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**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 Sand City • City of Seaside • City of Soledad • County of Monterey*

**Board of Directors Regular Meeting  
February 8, 2016**

Monterey Bay Unified Air Pollution Control District  
Board Room, 3<sup>rd</sup> 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).

**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 2016-15 recognizing Ezequiel Rebollar, Information Technology Technician, as Employee of the Month for January 2016. (Scott Taylor) (Pg. 5)
- 3-2. Adopt Resolution 2016-16 recognizing Hector Suarez, Payroll Specialist as Employee of the Month for February 2016. (Andrea Williams) (Pg. 7)

- 3-3. Adopt Resolution 2016-17 recognizing Doris J. Martinez, Schedule and Planning Analyst, as Employee of the Year for 2015. (Lisa Rheinheimer) (Pg. 9)
- 3-4. Adopt Resolution 2016-18 recognizing Glen Hamilton for his 14 years of service. (Mike Hernandez) (Pg. 11)
- 3-5. Minutes of the regular meeting of December 14, 2015. (Deanna Smith) (Pg. 13)
- 3-6. Minutes of the regular meeting of January 11, 2016. (Anita Flanagan) (Pg. 19)
- 3-7. Financial Report – November and December 2015. (Angela Dawson) (Pg. 25)
- 3-8. Disposal of property left aboard buses. (Sonia Bannister) (Pg. 41)
- 3-9. Claim rejection – Yilmaz, Melike. (Ben Newman) (Pg. 45)
- 3-10. Minutes of the regular meeting of the Monterey-Salinas Transit Corporation of December 14, 2015. (Deanna Smith) (Pg. 47)
- 3-11. Adopt MST Code of Conduct/Transit Exclusion Policy. (Kelly Halcon) (Pg. 49)

End of Consent Agenda

#### **4. RECOGNITION AND SPECIAL PRESENTATIONS**

- 4-1. January Employee of the Month – Ezequiel Rebollar. (Scott Taylor)
- 4-2. February Employee of the Month – Hector Suarez. (Andrea Williams)
- 4-3. Employee of the Year for 2015 – Doris J. Martinez. (Lisa Rheinheimer)
- 4-4. Glenn Hamilton – Retirement. (Michael Hernandez)
- 4-5. GM Excellence Award – Michael Hernandez, Assistant GM/COO. (Carl Sedoryk)

#### **5. PUBLIC HEARINGS**

#### **6. ACTION ITEMS**

- 6-1. Adopt the Final Measure Q Transit Investment Plan. (Lisa Rheinheimer) (Pg. 59)

- 6-2. Purchase Five Medium Buses from Creative Bus Sales for the MST RIDES Program. (Michael Hernandez) (Pg. 61)

## **7. REPORTS & INFORMATION ITEMS**

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

- 7-1. General Manager/CEO Report – November and December 2015. (Pg. 63)
- 7-2. Washington, D.C. Lobby Report –December 2015 and January 2016. (Pg. 99)
- 7-3. State Legislative Advocacy Update – January 2016. (Pg. 103)
- 7-4. Staff Trip Reports. (Pg. 105)
- 7-5. Correspondence.

## **8. CLOSED SESSION**

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

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

- 8-1. Conference with Legal Counsel – Existing Litigation, Gov. Code § 54956.9 (a). Holmes, James v. MST. Worker's Compensation Claim. (Kelly Halcon)
- 8-2. Conference with Legal Counsel – Existing Litigation, Gov. Code § 54956.9 (a). Skipper, Margit v. MST. Worker's Compensation Claim. (Kelly Halcon)
- 8-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)
- 8-4. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005)

## **9. RETURN TO OPEN SESSION**

- 9-1. Report on Closed Session and possible action.

## 10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234).
- 10-2. Board member comments and announcements.
- 10-3. Board member referrals for future agendas.

## 11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for November and December 2015 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

## 12. ADJOURN

**NEXT MEETING DATE:** March 7, 2016

Monterey Bay Unified Air Pollution Control District, 3<sup>rd</sup> Floor

**NEXT AGENDA DEADLINE:** February 23, 2016

*\*Dates and times are subject to change.*

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

*Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office, One 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 a brief description of the requested materials, preferred alternative format, or auxiliary aid or service at least three days before the meeting. Requests should be sent to MST, Attn: Clerk to the Board, One Ryan Ranch Road, Monterey, CA 93940 or [clerk@mst.org](mailto:clerk@mst.org).*

**EZEQUIEL REBOLLAR  
JANUARY 2016  
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, Ezequiel Rebollar began his career as an Information Technology Technician with Monterey-Salinas Transit District in April of 2014. Ezequiel Rebollar has taken on the task of replacing all MST workstations as well as updating the software used to maintain system updates. He did this with little to no down time to MST staff; and

WHEREAS, Ezequiel Rebollar has played an integral role in the configuration of the new Bus Stop Shop technology and the updating of the Velocity Customer Service System. This is the main system Customer Service Staff uses to produce courtesy cards, dependent passes, lifetime passes, MV employee cards, mobility trainer cards, personal care Attendant cards and ADA paratransit eligible cards; and

WHEREAS, Ezequiel Rebollar has continued to work on maintaining systems as well as providing computer support to MST staff while working on other major projects. He consistently maintains a positive attitude and is well liked amongst his co-workers; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Ezequiel Rebollar as Employee of the Month for January 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2016-15 this 8<sup>th</sup> day of February, 2016.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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**HECTOR SUAREZ  
FEBRUARY 2016  
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, Hector Suarez began his career as a Payroll Specialist with Monterey-Salinas Transit District in March of 2014; and

WHEREAS, Hector Suarez consistently exceeds the expectations of the Accounting Department with his dependability and his responsiveness in handling the day to day needs of payroll. Through the on-going compliance reporting required by federal and state payroll laws, he has never missed a deadline; and

WHEREAS, Hector Suarez began his career with the major task of getting MST caught up with a back log of required payroll reporting with CalPERS. Within a short period of time, he had the CalPERS reporting up to date, calendared, and properly formatted; and

WHEREAS, Hector Suarez works closely with all departments to ensure their needs and expectations are met. He is a valued asset to MST and the Accounting Department and is a pleasure to work with; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Hector Suarez as Employee of the Month for February 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2016-16 this 8<sup>th</sup> day of February, 2016.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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**DORIS J. MARTINEZ  
2015  
EMPLOYEE OF THE YEAR**

WHEREAS, each year Monterey-Salinas Transit recognizes an outstanding employee as Employee of the Year; and

WHEREAS, the Employee of the Year is recognized for his or her positive contribution to MST and to the entire community; and

WHEREAS, Doris J. Martinez began her career as a Coach Operator with Monterey-Salinas Transit District in September of 1984. Through her demonstration of exceptional skills in operations, safety, and training she was later promoted to her current position as Scheduling and Planning Analyst; and

WHEREAS, Doris J. Martinez showed outstanding leadership in coordinating and implementing the DORIS (Dispatch Operations Reference Information System) that streamlined the coordination and dissemination of route and scheduling information. The DORIS helps reduce duplication of effort and provides drivers with what they need to drive the bus; and

WHEREAS, Doris J. Martinez was previously Employee of the Month in December 2004 for exceptional handling of the scheduling and coach operator sign-up process. She was the creator of the Operations Summary Report in the Board of Directors agenda packet that is still used today; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Doris J. Martinez as Employee of the Year for 2015; and

BE IT FURTHER RESOLVED that Doris J. Martinez is to be congratulated for her excellent work and dedication at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2016-17 this 8<sup>th</sup> day of February, 2016.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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## **GLEN HAMILTON 14 YEARS OF SERVICE**

WHEREAS, Glen Hamilton began his career with the Monterey-Salinas Transit District in October 2001. During his career at MST Glen Hamilton supported MST's Maintenance Department as a Revenue Equipment Mechanic; and

WHEREAS, Glen Hamilton was recognized for his expert technical skills in maintaining MST's fareboxes, destination signs, and camera and other electronic equipment; and

WHEREAS, Glen Hamilton was responsible for the installation of a number of major electronic systems on MST's fleet, including fareboxes, destination signs, security cameras and communications equipment. Glen frequently worked on special projects including the trolley restoration project, new camera installations, MST's Advanced Communications System and the electric trolley; and

WHEREAS, during his 14 years at MST Glen Hamilton was recognized as an Employee of the Month in 2002 and was known for his expert and methodical work, resulting in reliable and trouble free installations on MST's electronic equipment and fleet, and played an important role in helping MST transition from older, obsolete electronic equipment to a new generation of equipment; and

WHEREAS, after more than 14 years of dedicated service Glen Hamilton retired on December 30, 2015; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Glen Hamilton for his excellent support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Glen Hamilton and wishes him success, good health and an enjoyable and well deserved retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2016-18 this 8th day of February, 2016.

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Libby Downey  
Chairperson

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Carl G. Sedoryk  
Secretary

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**MST BOARD OF DIRECTORS**

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

**Minutes**

December 14, 2015

**1. CALL TO ORDER**

1-1. Roll call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:04 a.m., and roll call was taken. The Pledge of Allegiance followed.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

<b>Present:</b>	Tony Barrera	City of Salinas
	Victoria Beach	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
	Pat Lintell (alt)	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 (10:03 a.m.)
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Patricia Stephens	City of Soledad

<b>Absent:</b>	Fernando Armenta	County of Monterey
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<b>Staff:</b>	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
	Sandra Amorim	Purchasing Manager
	Dave Laredo	De Lay & Laredo
	Deanna Smith	Executive Assistant/Clerk to the Board
	Sally Cota	MST Customer Service Representative
<b>Public:</b>	Ken Walker	ATU
	Ben Newman	MST
	Percy Bryant	
	Alvin Johnson	MST
	Erich Friedrich	AMBAG
	Leona Medearis-Peacher	MV
	Virginia Murillo	TAMC

## 2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

No public comment.

## 3. CONSENT AGENDA

- 3-1. Adopt Resolution 2016-12 recognizing Benjamin Newman, Risk and Security Manager, as Employee of the Month for December 2015.
- 3-2. Minutes of the MST board meeting, November 9, 2015.
- 3-3. Minutes of the finance committee, November 9, 2015.
- 3-4. Financial Report – October 2015.
- 3-5. Disposal of property left aboard buses.
- 3-6. Receive 2016 board calendar and conference schedule.
- 3-7. Request for MST Transit Champion Award recommendations.
- 3-8. Approve MAC Bylaw revisions.
- 3-9. Award contract to provide hazardous materials disposal services to Environmental Logistics.
- 3-10. Reappoint Tom Hicks to serve on the Monterey County Commission on Disabilities.

Chairperson Downey pulled item 3-4 for a detailed report. Mr. Harvath provided a summary of the financial report, stating that MST has a healthy cash flow.

Public Comment – none.

**Director LeBarre made a motion to approve the Consent Agenda and was seconded by Director Pacheco. The motion passed unanimously.**

#### **4. SPECIAL PRESENTATIONS**

4-1. December Employee of the Month – Benjamin Newman.

Kelly Halcon recognized Ben Newman as the December Employee of the Month for his outstanding contribution to MST and the entire community. Mr. Newman thanked MST and the board for his recognition.

#### **5. MAJOR PROCUREMENTS**

5-1. Approve purchase of surveillance equipment and hardware from SEON.

Public Comment – none.

Director LeBarre appreciates that MST maintains and upgrades its surveillance equipment.

**Director Barrera made a motion to approve the purchase of surveillance equipment and hardware from SEON in the amount of \$400,000 and was seconded by Director LeBarre. The motion passed unanimously.**

5-2. Award shelter contract.

Mr. Hernandez summarized the revised agenda, recommending a contract award to Tolar Manufacturing.

Public Comment – none.

**Director Barrera made a motion to approve the purchase of 22 shelters from Tolar Manufacturing in the amount of \$250,000, using Proposition 1B PTMISEA funds, and to approve the purchase of up to 23 additional shelters from Tolar Manufacturing over the next five years, contingent upon available funding. The motion was seconded by Director Pacheco and passed unanimously.**

5-3. Award contract for security foot patrol services to First Alarm Security & Patrol, Inc.

Ms. Halcon requested board approval to award a security services contract to First Alarm Security & Patrol, Inc. She explained that although First Alarm was not the lowest bid, responses from reference checks and MST's favorable past experience with First Alarm has led to MST staff's request.

Public Comment – none.

**Director Pendergrass made a motion to award a three-year contract to First Alarm Security & Patrol, Inc., in the amount of \$378,000 for security guard foot patrol services and to authorize MST staff to extend the contract for up to two**

**additional one-year periods. The motion was seconded by Director LeBarre and passed unanimously.**

**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 provided a summary of legislative activities and an update on the highlights of the Fixing America's Surface Transportation (FAST) Act. The 5-year spending bill includes increases to Bus and Bus Facilities funding as well as a modest increase to 5310 funding for Enhanced Mobility for Seniors and Individuals with Disabilities. New Starts/Small Starts/Core Capacity 5309 program funding will remain flat over the life of the 5 year bill. Overall, having a 5 year bill is the greatest benefit to transit funding and represents a modest, approximate 2.5% average increase to programs benefiting transit.

Public Comment – none.

**Director LeBarre made a motion to approve the 2016 Federal Lobby Program and was seconded by Director Pacheco. The motion passed unanimously.**

- 8-2. Receive presentation from Carl Sedoryk and approve 2016 State Lobby Program.

Carl Sedoryk provided a summary of key pieces of legislation that were supported by MST and signed in to law in 2015 and previewed the highest priority goals MST will advocate for in 2016.

Public Comment – none.

**Director Barrera made a motion to approve the 2016 State Lobby Program and was seconded by Director Stephens. The motion passed unanimously.**

- 8-3. Receive and approve proposed January 11 Board Strategic Planning Workshop Agenda.

Director LeBarre is pleased to see that MST conducts regular planning workshops.

Public Comment – none.



**Director Barrera made a motion to approve the proposed January 11 Board Strategic Planning Workshop agenda and was seconded by Director Beach. The motion passed unanimously.**

## **9. REPORTS & INFORMATION ITEMS**

- 9-1. General Manager/CEO Report – October 2015.
- 9-2. TAMC Highlights – October 2015.
- 9-3. Staff Trip Reports.
- 9-4. Correspondence.
- 9-5. Staff Announcements.

## **10. CLOSED SESSION**

**The board moved to Closed Session at 10:57 a.m., and Mr. Laredo announced the items under discussion.**

- 10-1. Public Comment

No public comment.

- 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)
- 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)

## **11. RETURN TO OPEN SESSION**

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

The board returned from Closed Session at 11:11 a.m. and Mr. Laredo announced that the Board provided direction to staff on both items, but no reportable action was taken on either.

## **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.

Director LeBarre announced that he is nearing one year of service on the MST board.

Chairperson Downey wished everyone a happy holiday.

12-3. Board member Referrals for future agendas.

12-3.1. Staff report – Transit Fare Equity update.

12-3.2. Staff report – Glenwood Circle service update.

### **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**

There being no further business, Chairperson Downey adjourned the meeting at 11:16 a.m.

Prepared by:



Deanna Smith, Deputy Secretary

**MST BOARD OF DIRECTORS**

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

**Minutes**

January 11, 2016

**1. CALL TO ORDER**

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 9:02 a.m., and roll call was taken. Director Clark led the Pledge of Allegiance.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

<b>Present:</b>	Fernando Armenta (9:07 a.m.)	County of Monterey
	Victoria Beach	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
	Kristin Clark	City of Del Rey Oaks
	Libby Downey	City of Monterey
	Joe Gunter (alt) (9:10 a.m.)	City of Salinas
	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 (10:35 a.m.)	City of Greenfield
	Patricia Stephens (9:14 a.m.)	City of Soledad

**Absent:** None

<b>Staff:</b>	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	Compliance Analyst
Dave Laredo	De Lay & Laredo
Sally Cota	MST Customer Service Representative

<b>Public:</b> Debbie Hale	TAMC
Ken Walker	ATU
Alex Lorca	MST
Leona Medearis-Peacher	MV Transportation
MacGregor Eddy	Salinas Californian
Heidi Quinn	De Lay & Laredo
Richard Weiner	Nelson Nygaard

## 2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None.

## 3. CLOSED SESSION

To accommodate members of the public, Director Downey moved to agenda item #5. Closed Session will be conducted after agenda item #6.

Following the agenda item #6, Strategic Planning Session, Director Downey returned to Closed Session. Dave Laredo, MST General Counsel, announced the Closed Session items and Director Downey opened public comment on items 3-2 and 3-3.

3-1. Public Comment

None.

3-2. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)

3-3. 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.

Dave Laredo, General Counsel, stated that no reportable action was taken. Director Downey moved to agenda item #7.

## **5. CONSENT AGENDA.**

5-1. Approve Low Carbon Transit Operations Program FY 15/16 Allocation.

Director Downey requested to pull item 5-1 for more information.

Director Armenta arrived at 9:07 a.m.

Michelle Overmeyer clarified the funds would be used to purchase an all-electric bus for this program. Remaining funds allocated to Monterey County would be transferred to Santa Cruz Metropolitan Transit District (METRO) to reimburse METRO for FY 2015 funds allocated to Monterey County from Santa Cruz County per previous agreement.

Director Gunter arrived at 9:10 a.m.

Public Comment – none.

**Director Clark made a motion to approve the Consent Agenda and was seconded by Director LeBarre. The motion carried unanimously.**

## **6. CONDUCT STRATEGIC PLANNING WORKSHOP**

6-1. Strategic Planning Workshop Packet.

### **1. Review of Agenda**

Mr. Sedoryk reviewed the Strategic Planning Workshop agenda.

Director Stephens arrived at 9:14 a.m.

### **2. MST Organizational Progress**

Director Armenta suggested considering more transit services for the homeless.

### **3. Measure Q Update and Planning**

Lisa Rheinheimer introduced Richard Weiner of Nelson Nygaard, who provided a presentation of the Draft Measure Q Transit Investment Plan. Ms. Rheinheimer expects the final proposed plan to be brought back to the board for adoption at the February board meeting.

Director Armenta suggested that staff receive feedback from communities to assess transit needs. He also would like MST to meet with homeless service providers regarding transit needs for the homeless population.

Director Beach noted the importance of equitable distribution of services based on geography and population. She also suggested using the flex voucher system as a financial analysis tool.

Director Stephens noted the importance of expanded marketing for this program. She also indicated that MST needs to better align services to the needs in the senior population in South County.

Carl Sedoryk clarified that the Measure Q committee's role is to provide fiscal oversight only.

Director Santibañez arrived at 10:35 a.m.

Public Comment:

Deborah Hale of TAMC noted that a transit provider in Portland provides mobile payment services, and she provided information regarding Uber services.

MacGregor Eddy noted that Uber services are problematic.

Close Public Comment

#### **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. Hunter Harvath provided information for this item.

Director LeBarre expressed appreciation for Mr. Harvath's work.

- Receive updates on MST facility projects.
- South County, Marina Transit Exchange, and Salinas Transit Center property updates.

Michael Hernandez provided information for the previous two bullet items.

Public Comment:

MacGregor Eddy stated that she would like bike lockers at the transit centers, and some transit centers need a place for cars to drop off and pick up riders.

Close Public Comment:

#### **5. Discuss Board Governance Issues**

- Discuss and recommend changes to MST's board stipend policy to include mileage reimbursement.

Carl Sedoryk provided a local agency stipend list for comparison purposes.

- Review and discuss proposed changes to MST board agenda format: order of business; financial reporting; and action items.

Carl Sedoryk provided a draft updated template, which removed “Unfinished Business” and “New Business.” All items requiring board action, including major procurements, will be placed under a new item “Action Items.” Staff recognitions and staff and public presentations not requiring action will be placed under “Recognition and Special Presentations. The changes are being proposed in response to board requests to streamline the agenda process and highlight items requiring board action. Routine approvals, including purchases under \$100,000 will remain under Consent Agenda. The board concurred with the proposed changes.

- Provide suggestions for new board member orientation process.

Director LeBarre noted that he supports any process that makes for a stronger board.

Director Beach noted that she received a good orientation, and suggested that board members provide informal mentoring with newer appointees. She suggested seating new board members next to seasoned board members during board meetings.

Director Stephens noted that it may be important to provide an orientation six months after a board member joins the board.

Director Armenta encouraged other members to attend a state transit conference.

Director Beach indicated that a follow up to these strategic plan items is necessary.

Director Clark indicated that with so much on their plate, the board should wait until June to move forward on this item.

Public Comment – none.

#### 6. MST “Transit Champion” Award

Carl Sedoryk noted that this item is scheduled for presentation around the end of June. He would like to receive nominations, and also suggested Congressman Farr as a potential nominee.

Director Downey moved to Closed Session.

### 7. **COMMENTS BY BOARD MEMBERS**

#### 13-1. Board member Comments and Announcements.

Director Armenta announced that he is TAMC board’s incoming president for 2016.

Director LeBarre suggested the concept of exploring a youth transit program.

13-2. Board member Referrals for future agendas.

None.

**8. ADJOURN**

**There being no further business, Director Downey adjourned the meeting at 12:09 p.m.**

Prepared by:

*Anita Flanagan*

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Anita Flanagan, Deputy Secretary



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

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

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

Beginning balance November 1, 2015	\$14,006,749.74
Revenues	2,899,953.34
Disbursements	<u>&lt;3,248,638.20&gt;</u>
Ending balance November 30, 2015	<u>\$13,658,064.88</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 five 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 \$1,333,153 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; advertising; professional

services). Please note the following negative variances of 5% or greater for the November Budget vs. Actual reports contained in Attachment 4:

1. **Passenger Fares** – a 12% negative variance for the month is primarily due to the seasonal fluctuations in ridership. The number of passengers carried during the winter is lower than during the summer, especially in months like November that have holidays (Veterans Day, Thanksgiving). When ridership is lower, fare revenue is also lower. Passenger fares are budgeted evenly over the twelve months of the year, which creates the negative variance during slower winter months.
2. **Cash Revenue** – a 29% 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 1%.
3. **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 November 1, 2015	14,006,749.74
------------------------------------	---------------

## Revenues

Passenger Revenue	306,509.65	
DOD Revenue	152,427.00	
LTF / STA / 5307 / Sales Tax	2,372,964.20	
Grants	-	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	68,052.49	
Total Revenues	2,899,953.34	2,899,953.34

## Disbursements

Operations (See Attachment #2)	2,930,666.52	
Capital	317,971.68	
Total Disbursements	(3,248,638.20)	(3,248,638.20)

Ending balance November 30, 2015	13,658,064.88
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**COMPOSITION OF ENDING BALANCE**

Checking - Rabo Bank	256,025.28
Checking(s) - Wells Fargo Bank	30,825.41
Local Agency Investment Fund (LAIF)	42,813.19
Money Market - Homeland Security	900,768.60
Money Market - Rabo MM	2,152,708.99
Money Market - PTMISEA	7,333,791.38
Money Market - LCTOP	345,816.62
Money Market - Rabo Prop. 1 B	2,570,906.46
Bank of America - Escrow	8,983.95
Petty cash fund, STC Coin Machine, and 2 change funds	15,425.00
<b>Total</b>	<b>13,658,064.88</b>

**PAYROLL ACCOUNT**

October 30 Payroll Taxes	105,641.70	
November 13 Payroll & Related Expenses	502,864.26	
November 27 Payroll	422,865.70	
Pers & 457	204,379.70	
Garnishments	7,882.47	
Payroll adj	-	
	<hr/>	
	1,243,633.83	1,243,633.83

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,955,063.02	
Paydown loan	-	
Workers Comp. Disbursements	42,592.10	
Interest expense	-	
Bank Service Charge	7,349.25	
Transfer from WFB	-	
	<hr/>	
	2,005,004.37	2,005,004.37

Total Disbursements		<hr/> 3,248,638.20
Less Capital Disbursements & Transfers		<hr/> (317,971.68)
<b>Operating Disbursements</b>		<b><u><u>2,930,666.52</u></u></b>

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR November 1, 2015 - November 30, 2015**

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 11/02/15	39692	67,320.65
Accounts Payable 11/03/15	39693 - 39694	268,360.88
Accounts Payable 11/04/15	39695	1,422.59
Accounts Payable 11/06/15	39696 - 39805	348,618.66
Accounts Payable 11/10/15	39806 - 39819	51,200.00
Accounts Payable 11/16/15	39820	5,000.00
Accounts Payable 11/17/15	39821	20,000.00
Accounts Payable 11/20/15	39822 - 39951	1,157,483.98
Accounts Payable 11/24/15	39952 - 39955	26,976.26
Accounts Payable 11/30/15	39956 - 39960	8,680.00
<b>TOTAL</b>		<b><u>1,955,063.02</u></b>

**CHECKS \$100,000 AND OVER**

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS Health	Recurring Expense	39694	11/03/15	263,433.66
Creative Bus Sales	July 14, 2014	39719	11/06/15	125,503.97
MV Transportation	Recurring Expense	39899	11/20/15	641,172.59

TREASURY TRANSACTIONS  
FOR NOVEMBER 2015

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 11/01/15				42,813.19
	Transfer to checking for payroll				-
	Local Agency Investment Fund:				
	Interest earned -				-
					-
	LAIF Treasury Balance at 11/30/15				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 11/01/15				1,875,324.47
11/06/15		To A/P		525,000.00	1,350,324.47
11/13/15		To P/R		215,000.00	1,135,324.47
11/27/15		To P/R		650,000.00	485,324.47
11/30/15		LTF	1,667,164.20		2,152,488.67
11/30/15		Interest @ 0.20%	220.32		2,152,708.99
	RABO MM Balance at 11/30/15				2,152,708.99

**MONTEREY - SALINAS TRANSIT**

## Revenue &amp; Expense - Consolidated

Budget vs Actual

For the Period from November 1, 2015 to November 30, 2015

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY16)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-322,743	-368,006	45,263	-1,843,960	-1,840,030	-3,930
Special Transit	-250,185	-220,557	-29,628	-1,420,742	-1,102,785	-317,957
Cash Revenue	-20,297	-28,548	8,251	-141,247	-142,740	1,493
Cash Grants & Reimbursement	-2,376,796	-2,471,680	94,884	-12,154,812	-12,358,400	203,588
<b>Total Revenue</b>	<b>-2,970,021</b>	<b>-3,088,791</b>	<b>118,770</b>	<b>-15,560,761</b>	<b>-15,443,955</b>	<b>-116,806</b>
<b>Expenses</b>						
Labor	1,048,086	1,183,534	-135,448	5,738,461	5,917,670	-179,209
Benefits	729,172	712,373	16,799	3,415,039	3,561,865	-146,826
Advertising & Marketing	480	21,667	-21,187	32,324	108,335	-76,011
Professional & Technical	39,176	53,854	-14,678	198,194	269,270	-71,076
Outside Services	21,835	21,559	276	112,055	107,795	4,260
Outside Labor	60,382	76,322	-15,940	367,938	381,610	-13,672
Fuel & Lubricants	158,461	302,286	-143,825	900,900	1,511,430	-610,530
Supplies	56,862	63,927	-7,065	323,018	319,635	3,383
Vehicle Maintenance	59,361	67,262	-7,901	358,660	336,310	22,350
Marketing Supplies	710	5,500	-4,790	3,811	27,500	-23,689
Utilities	37,603	37,376	227	172,069	186,880	-14,811
Insurance	35,917	37,920	-2,003	173,412	189,600	-16,188
Taxes	12,080	16,725	-4,645	61,828	83,625	-21,797
Purchased Transportation	367,794	383,924	-16,130	1,882,579	1,919,620	-37,041
Miscellaneous Expenses	37,799	32,299	5,500	191,460	161,495	29,965
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense		2,167	-2,167		10,835	-10,835
Leases & Rentals	10,305	16,260	-5,955	58,403	81,300	-22,897
<b>Total Operating Expenses</b>	<b>2,676,021</b>	<b>3,034,955</b>	<b>-358,934</b>	<b>13,990,149</b>	<b>15,174,775</b>	<b>-1,184,626</b>
<b>Operating (Surplus) Deficit</b>	<b>-294,000</b>	<b>-53,836</b>	<b>-240,164</b>	<b>-1,570,612</b>	<b>-269,180</b>	<b>-1,301,432</b>

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## FUND 2 - RIDES

### MONTEREY - SALINAS TRANSIT

#### Revenue & Expense - Consolidated

##### Budget vs Actual

For the Period from November 1, 2015 to November 30, 2015

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY16)

**NOTES**

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-36,937	-38,909	1,972	-189,781	-194,545	4,764
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-273,688	-273,688		-1,368,440	-1,368,440	
<b>Total Revenue</b>	<b>-310,625</b>	<b>-312,597</b>	<b>1,972</b>	<b>-1,558,221</b>	<b>-1,562,985</b>	<b>4,764</b>
<b>Expenses</b>						
Labor	3,415	4,666	-1,251	22,786	23,330	-544
Benefits	3,455	2,997	458	15,008	14,985	23
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	2,406	5,584	-3,178	11,870	27,920	-16,050
Fuel & Lubricants	24,114	37,925	-13,811	152,848	189,625	-36,777
Supplies	334	1,960	-1,626	2,192	9,800	-7,608
Vehicle Maintenance	305		305	305		305
Marketing Supplies						
Utilities						
Insurance						
Taxes						
Purchased Transportation	247,522	254,489	-6,967	1,260,075	1,272,445	-12,370
Miscellaneous Expenses	12,454	4,976	7,478	61,417	24,880	36,537
Interfund transfers						
Pass Thru/Benefit of Others						
Interest Expense						
Leases & Rentals						
<b>Total Operating Expenses</b>	<b>294,006</b>	<b>312,597</b>	<b>-18,591</b>	<b>1,526,501</b>	<b>1,562,985</b>	<b>-36,484</b>
<b>Operating (Surplus) Deficit</b>	<b>-16,619</b>		<b>-16,619</b>	<b>-31,721</b>		<b>-31,721</b>



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

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

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

Beginning balance December 1, 2015	\$13,658,064.88
Revenues	2,563,773.72
Disbursements	<u>&lt;3,036,308.23&gt;</u>
Ending balance December 31, 2015	<u>\$13,185,530.37</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 half of the fiscal year complete, revenues are on target and expenses are lower than budget, producing a year-to-date surplus of \$1,535,570 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; advertising; professional services). Please note the following negative variances of 5% or greater for the December Budget vs. Actual reports contained in Attachment 4:


1. **Passenger Fares** – a 17% negative variance for the month is primarily due to the seasonal fluctuations in ridership. The number of passengers carried during the winter is lower than during the summer, especially in months like December that have holidays (Christmas Eve, Christmas, New Year's Eve). When ridership is lower, fare revenue is also lower. Passenger fares are budgeted evenly over the twelve months of the year, which creates the negative variance during slower winter months.
2. **Cash Revenue** – a 73% 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. In addition, MST's advertising consultant has advised staff that several substantial contracts are pending, which will produce more revenue for the second half of the fiscal year.
3. **Vehicle Maintenance** – As our fleet ages, vehicle maintenance costs will continue to rise. Although 16 of MST's oldest buses were replaced earlier this year, there are still approximately 40 vehicles that are near or have already reached the end of their useful lives as defined by the FTA (12 years old or 500,000 miles).
4. **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 December 1, 2015		13,658,064.88
Revenues		
Passenger Revenue	278,424.51	
DOD Revenue	145,650.00	
LTF / STA / 5307 / Sales Tax	1,974,194.72	
Grants	69,077.76	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	96,426.73	
Total Revenues		2,563,773.72
Disbursements		
Operations (See Attachment #2)	2,917,230.94	
Capital	119,077.29	
Total Disbursements		(3,036,308.23)
Ending balance December 31, 2015		<b>13,185,530.37</b>

**COMPOSITION OF ENDING BALANCE**

Checking - Rabo Bank	816,403.50
Checking(s) - Wells Fargo Bank	34,256.86
Local Agency Investment Fund (LAIF)	42,852.82
Money Market - Homeland Security	882,328.27
Money Market - Rabo MM	1,133,817.05
Money Market - PTMISEA	7,335,906.01
Money Market - LCTOP	345,831.31
Money Market - Rabo Prop. 1 B	2,574,900.60
Bank of America - Escrow	8,983.95
Petty cash fund, STC Coin Machine, and 2 change funds	10,250.00
<b>Total</b>	<b>13,185,530.37</b>

**PAYROLL ACCOUNT**

November 27 Payroll Taxes	107,710.05	
December 11 Payroll & Related Expenses	510,027.41	
December 23 Payroll & Related Expenses	498,684.02	
Pers & 457	286,848.44	
Garnishments	5,254.98	
Payroll adj	-	
	<hr/>	
	1,408,524.90	1,408,524.90

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,529,192.91	
Paydown loan	-	
Workers Comp. Disbursements	93,340.53	
Interest expense	-	
Bank Service Charge	5,249.89	
Transfer from WFB	-	
	<hr/>	
	1,627,783.33	1,627,783.33

Total Disbursements 3,036,308.23

Less Capital Disbursements & Transfers (119,077.29)

**Operating Disbursements 2,917,230.94**

**DISBURSEMENTS SUMMARY:**  
**GENERAL ACCOUNT DISBURSEMENTS FOR December 1, 2015 - December 31, 2015**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 12/04/15	39961 - 40056	451,485.22
Accounts Payable 12/09/15	40057 - 40059	1,685.37
Accounts Payable 12/11/15	40060	2,495.00
Accounts Payable 12/15/15	40061 - 40072	1,200.00
Accounts Payable 12/18/15	40073 - 40207	428,163.74
Accounts Payable 12/22/15	40208 - 40231	644,163.58
<b>TOTAL</b>		<b><u>1,529,192.91</u></b>

**CHECKS \$100,000 AND OVER**

<b>VENDOR / DESCRIPTION</b>	<b>BOARD APPROVED</b>	<b>CHECK NUMBER</b>	<b>CHECK DATE</b>	<b>AMOUNT</b>
PERS Health	Recurring Expense	39976	12/04/15	256,211.18
MV Transportation	Recurring Expense	40219	12/22/16	567,088.22

TREASURY TRANSACTIONS  
FOR DECEMBER 2015

**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/15					42,813.19
Transfer to checking for payroll					-
Local Agency Investment Fund: Quarterly interest earned - .37%					39.63
					39.63
LAIF Treasury Balance at 12/31/15					42,852.82

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 12/01/15					2,152,708.99
12/01/15		To A/P		400,000.00	1,752,708.99
12/11/15		To P/R		385,000.00	1,367,708.99
12/18/15		To A/P		1,200,000.00	167,708.99
12/28/15		LTF	965,925.52		1,133,634.51
12/31/15		Interest @ 0.20%	182.54		1,133,817.05
RABO MM Balance at 12/31/15					1,133,817.05

## MONTEREY - SALINAS TRANSIT

## Revenue &amp; Expense - Consolidated

## Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY16)

## NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
① Passenger Fares	-305,554	-368,006	62,452	-2,149,514	-2,208,036	58,522
② Special Transit	-222,625	-220,557	-2,068	-1,643,368	-1,323,342	-320,026
Cash Revenue	-7,632	-28,548	20,916	-148,879	-171,288	22,409
Cash Grants & Reimbursement	-2,430,961	-2,471,680	40,719	-14,585,773	-14,830,080	244,307
<b>Total Revenue</b>	<b>-2,966,773</b>	<b>-3,088,791</b>	<b>122,018</b>	<b>-18,527,534</b>	<b>-18,532,746</b>	<b>5,212</b>
<b>Expenses</b>						
Labor	982,574	1,183,534	-200,960	6,721,035	7,101,204	-380,169
Benefits	880,596	712,373	168,223	4,295,635	4,274,238	21,397
Advertising & Marketing	7,735	21,667	-13,932	40,059	130,002	-89,943
Professional & Technical	31,205	53,854	-22,649	229,399	323,124	-93,725
Outside Services	20,524	21,559	-1,035	132,579	129,354	3,225
Outside Labor	63,938	76,322	-12,384	431,876	457,932	-26,056
Fuel & Lubricants	140,518	302,286	-161,768	1,041,418	1,813,716	-772,298
Supplies	44,856	63,927	-19,071	367,874	383,562	-15,688
③ Vehicle Maintenance	80,954	67,262	13,692	439,614	403,572	36,042
Marketing Supplies		5,500	-5,500	3,811	33,000	-29,189
Utilities	31,709	37,376	-5,667	203,777	224,256	-20,479
Insurance	34,503	37,920	-3,417	207,915	227,520	-19,605
Taxes	12,806	16,725	-3,919	74,634	100,350	-25,716
④ Purchased Transportation	352,679	383,924	-31,245	2,235,258	2,303,544	-68,286
Miscellaneous Expenses	34,660	32,299	2,361	226,120	193,794	32,326
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense		2,167	-2,167		13,002	-13,002
Leases & Rentals	10,678	16,260	-5,582	69,081	97,560	-28,479
<b>Total Operating Expenses</b>	<b>2,729,935</b>	<b>3,034,955</b>	<b>-305,020</b>	<b>16,720,084</b>	<b>18,209,730</b>	<b>-1,489,646</b>
<b>Operating (Surplus) Deficit</b>	<b>-236,837</b>	<b>-53,836</b>	<b>-183,001</b>	<b>-1,807,449</b>	<b>-323,016</b>	<b>-1,484,433</b>

## FUND 2 - RIDES

### MONTEREY - SALINAS TRANSIT

#### Revenue & Expense - Consolidated

#### Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY16)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-40,080	-38,909	-1,171	-229,861	-233,454	3,593
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-273,688	-273,688		-1,642,128	-1,642,128	
<b>Total Revenue</b>	<b>-313,768</b>	<b>-312,597</b>	<b>-1,171</b>	<b>-1,871,989</b>	<b>-1,875,582</b>	<b>3,593</b>
<b>Expenses</b>						
Labor	2,613	4,666	-2,053	25,399	27,996	-2,597
Benefits	4,251	2,997	1,254	19,259	17,982	1,277
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	2,409	5,584	-3,175	14,279	33,504	-19,225
Fuel & Lubricants	26,412	37,925	-11,513	179,260	227,550	-48,290
Supplies		1,960	-1,960	2,192	11,760	-9,568
Vehicle Maintenance				305		305
Marketing Supplies						
Utilities						
Insurance						
Taxes						
Purchased Transportation	246,424	254,489	-8,065	1,506,499	1,526,934	-20,435
Miscellaneous Expenses	12,241	4,976	7,265	73,658	29,856	43,802
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals						
<b>Total Operating Expenses</b>	<b>294,361</b>	<b>312,597</b>	<b>-18,246</b>	<b>1,820,852</b>	<b>1,875,582</b>	<b>-54,730</b>
<b>Operating (Surplus) Deficit</b>	<b>-19,417</b>		<b>-19,417</b>	<b>-51,137</b>		<b>-51,137</b>



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

St. Vincent de Paul P.G.

2 coin purses	2 wooden toy trains	1 pair rain boots
5 cell phones	4 wallets	
2 prescription eyeglasses	1 bike helmet	
1 hat	1 make-up bag	
1 cane	1 gift bag	
3 sunglasses	1 duffle bag	

To be disposed

3 ID's	1 water bottle	5 credit cards
2 sets of keys	1 backpack	
2 bike locks	1 bible	
2 coin purses	2 books	

To be retained

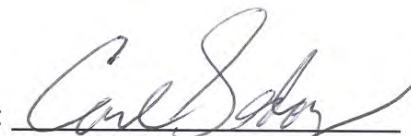
\$5.36 to accounting for deposit

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

PREPARED BY:

  
Sonia Bannister

REVIEWED BY:

  
Carl Sedoryk

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

St. Vincent de Paul Seaside

1 apron	1 journal	1 plastic 7-pocket folder
4 backpacks	1 key ring	1 scarf
1 binder	1 pair of pants	1 water bottle
5 books	4 purses	4 cell phones
1 duffle bag	2 pairs of shoes	1 men's plastic watch
8 pairs of sunglasses	12 sweaters	3 hats
2 wallets	1 carnival mask	2 jackets
3 men's sweatshirts	1 stuffed toy	4 bikes
5 pairs of prescription eyeglasses		

To be disposed

3 sets of keys

To be retained


\$4.00 to accounting for deposit

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

PREPARED BY:

  
Sonia Bannister

REVIEWED BY:

  
Carl Sedoryk

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To: Board of Directors  
From: Ben Newman, Risk Manager  
Subject: Liability Claim Rejection

**RECOMMENDATION:**

Reject claim by the claimant below.

**FISCAL IMPACT:**

\$ 2,656.09

**POLICY IMPLICATIONS:**

None.

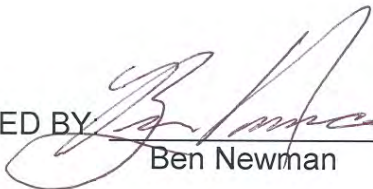
**DISCUSSION:**

The claim was submitted on January 26, 2016, regarding an accident that involved a vehicle driven by Melike Yilmaz and an MST bus on October 16, 2015. The amount requested is for property damage only. No claimed injuries.

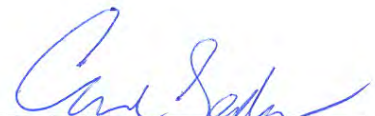
After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has no liability in this claim and recommends that it be rejected in its entirety.

The above claim is under investigation. If any Board member desires further information on this claim, they may request it be discussed in closed session.

PREPARED BY:

  
Ben Newman

APPROVED BY:

  
Carl Sedoryk

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**MST CORPORATION BOARD OF DIRECTORS**

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

**Minutes**

December 14, 2015

**Immediately Following Regular Meeting of MST Board of Directors**

**1. CALL TO ORDER**

1-1. Roll call

1-2. Pledge of Allegiance

Chair Downey called the meeting to order at 11:13 a.m. and roll call was taken.

<b>Present:</b>	Victoria Beach	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
	Pat Lintell (alt)	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
<b>Absent:</b>	Fernando Armenta	County of Monterey
	Tony Barrera	City of Salinas
<b>Staff:</b>	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
	Sandra Amorim	Purchasing Manager
	Dave Laredo	De Lay & Laredo

Deanna Smith  
Sally Cota

Executive Assistant/Clerk to the Board  
MST Customer Service Representative

**Public:** Ken Walker ATU  
Ben Newman MST  
Percy Bryant  
Alvin Johnson MST  
Erich Friedrich AMBAG  
Leona Medearis-Peacher MV  
Virginia Murillo TAMC

*Apology is made for any misspelling of a name.*

**2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

No public comment.

**3. REPORTS AND INFORMATION ITEMS**

3-1. General Manager's Report.

Mr. Sedoryk stated that the MST Corporation exists as a holding agency for MST capital assets that are financed. MST is not currently financing any capital assets, but may be doing so during 2016. There is no business for discussion or consideration at this time.

**4. ADJOURN**

There being no further business, Chairperson Downey adjourned the meeting at 11:16 a.m.

Prepared by:

  
Deanna Smith, Deputy Secretary



To: Board of Directors

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

Subject: Adopt MST Code of Conduct/Transit Exclusion Policy

**RECOMMENDATIONS:**

Approve the creation of MST's Code of Conduct/Transit Exclusion Policy to promote the safety and comfort MST employees, our customers, and to facilitate the proper use of transit facilities and services.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board approves policies for employees and non-employees. MST has an obligation to keep our employees and the public safe while they are traveling within our system, and the proposed policy affirms MST's top priority of providing a safe environment for our workers and customers and will be communicated to the public on MST's website and within the Rider's Guide.

**DISCUSSION:**

Monterey-Salinas Transit District developed "Rules to Ride By" to communicate our expectations to the public on their behavior and conduct when at MST's facilities and on buses. These tips can currently be found in MST's Rider's Guide and MST's website. Although MST has offered suggestions to customers of expected behaviors and conduct, MST has not adopted formal policies providing staff with the authority to ban an individual exhibiting unsafe or inappropriate behavior from our service for more than one day.

Over the years, MST has seen a continual increase of disturbances and physical assaults aboard our buses and at our transit facilities. The chart below displays the statistics from 2010-2015 showing MST passenger disturbances and assaults:

<b>Disturbance Type</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Average</b>
<b>Passenger vs. Coach Operator</b>	40	50	53	35	43	58	46.5
<b>Passenger vs. Passenger</b>	8	10	18	7	19	19	13.5
<b>Physical Assaults</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>Average</b>
<b>MST Coach Operator Assaults</b>	3	2	2	1	2	2	2.0
<b>Reported Passenger Assaults <sup>1</sup></b>	<i>No Data</i>	3	1	1	3	6	2.8

<sup>1</sup> Reported to, or witnessed by the Coach Operator

The most prevalent causes for assaults against MST coach operators in order of frequency include rules disputes, fare disputes, other/unprovoked, and road rage.

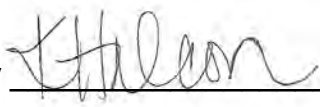

In 2014 and 2015, MST experienced two unprovoked physical assaults by passengers against our drivers. Without a specific policy to address this type of behavior, MST had to file a restraining order (RO) with the Monterey County Superior Courts preventing these individuals from boarding MST buses. The RO process followed by the courts is lengthy and allows passengers who have physically assaulted MST employees or passengers the ability to continue using our services until the RO process is completed. Even if MST successfully serves a temporary restraining order, there is no guarantee a judge will rule to grant a restraining order to ban an individual for more than a single day.

Staff believes the proposed Code of Conduct/ Transit Exclusion Policy will effectively allow MST to address those individuals whose behavior or conduct is seriously disruptive or a danger to themselves or others. The policy clearly defines MST's expectations of unacceptable conduct and behavior and the possible consequences for not following the code of conduct. The length of time an individual could be banned would be in relation to the severity of the problem and/or the frequency of occurrences. The proposed policy provides an appeal process for individuals banned from MST service for a longer than one day.

The new policy was developed from a sample policy recommended by the Civil Rights division of the FTA and reviewed and revised by legal counsel and MST staff. The policy would not be implemented until all operations staff was properly trained on the policy as well as the standard operating procedures of implementing the policy in our service.

Staff is recommending the Board adopt MST's Code of Conduct/Transit Exclusion Policy. By adopting this policy, MST would be taking a proactive stance to make safety our #1 priority for our employees and our passengers.

Attachment: Code of Conduct/Transit Exclusion Policy

Prepared by  Reviewed by 

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## ATTACHMENT 1

### DRAFT CODE OF CONDUCT/TRANSIT EXCLUSION POLICY

Adopted: New

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**OBJECTIVE:** It is the mission of Monterey-Salinas Transit District (MST), through the efforts of dedicated, well-trained employees, to provide safe, reliable, convenient, and efficient public transportation to the residents and visitors of the MST service area.

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#### POLICY STATEMENT

MST has established this conduct policy to promote the safety and comfort of its riders, to facilitate the proper use of transit facilities and services, to protect transit facilities and employees, to ensure the payment of fares and to prevent inappropriate conduct as outlined below.

#### I. Overview and Definitions

No individual may engage in inappropriate conduct on, at, or within the equipment or facilities of MST and MST transit services.

The term “disorderly conduct” is behavior that is considered to be seriously disruptive behavior, indecent, profane, boisterous, unreasonably loud or otherwise offensive under circumstances that would tend to cause or provoke a disturbance, and is inconsistent with the orderly and comfortable use of MST Facilities and Transit Services for their intended purpose.

The term “fare media” means the various instruments issued by or on behalf of MST for the payment of fare including, but not limited to, cash fare, Go Passes, Go Cards, MST RIDES tickets, and complimentary passes.

The term “inappropriate conduct” includes any individual or group activity that is seriously disruptive behavior or injurious to other individuals lawfully using MST facilities or transit services; damaging or destructive to MST facilities or transit services; or disruptive, harassing, threatening or injurious to transit employees. Inappropriate conduct may also constitute a violation of an ordinance or criminal law. Whether an individual is charged or convicted of an incident or inappropriate conduct does not bar investigation or exclusion from transit under this policy.

The term “incendiary device” includes matches, lighters or torches.

The term “MST” means Monterey-Salinas Transit District.

The term “MST facilities” means all property and equipment of MST including, without limitation, inside and outside areas of MST property, transfer points, bus shelters, bus stops, park and ride lots, signage; administrative, operational, and maintenance facilities; and MST vehicles used to provide MST transit service. MST facilities include both the public and non-public areas of MST facilities.

The term “MST vehicles” includes buses, mobility taxis, trolleys, paratransit vehicles, relief units, facility service trucks, maintenance service trucks, and other non-revenue vehicles.

The term “weapons and other dangerous instruments” includes weapons such as pistols, rifles, knives or swords; flammable liquids; dangerous, toxic or poisonous substances; vessels containing caustic materials, chemicals, acids or alkalis; fishing rods not broken down or with unsecured hooks and lures; ski poles unless secured to skis or with tip covers; sheet glass and sharp objects.

The term “public area” includes those portions of MST facilities that are open for public use for transit services or transit-related purposes.

The term “transit services” means fixed route bus service, paratransit services, and/or other contracted services.

## **II. Level I Inappropriate Conduct on MST Vehicles**

For any of the following inappropriate conduct on buses, persons will be given a first warning by the Coach Operator not to engage in the conduct.

- Refusing to vacate designated front seats and designated wheelchair areas in buses for senior citizens and people with disabilities when requested by that person or by the driver on his or her behalf.
- Eating or drinking.
- Using an audio device (e.g. portable radio, tape, CD player, TV, etc.), unless such equipment is used with earphones so that sound is limited to the person’s private listening only.
- Standing in the front of the standee line at the front of the bus near the driver’s seat.
- Bringing an animal on the bus uncaged, except working animals that assist those with disabilities. Caged animals must fit on a customer’s lap.
- Bringing on board any large articles, packages, baggage, non-collapsible strollers or baby buggies that block the aisle and restrict the free movement of passengers.
- Engaging in disorderly conduct. This not intended to prohibit ordinary conversation between passengers in normal conversational tones.
- Having unnecessary conversations with MST Coach Operators.

- Engaging in unauthorized canvassing, selling, soliciting or distributing any material on board buses.
- Changing a child's diaper.
- Exhibiting inappropriate personal hygiene, i.e., an individual whose bodily hygiene is so offensive as to be considered as seriously disruptive to other passengers, or to the Coach Operator.
- Boarding unattended minors; children five years of age and under must be closely accompanied at all times by a fare-paying passenger.
- Roller-skating, roller-blading, or skateboarding on buses.
- Hanging or swinging from stanchions or other bus equipment with feet off the floor.
- Hanging out, reaching out, or putting anything out of bus windows.
- Willfully refusing to pay a fare or show specific fare media to the Coach Operator.

If further warning by the Coach Operator is necessary due to a passenger's failure to comply, an MST Supervisor may be contacted and may be called to the scene by the Coach Operator. The Supervisor is authorized to ask the passenger(s) to leave the bus. An individual who declines to leave a bus after being ordered to do so by the MST Supervisor may be subject to fines, arrest, and prosecution for trespassing and/or disorderly conduct. Continuous repeat infractions may result in exclusion from buses for not less than seven days or more than six months. (See Section VI, Exclusion Procedure)

### **III. Level II Inappropriate Conduct and MST Facilities**

The following conduct is prohibited in all MST Facilities:

- Smoking on MST vehicles. (See Section V, below, concerning incendiary devices)
- Fighting.
- Carrying weapons or other dangerous instruments. Weapons used in the practice of martial arts including, but not limited to: swords, daggers, fencing foils, sabers, staves, or nunchuks must be sheathed and left at the front of the bus with the coach operator.
- Disorderly conduct that is disruptive, harassing, or threatening in nature to MST passengers or employees or the safe operation of transit services. This includes following or stalking passengers or employees.
- Misuses of fare media.
- Drinking alcoholic beverages or possessing open containers of alcoholic beverages.

Any individual observed engaging in the above conduct, or failing to cease any Level I Conduct after a warning, may be told by a Coach Operator or Supervisor or other authorized individual to leave the facilities immediately and may be subject to arrest or further legal action by proper authorities. The Coach Operator is authorized to request police assistance if necessary. These offenses may also subject passenger(s) to the Exclusion Procedure, described in Section VI.

#### **IV. Level III Inappropriate Conduct and Emergency Situations**

The following conduct in all MST facilities, or failing to cease any Level II Conduct listed above upon request, shall be cause for police intervention, arrest, and/or prosecution.

- Use of counterfeit or stolen fare media.
- Assault, threat of assault, or battery.
- Stealing or willfully damaging, defacing or destroying MST facilities.
- Lighting an incendiary device.
- Obstructing or interfering with the Coach Operator's safe operation of MST Facilities.
- Indecent exposure, or lewd / lascivious behavior displaying sexually explicit images, messages, and cartoons via print, or electronic media.
- Entering or remaining on, in, or about MST facilities after having been notified by an authorized individual not to do so, or boarding or remaining on MST buses during the period when an individual has been banned from the premises. See Non-Compliance with Exclusion Order (XIII).

An emergency situation can be defined as any situation in which an individual's actions present a direct threat to the life or safety of himself / herself, to others, or to MST facilities. The Coach Operator is authorized to request police assistance. An individual found to have engaged in any of the following activities will be excluded from MST facilities or transit services pursuant to the process in Section V, Exclusion Procedure.

#### **V. Transit Exclusion Procedure**

After MST staff determines there have been repeated or serious incidents of inappropriate conduct, and it is determined that the individual involved should be excluded from MST facilities or transit services or that conditions should be placed on the individual's continued use thereof:

- A. An MST Operations Supervisor will issue a written exclusion notice from MST facilities, including transit services as may be warranted. The notice shall indicate the reasons for the exclusion, the time period of the exclusion, and the MST facilities or transit services to which the exclusion order applies. If continued use of MST facilities or transit services is made subject to safety conditions or restrictions (e.g., presence of a parent or guardian in the case of juvenile; accompaniment by a personal care attendant or aide), a conditional exclusion notice may be issued specifying that the individual will be subject to exclusion



unless he or she complies with the imposed restrictions. The notice shall also advise the individual of the right to appeal the decision and include a copy of the appeal procedure. The Operations Supervisor shall provide a copy of the notice to the Director of Transportation and will inform all MST staff involved, as needed, regarding the reasons for the exclusion.

- B. At the discretion of the Operations Supervisor, and for a designated period of time, a juvenile may be restricted to use of MST transit services only when the juvenile is accompanied by a responsible designated adult. The juvenile's parent or guardian must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to exclusion under this policy.
- C. Repeated infractions may result in exclusion from buses for not less than seven days or more than six months.

## **VI. Appeal Procedure**

- A. Any appeal by or on behalf of the party subject to an exclusion order shall be submitted in writing to the Director of Transportation within ten days after service by mail of the Operations Supervisor's determination. The communication shall state with specificity the grounds for the appeal. A determination by the Operations Supervisor to exclude an individual may be stayed pending the appeal to the Director of Transportation. The Director of Transportation shall review and may reconsider or modify the decision to exclude an individual, following investigation of the matter, and shall specify in writing within fourteen business days of receipt of the appeal the reasons for rescission or modification, if applicable, to the appellant.
- B. The aggrieved party may appeal the Director of Transportation's determination in writing to the General Manager/CEO within ten days after service by mail of the determination. The General Manager/CEO shall review and may affirm, modify, or reconsider the determination and shall specify in writing within fourteen business days of receipt of the appeal the reasons for modification or rescission, if applicable, to the appellant.
- C. The aggrieved party's last step in the appeal process is to appeal the decision of the General Manager/CEO to the MST's Board of Directors, c/o Monterey-Salinas Transit District, One Ryan Ranch Road, Monterey, CA 93940 within 10 days of notice of the General Manager/CEO's decision. The chairperson of MST's board shall appoint a special Transit Exclusion Appeals Board ad hoc committee (Appeals Board) consisting of three members of the MST Board of Directors to hear the appeal. The Appeals Board shall elect a committee chair and hold a hearing within 45 days after the notice of appeal has been filed. Notice of the hearing including statement of the time, place, and nature of the hearing shall be mailed to the aggrieved party at least ten (10) days prior to the hearing. Exclusion orders for Level 1 violations shall be stayed pending appeal to the Appeals Board. Exclusion orders for Level II and Level III violations shall not be stayed pending an appeal, unless the Appeals Board finds that a stay is

warranted and necessary under the particular circumstances. A request for stay shall be made in writing by the aggrieved party stating the specific reason for the request.

1. Hearing: At the hearing before the Appeals Board, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The chairperson of the Appeals Board, or their designate, shall conduct the hearing and shall follow the Rules of Evidence for administrative proceedings. The staff shall record all of the proceedings.
2. Decision: Within 30 days of the completion of the hearing, the Appeals Board shall issue a written decision stating the reasons therefore. The Board shall make a finding on whether it is more probable than not that the excluded individual engaged in the conduct which was the basis for the exclusion. Based on the testimony and the evidence in the record, the Appeals Board shall have the power to affirm, modify, or reverse the written determination of the General Manager/CEO or remand it with instructions for reconsideration consistent with its decision. The decision, except for remand, shall be a final determination for the purposes of judicial review.

## **VII. Non-Compliance With Exclusion Order: Trespassing**

If an individual subject to an exclusion order enters the specified facilities or service before the return date listed in the exclusion notice, police will be called and individual will be subject to prosecution to the fullest of the extent of the law.

To: MST Board of Directors

From: Lisa Rheinheimer, Director of Planning and Development

Subject: Final Measure Q Transit Investment Plan

**RECOMMENDATION:**

Adopt the Final Measure Q Transit Investment Plan.

**FISCAL IMPACT:**

This Final Measure Q Transit Investment Plan (Plan) honors the commitment of the Measure Q ordinance to fund transit services which benefit seniors, persons with disabilities, and veterans. The funding is estimated at approximately \$7.5 million annually for 15 years.

**POLICY IMPLICATIONS:**

The MST Board of Directors may prepare and adopt plans for existing and future transit priorities. The Measure Q Transit Investment Plan accomplishes Board direction and the commitments of the Measure Q Ordinance to protect transit services for seniors, persons with disabilities, and veterans.

**DISCUSSION:**

At the January 2016 Strategic Planning Workshop, the MST Board reviewed, commented on, and made recommendations for improvements to the draft Measure Q Transit Investment Plan. Board members made comments about how the homeless issue might be addressed in the Plan and how geographic equity would be achieved given the demographic makeup of Monterey County and cities.



The Final Measure Q Transit Investment Plan addresses the homeless issue in the context of the Measure Q ordinance which directs funding to protect transit services for seniors, persons with disabilities, and veterans. Those who are homeless and fall into one or more of the constituent groups will be served with continued and expanded transit services. Also in this regard, the Veterans Transition Center provided valuable information about the needs of homeless veterans. The final plan meets many of the key needs identified by the Veterans Transition Center for homeless veterans.

Through Measure Q, MST will continue to fund services specific to the needs of seniors, persons with disabilities, and/or veterans who may be homeless as well.

The second Board comment about geographic equity is integrated into the Plan by protecting existing transit services and recognizing possible expansion of services in areas that are currently underserved on the Monterey Peninsula, in Salinas, and the Salinas Valley.

The Mobility Advisory Committee (MAC) reviewed the draft Measure Q Transit Investment Plan and recommends that the MST Board of Directors adopt the Plan. The MAC advises the Board on matters which impact seniors, persons with disabilities, and veterans. MAC members represent these constituent groups through their work.

*The Final Measure Q Transit Investment Plan is available for public viewing at MST, One Ryan Ranch Rd, Monterey, CA 93940, online at [www.mst.org](http://www.mst.org), or by requesting a copy by mail at the above address, by phone at 831-393-8192, or by email [aflanagan@mst.org](mailto:aflanagan@mst.org).*

Prepared by:  Approved by: 

To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Purchase Five Medium Buses for the MST RIDES Program

**RECOMMENDATIONS:**

Authorize the purchase of five (5) medium sized buses from Creative Bus Sales, to include related security/dispatching equipment for the MST RIDES program.

**FISCAL IMPACT:**

Not to exceed \$383,000 which includes up to \$340,000 for five buses and \$43,000 for security cameras and real-time electronic dispatching equipment. Buses and security/dispatching equipment will be funded through Measure Q funds.

**POLICY IMPLICATIONS:**

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

**DISCUSSION:**

MST's RIDES program provides service to the elderly and individuals with disabilities who cannot ride fixed route service. The RIDES program averages over 9,500 passengers per month and is operated by MV Transportation with a fleet of twenty-seven vehicles.

The medium-sized buses used in the RIDES program have a life expectancy of at least 5 years or 150,000 miles. Of the 27 vehicles currently in the program, 14 buses or 52% of the fleet are obsolete, exceeding their 150,000 mile life expectancy.

These five vehicles are expansion vehicles and will provide additional wheelchair capacity for MST's RIDES fleet and improve the quality of services and mobility options for the elderly and disabled.

MST purchases medium buses through the CalAct/ Morongo Basin Transit Authority Purchasing Cooperative, which has previously solicited competitive pricing from vehicle manufacturers. Security cameras and electronic dispatching equipment are unique requirements for the RIDES fleet and are purchased through existing MST vendors, SEON and the Trapezegroup.

Approval of this item authorizes the purchase of five RIDES vehicles from Creative Bus, including required camera/electronic dispatching equipment for a project total not to exceed \$383,000.

PREPARED BY:

  
Michael Hernandez

REVIEWED BY:

  
Carl Sedoryk

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November and December 2015

Attached is a summary of monthly performance statistics for the transportation, maintenance, and administration departments for November and December 2015 (Attachments 1-5). For the quarter ending December 31, we are meeting and/or exceeding all relevant performance standards.

November 11-13 I attended a meeting of the American Public Transportation Executive Committee in Miami Beach, FL, where we discussed organizational performance and strategic planning for the association. At this meeting, I participated in and ad hoc subcommittee of representatives of small and large transit operators to achieve a consensus position on the bus capital funding in the FAST Act authorization bill.

November 17-20 I attended the California Transit Association annual conference and product expo. At this meeting, I was able to meet with senior management of electric bus manufacturers and their supporting vendors including GILLIG, BYD, Proterra, Complete Coach Works, and WAVE, and discussed options to implement additional electric vehicle technology in Monterey County. I attended a meeting of the Executive Committee to set and monitor association strategies and policies, acted as moderator for a workshop session on improving executive decision-making outcomes, and participated on a panel regarding successful transit sales tax measures.

December 3-4 I attended a California Transit Insurance Pool study session in Long Beach, CA, where board members reviewed insurance coverages and loss statistics affecting the pool.

Attachment #1 – Dashboard Performance Statistics


Attachment #2 – Operations Dept. Report – November/December 2015

Attachment #3 – Facilities & Maintenance Dept. Report – November/December 2015

Attachment #4 – Administration Dept. Report – November/December 2015

Attachment #5 – Action Plan Status Update – December 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: 

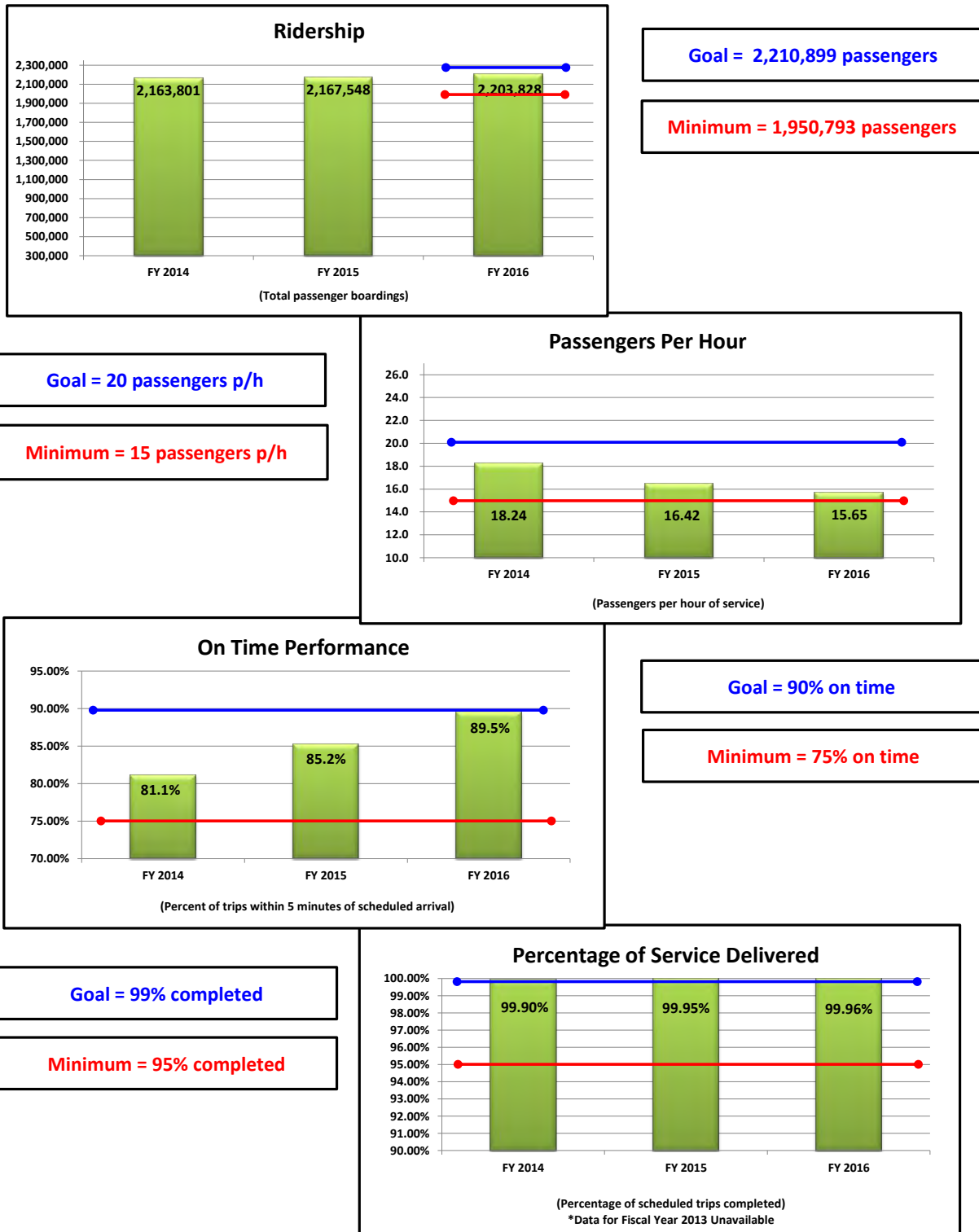


# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### Months of July - December

### Fiscal Years 2014-2016

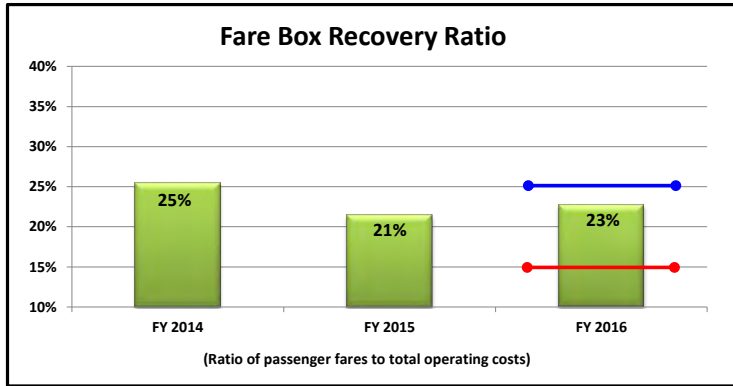


# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### Months of July - December

### Fiscal Years 2014-2016

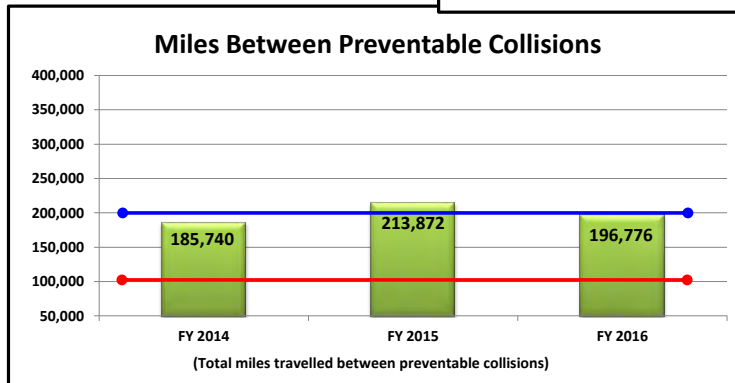
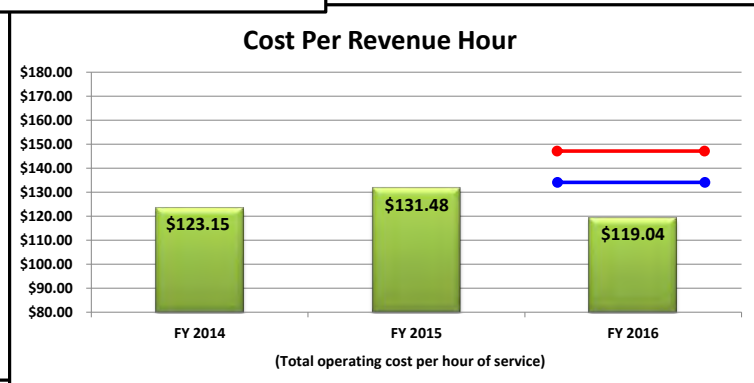


**Goal = 25%**

**Minimum = 15%**

**Maximum = \$145.00 per RH**

**Goal = \$131.67 per RH**

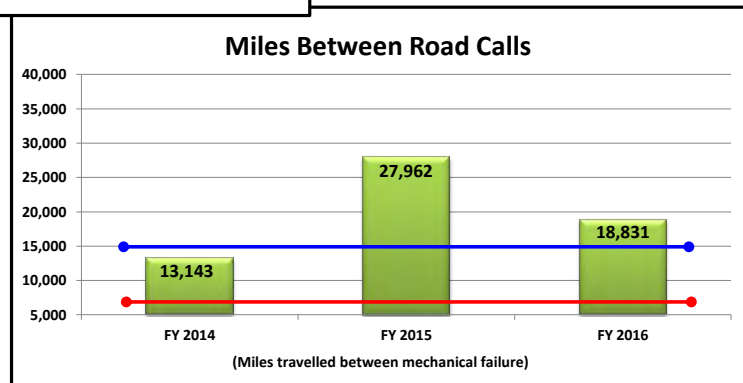


**Goal = 200K Miles**

**Minimum = 100K Miles**

**Goal = 15K Miles**

**Minimum = 7K Miles**

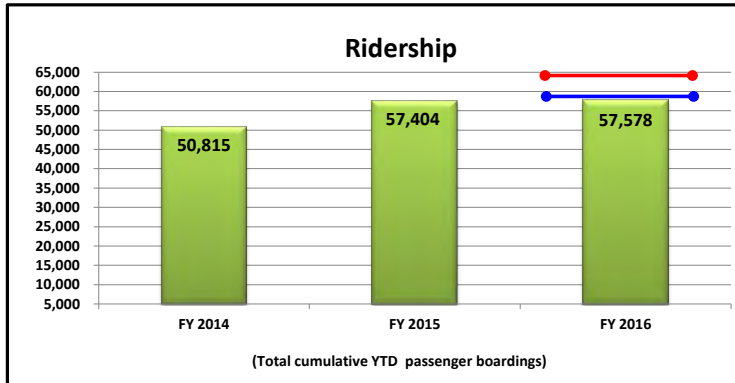


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### Months of July - December

### Fiscal Years 2014-2016

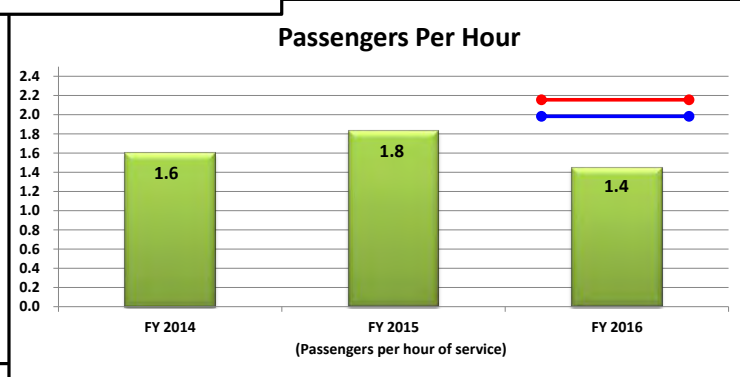


Goal = 58,589 passengers

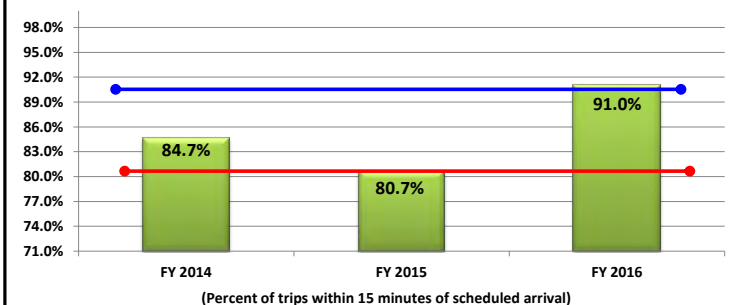
Maximum = 64,448 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



### On Time Performance

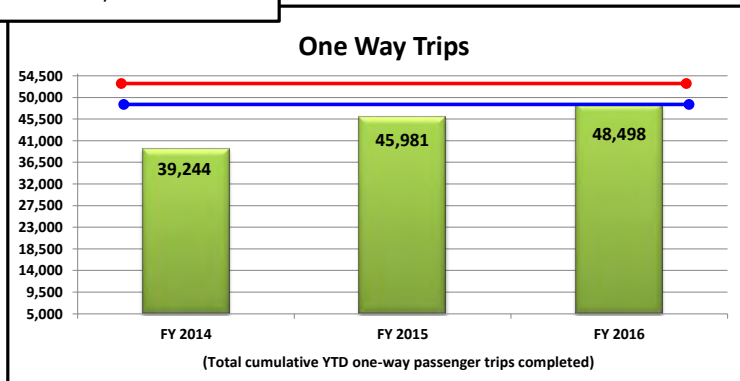


Goal = 90% on time

Minimum = 80% on time

Maximum = 50,815 one-way trips

Goal = 46,196 one-way trips

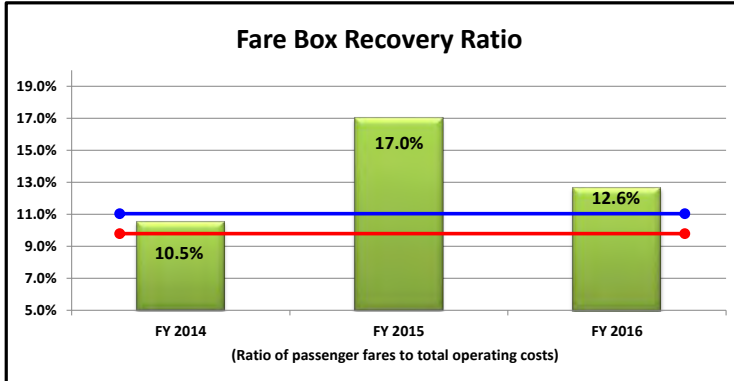


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### Months of July - December

### Fiscal Years 2014-2016

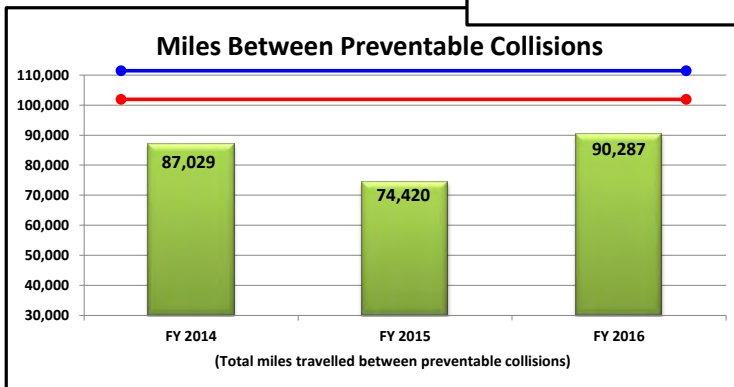
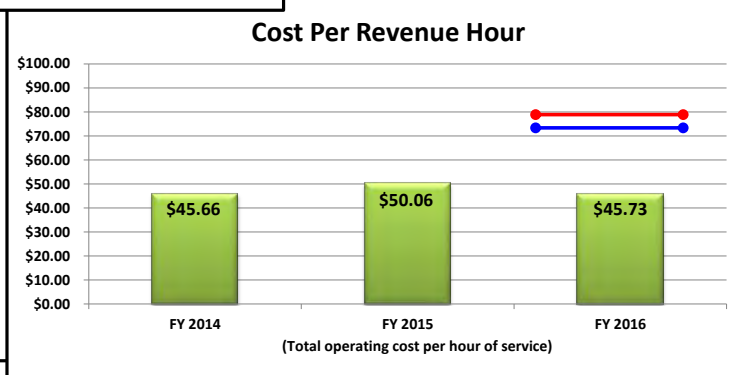


**Goal = 11%**

**Minimum = 10%**

**Goal = \$70.86**

**Maximum = \$77.95**

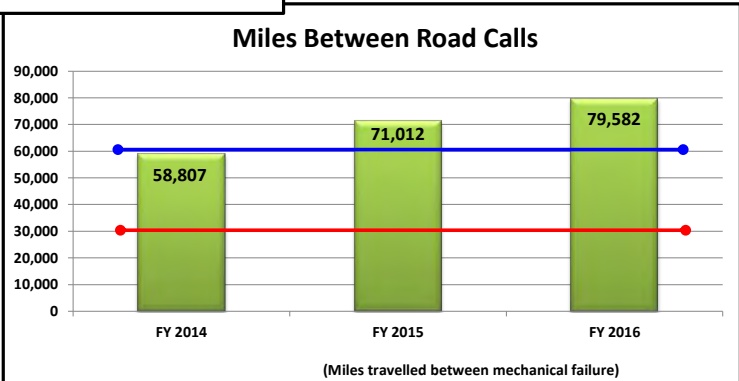


**Goal = 110K Miles**

**Minimum = 100K Miles**

**Goal = 60,000 miles**

**Minimum = 30,000 miles**

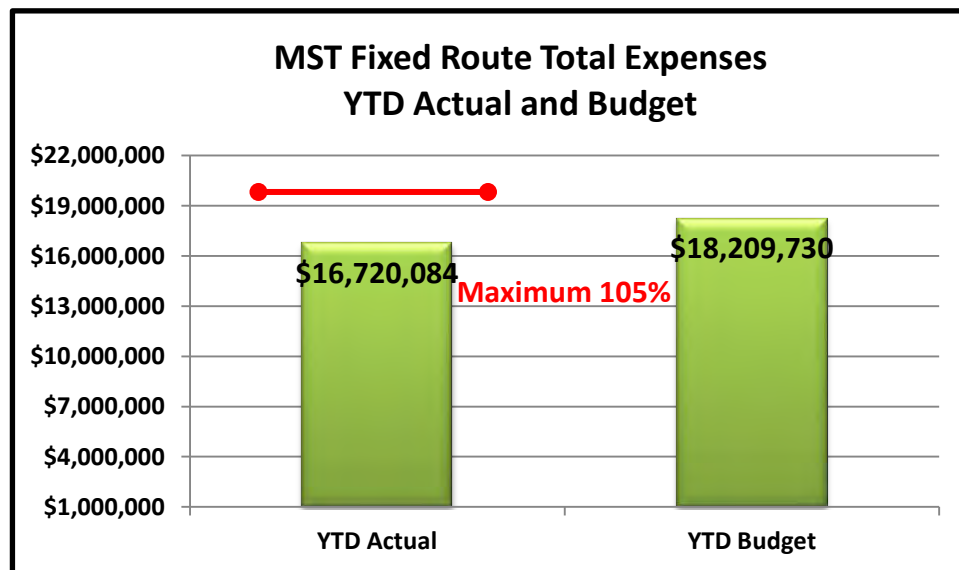
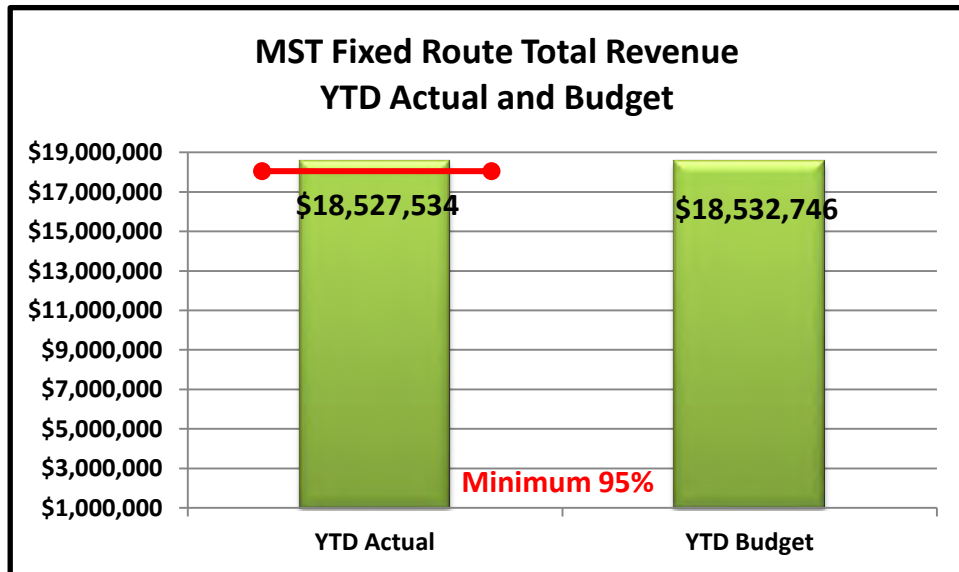


# MST Fixed Route

## Financial Performance Comparative Statistics

### July - December

### Fiscal Year 2016

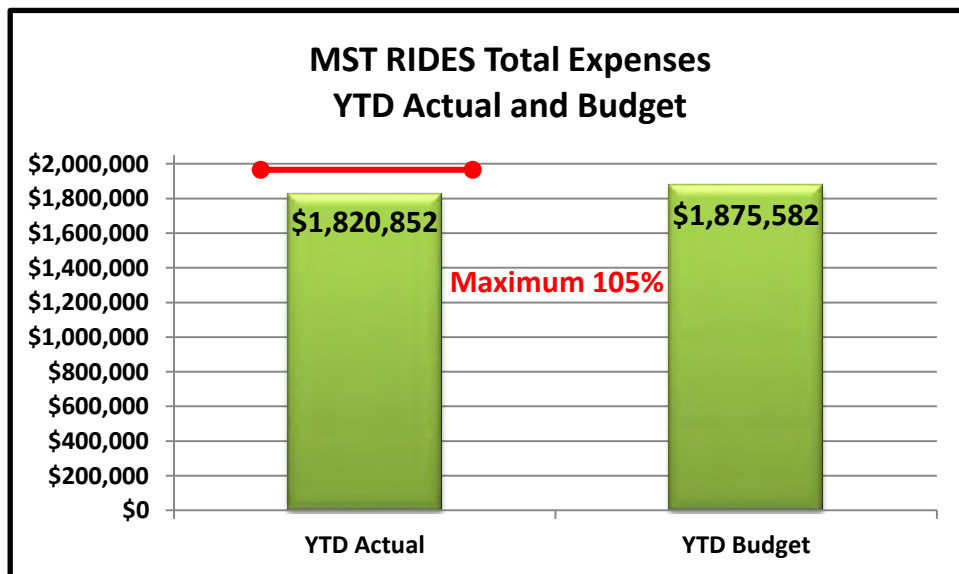
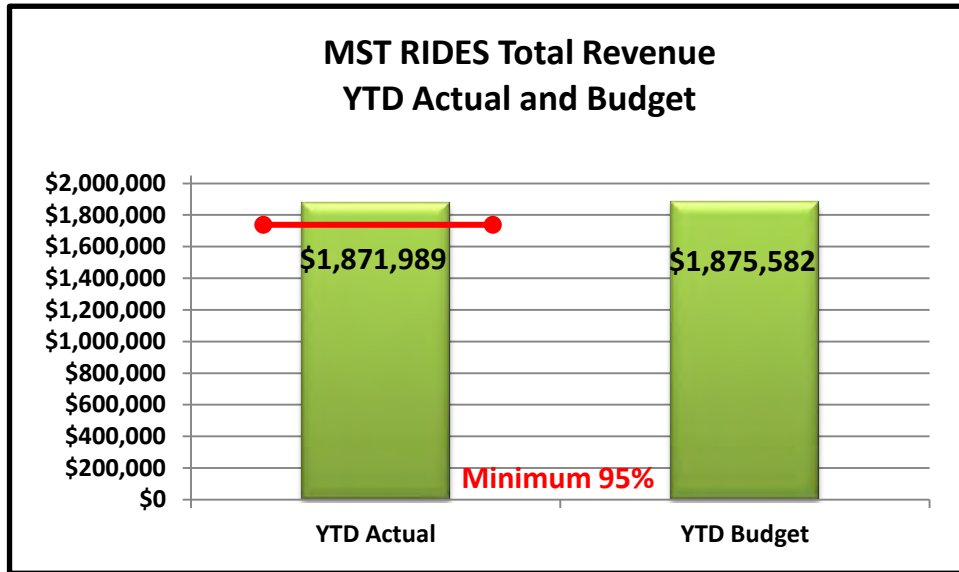


# MST RIDES

## Financial Performance Comparative Statistics

### July - December

### Fiscal Year 2016



## ATTACHMENT 2

January 5, 2016

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 – November 2015**

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### **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership increased by 0.47% in November 2015, (329,224), as compared to November 2014, (327,670). Fiscal year to date – passenger boardings have increased by 1.48% as compared to the same period last year.

Productivity decreased from 16.0 passengers per hour (November 2014) to 14.9 in November of this year.

#### **Supplemental / Special Services:**

November 20: In support of the Monterey Symphony, MST provided shuttle services between; the Sally Griffin Center PG, locations within King City, Gonzales, and Sherwood Hall in Salinas. The service transported 53 passengers.

November 29: In support of the annual Parade of Lights in Salinas, MST provided supplemental services on the Line 43 transporting 21 passengers. Boardings for this event fell by 84% from last year's event (129) due to low attendance.

#### **System Wide Statistics:**

- Ridership: 329,224
- Vehicle Revenue Hours: 22,041
- Vehicle Revenue Miles: 362,659
- System Productivity: 14.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 31,268

**Time Point Adherence:** Of 126,160 total time-point crossings sampled for the month of November, the TransitMaster™ system recorded 14,945 delayed arrivals to MST's published time-points system-wide. This denotes that **88.15%** 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 four (4) cancelled trips for the month of November for both directly operated and contracted services:

<b>Total Trips Provided: 31,268</b>			
<b>Category</b>	<b>MST</b>	<b>MV</b>	<b>%</b>
Collision	1	0	25%
Mechanical	1	0	25%
Adverse Weather	0	1	25%
Routing Detour	0	1	25%
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>100%</b>

**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 November 2014 and 2015:

<b>Occurrence Type</b>	<b>November-14</b>	<b>November-15</b>
Collision: MST Involved	4	10
Employee Injury	0	1
Medical Emergency	4	2
Object Hits Coach	0	1
Passenger Conflict	7	5
Passenger Fall	2	6
Passenger Injury	0	0
Other	1	1
Near Miss	0	
Fuel / fluid Spill	0	2
Unreported Damage	0	2
<b>Totals</b>	<b>18</b>	<b>30</b>



## **CONTRACTED TRANSPORTATION SERVICES:**

### **MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of November there were 9,166 passenger boardings. This denotes a 6.58% increase in passenger boardings from November of 2014, (8,600). Fiscal year to date – passenger boardings have increased by 0.77% as compared to the same period last year.

- Productivity for November of this year was at 1.80 passengers per hour decreasing from November of 2014, (1.89).
- For the month of November, 94.06 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 85.11 % in November of 2014.

## **COMMUNICATIONS CENTER:**

In November, MST's Communications Center summoned public safety agencies on *six* (6) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	1
EMS	Passenger Illness	5

Robert Weber

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January 27, 2016

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 – December 2015**

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## **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership increased by 2.93% in December 2015, (292,742), as compared to December 2014, (284,403). Fiscal year to date – passenger boardings have increased by 1.67% as compared to the same period last year.

Productivity decreased slightly from 13.4 passengers per hour (December 2014) to 12.8 in December of this year.

### **Supplemental / Special Services:**

December 19-20: In support of the Monterey Bay Aquarium free to learn program, MST provided shuttle services between; the Cities of Greenfield and Watsonville to the Aquarium. The service transported 193 passengers.

December 31: In support of the annual First Night Monterey Celebration, MST provided supplemental services transporting 862 passengers. Boardings for this event fell by 31% from last year's event (1,245) due to lower attendance.

### **System Wide Statistics:**

- Ridership: 292,742
- Vehicle Revenue Hours: 22,773
- Vehicle Revenue Miles: 375,613
- System Productivity: 12.8 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,150

**Time Point Adherence:** Of 126,025 total time-point crossings sampled for the month of December, the TransitMaster™ system recorded 14,006 delayed arrivals to MST's published time-points system-wide. This denotes that **88.89%** 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 fourteen (14) cancelled trips for the month of December for both directly operated and contracted services:

<b>Total Trips Provided: 32,150</b>			
<b>Category</b>	<b>MST</b>	<b>MV</b>	<b>%</b>
Collision	0	1	7%
Mechanical	2	5	50%
Adverse Weather	0	1	7%
Traffic	4	0	29%
Employee Error	0	1	7%
<b>Totals</b>	<b>6</b>	<b>8</b>	<b>100%</b>

**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 December 2014 and 2015:

<b>Occurrence Type</b>	<b>December-14</b>	<b>December-15</b>
Collision: MST Involved	4	3
Employee Injury	0	2
Medical Emergency	1	
Object Hits Coach	0	1
Passenger Conflict	8	4
Passenger Fall	6	4
Passenger Injury	0	1
Other	3	8
Near Miss	0	1
Fuel / fluid Spill	1	2
Unreported Damage	0	2
<b>Totals</b>	<b>23</b>	<b>28</b>

## **CONTRACTED TRANSPORTATION SERVICES:**

### **MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of December there were 9,220 passenger boardings. This denotes a 2.13% decrease in passenger boardings from December of 2014, (9,421). Fiscal year to date – passenger boardings have increased by 0.30% as compared to the same period last year.

- Productivity for December of this year was at 1.78 passengers per hour increasing from December of 2014, (1.61).
- For the month of December, 92.69 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 83.73 % in December of 2014.

## **COMMUNICATIONS CENTER:**

In December, MST's Communications Center summoned public safety agencies on *six* (6) separate occasions to MST's transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	4
EMS	Passenger Illness	2

Robert Weber

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### ATTACHMENT 3

December 17, 2015

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for November 2015

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

<b>FY16 Fuel Budget:</b>	<b>Average Fuel Price Nov. 2015:</b>	<b>Average Fuel Price: FY2016</b>
Diesel: \$3.25	<b>\$1.75</b>	\$1.95
Gasoline: \$3.35	<b>\$2.21</b>	\$2.56

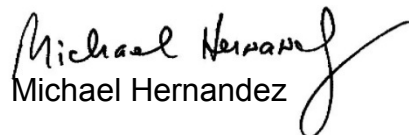
<b>Fleet Status:</b>	<b>Operating Cost Per Mile:</b>	<b>* Miles Between Major Mechanical Road Calls:</b>
<b>November 2015:</b>	<b>\$1.09</b>	<b>15,822</b>
<b>FY2016</b>	<b>\$0.99</b>	<b>18,924 YTD</b>
FY2015:	\$1.01	26,148 <u>YTD</u> Comparison
FY2014	\$1.20	15,403

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

#### Department Activities/Comments:

Miles between major mechanical road calls for November were 15,822 with 19 categorized as "major mechanical" and 2 road calls for minor or non-mechanical issues. Of the road calls, 59% is attributed to the MST fleet that is 12 years or older. The highest major road call category was for engine issues. Maintenance staff received training by Lift-U on new wheelchair ramps in November.

The scheduled preventative maintenance (PMs) for the fleet was at 98% for the month. MST passed the annual storm water testing at CJW and there were periodic maintenance issues with the CJW bus gate requiring repair.

  
Michael Hernandez

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January 22, 2015

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for December 2015

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

<b>FY16 Fuel Budget:</b>	<b>Average Fuel Price December 2015:</b>	<b>Average Fuel Price: FY2016</b>
Diesel: \$3.25	<b>\$1.43</b>	\$1.86
Gasoline: \$3.35	<b>\$1.99</b>	\$2.47

<b>Fleet Status:</b>	<b>Operating Cost Per Mile:</b>	<b>* Miles Between Major Mechanical Road Calls:</b>
<b>December 2015:</b>	<b>\$1.11</b>	<b>18,364</b>
<b>FY2016</b>	\$1.01	18,831 YTD
FY2015:	\$1.01	27,962 <u>YTD</u> Comparison
FY2014	\$1.20	15,403

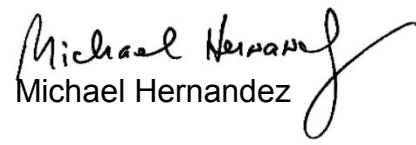
**\*Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

#### **Department Activities/Comments:**

There were 18,364 miles between major mechanical road calls in December, with 17 categorized as “major mechanical” and four due to minor or non-mechanical reasons. The highest major road calls were for electrical issues (6) involving both the electric and diesel trolleys.

Several of the eight new RIDES buses are being returned to the vendor for warranty repairs due to water leaks around the windows.

The scheduled preventative maintenance (PMs) for the fleet was at 98% for the month. Both TDA and CJW received annual MBUAPCD (Air District) inspections.

  
Michael Hernandez

## ATTACHMENT 4

Date: February 8, 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 – November 2015

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

### Human Resources

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

<b>Positions</b>	<b>Budget FY16</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators F/T	137	140	3
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	5	0	-5
Operations Staff	30	29	-1
Maintenance & Facilities	46	45	-1
Administrative (Interns 2 PT)	26	24	-2
<b>Total</b>	<b>244</b>	<b>238</b>	<b>-6</b>

\*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.

<b><i>November Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	<b>\$17,358.24</b>
<i>Other (includes Legal)</i>	<b>\$8,199.27</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$17,034.29</b>
<i>TPA Administration Fee</i>	<b>\$5,000.00</b>
<i>Excess Insurance</i>	<b>\$7,775.33</b>
<b><i>Total Expenses</i></b>	<b><i>\$55,367.13</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,520,722.23</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$570,375.28)</i></b>
<i># Ending Open Claims</i>	<b>41</b>

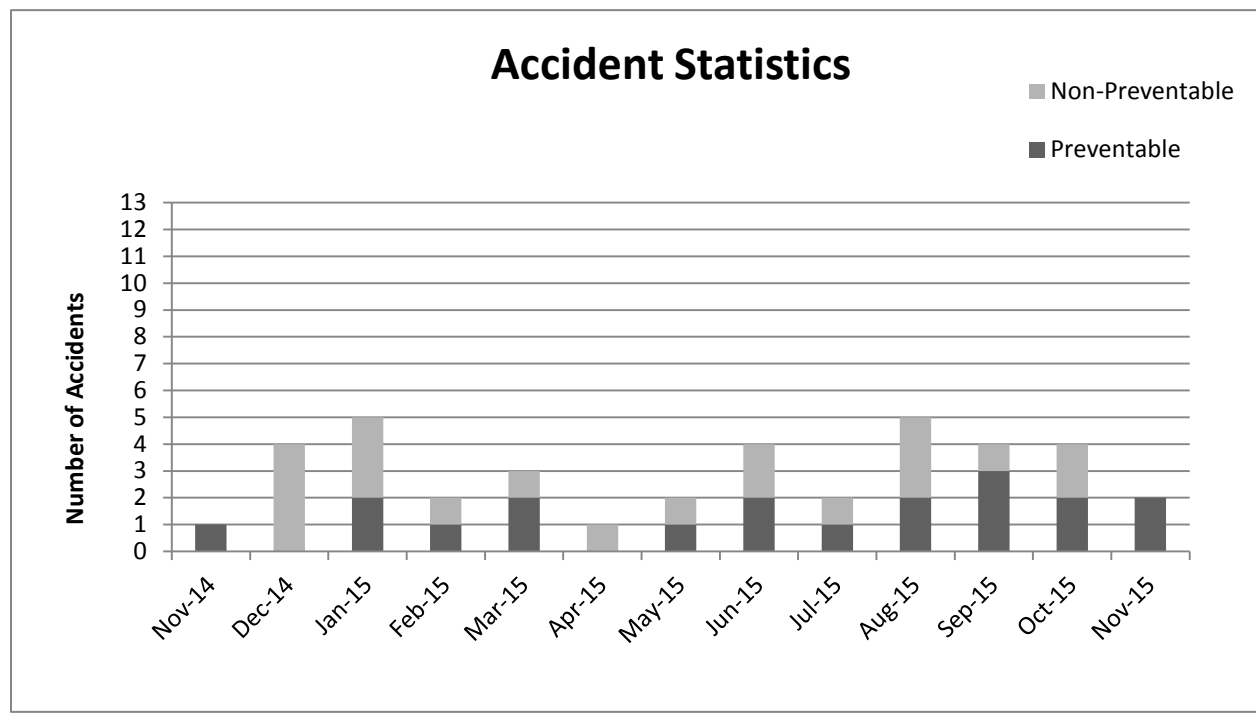
## Training

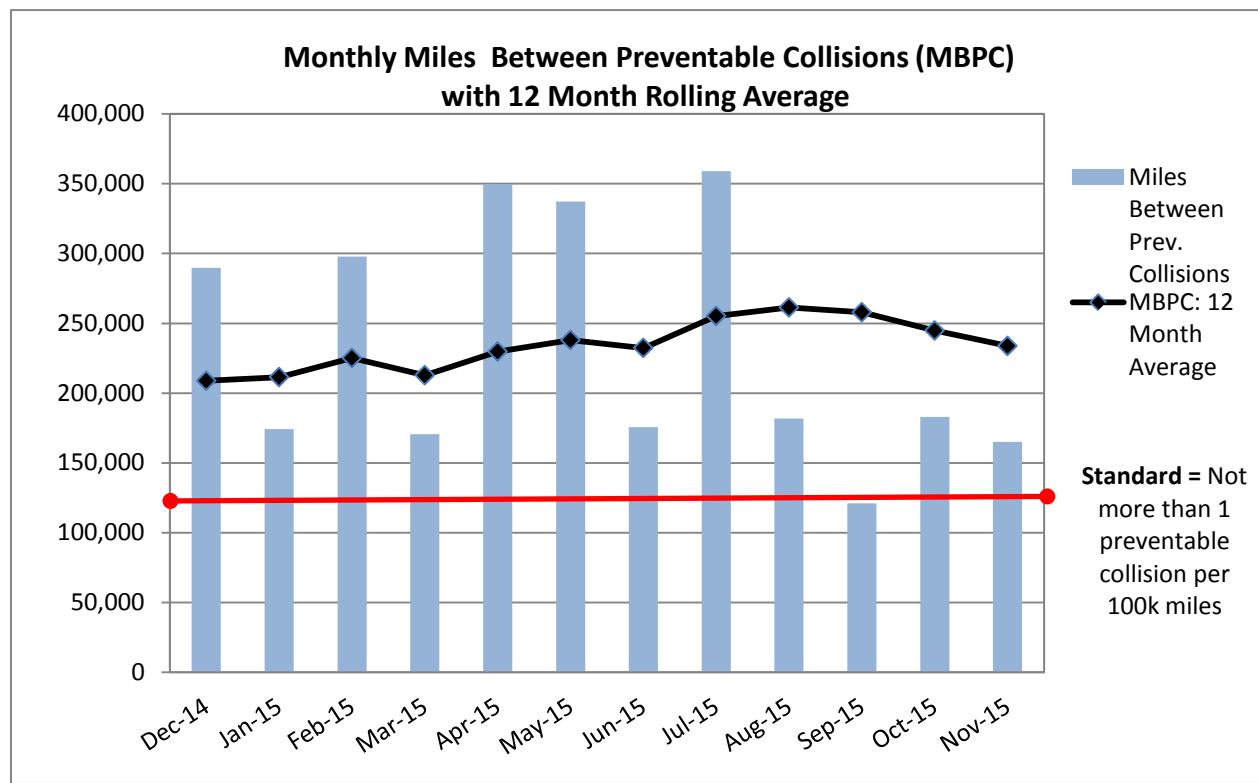
Description	Attendees
Post Accident Retraining	3
Excel Level 1 Training	1
Return to Work Re-fresher Training	5
Annual Verification of Transit Training	14
CTA Conference	6
Maintenance Safety Meeting	32
FEMA Incident Command Systems-200 Training	1

## Risk Management Update

Description	November 2015 Preventable		November 2014 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	0	0	0
Bus hit stationary vehicle	2	0	1	0
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>

In November 2015, there were two non-injury preventable collisions. Both occurrences involved the bus making contact with a stationary vehicle during a turning maneuver.





There were \$5,882.49 in claim recoveries during this period and \$1,422.59 claims paid.

### Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	November '14	% of reports received
Improper Driving	6	2	2*	23.5%	6	14.3%
Overcrowding	1			2.9%	0	0.0%
Passed By	2	1	1*	8.8%	1	2.4%
Improper Employee Conduct	2		1	5.9%	5	11.9%
Bus Stop Amenities		2	2*	5.9%	3	7.1%
Late Arrival	1		1	2.9%	2	4.8%
Fare / Transfer Dispute	1	1		5.9%	1	2.4%
No Show	1	1	1	5.9%	8	19.0%
ADA Compliance					1	2.4%
Service Other	1	1	1*	5.9%	5	11.9%
Early Departure	3		1	8.8%	1	2.4%
Passenger Injury					0	0.0%
Off Route		1	1*	2.9%	1	2.4%
Employee Other Routing	4		3	11.8%	4	9.5%
					1	2.4%

Service Schedule		1	1*	2.9%	0	0.0%
Agency Policy	1			2.9%	1	2.4%
Vehicle Maintenance					2	4.8%
Reasonable Modification		1		2.9%	0	0.0%
Total Complaints	23	11		100.0%	42	100.0%
Employee Compliment	0	1			1	
Service Compliment	0	0			0	

## **Finance Update**

### **General Accounting/Accounts Payable**

During the month of November, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. In addition, staff completed and submitted the required annual reporting to the National Transit Database which aids in the appropriation of FTA formula funds to transit agencies as well as worked on portions of the FTA Triennial Audit.

### **Payroll**

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.

### **Grants**

During the month of November, staff attended the FTA Triennial Workshop in San Francisco and began organizing MST staff for the upcoming review. Staff also met with the United States Department of Agriculture to begin loan paperwork for the South County Maintenance Facility, and worked on the agency's annual report to the National Transit Database and the FY 15 final financial audit.

### **Purchasing**

During the month of November, staff was busy with procurement of necessary parts and supplies to support operations. Inventory value has slightly risen over the month of October, but this can be attributed to the normal ebb and flow of inventory dollar value as item safety stocks are adjusted higher to support bus maintenance.

## **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 system 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.

Mark Eccles attended the California Transit Association (CTA) Annual conference in Pasadena in November. He attended as Chair of the CTA IT Committee and attended the Technology Track seminars.

## **Marketing and Sales Update**

Published news stories include: "Walk, pedal, bus to transportation board meetings" (The Californian, 11/1/15); "Bernard Green" (Monterey County Weekly, 11/19/15); "Rich Deal, Grant Leonard: Highway 68 roundabout will provide lasting benefits" (Monterey County Herald, 11/21/15); "CSUMB: Nine teams compete in annual Startup Hackathon" (Monterey County Herald, 11/22/15); "Holiday closings for Thanksgiving Day" (San Jose Mercury News, 11/23/15); "Free admission to Monterey Bay Aquarium" (The Californian, 11/24/15); "Your Town: Marina airport topic of town hall meeting" (Monterey County Herald, 11/28/15); "Traffic congestion endangers local economy" (The Californian, 11/30/15).

Press releases sent include: "MST bus service on Veterans Day" (11/6/15); "MST provides limited bus service Thanksgiving Day, Saturday schedule day after Thanksgiving" (11/20/15); "New discount fare for veterans / minor fare adjustments effective December 5, 2015" (11/30/15).

Marketing activities: Held joint staff and vendor meeting to determine how to best display assessable bus schedules on MST's website; attended VTA's Hack-a-thon App Challenge Awards Ceremony; created updated Group Discount marketing materials to include an employer flyer, poster, email blast, as well as an online ordering option on MST's website; conducted staff interviews for annual report articles and worked on report design/layout; attended Salinas Transit Center site walk-through with facilities department to look at possible upgrades; scheduled MST Trolley to appear in Salinas Holiday Parade of Lights; met with Monterey Bay Aquarium staff regarding 2015-2016 Free to Learn trips; ordered farebox decals and fare brochures for updated fares effective 12/5/15; worked on messaging showing how Measure Q funds are being

spent; researched updating/re-designing MST's Busmobile; managed MST website content, Facebook page, and Twitter account.

## **Planning**

During the month of November, 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, MST 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 the Fort Ord Recreational Trail and Greenway group.

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 TAMC's Wayfinding Planning Advisory Committee, as well 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.



Date: February 8, 2016

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 – December 2015

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

### Human Resources

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

<b>Positions</b>	<b>Budget FY16</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators F/T	137	139	2
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	5	0	-5
Operations Staff	30	29	-1
Maintenance & Facilities	46	44	-2
Administrative (Interns 2 PT)	26	24	-2
<b>Total</b>	<b>244</b>	<b>236</b>	<b>-8</b>

\*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.

<b><i>December Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	<b>\$19,516.57</b>
<i>Other (includes Legal)</i>	<b>\$5,959.27</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$67,864.69</b>
<i>TPA Administration Fee</i>	<b>\$5,000.00</b>
<i>Excess Insurance</i>	<b>\$7,775.33</b>
<b><i>Total Expenses</i></b>	<b><i>\$106,115.86</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,454,030.17</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$512,535.52)</i></b>
<i># Ending Open Claims</i>	<b>39</b>

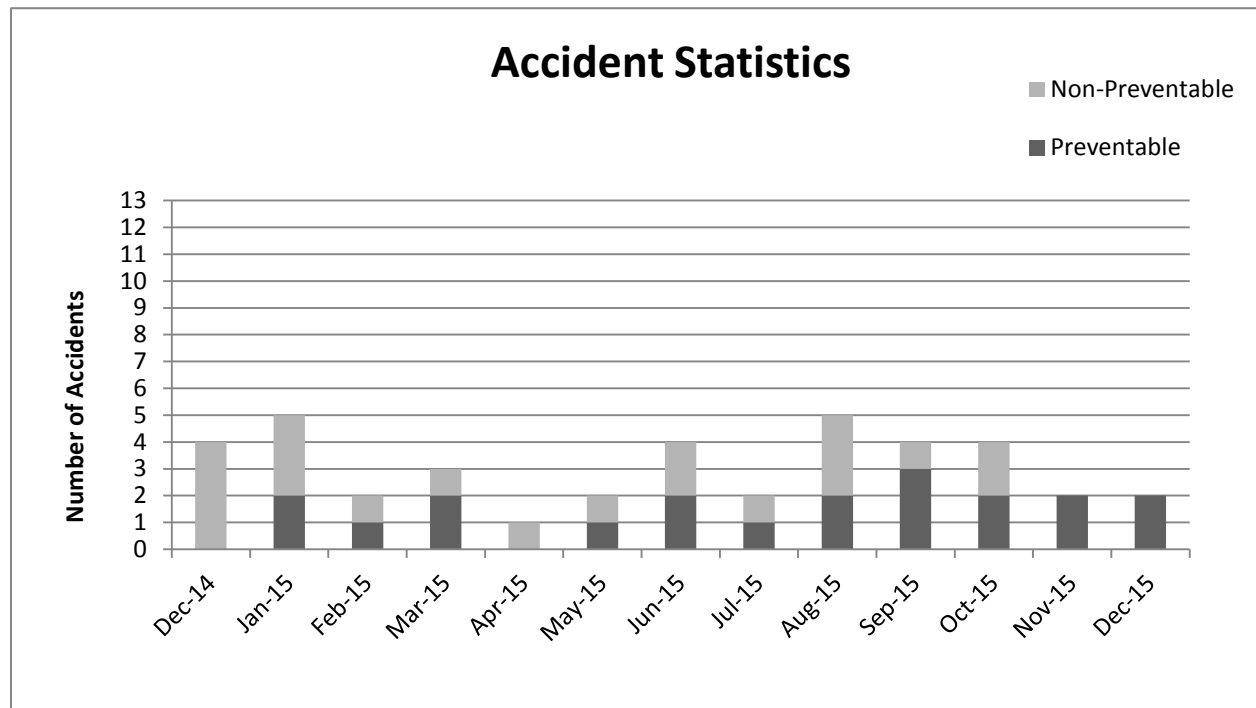
## Training

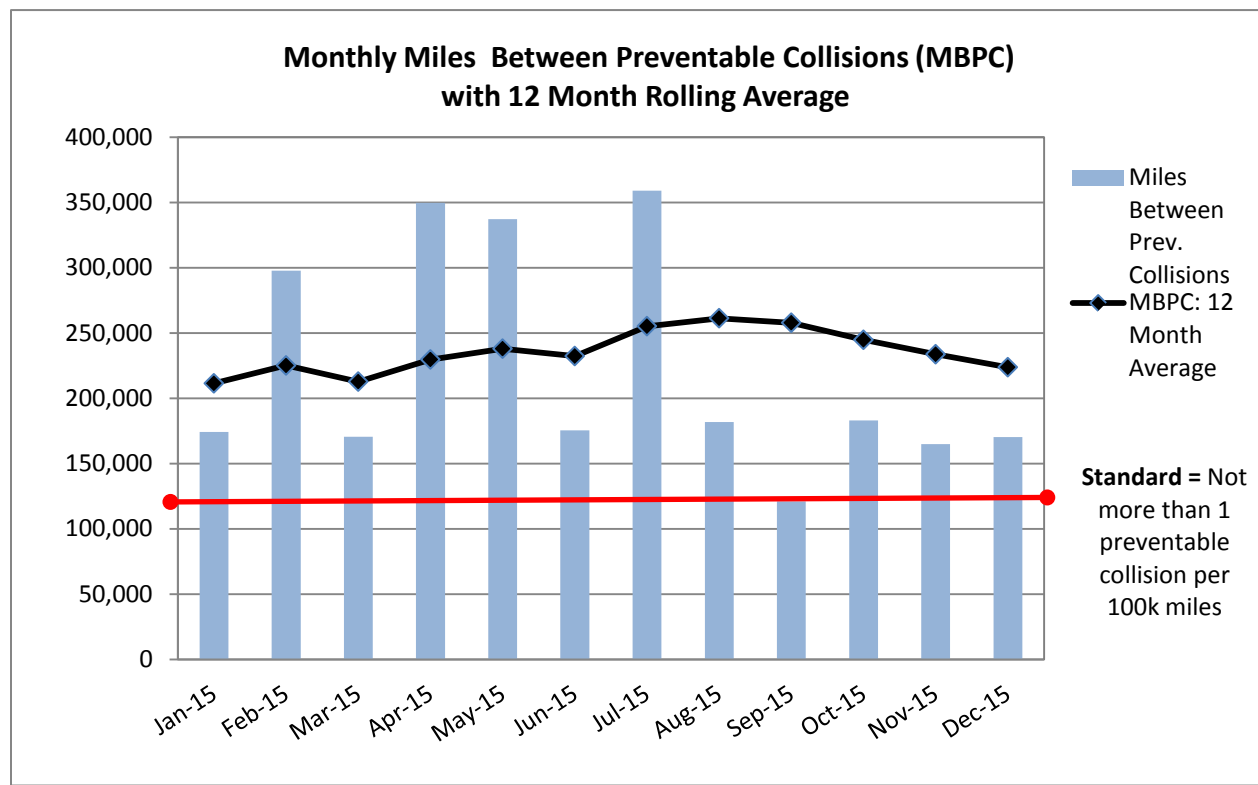
Description	Attendees
Post Accident Retraining	3
Supervisor Harassment and Anti-Bullying Prevention Training	43
Return to Work Re-fresher Training	2
Annual Verification of Transit Training	15
Employee Harassment Prevention Training	12
Maintenance Safety Meeting	30

## Risk Management Update

Description	December 2015 Preventable		December 2014 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	0	0	4
Bus hit stationary vehicle	2	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>

In December 2015, there were 2 preventable collisions. Both involved minor contact with stationary vehicles when maneuvering through the bus yard.





There were \$5,882.49 in claim recoveries during this period and no claims paid.

### Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	December '14	% of reports received
Improper Driving	6	3	4/3*	23.7%	5	12.5%
Overcrowding	0	0		0.0%	0	0.0%
Passed By	3	1	2/1*	10.5%	6	15.0%
Improper Employee Conduct	3	1	1*	10.5%	2	5.0%
Bus Stop Amenities	1	0	1	2.6%	1	2.5%
Late Arrival	1	1		5.3%	6	15.0%
Fare / Transfer Dispute	1	1	1*	5.3%	0	0.0%
No Show	1	1	1*	5.3%	8	20.0%
ADA Compliance	0	0		0.0%	1	2.5%
Service Other	0	0		0.0%	3	7.5%
Early Departure	2	0		5.3%	2	5.0%
Passenger Injury	1	0		2.6%	1	2.5%
Off Route	0	1	1*	2.6%	0	0.0%
Employee Other	2	1	1*	7.9%	3	7.5%
Routing	0			0.0%	1	2.5%

Service Schedule	0	0		0.0%	0	0.0%
Agency Policy	2	1	1/1*	7.9%	0	0.0%
Vehicle Maintenance	0	1		2.6%	0	0.0%
Reasonable Modification	0	0		0.0%	0	0.0%
Passenger Conduct	1	0		2.6%	1	2.5%
Service Other	2	0		5.3%	0	0.0%
				0.0%		
Total Complaints	26	12		100.0%	40	100.0%
Employee Compliment	2	0			1	
Service Compliment	0	0			2	

## **Finance Update**

### **General Accounting/Accounts Payable**

During the month of December, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff worked with our external auditors, Vavrinek, Trine, Day & Co., LLP, to complete our Comprehensive Annual Financial Report for FY2015.

### **Payroll**

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.

### **Grants**

During the month of December, staff compiled and transmitted the agency's FTA Triennial Review Package. Staff also attended grant workshops held at the County of Monterey and the City of Salinas for the Community Development Block Grant (CDBG) solicitation. Coordination teleconferences were held for the upcoming grant application to the Air Resources Board. A grant request was submitted to TAMC to conduct a "bus-on-shoulder" study along State Route 1 and the Monterey Branch Line right-of-way. MST's application for FY 15/16 State Proposition 1B funds was submitted on time.

### **Purchasing**

During the month of December, parts staff was busy managing inventory levels and ensuring continued supplies. Inventory levels are remaining under \$200K, and with the new buses added to the fleet, parts staff is seeing a decline in the expenditure of costly component replacements. Several large procurements were underway for bus shelter purchases, hazardous materials, and survey research consultant.

## **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 system 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: "Monterey-Salinas Transit announces new veterans discount fare" (Monterey County Herald, 12/1/15); "MST to help out vets" (KION, 12/3/15); "Aquarium offers free admission" (King City Rustler, 12/2/15); "Tree lighting in Monterey, music at CSUMB, free (for us) at the Aquarium" (Monterey County Weekly, 12/3/15); "Carl Sedoryk, Between the Sheets: MST partnerships benefit local employees and visiting guests" (Monterey County Herald, 12/4/15); "Farr discusses transportation issues on latest 'Focus with Farr'" (Monterey County Business Council's Friday Facts, 12/4/15); "Veterans eligible for MST discount fare" (Monterey County Business Council's Friday Facts, 12/4/15); "Squidfry: Shell game..." (Monterey County Weekly, 12/10/15); "Free admission for Tri-County residents at the Monterey Bay Aquarium" (Monterey County Weekly, 12/10/15); "Marina cracks down on drinking and driving" (KSBW, 12/10/15); "Paris accord can work if all adopt it" (The Californian, 12/14/15); "Businesses, ag and architects unite to get governments to buy local" (Monterey County Weekly, 12/17/15); "Christmas through New Year closings" (The Californian, 12/23/15); "Sebastian Burch provides hope for future" (The Californian, 12/27/15); "Planning a safe New Year's Eve on the Monterey Peninsula" (KSBW, 12/30/15).

Press releases sent include: "MST to provide limited bus service for the holidays" (12/18/15); "Free MST bus service to First Night Monterey" (12/22/15).

Marketing activities: Continued work on MST's 2015 annual report articles and design/layout; nominated MST's Wirelessly-Charged Electric Trolley for TAMC's Excellence Awards; ordered farebox decals, fare brochures, and updated website for updated fares effective 12/5/15; continued work to determine how to best display

assessable bus schedules on MST's website, keeping mobile-first design in mind; attended Monterey County Hospitality Association luncheon; assisted with design and layout for Measure Q executive summary; attended HWY 68 Roundabout communications working group meetings; analyzed staff's proposed upgrades to the Salinas Transit Center; placed ads in local newspapers for the 2015 employee of the year and 2015 employees of the month; updated bus advertising rates with a new media kit and on MST's website; created updated Group Discount marketing materials to include an employer flyer, poster, email blast, as well as an online ordering option on MST's website; worked with Monterey Bay Aquarium staff regarding scheduling 2015-2016 Free to Learn trips; worked on messaging showing how Measure Q funds are being spent; researched updating/re-designing MST's Busmobile; managed MST website content, Facebook page, and Twitter account.

## **Planning**

During the month of December, 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, MST 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. Fortunately, Congress voted in December to raise the transit benefit again on a permanent basis. As such staff is re-evaluating the program with some expansions possible for the future.

Staff continued Measure Q planning efforts by coordinating with the consultant, Nelson\Nygaard, and steering committee.

Staff participated in AMBAG's Rural Transportation Task Force aimed at studying and making recommendations for rural transit services in the three-county Monterey Bay area.

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 TAMC's Wayfinding Planning Advisory Committee, as well in meetings with various local agencies, including Monterey County Convention & Visitors Bureau, 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

### **FY 2016 Action Plan Quarterly Update 12/31/2016**

Year-to-date, the following activities have taken place towards achieving the board-adopted action plan for FY 2016:

1. Develop and implement service levels appropriate to funding availability. Ongoing

**Status: Service changes went in to effect December 8<sup>th</sup> reflecting current MST financial resources.**

2. Develop succession planning strategy for key positions that will be vacant due to pending retirements. January 2016

**Status: Executive Leadership Team members continue to discuss potential changes to organizational structure.**

3. Develop and implement Measure Q service plan to serve veterans, seniors and persons with disabilities. January 2016

**Status: Draft plan is completed and will be discussed during January 2016 workshop with planned adoption in February 2016.**

4. Implement upgrade of telecommunications and intelligent transportation systems. June 2016

**Status: Ongoing work is occurring to replace outdated voice system, implement upgrades to dispatching software, and implement intelligent voice recording system.**

5. Continue review of alternative sites and strategies for financing and construction of MST operating, maintenance, administrative and customer facilities. Ongoing

**Status: Rehabilitation of Monterey operating and maintenance facility is on track. Purchase of administrative facilities in Ryan Ranch is complete and purchase of South County site for maintenance facility is nearing completion.**

6. Provide administrative support in service to Monterey County RTA. Ongoing

**Status: The RTA has adopted a budget that repays MST start-up fees and begins repayment of RTA member jurisdiction start-up fees. City of Marina has joined the RTA.**

7. Maintain adequate staffing and organizational structure for MST and RTA. Ongoing

**Status: For the first time in two years, MST is fully staffed with coach operators and fleet maintenance staff.**

8. Implement email and document retention policy. March 2016

**Status: Ongoing and waiting for hiring of new executive assistant and clerk to the board position to restart activities related to this project.**

9. Complete high/medium priority facility repair projects as funding allows. Ongoing

**Status: To date major facility projects have included installation of bus shelters in rural communities of San Ardo, San Lucas, and Chualar. Major plumbing repairs were made at the Salinas Transit Center, and electrical work was completed at the Monterey administrative facility.**

10. Adopt and execute federal and state legislative programs. Ongoing

**Status: Staff continues remain actively involved with state and national trade associations and continues to collaborate with local jurisdictions and other stakeholders on key legislative initiatives. Federal transportation 5-year authorization and annual appropriation bills passed in December 2015.**

11. Procure replacement buses and expand MST fleet of electric buses as funding allows. Ongoing

**Status: We have received eight new MST RIDES buses and one new medium-sized bus for south county service. Staff continues to apply for funds through a variety of federal, state and local sources as available. 61 buses or 40% of MST fleet are eligible for replacement due to mileage or age.**

12. Develop a financing plan for Monterey Bay Operations and Maintenance Facility. September 2015

**Status: Completed. With the receipt of \$10 Million of state of California Cap and Trade funding the financing of the remaining funds for the construction of Monterey Bay Operations and Maintenance Facility will be achieved through private financing.**

13. Identify a location and financing plan for south county maintenance facility. March 2016

**Status: Staff has identified a preferred location and is in negotiations with property owner. Finalization of innovative financing through the US Department of Agriculture community facilities program is ongoing.**

14. Prepare a short range transit plan. June 2016

**Status: Project will begin after adoption of Measure Q Transit Investment Plan.**



15. Actively participate in state and national trade associations to resolve issues related to Department of Labor dispute, California bus axle weights, and next federal transportation authorization funding bill.

**Status: Staff is actively involved in a variety of interest groups and trade associations addressing these issues. Bus axle weight legislation was signed by Governor Brown.**

16. Develop additional employee training and development opportunities through partnerships with local colleges, universities, and vendors. Ongoing

**Status: Staff is actively participating with Southern California Regional Transit Training Consortium to identify training opportunities and funding.**

17. Develop policies and training programs to ensure compliance with new federal American with Disabilities Reasonable Modifications rules. July 2015

**Status: Completed.**

18. Complete design and permitting of Monterey operations and maintenance facility rehabilitation. January 2016

**Status: Working with Water Management District and City of Monterey on final permitting requirements. Final design scheduled for completion mid-2016.**

19. Review CalPERS benefit programs to ensure compliance with federal Affordable Care Act. Ongoing

**Status: Completed. No compliance issues with Affordable Care Act.**

20. Review alternatives to limit frequency of Department of Labor objections to federal grants due to implementation of Public Employee Pension Reform Act. January 2016

**Status: Staff believes it has identified a process to eliminate DOL objections and will be able to test this process once FTA provides apportionment of federal funds for FY 16.**

21. Develop and implement a minimum cash balance reserve policy. February 2016

**Status: Staff will provide a recommendation to come to your Board in May 2016.**

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**Monterey-Salinas Transit**  
*Washington, D.C. Office*

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January 28, 2016

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

**FY 2016 Budget**

Before adjourning for 2015, Congress passed, and the President signed into law, the FY 2016 Consolidated Appropriations Act, which rolled all twelve of the individual appropriations bills into one measure for easier passage. This action implemented the Bipartisan Budget Act of 2015 that was agreed to earlier in the year to raise the 2011 spending caps by \$80 billion over two years, providing additional funding sought by President Obama for domestic priorities and also additional defense spending sought by some members in both parties.

**Surface Transportation Legislation Reauthorization**

The President signed into law the Fixing America's Surface Transportation Act, or "FAST Act" on December 4. The FAST Act authorizes Federal Highway, Transit and Highway Safety Programs and also includes provisions to reauthorize Amtrak and programs for intercity passenger rail. The legislation authorizes \$305 billion for Surface Transportation Programs over five years. \$280 billion of that will come from the Highway Trust Fund. The remaining \$25 billion will have to be appropriated out of the General Fund. Out of the \$305 billion, a total of \$61.1 billion will go to transit. Additional details about the FAST Act are contained in the written legislative update provided to the Board in December 2015.

**Tax Extenders Legislation**

We also continued to work on extending the commuter benefit by getting it included in a package of tax extenders under discussion in Congress. This parity provision for employer-provided mass-transit benefits was included in the Omnibus legislation passed by Congress in late December and provides a permanent extension of the language sought by MST.

**Lobbying Strategies & Opportunities**

In December, we briefed the MST Legislative Committee on issues to assist in the drafting of the proposed MST Federal agenda. We also participated in the MST Board meeting to advise on the

Federal agenda and to provide an update on legislative issues. Since that time, we have been working with you on actions to follow up and implement the MST Federal Agenda for 2016.

Because of the new bus programs that FTA will be rolling out, we recommended meetings for MST staff in Washington, DC, early in 2016. In addition, there will be other implementation issues that will arise in 2016 and we will make additional recommendations as the need arises.

TPW:dwg

**Monterey-Salinas Transit**  
*Washington, D.C. Office*

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January 28, 2016

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

**FY 2016 Budget**

Congressional Leaders and the House and Senate Appropriations Committees have begun the year by calling for a return to "regular order" whereby issues are addressed through debate and the rank-and-file committee process, rather than being negotiated solely at the Leadership level. For the annual appropriations process, this would mean passage of twelve individual funding bills, rather than a single "omnibus" measure or a short-term continuing resolution if agreement cannot be reached. This is important for MST so that FTA can make full-year apportionment of your formula funds.

In 2016, however, the need to campaign will quickly pull Congress in two directions as members seek to demonstrate continued productivity while also drawing partisan distinctions. But since the 2015 Budget Agreement already has set the top-line budget numbers for this year, it is hoped that "regular order" will indeed result.

**Lobbying Strategies & Opportunities**

In December, we briefed the MST Legislative Committee on issues to assist in the drafting of the proposed MST Federal agenda. We also participated in the MST Board meeting to advise on the Federal agenda and to provide an update on legislative issues. Since that time, we have been working with you on actions to follow up and implement the MST Federal Agenda for 2016. As part of this effort, we arranged meetings for MST in Washington, DC, for late January.

TPW:dwg

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

**Governor Brown released a draft FY 2016/2017 Budget.**

Of critical importance to transit agencies, the proposed budget projects the State Transit Assistance program will be \$315 million in 2016-2017. This represents a decrease of \$36 million over the current year projection of \$351 million due to a continued reduction in the price of diesel fuel over the level realized in years past. MST plans to utilize these funds primarily for bus replacement, and this decrease will reduce funds available to MST by approximately \$250,000 in FY 2017.

The proposed budget reflects no change in anticipated revenues to each of the continuously-appropriated Cap and Trade Programs under which transit is an eligible expenditure. Proposed expenditures are as follows: Low-Carbon Transit Operations Program (LCTOP), \$100 million; Transit and Intercity Rail Capital Program (TIRCP), \$200 million; Affordable Housing and Sustainable Communities, \$400 million.

MST will use its formula share of the LCTOP program to expand service on Line 42 Westridge-East Salinas to the new workforce housing in Spreckles and the purchase an electric bus. Staff is submitting a grant application for TIRCP funds for nine (9) electric buses and five (5) charging stations to serve the City of Salinas routes. Staff has no plans for AHSC funds as current guidelines render small urban and rural communities ineligible for these funds.

Staff continues work with the California Transit Association Legislative committee to finalize a legislative agenda for the coming session. Staff is also working with local partner agencies Santa Cruz Metropolitan Transit District and Santa Clara Valley Transportation Authority to have legislation carried clarifying the legislative intent of the Public Employees Pension Reform Act of 2013 and to expand Bus-on-Shoulder capabilities to areas outside of Santa Cruz and Monterey counties.

Submitted by 

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December 15, 2015

To: Carl Sedoryk

From: Michelle Overmeyer, Grants Analyst

**Subject: TRIP REPORT**

On November 15, 2015 I travelled to San Francisco to participate in FTA's 2-day Triennial Review Workshop, which was held on November 15-16, 2015. The workshop was in preparation for MST's upcoming Triennial Review and covered the 17-topic areas that will be evaluated this coming spring:

1. Financial Management and Capacity
2. Technical Capacity
3. Maintenance
4. Americans with Disabilities Act
5. Title VI
6. Procurement
7. Disadvantaged Business Enterprise
8. Legal
9. Satisfactory Continuing Control
10. Planning/Program of Projects
11. Public Comment on Fare Increases and Major Service Reductions
12. Half Fare
13. Charter Bus
14. School Bus
15. Security
16. Drug Free Workplace and Drug and Alcohol Program
17. Equal Employment Opportunity

Michelle Overmeyer