



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 8, 2015**

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

10:00 a.m.

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

1. CALL TO ORDER

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CLOSED SESSION

4. RETURN TO OPEN SESSION

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 2015-36 recognizing David Bielsker, Transit Scheduler, as Employee of the Month for June 2015. (Lisa Rheinheimer) (pg. 5)
- 5-2. Minutes of the regular meeting of May 11, 2015. (Deanna Smith) (pg. 7)

- 5-3. Financial Report – April 2015. (Angela Dawson) (pg. 15)
- 5-4. Disposal of Property left aboard buses. (Sonia Bannister) (pg. 23)
- 5-5. Adopt Resolution of Appreciation 2013-37 recognizing U.S. Congressman the Honorable Sam Farr. (Carl Sedoryk) (pg. 25)
- 5-6. Receive update on TAMC multimodal corridor. (Lisa Rheinheimer) (pg. 27)
- 5-7. Authorize the purchase of one bus engine. (Michael Hernandez) (pg. 31)
- 5-8. Receive update on the Rail Extension to Monterey County and adopt Resolution 2015-38 reaffirming support for the project. (Lisa Rheinheimer) (pg. 33)

End of Consent Agenda

6. COMMITTEE REPORTS

No action required unless specifically noted.

- 6-1. Minutes of the Finance Committee – May 11, 2015. (Deanna Smith) (pg. 41)

7. MAJOR PROCUREMENTS

8. PUBLIC HEARINGS

9. UNFINISHED BUSINESS

- 9-1. Approve payment of \$338,054.34 to Monterey County Elections Department for Measure Q charges for November 4, 2014, General Election. (Hunter Harvath) (pg. 43)

10. NEW BUSINESS

- 10-1. Receive and adopt proposed FY 2016 Operating & Capital Budget, Action Plan, and Staffing Levels, and authorize grant applications and funding requests. (Hunter Harvath) (pg. 47)

11. REPORTS & INFORMATION ITEMS

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

- 11-1. General Manager/CEO Report – April 2015. (pg. 91)
- 11-2. Washington D. C. Lobbyist Report – May 2015. (pg. 113)
- 11-3. State Legislative Advocacy Update – May 2015. (pg. 115)

11-4. Staff Trip Reports. (pg. 117)

11-5. Correspondence. (pg. 123)

11-6. Staff Announcements.

12. SPECIAL PRESENTATIONS

12-1. June Employee of the Month – David Bielsker. (Lisa Rheinheimer)

12-2. Certificate of Achievement for Excellence in Financial Reporting – Hunter Harvath. (Carl Sedoryk) (pg. 129)

12-3. Resolution of Appreciation – U.S. Congressman, the Honorable Sam Farr. (Carl Sedoryk)

12-4. MST Electric Trolley dedication ceremony. (Carl Sedoryk)

13. COMMENTS BY BOARD MEMBERS

13-1. Reports on meetings attended by board members at MST expense (AB1234).

13-2. Board member Comments and Announcements.

13-3. Board member Referrals for future agendas.

14. ATTACHMENTS

14-1. Detailed monthly Performance Statistics and Disbursement Journal, April 2015. (*This item is located online within the GM Report at:*
<http://www.mst.org/about-mst/board-of-directors/board-meetings/>)

15. ADJOURN

NEXT MEETING DATE: July 13, 2015

Monterey Bay Unified Air Pollution Control District Board Room, 3rd Floor

NEXT AGENDA DEADLINE: June 30, 2015

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

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three working days prior to the meeting. Requests should be sent to Deanna Smith, MST, 1 Ryan Ranch Road, Monterey, CA 93940 or dsmith@mst.org.

**DAVID BIELSKER
JUNE 2015
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, David Bielsker began his career with Monterey-Salinas Transit District as a Transit Scheduler in June of 2012; and

WHEREAS, David Bielsker was recognized as Employee of the Month in May of 2014 for his exceptional work in the scheduling and planning department; and

WHEREAS, David Bielsker has clearly demonstrated his mastery of the HASTUS system by developing multiple run cuts, testing different variables in order to evaluate system efficiencies and options of potential trade-offs. His ability to work quickly work through various service models was imperative during the PEPRA dispute and possible emergency service reductions; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit District recognizes David Bielsker as Employee of the Month for June 2015; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2015-36 this 8th day of June, 2015.

Libby Downey
Chairperson

Carl G. Sedoryk
Secretary

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MST BOARD OF DIRECTORS

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

Minutes

May 11, 2015

1. CALL TO ORDER

1-1. Roll call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:00 a.m., and roll call was taken. Director Santibañez led the pledge of allegiance.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda. Since the publication of the agenda, the Department of Labor (DOL) has informed MST that it will release \$4.5 million of the federal funds previously threatened by the Amalgamated Transit Union's (ATU) objection to the State of California's Public Employee Pension Reform Act (PEPRA). The DOL found the ATU's claim to be insufficient and has notified MST that funds will be delivered within the week; therefore, the board may choose not to hold the public hearing agendized at 9-1 to address this issue.

Present:	Fernando Armenta	County of Monterey
	Tony Barrera	City of Salinas
	Victoria Beach	City of Carmel-by-the-Sea
	Robert Bonincontri	City of Gonzales
	Libby Downey	City of Monterey
	Mike LeBarre	City of King
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Leah Santibañez	City of Greenfield
	Patricia Stephens	City of Soledad
Absent:	Kristin Clark	City of Del Rey Oaks
	Dan Miller	City of Pacific Grove
Staff:	Carl Sedoryk	General Manager/CEO
	Hunter Harvath	Asst. General Manager/Finance & Administration
	Michael Hernandez	Asst. General Manager/COO

Kelly Halcon	Director of Human Resources & Risk Management
Robert Weber	Director of Transportation Services
Lisa Rheinheimer	Director of Planning and Development
Andrea Williams	General Accounting & Budget Manager
Zoé Shoats	Marketing Manager
Tom Hicks	CTSA Manager
Deanna Smith	Executive Assistant/Clerk to the Board
Dave Laredo	De Lay & Laredo
Isamar Velazquez	MST Customer Service Representative

Public:	Ken Walker	ATU
	Jim Fink	Rider
	Bob Parks	ATU
	Tim Burton	ATU
	Leona Medaris-Peacher	MVT
	Robert Jaques	Rider
	Juan Lopez	Measure Q Oversight Committee Member
	MacGregor Eddy	Salinas <i>Californian</i>

Apology is made for any misspelling of a name.

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Jim Fink announced that he has been riding the MST bus for 18 years. He has been tracking his bus usage and found that he took \$197 in fares on a \$25 7-day bus pass and \$217 in fares on another \$25 7-day bus pass. He believes MST is losing money by not properly charging for bus fares and suggested increasing the cost of bus passes.

Robert Jaques would like to see adjustments made to Line 3 serving Del Monte Center and CHOMP. He stated the new drivers MST has hired and trained are much better than in the past.

3. CLOSED SESSION

Chair Downey recognized Bob Parker, ATU Local 1225 president; Ken Walker, ATU Local 1225 vice-president; and Tim Burton, ATU Local 1225 secretary and treasurer. Before moving to closed session, Chair Downey asked Carl Sedoryk to provide an update on the issues to be discussed.

Mr. Sedoryk stated that in anticipation of losing approximately \$6.8 million in FY 2015 federal funding as a result of ATU's objection to MST's federal grant application, MST staff was forced to plan for drastic emergency service and labor force reductions to take place on May 16, 2015, unless a resolution was reached by May 15. Late last week, the DOL informed MST that they found insufficient grounds to withhold funding and that \$4.5 million of the grant funds would be released within the week. Given this news, MST will not implement the emergency service and workforce reductions; however, since the issue is only temporarily resolved, MST must continue to negotiate a permanent resolution to this matter.

Chair Downey requested public comments before moving to closed session.

Public Comment

Bob Parks stated that the issue has been resolved for now, but ATU is still opposed to the State of California's PEPRA legislation, and MST may face the same problem in the future. He has a letter from ATU offering advice as to how MST may resolve the issue permanently. He believes the proposed service and workforce reductions were severe and unnecessary, and stated that administrative positions should have been included in the cuts to workforce.

Close Public Comment

Director Barrera stated that he would like to hear more from Mr. Parks regarding the letter he has from ATU.

MST General Counsel, Dave Laredo, stated that further discussion regarding the service and labor reductions could be provided during agenda item 9-1.

Director Armenta stated that since MST would not be implementing the reductions, there was no reason to hold the public hearing.

Chair Downey asked the board if anyone had any objection to allowing public comment during agenda item 9-1, and no one opposed. Chair Downey moved to closed session.

- 3-1. Conference with Labor Negotiators, Gov. Code § 54957.6. Amalgamated Transit Union (ATU), Monterey-Salinas Transit Employee Association (MSTEA) and MST. (D. Laredo, K. Halcon)
- 3-2. Conference with Legal Counsel – Anticipated Litigation, Gov. Code § 54956.9(b). (D. Laredo and C. Sedoryk)

4. RETURN TO OPEN SESSION

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

Dave Laredo stated that items 3-1 and 3-2 were discussed, but no reportable action was taken.

5. CONSENT AGENDA

- 5-1. Adopt Resolution 2015-35 recognizing Johnny Gray, Coach Operator, as Employee of the Month for May 2015.
- 5-2. Minutes of the regular meeting of April 13, 2015.
- 5-3. Financial Report – March 2015.
- 5-4. Disposal of Property left aboard buses.
- 5-5. Authorize the purchase of two solar-powered street signs.

5-6. Claim Rejection – Carter, Lorraine.

5-7. Approve budget increase for electric trolley project.

Director Barrera pulled item 5-2 and asked if staff had been in contact with the members of the public at Glenwood Circle who commented at the April board meeting. Lisa Rheinheimer stated that staff has been in contact and is conducting a survey to determine which additional services can be provided.

Jim Fink pulled items 5-2, 5-4, and 5-5. He stated that he did not hear back from staff on his comment regarding the Line 23 at the April meeting. Staff will speak directly to Mr. Fink to address his concern. He stated that he is missing a coin purse and would like MST staff to check the lost and found items to make sure the coin purse listed is not his. Staff will contact Mr. Fink to confirm the ownership of the coin purse. He asked about the reference to Line 84 in item 5-5, as he is not familiar with it. Staff clarified that Line 84 is scheduled to begin service in late July.

Director LeBarre made a motion to approve the consent agenda and was seconded by Director Pacheco. The motion passed unanimously.

6. SPECIAL PRESENTATIONS

6-1. May Employee of the Month – Johnny Gray.

Mr. Gray was not present.

7. COMMITTEE REPORTS

7-1. Minutes of the Legislative Committee – April 13, 2015.

8. MAJOR PROCUREMENTS

8-1. Award contract to Nelson/Nygaard Consulting Associates, Inc., for Measure Q 15-year plan.

Lisa Rheinheimer reviewed the results of the RFP scoring process and recommended awarding the contract to Nelson/Nygaard Consulting Associates, Inc. They received the highest score and were the low bid. The RFPs were scored without knowledge of price.

Director Armenta asked if MST staff had considered promoting someone from within MST to provide this service. Mr. Sedoryk stated that MST could not provide the amount of staff support or the technical skills to provide the level of service the consultant could offer for the same price.

Public Comment

Robert Jaques stated that he wrote a letter to Sam Farr requesting assistance in maintaining MST's funding. He thanked staff for all of the meetings they provided to the public about possible reductions in service.

Juan Lopez introduced himself as the Salinas representative on the Measure Q Oversight Committee.
Close Public Comment

Director Armenta made a motion to award Nelson/Nygaard Consulting Associates, Inc., the contract for developing the Measure Q 15-year plan and was seconded by Director Barrera. The motion passed unanimously.

9. PUBLIC HEARINGS

9-1. Conduct public hearing on potential Emergency Service and Labor Reductions.

Chair Downey opened public comment for all members of the public who wished to comment on the issue. Since MST will not be reducing service or workforce at this time, the public hearing will not be held.

Public Comment

Bob Parks stated that for the last three weeks, over 70 employees including coach operators, mechanics, and utility workers have worked under the extreme stress of possibly losing their jobs. He believes the reductions were extreme and unnecessary.

Close Public Comment

Director Beach asked how MST determined the amount of service and number of employee reductions necessary to maintain a balanced budget. Mr. Harvath stated that page 39 of the agenda provides a detail of reductions by job description; purchased transportation costs; and fuel, parts, and other administrative costs in order to reduce MST's budget by the equivalent loss of \$6.8 million dollars in funding. The service and workforce reductions were not arbitrarily determined, but represent years of planning and analysis of MST's routes and service levels as well as labor costs.

Director Beach asked if there was a way to keep coach operators and other employees informed of this detailed information. Carl Sedoryk stated that MST staff and ATU representatives meet quarterly to discuss labor issues. Additionally, the DOL places restrictions on the type of communication that can be provided, and to whom that information can be provided, once an objection has been made and funds have been withheld.

Director LeBarre thanked all of those who were issued layoff notices for continuing to come to work each day, acknowledging how stressful the situation was.

Chair Downey allowed Mr. Parks to provide additional public comment upon request.

Bob Parks stated that when MST and ATU met on April 14, it was not a “meet and confer” as required, but a “meet and inform.” He believes the pink slips were illegally issued. MST also did not provide the financial data requested by ATU.

Dave Laredo stated that a series of meet and confer meetings were held, and in compliance with all laws and guidelines, notices informing staff of possible layoffs were issued – not the actual layoff action. MST asked ATU to prioritize their requests for financial data and met all requests in a timely manner. If the proposed reductions were approved at today’s board meeting, a second request to meet and confer would have been scheduled. He stressed that to meet and confer is not the same as to meet and agree. MST followed all requirements and remained in compliance.

Director Armenta thanked all MST staff and employees, staff from all participating jurisdictions, and legislators for their support. At the end of the day, the MST Board has a responsibility to its constituents, the riders, to maintain the fiscal integrity of the agency. If MST had not moved forward to plan for reductions, it may have gone bankrupt within months. He believes the board made the right decision to allow staff to prepare for the threatened loss of funding.

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- 11-1. Authorize public hearing to approve Monterey Bay Operations and Maintenance Facility project and agendize final CEQA Initial Study/Mitigated Negative Declaration.

Lisa Rheinheimer provided an update on the facility renovation project at One Ryan Ranch Rd., and summarized the remaining project timeline.

Public Comment

Mr. Fink asked for clarification of the project and stated that the Whispering Oaks project never should have been opposed.

Close Public Comment

Director LeBarre made a motion to authorize a public hearing to approve the Monterey Bay Operations and Maintenance Facility project and to agendize the final CEQA Initial Study/Mitigated Negative Declaration. The motion was seconded by Director O’Connell and passed unanimously.

12. REPORTS & INFORMATION ITEMS

- 12-1. General Manager/CEO Report – March 2015.

Chair Downey requested information on why RIDES on time compliance and miles between preventable collisions are both down. Director LeBarre requested information on why MST's fixed route ridership goal is set at a minimum level while RIDES is set at a maximum level. Mr. Sedoryk explained that MST is in direct communication with MV to address on time compliance and preventable collision statistics. He explained that RIDES services are far more costly to operate than fixed-route; therefore, disabled individuals who might be able to ride fixed route buses are first trained to do so in an effort to ensure that RIDES services are provided only for those who are truly unable to utilize fixed-route buses and, under the ADA, require ADA-paratransit service. The strategy is to grow fixed-route ridership as much as possible, and to limit RIDES ridership to those clients who qualify under the ADA for this very expensive paratransit service, which is an unfunded mandate by the federal government.

12-2. Washington D. C. Lobbyist Report – April 2015.

12-3. State Legislative Advocacy Update – April 2015.

12-4. TAMC Highlights – April 2015.

12-5. Staff Trip Reports.

12-6. Correspondence.

12-7. Staff Announcements.

13. COMMENTS BY BOARD MEMBERS

13-1. Reports on meetings attended by board members at MST expense (AB1234).

Chair Downey provided a summary of her attendance at the APTA Legislative Conference in March. The focus of her sessions was on legislative dysfunction in Congress.

13-2. Board member Comments and Announcements.

Director Armenta thanked MST staff for their support for the Veteran's Cemetery groundbreaking event and the recent veterans event at the Presidio. He will be requesting \$70,000 in support for next year's veterans "Stand Down" event from the County of Monterey as the Board of Supervisors approves their FY 2016 budget.

Director Barrera thanked all MST employees, stating that the Board of Directors job is to work on behalf of all employees.

13-3. Board member Referrals for future agendas.

14. ATTACHMENTS

14-1. Detailed monthly Performance Statistics and Disbursement Journal, March 2015. *(This item is located online within the GM Report at: <http://www.mst.org/about-mst/board-of-directors/board-meetings/>)*

15. ADJOURN

There being no further business, Chair Downey adjourned the meeting at 11:51 a.m.

Prepared by:


Deanna Smith, Deputy Secretary

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

RECOMMENDATION:

1. Accept report of April 2015 cash flow presented in Attachment #1
2. Approve April 2015 disbursements listed in Attachment #2
3. Accept report of April 2015 treasury transactions listed in Attachment #3
4. Receive April 2015 Income Statement and Notes in Attachment #4

FISCAL IMPACT:

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

Beginning balance April 1, 2015	\$10,621,585.59
Revenues	3,332,774.30
Disbursements	<u><5,544,204.59></u>
Ending balance April 30, 2015	<u>\$8,410,155.30</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:

Attachment 4 contains the Consolidated Revenue & Expense statements for MST's fixed-route bus operations (Fund 1) and the MST RIDES program (Fund 2). Significant cost variances from budget are noted below:

1. **Labor** – Labor costs were higher than budget in April because there was a full class of trainee bus drivers who were not yet driving in revenue service for the entire month. As part of the training process, several MST bus drivers are assigned to help with the trainees, causing the need to assign overtime to cover their regular shifts. As these trainees were released to drive during the second half of the month of April, labor costs should return to budgeted levels in future months.
2. **Miscellaneous Expenses** – under this category, staff travel was higher than budget, in part due to bills being paid for staff and board members to attend the APTA Legislative Conference in Washington DC. Because this is a one-time annual expense, the variance should not be as significant in future months. In addition, permit costs during the month were higher than the monthly budget, attributable to several one-time MST projects being planned and/or under construction in Monterey. While there was a negative variance for this category during the month of April, for the year, the actual expenses are \$35,318 better than budget – a positive variance of 15.5%.
3. **Purchased Transportation for MST RIDES** – the number of clients approved for the MST RIDES ADA program has increased this fiscal year. As such, the demand for services has increased, requiring additional RIDES trips to be provided. The ADA requires that all trip demands are met, regardless of what was budgeted. As such, this line item is trending higher for the month and year and is largely beyond the control of staff because of federal ADA regulations.

With regards to revenues, Measure Q sales tax funds have begun to accrue as of April 1, 2015. In that regard, the year to date fixed route operating deficit of \$493,580 for April has shrunk in half since last month's statement containing a \$988,213 year to date operating deficit. Staff anticipates a continued reduction in the operating deficit for the remainder of the fiscal year as Measure Q funds accrue during May and June. Actual receipt of these funds from the state is anticipated on a monthly basis beginning mid-July 2015.

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

Prepared by:  Angela Dawson Reviewed by:  Hunter Harvath

(REVENUES & DISBURSEMENTS)

CASH FLOW

Beginning balance April 1, 2015		10,621,585.59
Revenues		
Passenger Revenue	400,654.56	
DOD Revenue	136,522.00	
LTF / STA / 5307	830,739.14	
Grants	1,842,040.57	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	122,818.03	
Total Revenues		3,332,774.30
Disbursements		
Operations (See Attachment #2)	5,299,691.06	
Capital	244,513.53	
Total Disbursements		(5,544,204.59)
Ending balance April 30, 2015		<u><u>8,410,155.30</u></u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	996,570.66
Checking(s) - Wells Fargo Bank	5,939.31
Local Agency Investment Fund (LAIF)	42,721.13
Money Market - Homeland Security	2,605,571.45
Money Market - Rabo MM	1,877.75
Money Market - PTMISEA	3,008,395.34
Money Market - Rabo Prop. 1 B	1,729,477.52
Bank of America - Escrow	8,977.14
Petty cash fund, STC Coin Machine, and 2 change funds	10,625.00
Total	<u><u>8,410,155.30</u></u>

PAYROLL ACCOUNT

April 3 Payroll & Related Expenses	563,626.92	
April 17 Payroll & Related Expenses	513,959.76	
Pers & 457	186,106.91	
Garnishments	4,270.08	
Payroll adj	499.81	
	<hr/>	
	1,268,463.48	1,268,463.48

GENERAL ACCOUNT

Disbursements on Attached Summary	4,171,259.28	
Paydown loan	-	
Workers Comp. Disbursements	73,747.21	
Interest expense	-	
Bank Service Charge	5,734.62	
Transfer from WFB	25,000.00	
	<hr/>	
	4,275,741.11	4,275,741.11

Total Disbursements	<hr/>	5,544,204.59
Less Capital Disbursements & Transfers		<hr/> (244,513.53)
Operating Disbursements		<hr/> <hr/> 5,299,691.06

DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR April 1, 2015 - April 30, 2015

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 04/02/15	37829	518,109.90
Accounts Payable 04/06/15	37831	228,917.58
Accounts Payable 04/10/15	37832 - 37934	2,455,124.94
Accounts Payable 04/13/15	37935	142.00
Accounts Payable 04/15/15	37936 - 37959	59,255.74
Accounts Payable 04/17/15	37960 - 37961	1,191.47
Accounts Payable 04/21/15	37962 - 37963	5,708.57
Accounts Payable 04/24/15	37964 - 38078	894,021.21
Accounts Payable 04/27/15	38079 - 38082	7,895.00
Accounts Payable 04/28/15	38083	592.87
Accounts Payable 04/29/15	38084	300.00
TOTAL		4,171,259.28

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
Creative Bus Sales	April 14, 2014	37829	04/02/15	518,109.90
PERS-Health	Recurring Expense	37831	04/06/15	228,917.58
Gillig	December 9, 2013	37873	04/10/15	1,872,753.35
MV Transportation	Recurring Expense	38032	04/24/15	523,098.42

TREASURY TRANSACTIONS
FOR APRIL 2015

ATTACHMENT # 3

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/15					42,667.77
Transfer to checking for payroll					-
Local Agency Investment Fund:					
Interest earned	-		26.00		26.00
			27.36		27.36
LAIF Treasury Balance at 04/30/15					42,721.13

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 04/01/15					1,166,832.57
04/03/15		To P/R		625,000.00	541,832.57
04/10/15		To A/P		350,000.00	191,832.57
04/16/15		To P/R		190,000.00	1,832.57
04/30/15		Interest @ 0.25%	45.18		1,877.75
RABO MM Balance at 04/30/15					1,877.75

ATTACHMENT # 4

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001004)

(Includes G/L Budget Name: BUDFY15R)

Fixed Route

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-370,217	-372,653	2,435	-3,682,297	-3,726,526	44,230
Special Transit	-196,286	-216,659	20,373	-2,195,572	-2,166,587	-28,986
Cash Revenue	-35,024	-28,949	-6,075	-298,863	-289,493	-9,370
Cash Grants & Reimbursement	-2,533,639	-2,217,773	-315,866	-21,263,352	-22,177,733	914,380
Total Revenue	-3,135,167	-2,836,034	-299,133	-27,440,084	-28,360,339	920,254

NOTES

①

Expenses

Labor	1,139,090	1,064,942	74,148	10,690,281	10,649,421	40,860
Benefits	575,567	637,625	-62,058	6,378,888	6,376,253	2,635
Advertising & Marketing	3,746	7,371	-3,625	38,479	73,713	-35,234
Professional & Technical	10,274	37,559	-27,286	341,728	375,594	-33,866
Outside Services	19,038	19,633	-595	188,232	196,333	-8,102
Outside Labor	68,615	71,061	-2,447	622,793	710,615	-87,822
Fuel & Lubricants	200,046	267,844	-67,798	2,497,157	2,678,439	-181,281
Supplies	52,546	58,932	-6,386	549,130	589,321	-40,191
Vehicle Maintenance	43,994	68,713	-24,719	660,136	687,132	-26,996
Marketing Supplies	444	2,500	-2,056	17,778	25,000	-7,222
Utilities	28,518	32,840	-4,322	324,166	328,400	-4,234
Insurance	33,435	33,076	359	321,239	330,759	-9,520
Taxes	12,532	14,459	-1,928	143,097	144,592	-1,496
Purchased Transportation	411,192	403,663	7,529	3,911,949	4,036,629	-124,680
Miscellaneous Expenses	28,068	22,778	5,290	192,465	227,783	-35,318
Pass Thru/Behalf of Others		78,693	-78,693	944,313	786,928	157,386
Interest Expense		2,167	-2,167	143	21,667	-21,524
Leases & Rentals	12,790	12,176	614	112,091	121,762	-9,671

Total Operating Expenses

Operating (Surplus) Deficit

2,639,893	2,836,034	-196,141	27,934,064	28,360,339	-426,275
-495,273		-495,273	493,980		493,980

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY15R)

RIDES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
Passenger Fares	-34,629	-38,605	3,976	-401,799	-386,054	-15,745
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-137,520	-226,680	89,159	-2,084,145	-2,266,796	182,651
Total Revenue	-172,150	-265,285	93,135	-2,485,944	-2,652,850	166,906

NOTES

Expenses						
Labor	3,947	4,103	-155	41,792	41,026	766
Benefits	1,963	2,626	-663	25,439	26,264	-825
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	3,293	4,292	-998	29,570	42,917	-13,347
Fuel & Lubricants	35,980	34,550	1,430	343,380	345,504	-2,124
Supplies		803	-803	1,250	8,033	-6,783
Vehicle Maintenance						
Marketing Supplies						
Utilities						
Insurance						
Taxes						
Purchased Transportation	229,838	217,556	12,281	2,198,312	2,175,564	22,748
Miscellaneous Expenses	4,331	1,354	2,977	4,828	13,541	-8,713
Interest Expense						
Leases & Rentals				1		1

Total Operating Expenses	279,353	265,285	14,068	2,644,572	2,652,849	-8,277
Operating (Surplus) Deficit	107,203	0	107,203	158,628	-1	158,629

To: Board of Directors

From: Sonia Bannister, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul Seaside

3 books	1 water bottle	4 wallets
1 coin purses	2 pocket knives	1 dress
3 prescription eyeglasses	1 candle	
1 pair of gloves	1 cloth bag	
1 purse	1 piggy bank	
1 shirt	10 cell phones	
1 pair of shoes	7 bikes	
1 ring	1 eyeglass case	
7 music CD's	1 pair of sunglasses	
1 flashlight	1 vest	

To be disposed

6 credit cards
8 ID's
1 wallet

To be retained


\$46.89 forwarded to accounting for deposit

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

PREPARED BY:


Sonia Bannister

REVIEWED BY:


Carl Sedoryk

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APPRECIATION FOR SERVICES RENDERED BY THE HONORABLE CONGRESSMAN SAM FARR

WHEREAS, Congressman Farr served as a member of the U.S. House of Representatives representing both California's 17th congressional district from June 17, 1993, to January 3, 2013, and California's 20th congressional district since January 3, 2013; and

WHEREAS, Congressman Farr has supported public transit through his role in assisting MST secure over \$22 million in federal transit funds for bus, bus facilities, intelligent transportation systems, alternative fuels technology, and workforce development programs; and

WHEREAS, when an ongoing dispute between the U.S. Department of Labor and the State of California forced Monterey-Salinas Transit to consider drastic reductions in services to the community and the layoff of employees, Congressman Farr proactively engaged the 38 members of the California Democratic Congressional Delegation to encourage the U.S. Secretary of Labor to release federal transit funds to California agencies; and

WHEREAS, Congressman Farr subsequently met with the Solicitor of the U.S. Department of Labor to express his support of Monterey-Salinas Transit and personally conveyed the importance of maintaining continued funding of services for our customers and employees; and

WHEREAS, Congressman Farr's efforts helped resolve our immediate funding crisis resulting in a substantial and lasting contribution to the improvement of public transportation throughout Monterey County and the state of California.

THEREFORE, BE IT RESOLVED that the Board of Directors gives the Honorable U.S. Congressman Sam Farr its sincerest thanks for his continued service to the people of California's 20th congressional district.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2013-37 this 8th day of June, 2015.

Libby Downey
Chairperson

Carl G. Sedoryk
Secretary

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To: Board of Directors
From: Lisa Rheinheimer, Director of Planning & Development
Subject: Marina-Salinas Multimodal Corridor Plan

RECOMMENDATION:

1. Receive update on the draft Marina-Salinas Multimodal Corridor Plan
2. Provide input to the Transportation Agency for Monterey County on the draft Marina-Salinas Multimodal Corridor Plan

FISCAL IMPACT:

There is no fiscal impact to MST. Funding for the draft Plan is part of the Transportation Agency for Monterey County budget.

POLICY IMPLICATIONS:

Your Board reviews partner agency plans for consistency with MST goals and objectives and which could impact transit operations.

DISCUSSION:

The Transportation Agency for Monterey County has been reaching out to Boards and Commissions to receive comments and feedback on their draft Marina-Salinas Multimodal Corridor Plan. The Plan will preserve a transit, bicycle, pedestrian and auto corridor connecting Marina and Salinas. The Transportation Agency for Monterey County staff is seeking input from the MST Board of Directors on the draft Plan.

The draft Plan includes transit features to help facilitate and encourage high-quality (frequent) transit. Some of the proposed features which support transit include bus stops, sidewalks, crosswalks, traffic signal priority for buses, and dedicated bus only lanes of travel (bus rapid transit facilities).

MST staff met with the project team in April to review the transit features and staff is satisfied with the concept and goals of the plan which support transit.

The Transportation Agency for Monterey County is preparing a revised memorandum of agreement memorializing the adopted multimodal corridor alignment and preferred conceptual design as well as planning and policy document amendments. MST was a party to the original memorandum of agreement.

All comments and feedback on the draft Plan should be directed to the Transportation Agency for Monterey County per the Attachments.

ATTACHMENT 1: TAMC Memorandum

ATTACHMENT 2: Web link to the complete Draft Marina-Salinas Multimodal Corridor Plan:

[http://tamcmonterey.org/programs/MMCorridor/PDF/Final%20Draft/TAMC MMC%20FinalDraft%20Report_noappndx.pdf](http://tamcmonterey.org/programs/MMCorridor/PDF/Final%20Draft/TAMC_MMC%20FinalDraft%20Report_noappndx.pdf)



Memorandum

To: Monterey-Salinas Transit Board
From: Ariana Green, Associate Transportation Planner
Meeting Date: June 8, 2015
Subject: **Marina-Salinas Multimodal Corridor Plan**

RECOMMENDED ACTION

1. **RECEIVE** update on the draft Marina-Salinas Multimodal Corridor Plan; and
2. **PROVIDE** input on the draft Marina-Salinas Multimodal Corridor Plan.

SUMMARY

The Marina-Salinas Multimodal Corridor Plan will preserve a transit, bicycle, pedestrian and auto corridor that will connect Marina and Salinas. The preferred multimodal corridor alignment and conceptual design was developed with input from partner agencies and members of the community. Transportation Agency staff seeks further input on the draft plan.

FINANCIAL IMPACT

The budgeted funding for the entire scope of work associated with the Corridor Plan is \$300,738. A Caltrans Community-Based Transportation Planning Grant is contributing \$200,000; of the remaining amount, \$52,738 is covered by local funds and \$48,000 from federal planning funds.

DISCUSSION

This project plans for a transit, bicycle, pedestrian and auto corridor connecting the Marina area of former Fort Ord to Salinas. There are few regional travel routes between Salinas and the Monterey Peninsula and they are all congested during peak hours. A corridor that plans for attractive alternatives to driving such as high-quality (frequent) transit and bicycling will increase the capacity of the roadway while reducing traffic. The project also identifies a regional bicycle route that connects the Monterey Bay Sanctuary Scenic Trail to Salinas which supports and encourages recreational and commute trips by bicycle.

The first phase of the planning process focused on determining a preferred corridor route based on an analysis of opportunities and constraints and input from stakeholders and the greater community. The County Board of Supervisors, Transportation Agency Board, Monterey-Salinas Transit Board, Fort Ord Reuse Authority Board, City of Marina City Council, City of Salinas City Council, County Planning Commission and Fort Ord Subcommittee voted to support the recommended multimodal corridor alignment in April – July 2014.

The second phase of the planning process was focused on developing the preferred conceptual roadway design features along the corridor route. Conceptual roadway design features vary throughout the corridor reflecting the rural or urban context of the specific route segment being considered. While individual design features differ from segment to segment, combined they meet the Plan's goal to preserve a complete multimodal corridor between Marina and Salinas. Proposed features include:

- Bicycle facilities – Green lanes, buffered lanes, protected/separated paths, bicycle phase/signals
- Additional road travel lanes
- Sidewalks and multiuse paths
- Transit stops/shelters
- Transit prioritization at signalized intersections
- Dedicated bus rapid transit facilities
- Pedestrian crossing enhancements.

Transportation Agency staff held a second set of community workshops in October 2014 (one in Salinas and one in Marina) and met with partner agency staff and stakeholders to solicit input on the conceptual design of the corridor. Some of the concepts being proposed are: a two-way protected bike path from the East Garrison development to Salinas, a road diet with buffered bicycle lanes along W. Alisal, transit prioritization at signalized intersections, bus-only lane along Imjin Parkway in Marina, connections to trails and trail planning efforts, and improved transit, bicycle and pedestrian access to the Monterey Bay Sanctuary Scenic Trail and Monterey Branch Line corridor.

The current step in the planning process is to receive input on the draft Marina-Salinas Multimodal Corridor Plan which will be presented to partner agency boards and councils in April through June 2015. Finally, staff will work with partner agencies on a memorandum of agreement memorializing the adopted multimodal corridor alignment and preferred conceptual design as well as needed planning and policy document amendments.

ATTACHMENT 2

Web Attachment: Draft Marina-Salinas Multimodal Corridor Plan:

http://tamcmonterey.org/programs/MMCorridor/PDF/Final%20Draft/TAMC_MMC%20FinalDraft%20Report_noappndx.pdf

To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Purchase Heavy-Duty Engine Replacement

RECOMMENDATIONS:

Authorize the purchase of one (1) replacement engine for MST's heavy-duty diesel fleet from Valley Power Systems.

FISCAL IMPACT:

\$48,085. Funding is available in MST's capital budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

MST has a fleet of just under 80 coaches. Forty percent of the fleet, or 32 coaches, currently exceed FTA's eligibility for retirement, which requires heavy-duty buses to operate for 12 years or 500,000 miles.

Due to an engine failure on coach 1128, a replacement engine is required for this model year 2003 Gillig with 440,000 miles.

MST purchases "rebuilt" engines from the engine manufacturer or from an aftermarket vendor when there is a catastrophic failure and solicited quotes from Gillig Corporation, Mohawk Manufacturing and Valley Power Products for a replacement engine. Gillig and Mohawk are unable to provide this specific engine and declined to quote. Valley Power quoted \$33,750.33 for the engine and \$14,334.43 for a "core charge" for a total price of \$48,085. The core charge is required by the vendor in the event MST's core is unusable. Based on past experience staff expects the core charge to be fully reimbursed or credited to MST.

This sole source purchase of \$33,750 is slightly higher than another engine MST purchased from the same vendor in 2012 for \$31,750 and is considered a reasonable price for this model engine. The replacement of this engine is essential in order for MST to meet its obligations for transit service.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk
Michael Hernandez Carl Sedoryk

To: Board of Directors
From: Lisa Rheinheimer, Director of Planning & Development
Subject: Rail Extension to Monterey County

RECOMMENDATION:

1. Receive update on the Rail Extension to Monterey County
2. Adopt Resolution 2015-38 reaffirming support for the project

FISCAL IMPACT:

There is no fiscal impact to MST. Funding for the Project is part of the Transportation Agency for Monterey County budget.

POLICY IMPLICATIONS:

Your Board supported this project in 2005 by adopting Resolution 2005-15.

DISCUSSION:

The Transportation Agency for Monterey County has been pursuing passenger rail service for many years. A complete update on the status of this endeavor is provided in the attached Memorandum from Transportation Agency for Monterey County staff.

MST staff has participated in planning meetings initiated by TAMC over the years in order to provide input and recommendations on the design of the Salinas Intermodal Center (Train Station). When constructed, this Intermodal Center will be an important transfer point for passengers connecting from and connecting to Capitol Corridor trains. There are plans for MST bus gates at the Salinas Intermodal Center to provide this connection.

The Transportation Agency for Monterey County is seeking support for the Rail Extension to Monterey County by way of Resolution 2015-38.

ATTACHMENT 1: TAMC Memorandum

ATTACHMENT 2: Resolution 2015-38

ATTACHMENT 3: Kick Start project flyer



Memorandum

To: Monterey-Salinas Transit District Board of Directors
From: Christina Watson, Principal Transportation Planner
Meeting Date: June 8, 2015
Subject: Rail Extension to Monterey County Project Update

RECOMMENDED ACTION

RECEIVE update on the Rail Extension to Monterey County project and **ADOPT** Resolution supporting the Rail Extension to Monterey County project.

SUMMARY

This report provides a project update on the Rail Extension to Monterey County project.

FINANCIAL IMPACT

The capital cost of the Rail Extension Kick-Start project is estimated at \$70 million in year-of-expenditure dollars; this amount has been secured through state grant and bond funding.

DISCUSSION

TAMC proposes to extend passenger rail service from Santa Clara County south to Salinas. The project will function as an extension of existing state-sponsored Capitol Corridor passenger rail service. The service will start with two daily round trips between Salinas and Sacramento, expanding to up to six round trips as demand warrants. Initiation of revenue service is targeted for 2018-19. The project provides an alternative to the highly congested US 101 corridor to access to jobs, education, and health care, and improves interregional transportation and air quality. It also promotes mixed-use, transit-oriented development, affordable housing, livable communities and economic growth around stations.

Originally conceived of as an extension of Caltrain service from Gilroy to Salinas, TAMC has been working on a rail connection between Salinas and the San Francisco Bay Area since at least 1990. A Business Plan was adopted in 2000. Over the years, the project has been modified based on substantial public input and discussions with operators and elected representatives. In 2006, TAMC completed a Project Study Report and adopted the Final Environmental Impact Report (EIR).

Over the following several years, TAMC staff coordinated with the Federal Transit Administration (FTA) to apply for New Starts/ Small Starts funding and complete the federally-required Alternatives Analysis (completed in 2009) and Environmental Assessment (EA) for the project (drafted but never finalized).

In 2009, Caltrain, facing significant financial difficulties, requested TAMC discuss the project with other rail operators. The Capitol Corridor was receptive to the idea of extending their service to Salinas from their current terminus of San Jose. After discussing the concept with FTA, TAMC decided to shift the project to the Capitol Corridor and renamed the project the "Commuter Rail Extension to Monterey County".

Although the Capitol Corridor is technically an intercity train, the service would still serve the same population of commuters heading north from Salinas in the early morning and coming home in the evening.

TAMC coordinated with FTA on applying for a Small Starts grant. FTA submitted the Cultural Resources Report for the project to the State Historic Preservation Officer (SHPO) in July 2011, which was approved. TAMC worked with the FTA on revising the draft EA through 2012. In September 2012, TAMC submitted the Small Starts Grant Application to the FTA. In October 2012, the FTA questioned the project's eligibility for federal funding. Over the following months, TAMC representatives met with the FTA, as well as federal representatives for the region, to discuss ways to make the project eligible. However, the options proposed were not viable for the Capitol Corridor. For that reason, in April 2013, TAMC decided to pursue the first phase of the project, called the "Salinas Rail Extension Kick-Start project", with state-only funding. TAMC adopted an EIR addendum in August 2013. The Kick-Start project includes improvements at the Salinas Station, a two-train layover facility, track improvements in Gilroy to allow for run-through service, and minor improvements to the Gilroy, Morgan Hill and San Jose Tamien stations. **Attachment 1** is the Kick-Start project flyer.

Since 2009, TAMC staff, as the project sponsor for the Salinas train service extension, have been working cooperatively with Capitol Corridor staff, as the administrative manager of the Capitol Corridor intercity passenger train service, on the project. In February 2013, both agencies adopted Principles of Agreement for moving forward with the project. The agencies collaboratively presented a draft operating plan to the California Transportation Commission on June 11, 2013.

In June 2014, the TAMC Board approved a contract for the final design of the Kick-Start project, and in February 2015, the Board approved a contract for the right-of-way acquisition, under the adopted state environmental clearance, with secured state funds. The Kick-Start project is estimated to cost a total of \$70 million, including funds expended on planning and environmental review.

As part of the Salinas Intermodal Transportation Center (ITC) Steering Committee and separately, MST and TAMC staff have been meeting over the years and increasingly in recent months to discuss the project and the proposed design for the Kick-Start Salinas station. Staff are in agreement about the proposed phasing of the project, to begin with the Lincoln Avenue extension and parking/ circulation improvements for cars and buses, in advance of the trackwork, which is dependent on the approvals by Union Pacific Railroad. Staff requests adoption of a resolution re-affirming the MST Board's support of the project and direction moving forward.

Approved by:



Debra L. Hale, Executive Director

Consent Agenda

5/28/15

Date signed

Counsel Approval: N/A

Finance Approval: N/A

ATTACHMENT 2

SUPPORT THE RAIL EXTENSION TO MONTEREY COUNTY PROJECT

WHEREAS, on December 13, 2004, Monterey-Salinas Transit adopted Resolution #2005-15 in support of the Rail Extension to Monterey County project, and

WHEREAS, in order to provide safe, efficient and effective transportation alternatives to the automobile, the Transportation Agency for Monterey County and Monterey-Salinas Transit have supported the Extension of Rail Service into Monterey County, with stations in Salinas, Pajaro, and Castroville; and

WHEREAS, the Rail Extension to Monterey County project: a) is interregional in nature, b) facilitates the movement of goods and services, especially the main Monterey County economic bases of tourism and agriculture, c) helps promote improved air quality, and d) increases job formation and economic development; and

WHEREAS, this is a high priority project for the Monterey Bay Region and the State of California; and

WHEREAS, the State of California has displayed their support and endorsement of this project by allocating various funds to the project, including: a) \$7 million through voter-approved Proposition 116, b) \$38 million in the Traffic Congestion Relief Act, and c) \$23 million in State Transportation Improvement Program funds; and

WHEREAS, Monterey-Salinas Transit will directly and indirectly serve passengers from bus intermodal connections to commuter rail service from downtown Salinas to San Jose, Silicon Valley and the San Francisco Bay Area; and

WHEREAS, the Monterey-Salinas Transit Board of Directors reaffirms their support of this rail project, with the new operator of Capitol Corridor, for passenger service to Salinas; and

WHEREAS, the Transportation Agency for Monterey County has secured funding for a “Kick-Start” first phase of work that includes improvements at the Salinas station, including bus improvements to enable Monterey-Salinas Transit to provide connecting bus service, and is proceeding with property acquisition and design work now; and

WHEREAS, the Transportation Agency for Monterey County is the lead agency on the project and has completed the state environmental review of the station, including the “Kick-Start” phasing option;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that Monterey-Salinas Transit hereby re-affirms endorsement of the Rail Extension to Monterey County project,

including the expansion of the Salinas Intermodal Transportation Center and the Salinas Layover Facility, for federal and state funding requests.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT DISTRICT PASSED AND ADOPTED RESOLUTION 2015-38 this 8th day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

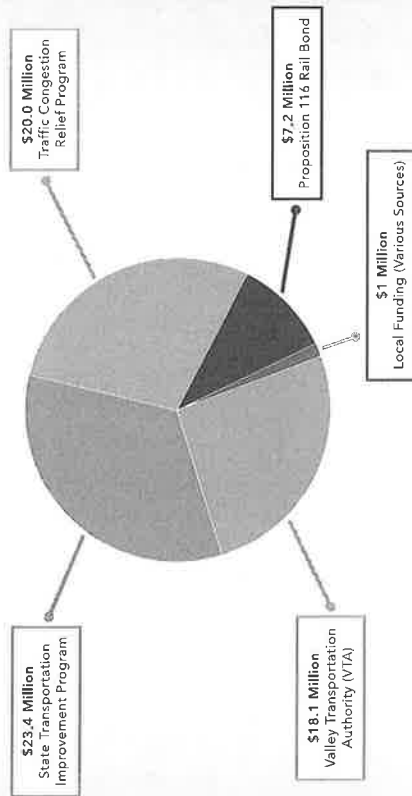
ATTEST:

Board Secretary (Deputy)

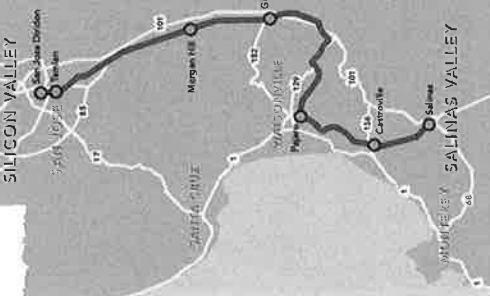
CAPITOL CORRIDOR EXTENSION TO SALINAS: FUNDING PLAN

TOTAL PROJECT COST

\$69.7 MILLION



Project costs do not include required new trainsets to support the Capitol Corridor service extension.



DRAFT TRAIN SCHEDULE

Note: weekend times will vary.

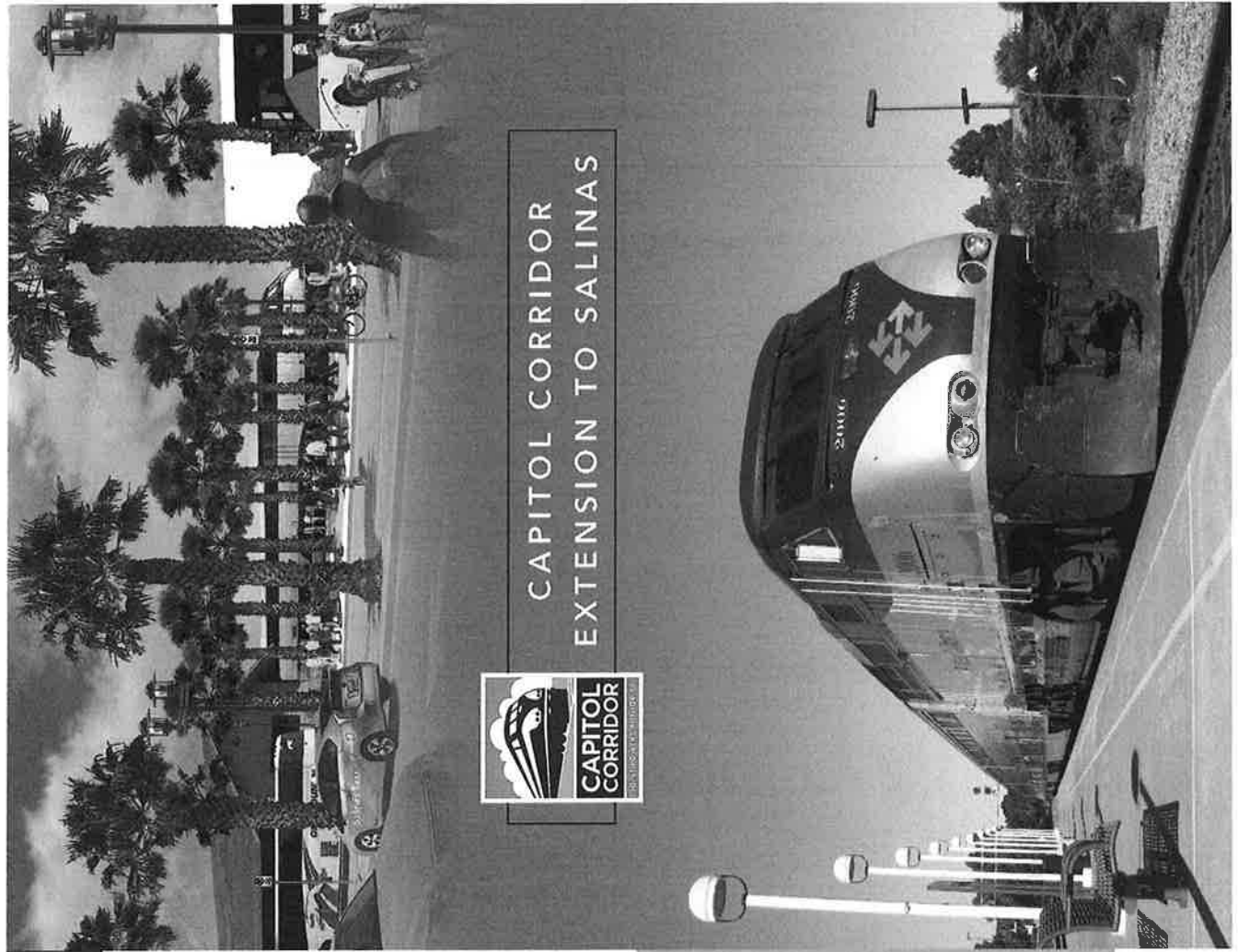
Station	Train #1	Train #2	Station	Train #1	Train #2
NORTHBOUND (AM)					
Salinas	5:06 a	6:01 a	Sacramento	2:10 p	3:35 p
Castroville	5:16 a	6:11 a	Oakland	4:03 p	5:28 p
Pajaro/Watsonville	5:31 a	6:26 a	San Jose Diridon	5:14 p	6:45 p
Gilroy	6:00 a	6:55 a	Tamien	5:19 p	6:50 p
Morgan Hill	6:14 a	7:09 a	Morgan Hill	5:37 p	7:08 p
Tamien	6:32 a	7:27 a	Gilroy	5:51 p	7:22 p
San Jose Diridon	6:37 a	7:32 a	Pajaro/Watsonville	6:20 p	7:51 p
Oakland	7:43 a	8:40 a	Castroville	6:35 p	8:06 p
Sacramento	9:48 a	10:40 a	Salinas	6:45 p	8:16 p

DISTANCES & TRAVEL TIME

Proposed Project	Miles	Time
Salinas-Gilroy	38	54 minutes
Salinas-San Jose (skip stop)	68	1 hour, 31 minutes
Existing Services	Miles	Time
Gilroy-San Jose (Caltrain)	30	approx. 51 minutes
San Jose-San Francisco (Caltrain)	47	min. 1 hour (Baby Bull)
San Jose-Sacramento (Capitol)	133	min. 3 hours, 5 minutes



CONTACT: Transportation Agency for Monterey County
 55-B Plaza Circle, Salinas, CA 93901 • Phone (831) 775-0903 • www.tamcmontreary.org
 Updated October 2014



#3

39

CAPITOL CORRIDOR EXTENSION TO SALINAS

PROJECT OVERVIEW, OPERATIONS PLAN & INSTITUTIONAL ARRANGEMENTS

The Transportation Agency for Monterey County, as the local lead agency, grantee agency and owner of the project, proposes to extend passenger rail service from Santa Clara County south to Salinas.

The project would function as an extension of existing state-sponsored Capitol Corridor intercity passenger rail service, operated and maintained by the Capitol Corridor Joint Powers Authority.

The service will start with two round trips, expanding to up to six round trips as demand warrants.

CAPITAL IMPROVEMENTS

Kick-Start:

- A downsized Salinas station: Lincoln Avenue extension, improved car and bike parking facilities, two-train layover facility
 - Track and platform improvements at Gilroy, Morgan Hill, and Tamien
- Future Phases:**

Future Phases:

- ▶ A new station at Pajaro/Watsonville (connection to the Santa Cruz branch line)
- ▶ Expansion of the Salinas train station and layover facility
- ▶ A new station at Castroville (connection to the Monterey branch line)

Track access rights and track improvements to 38 miles of existing Union Pacific Coast Mainline track between Gilroy and Salinas.

PROJECT BENEFITS

Provides an alternative to the highly congested US 101 corridor to access jobs, education, health care and interregional transportation in Silicon Valley and the San Francisco Bay Area

Promotes mixed-use, transit-oriented development, affordable housing, livable communities and economic growth around the three stations.

825 new jobs created in an area
with high unemployment

\$2.2 million saved annually
in avoidance of highway accidents.

40 tons annual reduction in carbon monoxide, a smog-forming toxic gas.

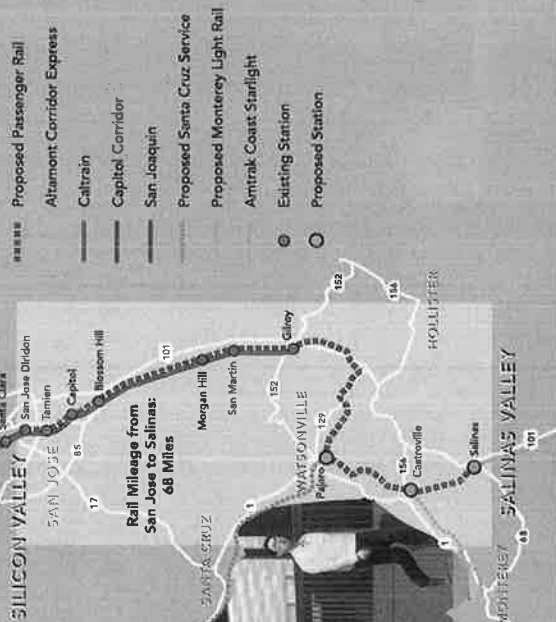
34 tons annual reduction of carbon dioxide, a greenhouse gas and contributing factor in global climate change, as a result of reducing total vehicle miles traveled on the regional road and highway network.

1 ton annual reduction in volatile organic compounds, also smog-forming toxic gases.

150,000 estimated annual ridership.

66% estimated farebox recovery.

Extensively collaborative endeavor and has regional and statewide support, as well as support from every Congressional Representative along the rail corridor.



PROJECT TIMELINE

2013

Environmental Engineering & Design

Right-of-way Acquisition

2015

2016

2017

2018

05012002453192

START OF SERVICE

Finance Committee

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

Minutes

May 11, 2015
9:00 a.m.

Present: Directors: Armenta, O'Connell (Chair), Santibanez, Stephens

Absent: Directors: Beach

Staff: Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance and Administration; Michael Hernandez, Asst. GM/COO; Andrea Williams; Dave Laredo, General Counsel; Deanna Smith, Executive Asst./Clerk to the Board

Public: None.

1. Call to Order.

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

2. Public Comment on Matters Not on the Agenda.

No public comment.

3. Review FY 2015 Year to Date Financials.

Mr. Harvath provided a review of the FY 2015 financials. Staff has added notes to the memo to provide more clarification of revenue and expenditure variances. Staff will continue to provide this information in future agendas.

4. Receive draft FY 2016 Operating and Capital Budgets and refer to Board for approval.

Mr. Harvath reviewed the draft FY 2016 budget. The budget includes anticipated revenue from the Measure Q sales tax and the federal funds that were in jeopardy due to the Amalgamated Transit Union's dispute over the State of California's PEPR law. The Department of Labor found there were insufficient grounds to withhold the funds,

and MST expects to receive its reimbursement of approximately \$4.5 million within one week.

Total FY 2016 budgeted revenue of \$40,816,656 represents a \$3,600,830 or 9.6% increase over FY 2015. Total FY 2016 budgeted expenses of \$40,170,623 represents a \$2,954,797 or 7.9% increase over FY 2015.

Director Armenta made a motion to recommend the draft FY 2016 Operating and Capital Budget for board approval and was seconded by Director Stephens. The motion passed unanimously.

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

MST staff will be asking for board direction on establishing a cash reserve policy at the June 2015 meeting.

6. Adjourn.

There being no further business, Director O'Connell adjourned the meeting at 9:55 a.m.

Prepared by:



Deanna Smith, Deputy Secretary

To: Board of Directors
From: Hunter Harvath, Assistant General Manager- Finance & Administration
Subject: Measure Q Election Charges – Monterey County Elections Department

RECOMMENDATION:

Approve payment of \$338,054.34 to Monterey County Elections Department for Measure Q charges for November 4, 2014, General Election.

FISCAL IMPACT:

\$338,054.34. Eligible for Measure Q funding as allowed by the tax measure expenditure plan.

POLICY IMPLICATIONS:

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

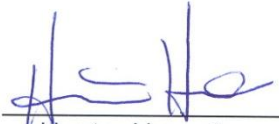
DISCUSSION:

On November 4, 2014, the voters of Monterey County approved Measure Q, a 1/8-cent sales tax to support MST's transit programs and services for seniors, veterans, and persons with disabilities. As with local ballot measures, the sponsoring governmental entity is responsible for paying its fair share of the cost of to hold the election and to produce the legally-required materials in the voter information guides and ballots. Because Measure Q was held on a general election day with numerous items on the ballot, MST's pro-rata share of the costs associated with the election was less than if it had been held on a special election day with few if any other items on the ballot to share costs.

According to the invoice received by MST from the Monterey County Elections Department (attached), MST's pro-rata share of the cost of the November 4, 2014, election is \$338,054.34. These costs were itemized on the invoice and included the following: setup fee; county employees; temporary staff; transport; legal; office; ballot printing and mailing; voter information guide; voting equipment rental/maintenance; and indirect costs. To facilitate payment of this invoice, MST ensured that its pro-rata share of costs were included in the expenditure plan so that they could be funded with Measure Q sales tax receipts, as permitted by law. In that regard, staff is requesting

authorization from your Board to pay the invoice from the Monterey County Elections Department in the amount of \$338,054.34.

Attachment: Invoice #141116 – Monterey County Elections Department

PREPARED BY: 
Hunter Harvath

REVIEWED BY: 
Carl G. Sedoryk



**MONTEREY COUNTY
ELECTIONS DEPARTMENT**

1370 B SOUTH MAIN ST
SALINAS, CA 93901

Phone: (831) 796-1499

Fax: (831) 755-5485

INVOICE TO:

Monterey Salinas Transit District
One Ryan Ranch Road
Monterey, CA 93940

Invoice Number: **141116**

Invoice Date: **5/4/2015**

Payment Due: **6/8/2015**

Description of Charges for November 4, 2014 General Election	Amount
Setup Fee	\$ 150.00
County Employees	\$ 43,421.57
Temporary Staff	\$ 71,356.18
Transport	\$ 5,914.86
Legal	\$ 3,262.41
Office	\$ 24,868.95
Ballot Printing and Mailing Common	\$ 84,869.15
Voter Information Guide	\$ 71,765.52
Voting Equipment Rental / Maintenance	\$ 30,487.39
Indirect Cost	\$ 1,958.31
SB 90 Credit (The County will claim this amount from the State)	\$ -
TOTAL AMOUNT DUE	\$ 338,054.34
Registered Voters	165,731
Cost Per Registered Voter	\$ 2.04

Please make remittance payable to MONTEREY COUNTY.

Please attach one copy of this invoice with payment.

Jurisdiction Copy

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To: Board of Directors

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

Subject: Approve FY 2016 Operating and Capital Budgets

RECOMMENDATION:

As recommended by the Finance Committee:

1. Approve the FY 2016 Operating & Capital Budget (Attachment 1)
2. Approve the FY 2016 Action Plan (Attachment 2)
3. Approve the FY 2016 Staffing Levels (Attachment 3)
4. Approve Resolution 2015-39 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 2016.

FISCAL IMPACT:

The FY 2016 operating budget is \$40,816,656 which is an increase of 9.7% over the FY 2015 revised budget of \$37,215,826. This budget includes approximately \$7.5 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 8.9% in comparison to the prior year revised budget because of Measure Q funding now available to MST. Decreases in revenues resulting from the ending of Federal 5316 JARC Funds/5317 New Freedom/5311f line 81 Intercity programs, a reduction in the estimated TAMC's 2015/2016 apportionment for LTF Operating Funds, and the completion of the Salinas Train Station pass-through administration are offset by increases mainly from Measure Q sales tax revenue. With regards to LTF, FY 2016 budgeted revenues are 4.4% higher than the original FY 2015 budget. However, FY 2016 LTF revenues are shown to be 2.8% lower than the revised FY 2016 budget. This apparent variance can be explained by TAMC's conservative fund estimating technique that, as the fiscal year

progresses, often ends up yielding more LTF funding when the state's economy remains healthy. Barring some unforeseen economic downturn, MST expects FY 2016 LTF funds to be more in line with those shown in the revised FY 2015 budget. However, to promote a conservative approach to budgeting, staff is identifying the lower amount based on TAMC's February 2015 LTF estimate. Other funds contributing to the increase include the reallocation of State Transit Assistance from MST RIDES to the Fixed-Route budget, as well as the addition of a new Cap & Trade State funding source, and new Federal rural intercity grants for lines 84 and 86, to be implemented in July 2015. Overall, Fixed-Route BUS service FY 2016 revenue reflects a \$3,033,086 increase over the FY 2015 revised budget.

The MST RIDES service center portion of the operating budget reflects a revenue increase of 17.8% in comparison to the prior year revised budget. This increase in revenue is necessary to cover expenditures and maintain existing service levels as required by the federal Americans with Disabilities Act. While MST attempts to control costs as best as possible 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. MST staff will continue to monitor the revenues and expenditures and will advise if any adjustments would be necessary to facilitate a balanced budget. Decreases in revenue resulting from the reallocation of State Transit Funds to MST's Fixed Route BUS center are offset by the allocation of Measure Q Sales Tax Revenues to the MST RIDES budget. Overall MST RIDES service FY 2016 revenue reflects a \$567,744 increase over the FY 2015 revised budget.

MST's FY 2016 capital budget reflects a planned decrease of -62.3% from FY 2015. This significant reduction reflects the removal of a \$10 million line item for a bank loan that was anticipated to be secured in FY 2015 to help fund the renovation of MST's facility at One Ryan Ranch Road. Staff is researching alternative financing methods to fund this project and will return to your Board later this fiscal year with more information on this matter.

The FY 2016 capital budget includes \$3.2 million for a major facilities renovation and expansion project, \$1.4 million for bus replacement and other new bus purchases, \$0.9 million for safety & security equipment, technology, and fences/gates, \$0.6 million for bus station pass vending machines and bus shelters, \$0.5 million for bus support equipment/facilities/ITS, and \$0.1 million for preventative maintenance, operations laptops, and other improvements. Where possible MST seeks special grant funds to support its capital expenditures. In that regards, only 9.6% of MST's FY 2016 total capital budget of \$6.7 million represents non-grant funded expenditures. This amount of capital spending will be funded through MST's general fund capital reserve, currently in excess of the 15% minimum target set by your Board.

	<u>FY 2015R (\$)</u>	<u>FY 2016 (\$)</u>	<u>% Change</u>
<u>Fixed Route BUS</u>			
Operating	34,032,406	37,065,492	8.9%
Capital	<u>17,659,000</u>	<u>6,370,584</u>	<u>-63.9%</u>
Sub-Total	<u>51,691,406</u>	<u>43,436,076</u>	<u>-16.0%</u>
<u>MST RIDES</u>			
Operating	3,183,420	3,751,164	17.8%
Capital	<u>0</u>	<u>280,000</u>	<u>100.0%</u>
Sub-Total	<u>3,183,420</u>	<u>4,031,164</u>	<u>26.6%</u>
Overall Total	<u>54,874,826</u>	<u>47,467,240</u>	<u>-13.5%</u>
<u>COMBINED</u>			
Operating	37,215,826	40,816,656	9.7%
Capital	<u>17,659,000</u>	<u>6,650,584</u>	<u>-62.3%</u>
Overall Total	<u>54,874,826</u>	<u>47,467,240</u>	<u>-13.5%</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).

DISCUSSION:

The entire budget, including each of these sub-budgets, is balanced, with an anticipated excess in revenues of \$646,033. It is anticipated that these excess revenues would be available to fund emerging Measure-Q eligible programs that will be proposed by the consultant currently under contract to conduct the agency's 15-year Measure Q expenditure plan. In addition, per the direction of your Board, a 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. Over the last several years, staff has achieved a reserve fund that would by the end of FY 2016 total 17.5% of the annual operating budget expenses. In that regard, no additional funds are budgeted to be added to reserves in FY 2016, since the 15% target set by your Board was met by the end of FY 2013. Any excess reserves are therefore available to meet unexpected operating needs or non-grant funded capital projects.

Reserve as % of Operating Expense

Unrestricted Assets as of 30-JUN-12 Audit	4,879,989
Less: Capital Grant Funds	<u>(2,196,912)</u>
	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	<u>1,268,555</u>
 Reserve as of 30-JUN-14	 7,028,460
 FY14 Operating Expenses as of 30-JUN-14 Audit	 33,070,463
Reserve as % of Audited FY14 Operating Expense	21.3%
Reserve as % of Budgeted FY16 Operating Expense	17.5%

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 on one hand has caused reductions in service over the last several fiscal years on core routes that do not have dedicated funding sources, while on the other hand has enabled the agency to introduce new bus services (e.g., Lines 82 and 83 serving Fort Hunter Liggett, Line 95 Williams Ranch-Northridge Senior Shuttle) that are supported by dedicated grant sources.

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.

Compounding these challenges, MST staff had found that the Presidio partnership was no longer financially sustainable at previous service levels. The federal transit benefit, the mechanism which funds MST's three military partnerships, was cut

by nearly 50% by Congress as of December 2013. To that end, MST substantially reduced its level of service for the Presidio in July of 2014. Since then, staff has been monitoring the partnership and has concluded that revenues currently being generated by the federal transit benefit are meeting current expenses. While the Presidio would like to have more services to the base, MST will be unable to do so unless the Presidio provides additional sources of revenue to support expanded services.

As your Board is aware, the statewide pension reform issue (PEPRA) remains unresolved at this point in time. While staff was successful in receiving its FY15 federal funds despite the objections from the ATU, it is unclear whether MST's FY 16 federal funds will be blocked by the US Department of Labor. In that regard, 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 a statewide working group to attempt to resolve this dispute which endangers MST's federal grant funds. Without a solution on the horizon, staff may be forced to return to your Board for additional direction and a potential mid-year budget revision if MST's \$6.8 million in FY16 federal operating dollars are at risk of being blocked by objections from the ATU, the union that represents MST's bus drivers, mechanics, facilities maintenance, parts and bus cleaning staff.

MST RIDES

The MST RIDES FY 2016 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 3.2% from \$44.31 to \$45.74. A 17.8% increase from FY 2015 (Revised), this \$3,751,164 operating budget allows MST to comply with ADA-mandated paratransit service levels. In addition, 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. On the capital side, MST received a special federal grant to purchase 4 replacement RIDES minibuses. In that regard, the RIDES capital budget reflects an increase of \$280,000 over FY 2015.

- Attachments:
1. Proposed FY 2016 Budget
 2. Proposed FY 2016 Action Plan
 3. Proposed FY 2016 Staffing Levels
 4. Resolution 2015-39

PREPARED BY:


Hunter Harvath

REVIEWED BY:


Carl G. Sedoryk

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Monterey-Salinas Transit District

FY 2016 BUDGET Proposed

July 1, 2015 – June 30, 2016

Board of Directors

Libby Downey, Chair, City of Monterey
Tony Barrera, Vice-Chair, City of Salinas
Fernando Armenta, County of Monterey
Victoria Beach, City of Carmel-by-the-Sea
Kristin Clark, City of Del Rey Oaks
Robert Bonincontri, City of Gonzales
Leah Santibanez, City of Greenfield
Mike LeBarre, City of King City
Frank O'Connell, City of Marina
Daniel Miller, City of Pacific Grove
David Pendergrass, City of Sand City
David Pacheco, City of Seaside
Patricia Stephens, City of Soledad

MST Staff

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

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FY 2016 BUDGET SUMMARY

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Summary

General Overview

Keeping in mind the primary mission, key business drivers and objectives for FY 2016, 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 2014-16 Draft Strategic Goals and Objectives are summarized as follows, and the FY 2016 Draft Action Plan is outlined at the end of the budget document.

1. To develop adequate and stable long-term revenues.
2. To provide quality transit and mobility management services.
3. To implement board protocols and best practices to achieve effective and efficient board operations and board meeting management.
4. To research, implement, and 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 actively promote organizational values to maintain high-quality relationships with MST employees, contractors, vendors, and community stakeholders.
7. To attain 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 OnCall 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, with \$646,033 in excess revenues.

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. New for 2016, Measure Q funding is 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 2016 Budget Characteristics

The FY 2016 budget is balanced, with \$646,033 in excess revenues to fund primarily Measure-Q eligible projects and programs.

The FY 2016 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 reductions in core services to track ridership patterns and expansions for special grant-funded bus lines depending 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 2015R (\$)</u>	<u>FY 2016 (\$)</u>	<u>% Change</u>
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Operating	34,032,406	37,065,492	8.9%
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**FY 2014 – FY 2016
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 and outcomes to be met to support these goals along with tactics to be used to achieve each objective and indicators of success to measure the success of these tactics in accomplishing the objectives and realizing the desired outcomes.

1. Develop Adequate and Stable Long Term Revenues

Objectives/Outcomes: Pursue public/private and public/public partnerships, fare-pricing strategies and revenue generation from the use of MST assets as the means to generate the funds required to construct needed capital facilities, purchase vehicles, sustain current and future transit services and reduce the overall subsidy per passenger.

Encourage policymakers and the general public, through education and advocacy, 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:

- Reduced subsidy per passenger
- 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. Develop and adopt a preferred local dedicated funding option to be placed on November 2014 ballot
- c. Participate in community outreach and provide public information regarding preferred local dedicated funding option for improved public transportation
- d. Identify additional partnerships to fund transit services outside of traditional tax sources

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, reduce subsidies and improve the image of MST in the community; continue to explore and implement new technologies and practices that enhance the overall customer experience, improve safety, reduce costs, attract new customers, retain existing customers, motivate employees and improve the value of MST in the community.

Indicators of Success:

- Passenger boarding growth rate that exceeds 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 at Salinas Intermodal Station
- f. Participate in Fort Ord multi-modal corridor studies
- g. Participate in planning of Monterey transit center
- h. Develop pilot program for Department of Defense funded federal transit benefit
- i. Continue planning activities for Hwy 1 corridor transit improvements
- j. Renew 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 shelters and on-street passenger amenities

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

Objectives/Outcomes: Implement training and orientation for Board members and provide concise oral and written 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. Develop and implement Board member training and orientation programs
- b. Implement revised Board committee structures to support decision making
- c. Implement revised Board reporting practices to make better use of limited time available for board meetings

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

Objective: Implement economically sound and environmentally-friendly resource conservation policies that reduce MST dependence on scarce natural resources and the potential for negative environmental impact.

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

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

Objective: Attract new riders and improve support for MST by utilizing effective marketing, promotion, communication and advocacy techniques 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 number of positive media coverage of MST

Menu of Tactics:

- a. Implement and develop coordinated, multi-media, bilingual media communications and advertising programs
- 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 and promotional efforts designed towards major employers, schools, senior groups, hospitality industry and non-traditional customers

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

Objective: Act in manner in all we do to promote individual and organizational safety, efficiency and effectiveness and enhance the satisfaction of those who interact with MST including our customers, employees and other key stakeholders and partners.

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. Complete negotiations of the Amalgamated Transit Union and Monterey-Salinas Transit Employee Association agreements
- e. Develop and implement targeted marketing and promotional efforts designed towards major employers, schools, senior groups, hospitality industry and non-traditional riders will also assist in growing ridership

- f. Ensure a proper staff structure is in place that understands and supports the mission, vision and values to meet strategic goals and objectives

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

Objective: 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
- b. 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

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FY 2016 Budget

DETAILED BUDGET

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Monterey - Salinas Transit

Draft Budget FY2016

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
VEHICLE REVENUE HOURS (PROJECTED)	326,555	276,606	52,936	329,542	2,987
REVENUE					
CASH REVENUE					
PASSENGER FARES	(4,935,097)	(4,416,072)	(466,908)	(4,882,980)	(52,117)
TROLLEY	(250,000)	(312,504)	-	(312,504)	62,504
OTHER LOCAL, SC, REVENUE - DOD	(1,405,119)	(1,454,184)	-	(1,454,184)	49,065
SPECIAL FARES - OTHER	(944,785)	(879,996)	-	(879,996)	(64,789)
ADVERTISING	(254,949)	(270,000)	-	(270,000)	15,051
OTHER AUXILIARY REVENUE	(1,885)	(1,884)	-	(1,884)	(1)
INVESTMENT INCOME	(49,052)	(49,764)	-	(49,764)	712
TAXI LEASE REVENUE	(14,213)	(17,436)	-	(17,436)	3,223
OTHER NON-TRANSPORTATION	(27,293)	(3,492)	-	(3,492)	(23,801)
TOTAL REVENUE	(7,882,392)	(7,405,332)	(466,908)	(7,872,240)	(10,152)
LTF OPERATING FUNDS	(14,200,203)	(13,809,684)	-	(13,809,684)	(390,519)
LTF/RSTP SWAP FUNDS	-	-	-	-	-
APCD FUNDS	(185,000)	(131,244)	-	(131,244)	(53,756)
CAP AND TRADE	-	(162,864)	-	(162,864)	162,864
SALES TAX	(1,750,000)	(4,215,744)	(3,284,256)	(7,500,000)	5,750,000
OTHER LOCAL FUNDS	-	-	-	-	-
STATE OPERATING FUNDS	(2,386,434)	(2,526,984)	-	(2,526,984)	140,550
FEDERAL 5307 FORMULA FUNDS	(6,500,000)	(6,800,004)	-	(6,800,004)	300,004
FEDERAL 5311 RURAL FUNDS	(613,248)	(630,276)	-	(630,276)	17,028
FEDERAL 5311F INTERCITY FUNDS	(741,565)	(922,944)	-	(922,944)	181,379
FEDERAL 5316 JARC FUNDS	(1,404,159)	(386,688)	-	(386,688)	(1,017,471)
FEDERAL 5303 FUNDS	-	-	-	-	-
FEDERAL 5313B FUNDS	-	-	-	-	-
FEDERAL 5317 FUNDS - NF	(547,132)	(41,724)	-	(41,724)	(505,408)
OTHER FEDERAL FUNDS	(1,005,693)	(32,004)	-	(32,004)	(973,689)
CASH GRANTS & REIMBURSEMENT	(29,333,434)	(29,660,160)	(3,284,256)	(32,944,416)	3,610,982
TOTAL REVENUE	(37,215,826)	(37,065,492)	(3,751,164)	(40,816,656)	3,600,830

Monterey - Salinas Transit

Draft Budget FY2016

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
EXPENSES					
LABOR					
COACH OPERATORS WAGES	5,636,715	6,551,712	-	6,551,712	914,997
COACH OPERATOR OVERTIME	1,151,968	1,151,964	-	1,151,964	(4)
OTHER WAGES	5,815,582	6,274,464	55,992	6,330,456	514,874
OTHER OVERTIME	224,272	224,268	-	224,268	(4)
TOTAL LABOR	12,828,537	14,202,408	55,992	14,258,400	1,429,863
BENEFITS					
PERS	1,119,740	1,466,520	6,408	1,472,928	353,188
INSURANCE	2,900,000	3,233,148	14,844	3,247,992	347,992
IN LIEU INSURANCE	142,350	145,200	-	145,200	2,850
PAYROLL TAXES	302,741	343,848	1,512	345,360	42,619
WORKERS COMPENSATION EXPENSE	1,000,000	1,046,844	3,144	1,049,988	49,988
HOLIDAYS	592,468	669,468	4,068	673,536	81,068
PERSONAL LEAVE	1,496,747	1,500,900	5,988	1,506,888	10,141
UNIFORMS	60,295	70,332	-	70,332	10,037
AUTO ALLOWANCE	18,368	19,200	-	19,200	832
TUITION REIMBURSEMENT	3,013	3,012	-	3,012	(1)
SAFETY AWARD & EE RECOGNITION	47,297	50,004	-	50,004	2,707
TOTAL BENEFITS	7,683,020	8,548,476	35,964	8,584,440	901,420
ADVERTISING & MARKETING					
MARKETING SERVICES	76,080	260,004	-	260,004	183,924
TROLLEY MARKETING	12,375	-	-	-	(12,375)
TOTAL ADVERTISING & MARKETING	88,455	260,004	-	260,004	171,549
PROFESSIONAL & TECHNICAL					
PHYSICAL EXAMS	11,267	12,504	-	12,504	1,237
BANK SERVICES	108,230	111,468	-	111,468	3,238
AUDITORS	30,500	32,004	-	32,004	1,504
ARMORED CAR	42,623	43,896	-	43,896	1,273
LEGAL SERVICES	59,111	60,876	-	60,876	1,765
CONTRACT NEGOTIATION	15,000	15,000	-	15,000	-
DIRECTORS FEES	12,800	14,304	-	14,304	1,504
BROCHURE DELIVERY	1,200	3,012	-	3,012	1,812
GRANT FUNDED CONSULTING	-	-	-	-	-
CONSULTING	161,835	317,508	-	317,508	155,673
RECRUITING SERVICES	8,647	9,168	-	9,168	521
INSPECTION	-	10,008	-	10,008	10,008
DRUG TESTING	8,160	9,000	-	9,000	840
OTHER PROFESSIONAL	(8,660)	7,500	-	7,500	16,160
TOTAL PROFESSIONAL & TECHNICAL	450,712	646,248	-	646,248	195,536

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Monterey - Salinas Transit

**Draft Budget
FY2016**

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OUTSIDE LABOR					
CUSTODIAL SERVICES	105,600	124,800	-	124,800	19,200
SECURITY SERVICES	130,000	133,908	-	133,908	3,908
BUS PAINTING	6,250	7,500	-	7,500	1,250
HAZARDOUS WASTE DISPOSAL	66,837	60,000	-	60,000	(6,837)
LAUNDRY	72,714	74,904	-	74,904	2,190
SHOP EQUIPMENT REPAIR	8,451	6,000	-	6,000	(2,451)
SUPPORT VEHICLES REPAIR	25,683	24,504	-	24,504	(1,179)
TOWING	7,800	7,800	-	7,800	-
BUS WASHER MAINTENANCE	4,669	4,512	-	4,512	(157)
ELECTRICAL, PLUMBING , ROOFING	28,672	25,008	-	25,008	(3,664)
COPIER & OFFICE EQUIP REPAIR	10,500	10,824	-	10,824	324
COMPUTER MAINTENANCE	416,521	444,000	67,008	511,008	94,487
SEAT REPAIRS	6,100	3,504	-	3,504	(2,596)
BUILDING AND EQUIPMENT MAINT	92,449	92,508	-	92,508	59
TELEPHONE EQUIPMENT REPAIR	1,000	1,008	-	1,008	8
PARTS CLEANING	14,094	14,112	-	14,112	18
RADIO REPAIRS	30,000	30,000	-	30,000	0
OTHER OUTSIDE LABOR	45,000	45,012	-	45,012	12
MAINTENANCE SHOP	12,311	12,300	-	12,300	(11)
GROUNDS MAINTENANCE	40,176	38,004	-	38,004	(2,172)
PEST CONTROL	8,855	8,856	-	8,856	1
TEST UNDERGROUND TANKS	2,658	3,000	-	3,000	343
FIRE EXTINGUISHER SERVICE	3,500	2,508	-	2,508	(992)
TOTAL OUTSIDE LABOR	1,139,837	1,174,572	67,008	1,241,580	101,743
FUEL, GAS AND TIRES					
DIESEL - REVENUE	2,468,110	2,701,344	-	2,701,344	233,234
LUBRICANTS - REVENUE	139,511	143,004	-	143,004	3,493
GAS	56,503	61,056	-	61,056	4,553
FUEL PURCHASES - MV	964,606	722,028	455,100	1,177,128	212,522
TIRES & TUBES	208,817	215,508	-	215,508	6,691
TOTAL FUEL & LUBRICANTS	3,837,548	3,842,940	455,100	4,298,040	460,492

Monterey - Salinas Transit

Draft Budget FY2016

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
MATERIALS AND SUPPLIES					
MARKETING SUPPLIES	15,000	30,000	-	30,000	15,000
BUS ADVERTISING EXPENSE	15,000	36,000	-	36,000	21,000
PRINTING	22,828	23,004	8,004	31,008	8,180
RIDERS GUIDES	42,902	45,012	-	45,012	2,110
MAPS	12,000	13,008	-	13,008	1,008
TICKETS	3,000	-	6,000	6,000	3,000
PASSES	5,617	25,008	-	25,008	19,391
BROCHURES	12,100	15,000	5,004	20,004	7,904
TRANSFERS	-	-	-	-	-
MISC MARKETING	15,637	15,000	-	15,000	(637)
HAZARDOUS MATERIAL CONTAINMENT	5,000	5,004	-	5,004	4
COMPUTER SUPPLIES	80,000	80,004	-	80,004	4
SAFETY & PROTECTIVE SUPPLIES	11,347	21,408	-	21,408	10,061
TROLLEY SUPPLIES	148	-	-	-	(148)
BUILDING CLEANING SUPPLIES	57,584	62,508	-	62,508	4,924
TRANSIT CENTER/PLAZA SUPPLIES	11,000	17,508	-	17,508	6,508
SHELTER & BUS STOP SUPPLIES	64,000	64,008	-	64,008	8
OTHER SUPPLIES	6,880	7,404	-	7,404	524
SHOP SUPPLIES	79,418	79,500	-	79,500	82
OFFICE SUPPLIES	58,406	59,136	1,008	60,144	1,738
POSTAGE & EXPRESS SERVICE	17,140	16,008	3,504	19,512	2,372
COPY MACHINE PAPER	3,000	3,096	-	3,096	96
REVENUE VEHICLE PARTS	785,142	767,136	-	767,136	(18,006)
SUPPORT VEHICLE PARTS	6,053	6,000	-	6,000	(53)
FAREBOX PARTS	24,535	25,500	-	25,500	965
BUS WASHER SUPPLIES	7,187	6,000	-	6,000	(1,187)
WARRANTY LABOR & PARTS	(360)	-	-	-	360
FUEL IS./DISPENSER PARTS	2,000	2,508	-	2,508	508
TOTAL MATERIALS AND SUPPLIES	1,362,566	1,424,760	23,520	1,448,280	85,714
UTILITIES					
WATER & FIRE PROTECTION	30,821	33,504	-	33,504	2,683
TELEPHONE LINE SERVICE	130,000	162,996	-	162,996	32,996
PG&E	156,654	165,000	-	165,000	8,346
ALARM SERVICE	6,791	9,504	-	9,504	2,713
DISPOSAL & SEWER	34,634	39,504	-	39,504	4,870
CELLULAR PHONES/PAGERS	35,180	38,004	-	38,004	2,824
TOTAL UTILITIES	394,080	448,512	-	448,512	54,432

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Monterey - Salinas Transit

Draft Budget FY2016

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
INSURANCE					
PHYSICAL DAMAGE EXPENSE	55,151	57,912	-	57,912	2,761
RECOVERIES PHYSICAL DAMAGES	(4,620)	-	-	-	4,620
LIABILITY EXPENSE	295,007	339,588	-	339,588	44,581
OTHER INSURANCE PREMIUMS	51,373	57,540	-	57,540	6,167
TOTAL INSURANCE	396,911	455,040	-	455,040	58,129
TAXES					
PROPERTY TAX	1,923	2,004	-	2,004	81
VEHICLE LICENSE & REGISTRATION	158	168	-	168	10
DIESEL SALES TAX	151,722	175,008	-	175,008	23,286
DIESEL FUEL USE TAX	7,589	7,608	-	7,608	19
GASOLINE TAX	1,360	1,404	-	1,404	44
OTHER TAXES	10,759	14,508	-	14,508	3,748
TOTAL TAXES	173,511	200,700	-	200,700	27,189
PURCHASED TRANSPORTATION					
PURCHASED TRANSPORTATION	7,454,632	4,307,088	2,853,864	7,160,952	(293,680)
TAXI VOUCHERS	-	300,000	200,005	500,004	500,004
TOTAL PURCHASED TRANSPORTATION	7,454,632	4,607,088	3,053,869	7,660,956	206,324
MISCELLANEOUS EXPENSES					
SUBSCRIPTIONS	7,873	7,992	-	7,992	119
APTA DUES	34,510	41,412	-	41,412	6,902
CTA DUES	12,145	14,568	-	14,568	2,423
CHAMBER AND OTHER DUES	43,273	45,000	-	45,000	1,727
CAL ACT DUES	1,450	1,740	-	1,740	290
STAFF TRAVEL	60,319	75,300	2,004	77,304	16,985
STAFF TRAINING	20,000	25,008	3,504	28,512	8,512
BOARD TRAVEL	15,000	15,000	-	15,000	-
AD & PROMOTION MEDIA	78,779	75,000	-	75,000	(3,779)
LEGAL ANNOUNCEMENTS	2,277	2,508	-	2,508	231
AD MEDIA RECRUITING	5,000	5,004	-	5,004	4
PERMITS	4,500	4,500	-	4,500	-
SALES TAX REVENUE EXPENSE	-	69,552	54,204	123,756	123,756
OTHER MISC. EXPENSE	4,463	5,004	-	5,004	541
TOTAL MISCELLANEOUS EXPENSES	289,589	387,588	59,712	447,300	157,711

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Monterey - Salinas Transit

**Draft Budget
FY2016**

	FY2015R TOTAL BUDGET	FY2016 TOTAL YEAR FIXED ROUTE	FY2016 TOTAL YEAR RIDES	FY2016 TOTAL YEAR COMBINED	VARIANCE OVER/ (UNDER)
OTHER AGENCY EXPENSES					
PASS THROUGH/BEHALF OF OTHERS	944,314	-	-	-	(944,314)
TOTAL OTHER AGENCY EXPENSES	944,314	-	-	-	(944,314)
INTEREST EXPENSE					
INTEREST EXPENSE	26,000	26,004	-	26,004	4
TOTAL INTEREST EXPENSE	26,000	26,004	-	26,004	4
LEASES & RENTALS					
ANTENNA/ SATELLITE RENTAL	22,500	22,500	-	22,500	0
RESTROOM - MONTEREY	3,000	-	-	-	(3,000)
EQUIPMENT RENTALS	15,000	16,800	-	16,800	1,800
POSTAGE METER RENTAL	5,400	5,808	-	5,808	408
BUILDING RENT	100,215	150,012	-	150,012	49,797
TOTAL LEASES & RENTALS	146,116	195,120	-	195,120	49,005
TOTAL OPERATING EXPENSES	37,215,826	36,419,459	3,751,164	40,170,623	2,954,796
OPERATING (SURPLUS) DEFICIT	(0)	(646,033)	(0)	(646,033)	(646,033)

RESERVES AS % OF OPERATING EXPENSES

UNRESTRICTED ASSETS AS OF 30-JUN-12 AUDIT	4,879,989
LESS CAPITAL GRANT FUNDS	(2,196,912)
	<u>2,683,077</u>
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
	<u>7,028,460</u>
RESERVE AS OF 30-JUN-14	
FY14 OPERATING EXPENSES AS OF 30-JUN-14 AUDIT	33,070,463
RESERVE AS % OF AUDITED FY14 OPERATING EXPENSE	21.3%
RESERVE AS % OF BUDGETED FY16 OPERATING EXPENSE	17.5%

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FY2016 BUDGET

Part A. Fixed Route Operating Budget

REVENUES

	Budget FY2015R	Proposed FY2016
Passenger Revenues	4,471,832	4,416,072
Farebox and pass sales		
Special Local Fares	2,599,904	2,646,684
Contracts/Partnerships (Department of Defense, Colleges, Trolleys, Amtrak, VTA, etc.)		
Associated Transit Revenues	254,949	270,000
Advertising		
Non-Transportation Revenues	92,443	72,576
Interest income		
Local Cash Grants	14,200,203	13,809,684
Local Transportation Funds (LTF), Reserves, Mandated Set-asides		
APCD Funds	185,000	131,244
APCD Funds		
Cap and Trade Funds	-	162,864
Cap and Trade Funds		
Sales Tax	965,067	4,215,744
Sales Tax Measure Q		
State Cash Grants	451,212	2,526,984
State Transit Assistance		
Federal Cash Grants	10,811,797	8,813,640
Includes Federal Transit Administration Section 5307, Section 5311, Section 5311(f), Section 5316, Section 5317, Other Federal Funds		
TOTAL REVENUES	<u><u>\$ 34,032,406</u></u>	<u><u>\$ 37,065,492</u></u>

FY2016 BUDGET

Part A. Fixed Route Operating Budget

EXPENSES

	Budget FY2015R	Proposed FY2016
Salaries and Wages	12,779,306	14,202,408
Wage increase due to Amalgamated Transit Union Local No. 1225 and MSTE A contractual agreements, increased staffing including measure Q funded positions proposed for FY16.		
Fringe Benefits	7,651,503	8,548,476
Increase in wages causes personal leave and holiday benefits to increase.		
Services	1,627,504	2,080,824
Security services, outside labor, computer maintenance, marketing, auditors, armored car, consulting, and other services		
Fuel, Gas and Tires	3,422,943	3,842,940
Cost stability expected to continue for diesel, unleaded, lubricants and tires. Slight increase due to projected expansion of bus services.		
Materials and Supplies	1,352,926	1,424,760
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	394,080	448,512
Telephone, power, gas, water/sewer and alarm services		
Insurance	396,911	455,040
Liability, property and other insurance		
Taxes	173,511	200,700
Fuel, sales and property taxes		
Purchased Transportation	4,843,955	4,607,088
Purchased transportation contracts for MV Transportation for fixed-route, On Call and trolley services		
Pass Through Expense	944,313	
Pass through on behalf of others		

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FY2016 BUDGET
Part A. Fixed Route Operating Budget

EXPENSES (Continued)

Miscellaneous	299,340	413,592
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Training, travel, ad media, dues, subscriptions, permits, sales tax revenue expense, and interest expense

Leases and Rentals	146,114	195,120
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MST's radio antenna site, 3MC and 201 Pearl Street in Monterey, 247 S. Main Street Salinas, Watsonville Transit Center, and potential new administrative office space beginning 2/1/16.

TOTAL EXPENSES	<u>\$ 34,032,406</u>	<u>\$ 36,419,459</u>
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FY2016 OPERATING (SURPLUS)/DEFICIT	<u>\$ (0)</u>	<u>\$ (646,033)</u>
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FY2016 BUDGET
Part B. MST RIDES Operating Budget

REVENUES

	Budget FY2015R	Proposed FY2016
Passenger Revenues	463,265	466,908
Farebox and ticket book sales		
Sales Tax	784,933	3,284,256
Sales Tax Measure Q		
State Cash Grants	1,935,222	-
State Transit Assistance		
TOTAL REVENUES	<u>\$ 3,183,420</u>	<u>\$ 3,751,164</u>

EXPENSES

	Budget FY2015R	Proposed FY2016
Salaries and Wages	49,231	55,992
One FTE		
Fringe Benefits	31,516	35,964
Health, dental, life and vision insurance, PERS retirement benefits, personal leave and workers compensation insurance		
Services	51,500	67,008
Professional Services		
Fuel, Gas and Tires	414,605	455,100
Unleaded, lubricants and tires		
Materials and Supplies	9,640	23,520
Vehicle maintenance parts, cleaning and office supplies, postage and printed materials		
Utilities	-0-	-0-
Telephone, power, gas, water/sewer and alarm services		
Purchased Transportation	2,610,677	3,053,869
MV Transportation, Inc.		
Miscellaneous	16,250	59,712
Sales tax revenue expense and staff travel and training		
TOTAL EXPENSES	<u>\$ 3,183,420</u>	<u>\$ 3,751,164</u>
FY2016 OPERATING (SURPLUS)/DEFICIT	<u>\$ 0</u>	<u>\$ 0</u>

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FY 2016 BUDGET

CAPITAL

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FY16 CAPITAL BUDGET

Revised: 4/30/2015

BSRS1A - VEHICLE - REVENUE			BSRS1C - REHAB/REBUILD				A				B	C	D
REVENUE			Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CalIOES Security (Formerly CalEMA)	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded
1	Electric Plug-In Vehicle (1 - If awarded)							\$27,000		\$27,000	\$10,000	\$37,000	
2	Bus purchase local match		\$114,010							\$114,010	\$0	\$114,010	
	MCI replacements and medium bus (2 MCI replacements - requires 5311f grant)				\$646,055					\$646,055	\$0	\$646,055	
3	Line 84 bus			\$183,000						\$183,000	\$0	\$183,000	
4	Additional Salinas Senior Shuttle bus						\$30,000			\$30,000	\$0	\$30,000	\$70,000
5	4 RIDES Buses (100% funded)						\$280,000			\$280,000	\$0	\$280,000	
6	Replacement support vehicles: 1 Fleet truck; 2 Operations Supervisor vehicles (1 unfunded Fleet truck)									\$0	\$108,000	\$108,000	\$36,000
7	Total Rolling Stock:			\$114,010	\$183,000	\$646,055	\$0	\$310,000	\$27,000	\$0	\$118,000	\$1,398,065	\$106,000

BSEF4A - DESIGN & ENGINEERING		BSEF4C - CONSTRUCT			BSEF4D - REHAB/RENOVATE			A		B	C	D
BUS SUPPORT EQUIP. & FACILITIES/ITS		Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CalIOES Security (Formerly CalEMA)	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded
11	Equipment, shelters, signs		\$75,000				\$16,000		\$91,000	\$0	\$91,000	
	MST "Systems" Data Collection/Summary reporting software package	\$100,000							\$100,000		\$100,000	
	Records & Information Management Compliance Software (RIMSCEE)	\$20,000							\$20,000		\$20,000	
12	Office equipment; New Admin. building renovation & fixtures								\$0	\$100,000	\$100,000	
13	Facilities: repair or replace building & shop equipment								\$0	\$40,000	\$40,000	
14	Various fleet Tools & Equipment:								\$0	\$50,000	\$50,000	
15	Portable hoist & jack stands (MCI - CJW)								\$0	\$0	\$0	\$65,000
16	Desktop/peripherals upgrades (20)								\$0	\$21,000	\$21,000	
17	ITS - Hardware/Software: Purchase, repair or replace (e.g.: servers etc)								\$0	\$40,000	\$40,000	
18	Total Bus Support & Equip:		\$120,000	\$75,000	\$0	\$0	\$16,000	\$0	\$211,000	\$251,000	\$462,000	\$65,000

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	COMMSA - DESIGN & ENGINEERING				COMMSB - REHAB/RENOVATE				COMMSA - DESIGN & ENGINEERING				COMMSB - REHAB/RENOVATE			
	COMMSA - ACQUIRE	COMMSB - CONSTRUCT	COMMSB - REHAB/RENOVATE		COMMSA - ACQUIRE	COMMSB - CONSTRUCT	COMMSB - REHAB/RENOVATE		COMMSA - ACQUIRE	COMMSB - CONSTRUCT	COMMSB - REHAB/RENOVATE		COMMSA - ACQUIRE	COMMSB - CONSTRUCT	COMMSB - REHAB/RENOVATE	
20	COMMUNICATIONS/RADIO EQUIPMENT	Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CaiOES Security (Formerly C&EMA)	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded				
21	Replacement hand-held radios (5); batteries & chargers								\$0	\$6,900	\$6,900					
22	Fleet & Operations Laptops (5)								\$0	\$6,000	\$6,000					
23	Total Comm. & Radio Equip:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,900	\$12,900	\$0				
24	SASE 7A-DESIGN & ENGINEER.	SASE 7B - ACQUIRE	SASE 7C - CONSTRUCT	SASE 7D - REHAB/RENOVATE												
25	SAFETY & SECURITY	Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CaiOES Security (Formerly C&EMA)	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded				
26	Security equip: cameras, card readers, fences, vehicle voice annunciators, mobile operating vehicle etc (total \$402,615 - project components below)								\$287,615	\$0	\$287,615					
27	Server-Virtualization Terminal, Giro	\$50,000							\$50,000	\$0	\$50,000					
28	Server - Radio Tower								\$10,000	\$0	\$10,000					
29	Radio base station - North MRY County								\$55,000	\$0	\$55,000					
30	Trapeze - Real-time interface								\$50,000	\$0	\$50,000					
31	Security gate, wall fence - TDA								\$402,615	\$0	\$402,615					
32	Bus Driving/Training Simulator (estimated)								\$0	\$0	\$0	\$130,000				
33	Total Safety & Security:	\$50,000	\$0	\$0	\$0	\$0	\$0	\$805,230	\$855,230	\$0	\$855,230	\$130,000				
34	PRVM6A - DESIGN & ENGINEER	PRVM6B - ACQUIRE	PRVM6C - CONSTRUCT	PRVM6D-REHAB/RENOVATE												
35	PREVENTIVE MAINTENANCE	Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CaiOES Security (Formerly C&EMA)	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded				
36	MST fleet - Major Components								\$0	\$90,000	\$90,000					
37	Shop tools/equipment								\$0	\$15,000	\$15,000					
38	Total Preventative Maint:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000	\$105,000	\$0				

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42 BSST3A - DESIGN & ENGINEERING

	BUS STATION/STOPS	Prop 1B PTMISEA	5311(f)	5339	MST Finance: Bank Loan	5310 / 5317	AB2766 / CDBG	P1B CalIOES Security (Formerly CalCWA)	A		B		C		D	
									Total Grant & Loan Funded		MST Capital Budget		Total Grant & MST Funded	Unfunded		
43																
44	Transit Pass Vending Machines	\$250,000								\$250,000		\$0		\$250,000		
45	Bus Shelters	\$250,000					\$44,000			\$294,000		\$0		\$294,000		
46	Bus Station Repairs/Improvements									\$0		\$25,000		\$25,000		
47	Bus stop improvements									\$0		\$25,000		\$25,000		

48 Total Bus Stations/Stops: \$500,000 \$0 \$0 \$0 \$0 \$44,000 \$0 \$544,000 \$50,000 \$594,000 \$0

49

	A		B		C		D	
	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded
50 MAJOR FACILITIES EXPANSION/REHAB								
51 Facilities Expansion/Renovation	\$3,123,389			TBD			\$3,123,389	\$0
52 MST Admin. Building Purchase				TBD			\$0	\$0
53 Misc. Office Space, Rehab/Renovations							\$0	\$100,000

54 Total Major Facilities: \$3,123,389 \$0 \$0 \$0 \$0 \$0 \$0 \$3,123,389 \$100,000 \$3,223,389 \$0

55

	A		B		C		D	
	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded	Total Grant & Loan Funded	MST Capital Budget	Total Grant & MST Funded	Unfunded
56								
57								
Total Grants & MST Capital Budget:	\$3,907,399	\$258,000	\$646,055	TBD	\$310,000	\$87,000	\$6,013,684	\$636,900
								\$301,000

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ATTACHMENT 2

DRAFT FY 2016 ACTION PLAN

1. Develop and implement service levels appropriate to funding availability.
Ongoing
2. Develop succession planning strategy for key positions that will be vacant due to pending retirements.
June 2016
3. Develop and implement Measure Q service plan to serve veterans, seniors and persons with disabilities.
January 2016
4. Implement upgrade of telecommunications and intelligent transportation systems.
June 2016
5. Continue review of alternative sites and strategies for financing and construction for MST operating, maintenance, administrative and customer facilities.
Ongoing
6. Provide administrative support in service to Monterey County RTA.
Ongoing
7. Maintain adequate staffing and organizational structure for MST and RTA.
Ongoing
8. Implement email and document retention policy.
March 2016
9. Complete high/medium priority facility repair projects as funding allows.
Ongoing
10. Adopt and execute federal and state legislative programs.
Ongoing
11. Procure replacement buses and expand MST fleet of electric buses as funding allows.
Ongoing
12. Develop a financing plan for the Monterey Bay Operations and Maintenance Facility renovation project.
March 2016

13. Identify a location and financing plan for a South County maintenance facility.
March 2016
14. Prepare a short range transit plan.
June 2016
15. Actively participate in state and national trade associations to resolve issues related to Department of Labor dispute, MAP-21 implementation, California bus axle weights, and next federal transportation authorization funding bill.
Ongoing
16. Develop additional employee training and development opportunities through partnerships with local colleges, universities, and vendors.
Ongoing
17. Develop policies and training programs to ensure compliance with new federal American with Disabilities Reasonable Modifications rules.
July 2015
18. Complete design and permitting of Monterey Operations and Maintenance facility rehabilitation.
March 2016
19. Review CalPERS benefit programs to ensure compliance with federal Affordable Care Act.
Ongoing
20. Review alternatives to limit frequency of Department of Labor objections to federal grants due to implementation of Public Employee Pension Reform Act.
January 2016
21. Develop and implement a minimum cash balance reserve policy.
February 2016

Monterey-Salinas Transit
Personnel Staffing - Fiscal Year 2016

Operations:

Assistant General Manager/Chief Operating Officer
Coach Operators - Full Time*
Coach Operators - Occupational Injuries*
Coach Operators - Part Time (Limited Duty)
Director of Transportation Services
Contract Transportation Supervisor
Associate Scheduler
Communications System Manager
Communications System Specialists
CTSA Manager
ITS Technician
Maintenance & Operations Analyst
Mobility Trainer
Mobility Assistant
Operations Supervisor
Mobility Specialist
Senior Mobility Specialist
Safety/Training Officer
Trainer
Schedule/Planning Analyst
Transit Scheduler
Scheduling Assistant

Total Operations

FY2015-R Budget	Net Additions (Reductions)	FY2016 Budget
1	0	1
136	1	137
6	-1	5
1	-1	0
1	0	1
0	1	1
0	0	0
1	0	1
5	0	5
1	0	1
1	0	1
0	0	0
1	0	1
1	0	1
10	-1	9
2	0	2
1	0	1
1	0	1
0	1	1
1	0	1
1	0	1
1	0	1
172	0	172

Vehicle Maintenance:

Fleet Manager
Maintenance Superintendent
Maintenance Supervisor
Mechanics
Mechanic - Revenue Equipment
Electronic Technician
Shop Helper
Utility Service Worker
Inventory Control Specialist
Inventory Control Analyst
Inventory Control Clerk

Total Vehicle Maintenance

0	0	0
0	1	1
4	0	4
20	0	20
0	0	0
2	0	2
1	0	1
8	0	8
0	0	0
1	0	1
2	1	3
38	2	40

Facilities:

Facilities Capital Projects Manager
Facilities Supervisor
Facilities Technician
Senior/Utility Service Person

Total Facilities

1	0	1
0	0	0
1	0	1
4	0	4
6	0	6

FY2015-R Budget	Net Additions (Reductions)	FY2016 Budget
--------------------	----------------------------------	------------------

1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
1	0	1
0	1	1
1	0	1
1	0	1
1	0	1
1	0	1
2	0	2
1	0	1
1	0	1
1	0	1
4	0	4
0	0	0
0	0	0
1	0	1
25	1	26

241	3	244
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RESOLUTION 2015-39

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 2015-16

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

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;

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.

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

3. That Carl Sedoryk, General Manager / CEO, is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects and budget.
4. That Carl Sedoryk, General Manager / CEO, is authorized to set forth and execute affirmative minority business policies in connection with the program of projects and budget procurement needs.
5. That Carl Sedoryk, General Manager / CEO, is hereby authorized to execute the grant agreements on behalf of Monterey-Salinas Transit with the U.S. Department of Transportation for aid in the financing of the planning, capital and operating program of projects and budget.

Libby Downey
Chairman

Carl G. Sedoryk
Secretary

PASSED AND ADOPTED BY THE MONTEREY COUNTY REGIONAL TAXI
AUTHORITY BOARD OF DIRECTORS THIS 8th day of June, 2015, by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ATTEST:

Board Secretary (Deputy)

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – April 2015

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for April 2015 (attachments 1-4). On April 13-14 I attended the California Association for Coordinated Transportation Spring Conference & EXPO to receive the Association's "Outstanding Transit System" award on behalf of MST. While at the conference, I was able to meet with peer managers of other small urban/rural transit agencies as well as key state and federal staff who have oversight over transit funding programs. In addition, I attended several professional development training sessions.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – April 2015

Attachment #3 – Facilities & Maintenance Dept. Report – April 2015

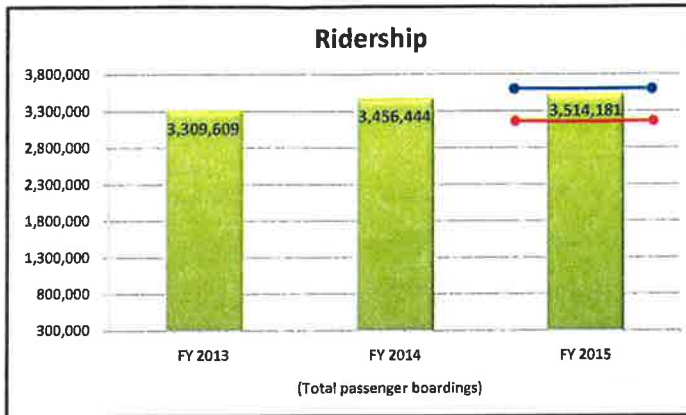
Attachment #4 – Administration Dept. Report – April 2015

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

Prepared by: 

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**MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - April
Fiscal Years 2013-2015**

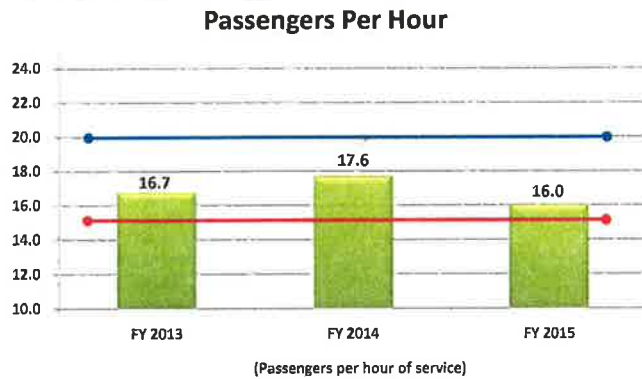


Goal = 3,525,573 passengers

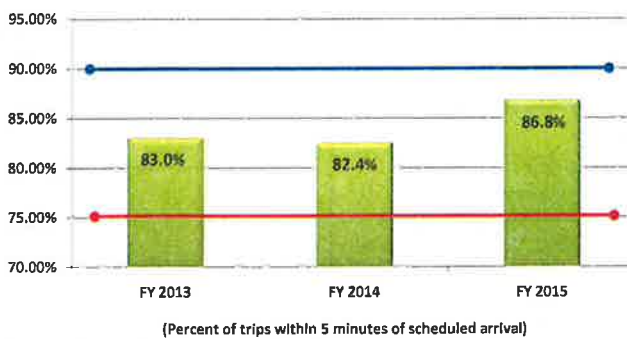
Minimum = 3,110,800 passengers

Goal = 20 passengers p/h

Minimum = 15 passengers p/h



On Time Performance

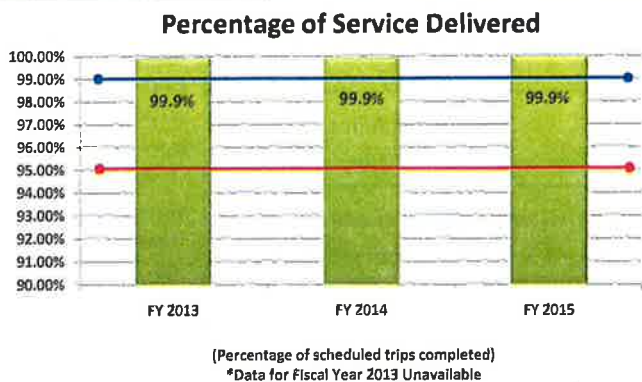


Goal = 90% on time

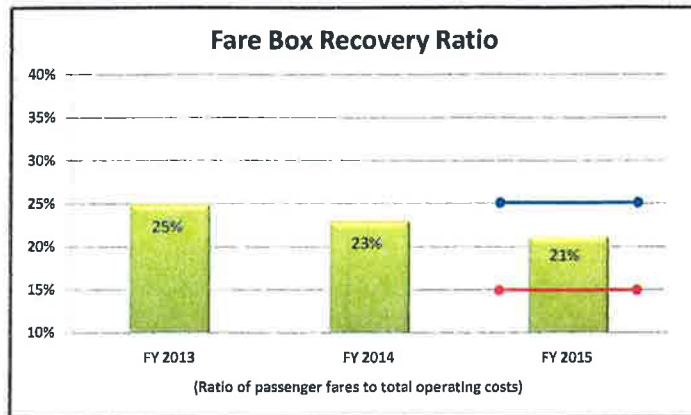
Minimum = 75% on time

Goal = 99% completed

Minimum = 95% completed

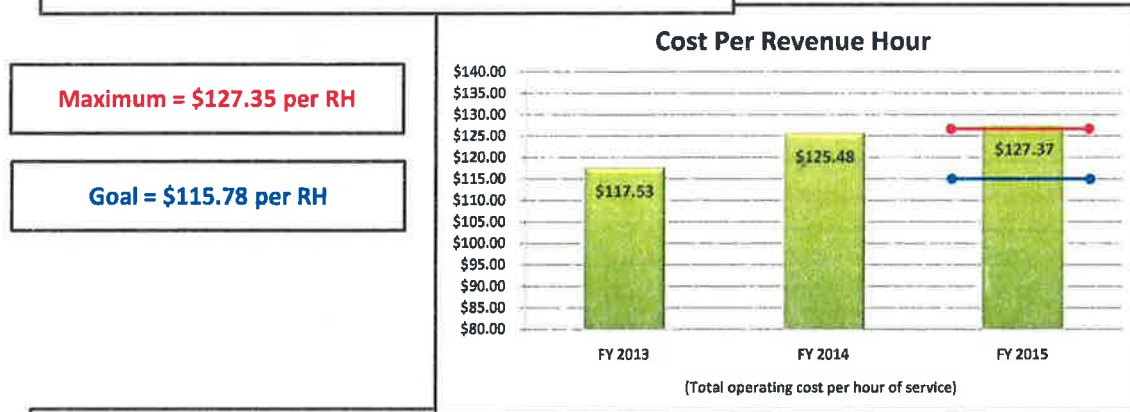


MST Fixed Route YTD Dashboard Performance Comparative Statistics Months of July - April Fiscal Years 2013-2015



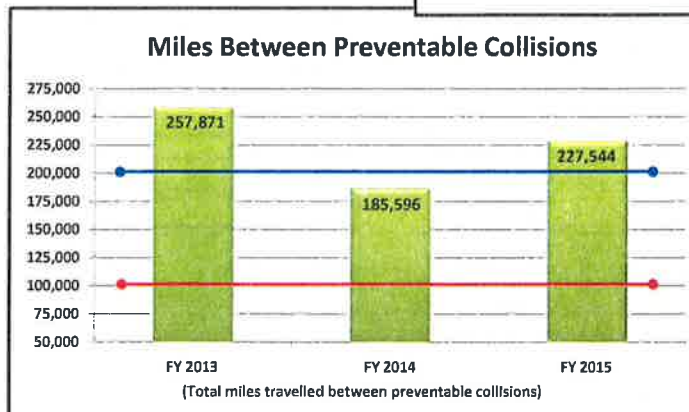
Goal = 25%

Minimum = 15%



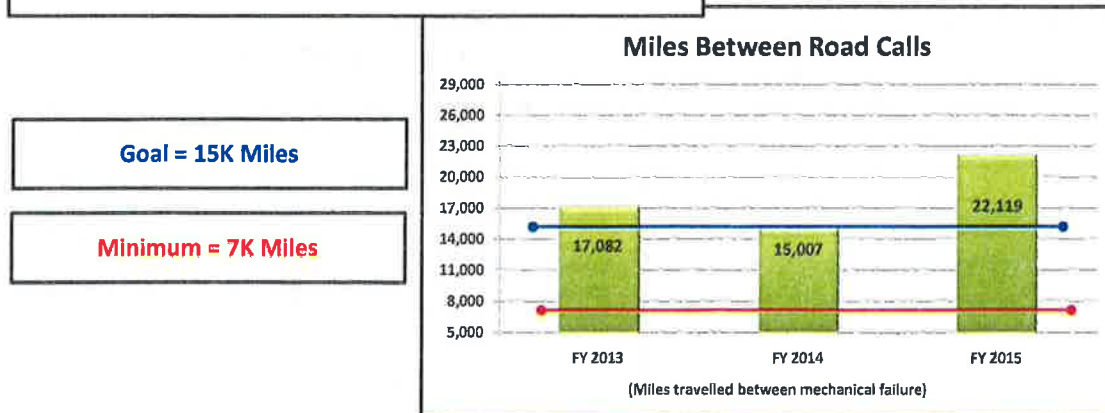
Maximum = \$127.35 per RH

Goal = \$115.78 per RH



Goal = 200K Miles

Minimum = 100K Miles



Goal = 15K Miles

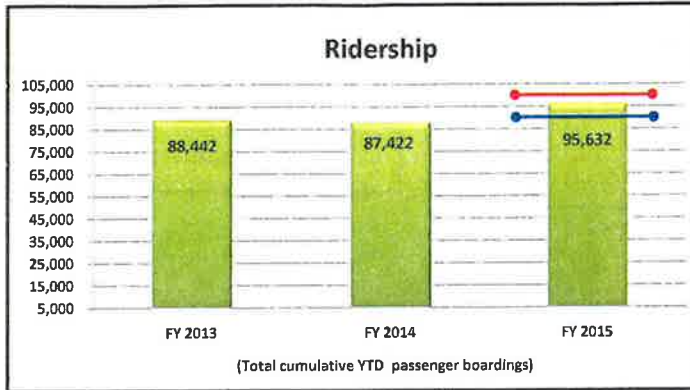
Minimum = 7K Miles

MST RIDES

YTD Dashboard Performance Comparative Statistics

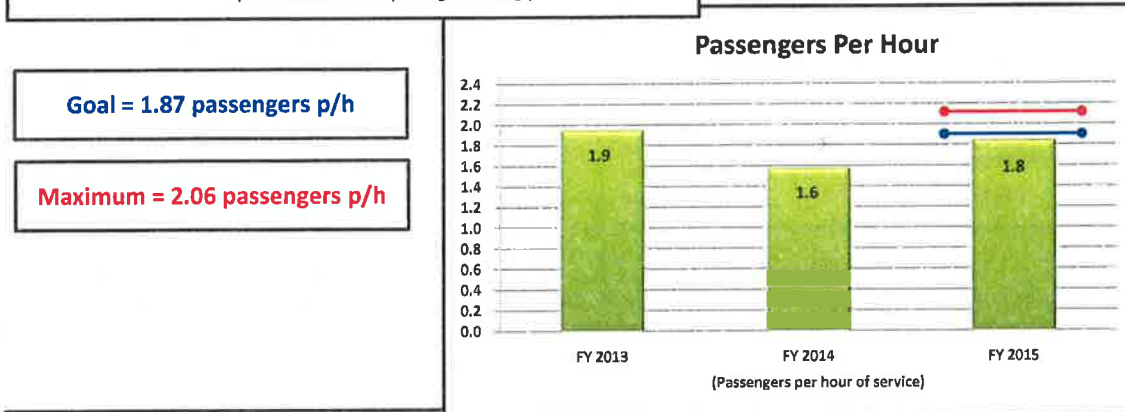
Months of July - April

Fiscal Years 2013-2015



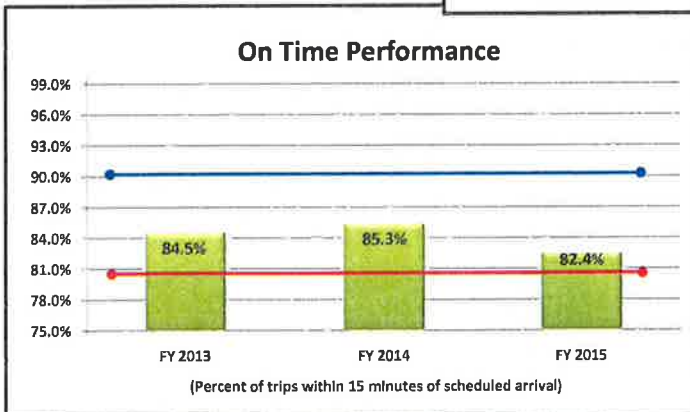
Goal = 90,488 passengers

Maximum = 99,537 passengers



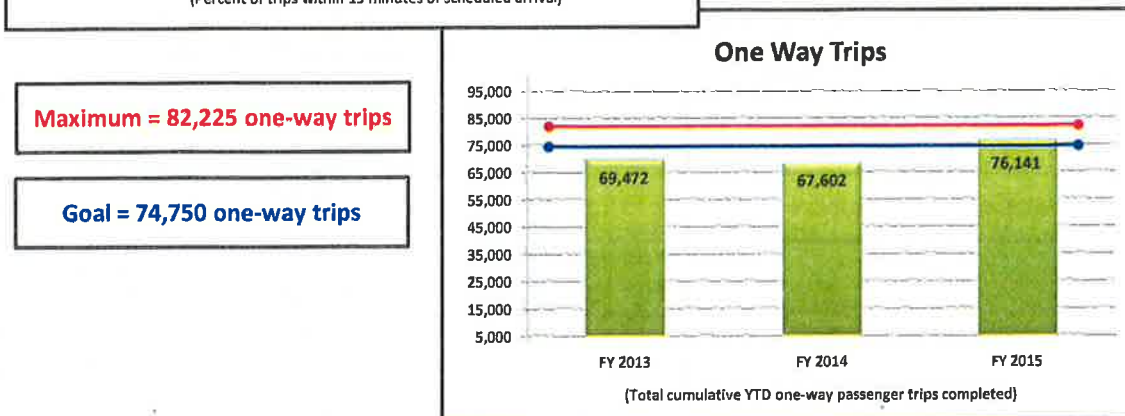
Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h



Goal = 90% on time

Minimum = 80% on time



Maximum = 82,225 one-way trips

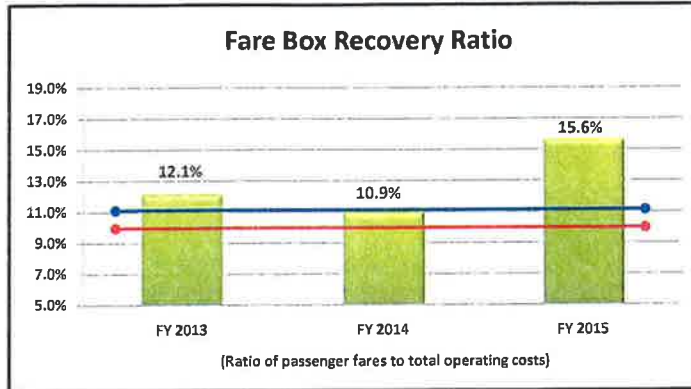
Goal = 74,750 one-way trips

MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - April

Fiscal Years 2013-2015

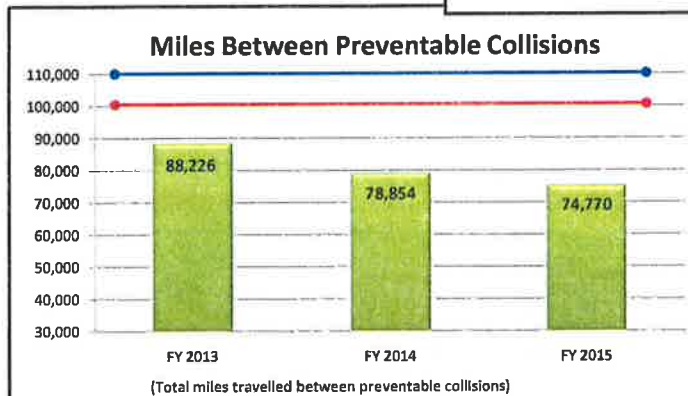
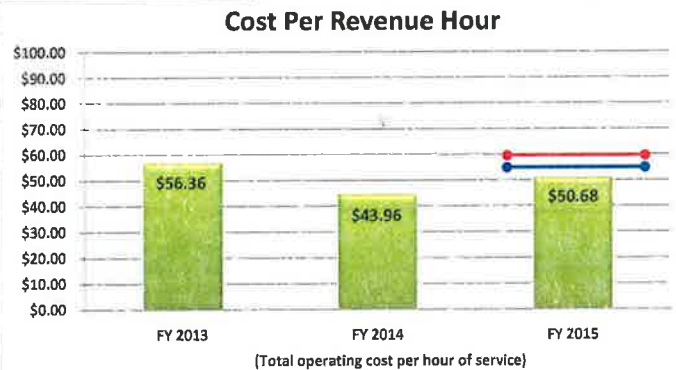


Goal = 11%

Minimum = 10%

Goal = \$54.24

Maximum = \$59.66

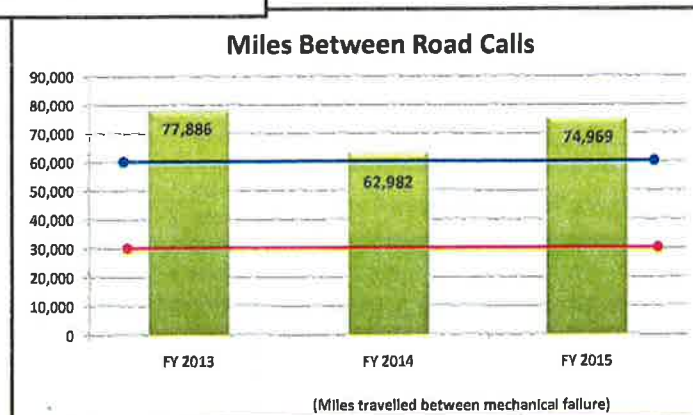


Goal = 110K Miles

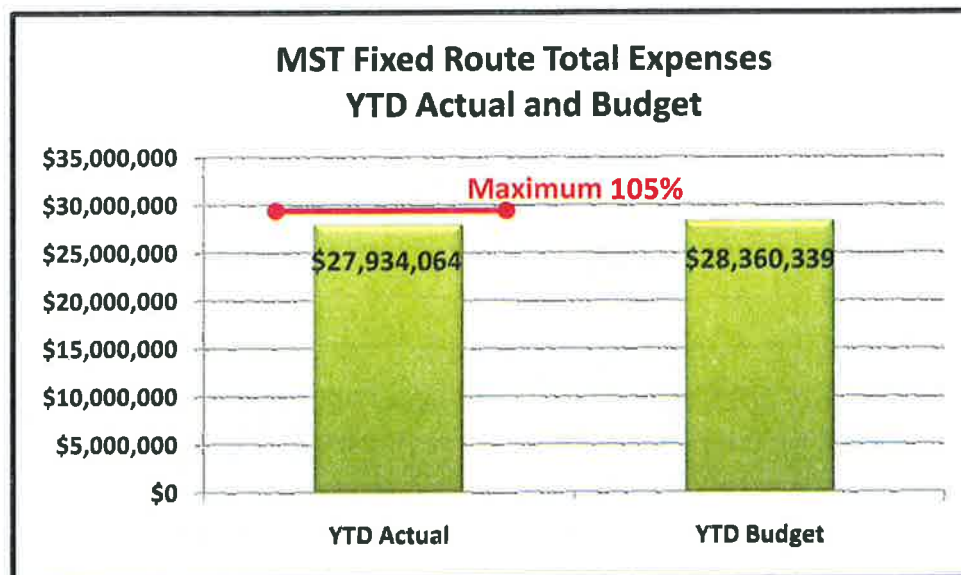
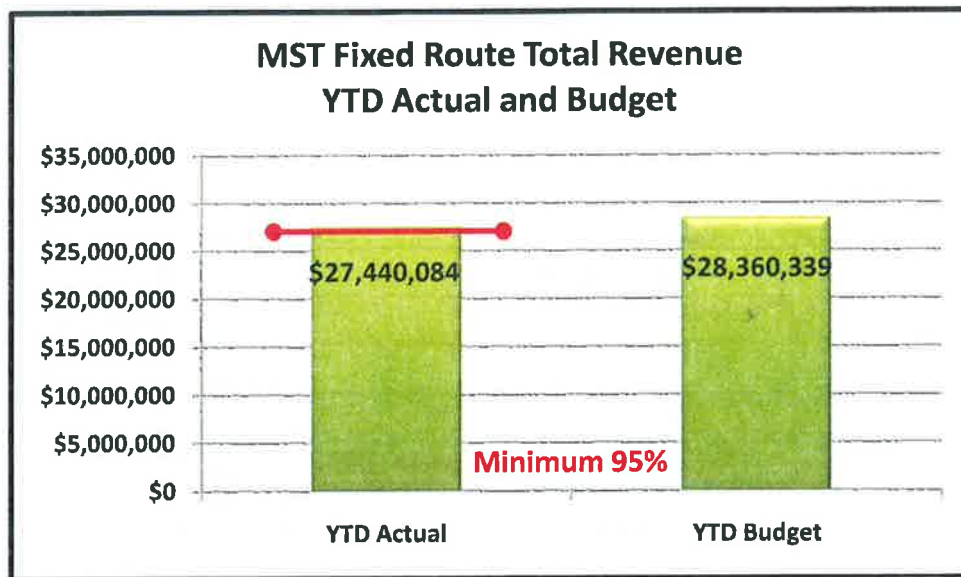
Minimum = 100K Miles

Goal = 60,000 miles

Minimum = 30,000 miles



MST Fixed Route
Financial Performance Comparative Statistics
July through April
Fiscal Year 2015

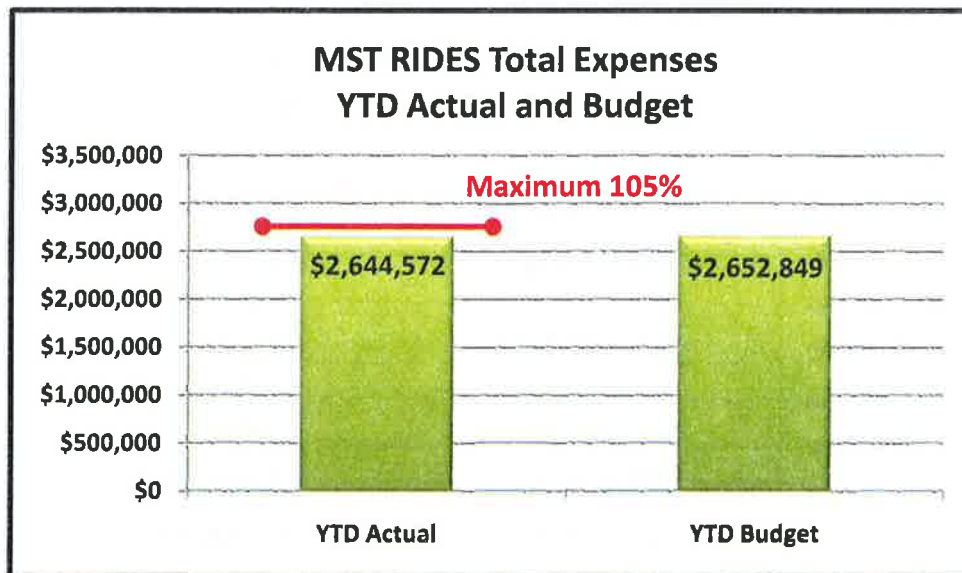
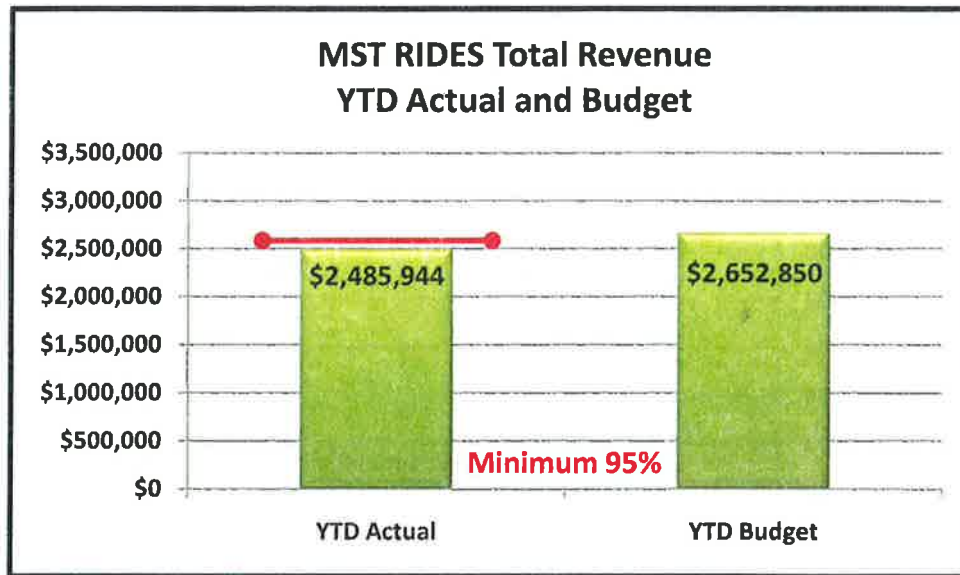


MST RIDES

Financial Performance Comparative Statistics

July through April

Fiscal Year 2015



ATTACHMENT 2

May 27, 2015

To: Mike Hernandez, Assistant General Manager / C.O.O.
From: Robert Weber, Director - Transportation Services
Cc: MST Board of Directors
Subject: **Transportation Department Monthly Report – April 2015**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 4.82% in April 2015, (358,127), as compared to April 2014, (341,669). Fiscal year to date, passenger boardings have increased by 1.67%.

Productivity decreased from 15.8 passengers per hour (April 2014) to 15.3 in April of this year.

Supplemental / Special Services:

4/8/15: MST provided limited shuttle services in support of the 2015 California Council Of Governments conference held in downtown Monterey. The service transported 79 passengers during this event.

04/17/15: MST provided special service from the Sally Griffin Senior Center Pacific Grove to Sherwood Hall in Salinas. Forty (46) passengers were transported during this event.

Between 04/18/15 & 04/25/15 MST provided special service from the Santa Cruz Metro Center to the Monterey Bay Aquarium for its "Free to Learn" program. The service transported 310 passengers.

System Wide Statistics:

- Ridership: 358,127
- Vehicle Revenue Hours: 23,378
- Vehicle Revenue Miles: 376,086
- System Productivity: 15.3 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 32,659

Time Point Adherence: Of 131,885 total time-point crossings sampled for the month of April, the TransitMaster™ system recorded 15,807 delayed arrivals to MST's published time-points system-wide. This denotes that **88.01%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~ On Time Compliance Chart FY 2015.*)

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 seven (7) cancelled trips for the month of April for both directly operated and contracted services:

Total Trips Provided: 32,659			
Category	MST	MV	%
Accident	0	0	0.00%
Employee Error / Other	1	0	14.29%
Equipment Shortage	0	0	0.00%
Mechanical	2	0	28.57%
Other ¹	1	0	14.29%
Passenger Incident	0	0	0.00%
Staffing Shortage	0	1	14.29%
Traffic	2	0	28.57%
Totals	6	1	100.00%

¹ Insufficient information provided – cause(s) still under review

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 2014 and 2015:

Occurrence Type	April-14	April-15
Collision: MST Involved	3	7
Employee Injury	0	0
Medical Emergency	1	1
Object Hits Coach	1	0
Passenger Conflict	12	7
Passenger Fall	1	3
Passenger Injury	0	0

Other	3	2
Near Miss	0	0
Fuel / fluid Spill	3	4
Unreported Damage	1	2
Totals	25	26

CONTRACTED SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of April there were 8,689 passenger boardings. This denotes a 4.94% decrease in passenger boardings from April of 2014, (10,193). Fiscal YTD boardings have increased by 9.42%.

- Productivity for April of this year was at 1.91 passengers per hour, which has increased from April of 2014, (1.80).
- For the month of April, 84.42 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 83.54 % in April of 2014.

COMMUNICATIONS CENTER:

In April, MST's Communications Center summoned public safety agencies on *thirteen* (13) separate occasions to MST's transit vehicles and facilities:

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	9
EMS	Passenger Illness	4

Robert Weber

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ATTACHMENT 3

May 27, 2015

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for April 2015

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

FY15 Fuel Budget:	Average Fuel Price April 2015:	Average Fuel Price: FY2015
Diesel: \$3.60	\$2.26	\$2.63
Gasoline: \$3.90	\$2.56	\$2.73

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
April 2015:	\$.89	12,892
FY2015 - YTD:	\$1.03	22,119
FY2014:	\$1.20	15,007 YTD Comparison

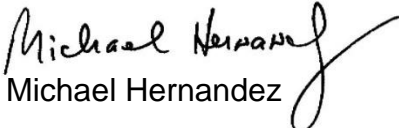
Minimum: 7,000 Miles; **Goal:** 15,000 Miles

Department Activities/Comments:

Miles between road calls for FY15 are currently at 22,119. In April there were 24 road calls categorized as "major mechanical" and three road calls for minor or non-mechanical issues. The highest major road call categories were due to air systems (5) issues.

MST successfully passed the annual CHP fleet/records inspection at the end of April. MST provided one bus for display and staff support during the annual open house at Hartnell College for their diesel training program. Several maintenance staff attended training on trouble shooting the Trapeze EAM fueling system. The underground hoist system at CJW required repairs during the past month.

Major tasks for the WAVE project this past month included the installation of the primary charging pad and components for the wireless system in downtown Monterey. The electric trolley arrived at MST on April 27th after a lengthy completion of rehab work, including conversion from a diesel to an electric trolley and installation of the wireless charging system components.


Michael Hernandez

ATTACHMENT 4

Date: June 8, 2015

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – April 2015

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

Human Resources

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

Positions	Budget FY15 (Revised)	Actual	Difference
Coach Operators / Trainees	136	139	3
C/O on Long Term Leave *	6	0	-6
Coach Operators Limited Duty	1	0	-1
Operations Staff	29	29	0
Maintenance & Facilities	44	43	-1
Administration (Interns 2 PT)	25	24	-1
Total	241	235	-6

*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>April Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$32,222.47
<i>Other (includes Legal)</i>	\$15,161.13
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$63,934.35
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,341.08
<i>Total Expenses</i>	<i>\$123,659.03</i>
<i>Reserves</i>	<i>\$1,649,316.54</i>
<i>Excess Reserved</i>	<i>(\$605,610.49)</i>
<i># Ending Open Claims</i>	38

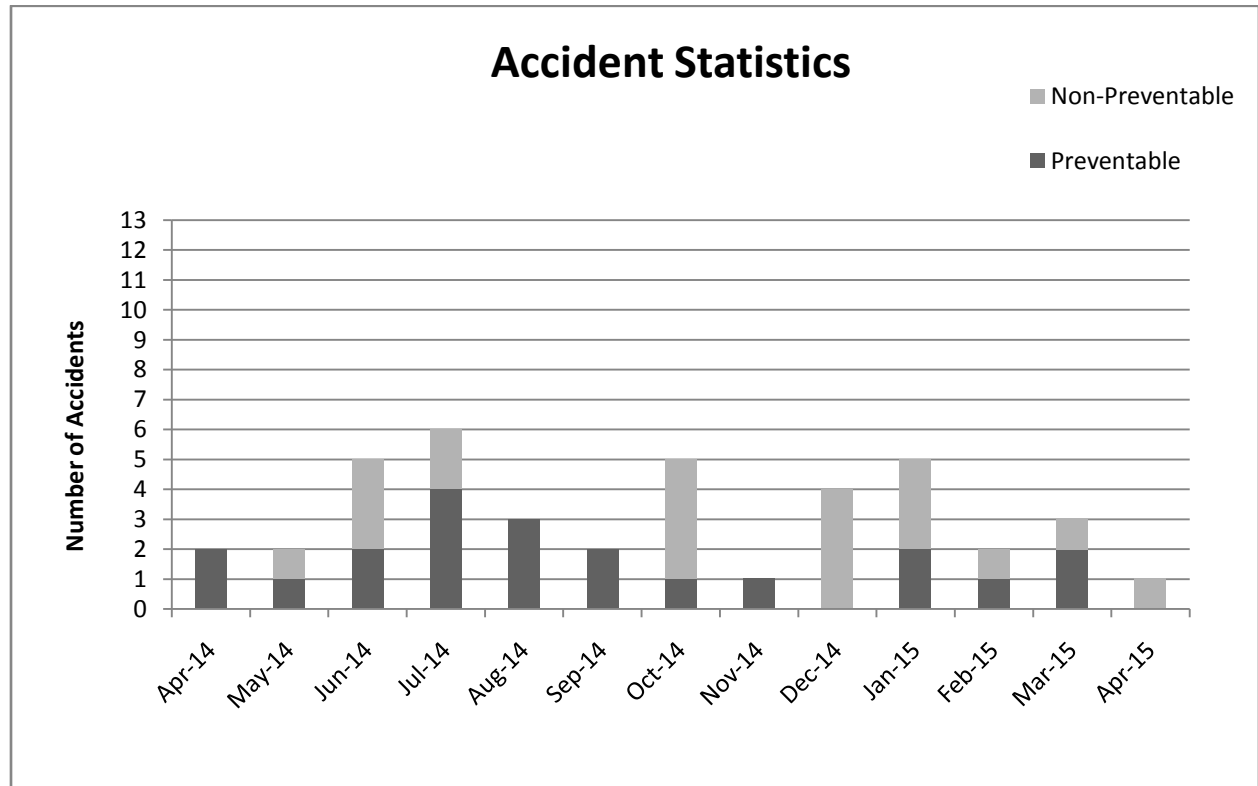
Training

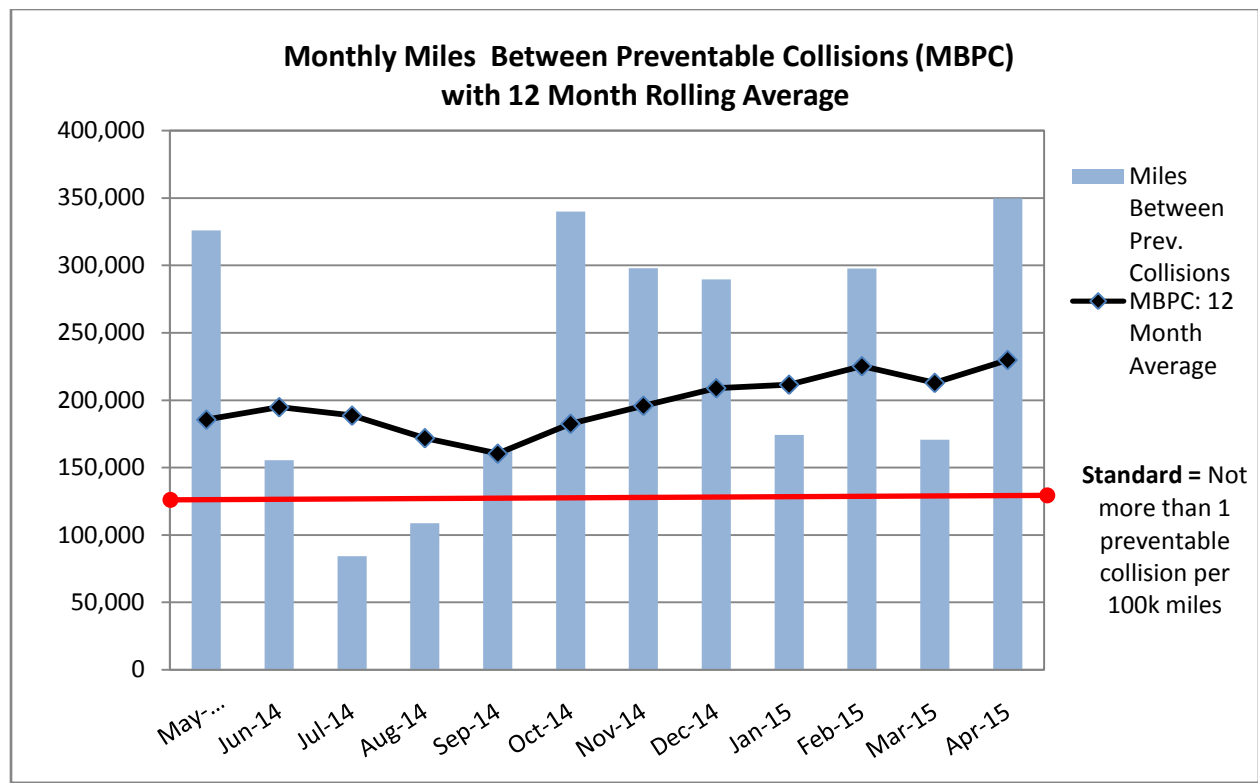
Description	Attendees
Annual VTT Training	15
Line Instructor Training	6
RTW After 30 days	1
EEO Policy	1
Electric Trolley Training	23

Risk Management Update

Description	April 2015 Preventable		April 2014 Preventable	
	Yes	No	Yes	No
Vehicle hits bus	0	1	0	0
Bus hit stationary object	0	0	2	0
TOTAL	0	1	2	0

During the month of April, there were no preventable collisions.





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

Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	April '14	% of reports received
Improper Driving	4	1	1*	13.2%	1	4.8%
Fare / Transfer Dispute	1	1	1/1*	5.3%	2	9.5%
Passed By	1	0		2.6%	4	19.0%
Improper Employee Conduct	2	1		7.9%	0	0.0%
Bus Stop Amenities	3	0		7.9%	2	9.5%
Late Arrival	3	1	2	10.5%	1	4.8%
No Show	1	1	1*	5.3%	1	4.8%
Request to add service	0	0		0.0%	1	4.8%
ADA Compliance	1	0		2.6%	0	0.0%
Service Other	3	4	1/2*	18.4%	5	23.8%
Agency Policy	0	0		0.0%	1	4.8%
Early Departure	1	0	1	2.6%	0	0.0%
Off Route	1	1	1*	5.3%	0	0.0%
Service Schedule	1	0		2.6%	0	0.0%
Employee Other	0	1	1*	2.6%	0	0.0%
Inaccurate public information	0	1		2.6%	0	0.0%

Passenger Conduct	1	1	5.3%	2	9.5%
Routing	1	1	5.3%	0	0.0%
Full Bus / Left Behind	0	0	0.0%	1	4.8%
Total Complaints	24	14	100.0%	21	100.0%
Employee Compliment	1			1	
Service Compliment	1			0	

Finance Update

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 FY16 Budget compilation to present to the Finance Committee for the May meeting. The FY16 Budget is scheduled to be adopted by MST Board at the June 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

During the month of April, staff submitted a grant application to Caltrans for Rural and Intercity Transit Programs. Staff participated in the Air District's grant workshop and assisted other staff members with compiling information for the FY16 Capital Budget. Staff also worked with County of Monterey to finalize CDBG grant application materials. State and Federal quarterly reports were submitted on time, by the end of April.

Purchasing

During the month of April, parts staff was busy managing inventory levels and ensuring continued supplies. Inventory levels remain under \$200K and, with the delivery of seven (7) new Gillig buses added to the fleet, we are hopeful we will see a decline in the expenditure of costly replacement components. Parts and maintenance staff are evaluating alternate bus cleaning supplies through an alternate supplier.

IT Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster system. Staff worked with maintenance department colleagues on the installation of the TM system hardware on new full size and contractor operated revenue vehicles.

Staff configured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system in advance of the upcoming EAM system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system.

Staff monitored the functionality of the Customer Service database. Staff liaised with the County of Monterey Information Technology department regarding the radio hardware to be installed to extend data/radio coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff continued working on the configuration of the virtual computer system.

Staff continued to support other MST staff members as needed, proactively ensuring all were supported fully with their IT needs.

Marketing and Sales Update

Published news stories include: "MST- Aquarium program going swimmingly" (The Californian, 4/5/15); "Hofsas House Hotel in Carmel-by-the-Sea announces the 10 best things to do in Carmel without a car" (TravPR.com, 4/7/15); "TAMC and MST 'Stand up for Transportation'" (The Californian, 4/9/15); "Take bus or train, text all you want" (The Californian, 4/12/15); "MST prepares for emergency plan if federal funding is cut" (KION, 4/13/15); "MST emergency service reduction plan public hearings" (The Californian, 4/13/15); "MST facing 50 percent cuts" (The Carmel Pine Cone, 4/17/15); "MST hosts public hearings on emergency service reduction plan" (Monterey County Business Council's Friday Facts, 4/17/15); "Obama administration unfairly blocks California transit grants" (San Francisco Chronicle, 4/18/15); "Cutbacks loom for Monterey-Salinas Transit services" (The Californian, 4/19/15); "MST awarded Outstanding Transportation Agency" (The Californian, 4/19/15); "MST emergency cuts" (KION, 4/19/15); "California's first wireless eclectic trolley is finally under construction in Monterey" (Monterey County Weekly, 4/22/15); "An insane federal stance on pension reform threatens to screw MST riders" (Monterey County Weekly, 4/23/15); "Grapes, hops & shots: A pick your poison guide to what's tasty & trendy in Monterey County" (PRNewswire, 4/23/15); "Monterey-Salinas Transit's emergency service reductions plan needs public input" (Monterey County Herald, 4/24/15); "MST hosts public hearings on emergency service reduction plan" (Monterey County Business Council's Friday Facts, 4/24/15); "Bicycling in Monterey County hits high gear in May" (The Californian, 4/26/15); "Posibles recortes al MST" (Univision, 4/29/15); "Monterey County News Angles Spring 2015" (PR Newswire 4/30/15).

Press releases sent include: "TAMC and MST Stand up for Transportation" (4/3/15); "MST to hold public hearings on draft emergency service reduction plan pending federal operating funds" (4/13/15); "MST awarded 2015 Outstanding Transportation Agency by the California Association for Coordinated Transportation" (4/15/15).

Marketing activities: Created documents and timeline for Measure Q oversight committee application process; held press conference with TAMC for National Stand Up For Transportation Day April 9 at the Salinas Amtrak Station; made updates to Rider's Guide and Grapevine Express brochure for March 28 service change; continued work to improve customer service agency-wide with new customer service training module; created FY 16 marketing budget; met with staff from Monterey Jazz Festival to review partnership; entered MST Trolley in Pacific Grove Good Old Days Parade; created bus notices and press release for emergency service change public hearings; began

planning “cord cutting” event for the new electric trolley and 201 Pearl customer service office; re-installed crooked/stretched electric trolley graphic panels; electric trolley photo shoot; revised electric trolley educational brochure and Monterey trolley service brochure; 201 Pearl customer service office sign install; managed MST website content, Facebook page, and Twitter account.

Planning

During the month of April, staff continued to monitor the revenues and expenses for the military partnerships after implementation of the July 19th Presidio reductions that were required because Congress allowed the expanded federal transit benefit to be reduced by nearly 50% effective December 2013. Revenues received from the federal transit benefit have stabilized during recent months so that revenues match expenses. During April, the Presidio continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues for MST to continue operating the military-funded routes.

Planning and scheduling staff focused much of its time during the month on preparing an emergency service reduction plan as a result of the ongoing pension reform dispute between ATU, the US Department of Labor, and the State of California. Fortunately, these unprecedentedly drastic emergency service reductions were not implemented. In parallel, planning and scheduling staff began looking at service changes to be implemented in the summer after the fiscal year begins and when the area’s schools, colleges, and universities return to session.

Staff met with CSUMB to review routes serving the campus and to plan for any changes to those routes when school begins in August. A new student housing development known as the Promontory is scheduled to start housing students at the start of the new academic year. This student housing will need transit services and did not provide a readily available space for a bus stop. As such, CSUMB staff have committed to implementing the required infrastructure improvements so that the housing area can be served by transit.

Planning, executive leadership, and operations staff met with TAMC to review and provide feedback on the Multimodal Corridor plan between Salinas and Marina. Planning staff met with MST Board Director Tony Barrera and the Salinas Unified High School District to investigate a potential bus stop shelter located in Salinas serving Hartnell College. Staff also met with representatives of Camp Roberts in southern Monterey County to explore the possibility of serving the military installation with MST routes that run along Highway 101.

With regards to continuing education and professional development, planning staff, along with maintenance, operations, and executive leadership met with their counterparts from Santa Cruz Metropolitan Transit District to share ideas and gather information about our respective backgrounds, on-the-job experiences and transit services. In addition, planning staff attended and presented at the Spring CalACT conference in Fish Camp, California. MST Business Development Planner Mike Gallant

presented as a panelist for a session on the subject of interline arrangements with Greyhound.

Throughout the month, staff continued participating in TAMC's Wayfinding Planning Advisory Committee, as well in meetings with various local agencies, including Monterey County Convention & Visitors Bureau, Monterey County Vintners and Growers Association, Salinas Valley Chamber of Commerce, Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, and Fort Ord Reuse Authority.

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Monterey-Salinas Transit
Washington, D.C. Office

May 28, 2015

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

FY 2016 Budget

The House Appropriations Committee has continued to move forward in drafting its FY 2015 funding bills, and prior to the Memorial Day recess, the committee approved its version of the *FY 2016 Transportation, Housing and Urban Development (HUD), and Related Agencies Appropriations* bill. The measure would provide \$8.595 billion for FTA transit formula grants, the same as last year, and \$1.92 billion for new starts/small starts, a 9.4 percent reduction compared to last year.

The full House is tentatively scheduled to take up the measure early in June. Although this action by the Appropriations Committee is a good step towards enacting a budget by the October 1 start of the next fiscal year, the larger budget issues continue to be a formidable obstacle and the Obama Administration has indicated that appropriations bills would be vetoed unless an agreement is reached on increasing the overall budget caps.

Surface Transportation Legislation Reauthorization

Existing authority for surface transportation programs under MAP-21 was scheduled to expire on May 31, which set up a difficult deadline as Congress sought to wrap up business before the Memorial Day recess. Little progress has been made on legislation to reauthorize the programs, largely because of the lack of an acceptable funding mechanism. Senate Finance Committee Chairman Hatch (R-UT) proposed an extension of existing authority through December 2015, but Congressional leadership in both the House and Senate expressed concern over both the length of the extension and in finding offsets for the \$11 billion in associated costs. We advocated for a longer extension, since FTA does not apportion funds for less than 5/12s of a fiscal year.

Subsequently, House Ways and Means Committee Chairman Ryan (R-WI) and Transportation Committee Chairman Shuster (R-PA) introduced H.R. 2353, the *Highway and Transportation Funding Act of 2015*, to provide for a two-month “patch” through July 31. The full House overwhelmingly approved the measure on May 19, and the Senate followed suit before the

Memorial Day recess. The Senate Environment and Public Works Committee has announced that it will release and begin marking up its MAP-21 reauthorization legislation in June.

PEPRA

We continued to work with the California Transit Association, the California Congressional Delegation and relevant Committees to seek a remedy for the objection filed by the Amalgamated Transit Union to MST's FY 2015 grant with FTA. Early in May, MST was alerted that the objections to your operating grant had been found to be insufficient as MST was able to show that federal funds were reimbursement for eligible expenses incurred while PEPRA exemption was still in effect. However, FTA has also indicated that reimbursements after January 1, 2015, are for a period in which the PERPA exemption was not in effect and might be subject to delay. Accordingly, we have advised our Congressional Delegation and the Committees of jurisdiction that the underlying legal issue remains in place and a longer-term remedy is still needed.

TPW:dwg

To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: State Legislative Update – May 2015

During the month of May, Governor Brown released the “May Revise,” the Administration’s update to the Governor’s January proposed budget for FY 2015-16. Like the January budget, the update contains minimal changes to the state’s traditional transportation funding sources. The State Transit Assistance program, projected in January to accumulate \$387.8 million in revenues, is now expected to produce \$351.5, a decrease of \$36.3 million.

Arguably, the most significant transportation-related update in the May revision is the Administration’s plan for spending additional Cap and Trade revenues. The May Revise states that, “Cap and Trade proceeds provided for a significant investment in clean transportation and mass transit beginning in 2014-15. The Cap and Trade funding plan also provides an ongoing share of annual revenues – setting aside a total of 60 percent for public transportation, active transportation, and housing.”

The Administration proposes directing a significant amount of the additional revenue to mass transportation-eligible programs, totaling \$1.6 billion in FY 2015-16, including the Low-Carbon Transit Operations Program (LCTOP), the Transit and Intercity Rail Capital Program (TIRCP), and the Affordable Housing and Sustainable Communities Program (AHSCP).

Prepared by: 

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May 7, 2015

To: C. Sedoryk, General Manager/CEO

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

Subject: Trip Report

I attended the **CALACT Spring Conference** in Yosemite, CA, from April 13-16, 2015, along with other transit employees representing transit agencies throughout California.

I was asked to speak on a panel regarding passenger conduct aboard buses by another General Manager, Mark Wahl. I presented along with Dawn Sweets, FTA civil rights investigator, and Alexandra Atencio, an attorney with Hansen Bridgett, LLP. I presented on the small operators perspective of how to deal with unruly passengers aboard buses that can disrupt service within the system. I touched upon the tools each transit operator should have in place to deal with the issue and what else is needed to get a handle on future incidents. I presented on this issue at the CTA Fall Conference as well as the Rural Transportation Conference and have been asked to sit on a working group regarding this issue. Taking part in this group would help with MST's commitment to addressing ongoing passenger and employee safety.

Although I was only going to the conference to present on a panel, I did sit in on the following sessions:

- **Emerging Drug Trends and Industry Issues**: Exploring the world of synthetic drugs that are not necessarily picked up by the normal DOT drug testing required under DOT and FTA. MST has been exploring whether or not MST should test beyond the required testing. This is still an issue that we are exploring, looking at the pros and cons of the issue. Once we have completed our research into the issue, we will make a decision on how to proceed.

- **Hot Topics in Human Resources:** This session tackled the issue of two new bills that have become law that place additional conditions on how MST conducts our recruitment process and interview process. The other law that has been passed but has been vague is the “abusive conduct” in the workplace. This law is addressing the issue of harassment that does not fall under “protected characteristics,” but could be considered bullying. With this new law, MST will be incorporating these additional requirements into our anti-harassment training. Also discussed was possible liability issues associated with public entities using social media to market and promote their services. While this is a very gray area at this time, there are pending court cases which should give additional clarification to this issue in the near future.
- **The Nuts and Bolts of Effective Intercity Bus Service:** This was presented by five speakers, one of whom was MST’s Business and Development Planner, Mike Gallant. The speakers discussed the use of 5311(f) funds to create and implement effective intercity bus service. Mr. Gallant spoke on MST’s partnership with Greyhound and efforts to interline with them to create additional intercity routes that meet Monterey County’s needs.



May 22, 2015

To: C. Sedoryk, General Manager/CEO

From: L. Rheinheimer, Director of Planning and Development

Subject: Trip Report

I attended the **CALACT Spring Conference** in Fish Camp (Yosemite), CA, from April 13-16, 2015, along with other transit employees representing transit agencies throughout California.

I attended the conference to listen and learn about various topics related to transit service planning. Among the highlights were:

- **AVOIDING THE PITFALLS IN DESIGNING SUCCESSFUL DEVIATED ROUTES** – This session reviewed FTA’s ruling on deviated routes and what transit agencies need to do to make routes compliant. Caltrans and FTA provided a checklist to use when developing and/or sustaining deviated routes.
- **SUPPORT FOR PLANNING AND MANAGING RURAL TRANSIT SERVICES WITH LOW-COST AND FREE CENSUS TOOLS** — This session reviewed a number of useful tools developed by the U.S. Census Bureau and its partners over the past ten years. The data provides on-line access to data which supports transit service planning for small, medium, and large transit agencies. These tools are useful to transit managers for analyzing demographic, economic, and travel indicators for sketch planning, proposal development, and presentations to local elected officials and other public meetings.
- **NEW STATE FUNDS FOR TRANSIT** — The Caltrans Division of Rail and Mass Transportation (DRMT) presented information about new State funding available through the “Low Carbon Transit Operations Program” (LCTOP) and the Transit and Intercity Rail Capital Program (TIRCP).
- **LINKING TRANSIT TO RECREATIONAL ACTIVITIES** — This session presented information about services to national parks and recreational activities and discussed marketing transit to a tourist market.

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June 8, 2015

To: Carl Sedoryk

From: Michelle Overmeyer, Grants and Compliance Analyst

Subject: TRIP REPORT

From April 13-16, 2015, I attended the CalACT Spring Conference in Fish Camp, California. While at the conference, I participated in the following sessions:

- Pre-Conference Session FTA 101: Regulatory Requirements Overview
- What is the Future of ADA?
- Verbal Judo
- Getting the Facts on Transit Development Act Funds
- Support for Planning and Managing Rural Transit Services with Low-Cost and Free Census Tools
- New State Funds for Transit
- The Nuts and Bolts of Effective Intercity Bus Service
- Federal and State Programs Update

The sessions I attended provided educational opportunities to increase my understanding of FTA regulations and requirements relevant to my job duties (i.e., Title VI, ADA, grant management).

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U.S. Department
of Transportation
**Federal Transit
Administration**

AGENDA # 11-5

REGION IX
Arizona, California,
Hawaii, Nevada, Guam
American Samoa,
Northern Mariana Islands

201 Mission Street
Suite 1650
San Francisco, CA 94105-1839
415-744-3133
415-744-2726 (fax)

MAY 21 2015

RE: **AMENDED** Grant Application Guidance for Grantees Affected by PEPR

Dear Colleagues:

On May 14, 2015, I issued a Dear Colleague letter that provided grant application guidance for grantees subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA), Cal. Gov't Code § 7522, et seq., as amended. I am issuing this **AMENDED** Dear Colleague letter to correct an error in my Dear Colleague letter of May 14, 2015. Specifically, my May 14, 2015 letter incorrectly stated that the U.S. Department of Labor (DOL) determined that PEPRA does not prevent it from certifying grants for capital assistance covering the period during which the transit employee exemption to PEPRA was in effect.

This guidance is directed to California grantees that employ transit workers who participate in a pension plan or retirement system subject to the requirements of PEPRA. Grant processing for grantees whose employees are considered private sector, not public sector, or whose employees are otherwise not subject to PEPRA, will not incur any delays related to PEPRA. FTA recommends that grantees should advise DOL by a separate notice that such is the case.

In October 2013 California enacted an exemption from PEPRA for transit employees that was in effect at least until January 1, 2015.

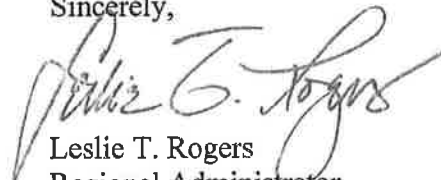
As a condition of federal assistance under a number of FTA programs, the interests of transit employees must be protected under arrangements that the Department of Labor determines are fair and equitable. 49 U.S.C. § 5333(b) (formerly Section 13(c) of the Urban Mass Transportation Act). Section 13(c) specifies that such arrangements must provide for the preservation of rights and benefits of employees under existing collective bargaining agreements, the continuation of collective bargaining rights, the protection of individual employees against a worsening of their positions in relation to their employment, assurances of employment to employees of acquired transit systems, priority of reemployment, and paid training or retraining programs. 49 U.S.C. § 5333(b)(2). DOL must certify that protective arrangements are in place and meet the above requirements.

In 2013 DOL determined that, at least in two instances, the effects of PEPRA rendered it legally impermissible, under the circumstances of those cases, for DOL to certify fair and equitable employee protective conditions. In December 2014, the U.S. District Court for the Eastern District of California remanded those determinations to DOL for further consideration. *State of California v. U.S. Department of Labor*, 2014 WL 7409478 (E.D.Cal. 2014).

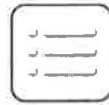
DOL has advised FTA that the application of PEPRRA, the status of the exemption for transit employees, and the particular circumstances of each transit agency and labor union are factors in determining whether DOL can certify a particular grant. In that regard, DOL recently determined that PEPRRA does not prevent it from certifying any grants for operating assistance and capitalized preventive maintenance covering the period during which the exemption was in effect, i.e., prior to January 1, 2015. Based on this determination, DOL has informed FTA that grant applications that *exclusively* include operating or capitalized preventive maintenance for the period prior to January 1, 2015, will not incur delays in processing due to consideration of the above issues.

Accordingly, FTA recommends that each grantee subject to PEPRRA that is applying for a grant for operating or capitalized preventive maintenance should segregate its grant requests. Grantees should prepare separate grant applications for any (1) operating or capital preventive maintenance assistance that reimburses the grantee for the period prior to January 1, 2015; and (2) operating or capital preventive maintenance assistance for the period on or after January 1, 2015, and other capital assistance for any period.

Sincerely,



Leslie T. Rogers
Regional Administrator

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You are here: [News](#) > [Best Practices Spotlight](#) > Current: [Travel Training](#)

Best Practices Spotlight

Travel Training

It's no secret that transit systems can seem complicated and intimidating to new customers. Riders may have trouble understanding and navigating system route maps and schedules, and may be overwhelmed by transit options. According to a 2009 study in the *Transportation Research Record*, only 5% of seniors use public transit. The study also found that the main reason for this lack of use was a widespread unfamiliarity with public transit, and a lack of confidence in using its services.



Travel training is one method that transit agencies have used successfully to bridge the learning gap for new riders, especially seniors and persons with disabilities. Travel training can give new riders the skills to:

- Understand trip planning software
- Read route maps and schedules
- Locate bus and train stops
- Flag down buses
- Calculate and pay fares
- Obtain and use transit passes
- Recognize when the desired stop has been reached
- Indicate to the bus driver to stop
- Obtain service updates
- Use mobility devices safely on vehicles
- Tell if a vehicle is equipped for mobility devices

The hope is that by engaging inexperienced riders in using transit systems, they can become more comfortable and eventually use

transit independently. This can generate more active lifestyles for riders, and allow them to function fully as part of their communities.

One innovative use of travel training is teaching persons with disabilities who would otherwise use costly paratransit service to use fixed-route service. Two studies conducted by Easter Seals Project ACTION in 2012 found that travel training services had the potential to provide hundreds of thousands of dollars in net savings to transit agencies. (See the *Research Pays Off: Can Travel Training Services Save Public Transportation Agencies Money?* link below.)

Travel training is fully customizable to the agency's resources and community's needs. It can be run by paid employees, volunteers, or both. **Intercity Transit**, based in Olympia, WA, began their travel training program in 2000. Anyone can sign up for the program, which trained about 100 people in 2014. Intercity's travel trainer is a paid employee who initially meets with new riders and does the orientation training. One of its unique features is the volunteer rider component, **Bus Buddies**, who are volunteers that ride with customers needing special assistance shopping or running errands. Intercity's travel training and Bus Buddies programs are separate, so riders can opt for one program and not the other depending on their needs and abilities.

Attracting volunteers may be a stumbling block for transit agencies who would like to start travel training programs. Many travel training programs, such as the **MST Navigators** program run by **Monterey-Salinas Transit**, offer incentives to ensure that volunteers work a set number of hours a month – often free transit rides or passes. What's important is that the transit agency has enough dedicated travel trainers to serve the community's needs, whether they are volunteers or paid staff.

Travel training can also be enhanced by technology. **King County Metro** has offered free travel training services for over 15 years, including destination-specific, system, group, and lift/ramp trainings. "We have developed a software program that helps us to administer, track and report on all of our employee and client training data in a very consistent and efficient manner," said Amanda Bryant, Program Manager for King County Metro. "The new transit instruction software program works in conjunction with the paratransit Trapeze software. All of our transit instructors use tablets in the field."

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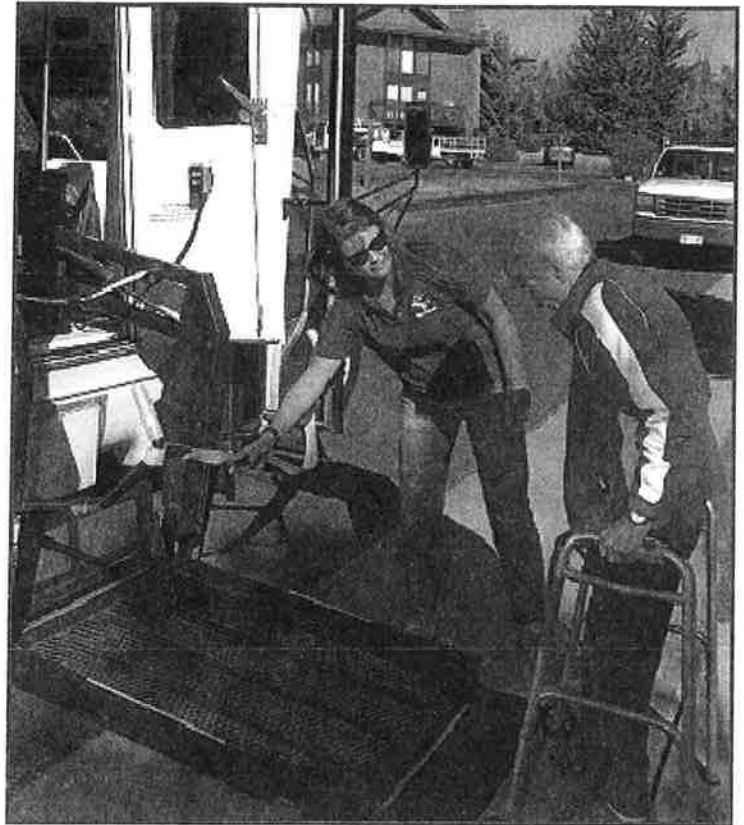
Beyond just using technology in the training sessions, there are several ways it makes transit travel easier for new

customers. GPS-based smart phone apps such as **Wayfinder** give riders visual and audible cues to help them ride transit independently. Transit websites such as Olympia's **Intercity Transit** and Portland, Oregon's **TriMet** offer trip planning to help customers anticipate any transfers they may have to make, as well as giving information about fares, routes, and delays. However, technology options are not useful for every potential rider, so programs like Bus Buddies will still be very useful in the future.

No matter how a travel training program is structured or carried out, the key to success depends on how well the program responds to community needs. "The secret to the success to the Metro Bus Travel Training program is the strong community outreach component," said Berta Hartig, Marketing and Communications Manager for the **St. Cloud Metro Bus** of St. Cloud, Minnesota. "Metro Bus has developed mutually beneficial relationships within the network of care providers, senior living facilities, social service agencies and organizations that support people with disabilities and seniors.

Because these agencies understand the benefit to the individual, agency and the overall community, and have seen the success individuals have in learning how to ride and become more independent, they continue to refer people to our program."

With the myriad ways that travel training can be achieved, there is no reason for anyone to be excluded from their community because of an unfamiliarity with using transit. As the US population ages, travel training programs will be vital in giving people the independence they need to live full lives, and the versatility of travel training programs means that every transit agency can respond to their community's needs, whether by using volunteers, technology, or community organizations to best reach out to potential new customers.



Additional Resources:

Beverly Foundation's Supplemental Transportation Programs for Seniors

First Year aboard the Travel Training Bus

Research Pays Off: Can Travel Training Services Save Public Transportation Agencies Money?

Steps to Securing Funding for a New Travel Training Program Transcript: January 23, 2008

Babka, R., J. Cooper, & D. Ragland, (2009). Evaluation of an urban travel training for older adults. Transportation Research Record: Journal of the Transportation Research Board, No. 2110. Washington, D.C., Transportation Research Board of the National Academies: 149-154.

Travel Training for Older Adults: Part I

Travel Training for Older Adults: Part II

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May 6, 2015

Monterey Salinas Transit
One Ryan Ranch Road
Monterey, CA 93940

Attn: Carl Sedoryk
General Manager/CEO

Dear Mr. Sedoryk,

One of the goals of the City of Seaside Neighborhood Improvement Program Commission (NIPC) is to encourage our citizens to beautify their homes, apartments, businesses and the community as a whole.

By providing 4 new trash receptacles on upper Broadway in Seaside, you have made it much easier for those riding the MST bus and anyone who may be passing by, to properly dispose of their trash. This helps us fulfill one of our goals of keeping Seaside beautiful.

On behalf of the City of Seaside Neighborhood Improvement Program Commission, I would like to thank you for providing the additional trash receptacles on upper Broadway in Seaside.

Sincerely,

A handwritten signature in black ink, appearing to read "Arlington LaMica".

Arlington LaMica, Chair

Seaside Neighborhood Improvement Program Commission



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

AGENDA # 12-2

May 15, 2015

Carl Sedoryk
General Manager/CEO
Monterey-Salinas Transit
One Ryan Ranch Road
Monterey CA 93940

Dear Mr. Sedoryk:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **June 30, 2014** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

Hunter Harvath
Assistant General Manager, Finance & Administration

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds

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