



TRANSIT DISTRICT MEMBERS:

*City of Carmel-by-the-Sea • City of Del Rey Oaks • City of Gonzales • City of Greenfield
City of King • City of Marina • City of Monterey • City of Pacific Grove • City of Salinas
City of San Jose • City of Seaside • City of Soledad • County of Monterey*

**Board of Directors Regular Meeting
December 14, 2015**

Monterey Bay Unified Air Pollution Control District
Board Room, 3rd Floor
24580 Silver Cloud Ct., Monterey

10:00 a.m.

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

The regular meeting of the Monterey-Salinas Transit Corporation will immediately follow this meeting of the MST Board of Directors.

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 2016-12 recognizing Benjamin Newman, Risk and Security Manager, as Employee of the Month for December 2015. (Kelly Halcon) (pg. 5)
- 3-2. Minutes of the MST board meeting, November 9, 2015. (Deanna Smith) (pg. 7)

- 3-3. Minutes of the finance committee, November 9, 2015. (Deanna Smith) (pg. 13)
- 3-4. Financial Report – October 2015. (Angela Dawson) (pg. 15)
- 3-5. Disposal of property left aboard buses. (Sonia Bannister) (pg. 23)
- 3-6. Receive 2016 board calendar and conference schedule. (Deanna Smith) (pg. 25)
- 3-7. Request for MST Transit Champion Award recommendations. (Carl Sedoryk) (pg. 29)
- 3-8. Approve MAC Bylaw revisions. (Lisa Rheinheimer) (pg. 31)
- 3-9. Award contract to provide hazardous materials disposal services to Environmental Logistics. (Carl Wulf) (pg. 43)
- 3-10. Reappoint Tom Hicks to serve on the Monterey County Commission on Disabilities. (Carl Sedoryk) (pg. 45)

End of Consent Agenda

4. SPECIAL PRESENTATIONS

- 4-1. December Employee of the Month – Benjamin Newman. (Kelly Halcon)

5. MAJOR PROCUREMENTS

- 5-1. Approve purchase of surveillance equipment and hardware from SEON. (Marc Eccles) (pg. 47)
- 5-2. Award shelter contract. (Mike Hernandez) (pg. 49)
- 5-3. Award contract for security foot patrol services to First Alarm Security & Patrol, Inc. (Kelly Halcon) (pg. 51)

6. PUBLIC HEARINGS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- 8-1. Receive presentation from Don Gilchrest of Thomas Walters & Associates and approve 2016 Federal Lobby Program. (Don Gilchrest) (pg. 53)
- 8-2. Receive presentation from Carl Sedoryk and approve 2016 State Lobby Program. (Carl Sedoryk) (pg. 65)

- 8-3. Receive and approve proposed January 11 Board Strategic Planning Workshop Agenda. (Carl Sedoryk) (pg. 75)

9. REPORTS & INFORMATION ITEMS

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

- 9-1. General Manager/CEO Report – October 2015. (pg. 79)
- 9-2. TAMC Highlights – October 2015. (pg. 101)
- 9-3. Staff Trip Reports. (pg. 103)
- 9-4. Correspondence.
- 9-5. Staff Announcements.

10. CLOSED SESSION

- 10-1. Public Comment

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, either 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-Millas-Brown Act representative.

- 10-2. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031) Regarding price and terms. (City of King City, negotiating party/property owner) (C. Sedoryk, agency negotiator) (no enclosure)
- 10-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005) Regarding price and Terms. (MST, negotiating party/property owner) (C. Sedoryk, agency negotiator) (no enclosure)

11. RETURN TO OPEN SESSION

- 11-1. Report on Closed Session and possible action.

12. COMMENTS BY BOARD MEMBERS

- 12-1. Reports on meetings attended by board members at MST expense (AB1234). (pg. 113)
- 12-2. Board member Comments and Announcements.
- 12-3. Board member Referrals for future agendas.
 - 12-3.1. Staff report – Transit Fare Equity update. (pg. 115)
 - 12-3.2. Staff report – Glenwood Circle service update. (pg. 121)

13. ATTACHMENTS

- 13-1. Detailed monthly Performance Statistics and Disbursement Journal, October 2015. *(This item is located online within the GM Report at: <http://www.mst.org/about-mst/board-of-directors/board-meetings/>)*

14. ADJOURN

NEXT MEETING DATE: January 11, 2016

Monterey Bay Unified Air Pollution Control District Board Room, 3rd Floor

NEXT AGENDA DEADLINE: December 17, 2015

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 office at 1 Ryan Ranch Road, Monterey, CA during normal business hours.

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to Deanna Smith, MST, 1 Ryan Ranch Road, Monterey, CA 93940 or dsmith@mst.org.

**BENJAMIN NEWMAN
DECEMBER 2015
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 his or her positive contribution to MST and to the entire community; and

WHEREAS, Benjamin Newman began his career as a Coach Operator in October of 1987. Mr. Newman has been promoted to various positions within in the Operations Department and, in November of 2004, was transferred to the Human Resources Department and later to his current positions as Risk and Security Manager; and

WHEREAS, Benjamin Newman has been recognized for his dedication and his attention to detail, making safety MST's #1 priority many times over. He never sees a task too big or too "risky" to tackle; and

WHEREAS, Benjamin Newman is seen as leader in the transportation industry for his liability and risk practices and procedures. Many transit properties in the nation contact him to borrow his risk and liability materials for their own properties. Currently, he is an active leader within CalTIP's Executive Board and Member Services Committee. In his current position within MST, he recovered in excess of \$400,000 owed to MST through liability claims and damages; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Benjamin Newman as Employee of the Month for December 2015; and

BE IT FURTHER RESOLVED that Benjamin Newman is to be congratulated for his excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2016-12 this 14th day of December, 2015.

Libby Downey
Chairperson

Carl G. Sedoryk
Secretary

Blank Page

MST BOARD OF DIRECTORS

Monterey Bay Unified Air Pollution Control District
24580 Silver Cloud Ct., Monterey

Minutes

November 9, 2015

1. CALL TO ORDER

1-1. Roll call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:00 a.m. Roll call was taken and Director O'Connell led the Pledge of Allegiance.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present:	Fernando Armenta	County of Monterey
	Tony Barrera	City of Salinas
	Kristin Clark	City of Del Rey Oaks
	Libby Downey	City of Monterey
	Mike LeBarre	City of King
	Dan Miller	City of Pacific Grove
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Patricia Stephens	City of Soledad
Absent:	Victoria Beach	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. GM/Finance & Administration
	Michael Hernandez	Asst. GM/COO
	Kelly Halcon	Director of HR & Risk Management
	Robert Weber	Director of Transportation Services
	Lisa Rheinheimer	Director of Planning and Development
	Andrea Williams	General Accounting & Budget Manager
	Mark Eccles	Director of Information Technology
	Tom Hicks	CTSA Manager
	Carl Wulf	Facilities Manager
	Zoe Shoats	Marketing Manager

Deanna Smith
Dave Laredo
Miriam Gutierrez

Executive Assistant/Clerk to the Board
De Lay & Laredo
MST Customer Service Representative

Public: Ken Walker ATU
MacGregor Eddy Salinas Californian
Bob Parks ATU 1225
Phil Garth MV
Leona Medearis-Peacher MV
Nelson DeGracia MST
Alvin Johnson MST

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

A member of the public, Josh, stated that he has ridden the bus for some time, and while he at first he liked the service he now finds MST bus drivers to be rude to passengers. He is working with three local nonprofit organizations to start a petition to bring attention to the disrespectful behavior of MST bus drivers. Mr. Sedoryk asked MST staff to meet with Josh in the lobby to discuss his concerns.

3. CLOSED SESSION

3-1. Public Comment

No public comment.

3-2. Conference with Real Property Negotiators, Gov. Code § 54956.8. (19 Upper Ragsdale Dr., Suite 100, Monterey, CA. Parcel # APN 259-184-001-000). Agency negotiator(s) Carl Sedoryk, Hunter Harvath, MST. Negotiating party James Pinckney, Jr., seller. Purchase Price: \$933,750.

3-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (19 Upper Ragsdale Dr., Suite 200, Monterey, CA. Parcel # APN 259-184-004-000). Agency negotiator Carl Sedoryk, Hunter Harvath, MST. Negotiating party Justin Court Limited Partnership, LP, seller. Purchase Price: \$2,549,250.

3-4. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)

3-5. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005)

4. RETURN TO OPEN SESSION

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

The board of directors discussed terms for the purchase of 19 Upper Ragsdale, Suites 100 and 200, under agenda items 3-2 and 3-3. Details will be discussed and action will be taken in public session under agenda items 7-1 and 7-2.

5. CONSENT AGENDA

- 5-1. Adopt Resolution 2016-10 recognizing Nelson De Gracia, Coach Operator, as Employee of the Month for November 2015.
- 5-2. Minutes of the regular meeting of October 12, 2015.
- 5-3. Financial Report – September 2015.
- 5-4. Disposal of Property left aboard buses.
- 5-5. Minutes of the Planning/Operations Committee – October 12, 2015.
- 5-6. Approve Resolution 2016-11 authorizing application for Federal Transit Administration's (FTA) Low or No (LoNo) Emission Vehicle Deployment Program.
- 5-7. Approve Incentive Pay for the General Manager/CEO based upon his performance of the Board adopted goals and objectives of 4.5%.
- 5-8. Approve purchase of four shelters.

Director Downey pulled items 5-3 and 5-8 for a detailed report.

Public Comment – none.

Director LeBarre made a motion to approve the Consent Agenda with the exception of item 5-3 and 5-8 and was seconded by Director Pacheco. The motion passed unanimously.

Mr. Harvath provided a detailed financial report for September 2015, noting that the Finance Committee had met and recommended discussing MST's financial reporting protocol at the January 2016 Strategic Planning Workshop.

Mr. Hernandez provided a detailed explanation for the changes to shelter purchases. Director Barrera asked MST staff to keep him informed of all shelter purchases or changes so he can update the Salinas City Council.

Director Barrera made a motion to approve agenda items 5-3 and 5-8 and was seconded by Director LeBarre. The motion passed unanimously.

6. SPECIAL PRESENTATIONS

- 6-1. November Employee of the Month – Nelson De Gracia.

Robert Weber recognized Nelson De Gracia, coach operator, as the November Employee of the Month for his outstanding contribution to MST and the entire community. Mr. Weber commended Mr. De Gracia for his good judgment and quick response in avoiding a possibly catastrophic accident involving a child.

7. MAJOR PROCUREMENTS

- 7-1. Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 200, Monterey, CA in the amount of \$2,549,250.

Mr. Harvath provided information on the purchase of 19 Upper Ragsdale Dr., Suite 200, which will serve as MST's new administrative offices. MST's current location, 1 Ryan Ranch Rd., will be undergoing a major renovation to provide additional space for its bus and maintenance facility.

Public Comment – none.

Director Barrera made a motion to approve MST staff to sign a purchase agreement for 19 Upper Ragsdale Dr., Suite 200, in Monterey, CA, in the amount of \$2,549,250. The motion was seconded by Director Clark and passed unanimously.

- 7-2. Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 100, Monterey, CA in the amount of \$933,750.

Mr. Harvath provided information on the purchase of 19 Upper Ragsdale Dr., Suite 100, which will serve as MST's new administrative offices and board room. MST's current location, 1 Ryan Ranch Rd., will be undergoing a major renovation to provide additional space for its bus and maintenance facility.

Director Clark made a motion to approve MST staff to sign a purchase agreement for 19 Upper Ragsdale Dr., Suite 100, in Monterey, CA, in the amount of \$933,750. The motion was seconded by Director LeBarre and passed unanimously.

8. PUBLIC HEARINGS

- 8-1. Conduct public hearing and approve RIDES fare classification changes.

Mr. Harvath provided a summary of the proposed MST RIDES fare classification changes. The change will reduce the maximum distance for a \$5.00 MST RIDES paratransit trip from 19.7 to 17.0 miles. This change will result in a fare increase from \$5 to \$7 per one way trip for those travelling between 17.0 miles and 19.7 miles. The change is required to maintain compliance with ADA regulations. No current RIDES customers take trips between 17.0 and 19.7 miles.

Public Comment – none.

Director LeBarre made a motion to approve the RIDES fare classification changes and was seconded by Director Stephens. The motion passed unanimously.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- 10-1. Approve including veterans in MST's established half-fare discount program and create special 75-cent fare for half-fare discount-eligible passengers on MST's senior shuttle routes.

Mr. Harvath requested approval to include veterans in MST's established half-fare discount program and to create a special 75-cent fare for half-fare discount-eligible passengers on all MST's Senior Shuttle routes. The proposed special fares are part of new Measure Q programs benefitting seniors, veterans, and persons with disabilities.

Public Comment

MacGregor Eddy voiced her concern that there is a disproportionate level of service for the senior shuttle on the Monterey Peninsula compared to the Salinas Valley. She would like to see this rectified.

Mr. Harvath stated that a loss of grant funding resulted in a pause in senior shuttle distribution. Measure Q funds are being programmed to provide an expansion of service in underserved areas. MST On Call is used in south county and makes up some of the service disparity. The Measure Q Plan will be presented to the board in January for a first review.

Close Public Comment

Director LeBarre made a motion to approve including veterans in MST's established half-fare discount program and create special 75-cent fare for half-fare discount-eligible passengers on MST's senior shuttle routes. The motion was seconded by Director Pacheco and passed unanimously.

11. REPORTS & INFORMATION ITEMS

- 11-1. General Manager/CEO Report – September 2015.
- 11-2. Washington D. C. Lobbyist Report – October 2015.
- 11-3. State Legislative Advocacy Update – October 2015.
- 11-4. Staff Trip Reports.
- 11-5. Correspondence.
- 11-6. Staff Announcements.

12. COMMENTS BY BOARD MEMBERS

- 12-1. Reports on meetings attended by board members at MST expense (AB1234).
- 12-2. Board member Comments and Announcements.
- 12-3. Board member Referrals for future agendas.

13. ATTACHMENTS

- 13-1. Detailed monthly Performance Statistics and Disbursement Journal, September 2015. (*This item is located online within the GM Report at: <http://www.mst.org/about-mst/board-of-directors/board-meetings/>*)

14. ADJOURN

There being no further business, Chairperson Downey adjourned the meeting at 11:21 a.m.

MST Finance Committee
Monterey Bay Unified Air Pollution Control District
24580 Silver Cloud Ct., Monterey

Minutes

October 12, 2015
9:00 a.m.

Present: Directors: O'Connell (Chair), Santibañez, Stephens

Absent: Directors: Armenta, Beach

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance and Administration; Andrea Williams, General Accounting & Budget Manager; Michael Hernandez, Asst. GM/COO; Dave Laredo, General Counsel; Deanna Smith, Executive Assistant/Clerk to the Board

Public: None

1. Call to Order.

Chair O'Connell called the meeting to order and 9:03 and roll call was taken.

2. Public Comment on Matters Not on the Agenda.

No public comment.

3. Review FY 2016 year to date financials.

Mr. Harvath provided a first quarter financial review, stating that quarterly financial reports provide a more accurate snapshot of MST's financial position. MST is approximately \$700,000 over budget as of September 2015; however, Measure Q sales tax revenue should increase over the next quarter. Additionally, fees for the implementation of Measure Q were higher than anticipated. The fees were a one-time payment.

4. Review FY 2015 audit preliminary results.

Mr. Harvath summarized the preliminary FY 2015 audit results. MST ended the fiscal year with a \$1.4 million surplus, some of which is intended to be used for future property purchases. MST revenue, including fares, Measure Q sales tax, and State Transportation Assistance (STA) funds were higher than budgeted. The final Comprehensive Annual Financial Report (CAFR) will be presented in January or February of 2016.

5. Discuss proposed financing plans for upcoming major capital projects.

Mr. Harvath provided a summary of MST's financing plan for the proposed Ryan Ranch administrative facility purchase and the proposed south county bus and maintenance facility. Financing for the Ryan Ranch purchase has been pre-approved. Financing for the south county facility is also pre-approved as a construction design/build loan through the US Department of Agriculture (USDA).

6. Discuss request for oral financial reports during Board meetings.

Mr. Sedoryk stated that the MST Chair and Vice-Chair recently requested that MST's financial report be removed from Consent Agenda and agendized separately as a verbal staff report. He requested input from the Finance Committee.

Director O'Connell stated that he would prefer the reports be provided on a quarterly basis rather than monthly. Director Stephens has a problem with the request. She believes that MST staff provides a detailed report each month within the agenda packet and suggested that if any board member has questions about the report, they should call Mr. Sedoryk or Mr. Harvath for an explanation.

Director Santibañez agreed with Director Stephens. Director O'Connell agreed that a verbal report is not necessary, but if the board prefers one it should be presented no more than quarterly.

Director Stephens recommended placing this request as a discussion item on the January Strategic Planning Workshop agenda.

7. Staff and Committee Member Comments, Questions, or Referrals.

8. Adjourn.

There being no further business, Chair O'Connell adjourned the meeting at 9:35 a.m.

To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – October 2015

RECOMMENDATION:

1. Accept report of October 2015 cash flow presented in Attachment #1
2. Approve October 2015 disbursements listed in Attachment #2
3. Accept report of October 2015 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance October 1, 2015	\$11,895,534.21
Revenues	5,381,843.27
Disbursements	<u><3,270,627.74></u>
Ending balance October 31, 2015	<u>\$14,006,749.74</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the first four months of the fiscal year complete, revenues are coming in higher than budget and expenses are lower than budget, producing a year-to-date surplus of \$759,534 for both Fixed-Route and RIDES combined. Positive variances are occurring on the revenue side (Special Transit – primarily from higher military pass sales and the new weekend Monterey Trolley, funded by the city), as well as in several categories of expenses (e.g., historically low fuel costs; labor & benefits). Please note the following

negative variances of 5% or greater for the October Budget vs. Actual reports contained in Attachment 4:

1. **Cash Revenue** – a 17% negative variance for the month is primarily due to lower than expected bus advertising revenue. As ad campaigns fluctuate throughout the year, staff anticipates this figure will be more in line with budget as the fiscal year ends in June 2016. For the year, Cash Revenues are off by only 6%.
2. **Outside Services** – This variance is due primarily to higher custodial service expenses. With new drivers' restrooms at MST's 201 Pearl Street office, the frequency of custodial services needed is higher than originally budgeted in order to keep the facilities clean.
3. **Outside Labor** – support vehicle repair and towing
4. **Purchased Transportation** – a 9% negative variance for the month is primarily due to additional unbudgeted expenses for operating the MST Trolley on weekends. This service was requested by the city of Monterey at the end of August, long after the FY 2016 budget was prepared by staff in May and adopted by your Board in June. As the city of Monterey has committed 100% of funding this weekend Trolley service until the daily summer season begins Memorial Day 2016, MST is receiving revenues to offset this unbudgeted expense.
5. **Miscellaneous Expenses** – The primary source of this variance is due to fees charged by the state Board of Equalization. When these fees were originally budgeted in May 2015, staff did not have information from the Board of Equalization as to how the fees would be collected. As such, it utilized the same formula that Santa Cruz Metropolitan Transportation District budgets for the fee collected by the state to administer its local transit sales tax. Since MST's first sales tax payment – and the associated collection fee – was received after the FY 16 budget was created and adopted by your Board, new information has been received from the Board of Equalization documenting how its collection fee is assessed for MST's transit sales tax. In that regard, this expense line item will most likely have a negative variance for the remainder of the fiscal year. With the creation of the FY 17 budget, staff will have the correct formula to better estimate the expenses in this category next year.

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

Prepared by:


Angela Dawson

Reviewed by:


Hunter Harvath

(REVENUES & DISBURSEMENTS)**CASH FLOW**

Beginning balance October 1, 2015		11,895,534.21
Revenues		
Passenger Revenue	494,693.40	
DOD Revenue	181,735.00	
LTF / STA / 5307 / Sales Tax	4,129,386.14	
Grants	516,369.38	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	59,659.35	
Total Revenues		5,381,843.27
Disbursements		
Operations (See Attachment #2)	3,224,816.74	
Capital	45,811.00	
Total Disbursements		(3,270,627.74)
Ending balance October 31, 2015		14,006,749.74

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	696,440.13
Checking(s) - Wells Fargo Bank	25,015.46
Local Agency Investment Fund (LAIF)	42,813.19
Money Market - Homeland Security	952,975.17
Money Market - Rabo MM	1,875,324.47
Money Market - PTMISEA	7,304,379.72
Money Market - LCTOP	345,801.93
Money Market - Rabo Prop. 1 B	2,739,590.72
Bank of America - Escrow	8,983.95
Petty cash fund, STC Coin Machine, and 2 change funds	15,425.00
Total	14,006,749.74

PAYROLL ACCOUNT

October 2 Payroll & Related Expenses	539,436.11	
October 16 Payroll & Related Expenses	514,285.97	
October 30 Payroll	427,417.57	
Pers & 457	195,165.87	
Garnishments	4,943.00	
Payroll adj	-	
	<u>1,681,248.52</u>	1,681,248.52

GENERAL ACCOUNT

Disbursements on Attached Summary	1,527,366.85	
Paydown loan	-	
Workers Comp. Disbursements	55,434.85	
Interest expense	-	
Bank Service Charge	6,577.52	
Transfer from WFB	-	
	<u>1,589,379.22</u>	1,589,379.22

Total Disbursements	<u>3,270,627.74</u>
Less Capital Disbursements & Transfers	<u>(45,811.00)</u>
Operating Disbursements	<u><u>3,224,816.74</u></u>

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR October 1, 2015 - October 31, 2015

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 10/01/15	39443 - 39444	2,846.96
Accounts Payable 10/02/15	39445	2,000.00
Accounts Payable 10/05/15	39446 - 39447	258,627.82
Accounts Payable 10/07/15	39448	52.00
Accounts Payable 10/09/15	39449 - 39547	251,157.92
Accounts Payable 10/13/15	39548 - 39558	1,000.00
Accounts Payable 10/20/15	39559	52.00
Accounts Payable 10/21/15	39560 - 39561	6,047.15
Accounts Payable 10/23/15	39562 - 39675	992,081.00
Accounts Payable 10/27/15	39676 - 39690	13,452.00
Accounts Payable 10/29/15	39691	50.00
TOTAL		1,527,366.85

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS Health	Recurring Expense	39446	10/05/15	258,533.84

TREASURY TRANSACTIONS
FOR OCTOBER 2015

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 10/01/15					42,813.19
Transfer to checking for payroll					-
Local Agency Investment Fund:					
Interest earned -					-
LAIF Treasury Balance at 10/31/15					42,813.19

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 10/01/15					2,265,069.17
10/02/15		To P/R		585,000.00	1,680,069.17
10/08/15		To A/P		200,000.00	1,480,069.17
10/16/15		To P/R		405,000.00	1,075,069.17
10/20/15		5307	2,268,427.00		3,343,496.17
10/23/15		To A/P		2,000,000.00	1,343,496.17
10/27/15		Transfer	531,559.14		1,875,055.31
10/31/15		Interest @ 0.20%	269.16		1,875,324.47
RABO MM Balance at 10/31/15					1,875,324.47

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from October 1, 2015 to October 31, 2015

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY16)

*Fund 1
Fixed Route*

NOTES

Revenue

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Passenger Fares	-398,276	-368,006	-30,270	-1,521,217	-1,472,024	-49,193
Special Transit	-303,165	-220,557	-82,608	-1,170,558	-882,228	-288,330
Cash Revenue	-23,605	-28,548	4,943	-120,950	-114,192	-6,758
Cash Grants & Reimbursement	-2,444,504	-2,471,680	27,176	-9,778,016	-9,886,720	108,704
Total Revenue	-3,169,550	-3,088,791	-80,759	-12,590,740	-12,355,164	-235,576

Expenses

Labor	1,120,358	1,183,534	-63,176	4,690,375	4,734,136	-43,761
Benefits	628,891	712,373	-83,482	2,685,867	2,849,492	-163,625
Advertising & Marketing	10,649	21,667	-11,018	31,843	86,668	-54,825
Professional & Technical	43,977	53,854	-9,877	159,018	215,416	-56,398
Outside Services	25,351	21,559	3,792	90,220	86,236	3,984
Outside Labor	84,020	76,322	7,698	307,556	305,288	2,268
Fuel & Lubricants	180,469	302,286	-121,817	742,438	1,209,144	-466,706
Supplies	65,265	63,927	1,338	255,671	255,708	-37
Vehicle Maintenance	84,803	67,262	17,541	299,299	269,048	30,251
Marketing Supplies	1,309	5,500	-4,191	3,101	22,000	-18,899
Utilities	34,181	37,376	-3,195	134,466	149,504	-15,038
Insurance	34,494	37,920	-3,426	137,495	151,680	-14,185
Taxes	10,841	16,725	-5,884	49,749	66,900	-17,151
Purchased Transportation	421,847	383,924	37,923	1,514,784	1,535,696	-20,912
Miscellaneous Expenses	46,940	32,299	14,641	153,661	129,196	24,465
Interfund transfers						
Pass Thru/Benefit of Others						
Interest Expense		2,167	-2,167		8,668	-8,668
Leases & Rentals	10,866	16,260	-5,394	48,098	65,040	-16,942

Total Operating Expenses

Operating (Surplus) Deficit

2,805,975	3,034,955	-228,980	11,314,127	12,139,820	-825,693
-363,576	-53,836	-309,740	-1,276,613	-215,344	-1,061,269

MONTEREY - SALINAS TRANSIT
Revenue & Expense - Consolidated
 Budget vs Actual
 For the Period from October 1, 2015 to October 31, 2015
 (Amounts are in USD)
 (Includes Fund: 002)
 (Includes G/L Budget Name: BUDFY16)

Fund 2
RIDES

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-39,138	-38,909	-229	-152,845	-155,636	2,791
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-273,688	-273,688		-1,094,752	-1,094,752	
Total Revenue	-312,826	-312,597	-229	-1,247,597	-1,250,388	2,791
Expenses						
Labor	4,810	4,666	144	19,371	18,664	707
Benefits	3,230	2,997	233	11,552	11,988	-436
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	2,366	5,584	-3,218	9,464	22,336	-12,872
Fuel & Lubricants	27,581	37,925	-10,344	128,733	151,700	-22,967
Supplies		1,960	-1,960	1,858	7,840	-5,982
Vehicle Maintenance						
Marketing Supplies						
Utilities						
Insurance						
Taxes						
Purchased Transportation	255,502	254,489	1,013	1,012,553	1,017,956	-5,403
Miscellaneous Expenses	12,241	4,976	7,265	48,963	19,904	29,059
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
Total Operating Expenses	305,730	312,597	-6,867	1,232,495	1,250,388	-17,893
Operating (Surplus) Deficit	-7,096		-7,096	-15,102		-15,102

To: Board of Directors
From: Sonia Bannister, Customer Service Supervisor
Subject: Disposal of unclaimed property left on bus

St. Vincent de Paul P.G.

1 belt	5 wallets
1 coin purse	6 cell phones
1 hat	1 pocket knife
2 jackets	1 perfume bottle
1 pair of shoes	1 CD
1 pair of socks	1 pair of boots
2 pairs of sunglasses	

To be disposed


7 ID's	1 pair of shorts
2 wallets	1 pair of socks
1 bag pens and pencils	1 bike lock
1 canvas tote	1 cap
1 pair of pants	7 credit cards
1 beanie	5 sets of keys

MST makes an attempt to contact the owners of Lost and Found items. If the items are unclaimed after 30 days, they are added to the above list. None of the items listed above match those lost by Mr. Fink.

PREPARED BY:


Sonia Bannister

REVIEWED BY:


Carl Sedoryk

Blank Page

To: Board of Directors
From: Deanna Smith, Executive Assistant/Clerk to the Board
Subject: 2016 Board Calendar and Conference Schedule

RECOMMENDATION:

Receive 2016 MST Board Calendar and Conference Schedule.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Article V(a) of the MST Bylaws state that "Regular meetings of the Board shall be held the second Monday of each month throughout the year commencing at the hour of 10:00am in the Monterey-Salinas Transit, Thomas D. Albert Division Conference Room at One Ryan Ranch Road, Monterey, California 93940. Regular meetings may also be held on other days, at other times, and places as the business of the Monterey-Salinas Transit District ("District") requires."

DISCUSSION:

This year more detail has been provided on MST Conferences, delineating which meetings are attended by MST staff and board members or MST staff only. The regularly scheduled meetings of the RTA Board are also included in the calendar for the convenience of those board members who serve on the RTA. All board meetings have been scheduled to accommodate holidays and conferences attended by MST staff and/or board members.

A committee schedule for 2016 is not included at this time.

Attachment 1: Calendar Year 2016 Board Calendar and Conference Schedule

Prepared by:  Reviewed by: 

Blank Page

ATTACHMENT 1**2016 MST Board Meeting Schedule**

January 11	MST STRATEGIC PLANNING REVIEW – 9:00AM
<i>Jan 30 – Feb 2</i>	<i>APTA Transit CEO Seminar, Orlando FL</i>
February 8	MST BOARD MEETING
March 7	MST BOARD MEETING
<i>March 13 – 15</i>	<i>APTA Legislative Conference, Washington, DC</i>
April 11	MST BOARD MEETING
<i>April 30 – May 3</i>	<i>Transit Board Members Seminar, San Antonio, TX</i>
May 9	MST BOARD MEETING
<i>May 15 – 18</i>	<i>APTA Bus & Paratransit Conference, Charlotte, NC</i>
June 13	MST BOARD MEETING
July 11	MST BOARD MEETING
August 8	MST BOARD MEETING
<i>September 11 – 14</i>	<i>APTA Annual Meeting, Los Angeles, CA</i>
September 19	MST BOARD MEETING
October 10	MST BOARD MEETING
November 14	MST BOARD MEETING
<i>November 16 - 18</i>	<i>CTA Fall Conference & EXPO, Oakland, CA</i>
December 12	MST BOARD MEETING

2016 MST Conference Schedule

Jan 30 – Feb 2	<i>APTA Transit CEO Seminar, Orlando FL **</i>
March 13 – 15	<i>APTA Legislative Conference, Washington, DC*</i>
April 30 – May 3	<i>Transit Board Members Seminar, San Antonio, TX*</i>
May 15 – 18	<i>APTA Bus & Paratransit Conference, Charlotte, NC**</i>
September 11 – 14	<i>APTA Annual Meeting, Los Angeles, CA*</i>
November 16 - 18	<i>CTA Fall Conference & EXPO, Oakland, CA*</i>

- Conferences marked “*” are attended by some board members.
- Conference marked “**” are attended by the General Manager/CEO.

2016 RTA Board Meeting Schedule

January 25	RTA BOARD MEETING
April 25	RTA BOARD MEETING
July 25	RTA BOARD MEETING
October 24	RTA BOARD MEETING

To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Transit Champion Recommendations

RECOMMENDATION:

Recommend to staff individuals and nonprofit organizations to be nominated for the 2015 MST Transit Champion Award.

FISCAL IMPACT:

Minimal fiscal impact. MST will present one individual and one nonprofit or other organization with a plaque honoring them for their outstanding contributions and support of MST and public transportation.

POLICY IMPLICATIONS:

At your January 2015 Board Strategic Planning Workshop your board endorsed the concept of developing a recognition program for individuals and groups who have provided extraordinary support for MST programs and projects and indicated a desire to have board members nominate individuals or groups for special recognition by MST. This concept is consistent with the board-adopted strategic goal to “maintain high quality relationships with MST employees, customers, contractors, vendors, and community stakeholders.”

DISCUSSION:

Staff is seeking nominations from your Board of individuals or organizations to receive MST Transit Champion awards for FY 2015. Staff also seeks direction on the process the board would prefer for solicitation of nominees and timing of award presentations. Staff encourages board members to contact the General Manager/CEO with potential nominees and preferences regarding how the awards program is to be administered by MST staff.

Submitted by: 

Blank Page

To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning & Development

Subject: Mobility Advisory Committee Bylaws

RECOMMENDATION:

Approve changes to the Consolidated Transportation Services Agency - Advisory Committee Bylaws.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The MST Board of Directors may form committees to advise the Board on issues related to service planning, operations, ADA, and unmet transit needs among others. The Consolidated Transportation Services Agency – Advisory Committee, commonly known as the Mobility Advisory Committee (MAC), is appointed by the MST Board. The Transportation Agency for Monterey County approved changes to the unmet transit needs process that would require changes to the MAC bylaws.

DISCUSSION:

The Transportation Development Act was established in 1971 to provide funding for transportation purposes through a ¼ cent sales tax. The funds are collected by the state and then apportioned to each county by formula. The priority for use of the funds is public transportation. MST will receive approximately \$15 million in FY 2016 in Transportation Development Act – Local Transportation Funds for transit purposes.

Under the Act, local streets and roads projects are an eligible expense if all of the transit service needs are met and there are unallocated funds available. Since 2010, all eligible Transportation Development Act funding has been allocated by the Transportation Agency for Monterey County to MST for public transit services. Prior to 2010, a certain portion of funding was eligible for local streets and roads projects.

Now that local streets and roads no longer receive Transportation Development Act funding, the Transportation Agency for Monterey County is proposing to change the process for evaluating unmet transit needs. Attachment 1 includes a staff memo from the Transportation Agency for Monterey County (TAMC) explaining the new process by which TAMC would forward unmet transit needs requests to MST.

This new process also requires MST to update its Consolidated Transportation Services Agency (CTSA) Advisory Committee bylaws to address the new unmet transit needs process. Attachment 2 includes changes to the Advisory Committee Bylaws. The changes also include renaming the CTSA Advisory Committee to the Mobility Advisory Committee, as it is commonly known.

Attachment 1: TAMC staff memo

Attachment 2: CTSA bylaw changes

Prepared by:  Approved by: 



Memorandum

To: Monterey-Salinas Transit Board of Directors
From: Virginia Murillo, Assistant Transportation Planner
Meeting Date: December 14, 2015
Subject: Revised Unmet Transit Needs Process

RECOMMENDED ACTION:

AMEND the Mobility Advisory Committee bylaws to include the revised unmet transit needs process.

SUMMARY:

As the administrator of the Local Transportation Fund, the Agency conducts public hearings and solicits public comment to identify unmet transit needs. The process, which was adopted in 2001, requires revisions as there is now only one public transit provider in the county and all Funds are allocated to transit, rather than local streets and roads projects. The new process will serve as a public input tool for Monterey-Salinas Transit and will assist in prioritizing transit needs in the region.

FINANCIAL IMPACT:

The Agency currently allocates all available Local Transportation Funding to MST for public transit service.

DISCUSSION:

The California Legislature enacted the Transportation Development Act (TDA) in 1971 to improve public transit services and encourage regional transportation coordination. The Local Transportation Fund (LTF) is one of the Act's major funding sources, and is derived from a quarter percent of the retail sales tax collected in Monterey County. Public transit, administration and planning, and bicycle and pedestrian projects are the priority uses for TDA funding. The Agency can also allocate TDA funding to local streets and roads projects if no unmet transit needs that are reasonable to meet have been identified.

In the past, both the cities and the county were able to submit TDA fund claims for the construction and maintenance of local streets and roads pursuant to Article 8 of the TDA. Before allocating funds to streets and roads projects, the Agency consulted with the Social Services Transportation Advisory Council and held public hearings to identify unmet transit needs. The Agency evaluated the comments on unmet transit needs based on the 2001 definition

*Revised Unmet Transit Needs
Process*

*MST Board of Directors
December 14, 2015*

and process (**Attachment 1**). Under this definition, an unmet transit need is a request for transit service that would expand existing service, have community support, and would not duplicate transit services currently provided. A transit need is reasonable to meet if it is feasible to fund with the existing TDA funding available, if the need would generate the required farebox recovery ratio and if the transit operator was capable of expanding services without negatively impacting the transit system. If there were no unmet transit needs, or if there were no unmet transit needs that were reasonable to meet, the Agency could allocate TDA funding to local streets and roads projects. If there were unmet transit needs that were reasonable to meet, then TDA funds had to first fund the transit need and then any remaining funds could be used for local streets and roads.

As of 2010, the Agency adopted an unmet need finding that has allocated all TDA funding to transit. As a result, the Agency is not required to make a finding on unmet transit needs. The Agency, however, is still required to hold an annual public hearing to solicit comments on unmet transit needs pursuant to the public participation requirement of the TDA. The revised unmet transit needs process will serve as a public input tool for MST's short and long-term transit service planning and improvements (**Attachment 2**). Under the new process, Agency staff will place unmet transit needs comments into one of three categories:

1. Transit service improvement request that would improve an existing service.
2. Transit service expansion request that would extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance or expand public transit facilities.

Agency staff will work with MST staff to evaluate comments, and the time frame in which an unmet transit need may be able to be met. Transit needs that can be implemented within the current service year within MST's funding limits without negatively impacting existing services will be noted as short-term transit improvements. Transit needs that require additional funding beyond MST's current service year funding limits will be noted as long-term improvements. Long-term improvement transit needs will remain on the unmet transit needs comment list until additional funding becomes available. MST's Mobility Advisory Committee, which serves as the Social Services Transportation Advisory Council, will provide input on the categorized unmet transit needs comments list, which will help prioritize transit needs in the region. The Transportation Agency Board will receive the final list of comments.

At its November 18, 2015 meeting, MST's Mobility Advisory Committee recommended approval of the revised process to the Monterey-Salinas Transit Board for amendment into the Mobility Advisory Committee bylaws. Staff recommends that the Board amend the Mobility Advisory Committee bylaws to include the revised process.

Approved by: 
Debra L. Hale, Executive Director

Regular Agenda

Date signed: November 30, 2015

Counsel Approval: N/A

Finance Approval: N/A

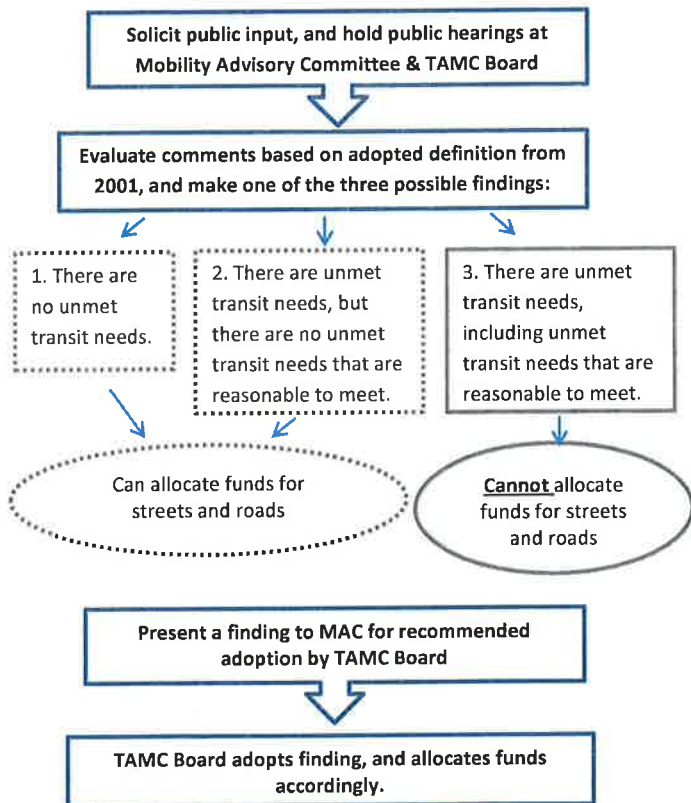
Attachments:

1. Adopted Unmet Transit Needs Definition
2. Revised Unmet Transit Needs Process



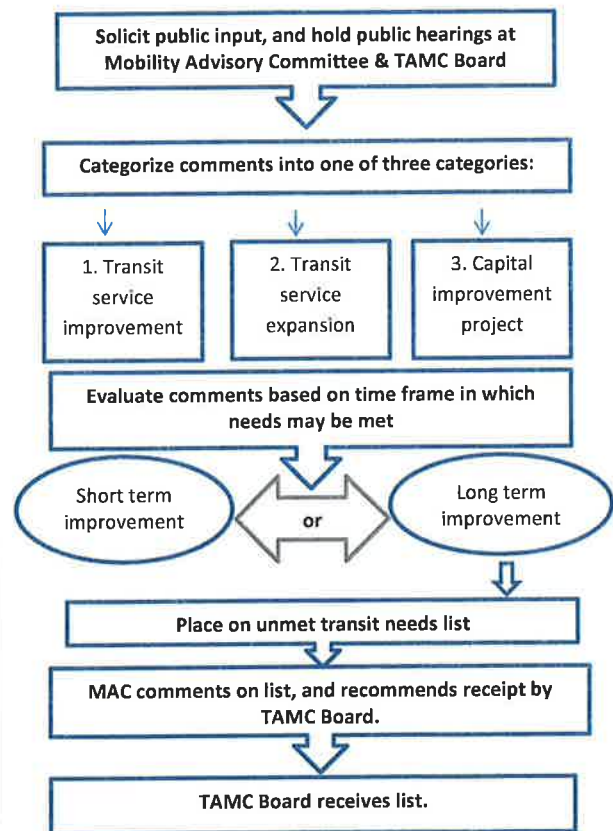
Previous Unmet Transit Needs Process

- Then: In the past, Transportation Development Act funds were allocated to local streets and roads projects if there were no unmet transit needs, and if there were no unmet transit needs that were reasonable to meet.



New Proposed Unmet Transit Needs Process

- Now: Transportation Development Act funds are no longer allocated to local streets and roads projects.





About the Unmet Transit Needs Process

The California Legislature enacted the Transportation Development Act (TDA) in 1971 to improve public transit services and encourage regional transportation coordination. TDA statutes require transportation planning agencies using TDA funds for local streets and roads projects, to implement a public process, including a public hearing, to identify unmet transit needs of transit dependent or disadvantaged persons, and determine if unmet transit needs can be reasonably met.

In its role as the TDA fund administrator, the Transportation Agency for Monterey County annually solicits public input to identify unmet transit needs. Although TAMC no longer allocates TDA funds to local streets and roads, the Agency still continues to solicit public input on unmet transit needs.

The unmet transit needs process begins with public outreach to solicit comments on unmet transit needs. Public hearings to collect comments on unmet transit needs are held at a meeting of TAMC's Board of Directors and at a meeting of Monterey-Salinas Transit's Mobility Advisory Committee, which serves as TAMC's Social Services Transportation Advisory Council. TAMC's Board of Director's receives the final unmet transit needs list of comments.

Unmet Transit Need Definition

An unmet transit need is a public transportation need that the public transportation system is not currently meeting and would be expected to generate sufficient ridership to meet the required 15% farebox recovery ratio, as set by the TAMC Resolution 2004-19 pursuant to TDA law.

Unmet Transit Need Evaluation

Unmet transit needs are placed into the following categories:

1. Transit service improvement requests that would improve an existing service.
2. Transit service expansion requests that extend a transit route beyond its current limits and fill a gap in service.
3. Capital improvement projects that would enhance existing public transit facilities.

TAMC shares the list of unmet transit needs comments with Monterey-Salinas Transit, the only public transportation provider in the county. The unmet transit needs comments list serves as a public input tool for MST's short and long term transit service planning and improvements. TAMC works with MST to evaluate comments based on the time frame in which unmet transit needs can be met:

- Short term transit improvements are those that can be implemented in the current service year within MST's funding limits and without negatively impacting existing services.
- Long term transit improvements are those that would require additional funding beyond MST's current funding limits. Long term improvement comments remain on the unmet transit needs comment list until additional funding becomes available.

MST's Mobility Advisory Committee provides input on the categorized unmet transit needs comments list. This input serves to prioritize needs in the region, and is used to assist prioritizing transit projects as funds become available. The TAMC Board of Directors will receive the final list.

ATTACHMENT 2

BYLAWS

of the

MONTEREY-SALINAS TRANSIT

~~CONSOLIDATED TRANSPORTATION SERVICES AGENCY~~ MOBILITY ADVISORY COMMITTEE

Revised

~~June 13, 2011~~ December 14, 2015

SECTION 1.0: NAME/PROVENANCE:

The Monterey-Salinas Transit ~~Consolidated Transportation Services Agency (MST-CTSA)~~ Mobility Advisory Committee (Advisory Committee) serves in an advisory capacity to, and at the pleasure of, the Monterey-Salinas Transit Board of Directors.

SECTION 2.0: MISSION:

The mission of the MST– ~~CTSA~~ Mobility Advisory Committee is to:

1. Advise the MST Board of Directors on matters relating to all activities of the Consolidated Transportation Services Agency (CTSA), including the complementary Paratransit provisions of the Americans with Disabilities Act (ADA).
2. Provide a mechanism for communicating concerns, advice and recommendations between those who rely on MST for their ADA Paratransit needs and/or specialized social service transportation, and the MST Board of Directors.
3. Advise the MST Board of Directors and/or the ~~CTSA-Mobility Department~~ Staff, on recommended actions to improve the quality of ADA Paratransit and social services transportation, to include, but not limited to, policies, dispatch, service scheduling, and field operations.
4. To annually participate in the identification of community transit needs ~~that may be reasonable to meet~~ by establishing a short and long-term list of projects which may include or contracting for new public transportation or specialized transportation services, or ~~by~~ expanding existing services.
5. ~~To annually review and recommend action to be taken by the Transportation Agency for Monterey County, which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.~~

SECTION 3.0: MEMBERSHIP:

3.1:Membership Generally:

MST Board of Directors shall appoint not less than nine (9) and not more than fifteen (15) ~~citizens~~ individuals to the MST-~~CTSA~~ Advisory Committee with a majority consisting of one-half plus one of the total active members. MST shall provide a Staff representative to the Advisory Committee who shall serve as an ex-officio member. The MST Board of Directors may appoint one (1) or more Board members to serve as ex-officio members of the Committee.

The Advisory Committee shall consist of individuals chosen to represent key elements of the community, (e.g., disabled, elderly, social service, and healthcare agencies) and to comply with the Transportation Development Act requirements of PUC 99238 for Social Services Transportation Advisory Council membership, in such numbers as determined by the Advisory Committee. As much as practicable, the Advisory Committee shall seek a balance among these categories as well as a geographic balance across MST's service area.

In their advisory capacity, members are charged with making suggestions formally through the Committee. The members may identify themselves as members of this assembly, but only the Chair, or designee of the Chair, shall speak specifically for the Advisory Committee.

3.2:Term of Membership

The MST Board of Directors shall appoint individuals to the Advisory Committee for three (3) year terms. Terms shall be staggered so that, insofar as possible, one-third of appointments shall expire each year. Initial length of terms under these bylaws shall be determined by lot among the members. Members shall be eligible for reappointment.

3.3: Membership Solicitation:

Each November, MST shall announce and publicize potential vacancies on the Advisory Committee and call for the nomination of persons to serve as members. MST Staff shall elicit expressions of interest, process application forms, and compile background information. Individuals may be nominated by organizations, may be self-nominated, or may be nominated by the Advisory Committee itself.

Applicant information shall be provided to the Advisory Committee for review. The Advisory Committee shall review the nominations and recommend appointments on an annual basis to the MST Board of Directors at the Board's December meeting. Advisory Committee terms shall begin in January.

3.4: Vacancies / Removal:

Vacancies may occur upon resignation, disability, or removal by the Advisory Committee for lack of participation or other good cause, as determined by the Committee by majority vote. Upon the occurrence of a vacancy, the Committee may nominate a successor to the MST Board of Directors from its existing files of nominees or may call for additional nominations. If the member whose departure caused the vacancy was nominated by an organization, that

organization may nominate a potential replacement. Vacancies shall be filled only for the unexpired term of the departing member.

SECTION 4.0: OFFICERS:

4.1: Terms and Election of Officers:

During the first meeting of the calendar year, the Advisory Committee shall elect a Chair and Vice Chair to serve for a one (1) year term. The Chair shall preside at all meetings of the Advisory Committee. The Vice-Chair shall perform the duties of the Chair in his or her absence. If both officers are absent, the majority of the quorum may appoint a presiding officer for that meeting. Upon resignation of an officer, a special election shall be held. Ex-officio members of the committee are not eligible for election as officers.

4.2: Duties of Officers:

4.2.1: Chair - The Chair of the Advisory Committee sets meeting agendas, presides over all Committee meetings, appoints subcommittees and carries out any other duties assigned by the MST Board of Directors. The Chair shall be the primary liaison with MST Staff.

4.2.2: Vice Chair - Upon the inability or unwillingness of the Chair to serve, the Vice Chair, shall succeed to the Chair for the remainder of the term. In the temporary absence or incapacity of the Chair, the Vice Chair shall carry out the duties of the Chair. The Advisory Committee shall select an acting Chair in the absence of both the Chair and the Vice Chair.

SECTION 5.0: STAFF:

MST Staff shall serve as primary staff to the Advisory Committee.

SECTION 6.0: ORGANIZATION AND PROCEDURES:

6.1: Meetings.

The Advisory Committee shall meet at a regular time and date agreed upon by a majority of the members to carry out the purpose and duties described above. The meetings shall be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings shall be held at a location accessible to persons with disabilities.

6.2: Quorum.

A majority of the voting members shall constitute a quorum for the transaction of business.

6.3: Voting.

Each member, with the exception of the ex-officio members, shall have one (1) vote. Ex-officio members of the Advisory Committee shall not vote although they may participate freely in any and all discussions of the Advisory Committee. Voting on all matters shall be on a voice vote unless any member in attendance requests a roll call.

6.4: Limitation of Discussion:

Discussion on any particular matter by Advisory Committee members or by any member of the general public may be limited at the discretion of the Chair to such length of time as the Chair may deem reasonable under the circumstances.

6.5: Conduct of Meetings:

The meetings shall be conducted in accordance with the principles of Robert's Rules of Order.

6.6: Minutes:

Official minutes will be kept noting the members and visitors present, motions entertained and actions taken at each meeting shall be prepared by staff and submitted to the MST Board of Directors after each Advisory Committee meeting. The minutes shall reflect minority views in addition to the majority viewpoint.

6.7: Reports:

In addition to reports and recommendations specifically requested by the MST Board of Directors, the Advisory Committee shall submit a periodic report containing the attendance record of each member, a summary of activities and projects undertaken during the preceding year, and the Advisory Committee's recommendations to the MST Board of Directors on CTSA needs.

6.8: Bylaws:

Subject to the approval by the MST Board of Directors, the information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the Advisory Committee. These bylaws may be amended by a majority vote of the Advisory Committee and subsequent approval by the MST Board of Directors.

6.9: Communications:

The Advisory Committee may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding MST ~~Advisory Committee-CTSA~~ matters. Copies of relevant correspondence regarding Advisory Committee issues shall be forwarded to the MST Board of Directors.

6.10: MST Staff Assistance:

MST Staff assistance shall consist of providing information, preparing meeting agendas as directed by the Chair, preparing meeting minutes, preparing correspondence and reports as requested by the Advisory Committee, and generally assisting the Advisory Committee.

6.11: Conflict of Interest:

An Advisory Committee member or ex-officio member shall disqualify himself/herself from making, participating in, or attempting to influence any Advisory Committee decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on (1) any real property in which said person has a direct or indirect interest worth more than \$2000; (2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said persons within twelve (12) months prior to the time when the decision is made; or (3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management. Each Advisory Committee member shall file with MST an annual statement of economic interests on a form prescribed by the California Fair Political Practices Commission (FPPC).

Blank Page

To: Board of Directors

From: Carl Wulf, Facilities/Capital Projects Manager

Subject: Award contract to provide hazardous materials disposal services

RECOMMENDATION:

1. Award a one-year contract to Environmental Logistics.
2. Authorize staff to extend the contract for up to four (4) additional one (1) year terms, under the same conditions and prices, provided the supplier has provided satisfactory service.

FISCAL IMPACT:

Up to \$70,633, for the initial year with an annual 3% increase in material and labor costs for each of the subsequent four years. Funding is available in the FY 2016 budget.

POLICY IMPLICATIONS:

Your Board approves contract greater than \$25,000.

DISCUSSION:

MST has a continuing need to properly dispose of hazardous waste and materials to meet local, state, and federal regulations. MST's hazardous waste includes such substances such as waste water and oil mixture from the bus washing system, waste oil disposal and recycle, sludge from tanks and sumps, antifreeze disposal and recycle, disposal of used oil filters, disposal of aerosol cans, clean out liquids and solids from in ground facilities hoist sumps, and other disposal of materials as determined by MST staff.

MST published an Invitation for Bid (IFB), advertised in local newspapers, mailed to a listing of potential suppliers, and posted an announcement on the MST web site inviting bids. Bids were received from the following Hazardous Materials service providers.

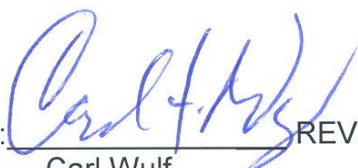
Results of the IFB were as follows:

SUPPLIER	LOCATION	AMOUNT	DBE
Environmental Logistics	Hayward, CA	\$70,633	
Safety Kleen	Richardson, TX	\$82,300	
Stericycle	Lake Forest, IL	\$84,180	
Asbury Environmental Service	Compton, CA	\$85,201	

Based upon their submission of a responsible and responsive bid submission with the lowest cost, and offering all the services that meet the IFB specifications requested by staff, recommendation is to award a one-year contract to Environmental Logistics.

Approval of this action also authorizes staff to extend the contract for up to four additional one-year periods.

PREPARED BY:


Carl Wulf

REVIEWED BY:


Carl G. Sedoryk

To: MST Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Reappoint Tom Hicks to serve on the Monterey County Commission on Disabilities.

RECOMMENDATION:

Authorize staff to submit a letter to the Monterey County Equal Opportunity Office (MCEOO) appointing Tom Hicks to serve as a Commissioner on the Monterey County Commission on Disabilities (MCCOD, Commission) for calendar year 2016.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board sets policy on district governance, including district representation on public committees or commissions.

DISCUSSION:

The MCCOD was established in June 2001 to serve the Monterey County Board of Supervisors in an advisory capacity and assist in providing better services for individuals with disabilities within Monterey County.

Members of the MCCOD are appointed from supervisory districts, and each city within Monterey County is entitled to membership and appointment to the Commission with a combined total not to exceed eight representatives. The Commission is staffed from the MCEOO and reports directly to the Monterey County Board of Supervisors, who approves all nominations.

For the past year, Tom Hicks, mobility services manager, has represented MST on the MCCOD. The Commission requires MST staff to submit a letter to the MCEOO if we wish to designate a nominee to serve for calendar year 2016. Upon direction from your Board, staff will submit a letter to the Monterey County Equal Opportunity Officer recommending Tom Hicks' reappointment to the Commission.

Submitted by: 

Blank Page

To: Board of Directors
From: M. Eccles, Director of Information Technology
Subject: Approve purchase of surveillance equipment and hardware from SEON

RECOMMENDATION:

Authorize \$400,000 for the purchase of cameras and associated hardware from SEON, a division of Safe Fleet.

FISCAL IMPACT:

\$400,000 to upgrade cameras and Digital Video Recorder (DVR) hardware on the MV-operated fixed route and paratransit fleet. Funding is available in the MST Capital Budget from a multi-year Prop 1B Homeland Security grant and from Measure Q funds. The funds are available in the MST Capital Budget and from Measure Q funds.

POLICY IMPLICATIONS:

Your Board approves expenditures over \$25,000.

DISCUSSION:

In July 2015, your Board approved the purchase of an updated camera surveillance system for the MST-operated fixed route fleet. At this stage, MST is requesting authorization to add this new camera system to the MV-operated fixed route and paratransit fleet of 68 vehicles.

Onboard security cameras have been an extremely valuable tool for investigating accidents, vandalism, assaults, and fraudulent claims against MST. A single camera showing clear evidence that MST was not responsible for a serious accident could save MST up to \$250,000 in self-insured retention costs. MST has had factory-installed security cameras on our vehicles since 2002. The current security system, installed on the MV fleet in 2009, was a used 5 year old system that was taken off the MST fixed route fleet. This system has now exceeded its useful life, is incompatible with current security systems on MST's fixed route fleet, and requires separate hardware and software operating platforms for each system. An increasing frequency of failures of the current DVR system on the MV-operated fleet has resulted in accidents and incidents

not being recorded, negatively impacting staff's ability to investigate and respond to incidents and claims.

Purchasing a new system for the MV fleet to replace the current obsolete system will provide many new features to assist in accident and incident video retrieval. Disc storage technology and High Definition (HD) recording and audio quality have all improved. New systems feature greatly improved sound recordings that our current system lacks and provide the ability to zoom in with the HD camera for any incidents that occur in front of the bus. With the proposed system, staff may schedule a video to download via a Wi-Fi network at either the MV site or MST sites when the bus returns to one of the operational bases. Also, there is a capability of receiving "live" feeds from the bus utilizing the Wi-Fi in the event of an incident occurring while the bus is in service. These features will reduce time spent in the retrieval process and improve the overall reliability of the system by eliminating the need to physically remove and replace digital video recording equipment in the video retrieval process.

Staff is proposing a sole-source procurement of Seon camera systems for the MV-operated fleet of minibuses as it is not considered practical to have two different systems in use on buses, due to the lack of compatibility between the reviewing software and the associated hardware.

Approval of this item will authorize the purchase and installation of 68 full DVR systems for the MST minibus fleet from SEON, an additional seven spare system camera, a three year system warranty, a prepaid extended warranty for years four and five, and computer server hardware and software, for a total cost not to exceed \$400,000.

PREPARED BY: Mark Eccles REVIEWED BY: Carl Sedoryk

To: MST Board of Directors
From: Michael Hernandez, Assistant General Manager/COO
Subject: Award Shelter Contract

RECOMMENDATION:

Based on the outcome of MST's Invitation for Bid, which is due on December 8, an updated memo with a recommendation to award a shelter contract will be provided at the December 14 board meeting.

FISCAL IMPACT:

Up to \$250,000 from Prop.1B PTMISEA funds.

POLICY IMPLICATIONS:

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

DISCUSSION:

At the September 14, 2015, meeting, your Board approved the purchase of up to 26 passenger shelters from Tolar Manufacturing through the California Association for Coordinated Transportation (CalACT) purchasing consortium. In mid October, MST received notice that the CalACT contract with Tolar Manufacturing had expired and CalACT projected a new shelter contract would be available in February or March of 2016, with delivery 8-10 weeks later. Since the contract will be competitively bid it is unclear which manufacturer will be selected as the CalACT shelter supplier in 2016.

In an effort to install shelters prior to the end of the winter season MST staff issued an Invitation for Bid (IFB) on November 2, 2015, to six shelter manufacturers. Price quotes were not available at the time of this agenda mailing. Details on respondents and a staff recommendation will be provided at the December 14 board meeting.

PREPARED BY:


Michael Hernandez

REVIEWED BY:


Carl Sedoryk

Blank page

To: Board of Directors

From: Kelly Halcon, Director of HR and Risk Management

Subject: Award a Contract for Security Foot Patrol Services

RECOMMENDATIONS:

1. Award a three-year contract to First Alarm Security & Patrol, Inc., of Aptos, CA in the amount of \$378,000.00 for security guard foot patrol services.
2. Authorize staff to extend the contract for up to two additional one-year periods.

FISCAL IMPACT:

\$311,640 for the first three years of services. The cost of this service is partially funded by a FTA 5307 Operating Federal grant that requires 2% of the grant amount to be expended towards the cost of security with half of that amount coming from non-federal sources. Funding for these services is available in the FY 2016 budget and is projected to be available in future budget years.

POLICY IMPLICATIONS:

Your Board approves all contracts of \$25,000 or more.

DISCUSSION:

MST has a continuing need for security services. The intent of this contract is to ensure the provision of comprehensive, cost-effective, professional, and efficient on-site security services that properly safeguards and protects the building, personnel, and property of MST.

MST published a Request for Proposal (RFP) in local newspapers, mailed the RFP to a listing of 20 potential proposers, and posted an announcement inviting proposals on the MST website. The RFP was published in *The San Jose Mercury News* and *Salinas Californian* and was posted on the MST website. Proposers were requested to submit cost information for providing security guard foot patrol services.

All bids were reviewed and evaluated based on the vendor's ability to meet the requested scope of services and the business references provided. Reference checks

revealed issues of significant concern regarding the ability of the non-incumbent proposers to meet the scope of services required by MST. Past performance and the current business relationship were considered in making the choice that would best meet MST's security needs.

Prices bid by First Alarm Security & Patrol, Inc., were the same as was bid in 2010 resulting in no price increase the value of the new contract due to significant competition in the bidding process. While First Alarm is not the least expensive pricing, First Alarm remains competitive and has a proven track record of providing satisfactory security services to MST. Therefore, the staff recommendation is to award a contract to First Alarm Security & Patrol, Inc.

Approval of this action also authorizes staff to extend the contract for up to two additional one-year periods if service quality remains acceptable.

Proposer	Hourly Rate	Nearest Office	Total Cost	Total Evaluation Score
First Alarm	\$22.50	Salinas	\$378,000.00	89
American Guard Services	\$18.42	Carson	\$315,336.00	78
National Security Industries	\$19.25	Santa Cruz	\$326,088.00	73
Unified Protective Services, Inc.	\$17.00	Hawthorne	\$285,600.00	66
Universal Security Company	\$17.75	San Jose	\$299,320.00	64
Lyons Security Services	\$20.50	Sacramento	\$361,200.00	60

Prepared by: 
Kelly Halcon

Reviewed by: 
Carl G. Sedoryk

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: 2016 Federal Legislative Program

RECOMMENDATION:

1. Receive update on federal legislative issues (Attachment 1).
2. Adopt 2016 Federal Legislative Program (Attachment 2).

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your board adopts an annual legislative program. The recommended 2016 federal legislative program (Attachment 2) is consistent with our mission of advocating and delivering quality public transportation as a leader within our industry. The 2016 Legislative Program will be presented to federal legislators and their respective staff members and will direct MST positions on legislative matters throughout the year. The Legislative Program is also used as a guideline for supporting, opposing, or watching legislation when time does not permit official MST Board action on specific legislation.

DISCUSSION:

To monitor and guide transit-related legislation in Washington, DC, MST participates in the American Public Transportation Association (APTA) and the Community Transit Association of America (CTAA). In addition, MST is represented by Walters & Associates in Washington, DC. This firm provides analysis, advice, staff support, and advocacy regarding federal issues on our behalf and has successfully assisted MST in seeking additional funding for ongoing capital and operating needs. In addition to the report contained in Attachment 1, Don Gilchrest from Thomas Walters & Associates is scheduled to be in attendance at the December 14th meeting of your Board to provide an in-person update on major federal transportation issues. After this presentation staff is requesting that your Board adopt the 2016 Federal Legislative Program.

Attachment 1: Federal Legislative Update – Thomas Walters & Associates

Attachment 2: Draft 2016 Federal Legislative Program

Submitted by 

REPORT

Thomas Walters & Associates, Inc.



December 4, 2015

Monterey-Salinas Transit Legislative Update

To: Carl Sedoryk

From: Don Gilchrest

While partisan divides still cut deeply, the first session of the 114th Congress included several bipartisan efforts not seen in the last Congress. The most significant of these for MST was the crafting of legislation to reauthorize the Moving Ahead for Progress in the 21st Century Act (MAP-21) to provide legislative authority for Federal surface transportation programs. In addition, after a long impasse in the Federal budget that slowed the appropriations process to a halt, a bipartisan budget deal was reached in late October between Congressional Leaders and the President that provides an additional \$80 billion over two years in discretionary funding, as well as eliminating the threat of the sequestration process of automatic across-the-board budget cuts. Significant work remains to be done before Congress adjourns for the year, and other legislative issues such as appropriations bills and tax extenders remain in play.

The following Legislative Update provides additional details on issues and programs related to your Federal Legislative Agenda.

2015 LEGISLATIVE ACTIVITY

FY 2016 Budget

Throughout the year, President Obama consistently indicated he would not sign into law any appropriations bills that adhered to the sequester-level budget caps put in place by the Budget Control Act of 2011, and none of the bills drafted by the House and Senate Appropriations Committees were acceptable under those parameters. In addition, Congressional Defense hawks also strongly indicated that the sequestration caps needed to be lifted to assure adequate Defense spending for FY 2016.

FY 2016 began on October 1 without any appropriations bills having been approved, and a short-term Continuing Resolution was enacted to keep the Federal

government operating at FY 2015 funding levels through December 11. With the specter of a potential government shutdown starting to appear, on October 26 House and Senate Leadership and the White House announced that a two-year, bipartisan budget agreement had been reached. The deal provides \$80 billion in increased discretionary appropriations, with a \$50 billion increase over the spending caps for FY 2016, and a \$30 billion increase over the spending caps for FY 2017. The increases are split evenly between Defense and non-Defense spending. In addition, the agreement suspends the debt limit until March 15, 2017. The existing debt limit ceiling was projected to be reached on November 3, and the increase removed another potential obstacle to completion of the FY 2016 spending process and ensure against a possible shutdown.

The budget agreement provides the broad parameters for FY 2016 funding, and the various House and Senate Appropriations Subcommittees subsequently began reworking their respective FY 2016 Appropriations bills based on the new levels. Since these bills are considered “must-pass” legislation, they often attract extraneous policy riders or other legislative initiatives that have become stalled in Congress. Congressional leaders are seeking to expedite the process by fashioning one or more omnibus bills that combine the individual appropriations measures for easier passage. The final negotiation of the omnibus appropriations legislation will be one of the last actions taken before Congress adjourns for the year.

Transportation Funding

While none of the individual appropriations bills were sent to the President for his signature, the House and Senate Appropriations Committees continued to work on their bills throughout the year. The full House passed its version of the *FY 2016 Transportation, HUD and Related Agencies (THUD) Appropriations* bill in June. The bill provided \$8.595 billion for FTA transit formula grants, (the same as last year), \$1.92 billion for new starts/small starts, (a \$199 million reduction compared to last year) and \$100 million for TIGER Grants (\$400 million less than last year). The full Senate began floor consideration of its version of the bill this fall and included the same funding for FTA formula programs as the House, \$1.896 billion for new starts and \$600 million for TIGER. However, the Senate bill was pulled from further consideration because of the impasse over additional legislative riders. The bill will be added to the mix of omnibus appropriations legislation under development, and some of the Highway Trust Fund spending levels could be modified to conform to the new authorization levels in the Surface Transportation Reauthorization legislation.

Surface Transportation Legislation Reauthorization

The House of Representatives voted on December 3 to approve H.R. 22, the *Fixing America’s Surface Transportation Act (FAST ACT)*, which represents the final conference committee agreement for MAP-21 reauthorization. The legislation reauthorizes Federal highway, transit and highway safety programs for five years, through 2020.

Throughout the year we worked with the House and Senate committees of jurisdiction to advocate MST’s support for a multi-year reauthorization of surface transportation legislation, and we arranged and participated in meetings for you and your

staff to advocate MST's reauthorization priorities. MAP-21 was an anomaly in that it was only a two-year authorization, and Congress has passed numerous extensions of varying length.

The Senate passed its version of reauthorization on July 30 as H.R. 22, the *Developing a Reliable and Innovative Vision for the Economy Act (DRIVE Act)*. The Senate bill proposed modest increases in funding for most transit programs over six years. Importantly, it included a new, \$840 million discretionary grant program for bus and bus facilities. Although the *DRIVE Act* provided six years of program authorizations, the bill only identified funding for the first three years.

After repeated delays driven by the lack of an identifiable funding mechanism, the House finally began debate in November on its companion measure, H.R. 3767, the *Surface Transportation Reauthorization and Reform Act of 2015 (STRRA)*. The *STRRA* proposed essentially baseline funding levels for transportation programs, which would have ensured transit was funded at current levels with an inflation adjustment. Like the *DRIVE Act*, the House bill proposed six years of program authorizations, but only identified enough funding for the first three years. However, Congressman Neugebauer (R-TX) offered an amendment to increase the “pay-fors” in the bill by about \$40 billion by abolishing the Federal Reserve surplus fund and transferring the money into the General Fund, essentially providing enough funding for a six-year bill. The amendment was agreed to by voice vote, and the House then passed the *STRRA* on November 5.

House and Senate conferees then began negotiating what would become the *Fixing America's Surface Transportation Act*. Key provisions in the *FAST Act* include:

- \$305 billion over five years for transportation programs, including \$61.1 billion for transit. By opting for five years instead of six, conferees were able to provide additional funding increases for some programs.
- The 5307 Urbanized Area Formula program will increase from last year's FY 2015 level of \$4.458 billion to \$4.539 billion in FY 2016. The Formula will receive modest increases over the five years of the bill, up to \$4.929 in FY 2020.
- The Small Transit Intensive Cities formula take-down will increase from the current 1.5 percent of Sec. 5307 formula funds to 2 percent in 2019. MST received \$943,958 in STIC funding in fiscal year 2015.
- The Bus and Bus Facilities Formula Program will receive \$428 million in FY 2016, (level funding with last year) and will be increased to \$464.6 million by FY 2020.
- A new Bus and Bus Facilities Discretionary Grant Program will be established, with funding of \$268 million in FY 2016, increasing to \$344 million in FY 2020.

- A \$55 million set-aside is established for no/low-emission bus grants.
- \$2.302 billion for Capital Investment Grants (New Starts/Small Starts) each year, which is approximately a 20 percent increase compared to last year.

Late on December 3, the Senate followed the House action and passed the *FAST Act*, clearing it to be sent to President Obama for his signature.

Highway Trust Fund

The solvency of the Highway Trust Fund (HTF) continued to be an issue throughout the year and was a significant obstacle to enacting Surface Transportation Reauthorization Legislation. The Highway Trust Fund has essentially become insolvent because the revenues that are deposited into the Account from motor fuels taxes are not sufficient to cover the spending on highway and transit programs.

Early in the year, the Congressional Budget Office once again reported that a shortfall in HTF receipts threatened to halt Federal transportation spending, which prompted Congress to pass a two-month “patch” for the Highway Trust Fund in May. Subsequently, Congress acted again in July to pass an additional \$8.1 billion transfer to the HTF in order to keep DOT programs running through the end of 2015. Once the FAST Act is signed into law, \$70 billion will be transferred to the Fund from a variety of offsetting “pay-fors,” providing the additional funding needed for the five years of the bill. However, the *FAST Act* still does not provide a permanent solution to the Highway Trust Fund’s recurring shortfalls, and the revenue deficit will actually increase in the next reauthorization bill.

Tax Extenders

MST has been seeking legislation in the 114th Congress to set pre-tax benefits for rail and bus commuters at the same level as pre-tax parking benefits. Providing this parity for transit is important for MST’s military commuter service routes. During the December 2014 Lame Duck Session, House and Senate Leaders extended this authority for only one year, through tax year 2014. While we have continued to advocate for stand-alone tax legislation to continue the authority, the program has traditionally been dealt with by Congress together with other temporary provisions collectively known as “tax-extendors.”

On July 21, the Senate Finance Committee approved a \$95 billion package of tax extenders that would retroactively renew 52 expired provisions, through the end of 2016. This includes the parity for exclusion from income for employer-provided mass transit and parking benefits. Finance Committee Chairman Hatch (R-UT) has been seeking opportunities to attach the tax extenders package to other legislative vehicles to smooth its enactment. The House Ways and Means Committee, however, has continued to focus on a strategy of reforming the entire tax code and making a few tax extenders permanent. There is a renewed push to enact tax extenders before the end of the year, but the larger tax policy debate continues to be an obstacle to moving the targeted legislation.

PEPRA

Throughout the year, we worked with the California Transit Association, the California Congressional Delegation and relevant Committees to closely monitor the impacts of objections filed by the Amalgamated Transit Union to FTA grants in California, including their objection to MST's FY 2015 grant in March. We stayed in regular contact with the staff for Congressman Farr, Senator Boxer and Senator Feinstein, and arranged and participated in meetings for you with the House Republican Whip's office, the House Committee on Transportation and Infrastructure and the House Committee on Education and Labor, as well as other Congressional offices and relevant stakeholders.

Early in May, MST was alerted that the objections to your operating grant had been found to be insufficient, as MST was able to show that Federal funds were reimbursement for eligible expenses incurred while PEPRA exemption was still in effect. However, FTA has also indicated that reimbursements after January 1, 2015, are for a period in which the PEPRA exemption was not in effect, and might be subject to delay.

A letter was sent by eleven members of the California Congressional Delegation to the Department of Labor on June 25, advocating for the immediate certification of Federal transit grants that have been delayed. Congressman Calvert (R-CA) initiated the joint letter, which was co-signed by Congressman Farr. On September 9, Congressman Farr joined with several other Democratic Members of the California Delegation to meet with Department of Labor Secretary Perez to discuss the status of the PEPRA litigation and its effect on Federal Transit Administration grants. Congressman Farr urged Secretary Perez to be mindful of the disruption to MST and other transit agencies if any future FTA grants are held up, including the likelihood of service reductions and employee layoffs if FY 2016 funds are interrupted in January. We continue to closely monitor the status of FTA grants for any future impacts on MST if the issue reoccurs next year.

Blank Page

ATTACHMENT 2

MST 2016 Federal Legislative Program

1F. Engage in cooperative support among partner organizations.

- a. Support the 2016 American Public Transportation Association (APTA), and Community Transit Association of America (CTAA) Legislative Programs.
- b. Support APTA's federal transportation re-authorization recommendations for the "FAST Act" legislation awaiting the President's signature.
- c. Support the 2016 Federal Legislative Programs for the Transportation Agency for Monterey County (TAMC), the Fort Ord Reuse Authority and MST member-jurisdictions.
- d. Support other partner agency legislative efforts where common interests exist.

2F. Ensure short-term and long-term transit funding stability and expansion.

- a. Support legislation that provides parity between the Federal Transit Benefit for parking and transit at a level that is at least equal to that established in the American Recovery and Reinvestment Act of 2009 and Section 727 of the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 (P.L. 111-312).
- b. To ensure a steady stream of needed vehicle and infrastructure funding on an annual basis, seek additional funding for the Federal Transit Administration Section 5339(a) and 5339(b) Bus and Bus Facility formula and competitive capital grant programs.
- c. Seek federal funding for critical transit projects, including but not limited to new buses, bus equipment/facilities, Bus Rapid Transit (BRT), and Intelligent Transportation System (ITS) technology.
- d. Seek maximum annual appropriations for transit programs and maintain the guaranteed funding levels and "firewalls" established in current legislation that match transportation revenue to transportation expenditures.
- e. Protect Mass Transit Account funded programs in FAST-Act Authorization against rescission, sequestration or other financial reductions from attempts to solve General Fund imbalance problems with the federal budget. Seek funding from all authorized discretionary and formula funding sources including Section 5310/New Freedoms (NF), Small Transit Intensive Cities (STIC), ITS, the federal mass transit benefit, homeland security, FTA Section 5309 (including continuation of the Small Starts program), FTA Section 5339(a) and (b), FTA Section 3006(b) (innovative mobility for seniors and disabled), US Department of

Agriculture (rural areas), US Department of Health and Human Services (Affordable Care Act), US Department of Defense, US Department of Veterans Affairs, and other programs.

- f. Participate in planning, discussions and negotiations for any clean-up legislation that may be required after the passage of FAST Act and support the APTA Recommendations on federal public transportation authorizing law.
- g. Support strategies to stabilize and increase transportation funding sources in light of the depletion of the federal highway trust fund and transit trust fund, and advocate for a well-funded, swiftly-implemented, multi-year federal transportation program supported by annual, full-year, on-time appropriations of funding by Congress and apportionments by FTA.
- h. Support California receiving its fair share of its contribution to federal transportation funding.
- i. Oppose efforts to reduce or limit federal formula or discretionary transit funds.
- j. Promote Intelligent Transportation System (ITS) programs and research as a cost-effective means of addressing transportation needs.
- k. Seek additional funding for elderly and disabled transportation, including the FTA Section 5310 elderly and disabled transit capital funding program, which under FAST Act incorporates funding for projects formerly eligible under the Section 5317 New Freedoms Program.
- l. Oppose any efforts to shift current, expanded, or new transit funds or fuel taxes/fees to non-transportation programs or projects.
- m. Include transit capital and operating funds as part of any further potential economic stimulus and jobs bills that may be proposed, and relieve local agencies from funding match requirements.
- n. Support initiatives to develop the workforce necessary to successfully deliver transit services, including continued and expanded funding of regional training consortium programs which provide advanced transit specific training through local community colleges and similar educational institutions.
- o. Support federal legislative efforts to provide incentives for electric and hybrid-electric buses and infrastructure equivalent or comparable to the alternative fuels tax credit currently available for compressed and liquefied natural gas.

3F. Support reductions in burdensome legal and/or regulatory requirements.

- a. Encourage legislative and regulatory efficiency.
- b. Work to streamline regulations and improve the ability of local and regional agencies to plan and deliver transportation projects and services in a timely, cost-effective manner.
- c. Advocate for changes in policies that inhibit MST's abilities to effectively provide mobility, including inappropriate usage of the 13c provision of the 1964 Federal

Transit Act, restrictions of buses based on axle weight, Buy America, and unreasonable spare ratio requirements.

- d. Monitor Asset Management, Safety and Performance requirements on transit agencies being implemented by the Federal Transit Administration and advocate for exemptions and/or reduced reporting requirements for small operators.
- e. To reduce regulatory burden, advocate that any new federal safety regulations should accept the safety programs of public transit agencies that have developed their safety plans/activities as members of large risk pools (e.g. CalTIP).

5F. Raise MST's profile and role in federal legislative issues.

- a. Continue to bring legislators, key staff and other federal stakeholders to MST for a facilities tour and presentation.
- b. Continue having MST Board and staff participate in transit-related meetings with federal elected representatives, key transportation and budget committee members and other officials.

DRAFT – DECEMBER 2015

Blank Page

To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: 2016 State Legislative Program

RECOMMENDATION:

1. Receive 2015 State Legislative Update and 2016 State Legislative Preview.
2. Adopt 2016 State Legislative Program.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your board adopts an annual legislative program. The recommended 2016 State Legislative Program is consistent with our mission of advocating and delivering quality public transportation as a leader within our industry. The 2016 State Legislative Program will be presented to state legislators and their respective staff members and will direct MST positions on legislative matters throughout the year. The Legislative Program is also used as a guideline for supporting, opposing, or watching legislation when time does not permit official MST Board action on specific legislation.

DISCUSSION:

To monitor and guide transit-related legislation in Sacramento and Washington, DC, MST participates in the California Transit Association (CTA), the California Association of Coordinated Transit (Cal-ACT). In addition, staff makes regular visits to Sacramento to conduct in-person meetings with legislators representing Monterey County as well as staff members of committees with oversight over transportation issues. A brief summary of state legislative activity for 2015 as well as a look ahead to legislative priorities for 2016 is included in Attachment 1. After a verbal update on these matters, staff is requesting that your Board adopt the 2016 State Legislative Program (Attachment 2).

Attachment 1: 2015 State Legislative Update and 2016 State Legislative Preview

Attachment 2: Draft 2016 State Legislative Program

Submitted by 

2015 State Legislative Year End Update 2016 State Legislative Preview

2015 State Legislative Summary

During 2015 several key pieces of legislation supported by MST staff were signed into law including:

AB 1250 (Bloom) – Bus Axle Weights: instituted a new, more realistic and statutorily enforceable schedule of new bus axle weights, starting January 1, 2016 – one which acknowledges that transit buses in operation today may not always comply with the state’s old, outdated bus axle weight limit; while, decreasing the maximum bus axle weight over time, to incentivize bus manufacturers and public transit operators to design, manufacture and ultimately put into operation increasingly lighter transit buses; and, converting the measurement and enforcement of bus axle weights to curb weight.

SB 413 (Wieckowski) – Transit Violations: amended the Public Utilities Code and the Penal Code to allow transit agencies to use an administrative process to cite and process minors in violation of specified prohibited acts (e.g. fare evasion, smoking where prohibited, unauthorized sale of goods) occurring in a facility or vehicle of a public transportation system. Additionally, this proposal would authorize transit agencies to enforce as an infraction the act of failing to yield seating reserved for elderly & disabled individuals, and clarifies what constitutes a noise violation on a transit property.

SB 508 (Beall) – TDA Requirements: streamlined, improved and rationalized the complex regulations that govern how state mandated farebox ratios and how the State Transit Assistance Program would be administered in relation to farebox recovery criteria.

2016 State Legislative Preview

As the Governor and Conference Committee on Transportation Infrastructure continue to identify a plan to fund the maintenance and repair of our state highways, local streets & roads, and public transit staff will work with our legislators and state association to increase the amount of funding in the State Transit Assistance program; increasing the share of the statewide sales tax that flows to the Local Transportation Fund; and, increasing the share of Cap and Trade revenues flowing to transit programs. Staff will also work with our delegation and partners to protect existing long-term Cap and Trade revenue allocated to transit through the Low-Carbon Transit Operations Program, the Transit and Intercity Rail Capital Program, and the Affordable Housing and Sustainable Communities Program, and to support annual appropriations of Cap and Trade funds to the Low Carbon Transportation program to be used for transit.

The following summarizes the highest priority policy goals the California Transit Association will pursue in 2016, including sponsored legislation they will seek.

Transportation / Transit Funding: Advocate for a comprehensive state transportation funding solution, providing funding to all modes, including highways, roads, and transit capital & operations.

Transit Funding from Cap and Trade: Pursue additional funding from the Cap and Trade programs for transit operators from the 40 percent non-dedicated share. Protect transit's existing share of long-term Cap and Trade revenue allocated to the Low-Carbon Transit Operations Program, the Transit and Intercity Rail Capital Program, and the Affordable Housing and Sustainable Communities Program; and support annual appropriations of Cap and Trade funds to the Low Carbon Transportation program to be used for transit.

Cap and Trade Cleanup: Pursue a legislative solution that would shift the 50 percent operator-by-operator disadvantaged community-benefit requirement to either a statewide or regional target for investment and/or seek to adjust the 50 percent requirement to 25 percent consistent with the Transit and Intercity Rail Capital Program and the provisions laid out in SB 535 (de Leon) [Chapter 830, Statutes of 2012]. Additionally, pursue statutory changes to allow transit operators receiving Low-Carbon Transit Operations Program funding to use the funding for operations for up to five years, as well as other mechanisms that would provide additional flexibility to operators.

Bus Axle Weight Fix: Uphold the Association's commitment to explore and support an appropriate solution addressing Caltrans concerns related to the operation of certain buses on bridges, as enacted in AB 1250 (Bloom) [Chapter 484, Statutes of 2015].

Zero Emission Bus Procurements: Ensure a positive outcome for transit in the California Air Resources Board's (ARB) proposed Advanced Clean Transit regulation. Oppose any ZEB purchase mandate that would place undue burden on transit agencies, and support the provision of new sources of funding to incentivize the adoption of ZEB technology.

Bus on Shoulder Expansion: Define and seek as appropriate an expansion of the existing, very limited bus on shoulder statutory authorization granted to Monterey-Salinas Transit District and Santa Cruz Metropolitan Transit District by AB 946 (Stone) [Chapter 426, Statutes of 2013].

Bond Funding: Proposition 1A Rail Transit and Proposition 1B Public Transit Modernization, Improvement, Service Enhancement Account (PTMISEA) and Transit System Safety, Security, Disaster Response Account (TSSSDRA)

Funding: Monitor and/or actively pursue if necessary the remaining allocation of the \$950 million in regional rail connectivity funds provided by the Proposition 1A High-Speed Rail bond to all program recipients. Monitor the allocation of the remaining amount of appropriated PTMISEA funds, and seek continued significant annual

appropriations and allocations from the TSSSDRA program to keep up with transit capital needs.

Pension Reform: Monitor and respond as appropriate to state and federal efforts regarding pension reform, including pending legal review relative to PEPRA/13(c).

FAST ACT Implementation: Support legislation and administrative strategies to implement the FAST federal authorization bill, in a way that ensures the best possible outcome for transit.

California Environmental Quality Act (CEQA) Reform: Support efforts to include transit projects in CEQA reform measures.

Rail Modernization: Support the state's rail modernization efforts.

Throughout 2016 MST staff will support California Transit Association and California Association of Coordinated Transportation legislative priorities.

Prepared by: 

Blank Page

ATTACHMENT 2

MST 2016 State Legislative Program

1S. Engage in cooperative support among partner organizations.

- a. Support the 2016 Legislative Programs of the California Transit Association (CTA) and California Association of Coordinated Transportation (CalACT).
- b. Support CTA's federal transportation re-authorization recommendations for the "FAST Act" legislation currently under consideration by Congress. Support the 2016 State Legislative Programs for the Transportation Agency for Monterey County (TAMC), the Fort Ord Reuse Authority (FORA), and MST member-jurisdictions.
- c. Support other partner agency legislative efforts where common interests exist.
- d. Ensure state legislative efforts are consistent with and coordinated with the MST federal legislative program.

2S. Support transit-related legislation.

- a. Support legislation and policies that enable transit-supportive development.
- b. Introduce and/or support legislation creating pilot programs to fund public transit buses and support vehicles with electric, bio-fuel and other alternative-powered engines.
- c. Support legislation that increases safety for transit employees and customers by increasing penalties against those that commit crimes against an operator of a transit vehicle, against the transit riding public, or against property of transit agencies.

3S. Encourage the state to restore, preserve and augment transportation and transit funding.

- a. Oppose any transfer or expenditure of Transportation Development Act, Public Transportation Account, Traffic Congestion Relief Fund, and other transit funds to state and local agencies for purposes other than those specified in the Act and existing transit funding law. Monitor the effects of 2010 Proposition 22 and Proposition 26 on transit funding.
- b. Support and advocate fair and equitable transportation program funding and project criteria and allocation formulas for funds from transportation and housing bond measures that were passed on the 2006 General Election Ballot, including any remaining funds that have been disencumbered from other agencies' cancelled projects. Ensure that funds are maximized for MST and that the region's authority to decide how to program any new funds is retained. Work

with the Governor's Administration, the Legislature, the California Transportation Commission, Caltrans and others in key decision-making processes. Seek funding for bus operations, maintenance and administration facilities; new bus purchases; electric charging infrastructure; transit stations; security improvements to property and buses; bus shelters; ticket vending machines; Intelligent Transportation Systems (ITS); Bus Rapid Transit (BRT); and mixed-use transit oriented developments (TODs).

- c. As Caltrans is the designated recipient for some of MST's federal funds, support legislation and administrative strategies to implement the transit programs in FAST Act, in a way that ensures prompt distribution of funds to small urban and rural operators to yield the best possible outcome for transit.
- d. Support and advocate protecting and maximizing transit's share of Cap & Trade revenues, including additional ongoing, dedicated revenue for transit from the 40 percent of Cap & Trade funds not continuously appropriated pursuant to existing statute.
- e. During the extraordinary legislative session on transportation as well as in other venues throughout the year, advocate for enactment of comprehensive long-term transit funding programs to: increase operating revenue; create new transit capital funding programs; enact transit-supportive development funding; add revenue needed to comply with air quality requirements.

4S. Support reductions in burdensome legal and/or regulatory requirements.

- a. Support exemptions for small operators from financially burdensome new legal or regulatory requirements or minimize their impact on small operators.
- b. Oppose efforts to mandate benefits or other specific working conditions that would increase MST's costs and that would be more appropriately addressed through the local collective bargaining process.
- c. Monitor ongoing rule-making discussions at the California Air Resources Board including AB 32, SB 375 and the state's new "Cap and Trade" program, and oppose additional regulatory requirements that do not have a new, dedicated funding source provided for their implementation.
- d. Ensure a positive outcome for transit in the California Air Resources Board's (ARB) proposed Advanced Clean Transit regulation. Oppose any ZEB purchase mandate that would place undue burden on transit agencies, and support the provision of new sources of funding to incentivize the adoption of ZEB technology.
- e. Support efforts to streamline state-administered federal grant programs to allow funds to be delivered to transit agencies more promptly and/or administered directly by small urban transit operators who already receive and manage federal transit grants, where appropriate.
- f. Monitor state implementation of pension reform laws.

- g. Support efforts to include certain types of transit projects in CEQA reform measures.

5S. Raise MST's profile and role in state legislative issues.

- a. Continue to bring legislators, key Governor Brown staff and others to MST for a facilities tour and presentation.
- b. Maintain positive working relationships with elected state representatives including Governor Brown, Assemblymembers Alejo and Stone, and Senators Monning and Canella. Reach out to any newly elected legislative officials after the November 2016 election.
- c. Continue having MST Board and staff participate in transit-related meetings with elected representative, key transportation and budget committee members and other officials.

DRAFT – DECEMBER 2015

Blank Page

To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: Proposed January 11 Strategic Planning Workshop Agenda

RECOMMENDATION:

Discuss and Approve proposed January 11 Strategic Planning Workshop Agenda.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

None.

DISCUSSION:

For the past dozen years, your Board has held a strategic planning workshop in January in lieu of a traditional board meeting. During these meetings, staff provides updates on progress made towards strategic goals, and your Board provides input and direction on any tactical changes that may be required.

Attached is a draft agenda based on staff recommendations and input from various board members regarding topics of discussion. Staff will finalize the workshop agenda based on input received at the December 14 board meeting.

Attachment 1: Draft strategic planning workshop agenda

Submitted by: 

Blank Page

ATTACHMENT 1

Monterey-Salinas Transit DRAFT Strategic Planning Workshop Agenda January 11, 2016 9:00am – Noon

1. Review of Agenda.

2. MST Organizational Progress.

- Review progress toward Strategic Goals and Annual Action Plan.
- Receive performance update.

3. Measure Q Update and Planning.

- Receive presentation and discuss proposed Measure Q Investment Plan.

4. Receive Update on Status of Major Capital Projects.

- Receive report on MST capital budget, property acquisition and renovation financing options, and federal and state funding opportunities for 2016.
- Receive updates on MST facilities projects:
 - Ryan Ranch Administrative Facility update.
 - TDA Bus and Maintenance Facility renovation update.
 - South County, Marina Transit Exchange, and Salinas Transit Center property updates.

5. Discuss Board Governance Issues.

- Discuss and recommend changes to MST's board stipend policy to include mileage reimbursement.
- Review and discuss proposed changes to MST board agenda format (order of business, financial reporting, and action items).
- Provide suggestions for new board member orientation process.
- Discuss timing and process for strategic plan update.

6. MST “Transit Champion” Award.

- Discuss and make recommendations for MST’s Transit Champion Award annual presentation schedule.

7. Return to Agenda for Closing Remarks.

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – October 2015

Attached is a summary of monthly performance statistics for the transportation, maintenance, and administration departments for the October 2015 (Attachments 1-5). Please note that for the month of October, 91.97 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 82.04 % in October of 2014 and the MV Transportation team is to be commended for this tremendous improvement.

On October 4-7, I attended the American Public Transit Association (APTA) Annual Conference in San Francisco, CA. I attended meetings of the APTA Board of Directors Executive Committee, Legislative Committee, and acted as chair of the Bus and Paratransit CEO committee. I also participated as a panel member on a session on Transit Ballot Measures. I attended a variety of education sessions that included presentations from national transit leaders, key staff of Congressional committees, and the federal transit administration.

On October 16-17, I travelled to Lake Arrowhead, CA, to participate in the California Transportation Foundation (CTF) Education Symposium which brought together 38 students and high-level practicing professionals in interactive sessions exploring the field of transportation engineering and planning.

On October 21, I was invited to participate in a special meeting with Secretary Anthony Foxx of the Department of Transportation where I was able to explain to the Secretary how investments in public transportation can support the local economy of tourism destinations like Monterey County.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – October 2015

Attachment #3 – Facilities & Maintenance Dept. Report – October 2015

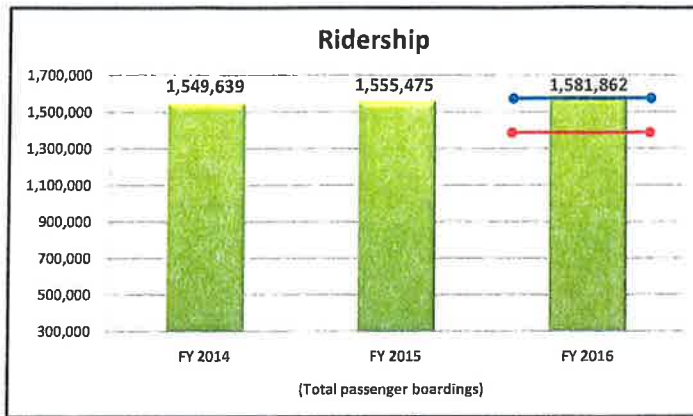
Attachment #4 – Administration Dept. Report – October 2015

Attachment #5 – Washington, D.C. Itinerary – October 2015

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: Care A. Saboury

MST Fixed Route YTD Dashboard Performance Comparative Statistics Months of July - October Fiscal Years 2014-2016

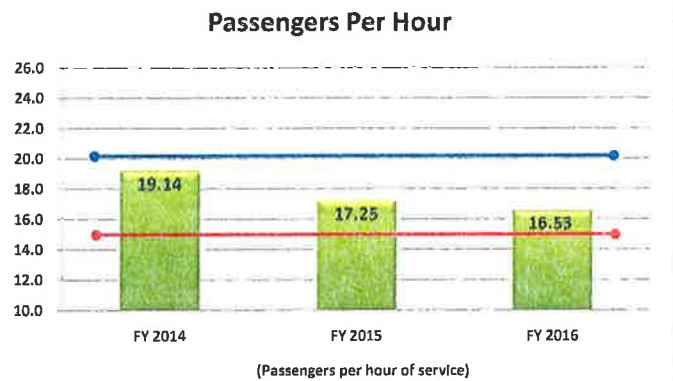


Goal = 1,586,585 passengers

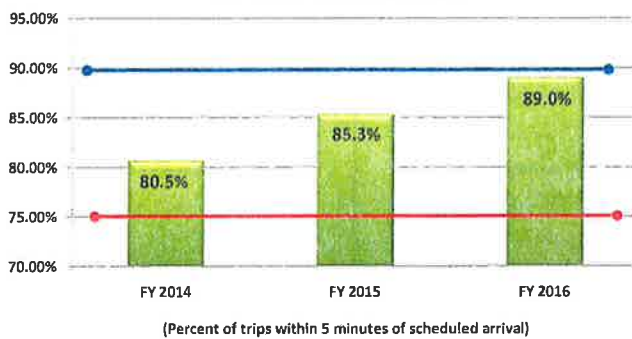
Minimum = 1,399,928 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

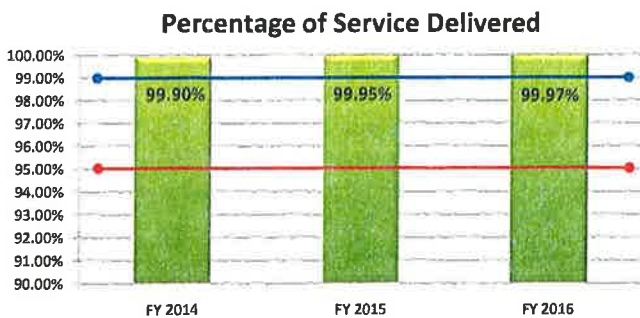


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed



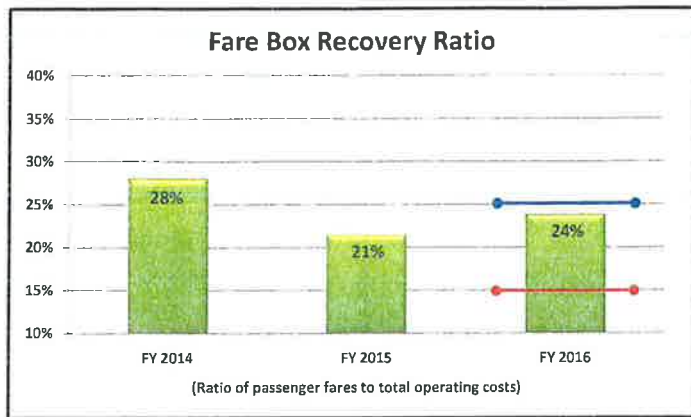
(Percentage of scheduled trips completed)
*Data for Fiscal Year 2013 Unavailable

MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - October

Fiscal Years 2014-2016

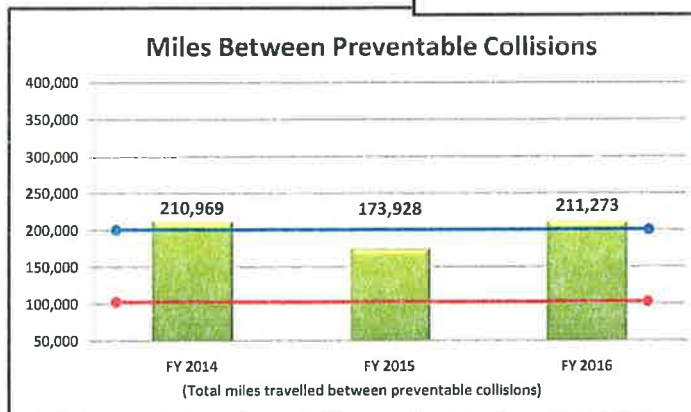
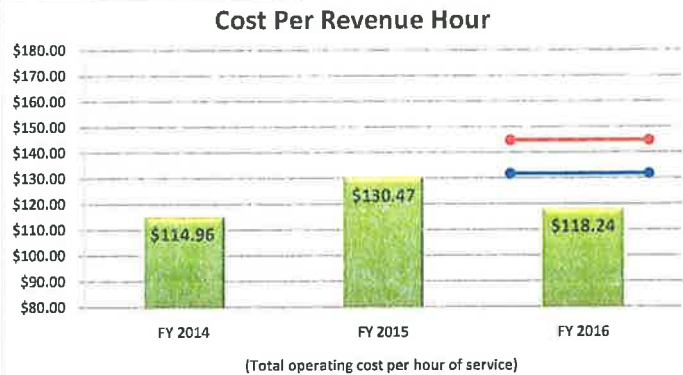


Goal = 25%

Minimum = 15%

Maximum = \$145.00 per RH

Goal = \$131.67 per RH

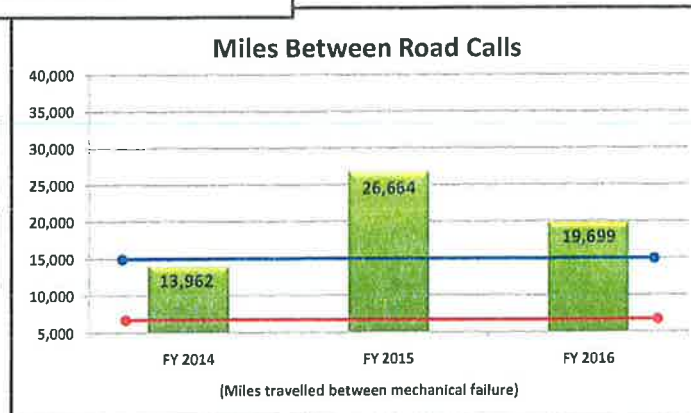


Goal = 200K Miles

Minimum = 100K Miles

Goal = 15K Miles

Minimum = 7K Miles

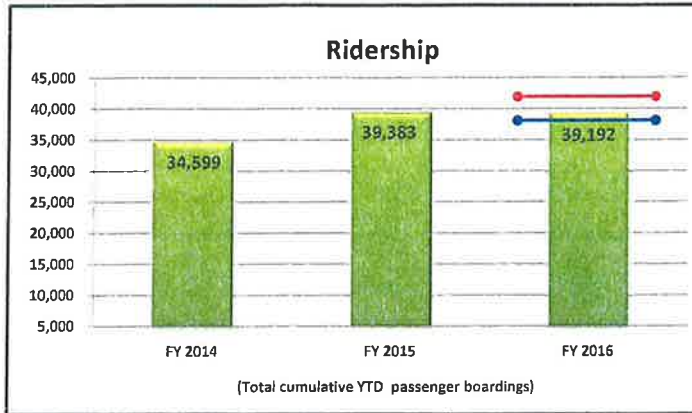


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - October

Fiscal Years 2014-2016

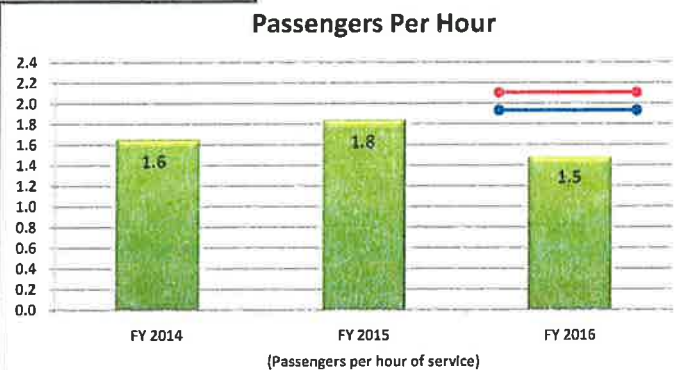


Goal = 39,059 passengers

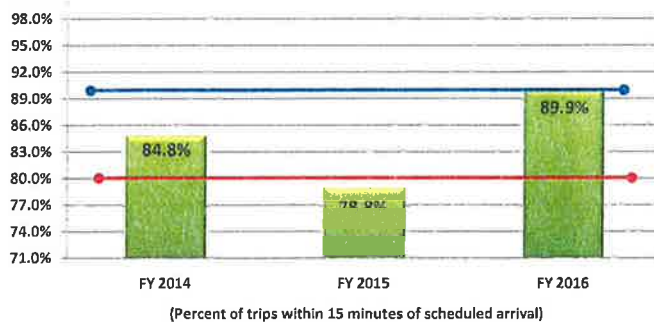
Maximum = 42,965 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



On Time Performance

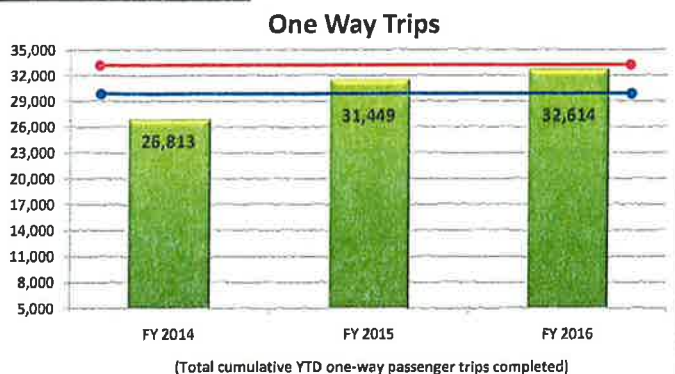


Goal = 90% on time

Minimum = 80% on time

Maximum = 33,877 one-way trips

Goal = 30,797 one-way trips

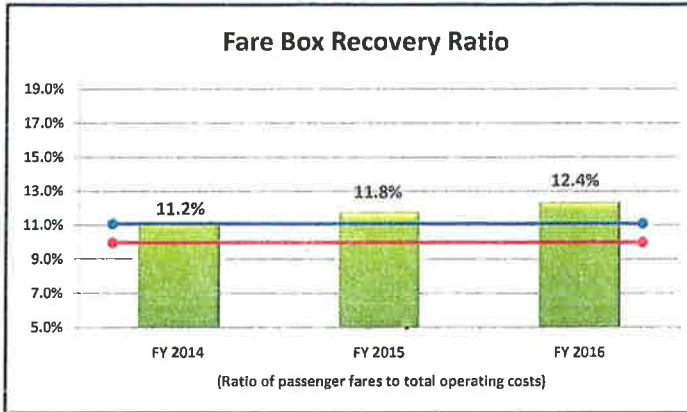


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - October

Fiscal Years 2014-2016

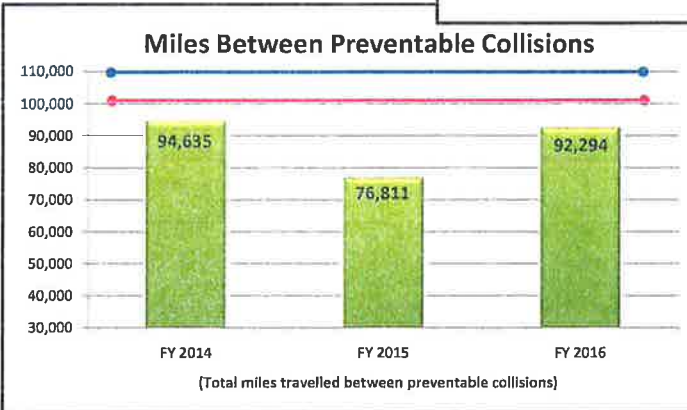
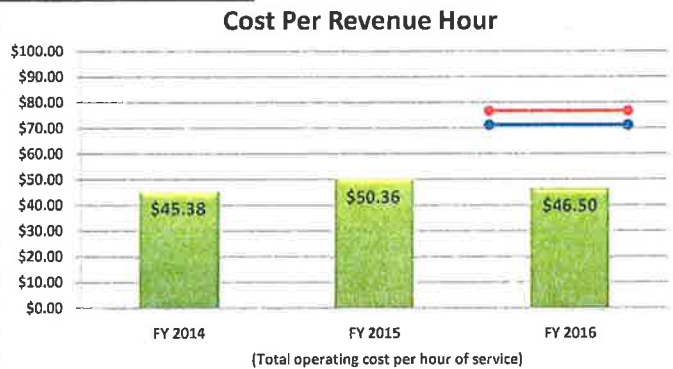


Goal = 11%

Minimum = 10%

Goal = \$70.86

Maximum = \$77.95

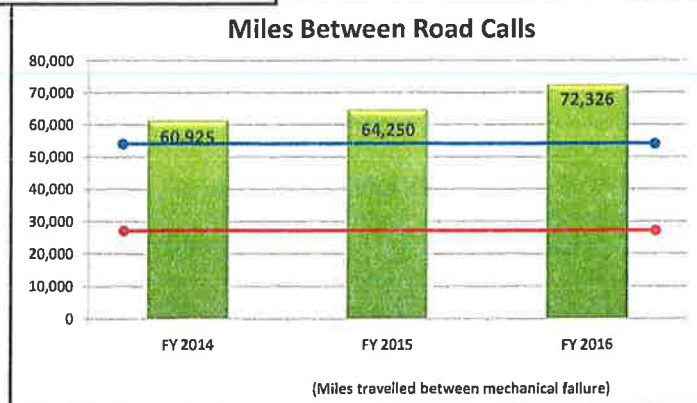


Goal = 110K Miles

Minimum = 100K Miles

Goal = 60,000 miles

Minimum = 30,000 miles

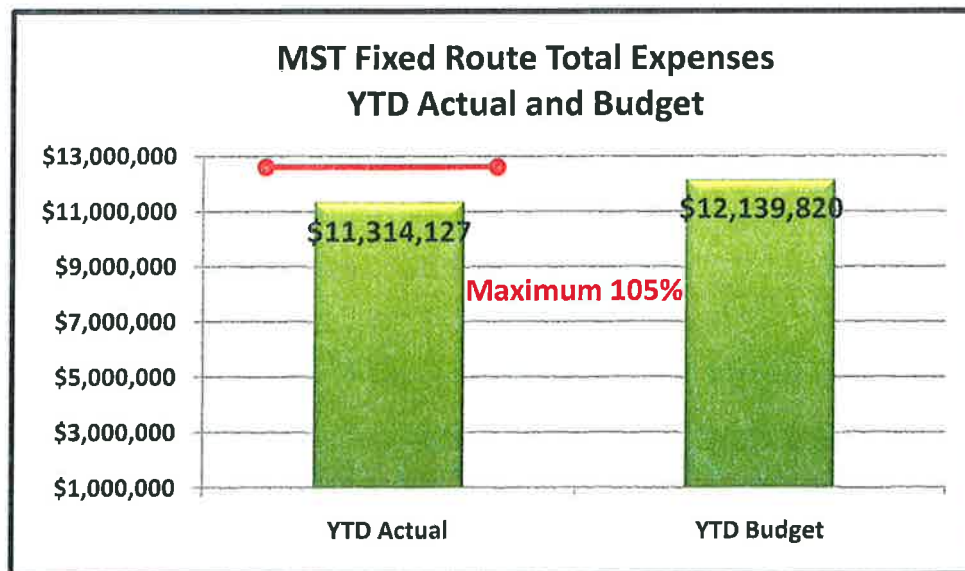
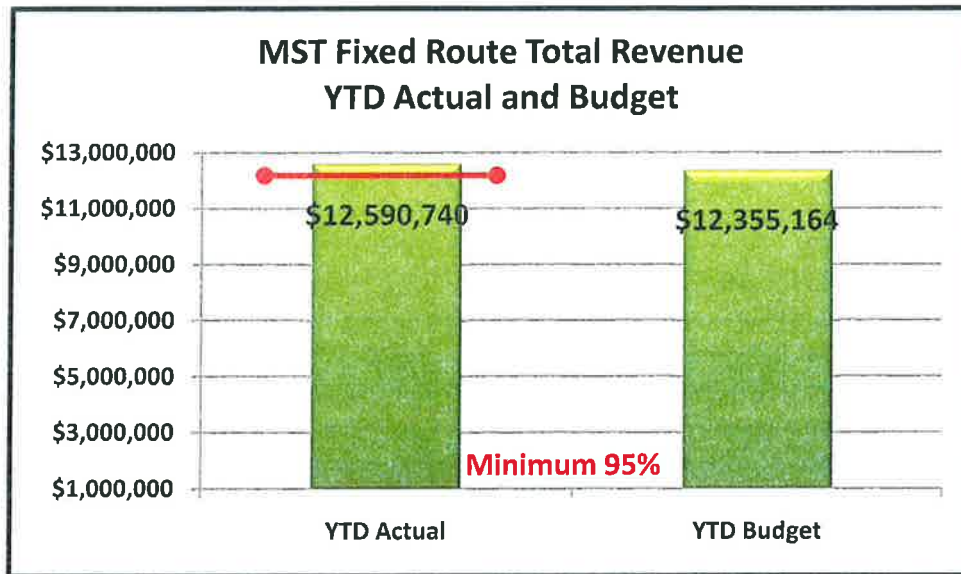


MST Fixed Route

Financial Performance Comparative Statistics

July - October

Fiscal Year 2016

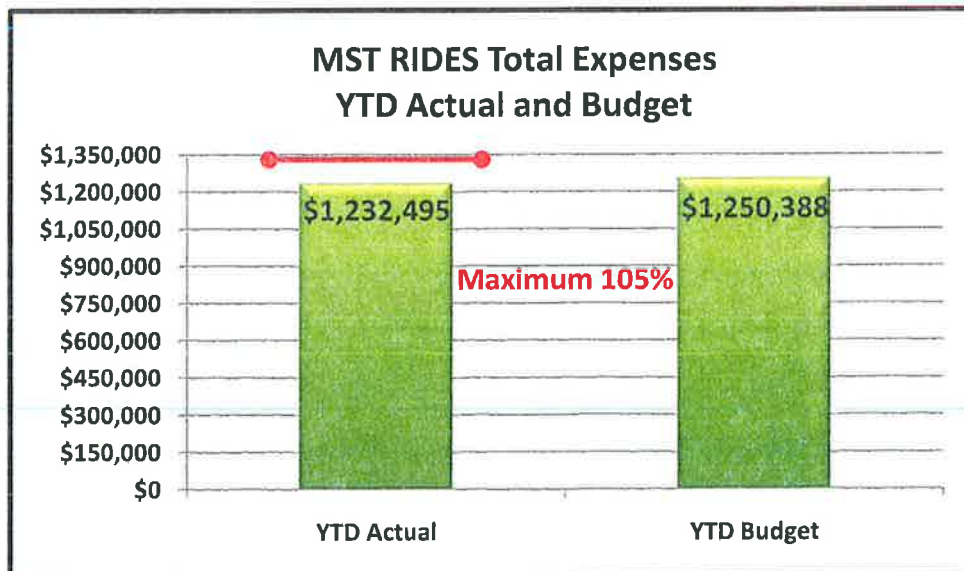
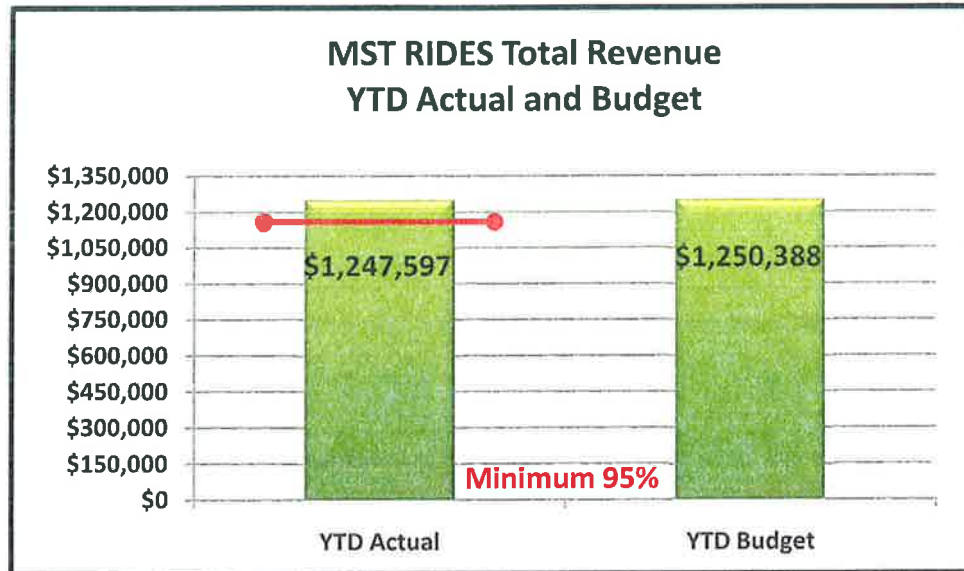


MST RIDES

Financial Performance Comparative Statistics

July - October

Fiscal Year 2016



86

ATTACHMENT 2

December 1, 2015

To: Mike Hernandez, Assistant General Manager / C.O.O.
From: Robert Weber, Director - Transportation Services
Cc: MST Board of Directors
Subject: **Transportation Department Monthly Report – October 2015**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 2.29% in October 2015, (391,618), as compared to October 2014, (400,812). Fiscal year to date – passenger boardings have increased by 1.70% as compared to the same period last year.

Productivity decreased from 17.0 passengers per hour (October 2014) to 15.9 in October of this year.

Supplemental / Special Services:

October 10: MST provided shuttle service in support of the annual U.S. Navy Ball between the Presidio of Monterey and the downtown Monterey event. The service transporting 88 passengers during the event.

October 16: In support of the Monterey Symphony, MST provided shuttle service between the Sally Griffin Center and Sherwood Hall transporting 29 passengers.

October 19: In support of the Monterey Symphony, MST provided shuttle service between the Harden Middle School in Salinas and Sherwood Hall transporting 283 passengers.

System Wide Statistics:

- Ridership: 391,618
- Vehicle Revenue Hours: 24,567
- Vehicle Revenue Miles: 402,527
- System Productivity: 15.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 35,502

Time Point Adherence: Of 141,925 total time-point crossings sampled for the month of October, the TransitMaster™ system recorded 17,765 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 2016.*)

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 five (5) cancelled trips for the month of October for both directly operated and contracted services:

Total Trips Provided: 35,502			
Category	MST	MV	%
Collision	3	0	60.00%
Mechanical	2	0	40.00%
Totals	5	0	100%

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 October 2014 and 2015:

Occurrence Type	October-14	October-15
Collision: MST Involved	4	8
Employee Injury	0	0
Medical Emergency	0	0
Object Hits Coach	0	1
Passenger Conflict	4	8
Passenger Fall	8	2
Passenger Injury	1	1
Other	7	5
Near Miss	0	3
Fuel / fluid Spill	2	3
Unreported Damage	1	2
Totals	27	33

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of October there were 10,171 passenger boardings. This denotes a 0.84% increase in passenger boardings from October of 2014, (10,086). Fiscal year to date – passenger boardings have decreased by 0.84% as compared to the same period last year.

- Productivity for October of this year was at 1.87 passengers per hour decreasing from October of 2014, (2.18).
- For the month of October, 91.97 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 82.04 % in October of 2014.

COMMUNICATIONS CENTER:

In October, MST's Communications Center summoned public safety agencies on *fifteen* (15) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	11
EMS	Passenger Illness	3
Fire Department	Bi-Hazard Clean up	1

Robert Weber

Blank Page

ATTACHMENT 3

November 20, 2015

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for October 2015

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

FY16 Fuel Budget:	Average Fuel Price Oct 2015:	Average Fuel Price: FY2016
Diesel: \$3.25	\$1.95	\$2.00
Gasoline: \$3.35	\$2.18	\$2.65

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
October 2015:	\$1.07	11,989
FY2016 YTD	\$.97	19,699
FY2015:	\$1.01	24,373 <u>YTD</u> Comparison
FY2014	\$1.20	15,403

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

Department Activities/Comments:

Miles between major mechanical road calls for October were 11,989 for the fleet, with 27 road calls categorized as "major mechanical" and 2 road calls for minor or non-mechanical issues. The highest major road calls were for engine and electrical issues.

Scheduled preventative maintenance (PMs) was at 99% for the month. The cost per mile increased specifically for the model year 2002 and 2003 Gillig fleet due to major component replacements including a turbo and differential. Overall the operating cost per mile for the entire fleet is \$1.07 for October.

The Salinas Transit Center received a major sidewalk and surface cleaning during the month. Repairs were conducted on an in-ground hoist at CJW and there was a widespread power outage across Monterey County in Mid October requiring the use of TDA's emergency generator for approximately 17 hours.

Michael Hernandez
Michael Hernandez

ATTACHMENT 4

Date: December 14, 2015

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – October 2015

The following significant events occurred in Administration work groups for the month of October 2015:

Human Resources

A total employment level for October 2015 is summarized as follows:

Positions	Budget FY16	Actual	Difference
Coach Operators F/T	137	138	1
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	5	0	-5
Operations Staff	30	30	0
Maintenance & Facilities	46	46	0
Administrative (Interns 2 PT)	26	25	-1
Total	244	239	-5

*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.

September Worker's Compensation Costs	
<i>Indemnity (paid to employees)</i>	\$25,289.40
<i>Other (includes Legal)</i>	\$9,377.55
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$20,767.90
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,775.33
Total Expenses	\$68,210.18
Reserves	\$1,484,356.00
Excess Reserved	(\$577,265.49)
<i># Ending Open Claims</i>	42

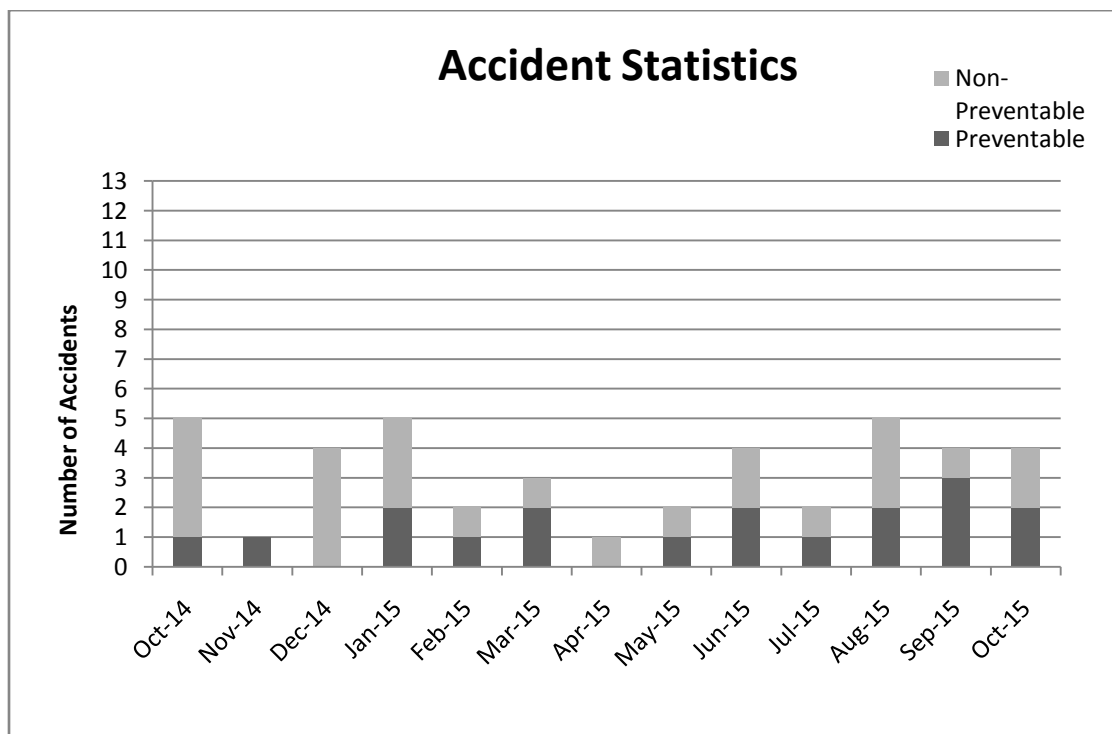
Training

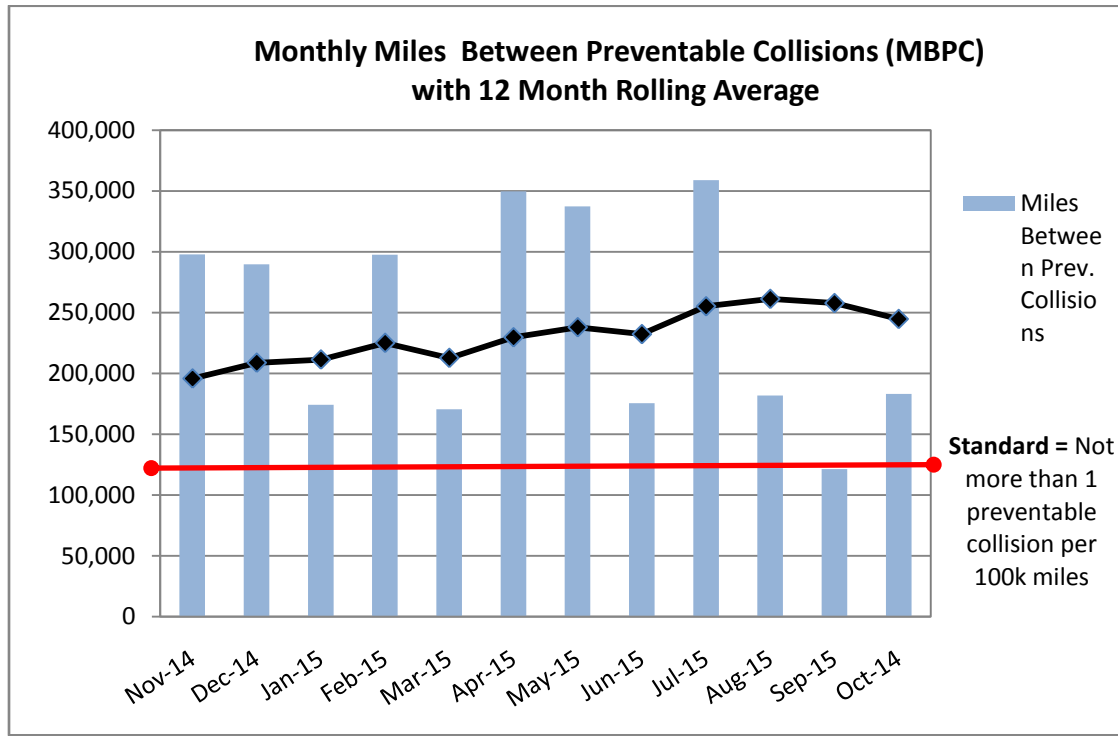
Description	Attendees
Post Collision Retraining	5
Post Incident Debriefing/Counseling	2
Return to Work Re-fresher Training	3
Annual Verification of Transit Training	6
APTA Conference	1
Maintenance Safety Meeting	7
NTD Urban Reporting Training	1
Incident Command System Training and overview of MST's Emergency Operations	1

Risk Management Update

Description	October 2015 Preventable		October 2014 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	2	0	4
Bus hit stationary object	2	0	1	0
TOTAL	2	2	1	4

In October 2015, there were 2 preventable collisions. Both were considered minor with no injuries. An additional 26,197 miles were traveled in October 2015 compared to October 2014.





There were \$4,371.03 claim recoveries during this period and no claims paid.

Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	October '14	% of reports received
Improper Driving	3	2	1/2*	12.2%	7	17.1%
Routing	1	0		2.4%	0	0.0%
Passed By	2	0	1	4.9%	5	12.2%
Improper Employee Conduct	2	1	1*	7.3%	2	4.9%
Bus Stop Amenities	1	0		2.4%	2	4.9%
Late Arrival	1	1	1/1	4.9%	6	14.6%
Fare / Transfer Dispute	0	1	1*	2.4%	1	2.4%
No Show	0	1	1*	2.4%	4	9.8%
Inaccurate Public Information	1	0		2.4%	0	0.0%
Service Other	4	5	1/4*	22.0%	9	22.0%
Passenger Conduct	1	0		2.4%	1	2.4%
Early Departure	4	1	1*	12.2%	0	0.0%
Off Route	0	1	1*	2.4%	0	0.0%
Employee Other	3	3	1*	14.6%	3	7.3%
Service Schedule	0	0		0.0%	1	2.4%
Agency Policy	1	1		4.9%	0	0.0%

Total Complaints	24	17	100.0%	41	100.0%
Employee Compliment	0	1		1	
Service Compliment	1	0		0	

Finance Update

Payroll

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

General Accounting/Accounts Payable

During the month of October, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. In addition, staff compiled and submitted the Transit Operators Financial Transactions Report to the State Controller's Office. Staff also began preparing the required annual reporting to the National Transit Database which aids in the appropriation of FTA formula funds to transit agencies.

Grants

During the month of October staff met with FTA Region IX contacts in San Francisco and attended the Federal Transit Administration's National Transit Database training in Los Angeles, as well as the FTA Region IX Title VI Workshop in Oakland. Staff worked on grant applications for the FTA's Low or No Emission Deployment Program and Caltrans' Planning Grant program. The Grants Analyst kicked off the agency's Triennial Review process. State and Federal quarterly reports were submitted on time by the end of October.

Purchasing

During the month of October, staff was busy with ordering parts and maintaining low inventory levels. By the end of the month, there was only a marginal decrease in inventory value. The month closed with inventory of parts at \$188,486, dollar value, which represents a 5% decrease over September. Anticipation is high that parts inventory will continue to decrease as we expect less component failures due to our new fleet of Gillig buses. And if we have component failures on these new buses, they are being paid for through the warranty process.

IT Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster Automatic Vehicle Location system. Staff liaised with MST maintenance department Electronics Technician colleagues regarding the installation of the TM system hardware on contractor operated revenue vehicles.

Staff monitored the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system after the recent EAM system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system.

Staff monitored the functionality of the Customer Service database. Staff liaised with the County of Monterey Information Technology department regarding the radio hardware to be installed to extend data/radio coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff continued working on the configuration of the virtual computer system.

Staff worked with the new vehicle camera systems vendor to coordinate the delivery and installation timeline. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: "Letters: MST provides critical transportation" (Monterey County Herald, 10/3/15); "Less privileged bicyclists run greater risks" (The Californian, 10/6/15); "Small agencies, big ideas" (Mass Transit, 10/6/15); "Uber officially arrives as Monterey Regional Airport" (Monterey County Herald, 10/7/15); "Quick Bites: New restaurant on River Road, food truck drama, big Carmel move" (Monterey County Weekly, 10/7/15); "DLI prof denies spitting, other accusations levied by MST bus driver" (Carmel Pine Cone, 10/9/15); "Governor signs SB 705, allowing TAMC to request sales-tax hike" (Monterey County Weekly, 10/8/15).

Press releases sent include: (None)

Marketing activities: Conducted interviews to hire fourth customer service representative/English-Spanish translator; nominated wireless electric trolley for California Transit Association (CTA) Innovation Award; attended Social Media Marketers of the Monterey Bay Meet-Up; coordinated free rides on Carmel Valley Grapevine Express for Carmel Valley Wine Experience Harvest on Oct. 11 in exchange for MST event sponsorship; updated advertising media kit to a more digital-friendly format with new ad rates; met with staff to determine veteran discount proof of eligibility forms accepted; brainstormed marketing strategies and timeline for Weekend Super GoPass; prepared request for proposals for Onboard Ridership and Community Non-Rider Surveys; met with staff at the Veterans Transition Center to determine proof of

eligibility forms accepted and how to reach veterans about the new discount; attended Monterey County Business Council's Higher Education and Research Leadership Summit; sponsored and had MST staff attend Ciclovía Salinas with a booth; MST staff attended Monterey Peninsula Chamber of Commerce's Business Expo to promote MST's Group Discount Program among top area employers; worked on messaging showing how Measure Q funds are being spent; began updating public information materials for fare changes effective 12/5/15; researched updating/re-designing MST's Busmobile; managed MST website content, Facebook page, and Twitter account.

Planning

During the month of October, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 2014 Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and are starting to make up for previous losses. During the month the Presidio, with assistance of MST Business Development Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes.

Staff continued Measure Q planning efforts by coordinating with the consultant, Nelson\Nygaard, and steering committee and met with representatives from Hartnell College to discuss the possibility of a new bus stop shelters to serve the campus.

Staff participated in coordination meetings with the City of Monterey as the Highway 68 Roundabout moves closer to construction. The project will impact traffic throughout the area as well as MST routes serving the Monterey Peninsula.

Throughout the month, staff continued participating in meetings with various local agencies, including Monterey County Convention & Visitors Bureau, Monterey County Vintners and Growers Association, Salinas Valley Chamber of Commerce, Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, and the Fort Ord Reuse Authority.

ATTACHMENT 5

Guest Speaker:

Anthony Foxx, Secretary
Department of Transportation

Wednesday, October 21, 2015
8:00 a.m. to 9:00 a.m.
HVC-200
U.S. Capitol Visitors Center

Members of Congress:

Congressman Gus Bilirakis (FL-12), Co-Chair of the Congressional Travel & Tourism Caucus

Congressman Sam Farr (CA-20), Co-Chair of the Congressional Travel & Tourism Caucus

Travel Industry Executives

Alisa Bailey, Board Chair of Southeast Tourism Society and CEO of Charleston, WV CVB

Cindy D'Aoust – Acting CEO of Cruise Line International Association

Brad Dean, President/CEO of Myrtle Beach Area Chamber of Commerce

Roger Dow, President and CEO of U.S Travel Association

Camille Ferguson, Executive Director of American Indian Alaska Native Tourism Association

Debbie Hale, Executive Director of the Transportation Agency for Monterey County

Joseph Lopano, CEO of Tampa International Airport

Omar Marchi, VP of International Tour and Travel for Enterprise Holdings, Inc.

Michael McCormick, Executive Director/COO of Global Business Travel Association

Carl Sedoryk, CEO of Monterey-Salinas Transit and Board member of APTA

Agenda

Opening remarks from Congressman Gus Bilirakis

Opening remarks from Congressman Sam Farr

Opening remarks from Secretary Anthony Foxx

Open discussion session between Secretary Foxx and travel industry
leaders focusing on transportation and travel & tourism issues
(45 minutes)

TRANSPORTATION AGENCY FOR MONTEREY COUNTY

www.tamcmonterey.org

HIGHLIGHTS

October 28, 2015

Community Leaders Help to Identify Transportation Improvement Projects

The Transportation Agency for Monterey County (TAMC) Board of Directors received an update on the Agency's Transportation Investment Measure public outreach efforts. A group of 25 community leaders representing a broad spectrum of interests from the Salinas Valley to Big Sur and Northern Monterey County met as part of TAMC's outreach efforts to develop the Transportation Investment Plan. The diverse group representing various industries, businesses, neighborhood groups and non-profit organizations identified a long list of transportation projects that they felt were needed to maintain and enhance Monterey County transportation network. The list comprised of local streets & road maintenance and pothole repairs, safety and traffic reductions, mobility for seniors, youth and commuters, and walkability, bicycle safety and environmental improvements, was presented to the TAMC Board.

Public outreach efforts will continue as TAMC works towards developing a Transportation Investment Plan that could be funded through a November 2016 sales tax measure. This continued effort reemphasizes the need for Monterey County to become a "self-help" county and the importance of having a dedicated source of locally controlled dollars to address critical transportation needs that affect our quality of life and economy for today and in the future.

Holman Highway Roundabout Construction Begins AT&T Pro-Am

Construction on the Holman Highway 68/State Route 1 Roundabout will begin in the spring of 2016, right after the AT& T Pro-Am golf tournament, and will finish just before the 2017 AT& T Pro-Am. To minimize congestion during construction, work will primarily be done at night and during off-peak hours.

The project team is coordinating with business and hospitality groups to minimize impacts during the busiest tourist season. In addition, an Interagency Task Force, Emergency Responders Working Group and a Travel Demand Management Working Group have been formed to problem-solve and provide input throughout the construction, develop appropriate protocol in case of an emergency and identify and implement strategies to reduce congestion during detours and road closures.

The Holman Highway 68/State Route 1 Roundabout will be the first state highway roundabout in Monterey County. The intersection is a gateway to the Peninsula and provides access to the Community Hospital, Pebble Beach Company and City of Pacific Grove.

Agency staff will continue to meet with community groups and provide updates on the project website: <http://www.tamcmonterey.org/programs/roundabouts/hwy68rndabt.html>.

TAMC Seeks Nominations for Transportation Excellence Awards

The Transportation Agency for Monterey County is seeking nominations for their annual "Transportation Excellence Awards." The awards are designed to show appreciation to the community for its' outstanding efforts to improve transportation in Monterey County. The award categories are for individuals, businesses/groups, programs or projects.

Examples of potential awards include by are not limited to:

- Transportation employees who excel at their jobs and go the extra mile to promote the most efficient use of the transportation system.
- Innovative activities that promote more efficient use of the local transportation network.
- Citizens or organizations that have made significant efforts to inform and educate the public about transportation issues.
- Successful efforts to improve transit services and encourage the use of alternatives to driving alone.

The one-page nomination form can be found on the TAMC website. Once complete, the nomination can be mailed or faxed to the Agency office. The deadline to submit a nomination is noon, December 4, 2015.



November 1, 2015

To: C. Sedoryk, General Manager/CEO

From: L. Rheinheimer, Director of Planning and Development

Subject: Trip Reports

I attended two events during the month of October 2015: American Public Transportation Association Annual Meeting in San Francisco, Ca. from October 4-7, 2015 and Eno Transit Senior Executive Program in Washington, D.C. from October 18-23, 2015.

I attended the APTA Conference with fellow MST employees along with other transit agencies throughout the United States. I attended several sessions which I found very useful. A few of the highlights include:

- Congress and the Federal transportation agenda – this session included updates to federal procurement rules and the Buy America provision, an update on the Low or No Emission Vehicle Deployment Program (LoNo Program), and the new safety authority granted to the Federal Transit Administration.
- Public participation – this session focused on successful public engagement and participation for transit agencies. Public involvement can include a spectrum from informing → consulting → involving → collaborating → empowering. It is important to create a consistent model of outreach for the transit agency to build trust and build relationships within the community.
- First mile, last mile – this session provided me with some information about technical assistance provided by APTA as well as a successful bike sharing program recently implemented in Boise, Idaho.

I also attended and participated in the Eno Transit Senior Executive Program in Washington, D.C. The program was an intensive 1-week training focused on executive level professional development. I attended the program with transit professionals from across the Nation in planning, human resources, operations, maintenance, and

technology. The subject areas included: the leadership role in impacting, creating, or changing culture, Board relationships, communication and messaging, considering transit's constituents, organizational transformation, safety and security, managing emergency or crisis situations, view from the private sector, succession planning, and attracting and retaining millenials.

I found the Eno Transit Senior Executive Program an extremely valuable professional development opportunity. I met other transit professionals with unique and similar challenges to MST.

Lisa Rheinheimer

November 23, 2015

To: C. Sedoryk, General Manager/CEO

From: Robert Weber, Director Transportation Services

Subject: Trip Reports

From November 17th through 20th, I traveled to Pasadena, California to attend the annual California Transit Association Conference. While at the conference I attended several sessions and meetings relevant to public transit operations, planning, and administration to include;

- 1) CTA Operations Committee Meeting: Topics Discussed: PEPPRA Update, Bus Axle Weight, ARB Clean Transit Initiative, Passenger Suspension Policy, Problem Passenger TCRP Synthesis project, Continuity of Operations / Disaster Planning ¹, ADA Reasonable Modification, Future Conference Topics, Fall Conference Planning for 2016
- 2) Going Electric: Is it for you: Transit providers operating electric buses discuss the pros and cons of about their experiences in selecting zero emissions solutions. Topics included the specific challenges and opportunities from procurement to service delivery.
- 3) Improve & enhance the Contracting Process: Representatives from First Transit, MV transportation Inc, and Keolis Transit of America discussed best practices in RFP and contract development from the contractor's perspective.
- 4) Latest Trends in Disaster Financial Oversight & Cyber Security: A Panelist of subject matter experts from Ernst & Young discussed strategies to seek reimbursement from both the FTA and FEMA for capital and operating costs for disaster response & recovery. Also, best practices in Cyber Security were briefly discussed.
- 5) General Session(s): [Greg Lindsay](#) (Journalist and Futurist), [Tony Seba](#) (Entrepreneur & Educator), and [Gabe Klein](#), (*Author - Start-Up City*) each gave their unique perspective(s) about public transit's future challenges and opportunities amidst the emerging technological, social, and cultural trends.

Robert Weber

¹ A sub-committee was formed to develop future sessions, webinars, and best practice documents on this topic. I was appointed as the Chair of this sub-committee.

Blank Page

December 2, 2015

To: Carl Sedoryk
From: Sonia Bannister, Customer Service Supervisor
Subject: TRIP REPORT

From November 18 through 20, 2015, I attended the California Transit Association's (CTA) 50th Annual Fall Conference in Pasadena, CA.

I attended the conference to listen and learn about various topics related to Marketing. Among the highlights were:

- **STRETCHING MARKETING DOLLARS** – This session discussed various ways to maximize the marketing budget to produce high impact results with minimal investment. Topics included using Social Media, digital advertising, and selling public transportation naming rights to generate additional revenue.
- **MAKING TRANSIT COOL FOR EVERYONE** – This session provided examples of how some transit agencies are making transit a “cool ride” for choice and transit-dependent riders alike. Some examples provided were “Bikes for Likes” contest on Facebook which generated higher than anticipated participation, another Facebook promotion was to submit a selfie in exchange for one free ride ticket, and a new app that gives riders who only want to pay one fare at a time smartcard-like convenience. LA Metro showed videos that they created to raise awareness of passenger etiquette that make transit trips better for everyone. It was also suggested to have riders sign up for e-mail blasts.
- **HOW TO BUILD A TRANSIT COMMUNITY** – This session provided firsthand experience on engaging riders and getting them to actively participate in processes to support capital projects and legislative efforts. The panelists shared their experiences on engaging youth and successfully gaining their participation in advocacy campaigns to support public transit.
- **A+ STUDENT RIDERSHIP PROGRAMS** – This session discussed new/innovative ideas on how to reach students in creative partnerships with local schools. Some examples included a program called family weekends where two kids 12 and under ride free on weekends with a fare-paying adult, and AC Transit offers their Easy Pass which is a discounted annual pass for employers, colleges, and residential housing areas.

Sonia Bannister

Blank Page

November 30, 2015

To: Carl Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

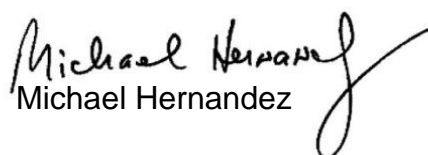
Subject: TRIP REPORT – APTA Annual Meeting

I attended the Annual APTA Conference in San Francisco from October 3 – 7 and attended the following sessions:

- Small Operators Committee
- Bus Operations Committee
- Opening Session
- Small Public Transit Agencies Best Practices
- Sustainability in Practice
- General Session
- Risk Reduction for Executive Management
- Operations Safety
- Clean Fuels/Fleets
- Product Showcase

Points of interest from several sessions included the upcoming FTA requirement for a comprehensive “Asset Management Plan” for transit systems; a session reviewing risk and safety matrixes from some transit properties; and a review of upcoming emission reduction requirements and an update on “clean fuels” technology and resource conservation efforts in California. I also used the conference as an opportunity to meet with several business vendors.

I was a presenter at the “Small Public Agencies, Best Practice” session and provided an update on MST’s electric trolley project. At that session there was a presentation from a southern California transit property on the status of their wireless charging project, including challenges in working with local jurisdictions for approval of their wireless charging infrastructure.


Michael Hernandez

Blank Page



December 3, 2015

To: Carl Sedoryk

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

Subject: TRIP REPORT – October 2015

From October 3rd through 7th, I traveled to San Francisco to attend the Annual Conference of the American Public Transportation Association. While at the conference I participated in the Small Operators Committee, the Legislative Committee and the Bus & Paratransit CEOs Committee. In addition, I attended the trade show as well as the following sessions:

- Blueprints for Transit Oriented Communities
- Presentation by US Secretary of Transportation Anthony Foxx
- First Mile-Last Mile – Creating a Complete Trip
- Public Transportation – A Pathway to Health
- Integrated Mobility / Transformative Technology
 - Creating a Great Rider Experience
 - Internal Use within Organizations

On October 19th through 20th, I traveled to Sacramento to participate in a meeting of the Finance & Management Oversight Committee of the California Transit Association. During the meeting we reviewed the association's proposed budget for 2016 as well as next year's draft work plan. And, from October 20th through 23rd, I traveled to Rohnert Park, California, to participate in the Fall Conference of the California Association for Coordinated Transportation. During the conference I attended the following sessions:

- Update from FTA Region IX Administrator Leslie Rogers
- Keynote Address from Dr. Nate Booth
- Understanding the new Caltrans Electronic Grants Management System
- Building Successful Teams – Why Trust Communication and Accountability are Critical for Success
- Managing Paratransit Efficiencies
- Surviving the Bus Procurement Process
- Using Technology to Enhance Your Operations
- Marketing Program Best Practices

Hunter Harvath

Blank Page

AGENDA # 12-1

November 21, 2015

To: Carl Sedoryk, General Manager/CEO; MST Board of Directors

From: Mike LeBarre, City of King

Subject: Trip Report CTA 2015 Annual Conference, Pasadena CA.

I attended the annual California Transportation Association (CTA) conference in Pasadena from November 18th thru the 20th. The conference celebrated the 50th anniversary of CTA. At this conference our general manager Carl Sedoryk was appointed as Vice Chair of CTA's executive committee and Hunter Harvath was named as treasurer.

There were several great speakers, Greg Lindsay (journalist, futurist), spoke about emerging trends in public transportation. Tony Seba (educator, business architect) engaged the audience with a fast moving future towards sustainable transportation. Gabe Klein (entrepreneur and author) talked about smart city planning and urban revival with public transportation. Central to all talks was the importance of public/private collaborative partnerships and the role transportation companies (TNC's) like Uber, Lyft, and Bridj can play to better serve the public's transportation needs.

I attended the following sessions and workshops:

Opening General Session: Forging Transits Future: Defining the Vision

Speaker Greg Lindsay discussed how transit can positively impact our lives and the communities we live in.

Forging Transits Future: Implementing the Vision Part 1

Forging Transits Future: Implementing the Vision Part 2

Special hands on workshop designed to develop best practices and vision by applying emerging social, political and technological changes to real world transportation issues.

Keynote Session: Is Our Urban Transportation Infrastructure Obsolete?

Speaker Tony Seba discussed trends that are changing public and private transportation as we know it.

How the Best Transit Leaders Make Great Decisions

Speaker Dave Jensen provided valuable insight to increase effectiveness with leadership and decision making tools.

Products and Services Expo

Gave me the opportunity to see the latest products and services and talk with industry professionals.

Paratransit in the 21st Century

Tom Hicks of MST was one of the panelists that talked about paratransit needs, demographics, impacts, and ways to fiscally manage growing demand.

Microtransit Trends: Fads or Future?

Panel discussed new and emerging companies like Uber, Lyft, Bridj, and the pros and cons of their impact on Public Transportation.

Closing General Session: Best Change Management Practices for Taking Action

Speaker Gabe Klein discussed principles to create great spaces with innovative and forward thinking transportation oriented city planning.

I found the conference extremely informative and provided useful content. The most important takeaway from my perspective is the positive engagement of the industry with TNC's and how those partnerships may be able to help better serve the paratransit and public transportation community.

Submitted by: Mike LeBarre

To: Board of Directors

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

Subject: Transit Fare Equity

At the October 12th meeting of your Board, Director Armenta requested under Board Member Referrals information regarding equity as to how MST sets transit fares for its various bus lines throughout the county. As a matter of review, MST's four categories are as follows:

Fare Type	Local	Primary	Regional	Commuter
Regular	\$1.50	\$2.50	\$3.50	\$12.00
Discount*	\$0.75	\$1.25	\$1.75	\$6.00
Route Distance	Less than 2.7 miles	Between 2.7 and 17.0 miles	More than 17.0 miles	To San Jose/ Ft. Hunter Liggett

*Federal law requires transit agencies to offer 50% discounts to persons 65 years and older, persons with disabilities, and persons of any age holding a Medicare Card during off-peak periods. The MST Board of Directors has elected to extend that 50% discount to veterans and youth (18 and under) and apply that discount throughout MST's service day (during non-peak hours as well as during peak hours).

This fare structure was enacted in April of 2011, coinciding with the implementation of a new "smart card" farebox system. This simplified four-category fare structure replaced the former zone-based system, which divided the MST service area into 14 geographic areas, each of which had its own fare. The new structure is based on the length of routes (measured "as the crow flies"), with the shortest routes being designated "Local" with the lowest fare, and the extra-long-distance commuter routes up to San Jose and down to Fort Hunter Liggett charging the highest fare. Primary routes generally operate within Salinas or within the Monterey Peninsula, while longer-distance "Regional" routes connect Salinas with Watsonville and South County, the Monterey Peninsula with Big Sur, and South County to Paso Robles.

In early 2015, staff initiated a review of its fare structure to ensure that it still accurately reflected its original intent as adopted in 2011, especially in light of a number of new bus routes that had been implemented in recent years. With that review, staff found a small number of routes that needed to be shifted between fare categories to ensure equity based on route length. (See Attachment for revised fare table). These changes are summarized as follows:

- **Line 20 Monterey-Salinas** (major trunk line connecting Salinas with Marina and Monterey): fare reduced from \$3.50 to \$2.50 / discount fare reduced from \$1.75 to \$1.25
- **Line 43 South Salinas** (serves the South Main Street corridor): fare reduced from \$2.50 to \$1.50 / discount fare reduced from \$1.25 to \$0.75
- **Line 47 Hartnell Trolley** (connects Hartnell's Central and Alisal campuses): fare increased from \$1.50 to \$2.50 / discount fare increased from \$0.75 to \$1.25. Note that Hartnell students – the target market for this bus line – still board for free at both campuses despite the change in fare for the general public.
- **Line 7 Del Rey Oaks-Monterey** (weekend-only service): fare increased from \$1.50 to \$2.50 / discount fare increased from \$0.75 to \$1.25
- **Line 8 Ryan Ranch-Sand City** (weekday-only commute hour service): fare increased from \$1.50 to \$2.50 discount fare increased from \$0.75 to \$1.25
- **Line 70 Presidio-La Mesa** (weekday-only morning commute hour service): fare increased from \$1.50 to \$2.50 discount fare increased from \$0.75 to \$1.25. Note that military and department of defense employees – the target market for this bus line – still ride for free.

In addition, staff found that MST's senior shuttles, all of which were introduced after the April 2011 implementation of the new fare structure, did not conform to route mileage measurements. As such, all senior shuttles (Lines 91 through 95) were shifted from the "Local" to the "Primary" category, thereby increasing the regular fare from \$1.50 to \$2.50. However, staff requested – and your Board approved at its November 9th meeting – keeping the discount fare for the senior shuttles at \$0.75. As such, the target market for these lines – seniors and persons with disabilities – would not see a fare increase. (Other discount-eligible riders – youth, veterans and Medicare card holders – also pay the same \$0.75 fare on senior shuttles).

As part of its compliance with federal regulations, the FTA sends auditors every three years to evaluate MST's operations, policies and procedures. Dubbed a "triennial review," this effort includes an analysis of MST's fare policies for equity, including any changes to fare structure as well as discounts offered to seniors, persons with disabilities and Medicare card holders as required by federal law. In addition, MST must file a Title VI report every three years, which documents the agency's compliance with federal civil rights laws, rules and regulations. The MST 2014-2016 Title VI report was adopted by your Board on May 12, 2014, and submitted to the FTA in accordance with federal regulations. This most recent report was approved by the FTA, confirming that the agency operates in an equitable manner in compliance with all federal civil rights laws.

Attachment: MST Fare Table by Route (Revised 9/30/2015)

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Blank Page

Route	Name	Distance	Category	Current	New	Other
68	Presidio Shuttle	1.44	No more than 2.7 miles	Free	Free	
950	MST Trolley Monterey	1.45		Free	Free	
3	CHOMP-Monterey	2.00		\$ 1.50	\$ 1.50	
14	La Mesa-NPS	1.63		\$ 1.50	\$ 1.50	
17	CSUMB-Marina	2.36		\$ 1.50	\$ 1.50	
26	CSUMB-East Campus Express	2.43		\$ 1.50	\$ 1.50	
43	South Salinas-Salinas	1.88		\$ 2.50	\$ 1.50	
46	STC-Natividad	2.59		\$ 1.50	\$ 1.50	
69	Presidio-Del Monte Center	1.78	More than 2.7 miles but no more than 17.0 miles	\$ 1.50	\$ 1.50	
1	Asilomar-Monterey	3.30		\$ 2.50	\$ 2.50	
2	Pacific Grove-Carmel	4.50		\$ 2.50	\$ 2.50	
7	Del Rey Oaks-Monterey	3.95		\$ 1.50	\$ 2.50	
8	Ryan Ranch-Sand City	3.90		\$ 1.50	\$ 2.50	
10	Marina-Monterey	8.22		\$ 2.50	\$ 2.50	
11	Carmel-Sand City	7.78		\$ 2.50	\$ 2.50	
12	The Dunes-NPS	6.61		\$ 2.50	\$ 2.50	
16	Marina-The Dunes	2.91		\$ 2.50	\$ 2.50	
18	CSUMB-Monterey	8.75		\$ 2.50	\$ 2.50	
19	Del Monte Center -CSUMB/East Campus	9.28		\$ 2.50	\$ 2.50	
20	Salinas-Monterey	14.30		\$ 3.50	\$ 2.50	
24	Monterey-Carmel Valley Grapevine Express	12.66		\$ 2.50	\$ 2.50	
25	CSUMB-Salinas	8.18		\$ 2.50	\$ 2.50	
27	Watsonville-Marina	16.16		\$ 2.50	\$ 2.50	
41	Northridge-Salinas	4.40		\$ 2.50	\$ 2.50	
42	Westridge-East Salinas	4.30		\$ 2.50	\$ 2.50	
44	Northridge-Salinas	3.22		\$ 2.50	\$ 2.50	
45	Northridge-Salinas	3.45		\$ 2.50	\$ 2.50	
47	Hartnell-Alisal Campus	3.65		\$ 1.50	\$ 2.50	
48	Salinas-Salinas Airport Business Center	3.03		\$ 2.50	\$ 2.50	
49	Salinas-Santa Rita	3.66		\$ 2.50	\$ 2.50	
70	Presidio-La Mesa	3.03		\$ 1.50	\$ 2.50	
74	Presidio-Toro Park	13.58		\$ 2.50	\$ 2.50	
75	Presidio-Marshall Park Express	8.61		\$ 2.50	\$ 2.50	
76	Presidio-Stilwell Park Express	7.11		\$ 2.50	\$ 2.50	
91	Sand City-Pacific Meadows	6.90		\$ 1.50	\$ 2.50	\$.75 discount fare
92	CHOMP-Pacific Meadows	3.48		\$ 1.50	\$ 2.50	\$.75 discount fare
93	Ryan Ranch-Monterey	5.12		\$ 1.50	\$ 2.50	\$.75 discount fare / no longer line 13
94	Sand City-Carmel Rancho	6.84		\$ 1.50	\$ 2.50	\$.75 discount fare
95	Williams Ranch-Northridge	4.88		\$ 1.50	\$ 2.50	\$.75 discount fare
901	JAZZ A Aquarium-Sand City	3.83		\$ 2.50	\$ 2.50	
902	JAZZ B Aquarium-Sand City	4.25		\$ 2.50	\$ 2.50	
903	JAZZ C Aquarium-Sand City	3.26		\$ 2.50	\$ 2.50	
920	Del Rey Oaks Shuttle	3.68		\$ 2.50	\$ 2.50	
21	Pebble Beach-Salinas	17.67	More than 17.0 miles	\$ 3.50	\$ 3.50	
22	Big Sur-Monterey	28.10		\$ 3.50	\$ 3.50	
23	Salinas-King City	47.08		\$ 3.50	\$ 3.50	
28	Watsonville-Salinas	17.29		\$ 3.50	\$ 3.50	
29	Watsonville-Salinas	17.29		\$ 3.50	\$ 3.50	
56	Salinas-Monterey	18.75		\$ 3.50	\$ 3.50	
78	Presidio-Santa Cruz Express	26.39		\$ 3.50	\$ 3.50	
83	For Hunter Liggett-Paso Robles Express	62.00		\$ 3.50	\$ 3.50	
84	Soledad/Paso Robles	66.00		\$ 3.50	\$ 3.50	
55	Monterey-San Jose Express	50.00		\$ 12.00	\$ 12.00	
82	For Hunter Liggett-Salinas Express	48.40		\$ 12.00	\$ 12.00	
86	King City/San Jose	92.00		\$ 12.00	\$ 12.00	

Blank Page

To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning & Development

Subject: Resident Request for increased MST Service to Glenwood Circle

RECOMMENDATION:

Receive information about a recent request for transit service to the Glenwood Circle community in Monterey.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

At the monthly meetings, your Board receives public comments on matters which are not on the agenda. At its discretion, your Board may direct staff to follow-up on any requests raised by the public.

DISCUSSION:

Several months ago, a resident from the Glenwood Circle community asked MST to re-route the JAZZ lines to serve its residents. The request specified that connections along Fremont and Sand City would be desired. Included with this request was a petition signed by residents of the area. Given the operational uniqueness and federal requirements that are associated with operating a Bus Rapid Transit (BRT) system (the federal government provided \$2.7 million to construct the JAZZ line), the JAZZ BRT cannot be diverted off of Fremont Street through Glenwood Circle.

In that regard, staff has been exploring other possible solutions to this request for increased service to/from Glenwood Circle. To that end, MST Planning staff followed-up with the resident who submitted the public comment and petition by visiting the community and asking about their specific travel needs including times of day, days of the week, frequency, etc. MST Mobility staff attempted to gather more information about the travel and transit needs of the other residents. A survey was given to the property managers of the different housing complexes, including Ocean Forest (225 surveys), Footprints on the Bay (212 surveys), and Monterey Pines (286 surveys), for distribution to residents. To date, no responses were returned to MST, despite several reminders.

Currently, Lines 7 (weekends) and 93 (weekdays) serve Glenwood Circle every 2 hours. Lines 7 and 93 connect to the Monterey Transit Plaza where one can get to most places on the Peninsula using connecting service. Planning efforts are underway to better serve the area. Planning staff are in the preliminary stages of identifying a possible route and schedule which would complement existing services. In particular, staff has been in contact with the developers of a new senior housing development that is currently under construction so that a bus stop is included at that facility. In addition, this proposed additional service may include CHOMP as well as Sand City, as those are destinations seniors may want to travel to for medical and shopping needs.

In light of the impending roundabout construction at the Highway 1 / 68 interchange adjacent to CHOMP, access to this area will be extremely limited for most of 2016. As such, staff is evaluating the appropriate timing to implement expanded service in this area, perhaps concurrent with the completion of construction of the senior housing complex and the roundabout. Given the population potentially served, a new route could be funded with Measure Q sales tax revenue because it would be modeled after MST's senior shuttle routes, primarily serving areas where seniors reside and destinations where they would like to travel to.

Prepared by:  Approved by: 