Board of Directors Regular Meeting
July 11, 2016

Frank J. Lichtanski Administrative Building
19 Upper Ragsdale Dr., Suite 100, Monterey 93940

A Dedication Ceremony to open the new Frank J. Lichtanski Administrative Building will be held at 10:00 a.m. The MST Board meeting will begin immediately following the ceremony.

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

1. CALL TO ORDER
   1-1. Roll Call.
   1-2. Pledge of Allegiance.
   1-3. Swearing In Ceremony – Carolyn Hardy, City of Carmel-by-the-Sea
   1-4. Conduct Election of Officers. (Carl Sedoryk) (pg. 5)
   1-5. Review Highlights of the agenda. (Carl Sedoryk)

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

3-1. Adopt Resolution 2017-01 recognizing Michael Gallant, Business Development Transit Planner, as Employee of the Month for July 2016. (Lisa Rheinheimer) (pg. 7)
| 3-2. | Minutes of the regular meeting of June 13, 2016. (Deanna Smith) (pg. 9) |
| 3-3. | Minutes of the Planning/Ops Committee June 13, 2016. (Deanna Smith) (pg. 15) |
| 3-5. | Disposal of property left aboard buses. (Sonia Bannister) (pg. 27) |
| 3-6. | Adopt Resolution 2017-02 recognizing Libby Downey for her service as Chair of the Board of Monterey-Salinas Transit. (Carl Sedoryk) (pg. 29) |
| 3-7. | Adopt Resolution 2017-03 recognizing the Honorable Sam Farr as MST’s Transit Champion for 2016. (Carl Sedoryk) (pg. 31) |
| 3-8. | Authorize a contract with First Alarm Security Services. (Mark Eccles) (pg. 33) |
| 3-9. | Approve revision to Resolution 2016-31. (Michelle Overmeyer) (pg. 35) |
| 3-10. | Adopt Cash Reserves Policy. (Hunter Harvath) (pg. 39) |

End of Consent Agenda

4. **RECOGNITION AND SPECIAL PRESENTATIONS**

4-1. Resolution of Appreciation – Libby Downey, Board Chair. (Carl Sedoryk)

4-2. Employee of the Month – Michael Gallant. (Lisa Rheinheimer)

4-3. 35 Years of Service – Steven Carroll, Intermediate Mechanic. (Michael Hernandez)

4-4. Onboard Rider Survey and Community Non-rider Survey. (Zoë Shoats) (pg. 43)

4-5. Certificate of Achievement for Excellence in Financial Reporting. (Hunter Harvath)

5. **PUBLIC HEARINGS**

6. **ACTION ITEMS**

6-1. Authorize contract for funding of CSUMB Transit Services. (Hunter Harvath) (pg. 61)

6-2. Authorize purchase of MCI Coach (Michael Hernandez) (pg. 63)
6-3. Approve South County Transit Marketing Services. (Zoë Shoats) (pg. 65)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – May 2016. (pg. 67)
7-3. State Legislative Advocacy Update – June 2016. (pg. 91)
7-4. Staff Trip Reports. (pg. 95)

7-5. Correspondence.

10. BOARD REPORTS, COMMENTS, AND REFERRALS

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

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for May 2016 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

12. ADJOURN

**NEXT MEETING DATE:** September 19, 2016
19 Upper Ragsdale Road, Suite 100

**NEXT AGENDA DEADLINE:** August 29, 2016

*Dates and times are subject to change.*

Please contact MST for accurate meeting date and times or check online at http://mst.org/about-mst/board-of-directors/board-meetings/
Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Monterey-Salinas Transit Administration office, One Ryan Ranch Road, Monterey, CA, during normal business hours.

Upon request, MST will provide written agenda materials in appropriate alternative formats or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number, and a brief description of the requested materials, preferred alternative format, or auxiliary aid or service at least three days before the meeting. Requests should be sent to MST, Attn: Clerk to the Board, One Ryan Ranch Road, Monterey, CA 93940 or clerk@mst.org.
To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Report from Nominating Committee and Election of Officers

RECOMMENDATION:

1. Receive report from Nominating Committee.
2. Conduct election of officers and appoint representatives.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

The Monterey-Salinas Transit District bylaws require the Board to conduct an annual election of officers and to make required appointments.

DISCUSSION:

The Nominating Committee met on July 8, 2016, to nominate MST Directors to serve as Board Chair, Vice-Chair, and to make other staff appointments to various boards and committees. The Committee’s recommendations will be reported at the July 11, 2016 meeting of your Board.

PREPARED BY: Carl G. Sedoryk
MICHAEL GALLANT
JULY 2016
EMPLOYEE OF THE MONTH

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

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

WHEREAS, Michael Gallant began his career with Monterey-Salinas Transit District in April of 2007. As the Business Development Transit Planner, he has developed and maintained partnerships with the Presidio of Monterey, Naval Post Graduate School, and Fort Hunter Liggett; and

WHEREAS, Michael Gallant personally oversaw the federal transit benefit program and helped with the recruiting and in-processing of new participants. This effort helped ensure the continuance of MST’s military-funded routes and prevented the loss of funds resulting from a fifty percent cut in the federal benefit program; and

WHEREAS, Michael Gallant has worked with staff from Camp Roberts to develop transit service from Templeton and Paso Robles to Camp Roberts. This new route will also connect Camp Roberts to Fort Hunter Liggett.

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Michael Gallant as Employee of the Month for July 2016; and


_______________________ _______________________
Libby Downey      Carl G. Sedoryk
Chairperson            Secretary
1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:00 a.m. and requested all present to observe a moment of silence for the victims of the recent Orlando, Florida mass shooting. Roll call was taken and the pledge of allegiance followed.

Director Santibañez arrived at 10:02 a.m.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present:    Fernando Armenta     County of Monterey
           Tony Barrera          City of Salinas
           Robert Bonincontri   City of Gonzales
           Libby Downey         City of Monterey
           Carolyn Hardy        City of Carmel-by-the-Sea
           Mike LeBarre         City of King
           Pat Lintell          City of Del Rey Oaks (alt)
           Dan Miller           City of Pacific Grove
           Frank O’Connell      City of Marina (remote call)
           David Pacheco        City of Seaside
           David Pendergrass    City of Sand City
           Leah Santibañez      City of Greenfield
           Patricia Stephens    City of Soledad

Absent:     None
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

No public comment.

3. CONSENT AGENDA

3-1. Adopt Resolution 2016-29 recognizing Michelle Overmeyer, Grants Analyst, as Employee of the Month for June 2016.

3-2. Minutes of the regular meeting of May 9, 2016.

3-3. Minutes of the Finance Committee May 9, 2016.


3-5. Disposal of property left aboard buses.

3-6. Authorize the purchase of one support truck.

3-7. Award contract to Monterey Signs and ASAP Signs for Real-Time Information bus stop signs and brackets.

3-8. Authorize the filing of documents for grant funding under the Affordable Housing and Sustainable Communities Program.

3-9. Award contract to Vavrinek, Trine, Day, and Co., LLP, for financial audit services.
3-10. Approve revised MST Board of Directors stipend policy.

Mr. Sedoryk requested that item 3-8 be pulled for discussion.

Public Comment – none.

Director Pendergrass made a motion to approve the Consent Agenda, excepting item 3-8, and was seconded by Director LeBarre. The motion passed unanimously by roll call vote.

Grants Analyst Michelle Overmeyer summarized item 3-8, in which MST will partner with the Community Housing Improvement Systems and Planning Association (CHISPA) to provide public transportation to support the project’s proposed senior housing development near the Marina Transit Exchange. Upon grant award, MST would receive $200,000 to purchase a medium bus and related equipment to provide a senior shuttle to serve seniors in Marina, which would be operated with Measure Q funds.

Public Comment – none.

Vice Chair Barrera thanked CHISPA for its exceptional work on behalf of the community.

Director Bonincontri made a motion to approve item 3-8 and was seconded by Director Pacheco. The motion passed unanimously by roll call vote.

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. June Employee of the Month – Michelle Overmeyer.

Hunter Harvath recognized Michelle Overmeyer, Grants Analyst, as the June Employee of the Month for her outstanding contribution to MST and the entire community. Mr. Sedoryk recognized Ms. Overmeyer for her exceptional work securing millions of dollars in grants for MST projects.

Dana Cleary from CHISPA stated that she has been impressed with Ms. Overmeyer’s professionalism and work ethic.

5. PUBLIC HEARINGS – none.

6. ACTION ITEMS

6-1. Appoint Ad Hoc Nominating Committee.

Public Comment – none.

Director LeBarre made a motion to authorize the Chair to nominate members to the Ad Hoc Nominating Committee and was seconded by Director Armenta. The motion passed unanimously by roll call vote.
Director Downey appointed Directors O’Connell, Pacheco, Miller, and Stephens to the Ad Hoc Nominating Committee to recommend officers for approval by the Board in July 2016. Director Stephens will serve as the Chair of the committee. Director Downey requested that all directors who are interested in serving as Chair and Vice Chair contact either her, Mr. Sedoryk, or director Stephens by June 27. Officers will serve a two-year term beginning July 11, 2016.

6-2. Appoint new member to the Measure Q Oversight Committee.

Public Comment – none.

Mr. Sedoryk requested the Board’s consideration of Susan Miller of King City to serve on the Measure Q Oversight Committee. Ms. Miller was recommended by Director LeBarre and will fill the position formerly held by Susan Kleber representing the non-urbanized area. Ms. Miller’s application was included in the board packet.

Director Armenta made a motion to approve the appointment of Susan Miller to the Measure Q Nominating committee as the representative for the non-urbanized area and was seconded by Director Stephens. The motion passed unanimously by roll call vote.

6-3. Receive and adopt revised Drug and Alcohol Policy.

Kelly Halcon requested the Board’s approval of the revised Drug and Alcohol Program. FTA Triennial reviewers recently requested that a clarification be made to the definition of “covered employees.” Ms. Halcon has also updated job titles within the policy and the person designated as the Drug and Alcohol Program Manager.

Public Comment – none.

Director LeBarre made a motion to approve the revised Drug and Alcohol Program and was seconded by Director Pacheco. The motion passed unanimously by roll call vote.

6-4. Receive and adopt proposed FY 2017 Operating & Capital Budget, Action Plan, and Staffing Levels, and authorize grant applications and funding requests.

Mr. Harvath presented the draft proposed FY 2017 Operating and Capital Budget. The proposed $95,896,575 combined budget includes MST’s fixed route operating ($39,505,212) and capital ($52,313,279) budgets, and MST’s Rides operating ($4,056,084) and capital ($22,000) budgets. The FY 2017 budget is an increase of 6.7% over the FY 2016 budget and includes $7.5 million in Measure Q sales tax revenue and a 15% operating reserve of $6,534,195 as of June 30, 2017.

Public Comment – none.
Director Barrera made a motion to approve the Fiscal Year 2017 Operating & Capital Budget, Action Plan, and Staffing Levels, and to authorize grant applications and funding requests. The motion was seconded by Director LeBarre and passed unanimously by roll call vote.

6-5. Authorize Permit Fees for Facility Remodel.

Mike Hernandez requested authorization for up to $350,000 for potential additional permit fees for the TDA facility remodel project. MST is required to be under contract for construction by November 2016 to be eligible for the $10M in TIRCP funds all Public Comment – none.

Public Comment – none.

Director Barrera made a motion to approve up to $350,000 in potential additional permit and plan check fees for the TDA facility remodel and was seconded by Director Miller. The motion passed unanimously by roll call vote.

7. REPORTS & INFORMATION ITEMS

7-4. Staff Trip Reports.
7-5. Correspondence.

8. CLOSED SESSION

MST General Counsel, Dave Laredo, announced the Closed Session items, and Chair Downey moved to Closed Session at 10:58 a.m.

Public Comment – none.


9. RETURN TO OPEN SESSION

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

Mr. Laredo reported that MST staff and general counsel provided a status report on items 8-1 and 8-4, but no reportable action was taken.

Regarding item 8-2, Director LeBarre made a motion to approve staff’s recommendation and authorize a settlement. The motion was seconded by Director Lintell and passed unanimously by roll call vote.

Regarding item 8-3, Director Armenta made a motion to approve staff’s recommendation and authorize a settlement. The motion was seconded by Director Stephens and passed unanimously by roll call vote.

10. BOARD REPORTS, COMMENTS, AND REFERRALS

10-1. Reports on meetings attended by board members at MST expense (AB 1234).

10-2. Board member comments and announcements.

Director Downey welcomed Director Carolyn Hardy, the new representative for the City of Carmel-by-the-Sea.

Mr. Sedoryk reminded the Board that the MST July 11 meeting is on track to take place at the new MST Administrative Building located at 19 Upper Ragsdale Dr., Suite 100.

10-3. Board member referrals for future agendas.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for April 2016 can be viewed online within the GM Report at http://mst.org/about-mst/board-of-directors/board-meetings/

12. ADJOURN

There being no further business, Chair Downey adjourned the meeting at 11:28 a.m.

Submitted by: Deanna Smith, Deputy Secretary
Minutes
June 13, 2016
9:00 a.m.

Present: Directors: Clark (Chair), Bonincontri, LeBarre, Pacheco
Absent: Director Clark
Staff: Carl Sedoryk, General Manager/CEO; Michael Hernandez, Asst. GM/COO; Hunter Harvath, Asst. GM of Finance and Administration; Lisa Rheinheimer, Director of Planning & Development; Dave Laredo, General Counsel; Deanna Smith, Compliance Analyst/Deputy Secretary
Public: None.

1. Call to Order.
   In the absence of Chair Clark, Director LeBarre called the meeting to order at 9:00 a.m., and roll call was taken.


   Director of Transportation Services, Robert Weber, provided an update on MST’s performance statistics. He referred to page 145 of the agenda, noting that MST’s Communication Center summoned public safety agencies on 19 separate occasions. He thanked the board for their recent approval of MST’s Transit Exclusion Policy which will empower MST staff to take appropriate action to bar violent or seriously disruptive passengers from using MST buses. This policy has been vetted by General Counsel and is used by other transit operators to increase the safety to MST employees and the public.

   Public Comment – none.

4. Receive Update on Line 20 fare Category Change.
Assistant General Manager of Finance & Administration, Hunter Harvath, provided an update on Line 20 fare category change. Effective August 2016, this line will be moved back to a regional route price category ($3.50) from a primary route price category ($2.50). This line was recently categorized as a primary route, resulting in passengers being able to ride a regional route distance at the lower price, costing MST a significant amount in fare revenue.

Public Comment – none.

5. Receive Update on May 28, 2016 Service Change.

Lisa Rheinheimer provided an update on the service change that took place on May 28.

Public Comment – none.

6. Receive Update on August 2016 Service Change. (Lisa Rheinheimer)

Lisa Rheinheimer provided an update on the upcoming August service change which includes changes to the Line 42 serving Westridge and East Salinas to include service into Spreckles on Friday, Saturday, and Sunday.

Public Comment – none.

7. Receive Update on Monterey Bay Area Feasibility Study of Bus Operations on State Route 1 Shoulders and Monterey Branch Line.

Lisa Rheinheimer provided an update on the feasibility study for a proposed bus-on-shoulder project along the Monterey Branch Line. The grant will provide $234,000 to study the project.

Public Comment – none.

8. Committee Member Comments, Questions, or Referrals – none.


Submitted by __________________________

Deanna Smith, Deputy Secretary
To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – May 2016

RECOMMENDATION:

1. Accept report of May 2016 cash flow presented in Attachment #1
2. Approve May 2016 disbursements listed in Attachment #2
3. Accept report of May 2016 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance May 1, 2016</td>
<td>$11,232,111.86</td>
</tr>
<tr>
<td>Revenues</td>
<td>$3,370,108.34</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;$3,812,546.26&gt;</td>
</tr>
<tr>
<td>Ending balance May 31, 2016</td>
<td>$10,789,673.94</td>
</tr>
</tbody>
</table>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the fiscal year nearing completion, revenues overall are 2% ahead of budget and expenses are 8% lower than budget, producing a year-to-date surplus of $3,719,109 for both Fixed-Route and RIDES combined. Positive variances for the month are occurring on the revenue side (Special Transit – primarily from higher military pass sales and the new weekend Monterey Trolley, funded by the city), as well as in
several categories of expenses (e.g., historically low fuel costs; labor; benefits; advertising; professional services, supplies). Advertising revenue continues to underperform, with a negative variance for the month of 30%. Staff has met with MST’s bus advertising consultant to discuss upcoming contracts that are expected to be in place in the next few months. On the expense side, please note the following negative variances of 5% or greater for the May Budget vs. Actual reports contained in Attachment #4:

1. **Outside Services** – Primarily due to additional custodial services required to maintain employee restrooms at the Bus Stop Shop at 201 Pearl Street.

2. **Supplies** – During the month of May, expenses related to supplies exceeded budget by 16.8% because a Rider’s Guide was printed in advance of the Memorial Day weekend service change. Costs associated with the printing of the Rider’s Guide are budgeted evenly over the year. When a Rider’s Guide is printed, that month’s expenses in the Supplies category will usually exceed budget. Despite this negative variance for the month, expenses in this category year to date are 8.6% under budget.

3. **Vehicle Maintenance** – During the month of May, the after effects of numerous unexpected and severe mechanical problems that began in April, possibly due to contaminated fuel, resulted in larger than budgeted maintenance expenses. Staff is currently evaluating samples of the suspect fuel and intends to take steps to recover expenses tied to the towing and repairs of those buses that were affected.

4. **Purchased Transportation** – This line item exceeded budget by 6.2% due to the weekend Monterey Trolley services that were not contemplated when the FY 2016 budget was created in June of 2015. The city of Monterey is funding 100% of the cost of the weekend trolley during the off season. As such, these additional expenses are fully covered by additional revenues.

5. **Miscellaneous Expenses** – The primary source of this negative variance is due to fees charged by the state Board of Equalization. When these fees were originally budgeted in May 2015, staff did not have information from the Board of Equalization as to how the fees would be collected. As such, it utilized the same formula that Santa Cruz Metropolitan Transportation District budgets for the fee collected by the state to administer its local transit sales tax. Since MST’s first sales tax payment – and the associated collection fee – was received after the FY 16 budget was created and adopted by your Board, new information has been received from the Board of Equalization documenting how its collection fee is assessed for MST’s transit sales tax. In that regard, this expense line item will most likely have a negative variance for the remainder of the fiscal year. With the creation of the FY 17 budget, staff will have the correct formula to better estimate the expenses in this category next year.
6. **Interest Expense** – This 366% negative variance can be attributed to interest payments being made on the financing of MST’s January 2016 office condominium purchase. When the FY 2016 budget was being crafted, MST still had not identified a potential office space for administrative staff. As such, these property-related interest expenses were not originally budgeted. This line item will remain in negative variance for the remainder of the fiscal year as MST makes monthly “interest plus principal” payments on its office condo property.

7. **Leases & Rentals** – The primary source of this 11.5% negative variance is the monthly condo fees/HOA dues MST pays on the new office space it purchased in January 2016. As with the Interest Expense line item above, these property-related expenses were not originally contemplated when the FY 2016 budget was being crafted back in June 2015. In addition, this line item will also likely remain in negative variance for the remainder of the fiscal year.

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

### Revenues

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Passenger Revenue</td>
<td>390,116.04</td>
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<tr>
<td>DOD Revenue</td>
<td>500,813.00</td>
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<tr>
<td>LTF / STA / 5307 / Sales Tax</td>
<td>1,838,380.04</td>
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<tr>
<td>Grants</td>
<td>613,248.00</td>
</tr>
<tr>
<td>TAMC Loan/Rabo LOC advance</td>
<td>-</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>27,551.26</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>3,370,108.34</strong></td>
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### Disbursements

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<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>3,111,336.42</td>
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<tr>
<td>Capital</td>
<td>701,209.84</td>
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<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>(3,812,546.26)</strong></td>
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### Ending balance May 31, 2016

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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
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<tr>
<td>Checking - Rabo Bank</td>
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<tr>
<td>Checking(s) - Wells Fargo Bank</td>
<td>12,852.21</td>
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<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>42,902.29</td>
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<tr>
<td>Money Market - Rabo MM</td>
<td>1,216,494.45</td>
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<td>Money Market - PTMISEA</td>
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<td>Money Market - LCTOP</td>
<td>295,212.39</td>
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<td>Money Market - Rabo Prop. 1 B</td>
<td>1,915,844.62</td>
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<tr>
<td>Bank of America - Escrow</td>
<td>8,984.68</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>11,750.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10,789,673.94</strong></td>
</tr>
</tbody>
</table>

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**COMPOSITION OF ENDING BALANCE**

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**REVENUES & DISBURSEMENTS**

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**MST AGENDA / JULY 11, 2016 / 21**

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**Attachment 1**
PAYROLL ACCOUNT

April 29 Payroll Taxes 108,699.24
May 13 Payroll & Related Expenses 505,682.96
May 27 Payroll & Related Expenses 498,892.06
Pers & 457 207,635.78
Garnishments 8,045.40
Payroll adj -

1,328,955.44  1,328,955.44

GENERAL ACCOUNT

Disbursements on Attached Summary 2,423,220.26
Paydown loan 12,691.17
Workers Comp. Disbursements 29,995.60
Interest expense 6,616.38
Bank Service Charge 11,067.41
Wire transfers/ACH debits - PTMISEA -
Transfer from WFB -

2,483,590.82  2,483,590.82

Total Disbursements 3,812,546.26
Less Capital Disbursements & Transfers (701,209.84)
Operating Disbursements 3,111,336.42
## DISBURSEMENTS SUMMARY:
### GENERAL ACCOUNT DISBURSEMENTS FOR May 1, 2016 - May 31, 2016

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<th>VENDOR / DESCRIPTION</th>
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<td>Accounts Payable 05/04/16</td>
<td>41327</td>
<td>318,868.71</td>
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<tr>
<td>Accounts Payable 05/06/16</td>
<td>41328 - 41449</td>
<td>873,949.00</td>
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<tr>
<td>Accounts Payable 05/11/16</td>
<td>41450 - 41462</td>
<td>1,646.20</td>
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<td>Accounts Payable 05/20/16</td>
<td>41463 - 41582</td>
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<td>Accounts Payable 05/24/16</td>
<td>41583</td>
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<td>Accounts Payable 05/26/16</td>
<td>41584 - 41591</td>
<td>623,139.82</td>
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<td><strong>TOTAL</strong></td>
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### CHECKS $100,000 AND OVER

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<th>VENDOR / DESCRIPTION</th>
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<th>CHECK NUMBER</th>
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<td>PERS Health</td>
<td>Recurring Expense</td>
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<td>05/04/16</td>
<td>318,868.71</td>
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<td>December 8, 2014</td>
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<td>05/06/16</td>
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<td>Seon Systems Sales</td>
<td>December 14, 2015</td>
<td>41416</td>
<td>05/06/16</td>
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<tr>
<td>Giro, Inc.</td>
<td>December 8, 2014</td>
<td>41516</td>
<td>05/20/16</td>
<td>112,306.80</td>
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<tr>
<td>Seon Systems Sales</td>
<td>December 14, 2015</td>
<td>41556</td>
<td>05/20/16</td>
<td>131,510.20</td>
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<tr>
<td>MV Transportation</td>
<td>Recurring Expense</td>
<td>41591</td>
<td>05/26/16</td>
<td>601,072.00</td>
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### LAIF ACCOUNT

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<th>Date</th>
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<th>Withdrawal</th>
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<tbody>
<tr>
<td></td>
<td>Balance Forward at 05/01/16</td>
<td></td>
<td></td>
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<td>42,902.29</td>
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<tr>
<td></td>
<td>Transfer to checking for payroll</td>
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<td>Local Agency Investment Fund:</td>
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<td></td>
<td>Quarterly interest earned -</td>
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<td>LAIF Treasury Balance at 05/31/16</td>
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<td>42,902.29</td>
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### RABOBANK MM ACCOUNT

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<tbody>
<tr>
<td>05/09/16</td>
<td>To A/P</td>
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<td>775,000.00</td>
<td>311,861.56</td>
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<td>05/19/16</td>
<td>Deposit</td>
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<td>200,000.00</td>
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<td>05/23/16</td>
<td>LTF</td>
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<td>1,716,341.60</td>
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<td>05/27/16</td>
<td>To A/P</td>
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<td>500,000.00</td>
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<td>05/31/16</td>
<td>Interest @ 0.20%</td>
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<td>152.85</td>
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<td>1,216,494.45</td>
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<td>RABO MM Balance at 05/31/16</td>
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<td>1,216,494.45</td>
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## MONTEREY - SALINAS TRANSIT
### Revenue & Expense - Consolidated
For the Period from May 1, 2016 to May 31, 2016
(Amounts are in USD)
(Includes Fund: 001[004])
(Includes G/L Budget Name: BUDFY16)

### NOTES

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-328,218</td>
<td>-368,006</td>
<td>39,788</td>
<td>-3,825,060</td>
<td>-4,048,066</td>
<td>222,006</td>
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<tr>
<td>Cash Revenue</td>
<td>-20,082</td>
<td>-28,548</td>
<td>8,466</td>
<td>-256,456</td>
<td>-314,028</td>
<td>57,572</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>-3,452,261</td>
<td>-3,088,791</td>
<td>-363,470</td>
<td>-34,730,886</td>
<td>-33,976,701</td>
<td>-754,155</td>
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### Expenses
- Labor: 1,147,699 (1,185,534) -35,835 (12,377,559) -13,016,874 (-641,315)
- Benefits: 661,201 (712,373) -51,172 (7,732,637) 7,836,103 (-103,466)
- Advertising & Marketing: 4,832 (21,687) -16,855 (55,004) 186,337 (-132,637)
- Professional & Technical: 44,996 (53,854) -8,858 (458,894) 592,394 (-133,500)
- Outside Services: 22,998 (21,559) 1,439 (241,293) 237,149 (4,144)
- Outside Labor: 61,866 (78,322) -16,456 (776,078) 836,542 (-63,464)
- Fuel & Lubricants: 168,989 (302,286) -133,297 (1,724,132) 3,325,146 (-1,601,014)
- Supplies: 74,670 (63,927) 10,743 (642,936) 703,179 (-60,244)
- Vehicle Maintenance: 90,076 (67,262) 22,814 (896,490) 738,682 (156,808)
- Marketing Supplies: 24 (5,500) -5,476 (6,484) 60,500 (-52,016)
- Utilities: 32,112 (37,376) -5,264 (386,246) 411,136 (-44,890)
- Insurance: 34,489 (37,920) -3,431 (381,558) 417,120 (-35,562)
- Taxes: 11,156 (19,725) -8,569 (124,132) 183,675 (-59,543)
- Purchased Transportation: 407,599 (383,924) 23,675 (4,171,539) 4,223,164 (-51,625)
- Miscellaneous Expenses: 34,325 (32,299) 2,026 (410,424) 355,289 (55,135)

**Interfund transfers**

**Pass Thru/Behalf of Others**

**Interest Expense**

**Property, Plant & Equipment**

**Leases & Rentals**

Total Operating Expenses: 2,823,573 (3,034,866) -211,292 (30,686,625) 33,484,605 (-2,828,888)

Operating (Surplus) Deficit: -628,888 (-53,836) -675,023 (4,172,231) -592,196 (-3,580,035)

MST AGENDA / JULY 11, 2016 / 25
### MONTEREY - SALINAS TRANSIT

**Revenue & Expense - Consolidated**

*Budget vs Actual*

*For the Period from May 1, 2016 to May 31, 2016*

*(Amounts are in USD)*

*(Includes Fund: 002)*

*(Includes G/L Budget Name: BUDFY16)*

<table>
<thead>
<tr>
<th></th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
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<tr>
<td>Passenger Fares</td>
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<td>-38,809</td>
<td>-2,450</td>
<td>-424,431</td>
<td>-427,999</td>
<td>3,568</td>
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<td>Special Transit</td>
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<tr>
<td>Cash Revenue</td>
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<td></td>
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<tr>
<td>Cash Grants &amp; Reimbursement</td>
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<td>-273,688</td>
<td>-3,010,568</td>
<td>-3,010,568</td>
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<td><strong>Total Revenue</strong></td>
<td>-315,047</td>
<td>-312,697</td>
<td>-2,460</td>
<td>-3,434,999</td>
<td>-3,438,567</td>
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<td><strong>Expenses</strong></td>
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<tr>
<td>Labor</td>
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<td>4,666</td>
<td>291</td>
<td>47,860</td>
<td>51,326</td>
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<td>Benefits</td>
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<td>-32</td>
<td>32,589</td>
<td>32,967</td>
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<td>Advertising &amp; Marketing</td>
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<td>Professional &amp; Technical</td>
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<tr>
<td>Outside Services</td>
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<td>Outside Labor</td>
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<td>25,332</td>
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<td>Fuel &amp; Lubricants</td>
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<td>1,960</td>
<td>-1,950</td>
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<td>Insurance</td>
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<td>Taxes</td>
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<tr>
<td>Purchased Transportation</td>
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<td>254,489</td>
<td>12,035</td>
<td>2,738,418</td>
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<td>Miscellaneous Expenses</td>
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<td>134,862</td>
<td>54,756</td>
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<td>Interfund transfers</td>
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<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
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<td></td>
</tr>
<tr>
<td>Interest Expense</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
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<td></td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>319,776</td>
<td>312,597</td>
<td>7,179</td>
<td>3,256,926</td>
<td>3,438,567</td>
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<tr>
<td>Operating (Surplus) Deficit</td>
<td>4,728</td>
<td>4,728</td>
<td>-139,074</td>
<td>-139,074</td>
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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)

2 coin purses       3 sunglasses
1 duffle bag        4 wallets
7 pairs of eyeglasses  2 watches
3 eyeglass cases   6 cell phones
1 pair of gloves   2 lunch bags
1 hat             1 cell phone holder
1 pair of pants    1 adapter
1 hearing aid      1 batman pin
1 small recorder   2 packs of t-shirts
1 harmonica

To be disposed

1 bike lock     1 stuffed animal
1 apron         2 jackets
2 make-ups      1 wallet
1 ear plug      2 water bottles
4 ID’s          3 credit cards
1 glove

To be retained

$108 to accounting for deposit.

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

PREPARED BY: Sonia Bannister REVIEWED BY: Carl Sédoryk
APPRECIATION FOR SERVICES RENDERED
BY LIBBY DOWNEY

WHEREAS, Libby Downey has served on the Board of Directors of Monterey-Salinas Transit since January 2005; and

WHEREAS, Libby Downey served as the Chair of the Board of Monterey-Salinas Transit from June 9, 2014 to July 11, 2016; and

WHEREAS, as Chair of the Board of Monterey-Salinas Transit Libby Downey served on the Legislative and Facilities Committees, supporting the purchase of new MST administrative offices in Ryan Ranch and a new Bus Stop Shop customer service center in downtown Monterey; and

WHEREAS, as Chair of the Board of Monterey-Salinas Transit Libby Downey advocated for the passage of Measure Q, which will provide $100 million to support transit services for Monterey County elderly, senior, and disabled residents; and

WHEREAS, as Chair of the Board of Monterey-Salinas Transit Libby Downey encouraged investments in sustainable technologies including diesel-electric hybrid buses, solar powered customer information signage, and a zero-emission electric trolley.

THEREFORE, BE IT RESOLVED that the Board of Directors gives Libby Downey its sincerest thanks and appreciation for her service as Chair of the Board and for her continued dedication to Monterey-Salinas Transit and the communities we serve.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-02 this 11th day of July, 2016.

_______________________ _______________________
MST Carl G. Sedoryk
Chairperson Secretary
TRANSIT CHAMPION AWARD
THE HONORABLE CONGRESSMAN SAM FARR

WHEREAS, The Monterey-Salinas Transit Board of Directors has adopted a Transit Champion Award program to recognize individuals and groups who provide outstanding support to Monterey-Salinas Transit and the communities we serve; and

WHEREAS, Since 1993 Congressman Farr has served as a member of the U.S. House of Representatives representing the interests of communities in the Monterey Bay region; and

WHEREAS, Congressman Farr has supported MST in securing over $20 million in federal transit funds for buses, equipment, and facilities; and

WHEREAS, Congressman Farr initiated the Small Transit Intensive Cities program which was passed in to law in 2005 and which has generated $9.7 million in additional funding for MST operations and capital programs; and

WHEREAS, when in 2010 the U.S. Department of Commerce staff proposed changes to urban area designations that would have resulted in an annual loss of over $4.0 million of federal operating funds to MST, Congressman Farr convinced the Secretary of Commerce to forestall implementation of those changes; and

WHEREAS, when in 2012 and 2015 an ongoing dispute between the U.S. Department of Labor and the State of California forced MST to consider drastic reductions in services to the community and layoffs of employees, Congressman Farr proactively engaged the U.S. Secretary of Labor, other members of Congress, and labor unions to release federal transit funds to California agencies; and

WHEREAS, throughout his career, Congressman Farr’s efforts have made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors recognizes the Honorable U.S. Congressman Sam Farr as a Transit Champion for his continued service to the people of California’s 20th congressional district.

To: Board of Directors
From: Mark Eccles – Director of Information Technology
Subject: Access Control Program System

RECOMMENDATIONS:

Authorize the General Manager/CEO to execute a contract with First Alarm Security Services for implementation of an Access Control Program for all MST locations.

FISCAL IMPACT:

Up to $41,000 to purchase, install, and implement an integrated Access Control Program for all of the MST locations from First Alarm Security Services.

POLICY IMPLICATIONS:

Your Board approves transactions greater than $25,000.

DISCUSSION:

MST operates an AMAG Technology employee proximity card access system in all of its locations. As a result of the addition of 19 Upper Ragsdale Road, the current system is no longer able to be used without purchasing additional computer and peripherals hardware and upgrading the software that runs the system.

As First Alarm currently monitors the burglar and fire alarm systems for all MST locations, it has been determined that it would be more cost efficient to change from the AMAG system to the First Alarm Access Control Program system which would be integrated into the other monitoring systems. The monthly monitoring fee for this feature will be incorporated into the other system fees and will be funded in the annual operating budget.

In order to ensure that the Access Control Program system is compatible with and can be integrated into the First Alarm system, new back-end panel hardware needs to be installed at all sites. The cost per site is determined by the number of doors that will require proximity card access nodes. The Access Control Program software and hardware for a total of 5 sites is $40,863.
Approval of this item will allow staff to contract with First Alarm Security Services for the purchase, installation and integration of the Access Control Program system.

PREPARED BY: [Signature]  REVIEWED BY: [Signature]

Mark Eccles  Carl Sedoryk
To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Revision to Resolution 2016-31

RECOMMENDATION:

Approve a revision to Resolution 2016-31 authorizing the filing of all application documents for Federal Highway Administration (FHWA) Planning (PL) funds.

FISCAL IMPACT:

Up to $65,000 in FHWA PL grant funds would be used toward a planning study of State Route 1.

POLICY IMPLICATIONS:

Your Board must authorize the filing of grant application documents and the execution of a Continuing Cooperative Agreement to secure grant funds.

DISCUSSION:

Each year your Board approves the agency’s annual budget at its June meeting along with resolution authorizing the General Manager/Chief Operating Officer to apply for all federal funding to which it is entitled. Resolution 2016-31 was approved at the June 2016 board meeting for the fiscal year 2017.

MST has worked with the Association of Monterey Bay Area Governments (AMBAG) toward a joint regional effort to study State Route 1 and the possibility of future bus-on-shoulder operations. AMBAG programmed $65,000 in Federal Highway Administration (FHWA) Planning (PL) funds toward the study.

At this time, staff recommends your board approve a revised Resolution 2016-31 which includes these FHWA PL funds in the list of federal funds for which the General Manager/CEO may pursue. This would enable MST to enter into a Continuing Cooperative Agreement and use FHWA PL funds.

Attachments: Resolution 2016-31
RESOLUTION 2016–31
RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR A GRANT UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED, FOR FINANCIAL ASSISTANCE FY 2016–17

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation program of projects and budgets; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of the Title VI of the Civil Rights Act of 1964, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services; and

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit:

1. That Carl Sedoryk, General Manager / CEO, is authorized to execute and file an application on behalf of Monterey-Salinas Transit with the U.S. Department of Transportation, to aid in the financing of planning, capital and operating projects pursuant to Section 5208(f), 5304, 5307, 5308, 5309, 5310, 5311, 5311(f), 5313, 5316, 5317, 5318, 5320, 5322, 5339 and 5340 of the Urban Mass Transportation Act of 1964, as amended, as well as Federal Highway Administration (FHWA) Planning (PL) funds.

2. That Carl Sedoryk, General Manager / CEO, is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3. That Carl Sedoryk, General Manager / CEO, is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects and budget.
4. That Carl Sedoryk, General Manager/CEO, is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budget procurement needs.

5. That Carl Sedoryk, General Manager/CEO, is hereby authorized to execute the grant agreements on behalf of Monterey-Salinas Transit with the U.S. Department of Transportation for aid in the financing of the planning, capital and operating program of projects and budget.

_______________________ _______________________
Libby Downey Carl G. Sedoryk
Chairperson Secretary

ORIGINALLY PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 13th day of June, 2016 by the following vote:

AYES:
NOES:
ABSENT:

_______________________
Board Secretary (Deputy)

REVISED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 11th day of July, 2016 by the following vote:

AYES:
NOES:
ABSENT:

_______________________
Board Secretary (Deputy)
To: Board of Directors
From: Hunter Harvath, Assistant General Manager – Finance & Administration
Subject: Cash Reserves Policy

RECOMMENDATION:

Adopt a policy requiring MST to keep cash reserves on-hand in the amount of 15% of annual budgeted expenditures to maintain adequate cash flow.

FISCAL IMPACT:

For FY 2017, a 15% cash reserve would total $6,534,195.

POLICY IMPLICATIONS:

Your Board approves agency policies and budget-related matters.

DISCUSSION:

For the last three fiscal years, staff has created budgets that include funds to be held in reserve in the amount of at least 15% of expenses. While these reserve funds have been identified “on paper” and are reflected in MST’s Comprehensive Annual Financial Report, actual cash on hand has traditionally not reflected these figures. This is primarily due to the way federal funds are received as reimbursements for expenses already paid by the agency.

For instance, MST did not receive its FY 2016 Federal Transit Administration Section 5307 Operating Assistance funds until two weeks before the end of the fiscal year. In addition, some of MST’s federal funds are administered by Caltrans, which is also notoriously slow in processing requests for reimbursement. For example, MST just received its FY 2015 Section 5311 rural funds in May 2016 – nearly eleven months after the end of the fiscal year in which the expenditures were made. Other federal grants that are managed by Caltrans on behalf of MST are also on a reimbursement basis. In that regard, MST has had to “float” the federal government nearly $8 million during FY 2016 using local funds while it awaits reimbursements for expenditures previously made over the last twelve months.

Prior to the passage of Measure Q, MST had to resort to borrowing funds from various sources – from TAMC, from MST’s Rabobank Line of Credit, from its own capital funds – to maintain adequate cash flow so that bills can be paid and paychecks
issued. In most cases, these borrowed funds had to be repaid with interest. As Measure Q funds began to flow to the agency this fiscal year, MST has for the first time in many years made it to the end of the fiscal year without having to borrow money to maintain cash flow. Now that the agency is on firm financial footing, staff is recommending that your Board establish an official cash reserve policy to insure that adequate cash is held – not only “on paper,” but actually in the bank – to insulate the agency from delays in reimbursements or unforeseen economic conditions going forward.

To draft this policy (Attachment), staff investigated cash reserve policies and practices from six of its peer agencies in California. Based on the data gathered, staff is recommending that the agency maintain a cash balance of 15% of annual operating expenses. Based on MST’s FY 2017 operating budget of $43,561,296, a 15% cash reserve would total $6,534,195. Staff further recommends that your Board prioritize funds in excess of this reserve as follows:

1. Vehicle and facility replacement to maintain a state of good repair as required by the Federal Transit Administration.
2. Improve and expand transit services for customers
3. Review fare policies and transit pass prices to insure customers are receiving value for their dollars.
4. Evaluate wages and benefits as to equity within the industry and the region.

While this information was presented to the MST Finance Committee at its May 9, 2016, meeting, no formal recommendation was made due to a lack of a quorum.

Attachment: Draft MST Cash Reserve Policy
ATTACHMENT 1

CASH RESERVE POLICY

Adopted: x/xx/xxxx
Revised: x/xx/xxxx

OBJECTIVE: To establish a cash reserve policy, where MST would maintain a cash on-hand minimum balance in the amount of 15% of annual expenses to facilitate cash flow in the event of delayed grant reimbursements or unforeseen economic conditions that would result in lower sales tax revenues. Agency funds in excess of the 15% cash reserve would be allocated to other priority projects and programs as indicated in this policy.

Minimum Percentage Funding Requirements

A minimum percentage of 15% of the total combined MST and MST RIDES operating budgeted expenses should be maintained in a contingency reserve. These funds would only be made available for use upon the declaration of a fiscal emergency by the Board of Directors. In addition, staff may utilize these funds on a temporary basis to maintain cash flow for no more than 90 days in the event grant reimbursements are delayed. In this situation, if the funds are not replenished within 90 days, staff must report this matter to the Board of Directors at the next scheduled meeting.

Cash reserve funds shall be invested in accordance with the MST Investment Policy.

Revenues in excess of the 15% cash reserve shall be used in the following order of priority:

1. Vehicle and facility replacement to maintain a state of good repair as required by the Federal Transit Administration.
2. Improve and expand transit services deemed reasonable to meet.
3. Review fare policies and transit pass prices to insure customers are receiving value for their dollars.
4. Evaluate wages and benefits as to equity within the industry and the region.
Monterey-Salinas Transit

2016 Rider and Non-Rider Surveys

July 11, 2016
Project objectives

• Assess current rider and non-rider attitudes regarding MST
• Identify perceived strengths and weaknesses
• Target audiences: Customers and non-customer residents throughout MST service area
Rider survey: methodology

• Route sample targets reflect actual recent ridership
• Bilingual surveyors
• 600 valid responses
• 26 percent self-identified as Spanish-speaking
Rider survey: demographics

- Between ages 18-24: 50 percent
- Employed: 48 percent
  - Top employment sector: retail/sales
- Household income less than $10,000: 41 percent
  - Age 24 or younger within this subset: 37 percent
- Valid driver license: 42 percent
- English as primary language: 71 percent
Rider survey: trip purpose

- Work: 40.0% (2016), 43.2% (2013)
- School: 19.4% (2016), 28.7% (2013)
- Shopping: 20.4% (2016), 24.9% (2013)
- Healthcare/Social services: 5.7% (2016), 13.9% (2013)
- Visit friends: 10.3% (2016), 15.2% (2013)
- Other: 4.1% (2016), 11.0% (2013)
Rider survey: primary motivators

No car available: 75.8%
Unable to drive: 20.8%
Cheaper than driving: 17.8%
Reduce traffic: 13.5%
Reduce pollution: 12.3%
Don’t like to drive: 10.3%
Avoid traffic congestion: 10.2%
Cost of parking: 6.7%
Difficult parking: 5.8%

Note: Respondents could select all that apply.
### Rider survey: satisfaction ratings

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Mean rating - 2016</th>
<th>Mean rating - 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall impression</td>
<td>3.43</td>
<td>3.23</td>
</tr>
<tr>
<td>Safety onboard vehicle</td>
<td>3.63</td>
<td>3.49</td>
</tr>
<tr>
<td>Driver friendliness/helpfulness</td>
<td>3.52</td>
<td>3.30</td>
</tr>
<tr>
<td>Friendliness / helpfulness of customer service</td>
<td>3.45</td>
<td>3.24</td>
</tr>
<tr>
<td>Bus cleanliness</td>
<td>3.39</td>
<td>3.24</td>
</tr>
<tr>
<td>Bus stops/amenities</td>
<td>3.26</td>
<td>3.01</td>
</tr>
<tr>
<td>Availability of service information</td>
<td>3.21</td>
<td>3.01</td>
</tr>
</tbody>
</table>
Rider survey: impact of service changes

<table>
<thead>
<tr>
<th>Potential Enhancement</th>
<th>Ride more</th>
<th>Potential Change</th>
<th>Ride less</th>
</tr>
</thead>
<tbody>
<tr>
<td>More peak-hour service</td>
<td>67 percent</td>
<td>Increased fares</td>
<td>40 percent</td>
</tr>
<tr>
<td>More non-peak service</td>
<td>58 percent</td>
<td>Reduced service frequency</td>
<td>37 percent</td>
</tr>
<tr>
<td>Fewer late buses</td>
<td>49 percent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fewer transfers</td>
<td>43 percent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rider survey: impact of service changes

**More peak-hour service**
- No Difference: 23.3%
- Ride Less Often: 9.8%
- Ride More Often: 67.0%

**More non-peak-hour service**
- No Difference: 25.4%
- Ride Less Often: 16.6%
- Ride More Often: 58.0%

**Improved on-time performance**
- No Difference: 23.6%
- Ride Less Often: 27.5%
- Ride More Often: 48.9%

**Mobile fare payment option**
- No Difference: 43.6%
- Ride Less Often: 15.2%
- Ride More Often: 41.2%
Rider survey: impact of service changes

**Reduced service frequency**
- No Difference 22.6%
- Ride More Often 37.4%
- Ride Less Often 40.0%

$n = 532$

**Increased fares**
- No Difference 29.3%
- Ride More Often 31.2%
- Ride Less Often 39.6%

$n = 523$
Non-rider survey: methodology

• Online
  o Qualifier questions: Age 18+, no MST use in prior 12 months.

• Intercept
  o Locations in both Monterey and Salinas

• 413 valid surveys
  o 68 percent in Salinas, 31 percent on Peninsula
Non-rider survey: demographics

- Between ages 18-24: 31 percent
- Annual household income less than $10,000: 25 percent
- Time in Monterey County - 10 years or more: 68 percent
- Speak English at home: 80 percent
Non-rider: barriers to MST use

- Prefer alternate transportation/need vehicle: 62.4%
- Trip duration/service frequency: 26.1%
- Does not travel when/where needed: 14.0%
- Don't know how to use: 10.2%
- Costs too much: 6.1%
- Safety concerns: 2.9%
Non-rider survey: preferred service improvements

- Reduced average travel time: 31.0%
- Closer bus stops: 21.5%
- Increase frequency: 21.3%
- Operate later in the evening: 17.7%
- Improve on-time performance: 10.9%
- Start earlier in the morning: 10.2%
- Serve new destinations: 4.1%

n = 413
Non-rider survey: support for MST

- Strongly agree: 63.2%
- Somewhat agree: 29.3%
- Somewhat disagree: 6.1%
- Strongly disagree: 1.3%

n = 396
Non-rider survey: MST improves mobility for low-income persons

- Strongly agree: 69.8%
- Somewhat agree: 22.5%
- Somewhat disagree: 5.3%
- Strongly disagree: 2.4%

$n = 398$
Non-rider survey: MST improves mobility for seniors/persons with disabilities

- Strongly agree: 75.2%
- Somewhat agree: 19.0%
- Somewhat disagree: 4.7%
- Strongly disagree: 1.1%

n = 379
Discussion/Questions
To: Board of Directors
From: Hunter Harvath, Assistant General Manager – Finance & Administration
Subject: Authorize Contract for Funding of CSUMB Transit Services

RECOMMENDATION:
Accept a total of $485,111 from CSUMB for transit services for the 2016-2017 academic year.

FISCAL IMPACT:
A total of $485,111 in revenue for the sixth year of the partnership.

POLICY IMPLICATIONS:
Your Board authorizes expenditures in excess of $25,000.

DISCUSSION:
Over the summer, staff has been working with counterparts at CSUMB in order to plan the university sponsored bus routes for the 2016-2017 academic year. With those discussions completed, services are planned to coordinate with the beginning of classes, August 22. CSUMB has requested a significant reduction in services for the forthcoming academic year. This follows on the heels of two consecutive years of increased service. The reduction in service amounts to a 73% decrease from last year’s funding level of $840,158. These services still represent a substantial financial appropriation from the University and demonstrates CSUMB’s commitment to alternative transportation. This also provides an opportunity for MST to increase ridership on the lines serving the university as well as system-wide. MST’s non-CSUMB customers will also benefit by having transit options in the Seaside/Marina area as all CSUMB funded services are open and available to all members of the public.

Changes to bus lines funded by CSUMB include the following:

- Line 17 CSUMB-Marina – DISCONTINUED
- Line 19 Del Monte Center-CSUMB – Expanded to early afternoons Friday - Saturday and early evening Sunday
- Line 26 CSUMB-East Campus Express – Less frequent weeknight service and weekend service discontinued
In addition, this contract is also the mechanism through which service on MST’s Line 25 CSUMB-Salinas is funded as well as a proportional cost of paratransit services on the MST RIDES program. In exchange for this funding support, all CSUMB students, faculty and staff board MST fixed-route, OnCall and RIDES buses system-wide for free upon presentation of a valid CSUMB ID card.
To: Board of Directors

From: Michael Hernandez, Assistant General Manager/Chief Operating Officer

Subject: Approve the Purchase of One Commuter Coach

RECOMMENDATIONS:

Authorize MST to purchase one heavy-duty suburban coach and equipment from Motor Coach Industries (MCI).

FISCAL IMPACT:

Not to exceed $662,000. This purchase is funded in the amount of $352,000 through a FTA Section 5311(f) grant and $310,000 from California’s Transportation Bond Program, Prop 1B.

Note: this purchase is contingent upon MST receiving $352,000 from a FTA Section 5311 (f) grant. Information about the grant status is expected to be finalized at the end of July.

POLICY IMPLICATIONS:

Your Board approves purchase over $25,000.

DISCUSSION:

MST operates a fleet of 21 commuter coaches used for commuter and fixed route service extending north to San Jose and south to King City, Hunter Liggett, and Paso Robles. Of the 21 commuter coaches, seven coaches have the highest mileage in the fleet, with an average of 810,000 miles.

The new MCI coach will be used on a new route which extends service to Templeton, Paso Robles, Hunter Liggett and Camp Roberts. The MCI coaches are ideal for long distance service with seating capacity for 57 passengers and luggage.

MST is part of a joint agency procurement consortium led by Victor Valley Transit Authority (VVTA) which enables members to purchase MCI coaches over a five year period. The use of a purchasing consortium is an FTA approved process which eliminates the need for MST to develop specifications, manage a formal procurement
process and has the benefit of a lower overall price due to the number of vehicles purchased.

Approval of this item authorizes the purchase of one MCI coach in the amount of $662,000 which includes a farebox, security cameras and other related equipment.
To: Board of Directors

From: Zoë Shoats, Marketing Manager

Subject: South Monterey County Transit Marketing Services RFP

RECOMMENDATION:

Award contract to Chidlaw Marketing and TMD Creative to complete the South County Marketing Campaign.

FISCAL IMPACT:

$100,000. Funds to pay for this campaign are being awarded through a State of California FTA section 5311(f) grant.

POLICY IMPLICATIONS:

Your Board approves expenditures exceeding $25,000.

DISCUSSION:

Monterey-Salinas Transit (MST) was awarded a grant in the amount of $100,000 to market and increase ridership on routes that connect rural southern Monterey County with intercity bus service. MST currently offers four 5311(f) funded routes that meet this definition and do not have dedicated marketing resources: Line 82 Fort Hunter Liggett – Salinas Express; Line 83 Fort Hunter Liggett – Paso Robles Express; Line 84 Soledad – Paso Robles Express; and Line 86 King City – San Jose/San Jose Airport. It is expected that MST will also offer Line 85 Fort Hunter Liggett – Templeton beginning in August.

The impacts from this marketing outreach would meet the broader transportation needs of the general public by marketing and promoting services that provide connectivity to those who currently must rely on the automobile as their sole mode of transportation along the Highway 101 corridor.

MST received one response to the RFP. Though staff would have liked to receive more proposals, Chidlaw Marketing and TMD Creative’s proposal meets the requirements of the grant and MST’s marketing needs. Staff recommends that your
Board award a contract to Chidlaw Marketing and TMD Creative to execute and manage the campaign.

PREPARED BY: Zoé Shoats  REVIEWED BY: Carl Sedoryk
To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – May 2016

Attached is a summary of monthly performance statistics for the transportation, maintenance, and administration departments for May 2016 (Attachments 1-4).

May 13-16 I attended the American Public Transportation Association Bus and Paratransit Conference in Charlotte, NC. While at the conference I participated in a meeting of the executive committee and chaired the Bus and Paratransit CEO Committee. I also acted as moderator for a workshop session on safety and security featuring the leadership Department of Homeland Security and Transportation Security Administration. Finally, I also had the opportunity to visit the bus display where I was able to see new bus technologies that are entering the market.

Attachment #1 – Dashboard Performance Statistics
Attachment #4 – Administration Dept. Report – May 2016

A complete detail of Monthly Performance Statistics can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/

Prepared by: ______________________
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - May
Fiscal Years 2014-2016

Ridership

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>3,813,739</td>
<td>3,866,532</td>
<td>3,928,174</td>
</tr>
</tbody>
</table>

Goal = 3,943,863 passengers
Minimum = 3,479,879 passengers

Passengers Per Hour

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per hour of service</td>
<td>17.55</td>
<td>15.94</td>
<td>15.24</td>
</tr>
</tbody>
</table>

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

On Time Performance

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of passengers within 5 minutes of scheduled arrival</td>
<td>82.5%</td>
<td>87.1%</td>
<td>90.3%</td>
</tr>
</tbody>
</table>

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

Percentage of Service Delivered

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of scheduled trips completed</td>
<td>99.92%</td>
<td>99.94%</td>
<td>99.95%</td>
</tr>
</tbody>
</table>

*Data for Fiscal Year 2013 Unavailable
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - May
Fiscal Years 2014-2016

Fare Box Recovery Ratio

Goal = 25%
Minimum = 15%

Cost Per Revenue Hour

Maximum = $145.00 per RH
Goal = $131.67 per RH

Miles Between Preventable Collisions

Goal = 200K Miles
Minimum = 100K Miles

Miles Between Road Calls

Goal = 15K Miles
Minimum = 7K Miles
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - May
Fiscal Years 2014-2016

Ridership

Goal = 127,831 passengers

Maximum = 140,614 passengers

On Time Performance

Goal = 90% on time

Minimum = 80% on time

One Way Trips

Goal = 100,790 one-way trips

Maximum = 110,869 one-way trips

Total cumulative YTD passenger boardings

Total cumulative YTD one-way passenger trips completed

Passengers per hour of service

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h

FY 2014 FY 2015 FY 2016

FY 2014 FY 2015 FY 2016

FY 2014 FY 2015 FY 2016

FY 2014 FY 2015 FY 2016
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - May
Fiscal Years 2014-2016

Fare Box Recovery Ratio
(Ratio of passenger fares to total operating costs)

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour
(Total operating cost per hour of service)
Goal = $70.86
Maximum = $77.95

Miles Between Preventable Collisions
(Total miles travelled between preventable collisions)
Goal = 110K Miles
Minimum = 100K Miles

Miles Between Road Calls
(Miles travelled between mechanical failure)
Goal = 60,000 miles
Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
July - May
Fiscal Year 2016

MST Fixed Route Total Revenue
YTD Actual and Budget

MST Fixed Route Total Expenses
YTD Actual and Budget

Minimum 95%
Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
July - May
Fiscal Year 2016

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget
ATTACHMENT 2

June 29, 2016

To: Mike Hernandez, Assistant General Manager / C.O.O.

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: Transportation Department Monthly Report – May 2016

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 7.16% in May 2016, (377,591), as compared to May 2015, (352,351). Fiscal year to date – passenger boardings have increased by 1.59% as compared to the same period last year.

Productivity increased from May of last year (15.5) - to 15.9 passengers per hour for May of this year.

Supplemental / Special Services:

May 7, 14, 21 & 22: In support of the Monterey Bay Aquarium “Free to Learn” program, MST provided shuttle services between; the Cities of Salinas, Gonzales, and Santa Cruz to the Aquarium. The service transported 448 passengers.

May13: MST provided special shuttle service to transport military DLI students (US Navy sailors) between the Presidio of Monterey and Monterey Regional Airport for viewing US Navy EP-3 Aircraft on static display. The service transported 95 passengers during the event.

May17: MST participated in the Triennial disaster drill held at the Monterey Peninsula Regional Airport – transporting 60 passengers to CHOMP and Natividad hospitals.

May 20 In support of the Monterey Symphony, MST provided shuttle services between; the Sally Griffin Center to Sherwood Hall in Salinas. The service transported 58 passengers.

System Wide Statistics:

- Ridership: 377,591
- Vehicle Revenue Hours: 23,764
- Vehicle Revenue Miles: 392,014
- System Productivity: 15.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 33,809

**Time Point Adherence:** Of 135,496 total time-point crossings sampled for the month of May, the TransitMaster™ system recorded 16,163 delayed arrivals to MST’s published time-points system-wide. This denotes that **88.07%** of all scheduled arrivals at published time-points were on time. *(See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2016.)*

Service arriving later than **5 minutes** beyond the published time point is considered late. The on-time compliance chart, (attached), reflects system wide “on-time performance” as a percentage to the total number of reported time-point crossings.

**Cancelled Trips:** As listed below, there were a total of three (3) cancelled trips for the month of May for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Error</td>
<td>1</td>
<td>0</td>
<td>33%</td>
</tr>
<tr>
<td>Mechanical</td>
<td>0</td>
<td>1</td>
<td>33%</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>33%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>2</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Documented Occurrences:** MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of May 2015 and 2016:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>May-15</th>
<th>May-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>28</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST Rides program reflect that for the month of May there were 10,048 passenger boardings. This denotes an 8.85% increase in passenger boardings from May of 2015, (9,231). Fiscal year to date – passenger boardings have decreased by 0.30% as compared to the same period last year.

- Productivity for May of this year was at 1.86 passengers per hour remaining unchanged from May of 2015, (1.86).

- For the month of May, 90.68 % of all scheduled trips for the MST Rides Program arrived on time, increasing from 87.22 % in May of 2015.

COMMUNICATIONS CENTER:

In May, MST’s Communications Center summoned public safety agencies on eighteen (18) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>12</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Illness / Injury</td>
<td>6</td>
</tr>
</tbody>
</table>

Robert Weber
June 21, 2016

To:       Carl G. Sedoryk, General Manager/CEO
From:     Michael Hernandez, Assistant General Manager/COO
Subject:  Monthly Maintenance/Facilities Report for May 2016

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.25</td>
<td>$1.96</td>
<td>$1.73</td>
</tr>
<tr>
<td>Gasoline: $3.35</td>
<td>$2.31</td>
<td>$2.30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fleet Status:</th>
<th>Operating Cost Per Mile:</th>
<th>* Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2016:</td>
<td>$.98</td>
<td>35,723</td>
</tr>
<tr>
<td>FY2016</td>
<td>$.93</td>
<td>17,551 YTD</td>
</tr>
<tr>
<td>FY2015:</td>
<td>$1.01</td>
<td>21,855 YTD Comparison</td>
</tr>
<tr>
<td>FY2014</td>
<td>$1.20</td>
<td>15,403</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

During the month of May the miles between road calls for major mechanical issues increased to 35,723 miles. There were a total of 13 road calls during the month with 9 categorized as "major mechanical" and three for non-mechanical reasons.

Remodel efforts continued during the past month at MST's new administration office at 19 Upper Ragsdale. Items completed as of this date include interior painting and the installation of furniture in the upstairs offices. Construction continues on the 1st floor offices and Board room, with framing and sheet rock nearly complete. Staff is preparing for a gradual move-in, which is tentatively scheduled to begin the first week in July.

Michael Hernandez
Date: July 11, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – May 2016

The following significant events occurred in Administration work groups for the month of May 2016:

Human Resources

A total employment level for May 2016 is summarized as follows:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY16</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>137</td>
<td>137</td>
<td>0</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>5</td>
<td>0</td>
<td>-5</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>30</td>
<td>28</td>
<td>-2</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>46</td>
<td>43</td>
<td>-3</td>
</tr>
<tr>
<td>Administrative (Interns 2 PT)</td>
<td>26</td>
<td>26</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>244</strong></td>
<td><strong>234</strong></td>
<td><strong>-10</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>May Worker’s Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$7,352.28</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$17,926.77</td>
</tr>
<tr>
<td>Medical includes Case Mgmt,UR, Rx &amp; PT</td>
<td>$4,716.55</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$7,775.33</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$42,770.93</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td><strong>$1,302,921.63</strong></td>
</tr>
<tr>
<td>Excess Reserved</td>
<td>($475,857.65)</td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>38</td>
</tr>
</tbody>
</table>
## Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Vehicle Familiarization Training (Vehicle 994)</td>
<td>8</td>
</tr>
<tr>
<td>Annual Coach Operator Verification Transit Training (VTT)</td>
<td>13</td>
</tr>
<tr>
<td>Maintenance Safety Training</td>
<td>21</td>
</tr>
<tr>
<td>Harassment Prevention Training</td>
<td>13</td>
</tr>
<tr>
<td>Multiplex and Charging Systems with San Mateo County Transit District</td>
<td>1</td>
</tr>
<tr>
<td>Maximizing Supervisory Skills for the First Line Supervisor with Liberty</td>
<td>1</td>
</tr>
</tbody>
</table>

## Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>May 2016 Preventable</th>
<th>May 2015 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MST bus hit vehicle</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

### Accident Statistics

- Non-Preventable
- Preventable

![Accident Statistics Chart](chart.png)
During the month of May there was one minor preventable collision. As the bus was making a right turn, a vehicle attempted to pass on the right side between the curb and bus causing the collision.

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

Customer Service Update

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>*Other Provider</th>
<th># of valid reports</th>
<th>% of reports received May '15</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Driving</td>
<td>2</td>
<td>3</td>
<td>*2</td>
<td>9.3%</td>
<td>11.8%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Passed By</td>
<td>6</td>
<td>0</td>
<td>1</td>
<td>11.1%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>2</td>
<td>0</td>
<td></td>
<td>3.7%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.9%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>13.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>No Show</td>
<td>0</td>
<td>2</td>
<td>*2</td>
<td>3.7%</td>
<td>17.6%</td>
</tr>
<tr>
<td>Request to add service</td>
<td>1</td>
<td>0</td>
<td></td>
<td>1.9%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>2.9%</td>
</tr>
<tr>
<td>Service Other</td>
<td>3</td>
<td>3</td>
<td>*2</td>
<td>11.1%</td>
<td>23.5%</td>
</tr>
</tbody>
</table>
Agency Policy  0  3  *1  5.6%  0  0.0%
Early Departure  1  3  *3  7.4%  1  2.9%
Late Departure   0  0       0.0%  0  0.0%
Service Schedule 0  0       0.0%  0  0.0%
Employee Other   7  5       2/*4 22.2%  4  11.8%
Inaccurate public information  1  0       1.9%  2  5.9%
Passenger Injury 1  0       1.9%  1  2.9%
Routing          0  0       0.0%  1  2.9%
ADA Compliance   1  0       1.9%  0  0.0%
Passenger Conduct1  0       1.9%  0  0.0%
Off Route        1  0       1.9%  0  0.0%

Total Complaints  34  20  100.0%  34  100.0%
Employee Compliment  1  1
Service Compliment  0

Finance Update

General Accounting/Accounts Payable
During the month of May, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reports and analyses. Throughout the month, staff gathered the information necessary to complete the FY17 Budget compilation for adoption by the MST Board at its June meeting.

Payroll
Staff updated payroll schedules and rosters for new Coach Operator sign-ups, effective May 28. 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 May, staff worked with Caltrans to coordinate all items for the May 18th California Transportation Commission (CTC) meeting where the CTC allocated $10 Million for MST’s TDA expansion project. Staff prepared and submitted grant applications to FTA’s “Bus and Bus Facilities” and “Low or No Emissions” programs and coordinated with AMBAG to program transportation funds for the FY 16/17 to FY 19/20 Metropolitan Transportation Improvement Plan.

Purchasing
During the month of May, parts staff was busy with managing inventory levels and ensuring continued supplies. Inventory levels are remaining under $200K, and with the new buses added to the fleet, parts staff is seeing a decline in the expenditure of costly replacement components. However, previous months had costly expenditures of...
replacement exhaust system components. The root cause is still being determined and corrective actions put in place, but parts purchases did spike for the months of April and May.

Information Technology Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster (TM) Automatic Vehicle Location system. Staff liaised with MST maintenance department electronics technician colleagues regarding the installation of the TM system hardware on contractor operated revenue vehicles. Staff monitored the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system after the recent EAM system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database.

Staff liaised with the County of Monterey Information Technology Department regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff monitored the virtual computer systems. Staff worked with the telephone company to include the new administration building in the transition to a Voice Over IP (VOIP) telephone system as well as a fiber data connection between Ragsdale Road and Ryan Ranch Road. And, staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: “Letters: Candidate was undecided on Monterey-Salinas Transit site” (Monterey County Herald, 5/2/16); “MST celebrates 125 years of public transit” (Monterey County Business Council’s Friday Facts, 5/6/15); “Funds sought for north county projects” (The Californian, 5/5/16); “Youth-led Ciclovia helps bring Salinas community together in health” (League of California Cities, 5/6/16); “Mixed feelings on Holman Highway Roundabout” (KION, 5/6/16); “Monterey wants you to ride your bike to work this week” (KSBW, 5/10/16); “MST board approves land deal in King City” (Monterey County Weekly, 5/11/16); “Mechanic’s heroics put buses back on line” (The Californian, 5/12/16); “Transit agency snags King City land, could see federal funding for project” (KCBX, 5/13/16); “Road Report: Overview kicks off roundabout forum” (Monterey County Herald, 5/14/16); “A Marina divided: Downtown businesses feeling left out amid new development” (Monterey County Herald, 5/14/16); “MST celebrates 125 years of public transportation” (APTA’s Passenger Transport, 5/16/16); “Hartnell misses boat on free bus rides” (The Californian, 5/19/16); “MST schedules change on Saturday for some routes” (The Californian, 5/24/16); “Pantoja works for equal transportation” (The Californian, 5/27/16); “Quick Bites: Art and wine event adds VIP tickets” (Monterey County Herald, 5/31/16).

Press releases sent include: “Media invitation: Ribbon cutting for new MST bus shelters at Hartnell College & Salinas Union High School District Offices” (5/17/16); “MST services changes go into effect Saturday, May 28” (5/24/16); “MST bus service on Memorial Day” (5/25/16).
Marketing activities: Customer service representative set up booth at the “Take it Outside” event at Natividad Creek Park; updated, reprinted, and distributed Summer Youth GoPass rack cards to schools, churches, and community youth organizations; attended various Holman Highway 68 Roundabout community meetings with the public; met with staff regarding options for layout of new framed signs at bus stops; created outreach schedule for new community relations coordinator; hosted a ribbon cutting for new bus stops at Hartnell College and Salinas Union High School District Offices with Board Vice Chair Tony Barrera; distributed MST Trolley brochures to area hotels, visitors centers, and partner agencies; updated MST stationary designs to include business cards, letterhead, envelopes, labels, and certificate paper; updated Rider’s Guide and website for service changes to take effect May 28, 2016; continued work on design of real-time transit signage at bus stops; continued work on identification and wayfinding signage for 19 Upper Ragsdale office; conducted Onboard Rider and Community Non-Rider Surveys; attended Holman Highway 68 community and business workshops; coordinated Monterey Bay Aquarium-themed trolley decaling and updated Trolley brochure for Aquarium Direct Trolley service; worked with Monterey Bay Aquarium staff regarding scheduling 2015-2016 Free to Learn trips; worked on messaging showing how Measure Q funds are being spent; researched updating/re-designing MST’s Busmobile; attended HWY 68 Roundabout Construction Project communications working group meetings; managed MST website content, Facebook page, and Twitter account.

Planning Update

During the month of May, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 2014 Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and are starting to make up for previous losses. During the month the Presidio, with assistance of MST Business Development Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. With military ridership hitting record levels for the month of May, this effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes. Fortunately, Congress voted in December to raise the transit benefit again on a permanent basis. The benefit was raised for the Presidio participants on March 10, 2016. As such staff is re-evaluating the program with some expansions possible for the future.

Staff continued planning efforts with Camp Roberts in southern Monterey County with the goal of providing transit service if MST is successful in obtaining a FTA Section 5311(f) grant. The new route would provide military service members and the public with a bus route from Templeton to Fort Hunter Liggett with stops in Paso Robles and Camp Roberts.

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

Staff met with CSUMB planning staff to continue discussing transit services for the next academic year. We reviewed routes, ridership, ideas for next year, what is going well, and areas for improvement.

Throughout the month, staff continued participating in meetings with various local agencies, including Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, Monterey County Business Council, and the Fort Ord Reuse Authority.
June 28, 2016

TO: Carl Sedoryk
FROM: Thomas P. Walters

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

**Budget Process and Outlook**

With the Independence Day recess approaching, the House and Senate Appropriations Committees continued their work on FY 2017 spending bills. Congressional Leaders have sought to restore “regular order” this year by moving individual appropriations bills through the House and the Senate in order to enact them by the October 1 start of the new fiscal year. Most of the twelve FY 2017 spending measures have been drafted at the Committee level, but progress through the full House and Senate has faltered due to factors such as the limited number of days available for floor debate because of the upcoming conventions and subsequent elections, as well as the inclusion of controversial policy riders on the bills. At this point, it is increasingly assumed that the appropriations process will require some sort of post-election Lame Duck Session to complete and an Omnibus Appropriations package or Continuing Appropriations Resolution are likely. The details of the bills being worked out by the Appropriations Committees are important, however, since these measures would form the basis for the package if omnibus legislation was resorted to.

**FY 2017 Transportation Appropriations**

As the Appropriations Committees have drafted FY 2017 transportation funding legislation, we have continued to advocate for the funding increases obtained in last year’s enactment of the FAST Act and urged for completion of the budget to avoid any interruption that result from short-term funding bills.

The details of the House and Senate versions of the THUD bill that have been drafted generally follow the blueprint laid down by the FAST Act. The House Appropriations Committee approved its version of the *FY 2017 Transportation, HUD and Related Agencies Appropriations* bill on May 24 and included full funding for FTA’s bus and transit formula grant programs, as authorized last year by the FAST Act. Capital Investment Grants/New Starts would be funded at $2.5 billion, compared to $2.177 billion last year, and TIGER Infrastructure Grants would be funded at $450 million, $50 million less than last year.
The full Senate passed its version of the *FY 2017 Transportation, HUD and Related Agencies Appropriations* bill on May 19 and would also provide the full $9.734 billion authorized in the FAST Act for FTA Transit Formula Grants. It would fund the Capital Improvement Grants/New Starts at $2.338 billion, and provide $525 million for TIGER Grants for the discretionary surface transportation projects program.

When the Senate passed the Transportation Funding bill, it was packaged with several other spending proposals, including emergency funding to fight the Zika virus. House Leaders opposed this approach, and the transportation funding sections were removed so that the House could debate them separately in the fall.

**Tax Reform**

House Speaker Ryan (R-WI), Ways and Means Chairman Brady (R-TX), and other senior Republicans released a proposed framework for tax reform on June 24. Although this proposed tax reform is not likely to be enacted this year, it is intended to set a framework for action on tax laws if Republicans win the White House in this year’s Presidential election. The House Republican tax plan is focused on corporate tax changes, the estate tax, the alternative minimum tax, and expensing for business investment, but any serious effort to re-write tax laws will attract numerous other provisions. This could include increases or changes to the motor fuels taxes that go into the Highway Trust Fund or the elimination of tax deductions such as the transit commuter benefit or renewable fuels tax credits. Any revenue-neutral tax overhaul bill in 2017 would require the elimination of at least some tax breaks to pay for lower overall tax rates, so we will continue to monitor this situation closely for any impacts on MST.

TPW:dwg
To: Board of Directors  

From: Carl Sedoryk, General Manager/CEO  

Subject: State Legislative Update – May 2016

The Legislature passed Senate Bill 826, the Budget Act of 2016-17. The $122 billion budget includes, among other things, new investments in childcare, education, and jail construction; it also sets aside $2 billion for the state’s rainy-day reserve fund. SB 826 is now pending signature by Governor Brown.

The Legislature now turns its attention to passing various budget trailer bills that would enact policy aspects of the Budget. Budget trailer bills under consideration include Assembly Bill 1610 and Senate Bill 838, which “hit the pause button” on recent changes made to the State Transit Assistance formula and allocation methodology by the State Controller’s Office (SCO) and compel the SCO to return to its long-understood methodology for any remaining unallocated funds in FY 2015-16 and all quarters of FY 2016-17 and FY 2017-18.

The following are bills supported by the California Transit Association and Monterey-Salinas Transit

**SB 824 (Beall)** – Low Carbon Transportation Operations Program: This bill would authorize a recipient public transit agency that does not submit a project for funding under the Low Carbon Transit Operations Program in a particular fiscal year to retain its funding share for up to four years for expenditure in a subsequent fiscal year. The bill would allow a recipient public transit agency to loan or transfer its funding share in a particular fiscal year to another recipient public transit agency, or to apply to the department to reassign, to other eligible expenditures under the program, any savings of surplus moneys from an approved and completed expenditure under the program or from an approved expenditure that is no longer a priority, as specified. The bill requires a recipient public transit agency to demonstrate that the expenditure of its funding share does not supplant another source of funding. The bill would also allow a recipient public transit agency to apply to the department for a letter of no prejudice for a capital project or component of a capital project for which the department has authorized a disbursement of funds, and if granted, would allow the recipient public transit agency to expend its own moneys and to be eligible for future reimbursement from the program, under specified conditions. In addition, the bill would retool the LCTOP’s 50-percent operator-by-operator disadvantaged community-benefit requirement to a program-wide requirement. To ensure investments are made that benefit disadvantaged communities across the state, the California Department of Transportation would be required to
certify “investment benefitting communities are made within the jurisdiction of each regional transportation planning agency” every three years.

**AB 1640 (Stone)** – Retirement: Public Employees: This bill would clarify that public transit employees hired between January 1, 2013 and December 30, 2014 are exempt from the Public Employees’ Pension Reform Act of 2013 for the duration of their employment. In doing so, the bill would remove any ambiguity regarding the applicability of PEPRA to these public transit employees, limiting it only to employees hired after December 30, 2014; and create consistency in the manner in which public transit employees, across public transit agencies and various retirement systems, are impacted by PEPRA. STATUS: In the Senate Public Employment and Retirement Committee (Hearing set for June 27)

**AB 1746 (Stone)** – Transit Buses: This bill would expand existing bus on shoulder authorization, which is limited to MontereySalinas Transit District and Santa Cruz Metropolitan Transit District, to also include the Santa Clara Valley Transportation Authority. STATUS: In the Senate Transportation and Housing Committee (Hearing set for June 28)

**AB 1886 (McCarty)** – California Environmental Quality Act: Transit Priority Projects: This bill would revise the definition of “transit priority projects” under the California Environmental Quality Act (CEQA) to permit a project with up to 50 percent of its parcels located farther than one-half mile from a major transit stop or high-quality transit corridor to qualify for abbreviated environmental review. STATUS: In Senate Environmental Quality Committee (Hearing set for June 29)

**AB 2090 (Alejo)** – Low Carbon Transit Operations Program: This bill would authorize a recipient transit agency to apply for, and receive, Low Carbon Transit Operations Program funds for the purposes of maintaining transit service levels, if the recipient transit agency is experiencing a fiscal emergency. STATUS: In Senate Environmental Quality Committee (Hearing set for June 29)

**SB 32 (Pavley)** – California Global Warming Solutions Act of 2006: Emissions Limit: This bill would set an enforceable greenhouse gas (GHG) emissions target of 40 percent below 1990 levels by 2030 that would create certainty for markets and consumers. STATUS: In Assembly Natural Resources Committee (Hearing set for June 27)

**SB 450 (Allen)** – Elections: All-Mailed Ballot Elections: This bill would significantly overhaul California’s elections system, with the goal of boosting voter participation, by authorizing counties to opt-in to an all-mail ballot election that prioritizes convenience. This bill would require counties that choose to opt-in to an all-mail ballot election to meet certain accessibility requirements, including locating polling centers near established public transportation routes. STATUS: In Assembly Elections and Redistricting Committee (Hearing set for June 29)
SB 998 (Wieckowski) – Vehicle: Mass Transit Guideways: This bill would bolster the effectiveness of bus rapid transit projects statewide by prohibiting motorists from operating, stopping, parking, or leaving idle, a vehicle in a dedicated bus-only lane. STATUS: In the Assembly Transportation Committee (Hearing set for June 27)

Finally, the Association has adopted OPPOSE positions on the following bills based on their ability to jeopardize transit operations.

SB 882 (Hertzberg) – Crimes: Public Transportation: Minors: This bill would prohibit public transit agencies from charging minors with an infraction or misdemeanor for various acts related to fare evasion. STATUS: In Assembly Public Safety Committee (Hearing set for June 28)

SB 885 (Wolk) – Contracts: Design Professionals: Indemnity: This bill would prohibit contracts and amendments to them entered into on or after January 1, 2017 from containing clauses requiring a design professional, inclusive of engineers, land surveyors, architects, and landscape architects, to defend claims made against a project owner. STATUS: In Assembly Judiciary Committee (Hearing set for June 28)

Submitted by

[Signature]
June 29, 2016

To: Carl Sedoryk

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

Subject: TRIP REPORT – May 2016

From May 14th through 18th, I traveled to Charlotte, NC, to attend the American Public Transportation Association’s 2016 Bus and Paratransit Conference. During the conference I attended the following meetings and sessions:

- Bus & Paratransit CEO’s Committee
- Bus CEO & OEM Ad-hoc Committee
- APTA Diversity Council
- Mobility Management Committee
- Opening General Session
- Power of Diversity
- US Department of Transportation Update
- Bus Products and Services Showcase
- Bus Display
- Regional Transportation Planning
- Creating Accessible, Sustainable & Transit-Oriented Communities
- Better Communication and Oversight – Higher Quality of Service in Operations

From May 23rd through 25th, I traveled to Sacramento to attend the California Transit Association’s Spring Legislative Conference. During the conference I attended the following meetings and sessions:

- CTA Executive Committee
- CTA Legislative Committee
- California Transportation Foundation Awards Ceremony
- Addressing the State’s Transit Funding Drought
• Assisting the State Transit Assistance Program
• Public Transit and California’s Road User Charge
• State Legislative Update
• Zero-Emission Bus Debate

In addition, I met with staff members of state senators Bill Monning and Anthony Cannella as well as assemblymembers Luis Alejo and Mark Stone.

Hunter Harvath