implements the Bipartisan Budget Agreement that was enacted in February by allocating the funding to specific Federal programs and agencies. This legislation finally completes the FY 2018 funding process nearly 6 months after the start of the fiscal year.

**Transportation Funding**
We have continued to advocate in coordination with APTA, CTA, and the Bus Coalition for MST’s transportation funding priorities, including funding for FTA’s transit formulas, capital investment grants, and bus and bus facilities programs. During the recent APTA Legislative Conference in Washington, DC, we arranged and attended meetings for MST Board members and staff to advocate these issues with Congressman Panetta, Senator Feinstein’s staff, and staff from the Senate Banking Committee. In part due to MST’s request, Congressman Panetta has joined the newly formed bipartisan Congressional Bus Caucus to advocate for funding of the Bus and Bus Facility program to help achieve a state of good repair of the nation’s bus fleet and supporting facilities.

The enactment of the *FY 2018 Consolidated Appropriations Act* rejects the proposals in the Administration’s FY 2018 Budget Submission to scale back certain FTA accounts. FTA Formula Programs are funded at the $9.733 billion level authorized by the FAST Act, but an additional $834 million is provided from the general fund for FTA, including the following programs:

- Bus Formula Program - $209,104,000
- Bus and Bus Facilities Discretionary - $161,446,000
- Low- or No-Emission Bus Program - $29,450,000
- Bus Testing Center – Altoona - $2,000,000
- Bus Testing Center – Other - $2,000,000

The Capital Investment Grants (New Starts) program is funded at $2.645 billion, compared to $2.413 billion last year and $1.2 billion proposed by the President. TIGER Grants are funded at $1.5 billion, compared to $500 million last year and zero in the President’s budget proposal.

**Infrastructure Initiative**

The meetings we arranged and attended with MST Board members and staff during the recent APTA Legislative Conference in Washington, DC, provided us with the opportunity to continue to advocate for MST’s priorities in any future Infrastructure Plan. The President has proposed $200 billion in Federal spending that is expected to leverage up to $1.5 trillion in total spending, with the bulk coming from State and local governments and the private sector. However, the lack of specific financing proposals in the Infrastructure Plan has made it hard for Congress to develop credible proposals and has also highlighted the need for action to shore up the solvency of the Highway Trust Fund.

MST has also advocated for new, direct Federal spending for transit projects in the Infrastructure Plan, rather than only relying on public-private partnerships or tax incentives. We included briefings on MST’s planned bus and bus facility projects in each meeting, and Members and staff found the specific examples helpful.

**Lobbying Strategies & Opportunities**

With enactment of the FY 2018 omnibus funding bill, Congress has departed for the two-week spring recess. The agenda when they return will include hearings and drafting of the FY 2019 appropriations bills, which must be enacted prior to the start of the new fiscal year on October 1. In addition, Congress will continue to work with the Administration on possible infrastructure legislation, although final action on the Plan is not likely until next year.

TPW:dwg
To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: State Legislative Update

The California Air Resources Board announced that the February 2018 auction for Cap and Trade allowances resulted in all of the nearly $100 million available allowances being sold. This news follows strong auctions in both August and November of 2017 and indicates that the market for allowances continues its rebound.

It is estimated that the February 2018 auction generated approximately $725 million in auction proceeds, which will be invested in, among other things, the Transit and Intercity Rail Capital Program and the Low Carbon Transit Operations Program which MST accesses to fund among other things zero emission buses, fare discounts for persons in disadvantaged communities, and major capital infrastructure improvements.

The February auction is the third of four scheduled for the current 2017-18 fiscal year. Based on the three completed so far, the auctions will generate approximately $230 million for the TIRCP, and $115 million for the LCTOP programs.

Staff continues to negotiate with representatives of the Air Resources Board (ARB) in the promulgation of regulations to achieve a statewide fleet of zero emission buses by 2049 in a manner that does not place an undue burden on local communities and their residents who depend upon public transit to meet their mobility needs. It is anticipated that a final regulation will adopted by the ARB board in July.

Submitted by _______________________

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March 12, 2018

To: Carl Sedoryk  
From: Lisa Rheinheimer, Director of Planning and Marketing  

Subject: TRIP REPORT – FEBRUARY 2018  

I traveled to San Francisco, California to attend the APTA Marketing and Communications Conference from February 25 – February 28, 2018. During the conference I attended the following sessions:

- Crisis Communications  
- AdWheel Awards Recognition  
- Employee Communications  
- Research  
- 2018 Call Center Challenge Finals  
- Innovative Customer Experience  
- System Redesign: Outreach & Engagement  
- Publicizing Unique Ridership Situations  
- Telling Our Story through Video  
- Social Media Palooza: Day in a Life
March 26, 2018

To: Robert Weber – Chief Operating Officer (COO)

From: Norman K. Tuitavuki – Deputy COO

Subject: SCRTTC Board Meeting – February 2018

I attended the Southern California Regional Transit Training Consortium (SCRTTC) Board Meeting on February 20th, at Foothill Transit in West Covina.

Other Board Members from various locations throughout California attended. Together, we discussed several items regarding Maintenance Training in Public Transit. The following is a summary of these items:

- Government Relations – funding opportunities (current and future) for the Committee and its member agencies
- Finance and Budget – status of membership (existing and potential), discussion and introduction of new member, Golden Gate Transit
- Educational Services – reviewed existing partnerships, discussed on-going partnership relationships, discussed future relationships
- Strategic Planning – reviewed and discussed activities
  - Subcommittee – discussed on-going activities aimed at revising Strategic Plan of SCRTTC
- Accepted Resignation of Board member Peter Davis
- Discussed upcoming Annual Workshop
  - Scheduled for May 22 – LA Trade Tech
  - Agenda currently being drafted

MST is currently in discussions with Hartnell College in Salinas to finalize a transit specific training program for Maintenance. Hartnell staff is currently reviewing the draft curriculum. MST and Hartnell hope to finalize the specifics of this program and begin delivering training to MST employees on or before June 2018.
March 26, 2018

To: Carl Sedoryk
From: Mike Butler, Marketing and Customer Service Manager
Subject: TRIP REPORT – March 2018

I attended the APTA Marketing & Communications Conference in San Francisco, CA and the following workshops/ events:

- Crisis Communications
- AdWheel Awards Recognition
- The Call Center Challenge
- Innovative Customer Experience
- Marketing/Design – Branding
- Telling Our Story through Video
- Social Media Palooza: Day in a Life
- Marketing & Communications Exchange and Roundtables

Not only did the trip provide valuable transit industry information, networking, and ideas for my department, but it also served to better familiarize myself with my manager and direct reports. I’d categorize the trip as a team-building experience.

Many agencies are struggling with decreased ridership, and they presented lots of social media ideas, particularly on video. In some cases, agencies worked to reframe the experience of public transit as a tool for discovering a city’s hidden gems.

A big takeaway for me was how to deal with the media. It is always in our best interest to control the narrative. Our stories must contain the four Cs: be Correct, Clear, Concise, and Compelling.

PREPARED BY:  Mike Butler    REVIEWED BY:  Carl G. Sedoryk
To: Carl Sedoryk, General Manager/CEO
From: Sonia Wills, Customer Service Supervisor
Subject: TRIP REPORT – February 2018

From February 26 through 28, 2018, I attended the American Public Transit Association’s Marketing & Communications Workshop in San Francisco, CA. I attended the following sessions:

- Increasing Ridership though Partnerships – This session discussed various ways to increase ridership by developing different approaches to attract new riders. By leveraging community partnerships, the panelists were able to reach a more diverse audience thereby creating beneficial collaborations to reach ridership success.

- Employee Communication – This session explored the positive impacts effective employee communications have on business performance. The panelists shared techniques such as creating an employee intra-net to improve agency communication; creating publications tailored more like a blog that allow employee comments; and sharing every news clip to employees that mentions the agency.

- Research – This session discussed how enhanced marketing campaigns and leveraging research helps to enhance service and brand.

- Call Center Challenge Finals – This session was very interesting where five call center finalists from various transit agencies faced off in a competition to test their customer service and problem-solving skills.

- Innovative Customer Experience – This session discussed how agencies are utilizing social media, trend tracking, surveillance and remote communications and customer service integration to positively impact customer perception of transit service.
• Marketing/Design – Branding – This session discussed how to manage, strengthen, refresh and sub-brand transit services. The main way to get your brand out is to use your employees. It only takes 1.2 seconds to please a customer.

• Social Media in a Call Center – This session discussed how some agencies have their customer service people doing the customer responses on social media, how it was implemented, and how it works within their overall social media strategy. Social media is used to develop a relationship with your followers and 'listen' in on what people are talking about using key words such as transit centers and other words that don't use "MST".

Overall, the APTA conference was very useful in gaining knowledge and understanding the issues facing MST and the transit industry. Thank you for the opportunity to attend this conference.

PREPARED BY: ___________________    REVIEWED BY: ___________________
February 28, 2018

TO: Carl Sedoryk, General Manager
FROM: David C. Laredo and Heidi Quinn, District General Counsel
RE: APTA Legal Affairs Seminar February 24-27, 2018

This memo reviews activities at the 2018 APTA Legal Affairs conference from February 24 to 27, 2018, and is intended to fulfill the reporting requirements set by AB 1234. The Conference covered the following topics related to evolving issues that impact transit attorneys:

Legislative Update

☐ Review of current and potential legislative activity affecting the public transportation industry.

Roundtable Discussion

This session allowed public transit agency attorneys to share information and strategies for handling legal issues facing their agencies.

☐ Harassment Issues
☐ CBA experience
☐ Use of Video evidence

Harnessing Data to Benefit the Transit Agency

☐ Understanding what data a transit agency collects and what an agency can so with that data.

Conversation with the FTA Chief Counsel

☐ Summary of significant FTA actions in 2017 and a preview of what is on the horizon in 2018.

Transit Agency Legal Office Management

☐ “Best practices” for law office management from a variety of perspectives.
Role of the General Counsel in Closed and Open Sessions

- Information related to duties, roles, and responsibilities of general counsel in closed and open sessions.

Physical & Cyber Security Developments

- Lawyers role in the agency’s comprehensive security program.

Case Study in Procurement and Civil Rights Challenges

Infrastructure Development

- Consideration of public-private partnerships.
- Recent federal rulemaking, FTA proposed Private Investment Project Procedures (PIPP).

Transportation Network Companies: Opportunities and Challenges

Labor & 13c Panel

- The labor panel addressed contracting and bargaining.

FTA’s Top Ten Triennial Review Findings

Ethics & Professional Responsibility

- Internal investigations of agency matters and/or agency personnel.
March 16, 2018

Carl,

Thank you for the letter dated February 23rd regarding three (3) projects awaiting construction scheduling/completion by PG&E. I ensured that your letter was circulated to leadership for their attention. They have expressed gratitude for you taking the time to bring to their attention some of the challenges you have faced and have made your projects a priority.

As you and I discussed by phone on March 5th, I am pleased to report the following:

1. Monterey Operations and Maintenance Facility Application # 111381000
   a. ACTION – construction is scheduled for March 31st – April 1st

2. Salinas Facility Electric Bus Charging Station Application # 112994297
   a. ACTION – a contract for the job has been finalized and sent to Monterey Salinas Transit (MST) for review

3. 15 Lincoln Street, Salinas Mobility Center Application # 114259273
   a. ACTION – this work was completed during the week of March 5th

Active communication will continue across work groups within PG&E to ensure close coordination on the two projects awaiting completion. We will provide any and all updates to MST as needed. Additionally, as you and I discussed by phone, our Service Planning leadership would welcome a meeting with you and your team sometime in the next month to discuss processes and strengthening our working relationship moving forward. I will be in touch regarding this meeting.

As always, please feel free to reach out to me with any questions or concerns.

Sincerely,

Joe Foster
Public Affairs