



TRANSIT DISTRICT MEMBERS:

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

**Board of Directors Regular Meeting
March 7, 2016**

Monterey Bay Air Resources 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. CONSENT AGENDA

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

- 3-1. Adopt Resolution 2016-19 recognizing Noe Figueroa as Employee of the Month for March 2016. (Michael Hernandez) (Pg. 5)
- 3-2. Minutes of the regular meeting of February 8, 2016. (Anita Flanagan) (Pg.7)
- 3-3. Minutes of the Facilities Committee February 8, 2016. (Anita Flanagan) (Pg. 13)

- 3-4. Financial Report – January 2016. (Angela Dawson) (Pg. 15)
- 3-5. Disposal of property left aboard buses. (Sonia Bannister) (Pg. 25)
- 3-6. Adopt Resolution 2016-20 authorizing the execution of the TIRCP Master Agreement and Program Supplements for State-Funded Transit Projects. (Michelle Overmeyer) (Pg. 27)
- 3-7. Adopt Resolution 2016-21 appointing MST staff to serve as representatives to the CalTIP Board of Directors. (Carl Sedoryk) (Pg. 31)
- 3-8. Award contract to Meyers-Nave to provide legal services for the financing of MST's proposed south county facility through the United States Department of Agriculture's Rural Development program. (Hunter Harvath) (Pg. 33)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. March Employee of the Month – Noe Figueroa. (Michael Hernandez)

5. PUBLIC HEARINGS

- 5-1. Conduct public hearing and adopt MST's Section 5307 Program of Projects. (Michelle Overmeyer) (Pg.37)

6. ACTION ITEMS

- 6-1. Authorize remodel expenses for 19 Upper Ragsdale office. (Michael Hernandez) (Pg. 39)
- 6-2. Consider request from the Transportation Agency of Monterey County to declare a Congestion Emergency due to the upcoming Holman Highway 68 Roundabout construction project. (Hunter Harvath) (Pg. 41)

7. REPORTS & INFORMATION ITEMS

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

- 7-1. General Manager/CEO Report – January 2016. (Pg. 47)
- 7-2. Washington, D.C. Lobby Report – February 2016. (Pg. 67)
- 7-3. State Legislative Advocacy Update – February 2016. (Pg. 69)
- 7-4. Staff Trip Reports. (Pg. 71)
- 7-5. Correspondence.

8. CLOSED SESSION

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

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

- 8-1. Conference with Labor Negotiators, Gov. Code §54957.6 – Amalgamated Transit Union (ATU), Local 1225, and MST. (No enclosure) (David Laredo, Kelly Halcon)
- 8-2. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)
- 8-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005)

9. RETURN TO OPEN SESSION

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

10. BOARD REPORTS, COMMENTS, AND REFERRALS

- 10-1. Reports on meetings attended by board members at MST expense (AB 1234).
- 10-2. Board member comments and announcements.
 - a. Transit Board Members & Board Support Seminar
April 30 - May 3 Hilton Palacio del Rio | San Antonio, TX
- 10-3. Board member referrals for future agendas.

11. ATTACHMENTS

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

12. ADJOURN

NEXT MEETING DATE: April 11, 2016

Monterey Bay Unified Air Pollution Control District, 3rd Floor

NEXT AGENDA DEADLINE: March 29, 2016

**Dates and times are subject to change.*

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

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

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

**NOE FIGUEROA
MARCH 2016
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Noe Figueroa began his career with Monterey-Salinas Transit as an Entry Level Mechanic in March 2015; and

WHEREAS, Noe Figueroa has worked to increase his technical skills and knowledge by attending additional training for MST's Gillig and MCI fleet; and

WHEREAS, Noe Figueroa is recognized as the March Employee of the Month for making the MCI fleet a priority and taking on an assistant role with inspections and repairs for Monterey-Salinas Transit's MCI fleet. As a result of Noe's contributions, timelines of preventative maintenance service intervals and repairs on MST's fleet are much improved; and

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Noe Figueroa as Employee of the Month for March 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2016-19 this 7th day of March 2016.

Libby Downey
Chairperson

Carl G. Sedoryk
Secretary

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MST BOARD OF DIRECTORS

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

Minutes

February 8, 2016

1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:01 a.m. and the pledge of allegiance followed.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present:	Fernando Armenta Tony Barrera Victoria Beach Robert Bonincontri Kristin Clark Libby Downey Mike LeBarre Dan Miller Frank O'Connell David Pendergrass Patricia Stephens	County of Monterey City of Salinas City of Carmel-by-the-Sea City of Gonzales City of Del Rey Oaks City of Monterey City of King City of Pacific Grove City of Marina City of Sand City City of Soledad
Absent:	David Pacheco Leah Santibañez	City of Seaside City of Greenfield
Staff:	Carl Sedoryk Hunter Harvath Michael Hernandez Kelly Halcon Lisa Rheinheimer Andrea Williams Mark Eccles Tom Hicks Carl Wulf	General Manager/CEO Asst. GM/Finance & Administration Asst. GM/COO Director of HR & Risk Management Director of Planning and Development General Accounting & Budget Manager Director of Information Technology CTSA Manager Facilities Manager

Zoe Shoats	Marketing Manager
Deanna Smith	Compliance Analyst
Anita Flanagan	Clerk to the Board
Dave Laredo	De Lay & Laredo
Sally Cota	MST Customer Service Representative

Public:	Hector Suarez	MST Payroll Specialist
	Ezequiel Rebollar	MST IT Technician
	Alvin Johnson	MST Contract Transportation Supervisor
	Fritz Conle	Teamsters Local Union No. 890
	Tia Anderson	MV Transportation
	Charmé Purnell	MV Transportation
	Herman Farley	MV Transportation
	Erich Friedrich	Association of Monterey Bay Area Governments

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Lester Farley, driver for MV Transportation, provided comments regarding MV drivers' low wages and expensive health care. He requested that MST provide financial support to MV Transportation.

Charmé Purnell, driver for MV Transportation, requested that MST provide financial support to MV Transportation.

Tia Anderson, driver for MV Transportation, requested that MST provide financial support to MV Transportation.

Fritz Cole of Teamsters Union requested that MST provide financial support to MV Transportation.

3. CONSENT AGENDA

- 3-1. Adopt Resolution 2016-15 recognizing Ezequiel Rebollar, Information Technology Technician, as Employee of the Month for January 2016.
- 3-2. Adopt Resolution 2016-16 recognizing Hector Suarez, Payroll Specialist as Employee of the Month for February 2016.
- 3-3. Adopt Resolution 2016-17 recognizing Doris J. Martinez, Schedule and Planning Analyst, as Employee of the Year for 2015.
- 3-4. Adopt Resolution 2016-18 recognizing Glen Hamilton for his 14 years of service.
- 3-5. Minutes of the regular meeting of December 14, 2015.
- 3-6. Minutes of the regular meeting of January 11, 2016.
- 3-7. Financial Report – November and December 2015.

- 3-8. Disposal of property left aboard buses.
- 3-9. Claim rejection – Yilmaz, Melike.
- 3-10. Minutes of the regular meeting of the Monterey-Salinas Transit Corporation of December 14, 2015.
- 3-11. Adopt MST Code of Conduct/Transit Exclusion Policy.

End of Consent Agenda

Director Clark made a motion to approve the Consent Agenda and was seconded by Director LeBarre. The motion was passed unanimously.

No public comment.

4. RECOGNITION AND SPECIAL PRESENTATIONS

- 4-1. January Employee of the Month – Ezequiel Rebollar.

Scott Taylor recognized Ezequiel Rebollar, IT Technician, as the January Employee of the Month for his outstanding contribution to MST.

- 4-2. February Employee of the Month – Hector Suarez.

Andrea Williams recognized Hector Suarez, Payroll Specialist as February 2016 Employee of the Month for his outstanding contribution to MST.

- 4-3. Employee of the Year for 2015 – Doris J. Martinez.

Lisa Rheinheimer recognized Doris Martinez, Schedule/Planning Analyst, as the 2015 Employee of the Year. She has provided significant outstanding contributions to MST over a period of many years.

- 4-4. Glenn Hamilton – Retirement.

Glenn Hamilton, absent from this meeting, will receive a plaque commemorating 14 years of service with MST.

- 4-5. GM Excellence Award – Michael Hernandez, Assistant GM/COO.

General Manager Carl Sedoryk recognized Michael Hernandez, Assistant General Manager/COO, as the recipient of the GM Excellence Award for successful completion of several key projects and many years of quality service to MST.

5. PUBLIC HEARINGS

6. ACTION ITEMS

6-1. Adopt the Final Measure Q Transit Investment Plan.

Lisa Rheinheimer provided the final draft of this document with revisions based on board member comments, specifically homeless services and geographic equity. She noted the Mobility Advisory Committee recommends adoption of this plan. This document is available for public viewing on the agency website (www.mst.org) and at the MST Administration office.

No public comment.

Director Clark made a motion to adopt the Measure Q Transit Investment Plan, which was seconded by Director LeBarre. The motion passed unanimously.

6-2. Purchase Five Medium Buses from Creative Bus Sales for the MST RIDES Program.

Michael Hernandez noted that these buses will be purchased from the CalAct purchasing consortium for the purpose of serving the elderly and individuals with disabilities.

Carl Sedoryk explained to the Board that staffing for these new buses will be implemented after adoption of the FY2016/17 budget.

No public comment.

Director Clark made a motion to approve the purchase of five medium sized buses from Creative Bus Sales, to include related security/dispatching equipment for the MST RIDES program, not to exceed \$383,000. The motion was seconded by Director LeBarre and was passed unanimously.

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – November and December 2015.

7-2. Washington, D.C. Lobby Report –December 2015 and January 2016.

7-3. State Legislative Advocacy Update – January 2016.

7-4. Staff Trip Reports.

7-5. Correspondence.

No public comment.

8. CLOSED SESSION

No public comment.

MST General Counsel announced the items for discussion, and Chairperson Downey moved to Closed Session at 10:55 a.m.

- 8-1. Conference with Legal Counsel – Existing Litigation, Gov. Code § 54956.9 (a). Holmes, James v. MST. Worker's Compensation Claim. (Kelly Halcon)
- 8-2. Conference with Legal Counsel – Existing Litigation, Gov. Code § 54956.9 (a). Skipper, Margit v. MST. Worker's Compensation Claim. (Kelly Halcon)
- 8-3. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 026-521-031)
- 8-4. Conference with Real Property Negotiators, Gov. Code § 54956.8. (Parcel # APN 032-171-005)

9. RETURN TO OPEN SESSION

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

General Counsel David C Laredo reported closed session as follows:

Item 8-1: The Board received a report from its legal counsel, and provided direction as to possible settlement. If settlement is reached by all parties, this approval action shall be then be recorded in the minutes.

Item 8-2: The Board received a report from its legal counsel, and provided direction as to possible settlement. If settlement is reached by all parties, this approval action shall be then be recorded in the minutes.

Item 8-3: This item was discussed and no reportable action was taken.

Item 8-4: This item was discussed and no reportable action was taken.

10. BOARD REPORTS, COMMENTS, AND REFERRALS

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

Chairperson Downey noted that she attended an ethics certification course.

- 10-2. Board member comments and announcements.

- 10-3. Board member referrals for future agendas.

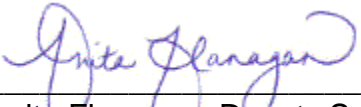
Director Armenta requested that staff follow up with the MV Transportation request for funding.

11. ATTACHMENTS

- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for November and December 2015 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

12. ADJOURN

There being no further business, Chairperson Downey adjourned the meeting at 11:00 a.m.

Prepared by: 
Anita Flanagan, Deputy Secretary

MST Facilities Committee

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

Minutes

February 8, 2016

Present: Directors: Beach (Chair), Barrera, Downey, LeBarre, and O'Connell

Absent: Directors: None

Staff: Carl Sedoryk, General Manager/CEO, Kelly Halcon, Director of Human Resources; Mike Hernandez; Asst. GM/COO; Hunter Harvath, Asst. GM of Finance and Administration; Carl Wulf, Facilities/Capital Projects Manager; Dave Laredo, General Counsel; Deanna Smith, Compliance Analyst, Anita Flanagan, Clerk to the Board

1. Call to order.

Chairperson Beach called the meeting to order at 9:02 a.m.

2. Public comment on matters not on the agenda.

No public comments.

3. TDA building rehab project update.

Michael Hernandez provided information regarding costs and design/engineering changes that are planned for this property. Board members discussed the cost reductions that staff achieved with this project.

No public comments.

4. Status update on move in plans for 19 Upper Ragsdale Drive.

Michael Hernandez reported that escrow is closed, staff has the keys and move-in is anticipated for June 2016.

No public comments.

5. Receive update on progress of bus stop shelter purchases and installation.

Carl Wulf noted that new shelter installations are scheduled to begin March 22, 2016. In response to board member questions, Mr. Wolf stated that the Hartnell College shelter installation is a priority, and he also provided information regarding the bid protest situation with this project. In response to board comments regarding vandalism at the Hwy. 101/156 Park and Ride bus shelter, Carl Sedoryk noted that MST staff provides some clean-up, but this bus shelter is a Caltrans property and is their responsibility.

No public comments.

6. Update on purchase of property King City maintenance facility.

Hunter Harvath provided handouts and stated that staff is successfully working with the Department of Agriculture's complex process in order to obtain the necessary bonds for this project.

No public comments.

7. Committee member comments, questions, or referrals.

Director Barrera congratulated staff for successfully moving forward on these facility projects.

Board chair Beach complimented staff on their efficient PowerPoint presentations.

8. Adjourn.

There being no further business, the meeting was adjourned at 9:40 a.m.

Prepared by: 
Anita Flanagan, Deputy Secretary

To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – January 2016

RECOMMENDATION:

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

FISCAL IMPACT:

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

Beginning balance January 1, 2016	\$13,185,530.37
Revenues	2,879,539.44
Disbursements	<u><4,332,275.06></u>
Ending balance January 31, 2016	<u>\$11,732,794.75</u>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the first seven months of the fiscal year complete, revenues are on target and expenses are lower than budget, producing a year-to-date surplus of \$1,910,413 for both Fixed-Route and RIDES combined. Positive variances are occurring on the revenue side (Special Transit – primarily from higher military pass sales and the new weekend Monterey Trolley, funded by the city), as well as in several categories of expenses (e.g., historically low fuel costs; labor; advertising; professional services, purchased transportation). Please note the following negative variances of 5% or greater for the January Budget vs. Actual reports contained in Attachment 4:

1. **Passenger Fares** – a 22% negative variance for the month is primarily due to the seasonal fluctuations in ridership. The number of passengers carried during the winter is lower than during the summer, especially in months like January that have multiple holidays (New Year's Day, Martin Luther King, Jr., Holiday). When ridership is lower, fare revenue is also lower. Passenger fares are budgeted evenly over the twelve months of the year, which creates the negative variance during slower winter months.
2. **Cash Revenue** – a 20% negative variance for the month is primarily due to lower than expected bus advertising revenue. As ad campaigns fluctuate throughout the year, staff anticipates this figure will be more in line with budget as the fiscal year ends in June 2016. In addition, MST's advertising consultant has advised staff that several substantial contracts are pending, which will produce more revenue for the second half of the fiscal year.
3. **Benefits** – an 11% negative variance for the month can be primarily attributed to the fact that there are two holidays in January, while the amount of holiday expenses under this category are budgeted equally throughout the year. In addition, there were three pay-period end dates in the month rather than the usual two, which increases the amount of PERS and some tax expenses for the month. (Staff is paid every two weeks rather than monthly, which usually creates two months a year when there are each three pay periods and three pay-period end dates. This creates a few months each fiscal year with abnormally high labor and/or benefits/taxes expenditures that will, by the end of the year, balance out.)
4. **Professional & Technical** – a 16% negative variance for the month reflects the uneven rates of expenditures from month to month in this category. For instance, MST's auditors were paid a lump sum bill during the month for \$7,000 to recognize the completion of the agency's annual audit, an occurrence which happens once a year rather than monthly.
5. **Vehicle Maintenance** – As our fleet ages, vehicle maintenance costs will continue to rise. Although 16 of MST's oldest buses were replaced last year, there are still approximately 40 vehicles that are near or have already reached the end of their useful lives as defined by the FTA (12 years old or 500,000 miles). This has resulted in a 33% negative variance for the month in this category; however, for the year, the negative variance in this category is only 12%.
6. **Miscellaneous Expenses** – The primary source of this variance is due to fees charged by the state Board of Equalization. When these fees were originally budgeted in May 2015, staff did not have information from the Board of Equalization as to how the fees would be collected. As such, it utilized the same formula that Santa Cruz Metropolitan Transportation District budgets for the fee collected by the state to administer its local transit sales tax. Since MST's first sales tax payment – and the associated collection fee – was received after the FY 16 budget was created and adopted by your Board, new information has been received from the Board of Equalization documenting how its collection fee

is assessed for MST's transit sales tax. In that regard, this expense line item will most likely have a negative variance for the remainder of the fiscal year. With the creation of the FY 17 budget, staff will have the correct formula to better estimate the expenses in this category next year.

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 January 1, 2016		13,185,530.37
Revenues		
Passenger Revenue	376,718.42	
DOD Revenue	312,623.00	
LTF / STA / 5307 / Sales Tax	2,026,960.26	
Grants	140,011.00	
TAMC Loan/Rabo LOC advance	-	
Non Transit Revenue	23,226.76	
Total Revenues		2,879,539.44
Disbursements		
Operations (See Attachment #2)	3,253,671.52	
Capital	1,078,603.54	
Total Disbursements		(4,332,275.06)
Ending balance January 31, 2016		<u>11,732,794.75</u>

COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	229,137.80
Checking(s) - Wells Fargo Bank	38,444.28
Local Agency Investment Fund (LAIF)	42,852.82
Money Market - Homeland Security	538,355.45
Money Market - Rabo MM	1,445,562.45
Money Market - PTMISEA	6,507,752.75
Money Market - LCTOP	345,845.04
Money Market - Rabo Prop. 1 B	2,565,610.21
Bank of America - Escrow	8,983.95
Petty cash fund, STC Coin Machine, and 2 change funds	10,250.00
Total	<u>11,732,794.75</u>

PAYROLL ACCOUNT

January 8 Payroll & Related Expenses	564,259.98	
January 22 Payroll & Related Expenses	529,372.60	
Pers & 457	109,132.35	
Garnishments	5,554.04	
Payroll adj	-	
	<hr/>	
	1,208,318.97	1,208,318.97

GENERAL ACCOUNT

Disbursements on Attached Summary	2,312,598.66	
Paydown loan	-	
Workers Comp. Disbursements	67,527.36	
Interest expense	-	
Bank Service Charge	7,262.03	
Wire transfers/ACH debits - PTMISEA	736,568.04	
Transfer from WFB	-	
	<hr/>	
	3,123,956.09	3,123,956.09

Total Disbursements	<hr/>	4,332,275.06
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Less Capital Disbursements & Transfers		<hr/>	(1,078,603.54)
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Operating Disbursements		<hr/>	3,253,671.52
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DISBURSEMENTS SUMMARY:**GENERAL ACCOUNT DISBURSEMENTS FOR January 1, 2016 - January 31, 2016**

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 01/04/16	40232 - 40239	308,991.79
Accounts Payable 01/05/16	40240 - 40288	134,730.92
Accounts Payable 01/12/16	40289 - 40301	1,300.00
Accounts Payable 01/15/16	40302 - 40414	290,222.01
Accounts Payable 01/20/16	40415 - 40423	26,636.26
Accounts Payable 01/21/16	40424	10,000.00
Accounts Payable 01/22/16	40425	224.00
Accounts Payable 01/26/16	40426 - 40435	10,509.68
Accounts Payable 01/29/16	40436 - 40570	1,529,984.00
TOTAL		<u>2,312,598.66</u>

CHECKS \$100,000 AND OVER

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS Health	Recurring Expense	40239	01/04/16	307,071.23
PERS Health	Recurring Expense	40456	01/29/16	303,633.76
SEON Systems Sales	July 13, 2015	40545	01/29/16	322,861.74
MV Transportation	Recurring Expense	40570	01/29/16	545,734.29

TREASURY TRANSACTIONS
FOR JANUARY 2016

LAIF ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 01/01/16					42,852.82
Transfer to checking for payroll					-
Local Agency Investment Fund: Quarterly interest earned -					- -
LAIF Treasury Balance at 01/31/16					42,852.82

RABOBANK MM ACCOUNT

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
Balance Forward at 01/01/16					1,133,817.05
01/07/16		To P/R		150,000.00	983,817.05
01/15/16		To A/P		150,000.00	833,817.05
01/25/16		LTF	1,017,919.14		1,851,736.19
01/25/16		STA	443,641.12		2,295,377.31
01/29/16		To A/P		850,000.00	1,445,377.31
01/31/16		Interest @ 0.20%	185.14		1,445,562.45
RABO MM Balance at 01/31/16					1,445,562.45

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from January 1, 2016 to January 31, 2016

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY16)

NOTES

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Revenue						
① Passenger Fares	-286,193	-368,006	81,813	-2,435,707	-2,576,042	140,335
Special Transit	-379,352	-220,557	-158,795	-2,022,720	-1,543,899	-478,821
② Cash Revenue	-22,812	-28,548	5,736	-171,690	-199,836	28,146
Cash Grants & Reimbursement	-2,454,034	-2,471,680	17,646	-17,039,807	-17,301,760	261,953
Total Revenue	-3,142,391	-3,088,791	-53,600	-21,669,925	-21,621,537	-48,388
Expenses						
Labor	1,112,746	1,183,534	-70,788	7,833,781	8,284,738	-450,957
③ Benefits	789,370	712,373	76,997	5,085,005	4,986,611	98,394
Advertising & Marketing	2,435	21,667	-19,232	42,494	151,669	-109,175
④ Professional & Technical	62,222	53,854	8,368	291,621	376,978	-85,357
Outside Services	20,871	21,559	-688	153,450	150,913	2,537
Outside Labor	69,527	76,322	-6,795	501,403	534,254	-32,851
Fuel & Lubricants	97,754	302,286	-204,532	1,139,172	2,116,002	-976,830
Supplies	52,991	63,927	-10,936	420,866	447,489	-26,623
⑤ Vehicle Maintenance	89,689	67,262	22,427	529,303	470,834	58,469
Marketing Supplies	609	5,500	-4,891	4,420	38,500	-34,080
Utilities	34,266	37,376	-3,110	238,043	261,632	-23,589
Insurance	34,489	37,920	-3,431	242,403	265,440	-23,037
Taxes	7,236	16,725	-9,489	81,870	117,075	-35,205
⑥ Purchased Transportation	339,058	383,924	-44,866	2,574,316	2,687,468	-113,152
Miscellaneous Expenses	36,193	32,299	3,894	262,312	226,093	36,219
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense		2,167	-2,167		15,169	-15,169
Leases & Rentals	12,166	16,260	-4,094	81,247	113,820	-32,573
Total Operating Expenses	2,761,622	3,034,955	-273,333	19,481,706	21,244,685	-1,762,979
Operating (Surplus) Deficit	-380,769	-53,836	-326,933	-2,188,219	-376,852	-1,811,367

FUND #2 - RIDES

MONTEREY - SALINAS TRANSIT

Revenue & Expense - Consolidated

Budget vs Actual

For the Period from January 1, 2016 to January 31, 2016

(Amounts are in USD)

(Includes Fund: 002)

(Includes G/L Budget Name: BUDFY16)

NOTES

①

Revenue

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
Passenger Fares	-33,546	-38,909	5,363	-263,407	-272,363	8,956
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-273,688	-273,688		-1,915,816	-1,915,816	
Total Revenue	-307,234	-312,597	5,363	-2,179,223	-2,188,179	8,956

Expenses

Labor	4,139	4,666	-527	29,538	32,662	-3,124
Benefits	1,949	2,997	-1,048	21,208	20,979	229
Advertising & Marketing						
Professional & Technical						
Outside Services						
Outside Labor	2,414	5,584	-3,170	16,694	39,088	-22,394
Fuel & Lubricants	20,581	37,925	-17,344	199,841	265,475	-65,634
Supplies		1,960	-1,960	2,192	13,720	-11,528
Vehicle Maintenance	410		410	715		715
Marketing Supplies						
Utilities						
Insurance						
Taxes						
Purchased Transportation	217,592	254,489	-36,897	1,724,092	1,781,423	-57,331
Miscellaneous Expenses	12,241	4,976	7,265	85,899	34,832	51,067
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals	1		1	1		1

Total Operating Expenses

Operating (Surplus) Deficit

259,327	312,597	-53,270	2,080,179	2,188,179	-108,000
-47,907		-47,907	-99,045		-99,045

⑥

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

St. Vincent de Paul Seaside

1 backpack	1 sweater	1 tri-pod
2 books	1 wallet	2 coins with emblems
3 prescription eyeglasses	3 cell phones	1 mini recorder
2 pairs of gloves	1 stuffed animal	1 bike helmet
2 jackets	1 tablet	2 beanies
4 pairs of sunglasses	3 head phones	4 bikes

To be disposed

3 ID's	1 glove
4 credit cards	1 cell phone
1 cap	
2 keys	

To be retained

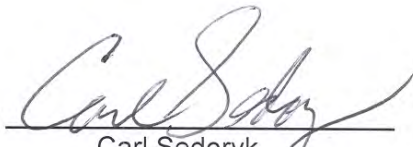
\$7.33 to accounting for deposit.

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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To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Transit and Intercity Rail Capital Program (TIRCP) 2015 Award

RECOMMENDATION:

Approve Resolution 2016-20 authorizing the execution of the TIRCP Master Agreement and Program Supplements for State-Funded Transit Projects.

FISCAL IMPACT:

Up to \$10 Million in TIRCP grant funds would be used toward the renovation of the Monterey Bay Operations and Maintenance Facility.

POLICY IMPLICATIONS:

The terms of the TIRCP require that your Board authorize the execution of a Master Agreement and Program Supplements to receive grant funds.

DISCUSSION:

A new program in 2015, TIRCP draws from the State's Greenhouse Gas Reduction Fund (GGRF) to provide capital improvements and operational investments that will modernize California's transit systems and intercity, commuter, and urban rail systems to reduce emissions of greenhouse gases by reducing vehicle miles travelled throughout California. The first cycle of TIRCP was advertised in early 2015. MST prepared a grant application requesting \$10 Million toward the cost to renovate and expand the Monterey Bay Operations and Maintenance Facility. The remainder of project expenses would be paid with State Proposition 1B funds, as well as private financing. Staff was notified in June 2015 that MST was one of 14 transportation agencies statewide selected to receive a TIRCP award in the first cycle.

Staff has completed the environmental phase of the Monterey Bay Operations and Maintenance Facility Project and is ready to enter into contract with a construction firm. At this time, it is necessary for MST to prepare all TIRCP grant documents to begin drawing on the \$10 Million award to pay project expenses during the construction phase. In order to enter into the final grant contract, your Board must approve the attached resolution which authorizes the General Manager/CEO to execute all required documents for the TIRCP.

Attachment: Resolution 2016-20

PREPARED BY  REVIEWED BY 
Michelle Overmeyer Carl G. Sedoryk

RESOLUTION 2016-20

AUTHORIZATION FOR THE EXECUTION OF A MASTER AGREEMENT AND PROGRAM SUPPLEMENTS FOR STATE-FUNDED TRANSIT PROJECTS

WHEREAS, Monterey-Salinas Transit may receive state funding from the California Department of Transportation (Department) now or sometime in the future for transit projects; and

WHEREAS, substantial revisions were made to the programming and funding process for the transportation projects programmed in the Transit and Intercity Rail Capital Program, by Chapter 36 (SB 862) of the Statutes of 2014; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to execute an agreement with the Department before it can be reimbursed for project expenditures; and

WHEREAS, the Department utilizes Master Agreements for State-Funded Transit Projects, along with associated Program Supplements, for the purpose of administering and reimbursing state transit funds to local agencies; and

WHEREAS, Monterey-Salinas Transit wishes to delegate authorization to execute these agreements and any amendments thereto to the General Manager/CEO; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the fund recipient agrees to comply with all conditions and requirements set forth in this agreement and applicable statutes, regulations and guidelines for all state-funded transit projects.

BE IT FURTHER RESOLVED that the General Manager/CEO be authorized to execute the Master Agreement and all Program Supplements for State-Funded Transit Projects and any Amendments thereto with the California Department of Transportation.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 7th day of March, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Adopt Resolution appointing MST staff to the California Transit Indemnity Pool (CalTIP) Board of Directors

RECOMMENDATION:

Adopt resolution 2016-21 appointing Ben Newman, Risk & Security Manager, as representative; and Kelly Halcon, Director of Human Resources and Risk Management, as alternate to the Board of Directors of the California Transit Insurance Pool (CalTIP) effective April 1, 2016 – June 30, 2017.

FISCAL IMPACT:

None.

POLICY IMPLICATIONS:


Your Board appoints staff to serve on a variety of governing boards.

DISCUSSION:

MST is a member of the California Transit Indemnity Pool (CalTIP), a joint powers authority providing liability vehicle physical damage coverage programs for its members via a self-funded insurance pool. At your meeting of July 14, 2014, your board adopted Resolution 2015-02, approving the appointment of Carl Sedoryk, General Manager/CEO, as representative; and Hunter Harvath, Assistant General Manager of Finance & Administration, as alternate to the CalTIP board for FY 2014-2015 as required by CalTIP.

For the remainder of FY16, effective April 1, 2016, through the end of FY17, staff recommends your board's approval for the following appointments: Ben Newman, Risk & Security Manager, as representative; and Kelly Halcon, Director of Human Resources and Risk Management, as alternate.

Attachment: Resolution 2016-21

REVIEWED BY 
Carl G. Sedoryk

RESOLUTION 2016-21

APPROVING APPOINTMENTS TO THE BOARD OF DIRECTORS
OF THE CALIFORNIA TRANSIT INDEMNITY POOL

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit does hereby approve the appointments of Ben Newman, Risk & Security Manager, as representative; and Kelly Halcon, Director of Human Resources and Risk Management, as alternate to the Board of Directors of the California Transit Indemnity Pool.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2016-21 this 7th day of March, 2016.

Libby Downey
Chairperson

Carl Sedoryk
Secretary

AYES:

NOES:

ABSENT:

ATTEST:

Anita Flanagan, Board Secretary (Deputy)

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To: Board of Directors

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

Subject: Award contract to Meyers-Nave to provide bond counsel services

RECOMMENDATION:

Award contract in the amount of \$35,000 to Meyers-Nave to provide bond legal counsel services for the financing of MST's proposed King City bus maintenance & operations facility through the United States Department of Agriculture's (USDA) Rural Development program.

FISCAL IMPACT:

\$35,000, which would become part of the overall financing package through the USDA loan program.

POLICY IMPLICATIONS:

Your Board approves contract greater than \$25,000.

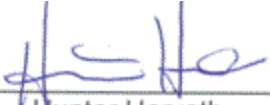
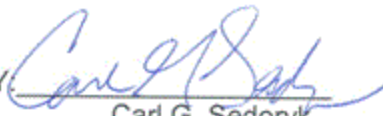
DISCUSSION:

MST is currently pursuing the development of a bus maintenance & operations facility in King City to more effectively and efficiently accommodate its growing route network in the Salinas Valley, southern Monterey County and Paso Robles, including its military services to Fort Hunter Liggett. To facilitate the development and construction of this facility, staff is pursuing a low-interest, long-term financing program offered by the USDA for community facilities in rural areas.

As staff is preparing the extensive paperwork and documentation required by the USDA to complete this financing application, one item to be secured is legal services of bond counsel. USDA provided a list of preferred firms with experience in its Rural Development program. Meyers-Nave was on this list and is also on MST's list of pre-approved legal services providers. In addition, Meyers-Nave provided MST legal services during the development of the Measure Q ballot measure – the 1/8th-cent sales tax passed by Monterey County voters in November 2014 that provides funding for transit services for seniors, veterans, and persons with disabilities.

Staff contacted Meyers-Nave to discuss this project, and subsequently received a letter of engagement identifying a scope of services required by the USDA for the

Rural Assistance program for a flat fee of \$35,000. This is a standard all-inclusive fee-for-services arrangement (e.g., no retainer, hourly billings, etc.) that will complete all consultations, document preparations, and renderings of final legal opinions required by the UDSA to facilitate the financing package. No additional legal fees would be incurred beyond the \$35,000 fee without mutual consent of Meyers-Nave and MST. Given these factors, staff recommends that your Board approve a contract in the amount of \$35,000 with Meyer-Nave for legal bond counsel services for MST's King City operations & maintenance facility.

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

To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Conduct public hearing and adopt FY 2016 Program of Projects

RECOMMENDATION:

1. Conduct public hearing for FY 2016 Program of Projects
2. Adopt the FY 2016 Program of Projects; and
3. Authorize the filing of the appropriate grant applications with the Federal Transit Administration and Caltrans.

FISCAL IMPACT:

None.

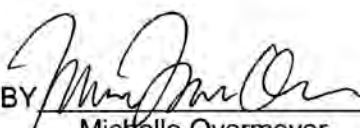

POLICY IMPLICATIONS:

Your Board must conduct a public hearing and approve MST's Program of Projects to comply with federal regulations.

DISCUSSION:

The Program of Projects (POP) allocates federal funds to specific projects each fiscal year. The POP becomes part of MST's application for federal grant funding that is submitted to the Federal Transit Administration via the Association of Monterey Bay Area Governments (AMBAG). According to federal regulations, MST is required to develop, publish and afford an opportunity for a public hearing on and submit for approval a POP. In addition, the projects listed in the POP are submitted to AMBAG for inclusion in the Metropolitan Transportation Improvement Program (MTIP).

It is appropriate for your Board to conduct a public hearing to receive comments on the POP and then consider its adoption. Hearing notices were published in the *Herald* and the *Californian* on Friday, February 19th and in *El Sol* on Saturday, February 20th.

PREPARED BY  REVIEWED BY 
Michelle Overmeyer Carl G. Sedoryk

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To: Board of Directors
From: Michael Hernandez, Assistant General Manager/COO
Subject: Authorize New Office Remodel Expenses

RECOMMENDATIONS:

Authorize remodel expenses for MST's new administration office at 19 Upper Ragsdale.

FISCAL IMPACT:

Not to exceed \$440,000. Funding is available in MST's capital reserve budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

In late January, escrow closed on the purchase of MST's new 14,000 square foot administration office located at 19 Upper Ragsdale Rd. Several move-in preparations including painting interior offices, replacing the carpet and minor remodel work are required before staff begins relocating from Ryan Ranch Rd. to this new building.

Due to the number of activities required before staff moves in, including providing contractors with time to provide quotes, staff requests a "not to exceed" amount for the items listed below. Effort is underway to complete these items while the building is vacant, which will help reduce costs and save time. Approving this item at the March 7th Board meeting will provide an additional four to five weeks of time, as the next Board meeting date is on April 11th. Staff estimates a total project, not to exceed budget of \$440,000 is required for the items listed below:

- \$165,000 Office and Board room furniture
- \$100,000 Minor office and Board room remodel
- \$90,000 Information Technology, Network/Telecommunications, Security
- \$55,000 Install new carpeting
- \$30,000 Paint interior offices

Approval of this item will authorize up to \$440,000 for furniture, carpet, remodel and various move-in preparations in advance of staff occupying the building in June and the first on-site board meeting tentatively scheduled for July.

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

To: Board of Directors

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

Subject: Temporary Congestion Relief Pass – Holman Highway 68 Roundabout Construction Project.

RECOMMENDATION:

1. Consider request from the Transportation Agency of Monterey County (TAMC) to declare a Congestion Emergency due to the upcoming Holman Highway 68 Roundabout construction project.
2. Authorize the sale of a \$13 per month Temporary Congestion Relief Pass for residents and workers in areas impacted by this impending construction project.

FISCAL IMPACT:

Currently, most passengers purchasing a monthly pass traveling to/from work on the Monterey Peninsula pay \$95. This would be drastically reduced to \$13 temporarily for the duration of construction project – expected by TAMC to last from April 2016 through February 2017. Some lost revenues would be recovered through additional participants in the pass program, as TAMC, the City of Monterey and the Aquarium are working together on a congestion management program during construction that would encourage and – in some cases – force employees of Cannery Row businesses to take alternative transportation to/from work rather than their personal vehicles. In addition, MST has the opportunity to transform some of these new bus riders using this temporary pass into permanent customers once the construction project is over if they find MST to be as/more convenient than driving their personal vehicles. And, because some of the federal and state grant funds MST receives are based in part on ridership, additional passengers counted as a result of this program may have a positive impact on revenues to be received in future year(s) from these sources.

POLICY IMPLICATIONS:

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

DISCUSSION:

Last year, MST staff was informed of a major construction project at the Highway 1/Highway 68 Holman Highway interchange slated to begin in February 2016. This project will create a new roundabout configuration where the interchange offramps and the Pebble Beach access road intersect. As the 8-phase construction process

proceeds, various road closures and detours have the potential to create a substantial negative impact on traffic between Pacific Grove and Monterey along Lighthouse Avenue near Cannery Row. When alerted to these traffic impacts by TAMC and City of Monterey staff, members of the Cannery Row Business Association, including the Aquarium, approached MST to see if there was something this agency could do to help them as construction will be occurring during the busy summer tourist season.

To help alleviate the congestion that is expected to result from this project, and to help encourage those who otherwise may not regularly ride public transit to try it during periods of major congestion, MST staff developed a proposal to create a "Congestion Relief Temporary Pass." As proposed to the Marketing Committee of your Board at its September 14, 2015, meeting, this new deeply discounted pass would be made available on a temporary basis to employees of businesses and residents of neighborhoods or communities that would be impacted by major construction projects, special events, etc. Offering this pass on a temporary basis would have the potential to help alleviate congestion as well as to create new transit riders who normally drive alone to and from work.

In response to this proposal, your Board at its October 12, 2015, meeting approved the concept of a Temporary Congestion Relief Pass and set the price at \$13 per month. To activate this deeply discounted pass, a public agency or other entity sponsoring a project that would create severely congested conditions would request that your Board declare a "congestion emergency" for a specified period of time and an identified area of impact. In that regard, staff has received the first such request from TAMC (Attachment) for the Holman Highway 68 Roundabout construction project, with the effective dates of April 2016 through February 2017.

If this declaration is made by your Board, this \$13 Congestion Relief Temporary Pass would be made available to residents and employees of businesses in the affected area, which staff is recommending to include the following communities:

- 93920 – Big Sur
- 93921 – Pebble Beach
- 93922 & 93923 – Carmel
- 93924 – Carmel Valley
- 93950 – Pacific Grove
- City of Monterey locations west of Sloat Avenue

Staff will initially make this pass available only through its customer service locations, so that proof of location of residency (e.g., drivers license, state ID card, PG&E bill) or work site (e.g., pay stub) can be shown before the pass is sold. In addition, staff may work directly with larger employers in the Cannery Row area (e.g.,

Aquarium, major hotels, restaurants, etc.) in order to facilitate distribution of these deeply discounted passes to those employees who will be using MST to get to their work sites instead of private vehicles.

As this is the first instance that the Congestion Relief Temporary Pass would be implemented, staff will update the Planning & Operations Committee of your Board at its next meeting, currently scheduled for April 11, 2016, as to the initial reception of the pass and any modifications that may need to be made as a result of feedback from the community. Looking further into the construction period, if work is expected to last beyond February 2017, a follow-up letter of request will be required from TAMC, and staff will return to your Board to consider approving any extensions of the Congestion Relief Temporary Pass that may be appropriate. Once the construction project that has created this "congestion emergency" is over, this pass would no longer be available to residents and employees of businesses in the impacted area. In that regard, staff recommends that your Board declare a "congestion emergency" for the impacted areas as listed above for the period April 1, 2016 through February 28, 2017.

Attachment: February 12, 2016 Letter from TAMC to Carl Sedoryk

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



55-B Plaza Circle, Salinas, CA 93901-2902 • Tel: (831) 775-0903 • Website: www.tamc.monterey.org

February 12, 2016

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

Subject: Congestion Relief Temporary Pass Request

Dear Mr. Sedoryk:

The Holman Highway 68 Roundabout will replace the existing intersection of Holman Highway and Highway 1 ramps near the 17- Mile Drive entrance to Pebble Beach. This innovative project will transform an outdated signal into a safe intersection that is simple to navigate and promotes a smooth and steady flow of traffic.

Construction of the Roundabout is expected to begin in late April 2016 and will continue through February 2017. During this time the project team anticipates several periods of road closures when travelers will be forced to take an alternate route. Holman Highway 68 is also expected to feel slower, even when there aren't road closures, simply because travelers tend to reduce speed through construction sites.

Because there are so few alternate routes on the Peninsula, traffic volumes on surrounding arterial roads are anticipated to increase. Residents and employees traveling to and from Pebble Beach, Pacific Grove, Carmel, Monterey and unincorporated County will be likely be affected by construction traffic.

MST Board's action to authorize offering Congestion Relief Temporary Passes will be an important option to help reduce the additional traffic congestion anticipated during the Holman Highway 68 Roundabout construction.

We request that MST provide Congestion Relief Temporary Passes to residents and employees in the affected area from April 2016 – February 2017.

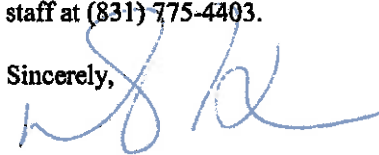
In order to complement and maximize the use of reduced cost monthly passes offered by MST, the Transportation Agency has been working closely with MST, City of Monterey and local business leaders to develop a plan for congestion mitigation during construction of the Holman Highway 68 Roundabout. Mitigation measures include:

1. **Park & Ride** – Employees and visitors will be encouraged to park in the Downtown Monterey Garage or MPC (summer only) and ride the MST Jazz or free Trolley to Cannery Row/Lighthouse.

2. **TAMC Emergency Ride Home Program** – Program reimburses employees who commute by bus, carpool, vanpool or bike, up to \$60 for cab fare or rental car to get home quickly in case of an unexpected event.
3. **Alternative Commute Information** – Provide information about how to commute by bus, carpool, vanpool, bike or walking to local employers and employees.

Thank you for partnering with the Transportation Agency to help mitigate potential impacts of the Holman Highway 68 Roundabout construction. If you have any questions regarding the Holman Highway 68 Roundabout project or planned congestion mitigation measures, please contact Ariana Green of my staff at (831) 775-4403.

Sincerely,



Debra L. Hale
Executive Director

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To: Board of Directors
From: C. Sedoryk, General Manager/CEO
Subject: Monthly Report – January 2016

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

From January 30 to February 2, I attended the American Public Transit Association (APTA) Bus and Paratransit CEO conference. At the conference I acted as chair of the Bus CEO committee and facilitated a discussion between industry CEO's and acting FTA Administrator Therese McMillan and Transportation Security Administration Director Sonya Proctor. I also attended workshops regarding board governance, employment contracts, private sector partnerships, workplace diversity, labor relations as well as presentations from a variety of transit operators regarding innovation and best practices.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – January 2016

Attachment #3 – Facilities & Maintenance Dept. Report – January 2016

Attachment #4 – Administration Dept. Report – January 2016

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

Prepared by: 

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MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - January

Fiscal Years 2014-2016

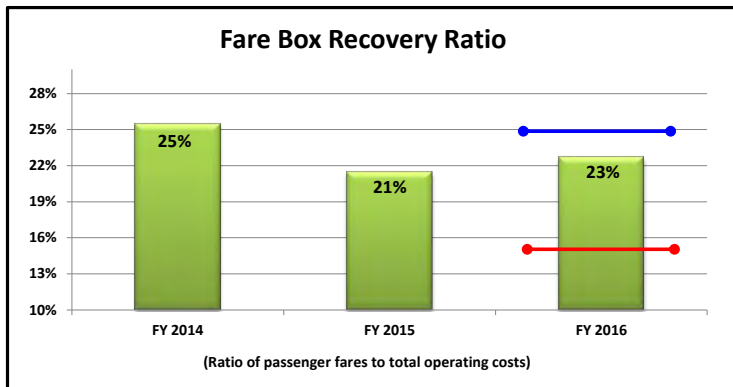


MST Fixed Route

YTD Dashboard Performance Comparative Statistics

Months of July - January

Fiscal Years 2014-2016

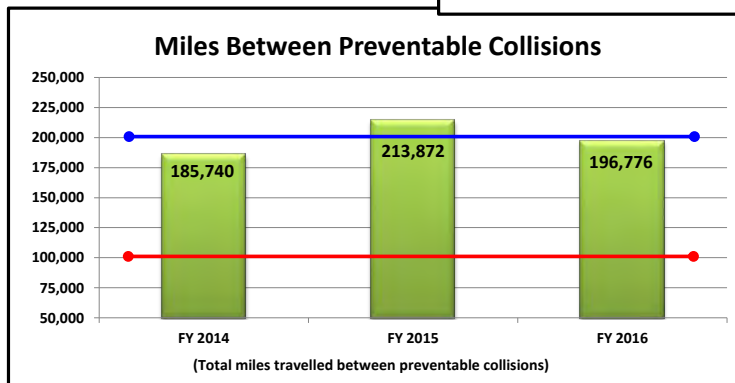
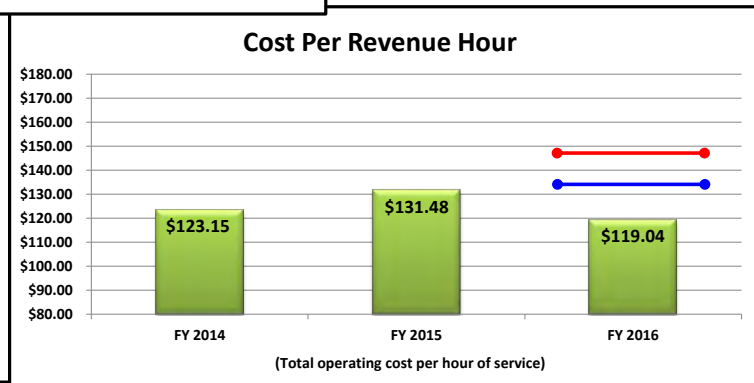


Goal = 25%

Minimum = 15%

Maximum = \$145.00 per RH

Goal = \$131.67 per RH

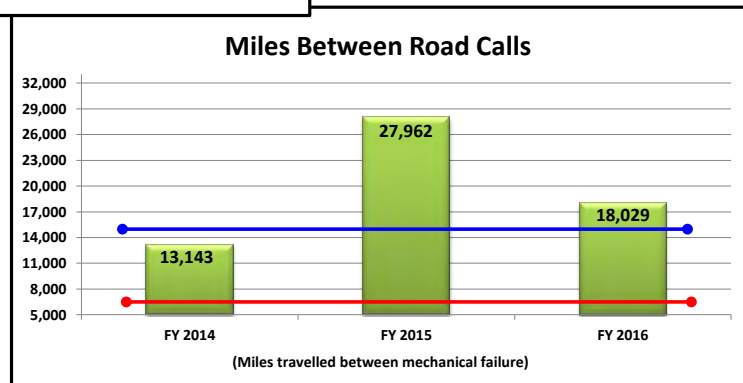


Goal = 200K Miles

Minimum = 100K Miles

Goal = 15K Miles

Minimum = 7K Miles

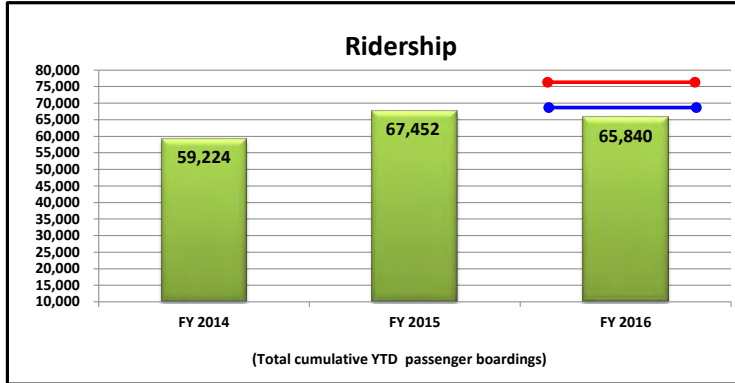


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - January

Fiscal Years 2014-2016



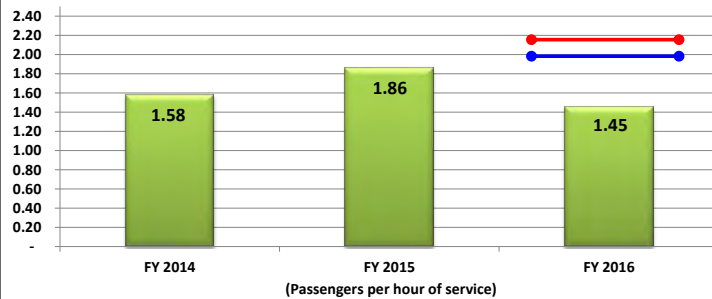
Goal = 68,354 passengers

Maximum = 75,189 passengers

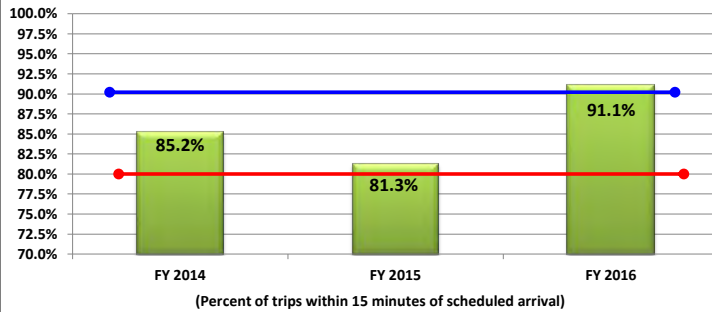
Goal = 1.87 passengers p/h

Maximum = 2.06 passengers p/h

Passengers Per Hour



On Time Performance



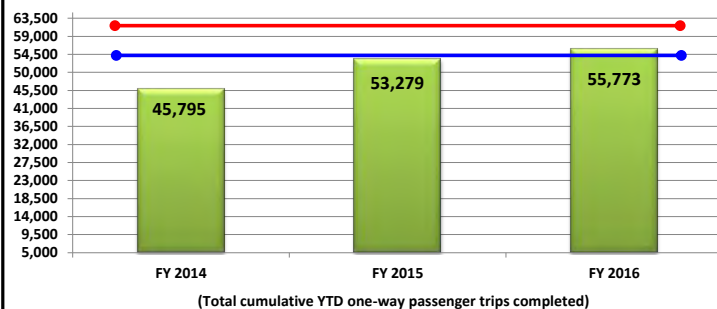
Goal = 90% on time

Minimum = 80% on time

Maximum = 59,284 one-way trips

Goal = 53,895 one-way trips

One Way Trips

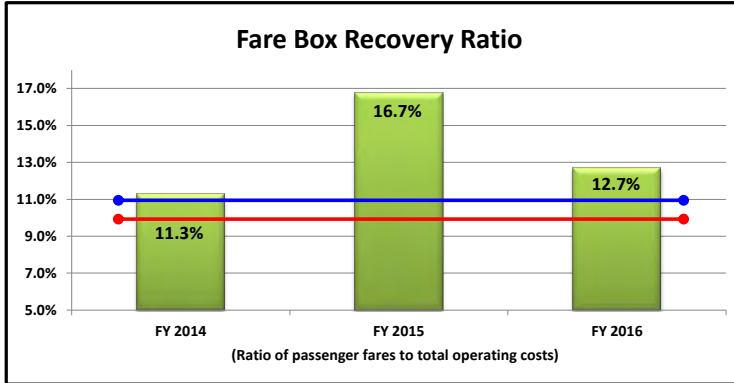


MST RIDES

YTD Dashboard Performance Comparative Statistics

Months of July - January

Fiscal Years 2014-2016

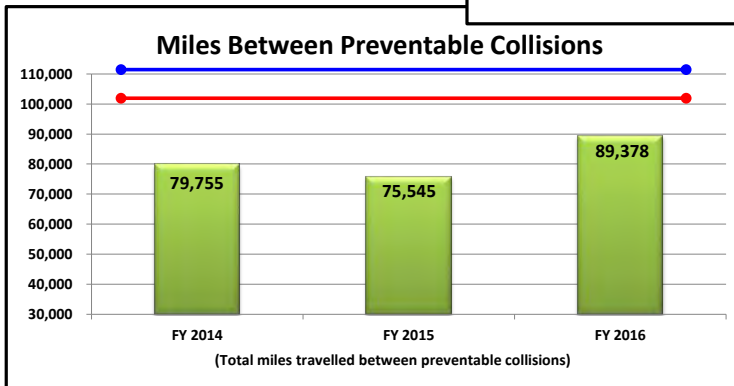
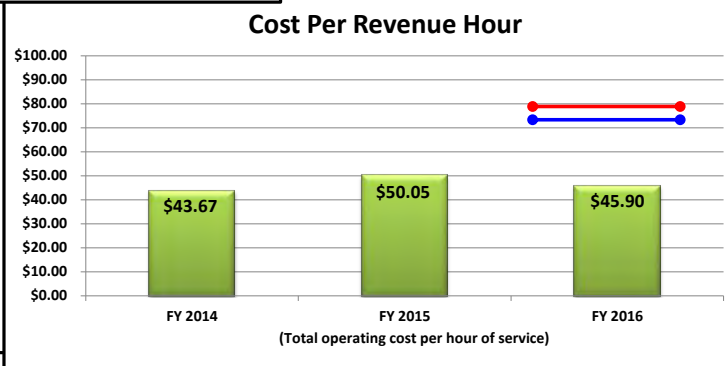


Goal = 11%

Minimum = 10%

Goal = \$70.86

Maximum = \$77.95

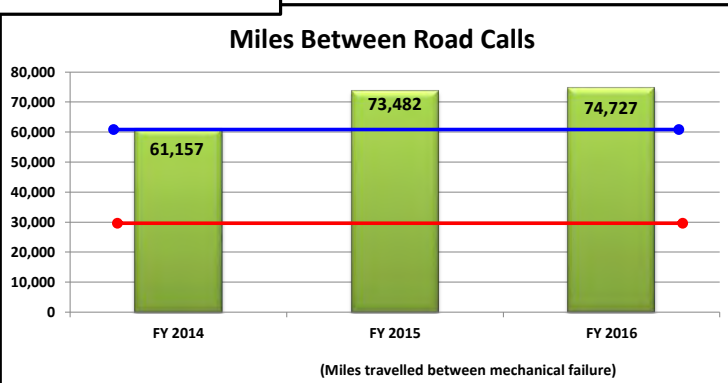


Goal = 110K Miles

Minimum = 100K Miles

Goal = 60,000 miles

Minimum = 30,000 miles

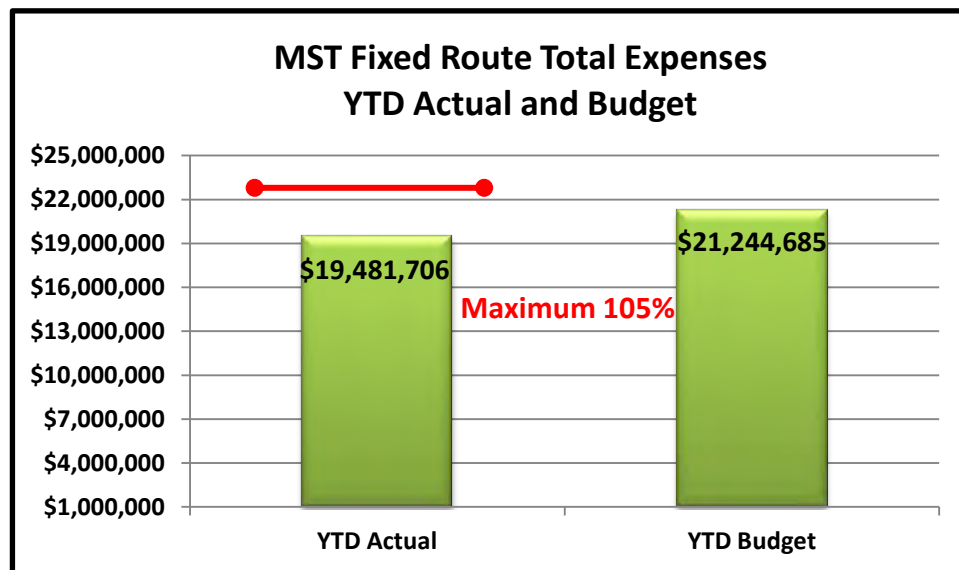
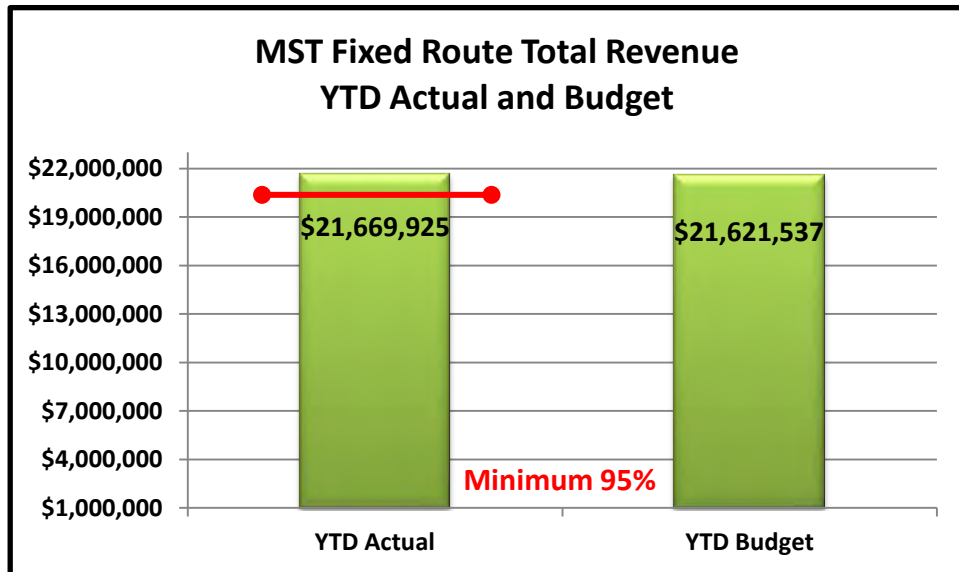


MST Fixed Route

Financial Performance Comparative Statistics

July - January

Fiscal Year 2016

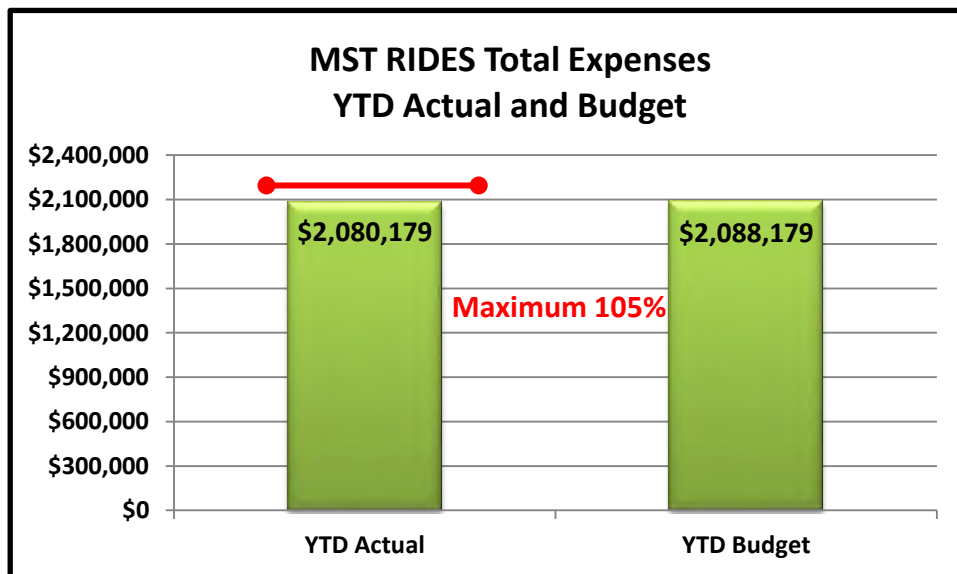
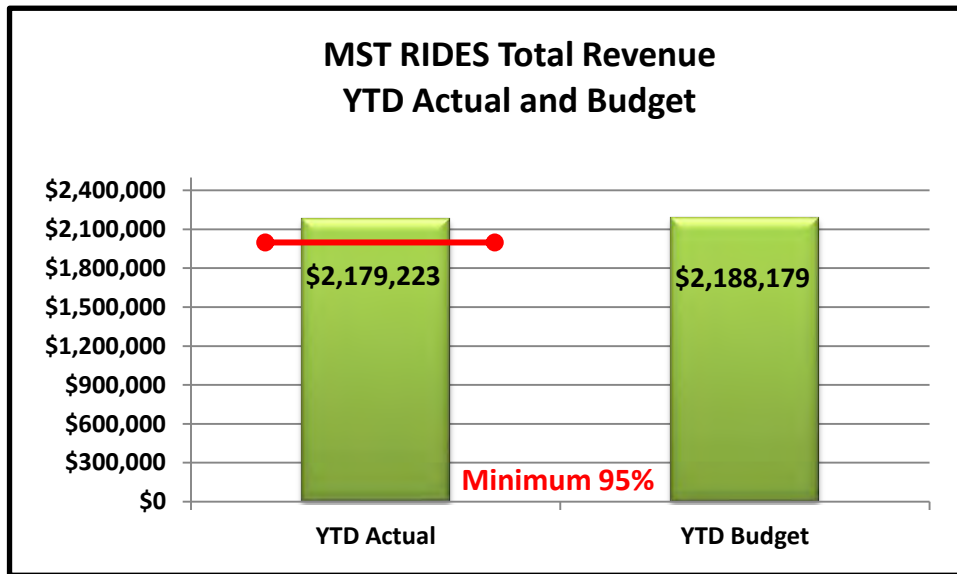


MST RIDES

Financial Performance Comparative Statistics

July - January

Fiscal Year 2016



ATTACHMENT 2

February 24, 2016

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

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: **Transportation Department Monthly Report – January 2015**

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership decreased by 7.21% in January 2016, (287,457), as compared to January 2015, (309,803). Fiscal year to date – passenger boardings have increased by 0.56% as compared to the same period last year.

Productivity decreased from 14.7 passengers per hour (January 2014) to 12.9 in January of this year.

Supplemental / Special Services:

January 23, 24, & 30: In support of the Monterey Bay Aquarium “Free To Learn” program, MST provided shuttle services between; the Cities of; Greenfield, Salinas, Santa Cruz, and Watsonville to the Aquarium. The service transported 304 passengers.

System Wide Statistics:

- Ridership: 287,457
- Vehicle Revenue Hours: 22,174
- Vehicle Revenue Miles: 366,996
- System Productivity: 12.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 30,962

Time Point Adherence: Of 124,334 total time-point crossings sampled for the month of January, the TransitMaster™ system recorded 11,301 delayed arrivals to MST's published time-points system-wide. This denotes that **90.91%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus -- On Time Compliance Chart FY 2016.*)

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

Cancelled Trips: As listed below, there were a total of four (4) cancelled trips for the month of January for both directly operated and contracted services:

Total Trips Provided: 30,962			
Category	MST	MV	%
Collision	1	1	50%
Mechanical	1	1	50%
Totals	2	2	100%

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 January 2015 and 2016:

Occurrence Type	January-15	January-16
Collision: MST Involved	9	1
Employee Injury	0	0
Medical Emergency	2	1
Object Hits Coach	0	2
Passenger Conflict	9	7
Passenger Fall	5	2
Passenger Injury	0	1
Other	4	4
Near Miss	0	0
Fuel / fluid Spill	6	2
Unreported Damage	0	2
Totals	35	22

CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of January there were 8,272 passenger boardings. This denotes a 17.77% decrease in passenger boardings from January of 2015, (10,048). Fiscal year to date – passenger boardings have decreased by 2.40% as compared to the same period last year.

- Productivity for January of this year was at 1.76 passengers per hour decreasing from January of 2015, (2.15).
- For the month of January, 91.25 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 85.11 % in January of 2015.

COMMUNICATIONS CENTER:

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

Agency Type	Incident Type	Number Of Responses
Police	Passenger Incident / Other	3
EMS	Passenger Illness	4
Fire Department	Possible Coach Fire	1

Robert Weber

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ATTACHMENT 3

February 23, 2016

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for January 2016

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

FY16 Fuel Budget:	Average Fuel Price January 2016:	Average Fuel Price: FY2016
Diesel: \$3.25	\$1.37	\$1.86
Gasoline: \$3.35	\$2.00	\$2.40

Fleet Status:	Operating Cost Per Mile:	* Miles Between Major Mechanical Road Calls:
January 2016:	\$.74	13,223
FY2016	\$.97	18,029 YTD
FY2015:	\$1.01	26,077 <u>YTD</u> Comparison
FY2014	\$1.20	15,403

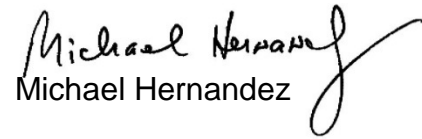
***Minimum:** 7,000 Miles; **Goal:** 15,000 Miles

Department Activities/Comments:

In January the operating cost dropped to a low of \$0.74 per mile for January, this is the lowest cost per mile since 2006. The lower cost can be attributed to a number of factors, including fewer major repairs during the month, lower operating cost with our new Gillig fleet, as well as low fuel costs. There were 13,223 miles between major mechanical road calls in January December, with 24 categorized as "major mechanical" and two road calls for minor or non-mechanical reasons. The highest major road calls were for electrical issues (7) with the majority involving both the electric and diesel trolley fleet.

Three passenger shelters were installed in Castroville during the month. In-ground hoist repairs were completed at both the TDA and CJW shops and the reverse osmosis pump was replaced on the TDA bus wash. The CJW fork lift is out of service until parts can be located; due to its age parts may not be available and the unit may need to be replaced.

Scheduled preventative maintenance (PMs) for the fleet was at 93% for the month.


Michael Hernandez

ATTACHMENT 4

Date: March 7, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: **Administration Department** Monthly Report – January 2016

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

Human Resources

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

Positions	Budget FY16	Actual	Difference
Coach Operators F/T	137	139	2
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	5	0	-5
Operations Staff	30	30	0
Maintenance & Facilities	46	45	-1
Administrative (Interns 2 PT)	26	26	0
Total	244	240	-4

*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>January Worker's Compensation Costs</i>	
<i>Indemnity (paid to employees)</i>	\$35,413.47
<i>Other (includes Legal)</i>	\$5,982.32
<i>Medical includes Case Mgmt, UR, Rx & PT</i>	\$26,185.57
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,775.33
<i>Total Expenses</i>	<i>\$80,356.69</i>
<i>Reserves</i>	<i>\$1,453,861.62</i>
<i>Excess Reserved</i>	<i>(\$501,545.17)</i>
<i># Ending Open Claims</i>	39

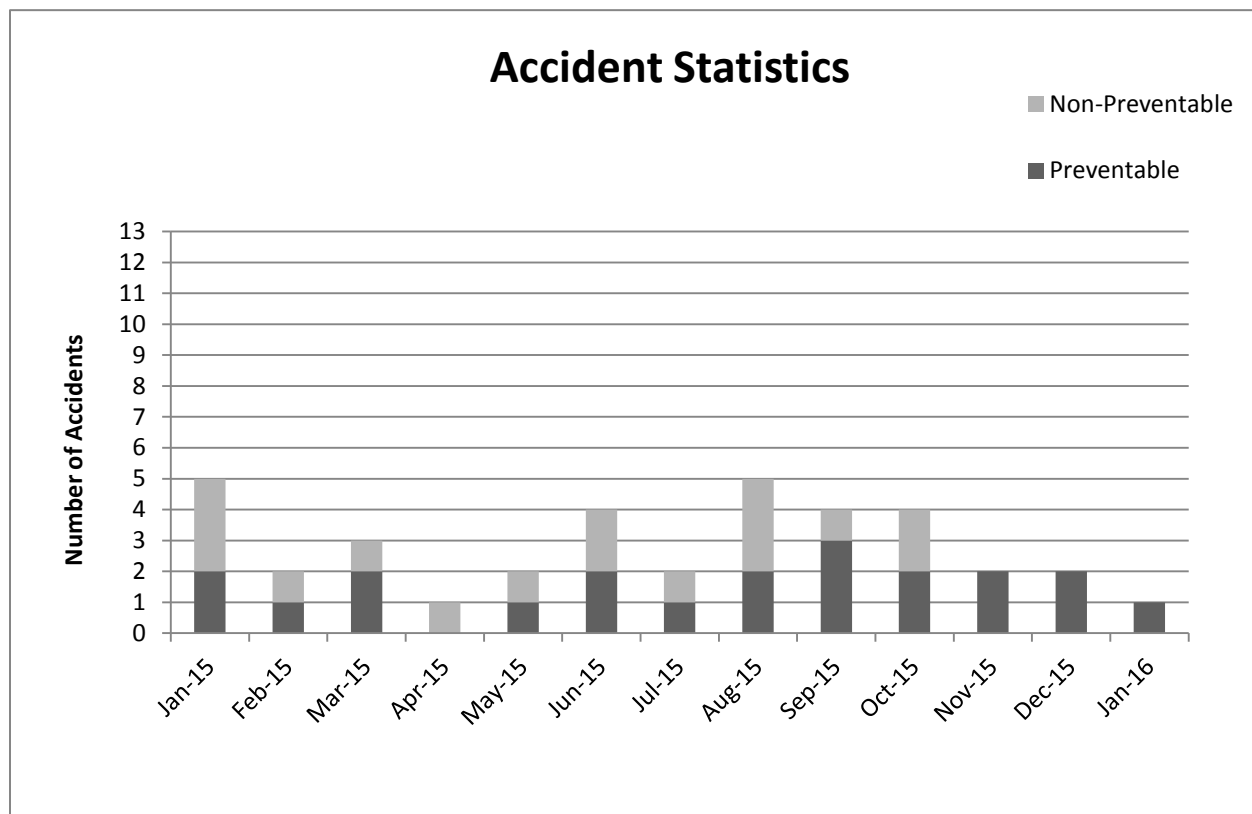
Training

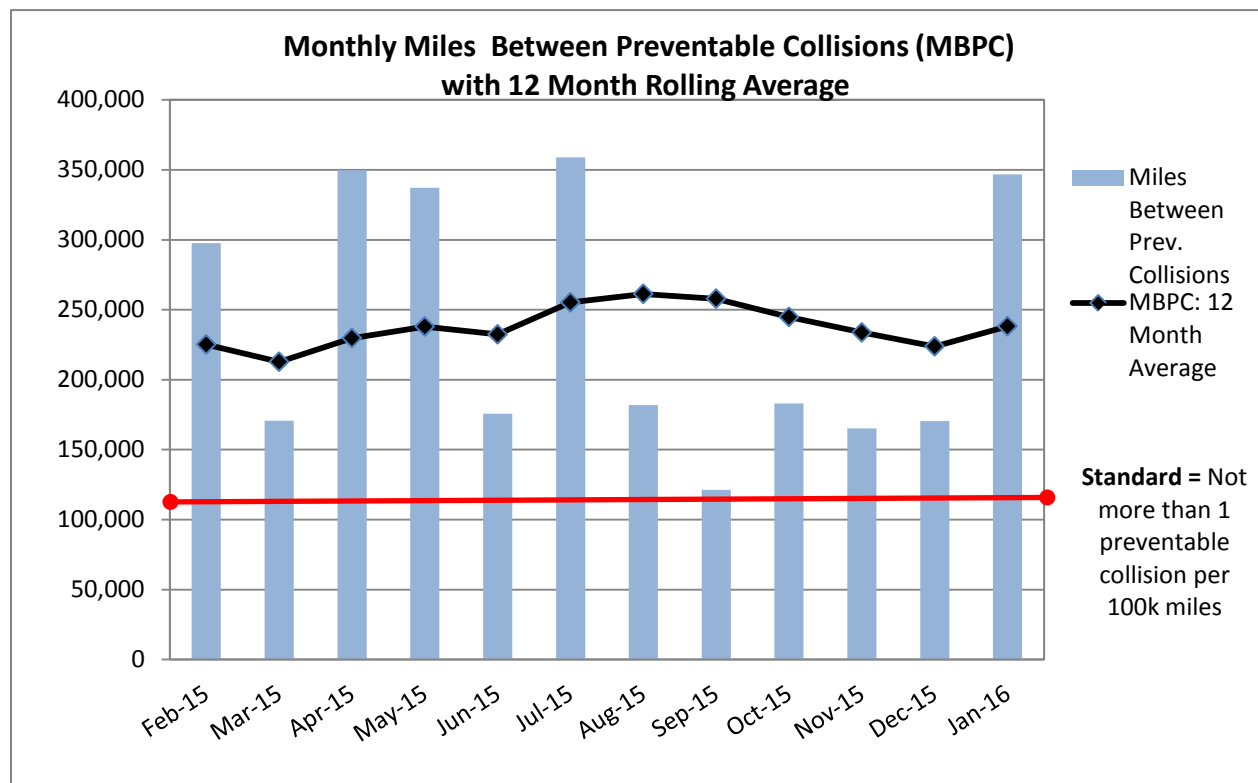
Description	Attendees
Post Accident/Incident Retraining	2
New Hire Maintenance Employee Training	1
Annual Verification of Transit Training	5
Maintenance Safety Training	26

Risk Management Update

Description	January 2016 Preventable		January 2015 Preventable	
	Yes	No	Yes	No
POV Vehicle hits MST Vehicle	1	0	0	0
January 2015 Accident Comparison	0	0	2	3
TOTAL	1	0	2	3

In January 2016, there was 1 preventable collision involving cross traffic.





There were \$704.45 in claim recoveries during this period and no claims paid.

Customer Service Update

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	January '15	% of reports received
Improper Driving	4	4	3/4*	22.9%	9	17.3%
Fare / Transfer Dispute	1	0	1	2.9%	2	3.8%
Passed By	1	0		2.9%	4	7.7%
Improper Employee Conduct	0	2	2*	5.7%	5	9.6%
Bus Stop Amenities	3	1		11.4%	1	1.9%
Late Arrival	0	2	1*	5.7%	4	7.7%
No Show	2	2	1/2*	11.4%	5	9.6%
Request to add service	1	0		2.9%	1	1.9%
ADA Compliance	0	0		0.0%	1	1.9%
Service Other	3	2	2/1*	14.3%	12	23.1%
Passenger Conduct	0	0		0.0%	1	1.9%
Early Departure	0	0		0.0%	2	3.8%
Passenger Injury	2	0		5.7%	0	0.0%
Off Route	0	0		0.0%	2	3.8%
Employee Other	1	1	1/1*	5.7%	1	1.9%
Vehicle Maintenance	0	0		0.0%	2	3.8%

Discriminatory behavior by employee	0	1		2.9%	0	0.0%
Inaccurate public information	1	0		2.9%	0	0.0%
Late Departure	0	1	1*	2.9%		
Total Complaints	19	16		100.0%	52	100.0%
Employee Compliment	0	0			3	
Service Compliment	0	0			2	

Finance Update

General Accounting/Accounts Payable

During the month of January, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. During the month of January, staff prepared and distributed the IRS-required W-2s and 1099 forms.

Payroll

Payroll created multiple new federal and state tax tables to conform with changes in tax rates effective January 1, 2016. A reconciliation of all quarterly returns filed for 2015 was completed to close the year and to generate W-2s for all active and terminated employees by the January 31, 2016, deadline. Hours and earnings reports were provided upon request to the operations, planning and grant compliance departments. 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

Grants

During the month of January, staff prepared and submitted three grant applications: one for the *Zero Emission Truck and Bus Pilot Deployment Program* through the State Air Resources Board for electric buses/wireless charging infrastructure; one for the FY16 allocation of Low Carbon Transit Operations Program funds for an electric bus; and one to AMBAG for PL funds to continue planning efforts for bus-on-shoulder operations on Highway 1. Staff continued to consult with the United State Department of Agriculture to prepare loan paperwork for the South County Maintenance Facility.

Purchasing

During the month of January, parts staff was busy with managing inventory levels and ensuring continued supplies. Inventory levels are remaining under \$200K and, with the new buses added to the fleet, parts staff is seeing a decline in the expenditure of costly component replacements. Staff has also continued to transfer ownership of the auctioned vehicles, which netted MST over \$46,000.

IT Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster Automatic Vehicle Location system. Staff liaised with MST Maintenance Department

Electronics Technician colleagues regarding the installation of the TM system hardware on contractor operated revenue vehicles.

Staff monitored the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system. 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 liaised with MST Maintenance Department Electronics Technician colleagues to coordinate the installation of the vehicle camera surveillance system by the vendor.

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

Marketing and Sales Update

Published news stories include: "Twas New Year's Eve but there were many old habits" (The Californian, 1/5/16); "Drunk man with fake gun prompts brief high school lockdown in Salinas" (KION, 1/12/16); "Man with replica gun causes lockdown at Salinas High School" (KSBW, 1/12/16); "Man arrested after boarding bus with replica gun" (The Californian, 1/13/16); "We Can Car Less: Overpass plan back on track" (The Californian, 1/14/16); "Marina Police Log: Threatening gestures" (The Californian, 1/19/16); "Taxis are more than a ride in Salinas" (The Californian, 1/21/16); "Worden exudes transportation excellence" (The Californian, 1/28/16); "Meeting: How ambulances will get to hospital during roundabout construction" (The Pine Cone, 1/22/16).

Press releases sent include: "MST bus service on Martin Luther King Jr. Day" (1/13/16).

Marketing activities: Posted photo of MST's 2015 employee of the year in the administration lobby; conducted mass mailing of MST's 2015 annual report to community stakeholders and posted it to MST's website and Facebook page; worked with vendor to compile suggestions for Salinas Transit Center paint/signage upgrade proposals; edited Community Stakeholder Survey for 2015; provided feedback to executive staff regarding new administration office customer service layout; nominated wirelessly-charged electric trolley for Caltrans Excellence in Transportation award; created lost and found form on website allowing customers to submit reports of lost items anytime without having to call; attended Monterey Peninsula Chamber of Commerce Annual Membership Luncheon; continued work to determine how to best display assessable bus schedules on MST's website, keeping mobile-first design in mind; finished formatting and coding Group Discount ordering option on MST's website;

worked with Monterey Bay Aquarium staff regarding scheduling 2015-2016 Free to Learn trips; worked on messaging showing how Measure Q funds are being spent; researched updating/re-designing MST's Busmobile; attended HWY 68 Roundabout communications working group meetings; managed MST website content, Facebook page, and Twitter account.

Planning Update

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

Staff continued Measure Q planning efforts by coordinating with the consultant, Nelson\Nygaard, and preparing the final Measure Q Transit Investment Plan.

Staff participated in AMBAG's Planning Directors Forum as an ongoing coordination effort in preparation for the Metropolitan Transportation Plan.

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

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

Monterey-Salinas Transit
Washington, D.C. Office

February 23, 2016

TO: Carl Sedoryk

FROM: Thomas P. Walters

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

FY 2017 Budget

President Obama released his FY 2017 Budget proposal to Congress on February 9, signaling the formal beginning of the budget and appropriations processes for the year. The next stage is the Congressional Budget Resolution, which sets the broad, overall parameters for spending and is due by mid-April. The enactment of the *Bipartisan Budget Act of 2016* last November provided sequester relief for not only FY 2016 but also FY 2017, temporarily lifting the top-line discretionary budget caps set by the Budget Control Act of 2011. Theoretically, this should enable the Budget Resolution process and subsequent appropriations process to run much more smoothly than in recent years, which have been characterized by continuing resolutions and year-end omnibus appropriations measures. However, members of the Tea Party-inspired Freedom Caucus have told Speaker Ryan that they want to cut an additional \$30 billion from the previously-agreed spending levels. Although many FTA programs are funded out of the Highway Trust Fund, which will provide a measure of protection from spending reductions, the larger budget debate could instigate an impasse in the legislative process that would in turn delay FTA's budget.

The President's Budget Proposal largely adheres to the transportation spending levels that were authorized in the FAST Act last December. This includes the full \$9.734 billion authorized for transit formulas and bus programs. The budget request also proposes an additional increase in transportation spending of \$303 billion over 10 years, to be paid for by a new tax on crude oil of \$10.25 per barrel and by tax reform. However, the additional funding beyond FAST Act levels is not likely to gain much traction in Congress this year.

Lobbying Strategies & Opportunities

With the FY 2017 budget process well underway, Congress will hold hearings on the various spending proposals during the spring. In addition, DOT will be releasing guidance on FAST Act program implementation throughout the year. We continue to closely monitor these actions for any impacts on MST. As the FAST Act implementation process continues, we will also recommend additional advocacy meetings or other lobbying opportunities for MST.

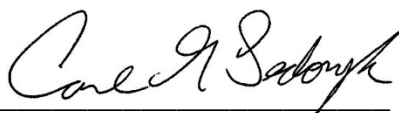
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To: Board of Directors
From: Carl Sedoryk, General Manager/CEO
Subject: State Legislative Update – February 2016

During the month of February, staff worked with the California Transit Association and California Air Resources Board to secure increased state investments in transit programs. We are all working to ensure that rules governing state Cap and Trade funding and zero emission bus programs are reasonable and do not create an undue administrative burden on public transit operators.

The Association's adopted 2016 State Legislative Program identifies legislation for Association sponsorship related to low-carbon transit operations program requirements and bus axle weight limits. This program also directs Association staff to support solutions to ongoing challenges related to zero emission bus procurements, electricity rate structures, pension reform, and expansion of bus on shoulder authorization outside of the Monterey Bay region.

Staff will review state legislative priorities with your Legislative Committee at their meeting of March 7, 2016.

Submitted by 

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February 23, 2016

To: Carl Sedoryk

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

Subject: TRIP REPORT – January 2016

From January 26th through 27th, I traveled to Washington, DC, to conduct legislative advocacy visits with various staff members of the US Congress. I was joined by the Chief Operating Officer of WAVE, Inc., which developed MST's Wireless Power Transfer (WPT) electric bus system. In addition to Congressional visits, we also visited with Federal Transit Administration staff to discuss MST's WPT electric bus program. While in DC, I met with the following individuals:

- John Tanner, Deputy Legislative Director to Senator Orrin Hatch
- James Williams, Senior Policy Advisor to Senator Orrin Hatch
- Debbie Merrill, Legislative Director to Congressman Sam Farr
- Tom Tucker, Executive Assistant to Congressman Sam Farr
- Vincent Valdes, Associate Administrator, FTA Office of Research, Demonstration and Innovation
- Trevor Higgins, Professional Staff to Senator Dianne Feinstein
- Sean Elsbernd, Deputy State Director to Senator Dianne Feinstein

From January 29th through February 2nd, I traveled to Orlando, FL to participate in the 2016 Transit CEO's Seminar presented by the American Public Transportation Association. During the seminar I participated in several important sessions, including:

- Presentations from the Acting Administrator of the Federal Transit Administration, the Director of Surface Division of the Department of

Homeland Security, and the Chairman of the National Transportation Safety Board.

- Bus & Paratransit CEO's Committee & Small Operators Committee
- How New Technologies and Autonomous Vehicles May Transform Public Transportation
- APTA Task Force on Member Collaboration
- Labor Relations Trends
- APTA's President/CEO's session for Deputy Chief Executives
- Transformative Leadership
- Building Private Sector Partnerships and Growing Teams
- Diversity Inclusion: LGTB Listening Session
- CEOs Exchange
- Talent Review Process and Succession Planning

Hunter Harvath