



Board of Directors Regular Meeting and Strategic Planning Workshop January 8, 2018

Frank J. Lichtanski Administrative Building
Board Room, First Floor
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

10:00 a.m.

TRANSPORTATION: Ride Line 8 from Monterey Transit Plaza (Munras Gate) at 9:15 a.m. or Sand City Station at 9:30 a.m. Request a taxi voucher from MST Customer Service at the board meeting for your return trip or a trip to the destination of your choice up to \$17.00.

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

- 3-1. SB1 State Transit Assistance/ State of Good Repair Grant.
(Michelle Overmeyer) (pg. 5)
- 3-2. Claim rejection- GEICO-New Flyer Bus. (Ben Newman) (pg. 11)

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

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

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- 3-3. Claim rejection-Grillo. (Ben Newman) (pg. 13)
- 3-4. Approve revised 2018 Board Meeting Calendar. (Jeanette Alegar-Rocha) (pg. 15)
- 3-5. Award Contract to Xybix for Special Furniture for Communications Center. (Sandra Amorim) (pg. 19)
- 3-6. Award Contract to Peninsula Furniture to furnish TDA Facility. (Sandra Amorim) (pg. 21)

4. ACTION ITEMS

- 4-1. Conduct Strategic Planning Workshop. (Carl Sedoryk) (pg. 23)

5. CLOSED SESSION

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

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

- 5-1. Approve Extension of General Manager/CEO Contract. (Kelly Halcon) (Enclosure)

6. RETURN TO OPEN SESSION

- 6-1. Report on Closed Session and possible action.

7. COMMENTS BY BOARD MEMBERS

- 7-1. Board member Comments and Announcements.
- 7-2. Board member Referrals for future agendas.

8. ADJOURN

NEXT MEETING DATE: February 5, 2018
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor

10:00 a.m.

NEXT AGENDA DEADLINE: January 23, 2018

**Dates and times are subject to change.*

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

Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration Building at 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 during normal business hours.

Upon request, Monterey-Salinas Transit will provide written materials in appropriate alternative formats, including disability-related modifications or accommodations, auxiliary aids, or services to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, description of the requested materials, and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org.



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To: Board of Directors
From: Michelle Overmeyer, Grants Analyst
Subject: SB1 State Transit Assistance/ State of Good Repair Grant

RECOMMENDATIONS:

1. Approve Resolution 2018-11 approving the MST Bus Procurement Project and authorizing the General Manager/CEO to execute grant documents for State Transit Assistance/ State of Good Repair funds
2. Approve Resolution 2018-12 authorizing the execution of program Certifications and Assurances

FISCAL IMPACT:

Up to \$772,263 in Senate Bill 1 State Transit Assistance/ State of Good Repair funds would be used to help fund a future bus procurement.

POLICY IMPLICATIONS:

The terms of the California Department of Transportation (Caltrans) State of Good Repair Program require that your Board authorize the General Manager/CEO, or designee, to enter into contract with Caltrans.

DISCUSSION:

On April 28, 2017 Governor Brown signed Senate Bill 1 (SB1) (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. SB1 will provide over \$50 billion in new transportation funding over the next decade to repair highways, bridges and local roads, to make strategic investments in congested commute and freight corridors, and to improve transit service. MST is eligible to receive a substantial amount of funding through the SB1 funded programs.

The State of Good Repair (SGR) Program will be funded under SB1 and will provide approximately \$105 million annually to transit operators in California for eligible maintenance, rehabilitation, and capital projects. The SGR Program is funded under a portion of the new Transportation Improvement Fee on vehicle registrations due on or after January 1, 2018. The SGR Program investments will lead to cleaner transit vehicle fleets, increased reliability and safety, and reduced greenhouse gas emissions and other pollutants.

MST is scheduled to receive \$772,263 in Fiscal Year 2018 SGR Program funds. Staff recommends programming these funds to support a future bus procurement that would replace old diesel buses that have met their useful lives. To receive these grant funds your Board must approve the attached resolutions, which approve the project and authorize the execution of program certifications and assurances.


Attachments: Resolution 2018-11
Resolution 2018-12

PREPARED BY



Michelle Overmeyer

REVIEWED BY



Carl G. Sedoryk

**RESOLUTION 2018-11
RESOLUTION AUTHORIZING THE GENERAL
MANAGER/ CHIEF OPERATING OFFICER TO EXECUTE
AGREEMENTS WITH THE CALIFORNIA DEPARTMENT
OF TRANSPORTATION FOR THE STATE TRANSIT
ASSISTANCE STATE OF GOOD REPAIR PROGRAM FOR
MST BUS PROCUREMENT**

WHEREAS, Monterey- Salinas Transit (MST) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, Monterey-Salinas Transit would use the Fiscal Year 2018 State Transit Assistant State of Good Repair grant to help fund a bus procurement; and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute the grant agreement and any amendments thereto;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit, authorize the General Manager/CEO, or designee, to execute all grant documents and any amendments thereto with the California Department of Transportation.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2018-11 this 8th day of January 2018.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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**RESOLUTION 2018-12
AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR
PROGRAM**

WHEREAS, Monterey- Salinas Transit (MST) is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

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

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MST that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2018-12 this 8th day of January 2018.

Tony Barrera
Chairman

Carl G. Sedoryk
Secretary

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

RATIFY STAFF REJECTION:

MST rejected a claim by the claimant below.

FISCAL IMPACT:

\$ 3,455.36

POLICY IMPLICATIONS:

None.

DISCUSSION:

On December 4, 2017 a claim was received from Geico Insurance regarding an accident that occurred on July 7, 2017 involving a 2004 New Flyer Bus in Santa Monica, CA.

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

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: Ben Newman, Risk Manager
Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

\$10,000

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on December 18, 2017 from Ms Gloria Grillo regarding an alleged braking incident on an MST bus causing her to fall. The claim alleges Ms. Grillo is having back pain and knee pain.

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: Jeanette Alegar-Rocha, Executive Assistant/Clerk to the Board
Subject: Revised 2018 Board Calendar and Conference Schedule

RECOMMENDATION:

Receive Revised 2018 MST Board Calendar and Conference Schedule with updated November 2018 board meeting date.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

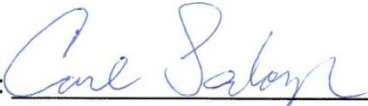
Article V(a) of the MST Bylaws state that "Regular meetings of the Board shall be held the second Monday of each month throughout the year commencing at the hour of 10:00am in the Monterey-Salinas Transit, Thomas D. Albert Division Conference Room at One Ryan Ranch Road, Monterey, California 93940. Regular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

DISCUSSION:

This year more detail has been provided on MST Conferences, delineating which meetings are attended by MST staff and board members or MST staff only. The regularly scheduled annual meeting of the RTA Board is also included in the calendar for the convenience of those board members who serve on the RTA. All board meetings have been scheduled to accommodate holidays and conferences attended by MST staff and/or board members. Effective July 2016, MST Board and Committee meetings are held at 19 Upper Ragsdale Drive, Suite 100, Monterey, CA 93940 unless otherwise noted.

Attachment 1: Revised Calendar Year 2018 Board Calendar and Conference Schedule

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl Sedoryk, GM Manager/CEO

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2018 MST Board Meeting Schedule

January 8	MST BOARD MEETING
February 5	MST BOARD MEETING
<i>February 10-12</i>	<i>APTA Transit CEO Seminar, Miami, FL</i>
March 12	MST BOARD MEETING
<i>March 18 – 20</i>	<i>APTA Legislative Conference, Washington, DC</i>
April 9	MST BOARD MEETING
<i>April 9 – 11</i>	<i>APTA Fare Collection & Revenue Management Summit and TransTech Conference, Jacksonville, FL</i>
<i>May 6 – 9</i>	<i>APTA Bus & Paratransit Conference, Tampa, FL</i>
May 14	MST BOARD MEETING
May 23	CTA Spring Legislative Conference, Sacramento, CA
June 11	MST BOARD MEETING
July 9	MST BOARD MEETING
<i>TBD</i>	<i>APTA Transit Board Members Seminar, TBD</i>
August 13	MST BOARD MEETING
September 10	MST BOARD MEETING
<i>September 23-26</i>	<i>APTA Annual Meeting, Nashville, TN</i>
October 8	MST BOARD MEETING
<i>October 24 -- 26</i>	<i>CTA Fall Conference & EXPO, Long Beach, CA</i>
November 5	MST BOARD MEETING
December 10	MST BOARD MEETING

2018 MST Conference Schedule

<i>February 10-12</i>	<i>APTA Transit CEO Seminar, Miami, FL**</i>
<i>March 18 – 20</i>	<i>APTA Legislative Conference, Washington, DC*</i>
<i>May 6 – 9</i>	<i>APTA Bus & Paratransit Conference, Tampa, FL**</i>
<i>May 23</i>	<i>CTA Spring Legislative Conference, Sacramento, CA**</i>
<i>September 23 -- 26</i>	<i>APTA Annual Meeting, Nashville, TN*</i>
<i>October 24 -- 26</i>	<i>CTA Fall Conference & EXPO, Long Beach, CA*</i>

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

2018 RTA Board Meeting Schedule

July 23	RTA BOARD MEETING
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To: Board of Directors
From: Sandra Amorim, Purchasing Manager
Subject: Award contract to Xybix Systems for specialized furniture

RECOMMENDATIONS:

Authorize the award to Xybix Systems for the furniture necessary to furnish MST's critical communication center.

FISCAL IMPACT:

The cost is \$42,608.15 Funding is available in the FY 2018 Capital budget.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

MST is nearing completion of its overhaul, remodeling, and addition to the Monterey Bay Operations and Maintenance Facility which is scheduled to be completed by March 2018. Therefore, there is a need to furnish MST's communication center which is at the heart of MST's daily operations.

Xybix Systems is a leader in providing command and control consoles for mission critical environments such as ours. Therefore, MST identified Xybix Systems as having a highly desirable product that best suited MST's operational needs.

MST will purchase through the National Association of State Procurement Officials (NASPO) There are many benefits to cooperative contacting. MST is able to leverage our spending through a single solicitation that was managed by NASPO and obtains best value pricing and superior contract terms.

The staff recommendation is to award a contract to Xybix Systems for the design, delivery, and installation of command and control consoles for MST's newly remodeled and expanded communication center.

PREPARED BY:  REVIEWED BY: 
Sandra Amorim Carl G. Sedoryk

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To: Board of Directors
From: Sandra Amorim, Purchasing Manager
Subject: Award a contract for furniture for the Monterey Bay Operations and Maintenance Facility

RECOMMENDATIONS:

Authorize the award to Peninsula Business Interiors for the furniture necessary to furnish interior offices, break rooms and training room.

FISCAL IMPACT:

The cost is \$194,073. Funding is available in the FY 2018 Capital budget.

POLICY IMPLICATIONS:

Your Board approves purchases over \$25,000.

DISCUSSION:

MST is nearing completion of its overhaul, remodeling, and addition to the Monterey Bay Operations and Maintenance Facility which is scheduled to be completed by March 2018. Therefore, there is a need to furnish over twenty work spaces, two break rooms, two conference rooms, a quiet room, and a training room prior to staff occupying the premises.

MST will purchase the furniture through the National Joint Powers Alliance (NJPA). NJPA's cooperative contract purchasing leverages the national purchasing power of more than 50,000 member agencies while also streamlining the required purchasing process. As a municipal national contracting agency, NJPA establishes and provides nationally leveraged and competitively solicited purchasing contracts under the guidance of the Uniform Municipal Contracting Law. Joint Powers laws enable members to legally purchase through NJPA awarded contracts.

The staff recommendation is to award a contract to Peninsula Business Interiors, for the design, delivery, and installation of furniture for MST's newly remodeled and expanded facility.

PREPARED BY: *Sandra Amorim*
Sandra Amorim

REVIEWED BY: *Carl Sedoryk*
Carl Sedoryk

**Monterey-Salinas Transit District
Strategic Planning
January 8, 2018
10:00 a.m. – 12:00 p.m.**

AGENDA

I. OVERVIEW OF THE DAY	Carl	10:00am
II. YTD Performance Update and Action Plan Updates	Carl	10:00am-10:30am
III. Department Updates	Executive Leadership Team	10:30am-11:00am
IV. Consider Revised MST Committee Structure and provide direction	Carl	11:00am-11:15am
V. Discuss role of Alternates in Closed Session and provide direction	Board	11:00am-11:15am
VI. Discuss Board Agenda Preparation Process and provide direction	Board	11:15am-11:30am
VII. Discuss Community Outreach and Advocacy and provide direction	Board	11:30am-11:45am
VIII. Discuss Board Member MST Clothing Allowance and provide direction	Board	11:45am-Noon
IX. Adjourn	Tony	Noon

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