



**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  
January 27, 2014**

**NEW LOCATION:**

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

**9:00 a.m.**

**TRANSPORTATION:** Ride Line 8 Ryan Ranch from Monterey Transit Plaza (Munras Gate) at 8:15 a.m., or Sand City Station at 8:30 a.m., or MST at 1 Ryan Ranch Rd. (at bus shelter inside bus yard) at 8:45 a.m. Request a taxi voucher from MST Customer Service 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. New Brown Act Requirement for 2014 – Dave Laredo.

**2. CLOSED SESSION**

*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.*

- 2-1. Conference with Labor Negotiators – Amalgamated Transit Union (ATU), Local 1225, and MST. (No enclosure) (D. Laredo, K. Halcon) (§54957.6)
- 2-2. Conference with property negotiators. (Parcel # APN 259-011-067, 259-011-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000 011-486-004, 032-171-005, 001-693-002-000, 013-313—002, 259-031-040, L.2.1, 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1). (No enclosure) (C. Sedoryk)

**3. RETURN TO OPEN SESSION**

- 3-1. Report on Closed Session and possible action.

#### **4. CONSENT AGENDA**

- 4-1. Review highlights of Agenda. (Carl Sedoryk)

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

- 4-2. Adopt Resolution 2014-15 recognizing Gene Verba, Coach Operator, as Employee of the Month for January, 2014. (Michael Hernandez) (pg. 1)
- 4-3. Adopt Resolution 2014-16 recognizing Tiziano Minelli, Coach Operator, as 2014 Employee of the Year. (Michael Hernandez) (pg. 3)
- 4-4. Disposal of property left aboard buses. (Sonia Bannister) (pg. 5)
- 4-5. Minutes of the Regular Meeting of December 9, 2013. (Deanna Smith) (pg. 7)
- 4-6. Financial Report – November, 2013. (Angela Dawson) (pg. 17)
- 4-7. Claim Rejection – Johnson, Francisca. (Ben Newman) (pg. 25)
- 4-8. Support Local Transit Citation Enforcement Legislation. (Carl Sedoryk) (pg. 27)
- 4-9. Results of Federal Transit Administration Triennial Review. (Hunter Harvath) (pg. 31)
- 4-10. Ratify General Manager Performance Incentive. (Kelly Halcon) (pg. 51)

End of Consent Agenda

#### **5. SPECIAL PRESENTATIONS**

- 5-1. January Employee of the Month – Gene Verba, Coach Operator. (Michael Hernandez)
- 5-2. 2013 Employee of the Year – Tiziano “Tim” Minelli, Coach Operator. (Michael Hernandez)
- 5-3. General Manager’s Excellence Award – Carl Wulf, Facilities and Capital Projects Manager. (Michael Hernandez)
- 5-4. 25 Years of Service – Carrol J. McCallon, Communication Systems Specialist. (Robert Weber).
- 5-5. Marina-Salinas Multimodal Corridor Conceptual Plan. (Ariana Greene, TAMC) (pg. 53)

## **6. 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.*

## **7. COMMITTEE REPORTS**

*No action required unless specifically noted.*

- 7-1. Legislative Committee Minutes from December 9, 2013. (Deanna Smith) (pg. 59)
- 7-2. Finance Committee Minutes from January 13, 2014. (Deanna Smith) (pg. 63)
- 7-3. Joint Finance Committee and TAMC Executive Committee Minutes from January 13, 2014. (Deanna Smith) (pg. 67)

## **8. MAJOR PROCUREMENTS**

## **9. PUBLIC HEARINGS**

## **10. UNFINISHED BUSINESS**

- 10-1. Extend Line of Credit with Rabobank. (Hunter Harvath) (pg. 71)
- 10-2. Receive Results of Likely Voter Survey and Provide Direction. (Carl Sedoryk, Tulchin Research and TRWB) (pg. 75)

## **11. NEW BUSINESS**

## **12. REPORTS & INFORMATION ITEMS**

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

- 12-1. General Manager/CEO Report – November, 2013. (pg. 77)
- 12-2. Washington D. C. Lobbyist report – December, 2013. (pg. 93)
- 12-3. State Legislative Advocacy Update – December, 2013. (pg. 95)
- 12-4. Staff trip reports. (pg. 97)
- 12-5. Correspondence. (pg. 99)
- 12-6. Staff Announcements – MST Logo Shirts. (Kelly Halcon)

### **13. COMMENTS BY BOARD MEMBERS**

- 13-1. Reports on meetings attended by Board Members at MST expense (AB1234).
- 13-2. Board Member Comments and Announcements.
- 13-3. Board Member Referrals for future agendas.

### **14. ATTACHMENTS**

- 14-1. Detailed Monthly Performance Statistics and Disbursement Journal, November, 2013.

Attachments can be found online within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>

### **15. ADJOURN**

***NEXT MEETING DATE:***

*March 3, 2014  
Monterey Bay Unified Air Pollution Control District Board Room, 3<sup>rd</sup> Floor*

***NEXT AGENDA DEADLINE:***

*February 18, 2014*

*Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office at 1 Ryan Ranch Road, Monterey, CA during normal business hours.*

*Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or [dsmith@mst.org](mailto:dsmith@mst.org).*

**GENE VERBA  
JANUARY 2014  
EMPLOYEE OF THE MONTH**

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

WHEREAS, the Employee of the Month is recognized for their positive contribution to MST and to the entire community; and

WHEREAS, Gene Verba started his career with Monterey-Salinas Transit as a Coach Operator in September of 1981. He was recently recognized for 29 years of safe driving and has received numerous awards for his outstanding customer service; and

WHEREAS, Gene Verba has received recognition as the Employee of the Month in January of 1989 for his overall exceptional performance and again in April 1996 for going above and beyond in assisting a disabled passenger of the bus; and

WHEREAS, Gene Verba used quick and evasive action to avoid a major collision with a tractor trailer. His actions significantly minimized the damage to both vehicles, while avoiding injuries to his passengers, himself, and the driver of the truck;

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Gene Verba as Employee of the Month for January 2014; and

BE IT FURTHER RESOLVED that Gene Verba is to be congratulated and thanked for his excellent work at Monterey-Salinas Transit.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2014-15 this 27<sup>th</sup> day of January, 2014.

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Maria Orozco  
Chairman

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Carl G. Sedoryk  
Secretary

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**TIZIANO MINELLI  
EMPLOYEE OF THE YEAR  
2013**

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

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

WHEREAS, Tim began his career as a Coach Operator with Monterey-Salinas Transit in March of 1988. During his career he distinguished himself as a DOT Instructor receiving multiple awards for attendance, outstanding customer service, and special projects. This past year his was recognized for 23 years of safe driving; and

WHEREAS, in 2006 and 2011 Tim Minelli received the General Manager's Excellence Award, was Employee of the Month in 1999 and 2001, and later Employee of the Year in 2001; and

WHEREAS, Tim Minelli worked with MST staff, City Traffic Engineers, and law enforcement to conduct final testing on the newly installed "Queue Jump" at the MPC Jazz BRT bus stop. Also, he provided valuable support in the development of the Coach Operator "Queue Jump" training program;

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Tiziano Minelli as Employee of the Year for 2013; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT  
PASSED AND ADOPTED RESOLUTION 2014-16 this 27<sup>th</sup> day of January, 2014.

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Maria Orozco  
Chairman

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Carl G. Sedoryk  
Secretary

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

St. Vincent De Paul (Seaside)

3 wallets	2 necklaces	1 lunch bag
5 rx glasses	4 cell phones	5 under garments
1 sunglasses	1 charger	1 video camera
1 tool	1 purse	1 coffee cup
1 pouch	1 shirt	3 bikes
1 cloth bag	1 pair shorts	
1 jacket	2 pair gloves	

To be disposed

1 pair shoes	5 credit cards
2 sweatshirts	1 check book
1 bag with clothes	1 glove
1 neck tie	1 note book
2 water bottles	1 hat
1 necklace	1 clip board
1 I-phone	3 sets of keys

To be retained

\$ 9.00 forwarded 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:  REVIEWED BY:   
Sonia Bannister Carl Sedoryk

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**MST BOARD OF DIRECTORS**

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

**Minutes**

December 9, 2013  
10:00 a.m.

**1. CALL TO ORDER**

1-1 Roll call.

1-2 Pledge of Allegiance.

**Chair Orozco called the meeting to order at 10:06 a.m. Roll call was taken and Director Stephens led the Pledge of Allegiance.**

<b>Present:</b>	Fernando Armenta	County of Monterey
	Tony Barrera	City of Salinas
	Victoria Beach	City of Carmel-by-the-Sea (10:11 a.m.)
	Kristin Clark	City of Del Rey Oaks
	Alan Cohen	City of Pacific Grove
	Libby Downey	City of Monterey
	Alvin Edwards	City of Seaside
	Terry Hughes	City of King
	Frank O'Connell	City of Marina
	Maria Orozco	City of Gonzales
	David Pendergrass	City of Sand City
	Patricia Stephens	City of Soledad

<b>Absent:</b>	Randy Hurley	City of Greenfield
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<b>Staff:</b>	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. General Manager/Finance & Administration
	Michael Hernandez	Asst. General Manager/COO
	Deanna Smith	Executive Assistant/Clerk to the Board
	Kelly Halcon	Director of Human Resources & Risk Management
	Robert Weber	Director of Transportation Services
	Mark Eccles	Director of IT
	Tom Hicks	CTSA Manager
	Zoe Shoats	Marketing Manager
	Sonia Bannister	Customer Service Supervisor
	Dave Laredo	De Lay & Laredo
	Miriam Gutierrez	Customer Service Representative

<b>Public:</b>	Jim Fink	MST Rider
	Eric Petersen	--
	Lance Atencio	MVT
	Georgina Bettencourt	MVT
	Nichole Charles	Office of Senator Bill Monning
	Mark Stone	Assemblymember
	Brandi Garcia	Office of Assemblymember Alejo
	Bill Ritz	Office of Senator Cannella
	Lauren Cabrera	Office of Assemblymember Alejo
	Greg Findley	Cassidy Turley

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

## **2. SPECIAL PRESENTATIONS**

- 2-1. Resolution of Appreciation – The Honorable Assembly Member Mark Stone.

Carl Sedoryk presented Assemblymember Mark Stone with a Resolution of Appreciation. The Assemblymember thanked MST for the recognition.

- 2-2. Resolution of Appreciation – The Honorable Senator Bill Monning.

Nichole Charles accepted the Resolution of Appreciation on behalf of Senator Bill Monning.

Director Beach arrived at 10:11 a.m.

- 2-3. Resolution of Appreciation – The Honorable Assembly Member Luis Alejo.

Lauren Cabrera accepted the Resolution of Appreciation on behalf of Assemblymember Luis Alejo.

- 2-4. Resolution of Appreciation – The Honorable Senator Anthony Cannella.

Bill Ritz accepted the Resolution of Appreciation on behalf of Senator Anthony Cannella.

- 2-5. December Employee of the Month – Douglas Crow, Communications Systems Specialist.

Robert Weber recognized Douglas Crow, Communications Systems Specialist, as the December Employee of the Month for his positive contribution to MST and the entire community.

- 2-6. Retirement - Arnold Casey, Coach Operator.

Michael Hernandez recognized Arnold Casey, Coach Operator, for his 25 years of outstanding service upon his retirement.

2-7. 25 Years of Service - Sonia Bannister, Customer Service Supervisor.

Zoe Shoats recognized Sonia Bannister, Customer Service Supervisor, for her 25 years of outstanding service to MST and the entire community.

2-8. Federal Legislative Update – Don Gilchrest, Thomas Walters & Associates

Carl Sedoryk introduced Don Gilchrest, Senior Representative with Thomas Walters & Associates, who provided an update on the past year's federal legislative issues related to transportation policy and funding and summarized issues of importance for the coming legislative year.

Mr. Gilchrest discussed three major federal legislative issues impacting MST. The first is the pending 2014 budget. Budget negotiators are hoping to come up with a result from the sequestration process. They are attempting to produce a \$1 trillion Omnibus budget package that would provide an additional \$34 billion in discretionary spending and avoid another continuing resolution.

There has been talk about tax reform with the main issue for MST being an extension of the transit commuter benefit at the current level of \$240 per month. If this is not accomplished, the benefit will drop to \$130 per month and dramatically affect MST's military commuter service. The tax reform effort is tying up all reform efforts into one deal. As it is not realistic to expect tax reform by the end of the year, efforts to free up this commuter benefit for consideration by the January 15 budget deadline remain a priority.

The third issue is the renewal of the surface transportation bill. Map-21 expires in September of 2014. Transportation bills are typically renewed every six years, but MAP-21 was only a two-year bill. Transportation is funded through the transportation trust fund with revenues coming primarily from gas and diesel taxes. The trust fund has not been covering costs as the gas tax has not been raised since 1993. Finding the resources to fund transportation needs require an additional ten cent per gallon increase in the gas tax, or a total of \$15 billion per year from the General Fund, just to maintain current spending levels. The reality is that this amount does not meet unmet transportation infrastructure needs. Mr. Gilchrest expects the new bill will not be ready by September of 2014, and extensions will continue until a deal is reached.

Public Comment – none.

2-9. State Legislative Update – Hunter Harvath

Carl Sedoryk and Hunter Harvath provided an update on the past year's state legislative issues related to transportation policy and funding.

MST carried two bills this year and could not have accomplished this without the assistance of Assembly members Mark Stone and Luis Alejo. AB 946 – Bus on Shoulder – (Stone) passed without a single no vote. AB 730 (Alejo) will take effect January 1, 2014, allowing MST to take advantage of low-interest financing for bus purchases and other capital projects.

AB 1222 was also passed to provide a one-year exemption of PEPRA for transit workers while the ATU/PEPRA dispute is decided.

One bill that failed to pass would have required all contracted transit vehicles and employee uniforms to include a disclosure that the vehicles or employees were private workers. The font for this disclosure would have been required to be as large, or possibly larger, than any other existing lettering and would have been an unfunded mandate. While it did not pass this year, it is possible that the bill may be reintroduced in another form in the coming year.

Director Armenta asked if MST is working closely with TAMC and the CTC on state transportation issues. Mr. Harvath confirmed that MST works closely with TAMC and other planning agencies to coordinate legislative priorities. Director Armenta stated that his colleague, Supervisor of Sacramento County Phil Serna who serves on the California State Association of Counties (CSAC), would be a good advocate for MST.

Public Comment – none.

### **3. CONSENT AGENDA**

3-1. Review highlights of Agenda.

Mr. Sedoryk provided the highlights of the agenda.

3-2. Adopt Resolution 2014-09 recognizing the Honorable Assembly Member Mark Stone.

3-3. Adopt Resolution 2014-10 recognizing the Honorable Senator Bill Monning.

3-4. Adopt Resolution 2014-11 recognizing the Honorable Assembly Member Luis Alejo.

3-5. Adopt Resolution 2014-12 recognizing the Honorable Senator Anthony Cannella.

3-6. Adopt Resolution 2014-13 recognizing Douglas Crow, Communications Systems Specialist as Employee of the Month for December, 2013.

3-7. Adopt Resolution 2014-14 recognizing Arnold Casey, Coach Operator upon his retirement.

3-8. Disposal of property left aboard buses.

3-9. Minutes of the Regular Meeting of November 4, 2013.

3-10. Financial Report – October, 2013.

3-11. Authorize pool of Special Legal Services and authorize staff to assign Special Legal Counsel as necessary.

Mr. Fink pulled item # 3-8 and # 3-9 from the Consent Agenda. He wanted to make sure that the backpack and notebook on the Lost and Found list were not his. Chair Orozco advised Mr. Fink to speak to a Customer Service Representative for this information. Mr. Fink stated that in fact he saw no problem with the minutes as presented in item 3-9 and had no further questions.

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

#### **4. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Mr. Fink requested that the public restrooms remain open in the evenings and on weekends at the Salinas Transit Station. He also requests restroom facilities and the Prunedale Park and Ride.

#### **5. COMMITTEE REPORTS**

5-1. Facilities Committee Minutes from November 4, 2013.

Public Comment – none.

#### **6. MAJOR PROCUREMENTS**

6-1. Authorize Purchase of Motor Coach Industries Commuter Coaches.

Mr. Hernandez stated the buses would be purchased with \$600,000 in Rural Transit & Intercity Bus FTA Section 5311(f) grant funds and \$600,000 in California's Transportation Bond Program Prop 1B funds.

Director Edwards asked how long it takes from the time the coaches are ordered until the coaches are delivered and if this means that MST misses out on new technologies developed during the year. Mr. Hernandez stated that it takes approximately one year for the coaches to be built and delivered and that technology will always lag a bit, but that every effort is made to equip the coaches with the latest available technology.

Public Comment

Mr. Fink asked that the new buses be equipped with restrooms. Mr. Sedoryk stated that staff could provide a cost comparison for coaches equipped with restrooms at the next board meeting. Director Armenta asked that staff also research other transit agencies that provide on-board restroom facilities.

Close Public Comment

**Director Edwards made a motion to authorize MST to purchase 2 heavy-duty suburban coaches from Motor Coach Industries in an amount not to exceed \$1,200,000 and was seconded by Director Downey. The motion carried unanimously.**

6-2. Authorize Purchase of Gillig Coaches.

Mr. Hernandez stated that MST is requesting authorization to purchase up to 15 low floor coaches from Gillig Corporation in an amount up to \$7,460,000. The purchase is funded through FTA's State of Good Repair in the amount of \$5,000,000 and \$2,460,000 from Prop 1B funds.

Director Cohen asked what happens to MST's old buses. Mr. Hernandez stated that they are sold for scrap or at auction, and sometimes MST pulls usable parts before selling off the buses. Mr. Sedoryk mentioned that MST is considering equipping one bus for use as an emergency mobile command center.

Public Hearing – none.

**Director Clark made a motion to authorize MST to purchase up to 15 low floor coaches from Gillig Corporation in an amount not to exceed \$7,460,000 and was seconded by Director Edwards. The motion carried unanimously.**

**7. PUBLIC HEARINGS**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9-1. Adopt 2014 Legislative Program.

Mr. Harvath presented the proposed 2014 Legislative Program for both federal and state issues.

Director Beach asked if MST has a summary of the benefits of transit to larger economic issues that can be used to support the cause of transit. Mr. Sedoryk stated that there are quantitative arguments for transit, and he is working with our advocate agencies to provide succinct qualitative arguments as well.

**Director Barrera made a motion to adopt the 2014 Legislative Program and was seconded by Director Beach. The motion carried unanimously.**

9-2. Receive update on agency cash flow issues and authorize internal operating budget borrowing of up to \$6.8 million from MST's \$10,083,500 Proposition 1B capital fund.

MST is preparing for another cash flow issue in 2014. The Federal Transit Administration (FTA) continues to be slow with reimbursements, and TAMC has been informed by their auditors that they can no longer provide short term loans to MST. Until this issue is resolved, staff is requesting authorization to initiate internal borrowing from MST's Prop 1B capital fund. MST auditors have approved this transaction as long as the borrowed funds are repaid to the capital fund with interest.



Director Edwards asked if this could tie up capital funds necessary for the renovation of the MST Thomas D. Albert facility. Mr. Harvath stated that it appears that only approximately \$2 million would be necessary at this time and would be repaid long before the funds would be needed for future renovation or new capital purchases.

Public Comment – none.

**Director Edwards made a motion to authorize internal operating budget borrowing of up to \$6.8 million from MST's \$10,083,500 Proposition 1B capital fund and was seconded by Director Armenta. The motion carried unanimously.**

## **10. REPORTS & INFORMATION ITEMS**

10-1. General Manager/CEO Report – October 2013.

Mr. Sedoryk stated that the results of the MST Likely Voter Survey will be presented to the MST Finance Committee and Board in January.

10-2. TAMC Highlights – October 2013.

10-3. Washington D. C. Lobbyist Report – November 2013.

10-4. State Legislative Advocacy Update – November 2013.

10-5. RTA Highlights – October 2013.

10-6. Staff trip reports.

10-7. Correspondence.

10-7.1 MV Response to Complaint

10-7.2 Article - Public Transit Systems Partner with Military

10-7.3 Article - BRT combines with Monterey Jazz

Public Comment

Mr. Fink appreciated item # 10-7.3.

Close Public Comment

## **11. COMMENTS BY BOARD MEMBERS**

11-1. Reports on meetings attended by Board Members at MST expense (AB1234).

11-2. Board Member Comments and Announcements.

Director Stephens appreciated MST staff for re-routing the buses during the City of Soledad's annual parade.

Director Armenta stated that at the recent TAMC meeting, several residents of San Ardo and San Lucas expressed concern about bus service from their area to Hartnell College. Their comments will be available when TAMC minutes are complete.

Director Barrera would like more information on the restroom issues at MST transit stations. The City of Salinas and National Steinbeck Center offer public restrooms during regular business hours, but not after hours or on weekends.

Director Beach stated that there are very innovative technologies for public restrooms that could be researched.

#### 11-3. Board Member Referrals for future agendas.

Provide an update on restroom facilities at MST transit stations and new public restroom designs.

Provide an update on transit service in San Ardo and San Lucas to Hartnell College.

Mr. Laredo reminded the Board that the next meeting will be held at 9:00 a.m. on January 27, 2014, and will be immediately followed by the RTA Board at 11:00 a.m.

## **12. ATTACHMENTS**

## **13. CLOSED SESSION**

Chair Orozco moved to Closed Session at 11:25 a.m.

13-1 Conference with Labor Negotiators – Amalgamated Transit Union (ATU), Local 1225, and MST (No enclosure) (D. Laredo, K. Halcon) (§54957.6)

13-2 Conference with property negotiators. (Parcel # APN 259-011-067, 259-031-077, 259-011-060, 003-171-024, 003-171-027, 002-248-009-010, 013-312-015-000, 011-486-004, 032-171-005, 001-693-002-000, 259-031-040, L.2., 1.2.4.3, L.2.4.2, L.2.2.1, L.2.2.2, L.2.3, L.2.4.1) (No enclosure) (C. Sedoryk)

13-3 General Manager Performance Evaluation, Gov. Code (§54957(b)) (No enclosure) (K. Halcon)

## **14. RETURN TO OPEN SESSION**

15-1. Report on Closed Session and possible action.

Chair Orozco returned to Open Session at 11:58 a.m. No reportable action was taken.

**15. ADJOURN**

**There being no further business, Chair Orozco adjourned the meeting at 12:00 p.m.**

Prepared by:   
Deanna Smith, Deputy Secretary

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To: Board of Directors  
From: Angela Dawson  
Subject: Financial Reports – November 2013

**RECOMMENDATION:**

1. Accept report of November 2013 cash flow presented in Attachment #1
2. Approve November 2013 disbursements listed in Attachment #2
3. Accept report of November 2013 treasury transactions listed in Attachment #3
4. Accept November 2013 financial statements listed in Attachment #4

**FISCAL IMPACT:**

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

Beginning balance November 1, 2013	\$13,512,508.94
Revenues	2,928,878.72
Disbursements	<u>&lt;3,399,587.09&gt;</u>
Ending balance November 30, 2013	<u>\$13,041,800.57</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.

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

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## (REVENUES &amp; DISBURSEMENTS)

**CASH FLOW**

Beginning balance November 1, 2013 \$ 13,512,508.94

## Revenues

Passenger Revenue	411,845.18	
DOD Revenue	161,722.00	
LTF / STA / 5307	2,034,684.76	
Grants	278,176.56	
TAMC Loan/Rabo LOC advance	0.00	
Non Transit Revenue	42,450.22	
<b>Total Revenues</b>		<b>2,928,878.72</b>

## Disbursements

Operations (See Attachment #2)	3,276,467.03	
Capital	123,120.06	
<b>Total Disbursements</b>		<b>(3,399,587.09)</b>

Ending balance November 30, 2013 **\$ 13,041,800.57****COMPOSITION OF ENDING BALANCE**

Checking - First National Bank	\$ 4,159.33
Checking - Rabo Bank	292,035.80
Checking(s) - Wells Fargo Bank	23,293.52
Local Agency Investment Fund (LAIF)	42,592.58
Money Market - Homeland Security	739,695.50
Money Market - Rabo MM	1,180,341.71
Money Market - PTMISEA	10,087,879.07
Money Market - Rabo Prop. 1 B	398,045.21
Bank of America - Escrow	58,426.00
Petty cash fund, STC Coin Machine, and 2 change funds	11,250.00
RBC Wealth - Fuel Hedging	50,000.00
Rabobank-Regional Taxi Authority	154,081.85
<b>Total</b>	<b>\$ 13,041,800.57</b>

**PAYROLL ACCOUNT**

November 1 Payroll & Related Expenses	431,182.89	
November 15 Payroll & Related Expenses	422,659.78	
November 29 Payroll	371,763.39	
Payroll adj	0.00	
Pers & 457	145,301.44	
Garnishments	7,212.40	
	<hr/>	
	1,378,119.90	1,378,119.90

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,973,343.97	
Paydown loan	-	
Workers Comp. Disbursements	33,685.25	
Interest expense	-	
Bank Service Charge/Armored Car	14,437.97	
Transfer to/from Rabobank general account	-	
	<hr/>	
	2,021,467.19	\$2,021,467.19

Total Disbursements	<hr/>	3,399,587.09
Less Capital Disbursements & Transfers		(123,120.06)
		<hr/>
<b>Operating Disbursements</b>		<b><u>\$3,276,467.03</u></b>



**DISBURSEMENTS SUMMARY:****GENERAL ACCOUNT DISBURSEMENTS FOR November 1, 2013 - November 30, 2013**

<b>VENDOR / DESCRIPTION</b>	<b>CHECKS</b>	<b>AMOUNT</b>
Accounts Payable 11/04/13	33342	8,167.50
Accounts Payable 11/05/13	33343 - 33354	1,200.00
Accounts Payable 11/08/13	33355 - 33460	521,000.13
Accounts Payable 11/12/13	33461 - 33463	929,373.72
Accounts Payable 11/22/13	33464 - 33598	513,602.62
<b>TOTAL</b>		<b><u>1,973,343.97</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	33429	11/08/13	217,330.22
MV Transportation	Recurring Expense	33461	11/12/13	920,481.22
Coast Oil	Recurring Expense	33487	11/22/13	102,861.42

TREASURY TRANSACTIONS  
FOR NOVEMBER 2013

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/13					42,565.05
Transfer to checking for payroll					0.00
Local Agency Investment Fund:					
Interest earned	-		0.266%	27.53	27.53
LAIF Treasury Balance at 11/30/13					42,592.58

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 11/01/13					1,625,977.58
11/01/13		To P/R		325,000.00	1,300,977.58
11/08/13		To A/P		400,000.00	900,977.58
11/15/13		To P/R		550,000.00	350,977.58
11/26/13		LTF	1,429,188.69		1,780,166.27
11/27/13		To A/P		600,000.00	1,180,166.27
11/30/13		Interest @ 0.25%	175.44		1,180,341.71
RABO MM Balance at 11/30/13					1,180,341.71

ATTACHMENT # 4

Fixed Route

**MONTEREY - SALINAS TRANSIT****Revenue & Expense - Consolidated****Budget vs Actual-Current Month**

For the Period from November 1, 2013 to November 30, 2013

(Amounts are in USD)

(Includes Fund: 001)

(Includes G/L Budget Name: BUDFY14)

	<b>Curr Mo. Actual</b>	<b>Curr Mo. Budget</b>	<b>Curr Mo. Variance</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>
<b>Revenue</b>						
Passenger Fares	(367,140)	(416,667)	49,527	(2,039,340)	(2,083,333)	43,993
Special Transit	(193,213)	(336,200)	142,987	(1,083,244)	(1,681,000)	597,756
Cash Revenue	(40,985)	(31,571)	(9,414)	(364,882)	(157,854)	(207,028)
Cash Grants & Reimbursement	(1,774,742)	(1,838,306)	63,564	(8,498,231)	(9,191,532)	693,301
<b>Total Revenue</b>	<b>(2,376,080)</b>	<b>(2,622,744)</b>	<b>246,664</b>	<b>(11,985,698)</b>	<b>(13,113,720)</b>	<b>1,128,022</b>
<b>Expenses</b>						
Labor	1,240,875	964,521	276,354	4,442,041	4,822,605	(380,564)
Benefits	689,649	646,869	42,781	3,024,016	3,234,344	(210,328)
Advertising & Marketing	52,627	13,542	39,086	67,265	67,708	(444)
Professional & Technical	41,493	43,799	(2,306)	242,099	218,995	23,103
Outside Services	21,644	18,083	3,561	81,386	90,417	(9,030)
Outside Labor	70,880	55,292	15,588	267,576	276,461	(8,884)
Fuel & Lubricants	239,572	303,480	(63,908)	1,330,256	1,517,398	(187,142)
Supplies	46,629	52,096	(5,467)	255,888	260,481	(4,593)
Vehicle Maintenance	58,805	53,263	5,543	276,727	266,313	10,414
Marketing Supplies	476	2,500	(2,024)	24,289	12,500	11,789
Utilities	31,343	23,297	8,047	137,677	116,483	21,194
Insurance	29,842	31,329	(1,487)	152,987	156,645	(3,657)
Taxes	12,750	19,833	(7,083)	83,951	99,164	(15,213)
Purchased Transportation	288,428	280,237	8,191	1,610,708	1,401,186	209,523
Miscellaneous Expenses	17,443	12,708	4,735	109,931	63,542	46,389
Interest Expense	2,125		2,125	8,713		8,713
Leases & Rentals	4,976	5,752	(776)	42,705	28,760	13,945
<b>Total Operating Expenses</b>	<b>2,849,559</b>	<b>2,526,600</b>	<b>322,959</b>	<b>12,158,215</b>	<b>12,633,001</b>	<b>(474,787)</b>
<b>Operating (Surplus) Deficit</b>	<b>473,479</b>	<b>(96,144)</b>	<b>569,622</b>	<b>172,517</b>	<b>(480,719)</b>	<b>653,235</b>

RIDES

**MONTEREY - SALINAS TRANSIT**

**Revenue & Expense - Consolidated**

Budget vs Actual-Current Month

For the Period from November 1, 2013 to November 30, 2013

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY14)

	Curr Mo. Actual	Curr Mo. Budget	Curr Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	(20,660)	(32,083)	11,423	(127,495)	(160,417)	32,922
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	(213,041)	(213,041)		(1,065,205)	(1,065,205)	
<b>Total Revenue</b>	<b>(233,701)</b>	<b>(245,124)</b>	<b>11,423</b>	<b>(1,192,700)</b>	<b>(1,225,622)</b>	<b>32,922</b>
<b>Expenses</b>						
Labor	5,238	3,520	1,717	19,682	17,602	2,080
Benefits	2,779	1,728	1,051	11,892	8,641	3,252
Advertising & Marketing						
Professional & Technical		167	(167)		833	(833)
Outside Services						
Outside Labor	7,504	1,398	6,106	18,988	6,988	12,000
Fuel & Lubricants	35,667	41,667	(6,000)	192,212	208,333	(16,121)
Supplies	1,055	1,375	(320)	2,533	6,875	(4,342)
Vehicle Maintenance	171	1,250	(1,079)	654	6,250	(5,596)
Marketing Supplies						
Utilities		704	(704)		3,521	(3,521)
Insurance						
Taxes						
Purchased Transportation	180,000	193,066	(13,066)	938,624	965,328	(26,704)
Miscellaneous Expenses		250	(250)	213	1,250	(1,037)
Interest Expense						
Leases & Rentals						
<b>Total Operating Expenses</b>	<b>232,413</b>	<b>245,124</b>	<b>(12,712)</b>	<b>1,184,798</b>	<b>1,225,622</b>	<b>(40,824)</b>
<b>Operating (Surplus) Deficit</b>	<b>(1,288)</b>	<b>0</b>	<b>(1,288)</b>	<b>(7,902)</b>	<b>1</b>	<b>(7,902)</b>

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

**RECOMMENDATION:**

Reject claim by the claimant below.

**FISCAL IMPACT:**

Unknown

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

On December 16, 2013 MST received a claim from Ms. Francisca E. Johnson. Ms. Johnson alleges to have been injured on July 16, 2013 when she lost her balance and fell to the floor as the bus began to accelerate.

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:  APPROVED BY:   
Ben Newman Carl Sedoryk

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**To:** Board of Directors  
**From:** Carl Sedoryk, General Manager/CEO  
**Subject:** Proposed Local Transit Citation Enforcement Legislation

**RECOMMENDATION:**

Support state legislation that provides Monterey-Salinas Transit and Santa Cruz Metropolitan Transit District with legislative authority to adopt ordinances to empower authorized personnel to issue citations for specific behaviors.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board adopts an annual legislative agenda for staff to implement.

**DISCUSSION:**

To address behavioral problems and destruction of property issues, the Sacramento Regional Transit District advocated for and achieved enactment of legislative authority to adopt ordinances to empower authorized personnel to issue citations for specific behaviors that could result in fines up to \$75.00. The Santa Cruz Metropolitan Transit District (METRO) is seeking legislation that would provide this same authority, and the staff of assembly member Mark Stone has inquired whether MST would be interested in taking part in this legislation.

After consulting with MST general counsel and local law enforcement, staff believes that there would be value to MST, METRO, and transit customers in the greater Monterey Bay region for MST and METRO to jointly seek legislative authorization to empower MST personnel, and/or our contractors, to issue citations for specific behaviors.

As this measure is being carried by METRO and their state lobbyist Shaw Yoder Antwih, MST staff involvement will be limited to providing letters of support and to provide testimony when appropriate as the bill moves through the legislature.

While this specific proposal was not addressed it is consistent with the Board adopted State Legislative program item 2S (c): "Support legislation that increases safety for transit employees and customers by increasing penalties against those that commit crimes against an operator of a transit vehicle, against the transit riding public, or against the property of transit agencies."

Attachment: Transit Citation Enforcement Proposed Legislation

Prepared by: 



## **ATTACHMENT 1**

### **Santa Cruz Metropolitan Transit District / Monterey-Salinas Transit District Transit Citation Enforcement Proposal**

a) The board of directors may adopt ordinances that do any of the following:

(1) Prohibit persons from knowingly giving false identification to a district employee engaged in the enforcement of district ordinances or state law, or otherwise obstructing the issuance of a citation for violation of district ordinances or state law.

(2) Prohibit unauthorized operation of, interference with, entry into, climbing upon, attaching to, or loitering on or in, transit facilities or other transit property.

(3) Prohibit the removal, displacement, injury, destruction, or obstruction of any part of any track, switch, turnout, bridge, culvert, or any other district structure or fixture.

(4) Specify conditions under which a passenger may board a district vehicle with a bicycle and where the bicycle may be stowed.

(b) The board may provide that a violation of any ordinance adopted pursuant to subdivision (a) is an infraction punishable by a fine not exceeding seventy-five dollars (\$75), and that a violation by a person after the second conviction is punishable by a fine not to exceed two hundred fifty dollars (\$250) and by community service for a total time not to exceed 48 hours over a period not to exceed 30 days which do not conflict with the violator's hours of school attendance or employment.

(c) This section does not prohibit any person from engaging in activities that are protected under the laws of the United States or of California, including, but not limited to, picketing, demonstrating, or distributing handbills.

(d) A district employee may enforce any ordinance that is adopted pursuant to this section as provided in subdivision (e) of Section 830.14 of the Penal Code.

(e) Nothing in this section shall affect any rights or immunities conferred pursuant to Section 836.5 of the Penal Code.

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To: Board of Directors

From: H. Harvath, Assistant General Manager – Finance & Administration

Subject: Results of Federal Transit Administration Triennial Review

**RECOMMENDATION:**

Receive results of FY 2011 – 2013 FTA Triennial Review.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Your Board is responsible for conducting financial and programmatic oversight and compliance regarding MST's federal programs, including the Federal Transit Administration's Section 5307 Operating Assistance grants, which are the subject of this triennial review.

**DISCUSSION:**

Every three years, the Federal Transit Administration conducts a review of each public transit agency in the country that receives Section 5307 urbanized area formula funding from the federal government. This Triennial Review is the FTA's assessment of MST's compliance with federal requirements determined by examining a sample of grant management and program implementation practices over 18 separate focus areas. As MST receives approximately \$6 million annually from this funding source, the Triennial Review is one of the most important and comprehensive evaluations performed on the agency on a regular basis and requires several months of preparation and organizational work on the part of staff as well as the submittal of thousands of pages of documents to the federal government for evaluation.

After conducting a desk review of MST's document submittals, FTA consultant Michele Butchko of Interactive Elements, Inc., visited MST on December 2-3, 2013, for a two-day in-person review. In all, approximately 15 administrative staff members were interviewed by Ms. Butchko, who also conducted a facility tour as part of the review process. Overall, it is staff's opinion that MST performed well during the Triennial Review, with no deficiencies cited in the vast majority of the 18 focus areas. However, the reviewer did identify deficiencies in the following three areas:

Review Area	Deficiency/Advisory Comment
Satisfactory Continuing Control	Inadequate equipment records
	Inventory results not reconciled to equipment records
Maintenance	Vehicle maintenance program/plan incomplete or out of date
	Inadequate oversight of contracted maintenance activities
Procurement	Lacking required justifications

### **Satisfactory Continuing Control**

While MST conducts inventories of its vehicles and equipment, the FTA reviewer found that inventory records did not contain all of the required elements – specifically notation of vehicle condition. In addition, she found that there was no procedure to reconcile the inventory process to equipment records. Within a week of the site visit, MST staff furnished inventory records that included the vehicle condition. In addition, staff will be submitting a revised inventory and reconciliation procedure to FTA to document that corrective actions regarding this deficiency are in place.

### **Maintenance**

No deficiencies were found regarding MST's fleet of over 150 buses, trolleys, minibuses and support vehicles. However, the FTA reviewer noted that MST's rigorous maintenance oversight of its directly-operated and MV-operated vehicles did not extend to those nine new wheelchair-accessible vehicles purchased last year by MST and leased directly to local taxi providers. During the first inspection periods of these taxi vehicles, which occurred a few months prior to the Triennial Review, staff found that local taxi providers had not complied with the appropriate maintenance schedule and procedures as set out in the lease terms. In response, MST staff initiated drafting revisions to the terms of the leases to ensure appropriate and adequate oversight of its contracted maintenance activities regarding the taxi companies. These revised leases have just completed legal review and will be issued to the taxi companies in the coming weeks. With these new leases in place as well as the inclusion of these nine accessible taxi vehicles in the agency's overall fleet maintenance plan, MST will have satisfied the corrective actions required by the FTA reviewer.

### **Procurement**

The FTA reviewer identified one minor procurement in the amount of \$33,250 from the JAZZ Bus Rapid Transit project that did not conform to applicable federal law. Comprising approximately one half of one percent of the total project cost of over \$6.1 million, this procurement with Wellman Advertising and Design had been documented by MST staff with a sole source non-competitive bid contract justification as directed by FTA procurement policy. MST staff maintained that, as the long-time exclusive graphic design consultant for the Monterey Jazz Festival, Wellman Advertising and Design was

uniquely qualified to provide the creative services required to deliver a branding and image for the JAZZ BRT that unified the project with the look, feel, sound and visual identity of MST's partner, Monterey Jazz Festival. However, the FTA reviewer found this reasoning to be insufficient to justify the sole source procurement. In that regard, MST will be revising its agency procurement policy to ensure that future sole source procurements are properly documented.

The complete final report on the Triennial Review was sent to MST Chair Orozco on December 30, 2013, and included as Attachment 1 to this memo. As noted in the final report, the FTA has allowed MST until March 28, 2014, to address the aforementioned deficiencies. A number of these corrective actions are already well underway, and staff anticipates fully completing its submittals to FTA on or before the March 28<sup>th</sup> deadline.

ATTACHMENT 1: Final Report - FY 2013 Triennial Review of the Monterey-Salinas Transit District (MST)

PREPARED BY:  HUNTER HARVATH  
REVIEWED BY:  CARL G. SEDORYK

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**FINAL REPORT  
FY2013 TRIENNIAL REVIEW**

**of the**

**Monterey-Salinas Transit District  
(MST)**

**Monterey, CA  
Recipient ID: 1688**

*Performed for:*

**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
REGION IX**

*Prepared by:*

**Interactive Elements Incorporated**

**December 2013**

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## I. Executive Summary

This report documents the Federal Transit Administration's (FTA) Triennial Review of the Monterey-Salinas Transit District (MST) of Monterey, California. The review was performed by Michele Butchko of Interactive Elements Inc. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. MST's facility was toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on MST's compliance in 18 areas. Deficiencies were found with the FTA's requirements in three areas, as described below:

Review Area	Deficiency/Advisory Comment
Satisfactory Continuing Control	Inadequate equipment records
	Inventory results not reconciled to equipment records
Maintenance	Vehicle maintenance program/plan incomplete or out of date
	Inadequate oversight of contracted maintenance activities
Procurement	Lacking required justifications

## II. Review Background and Process

### 1. Background

The United States Code, Chapter 53 of Title 49, requires the Federal Transit Administration (FTA) of the United States Department of Transportation (USDOT) to perform reviews and evaluations of Urbanized Area Formula Grant activities at least every three years. This requirement is contained in 49 U.S.C. 5307(i). This review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993). At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements

The Triennial Review includes a review of the grantee's compliance in 18 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of the Monterey-Salinas Transit District in Monterey, CA. The review concentrated on procedures and practices employed during the past three years. The specific documents reviewed are referenced in this report and are available at FTA's Regional Office or at the grantee's office.

## 2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on-site visit to the grantee's location. The review scoping meeting was conducted with the Region IX Office via teleconference in November 2013. Necessary files retained by the regional office were sent to the reviewer electronically. A review package was sent to MST advising it of the site visit and indicating the information that would be needed and issues that would be discussed. The site visit to MST occurred December 2-3, 2013.

The on-site portion of the review began with an entrance conference in which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. A tour of the Monterey-Salinas Transit District was conducted to provide an overview of activities related to FTA-funded projects. Samples of ECHO disbursements, FTA-assisted procurements, and maintenance records for certain FTA-funded vehicles, facilities, and equipment were also examined during the site visit. Upon completion of the review, a "Summary of Preliminary Findings" was provided to MST at an exit conference. The individuals participating in the review are listed in Section VI of this report.

## 3. Metrics

The metrics used to capture whether a grantee is meeting the requirements for each of the areas reviewed are: *not deficient*, *deficient*, *advisory comment*, and *not applicable*.

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if one or more of the requirements within the area reviewed were not met.
- *Advisory Comment*: An advisory comment is only made in the area of safety and security.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.
- 

## III. Grantee Description

### Organization

The Monterey-Salinas Transit District was created by State Law AB644. It was formed July 1, 2010, succeeding the Monterey-Salinas Transit Joint Powers Agency formed in 1981 when the City of Salinas joined the Monterey Peninsula Transit Joint Powers Agency. MST directly operates its fixed route service and contracts with MV Transportation, Inc. of Fairfield, California to operate its ADA paratransit service as well as its trolley service and minibus service. The population of the service area is approximately 421,898 persons.

Current members of MST are the Cities of Carmel-By-The-Sea, Del Rey Oaks, Greenfield, Gonzales, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad, and the County of Monterey. A Board of Directors with a representative from each member jurisdiction governs the agency and appoints the General Manager.

## **Service**

MST operates a network of 60 fixed routes. Service is provided weekdays from 4:06 a.m. to 12:42 a.m. (and until 3:10 am on Fridays). Saturday service is operated from 5:12 a.m. to 3:16 a.m. Sunday service is operated from 5:12 a.m. to 10:13 p.m. MST's complementary paratransit service, known as RIDES, operates during the same days and hours of service as the fixed routes and is provided within  $\frac{3}{4}$  mile of fixed routes, except the Big Sur route that has a FTA exemption.

The basic adult fare for bus service is \$2.50 and a reduced fare of \$1.25 is offered to seniors who are 65 years or older, valid Medicare Card holders, persons with disabilities, and children ranging from 46" tall to 18 years of age, during off-peak hours. Children less than 46" tall ride free. The basic fare for ADA paratransit service is \$3.00. MST ADA-eligible passengers qualify for half-fare on the fixed route system at all times.

MST operates a fleet of 104 buses for its fixed-route service. Its bus fleet consists of 71, 35- and 40-foot standard and low floor buses, four MCI 45-foot coaches for commuter service, eight trolleys and 21 minibuses. MST has a fleet of 36 buses for paratransit service and On-Call service, which are operated by MV Transportation. Of these, 30 vehicles are used for ADA complementary paratransit service and six are used for the MST On-Call service in the neighborhoods of Marina, Gonzales, Greenfield, Soledad, and King City.

MST operates from the Thomas D. Albert Division in Monterey and the Clarence J. Wright Division in Salinas. A new MST Mobility Management Center was built in downtown Monterey and opened in 2009. It serves members of the public who apply for ADA eligibility, MST passes, and MST ADA passengers who want training for using the fixed route system. Transit Centers are located in Monterey, Salinas, and at the Marina Transit Exchange.

## **Completed Projects**

- Smart Card Fareboxes - MST replaced its nearly 20-year old fareboxes with a new smart-card farebox system.
- Bus Rapid Transit - MST received a \$2.77 million New Starts grant (Very Small Starts program) in late December 2008 that helped fund design, engineering and construction on the Fremont/Lighthouse Bus Rapid Transit line in coastal Monterey County. Construction included the installation of custom-designed shelters reflecting a strong brand image of the new service, "JAZZ". The new shelters offer electronic passenger information signage; minimal curb and sidewalk improvements were implemented to meet ADA requirements; and pavement at stops and the new queue jump locations have been restriped to accommodate BRT operations. MST's low floor buses were repainted to reflect the strong brand image of the new service. With local funding, Transit Signal Priority (TSP) is currently being completed along the BRT corridor.

- South County Service – MST expanded transit service to southern Monterey County in late 2010. The service now connects rural parts of the County to the Intercity bus network.

### Projects Underway

On-going projects include:

- ITS Upgrade - Begun in 2002, MST's agency-wide implementation of Intelligent Transportation Systems technologies include the TransitMaster radio communications and automatic vehicle locator (AVL) package. Key components of the TransitMaster system allow staff in the MST communications center to monitor the location of all buses via Global Positioning System (GPS). When in danger bus drivers can activate TransitMaster's overt and covert alarms, signaling the need for police, fire and/or ambulance. When these alarms are activated, microphones on the bus are activated so that staff in the communication center can monitor activity during emergency incidents. Since the position of the bus is pinpointed via GPS, communication center staff can instruct first responders to the exact location of the vehicle, saving valuable minutes during an emergency. ITS systems are also used to meet ADA requirements, as the GPS is needed to trigger audible announcements. MST was informed by the manufacturer of the TransitMaster system that an upgrade to the equipment is required to keep the technology current and operating with a full range of utility. The system is over 10 years old and in need of an upgrade. MST will begin upgrading the TransitMaster system in FY14.
- WPT Trolley - MST received a \$1.7 million Clean Fuels grant to implement an electrification project in 2012. The project involves repowering a diesel trolley bus with new Wireless Power Transfer (WPT) technology to enable the Trolley Monterey to operate as a zero-emission vehicle.
- Mobility Management - MST operates the Monterey Mobility Management Center in downtown Monterey. The program provides training on how to use MST's transit system. Training covers activities such as planning a trip, understating routes and connections, and reading schedules. In late 2012, MST's Mobility Management staff began offering services twice a week in a satellite office in Salinas. MST plans to open a permanent Salinas office at the Salinas Intermodal Center when it opens in 2014.

### Future Projects

Projects planned for the next three to five years include:

- Bus Purchase – MST has approximately 40 full-sized transit buses that need replacing in the next three to five years. MST was selected to receive a \$5 million State of Good Repair grant in 2012 and the funds will be used to purchase new buses, replacing vehicles that have met and exceeded their FTA useful lives.

- Bus Rapid Transit Phase 2: MST will be working to submit a Very Small Starts application for Phase 2 of its JAZZ Bus Rapid Transit project, completed in 2013. As with Phase 1, Phase 2 will again start at the Monterey Bay Aquarium but will travel northward along a different route using portions of a defunct railroad right-of-way. While most of Phase 1 utilized mixed-flow BRT enhancements, portions of Phase 2 will have a dedicated lane to provide enhanced travel time savings for bus passengers.
- Monterey Transit Center – MST is currently working with the city of Monterey to locate property to purchase for construction of a new off-street bus transit center. MST currently conducts bus transfer operations along city sidewalks adjacent to a city park. Having this proposed off-street site will be operationally superior and provide opportunities for mixed-use transit oriented development.

### Grant Activity

As of December 1, 2013, MST had the following three grants:

Grant Number	Grant Amount	Year	Description
CA-03-0717-00	\$2,105,383	9/13/2005	Salinas Intermodal Center & Marina Bus Station
CA-58-0014-00	\$788,308	4/19/2012	4 Diesel-Hybrid Mini-buses
CA-90-Z005-00	\$2,906,900	9/6/2012	JARC & NF xfer: Cycle 6 Projects

## IV. Results of the Review

### 1. Legal

Basic Requirement: The grantee must be eligible and authorized under state and local law to request, receive, and dispense FTA funds and to execute and administer FTA funded projects. The authority to take actions and responsibility on behalf of the grantee must be properly delegated and executed.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Legal.

### 2. Financial Management and Financial Capacity

Basic Requirement: The grantee must demonstrate the ability to match and manage FTA grant funds, cover cost increases and operating deficits, financially maintain and operate FTA funded facilities and equipment, and conduct and respond to applicable audits.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Financial Management and Financial Capacity.

### **3. Technical**

Basic Requirement: The grantee must be able to implement FTA funded projects in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Technical.

### **4. Satisfactory Continuing Control**

Basic Requirement: The grantee must maintain control over real property, facilities, and equipment and ensure that they are used in transit service.

Finding: During this Triennial Review of MST, deficiencies were found with USDOT requirements for Satisfactory Continuing Control.

While MST conducts inventories of its vehicles and equipment, the inventory records do not contain all of the required elements. In addition, there is no procedure to reconcile the inventory process to its equipment records. It should be noted that, within a week of the site visit, MST furnished inventory records that included the vehicle condition.

Corrective Actions: By February 28, 2014, MST is to develop and submit procedures to the FTA Region IX Office that describe how it will ensure compliance with the bi-annual asset inventory requirement per FTA Circular 5010.1D. Said procedures are to identify the source document used (e.g. master asset list), how the inventory will be conducted, results of inventory documented, and evidence that inventory results are reconciled to the master asset list. Further, MST is to show evidence to the FTA regional office that:

- A complete bi-annual inventory and inventory reconciliation have been conducted
- The inventory records have been reconciled to equipment records
- Equipment records include all required elements.

### **5. Maintenance**

Basic Requirement: Grantees and subrecipients must keep federally funded equipment and facilities in good operating order and maintain ADA accessibility features.

Finding: During this Triennial Review of MST, deficiencies were found with USDOT requirements for Maintenance.

MST's vehicle maintenance program/plan is incomplete as it did not include the taxis that were procured with FTA funds, and MST does not provide adequate oversight of its contracted maintenance activities regarding the taxi companies.

MST received 5317 funds to purchase accessible taxis to lease to taxi companies in the Monterey-Salinas area. During a review of preventive maintenance intervals for MST's fleet,

the files for the taxi leases did not include a clear record of regular PMs. In addition, neither the taxi fleet roster nor the PM procedures for the taxis were included in MST's maintenance procedures.

Corrective Action and Schedule: By March 28, 2014, MST is to: 1) submit to the FTA Region IX Office a revised maintenance program/plan (to include leased taxis) and evidence that it has been implemented, and 2) submit to the Region IX Office a copy of a letter signed by the MST CEO, and addressed to the taxi company lessee, citing the maintenance requirements, stating that the entity is not meeting the maintenance requirements, and directing the entity to implement steps to meet the requirements.

## **6. Procurement**

Basic Requirement: FTA grantees use their own procurement procedures that reflect applicable state and local laws and regulations, provided that the process ensures competitive procurement and the procedures conform to applicable federal law, including 49 CFR Part 18 (specifically Section 18.36) and FTA Circular 4220.1F, "Third Party Contracting Guidance."

Finding: During this Triennial Review of MST, a deficiency was found with USDOT requirements for Procurement.

A sole source procurement for advertising at the BRT "JAZZ" shelter stops was given, without adequate justification, to a firm that also does advertising for the Monterey Jazz Festival, thereby limiting fair and open competition.

Corrective Action and Schedule: By March 28, 2014, submit to the FTA Region IX Office evidence of an implemented policy to ensure that future sole source procurements are properly documented.

## **7. Disadvantaged Business Enterprise (DBE)**

Basic Requirement: The grantee must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. Grantees also must create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for DBE.

## **8. Planning/ Program of Projects**

Basic Requirement (Planning): The grantee must participate in the transportation planning process in accordance with FTA requirements, SAFETEA-LU, and the metropolitan and statewide planning regulations.

Basic Requirement (Human Services Transportation): Grantees must participate in a coordinated public transit-human services transportation planning process that identifies the transportation

needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

**Basic Requirement (Program of Projects (POP)):** Each recipient of a Section 5307 grant shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a POP.

**Finding:** During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Planning/Program of Projects.

## **9. Title VI**

**Basic Requirement:** The grantee must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program, or activity receiving federal financial assistance. The grantee must ensure that federally supported transit services and related benefits are distributed in an equitable manner.

**Note:** The 2013 Triennial Review covers a three-year period in which the FTA issued a revised circular for Title VI that provided more information on how to comply and changed requirements for some grantees with populations over 200,000 persons. As of October 1, 2012, grantees must comply with the requirements of FTA C 4702.1B. The review examines compliance with the requirements of FTA C 4702.1A for the period prior to October 1, 2012 and compliance with the revised circular for activities after this date.

**Finding:** During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Title VI.

## **10. Public Comment on Fare and Service Changes**

**Basic Requirement:** Section 5307 grantees are expected to have a written locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

**Finding:** During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Public Comment on Fare and Service Changes.

## **11. Half Fare**

**Basic Requirement:** For fixed route services supported with Section 5307 funds, fares charged elderly persons, persons with disabilities, or individuals presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

**Finding:** During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Half Fare.



## **12. Americans with Disabilities Act (ADA)**

Basic Requirement: Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for ADA.

## **13. Charter Bus**

Basic Requirement: Grantees are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Charter Bus.

## **14. School Bus**

Basic Requirement: Grantees are prohibited from providing exclusive school bus service unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service. School tripper service that operates and looks like all other regular service is allowed.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for School Bus.

## **15. National Transit Database (NTD)**

Basic Requirement: Grantees that receive Section 5307 and 5311 grant funds must collect, record and report financial and non-financial data in accordance with the Uniform System of Accounts (USOA) and the National Transit Database (NTD) Reporting Manual as required by 49 USC 5335(a).

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for NTD.

## **16. Safety and Security**

Basic Requirement: Under the safety authority provisions of the federal transit laws, the Secretary has the authority to investigate the operations of the grantee for any conditions that appear to create a serious hazard. As recipients of Section 5307 funds, grantees must annually

certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security projects are not necessary.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Safety and Security.

## **17. Drug Free Workplace and Drug and Alcohol Program**

Basic Requirement: All grantees are required to maintain a drug free workplace for all employees and to have an ongoing drug free awareness program. Grantees receiving Section 5307, 5309 or 5311 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for Drug Free Workplace and Drug and Alcohol Program.

## **18. Equal Employment Opportunities (EEO)**

Basic Requirement: The grantee must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving federal financial assistance under the federal transit laws. (Note: EEOC's regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of MST, no deficiencies were found with USDOT requirements for EEO.

## V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Legal	ND				
2. Financial	ND				
3. Technical	ND				
4. Satisfactory Continuing Control	D-03	Inadequate equipment records	Submit to the FTA Region IX Office updated records containing the required information.	February 28, 2014	
	D-05	Inventory results not reconciled to equipment records	Submit to the FTA Office evidence that MST has conducted a physical inventory and that the inventory results have been reconciled to equipment records.	February 28, 2014	
5. Maintenance	D-02	Vehicle maintenance program/plan incomplete or out of date	Submit to the FTA Region IX Office a revised maintenance program/plan (to include leased taxis) and evidence that it has been implemented .	March 28, 2014	
	D-10	Inadequate oversight of contracted maintenance activities	Submit to the Region IX Office a copy of a letter signed by the MST CEO, to the taxi company lessee citing the maintenance requirements, stating that the entity is not meeting the maintenance requirements, and directing the entity to implement steps to meet the requirements.	March 28, 2014	
6. Procurement	D-20	Lacking required justifications	Submit to the FTA Region IX Office evidence of an implemented policy to ensure that future sole source procurements are properly documented.	March 28, 2014	
7. Disadvantaged Business Enterprise (DBE)	ND				
8. Planning/ Program of Projects	ND				
9. Title VI	ND				
10. Public Comment on Fare and Service Changes	ND				
11. Half Fare	ND				

<b>Review Area</b>	<b>Finding</b>	<b>Deficiency</b>	<b>Corrective Action</b>	<b>Response Date</b>	<b>Date Closed</b>
12. Americans with Disabilities Act (ADA)	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. National Transit Database (NTD)	ND				
16. Safety and Security	ND				
17. Drug Free Workplace and Drug and Alcohol Program	ND				
18. Equal Employment Opportunities	ND				

## VI. Attendees

Name	Title/Organization	Phone Number	E-mail address
<b><i>Monterey-Salinas Transit District</i></b>			
Carl Sedoryk	General Manager/CEO	831-393-8130	csedoryk@mst.org
Michelle Overmeyer	Grants and Compliance Analyst	831-393-8131	movermeyer@mst.org
Hunter Harvath	AGM, Finance and Administration	831-393-8129	hharvath@mst.org
Michael Hernandez	AGM, Chief Operating Officer	831-393-8132	mhernandez@mst.org
Angela Dawson	Accountant	831-393-8130	adawson@mst.org
Janet Madler	Maintenance Supervisor	831-224-4714	jmadler@mst.org
Sandra Amorim	Purchasing Manager	831-393-8127	samorim@mst.org
Robert Weber	Director of Transportation	831-393-8109	rweber@mst.org
Tom Hicks	CTSA Manager	831-393-8166	thicks@mst.org
Kelly Halcon	Director of Human Resources/Risk	831-393-8114	khalcon@mst.org
Angelina Ruiz	HR Generalist	831-393-8161	aruiz@mst.org
Bea Newman	Risk and Security Manager	831-393-8107	bnewman@mst.org
Lou Doll	Safety/Training Officer	831-758-3563	ldoll@mst.org
<b><i>FTA Region IX</i></b>			
Audrey Bredehoft	Transportation Program Specialist	415-744-2597	audrey.bredehoft@dot.gov
Philoki Barros	Transportation Program Specialist	415-744-2740	philoki.barros@dot.gov
<b><i>Interactive Elements Incorporated</i></b>			
Michele Butchko	Reviewer	212-490-9090	mxb@ieitransit.com

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To: Board of Directors

From: K. Halcon, Director of Human Resources/Risk Management

Subject: General Manager/CEO Performance Incentive

**RECOMMENDATION:**

Ratify an Incentive Pay of 3% for the General Manager/CEO based upon his performance in accordance with achievement of the Board adopted goals and objectives.

**FISCAL IMPACT:**

Wages are included in the approved FY 2013 Budget.

**POLICY IMPLICATIONS:**

Your Board approves and negotiates the wages and benefits of the General Manager/CEO.

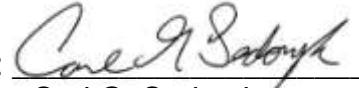
**DISCUSSION:**

The General Manager Performance Evaluation Ad Hoc Committee met on November 13, 2013, and December 5, 2013, to discuss the performance of Carl Sedoryk as the General Manager/CEO of Monterey-Salinas Transit District for the performance period ending June 30, 2013. During the discussion, the committee reviewed the comments and scores of the evaluations turned in by MST Board members.

Per Mr. Sedoryk's contract, The MST Board has the discretion to provide him with a one-time payment between 0%-5% that is not added to base wage rate and which is based upon performance in accordance with achievement of Board adopted goals and objectives. In closed session on December 9, 2013, the Ad Hoc committee recommended to the full board an incentive bonus between 2.5% or 3%. At the end of closed session the board members voted to provide Mr. Sedoryk with a 3% incentive bonus.

Staff requests the Board to ratify in open session the 3% incentive bonus in for Mr. Sedoryk as previously agreed upon. The incentive bonus will be paid out in the next pay date.

Prepared by:   
Kelly Halcon

Approved by:   
Carl G. Sedoryk



## AGENDA ITEM # 5-5



### Marina-Salinas Multimodal Corridor Conceptual Plan

Monterey Salinas Transit Board  
January 27, 2014

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### Partner Agencies



# FORA



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### Why?



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## Regional Context




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## Project History




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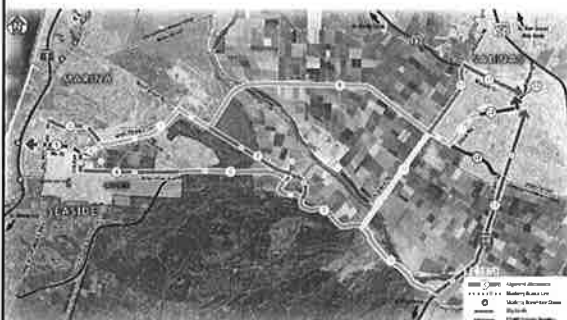
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## Overview




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## Project Scope

### Phase 1 - Alignment

- Which route?
- Opportunities/Constraints
- Stakeholder Input
- Adopt Alignment



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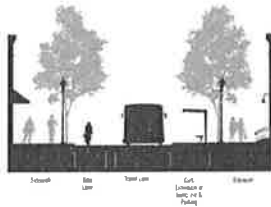
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## Project Scope

### Phase 2 – Corridor Elements



- What will the corridor look like?
- What will it cost?
- Roadway Cross-Sections
- Intersections

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## Corridor Elements



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### Study Area




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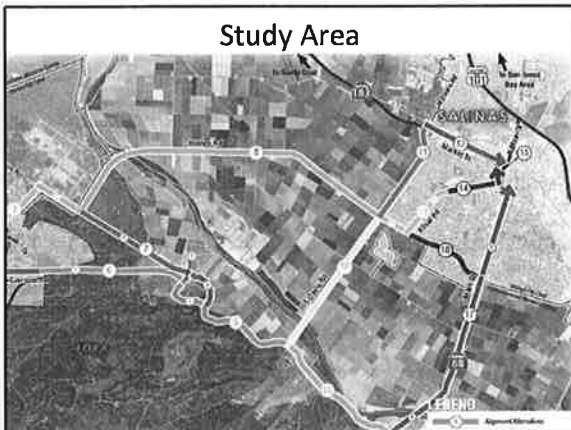
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### Study Area




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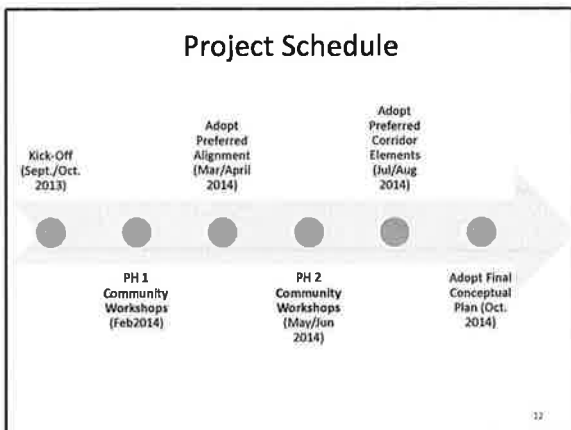
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### Project Schedule




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## Questions?

**Ariana Green**

Project Manager

831-775-4403

[ariana@tamcmonterey.org](mailto:ariana@tamcmonterey.org)



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**Minutes**  
**MST Legislative Committee**  
December 9, 2013  
9:00 a.m.

**Present:** Armenta, Barrera, Clark, Downey, Pendergrass

**Absent:**

**Staff:** Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. General Manager of Finance & Administration; Deanna Smith, Clerk to the Board; Dave Laredo, General Counsel

**Public:** Don Gilchrest, Thomas Walters & Associates

**1. CALL TO ORDER.**

Chair Armenta called the meeting to order at 9:05 a.m. and roll call was taken.

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

No Public Comment.

**3. PRESENTATIONS**

3-1. Federal Legislative Update – Sedoryk/Gilchrest.

Mr. Sedoryk stated that Hunter Harvath and he had just returned from Washington, D.C. He introduced Don Gilchrest, Senior Representative with Thomas Walters & Associates and lobbyist for MST.

Mr. Gilchrest stated that 2013 has been a particularly dysfunctional year in Washington. He discussed the Transportation/HUD appropriations bill to illustrate the current status of funding. The Senate Democratic majority presented a bill that would have provided \$54 billion for the Department of Transportation, Department of Housing, and other community development projects. The House Republican majority presented a bill that would have provided approximately \$44 billion in funding. In the end, neither side moved their bills forward.

The government is operating under a Continuing Resolution through January 15, 2014, which provides interim funding at current sequestration levels. Budget negotiators

have been working to come up with a bipartisan compromise that would minimize the sequestration cuts. An Omnibus Appropriations Bill would be preferable to another continuing resolution, although it is unclear whether this will be achieved.

The Transit Commuter Benefit has lapsed and is set to reduce from \$245 per month to \$130 per month, which will drastically impact MST's military commuter service. Efforts at tax reform by members of tax writing committees have held up avoiding this impending benefit reduction. While in Washington over the previous week, Don and MST staff had very productive talks with state of New York Senator Charles Schumer's staff, who are working to maintain the current commuter benefit. Senator Schumer is a high ranking member of the Senate Finance Committee responsible for legislating tax code in the Senate.

The two-year transportation authorization bill MAP-21, authorizing Congress to appropriate transportation funds from the Highway Trust Fund (HTF), will expire on September 30, 2014. An additional ten cents per gallon gas tax is necessary just to maintain current spending levels as the HTF is insolvent. Because increases in the gas tax do not have bipartisan support, other mechanisms to provide this vital funding are being explored by some members of Congress and transit lobbyists. Efforts are also being made to restore the Bus and Bus Facilities Program and correct many formula issues that have resulted in reduced funding for small operators. It is hoped that a comprehensive and bipartisan bill will be passed for the typical six-year period instead of the current two-year period of MAP-21.

Director Barrera asked if there was a benefit to staff returning to Washington in January and if our local Congressman is helping us with transit funding issues. Mr. Gilchrest stated that it is important to remain engaged and that a bipartisan transportation effort is usually possible. While Congressman Farr has been extremely helpful over the years, he does not have jurisdiction over the Tax Writing Committee; Senator Schumer has the benefit of being a member of the majority in the Senate and a senior ranking member of the committee. Mr. Sedoryk stated that MST has been successful at identifying other transit districts with similar military programs, and that this common interest could help push the benefit forward.

Director Downey asked if there was a connection between the military benefit and the Base Realignment and Closure Commission (BRAC). Mr. Gilchrest stated that for all intents and purposes, BRAC no longer exists. BRAC costs more in the short term at the expense of long term benefits. Tax reform could help ease or eliminate sequestration.

Mr. Sedoryk stated that the California Transit Association (CTA) has requested a Congressional review of Section 13 (c), now officially known as Title 40 §15333 (b) of the Federal Code of Regulations. The Amalgamated Transit Union, Int. (ATU), is currently challenging California's PEPPRA law as violating this section, resulting in the Department of Labor (DOL) holding back federal transit grants and funding.



### 3-2. State Legislative Update – Sedoryk/Harvath.

Mr. Sedoryk stated that MST staff has been active with the California Transit Association (CTA) to advocate for legislative programs that benefit transit. MST successfully carried two bills this year: AB 946, Bus on Shoulder; and AB 730, Bond Financing.

Mr. Harvath stated that 2013 was one of the busiest years he has experienced in Sacramento over the last ten years. MST carried two important bills over the last year. AB 730 (Alejo) provided another tool for long-term financing of capital projects and purchases. The bill allows MST to float government bonds at lower interest rates, potentially saving hundreds of thousands of dollars for MST over the life of the bonds. AB 946 (Stone) allows MST and Santa Cruz Metro to operate a Bus-on-Shoulder pilot program. Monterey and Santa Cruz counties are the only two counties in the state allowed to participate in this program. Preliminary studies will be underway soon as part of MST's next BRT project. Efforts to resolve the ATU/PEPRA dispute resulted in AB 1222, allowing for a one-year exemption for union transit workers while the State of California's lawsuit against the DOL is decided. One of MST's small federal grants is being used by Caltrans as the vehicle through which they can sue the federal government, placing MST at the forefront of this issue.

Mr. Harvath provided a handout detailing all relevant transit legislation passed in 2013 as well as legislation being introduced in 2014.

One bill that failed to pass would have required all contracted transit vehicles and employee uniforms to include a disclosure if the vehicles or employees were private workers. The font for this disclosure would have been required to be as large, or possibly larger, than any other existing lettering and would have been an unfunded mandate. While it did not pass this year, it is possible that the bill may be reintroduced in another form in the coming year.

Mr. Harvath stated that \$3.9 billion dollars of transportation bonds issued in 2006 are coming to a close; unless a new funding source is identified, California's state-funded transportation capital projects and financing opportunities will diminish substantially in the near future.

Director Armenta mentioned Supervisor of Sacramento County Phil Serna who serves on the California State Association of Counties (CSAC) as a possible advocate of MST.

Director Downey asked which side MST is on in the PEPRA dispute. Mr. Harvath stated that MST is not really on any side, but is requesting the transit law be reviewed for relevancy and to decide whether or not efforts to reform pensions do in fact violate this law. MST staff believes that the current pension reform act in California does not infringe on transit workers' ability to negotiate in good faith, and is working for a resolution to would ensure that federal grant funds continue to flow to the agency.

Director Clark asked why the disclosure on buses and uniforms was introduced. Mr. Harvath stated that this was largely a union response to the privatization of public services, including transportation.

Mr. Sedoryk referred the Committee to page 43 of the Board Agenda to review the proposed 2014 state and federal legislative program. The item was not agendaized for recommendation by the committee, but the full board will receive the program for consideration.

Director Armenta asked if the Affordable Care Act (ACA) had any impact on transportation funding. Mr. Sedoryk stated that there could be more demand for transportation to and from medical services as a result of the ACA, but there is currently no additional funding to provide for the possible increase in service demand.

#### **4. ANNOUNCEMENTS**

4-1. March 8-11, 2014 APTA Legislative Conference, Washington, DC

Chair Armenta instructed committee members to contact Board Chair Orozco or Mr. Sedoryk if they are interested in attending the conference. MST has budgeted for three board attendees.

#### **5. Adjourn**

There being no further business, Chair Armenta adjourned the meeting at 9:52 a.m.

Prepared by:   
Deanna Smith, Deputy Secretary

**Monterey-Salinas Transit  
Finance Committee  
Minutes**

**January 13, 2014**

**Present:** Directors: Armenta, Beach, O'Connell, Stephens

**Absent:** Director: Hughes

**Staff:** Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance and Administration; Mike Hernandez, Asst. GM/COO; Zoe Shoats, Marketing Manager; Michelle Overmeyer, Grants and Compliance Analyst; Deanna Smith, Executive Asst./Clerk to the Board; Dave Laredo, MST General Counsel

**Phone:** Jared Boigon, TBWB Strategies; Chris Calloway; TBWB Strategies; Ben Tulchin, Tulchin Research; Ben Krompak, Tulchin Research

**1. Call to order.**

Chair Armenta called the meeting to order at 9:01 a.m. and roll call was taken.

**2. Public comment on matters not on the agenda.**

No public comment.

With the consent of the Committee, Chair Armenta moved to Agenda # 5.

**3. FY 2014 Budget update.**

Mr. Harvath provided a FY 2014 budget update for both fixed and RIDES services. Expenses are high because the month of November contained three payrolls. Local Transportation Fund revenues have been higher than expected. At the end of December MST will perform a "true up" to obtain a better estimate of budget status and provide revised numbers; at this time he expects the bottom line to be approximately \$120,000 to the better, putting MST on budget.

**4. Results of Federal Transit Administration Triennial Review.**

Mr. Sedoryk summarized the results of the recent Triennial Review. While there were minor deficiencies reported in the areas of Satisfactory Continuing Control,

Maintenance, and Procurement the results were very good overall. Corrective actions are being taken to maintain compliance. No recurring deficiencies were reported.

Chair Armenta moved to Agenda # 8.

**5. Receive Likely Voter Survey results and provide recommendation to Board of Directors regarding next steps.**

Mr. Sedoryk introduced the staff of TBWB Strategies and Tulchin Research, who attended the meeting via telephone conference and provided a summary of the recent Likely Voter Survey polling results. Zoe Shoats handed out slides and a PowerPoint presentation was provided to aid the discussion.

Ben Tulchin explained the survey results which displayed 71% total “yes” respondent support of a proposed 1/8 of one cent sales tax to “provide and maintain transit services for senior citizens, veterans, and the disabled...” The 66 2/3 required majority support was also reached by each individual county supervisorial district and by both Caucasian and Latino voters. Mr. Tulchin stated that based on the survey results, he recommends keeping the proposed tax at 1/8 of one cent and maintaining a narrow focus for the measure to include maintaining services to seniors, veterans, and the disabled to be placed on the November 2014 ballot.

Mr. Boigon discussed the recommended steps to be taken in preparation for ballot placement in November 2014. Step 1 included receiving authorization from the MST Board of Directors to begin developing public information messages and materials, directly engaging internal and external stakeholders and community leaders, and drafting an expenditure plan. It was recommended that these steps be completed from January through May of 2014.

Public Comment – none.

Director O’Connell asked if the 1/8 of one cent tax was part of a combined total one cent proposed sales tax between MST and TAMC. Mr. Sedoryk stated that the 1/8 cent tax would be proposed solely by MST. Survey results showed only a narrow interest in sales tax uses (seniors, veterans, and disabled individuals) as opposed to fixed route or capital expenses, and waiting two more years to combine with TAMC would result in MST service cuts in the interim.

Director Stephens asked if this effort would conflict with the City of Salinas’ proposed one cent sales tax and whether support for multiple ballot measures was surveyed. Mr. Boigon stated that it is nearly impossible to find a ballot without multiple city and/or county measures. The survey did not test support with a multiple measure scenario, but this could be surveyed in June when other ballot measures were more certain.

Director O’Connell stated that the City of Marina will likely seek an extension of its one cent sales tax in November of 2014.

**Director O'Connell made a motion to recommend that the MST Board authorize staff to move forward with "Step 1" as outlined in the presentation and recommended by the staff of TBWB Strategies and Tulchin Research. Director Beach seconded the motion and it carried unanimously.**

Chair Armenta cautioned that the timeline was too liberal and if MST expects to win with a super-majority vote, they will have to step up the timeline.

Chair Armenta moved to Agenda # 6.

**6. Closed Session.**

6-1. Conference with Labor Negotiators – Amalgamated Transit Union (ATU), Local 1225, and MST. (No enclosure) (D. Laredo, K. Halcon) (§54957.6)

**7. Return to Open Session.**

7-1. Report on Closed Session and possible action.

No reportable action taken.

Chair Armenta moved to Agenda # 3.

**8. Adjourn.**

There being no further business, Chair Armenta adjourned the meeting at 9:57 a.m.

Prepared by:   
Deanna Smith, Deputy Secretary

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**Monterey-Salinas Transit Finance Committee  
TAMC Executive Committee  
Joint Meeting**

**Minutes**

**January 13, 2014**

<b>MST Directors:</b>	Fernando Armenta Victoria Beach Frank O'Connell Patricia Stephens	County of Monterey City of Carmel-by-the-Sea City of Marina City of Soledad
<b>Absent:</b>	Terry Hughes	City of King
<b>MST Staff:</b>	Carl Sedoryk Hunter Harvath Mike Hernandez Zoe Shoats Deanna Smith Dave Laredo	General Manager/CEO Asst. GM of Finance & Administration Asst. GM/COO Marketing Manager Executive Assistant/Clerk to the Board General Counsel
<b>TAMC Directors:</b>	Jerry Edelen Jane Parker Kimbley Craig Alejandro Chavez Simon Salinas Fernando Armenta	Chair 1 <sup>st</sup> Vice Chair 2 <sup>nd</sup> Vice chair City Representative Past Chair County Representative
<b>Absent:</b>	None	
<b>TAMC Staff:</b>	Debbie Hale Todd Muck	Executive Director Deputy Executive Director

**1. Roll Call.**

Chair Armenta called the meeting of the MST Finance Committee to order at 10:03 a.m. Chair Edelen called the meeting of the TAMC Executive Committee to order. Roll call followed.

**2. Public Comments.**

No public comment.

**3. Present results of Monterey-Salinas Transit survey of registered voters and Discuss coordination of future local revenue-raising efforts.**

Mr. Sedoryk handed out slides and summarized the results from a Likely Voter Survey PowerPoint presentation that was delivered at a previous meeting of the MST Finance Committee.

Survey results displayed 71% total “yes” respondent support of a proposed 1/8 of one cent sales tax to “provide and maintain transit services for senior citizens, veterans, and the disabled...” The 66 2/3 required majority support was also reached by each individual county supervisorial district and by both Caucasian and Latino voters. Mr. Sedoryk stated that based on the survey results, consultants from TBWB Strategies and Tulchin Research recommend keeping the proposed tax at 1/8 of one cent and maintaining a narrow focus for the measure to include maintaining services to seniors, veterans, and the disabled to be placed on the November 2014 ballot.

Director Chavez asked how much revenue MST expected to receive from the 1/8 cent tax. Mr. Harvath stated that the proposed sales tax is estimated to generate approximately \$5.5 million annually.

Director Parker asked what MST’s total capital needs are and if MST’s operating funds are whole. Mr. Harvath stated that several hundreds of millions of dollars are required to meet MST’s capital needs. A large bus costs approximately \$500,000 and has a 12 year useful life; small buses cost approximately \$100,000 and have a 5 year useful life. MST currently operates 100 large buses and 60 small buses. The proposed sales tax revenue would remove the burden of relying on federal funds for ADA and paratransit services and allow federal funds to be directed toward capital expenses.

Mr. Sedoryk stated that to address long term capital needs, MST may have to consider a future sales tax measure or take advantage of its newly acquired bonding authority. With New Freedom and JARC funding removed from MAP-21, the anticipated sales tax revenue would be used to replace this funding for ADA and paratransit mandated services. The sales tax revenue would maintain and not replace existing special services. Survey results did not support using sales tax revenue for general operating service.

Director Parker suggested that it would be good to discuss including MST’s capital and operating revenue needs in any future TAMC sales tax effort.

Director Craig stated that the City of Salinas is considering proposing a one cent sales tax in November of 2014 and cautioned that placing both ballot measures in the same year could backfire. She asked if there was any flexibility in MST’s timeline. Mr. Sedoryk stated that he and the MST Board were aware of possible sales tax measures



from several cities within Monterey County, although it is nearly impossible to avoid competing city and county measures.

Director Stephens confirmed that the MST Board has not discussed flexibility issues. Director Beach confirmed that the consultants had warned of the difficulty of “gaming” the timing of ballot measures.

Mr. Sedoryk stated that he is hoping to receive authorization from the MST Board to move forward with the next steps recommended by the consultants, which include developing public information messages and materials, directly engaging internal and external stakeholders and community leaders, and drafting an expenditure plan. It was recommended that these steps be completed from January through May of 2014.

Chair Edelen asked if MST had received an estimated cost to put the measure on the ballot. Mr. Sedoryk stated that no exact estimate had been determined at this time.

Chair Edelen stated that if MST requested support from the TAMC Board, he believed they would provide overwhelming if not unanimous support.

Director Chavez asked Director Craig if the City of Salinas had completed their polling. She stated that they had positive polling results for a general tax, but a special tax has not been polled. There is a possibility that competing general and special tax measures could be placed on the ballot for November of 2014.

Director Stephens asked if June 2015 was an option for MST’s measure. Mr. Harvath stated that MST needs a county-wide election to avoid the high fees associated with placing a county-wide measure on a local election ballot.

Director Salinas stated that a 1/8 cent sales tax for seniors, veterans, and the disabled is a “winning ask” and November seemed like a good time to run the measure.

Director Parker agreed. She suggested that future surveys survey the impact of county-wide voter requirements if Salinas’ residents were to vote no on the MST measure in favor of their own local sales tax. Mr. Sedoryk appreciated the recommendation. He confirmed that comparing sunset clauses was also not polled, but could be added to the June survey.

Mr. Sedoryk and Ms. Hale will continue to discuss progress and will advise scheduling another joint meeting as needed.

**4. Adjourn.**

There being no further business, Chair Armenta adjourned the meeting at 10:55 a.m.

Prepared by:   
Deanna Smith, Deputy Secretary

To: Board of Directors

From: H. Harvath, Assistant General Manager – Finance & Administration

Subject: Operating Line of Credit – Renewal

**RECOMMENDATION:**

Approve the renewal of MST's existing line of credit with Rabobank, N.A., in the amount of \$1,000,000 for a term of April 1, 2014, through March 31, 2015, for operating expenditures to address short-term cash-flow difficulties.

**FISCAL IMPACT:**

\$500 loan fee, with up to \$1,000,000 available for a revolving line of credit.

**POLICY IMPLICATIONS:**

Your Board approves expenditures exceeding \$25,000.

**DISCUSSION:**

At the July 12, 2010, meeting of your Board, approval was given to accept a line of credit in the amount of \$500,000 from Rabobank, N.A., in order to cover operating expenses on a short-term basis. Subsequently, at the May 14, 2012, meeting, your Board approved an expansion of this line of credit to \$1 million.

Given the ongoing uncertainties and delays that have occurred at the local, state and federal levels with regards to transit funding, there are times when short-term cash flow becomes problematic. Since MST's operating line of credit was established with Rabobank in 2010, funding predictability at the federal level has become even more uncertain and undependable. For instance, the federal government owes MST over \$6 million in funds it has already spent on bus service so far this fiscal year. Because of legislative gridlock in Congress, the Federal Transit Administration will not release these funds until either an agreement is reached between Republicans and Democrats on a complete Fiscal Year 2014 omnibus appropriations bill or a continuing resolution is passed providing funding at FY 2013 levels through the end of the federal fiscal year (September 30, 2014). Even if an agreement on appropriations is reached in the coming weeks, there will still be a nearly three-month delay in MST receiving these funds from the federal government while paperwork is processed through the FTA regional office in San Francisco as well as through FTA Headquarters and the US Department of Labor in Washington, DC.

Given this continued funding uncertainty, good business practices would indicate that MST should continue to have available this \$1 million line of credit to meet ongoing cash flow needs throughout the year. As such, staff is recommending that your Board approve a renewal of the \$1 million line of credit with Rabobank for a term of April 1, 2014, through March 31, 2015, to ensure that bi-weekly payroll continues to be met and essential bills are paid. Terms for this line of credit are similar to those of the previous line of credit and are detailed in the attached letter.

ATTACHMENT: Rabobank Line of Credit Expression of Interest Letter - 1/10/14

PREPARED BY:  HUNTER HARVATH  
HUNTER HARVATH

REVIEWED BY:  CARL G. SEDORYK  
CARL G. SEDORYK

**Rabobank, N.A.**



ATTACHMENT # 1

January 10, 2014

**Rabobank**

Monterey Salinas Transit  
Hunter Harvath  
One Ryan Ranch  
Monterey, Ca. 93940

Address Post Office Box 450  
Salinas, CA 93902

Dear Hunter:

Rabobank, N.A. ("Bank"), is pleased to present Monterey Salinas Transit ("Borrower") with an Expression of Interest Letter for the renewal of the existing Revolving Line of Credit as outlined below.

The terms and conditions set forth in this letter are for your consideration. The decision by the Bank to extend credit to the Company is contingent on no adverse change in the condition of the Company, RNA final credit approval and the execution of final documentation in form and substance satisfactory to the Bank, among other conditions.

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**Terms:**

<b>Borrower(s):</b>	Monterey-Salinas Transit District
<b>Loan Purpose:</b>	Provide Support of Working Capital
<b>Loan Type:</b>	Revolving Line of Credit
<b>Loan Amount:</b>	\$1,000,000 One Million Dollars
<b>Term:</b>	Maturity 3-31-15
<b>Collateral:</b>	UCC-1 – All Business Assets
<b>Interest Rate:</b>	<u>Variable Rate:</u> Rabobank Prime +/- 0.0% adjustable monthly. Floor of 4.25%.
<b>Payment:</b>	Interest due Monthly – Outstanding Balance plus accrued interest due in Full at Maturity
<b>Computations:</b>	All interest rate and fee computations shall be based upon a 360-day year and the actual days elapsed.
<b>Pre-Payment:</b>	None
<b>Loan Fee:</b>	\$500.00
<b>Other Fee(s):</b>	All applicable fees including but not limited to the collateral audit, legal and other out of pocket expenses are the responsibility of the Borrower(s).

**Reporting Requirement(s):**

**Reporting Requirement(s):**

**Borrower:** Annual Statements of Borrower – As soon as available, but in no event later than 210 days after the end of the fiscal year. Statements are to be CPA audited.

Interim Statements of Borrower - As soon as available, but in no event later than 60 days after the end of each fiscal half-year period and fiscal year end. Profit and Loss Statements in a form acceptable to the Bank.

**Covenant(s) / Condition(s):**

**Borrower:** Maintain a Current Ratio in excess of **1.25:1:00**. Requirement to be measured annually beginning June 30, 2012 FYE. Current Ratio calculated by dividing the Total Current Assets by Total Current Liabilities.

Maintain a Debt to tangible Net Worth not in excess of **.50 to 1.0**. Requirement to be measured annually, beginning FYE June 30, 2013. Debt to Tangible Net Worth calculated by dividing Total Liabilities by Tangible Net Worth.

Out of Debt Period – Maintain a period of **30 consecutive days** out of debt annually beginning April 30, 2014.

A Rabobank N.A. deposit relationship is required throughout the life of the loan, if approved.

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This expression of interest letter including the terms and conditions are not to be released to or discussed with any third party without the prior written consent of Rabobank. All figures, terms, and conditions may be subject to change or withdrawal at any time.

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Rabobank is pleased to have been given the opportunity to assist Monterey-Salinas Transit in connection with this important financing. I will call you when the documentation is ready.

Very truly yours,

RABOBANK N.A.  
Middle Market Division

By:   
Valerie Schlothauer  
Vice President/Senior Relationship Manager

:

To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Receive Results of Likely Voter Survey and Provide Direction

**RECOMMENDATION:**

Receive results of Likely Voter Survey and provide further direction and budget authority as necessary.

**FISCAL IMPACT:**

The Board may provide direction for staff to pursue the following activities for which staff has provided estimated costs:

- Procure consulting services for program of public information and outreach and ballot measure development (\$40,000)
- Produce and distribute informational mailings (\$50,000)
- Develop stand-alone website (\$10,000)

Funding for these activities are included in the approved FY 2014 budget.

**POLICY IMPLICATIONS:**

Your Board approves procurement of services in excess of \$25,000.

**DISCUSSION:**

In March of 2013, your board directed staff to begin activities to initiate an 1/8<sup>th</sup> cent sales tax initiative for the November 2014 General Election ballot to support transit and mobility services for seniors, disabled individuals, jobs access for low income residents, and capital infrastructure investments. At that time, the Board further directed staff to keep the Transportation Agency of Monterey County (TAMC) staff and board informed of related activities through joint meetings of the MST Finance Committee and the TAMC Executive Committee.

Staff retained the services of TBWB Strategies and Tulchin Research to develop survey materials to test voter support for such a measure. During the month of December 2013, 700 likely voters in Monterey County were surveyed in order to assess their support for a possible November 2014 revenue measure to fund Monterey Salinas Transit services. Draft results of the survey were shared with the MST Finance

Committee and the TAMC Executive Committee at their meeting of January 13, 2014. The MST Finance Committee recommends that the MST Board authorize staff to move forward with "Step 1" as outlined in the presentation and recommended by the staff of TBWB Strategies and Tulchin Research to include developing public information messages and materials, directly engaging internal and external stakeholders and community leaders, and drafting an expenditure plan.

At your January 27, 2014, meeting the Board will receive a final report on the initial survey and staff will seek further direction from your Board regarding whether to develop a final ballot measure and place the measure on the November 2014 ballot and possible next steps. Depending on the direction your Board provides, staff may seek additional budget authority to implement activities approved by your Board which may include developing public information, community engagement and other related activities.

Prepared by: 



To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – November, 2013

Attached are a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for November 2014 (Attachments 1 – 4).

Your board has requested to be provided with additional information regarding the resolution of items brought to your attention by members of the public and I will be using this report from now to provide this information. At your December 10, 2014, meeting comments were made regarding restroom availability at the Salinas Transit Center (STC). Staff has extended public restroom access at the center until 10:00pm weeknights. MST currently lacks budget capacity to extend the hours of security services that is recommended to remain in place while restrooms are open to the public. Staff was unsuccessful in identifying other public restroom locations open to the during late night hours and continues to research other restroom options for the STC. Staff continues to investigate the cost and feasibility of adding restrooms on new commuter-style buses and will provide an update to your Board at its meeting of March 3, 2014.

Additional comments were made regarding the degradation of quality of services provided by MST's contractor MV Transit, Inc. (MVTI). Staff investigations revealed that MVTI's Monterey County operation has experienced a high amount of management turnover in recent months which has led to a lack of supervision and oversight. MST staff is working together with MVTI senior management has placed temporary management in place while a new senior management team was recruited. I am pleased to report that new managers have been recruited and hired and will be in place by the end of January 2014. MST staff will continue to monitor service quality to ensure the new management team produces the required results for our customers. Board member comments included concerns about access to public transit within the rural community of San Lucas. MST staff is coordinating a meeting with TAMC staff and members of the San Lucas community to discuss unmet transit needs in the area and strategies to address the demand that exists for transit services.

On November 13 I participated as speaker on the Leadership Monterey Peninsula Regional Issues panel on Transportation. From November 17 through 19, I traveled to San Diego to attend the Self Help Counties Coalition's 2013 Focus on the Future Conference. While at the conference, I attended several sessions highlighting projects, programs and initiatives being undertaken by those California counties with local sales taxes for transportation.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Department Report - November 2013

Attachment #3 – Facilities & Maintenance Department Report - November 2013

Attachment #4 – Administration Department Report - November 2013

Attachment #5 – Disbursement Journal November 2013

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: 

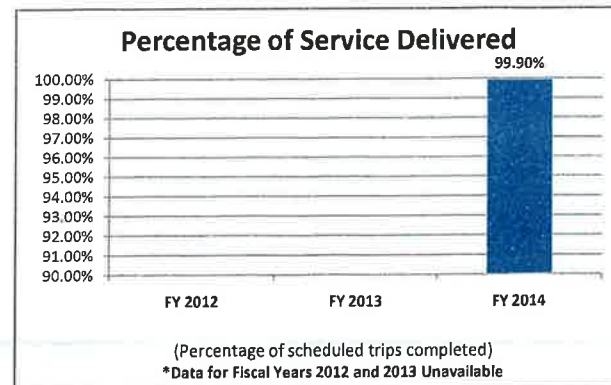
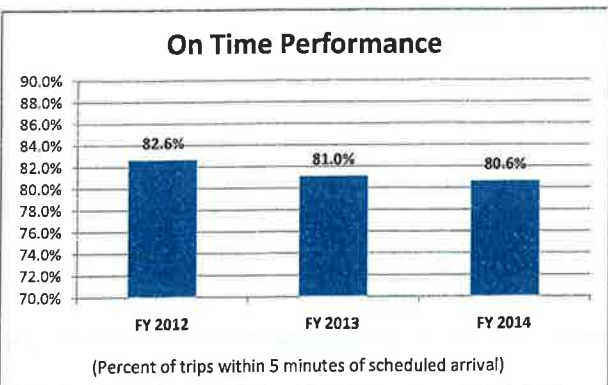
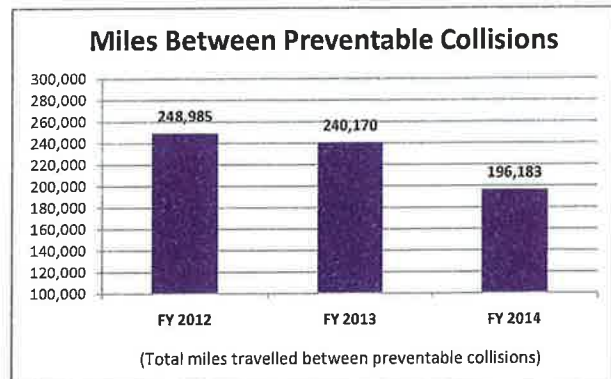
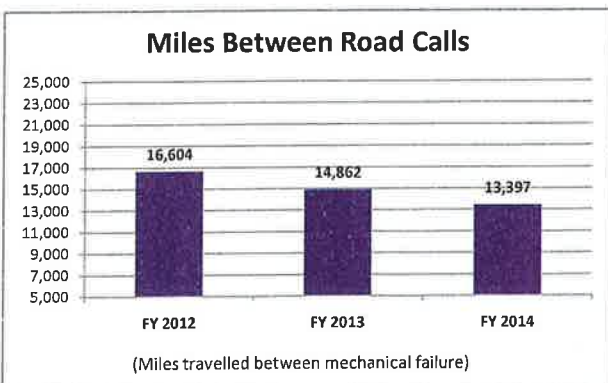
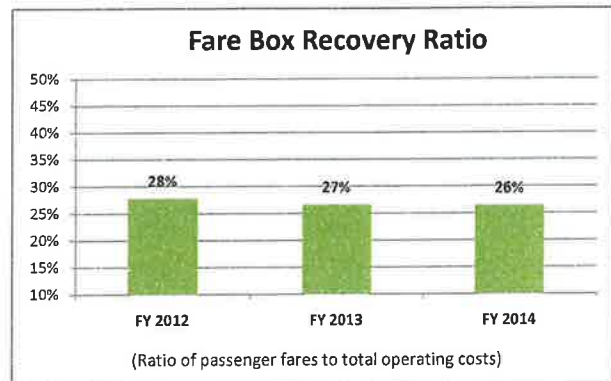
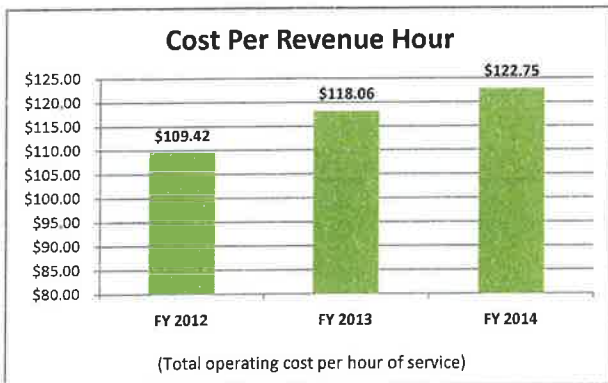
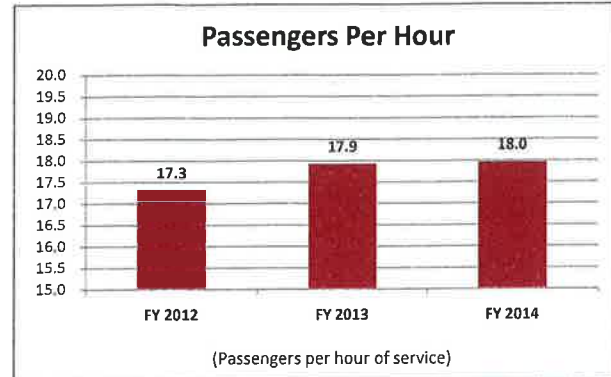
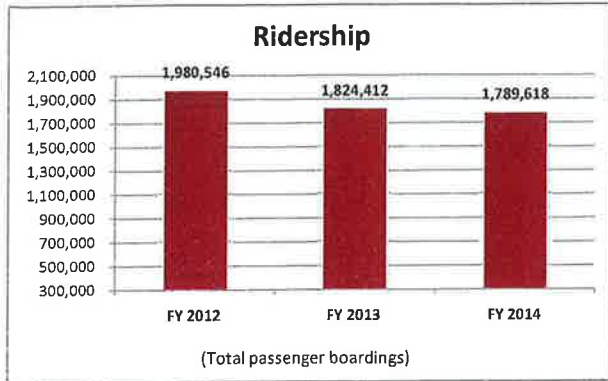
# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### July through November

### Fiscal Years 2012-2014

ATTACHMENT # 1

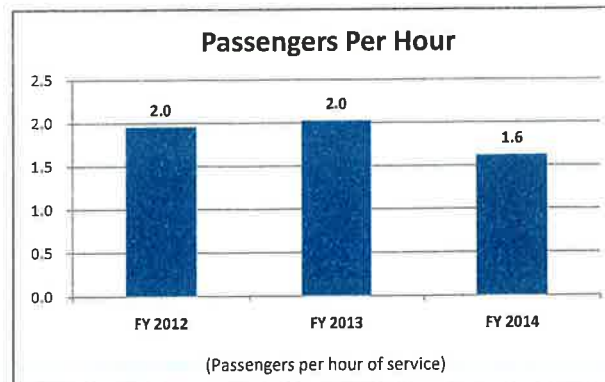
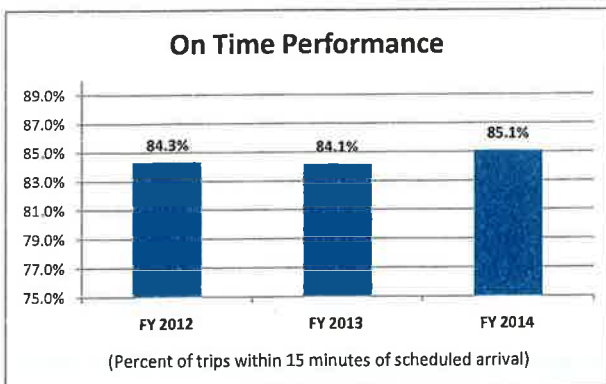
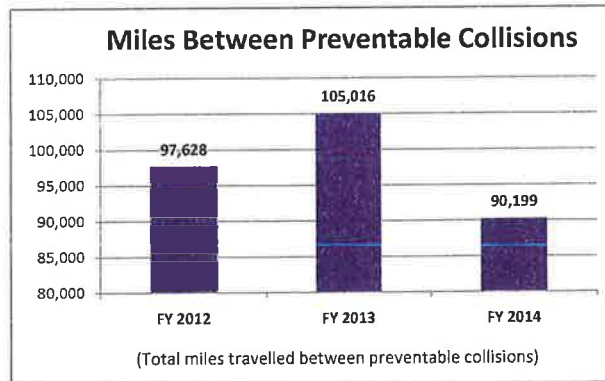
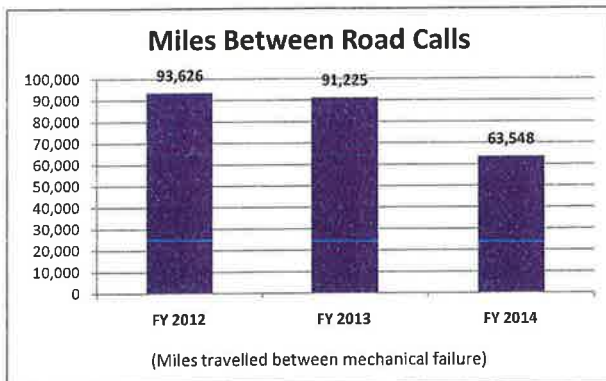
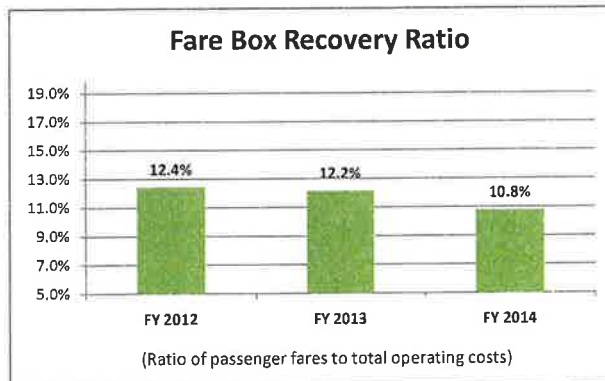
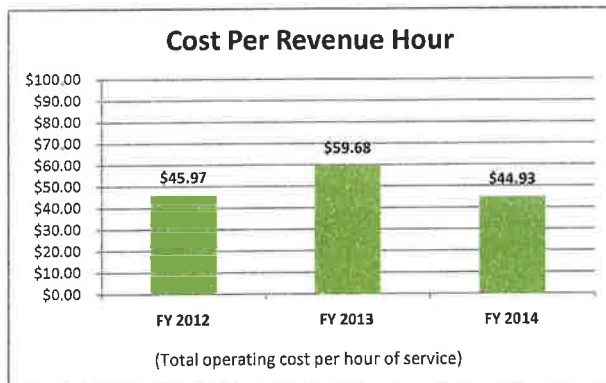
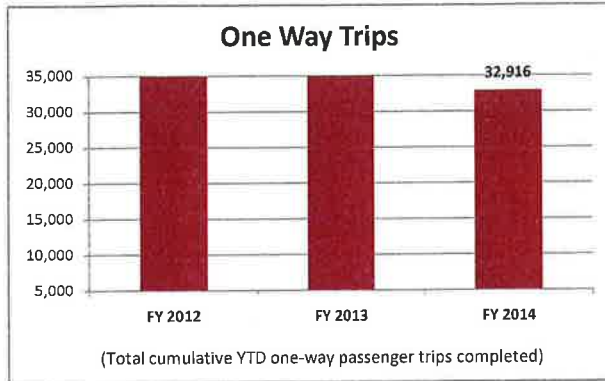
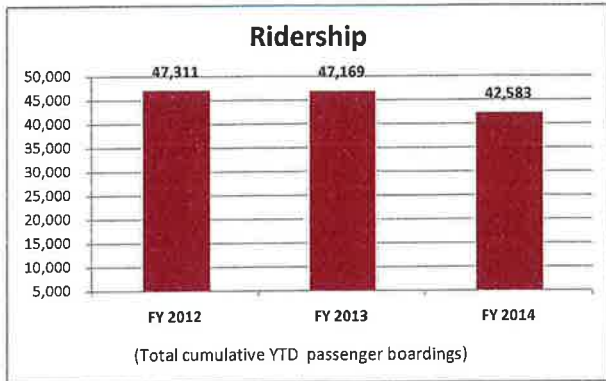


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### July through November

### Fiscal Years 2012-2014



## ATTACHMENT 2

January 15, 2014

To: Mike Hernandez, Assistant General Manager / C.O.O.  
From: Robert Weber, Director of Transportation Services  
Cc: MST Board of Directors  
Subject: **Transportation Department Monthly Report – November 2013**

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

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

Preliminary boarding statistics indicate that ridership decreased by only 0.66% in November 2013, (300,285), as compared to November 2012, (302,289). Fiscal year-to date, this represents a 1.94% decrease in passenger boardings from last fiscal year.

Productivity increased from 15.9 passengers per hour (November 2012), to 16.2 PPH in November of this year.

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

**Nov 11:** MST provided special service transporting 115 Army personnel from the Presidio of Monterey to the Veteran's Day Parade in downtown Salinas.

**Nov 16:** MST provided special service transporting 399 passengers from CSUMB to various destinations throughout MST's service area during CSUMB's "Investiture Day" celebration.

**Nov 30:** MST provided special services transporting 131 passengers from Greenfield to the Monterey Bay Aquarium for its "Free to Learn" project.

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

- Ridership: 346,704
- Vehicle Revenue Hours: 18, 517
- Vehicle Revenue Miles: 307,414
- System Productivity: 16.2 Passengers Per Vehicle Revenue Hour
- One-Way Trips Deployed: 25,978

**Time Point Adherence:** Of 101,117 total time-point crossings sampled for the month of November, the TransitMaster™ system recorded 19,571 delayed arrivals to MST's published time-points system-wide. This denotes that **80.65%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~~ On Time Compliance Chart FY 2014.*)

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.

**Trips With 10 or More Standees:** There were forty six (46) reported trips with 10 or more standees for the month of November. (*See Operations Summary report for further information*)

**Cancelled Trips:** As listed below, there were a total of fourteen (14) cancelled trips for the month of November for both directly operated and contracted services.

<b>Total One - Way Trips Deployed November: 25,978</b>			
<b>Reason</b>	<b>MST</b>	<b>MV Transportation</b>	<b>% Of All Missed</b>
Mechanical	3	0	64.29%
Traffic	9	0	21.43%
Staffing Shortage	2	0	14.29%
<b>Totals</b>	<b>14</b>	<b>0</b>	<b>100.00%</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 2012 and 2013:

<b>Occurrence Type</b>	<b>November-12</b>	<b>November-13</b>
Collision: MST Involved	8	2
Medical Emergency	4	4
Object Hits Coach	0	0
Passenger Conflict	10	3
Passenger Fall	3	2
Passenger Injury	0	0
Employee Injury	0	0
Other	1	1
Near Miss	0	0
Unreported Damage	1	0
Fuel / fluid Spill	3	1
<b>Total Occurrences</b>	<b>30</b>	<b>13</b>

### **CONTRACTED SERVICES:**

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

Preliminary boarding statistics for the MST RIDES program reflect that for the month of November there were 7,984 passenger boardings. This denotes a 9.45% decrease in passenger boardings from November of 2012, (8,817). For Fiscal year 2014, this represents a 9.72% decrease in passenger boardings from the previous fiscal year.

- For the month of November, 86.27 % of all scheduled trips for the MST RIDES Program

arrived on time, increasing from 84.11 % in November of 2012. (See *MST RIDES -- On Time Compliance Chart FY 2014.*)

- Productivity for November of this year was at 1.82 passengers per hour, decreasing slightly from 1.87 in November of 2012.

#### **COMMUNICATIONS CENTER:**

In November, the Communications Center summoned public safety agencies on *ten* (10) 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	5
Emergency Medical Services	Medical Emergency	5

Robert Weber

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### ATTACHMENT 3

January 3, 2014

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance Report for November 2013

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

#### Fuel Prices:

<b>FY14 Budget:</b> <b>Diesel: \$3.60</b> <b>Gas: \$3.90</b>	<b>November</b> <b>Fuel</b> <b>Average</b>	<b>Fuel</b> <b>Average:</b> <b>FY2014</b>
<b>Diesel:</b>	<b>\$3.36</b>	<b>\$3.41</b>
<b>Gasoline:</b>	<b>\$3.26</b>	<b>\$3.53</b>

#### Fleet Status:

<b>Operating Cost Per Mile:</b>		<b>Road Call Rate Goal:</b> <b>7,000 Miles</b>	<b>Miles</b> <b>Between</b> <b>Road Calls:</b>
<b>November 2013:</b>	<b>\$1.23</b>	<b>November 2013:</b>	<b>11,139</b>
<b>FY2014 - Year To Date:</b>	<b>\$1.22</b>	<b>FY2014 - Year to Date:</b>	<b>13,397</b>
<b>FY2013:</b>	<b>\$1.17</b>	<b>FY2013 YTD</b> <b>Comparison:</b>	<b>15,484</b>

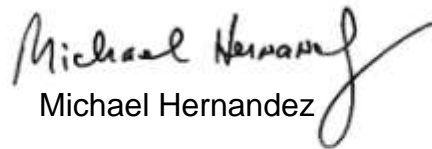
#### Department Activities/Comments:

There were 25 road calls in November, of which 22 were categorized as "major mechanical" and 3 were related to minor mechanical and/or non-mechanical issues. The highest single road call categories were for electrical (8) and exhaust system (6) issues. These two categories continue to be the highest cause for road calls and are attributed to fleet age.

The fleet operating cost in November increased slightly to \$1.23 per mile due to the replacement of several major components, including a turbo, air compressors and other high cost components. The cost of these components is also reflected in the

higher operating cost per mile for the model year 2002 commuter series (1801-1804), which was \$1.53 per mile. MST's commuter coach 2101 was out of service due to various issues linked to updating and troubling shooting electronic engine codes and the climate control system (repaired in December).

Facility repairs at TDA included restroom plumbing repairs and troubleshooting water leakage with the fire suppression system. On November 21, the Bus Stop Shop in downtown Monterey was vacated for approximately 3 weeks for repairs after a major plumbing leak from the restaurant above the office.

  
Michael Hernandez

## ATTACHMENT 4

Date: January 27, 2014

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager – Finance & Administration; 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 2013

The following significant events occurred in Administration work groups for the month of November 2013:

### Human Resources

A total employment level for November 2013 is summarized as follows:

<b>Positions</b>	<b>Budget FY14</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators / Trainees	128	125	-3
C/O on Long Term Leave *	3	0	-3
Coach Operators Limited Duty	2	0	-2
Operations Staff	26	24	-2
Maintenance & Facilities	43	40	-3
Administration (Interns 2 PT)	26	24	-2
<b>Total</b>	<b>228</b>	<b>213</b>	<b>-15</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>August Worker's Compensation Costs</i></b>	
<i>Indemnity (paid to employees)</i>	<b>\$13,187.36</b>
<i>Other (includes Legal)</i>	<b>\$12,247.91</b>
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	<b>\$8,078.14</b>
<i>TPA Administration Fee</i>	<b>\$5,000.00</b>
<i>Excess Insurance</i>	<b>\$7,341.08</b>
<b><i>Total Expenses</i></b>	<b><i>\$45,854.49</i></b>
<b><i>Reserves</i></b>	<b><i>\$1,116,873.15</i></b>
<b><i>Excess Reserved</i></b>	<b><i>(\$201,717.48)</i></b>
<i># Ending Open Claims</i>	<b>45</b>

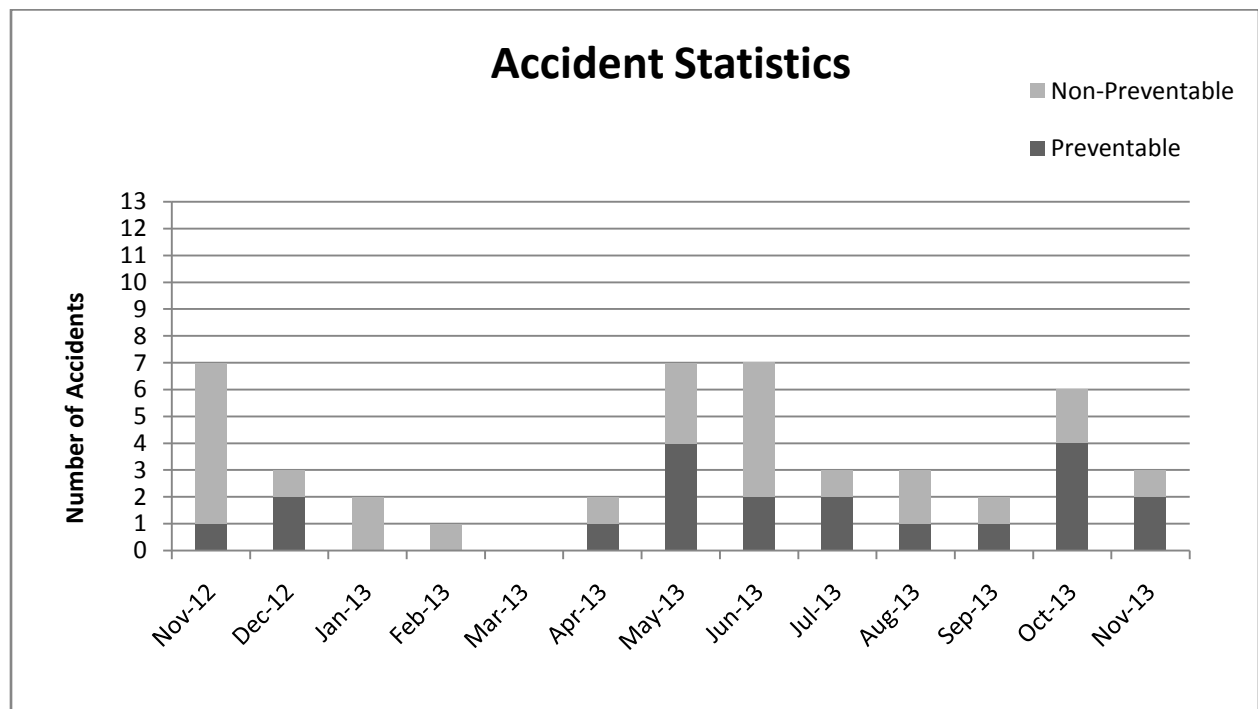
## Training

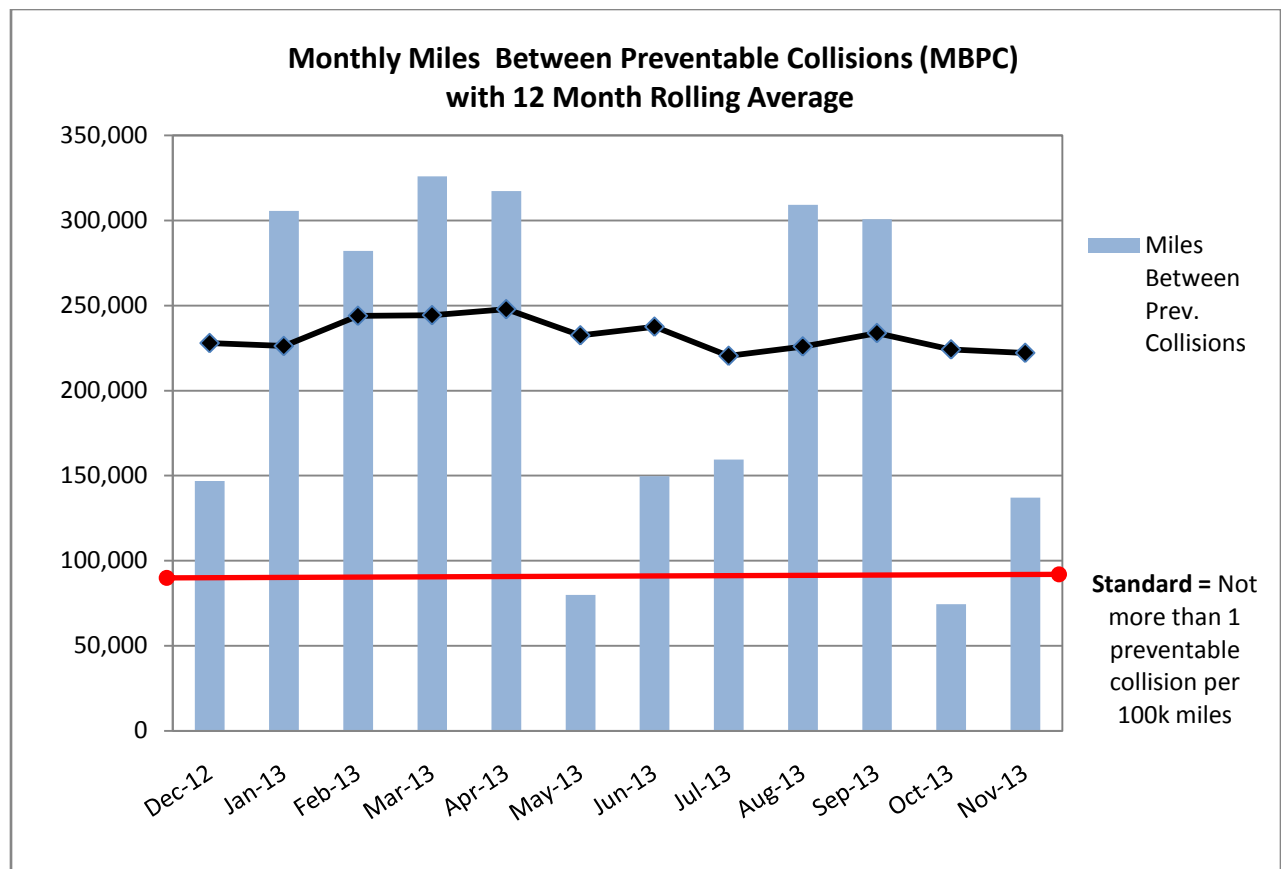
Description	Attendees
Annual VTT Training	15
Line Instructor Training	0

## Risk Management Update

Description	November 2013 Preventable		November 2012 Preventable	
	Yes	No	Yes	No
Vehicle hits Bus	0	1	0	5
Bus hits Vehicle	2*	0	2	0
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>5</b>

During the month of November 2013, there were 2 preventable collisions. 1 collision was \*non chargeable with a cost of repair under \$100 dollars. The other collision occurred when a coach was attempting to make a left turn and made contact with a vehicle on the left side.





**There were no claim recoveries during this period and no claims paid.**

### **Customer Service Update**

Service Report Type	Nov '13	%	Valid	Nov '12	%
Employee Compliment	4	9.3%		2	5.9%
Service Compliment	0	0.0%		0	0.0%
Improper Driving	7	16.3%	1	6	17.7%
Improper Employee Conduct	2	4.7%	1	3	8.8%
Late Arrival	1	2.3%		0	0.0%
Passed By	3	7.0%	1	1	2.9%
No Show	3	7.0%	2	2	5.9%
Request To Add Service	4	9.3%	1	1	2.9%
Early Departure	2	4.7%	1	0	0.0%
Inaccurate Public Information	0	0.0%		1	2.9%
Bus Stop Amenities	1	2.3%		1	2.9%

Passenger Injury	1	2.3%		1	2.9%
Carried by	1	2.3%	1	0	0.0%
ADA Compliance	0	0.0%		3	8.8%
Fare / Transfer Dispute	3	7.0%	1	2	5.9%
Agency Policy	3	7.0%	1	2	5.9%
Service Other	3	7.0%		5	14.7%
Discriminatory behavior by employee	0	0.0%		1	2.9%
Passenger Conduct	0	0.0%		2	5.9%
Service Schedule	1	2.3%		1	2.9%
Employee Other	4	9.3%	1	0	0.0%
	<b>43</b>	<b>100.0%</b>		<b>34</b>	<b>100.00%</b>

## Finance Update

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

Staff continues to work effectively to meet accounts payable and financial reporting deadlines. Sales and cash receipt reports were audited and reports were updated.

### **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 prepared documentation for grant reimbursements and coordinated with the Monterey Jazz Festival staff to develop grant applications to update displays at the Jazz bus shelters. Staff also participated in workshops for grants through Caltrans and the California Energy Commission (CEC), worked on the agency's annual report to National Transit Database, and prepared for the FTA Triennial Review site visit.

### **Purchasing**

During the month of November, staff worked to negotiate agreements to reduce OEM (Original Equipment Manufacturer) and MRO (Maintenance, Repair and Operation) supplies spend while balancing inventory for maximum parts coverage. Parts used on our aging fleet increased by 4.2% for the month of November over October, as more expensive components have begun to fail on high mileage buses. Significant amount of time was also expended preparing for the FTA Triennial Review site visit.

## IT Update

Staff monitored the Trapeze Group TransitMaster system software and hardware. Staff continued to monitor and configure software and hardware for the

Trapeze Enterprise Asset Management (EAM) Maintenance system. Staff continued to support and monitor the Serenic Navision Financial/Payroll system. Staff coordinated the move to the new IT server room. Staff continued to configure data for the GIRO DDAM Timekeeping system. Staff updated software on workstations. Staff monitored the functionality of the Customer Service database. Staff updated the MST web page and made the appropriate changes as required.

Staff liaised with the county of Monterey Information Technology Radio department regarding the radio configuration of the hardware sited at its Mount Toro antenna site. Staff liaised with the MST Facilities department in completing the configuration of the new computer server room and the installation of the hardware for the upgraded virtual system.

Staff worked with Maintenance Department to instal AVL equipment into new vehicles. Staff continued to support MST staff as needed, proactively ensuring MST staff was supported fully with their IT needs.

### **Marketing and Sales Update**

Published news stories include: "BRT combines with Monterey Jazz" (BusRIDE Magazine, November 2013); "Young bicyclist hurt in bus accident" (Monterey County Herald, 11/1/13); "Public transit systems partner with military bases" (Passenger Transport, 11/1/13); "Teenage victim in MST wreck prepped for surgery" (The Californian, 11/1/13); "Drunk cabbie thinks van is stolen" (Monterey County Herald, 11/12/13); "Taxi driver caught drinking and driving the disabled" (KION, 11/11/13); "Aquarium offers Monterey County residents free admission Dec. 7-15" (The Californian, 11/18/13); "Free admission set at aquarium for Monterey County residents" (The Californian, 11/19/13); "Explore the aquarium for free" (The Carmel Pine Cone, 11/22/13); "Man found dead at Salinas bus stop" (Monterey County Herald, 11/29/13).

Press releases sent include: "MST bus service on Veterans Day" (11/6/13); "MST provides limited bus service Thanksgiving Day" (11/21/13).

Marketing activities: Attended Monterey County Hospitality Association's 25<sup>th</sup> Annual Hospitality Recognition Lunch; took photos of BRT traffic signal; scheduled interviews for annual report articles; reviewed and provided feedback for Likely Voter Survey instrument; conducted aerial photo shoot of JAZZ shelter, bus, and BRT signal at Fremont & Aguajito; conducted 2013 Onboard Passenger Survey; provided second round of suggestions for mobility website; served on Monterey County Convention and Visitor's Bureau's Marketing Committee; managed MST website content, Facebook page and Twitter account; coordinated delivery of printed promotional materials.

### **Planning**

During the month of November, staff continued working with consultant Nelson-Nygaard on a project to design a system-wide route and schedule scenario in the event a significant portion of federal funding is blocked, reduced, or removed on a long-term basis. Staff continued working with the city of Monterey and our consultant team on a second phase of the agency's Bus Rapid Transit program along the Del Monte/Highway

1 corridor and participated in project meetings with representatives from cities of Seaside, Sand City and Marina as well as from the Fort Ord Reuse Authority. Staff also studied potential improvements for the routing and scheduling of the Line 24 Carmel Valley Grapevine Express in the downtown Monterey area to better facilitate on-time performance and transfers to other connecting routes. Staff worked with representatives of CSUMB to set up special transit services for its first annual Day of Community Service for students, faculty and staff, which was held on Saturday, November 16<sup>th</sup>. Staff continued working with City of Salinas to finalize new bus stop locations in the community, which were approved by the city council on November 19<sup>th</sup>.

Staff continued working with MST's military partners at the Presidio of Monterey, Naval Postgraduate School and Fort Hunter Liggett on improving transportation services to these facilities. Work focused on Naval Postgraduate School and Fort Hunter Liggett as the next sites for implementation of the automated ticket machines required to accommodate the Department of Defense's new Visa debit card-based federal transit benefit program. With military revenues substantially down due to the new VISA card system, staff also continued to work with military partners to increase program participation and revenues and to improve transit services for their employees. In addition, with the expanded federal transit benefit set to be reduced by nearly 50% on December 31, 2013, staff continued working with representatives of the Presidio of Monterey to discuss contingency plans for substantial reductions in service if Congress does not act in time to extend the transit benefit before the end of the year.

Staff conferred with representatives of the New Monterey Business Association to discuss potential ongoing promotional partnerships for the JAZZ Bus Rapid Transit line that serves their community. Staff continued participation in the City of Salinas Downtown Vibrancy project. Staff met with a consultant regarding alternative energy bus technology. Staff participated in a webinar hosted by the American Public Transportation Association (APTA) to offer comments on proposed FTA rules regarding asset management and the state of good repair of transit agency infrastructure and equipment. Staff continued working with consultants on the telephone and in-person survey projects discussing background information and potential questions to be asked of likely voters and MST passengers. Staff continued participating with local stakeholders at a meeting hosted by the Transportation Agency for Monterey County on the proposed multi-modal corridor through the former Fort Ord. And, staff continued discussions as to how to meet the mobility needs of persons with mental and physical disabilities at the new Monterey County Behavioral Health Center on the former Fort Ord.

During the month, staff traveled to San Diego to participate in the Self Help Counties' 2013 Focus on the Future Conference. In addition, staff participated in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Monterey County Hospitality Association, Monterey County Workforce Investment Board, and the Monterey Symphony.



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

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January 8, 2014

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

- Arranged and attended Congressional and agency meetings for Washington, DC, advocacy.
- Briefed MST Legislative Committee on legislative issues to assist in the drafting of proposed Federal agenda.
- Participated in MST Board meeting to advise on Federal agenda and update on legislative issues.
- Represented MST at APTA Washington Area Transit Industry Representatives task force meeting to share information and coordinate advocacy.
- Researched and analyzed transportation legislation and issues.
- Provided updates to MST on transportation and appropriations legislation.

TPW:dwg

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**To:** Board of Directors  
**From:** Carl Sedoryk, General Manager/CEO  
**Subject:** State Legislative Advocacy Update November, 2013

In November staff participated with legislative planning activities with the California Transit Association.

During the month the Transportation California and the California Alliance for Jobs jointly submitted a request for title and summary for a proposed constitutional amendment that would provide a new source of transportation funding to address the state's critical roadway and transit preservation fiscal crisis. The proposed amendment would assess an annual California Road Repair Fee on all vehicles, excluding heavy duty trucks (over 10,000 lbs.), equal to 1% of each vehicles' value to fund a new "California Road Repair Fund". Of the \$2.9 billion the act is estimated to raise on an annual basis, 10% of the revenue would go to public transit system maintenance, rehabilitation and vehicle replacement based on the current State Transit Assistance Program formula. Staff estimates that this source would generate about \$1.9 million per year in new revenue for MST. Transportation California and the Alliance for Jobs have not made a final decision to pursue such a measure in 2014 and intend to jointly take the necessary steps to make a final determination on whether the measure will have sufficient voter support to move forward in 2014.

Prepared by:  \_\_\_\_\_

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January 10, 2014

To: Carl Sedoryk

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

**Subject: TRIP REPORT – November 2013**

From November 17 through 19, I traveled to San Diego to attend the Self Help Counties Coalition's 2013 Focus on the Future Conference. While at the conference, I attended several sessions highlighting projects, programs and initiatives being undertaken by those California counties with local sales taxes for transportation. During the conference, I participated in several meetings and sessions, including the following:

- Opening Session featuring presentations by TAMC's Debbie Hale and TAMC's consultant Eileen Goodwin of Apex Strategies.
- Avoiding the Perils of Public Private Partnerships
- Trolley Renewal Tour – mobile workshop of the San Diego Trolley system and its recent renovation and ADA-access station retrofit project.
- Intelligent Transportation Systems Development

Hunter Harvath

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# MST

MONTEREY-SALINAS TRANSIT

AGENDA ITEM # 12-5

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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 San Jose • City of Seaside • City of Soledad • County of Monterey*

December 28, 2013

Mr. Carl Wulf  
6001 Glen Haven Road  
Soquel, CA 95073

Dear Carl,

Congratulations! It is my pleasure to inform you that you have been selected to receive the MST General Manager's Excellence Award for 2014. This recognition is awarded to a member of the MST management team who displays extraordinary qualities of leadership and innovation.

Carl, throughout the past year you have excelled in your role of completing the construction of our JAZZ Bus Rapid Transit Project. During the year, you oversaw the completion of the project that included street, curb, and gutter construction; the upgrade and replacement of traffic signals; ADA improvements for persons with mobility limitations; and installation of shelters, benches, and other passenger amenities including real-time passenger information displays.

Additionally, you have overseen other projects including the repair and installation of an automated security gate at the Salinas CJW Maintenance Facility, emergency replacement of the emergency power generator at the Monterey TDA Administrative Offices, and an emergency repair of severe water damage to the Monterey Mobility Management Center and Bus Stop Shop. All the while, you and your team managed the servicing of over 1,200 bus stops and the maintenance of buildings and facilities in six locations around the county.

In appreciation of your consistently high standards of performance, it is my pleasure to invite you and your family or friends to attend the next meeting of the Board of Directors of Monterey-Salinas Transit. The meeting is scheduled for Monday, January 27th at 9:00 a.m. in the Monterey Bay Unified Air Pollution Control District Board Room, 3<sup>rd</sup> Floor, at 24580 Silver Cloud Ct., Monterey. At this meeting, you will be formally recognized as MST's recipient of the General Manager's Excellence Award for 2014.

Sincerely,



Carl G. Sedoryk  
General Manager/CEO

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LEADERSHIP  
MONTEREY  
PENINSULA *Creating Community Excellence*

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Dennis Riley  
Elliott Robinson  
Joanne Webster  
Mitchel Winick

**Staff**

Karen Csejtey  
*Executive Director*

Jessica Mayer  
*Administrative Director*

December 4, 2013

Carl Sedoryk, GM  
Monterey-Salinas Transit  
One Ryan Ranch Road  
Monterey, CA 93940

Dear Carl:

On behalf of everyone at Leadership Monterey Peninsula, especially our class members, we would like to thank you for your wonderful presentation as part of our transportation panel for our Regional Challenges Class Day on November 13, 2013.

Here is what some of the class members had to say:

*"Good balance on the panel; very informed."*

*"I learned a lot about organizations and where we can focus efforts for change."*

*"Would have liked even more time on this subject because it is so vital to the health of the community."*

We are grateful for your participation particularly now as the program moves along for the new class. These are individuals who want to be informed and skilled in addressing the issues that affect our quality of life.

Leadership Monterey Peninsula is dedicated to building a thriving and diverse community by developing strong and effective leaders to play major roles in decision-making and problem-solving at every level. Partnering with us to help continue to make that possible is truly a gift.

Thank you again. Your support of LMP is deeply appreciated as is all your work in the community. Wishing you continued success in all your endeavors.

Happy Holidays!

Sincerely,

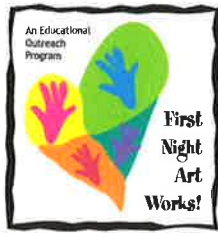
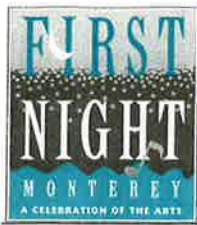
  
Karen Csejtey  
Executive Director

LMP is a Winner! Business Excellence Awards 2012  
Presented by the Monterey Peninsula Chamber of Commerce

LMP is a 501 (c) (3) nonprofit educational organization, Federal ID# 77-0343488

19 Upper Ragsdale Drive, Suite 200, PO Box 27, Monterey, CA 93942  
(831) 649-8252 ~ (831) 655-9246 fax  
info@leadershipmonterey.org ~ www.leadershipmonterey.org

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**First Night Monterey 2014--  
Celebrate Monterey!  
Community Celebration of the Arts  
21st Annual**

December 16, 2013

MST  
Ms. Zoe Shoats  
One Ryan Ranch Road, Monterey,  
CA 93940

Dear Zoe,

Thank you for the use of your sponsorship of First Night Monterey. FNM is celebrating 21st years of bringing our community an unparalleled New Year's Eve Celebration of the Arts! Due in part to your support, First Night has become a treasured tradition for thousands of families in our region, meeting the need for a safe and alcohol-free New Year's Eve celebration. Your support allows us to keep our commitment to excellence in programming, production and promotion to keep the arts accessible to all children and families.

Our outreach workshops throughout the year introduce hundreds of at-risk youths and adults to the transforming experience of the arts. This year, we produced a music and art festival in Greenfield featuring 12 performing groups, 8 art activities, 10 community service organizations and a parade!

We have included your admission buttons and hope to see you at First Night! Anything that you can do to help us promote the event is greatly appreciated! For all the latest information about FNM 2014 go to our website [www.firstnightmonterey.org](http://www.firstnightmonterey.org). Please let us know if you need additional buttons or information about FNM- look for the Official Program in the December 19, 2013 edition of the Monterey County Weekly or on our website!

Thank you for your continuing support of First Night Monterey. It is greatly appreciated!

All the very best in 2014!

Ellen Martin  
Executive Director

[www.firstnightmonterey.org](http://www.firstnightmonterey.org)

Find us on Facebook and Twitter  
First Night Monterey first nighter

Thank You Happy New Year

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Regional Transportation Planning Agency • Congestion Management Planning  
Local Transportation Commission • Monterey County Service Authority for Freeways & Expressways

January 10, 2014

Zoe Shoats  
Marketing Manager  
Monterey-Salinas Transit  
One Ryan Ranch Road  
Monterey, CA 93940

Subject: Transportation Excellence Awards Ceremony

Dear <sup>Zoe</sup> Ms. Shoats:

Congratulations! The Transportation Agency for Monterey County would like to present Monterey-Salinas Transit a Transportation Excellence Award for its outstanding contribution to improving transportation in Monterey County, specifically for the JAZZ Bus Rapid Transit Line.

The ceremony will take place on January 22, 2014 at 9:30 a.m. during the regularly scheduled Transportation Agency for Monterey County Board Meeting. The meeting will be held at the Agricultural Center Conference Room, 1428 Abbott Street in Salinas.

Feel free to invite guests to be present at the ceremony. There will be light refreshments provided for those in attendance.

Please RSVP via email to [grant@tamcmonterey.org](mailto:grant@tamcmonterey.org) or give Grant Leonard a call at 831-775-4402 by Thursday, January 16, 2013. Be sure to include the number of guests you are bringing.

Congratulations again!

Sincerely,

  
Debra L. Hale  
Executive Director

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Sharon Hack  
271 River Run Circle  
Sacramento, CA 95833  
916-564-3525

RECEIVED  
DEC 11 2013  
MONTEREY-SALINAS TRANSIT

December 7, 2013

Board of Directors  
Monterey Salinas Transit  
One Ryan Ranch Road  
Monterey, CA 93940

Dear Members of the Board,

Season's Greetings to you all and thank you for serving our community!

I'm writing to ask that you adjust the schedule of the San Jose Express to be more useful to us here in Monterey County.

Currently, the bus services both Gilroy and Morgan Hill, but there aren't many riders at those stops. I haven't seen one person board at either location. Perhaps these stops could be consolidated into just the Gilroy stop. The Gilroy stop is also used by CalTrain, so Morgan Hill riders could take CalTrain to Gilroy.

This bus is important to riders using it to go to school at San Jose State and coming home to see families from either Amtrak or the San Jose Airport. Currently it is the only option. If the schedule could be adjusted to be less time consuming, it would attract more riders. Also this bus doesn't connect well with the Watsonville via Prunedale bus that takes people to Salinas. If the Morgan Hill stop was dropped, that might be an easier connection.

I continue to believe that MST is a great solution to the impact of tourists' cars on the weekends and the parking problem that comes along with it. This is another part of that solution as well. The South Bay is a great source of your tourist economy.

Thank you for considering my views.

Sincerely yours,

  
Sharon E. Hack

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