



TRANSIT DISTRICT MEMBERS:

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

**Board of Directors Regular Meeting
June 12, 2017**

Frank J. Lichtanski Administrative Building
Board Room, First Floor
19 Upper Ragsdale Dr., Suite 100, Monterey 93940
10:00 a.m.

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

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CLOSED SESSION

Members of the public may address the Board on any matter related to Closed Session. There is a time limit of not more than three minutes for each speaker. The Board will not take action or respond immediately to any public comments presented, but may

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

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

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choose to follow-up at a later time individually, through staff, or on a subsequent agenda.

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

- 3-1 Conference with Legal Counsel – Existing Litigation, Gov. Code § 54956.9: *Serrano v. MST* (No enclosure)
- 3-2. Conference with Labor Negotiators, Gov. Code § 54957.6: MSTEA and MST (Heidi Quinn, K. Halcon) (No enclosure)
- 3-3. Conference with Legal Counsel – Anticipated Litigation, Gov. Code § 54956.9(b): AECOM (No Enclosure)
- 3-5. Conference with Negotiators regarding term, compensation and benefits for the GM & CEO (No enclosure) (K. Halcon, C. Sedoryk) (§54957 (b))

4. RETURN TO OPEN SESSION

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

5. CONSENT AGENDA

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

- 5-1. Adopt Resolution 2017-35 recognizing Oscar Lemus, as Employee of the Month for June 2017. (Sandra Amorim) (Pg. 7)
- 5-2. Minutes of the regular meeting of May 8, 2017. (Jeanette Alegar-Rocha) (Pg. 9)
- 5-3. Minutes of the Finance Committee May 8, 2017. (Jeanette Alegar-Rocha) (Pg. 15)
- 5-4. Financial Report – April 2017. (Lori Lee) (Pg. 17)
- 5-5. Disposal of property left aboard buses. (Sonia Wills) (Pg. 27)
- 5-6. Approve Revised MST Records Retention Policy and Schedule. (Deanna Smith) (Enclosure) (Pg. 29)
- 5-7. Authorize Lease Renewal of Office Space on 201 Pearl Street, Monterey. (Hunter Harvath) (Pg. 69)

- 5-8. Approve Charter Bus On-Call Pricing list. (Hunter Harvath) (Pg. 71)
- 5-9. Authorize Staff to enter into a Facilities Project Manager Consulting contract with Ed Jenkins in an amount not to exceed \$95,000. (Hunter Harvath) (Pg. 73)
- 5-10. Adopt Revised MST Investment Policy as recommended by the Finance Committee. (Hunter Harvath) (Pg. 75)
- 5-11. Approve Replacement Radios for Automatic Vehicle Location (AVL) system. (Mark Eccles) (Pg. 79)
- 5-12. Approve Purchase of Automatic Vehicle Location (AVL) - Vehicle Tracking Modems. (Mark Eccles) (Pg. 81)
- 5-13. Authorize Fare Reduction, Discount Pass Extension and Vehicle Donation for Big Sur Area. (Hunter Harvath) (Pg. 83)
- 5-14. Approve Resolution 2017-37 authorizing the execution of the State Highway Account- Sustainable Communities Planning Grant. (Michelle Overmeyer) (Pg.87)
- 5-15. Claim Rejection (Ben Newman) (Pg. 91)

End of Consent Agenda

6. RECOGNITION AND SPECIAL PRESENTATIONS

- 6-1. June Employee of the Month – Oscar Lemus. (Sandra Amorim)
- 6-2. Certificate of Achievement for Excellence in Financial Reporting- Hunter Harvath (Carl Sedoryk)

7. PUBLIC HEARINGS

8. ACTION ITEMS

- 8-1 Receive and adopt proposed FY 2018 Operating & Capital Budget, Action Plan, and Staffing Levels, and authorize grant applications and funding requests. (Hunter Harvath) (Enclosure) (Pg. 93)
- 8-2. Discontinue sale of \$13 Monterey Peninsula Congestion Relief Deep Discount 31-Day Pass effective July 1, 2017. (Hunter Harvath) (Pg. 137)
- 8-3. Approve Reduction in RIDES ADA Paratransit fares to be funded by Measure Q sales tax revenues. (Hunter Harvath) (Pg. 139)
- 8-4. Authorize Purchase of Five Historically Themed Trolleys from Hometown Trolley in an amount not to exceed \$2,188,00 (Hunter Harvath) (Pg. 141)

9. REPORTS & INFORMATION ITEMS

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

- 9-1. General Manager/CEO Report – April 2017. (Pg. 143)
- 9-2. Washington, D.C. Lobby Report – May 2017. (Pg. 167)
- 9-3. State Legislative Advocacy Update – May 2017. (Pg. 169)
- 9-4. Staff Trip Reports. (Pg. 171)
- 9-5. Correspondence. (Pg. 181)

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. Board member comments and announcements.
 - a. Request Measure Q Committee Volunteer to represent
 - i. Monterey County Unincorporated
 - ii. MAC
- 10-3. Board member referrals for future agendas.

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for April 2017 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

NEXT MEETING DATE: July 10, 2017

19 Upper Ragsdale Dr., Monterey, Suite 100

NEXT AGENDA DEADLINE: June 23, 2017

**Dates and times are subject to change.*

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

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

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



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**OSCAR LEMUS
JUNE 2017
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Oscar Lemus began working at Monterey-Salinas Transit District in December of 2014 as an Inventory Clerk. His daily work entails overseeing the parts storeroom operation which supports MST's Fleet; and

WHEREAS, Oscar Lemus always demonstrates a sense of urgency and a can do attitude with any task given to him. His positive attitude helps with our on-going relations with our parts vendors; and

WHEREAS, Oscar Lemus has increasingly gained knowledge of our fleet and MST practices. He does an excellent job keeping the Parts room organized, stocked and ready for mechanics. He often works in a lead capacity, making good decisions regarding the ordering of parts, management of inventory, and searching for parts to meet mechanic requests; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes Oscar Lemus as Employee of the Month for June 2017; and

BE IT FURTHER RESOLVED that Oscar Lemus is to be congratulated for his excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-35 this 12th day of June 2017.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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MST BOARD OF DIRECTORS

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

MINUTES
May 8, 2017

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 10:00 a.m. Roll call was taken and the pledge of allegiance followed led by Director Velazquez.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

1-4. Conduct swearing in ceremony for new member, Mary Ann Carbone

Chair Barrera swore in Director Mary Ann Carbone as the new board member representing the City of Sand City.

Present:	Luis Alejo	County of Monterey
	Dan Albert	City of Monterey
	Tony Barrera	City of Salinas
	Robert Bonincontri	City of Gonzales
	Pat Lintell	City of Del Rey Oaks
	Ken Cuneo	City of Pacific Grove
	Carolyn Hardy	City of Carmel-by-the-Sea
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	Mary Ann Carbone	City of Sand City
	Anna Velazquez	City of Soledad

Absent:	Yanely Martinez	City of Greenfield
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Staff:	Carl Sedoryk	General Manager/CEO
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Hunter Harvath	Asst. GM/Finance & Administration
Kelly Halcon	Director of HR & Risk Management
Lisa Rheinheimer	Director of Planning and Development
Mark Eccles	Director of Information Technology
Robert Weber	Chief Operating Officer
Norman Tuatavuki	Deputy Chief Operating Officer
Jeanette Alegar-Rocha	Executive Assistant /Clerk to the Board
Deanna Smith	Compliance Analyst / Deputy Secretary
Eva Perez	Office Administrator
Andrea Williams	General Accounting & Budget Manager
Michelle Overmeyer	Grants Analyst
Sandra Amorim	Purchase Manager
Carl Wulf	Facilities & Capital Projects Manager
Alvin Johnson	Contract Transportation Supervisor
Dave Laredo	De Lay & Laredo
Heidi Quinn	De Lay & Laredo
Michael Laredo	De Lay & Laredo
Ariel Bolingbroke	MST Intern

Public: Ken Walker
Chris Chidlaw
John Cardinalli

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

John Cardinalli from Yellow Cab requested that the board consider allowing more taxi vouchers be allocated to cities with the most usage.

3. CLOSED SESSION AGENDA

MST General Counsel, Dave Laredo, announced the Closed Session items and Chair Barrera moved to Closed Session.

Public Comment – none

- 3-1 Conference with Labor Negotiators Gov. Code § 54957.6.
Amalgamated Transit Union (ATU), and MST.
(D. Laredo, K. Halcon) (No enclosure)

4. RETURN TO OPEN SESSION

- 4-1 Report on Closed Session and possible action

Upon return from closed session, Mr. Laredo reported that MST staff provided an update on item 3-1. The board provided direction to staff but no reportable action was taken. Mr. Laredo reported that MST staff provided an update on item 3-2. The board authorized settlement on the Burchell Claim.

5. CONSENT AGENDA

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

- 5-1. Adopt Resolution 2017-32 recognizing, Deanna Smith, Compliance Analyst, as Employee of the Month for May 2017.
- 5-2. Minutes of the MST Board Meeting of April 10, 2017.
- 5-3. Minutes of the Legislative Committee April 10, 2017.
- 5-4. Financial Report – March 2017.
- 5-5. Disposal of Property left aboard buses.
- 5-6. Authorize Expenditure for Recruitment Advertising Campaign.
- 5-7. Receive MST Committee Appointments.
- 5-8. Receive Revised 2017 Board Meeting Calendar
- 5-9. Approve Amendment of Employee-Employer Relations Policy.
- 5-10. Adopt Resolution 2017-34 recognizing Tom Hicks, Mobility Services Manager for his 10 years of service.
- 5-11. Ratify Amalgamated Transit Union Local (ATU) Contract.

Public Comment- None

Director Cuneo made the motion to approve the Consent Agenda and was seconded by Director Alejo. The motion passed unanimously.

6. RECOGNITION AND SPECIAL PRESENTATIONS

- 6-1. Employee of the Month May – Deanna Smith, Compliance Analyst.
- 6-2. Retirement -10 years of Service – Tom Hicks, Mobility Services Manager
- 6-3. 30 Years of Service – David Duckworth, Coach Operator.

6-4. 25 Years of Service – Grace Casey, Coach Operator.

6-5. 25 Years of Service – Pawel Ziolkowski, Coach Operator

7. PUBLIC HEARINGS

None

8. ACTION ITEMS

8-1. Approve Expenditure for Portable Restrooms at Salinas Transit Center

9. REPORTS & INFORMATION ITEMS

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

9-1. General Manager/CEO Report – March 2017

9-2. Washington, D.C. Lobby Report – April 2017

9-3. State Legislative Report- March 2017

9-4. Staff Trip Reports February 2017

9-5. Correspondence-Salinas Valley Express Transit Corridor Fund

10. BOARD REPORTS, COMMENTS, AND REFERRALS

10-1. Reports on meetings attended by board members at MST expense.
(Pg. 83)

10-2. Board member comments and announcements.

Chair Barrera announced that he and Vice-Chair LeBarre will be attending the APTA Transit Board Members Seminar in Chicago, IL, July 22-25, 2017 and asked for volunteers for a third board officer to attend .

10-3. Board member referrals for future agendas.

11. ATTACHMENTS

11-1. The detailed monthly Performance Statistics and Disbursement Journal for March 2017 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 Barrera adjourned the meeting at 10:49 a.m.

Prepared by: 
Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO

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Finance Committee
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Minutes
May 8, 2017
9:00 a.m.

Present: Directors: O'Connell (Chair), Alejo, Velazquez

Absent: Directors: Martinez

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM and Director of Finance and Administration; Andrea Williams, General Accounting & Budget Manager; Kelly Halcon, Director of Human Resources and Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Michelle Overmeyer, Grants Analyst; Dave Laredo, General Counsel; Deanna Smith, Compliance Analyst; Eva Perez, Office Administrator; Jeanette Alegar-Rocha, Executive Assistant to the GM/CEO and Clerk to the Board.

Public: John Cardinalli Yellow Cab

1. Call to Order.

Chairperson O'Connell called the meeting to order at 9:00 a.m. and roll call was taken.

Director Velazquez arrived at 9:04 a.m.

Director Alejo arrived at 9:10 a.m.

2. Public Comment on Matters Not on the Agenda.

John Cardinalli from Yellow Cab requested that the board consider allowing more taxi vouchers be allocated to cities with the most usage.

3. Review FY 2017 Year-to-Date Financials.

Mr. Harvath provided an update on the YTD financials. After the first three quarters of the fiscal year, revenues exceed expenses by nearly \$2.2 million.

4. Receive Draft FY 2018 Operating and Capital Budgets and refer to Board for Approval.

Mr. Harvath presented the FY 2018 Draft Operating and Capital Budgets. Director Alejo made the motion to recommend the FY 2018 Operating and Capital Budgets to the board for approval and was seconded by Director Velazquez.

5. Review Updated MST Investment Policy.

Mr. Harvath presented the updated MST Investment Policy to the board. Director Velazquez made a motion to recommend to the board and was seconded by Director Alejo.

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

7. Adjourn.

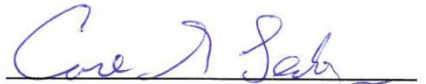
There being no further business, the meeting was adjourned at 9:54 a.m.

Prepared by: _____



Jeanette Alegar-Rocha, Clerk to the Board

Reviewed by: _____



Carl G. Sedoryk, General Manager/CEO

To: Board of Directors
From: Lori Lee
Subject: Financial Reports – April 2017

RECOMMENDATION:

1. Accept report of April 2017 cash flow presented in Attachment #1
2. Approve April 2017 disbursements listed in Attachment #2
3. Accept report of April 2017 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

Beginning balance April 1, 2017	\$19,286,960.12
Revenues	1,118,039.04
Disbursements	<u><3,897,085.89></u>
Ending balance April 30, 2017	<u>\$16,507,913.27</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With only two months more remaining in the fiscal year, revenues are virtually on budget and expenses are trending 7% below budget, producing a year-to-date surplus of \$2,344,603 for MST Fixed-Route. For the MST RIDES part of the budget, revenues are exceeding expenses by approximately \$60,000 year to date. On the revenue side, a 22% negative variance for the month in passenger fares can be attributed to excessively inclement weather during the month (records indicate twice the

rainfall in April 2017 as compared to April 2016. In addition, this winter's inclement weather has delayed TAMC's roundabout construction project at the Highway 1 / Holman Highway interchange. To help address construction-created congestion at this key transportation bottleneck, your Board authorized a deeply discounted transit pass (\$95 per month passes discounted to \$13) for those who work and/or live in the construction impact area. Because of the weather delays, the project is taking longer than originally planned. As such, the deeply discounted pass has been on sale longer than what was originally expected and budgeted.

The following expenses have negative variances of greater than 5% or have a monetary value greater than \$5,000 as seen in the April Budget vs. Actual reports contained in Attachment #4:

1. **Advertising** – MST is conducting three simultaneous marketing efforts, two of which (JAZZ Shelter Displays refresh and employee recruitment) were not contemplated when creating the budget this time last year. As such, this category is seeing substantial negative variances, including this month, at 34%. In particular MST's recruitment campaign is necessary due to a critical shortage of coach operators.
2. **Professional & Technical** – The majority of this 16% negative variance is due to legal fees from the extended contract negotiations with the Amalgamated Transit Union that were occurring during the month as well as a payment to a consultant working on a highly technical fleet analysis related to electric bus utilization compared with diesel-powered buses. It should be noted that even with this month's negative variance, for the year, this category is seeing a 12% positive variance.
3. **Leases & Rentals** – This 122% negative variance reflects the unbudgeted cost of leasing from Army the temporary bus maintenance & operations facility at Joe Lloyd Way (JLW) on the former Fort Ord as well as the temporary restroom facilities at that location.

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

ATTACHMENT 1

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance April 1, 2017 19,286,960.12

Revenues

Passenger Revenue	406,248.20	
DOD Revenue	58,315.00	
LTF / STA / 5307	-	
Sales Tax	478,700.00	
Grants	36,894.00	
TAMC Loan/Rabo LOC advance	-	
Interest Income	11,176.56	
Non Transit Revenue	126,705.28	
Total Revenues		1,118,039.04

Disbursements

Operations (See Attachment #2)	3,277,948.63	
Capital	619,137.26	
Property Acquisition –	-	
Total Disbursements		(3,897,085.89)

Ending balance April 30, 2017 **16,507,913.27**

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	394,963.52
Checking(s) - Wells Fargo Bank	8.97
Local Agency Investment Fund (LAIF)	10,065,810.16
Money Market - Homeland Security	841,263.78
Money Market - Rabo MM	407,332.35
Money Market - PTMISEA	3,104,301.33
Money Market - LCTOP	468,104.52
Money Market - Rabo Prop. 1 B	1,206,598.48
Bank of America - Escrow	8,985.16
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
Total	16,507,913.27

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PAYROLL ACCOUNT

March 31 Payroll & Related Expenses	112,799.76	
April 14 Payroll & Related Expenses	557,422.88	
April 28 Payroll & Related Expenses	447,428.49	
Pers & 457	208,566.33	
Garnishments	6,900.69	
Payroll adj		
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	1,333,118.15	1,333,118.15

GENERAL ACCOUNT

Disbursements on Attached Summary	2,477,117.89	
Paydown loan	12,997.34	
Workers Comp. Disbursements	37,973.34	
Interest expense	6,310.21	
Bank Service Charge	29,568.96	
Transfer from WFB	-	
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	2,563,967.74	2,563,967.74

Total Disbursements	<u>3,897,085.89</u>
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Less Capital Disbursements & Transfers	<u>(619,137.26)</u>
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Operating Disbursements	<u>3,277,948.63</u>
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DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR April 1, 2017 - April 30, 2017

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 04/07/17	44565 - 44662	1,029,070.00
Accounts Payable 04/12/17	44663 - 44688	607,150.64
Accounts Payable 04/15/17	44689 - 44703	71,150.51
Accounts Payable 04/19/17	44704 - 44710	11,497.66
Accounts Payable 04/21/17	44711 - 44839	707,645.27
Accounts Payable 04/26/17	44840 - 44860	50,603.81
TOTAL		<u>2,477,117.89</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
MV TRANSPORTATION INC.	Recurring Expense Purchased Transportation	44624	04/07/17	564,927.40
TRAPEZE SOFTWARE GROUP	Recurring Expense License/Maintenance Agreement	44655	04/07/17	117,389.00
BLUE SCOPE CONSTRUCTION	TDA Rehab September 19, 2016	44687	04/12/17	605,594.41
CALIF TRANSIT INS POOL	Recurring Expense Liability Insurance	44732	04/21/17	107,513.28
TRAPEZE SOFTWARE GROUP	45 Real-Time Signs September 19, 2016	44826	04/21/17	174,787.94

**TREASURY TRANSACTIONS
FOR APRIL 2017**

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/17					6,056,274.78
	Deposit		5,000,000.00		11,056,274.78
	Withdrawal			1,000,000.00	10,056,274.78
Local Agency Investment Fund: Quarterly interest earned - .68%					
			9,535.38		10,065,810.16
LAIF Treasury Balance at 04/30/17					10,065,810.16

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/17					157,289.04
04/24/17		LTF	1,000,000.00		1,157,289.04
04/27/17		To AP		750,000.00	407,289.04
04/30/17		Interest @ 0.30%	43.31		407,332.35
RABO MM Balance at 04/30/17					407,332.35

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from April 1, 2017 to April 30, 2017

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-257,999	-331,205	73,206	-3,014,564	-3,312,050	297,486
Special Transit	-542,083	-489,987	-52,096	-5,113,658	-4,899,870	-213,788
Cash Revenue	-36,975	-23,199	-13,776	-290,818	-231,990	-58,828
Cash Grants & Reimbursement	-2,441,543	-2,447,710	6,167	-24,512,889	-24,477,100	-35,789
Total Revenue	-3,278,599	-3,292,101	13,502	-32,931,929	-32,921,010	-10,919
Expenses						
Labor	1,233,619	1,233,488	131	12,108,682	12,334,880	-226,198
Benefits	659,775	762,962	-103,187	7,312,925	7,629,620	-316,695
Advertising & Marketing	19,193	14,294	4,899	258,731	142,940	115,791
Professional & Technical	76,295	65,993	10,302	577,658	659,930	-82,272
Outside Services	29,690	26,321	3,369	295,385	263,210	32,175
Outside Labor	102,201	103,359	-1,158	902,082	1,033,590	-131,508
Fuel & Lubricants	181,157	305,144	-123,987	1,733,578	3,051,440	-1,317,862
Supplies	60,508	70,129	-9,621	682,593	701,290	-18,697
Vehicle Maintenance	74,937	83,544	-8,607	835,591	835,440	151
Marketing Supplies	56	4,376	-4,320	33,088	43,760	-10,672
Utilities	32,012	38,598	-6,586	363,079	385,980	-22,901
Insurance	44,871	54,253	-9,382	448,635	542,530	-93,895
Taxes	18,037	17,309	728	126,483	173,090	-46,607
Purchased Transportation	388,292	403,028	-14,736	3,875,182	4,030,280	-155,098
Miscellaneous Expenses	47,279	62,559	-15,280	604,906	625,590	-20,684
Interfund transfers						
Pass Thru/Behalf of Others		6,167	-6,167		61,670	-61,670
Interest Expense	9,635	10,583	-948	97,884	105,830	-7,946
Leases & Rentals	53,679	24,212	29,467	262,101	242,120	19,981
Total Operating Expenses	3,031,236	3,286,319	-255,083	30,518,587	32,863,190	-2,344,603
Operating (Surplus) Deficit	-247,363	-5,782	-241,581	-2,413,342	-57,820	-2,355,522

NOTES

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MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from April 1, 2017 to April 30, 2017

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY17)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-47,186	-38,909	-8,277	-402,826	-389,090	-13,736
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-2,990,980	-2,990,980	
Total Revenue	-346,284	-338,007	-8,277	-3,393,806	-3,380,070	-13,736
Expenses						
Labor	3,663	4,770	-1,107	70,278	47,700	22,578
Benefits	5,433	3,029	2,404	43,980	30,290	13,690
Advertising & Marketing						
Professional & Technical		417	-417		4,170	-4,170
Outside Services						
Outside Labor	3,739	6,584	-2,845	42,066	65,840	-23,774
Fuel & Lubricants	26,690	39,577	-12,887	277,153	395,770	-118,617
Supplies	2,769	1,919	850	10,548	19,190	-8,642
Vehicle Maintenance				511		511
Marketing Supplies						
Utilities	40		40	360		360
Insurance						
Taxes						
Purchased Transportation	277,224	268,018	9,206	2,753,990	2,680,180	73,810
Miscellaneous Expenses	13,526	13,693	-167	135,505	136,930	-1,425
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals				1		1
Total Operating Expenses	333,084	338,007	-4,923	3,334,393	3,380,070	-45,677
Operating (Surplus) Deficit	-13,200		-13,200	-59,413		-59,413

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

Salvation Army (Seaside)

2 Backpacks	2 Lunch bags
1 Book	3 Pairs of shoes
14 cell Phones	2 Pairs of sunglasses
1 Card reader	4 Sweaters
6 Pairs of eyeglasses	2 Tote bags
12 Phone chargers	3 Large umbrellas
2 Beanies	3 Wallets
4 Jackets	2 Pillow cases
2 Pants	1 Kindle tablet
2 Hiking sticks	1 Coffee mug
1 Toy	1 AM/FM radio
1 Speaker	1 Color gold necklace
1 Wireless charging unit	

To be disposed

1 Hat	4 Medications
3 Toiletries	2 ID's
3 Credit cards	2 Soiled items
1 Knife	

To be retained

\$154.00 to accounting for deposit

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

Prepared by: 
Sonia Wills, Customer Service Supervisor

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To: Board of Directors

From: Deanna Smith, Compliance Analyst

Subject: Approve revisions to MST Records Retention Schedule

RECOMMENDATIONS:

Receive and approve revisions to the MST Records Retention Schedule.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

Your Board approves all MST policies. The Records Retention Schedule (Schedule) reflects the guidelines for the retention of records outlined in your board-approved policy and complies with federal and state guidelines.

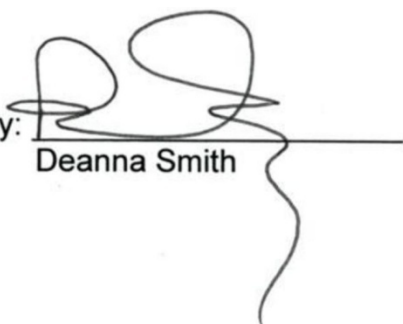
DISCUSSION:

At the meeting of November 5, 2012, your Board approved the MST Records and Information Management Policy and the Records Retention Schedule, and in September 2014, your Board approved revisions to the Schedule. Over the last year, MST staff has again completed a comprehensive review of MST's records. The revised Draft Records Retention Schedule reflects the reorganization of current records, the addition of newly identified records, and the removal of previous records that do not require a formal retention period.

The revised Schedule is organized to identify additions (blue font) and deletions (red font) of records. To make the document easier to review, revisions that have not resulted in substantive legal or regulatory changes have not been tracked within the document. A table of acronyms has been included for reference on page 3 of the Schedule, and MST's vital documents have been more clearly identified on page 5. Additionally, the Schedule was reviewed by MST General Counsel prior to agenda submission.

ATTACHMENT 1: Draft Revised Records Retention Schedule

Prepared by:



Deanna Smith

Reviewed by:



Carl G. Sedoryk

MONTEREY-SALINAS TRANSIT
RECORDS RETENTION GUIDELINES
and
RETENTION SCHEDULE

DRAFT REVISION
June 2017

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LEGEND

Record Format and Media Type

P = Paper	V = Video
E = Electronic	A = Audio
DB = Database	MF = Microfilm, Microfiche
PH = Photo	W = Website

Records Retention

AC = Active	T = Termination
AD = Adoption	L = Life
AU = Audit	CL = Closed/Completion
CU = Current Year	E = Election
P = Permanent	<u>RA = Rolling Annual</u>
S = Supersede	<u>R12 = Rolling 12 month</u>

Acronyms

ADA = Americans w/Disability Act
AMBAG = Association of Monterey Bay Area Governments
CAFR = Comprehensive Annual Financial Report
CARB = California Air Resources Board
CBA = Collective Bargaining Agreement
CEQA = California Environmental Quality Act
CFRA = California Family Rights Act
CHP = California Highway Patrol
CTSA = Consolidated Transportation Services Agency
D&O = Directors and Officers
DMV = Department of Motor Vehicles
DOT = Department of Transportation
EEO = Equal Employment Opportunity
EEOC = Equal Employment Opportunity Commission

EEOP = Equal Employment Opportunity Program
EIN = Employee Identification Number
EIR = Environmental Impact Report
ELT = Executive Leadership Team
FEMA = Federal Emergency Management Agency
FMLA = Family & Medical Leave Act, 1993
FPPA = Fair Political Practices Act
FPPC = Fair Political Practices Commission
FTA = Federal Transportation Agency
GCC = Government Compensation in California
GM = General Manager
Haz-Mat = Hazardous Materials
HIPAA = Health Insurance Portability and Accountability Act
HR = Human Resources
IRS = Internal Revenue Service
IT = Information Technology
JPA = Joint Powers Authority
LAN = Local Area Network
MIS = Management Information System
MOU = Memorandum of Understanding
MQ = Measure Q
MST = Monterey-Salinas Transit
NTD = National Transit Database
OSHA = Occupational Safety & Health Act
OSIP = Office of Self-Insurance Plans
OTP = On Time Performance
PERS = Public Employees Retirement System
PM = Preventative Maintenance
PTMISEA = Public Transportation Modernization, Improvement, and Service Enhancement Account Program
RFP = Request for Proposal
RFQ = Request for Quotation or Request for Qualification
RTA = Regional Taxi Authority
RTP = Regional Transportation Plan
SOP = Standard Operating Procedure
TAMC = Transportation Agency for Monterey County
TDA = Transportation Development Act
UTW = Unscheduled Time Worked
VAS = Vehicle Assignment Sheets
WAN = Wide Area Network

Vital Records

<u>VITAL RECORD</u>	<u>LOCATION</u>
<u>1 OPERATIONAL RECORDS</u>	
<u>Continuity of Operations</u>	<u>Electronic/Offsite/SDB</u>
<u>Property, Real</u>	
<u>Contracts</u>	<u>Offsite/SDB</u>
<u>Deeds</u>	<u>Offsite/SDB</u>
<u>Titles</u>	<u>Offsite/SDB</u>
<u>Permits, Encroachment</u>	<u>Electronic/Offsite/SDB</u>
<u>Permits, Compliance/Environmental</u>	<u>Electronic/Offsite/SDB</u>
<u>Standard Operating Procedures</u>	<u>Electronic</u>
<u>Tapes, Information Systems</u>	<u>Electronic</u>
<u>Vehicles, Registration and Title</u>	<u>Offsite/SDB</u>
<u>2 LEGAL AND FINANCIAL RECORDS</u>	
<u>Audits</u>	
<u>CAFR</u>	<u>Electronic</u>
<u>FTA Triennial</u>	<u>Electronic</u>
<u>PTMISEA</u>	<u>Electronic</u>
<u>Single</u>	<u>Electronic</u>
<u>TDA Triennial</u>	<u>Electronic</u>
<u>Bank Accounts</u>	
<u>Account Numbers</u>	<u>Offsite/SDB</u>
<u>Passwords</u>	<u>Offsite/SDB</u>
<u>Budget</u>	<u>Electronic</u>
<u>Enabling Documents</u>	
<u>Articles of Incorporation</u>	<u>Electronic/Offsite/SDB</u>
<u>Bylaws</u>	<u>Electronic</u>
<u>Legislation, Enabling</u>	<u>Electronic/Offsite/SDB</u>
<u>Ordinances</u>	<u>Electronic</u>
<u>Regulations</u>	<u>Electronic</u>
<u>Resolutions</u>	<u>Electronic</u>
<u>Tax IDs</u>	<u>Electronic/Offsite/SDB</u>
<u>Ledger, General</u>	<u>Electronic</u>
<u>Policies, Board-approved</u>	<u>Electronic</u>
<u>3 CLAIMS AND RIGHTS OF DISTRICT, EMPLOYEES, STAKEHOLDERS</u>	
<u>Bids, RFQs, RFPs</u>	<u>Electronic</u>
<u>Complaints</u>	
<u>ADA/EO/Title VI</u>	<u>Electronic/Offsite/SDB</u>

<u>Contracts, MOUs, CBAs</u>	<u>Electronic</u>
<u>Customer Service Reports</u>	<u>Electronic</u>
<u>Employee Handbook</u>	<u>Electronic</u>
<u>Exemptions and Authorizations</u>	<u>Electronic/Offsite/SDB</u>
<u>Intergovernmental Agency Agreements</u>	<u>Electronic/Offsite/SDB</u>

Vital records are:

- [\(1\) Essential to the **daily operations** and survival of the organization and to resume those operations after a disaster;](#)
- [\(2\) Necessary to recreate the organization's **legal and financial** position; and](#)
- [\(3\) Necessary to preserve its **claims and rights** and those of its stakeholders.](#)

Vital records will be:

- [1\) Stored offsite in a secure, offsite location; or](#)
- [2\) Retained electronically; or](#)
- [3\) Stored on-site within appropriate disaster resistant storage equipment.](#)

***Vital Records are noted in red text throughout this document.**

DISCLAIMER

Monterey-Salinas Transit District (MST) Retention Schedule Guidelines

The guidelines as enclosed have been approved by resolution of the MST Board of Directors. Minimum retention periods are based on the guidelines established by the Secretary of State and the City Clerks Association of California, designed to meet the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of MST.

The records research may not include every record series required to be retained by MST in the course of a given fiscal year. The guidelines are fluid, and MST will make additions, deletions, and updates as needed. Any questions regarding a record series not listed in either the Records Retention Schedule (Schedule) or the General Index (Index) should be brought to the attention of the Records Manager, who will create an appropriate record listing and add the entry to the Index and Schedule.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, a retention period of CU + 2 requires a document to be retained for the remainder of the current calendar year plus two years. For example, if a document is created in March of 2015 and has a CU + 2 retention period, it should be kept for the remainder of 2015 plus years 2016 and 2017; it should be destroyed on January 1, 2018.

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RECORD CLASSIFICATIONS

ADA COMPLIANCE
Multiple Department Files
ADMINISTRATION
Clerk
Compliance
General Subject
Grants
Legal/Legislative
Marketing & Customer Service
Planning & Scheduling
FINANCE
Accounting
Audit
Fixed Assets
Payroll
Purchasing
Treasury
HUMAN RESOURCES
HR
Risk Management
Safety & Training
INFORMATION TECHNOLOGY
OPERATIONS
CTSA
Facilities
Maintenance
Mobility/CTSA
Transportation

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ITEM	DEPARTMENT	CLASSIFICATION
Account Statements	Finance	Treasury
Accounts Payable	Finance	Accounting
Accounts Receivable	Finance	Accounting
Agenda – Cover	Administration	Legal/Legislative
Agenda – ELT	Administration	Legal/Legislative
Agenda – Packets	Administration	Legal/Legislative
Annual Report	Administration	Marketing/CS
Americans w/ Disability Act	ADA Compliance	Multiple
Applications, Committees	Administration	Legal/Legislative
Applications, Field Trip	Administration	Marketing/CS
Applications, Project	Operations	Facilities
<u>Applications, Paratransit</u>	<u>Operations</u>	<u>CTSA/Mobility</u>
<u>Applications, Travel Training</u>	<u>Operations</u>	<u>CTSA/Mobility</u>
Applications, <u>CTSA Navigators</u>	Operations	CTSA/ <u>Mobility</u>
Articles of Incorporation	Administration	Legal/Legislative
Applications, RIDES	ADA	ADA
Appointments, Board	Administration	Legal/Legislative
Articles of Interest	Administration	General Subject
Audio, Recordings	Administration	Multiple
	Legal/Legislative	Multiple
	Human Resources	Risk/Safety
Audit, CAFR	Finance	Audit
Audit, FTA Triennial	Finance	Audit
Audit, PTMISEA	Finance	Audit
Audit, Single	Finance	Audit
Audit, TDA Triennial	Finance	Audit
Awards, Certificates, Plaques	Administration	General Subject
Bank Reconciliation	Finance	Accounting
Bank Statements	Finance	Treasury
Benefit Plan Enrollment, Denied <u>Contracts</u>	Human Resources	Human Resources <u>HR</u>
<u>Benefit Records</u>	<u>Human Resources</u>	<u>HR</u>
Bids, RFQs, RFPs	Finance	Purchasing
Blueprints, Specifications	Operations	Facilities
Bonds & Coupons	Finance	Treasury
Brochures	Administration	Marketing/CS
Budget	Finance	Accounting
Bylaws	Administration	Legal/Legislative
Bylaws	Administration	Legal/Legislative
<u>Certification, Taxi ADA</u>	<u>Operations</u>	<u>CTSA/Mobility</u>
Claims, Rejection	Human Resources	Risk
Claims, Reports	Human Resources	Risk
Claims, State Controller's Office	Administration	Clerk
<u>CBA/MOU</u>	<u>Human Resources</u>	<u>HR</u>
<u>Complaints – ADA/EEO/Title VI</u>	<u>Administration</u>	<u>Compliance</u>
Complaints	ADA	ADA
<u>Continuity of Operations</u>	<u>Administration</u>	<u>Legal/Legislative</u>

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<u>Contractor Oversight Records</u>	<u>Administration</u>	<u>Compliance</u>
Contracts	Finance	Purchasing
Correspondence – Agenda, Board	Administration	Legal/Legislative
<u>Correspondence – Misc.</u>	<u>Multiple</u>	<u>Multiple</u>
Correspondence – Comment Letter	Administration	Planning/Scheduling
<u>Correspondence, Union</u>	<u>Human Resources</u>	<u>HR</u>
Courtesy Cards (discount card)	Administration	Marketing/CS
Courtesy Cards (passenger report <u>witness</u>)	Operations	Transportation
<u>Data, Employee Utilization</u>	<u>Administration</u>	<u>Compliance</u>
<u>Data Records Applicants/Committees</u>	<u>Administration</u>	<u>Compliance</u>
Customer Files	Operations	CTSA
Deeds	Administration	Clerk/Offsite
Deferred Compensation	Finance	Payroll
DMV Records	Human Resources	Safety & Training
Drawings, Project Plans	Operations	Facilities
Employee Handbook	Human Resources	HR
Employee Time Sheets	Finance	Payroll
Employee Transaction Detail	Finance	Payroll
Enabling Documents	Administration	Legal/Legislative
Exemptions & Authorizations <u>Federal/State</u>	Administration	Clerk
Exemptions, Federal and State	Administration	Clerk
Employee Transaction Detail	Finance	Payroll
Fair Political Practices – AB 1234 (Ethics)	Administration	Clerk
Fair Political Practices – Form 700 (SEI)	Administration	Clerk
Federal and State Tax	Finance	Accounting
Forms – Departmental	Multiple	Multiple
Forms, Dispatch Sheets & UTWs	Operations	Transportation
Forms, Employee Suggestion	Operations	Transportation
Forms, Model Release	Administration	Marketing/CS
<u>Forms, Requisition</u>	<u>Finance</u>	<u>Accounting</u>
Forms, Special Event	Operations	Transportation
Forms, Volunteer	Operations	Transportation
FTA Findings	ADA	ADA
Goals & Plans <u>Objectives</u>	Administration	Legal/Legislative
Grants, Certification and Assurances	Administration	Grants
Grants, Federal, Capital	Administration	Grants
Grants, Federal, Operating Assistance	Administration	Grants
Grants, Financial Records	Administration	Finance
Grants, Other	Administration	Grants
Grants, State, Capital	Administration	Grants
Grants, State, Operating Assistance	Administration	Grants
Grants, State, Prop 1B PTMISEA	Administration	Grants
Grants, State, Prop 1B Security	Administration	Grants
Grants, Unsuccessful	Administration	Grants
Guidelines & SOPs, Departmental	Administration	Legal/Legislative
	Multiple	Multiple

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ITEM	DEPARTMENT	CLASSIFICATION
Hearing, Administrative	Administration	Legal/Legislative
<u>Highlights, Board Meetings</u>	<u>Administration</u>	<u>Legal/Legislative</u>
Inspections	Operations	Facilities/Maintenance
Insurance, Certificates	Human Resources	<u>HR</u>
Insurance, D & O	Human Resources	Risk
Insurance, Liability/Property	Human Resources	Risk
Insurance, Workers Compensation	Human Resources	Risk
Inter-governmental Agency Agreements	Finance	Purchasing
	Administration	Clerk
<u>Inventory</u>	<u>Finance</u>	<u>Fixed Assets</u>
Inventory, Information Systems	IT	IT
Investment Transactions	Finance	Treasury
Journals	Finance	Accounting
<u>Leave of Absence</u>	<u>Human Resources</u>	<u>HR</u>
Ledger, General	Finance	Accounting
Legal Advertising	Administration	Legal/Legislative
	Finance	Purchasing
Legal Filings, Form 602, 635, SI-100	Administration	Clerk
Legal Filings, Articles of Incorporation	Administration	Clerk/Offsite
Legal Filings, Comp Report, NTD, <u>SI-100</u>	Administration	Finance
Legislation, Enabling	Administration	Clerk
Litigation	Administration	Clerk
Logs, Driver	Operations	Transportation
Maintenance Records	Operations	Facilities/Maintenance
Manuals, Coach Operators	Operations	Transportation
Media, Training & Promotional	Operations	CTSA/ <u>Mobility</u>
Medical Records	Human Resources	Human Resources
Medical Leave	Human Resources	Human Resources
<u>Meet and Confer</u>	<u>Human Resources</u>	<u>HR</u>
Memberships	Administration	General Subject
Memos, Agenda	Administration	Legal/Legislative
Memos, Bulletin Board/GM	Multiple	General Subject <u>Multiple</u>
Memos, Departmental	Multiple Departments	General Subject
Memos, Service Alerts	Operations	Transportation
Minutes	Administration	Legal/Legislative
Negotiation	Human Resources	Human Resources
Network Information Systems	IT	IT
Newspaper Clippings	Administration	General Subject
Opinion, Legal	Administration	Legal/Legislative
Ordinances	Administration	Legal/Legislative
<u>Passenger Exclusion Citation</u>	<u>Operations</u>	<u>Transportation</u>
<u>Permits – Compliance/Environmental</u>	<u>Operations</u>	<u>Facilities/Maintenance</u>
Permits – Encroachment, etc.	Operations	Facilities
Permits – Compliance/Environmental	Operations	Facilities/Main
PERS Employee Deduction Reports	Finance	Payroll
Personnel Records	Human Resources	<u>HR</u>

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Petitions	Administrative	Legal/Legislative
Plans, Capital Improvement Projects	Operations	Facilities
<u>Plans, Service Studies, Guidelines</u>	<u>Administration</u>	<u>Planning/Scheduling</u>
Policies– Board Approved	Administration	Legal/Legislative
Policy Manual	Administration	Clerk
Press Releases	Administration	Marketing/CS
Proclamations	Administration	Legal/Legislative
Procurement Documents	Finance	Purchasing
	Operations	Maintenance
Programs & Plans	Administration	General Subject
Program Files & Directories	IT	IT
<u>Programs – EEO, Title VI</u>	<u>Administration</u>	<u>Compliance</u>
Property, Real – Title, Contracts, Deeds	Administration	Legal/Offsite
Records, Disposal	Operations	Facilities
Records Management, Cert's of Destruction	Administration	Clerk
Records Management	Administration	Clerk <u>Compliance</u>
Recruitment	Human Resources	HR
Regulations	Administration	Legal/Legislative
Reports, Accident	Human Resources	Risk Management
Reports, Activity	Operations	CTSA/ <u>Mobility</u>
Reports, After Action	Operations	Transportation
Reports, CARB Annual	Operations	Maintenance
Reports – Customer Service	Administration	Marketing/CS
<u>Reports – EEO/Title VI</u>	<u>Administration</u>	<u>Compliance</u>
Reports, Incident	Human Resources	Risk Management
Reports, lobbyist, trip, etc.	Administration	Legal/Legislative
Reports, Monthly	Operations	<u>Multiple</u>
	<u>Transportation</u>	<u>Multiple</u>
Reports – Occurrence	Operations	Transportation
<u>Reports, OSIP</u>	<u>Human Resources</u>	<u>HR</u>
Reports, Pre-Trip Inspections	Operations	Transportation
Reports, Purchased Transportation	Operations	Transportation
Reports, Risk Management	Human Resources	Risk Management
Reports, Supervisor Daily Activity	Operations	Transportation
Reports, TransitMaster Inspection	IT	IT
Reports, Vehicle Damage Sheet	Operations	Transportation
Reports, Vehicle Inspection	Operations	Maintenance
<u>Requests, Public Records Act</u>	<u>Administration</u>	<u>Compliance</u>
<u>Requests, Reasonable Modification</u>	<u>Administration</u>	<u>Compliance</u>
Requisitions/ Purchase Orders	Finance	Purchasing
Resolutions	Administration	Legal Legislative
Resource Guides	Administration	Clerk
Review, Internal/External, Periodic	Finance	Audit
Rider's Guide	Administration	Marketing/CS
Salary Records	Human Resources	HR
Schedules, Senior Shuttle	Operations	CTSA

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<u>Side Letter Agreements</u>	<u>Human Resources</u>	<u>HR</u>
Signage	Administration	Planning/Scheduling
Sign-Ups	Administration	Planning /Scheduling
<u>Standard Operating Procedures</u>	Human Resources	HR
State Controller GCC	Finance	Accounting
State Controller Report	Finance	Accounting
Statistics	ADA	ADA
Surplus Property – Disposal	Finance	Fixed Assets
Surveys and Studies	Multiple	<u>Multiple</u>
Tapes, Information Systems	IT	IT
Tests, Drug	Human Resources	<u>HR</u>
Tire Manifest	Operations	Maintenance
Training Materials	<u>Multiple</u>	<u>Multiple</u>
Training Records	Multiple	<u>Multiple</u>
<u>Transit Asset Management (TAM) Program</u>	<u>Finance</u>	<u>Audit</u>
<u>Vehicle, Assignment Sheets</u>	<u>Operations</u>	<u>Maintenance</u>
	Operations	CTSA
Vehicle, Registration & Title	Administration	Clerk/Offsite
Vehicle, Assignment Reports	Operations	Maintenance
Video/Audio/Photos	Human Resources	Risk/Safety-Training
Vouchers, Taxi	Operations	CTSA/ <u>Mobility</u>
Warrant Register	Finance	Accounting
Warranty, Bus	Operations	Maintenance
<u>Website Documents</u>	<u>Administration</u>	<u>Marketing/CS</u>
Work Orders	Operations	Maintenance
Workers Compensation	Human Resources	HR

* Items in red indicate vital records.

RETENTION SCHEDULE			
ADMINISTRATION			
Record Series	Retention	Descriptor	Format
CLERK			
Claims, State Controller's Office	CU + 4	Brown Act Reimbursement	P/E
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Exemptions & Authorizations, Fed/State	P	Federal or State exemptions or special authorizations to regulations, laws or policies	P/E
Fair Political Practices			
AB 1234 (Ethics)	T + 7	FPPC Filings	P/E
Form 700 (SEI) – Elected	T + 7	FPPC Filings	P/E
Intergovernmental Agency Agreements	p	Duplicate for reference purposes. Originals kept with Procurement & Contract Manager	P/E
Legal Filings			
Form 635, 602	CU + 4	Lobbyist	P/E
Litigation	p	Litigation initiated by MST or other entities. May be kept with special project file while active	E
Policy Manual	S	Compilation of all current Board approved Policies	P/E
Resource Guides	S	Compilation of pertinent resource documents, updated as necessary	P/E
Standard Operating Procedures	S	SOPS, Departmental	P/E
Vehicle, Registration & Title	L	Original maintained offsite	P
COMPLIANCE			
Complaints – ADA/EEO/Title VI	CU + 5	Detailed and summary complaint documentation.	P/E
Contractor Oversight	CU + 5	D&A/EEO/Title VI. All regular monthly, quarterly reports, bus & facility inspections, biannual audit checklists.	P/E
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A

RETENTION SCHEDULE

ADMINISTRATION

Record Series	Retention	Descriptor	Format
Data Records Applicants	CU + 5	Separated from applications prior to delivery to HR for EEO purposes.	P/E
Data Records Committees	CU + 5	Racial breakdown of appointed governing bodies or committees for Title VI purposes.	P/E
Data – Employee Utilization	CU + 5	All applicant, hire, promotion, termination data for EEO purposes.	E
Memos – Employee	CU + 4	Compliance memos sent to MST employees.	E
Program – EEO/Title VI		Renewed triennially.	P/E
Standard Operating Procedures	S	SOPS, Departmental	P/E
Public Records Request (PRA)	CL + 2	Request and response letters, receipt confirmations	P/E
Reports – Staff/EEO	CU + 4	Required updates to General Manager, executives, management.	E
Requests, Reasonable Modification	CU + 5	Detailed request documentation.	E
	CU + 5	Summary request documentation.	
Training, materials/records	CU + 4	EEO, Title VI orientation and training records.	P/E
GRANTS			
Certification and Assurances	CL + 4	Federal and State C & A documents	P/E
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Federal, Capital	L + 4	Capital purchases. Must retain 3 years after receiving title (Useful Life = 12 years)	P/ E
Federal, Operating Assistance	CL + 4	Operating assistance. 3 years after close of contract	P/E
Financial Records	CL + 5	Refer to grant close-out procedure	P/E
Other	CL + 4	Grants administered by local agencies, or foundations	P/E
State, Capital	L + 4	Equipment purchases. Must retain 3 years after receiving title (12 years useful life)	P/E
State, Operating Assistance	CL + 4	Operating assistance. 3 years after close of contract	P/E
State, Prop 1B PTMISEA	L + 3	Capital Grants	P/E
State, Prop 1B Security	CL + 35	Capital grants	P/E
Grants, Unsuccessful	CL + 4	Unfunded applications	P/E

RETENTION SCHEDULE

ADMINISTRATION

Record Series	Retention	Descriptor	Format
LEGAL/LEGISLATIVE			
Agenda, Packets Board & Committees	P	Complete agenda packets, by month.	P/E/W
Applications, Committees, not selected	CL + 2	Applicants not selected, all MST or RTA Committees	E
Applications, Committees, selected	T + 4	Applicants selected, all MST or RTA Committees	E
Appointments	CU + 2	Appointment of staff to boards and committees	E
Audio, Recordings	CL + 2 mo	When used for minutes preparation.	A
Continuity of Operations	S + 2	Vital Record. Keep with policies, plans and programs	P/E
Correspondence, Agenda, Board, Misc.	CU + 4	Correspondence received, created, or submitted to Council and included in Board packet.	P/E
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Enabling Documents	S + 4	Articles of Incorporation, Bylaws, Enabling Legislation, JPA, Ordinances, Regulations, Resolutions, Tax IDs. Drafts kept until final is approved.	P/E
Goals & Objectives	CU + 4	Leg Program , Strategic Action Plan	E
Hearing, Administrative	CL + 4	Rulings or documentation	E
Highlights	P	Highlights of board meetings	E
Insurance, D & O	CU + 4	RTA D&O	
Legal Advertising	CU + 4	Proof of Publication for Public Hearings, Display Ads, etc.	E
Memos, Agenda	CU + 4	Retained in agenda folder for reference	E
Minutes, Board, committee, public or administrative hearings	P	Official minutes	P/E
Opinions, Legal	S + 2	Confidential or Public	E
Ordinances	P	Charter amendments, Board approved	P/E
Petitions	CU + 1	Submitted to Board	P/E
Policies and Plans/Programs, Board approved	S + 2	All agency policies. Manual in Clerk	P/E

RETENTION SCHEDULE			
ADMINISTRATION			
Record Series	Retention	Descriptor	Format
Proclamations	P	Policies, directives rendered by Board not assigned a resolution or ordinance number	P/E
Property, Real – Title, Contracts, Deeds	P	Originals retained offsite	P/E
Records Management	S + 4	Retention & Destruction Schedules	P/E
Certificates of Destruction	CU + 10	Completed forms internal and external	E
Regulations	S + 2	Regulations adopted for RTA	P/E
Resolutions	P	Board actions	P/E
MARKETING & CUSTOMER SERVICE			
Annual Report	P	Brochure publicity piece - Historical Value	P/E
Application, Field Trip	CU		P/E
Brochures	P		P/E
Courtesy Cards (discount card)	T	Based on expiration date. Passenger verification for reduced fares	
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Forms, Model Release	L		P/E
Press Releases	CU + 4	Historical Value	E
Reports, Customer Service	CU + 3	IT purges database	DB
Rider's Guides	P	Historical Value	P/E
Surveys & Studies	S		P/E
Website Documents	S		W
PLANNING & SCHEDULING			
Correspondence, Comment letters	PL	MST initiated EIR/Development response letters comment letters on EIRs and development projects	P/E
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public	P/E/V/A

		business, generated on personal or agency devices.	
Signage	P S	Historical Value	P/E
Sign-Ups	CU + 4	Driver sign-up schedules-finals only	E
Plans, Service Studies, Guidelines	S	Service studies, planning documents produced by MST, guidelines	S

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RETENTION SCHEDULE

FINANCE

Record Series	Retention	Descriptor	Format
ACCOUNTING			
Accounts Payable	AU + 4	Invoices, check copies, supporting documents	P
Accounts Receivable	AU + 4		P
Bank Reconciliation	AU + 4	Statements, summaries for receipts, disbursements & reconciliation	P
Budget	P	Adopted by Board	P
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Federal & State Tax	AU + 6	Forms 1096, 1099, W-9s and W-2s	P
Journals	AU + 4	All monthly activity	P
Ledger, General	AU + 4		P
Legal Filings			
Compensation Report, SI-100	P	Annual Filing for Calendar Year	E
National Transit Database	P	Annual Filing, final reports, documents on MST or FTA letterhead	P
Requisition Form		Used for office supply order requests	
State Controller – GCC	P	Government Compensation in CA	P/E
State Controller - Report	P	Controller may destroy after 5 years	P
Warrant Register	AU + 4		P
AUDIT			
Audit, CAFR	P	Independent auditor analysis	P
Audit, FTA Triennial	P		P
Audit, PTMISEA	P	CA Bond Audit	P
Audit, Single	P	Federal Grant Programs	P
Audit, TDA Triennial	P		P
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public	P/E/V/A

		business, generated on personal or agency devices.	
Reviews, Int/Ext/Periodic	AU + 4	Daily, weekly, monthly, quarterly, or other except a report	P
FIXED ASSETS			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Inventory	AC + 4	Reflects purchase date, cost, account number	P
Surplus Property, Disposal	AU + 4	Sales of obsolete equipment	P
PAYROLL			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Deferred Compensation	AU + 6	Records of employee contributions and agency payments	P
Employee Time Sheets	AU + 6	Signed by employee for audit & FEMA reports	P
Employee Transaction Detail	P		P
PERS Employee Deduction Reports	AU + 6	Record of deductions	P
PURCHASING/CONTRACTS			
Bids, RFQs, RFPs, Quotes Successful Unsuccessful	AU + 4 AU + 5 CU + 2 AU + 5	RFQ/RFP regarding goods & services	P
Contracts, Equipment	L + 4	Keep for life of equipment plus 4 years	P
Contracts, Service/Supplies	T + 4	Keep for 4 years beyond termination of contract	P
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
Inter-governmental Agency Agreements	P	JPA, MOU, agreements between MST and Jurisdictions, Agencies	P/E

Legal Advertising	CU + 4	Proof of Publication for RFQ, RFP, Ads, etc.	P/E
Requisitions, Purchase Orders	AU + 4	Original Documents	P
TREASURY			
Account Statements	CL + 10	Monthly statement of transactions	P
Bank Statements	AU + 2	Financing Authority	P
Bonds & Coupons	CL + 10	Supporting Documents - Paid, Cancelled	P
Investment Transactions	P	Summary of transactions, inventory & earnings report	P

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RETENTION SCHEDULE

HUMAN RESOURCES

Record Series	Retention	Descriptor	Format
HR			
Benefit Plan Enrollment, Denied Benefit Contracts	GL + 4 <u>L</u>	<u>Signed contract agreements</u>	P/ <u>E</u>
Benefit Records	T + 6	Enrollment Forms, Employee Benefit Forms, doctor notes, proof of qualifying event documents	P
<u>Collective Bargaining Agreements, Memorandums of Understanding</u>	CU S + 2 <u>4</u>	If not attached to agreement, project file or Agenda <u>Ratified Collective Bargaining Agreements with closed shop union. Ratified Memorandum of Understanding with Employee Association. Negotiation documents: Notes, Tentative Agreements, Attendance Sheets, information requests and correspondence.</u>	P/E
Correspondence, Union	S+4	Correspondence between MST and bargaining groups. Correspondence that grievance related.	P/E
<u>Correspondence, Miscellaneous</u>	<u>CU + 2</u>	<u>Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices</u>	<u>P/E/V/A</u>
Employee Handbook	S + 4 <u>2</u>	<u>Organizational Policies</u>	P/E
Leave of Absence Records	T + 6	Family Medical Leave Act/California Family Rights Act/Pregnancy Disability or ATU Leave of Absence: Request for Leave, Medical Certification, State Disability Paperwork, Paid Family Leave Paperwork, Medical Status Updates and Notations.	P
Employee Rights <u>Meet and Confer Record</u>	T + 6 <u>P</u>	Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions <u>Informational record of meeting to discuss upcoming organizational changes</u>	P
Personnel Records	T + 6	Training Certifications, Training Records, Driving documents, Performance Evaluations, Performance Materials: Commendations, Disciplinary Actions, Grievance Documents, Award Certificates, Resolutions; Policy Acknowledgements, Property Receipts, Address Change forms, Employment Verifications, Applications, Background check forms and applicant testing materials, release for DMV records, release for Drug and Alcohol records.	P

Recruitment	CL + 2	Applications, resumes, alt. lists/logs, indices; ethnicity disclosures; exam materials; job bulletins; eligibility; electronic database	P
RETENTION SCHEDULE			
HUMAN RESOURCES			
Record Series	Retention	Descriptor	Format
Side Letter Agreements	<u>P</u>	Agreements that modify an article within current CBA or MOU	<u>P/E</u>
Salary Records	T+3	Deduction authorization, beneficiary designations, unemployment claims	P/E
Surveys and Studies	CU + 2	Includes classification, wage rates	P/E
Tests, Drug	<u>CU+3</u>	Chain of Custody, MIIS Reports, Post Accident Determination Form.	<u>P</u>
Training Records	T+6	Employee applications, volunteer program training, class training materials, internships	P/E
Workers Compensation	P	Claim Files, Medical Status updates, notes, reports, video, incidents (working files) originals filed with Administrator; OSHA Logs, Loss Reports, Excess Insurance Renewal	<u>P/E</u>
OSIP Report	<u>P</u>	Annual Report of Self-Insured Workers' Compensation Program	<u>P</u>
RISK MANAGEMENT			
Claims, Rejection	CL + 2		P/E
Claims, Reports	CL + 2		P/E
Correspondence, Miscellaneous	<u>CU + 2</u>	Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices	<u>P/E/V/A</u>
Insurance Certificates	P	Insurance certificates filed separately from contracts, includes insurance files by licensees	P
Insurance, D & O			
Insurance, Liability/Property	P	May include liability, property, Certificates of Participation, deferred, use of facilities	P
Insurance, Workers Comp	P	Indemnity; PERS-working files-originals with Administrator	P
Reports, Accident – Agency Assets	CL + 7	Reports and related records	P/E

Reports, Incident	CL + 7	External comments/claims from public	P/E
Reports, Risk Management	P	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	P/E
Video/Audio/Photos ADA related	CU + 5	Any video or audio used for ADA purposes, complaints, or actions	V/A
Video/Audio/Photos Disciplinary Action	CL + 2	Close of file = post-disciplinary action if not transferred to another case or action	V/A

RETENTION SCHEDULE

HUMAN RESOURCES

Record Series	Retention	Descriptor	Format
Video/Audio/Photos General Surveillance	Variable	Routine daily video and audio. If not pulled for other action or case, retention is governed by system overwrite protocol. Based on space availability.	V/A
Video/Audio/Photos Law Enforcement	No Retention	Requests for video or audio not maintained by MST once turned over law enforcement.	V/A
Video/Audio/Photos Other	CU + 2	Includes video requested by Customer Service Complaint that is not attached to a file or used in active action or case	V/A
Video/Audio/Photos Liability Cases	CL + 2	Close of file=disposition of case	V/A
Safety & Training			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices.	P/E/V/A
DMV Records	T + 6	Employee	V/A
Training Records	T + 6	Sign in sheets	V/A
Training Materials	S		V/A
Video/Audio/Photos See Risk Management			V/A

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RETENTION SCHEDULE

INFORMATION TECHNOLOGY

Record Series	Retention	Descriptor	Format
IT			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence, related directly to public business, generated on personal or agency devices	P/E/V/A
Internet, World Wide Web Access	S + 2	Management/Policies and supporting documentation	
Inventory, Information Systems	S + 2	Hardware/Software Inventory logs; system manuals	
Network Information Systems (LAN/WAN)	CU + 4	Configuration maps and plans	
Program Files and Directories	CU + 2 CU + 2 months CU + 1 CU + .5	Annual Backup Daily Backup Monthly Backup Weekly Backup	
Reports, TransitMaster Inspection	CU+1	ACS Defect Card	P
Standard Operating Procedures	S	SOPs, Departmental	P/E
Tapes, Information Systems	CU + 2	System Generation	

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RETENTION SCHEDULE

OPERATIONS

Record Series	Retention	Descriptor	Format
CTSA/<u>MOBILITY</u>			
Applications, <u>Navigators, Approved</u> <u>Applications, Navigators, Denied</u>	T + 4 <u>CL+4</u>	All materials <u>Application forms, interview panel score sheets, contact information, activity and hours worked reports, approved and denied</u>	P/E
<u>Applications, Paratransit, Approved: Active and Lifetime</u>	T + 4	<u>Contact and professional verification forms, notes from interviews and functional assessment, letter of determination.</u>	P/DB/E
<u>Applications, Paratransit, Denied</u>	+4	<u>Contact and professional verification forms, notes from interviews and functional assessment, letters of determination, and materials related to appeal.</u>	P/E
A <u>Applications, -Approved, Travel Training, Approved</u>	T + 4	All materials <u>Applications, assessments forms, travel training plans, hours trained worksheets, copies of certifications.</u>	P/E
Applications, <u>Travel Training, - Denied, Travel Training</u>	<u>CL+4</u> <u>CU+4</u>	All materials <u>Application form, -Activity logs, reports, requests</u>	P/E
<u>Mileage Reimbursement</u>	<u>CU+4</u>	<u>Claim forms received,</u>	<u>P/E</u>
<u>Certification Program, Taxi ADA</u> Certification Program	<u>CU+4</u>	<u>Record of completed and renewed certifications.</u>	<u>P/E</u>
Correspondence, Misc <u>ellaneous</u>	CU + 2	File by program <u>Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices</u>	P/E/ <u>V/A</u>
Media, <u>Training & Promotional</u>	S	Media created or used internally	E/P/V
Policies & Procedures, <u>SOPs</u> <u>Reference</u>	S + 2 <u>S</u>	Departmental, not approved by Board -	P/E <u>P/E</u>
<u>Reimbursed Transportation Media, Vouchers</u>	<u>CU + 4</u>	<u>Vouchers redeemed for payment to taxi companies</u>	<u>P/E</u>
Reports	CU + 4	Activity r <u>Records & reports for grant purposes and Measure Q purposes</u>	P/E
<u>Schedules, Senior Shuttle</u>	<u>S</u>	<u>Current schedules</u>	<u>P/E</u>
<u>Surveys & Studies</u>	<u>P</u>	<u>External</u>	<u>P/E</u>
Training Records	<u>CU+3</u> <u>T + 4</u>	Taxi Operators, Navigators, <u>- Not employee training records</u> Coach Operators	P/E

Vouchers, Taxi	CU + 3	-	P/E
FACILITIES			
Applications, Project	L + 3	Life=work in process even if uncompleted	P/E
Blueprints, Specifications	L + 3	Life= life of project, shelter, building	P/E/PH
<u>Correspondence, Miscellaneous</u>	<u>CU + 2</u>	<u>Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices.</u>	<u>P/E/V/A</u>

RETENTION SCHEDULE

OPERATIONS

Record Series	Retention	Descriptor	Format
Drawings, Project Plans	L + 3	Includes traffic control or other plans. Life= life of project, shelter, building	P/E
Inspections, Various Annual Compliance Inspections/Records and Permits/Environmental	CU + 4	Documentation for managing hazardous materials and waste. Certified Unified Program Agencies; tire storage; above and below ground storage; storm water reports; Air Board; Pressure Vessel Certification, etc.	P
Maintenance, Equipment & Building PMs	CU + 4	MST and Vendor performed	P/E
Permits, Encroachment	P/L	Required for work completed in a public right of way; example: bus stops and construction projects	P
Permits, Compliance/Environmental	P	Includes but is not limited to operating permits, storage, testing results, annual renewable permits	P
Plans, Capital Improvement Projects	P/L	All documents and materials related to funding, design, permits, construction and as built drawings	P/E
Records, Disposal Manifest/Haz-Mat	CU + 9	Haz-Mat manifest (Evergreen, Safety Kleen, other haz-mat disposal)	P
Record, Disposal, Environmental/Haz-Mat - Major	CU + 9	Major Env/Haz-Mat spills (entering storm drains, waterways, creeks, etc.) including multiple agency responders	E/P
Records, Disposal, Environmental/Haz-Mat - Minor	CU + 5	Minor Environmental/Haz-Mat spills	E/P

MAINTENANCE			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices.	P/E/V/A
Inspections, Annual Bus or Other Special	L + 3	Annual CHP inspections or other inspections	P

RETENTION SCHEDULE

OPERATIONS

Record Series	Retention	Descriptor	Format
Correspondence, Miscellaneous	CU = 2	Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices.	P/E/V/A
Maintenance Records, Revenue and Non-Revenue Vehicles	L + 3	Electronic or paper records that track the maintenance activities (preventative & repairs and modifications)	P/E
Maintenance Records, Fork Lift, Tug, Sweeper and Other Equipment/Vehicles	L + 3	Electronic or paper records that track the maintenance activities (preventative repairs and modifications)	P/E
Procurement Documents, Bus	L + 3	All documents related to procurement, design, acceptance, bus build and Buy America other Federal/State, etc. requirements	P
Vehicle, Assignment Reports		-	
Reports, CARB Annual	CU + 9	Annual bus fleet emissions report	P
Reports, Monthly Department	CU + 4	Board report documents from department	E
Reports, Vehicle Inspection	L + 3	Operator generated Maintenance Defect Cards	P
Tire Manifest	L + 1	Life of Contract + 1	P
Vehicle, Assignment Sheets (VAS)	R12	Daily status of bus and support vehicle fleet	P
Warranty, Bus warranty files/records	L + 3	Records of warranty work	P/E
Work Orders, Bus & Defect Cards: Revenue Vehicles (includes oil analysis)	L + 3	All documents and files, including but not limited to bus preventative maintenance, repairs and modifications	P/E

TRANSPORTATION			
Correspondence, Miscellaneous	CU + 2	Email, text, written, or other correspondence related directly to public business, generated on personal or agency devices.	P/E/V/A
Courtesy/ Witness Cards	CU + 4	Form completed by passengers or witnesses to an event typically occurring on board the coach.	P
RETENTION SCHEDULE			
OPERATIONS			
Record Series	Retention	Descriptor	Format
Forms,	CU+7	Payroll document	P
Dispatch Sheets and UTW's			
Forms, Employee Suggestion	CU + 3	Completed by Employee and answered by ELT – Posted to workforce	P/E
Forms, Special Event	CU + 4		P/E
Forms, Volunteer	CU+2	Completed by Operator to volunteer for overtime assignment.	P
Logs, US-DOT Driver's Daily	CU+7	Federal Department of Transportation Requirement.	P
Manuals, Coach Operators	AC+3	Operator SOPS(s) – periodically re-printed.	P / E
Memos, Service Alert	CU+2	Service Alert Memos – providing direction to Operators on routing detours, Etc.	P
Passenger Exclusion Citation	L	Maintain for life of individual as determined by Operations staff.	P/E
Policies and Procedures, Standard Operating	AC+3	Transportation Department Standard Operating Procedures.	P / E
Reports, After Action – major incident	CU + 9	Staff report and follow up response to any major incident (Haz-Mat, disaster response)	P
Reports, Monthly	CU + 4		P/E
Reports, Occurrence	CU + 4	Completed by the Operator to report unusual occurrence or incident. Courtesy cards attached	P/DB
Reports,	CU + 3	DOT Requirement	P

Pre-Trip Inspection			
Reports, Purchased Transportation Contractors	CU + 4		P/E
Reports, Supervisor Daily Activity	CU+1	Operations Supervisor Daily Report	P
Reports, Vehicle Damage Sheet	CU + 4	Used to track vehicle damage that is either pending, or has been deferred	P

To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Authorize the Lease Renewal of Office Space in Downtown Monterey

RECOMMENDATIONS:

Authorize MST to execute a one-year lease renewal agreement with an additional one year option (total of two years) for office space in downtown Monterey at 201 Pearl Street, opposite the Monterey Transit Plaza (Simoneau Plaza).

FISCAL IMPACT:

An average cost of \$40,788 per year, with a total cost of \$81,576 over the two year lease period. Funding was specifically set aside for this lease in the FY2018 Operating Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and purchases over \$25,000.

DISCUSSION:

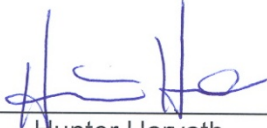
For the last three years, MST has leased office space at 201 Pearl Street at the corner of Tyler Street adjacent to the Monterey Transit Plaza. This has proven to be an ideal location convenient to customers traveling through MST's busiest transit hub. This location is used as MST's downtown Customer Service office and Mobility Management Center and supports the administration of the RIDES program including client certifications as well as MST's Mobility Management functions, including travel training, processing taxi vouchers and various outreach efforts to seniors and passengers with disabilities.

In addition, the location also has a dedicated restroom and break area that can be used by more than 80 coach operators and supervisory staff during the approximately 20 hours of daily transit service operating through the Monterey Transit Plaza. The availability of adequate restroom facilities and shelter during inclement weather at MST's transit centers has been an ongoing morale issue with our coach operators; this location addresses this concern in downtown Monterey. The office is also utilized as a field office for MST Operations Supervisors and other MST staff and also serve as a conference/training room.

Prices for several rental properties in the immediate area range from \$1.25 to \$2.00 per square foot, with an average rate of \$1.72 per square foot. The cost for this

location is \$1.55 per square foot for option year one. Option year two will be a slight increased based on CPI and will be approximately \$1.60 a square foot.

Approval of this item would allow staff to enter into a one-year contract for the lease of office space at 201 Pearl Street and would authorize exercising the extension of one additional option year if so desired.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Charter Bus On-Call pricing list

RECOMMENDATION:

Approve Discovery Motorcoach and Pacific Monarch, LTD, as on-call transportation providers when MST and/or MV Transportation are unable to provide requested transportation services.

FISCAL IMPACT:

Discovery Motorcoach:

- 56 passenger bus: \$813 for the first four hours; \$111/hour thereafter
- 47 passenger bus: \$703 for the first four hours; \$94/hour thereafter

Pacific Monarch LTD:

- 57 passenger bus: \$1,000 for the first four hours, \$250/hour thereafter

POLICY IMPLICATIONS:

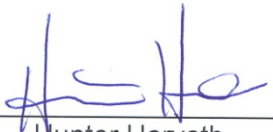
Your board approves expenditures that may exceed \$25,000.

DISCUSSION:

On occasion, MST receives requests for special services that it cannot provide due to staffing or vehicle availability. These services are often requested by one of MST's military or university partners. For instance, the Presidio of Monterey needed substantial assistance in transporting Defense Languages Institute students to and from area airports in late December and early January so that soldiers could visit their families over the holidays. In other situations, there may be special community events MST would like to participate in as a sponsor for public relations purposes, but the particular transportation need is more geared to a charter-type service than traditional public transit service. And, in case of a natural or man-made disaster, MST may not have the staff or vehicles to meet the emergency transportation needs of the community and may have to quickly find additional transportation resources from local charter bus providers. In many cases, those requesting the services do so without much advance notice or in time to secure board approval if the expenditure is over \$25,000.

Staff solicited price quotes from local charter bus providers for an "on call" list that could be approved by your Board in advance. The providers were asked to fix these prices for a year so that MST would have certainty of what to expect from a cost

standpoint if the need to utilize their services arises. Two local companies – Discovery Motorcoach and Pacific Monarch – chose to submit pricing that they could commit to for one year. Staff requests that you authorize staff to engage these two companies at the prices quoted above if MST and/or MV are not able to accommodate requests for transportation services.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors
From: Hunter Harvath, Assistant General Manager
Subject: Facilities Project Manager Consulting Contract

RECOMMENDATION:

Authorize staff to enter into a Facilities Project Manager Consulting contract with Ed Jenkins in an amount not to exceed \$95,000.

FISCAL IMPACT:

\$95,000 from the FY 2018 operating budget.

POLICY IMPLICATIONS:

Your Board authorizes staff to enter into contracts greater than \$25,000.

DISCUSSION:

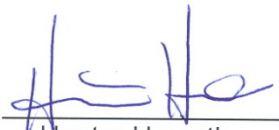
MST has several smaller-scale infrastructure improvements and construction projects in the coming fiscal year. With the Capital Projects and Facilities Manager focused on delivering the TDA major expansion and renovation project, staff is recommending that a consultant with project management experience be engaged under contract to provide support to the agency in the design, permitting and construction of these smaller-scale efforts. Examples of these types of project include:

- Salinas Transit Center Renovation
- Marina Transit Exchange refresh
- Infrastructure improvements at CJW for electric buses
- Bus shelter installations
- Bus shelter renovations
- Electronic signage installation
- JAZZ shelter renovations

As required by MST's procurement policy, staff solicited three hourly rates from local contractors, who provided details of their skill sets and project experiences. Their rates were as follows:

Felice Consulting Services:	\$127/hour
Eagle Project Management:	\$165/hour
Ed Jenkins:	\$60/hour

While Felice Consulting and Eagle Project Management had extensive experience, Ed Jenkins was a former MST Facilities Supervisor and knows the agency and its day to day operational needs from his years as an employee. In addition, his was the lowest rate of the three. In that regard, staff recommends enter into a consulting contract with Ed Jenkins in the amount of \$60 per hour, for a contract total not to exceed \$95,000.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors
From: Hunter Harvath, Assistant General Manager
Subject: MST Investment Policy

RECOMMENDATION:

Adopt revisions to MST Investment Policy. as recommended by the Finance Committee.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:

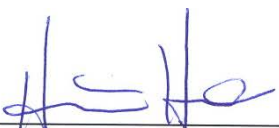
Your Board approves new – and revisions to current – MST policies.

DISCUSSION:

Last adopted by your Board on June 10, 2013, the MST Investment Policy (Attachment) identifies what kind of financial instruments that staff will utilize to maintain the funds of the agency. The MST Finance Committee reviewed this policy at its meeting on May 8th and provided input. A “redline” version has been developed for review by your Board and consideration.

As detailed in the attachment, there were very few recommended changes. The Certificates of Deposit limit is recommended to be raised from \$100,000 to \$250,000 to match the recent increase of FDIC insured accounts. In addition, staff reports financial and investment activity to your Board on a monthly basis, not a quarterly basis. As such, the policy language is recommended to be updated to reflect that reporting frequency.

Attachment: Draft MST Investment Policy as recommended by the Finance Committee

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

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INVESTMENT POLICY

Adopted: 7/12/2010

Revised: 6/10/2013

OBJECTIVE: To adhere to a "buy and hold" policy, where MST invests with the intention of holding the investment until it matures or until it is needed for liquidity. Additionally, investment maturities should be matched with known liability maturities. All Agency funds not required for immediate disbursement shall be invested or deposited to earn the maximum yield consistent with safety and liquidity.

Types of Investments

Investments shall be limited to the following:

1. Certificates of Deposit. CD's are drawn from 14 days with various maturities. Rates change periodically with the money market, and there is an interest penalty for early withdrawal. They must be backed by federal insurance. CD's in financial institutions with local branches shall be made to the extent warranted by the offered yield, liquidity and safety compared to that available from other investments. **No more than \$250,000 shall be invested in any one institution.** All CD's shall have Monterey-Salinas Transit as the registered owner.
2. Local Agency Investment Fund. This is a pooled investment group operated by the State of California for public agencies. Funds deposited or withdrawn by 9:30 a.m. will receive interest for that day or will be available for use at the local bank on that day. LAIF allows no more than eight transactions during any one month.
3. U.S. Treasury Bills. Treasury bills are direct obligations on the United States Government. They are short-term obligations issued with a term of one year or less. They are purchased from the Federal Reserve Bank during their original issue, and ~~shall be~~ registered in the name of Monterey-Salinas Transit. They are held to maturity, and sold at a discount from par. MST does not receive interest payments during the life of the investment. The difference between the purchase price of the bill and the amount which MST is paid at maturity (par) represents the interest on the bill.
4. Idle Funds. MST shall allow investment of idle funds in commercial bank public fund accounts that are comparable in structure and risk to the State of California Local Agency Investment Fund and compliant with State Government Code §53652.

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Treasurer Control

Only the MST Treasurer and the Deputy Treasurer shall have authority to invest funds in accordance with this policy.

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Reports

The Treasurer shall report monthly to the Board of Directors showing daily treasury transactions during the month, and the composition of the end-of-month balance including financial institutions and interest rates.

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To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: Replacement Radios for Automatic Vehicle Location (AVL) system

RECOMMENDATION:

Authorize the purchase and configuration of radios that integrate with the Transit Master Automated Vehicle Location (AVL) system, not to exceed \$45,000.

FISCAL IMPACT:

Up to \$45,000 for the purchase and configuration of Radio hardware and software. 100% funding is available in the Board approved FY 2017 Capital Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$25,000.

DISCUSSION:

In 2001 MST implemented an AVL system which allows for radio communications between the Operations Center and the vehicles in service. MST has recently upgraded the AVL system due to the fact that the original Motorola radios are obsolete and a replacement campaign is required to ensure that there are no safety disruptions as these old radios start to fail. MST will be scheduling replacement to occur over the next 3 years. 40 radios are to be purchased, configured and installed in 2017 at a cost not to exceed \$45,000.

By approving this purchase, the current AVL system Motorola radio will be replaced with current TAIT brand radio equipment. The cost of the radio replacement and configuration was approved in the MST 2017 Capital Budget.

Prepared by: 
Mark Eccles, Director of Information Technology

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO

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To: Board of Directors

From: M. Eccles, Director of Information Technology

Subject: Automatic Vehicle Location (AVL) - Vehicle Tracking Modems

RECOMMENDATION:

Authorize the purchase and configuration of non-revenue vehicle tracking modems that integrate with the Transit Master Automated Vehicle Location (AVL) system, not to exceed \$60,000.

FISCAL IMPACT:

Up to \$60,000 for the purchase and configuration of modem hardware and software. 100% funding is available in the FY 2018 Capital Budget.

POLICY IMPLICATIONS:

Your Board approves contracts and expenditures over \$25,000.

DISCUSSION:

MST has recently upgraded the AVL system. Due to safety, security and operational needs, in order to track non-revenue and support vehicles without the expense of installing a full AVL tracking system (approx \$12k per bus), MST intends to install a cell-based modem solution (approx \$1.7k). This will allow the Communications Systems Specialists to track these vehicles via the AVL mapping software system.

By approving this purchase and configuration, MST will ensure that all MST vehicles are able to be tracked in real time via one system. The cost of the modems and configuration is incorporated in the MST 2018 Capital Budget.

Prepared by: 
Mark Eccles, Director of Information Technology

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO

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To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Big Sur Relief – Line 22 fare reductions and vehicle donation

RECOMMENDATION:

1. Approve a Free Fare Zone on Line 22 Big Sur from the Point Sur Light Station southward until the Pfeiffer Canyon Bridge is re-opened to travel in both directions simultaneously.
2. Extend the \$13 congestion relief monthly transit pass for residents and workers in the Big Sur Community from Carmel Highlands southward until the Pfeiffer Canyon Bridge is re-opened to travel in both directions simultaneously.
3. Authorize donation of one retired 900-series minibus to an eligible recipient (as identified in the MST Vehicle Donation Policy) to benefit the Big Sur community.

FISCAL IMPACT:

The \$13 congestion relief monthly transit pass is \$82 less than a Basic monthly pass, which sells for \$95 (\$42 Discount). A Line 22 Big Sur single ride fare of \$3.50 (\$1.75 Discount) would be reduced to zero in the free fare zone. Passenger boardings in the Big Sur region are minimal and no material fiscal impact is anticipated.

POLICY IMPLICATIONS:

Your Board sets fares and authorizes the activation of the congestion relief deep discount program.

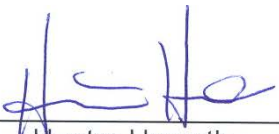
DISCUSSION:

At the April 10, 2017, meeting of your Board, staff provided an update regarding the transportation impacts of the recent damage to Highway 1 and the loss of the Pfeiffer Canyon Bridge. Since that briefing, staff has been working with the Big Sur Economic Recovery Task Force to discuss alternative transportation options. In addition, the Monterey County Resource Management Agency has submitted a letter to MST requesting assistance with temporary fare reductions (Attachment). Through that collaborative process, staff is proposing three strategies to assist the community until the Pfeiffer Canyon Bridge is rebuilt by Caltrans.

1. Implement a free fare zone at Line 22 bus stops from Point Sur Light Station southward to the end of the line. MST has seen great success with free fare zones through partnerships with CSUMB and Hartnell College as well as the US Army/Presidio of Monterey. Having a temporary free fare zone in the Big Sur community would assist with local transportation needs traveling between destinations with limited parking.
2. Maintain the \$13 congestion relief monthly pass for Big Sur residents and workers. Last year your Board authorized a deeply discounted monthly pass to encourage transit ridership on the Monterey Peninsula to help relieve congestion from the Highway 68/Highway 1 roundabout construction project. Those who live and/or work in the Big Sur community are currently eligible for that pass. However, with the roundabout project nearing completion, staff is recommending that the sale of the deeply discounted pass be discontinued. To address regional transportation needs on the Highway 1 corridor, staff recommends maintaining the \$13 congestion relief monthly pass for residents and workers of the Big Sur community until the Pfeiffer Canyon Bridge is fully re-opened.
3. Donate one retired 900-series minibus to the Big Sur community to assist with transit needs that cannot be accommodated by MST. Your Board has adopted a policy to offer surplus vehicles for donation to help agencies, non-profits and other similar organizations meet transportation needs of their particular client bases. Through the Big Sur Economic Recovery Task Force, staff is attempting to identify an appropriate organization to receive this surplus vehicle for uses beyond traditional public transportation that MST provides to that community with three daily round trips.

In addition to these three proposed actions, staff has also connected the Task Force with a vanpool provider to expand the number of transportation options that would be available during this period of recovery. While there will be some negligible loss in fare revenue, staff hopes these temporary discount programs will change transportation habits for the long-term and encourage greater usage of public transit in the future.

Attachment: Letter from Monterey County Resource Management Agency to MST

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

Carl P. Holm, AICP, Director

LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS



168 W. Alisal Street, 2nd Floor
Salinas, California 93901

(831)755-4800
www.co.monterey.ca.us/rma

May 23, 2017

Tony Barrera, Chair of Board of Directors
Monterey Salinas Transit
19 Upper Ragsdale Drive, Suite 200
Monterey, CA 93940

Dear Chair Barrera,

The County of Monterey is making arrangements to provide additional transportation services to the residents in Big Sur that are impacted by the closure and current reconstruction of the Pfeiffer Canyon Bridge on Highway 1.

Specifically, we ask the Board of Directors to

1. Designate a no fare zone along the MST Route 22 from the Point Sur Light Station Bus stop to the end of the line at the Big Sur Nepenthe stop; and,
2. Extend the discounted monthly pass (\$13) available to employees of businesses and residents in the Big Sur area.

We request these items remain in place until the Pfeiffer Canyon Bridge is re-opened to travel in both directions simultaneously. Caltrans has indicated that the public access date is mid to late September. However, it is not clear whether this represents both lanes of travel or just a single lane of travel.

Thank you for considering our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Holm', written over the word 'Sincerely,'.

Carl P. Holm, AICP
Resource Management Agency Director

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To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: State Highway Account- Sustainable Communities Caltrans Planning Grant

RECOMMENDATIONS:

Approve Resolution 2017-37 authorizing the execution of the State Highway Account- Sustainable Communities Planning Grant

FISCAL IMPACT:

Up to \$132,800 in State Highway Account- Sustainable Communities funds would be used to help fund the Salinas Valley Express Transit Corridor Planning Study.

POLICY IMPLICATIONS:

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

DISCUSSION:

The Sustainable Transportation Planning Grant Program was created to support Caltrans' Mission: *Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.* Transportation planning grants are provided to promote a balanced, comprehensive multimodal transportation system that promotes sustainability. The implementation of these grants should ultimately lead to the adoption, initiation, and programming of transportation improvements.

MST participated in the competitive process seeking funds from the Fiscal Year 2017-2018 cycle of Caltrans planning grants to help pay for the Salinas Valley Express Transit Corridor Planning Study. The project is a planning study to identify ways to advance Line 23 to be a rapid transit option with travel times comparable to the automobile. The study would identify primary boarding locations and key sites to implement transit information technology to aid in the successful implementation of a rapid transit corridor with limited stops and ½ hour headways during the peak travel commute. An express service would provide a safe and efficient way for people to travel between rural south Monterey County communities and the urban areas of Salinas and beyond.

MST is scheduled to receive \$132,800 in State Highway Account- Sustainable Communities funds to help fund the Salinas Valley Express Transit Corridor Planning Study. To receive these grant funds your Board must approve the attached resolution, which authorizes the General Manager/CEO to execute all required documents for the grant program.

Attachments: Resolution 2017-37

PREPARED BY  REVIEWED BY 
Michelle Overmeyer Carl G. Sedoryk

RESOLUTION 2017-37
RESOLUTION AUTHORIZING THE GENERAL
MANAGER/ CHIEF OPERATING OFFICER TO EXECUTE
AGREEMENTS WITH THE CALIFORNIA DEPARTMENT
OF TRANSPORTATION FOR THE STATE HIGHWAY
ACCOUNT-SUSTAINABLE COMMUNITIES GRANT
PROGRAM

WHEREAS, Monterey-Salinas Transit is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these agreements and any amendments thereto;

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

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

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

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

Unknown

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on June 1, 2017 alleging that on April 18, 2017 a bus merged into their travel lane and damaged the passenger side rear view mirror on the vehicle they were operating. Video from the bus does not support this claim.

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

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

PREPARED BY: 

Ben Newman

APPROVED BY: 

Carl Sedoryk

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To: Board of Directors

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

Subject: Approve FY 2018 Operating and Capital Budgets

RECOMMENDATION:

As recommended by the Finance Committee:

1. Approve the FY 2018 Operating & Capital Budget (Attachment 1)
2. Approve the FY 2018 Action Plan (Attachment 2)
3. Approve the FY 2018 Staffing Levels (Attachment 3)
4. Approve Resolution 2017-36 Authorizing Federal Grant Applications (Attachment 4)
5. Authorize staff to apply to the Transportation Agency for Monterey County for Transportation Development Act Local Transportation Funds and State Transit Assistance for FY 2018.

FISCAL IMPACT:

The FY 2018 operating budget is \$46,541,112, which is an increase of 6.8% over the FY 2017 budget of \$43,561,296. This budget includes \$8.5 million in sales tax revenue generated by Measure Q – the 1/8-cent sales tax approved by the voters on the November 2014 ballot.

The overall budget is comprised of two service centers: Fixed Route Bus and MST RIDES (paratransit). The Fixed-Route Bus service center portion of the operating budget reflects an overall revenue increase of 6.2% in comparison to the prior year budget because of increased local transportation funds generated by ¼ percent of the state sales tax as well as Measure Q local sales taxes. Decreases in revenues resulting from a reduced level of funding from CSUMB as well as the discontinuance of the Aquarium Direct Trolley (a one-year pilot program from summer of 2017) are offset by increases mainly from MST's military partnerships and new State Transit Assistance revenues generated by the newly enacted SB1 Transportation Legislation. On the federal level, the new 5-year transportation legislation (FAST Act – Fixing America's Surface Transportation Act) passed by Congress in December of 2016 is expected to stabilize funding in MST's urbanized formula grant, while federal rural funding continues

to slide an expected 26.8% from FY 2017 as more small agencies are competing for limited funds. Overall, Fixed-Route Bus service FY 2018 revenue reflects a \$2,439,264 increase over the FY 2017 budget.

The MST RIDES service center portion of the operating budget reflects an increase of \$540,552, or 13.3%, in comparison to FY 2017. This increase in program costs is necessary to maintain existing service levels to an expanding client base as required by the federal Americans with Disabilities Act. In addition, MV Transportation, Inc., which operates the RIDES program under a 5-year contract, has an annual cost increase of 3.0% to its hourly rate. While MST attempts to control costs in the MST RIDES program, this service is an unfunded mandate from the federal government. As such, all demand for services by ADA-eligible clients must be accommodated with zero trip denials permitted. In addition, staff is proposing to reduce fares on RIDES, which would be backfilled with Measure Q funds. It is possible that lower fares would increase demand incrementally. In that regard, MST staff will continue to monitor RIDES revenues and expenditures and will advise if any adjustments would be necessary to facilitate a balanced budget.

MST's FY 2018 capital budget reflects a planned decrease of 40.9% from FY 2017 levels. This significant decrease can mostly be attributed the \$19,000,000 for the remodel of the TDA building which was accounted for in the FY 2017 capital budget.

Where possible, MST seeks special grant funds to support its capital expenditures. In that regard, only 12.4% of MST's FY 2018 total capital budget of \$30,892,226 represents non-grant funded expenditures. This amount of capital spending will be funded through MST's general fund capital reserve in excess of the 15% minimum target set by your Board. Much of the remainder of MST's general fund capital reserve is proposed to be utilized to complete construction of the TDA project and for future bus purchases, as vehicles age beyond the FTA-directed useful life of 12 years or 500,000 miles.

	<u>FY 2017 (\$)</u>	<u>FY 2018 (\$)</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	39,505,212	41,944,476	6.2%
Capital	<u>52,313,279</u>	<u>30,472,226</u>	<u>-41.8%</u>
Sub-Total	<u>91,818,491</u>	<u>72,416,702</u>	<u>-21.1%</u>
<u>MST RIDES</u>			
Operating	4,056,084	4,596,636	13.3%
Capital	<u>22,000</u>	<u>420,000</u>	<u>1809.1%</u>

Sub-Total	<u>4,078,084</u>	<u>5,016,636</u>	<u>23.0%</u>
Overall Total	<u><u>95,896,575</u></u>	<u><u>77,433,338</u></u>	<u><u>-19.3%</u></u>

COMBINED

Operating	43,561,296	46,541,112	6.8%
Capital	<u>52,335,279</u>	<u>30,892,226</u>	<u>-41.0%</u>
Overall Total	<u><u>95,896,575</u></u>	<u><u>77,433,338</u></u>	<u><u>-19.3%</u></u>

POLICY IMPLICATIONS:

Each fiscal year, your Board adopts annual operating and capital budgets for MST's two service centers: Fixed Route Bus and MST RIDES (paratransit). In addition, your Board adopts a capital budget for vehicle, infrastructure, and technology expenditures which generally exceed \$1,000.

DISCUSSION:

The entire budget, including each of these sub-budgets, is balanced. It is anticipated that excess revenues from previous fiscal years would be available to fund vehicle purchases and other capital projects as identified in the capital budget. In addition, per the direction of your Board, a 15% reserve fund has been maintained to help address short-term spikes in costs and/or reductions in revenues to ensure fiscal stability of the agency. Excess funds beyond the 15% reserve target would be programmed for bus replacement and other capital projects.

RESERVES AS % OF OPERATING EXPENSES	
UNRESTRICTED ASSETS AS OF 30-JUN-12 AUDIT	4,879,989
LESS CAPITAL GRANT FUNDS	(2,196,912)
	2,683,077
FY13 - FY 16 OPERATING SURPLUS (DEFICIT) AS OF 30-JUN AUDIT	16,461,237
FY 17 OPERATING SURPLUS - PROJECTED	3,297,000

FY 18 OPERATING SURPLUS - BUDGETED	-
RESERVE PROJECTED AS OF 30-JUN-18	19,758,237
LESS FY 17 CAPITAL BUDGET EXPENSES	(2,102,979)
LESS FY 18 CAPITAL BUDGET EXPENSES (DRAFT)	(2,843,026)
LESS FY 18-19 BUS REPLACEMENT	(3,131,848)
LESS FY 18 TDA RENOVATION	(4,699,217)
RESERVE AS OF 30-JUN-18	6,981,167
RESERVE AS % OF BUDGETED FY18 OPERATING EXPENSE	15%

Fixed-Route Bus

MST's fixed-route services fall into two categories: those that are supported primarily by dedicated or restricted funds and those that are supported by the MST general fund. Approximately half of the agency's nearly 60 routes are funded through special grants, partnerships, contracts, or other outside funding mechanisms. The other half of the routes have no dedicated funding sources and rely on increasingly unpredictable and/or undependable state and federal revenues that flow into MST's general fund.

This bifurcated funding pattern has caused reductions in service in previous fiscal years on core routes that do not have dedicated funding sources, but has also enabled the agency to introduce new bus services (e.g., Line 85 Fort Hunter Liggett-Templeton, Line 61 Salinas-VA/DOD Clinic) that are supported by dedicated grant sources or are eligible for Measure Q funding. A relatively new source of restricted grant funding is the state's "Cap and Trade" program, which has been designed to help reduce greenhouse gas emissions, especially in disadvantaged communities. In that regard, MST will be utilizing its formula share of these funds to provide free fares on weekends on bus lines that operate within the city limits of Salinas. Scheduled to be implemented in September of 2017, the free fares on weekends will enable staff to assess how much fare pricing affects ridership patterns in Salinas. It is expected that this program will last for a year.

In a handful of cases, staff has been successful in reconfiguring and repurposing existing core services into new, grant-eligible routes. However, with the ongoing Congressional gridlock in Washington, DC, and a federal gas tax that has not been increased in two decades, these long-standing, core bus routes may continue to be left vulnerable to further service reductions in the coming years.

Staff budgeted less fixed-route fare revenue overall for FY 2017 as the \$13 monthly congestion relief pass went on sale in August of 2016 to help with the TAMC Roundabout construction project at the Holman Highway 68/State Route 1 Interchange. With that construction project nearly complete, the \$13 pass would be discontinued for FY 2018. Additionally, your Board has been asked by the County of Monterey to implement a free fare zone on Line 22 Big Sur and to keep the \$13 pass available to residents and workers in Big Sur while Caltrans reconstructs the Pfeiffer Canyon Bridge. As the levels of service and ridership on Line 22 are minimal, the amount of fare revenue lost if these measures are put in place would be negligible. In that regard, staff is budgeting a modest 5.5% increase in fare revenue.

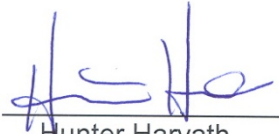
As your Board is aware, the statewide pension reform issue (PEPRA) remains unresolved and is still in court. It appears that the US Department of Labor (DOL) is not blocking MST's federal funds at this time. However, staff continues to monitor developments with the court case between the State of California and the US Department of Labor and remains an active participant in this issue. If conditions change and the US DOL begins blocking federal funds during this fiscal year, staff may be forced to return to your Board for additional direction and a potential mid-year budget revision.

MST RIDES

The MST RIDES FY 2018 operating budget reflects the new cost structure that was implemented in July 2013 with the activation of a new five-year contract with MV Transportation, Inc., MST's paratransit provider. The new contract includes an hourly rate increase of 2.4% from \$47.12 to 48.24. This \$4,596,636 operating budget is a 13.3% increase from FY 2017 and allows MST to comply with ADA-mandated paratransit service levels. This budget also includes funding for the popular taxi vouchers for RIDES-eligible clients. MST RIDES also provides paratransit service beyond the ADA requirements to individuals with severe disabilities who live in many unincorporated rural areas of northern Monterey County, along the Highway 101 corridor in the Salinas Valley, and southward to the Monterey County line.

These increased operating costs are 100% eligible for Measure Q funding. In addition, staff has proposed a fare reduction for MST RIDES clients, which would be funded by Measure Q revenues. Nevertheless, staff will continue its mobility management activities (travel training, senior shuttles, Navigator assistance, and taxi vouchers) to attempt to encourage RIDES clients who are able to utilize less expensive fixed-route buses or taxis. On the capital side, Caltrans awarded MST enough grant funding to purchase six replacement vehicles for the RIDES fleet. Staff anticipates the cost of those vehicles at \$420,000. No local match would be required.

- Attachments:
1. Proposed FY 2018 Budget
 2. Proposed FY 2018 Action Plan
 3. Proposed FY 2018 Staffing Levels
 4. Resolution 2017-36

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

Monterey-Salinas Transit District

FY 2018 BUDGET Draft

July 1, 2017 – June 30, 2018

Board of Directors

Tony Barrera, Chair, City of Salinas
Mike LeBarre, Vice-Chair, City of King City
Luis Alejo, County of Monterey
Carolyn Hardy, City of Carmel-by-the-Sea
Kristin Clark, City of Del Rey Oaks
Robert Bonincontri, City of Gonzales
Yanely Martinez, City of Greenfield
Frank O'Connell, City of Marina
Dan Albert, City of Monterey
Ken Cuneo, City of Pacific Grove
Mary Ann Carbone, City of Sand City
David Pacheco, City of Seaside
Anna Velazquez, City of Soledad

MST Staff

Carl G. Sedoryk, General Manager/CEO
Hunter Harvath, AICP, Assistant General Manager
Andrea Williams, Accounting & Budget Manager

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FY 2018 BUDGET SUMMARY

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Summary

General Overview

Keeping in mind the primary mission, key business drivers and objectives for FY 2018, management has approached this budget cycle with the intention of providing your Board with a quality-driven, programmatic budget. As a reminder these criteria are listed below for your reference.

MISSION STATEMENT

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

KEY BUSINESS DRIVERS

Key Business Driver #1 - Operate safely, efficiently and effectively

Key Business Driver #2 – Increase customer satisfaction

Key Business Driver #3 - Strengthen employee development and satisfaction

Key Business Driver #4 - Enhance support by MST members and other stakeholders

STRATEGIC GOALS, OBJECTIVES AND ACTION PLAN

The FY 2018-20 Draft Strategic Goals and Objectives are summarized as follows, and the FY 2018 Draft Project Action Plan and Ongoing and Recurring Action Items are outlined at the end of the budget document.

1. To develop and maintain adequate and stable long-term revenues.
2. To provide quality transit and mobility management services.
3. To maintain effective board protocols and best practices to achieve effective and efficient board operations and board meeting management.
4. To promote policies and practices that encourage environmental sustainability and resource conservation.
5. To educate the public on MST services through promotion, communication, and advocacy.

6. To promote organizational values to maintain high-quality relationships with MST employees, contractors, vendors, and community stakeholders.
7. To maintain industry leadership for like-sized agencies within California and the United States.

General Budget Structure

The MST budget is divided into two service centers: Fixed Route BUS provides for operation of buses on fixed routes and the MST On Call general public dial-a-ride services. MST RIDES provides for paratransit operation of small buses and vans and complies with the Americans with Disabilities Act. Each service center budget is balanced; that is, revenues equal expenditures.

Each service center has an operating budget and a capital budget: The operating budget covers day-to-day expenses associated with operating transit services. It is funded primarily with passenger fares, federal grants, state transit assistance, local transportation funds (generated by 1/4% of the state sales tax), special third party contracts (colleges, Department of Defense installations, trolleys, etc.) and advertising revenue. Measure Q funding is being added to the fixed-route and paratransit budgets to support MST's services for seniors, veterans and persons with disabilities.

The capital budget provides for purchases of accountable, non-consumable property. This primarily includes vehicle purchases, facilities improvements, and equipment. MST continuously applies for federal and state sources of capital funding.

FY 2018 Budget Characteristics

The FY 2018 budget assumes a successful resolution to the pension reform dispute between the Amalgamated Transit Union and the state of California and contemplates no increases to the MST fare structure, with only minor expansions late in the fiscal year in core services (assuming sufficient coach operators are on staff) and expansions for special grant-funded and Measure Q-funded bus lines also dependent upon availability of grants and coach operators on staff. The budget also assumes stability of the agency's public/private and public/public partnerships – in particular the continuation of the current federal transit benefit levels through the end of the fiscal year. All current contractual relationships will be honored.

	<u>FY 2017 (\$)</u>	<u>FY 2018 (\$)</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	39,505,212	41,944,476	6.2%
Capital	<u>52,313,279</u>	<u>30,472,226</u>	<u>-41.8%</u>
Sub-Total	<u>91,818,491</u>	<u>72,416,702</u>	<u>-21.1%</u>
<u>MST RIDES</u>			
Operating	4,056,084	4,596,636	13.3%
Capital	<u>22,000</u>	<u>420,000</u>	<u>1809.1%</u>
Sub-Total	<u>4,078,084</u>	<u>5,016,636</u>	<u>23.0%</u>
Overall Total	<u><u>95,896,575</u></u>	<u><u>77,433,338</u></u>	<u><u>-19.3%</u></u>
<u>COMBINED</u>			
Operating	43,561,296	46,541,112	6.8%
Capital	<u>52,335,279</u>	<u>30,892,226</u>	<u>-41.0%</u>
Overall Total	<u><u>95,896,575</u></u>	<u><u>77,433,338</u></u>	<u><u>-19.3%</u></u>

FY 2018-2020 GOALS, OBJECTIVES AND ACTION PLANS

The following are the seven strategic priorities that MST will pursue over the next three years. Each goal includes specific objectives to be met during FY 2018-2020 to support these goals along with tactics to be used to achieve each objective.

1. Develop and Maintain Adequate and Stable Long Term Revenues

Objectives/Outcomes:

Maintain public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as a means to generate the revenue required to construct needed capital facilities, purchase vehicles, sustain current and future transit services, and maximize the value of MST services to the community.

Through education and advocacy, encourage policymakers and the general public to enact legislation at local, state, and federal levels to provide sustained funding sources that will support the future growth of Monterey County's public transportation system.

Indicators of Success:

- Maximize opportunities to leverage local funds with Federal, State, and private sources to support transit projects maximized
- Public/private funding agreements executed
- Adequate funding in place to support operating and capital needs
- Increased local funding support through developer fees, sales tax and other funding initiatives as appropriate

Menu of Tactics:

- a. Adopt and execute annual state and federal legislative programs
- b. Utilize debt financing from bonds, private financing, and other sources as appropriate
- c. Identify additional partnerships to fund transit services outside of traditional tax sources
- d. Maintain adequate cash reserves to support a state of good repair for assets
- e. Identify grant opportunities to leverage local funds for transit projects

2. Provide Quality Transit and Mobility Management Services

Objectives/Outcomes: Develop and implement services, infrastructure, and technologies to meet and exceed the expectations of customers and maximize the value of MST in the community. Continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, and motivate employees

Indicators of Success:

- Passenger boarding growth rate that supports employment and population growth trends
- Increased customer and stakeholder satisfaction
- Business conducted within approved budget and performance indicators including safety, efficiency, effectiveness, on-time performance, customer satisfaction, employee satisfaction, and stakeholder satisfaction

Menu of Tactics:

- a. Continuation of programs that reward safe behavior
- b. Fine tune existing service to improve convenience and on-time performance
- c. Monitor operating, maintenance, and financial performance statistics on a monthly basis and implement programs to support continuous improvement
- d. Develop comprehensive service plan to focus limited resources on highest priority transit needs
- e. Establish MST customer service presence where demand is highest
- f. Continue participation in Fort Ord multi-modal and other transportation corridor studies
- g. Continue to monitor autonomous vehicle technology and implement as appropriate
- h. Develop and improve workforce development plans to sustain service levels

- i. Continue planning activities for Hwy 1 corridor transit improvements
- j. Maintain MST Trolley contract with City of Monterey
- k. Upgrade and enhance technologies to improve customer experience
- l. Continue planning a comprehensive regional BRT plan and apply for funding, as appropriate
- m. Identify funding for additional on-street passenger amenities
- n. Maintain and develop partnership with alternative mobility providers, including taxis, van pool and TNC (transportation network company) to improve mobility options
- o. Plan for a South County operations and maintenance facility
- p. Determine appropriate level of contracted transit services to provide highest value services to communities served

3. Maintain board protocols and best practices to achieve effective and efficient board operations and board meeting management

Objectives/Outcomes: Offer training and orientation for board members and provide concise reports that result in a well-informed, well- satisfied, participatory policy governance board

Indicators of Success:

- Satisfied, involved fully-integrated, well informed, and well-functioning Board of Directors
- Residents of member jurisdictions feeling well represented

Menu of Tactics:

- a. Continue board member training and orientation programs
- b. Continue board committee structures to support decision making
- c. Monitor board reporting practices to make better use of limited time available for board meetings

4. Promote Policies and Practices that Encourage Environmental Sustainability and Resource Conservation

Objective: Implement economically sound and environmentally-friendly resource conservation policies that reduce dependence on scarce natural resources and the potential for negative impacts on our environment

Indicators of Success:

- Compliance with EPA and California Air Resources Board mandates
- Reduced consumption and related costs of utilities including water, natural gas, and electricity
- Reduced consumption of fossil and non-renewable fuels
- Increased investment in zero-emission technology
- Recognition for efforts to reduce greenhouse gas emissions

Menu of Tactics:

- a. Participate in national, state, and regional transit conferences, meetings and alternative fuel forums, user groups, etc., that identify and outline changes to federal and California Air Resources Board (CARB) emission requirements
- b. Maintain a dialogue with CARB staff regarding emission requirements and emission reduction strategies
- c. Adopt Leadership in Energy and Environmental Design (LEED) principles as appropriate in the design and construction of MST facilities
- d. Identify opportunities for energy, water, gas, and other resource conservation programs
- e. Implement alternative fuel and zero-emission bus technologies
- f. Monitor emerging technologies and determine cost-effective sustainable technologies and implement as appropriate

5. Educate the Public on MST Services through Promotion, Communication and Advocacy

Attract new riders and improve support for MST by utilizing effective marketing, promotion, and communication techniques and by applying greater focus in meeting individual community and stakeholder needs.

Indicators of Success:

- Increased awareness of MST transportation and mobility services and the value they provide
- Increased patronage and usage MST website and tools provided
- Increased positive media coverage of MST

Menu of Tactics:

- a. Implement and develop coordinated, multi-media, bilingual media communications and advertising programs and include special emphasis on providing relevant messaging to young people
- b. Improve MST online and social media presence, and utilize new and emerging technologies to communicate with new markets
- c. Encourage transit-friendly land-use planning through further dissemination of the *Designing for Transit* manual
- d. Implement targeted marketing education and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers
- e. Develop educational materials that explain the necessity for continued subsidizing for transit services

6. Promote Organizational Values to Maintain High Quality Relationships with MST Employees, Customers, Contractors, Vendors, and Community Stakeholders

Promote individual and organizational safety, efficiency and effectiveness and enhance the satisfaction of our customers, employees, partners, board members and other key stakeholders

Indicators of Success:

- High levels of employee, customer, and stakeholder satisfaction
- Improved relationships with represented labor workforce

- Increased utilization of employee development programs
- Improved safety performance and reductions in injuries

Menu of Tactics:

- a. Recognize and celebrate individual and group achievements in support of MST's mission, vision, values, goals, and objectives
- b. Conduct attitude and opinion surveys to gauge satisfaction of riders, non-riders, employees, and stakeholders
- c. Improve communication with all employees and the Amalgamated Transit Union leadership
- d. Monitor employment contract with Amalgamated Transit Union and Monterey-Salinas Transit Employee Association agreements
- e. Develop and implement targeted marketing and promotional efforts designed towards major employers, students, senior groups, hospitality industry, tourists, and non-traditional riders will also assist in growing ridership
- f. Develop and implement workforce recruitment, training, development, and succession plans to ensure a proper staff structure is in place that supports the mission, vision, and values to meet strategic goals and objectives
- g. Monitor implementation of new marijuana laws to ensure safety of MST workforce and customers

7. Maintain industry leadership for like-sized agencies within California and the United States

Develop and implement programs and practices that distinguish Monterey-Salinas Transit as a leader with the public transit industry

Indicators of Success:

- Participate in a leadership role in industry trade associations
- Receive recognition and acknowledgement for innovative programs and practices

Menu of Tactics:

- a. Seek appointment to leadership positions within appropriate national, state, and local trade, business and community associations and committees
- a. Develop and implement innovative programs and that enhance the overall customer experience, improve safety and sustainability, reduce costs, attract new customers, retain existing customers, motivate employees, and reflect well on Monterey-Salinas Transit and the public transit industry in general
- b. Implement targeted marketing, educating and promotional efforts designed towards major employers, students, tourists, senior groups, hospitality industry, and non-traditional customers.

FY 2018 Budget

DETAILED BUDGET

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Monterey - Salinas Transit

Draft Budget
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
VEHICLE REVENUE HOURS (PROJECTED)	336,133	290,602	55,615	-	346,217	10,084
REVENUE						
CASH REVENUE						
PASSENGER FARES	(4,441,368)	(4,207,908)	(233,448)	-	(4,441,356)	(12)
TROLLEY	(420,252)	(329,628)	-	-	(329,628)	(90,624)
OTHER LOCAL, SC,	-	-	-	-	-	-
REVENUE - DOD	(4,479,600)	(5,003,832)	-	-	(5,003,832)	524,232
SPECIAL FARES - OTHER	(979,992)	(679,992)	-	-	(679,992)	(300,000)
ADVERTISING	(216,132)	(259,512)	-	-	(259,512)	43,380
OTHER AUXILIARY REVENUE	(1,884)	(1,884)	-	-	(1,884)	-
INVESTMENT INCOME	(42,144)	(56,844)	-	-	(56,844)	14,700
TAXI LEASE REVENUE	(13,236)	-	-	-	-	(13,236)
OTHER NON-TRANSPORTATION	(4,992)	(4,992)	-	-	(4,992)	-
TOTAL REVENUE	(10,599,600)	(10,544,592)	(233,448)	-	(10,778,040)	178,440
LTF OPERATING FUNDS	(14,299,680)	(14,755,380)	-	-	(14,755,380)	455,700
LTF/RSTP SWAP FUNDS	-	-	-	-	-	-
APCD FUNDS	(109,836)	-	-	-	-	(109,836)
CAP AND TRADE	(176,868)	(307,968)	-	-	(307,968)	131,100
OTHER LOCAL FUNDS	-	(120,060)	-	-	(120,060)	120,060
SALES TAX	(7,500,000)	-	(4,363,188)	(4,173,384)	(8,536,572)	1,036,572
STATE OPERATING FUNDS	(2,110,500)	(1,900,380)	-	-	(1,900,380)	(210,120)
OTHER STATE OPERATING FUNDS SB-1	-	(1,900,380)	-	-	(1,900,380)	1,900,380
FEDERAL 5307 FORMULA FUNDS	(7,090,788)	(6,952,752)	-	-	(6,952,752)	(138,036)
FEDERAL 5311 RURAL FUNDS	(582,024)	(601,284)	-	-	(601,284)	19,260
FEDERAL 5311F INTERCITY FUNDS	(888,000)	(557,952)	-	-	(557,952)	(330,048)
FEDERAL 5316 JARC FUNDS	-	-	-	-	-	-
FEDERAL 5303 FUNDS	(129,996)	(123,240)	-	-	(123,240)	(6,756)
FEDERAL 5313B FUNDS	-	-	-	-	-	-
FEDERAL 5317 FUNDS - NF	-	-	-	-	-	-
OTHER FEDERAL FUNDS	(74,004)	(7,104)	-	-	(7,104)	(66,900)
CASH GRANTS & REIMBURSEMENT	(32,961,696)	(27,226,500)	(4,363,188)	(4,173,384)	(35,763,072)	2,801,376
TOTAL REVENUE	(43,561,296)	(37,771,092)	(4,596,636)	(4,173,384)	(46,541,112)	2,979,816

Monterey - Salinas Transit

Draft Budget
FY2018

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
EXPENSES	-	-	-	-	-	-
LABOR	-	-	-	-	-	-
COACH OPERATORS WAGES	6,686,856	7,266,384	-	-	7,266,384	579,528
COACH OPERATOR OVERTIME	1,151,964	1,151,964	-	-	1,151,964	-
OTHER WAGES	6,796,008	7,114,332	114,876	329,532	7,558,740	762,732
OTHER OVERTIME	224,268	224,268	-	-	224,268	-
TOTAL LABOR	14,859,096	15,756,948	114,876	329,532	16,201,356	1,342,260
BENEFITS	-	-	-	-	-	-
PERS	1,665,576	1,419,624	9,348	27,168	1,456,140	(209,436)
INSURANCE	3,394,812	3,704,280	28,908	72,276	3,805,464	410,652
IN LIEU INSURANCE	145,200	149,400	-	4,200	153,600	8,400
OTHER FRINGE BENEFITS	-	19,920	-	-	19,920	19,920
PAYROLL TAXES	343,848	333,816	2,292	6,408	342,516	(1,332)
WORKERS COMPENSATION EXPENSE	1,050,000	1,034,280	3,144	12,576	1,050,000	-
HOLIDAYS	764,784	798,648	5,604	16,080	820,332	55,548
PERSONAL LEAVE	1,678,044	1,722,732	9,048	30,420	1,762,200	84,156
UNIFORMS	72,612	83,496	-	1,500	84,996	12,384
AUTO ALLOWANCE	24,000	28,800	-	-	28,800	4,800
TUITION REIMBURSEMENT	3,012	5,256	-	-	5,256	2,244
SAFETY AWARD & EE RECOGNITION	50,004	50,004	-	-	50,004	-
TOTAL BENEFITS	9,191,892	9,350,256	58,344	170,628	9,579,228	387,336
ADVERTISING & MARKETING	-	-	-	-	-	-
MARKETING SERVICES	169,020	52,512	-	4,008	56,520	(112,500)
TROLLEY MARKETING	2,508	2,508	-	-	2,508	-
TOTAL ADVERTISING & MARKETING	171,528	55,020	-	4,008	59,028	(112,500)
PROFESSIONAL & TECHNICAL	-	-	-	-	-	-
PHYSICAL EXAMS	12,504	12,504	-	-	12,504	-
BANK SERVICES	111,468	210,000	-	-	210,000	98,532
AUDITORS	34,008	34,008	-	-	34,008	-
ARMORED CAR	43,896	48,492	-	-	48,492	4,596
LEGAL SERVICES	74,700	80,004	-	-	80,004	5,304
CONTRACT NEGOTIATION	45,000	4,992	-	-	4,992	(40,008)
DIRECTORS FEES	14,304	14,304	-	-	14,304	-
BROCHURE DELIVERY	1,500	1,500	-	-	1,500	-
HEARING COSTS	-	996	-	-	996	996
CONSULTING	290,016	223,500	5,004	40,008	268,512	(21,504)
RECRUITING SERVICES	13,008	25,008	-	-	25,008	12,000
INSPECTION	10,008	10,008	-	-	10,008	-
DRUG TESTING	9,000	9,000	-	-	9,000	-
OTHER PROFESSIONAL	7,500	15,000	-	-	15,000	7,500
CONSULTING - GRANT FUNDED	130,008	151,008	-	-	151,008	21,000
TOTAL PROFESSIONAL & TECHNICAL	796,920	840,324	5,004	40,008	885,336	88,416

Monterey - Salinas Transit

**Draft Budget
FY2018**

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OUTSIDE LABOR	-	-	-	-	-	-
CUSTODIAL SERVICES	177,936	264,996	-	-	264,996	87,060
SECURITY SERVICES	137,916	156,516	-	-	156,516	18,600
BUS PAINTING	9,504	9,504	-	-	9,504	-
HAZARDOUS WASTE DISPOSAL	79,008	65,004	-	-	65,004	(14,004)
LAUNDRY	73,008	73,008	-	-	73,008	-
SHOP EQUIPMENT REPAIR	15,000	15,000	-	-	15,000	-
SUPPORT VEHICLES REPAIR	42,000	42,000	-	-	42,000	-
TOWING	26,508	22,008	-	-	22,008	(4,500)
BUS WASHER MAINTENANCE	7,500	7,500	-	-	7,500	-
ELECTRICAL, PLUMBING, ROOFING	60,000	60,000	-	-	60,000	-
COPIER & OFFICE EQUIP REPAIR	12,372	9,864	-	2,508	12,372	-
COMPUTER MAINTENANCE	516,708	543,504	84,504	2,400	630,408	113,700
SEAT REPAIRS	3,204	3,204	-	-	3,204	-
BUILDING AND EQUIPMENT MAINT	92,508	100,008	-	-	100,008	7,500
TELEPHONE EQUIPMENT REPAIR	1,008	1,008	-	-	1,008	-
PARTS CLEANING	15,900	15,900	-	-	15,900	-
RADIO REPAIRS	75,000	75,000	-	-	75,000	-
OTHER OUTSIDE LABOR	119,004	150,000	-	-	150,000	30,996
MAINTENANCE SHOP	25,260	25,260	-	-	25,260	-
GROUNDS MAINTENANCE	33,012	36,000	-	-	36,000	2,988
PEST CONTROL	4,500	4,800	-	-	4,800	300
TEST UNDERGROUND TANKS	9,204	9,204	-	-	9,204	-
FIRE EXTINGUISHER SERVICE	3,708	3,708	-	-	3,708	-
TOTAL OUTSIDE LABOR	1,539,768	1,692,996	84,504	4,908	1,782,408	242,640
FUEL, GAS AND TIRES	-	-	-	-	-	-
DIESEL - REVENUE	2,714,556	2,633,340	-	-	2,633,340	(81,216)
LUBRICANTS - REVENUE	196,536	202,428	-	-	202,428	5,892
GAS	50,004	51,492	-	-	51,492	1,488
FUEL PURCHASES - MV	1,175,556	620,160	520,536	55,704	1,196,400	20,844
TIRES & TUBES	240,000	250,008	-	-	250,008	10,008
TOTAL FUEL & LUBRICANTS	4,376,652	3,757,428	520,536	55,704	4,333,668	(42,984)

Monterey - Salinas Transit

**Draft Budget
FY2018**

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
MATERIALS AND SUPPLIES	-	-	-	-	-	-
MARKETING SUPPLIES	52,512	25,008	-	9,504	34,512	(18,000)
BUS ADVERTISING EXPENSE	-	-	-	-	-	-
PRINTING	54,408	40,008	8,004	6,900	54,912	504
RIDERS GUIDES	48,000	50,004	-	-	50,004	2,004
MAPS	12,504	13,008	-	-	13,008	504
TICKETS	5,508	-	6,000	-	6,000	492
PASSES	30,000	40,008	-	-	40,008	10,008
BROCHURES	21,504	20,004	1,008	3,504	24,516	3,012
TRANSFERS	-	-	-	-	-	-
MISC MARKETING	25,008	20,004	-	3,000	23,004	(2,004)
HAZARDOUS MATERIAL CONTAINMENT	13,500	13,500	-	-	13,500	-
COMPUTER SUPPLIES	75,000	110,004	-	-	110,004	35,004
SAFETY & PROTECTIVE SUPPLIES	15,000	15,000	-	-	15,000	-
TROLLEY SUPPLIES	7,500	7,500	-	-	7,500	-
BUILDING CLEANING SUPPLIES	45,000	66,996	-	-	66,996	21,996
TRANSIT CENTER/PLAZA SUPPLIES	13,896	13,896	-	-	13,896	-
SHELTER & BUS STOP SUPPLIES	72,000	72,000	-	-	72,000	-
OTHER SUPPLIES	14,904	35,004	5,004	-	40,008	25,104
SHOP SUPPLIES	82,008	109,992	-	-	109,992	27,984
OFFICE SUPPLIES	68,016	80,004	1,008	6,000	87,012	18,996
POSTAGE & EXPRESS SERVICE	17,724	13,164	3,504	1,500	18,168	444
COPY MACHINE PAPER	3,096	3,096	-	-	3,096	-
REVENUE VEHICLE PARTS	975,000	1,078,992	-	-	1,078,992	103,992
SUPPORT VEHICLE PARTS	5,508	15,000	-	-	15,000	9,492
FAREBOX PARTS	14,508	25,008	-	-	25,008	10,500
BUS WASHER SUPPLIES	2,508	8,004	-	-	8,004	5,496
WARRANTY LABOR & PARTS	-	-	-	-	-	-
FUEL IS./DISPENSER PARTS	5,004	5,004	-	-	5,004	-
TOTAL MATERIALS AND SUPPLIES	1,679,616	1,880,208	24,528	30,408	1,935,144	255,528
UTILITIES	-	-	-	-	-	-
WATER & FIRE PROTECTION	33,504	33,504	-	-	33,504	-
TELEPHONE LINE SERVICE	102,000	118,008	-	-	118,008	16,008
PG&E	207,900	249,996	-	-	249,996	42,096
ALARM SERVICE	32,376	32,376	-	-	32,376	-
DISPOSAL & SEWER	45,396	45,396	-	-	45,396	-
CELLULAR PHONES/PAGERS	42,000	57,000	-	-	57,000	15,000
TOTAL UTILITIES	463,176	536,280	-	-	536,280	73,104

Monterey - Salinas Transit

**Draft Budget
FY2018**

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
INSURANCE	-	-	-	-	-	-
PHYSICAL DAMAGE EXPENSE	69,840	65,964	-	-	65,964	(3,876)
RECOVERIES PHYSICAL DAMAGES	-	-	-	-	-	-
LIABILITY EXPENSE	529,392	615,120	-	-	615,120	85,728
OTHER INSURANCE PREMIUMS	51,804	51,804	-	-	51,804	-
TOTAL INSURANCE	651,036	732,888	-	-	732,888	81,852
TAXES	-	-	-	-	-	-
PROPERTY TAX	7,584	7,584	-	-	7,584	-
VEHICLE LICENSE & REGISTRATION	168	168	-	-	168	-
DIESEL SALES TAX	175,008	175,008	-	-	175,008	-
DIESEL FUEL USE TAX	7,608	7,800	-	-	7,800	192
GASOLINE TAX	1,440	1,584	-	-	1,584	144
OTHER TAXES	15,900	16,500	-	-	16,500	600
TOTAL TAXES	207,708	208,644	-	-	208,644	936
PURCHASED TRANSPORTATION	-	-	-	-	-	-
PURCHASED TRANSPORTATION	7,427,532	4,040,040	3,347,796	712,944	8,100,780	673,248
TAXI VOUCHERS/PILOT TRAVEL REIMB	625,020	-	200,004	570,000	770,004	144,984
TOTAL PURCHASED TRANSPORTATION	8,052,552	4,040,040	3,547,800	1,282,944	8,870,784	818,232
MISCELLANEOUS EXPENSES	-	-	-	-	-	-
SUBSCRIPTIONS	7,992	9,744	-	-	9,744	1,752
APTA DUES	41,412	34,992	-	-	34,992	(6,420)
CTA DUES	14,028	14,736	-	-	14,736	708
CHAMBER AND OTHER DUES	53,004	55,008	-	-	55,008	2,004
CAL ACT DUES	1,740	1,740	-	-	1,740	-
STAFF TRAVEL	99,180	95,004	-	5,004	100,008	828
STAFF TRAINING	39,012	25,008	2,004	8,004	35,016	(3,996)
BOARD TRAVEL	15,000	15,000	-	-	15,000	-
AD & PROMOTION MEDIA	45,000	45,000	-	-	45,000	-
LEGAL ANNOUNCEMENTS	15,072	15,072	-	-	15,072	-
AD MEDIA RECRUITING	5,004	5,004	-	-	5,004	-
PERMITS	6,504	10,500	-	-	10,500	3,996
SALES TAX REVENUE EXPENSE	466,140	-	239,040	268,164	507,204	41,064
OTHER MISC. EXPENSE	81,336	12,132	-	-	12,132	(69,204)
INTERFUND TRANSFERS	-	(2,936,124)	-	2,936,124	-	-
TOTAL MISCELLANEOUS EXPENSES	890,424	(2,597,184)	241,044	3,217,296	861,156	(29,268)

Monterey - Salinas Transit

**Draft Budget
FY2018**

	FY2017 TOTAL BUDGET	FY2018 TOTAL YEAR FIXED ROUTE	FY2018 TOTAL YEAR RIDES	FY2018 TOTAL YEAR MEASURE Q- FR	FY2018 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OTHER AGENCY EXPENSES	-	-	-	-	-	-
PASS THROUGH/BEHALF OF OTHERS	74,004	8,604	-	-	8,604	(65,400)
TOTAL OTHER AGENCY EXPENSES	74,004	8,604	-	-	8,604	(65,400)
INTEREST EXPENSE	-	-	-	-	-	-
INTEREST EXPENSE	126,996	111,000	-	-	111,000	(15,996)
TOTAL INTEREST EXPENSE	126,996	111,000	-	-	111,000	(15,996)
LEASES & RENTALS	-	-	-	-	-	-
ANTENNA/ SATELLITE RENTAL	28,500	29,508	-	-	29,508	1,008
RESTROOM - MONTEREY	15,000	110,004	-	-	110,004	95,004
EQUIPMENT RENTALS	50,004	45,504	-	-	45,504	(4,500)
POSTAGE METER RENTAL	5,808	10,728	-	-	10,728	4,920
BUILDING RENT	191,232	172,080	-	67,764	239,844	48,612
TOTAL LEASES & RENTALS	290,544	367,824	-	67,764	435,588	145,044
TOTAL OPERATING EXPENSES	43,371,912	36,741,276	4,596,636	5,203,200	46,541,112	3,169,199
OPERATING (SURPLUS) DEFICIT	(189,384)	(1,029,816)	-	1,029,816	-	189,384
ESERVES AS % OF OPERATING EXPENSES						
UNRESTRICTED ASSETS AS OF 30-JUN-12 AUDIT		4,879,989				
LESS CAPITAL GRANT FUNDS		(2,196,912)				
		2,683,077				
FY13 OPERATING SURPLUS (DEFICIT) AS OF 30-JUN-13 AUDIT		3,076,828				
FY14 OPERATING SURPLUS (DEFICIT) AS OF 30-JUN-14 AUDIT		1,268,555				
FY15 OPERATING SURPLUS (DEFICIT) AS OF 30-JUN-15 AUDIT		1,442,315				
FY16 OPERATING SURPLUS (DEFICIT) AS OF 30-JUN-16 AUDIT		7,990,462				
RESERVE AS OF 30-JUN-16		16,461,237				
FY 17 OPERATING SURPLUS - PROJECTED		3,297,000				
FY 18 OPERATING SURPLUS - BUDGETED		-				
RESERVE PROJECTED AS OF 30-JUN-17		19,758,237				
LESS FY 17 CAPITAL BUDGET EXPENSES		2,102,979				
LESS FY 18 CAPITAL BUDGET EXPENSES (DRAFT)		2,843,026				
LESS FY 18-19 BUS REPLACEMENT		3,131,848				
LESS FY 18 TDA RENOVATION		4,699,217				
RESERVE AS OF 30-JUN-18		6,981,167				
RESERVE AS % OF BUDGETED FY18 OPERATING EXPENSE		15%				

FY2018 BUDGET
Part A. Fixed Route Operating Budget

REVENUES

	<u>Budget FY2017</u>	<u>Proposed FY2018</u>
Passenger Revenues	3,974,460	4,207,908
Farebox and pass sales		
Special Local Fares	5,879,844	6,013,452
Contracts/Partnerships (Department of Defense, Colleges, Trolleys, Amtrak, VTA, etc.)		
Associated Transit Revenues	216,132	259,512
Advertising		
Non-Transportation Revenues	62,256	63,720
Interest income, Other Auxiliary Revenue		
Local Cash Grants	14,299,680	14,755,380
Local Transportation Funds (LTF), Reserves, Mandated Set-asides		
Other Local Funds	-	120,060
Calif. Department of Transportation HWY 101 planning study		
APCD Funds	109,836	-
APCD Funds		
Cap and Trade Funds	176,868	307,968
Cap and Trade Funds		
Sales Tax	-	-
Sales Tax Measure Q		
State Cash Grants	2,110,500	1,900,380
State Transit Assistance		
Other State Operating Funds	-	1,900,380
SB-1		
Federal Cash Grants	8,764,812	8,242,332
Includes Federal Transit Administration Section 5307, Section 5311, Section 5311(f), Other Federal Funds		
TOTAL REVENUES	<u>\$ 35,594,388</u>	<u>\$ 37,771,092</u>

FY2018 BUDGET
Part A. Fixed Route Operating Budget
EXPENSES (Continued)

Miscellaneous	(2,220,492)	(2,486,184)
Training, travel, ad media, dues, subscriptions, permits, sales tax revenue expense, interest expense, and interfund transfer to Measure Q		
Leases and Rentals	196,860	367,824
MST's radio antenna site, Watsonville Transit Center, 19 Upper Ragsdale Assoc. Fees, JLW (partial year), Restroom facilities lease JLW/STC, and Storage unit rental		
TOTAL EXPENSES	<u>\$ 34,458,180</u>	<u>\$ 36,741,276</u>
FY2018 OPERATING (SURPLUS)/DEFICIT	<u>\$ (1,136,208)</u>	<u>\$ (1,029,816)</u>

FY2018 BUDGET
Part C. MST Measure Q Operating Budget

REVENUES

	<u>Budget FY2017</u>	<u>Proposed FY2018</u>
Passenger Revenues	-	-
Farebox and ticket book sales		
Sales Tax	3,910,824	4,173,384
Sales Tax Measure Q		
State Cash Grants	-	-
State Transit Assistance		
TOTAL REVENUES	<u>\$ 3,910,824</u>	<u>\$ 4,173,384</u>

EXPENSES

	<u>Budget FY2017</u>	<u>Proposed FY2018</u>
Salaries and Wages	342,408	329,532
Mobility staff		
Fringe Benefits	185,268	170,628
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance		
Services	43,920	48,924
Professional Services		
Fuel, Gas and Tires	47,088	55,704
Unleaded, lubricants and tires		
Materials and Supplies	36,912	30,408
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	-	-
Telephone, power, gas, water/sewer and alarm services		
Purchased Transportation	1,034,772	1,282,944
MV Transportation, Inc., taxi vouchers		
Miscellaneous	3,073,596	3,217,296
Sales tax revenue expense and staff travel and training and Interfund transfer from Fixed Route		
Leases and Rentals	93,684	67,764
MST's radio antenna site, 3MC (partial year) and 201 Pearl Street in Monterey, and 247 S. Main Street Salinas		
TOTAL EXPENSES	<u>\$ 4,857,648</u>	<u>\$ 5,203,200</u>
FY2018 OPERATING (SURPLUS)/DEFICIT	<u>\$ 946,824</u>	<u>\$ 1,029,816</u>

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FY 2018 BUDGET

CAPITAL

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FY18 CAPITAL BUDGET - DRAFT

Revised: 6/2/2017

BUS - ROLLING STOCK	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
2 - 30' Electric Bus & equipment	\$261,110		\$296,890				\$190,000			\$400,000			\$1,148,000	\$0	\$1,148,000
5 - Streetcar Hometown Trolleys	\$1,150,000			\$547,200									\$1,697,200	\$491,600	\$2,188,800
25 - Gillig Bus Replacement	\$646,650			\$2,155,500	\$2,000,000				\$5,574,964		\$1,000,000		\$11,377,114	\$976,348	\$12,353,462
6 - medium bus replacements for RIDES												\$420,000	\$420,000	\$0	\$420,000
4 - Replacement support vehicles: 2 Fleet/Parts & 2 Facilities trucks													\$0	\$128,000	\$128,000
Replace 4 Prius vehicles													\$0	\$120,000	\$120,000
Total Rolling Stock:	\$2,057,760	\$0	\$296,890	\$2,702,700	\$2,000,000	\$0	\$190,000	\$0	\$5,574,964	\$400,000	\$1,000,000	\$420,000	\$14,642,314	\$1,715,948	\$16,358,262

BUS SUPPORT EQUIP. & FACILITIES/ ITS	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Document Management System	\$20,000												\$20,000	\$0	\$20,000
Financial Reporting	\$25,000												\$25,000	\$0	\$25,000
2 - Fork Lifts													\$0	\$120,000	\$120,000
2 - Tugs														\$175,000	\$175,000
1 - Flatbed													\$0	\$10,000	\$10,000
Replace in-ground hoists (CJW)													\$0	\$600,000	\$600,000
Spare GFI fareboxes (2 complete sets)													\$0	\$37,500	\$37,500
BYD electric bus infrastructure charging stations; bring high current power to CJW													\$0	\$75,000	\$75,000
Point of Sale System													\$0	\$20,000	\$20,000
Mobile phone ticketing & validators													\$0	\$250,000	\$250,000
20 - Desktop/peripherals Upgrades													\$0	\$21,000	\$21,000
10 - Laptops													\$0	\$12,000	\$12,000
IT Components Inc. VOIP								\$75,000					\$75,000	\$0	\$75,000
TDA - Furniture & Fixtures													\$0	\$150,000	\$150,000
TDA Remodel Project - Fueling System				\$135,000									\$135,000	\$0	\$135,000
Unforeseen facility improvements													\$0	\$100,000	\$100,000
Total Bus Support & Equip:	\$45,000	\$0	\$0	\$135,000	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$255,000	\$1,570,500	\$1,825,500

COMMUNICATIONS/RADIO EQUIPMENT	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
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850 MHz Portable Radios w/ Chargers & Batteries (10)													\$0	\$22,000	\$22,000
Non Revenue Cell Modem (Transit Master display)														\$60,000	\$60,000
Fleet radio replacement for AVL (up to 40 units)													\$0	\$50,000	\$50,000
Total Comm. & Radio Equip:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,000	\$132,000

SAFETY & SECURITY	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
TDA fencing and other security activities						\$1,127,320							\$1,127,320	\$0	\$1,127,320
Total Safety & Security:	\$0	\$0	\$0	\$0	\$0	\$1,127,320	\$0	\$0	\$0	\$0	\$0	\$0	\$1,127,320	\$0	\$1,127,320

PREVENTIVE MAINTENANCE	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Fleet - Major components														\$150,000	\$150,000
Shop tools and equipment														\$50,000	\$50,000
Total Preventative Maint:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000

BUS STATION/STOPS	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Shelter & sign for Line 85 @ Camp Roberts	\$3,824	\$16,525											\$20,349	\$5,926	\$26,275
Bus station repairs/improvements													\$0	\$35,000	\$35,000
Bus stops, repairs/improvements/ADA								\$20,000					\$20,000	\$50,000	\$70,000
Total Bus Stations/Stops:	\$3,824	\$16,525	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$40,349	\$90,926	\$131,275

MAJOR FACILITIES EXPANSION / REHAB	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
South County Maintenance Facility	\$516,177			\$5,876,180					\$4,280,512				\$10,672,869	\$0	\$10,672,869
CJW Renovation/STC Restroom Addition	\$250,000												\$250,000	\$0	\$250,000
Generator & improvements - 19 Upper Ragsdale													\$0	\$110,000	\$110,000
New Bus Stop Shop - Salinas								\$85,000					\$85,000	\$0	\$85,000
Total Major Facilites:	\$766,177	\$0	\$0	\$5,876,180	\$0	\$0	\$0	\$85,000	\$4,280,512	\$0	\$0	\$0	\$11,007,869	\$110,000	\$11,117,869

	Prop 1B PTMISEA	5311(f)	LCTOP/ TIRCP	MST Finance: Bank Loan	STIP	P1B CalOES Security (Formerly CalEMA)	HVIP	Measure Q	5339	AB 2766	FORA	5310	Total Grant, Measure Q, or Loan Funded	MST Capital Budget	Total Grant & MST Funded
Total Grants & MST Capital Budget:	\$2,872,761	\$16,525	\$296,890	\$8,713,880	\$2,000,000	\$1,127,320	\$190,000	\$180,000	\$9,855,476	\$400,000	\$1,000,000	\$420,000	\$27,072,852	\$3,819,374	\$30,892,226

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FY 2018 DRAFT Project Action Plan

1. Complete construction of Monterey Bay Operations and Maintenance Facility and begin operations.
2. Execute grants, complete environmental documentation, begin procurement for design/build, permitting, and construction of South County maintenance facility.
3. Implement new Measure Q projects including intelligent voice recording, enhanced out-of-area medical trips, volunteer mileage reimbursement program, ADA emergency rapid response module, and begin planning effort for the Flex Voucher Pilot Program.
4. Accept delivery and place in to service new buses, trolleys, mini buses, service and support vehicles
5. Complete feasibility study of Bus Operations on State Route 1 Shoulders and Monterey Branch Line in coordination with Santa Cruz Metro.
6. Commence Salinas Valley express transit corridor planning study.
7. Develop facilities and fleet maintenance workforce development program.
8. Install updated point of sale system at customer service locations.
9. Begin rehabilitation of Salinas Transit Center.
10. Implement MST RealTime traveler information system and marketing campaign.
11. Procure consulting services to develop 5-year program of major projects and identify resources required to implement including, but not limited to:
 - a. Identify locations for necessary facilities expansion including Salinas. Maintenance and Operations Facility and Salinas Mobility Center.
 - b. Develop plan for potential continued use of Joe Lloyd Way facilities.
 - c. Develop strategy for future of contracted services.
 - d. Develop a plan for short- and long-term use of Suite 110 of Lichtanski Administration Building.
 - e. Develop strategy for operation and maintenance of zero emission fleet
 - f. Conduct comprehensive operational analysis of service area.
 - g. Develop recommendations for uses/disposition of undeveloped MST property.

FY 2018 Ongoing and Recurring Action Items

1. Continue transit activities within board adopted operational and financial performance standards.
2. Maintain ongoing community partnerships and seek new opportunities as appropriate.
3. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements.
4. Actively participate in state and national trade associations to support issues of local concern.
5. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors.
6. Provide administrative support in service to Monterey County Regional Taxi Authority and Monterey-Salinas Transit Corporation.
7. Ensure compliance with federal, state, and local regulations, and conduct regular review of policies and practices.
8. Maintain adequate staffing and organizational structure for MST and RTA.
9. Adopt and execute federal and state legislative programs.
10. Procure replacement buses, shelters and customer amenities as funding allows.
11. Continue marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation.
12. Continue board development activities including educational and policy reviews.
13. Continue efforts to achieve a state of good repair for MST fleet and facilities.
14. Continue efforts to ensure passenger and employee safety and security.

**Monterey-Salinas Transit
Personnel Staffing - Fiscal Year 2018**

Operations:

	FY2017 Budget	Net Additions (Reductions)	FY2018 Budget
Assistant General Manager/Chief Operating Officer	-		-
Coach Operators - Full Time*	139	9	148
Coach Operators - Full Time Extra Board	-		-
Coach Operators - Occupational Injuries*	1		1
Coach Operators - Part Time (Limited Duty)	-		-
Director of Transportation Services	1		-
Chief Operating Officer	-		1
Deputy Chief Operating Officer	-		1
Operations Manager	1		-
Contract Transportation Supervisor	1		1
Associate Scheduler	-		-
Communications System Manager	1		1
Communications System Specialists	5		5
CTSA Manager	-		-
Mobility Services Manager	1		1
ITS Technician	2		2
Mobility Coordinator	1		1
Operations Analyst	-		-
Mobility Trainer	-		-
Mobility Assistant	-		-
Senior Operations Supervisor	2		2
Operations Supervisor	7		7
Mobility Specialist	4	1	5
Senior Mobility Specialist	-		-
Safety/Training Officer	-		-
Trainer	2		2
Schedule/Planning Analyst	1		1
Transit Scheduler	1		1
Scheduling Assistant ***	1	1	2
Total Operations	171	11	182

Vehicle Maintenance:

Fleet Manager	-		-
Maintenance Superintendent	-		-
Maintenance Manager	1		1
Maintenance Supervisor	4	1	5
Mechanics	21	1	22
Mechanic - Revenue Equipment	-		-
Electronic Technician	3		3
Shop Helper	1		1
Utility Service Worker	8	1	9
Inventory Control Specialist	-		-
Maintenance Analyst		1	1
Inventory Analyst	1		1
Inventory Clerk	3		3
Total Vehicle Maintenance	42	4	46

Facilities:

Facilities Capital Projects Manager	1		1
Facilities Supervisor	1		1
Facilities Technician III	1		1
Facilities Technician II	1		1
Facilities Technician I	3	1	4
Senior/Utility Service Person	-		-
Total Facilities	7	1	8

**Monterey-Salinas Transit
Personnel Staffing - Fiscal Year 2018**

	FY2017 Budget	Net Additions (Reductions)	FY2018 Budget
<u>Administration:</u>			
General Manager/CEO	1		1
Assistant General Manager for Finance & Administration	1		1
Director of Information Technology	1		1
Director of Human Resources/Risk Management	1		1
Director of Planning/Development	1		1
General Accounting & Budget Manager	1		1
Business Development/Transit Planner	1		1
Purchasing Manager	1		1
Marketing and Customer Service Manager	1		1
Risk & Security Manager	1		1
Grants Analyst	1		1
Compliance Analyst	1		1
Executive Assistant to the GM	1		1
Customer Service Supervisor	1		1
Human Resources Manager	1		1
Human Resources Generalist	-		-
Human Resources Administrator	-		-
Human Resources Assistant	2		2
Community Relations Coordinator	1		1
Accountant	2		2
Payroll Specialist	1		1
Information Technology Administrator	1		1
Information Technology Technician	1		1
Customer Service Representative/Spanish Translator	5		5
Customer Service Representative/Greyhound	-		-
Office Administrator	1		1
MST interns	-		-
CSUMB Interns (part-time)**	1		1
Total Administration	30	-	30
 MST Total Personnel Staffing	 250	 16	 266

return to work as full-time Coach Operators.

** Position funded by CSUMB

*** Scheduling Assistant FY18 mid year addition beginning 1/1/2018

RESOLUTION 2017-36
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 2017-18

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.

Tony Barrera
Chairperson

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 12th day of June, 2017 by the following vote:

AYES:

NOES:

ABSENT:

Jeanette Alegar-Rocha
Board Secretary (Deputy)

To: Board of Directors
From: Hunter Harvath, Assistant General Manager
Subject: Roundabout Construction Congestion Relief Pass

RECOMMENDATION:

Authorize discontinuation of the \$13 Monterey Peninsula Congestion Relief Temporary 31-Day Pass effective July 1, 2017.

FISCAL IMPACT:

The \$13 monthly pass would once again be priced at \$95. Staff estimates that fare revenue will increase by approximately \$250,000 for FY 2018 with the discontinuation of this deeply discounted temporary pass.

POLICY IMPLICATIONS:

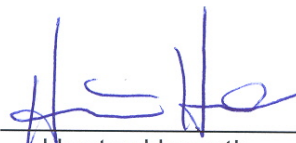
Your board sets fares, discounts and other transit pass programs.

DISCUSSION:

At the March 7, 2016, meeting, your Board implemented a \$13 deeply discounted transit pass as part of the Congestion Relief Temporary Pass program for residents and workers of most of the Monterey Peninsula southward to Big Sur and Carmel Valley. Approved at the October 12, 2015 meeting of your Board, this temporary pass program was created to address traffic congestion caused by major road construction projects or special events. This deeply discounted pass (\$13, reduced from \$95) would be offered for a specified period of time and an identified area of impact. The first declaration of a "congestion emergency" that activated this pass occurred last summer, with the commencement of construction of a roundabout at the Holman Highway 68 interchange with Highway 1 near the entrances to Pebble Beach and the Community Hospital of the Monterey Peninsula.

To date, over 9,000 of these temporary passes have been sold at MST customer service windows in Monterey, Salinas and Marina. With major construction now approaching completion, MST staff is requesting that your Board declare that the congestion emergency is over and discontinue the sale of the \$13 pass effective July 1, 2017. Even though construction will not be completely finished by that date, customers will still be able to purchase passes that will be valid through most of the month of August. By that time, it is expected that the roundabout will be open and functional, with crews doing clean-up work and landscaping for the duration of the project schedule.

Once the roundabout project is complete, staff will be conducting an analysis of how effective the Congestion Relief temporary pass was in increasing transit ridership during that construction period as well as over the long term. In addition, on-time performance data will be evaluated to identify how MST's routes that traveled through and around the roundabout area were affected by construction congestion.

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: RIDES ADA Paratransit Fares – proposed reduction

RECOMMENDATION:

Approve proposed reduction in RIDES ADA paratransit fares effective September 2, 2017, to be funded by MST Measure Q sales tax revenues to support seniors, veterans and persons with disabilities.

FISCAL IMPACT:

Approximately \$230,000 annually, to be funded by Measure Q sales tax revenues.

POLICY IMPLICATIONS:

Your Board approves changes to fares.

DISCUSSION:

In November of 2014, Monterey County voters approved Measure Q – a 1/8% local sales tax to support transportation services and projects that benefit seniors, veterans and persons with disabilities. In July of 2015, MST began receiving these funds. With two years of Measure Q revenue data in hand, staff is requesting consideration by your Board that some of these revenues be used to provide a reduction in fares on the MST RIDES ADA paratransit service.

In accordance with the federal Americans with Disabilities Act, MST RIDES is restricted exclusively to persons with physical and/or cognitive disabilities so severe that they cannot access traditional public transportation. All participants in the MST RIDES program must have an in-person assessment conducted by trained MST employees to certify that they do indeed qualify for ADA paratransit services. Under the ADA, paratransit fares can be no more than twice the fixed-route fare for a trip of similar length. In that regard, MST RIDES fares are currently twice fixed-route fares. To provide the MST RIDES client base with better access medical appointments, employment, shopping and other destinations, staff is proposing to reduce the MST RIDES fares so that they are equal to that of fixed-route buses.

State law requires that an ADA paratransit service recover a minimum of 10% of the cost of operating the service in fares or other local revenues – including local sales

taxes. In that regard, Measure Q revenues count as fares when assessing the 10% minimum target. The proposed fare reductions are as follows:

Trip length	2.7 miles or less	More than 2.7 miles but less than 17 miles	17 miles or greater
Current Fare	\$3.00	\$5.00	\$7.00
Proposed Reduced Fare	\$1.50	\$2.50	\$3.50

If approved by your Board, this fare reduction would be implemented with the publication of the next Rider's Guide, currently scheduled for September 2, 2017.

PREPARED BY:



Hunter Harvath

REVIEWED BY:



Carl G. Sedoryk

To: Board of Directors

From: Hunter Harvath, Assistant General Manager

Subject: Authorize purchase of 5 Hometown Trolleys

RECOMMENDATION:

Authorize staff to purchase five “Streetcar” model trolleys from Hometown Trolleys in an amount not to exceed \$2,188,800.

FISCAL IMPACT:

\$2,188,800 from the FY 2018 Capital Budget funded by Prop 1B funds identified for vehicle replacement.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST operates eight model year 2003 Optima Trolleys. The Optima Trolley has not been manufactured for a number of years, and many parts are difficult to obtain or no longer available. Of particular concern are the wheelchair lifts, which are also no longer manufactured, and replacement parts are similarly difficult to obtain or are no longer available. Without working wheelchair lifts, these buses are not permitted to operate in revenue service under the Americans with Disabilities Act (ADA). In addition, at 13 years of age, these vehicles are beyond the FTA-recommended useful life of 10 years.

In that regard, staff evaluated the feasibility of conducting a major overhaul of the existing trolleys, and compared that to purchasing new trolleys. As part of that evaluation, staff found that the operating cost per mile (without fuel) for MST’s trolleys averaged \$2.85 per mile. The operating cost per mile for the new trolleys is estimated by the manufacturer at less than \$0.30 per mile (without fuel). Based on the annual mileage of the three trolleys that operate on the Monterey route, this results in a savings of approximately \$30,000 per year per trolley.

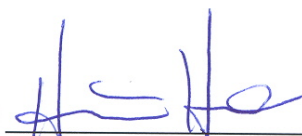
The city of Monterey funded approximately 15% of the cost of purchasing four of the original six trolleys. At the May 16, 2017, meeting, the Monterey City Council approved spending \$547,200 over the life of the current 10-year trolley service Memorandum of Understanding to help purchase four new trolleys. This would fund approximately 30% of the purchase of four of the five new trolleys. MST would pay for

100% of the cost of the fifth trolley. The MST wireless power transfer electric trolley, which was rehabbed two years ago, will remain in service for the foreseeable future, bringing the trolley fleet total to six.

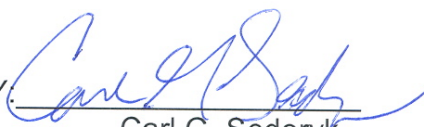
On a typical summer day, three trolleys are in operation at a time, with a fourth added on holiday weekends. During the fall, winter and spring, two trolleys operate on the route on weekends only, with no weekday operation required. In that regard, staff recommends reducing the trolley fleet from eight to six to better comply with the FTA-directed vehicle spare ratio of 20%. If your Board approves this purchase, staff hopes to have the trolleys built and delivered in time to be put into service for the summer 2018 season.

To facilitate this purchase, MST would purchase the trolleys through the CalAct/Morongo Basin Transit Authority Purchasing Cooperative. The Cooperative previously solicited competitive pricing from vehicle manufacturers and has established itself as a one-stop shopping option for transit properties for the purchase of buses, vans and shelters. The use of the Cooperative eliminates the need for MST to develop our own specifications and manage a lengthy procurement process.

PREPARED BY:


Hunter Harvath

REVIEWED BY:


Carl G. Sedoryk

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – April 2017

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for April 2017 (Attachments 1-4).

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – April 2017

Attachment #3 – Facilities & Maintenance Dept. Report – April 2017

Attachment #4 – Administration Dept. Report – April 2017

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: _____
Carl G. Sedoryk, General Manager/ CEO

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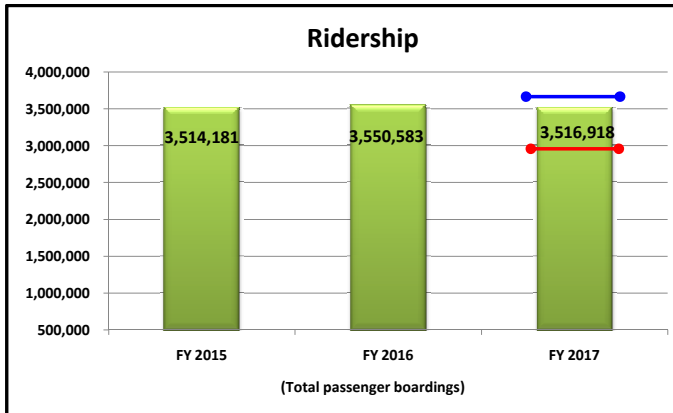
MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - April

Fiscal Years 2015-2017

ATTACHMENT 1

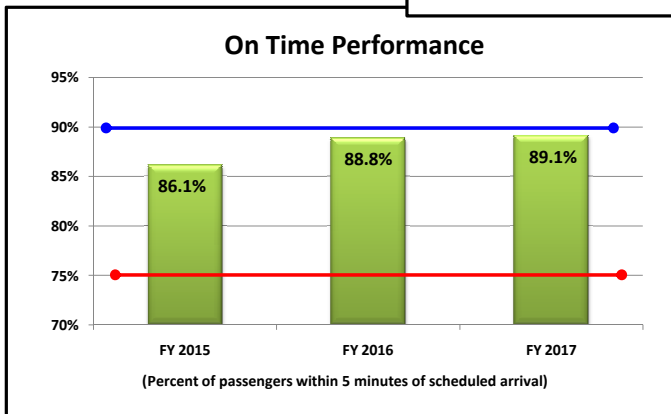
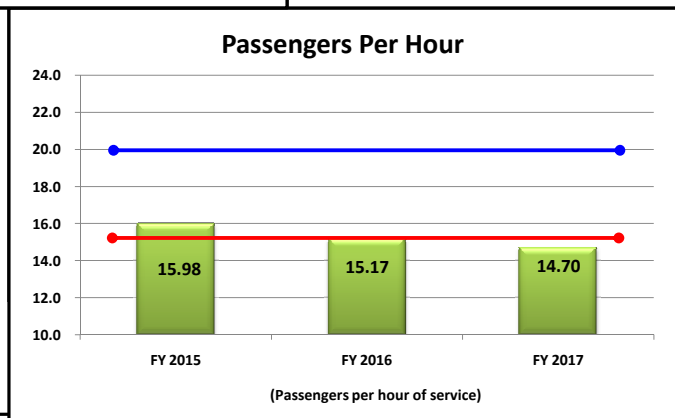


Goal = 3,621,595 passengers

Minimum = 3,195,525 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h

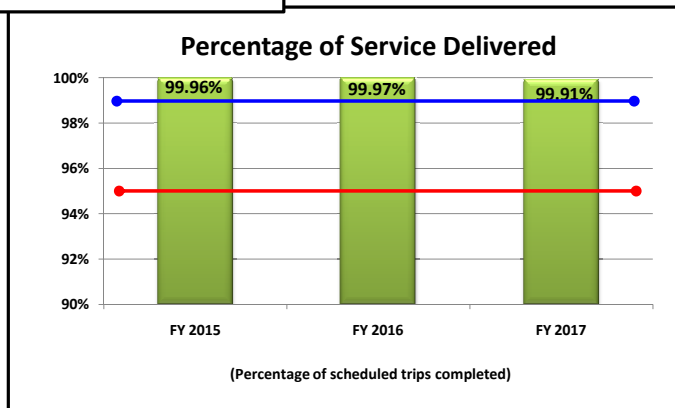


Goal = 90% on time

Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

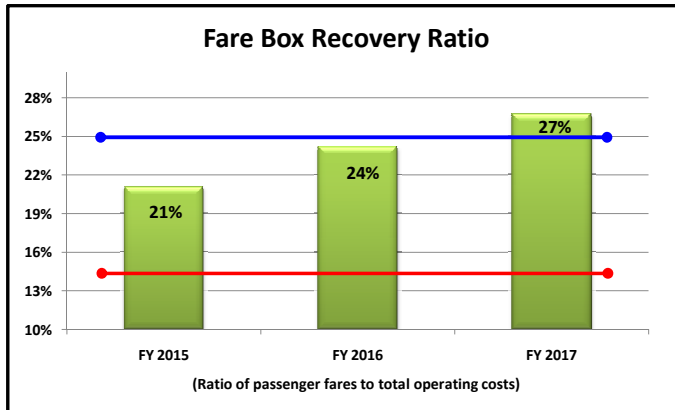


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

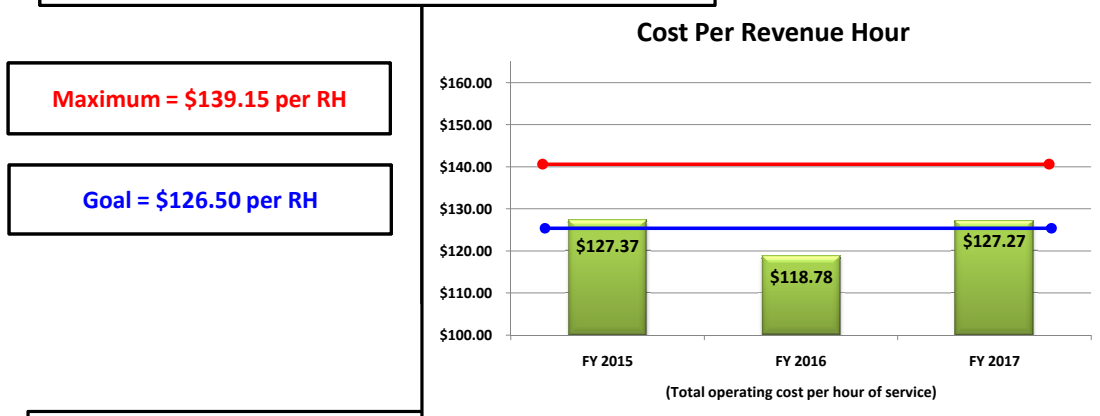
Months of July - April

Fiscal Years 2015-2017



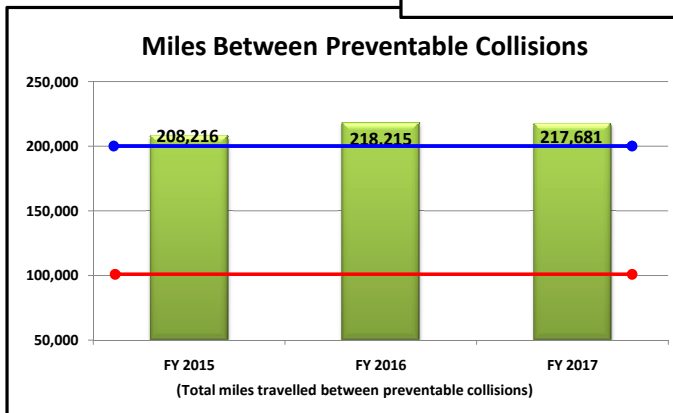
Goal = 25%

Minimum = 15%



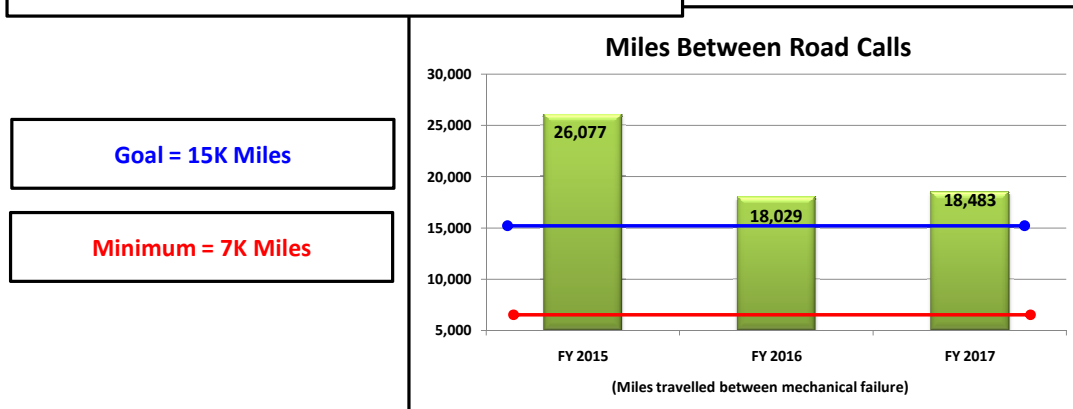
Maximum = \$139.15 per RH

Goal = \$126.50 per RH



Goal = 200K Miles

Minimum = 100K Miles



Goal = 15K Miles

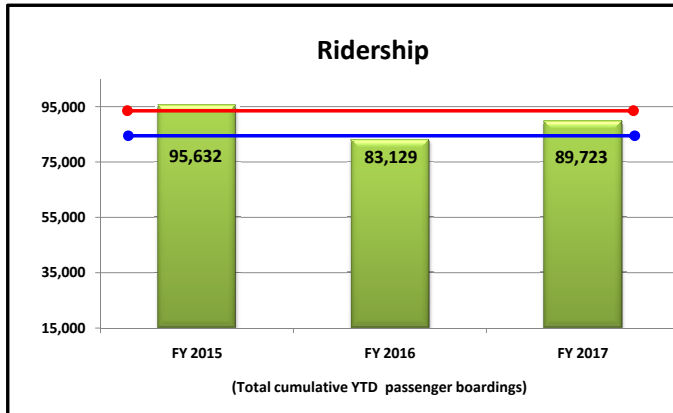
Minimum = 7K Miles

MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - April

Fiscal Years 2015-2017

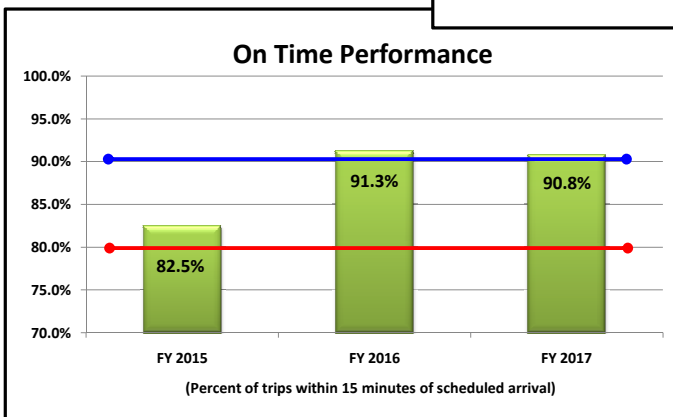
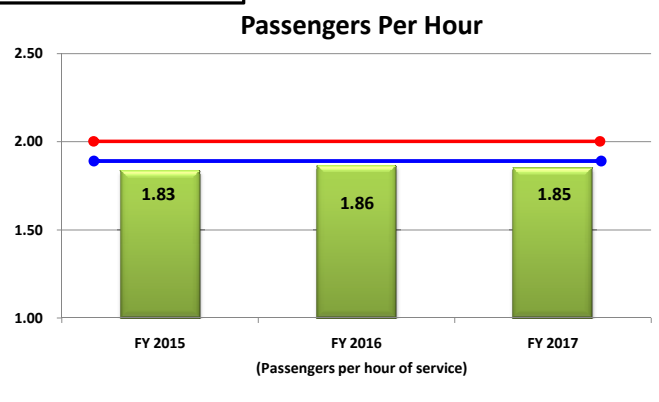


Goal = 85,623 passengers

Maximum = 94,185 passengers

Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h

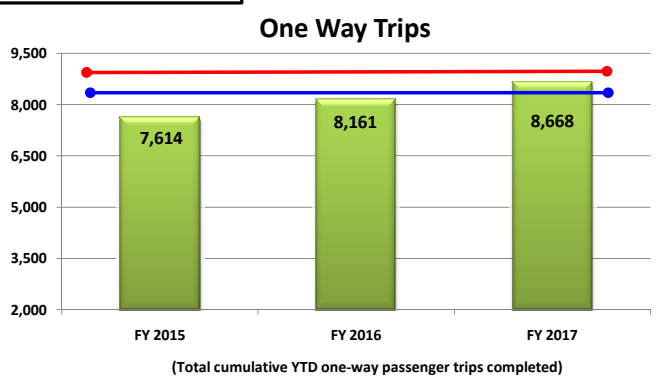


Goal = 90% on time

Minimum = 80% on time

Maximum = 9,246 one-way trips

Goal = 8,406 one-way trips

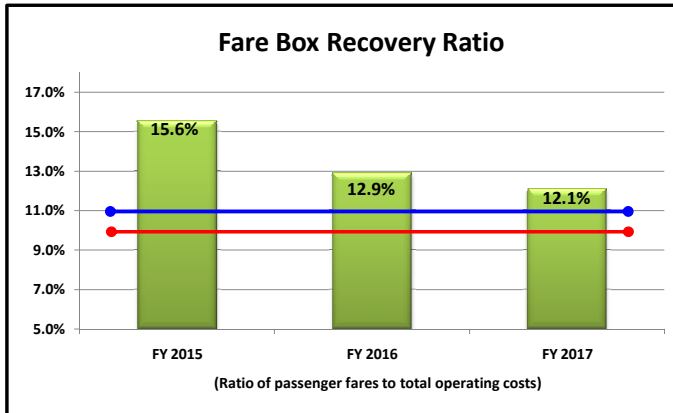


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - April

Fiscal Years 2015-2017

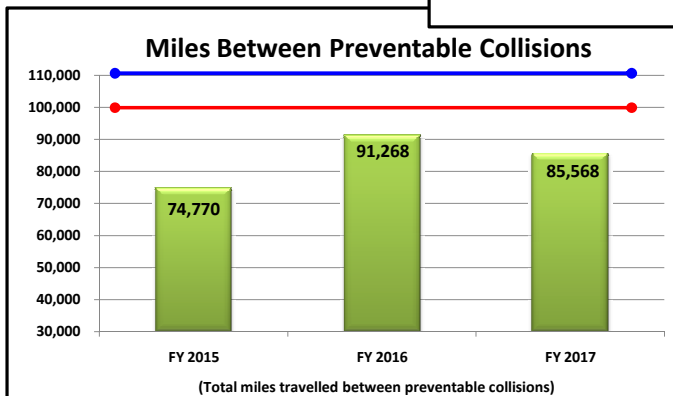
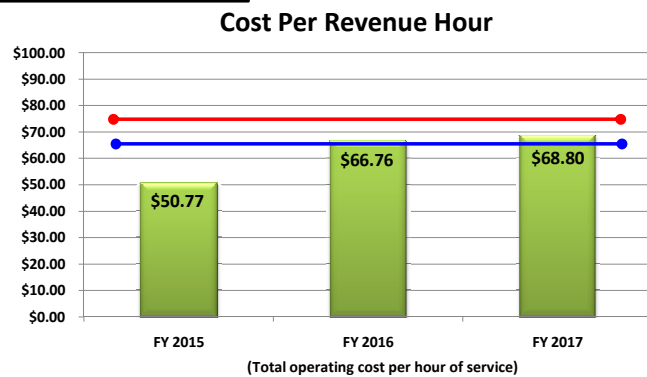


Goal = 11%

Minimum = 10%

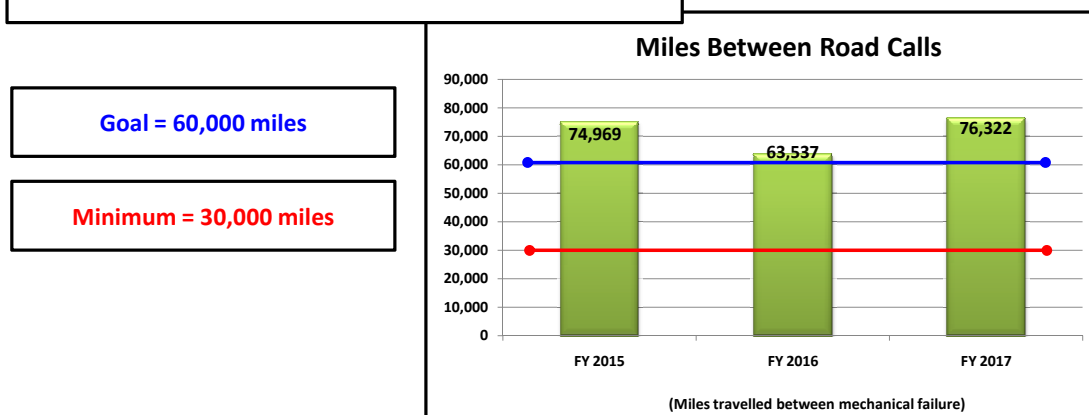
Goal = \$68.76

Maximum = \$75.64



Goal = 110K Miles

Minimum = 100K Miles



Goal = 60,000 miles

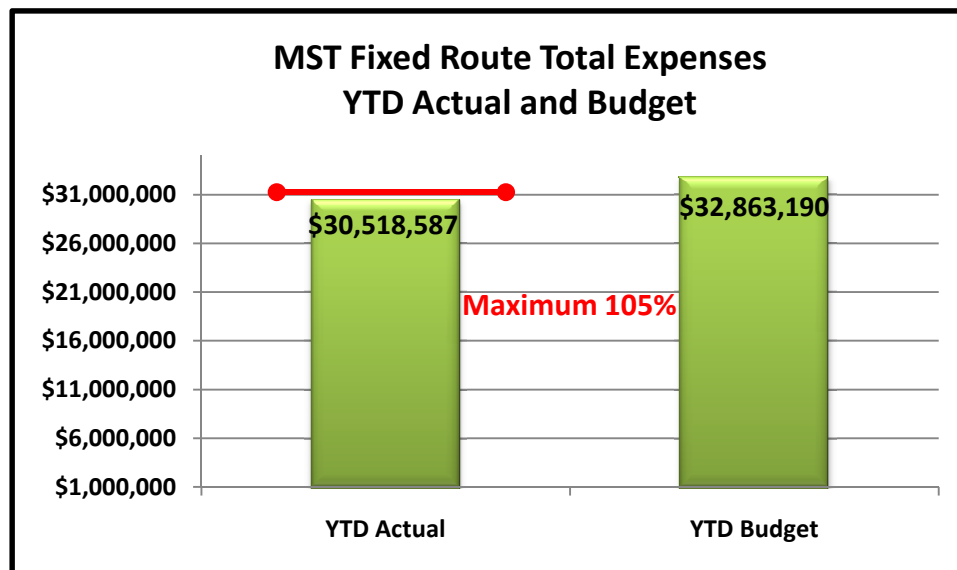
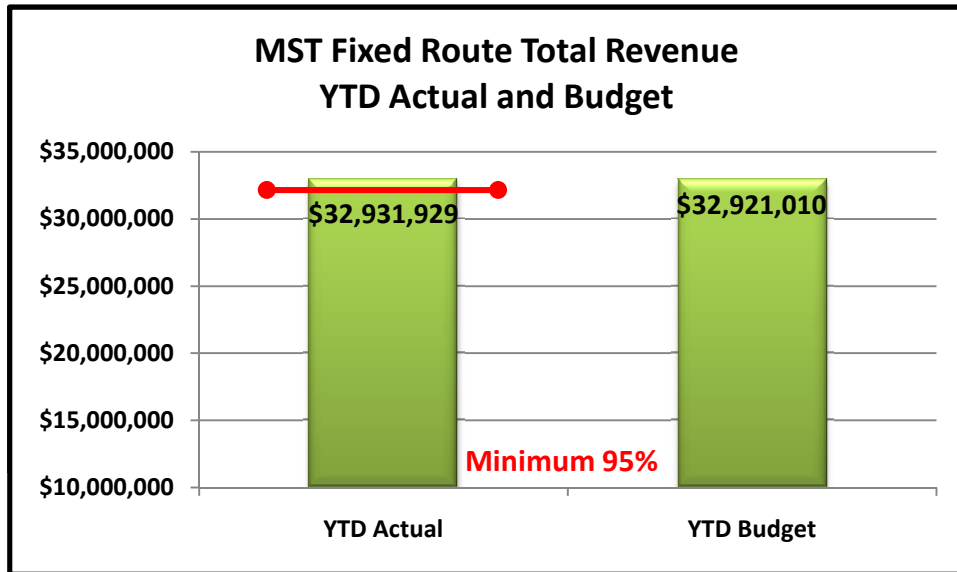
Minimum = 30,000 miles

MST Fixed Route

Financial Performance Comparative Statistics

July - April

Fiscal Year 2017

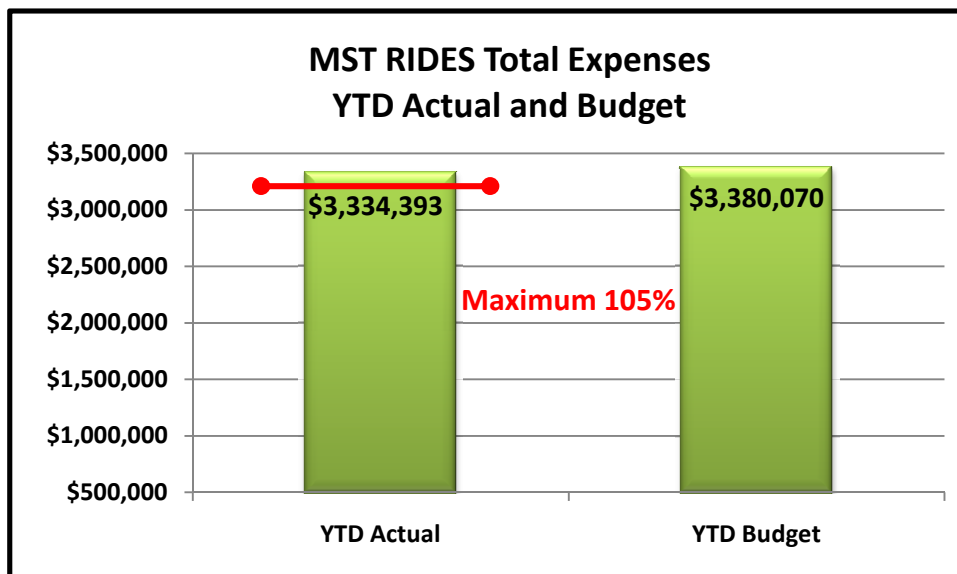
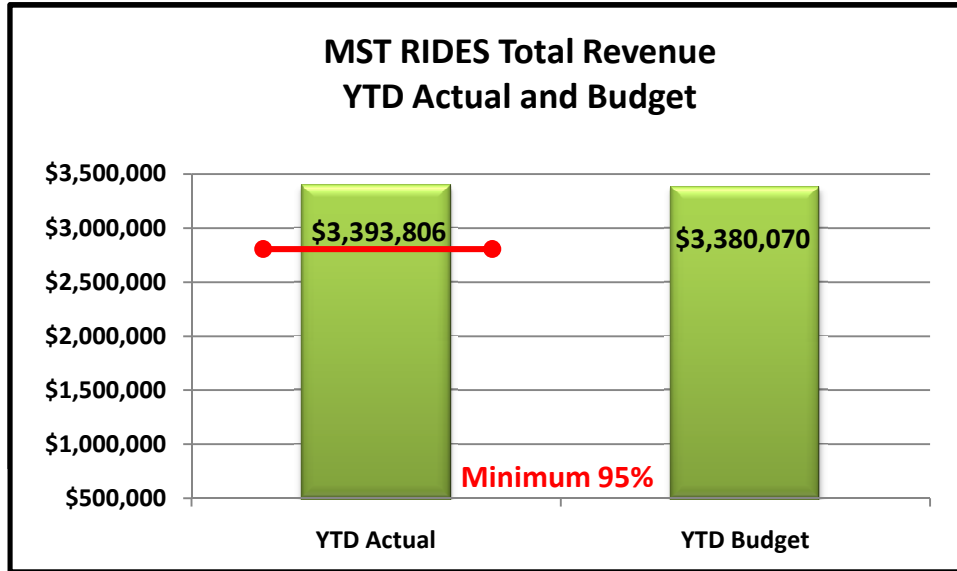


MST RIDES

Financial Performance Comparative Statistics

July - April

Fiscal Year 2017



May 31, 2017

To: Carl Sedoryk, General Manager / C.E.O.

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – April 2017**

FIXED ROUTE BUS OPERATIONS:

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

Boarding statistics indicate that ridership decreased by 7.17% in April 2017, (337,863), as compared to April 2016, (363,941). Fiscal year to date – passenger boardings have decreased slightly by 0.95% as compared to the same period last year.

Productivity decreased from April of last year (15.3) to 14.6 passengers per hour for April of this year.

Supplemental / Special Services:

April 6: MST provided services for the Free to Learn project transporting 75 passengers between the Santa Cruz Transit Center, and the Monterey Bay Aquarium.

April 21: MST provided special shuttle services from the Sally Griffin Center in Pacific Grove to Sherwood Hall in Salinas. The service transported 44 senior passengers to the event.

System Wide Statistics:

- Ridership: 337,863
- Vehicle Revenue Hours: 23,122
- Vehicle Revenue Miles: 377,806
- System Productivity: 14.6 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 31,979

Time Point Adherence: Of 125,899 total time-point crossings sampled for the month of April, the Transit Master™ system recorded 18,690 delayed arrivals to MST's published time-points system-wide. This denotes that **85.15%** of all scheduled arrivals at published time-points were on time. (*See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2017.*)

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 thirty two (32) cancelled trips for the month of April for both directly operated and contracted services:

Total Trips Provided: 31,979			
Category	MST	MV	%
Employee Error	1	0	3.13%
Equipment Shortage	4	0	12.50%
Mechanical Failure	3	0	9.38%
Staff Shortage	14	0	43.75%
Traffic Congestion	3	0	9.38%
Detour	0	3	9.38%
Unknown ¹	4	0	12.50%
Totals	29	3	100.00%

¹ Insufficient information available.

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 April 2016 and 2017:

Occurrence Type	April-16	April-17
Collision: MST Involved	7	6
Employee Injury	0	0
Medical Emergency	2	0
Object Hits Coach	3	0
Passenger Conflict	12	5
Passenger Fall	3	6
Passenger Injury	1	0
Other	1	9
Near Miss	1	1
Fuel / fluid Spill	3	3
Unreported Damage	0	1
Totals	33	31

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of April there were 10,089 passenger boardings. This denotes a 1.40% increase in passenger boardings from April of 2016, (9,950). Fiscal year to date – passenger boardings have increased by 5.69% as compared to the same period last year.

- Productivity for April of this year was at 1.78 passengers per hour, decreasing from April of 2016, (1.89).
- For the month of April, 91.78% of all scheduled trips for the MST RIDES program arrived on time, increasing slightly from 91.73 % in April of 2016.

COMMUNICATIONS CENTER:

In April, MST's Communications Center summoned public safety agencies on eight (8) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	6
EMS	Passenger Illness / Injury	2

Prepared by: _____

Robert Weber, Chief Operating Officer

Reviewed by: _____

Carl G. Sedoryk, General Manager/CEO

ATTACHMENT 3

May 30, 2017

To: Carl G. Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

Subject: Monthly Maintenance Operations Report: **April 2017**

This report summarizes the performance and major activities of the Maintenance Department as well as fuel and operating expenses during the past month.

FY17 Fuel Budget:	Average Fuel Price April 2017:	Average Fuel Price: FY2017
Diesel: \$3.10	\$2.05	\$1.95
Gasoline: \$3.20	\$2.53	\$2.24

Fiscal Year:	Revenue Fleet: Operating Cost Per Mile:	Revenue Fleet: *Miles Between Major Mechanical Road Calls:
April 2017	\$0.87	18,147
FY2017	\$0.89 YTD	18,483 YTD
FY2016:	\$0.93	16,768 (YTD Comparison)
FY2015	\$1.01	21,306 (Fiscal Year)

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

Department Activities/Comments:

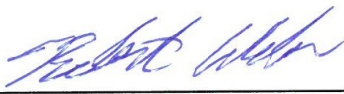
The MST revenue fleet travelled 18,147 miles between major mechanical¹ road calls during the month of April. The total number of road-call incidents was 27, with 19 for major mechanical failures and 8 for “other” mechanical² issues. The highest number of major mechanical road calls was attributed to engine failures and “other” major mechanical issues. Fiscal year to date, miles traveled between major mechanical road calls has increased by 17.47% over the same period last year.

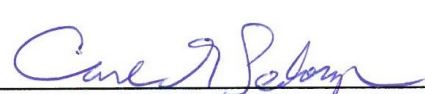
¹ These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

² These are failures of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service.

April 3: Norman Tuitavuki began his employment at MST as the Deputy Chief Operating Officer. While Norman's overall responsibility encompasses both directly operated transportation services and maintenance, his early focus has been on the day-to-day management of maintenance operations.

April 8 – 13: Key Maintenance personnel traveled to Chicago Illinois to attend the Trapeze Enterprise Asset Management (EAM) System update training. This training has been provided in advance to the pending EAM software update that is scheduled for implementation later this year.

Prepared by: 
Robert Weber, Chief Operating Officer

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO

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Date: June 12, 2017

To: C. Sedoryk, General Manager/CEO

From: Hunter Harvath, Assistant General Manager; Andrea Williams, General Accounting & Budget Manager; Mark Eccles, Director of Information Technology; Kelly Halcon, Director of Human Resources/Risk Management; Lisa Rheinheimer, Director of Planning and Marketing; Sonia Bannister, Customer Service Supervisor.

Subject: **Administration Department** Monthly Report –April 2017

The following significant events occurred in Administration work groups for the month of April 2017:

Human Resources – April 2017

A total employment level for March 2017 is summarized as follows:

Positions	Budget FY17	Actual	Difference
Coach Operators F/T	139	141	2
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	28	-3
Maintenance & Facilities	49	47	-2
Administrative (Interns 1 PT)	30	31	1
Total	250	247	-3

*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.

<i>March Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$24,114.94
<i>Other (includes Legal)</i>	\$6,282.42
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$7,465.19
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
<i>Total Expenses</i>	<i>\$50,374.63</i>
<i>Reserves</i>	<i>\$1,117,391.40</i>
<i>Excess Reserved</i>	<i>(\$354,483.19)</i>
<i># Ending Open Claims</i>	35

Training

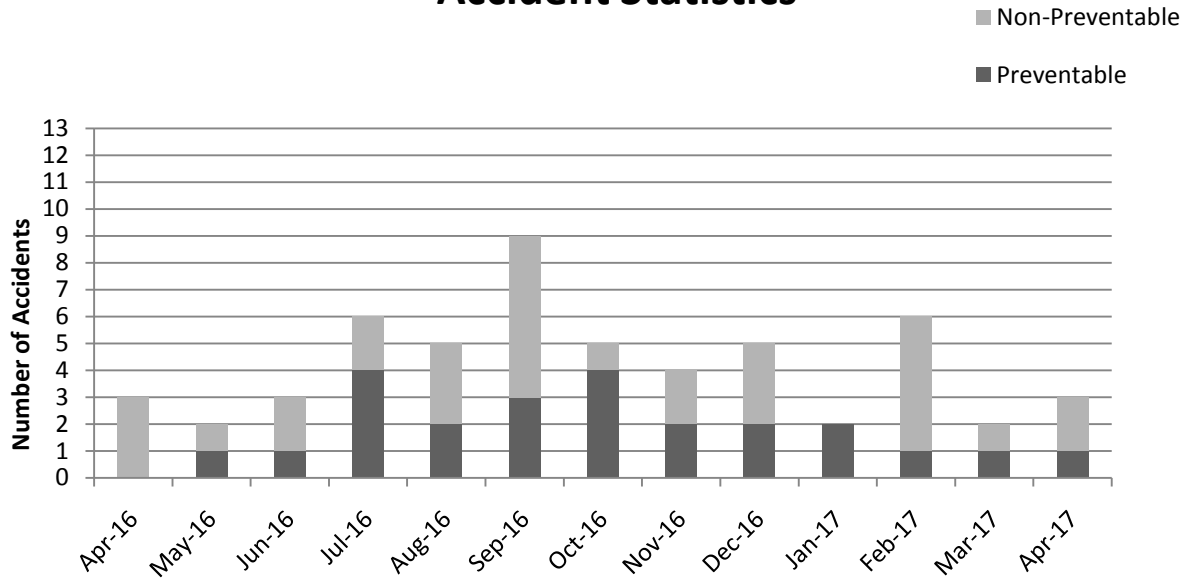
Description	Attendees
Annual Coach Operator Verification of Transit Training	15
Post Accident/Post Incident Re-training	1
Alliance Career Training Solutions: Advanced Business Writing for Professionals	1
Alliance Career Training Solutions: Business Writing and Grammar Skills	1
Salinas Valley Memorial Hospital: American Heart Association Heartsaver CPR AED Program	1
Libert Cassidy Whitmore: Privacy Issues in the Workplace	2

Risk Management

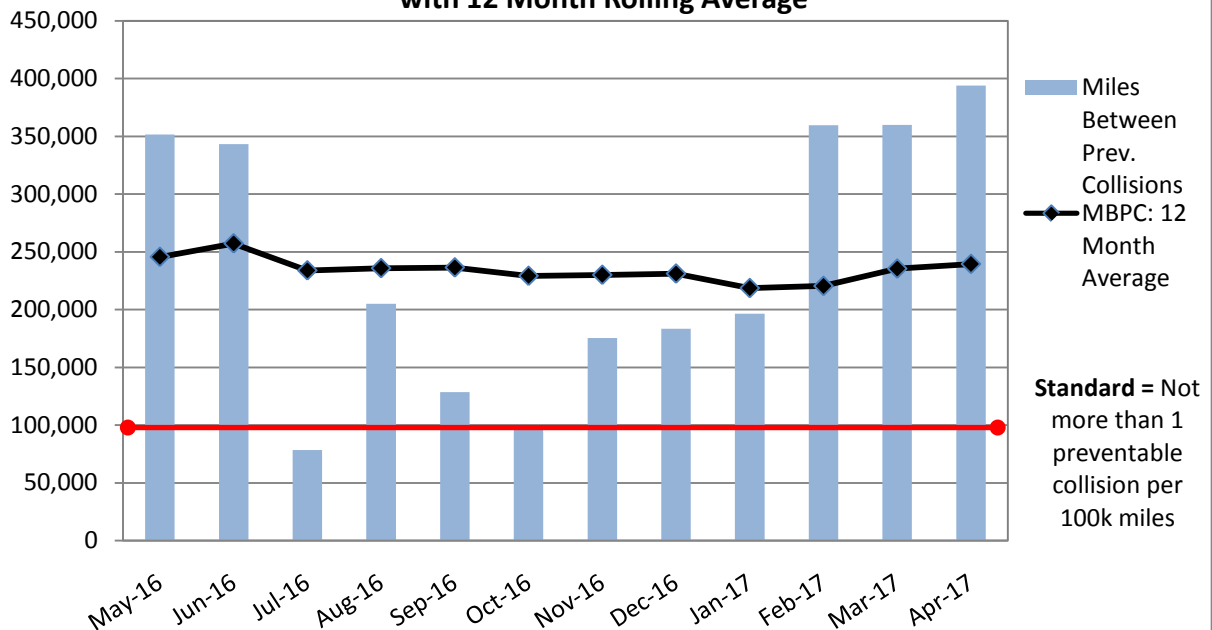
Descrip	April 2017 Preventable		April 2016 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	0	2	0	3
MST bus hit stationary object	1	0	0	0
TOTAL	1	2	0	3

During the month of April there was one minor occurrence of a bus making contact with a stationary object.

Accident Statistics



Monthly Miles Between Preventable Collisions (MBPC) with 12 Month Rolling Average



Customer Service Update – April 2017

This Customer Service Update includes a Customer Service Call Center report (see below). MST upgraded its phone system last year and information about our customer call center is now available through the new provider. The Call Center information will be included as a part of this Customer Service Update in future Board reports.

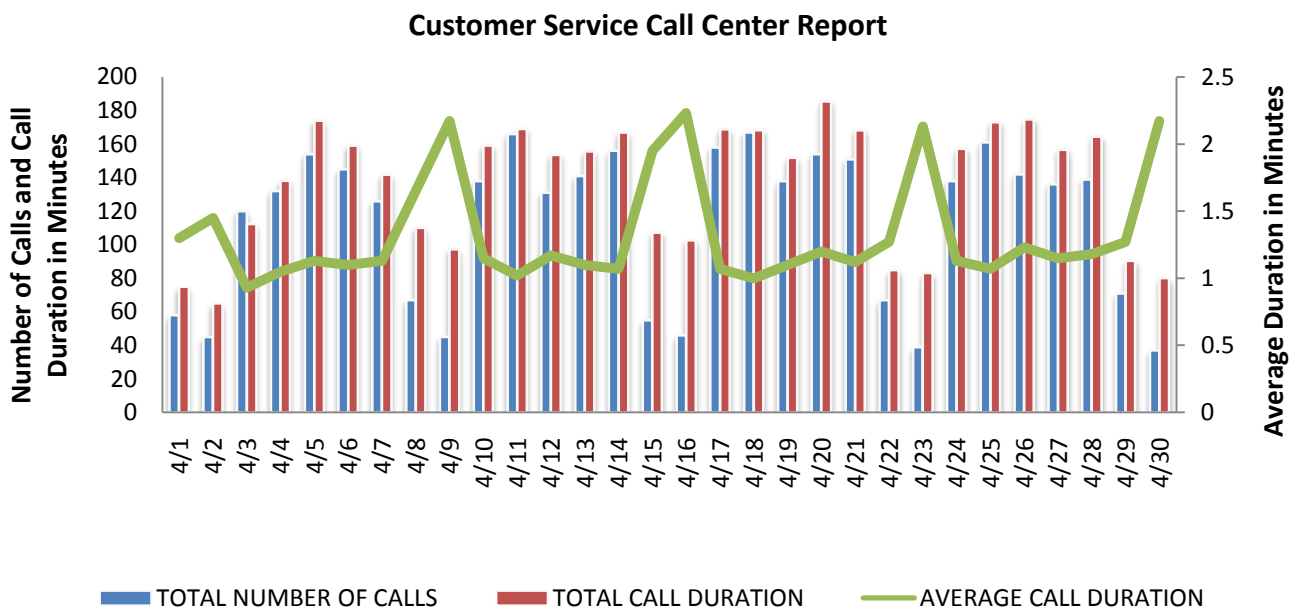
Customer Service Reports Summary:

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	April '16	% of reports received
Improper Driving	12	4	4/3*	22.86%	11	20.00%
Fare / Transfer Dispute	0	2	2*	2.86%	1	1.82%
Passed By	4	1	2	7.14%	8	14.55%
Improper Employee Conduct	6	2	1	11.43%	3	5.45%
Bus Stop Amenities	3	1	1	5.71%	2	3.64%
Late Arrival	1	2	1*	4.29%	1	1.82%
No Show	1	2	1/2*	4.29%	3	5.45%
Request to add service	1	2	2*	4.29%	2	3.64%
ADA Compliance	0	0		0.00%	2	3.64%
Service Other	2	8	1/6*	14.29%	1	1.82%
Agency Policy	1	0		1.43%	2	3.64%
Early Departure	5	1	1/1*	8.57%	1	1.82%
Off Route	0	1	1*	1.43%	0	0.00%
Service Schedule	0	0		0.00%	0	0.00%
Employee Other	2	3	1*	7.14%	12	21.82%
Inaccurate public information	1	0		1.43%	1	1.82%
Passenger Conduct	0	0		0.00%	1	1.82%
Routing	0	0		0.00%	2	3.64%
Unsafe Conditions	0	0		0.00%	1	1.82%
Passenger Injury	0	1		1.43%	0	0.00%
Vehicle Maintenance	1	0		1.43%	0	0.00%
Discriminatory Behavior by Employee	0	0		0.00%	1	1.82%
Total Complaints	40	30		100.0%⁺	55	100.0%⁺
Employee Compliment	4	1		0	0	
Service Compliment	0	2		0	1	

* Due to rounding, percentages shown may not add up precisely to the totals provided.

Customer Service Call Center Report:

During the month of April 2017, MST received a total of 3,423 calls which lasted a total of 68 hours and 15 minutes. The average call duration was one (1) minute, twelve (12) seconds. MST received the most number of calls on Tuesday, April 18 at 167. Call volume was heaviest during the weekdays and lightest during the weekends, although average call duration spikes on the weekends due to the fact that there are no customer service representatives on duty. Rather, customers are attempting to get information from MST's pre-recorded automated system, which appears to take more time. To help address this situation, MST is in the process of installing a new Interactive Voice Response (IVR) system that will hopefully be more user friendly and provide more pre-recorded information more quickly.



Finance Update – April 2017

General Accounting/Accounts Payable

During the month of April, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Throughout the month, staff gathered the information necessary to complete the FY18 draft budget compilation for the Finance Committee's May meeting.

Payroll

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

Grants

Staff continued work with the consultants on the MST System-wide Fleet Analysis, continued working with Caltrans and BlueScope to establish a protocol for invoicing and grant reimbursements for the TDA Renovation Project, and participated in the Air District's grant workshop. Assistance was provided to other staff members with compiling information for the FY18 Capital Budget. State and Federal quarterly reports were submitted on time, by the end of April.

Purchasing

During the month of April, 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 component replacements. Assistance was provided to staff members requiring information for the FY18 Capital budget. Several large procurements were underway, for a variety of bus purchases.

Information Technology Update – April 2017

Staff worked with Operations and Maintenance Department personnel in monitoring of all ITS equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic Vehicle Location system on the fixed route and Paratransit fleets.

Staff liaised with Trapeze Software Group in the process of implementing the Fixed-Route Interactive Voice Response (IVR) and Short Messaging System (SMS) systems. Staff monitored the RealTime bus arrival system data.

Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system.

Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff monitored and configured the WiFi systems installed on 15 buses used on the commuter routes.

Staff worked with Giro and MST staff for the next phase of the implementation of the new modules in the Hastus system.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the maintenance of the radio/data communications in the outlying areas of service. Staff monitored the virtual computer systems. Staff monitored and configured the AT&T-managed Voice Over Internet Protocol (VOIP) telephone system. Staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT requirements.

Marketing Update – April 2017

Published news stories include: "Great news for Monterey Peninsula students with appetites but without cars" (Monterey County Weekly, 4/6/2017); "Stop the bus"

(Monterey County Weekly, e-Edition, 4/12/2017); "Thank you, Legislators, for supporting traveling public" (The Californian, 4/12/2017); "Cities to receive millions in funds from transportation bill" (King City Rustler, 4/12/2017); "Debbie Hale, Carl Sedoryk: Legislators deliver for the traveling public with SB 1" (Monterey County Herald, 4/15/2017); "Man found guilty of exposure on MST bus" (Carmel Pine Cone, 4/14/2017); "Transportation, elected officials laud bill that means big gas tax increase" (Carmel Pine Cone, 4/14/2017); "Marina roundabouts completed; Holman Highway project enters new stage" (Monterey County Herald, 4/25/2017).

Marketing activities: Staff continued planning for the RealTime bus arrival campaign including a brochure, interior bus ads, and website design; staff continued to work with students from Millennium School on a school project to film "How to" videos for our RealTime marketing campaign; staff continued work on the grant-funded South County marketing campaign through social media, radio, and TV; staff managed MST's website content, Facebook page, Twitter account, and new Instagram page.

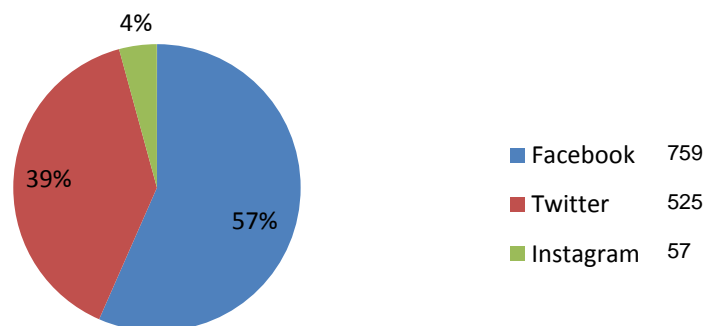
Community outreach: staffed information booth at Good Old Days in Pacific Grove; staffed information booth for Earth Day at Monterey Peninsula College; staffed information booth at Alisal High School Health Academy and Health Corps in Salinas; staffed information booth at Summer Activity Teen Expo in Salinas; attended an AMBAG community meeting to assist with any MST related questions in Salinas.

Presentations: presented to parents Everett Alvarez High School and North Salinas High School.

Collaborative/Committees: attended the Gonzales Community collaboration meeting in Gonzales; attended Monterey County's Community Voices for Aging (MCCVA) meeting in Sand City; attended Alisal Vibrancy Plan Engagement meeting in Salinas; attended P.A.R.T.S collaborative in Soledad; attended ACOMI planning committee in Salinas; attended Mujeres Indiguenas meeting in Salinas; attended S.C.O.R.E collaboration meeting in Camphora; attended the Coalition for the Prevention of Senior Homelessness in Castroville.

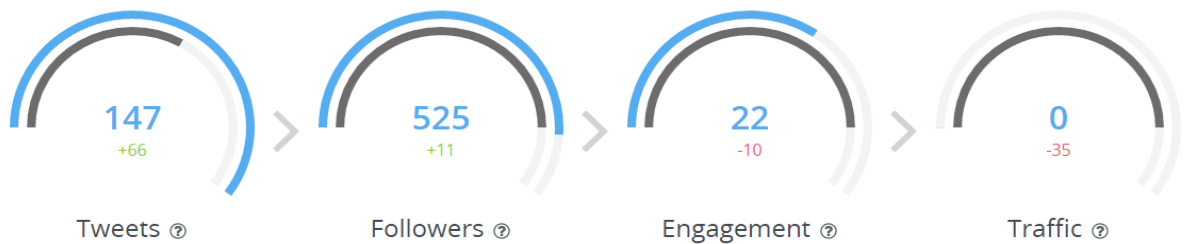
Social Media:

Social Media Followers and Fans

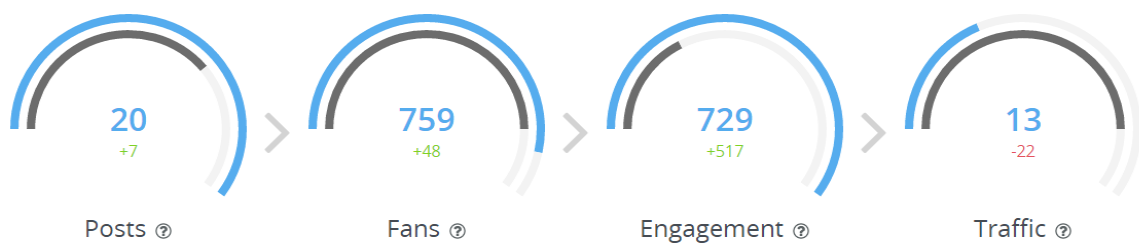


Overview by Social Media Platform:

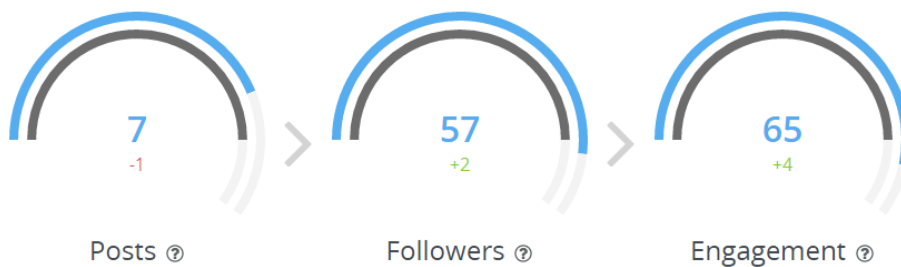
Twitter



Facebook



Instagram



Notes:

On Twitter, "following" someone means that you will see their tweets (Twitter updates) in your personal timeline. Twitter lets you see who you follow and also who is following you. Followers are people who receive other people's Twitter updates.

A Facebook "fan" is a user who likes a particular Facebook page. Users who "Like" a page are able to receive updates from that page's administrator through status updates,

posted content, and event invitations. A list of pages a fan has liked will appear on his or her profile page.

Engagement is the sum of likes and comments received by all posts.

Traffic is the total number of clicks on all the links posted

Planning Update – April 2017

During the month of April, staff continued to monitor the revenues and expenses for the military partnerships and visited the Presidio approximately one day each week to assist with the program. Revenues received from the federal transit benefit have stabilized and increased during recent months so that revenues are matching expenses and have fully made up for previous losses. Staff has been actively advocating for this program during its Congressional visits to ensure that it continues in case a comprehensive tax reform bill is passed that could reduce or eliminate a number of tax breaks and benefits. As such, staff will continue discussions with the Presidio to reevaluate the program with some expansions possible for the future. Staff has worked with the Presidio to identify nine locations on post for bus stop shelters. In that regard, those shelters were ordered in April and should be delivered for installation in June.

In April, staff continued a bi-weekly check-in meeting with the consultant and Santa Cruz METRO for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study. Staff also met with City of Monterey and Fort Ord Reuse Authority staff to discuss local planning efforts which would influence the Feasibility Study.

Staff continued efforts to plan for modifications and improvements to transit service for a May 27, 2017, implementation date. The upcoming service change includes the new Line 61 Salinas-VA-DOD Clinic veteran's shuttle serving the new VA DOD Clinic in Marina, which is scheduled to open in the coming weeks.

Staff began discussions with CSUMB staff for bus service for the 2017-18 academic year.

Staff began planning efforts in support of California Environmental Quality Act (CEQA) environmental analysis for the South County Operations and Maintenance Facility.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Salinas Valley Chamber of Commerce Government Relations Committee, Monterey County Business Council, and the Fort Ord Reuse Authority.

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Thomas Walters & Associates, Inc.
Washington, D.C.

June 1, 2017

TO: Carl Sedoryk

FROM: Don Gilchrest

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

Budget

After President Trump completed the current year's funding process by signing into law the Consolidated Appropriations Act of 2017, Congress immediately began focusing on FY 2018 funding. The Administration's full FY 2018 Budget Proposal was released on May 23, and while there were not significant changes to the funding levels proposed previously in his "skinny budget," there was significantly more detail.

According to the assumptions made by the FY 2018 budget proposal, the Federal budget deficit would be eliminated over 10 years through spending cuts and new revenue generated by economic growth. The budget proposes a \$54 billion increase in base discretionary defense spending in 2018, offset by an equal cut in nondefense discretionary spending. Over the 10-year budget window, the plan would increase defense spending by \$489 billion and cut nondefense spending by \$1.6 trillion.

Impacts on specific agencies would vary widely but include:

- FTA Formulas – fully funded as authorized by the FAST Act.
- New Starts/Capital Investment Grants – reduced by half, from \$2.3 billion to \$1.2 billion.
- Rail – Amtrak subsidies cut in half, including elimination of subsidies for all long-distance routes. Intercity Passenger rail programs authorized by the FAST Act would be modestly funded at \$50.9 million.
- Federal-Aid Highways – Full funding of the FAST Act programs paid for from the Highway Trust Fund, including the FASTLANE grant program.
- TIGER Grants – zero dollars requested for TIGER Grants (as was the case in the FY 2017 Trump proposal).

While the House and Senate Appropriations Subcommittees have started hearings, they are significantly behind schedule and there is concern that the process will once again bog down before the October 1 start of the new Fiscal Year. Appropriators have recently floated the idea of focusing on a single omnibus FY 2018 Appropriations package from the start, rather than trying to move individual funding bills.

Tax Reform

GOP leaders and Trump administration officials continue to say that they would like to finish a tax overhaul with individual and corporate tax cuts by the end of the year. The tax measure is expected to move through the reconciliation process and a fiscal 2018 budget resolution.

The complexity of tax reform has often stymied these legislative efforts in the past, but the tax overhaul is considered to be key to achieving many of their other goals including drafting of a comprehensive infrastructure proposal. At a recent Capitol Hill briefing of local government advocacy groups, House Highways and Transit Subcommittee Chairman Graves (R-MO) reiterated his expectation that repatriation of overseas funds would be included in tax reform as one way to help pay for transportation infrastructure.

MST staff have met numerous times in the past with the tax-writing committees on issues ranging from tax credits for renewable energy vehicles to the need for increased revenues for the Highway Trust Fund. We are closely monitoring these proposals and actions planned by the House Ways and Means and Senate Finance Committees for any impacts on issues of importance to MST.

Infrastructure Initiative

President Trump's Budget Submission to Congress proposes \$200 billion dollars of new direct Federal spending for the Trump Infrastructure Plan. Most details would still need to be spelled out, but broad principles have been released by the Administration in a fact sheet that accompanied the budget proposal. The fact sheet offers insight into the types of activities the President's infrastructure initiative will include, and we provided it to MST staff for analysis. There is a particular emphasis on utilizing targeted Federal investments to incentivize non-Federal resources – including the private sector – and encourage local self-help efforts. MST has emphasized the importance of direct Federal spending on transit projects, since the private investment envisioned by the Trump proposal would have limited application in those cases. Senators Feinstein and Harris, Congressman Panetta, and key committee staff in Congress all continue to express support for direct Federal funding, and have found information about specific programs and projects to be helpful.

Lobbying Strategies & Opportunities

House and Senate Leaders and the Trump Administration continue to press ahead with a crowded Congressional calendar that includes expected action in the areas of infrastructure funding, DOT's budget, and tax issues. We are closely monitoring these developments and are recommending additional meetings for MST staff to coincide with APTA meetings to advocate on issues that are specific to your agency's Federal Agenda based on emerging opportunities.

TPW:dwg

To: Board of Directors

From: Carl Sedoryk, General Manager/CEO

Subject: Receive State Legislative Update

The following summarizes the specific policy goals that MST staff along with the California Transit Association is pursuing in 2017:

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

Long-Term State Transit Assistance Program Fix: Through the work of the Association's STA task force, develop and pursue a long-term STA fix that would ensure the long-standing methodology for calculating STA shares will continue beyond 2017-18.

Cap and Trade Cleanup: Monitor the development of new disadvantaged community-benefit requirements for the Cap and Trade program and seek flexibility for transit agencies throughout the development process.

Zero Emission Bus Procurements: Ensure a positive outcome for transit in the California Air Resources Board's (ARB) proposed Advanced Clean Transit regulation. Oppose any ZEB purchase mandate that would place undue burden on transit agencies, and support new sources of funding and statutory and/or regulatory changes to incentivize the adoption of zero and near-zero emission transit buses. Support the dedicated appropriations of Cap and Trade funds to the Low Carbon Transportation program for zero and near-zero emission transit buses.

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

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

SB 1 (Beall and Frazier), will provide an estimated \$5.2 billion/year for transportation purposes, including for state highways, local streets & roads, active transportation, good movement, and public transportation. ACA 5 (Frazier and Newman), which, if approved by a majority of voters at the next statewide general

election, would protect new and existing transportation revenues from redirection for non-transportation purposes and borrowing by the Legislature and the Governor.

The legislation would provide more than \$640 million annually (and about \$900 million in the first couple of years) for public transit, with approximately \$350 million/year in new funds flowing to transit agencies through the STA Program – more than the current STA formula allocation for 2017-18.

A handwritten signature in black ink, reading "Carl G. Sedoryk". The signature is fluid and cursive, with the first name "Carl" and last name "Sedoryk" clearly legible.

Prepared by: _____
Carl G. Sedoryk, General Manager/ CEO



April 27, 2017

To: Carl Sedoryk

From: Deanna Smith, Compliance Analyst / DAPM

Subject: TRIP REPORT

From April 18th through April 20th, I attended the 12th Annual Federal Transit Administration's (FTA) Drug and Alcohol Program National Conference. This is the second conference I have attended since assuming the role of Drug and Alcohol Program Manager (DAPM) at MST. Conference sessions cover all aspects of managing a compliant Drug and Alcohol Program, as well as alerting FTA-covered agencies of anticipated regulatory changes, new and emerging drug patterns and shifting demographics, and best practices in developing legally defensible policies.

This year, I attended a full-day DAPM training session which covered all aspects of the roles and responsibilities of managing the implementation of a Drug and Alcohol Program. Over the next two days, I attended sessions on ensuring unpredictability in the random testing process; the roles and responsibilities of MST's service agents, including Third Party Administrators, Collection Sites, Substance Abuse Professionals, and Medical Review Officers; and best practices in prescription and over-the-counter drug policies.

I also attended a session on preparing for a FTA Drug and Alcohol Program audit, which focused on recommended record maintenance, conducting internal self-audits to mitigate findings, and conducting mock collections and contractor audits. The theme of the conference was ensuring public safety through a compliant and robust program.

Deanna Smith
Compliance Analyst

Prepared by 
Deanna Smith, Compliance Analyst

Reviewed by 
Carl Sedoryk, General Manager/CEO



May 1, 2017

To: Carl Sedoryk

From: Michelle Overmeyer– Grants Analyst

Subject: TRIP REPORT – April 2017

On April 23rd I traveled to Olympic Valley to participate in the CalAct Spring Conference which was held April 24th through April 27th. During the conference I attended the following sessions:

- Preparing Your TAM Plan Workshop
- OMB's Super Circular Workshop
- ZEB Bus Pilot Program
- Last Mile/First Mile Innovative Projects
- Opening the Door to Multimodal
- The Future of Intercity Bus Services in California
- When Procurements Go South How to Prevent or Recover from Procurement Problems
- State Programs Update LCTOP/Statewide Strategic Plan
- Working with Your 5310 Planning Program
- CA Legislative Report & CARB Update
- State Programs / LCTOP Program Update
- The Transition to Electronic Grants Management

I also participated in networking events with my counterparts from transit agencies across the state. The conference sessions and networking events provided with me with information and professional contacts that I will use in my day-to-day duties as Grants Analyst.

Prepared by: 
Michelle Muller Overmeyer, Grants Analyst

Reviewed by: 
Carl G. Sedoryk, General Manager/CEO



May 19, 2017

To: Norman K. Tuitavuki – Deputy Chief Operating Officer

From: Janet Madler – Maintenance Supervisor

Subject: TRIP REPORT - April 2017

From April 9th through the 12th, I traveled to Chicago, IL to attend the ThinkTransit Trapeze Technology Conference, formerly known as the Trapeze user conference.

The ThinkTransit conference had practical hands-on training coupled with insights from transit leaders, peers and Trapeze experts.

The goals:

LEARN – Immerse yourself in transit trends, issues and challenges —and how to solve them.

ADVANCE -Advance your agency with cutting-edge transit technology tips and tricks.

ENGAGE – Meet and share knowledge with industry experts, your peers and Trapeze staff.

Sessions:

Productivity - Maintenance

EAM – What's new and Roadmap

Creating Custom reports your way in

EAM

Getting the most out of your data, reports,

wizards EAM work management portals
Tracking and managing mechanics using Trapeze EAM
Maintenance optimization through data analytics

Hands on
sessions

EAM-Hands

On

Trapeze University –EAM Creating custom
reports Loading information into EAM the new
way

Technical Tour: – Traveled Chicago in a new MCI Pace coach to see first hand
how Pace uses Trapeze systems and met with employees at Pace.

A handwritten signature in cursive script, reading "Janet Madler". The signature is written in dark ink on a light background. Below the signature is a horizontal line.

Prepared by: Janet Madler



May 22, 2017

To: Cristy Sugabo – Mobility Services Coordinator

From: Erin Heatley – Mobility Specialist

Subject: TRIP REPORT – May 2017

From May 7th through 11th, I traveled to Reno, Nevada to attend the American Public Transportation Association (APTA) Bus and Paratransit Conference. On Monday, May 8th I sat on a panel titled Paratransit & Mobility Best Practices, where I discussed MST's innovative Taxi ADA Certification Training (TACT) program started in September 2016. The other panelists were Tina Dubost of SamTrans; discussing their twelve years of using the in-person paratransit eligibility process and Alex Fay of Syncromatics Corporation discussing their integration of fixed-route and paratransit technology in Dutchess County's flex vehicles.

While at the conference I also attended several panel sessions relevant to Accessibility and Mobility Management that include:

1. Navigating the Complete Trip: How Complete Streets Support Seamless Trips – Panelists discussed how transit agencies are partnering with different stakeholders to improve bus stop placement and management, how technology can help users navigate accessible pathways to bus stops, and how new integrated mobility options are making pedestrians and cyclists safer while

accessing stops. *Panelists: Andy Kosinski of Fehr & Peers, Lia Yim of Los Angeles County Metropolitan Transportation Authority, Tina Wu of Regional Transportation Commission of Washoe County, and Tony Lynch of Capital Metropolitan Transportation Authority.*

2. How Transit Agencies are Integrating Rideshare and Public Transportation – Responding to the proliferation of commuting options brought on by various innovations of the sharing economy (carshare, rideshare, and bikeshare, among others), transit agencies around the country are reevaluating how they can best support mobility in their cities and suburbs. Discussion focused on the new approaches being implemented for coordinating and integrating these services into an efficient system that conveniently provides a complete trip. *Panelists: Jameson Auten of Kansas City Area Transportation Authority, Michael Lambert of Massachusetts Bay Transportation Authority, Gwo-Wei Torng of the Federal Transit Administration, and Allison Wylie of Uber Technologies.*
3. New Mobility Ecosystems: Advancing Mobility Management – Topics included goals, obstacles, and solutions associated with a transit agency’s use of external mobility providers. Panelists discussed how transit agencies are coordinating with regional partners and leveraging new products to improve paratransit and on-demand services, as well as the lessons learned from agency pilot programs such as the Mobility on Demand Sandbox. *Panelists: Anne Brusklund of King County Metro Transit, Koorosh Olyai of Stantec Consulting Services Inc., and J. William Rodman of Nelson/Nygaard.*
4. Managing Safety and Special Needs Customers – Panelists discussed how transit services for customers with special needs incorporates many aspects; paratransit services, modified regular service, vehicles, bus stops, training, communication, among others – focus on best practices that can help improve our approaches to managing the safety and service delivery for our customers with special needs, including the aging population and customers with disabilities. *Panelists: Lisa Aulick of Southwest Ohio Regional Transit Authority, Douglas Cross of Cross Transportation Consulting, and Christian Kent of Washington Metropolitan Area Transit Authority.*
5. Meeting ADA Requirements and Managing the Costs of Paratransit Services – As communities move forward to providing a wide range of public transportation services and mobility options, one common concern is the rising cost of providing these services, including paratransit. Panelists discussed best practices of transit providers continually pursuing methods to contain, control, or reduce paratransit costs. *Panelists: Arjan van Andel of GIRO Inc., Robert James of HNTB Corporation, and Eve Wiggins of Toronto Transit Commission.*

Erin Heatly



June 1, 2017

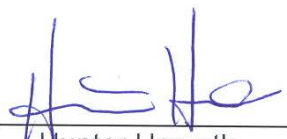
To: Carl Sedoryk

From: Hunter Harvath, AICP – Assistant General Manager

Subject: TRIP REPORT – April 2017

From April 24th through 27th, I traveled to Squaw Valley to attend the 2017 Spring Conference and Expo of the California Association of Coordinated Transportation. During the conference, I visited the bus show and tradeshow and participated in several sessions, including:

- Customer Based Planning: A Case of Two Studies
- Opening the Door to Multimodal Applications & Interoperable Data
- The Future of Intercity Bus Services in California
- One Stop Shop Mobility Management
- Shared Use Mobility Programs
- Designing Customer-Focused Coordination Demand Response Transportation Services in San Luis Obispo County
- California Legislative Report & California Air Resources Board Update
- California Strategic Growth Council Update
- Low Carbon Transit Operations Program Update
- State and Federal Program Update

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk

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Agenda # **9-5**
June 12, 2017 Meeting

BOARD OF DIRECTORS

Andrea Lewis
Chair
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Bill Cox
Erin Fogg
Charles Franklin
Shelby Lambert
Elizabeth Lorenzi
Marcy Rustad

May 5, 2017

Erin Heatly
Monterey- Salinas Transit
19 Upper Ragsdale Drive, Suite 200
Monterey, California 93940

Dear Erin,

On behalf of all of us at MEarth, I'd like to express our sincere appreciation for your support of our **5th annual MEarth Day FUNdraising** event on April 22, 2017. In addition to the almost 200 volunteers and event participants, over 1000 community members visited the award-winning Hilton Bialek Habitat to delight in our day-long celebration of sustainable living in honor of Earth Day!

This event helps to raise funds to support our programming for youth in Monterey County. MEarth Day is also an opportunity for attendees to explore the property's beautiful gardens and LEED-certified kitchen and learn more about what we do. **Your contribution was an integral part of our success – we could not do what we do without community support!**

Thank you for helping MEarth educate and inspire students of all ages, through hands-on education, collaboration, partnerships and community action. We hope to see you at future events and look forward to MEarth Day 2018!

STAFF

Tanja Roos
Executive Director
Mark Batcheler
Katy Crockett
Melissa Lopez
Juliet Pool
Katie Reeves
Hannah Root
Alicia Tao

Sincerely,

Tanja Roos
Executive Director

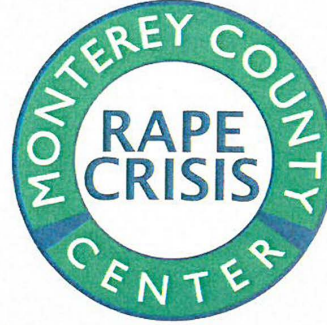
MEarth at the Hilton Bialek Habitat

PO Box 223702 Carmel CA 93922 | www.MEarthCarmel.org | 831-624-1032

EIN 26-2973625

MEarth is an independent, 501(c)(3) corporation separate from Carmel Unified School District.

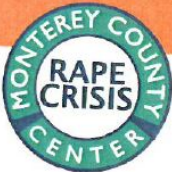
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The Monterey County Rape
Crisis Center (MCRCC)
would like to thank
Beronica Carruido & MST
for their donation and
active participation to end
sexual violence in our
community. You are amazing!

Sincerely,
MCRCC ♥

When you call...
we're here to help.



Monterey County Rape Crisis Center
Robyn Guzik
Admin. Assistant/Outreach Coordinator
robyn@mtryrapecrisis.org

P.O. Box 2401 • Salinas, CA 93902
T: (831) 771-0411 • F: (831) 771-0105

Crisis Lines:
(831) 375-4357 • 424-4357
www.mtryrapecrisis.org

Monterey Office
P.O. Box 2630
Monterey, CA 93942
T: (831) 373-3955
F: (831) 373-3389

24 Hour Crisis Lines:
(831) 375-HELP
(831) 424-HELP

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Salinas, CA 93902
T: (831) 771-0411
F: (831) 771-0105

TTY/TDD Line:
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mcrcc@mbay.net
www.mtryrapecrisis.org



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