



**Board of Directors Regular Meeting  
May 8, 2017**

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

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

**1. CALL TO ORDER**

- 1-1. Roll Call.
- 1-2. Pledge of Allegiance.
- 1-3. Review Highlights of the agenda. (Carl Sedoryk)
- 1-4. Conduct swearing in ceremony for new member, Mary Ann Carbone, City of Sand City. (Tony Barrera)

**2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

**3. CLOSED SESSION**

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

[Advocating and delivering quality public transportation as a leader within our community and industry.](#)

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

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- 3-1. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)
- 3-2. Conference with Legal Counsel – Burchell Claim Settlement, Gov.Code § 54956.95: (D. Laredo, K. Halcon) (Enclosure)

#### **4. RETURN TO OPEN SESSION**

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

#### **5. CONSENT AGENDA**

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

- 5-1. Adopt Resolution 2017-32 recognizing, Deanna Smith, Compliance Analyst, as Employee of the Month for May 2017. (Carl Sedoryk) (Pg. 5)
- 5-2. Minutes of the MST Board Meeting of April 10, 2017. (Jeanette Alegar-Rocha) (Pg. 7)
- 5-3. Minutes of the Legislative Committee April 10, 2017. (Jeanette Alegar-Rocha) (Pg. 15)
- 5-4. Financial Report – March 2017. (Lori Lee) (Pg. 17)
- 5-5. Disposal of Property left aboard buses. (Sonia Wills) (Pg. 27)
- 5-6. Authorize Expenditure for Recruitment Advertising Campaign. (Hunter Harvath) (Pg. 29 )
- 5-7. Receive MST Committee Appointments. (Carl Sedoryk) (Pg. 31)
- 5-8. Receive Revised 2017 Board Meeting Calendar (Jeanette Alegar-Rocha) (Pg. 35 )
- 5-9. Approve Amendment of Employee-Employer Relations Policy. (Kelly Halcon) (Pg. 39)
- 5-10. Adopt Resolution 2017-34 recognizing Tom Hicks, Mobility Services Manager for his 10 years of service. (Carl Sedoryk) (Pg. 41 )
- 5-11. Ratify Amalgamated Transit Union Local (ATU) Contract. (Kelly Halcon) (Pg. 43 )

End of Consent Agenda

**6. RECOGNITION AND SPECIAL PRESENTATIONS**

- 6-1. Employee of the Month May – Deanna Smith, Compliance Analyst.  
(Carl Sedoryk)
- 6-2. Retirement -10 years of Service – Tom Hicks, Mobility Services Manager  
(Carl Sedoryk)
- 6-3. 30 Years of Service – David Duckworth, Coach Operator. (Robert Weber)
- 6-4. 25 Years of Service – Grace Casey, Coach Operator. (Robert Weber)
- 6-5. 25 Years of Service – Pawel Ziolkowski, Coach Operator. (Robert Weber)

**7. PUBLIC HEARINGS**

None

**8. ACTION ITEMS**

- 8-1. Approve Expenditure for Portable Restrooms at Salinas Transit Center  
(Hunter Harvath) (Pg. 45)

**9. REPORTS & INFORMATION ITEMS**

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

- 9-1. General Manager/CEO Report – March 2017 (Pg. 47)
- 9-2. Washington, D.C. Lobby Report – April 2017 (Pg. 71)
- 9-3. State Legislative Report- March 2017 (Pg. 73)
- 9-4. Staff Trip Reports February 2017 (Pg. 75)
- 9-5. Correspondence-Salinas Valley Express Transit Corridor Fund (Pg.81 )

**10. BOARD REPORTS, COMMENTS, AND REFERRALS**

- 10-1. Reports on meetings attended by board members at MST expense.  
(Pg. 83)
- 10-2. Board member comments and announcements.

- a. APTA Transit Board Members Seminar, Chicago, IL, July 22-25, 2017. Confirm Board Directors attending.

10-3. Board member referrals for future agendas.

## 11. ATTACHMENTS

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

## 12. ADJOURN

**NEXT MEETING DATE: June 12, 2017**

19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940  
Boardroom First Floor

**10:00 a.m.**

**NEXT AGENDA DEADLINE: May 30, 2017**

*\*Dates and times are subject to change.*

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

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

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

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**DEANNA SMITH  
MAY 2017  
EMPLOYEE OF THE MONTH**

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

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

WHEREAS, Deanna Smith began her career as an Executive Assistant to the General Manager/CEO and Clerk to the Board with Monterey-Salinas Transit in April of 2011 and was responsible for developing and implementing a Records Retention Policy and Records Retention Schedule in accordance with state and federal regulations; and

WHEREAS, Deanna Smith has demonstrated her dedication to public transportation by achieving in December 2014 a Master's of Science Degree in Transportation Management from the Mineta Transportation Institute at San Jose State University; and

WHEREAS based on her exemplary performance Deanna was promoted to the position of Compliance Analyst in September 2015; and,

WHEREAS, Deanna Smith completed a comprehensive update of 2017 - 2029 MST Title VI program to ensure transit services are provided without discrimination; and,

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Deanna Smith as Employee of the Month for May 2017; and

BE IT FURTHER RESOLVED that Deanna Smith is to be congratulated for her excellent work at Monterey-Salinas Transit District.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2017-33 the 8<sup>th</sup> day of May 2017.

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Tony Barrera  
Chairperson

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Carl G. Sedoryk  
Secretary

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**MST BOARD OF DIRECTORS**

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

**MINUTES**  
**April 10, 2017**

**1. CALL TO ORDER**

1-1. Roll Call.

**Director Luis Alejo arrived at 10:01 a.m.**

1-2. Pledge of Allegiance.

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

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

1-4. Conduct swearing in ceremony for new member, Yanely Martinez.

Chair Barrera swore in Director Yanely Martinez as the new board member representing the City of Greenfield. Vice Chair LeBarre welcomed Ms. Martinez and announced that she and her family actively utilize MST services.

<b>Present:</b>	Luis Alejo	County of Monterey
	Dan Albert	City of Monterey
	Tony Barrera	City of Salinas
	Robert Bonincontri	City of Gonzales
	Kristin Clark	City of Del Rey Oaks
	Ken Cuneo	City of Pacific Grove
	Carolyn Hardy	City of Carmel-by-the-Sea
	Mike LeBarre	City of King
	Yanely Martinez	City of Greenfield
	Frank O'Connell	City of Marina
	David Pacheco	City of Seaside
	David Pendergrass	City of Sand City
	Anna Velazquez	City of Soledad

**Absent:** None

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

**Public:** Fred Simkins  
Mark Frittal  
Renee Leonard  
Ken Walker  
Claudia Hudson  
David Hobbs  
Jean Stein

*Apology is made for any misspelling of a name.*

## **2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA**

Members of the Amalgamated Transit Union (ATU) Fred Simkins, Mark Friddle, Ken Walker, David Hobbs, Claudia Hudson and Keith Mitchell spoke before the board regarding labor negotiations. Renee Leonard from the public spoke before the board in support of the ATU members. Jean Stein spoke before the board raising her concern about distracted driving and safety.

General Counsel, Dave Laredo, recommended that Closed Session be moved to the end of the agenda and Chair Barrera proceeded to the consent agenda, presentations, action items and reports.

### **3. CONSENT AGENDA**

- 3-1. Adopt Resolution 2017-26 recognizing, Fred Simkins, and Coach Operator as Employee of the Month for April 2017.
- 3-2. Adopt Resolution 2017-27 recognizing Michael Hernandez, Assistant General Manager and Chief Operating Officer, for his 39.92 years of service.
- 3-3. Adopt Resolution of Appreciation 2017-28 for services rendered by David Pendergrass
- 3-4. Minutes of the MST Board Meeting of March 6, 2017.
- 3-5. Minutes of the HR Committee March 6, 2017.
- 3-6. Financial Report – February 2017.
- 3-7. Disposal of Property left aboard buses.
- 3-8. Adopt Resolution 2017-29 recognizing Coach Operator Excellence Award Recipients.
- 3-9. Approve Reappointment of Mobility Advisory Committee.
- 3-10. Approve Expansion of Special Medical Trips Program to South County Cities.

End of Consent Agenda

**Director Alejo made the motion to approve all items on the consent agenda and was seconded by Director Cuneo. The motion passed unanimously.**

### **4. RECOGNITION AND SPECIAL PRESENTATIONS**

- 4-1. Employee of the Month, April – Fred Simkins, Coach Operator

Robert Weber, Chief Operating Officer, recognized Fred Simkins for his positive contribution to MST and the community. The MST Board and Staff congratulated and thanked Fred Simkins for his outstanding work and dedication at Monterey-Salinas Transit.

### **5. PUBLIC HEARINGS**

None

## 6. ACTION ITEMS

- 6-1. Receive Update and Approve Resolution 2017-30 and Resolution 2017-31 for the Low Carbon Transit Operations Program (LCTOP).

Michelle Overmeyer, MST Grants Analyst provided an update and outlined the requirements in order for MST to receive LCTOP funds. Ms. Overmeyer requested board approval for free fares on weekends on Lines 41, 42, 44, 45 and 49 for twelve months if LCTOP grant funds are approved by the state and authorization for staff to use the remaining LCTOP funds to purchase approximately 600 summer youth passes in 2018, half of which will be distributed free to residents of local designated disadvantaged communities and the remainder half be available to other areas in the county, also at no charge.

Director Velazquez asked how the remaining 300 summer youth passes would be distributed, what are the performance measures, and when will MST look for other funding after the LCTOP funding.

Director Albert stated that the City Monterey Summer Program would be in need of free passes from the remaining 300 summer youth passes funded by LCTOP.

Director Alejo stated that the County of Monterey is currently at a disadvantage of qualifying for free summer youth passes due to the CalEPA Enviroscreening on Coastal Areas.

Mr. Sedoryk stated that MST staff will provide a memo report on the distribution of the free summer passes to the board if the grant funds are approved.

**Vice Chair LeBarre made the motion to adopt resolution 2017-30 and 2017-31 and was seconded by Director Alejo. The motion passed unanimously.**

- 6-2. Receive the Draft Update and Approve Resolution 2017-32 for the 2017-2020 Title VI Program.

Deanna Smith, Compliance Analyst, provided an update on the 2017-2020 Title VI Program which includes a Public Participation Plan and Language Assistance Plan, which are required for MST to be in compliance with federal regulations.

Director Cuneo commended Ms. Smith on her good work in preparing the 2017-2020 Title VI Program update.

**Director Cuneo made the motion to adopt the 2017-2020 Title VI Program Update and resolution 2017-32 and was seconded by Director Alejo. The motion passed unanimously.**

- 6-3. Receive Update and Approve Joe Lloyd Way Temporary Facility Relocation Expenses.

Hunter Harvath provided an update on the relocation of bus operations and maintenance activities from MST's One Ryan Ranch Road Facility to the temporary Joe Lloyd Way location. Mr. Harvath requested approval to transfer \$200,000 from the FY2017 capital budget to the FY2017 operating budget.

**Director Martinez made the motion to approve the Joe Lloyd Way Temporary Relocation Facility Expenses and was seconded by Vice Chair LeBarre. The motion passed unanimously.**

6-4. Approve the purchase of 2 mini buses from Creative Bus Sales

Sandra Amorim requested approval for the purchase of 2 mini buses not to exceed \$201,672.04. The new buses will be used as expansion vehicles for MST's senior and veteran shuttle service providing greater schedule flexibility and convenience for customers.

**Director Clark made the motion to approve the purchase of 2 medium (mini) buses and was seconded by Vice Chair LeBarre. The motion passed unanimously.**

6-5. Big Sur Transportation Needs due to impact of damage to Highway 1.

Hunter Harvath provided an update on requests for transportation assistance from the Big Sur Community resulting from the recent damage to Highway 1. Mr. Harvath asked the board to provide direction to staff with regards to meeting these requests.

Director Alejo asked which MST Bus Lines go to Big Sur and if free passes are available for the impacted Big Sur residents. Mr. Harvath responded that Line 22 services Big Sur and that \$13 deeply discounted bus monthly passes are available to the residents and workers of the Big Sur community.

Director Clark asked about the number of stops on the Big Sur bus route, the impact of the current situation to caregivers and school children and if signs can be posted at the Big Sur bus stop informing of the discounted passes.

Mr. Sedoryk stated that MST is currently working with Cal Trans to create a turn-around at the Big Sur bus stop for safety and Mr. Harvath confirmed that impacted Big Sur residents are informed of the discounted monthly bus passes.

**Director Clark left at 11:19 a.m.**

## **Public Comment**

For item 6-4, Jean Stein asked what the model of the new buses was and requested that the side windows be checked for safety. Mr. Sedoryk assigned Don Parslow from MV Rides to address the safety check.

## **7. CLOSED SESSION AGENDA**

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

Public Comment – none

- 7-1. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)

## **8. RETURN TO OPEN SESSION**

- 8-1. Report on Closed Session and possible action

**Upon return from closed session, Mr. Laredo reported that MST staff provided an update on item 7-1. The board provided direction to staff but no reportable action was taken.**

## **9. REPORTS & INFORMATION ITEMS**

- 9-1. General Manager/CEO Report – February 2017
- 9-2. Washington, D.C. Lobby Report – March 2017
- 9-3. State Legislative Advocacy Update – February 2017
- 9-4. Staff Trip Reports February 2017
- 9-5. Correspondence

Mr. Sedoryk announced that Robert Weber will be taking on additional responsibilities as MST's Chief Operating Officer.

Mr. Sedoryk introduced Norman Tuitavuki, Deputy Chief Operating Officer, as the newest member joining the MST Administrative Staff. Mr. Tuitavuki comes with 10 years public transportation experience in operations and maintenance working at the San Joaquin Transit District.

Mr. Sedoryk announced Don Parslow's new role as MV project manager.

## **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. Discussion- Measure Q New Committee Members
- b. Review committee member terms of office

10-3. Board member referrals for future agendas.

Director Alejo expressed appreciation for Senator Anthony Cannella's support and key role in the passing of SB1 in the Senate and Assembly. Mr. Sedoryk will partner with Debbie Hale, Executive Director of TAMC to write a guest editorial thanking the state legislative delegation for their support of SB1.

Director LeBarre announced that he attended the National Park Service conference and asked about possible MST service to Pinnacles National Park.

**11. ATTACHMENTS**

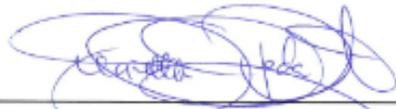
- 11-1. The detailed monthly Performance Statistics and Disbursement Journal for March 2017 can be viewed online within the GM Report at <http://mst.org/about-mst/board-of-directors/board-meetings/>

**12. ADJOURN**

Chair Barrera closed the meeting in memory of the late Morrie Fischer who served on the Board of Directors of Monterey-Salinas Transit for over 23 years and the longest serving board member in the history of the district.

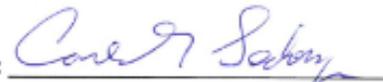
There being no further business, Chair Barrera adjourned the meeting at 12:12 p.m.

Prepared by:



Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by:



Carl G. Sedoryk, General Manager/CEO

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**MST Legislative  
Committee**

19 Upper Ragsdale Drive, Suite 200  
Monterey, CA 93940

**Minutes**

**April 10, 2017**

**9:00 a.m.**

**Present:** Directors: Barrera (Chair), Clark, Pendergrass

**Absent:** Directors: Albert, Alejo

**Staff:** Carl Sedoryk, General Manager/CEO; Hunter Harvath, Asst. GM of Finance & Administration; Lisa Rheinheimer, Director of Planning & Development; Kelly Halcon, Director of HR & Risk Services; Dave Laredo, De Lay & Laredo; Jeanette Alegar-Rocha, Clerk to the Board, Eva Perez, Office Administrator, Michelle Overmeyer, Grants Analyst

**Public:** Don Gilchrest, Thomas Walters & Associates (Teleconference), Heidi Quinn, Renee Leonard

**1. CALL TO ORDER**

Chair Barrera 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. PRESENTATIONS**

3-1. Receive Federal Legislative Update.

Don Gilchrest update from Thomas & Anderson, Inc., in Washington, D.C. provided the Federal Legislative via teleconference.

3-2. Receive update on the APTA Legislative Conference

Mr. Sedoryk, provided an update on the APTA Legislative Conference attended by MST Staff during March 11-13, 2017 in Washington, D.C.

### 3-3. Receive State Legislative Update

Mr. Sedoryk and Mr. Harvath provided an update on the current State Legislative and information on the recently announced landmark road repair and transportation investment package.

## 4. ANNOUNCEMENTS

None

## 5. ADJOURN

The Committee adjourned at 9:23 a.m.

Prepared by:



Jeanette Alegar-Rocha, Deputy Secretary

Reviewed by:



Carl G. Sedoryk, General Manager/CEO

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

**RECOMMENDATION:**

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

**FISCAL IMPACT:**

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

Beginning balance March 1, 2017	\$13,414,568.69
Revenues	9,281,118.54
Disbursements	<u>&lt;3,408,727.11&gt;</u>
Ending balance March 31, 2017	<u>\$19,286,960.12</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 third quarter of the fiscal year complete, revenues are virtually on budget and expenses are trending 7% below budget, producing a year-to-date surplus of \$2,165,979 for MST Fixed-Route. For the MST RIDES part of the budget, revenues are exceeding expenses by approximately \$46,000 year to date. On the revenue side, an 11% negative variance for the month in passenger fares improved from last month's 21% negative variance and is primarily due to the seasonal fluctuations in ridership as

well as the deeply discounted passes (\$95 per month passes discounted to \$13) on sale to help relieve congestion due to the TAMC roundabout construction project at the Highway 1 / Holman Highway interchange. As indicated in the Operations Summary Report, ridership is tracking slightly higher than at this point last year.

Many of the negative variances experienced during March were due to the reclassification from capital to operating (approved by your Board at the April meeting) of the expenditures associated with the activities of setting up the temporary bus maintenance and operations facility at Joe Lloyd Way on the former Fort Ord. This temporary facility is necessary as the entire bus maintenance and operations facility at One Ryan Ranch Road is undergoing a total reconstruction. Because it is a temporary facility that is expected to be in use for only a year, those expenses should be considered operating rather than capital. The following expenses have negative variances of greater than 5% or have a monetary value greater than \$5,000 as seen in the March Budget vs. Actual reports contained in Attachment #4:

1. **Advertising** – MST is conducting three simultaneous marketing efforts, two of which (JAZZ Shelter Displays refresh and employee recruitment) were not contemplated when creating the budget this time last year. As such this category is seeing substantial negative variances, including this month, at 239%. In particular MST's recruitment campaign is necessary due to a critical shortage of coach operators.
2. **Professional & Technical** – The majority of this 27% negative variance is due to a one-time \$15,000 fee from Rabobank to establish a \$3 million line of credit to implement the bus financing plan previously approved by your Board.
3. **Outside Labor** – This 96% negative variance is primarily due to the activities of setting up the temporary bus maintenance and operations facility at Joe Lloyd Way on the former Fort Ord.
4. **Supplies** – This 17% negative variance is primarily due to the activities of setting up the temporary bus maintenance and operations facility at Joe Lloyd Way on the former Fort Ord.
5. **Vehicle Maintenance** – Virtually all of this 109% negative variance is the result of a one-time charge covering previous months of adjustments to the vehicle parts expenditures that were not booked in time for the monthly closes.
6. **Marketing** – This 113% negative variance is due to the uneven purchasing pattern of marketing materials. Even though there is a negative variance for the month, for the year to date, this category of expenses still has a positive variance of 16%.
7. **Utilities** – This 23% negative variance is primarily due to the activities of operating the temporary bus maintenance and operations facility at Joe Lloyd Way on the former Fort Ord.

8. **Other Miscellaneous Expense** – This 186% negative variance is primarily due to the activities of setting up and operating the temporary bus maintenance and operations facility at Joe Lloyd Way on the former Fort Ord.
9. **Leases & Rentals** – This 26% negative variance reflects the unbudgeted cost of leasing from Army the above mentioned temporary bus maintenance & operations facility at Joe Lloyd Way on the former Fort Ord.

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

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# ATTACHMENT 1

## (REVENUES & DISBURSEMENTS)

### CASH FLOW

Beginning balance March 1, 2017		13,414,568.69
Revenues		
Passenger Revenue	237,420.46	
DOD Revenue	844,420.00	
LTF / STA / 5307 / Sales Tax	7,429,652.47	
Sales Tax	712,694.54	
Grants	26,075.00	
TAMC Loan/Rabo LOC advance	-	
Interest Income	1,856.65	
Non Transit Revenue	28,999.42	
Total Revenues		9,281,118.54
Disbursements		
Operations (See Attachment #2)	3,084,494.51	
Capital	13,542.85	
Property Acquisition –	310,689.75	
Total Disbursements		(3,408,727.11)
Ending balance March 31, 2017		<u><u>19,286,960.12</u></u>

### COMPOSITION OF ENDING BALANCE

Checking - Rabo Bank	284,999.33
Checking(s) - Wells Fargo Bank	166.57
Local Agency Investment Fund (LAIF)	6,056,274.78
Money Market - Homeland Security	841,070.22
Money Market - Rabo MM	157,289.04
Money Market - PTMISEA	10,253,218.54
Money Market - LCTOP	468,086.57
Money Market - Rabo Prop. 1 B	1,206,324.91
Bank of America - Escrow	8,985.16
Petty cash fund, STC Coin Machine, and 2 change funds	10,545.00
<b>Total</b>	<u><u>19,286,960.12</u></u>

**PAYROLL ACCOUNT**

March 3 Payroll & Related Expenses	549,047.36	
March 17 Payroll & Related Expenses	605,105.23	
March 31 Payroll & Related Expenses	469,237.87	
Pers & 457	227,290.95	
Garnishments	6,972.32	
Payroll adj		
	1,857,653.73	1,857,653.73

**GENERAL ACCOUNT**

Disbursements on Attached Summary	1,145,896.33	
Paydown loan	13,562.33	
Workers Comp. Disbursements	43,630.69	
Interest expense	5,745.22	
Bank Service Charge	29,349.06	
RTA Deposit transfer to RTA	2,200.00	
Purchase Suite 110	310,689.75	
Wire transfers/ACH debits - PTMISEA	-	
Transfer from WFB	-	
	1,551,073.38	1,551,073.38

Total Disbursements		3,408,727.11
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Less Capital Disbursements & Transfers		(324,232.60)
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<b>Operating Disbursements</b>		<b>3,084,494.51</b>
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**DISBURSEMENTS SUMMARY**  
**GENERAL ACCOUNT DISBURSEMENTS FOR March 1, 2017 - March 31, 201**

VENDOR / DESCRIPTION	CHECKS	AMOUNT
Accounts Payable 03/07/17	44267 - 44292	1,690.76
Accounts Payable 03/10/17	44293 - 44401	288,442.54
Accounts Payable 03/14/17	44402 - 44411	125,673.51
Accounts Payable 03/24/17	44412 - 44532	593,807.61
Accounts Payable 03/29/17	44533 - 44539	56,032.87
Accounts Payable 03/30/17	44540 - 44547	30,500.82
Accounts Payable 03/31/17	44548 - 44564	49,748.22
<b>TOTAL</b>		<b><u>1,145,896.33</u></b>

**CHECKS \$100,000 AND OVER**

VENDOR / DESCRIPTION	BOARD APPROVED	CHECK NUMBER	CHECK DATE	AMOUNT
PERS - Health	Recurring Expense	44437	03/24/17	317,854.53

TREASURY TRANSACTIONS  
FOR MARCH 2017**LAIF ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 03/01/17				4,556,274.78
	Deposit		-		1,500,000.00
	Local Agency Investment Fund: Quarterly interest earned - .68%		-		-
	LAIF Treasury Balance at 03/31/17				6,056,274.78

**RABOBANK MM ACCOUNT**

<u>Date</u>	<u>Account</u>	<u>Bank</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
	Balance Forward at 03/01/17				416,768.66
03/03/17		LTF	1,395,453.90		1,812,222.56
03/03/17		To AP		1,155,000.00	657,222.56
03/16/17		To AP		500,000.00	157,222.56
03/31/17		Interest @ 0.30%	66.48		157,289.04
	RABO MM Balance at 03/31/17				157,289.04

**MONTEREY - SALINAS TRANSIT**  
Revenue & Expense - Consolidated  
Budget vs Actual

For the Period from March 1, 2017 to March 31, 2017

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-294,005	-331,205	37,200	-2,756,565	-2,980,845	224,280
Special Transit	-514,363	-489,987	-24,376	-4,571,576	-4,409,883	-161,693
Cash Revenue	-12,639	-23,199	10,561	-253,843	-208,791	-45,052
Cash Grants & Reimbursement	-2,494,216	-2,447,710	-46,506	-22,071,346	-22,029,390	-41,956
<b>Total Revenue</b>	<b>-3,315,222</b>	<b>-3,292,101</b>	<b>-23,121</b>	<b>-29,653,330</b>	<b>-29,628,909</b>	<b>-24,421</b>
<b>Expenses</b>						
Labor	1,238,417	1,233,488	4,929	10,875,063	11,101,392	-226,329
Benefits	700,625	762,962	-62,337	6,653,151	6,866,658	-213,507
Advertising & Marketing	48,400	14,294	34,106	239,538	128,646	110,892
Professional & Technical	83,923	65,993	17,930	501,364	593,937	-92,573
Outside Services	30,466	26,321	4,145	265,695	236,889	28,806
Outside Labor	202,436	103,359	99,077	799,881	930,231	-130,350
Fuel & Lubricants	211,744	305,144	-93,400	1,552,420	2,746,296	-1,193,876
Supplies	82,326	70,129	12,197	622,085	631,161	-9,076
Vehicle Maintenance	174,644	83,544	91,100	760,655	751,896	8,759
Marketing Supplies	9,326	4,376	4,950	33,033	39,384	-6,351
Utilities	47,313	38,598	8,715	331,068	347,382	-16,314
Insurance	44,871	54,253	-9,382	403,764	488,277	-84,513
Taxes	8,232	17,309	-9,077	108,447	155,781	-47,334
Purchased Transportation	406,104	403,028	3,076	3,486,890	3,627,252	-140,362
Miscellaneous Expenses	178,927	62,559	116,368	557,627	563,031	-5,404
Interfund transfers						
Pass Thru/Behalf of Others		6,167	-6,167		55,503	-55,503
Interest Expense	9,084	10,583	-1,499	88,249	95,247	-6,998
Leases & Rentals	30,609	24,212	6,397	208,422	217,908	-9,486
<b>Total Operating Expenses</b>	<b>3,507,447</b>	<b>3,286,319</b>	<b>221,128</b>	<b>27,487,351</b>	<b>29,576,871</b>	<b>-2,089,520</b>
<b>Operating (Surplus) Deficit</b>	<b>192,225</b>	<b>-5,782</b>	<b>198,007</b>	<b>-2,165,979</b>	<b>-52,038</b>	<b>-2,113,941</b>

NOTES

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**MONTEREY - SALINAS TRANSIT**  
Revenue & Expense - Consolidated  
Budget vs Actual  
For the Period from March 1, 2017 to March 31, 2017  
(Amounts are in USD)  
(Includes Fund: 002)  
(Includes G/L Budget Name: BUDFY17)

	Cur Mo. Actual	Cur Mo. Budget	Cur Mo. Variance	YTD Actual	YTD Budget	YTD Variance
<b>Revenue</b>						
Passenger Fares	-40,703	-38,909	-1,794	-355,640	-350,181	-5,459
Special Transit						
Cash Revenue						
Cash Grants & Reimbursement	-299,098	-299,098		-2,691,882	-2,691,882	
<b>Total Revenue</b>	<b>-339,801</b>	<b>-338,007</b>	<b>-1,794</b>	<b>-3,047,522</b>	<b>-3,042,063</b>	<b>-5,459</b>
<b>Expenses</b>						
Labor	2,781	4,770	-1,989	66,615	42,930	23,685
Benefits	4,329	3,029	1,300	38,547	27,261	11,286
Advertising & Marketing						
Professional & Technical		417	-417		3,753	-3,753
Outside Services						
Outside Labor	4,128	6,584	-2,456	38,326	59,256	-20,930
Fuel & Lubricants	32,670	39,577	-6,907	250,463	356,193	-105,730
Supplies	692	1,919	-1,227	7,779	17,271	-9,492
Vehicle Maintenance				511		511
Marketing Supplies						
Utilities	40		40	320		320
Insurance						
Taxes						
Purchased Transportation	316,706	268,018	48,688	2,476,767	2,412,162	64,605
Miscellaneous Expenses	13,526	13,693	-167	121,979	123,237	-1,258
Interfund transfers						
Pass Thru/Behalf of Others						
Interest Expense						
Leases & Rentals				1		1
<b>Total Operating Expenses</b>	<b>374,873</b>	<b>338,007</b>	<b>36,866</b>	<b>3,001,309</b>	<b>3,042,063</b>	<b>-40,754</b>
<b>Operating (Surplus) Deficit</b>	<b>35,072</b>		<b>35,072</b>	<b>-46,213</b>		<b>-46,213</b>

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

St. Vincent De Paul (Seaside)

1 Apron	1 Backpack
4 Books	2 Coin Purses
6 Pairs of eyeglasses	1 Pair of sunglasses
2 Eyeglass Cases	6 Sweaters
6 Hats	23 Umbrellas
1 Pair of gloves	2 New under wear
2 Lunch bags	4 Plastic containers
1 Scarf	9 Water bottles
2 Blankets	2 MP3 players
1 Flashlight	1 Wireless speaker
9 Cell phones	1 Bike lock
1 Blanket	2 Hats
2 Small radios	1 Back brace
1 Earring	3 Key rings
1 Pair of pants	1 Purse
1 Scarf	2 Camera mounts
1 Poker Game	1 Sweatshirt
2 Totes	1 Toy
2 Sets of headphones	1 Calculator
1 Portable DVD player	

To be disposed

1 Cosmetics	2 Toiletries
3 Soiled items	3 Medication
10 Keys	2 Shirts

To be retained

\$ 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.

Prepared by:   
Sonia Wills

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To: Board of Directors  
From: Hunter Harvath, Assistant General Manager  
Subject: Recruitment Ad Campaign

**RECOMMENDATION:**

Authorize staff to spend up to \$50,000 on a recruitment advertising campaign.

**FISCAL IMPACT:**

\$50,000

**POLICY IMPLICATIONS:**

Your board approves expenditures \$25,000 and higher.

**DISCUSSION:**

MST is currently experiencing a severe shortage of coach operators. In addition, there are vacant positions in other departments of the agency. As such, staff initiated an advertising campaign aimed at finding eligible candidates for employment at MST. These shortages in manpower are resulting in increased overtime costs and in rare instances, service cancellations.

To date, approximately \$18,000 has been spent on a multi-media campaign, including a new TV commercial ("Drive the Bus for Us" created by Chidlaw Marketing); radio, newspaper, and bus ads; and social media. While high profile, this first phase of advertising has not yielded enough applications for employment. In that regard, staff is requesting authority from your Board to spend up to an additional \$50,000 on further advertising and promotional efforts to generate more applicants. Staff will continue working with Chidlaw Marketing to fine tune our messaging and better target groups of local residents who might be interested in employment with MST

Once MST is fully staffed reduced overtime costs will offset the costs of this marketing and recruitment effort.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

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To: Board of Directors  
From: C. Sedoryk, General Manager/CEO  
Subject: MST Committee Assignments

**RECOMMENDATION:**

Receive update on MST Committee assignments.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

None.

**DISCUSSION:**

MST maintains the following standing board committees Human Resources, Finance, Legislative Policy, Planning and Operations, Facilities, and Marketing A list of the current FY 2017 MST Committee member appointments is attached.

The bylaws adopted by your Board authorize the Chair to annually appoint board members these committees. Staff recommends that board members who wish to participate on a specific committee to contact either the board chair or the CEO prior by May 26, 2017. Final board committee representation fo FY 2018 will be finalized the June 12, 2017 board meeting.

PREPARED BY: \_\_\_\_\_



Carl G. Sedoryk

Attachment 1: MST Committee Descriptions and Members, FY 2017  
Attachment 2: MST Committee Members, FY 2017

**ATTACHMENT 1**

<b>Committee</b>	<b>Mission</b>	<b>FY 2017 Members (committee chair in boldface type)</b>
Facilities	Recommends to the Board policies which best allows utilization of facilities and other tangible assets to meet organizational growth and development needs	Albert, <b>Barerra</b> , Hardy, LeBarre, O'Connell
Finance	Oversees MST financial matters and recommends to the Board policies, practices, and efficiencies, which maximize service and ensure a financially solvent organization.	Alejo, <b>O'Connell</b> , Martinez, Velazquez
Human Resources	Recommends policies to the Board concerning the effective use of human resources and compensation/benefits/ recognition systems	<b>Clark</b> , Cuneo, Pacheco, Velazquez
Legislative Policy	Recommends to the Board strategies and actions regarding legislative initiatives.	Albert, Alejo, <b>Barrera</b> , Clark Hardy, LeBarre, Carbone
Marketing	Oversees and recommends policies to the Board regarding public information, marketing plans and bus advertising policies	Alejo, <b>Bonincontri</b> , Cuneo, Carbone. Martinez
Planning/Operations	Recommends policy to the Board to improve transit services and better meet the transportation needs of Monterey County	Bonincontri, <b>Clark</b> , Pacheco,

## 2017 MST Committee Assignments

	Facilities	Finance	Human Resources	Legislative	Marketing	Planning/ Operations
Alejo		•		•	•	
Barrera	Chair			Chair		
Hardy	•			•		
Bonincontri					•	•
Clark			Chair	•		Chair
Albert	•			•		
LeBarre	•					•
Cuneo			•		•	
O'Connell	•	Chair				
Pacheco			•			•
Pendergrass				•	Chair	
Martinez		•			•	
Velazquez		•	•			

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To: Board of Directors  
From: Jeanette Alegar-Rocha, Executive Assistant/Clerk to the Board  
Subject: Revised 2017 Board Calendar and Conference Schedule

**RECOMMENDATION:**

Receive Revised 2017 MST Board Calendar and Conference Schedule.

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Article V(a) of the MST Bylaws state that “Regular meetings of the Board shall be held the second Monday of each month throughout the year commencing at the hour of 10:00am in the Monterey-Salinas Transit, Thomas D. Albert Division Conference Room at One Ryan Ranch Road, Monterey, California 93940. Effective July 2016, MST Board and Committee meetings are held at 19 Upper Ragsdale Drive, Suite 100, Monterey, CA 93940 unless otherwise noted. Regular meetings may also be held on other days, at other times, and places as the business of the Monterey-Salinas Transit District (“District”) requires.”

**DISCUSSION:**

The regularly scheduled meetings of the RTA Board are updated in the calendar for the convenience of those board members who serve on the RTA. Effective May 8, 2016, the RTA board meeting will immediately follow the regularly scheduled MST Board meeting starting no earlier than 11:00 a.m. in May and July 2017. All board meetings have been scheduled to accommodate holidays and conferences attended by MST staff and/or board members.

Attachment 1: Revised Calendar Year 2017 Board Calendar and Conference Schedule

Prepared by:



Jeanette Alegar-Rocha, Clerk to the Board

Reviewed by:



Carl G. Sedoryk, General Manager/CEO

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## 2017 MST Board Meeting Schedule

January 9	<b>MST / RTA STRATEGIC PLANNING REVIEW</b>
February 6	MST BOARD MEETING
<i>February 11-14</i>	<i>APTA Transit CEO Seminar, San Diego, CA</i>
<b>March 6</b>	<b>MST BOARD MEETING</b>
<i>March 12 – 14</i>	<i>APTA Legislative Conference, Washington, DC</i>
April 10	MST BOARD MEETING
<i>May 7 – 10</i>	<i>APTA Bus &amp; Paratransit Conference, Reno, NV</i>
May 8	MST BOARD MEETING / RTA BOARD MEETING
June 12	MST BOARD MEETING
July 10	MST BOARD MEETING
July 22 – 25	APTA Transit Board Members Seminar, Chicago, IL
August 14	MST BOARD MEETING
<b>September 11</b>	<b>MST BOARD MEETING</b>
<i>October 8 – 11</i>	<i>APTA Annual Meeting, Atlanta, GA</i>
<b>October 16</b>	<b>MST BOARD MEETING</b>
<i>November 8 - 10</i>	<i>CTA Fall Conference &amp; EXPO, Riverside, CA</i>
November 13	MST BOARD MEETING
December 11	MST BOARD MEETING

- MST Meetings in **boldfaced type** do not occur on second Monday of the month.

## 2017 MST Conference Schedule

<i>February 11-14</i>	<i>APTA Transit CEO Seminar, San Diego, CA**</i>
<i>March 12 – 14</i>	<i>APTA Legislative Conference, Washington, DC*</i>
<i>May 7 – 10</i>	<i>APTA Bus &amp; Paratransit Conference, Reno, NV**</i>
<i>October 8 – 11</i>	<i>APTA Annual Meeting, Atlanta, GA*</i>
<i>November 8 - 10</i>	<i>CTA Fall Conference &amp; EXPO, Riverside, CA*</i>

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

## 2017 RTA Board Meeting Schedule

January 9	RTA BOARD MEETING & STRATEGIC PLANNING REVIEW – 9:00AM
May 8	RTA BOARD MEETING *immediately following regular MST Board Meeting and no earlier than 11:00 a.m.
July 10	RTA BOARD MEETING *immediately following regular MST Board Meeting and no earlier than 11:00 a.m.

To: Board of Directors  
From: K. Halcon, Human Resources Manager  
Subject: Amendment of Employee-Employer Relations Policy

**RECOMMENDATION:**

Approve the amendment to the Employee-Employer Relations Policy

**FISCAL IMPACT:**

None.

**POLICY IMPLICATIONS:**

Staff is updating the Employee-Employer Relations Policy due to the reorganization of responsibilities and positions within the agency. Your Board approves all new policies and/or amendments.

**DISCUSSION:**

Monterey-Salinas Transit has developed a policy that implements Chapter 10, Division 4, Title I of the Government Code of the State of California (Sections 3500 et. seq.) by providing orderly procedures for the administration of employer-employee relations between MST and its employee organizations. Nothing contained in the policy shall be deemed to supersede the provisions of federal law, state law, local ordinances, and MST Employee Handbook, or provide for other methods of employer-employee relations. This policy is intended, instead, to strengthen methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and Monterey-Salinas Transit District.

MST is making an amendment to the policy with regards to the individuals who comprise the "Confidential Unit". An employee in the Confidential Unit is an employee who, in the course of his or her duties, has access to the confidential information relating to MST's administration of employer-employee relations. These individuals are privy to closed door sessions and/or are the alternate to the primary who is privy to closed door sessions. The following positions are in the Confidential Unit:

**CONFIDENTIAL UNIT:** May 2017

**Title**

~~Executive Assistant to the General Manager/CEO~~  
~~Assistant General Manager/Finance & Administration~~  
~~Assistant General Manager/COO~~  
~~Director of Transportaion Services~~  
Director of Human Resources-Risk Mangement  
~~Human Resources Generalist~~  
Director of Information Technology  
General Accounting/Budget Manager  
Chief Operating Officer  
Deputy Chief Operating Officer  
Human Resources Manager

Staff recommends that the Board adopt the amendments to the Employee-Employer Relations Policy.



PREPARED BY: \_\_\_\_\_  
Kelly Halcon



REVIEWED BY: \_\_\_\_\_  
Carl G. Sedoryk

**TOM HICKS  
RETIREMENT  
10 YEARS OF SERVICE**

WHEREAS, Tom Hicks began his career with the Monterey-Salinas Transit in April 2007 as the Consolidated Transportation Services Agency Manager. During his 10 year career at MST, Tom Hicks has been instrumental in the development and administration of MST's Mobility Management programs, which have significantly improved the transportation options for the elderly, disabled, and Veterans in Monterey County; and

WHEREAS, Tom Hicks further advanced MST's Mobility Management programs while serving with distinction on; the MST Mobility Advisory Committee, the Monterey County Commission on Disabilities, the Measure Q Steering Committee, the California Association for Coordinated Transportation Board of Directors, and the Monterey County Taxi Advisory Steering Committee; and

WHEREAS, Tom Hicks participated in multiple presentations and forums discussing MST's Mobility Management programs with the; American Public Transit Association, California Transit Association, and the California Association for Coordinated Transportation, which positioned MST as an industry leader in the delivery of Mobility Management services; and

WHEREAS, after 10 years of service to MST and the communities it serves, Tom Hicks retired on April 28, 2017.

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes and congratulates Tom Hicks for his support and service to MST and our customers; and

BE IT FURTHER RESOLVED the Board of Directors expresses its sincere gratitude to Tom Hicks and wishes him success and a satisfying retirement.

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2017-34 on this 8th day of May 2017.

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Tony Barrera  
Chairperson

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Carl G. Sedoryk  
General Manager / CEO

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**To:** Board of Directors

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

**Subject:** Collective Bargaining Agreement (CBA) between Amalgamated Transit Union Local 1225 (ATU) and Monterey-Salinas Transit District (MST).

**RECOMMENDATION:**

Ratify the CBA between MST and ATU employees.

**FISCAL IMPACT:**

The overall cost of the contract is within the FY2017 budget and within the direction given by the Board.

**POLICY IMPLICATIONS:**

Your Board approves the CBA between MST and ATU.

**DISCUSSION:**

At the February 6, 2017 meeting, your Board provided the labor negotiating team with the financial authority to present an offer to the Amalgamated Transit Union Local No. 1225. On February 14, 2017 the offer was agreed to and accepted by the negotiating team. The ATU negotiating team brought the tentative agreement to their membership for a vote on February 24, 2017 and the membership voted "No". On March 6, 2017, the HR Committee met to review the tentative agreement and provided direction to the full MST Board in closed session. MST Board did not ratify the tentative agreement at that time based on the "No" vote by ATU membership. ATU and MST negotiating teams continued to meet to negotiate.

On April 17, 2017, ATU and MST negotiating teams came to an agreement to modify the previous tentative agreement. ATU membership voted "Yes" to the tentative agreement on April 21, 2017. In closed session, the MST Board will be asked to ratify the modified tentative agreement.

The accepted terms of the contract include 2.75% wage increase effective on the second full pay period following final ATU and MST ratification of the Collective Bargaining Agreement, with 2.75% wage increases scheduled for March 2018, March 2019. Based on the timing of the ratification versus the date of the expiration of the past contract, MST will pay each ATU member employed on the date of ratification a onetime

lump sum payment of \$630.00. MST has also agreed to a modest increased monthly contribution toward employee health premiums. The length of the contract is for three years beginning October 1, 2016 through to September 30, 2019.

Prepared by:   
Kelly Halcon, Director of HR & Risk Management

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

To: Board of Directors  
From: Hunter Harvath, Assistant General Manager  
Subject: Portable Restrooms for Staff and Public Restrooms at Salinas Transit Center

**RECOMMENDATION:**

1. Approve the expenditure of \$11,000 per month to lease two portable restroom units for MST staff at the Joe Lloyd Way temporary bus operations and maintenance facility on the former Fort Ord and Salinas Transit Center.
2. Refer issue of continued operations of public restrooms at Salinas Transit Center to Facilities committee for recommendation to your Board.

**FISCAL IMPACT:**

Approximately \$11,000 per month: \$5,500 for each temporary restroom unit.

**POLICY IMPLICATIONS:**

Your board approves expenditures \$25,000. The running total of monthly lease payments is approaching \$25,000.

**DISCUSSION:**

While the reconstruction and expansion project is underway at MST's One Ryan Ranch Road location, Monterey Peninsula bus operations and maintenance is occurring at a facility on Joe Lloyd Way on the former Fort Ord. Owned by the military, MST is leasing this property on a temporary basis until construction is complete at One Ryan Ranch Road.

When staff moved to Joe Lloyd Way, it became clear that there were not sufficient restroom facilities for the number of staff members who are based there. In that regard, MST procurement staff investigated the possibility of leasing a portable restroom trailer – similar to those that are used at more sophisticated outdoor events. Far from a basic “port-a-let” commonly seen at weekend festivals and construction sites, this restroom trailer has separate men’s and women’s areas, multiple commodes/urinals, electricity, and hot running water for hand washing in traditional sinks.

As this restroom trailer has been well received by staff as a temporary solution until construction is complete, staff is leasing a second unit for installation at Salinas Transit Center for the use of MST staff members. The condition and misuse of the public restrooms has gotten steadily worse in recent years. Even with a security guard on the premises, staff has heard anecdotal reports of illicit behavior going on inside the restrooms, and users regularly throw foreign objects into the commodes, causing clogged drains, overflowing water and other problems. As such, a number of MST employees are reluctant to use these restrooms, and staff is concerned about ongoing liability and expense related to the continued misuse and abuse of these facilities by the public.

In that regard, staff has identified space at STC to install one of these temporary restroom trailer at a location that has the necessary water and electricity hookups. This temporary restroom trailer will be secured and will only be used by MST employees. At this time, staff is seeking authorization from your Board to spend approximately \$10,000 per month to lease these facilities from United Site Services.

As far as members of the public, staff will be working to replace the existing restroom building with a "Portland Loo" single use facility. This revolutionary model of public restroom was installed by the City of Monterey in the Monterey Transit Plaza and is constructed in a manner that discourages illicit behavior, is resistant to graffiti, and has difficult to clog drains. To date, City of Monterey staff is extremely satisfied with how the "Portland Loo" is performing. With that, MST staff will be initiating the planning process to install a "Portland Loo" at STC. Until that facility is installed, staff recommends the Facilities committee be directed to review alternative measures to address the difficult situation at STC and provide a recommendation to your Board.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

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

Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for March 2017 (Attachments 1-5).

March 10 - 13 I attended the American Public Transportation Association annual legislative conference in Washington DC. At the meeting we received updates on what to expect from the Administration and Congress with regard to federal transportation investments. We also worked to develop a national strategy on advocacy to ensure that future appropriations bills fund transportation to the maximum amount authorized by Congress under the FAST Act of 2016. While attending the conference Hunter Harvath, Tony Barrerra and Mike LeBarre and I were able to meet with Congressman Panetta and staff to discuss transportation issues of national, state and local significance.

Attachment #1 – Dashboard Performance Statistics

Attachment #2 – Operations Dept. Report – March 2017

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

Attachment #4 – Administration Dept. Report – March 2017

Attachment #5 - FY 2017 Action Plan Update - March 2017

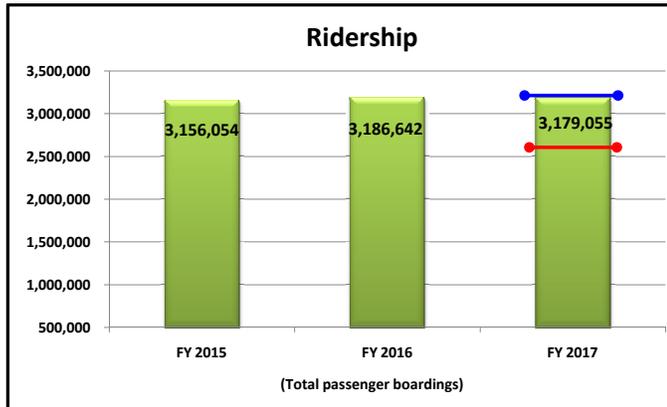
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at <http://www.mst.org/about-mst/board-of-directors/board-meetings/>



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

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## MST Fixed Route YTD Dashboard Performance Comparative Statistics Months of July - March Fiscal Years 2015-2017

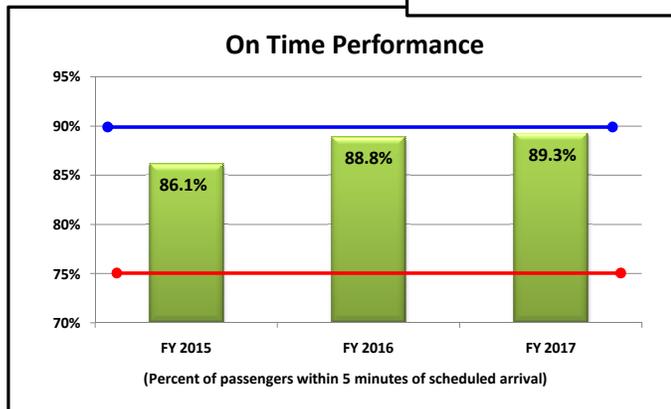
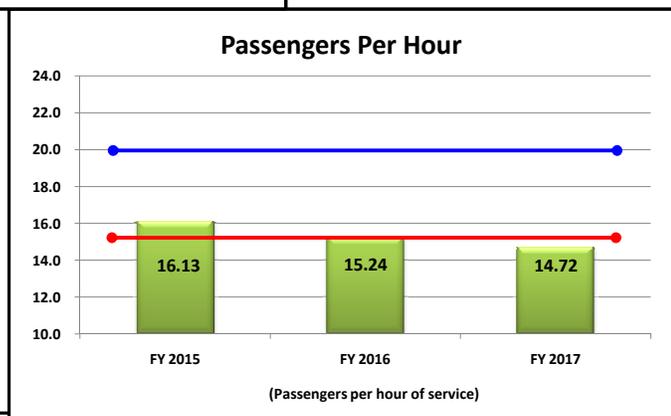


**Goal = 3,250,375  
passengers**

**Minimum = 2,867,978  
passengers**

**Goal = 20 passengers p/h**

**Minimum = 15 passengers p/h**

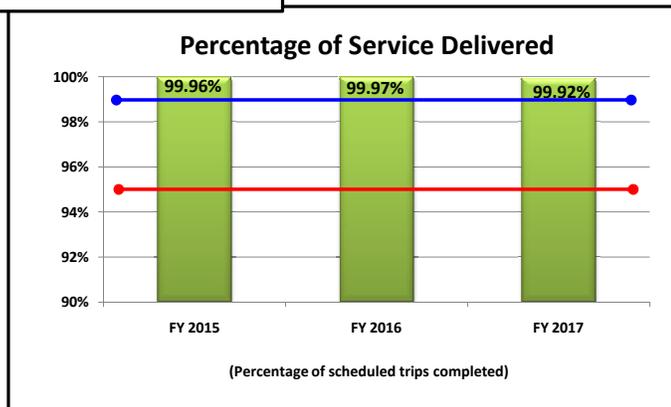


**Goal = 90% on time**

**Minimum = 75% on time**

**Goal = 99% completed**

**Minimum = 95% completed**

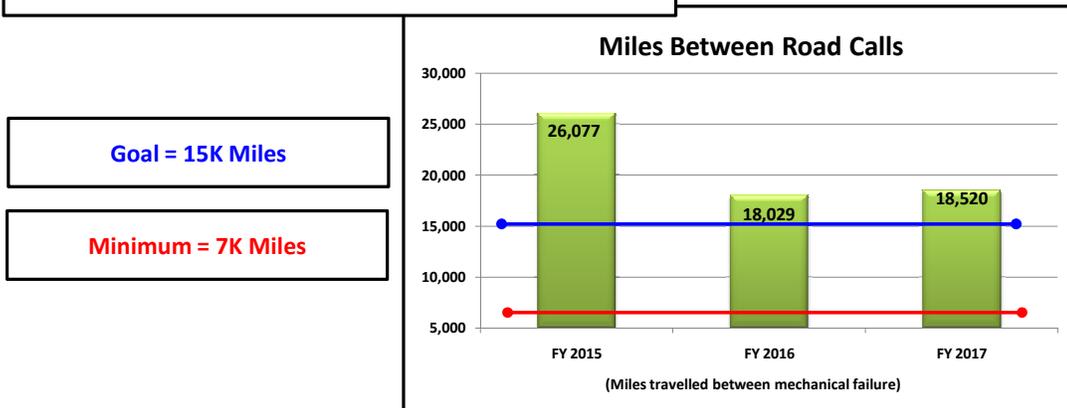
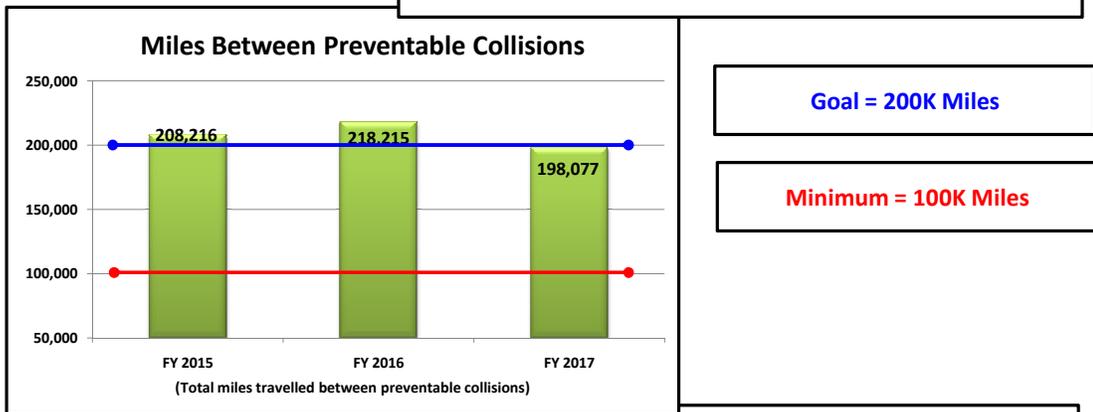
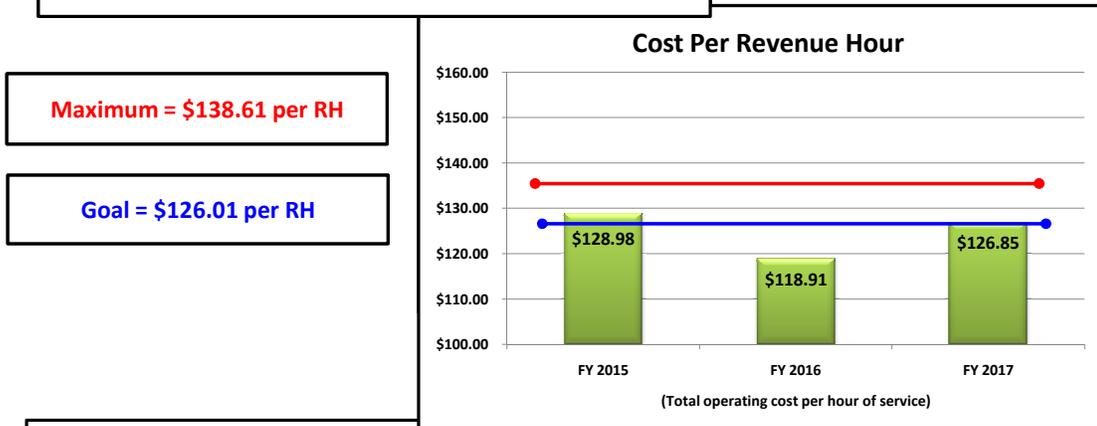
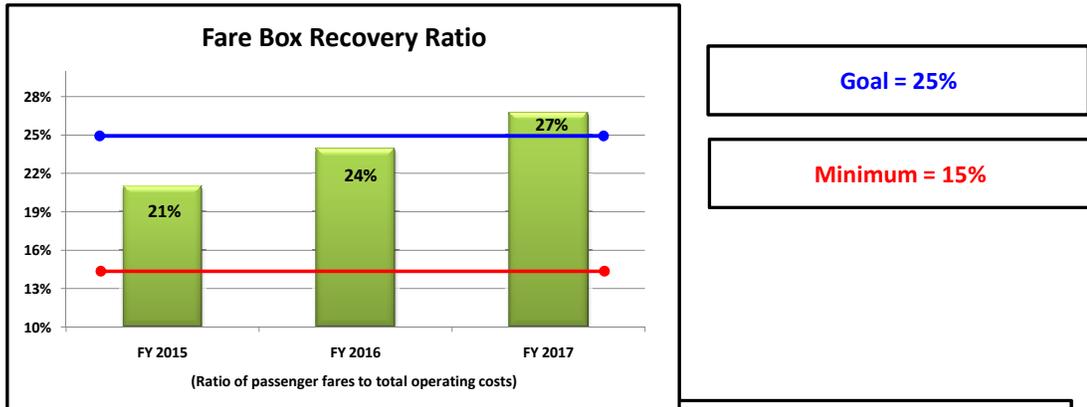


# MST Fixed Route

## YTD Dashboard Performance Comparative Statistics

### Months of July - March

### Fiscal Years 2015-2017

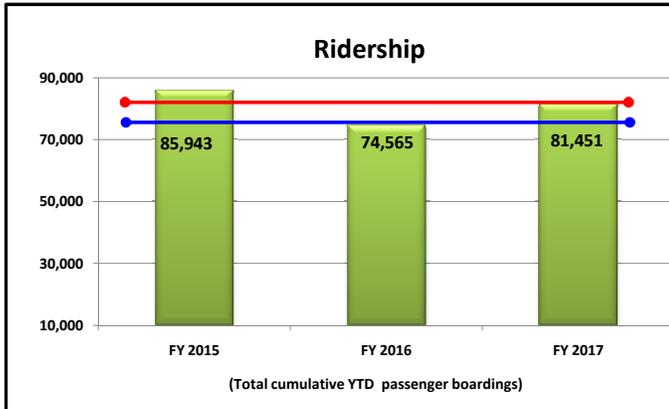


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### Months of July - March

### Fiscal Years 2015-2017

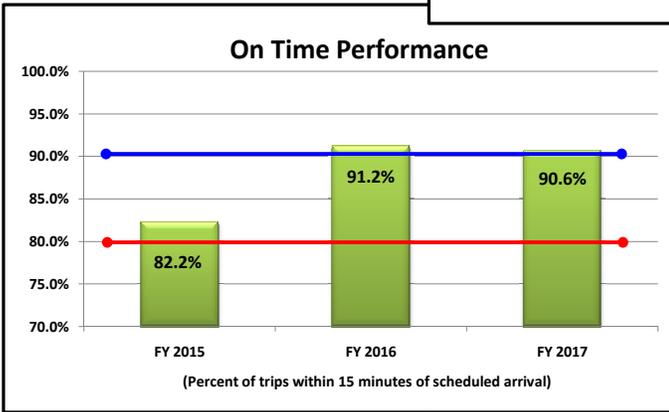
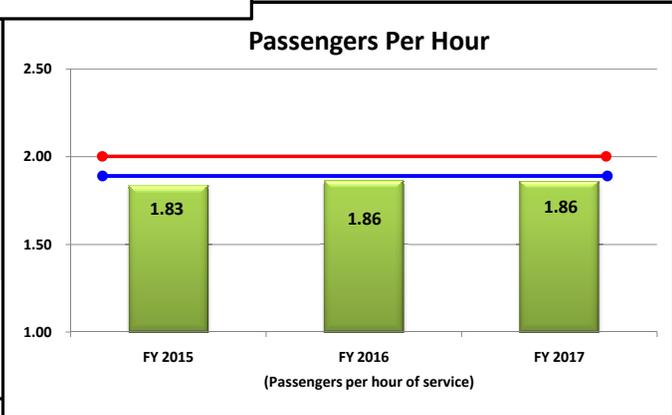


**Goal = 76,802 passengers**

**Maximum = 84,482 passengers**

**Goal = 1.87 passengers p/h**

**Maximum = 2.06 passengers p/h**

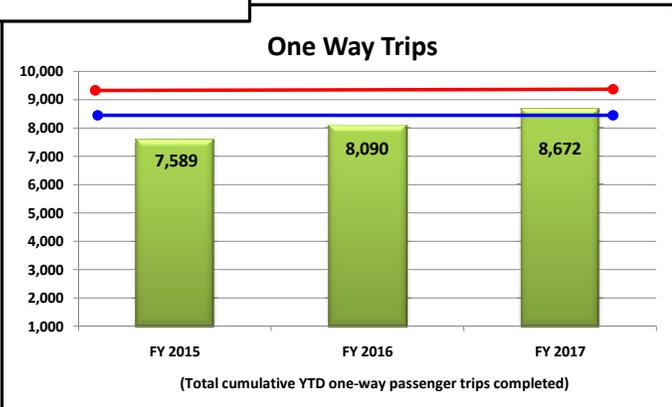


**Goal = 90% on time**

**Minimum = 80% on time**

**Maximum = 9,504 one-way trips**

**Goal = 8,640 one-way trips**

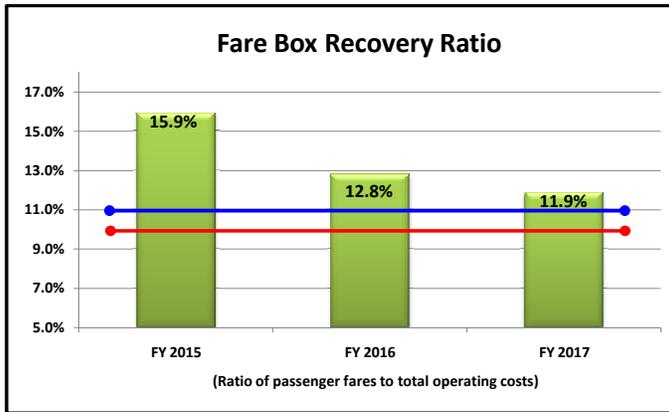


# MST RIDES

## YTD Dashboard Performance Comparative Statistics

### Months of July - March

### Fiscal Years 2015-2017

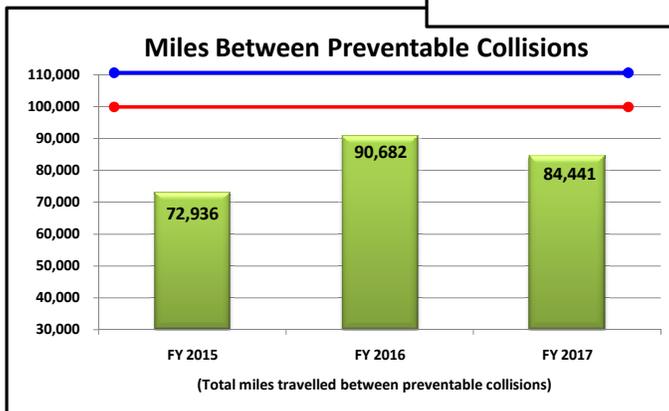
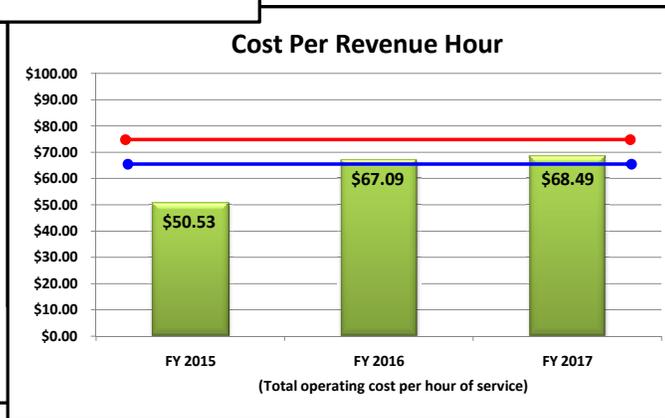


**Goal = 11%**

**Minimum = 10%**

**Goal = \$68.47**

**Maximum = \$75.32**

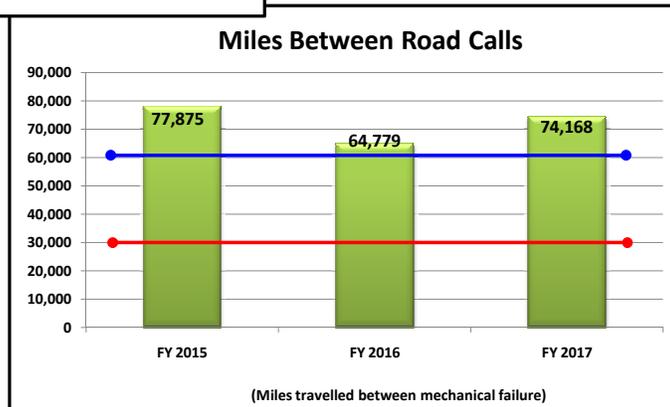


**Goal = 110K Miles**

**Minimum = 100K Miles**

**Goal = 60,000 miles**

**Minimum = 30,000 miles**

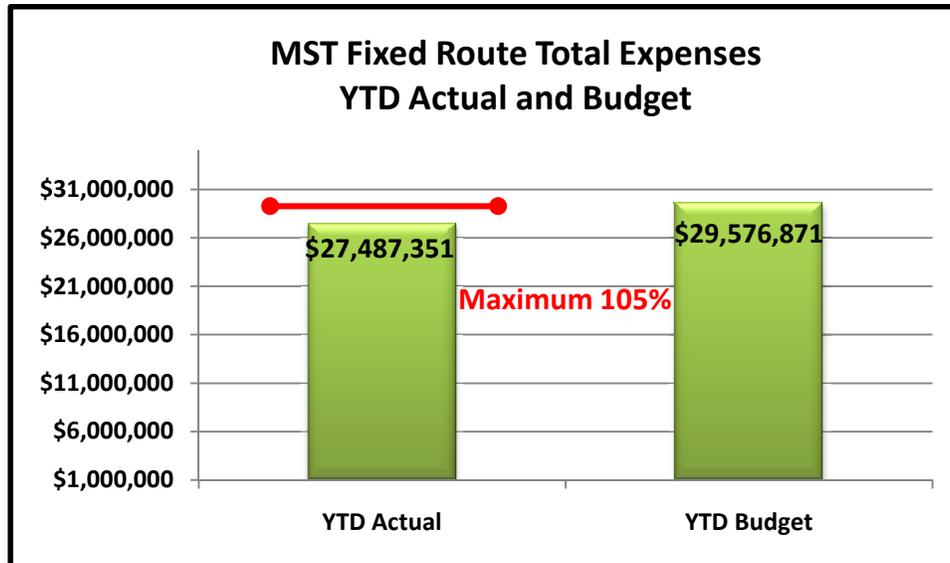
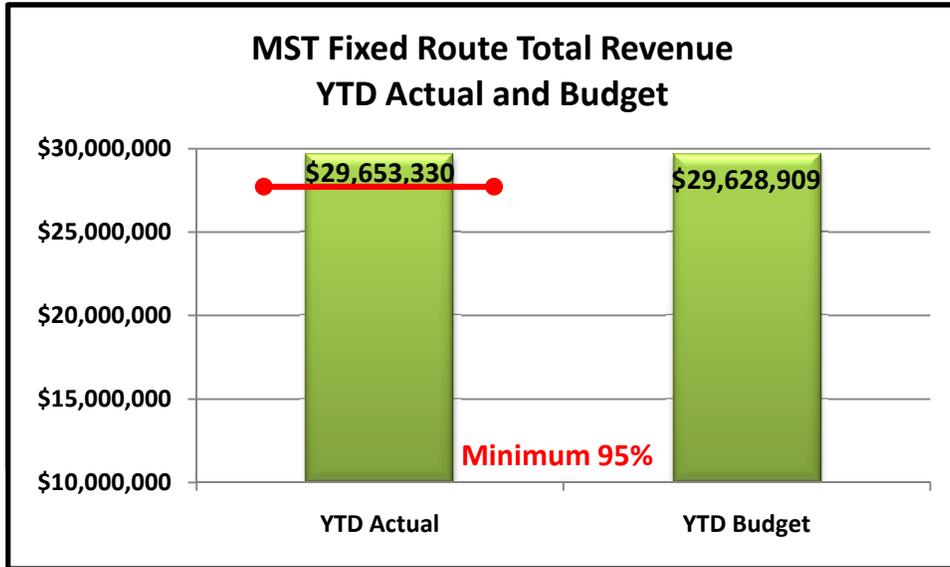


# MST Fixed Route

## Financial Performance Comparative Statistics

### July - March

### Fiscal Year 2017

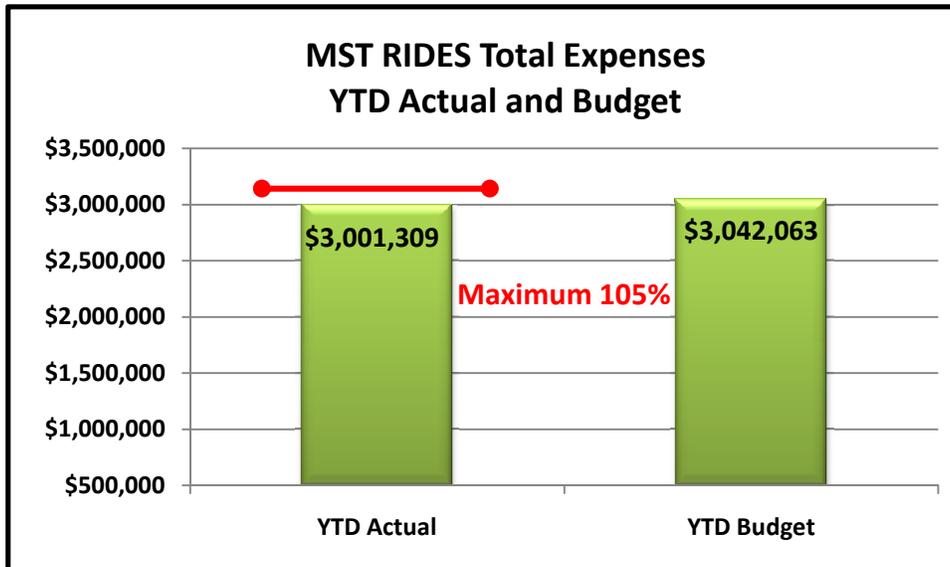
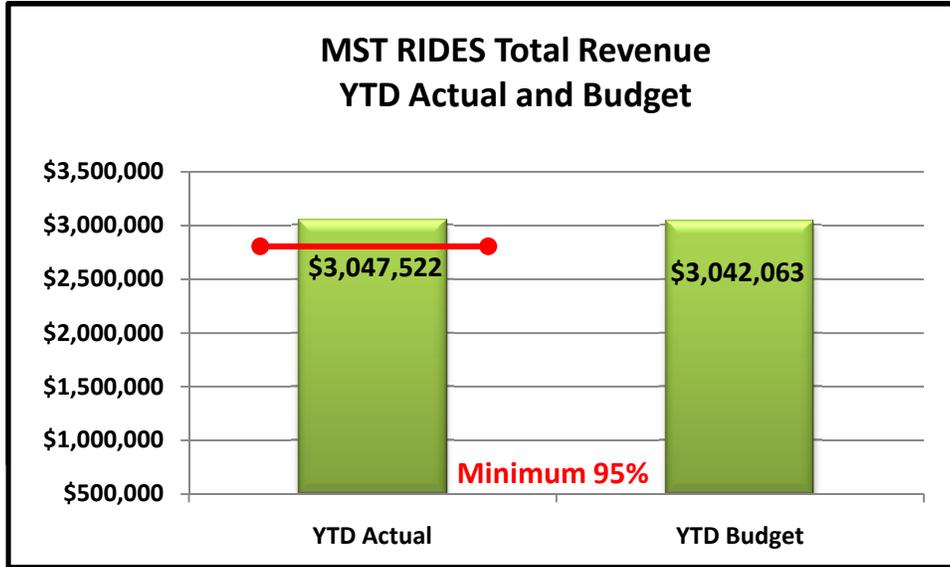


# MST RIDES

## Financial Performance Comparative Statistics

### July - March

### Fiscal Year 2017



April 25, 2017

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

From: Robert Weber, Chief Operating Officer

Cc: MST Board of Directors

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

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## **FIXED ROUTE BUS OPERATIONS:**

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

Preliminary boarding statistics indicate that ridership increased by 1.15% in March 2017, (354,919), as compared to March 2016, (350,899). Fiscal year to date – passenger boardings have decreased by 0.24% as compared to the same period last year.

Productivity increased slightly from March of last year (14.3) to 14.6 passengers per hour for March of this year.

### **Supplemental / Special Services:**

March 17: MST provided special shuttle services from the Sally Griffin Center in Pacific Grove to Sherwood Hall in Salinas. The service transported 46 senior passengers to the event.

March 26: MST provided services for the Free to Learn project transporting 127 passengers between the Santa Cruz Transit Center, and the Monterey Bay Aquarium.

### **System Wide Statistics:**

- Ridership: 354,919
- Vehicle Revenue Hours: 24,168
- Vehicle Revenue Miles: 394, 328
- System Productivity: 14.6 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 33,402

**Time Point Adherence:** Of 131,583 total time-point crossings sampled for the month of March, the Transit Master™ system recorded 17,499 delayed arrivals to MST's published time-points system-wide. This denotes that **86.70%** of all scheduled arrivals at published time-points were on time. (See *MST Fixed-Route Bus ~~ On Time Compliance Chart FY 2017.*)

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

**Cancelled Trips:** As listed below, there were a total of nineteen (19) cancelled trips for the month of March for both directly operated and contracted services:

<b>Total Trips Provided: 34,402</b>			
<b>Category</b>	<b>MST</b>	<b>MV</b>	<b>%</b>
Mechanical Failure	8	2	52.63%
Passenger Disturbance	1	0	5.26%
Road Closure	0	5	26.32%
Staff Shortage	2	0	10.53%
Unknown <sup>1</sup>	1	0	5.26%
<b>Totals</b>	<b>12</b>	<b>7</b>	<b>100.00%</b>

<sup>1</sup> Insufficient information available.

**Documented Occurrences:** MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of March 2016 and 2017:

<b>Occurrence Type</b>	<b>March-16</b>	<b>March-17</b>
Collision: MST Involved	5	3
Employee Injury	0	1
Medical Emergency	3	0
Object Hits Coach	0	0
Passenger Conflict	12	6
Passenger Fall	14	5
Passenger Injury	0	0
Other	3	9
Near Miss	0	1
Fuel / fluid Spill	2	1
Unreported Damage	0	1
<b>Totals</b>	<b>39</b>	<b>27</b>

**CONTRACTED TRANSPORTATION SERVICES:**

**MST RIDES ADA / ST Paratransit Program:**

Preliminary boarding statistics for the MST RIDES program reflect that for the month of March there were 11,036 passenger boardings. This denotes a 9.38% increase in passenger boardings from March of 2016, (10,090). Fiscal year to date – passenger boardings have increased by 6.19% as compared to the same period last year.

- Productivity for March of this year was at 1.76 passengers per hour, decreasing from March of 2016, (1.84).
- For the month of March, 91.65% of all scheduled trips for the MST RIDES program arrived on time, increasing slightly from 91.64 % in March of 2016.

**COMMUNICATIONS CENTER:**

In March, MST’s Communications Center summoned public safety agencies on twenty (20) separate occasions to MST’s transit vehicles and facilities:

<b>Agency Type</b>	<b>Incident Type</b>	<b>Number Of Responses</b>
Police	Passenger Incident / Other	17
EMS	Passenger Illness / Injury	3

Robert Weber

**ATTACHMENTS:**

- MST Fixed-Route Bus ~~ On Time Compliance FY 2017
- MST Fixed-Route Bus ~~ Boarding Statistics FY 2017
- MST Trolley ~~ Boarding Statistics FY 2017
- MST RIDES ~~ On Time Compliance FY 2017
- MST RIDES ~~ Boarding Statistics FY 2017
- Operations Summary Report ~ March 2017
- Mobility Management Report ~ March 2017

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April 25, 2017

To: Carl G. Sedoryk, General Manager/CEO

From: Robert Weber, Chief Operating Officer

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

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

<b>FY17 Fuel Budget:</b>	<b>Average Fuel Price March 2017:</b>	<b>Average Fuel Price: FY2017</b>
Diesel: \$3.10	<b>\$1.99</b>	<b>\$1.94</b>
Gasoline: \$3.20	<b>\$2.46</b>	<b>\$2.21</b>

<b>Fleet Status:</b>	<b>Operating Cost Per Mile:</b>	<b>* Miles Between Major Mechanical Road Calls:</b>
<b>March 2017</b>	<b>\$0.81</b>	<b>19,996</b>
<b>FY2017</b>	\$0.89 YTD	18,520 YTD
FY2016:	\$0.93	16,768 <u>YTD</u> Comparison
FY2015	\$1.01	21,306 Fiscal Year

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

**Department Activities/Comments:**

The MST revenue fleet travelled 19,996 miles between major mechanical road calls during the month of March. The total number of road-call incidents was 24, with 18 for major mechanical issues and 6 for minor/non-mechanical road calls. The highest number of road calls was attributed to electrical and other minor issues. Gasoline fuel prices continue to run higher than historical norms due to the offsite fueling of non revenue vehicles that are assigned to the temporary operating base on Joe Lloyd Way. Higher gasoline costs will continue through the duration of our occupancy of the temporary facility as we have to pay varying retail prices at local gas stations.

Following a site visit and vehicle demonstration by representatives from BYD bus manufacturers in early March, staff began the process of identifying the specifications for the procurement of two BYD Electric buses scheduled for delivery in early 2018.

Prepared by:   
Robert Weber, Chief Operating Officer

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

Date: May 8, 2017

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; Lisa Rheinheimer, Director of Planning and Marketing ; Sonia Bannister, Customer Service Supervisor.

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

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

**Human Resources – March 2017**

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

<b>Positions</b>	<b>Budget FY17</b>	<b>Actual</b>	<b>Difference</b>
Coach Operators F/T	139	132	-7
Coach Operators Limited Duty	0	0	0
CO Occupational Injuries	1	0	-1
Operations Staff	31	30	-1
Maintenance & Facilities	49	49	0
Administrative (Interns 1 PT)	30	30	0
<b>Total</b>	<b>250</b>	<b>241</b>	<b>-9</b>

\*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.

<b>March Worker’s Compensation Costs</b>	
<i>Indemnity (paid to employees)</i>	\$20,982.91
<i>Other (includes Legal)</i>	\$7,314.53
<i>Medical includes Case Mgmt, UR, Rx &amp; PT</i>	\$15,333.25
<i>TPA Administration Fee</i>	\$5,000.00
<i>Excess Insurance</i>	\$7,512.08
<b>Total Expenses</b>	<b>\$56,142.77</b>
<b>Reserves</b>	<b>\$1,144,725.95</b>
<b>Excess Reserved</b>	<b>(\$357,768.89)</b>
<i># Ending Open Claims</i>	35

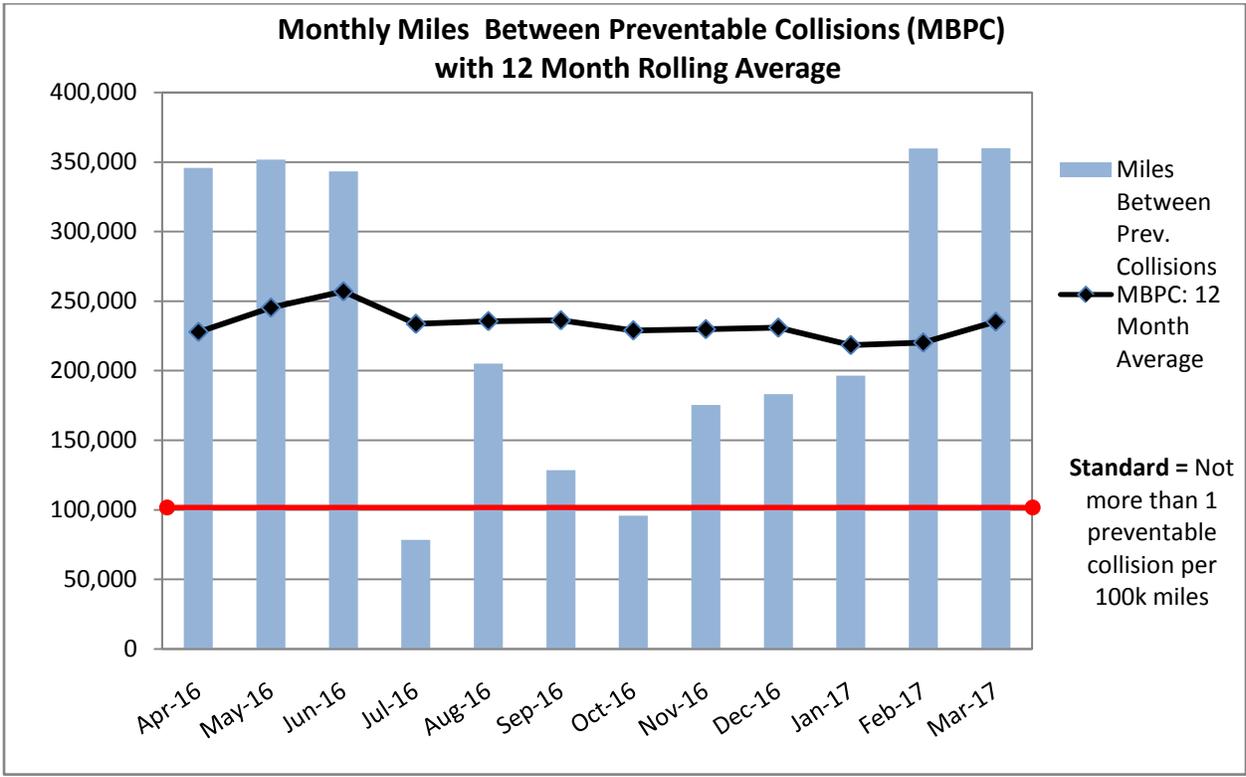
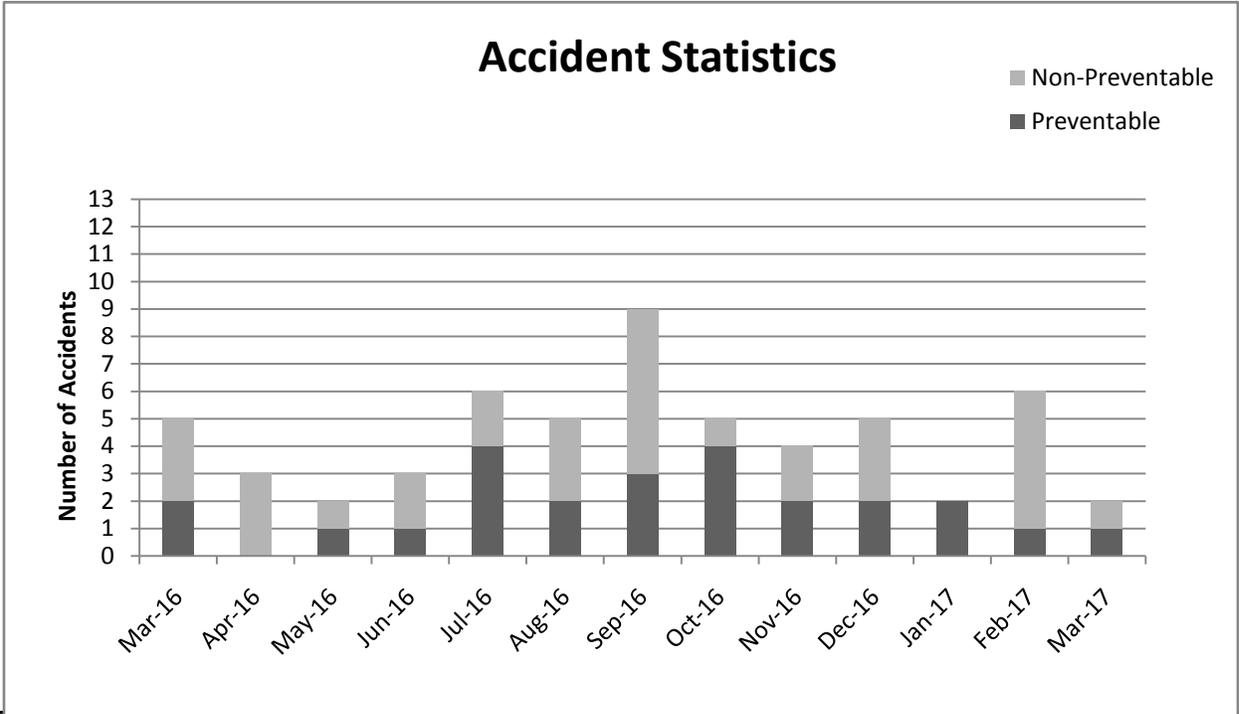
## Training

Description	Attendees
Post Accident/Post Incident Re-training	2
NCCIPMA-HR: Labor Relations Boot Camp	2
Easterseals: Introduction to Travel Training Workshop and Advanced Travel Training strategies Workshop	1
Harassment Prevention Training	1
NPDES: Certified Stormwater Inspector training	1
New Hire Orientation	8
Drug and Alcohol Training	8
Title VI and EEO Training	8
C.A.R.S. Training for Coach 1901 E-Trolley: Pull-out and Pull-in Procedures	2
In-Service Training Report: Situational Awareness and Maintaining Sufficient Clearance	1

## Risk Management

Descrip	March 2017 Preventable		March 2016 Preventable	
	Yes	No	Yes	No
<b>POV Vehicle hits MST Vehicle</b>	0	1	0	3
<b>MST bus hit stationary object</b>	1	0	2	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>

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



## Customer Service Update – March 2017

Service Report Type	MST	*Other Provider	# of valid reports	% of reports received	March '16	% of reports received
Improper Driving	5	4	3/2*	15.5%	5	9.6%
Fare / Transfer Dispute	2	1	0	5.2%	0	0.0%
Passed By	3	0	1	5.2%	6	11.5%
Improper Employee Conduct	4	5	1/1*	15.5%	2	3.8%
Bus Stop Amenities	1	0	0	1.7%	0	0.0%
Late Arrival	1	1	1/1*	3.4%	6	11.5%
No Show	1	2	0	5.2%	2	3.8%
Request to add service	2	0	2	3.4%	1	1.9%
ADA Compliance	2	0	1	3.4%	1	1.9%
Service Other	4	4	1*	13.8%	6	11.5%
Agency Policy	0	0	0	0.0%	3	5.8%
Early Departure	1	0	0	1.7%	4	7.7%
Late Departure	1	0	0	1.7%	0	0.0%
Passenger Injury	0	0	0	0.0%	1	1.9%
Service Schedule	0	0	0	0.0%	0	0.0%
Employee Other	3	1	1	6.9%	12	23.1%
Inaccurate public information	1	1	0	3.4%	1	1.9%
Off Route	0	2	0	3.4%	1	1.9%
Passenger Conduct	0	0	0	0.0%	1	1.9%
Full bus / Left behind	0	1	1*	1.7%	0	0.0%
Taxi	0	1	1*	1.7%	0	0.0%
Unsafe Conditions	2	0	1	3.4%	0	0.0%
Discriminatory behavior by employee	2	0	0	3.4%	0	9.6%
<b>Total Complaints</b>	<b>35</b>	<b>23</b>			<b>52</b>	<b>100.0%</b>
Employee Compliment	5	0			1	
Service Compliment	1	0			0	

## Finance Update – March 2017

### General Accounting/Accounts Payable

During the month of March, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analyses. Throughout the month, staff gathered the information necessary to begin the FY18 Budget compilation process to present to the Board for approval in June 2017.

## **Payroll**

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**

The 5310 grant application was completed and submitted on-time. The MST System-wide Fleet Analysis was in full gear and staff worked with consultants to compile requested reports. Staff continued working with Caltrans and BlueScope to establish a protocol for invoicing and grant reimbursements for the TDA Renovation Project. The Dynamic Random Access Memory (DRAM) Settlement grant application was submitted on-time.

## **Purchasing**

During the month of March, Parts Staff was busy with managing inventory levels and ensuring continued supplies. Inventory levels are remaining under \$200K and with the new buses added to the fleet, Parts staff is seeing a decline in the expenditure of costly replacement components. There are still a number of buses with aging components and for these we do anticipate large purchases in the future until they are replaced.

## **Information Technology Update – March 2017**

Staff worked with MST Operations and Maintenance Department personnel in monitoring of the ITS equipment installed on the vehicles. These include the hardware and software for the Trapeze Group Automatic Vehicle Location system on the fixed route and Paratransit fleets. Staff liaised with Trapeze Software Group in the process of implementing the Fixed-Route Interactive Voice Response (IVR) and Short Messaging System (SMS) systems. Staff monitored the Realtime bus arrival system data. Staff monitored the Trapeze Group Enterprise Asset Management (EAM) vehicle maintenance system.

Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff monitored and configured the WiFi systems installed on 15 buses used on the commuter routes. Staff worked with Giro and MST staff for the next phase of the implementation of the new modules in the Hastus system.

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

## **Marketing Update – March 2017**

**Published news stories include:** “Services to take place Friday for former P.G. Mayor Morrie Fisher” (Monterey County Business Council's Friday Facts, 3/17/2017); “Monterey-Salinas Transit gets a new smartphone app” (Monterey County Weekly, 3/23/2017) “MST develops new smartphone app” (Monterey County Business Council's Friday Facts, 3/31/2017)

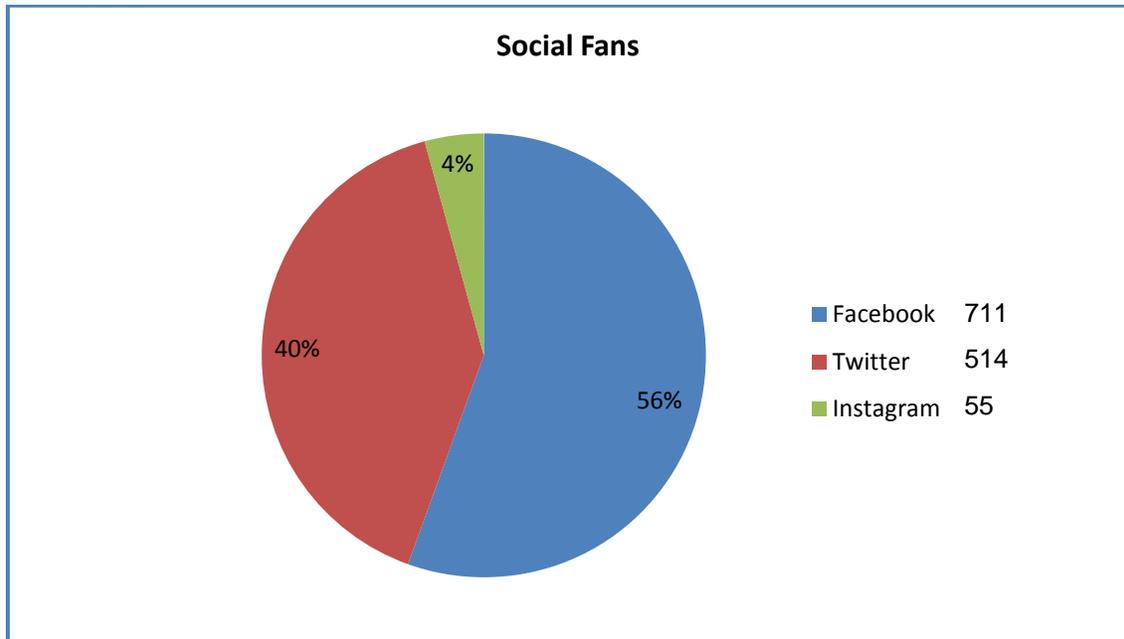
**Marketing activities:** Staff continued planning for the RealTime bus arrival campaign including a brochure, interior bus ads, and website design; staff began working with students from Millennium School on a school project to film "How to" videos for our RealTime marketing campaign; staff continued work on the grant-funded South County marketing campaign by finalizing and printing a brochure and adding information to the MST website; staff coordinated with See Monterey to feature Carl Sedoryk, General Manager/CEO, on a Sustainable Moments video; staff managed MST's website content, Facebook page, Twitter account, and new Instagram page.

**Community outreach:** staffed an information booth at the Kinder Family Festival in Greenfield; staffed an information booth at the CHP Age Well Drive Smart event in Salinas; staffed an information booth at the Mee Memorial Hospital Week of Wellness event in King City.

**Presentations:** presented to the following groups/events: parents from Greenfield High School, The Blind & Visually Impaired Center (support group), Monterey County Office of Education (special day staff), Women's Transportation Seminar Monterey Programs Committee on the Measure Q Transit Investment Plan, and four 5th/6th grade students from San Vicente School in Soledad.

**Meetings/Committees:** attended the Gonzales Community collaboration meeting in Gonzales; attended Monterey County's Community Voices for Aging (MCCVA) meeting in Sand City; attended the Alisal Vibrancy Plan Engagement meeting in Salinas; attended a S.C.O.R.E collaboration meeting in Camphora; attended the Coalition for the Prevention of Senior Homelessness in Castroville.

## Social Media:



### Facebook



### Twitter



## Instagram



**Definitions:** Engagement is the sum of likes and comments received by all that is posted. Traffic is the total clicks on all the links posted.

### **Planning Update – March 2017**

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

In March, staff continued a bi-weekly check-in meeting with the consultant and Santa Cruz METRO for the Bus Operations on Highway 1 Shoulders and the Monterey Branch Line Feasibility Study.

Staff met with CSUMB to discuss routing through the campus due to construction nearing completion for a realignment of 7<sup>th</sup> Avenue and parking moves from the core to 7<sup>th</sup> Avenue and A Street.

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

## FY 2017 Project Action Plan

1. Complete move-in and dedication of 19 Upper Ragsdale Administration facility. Jul 2016  
**Status: Completed on July 9th 2016**
2. Complete negotiations of ATU and MSTEAs labor agreements. Jun 2017  
**Status: Ongoing. ATU negotiations have been ongoing with completion anticipated by Spring 2017 to be followed directly by negotiations with MSTEAs.**
3. Begin construction of Monterey Bay Operations and Maintenance Facility. Jan 2017  
**Status: Construction has begun and remains on schedule despite record rainfall.**
4. Develop strategy for replacement/expansion of Salinas maintenance facility Jun 2017  
**Status: Ongoing with staff working realtor to identify suitable alternatives .**
5. Conduct Board Strategic Planning Workshop. Jan 2017  
**Status: Complete. Board Workshop conducted on January 9, 2017 with final strategic adopted at meeting March 6, 2017**
6. Secure grants to fund south county maintenance facility project including environmental documentation, design, permitting, property acquisition, and construction. Jun 2017  
**Status: MST received a federal grant to fund \$4.3M related to a south county maintenance facility and is actively working with US Department of Agriculture on an low interest financing package through rural community facilities program to complete the project.**
7. Implement staff structure reorganization to support long term strategy. Feb 2017  
**Status: Completed.**
8. Implement new projects from Measure Q transportation improvement plan as funding allows. Jun 2017  
**Status: Per the board adopted Measure Q implementation plan key staff have been hired, intelligent voice recording system is being tested, free veterans pass programs and a Paratransit emergency system has been ordered.**
9. Implement upgrade of Hastus software, and implement intelligent voice recording system. Mar 2017  
**Status: MST Fixed route intelligent voice recording system scheduled to be deployed Spring 2017. Upgrade of Hastus scheduling/dispatch software is ongoing.**
10. Commence Feasibility Study of Bus Operations on State Route 1 Shoulders and Monterey Branch Line in coordination with Santa Cruz Metro. Mar 2017  
**Status: Bus on Shoulder feasibility study is under way.**

## FY 2017 Ongoing and Recurring Action Items

1. Conduct transit activities within board adopted operational and financial performance standards. **Status: Operational activities remain at or above standard in virtually all areas.**
2. Develop and implement service levels, facilities, policies, and procedures appropriate to funding availability and community requirements. **Status: Due to inability to attract sufficient numbers of applicants some planned service expansion has been delayed.**
3. Actively participate in state and national trade association to support issues of local concern. **Status: MST staff continues to actively participate in all state and national trade associations.**
4. Continue employee training and development opportunities through partnerships with local colleges, universities, and vendors. **Status: MST recently received a federal grant that supports training activities in local colleges and was successful in engaging Hartnell College to continue its participation in a regional transit training consortium.**
5. Provide administrative support in service to Monterey County RTA. **Status: Ongoing. Staff continues to support the RTA and has held board meetings and a strategic planning session during the year to date.**
6. Ensure compliance with federal, state and local regulations and conduct regular review of policies and practices. **Status: Ongoing. Staff received the close-out of its federal triennial review and state triennial review of Transportation Development Act funds.**
7. Maintain adequate staffing and organizational structure for MST and RTA. **Status: Staff is attempting to fill coach operator positions and has implemented a multi media advertising and recruitment program.**
8. Adopt and execute federal and state legislative programs. **Status: Ongoing. Both state and federal legislative programs have been adopted and staff is working with our lobbyists and both state and national trade associations to implement. Passage of SB1 at the state level will result in increased funding for MST.**
9. Procure replacement buses and shelters as funding allows. **Status: Ongoing. Year to date staff has received 9 mini buses and has another on order to support services for veterans, seniors and disabled customers. Twenty-five heavy duty diesel and two zero emission electric buses have been placed on order.**
10. Implement marketing and community outreach programs to promote MST services and educate the communities we serve regarding the benefits of public transportation. **Status: Ongoing . A south county outreach and promotion campaign is currently underway. Staff is planning separate ad campaigns to launch the new MST RealTime system and an update of the MST JAZZ Bus Rapid Transit Service in Spring 2017.**

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

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April 25, 2017

TO: Carl Sedoryk

FROM: Don Gilchrest

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

**FY 2017 Appropriations**

Congress returned this week from a two-week recess and immediately faced the task of completing the appropriations bills for the current fiscal year. FY 2017 is more than half over and only one of the twelve annual funding measures has been enacted into law, necessitating the current short-term Continuing Resolution that provides funding through April 28.

Many of the underlying spending issues have been resolved, but a few areas of disagreement threaten to prevent a spending deal being reached by the looming deadline. The Trump Administration has requested an extra \$3 billion in FY 2017 for the Homeland Security Department for initial border wall construction and increased immigration enforcement, \$18 billion in cuts to non-defense discretionary programs, and an extra \$15 billion for defense. Because Senate rules require 60 votes to shut off debate on a bill or waive budget rules, the 52 Republicans need at least 8 Democrats to ensure they can pass a funding package. This dynamic means that it is likely that Republicans will have to concede some of the outstanding issues in order to avoid a government shutdown.

**Tax Reform**

When House Republican Leaders had to pull their health care bill from floor consideration on March 24 because of an uncertain vote count, it appeared to open up the opportunity for other issues such as tax reform and infrastructure spending to move up in the queue of issues competing for time on the legislative calendar. Tax reform has been a long sought-after goal by members of the tax-writing committees in Congress, and there have been various proposals floated to reduce corporate and individual tax rates with offsetting elimination of tax credits and deductions.

The complexity of tax reform has often stymied these legislative efforts in the past, but President Trump has signaled that he will be releasing an updated proposal for tax reform soon that will include a major tax cut. We are closely monitoring these proposals and actions planned by the House Ways and Means and Senate Finance Committees for any impacts on issues of importance to MST. MST staff have met numerous times in the past with the tax-writing committees on issues ranging from tax credits for renewable energy vehicles to the need for increased revenues for the Highway Trust Fund. In addition, tax reform is increasingly seen as a potential funding mechanism for the Trump Infrastructure Plan, though the details on that initiative still have not been released.

### **Infrastructure Initiative**

There is continued bipartisan support for the proposal to spend \$1 trillion on infrastructure over ten years. When a detailed proposal is received from the Trump Administration, Congress will also want to weigh in on the legislation as it is drafted, so this process could run late in the year. MST has emphasized the importance of direct Federal spending on transit projects, since the private investment envisioned by the Trump proposal would have limited application in those cases. Senators Feinstein and Harris, Congressman Panetta, and key committee staff in Congress all continue to express support for direct Federal funding, and have found information about specific programs and projects to be helpful. This would be very important for MST if additional funding is added to FTA's existing formula programs, the bus and bus facilities grant program, or the new starts program. House Transportation and Infrastructure Committee staff have informed us that they are collecting ideas right now and that actual drafting of an infrastructure bill is likely to take place later this year after funding issues are resolved.

### **Lobbying Strategies & Opportunities**

House and Senate Leaders and the Trump Administration continue to press ahead with a crowded Congressional calendar that includes expected action in the areas of infrastructure funding, DOT's budget, and tax issues. The "First 100 Days" mark of the Trump Administration falls on April 30, which has heightened the desire to show progress in these legislative areas. We are closely monitoring these developments and are recommending additional meetings for MST staff later in the year to advocate on issues that are specific to your agency's Federal Agenda based on emerging opportunities.

TPW:dwg

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

On April 6, the Legislature passed Senate Bill 1 (Beall and Frazier), a landmark transportation funding package that is the culmination of more than two years of strong leadership by Senate Transportation and Housing Committee Chair Jim Beall and Assembly Transportation Committee Chair Jim Frazier. The \$5.24 billion/year funding package, which generates new revenues from various taxes and fees, is designed to repair and maintain our state highways and local roads, improve our trade corridors, and support public transit & active transportation. The bill is expected to be transmitted by the Senate to Governor Brown for his signature in the coming days.

The funding package is a big step forward for public transportation and those who rely on our members' transit services, representing the biggest new state commitment to public transit in more than 40 years. To acknowledge our state delegation who were in unanimous support of this legislation I worked with my counterpart at the Transportation Agency of Monterey County to write a guest editorial thanking Assembly Members Stone and Caballero and Senators Monning and Cannella for their support. Similarly a thank you letter from your Chair was sent to the state delegation on behalf of your board.

Staff continues to support Assembly Bill 1113 (Bloom), the measure to implement a long-term solution to State Transit Assistance (STA) program allocations and has requested TAMC to also support.

Staff will attend the California Transit Association Spring Legislative conference May 16-17 in Sacramento where we will receive presentations and analysis of Senate Bill 1, an update on the latest developments regarding zero-emission bus regulations, and a discussion on the state of autonomous vehicles.



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

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March 27, 2017

To: C. Sedoryk, General Manager/CEO

From: A. Ruiz, Human Resources Manager

**Subject: NCCIPMA-HR Conference Trip Report**

I attended the **Northern California Chapter Of The International Public Managements Association-Human Resources (NCCIPMA-HR)** in Sonoma, CA from March 2 – March 3, 2017 along with other transit Human Resource professionals representing properties all throughout California.

I had the opportunity to attend ten sessions over the two day conference that focused on various elements of topics pertaining primarily to Human Resources staff within the transit and Public Sector industries. The sessions were:

- **Daily 7- Why Should We Negotiate? &The Anatomy of a Labor Contract- What Are The Cost Components and Why Do They Matter?-** The session covered information on labor and contract negotiations. This was a fundamental module for HR professionals and Bargaining members that provided information of Labor Contracts more specifically insight on how to have efficient and successful relationships during Labor Negotiations.
- **Demystifying the Phrase “Wages, Hours and Other Terms and Conditions of Employment”- What is subject to meet and Confer?-** This session covered how many transit systems are addressing wages and employment policies within their organizations. Also discussed in this session was what employment items are subject to meet and confer and which items aren't. This session also provided “rule of thumb” techniques and case study examples.
- **All Hands- When Management Meets Labor; Negotiation Hot Topics and Practical Tips from Management and Labor Negotiators to Achieve Success.** This was a continuation of the Daily 7 however this session was more in depth and covered the importance of utilizing the most effective tools in Labor Negotiations. Practical tips were introduced with the group and discussed at

length by two attorneys; Nancy Watson Esq. Executive Director, Western Council of Engineers and Joseph E. Wiley Esq. Partner, Wiley, Price & Radulovich LLP.

- **NEOGOV Insights & Updates-** This session opened up day two with exhibit booths and representatives from various agencies looking to promote their services for transit and public sector employers. Some of the vendors present were CPS HR Consulting, Commuter Benefit Solutions, Hanna Brophy, ICMA RC, Liebert Cassidy Whitmore and NEO GOV.
- **“It’s 420 Somewhere”- Medical Marijuana In The Workplace, Policies And Practices For California Public Sector Employers.** This session was extremely interesting as the new Marijuana laws in California emerged shortly prior to this conference. This session covered in depth information and updates pertaining to the new California law and provided an overview of employers’ rights and obligations. This session also provided a breakdown of the differences between state law and federal law and the provisions surrounding the complexity of the laws.
- **“Whistle blowing and Retaliation Claims- What Are They Really About?-** In this session topics included the breakdown between whistle blowing and Retaliation by both employees and employers. It provided insight on how to properly investigate the claims to avoid further action such as legal repercussions.
- **“Spying” On Employees- Do Subrosa Investigations REALLY Work and How?** This session focused on the different techniques utilized primarily in worker’s comp cases to help bring validity to claims and identify fraudulent claims. This session was presented by David and Michael Allison former law enforcement employees who took their years of experience in law enforcement to form their own private investigations firm ARI Investigations Inc. In this session there were also ideas and tips discussed on how to obtain thorough subrosas. For example, cameras that are embedded in places of equipment or pieces of uniform(s) that would be unsuspecting to the untrained eye.

This experience of talking with other HR professionals in the transit and public sector industry was very resourceful. Not only did it provide an excellent opportunity to network, it also provided a greater understanding of issues and topics I am exposed to within the HR department. I appreciate the opportunity to attend this training.

Angelina Ruiz



March 23, 2017

To: C. Sedoryk, General Manager/CEO  
K. Halcon, Director of HR/Risk Management

From: Jessica Diaz / Human Resources Assistant

**Subject: Northern California Chapter International Public Management Association 2017 (NCCIPMA - HR) 2017 Annual Conference**

I attended the **NCCIPMA HR Annual Conference** in Santa Rose, CA from March 02-03, 2017 along with HR professionals representing organizations all throughout California.

I was fortunate enough to attend multiple sessions that focused on Labor Relations and Negotiations:

- **Why Should we Negotiate – Labor History and Labor Democracy** - This session covered how collective bargaining is not only beneficial for the economy but how it balances the power between management and workers. Discussed how negotiating creates an advantage for a long period of time and gives a venue to structure by creating a productive relationship. Lastly, the session covered how the negotiating teams have a more successful outcome at achieving settlements through compromise, collaboration and respect.
- **Bargaining on Legislation** - The session covered how important it is to discuss issues and reach an agreement at the table. If the bargaining parties at the table do not address issues then legislation becomes involved and the legislator steps in and takes action. Also, this session addressed how legislation became involved during the implementation of The California Public Employees' Pension Reform Act in 2013.

- **Accommodations in the Workplace - Marijuana in the Workplace Policies and Practices for California Public Sector Employers** - This session covered the rights and obligations of public and private employers to maintain a drug and alcohol free workplace or require an employer to permit or accommodate the use, consumption, possession, transfer, display, transportation, sale, or growth of marijuana in the workplace, or affect the ability of employers to have policies prohibiting the use of marijuana by employees and prospective employees, or prevent employers from complying with state or federal law. Also, how employers can continue to enforce drug use workplace policies and testing and how medical marijuana and recreational marijuana does not need to be accommodated in the workplace.
- **Engaging Online Job Seekers and the Millennials** – This session covered an expert’s insights into recruiting on social media. Discussions indicated a study showing that 87% of employers post upcoming job opportunities onto popular social media websites. Also, this session gave employers helpful tips in making a job posting exciting to attract more job seekers for those “hard to fill positions”.

The experience of talking with other HR professionals and learning how the management side of the business operates is enlightening. I appreciate the opportunity to have attended this training.

Jessica Diaz



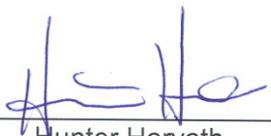
April 21, 2017

To: Carl Sedoryk

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

**Subject: TRIP REPORT – March 2017**

From March 11<sup>th</sup> through 13<sup>th</sup>, I traveled to Washington, DC to participate in the American Public Transportation Association's annual Legislative Conference. During the conference I attended the APTA Legislative Committee meeting and participated in many networking opportunities with my counterparts from transit agencies across the nation. In addition, I joined the MST Board Chair and Vice Chair at meetings with Congressman Jimmy Panetta as well as our Washington-based legislative advocate. Due to a severe snowstorm, our visit to Washington was cut short as the airline advised us to return to Monterey a day earlier than planned.

PREPARED BY:   
Hunter Harvath

REVIEWED BY:   
Carl G. Sedoryk

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STATE OF CALIFORNIA—CALIFORNIA STATE TRANSPORTATION AGENCY

EDMUND G. BROWN Jr. Governor

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*Making Conservation  
a California Way of Life.*

April 21, 2017

Mr. Carl G. Sedoryk  
General Manager  
Monterey-Salinas Transit  
19 Upper Ragsdale Drive, Suite 200  
Monterey, CA 93940

Dear Mr. Sedoryk:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Monterey-Salinas Transit for the recent award of the following State transportation planning grant for fiscal year (FY) 2017–18:

Grant Program: State Highway Account – Sustainable Communities

Grant Title: Salinas Valley Express Transit Corridor Planning Study  
Sub-recipient: None  
Grant Award: \$132,800  
Local Match: \$24,200  
Total Project Amount: \$157,000

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Conditions one through four must be fulfilled no later than September 30, 2017. Please submit these items to Caltrans District staff for approval. Failure to fulfill these conditions will result in forfeiture of funds. Also note, final products must be completed and submitted to Caltrans no later than February 28, 2020. Final requests for reimbursements must be submitted to Caltrans no later than April 28, 2020.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. The revised final Scope of Work, Project Timeline, and Grant Application Cover Sheet are submitted to Caltrans District 5 Liaison for approval.
2. A local resolution from the Monterey-Salinas Transit governing board stating the title of the person authorized to enter into a contract with Caltrans must be provided.

*"Provide a safe, sustainable, integrated and efficient transportation system  
to enhance California's economy and livability"*

Mr. Carl G. Sedoryk  
April 21, 2017  
Page 2

3. A Payee Data Record (STD. 204) is completed and submitted. Although the form indicates that government entities are not required to submit this form, it is needed to ensure payments are sent to the correct recipient.
4. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency. Examples of third party in-kind contributions include donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services. The Third Party In-kind Valuation Plan Checklist and Sample Third Party In-Kind Valuation Plan can be found at the following webpage:

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

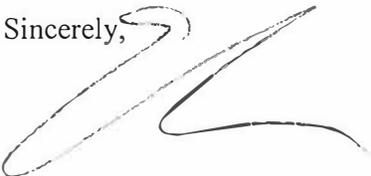
5. The Monterey-Salinas Transit receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

The contracting process can begin once the first four conditions have been satisfied. For your convenience, a toolbox to aid you during this process is located on our website below:  
<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

Once the project is underway, a Quarterly Progress Report (a brief narrative of completed project activities) will be due to the Caltrans District staff.

Please contact Hana Mengsteab, in Caltrans District 5, at (805) 549-3130, or Tyler Monson, Headquarters Liaison, at (916) 653-8699 if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning

March 29<sup>th</sup>, 2017

To: Carl Sedoryk, General Manager/CEO; MST Board of Directors  
From: Mike LeBarre, City of King  
Subject: Trip Report APTA 2017 Legislative Conference, Washington DC.

I attended the American Public Transportation Association (APTA) annual legislative conference in Washington DC from March 11<sup>th</sup> thru the 13<sup>th</sup>. The focus this year was on ensuring that the FAST Act will be fully funded, sustainable transit funding, and addressing transits state of good repair backlog.

I really appreciated that we had the opportunity to meet with Congressman Panetta and his great staff to talk about issues important to MST.

I attended the following meetings and sessions:

- Transit Board Members Board Support Subcommittee
- Legislative Committee
- Transit Board Members Legislative Subcommittee
- Transit Board Members Committee
- General Session: Welcome to Washington
- Morning Session: The “Insider” Perspective for the Transit Industry
- Opening General Session: What’s Ahead for Transit, Update from the FTA
- Meet with Congressman Panetta and Staff

This was a positive and informative conference covering many topics and issues of interest. One topic I found very interesting was the opportunity to reduce or remove regulations and rules that would allow transit agencies to operate more efficiently and effectively.

Submitted by: Mike LeBarre

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