Board of Directors Regular Meeting
November 9, 2015
Monterey Bay Unified Air Pollution Control District
Board Room, 3rd Floor
24580 Silver Cloud Ct., Monterey

10:00 a.m.

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CLOSED SESSION

   3-1. Public Comment

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, either 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-Mlias-Brown Act representative.


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 2016-10 recognizing Nelson De Gracia, Coach Operator, as Employee of the Month for November 2015. (Robert Weber) (pg. 5)

5-2. Minutes of the regular meeting of October 12, 2015. (Deanna Smith) (pg. 7)


5-4. Disposal of Property left aboard buses. (Sonia Bannister) (pg. 21)

5-5. Minutes of the Planning/Operations Committee – October 12, 2015. (Deanna Smith) (pg. 23)

5-6. Approve Resolution 2016-11 authorizing application for Federal Transit Administration’s (FTA) Low or No (LoNo) Emission Vehicle Deployment Program. (Michelle Overmeyer) (pg. 27)
5-7. Approve Incentive Pay for the General Manager/CEO based upon his performance of the Board adopted goals and objectives of 4.5%. (Kelly Halcon) (pg. 31)

5-8. Approve purchase of four shelters. (Michael Hernandez) (pg. 33)

End of Consent Agenda

6. SPECIAL PRESENTATIONS

6-1. November Employee of the Month – Nelson De Gracia. (Robert Weber)

7. MAJOR PROCUREMENTS

7-1. Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 200, Monterey, CA in the amount of $2,549,250. (Hunter Harvath) (pg. 35)

7-2. Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 100, Monterey, CA in the amount of $933,750. (Hunter Harvath) (pg. 37)

8. PUBLIC HEARINGS

8-1. Conduct public hearing and approve RIDES fare classification changes. (Hunter Harvath) (pg. 39)

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10-1. Approve including veterans in MST’s established half-fare discount program and create special 75-cent fare for half-fare discount-eligible passengers on MST’s senior shuttle routes. (Hunter Harvath) (pg. 45)

11. REPORTS & INFORMATION ITEMS

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

11-4. Staff Trip Reports. (pg. 81)
11-5. Correspondence. (pg. 87)
11-6. Staff Announcements.

12. COMMENTS BY BOARD MEMBERS

12-1. Reports on meetings attended by board members at MST expense (AB1234). (pg. 93)

12-2. Board member Comments and Announcements.

12-3. Board member Referrals for future agendas.

13. ATTACHMENTS

13-1. Detailed monthly Performance Statistics and Disbursement Journal, September 2015. (This item is located online within the GM Report at: http://www.mst.org/about-mst/board-of-directors/board-meetings/)

14. ADJOURN

NEXT MEETING DATE: December 14, 2015

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

NEXT AGENDA DEADLINE: December 1, 2015

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

Upon request, MST will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least three days before the meeting. Requests should be sent to Deanna Smith, MST, One Ryan Ranch Road, Monterey, CA 93940 or clerk@mst.org.
NELSON DE GRACIA  
NOVEMBER 2015  
EMPLOYEE OF THE MONTH

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

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

WHEREAS, Nelson De Gracia began his career with MST as a Coach Operator in April of 2009; and 

WHEREAS, Nelson is a recent recipient of a four-year safe driving award, has served with distinction as a line instructor, and was one of seven coach operators to receive the General Manager’s Coach Operator Excellence award; and 

WHEREAS, one of Nelson’s passengers reported that on August 29, 2015, Nelson prevented an accident involving a child at the intersection of Ord Grove and Noche Buena in Seaside. While holding at an intersection, Nelson noticed a vehicle approaching from behind the coach at a high rate of speed. Nelson activated the coach’s emergency hazards and alerted the vehicle to stop. Nelson’s good judgment and action likely prevented a catastrophic accident; and 

THEREFORE, BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Nelson De Gracia as Employee of the Month for November 2012; and 

BE IT FURTHER RESOLVED that Nelson De Gracia is to be congratulated for his excellent work at Monterey-Salinas Transit. 

THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2016-10 this 9th day of November, 2015.

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

1-1. Roll call.

1-2. Pledge of Allegiance.

Chair Downey called the meeting to order at 10:00 a.m., and roll call was taken. Director Clark led the Pledge of Allegiance.

1-3. Review Highlights of the agenda.

Mr. Sedoryk reviewed the highlights of the agenda.

Present: Fernando Armenta County of Monterey
Tony Barrera City of Salinas
Robert Bonincontri City of Gonzales
Kristin Clark City of Del Rey Oaks
Libby Downey City of Monterey
Dan Miller City of Pacific Grove
Frank O’Connell City of Marina
David Pacheco City of Seaside
David Pendergrass City of Sand City
Patricia Stephens City of Soledad

Absent: Victoria Beach City of Carmel-by-the-Sea
Mike LeBarre City of King
Leah Santibañez City of Greenfield

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Asst. GM/Finance & Administration
Michael Hernandez Asst. GM/COO
Kelly Halcon Director of HR & Risk Management
Robert Weber Director of Transportation Services
Lisa Rheinheimer Director of Planning and Development
Andrea Williams General Accounting & Budget Manager
Mark Eccles Director of Information Technology
Tom Hicks CTSA Manager
Carl Wulf Facilities Manager
Zoe Shoats Marketing Manager
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

Bob Parks, ATU president and MST coach operator, stated that MST’s zone checks and fare structures are not equitable and need to be reviewed as South County riders end up paying more than riders on the Monterey Peninsula.

3. CONSENT AGENDA

3-1. Adopt Resolution 2016-09 recognizing Jessica Carrillo, human resources assistant, as Employee of the Month for October 2015.

3-2. Minutes of the regular meeting of September 14, 2015.


3-4. Disposal of Property left aboard buses.

3-5. Authorize the purchase of two Toyota Prius sedans.

3-6. Authorize the purchase of one electric sedan.

3-7. Adopt new MST bus ad rates.


Director Barrera pulled items 3-5, 3-7, and 3-8 for more information.

Mr. Harvath clarified the increases to certain bus ads are due to increasing demand. MST still offers discounts to nonprofits for bus advertising. Mr. Harvath stated that MST’s bus advertising consultant earns 10 percent of all ad sales received, not sold. MST does sell many bilingual ads as well as some trilingual ads.

Mr. Hernandez confirmed that one Prius purchase will replace an older vehicle. MST’s field supervisors use the vehicles to travel the entire service area.

Public Comment – none.
Director Pendergrass made a motion to approve the Consent Agenda and was seconded by Director Barrera. The motion carried unanimously.

Director Downey reopened Public Comment for those who arrived late due to delayed transportation.

Roger Eislee stated that he and a group of individuals from the Glenwood Circle area attended the April board meeting. In response to their request for additional bus service in their area, MST staff met with him for one hour to discuss the request. He has not heard from anyone since that time. Mr. Harvath stated that planning staff is working on increasing service to the area and the board will receive the new service changes at the December board meeting. Director Downey requested to be included in any further communications on this issue.

Mr. Walid stated that there is no way for those who live on the Monterey Peninsula who take Line 55 to connect with Line 86 to San Jose. MST staff will meet with Mr. Walid personally to address his concern.

4. SPECIAL PRESENTATIONS

4-1. October Employee of the Month – Jessica Carrillo.

Kelly Halcon recognized Jessica Carrillo, human resources assistant, as the October Employee of the Month for her outstanding contribution to MST and the entire community.

4-2. TAMC Update – Debbie Hale.

Debbie Hale, executive director of the Transportation Agency of Monterey (TAMC) gave a presentation on TAMC’s recent and future projects. TAMC is preparing to place a 3/8 of one cent general sales tax on the 2016 ballot. The tax will require a 2/3 super majority to pass. The Governor of California recently signed legislation allowing TAMC to place the tax on the ballot even though the City of Greenfield is also placing a sales tax on the ballot.

TAMC is considering a toll road for its Highway 156 project. For this reason, the proposed sales tax revenue will not be used to fund this project.

The TAMC sales tax would include an oversight committee to vet projects and expenditures and the requirement will be included in the ballot language. TAMC is considering a 30-sunset clause.

Public Comment

MacGregor Eddy asked if the Governor’s legislation will result in the City of Greenfield paying more that 10 percent in sales tax if both measures pass. Debbie Hale confirmed that they would pay 10 and one-quarter percent if both measures pass. All jurisdictions, including Greenfield, submitted their support for the legislation.

Close Public Comment
5. MAJOR PROCUREMENTS

6. PUBLIC HEARINGS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

8-1. Approve creation of a Congestion Relief Temporary Pass.

Mr. Harvath proposed the creation of a Congestion Relief Temporary Pass in anticipation of TAMC’s upcoming Highway 1 @ SR 68, Pebble Beach major construction project. The project will result in road closures and significant congestion. To help offset some of this congestion, particularly for those who live and work in the affected areas, MST will be requesting at a future meeting the board’s declaration of a congestion emergency, with the establishment of an emergency pass for the duration of the project. He believes this will serve as a good pilot program for future emergencies that may arise.

Public Comment

Debbie Hale appreciates the emergency pass concept.

MacGregor Eddy likes that the project will encourage transit use, and encourages MST to keep social equity in mind. She stated that helping to alleviate congestion for a golf tournament is not the same as preparing for El Niño.

Close Public Comment

Director Armenta suggested implementing and promoting the pass slightly before construction begins.

Director Stephens suggested that MST staff word prepare the program so that staff could implement similar passes when an emergency arises, instead of waiting for board approval.

**Director Downey made a motion to approve the creation of a Congestion Relief Temporary Pass, to include authorizing the MST General Manager to implement other similar emergency pass programs upon declaration of a state or local emergency by a state or local elected official. The motion was seconded by Director Clark and passed unanimously.**

8-2. Receive and approve modifications to the Group Discount Program.

Zoé Shoats, marketing manager, reviewed the proposed modifications to the Group Discount Program. The modifications streamline the program and encourage more participation.

Public Comment – none.
Director Armenta made a motion to approve the proposed modifications to the Group Discount Program and was seconded by Director Stephens. The motion passed unanimously.


Zoé Shoats, marketing manager, reviewed the proposed creation of a Weekend Super GoPass. This pass is designed to encourage ridership among those who do not currently use the MST system and who may benefit from being able to access the system on the weekends for family trips.

Public Comment

Mr. Walid does not see tourists riding the bus and suggested a program to target them.

Close Public Comment

Director Clark made a motion to approve the creation of a Weekend Super GoPass and was seconded by Director O’Connell. The motion passed unanimously.

9. CLOSED SESSION

MST Legal Counsel, Heidi Quinn announced the items to be discussed in Closed Session.

Public Comment – none.

9-1. General Manager Performance Evaluation, Gov. Code (§54957(b)). (No enclosure) (K. Halcon)


10. RETURN TO OPEN SESSION

10-1. Report on Closed Session and possible action.

Heidi Quinn stated that items 9-1 and 9-2 were discussed but no reportable action was taken.

11. REPORTS & INFORMATION ITEMS

11-1. General Manager/CEO Report – August 2015.


11-4. TAMC Highlights – September 2015.

11-5. Staff Trip Reports.

11-6. Staff Announcements.

12. COMMENTS BY BOARD MEMBERS

12-1. Reports on meetings attended by board members at MST expense (AB1234).

Director Barrera stated that he attended the APTA Annual Meeting in San Francisco and is always impressed with what a good reputation MST has among its peers.

12-2. Board member Comments and Announcements.

Director Barrera would like MST staff to address the concerns of Bob Parks regarding zone checks and fares. Mr. Harvath stated that this has been addressed and changes are included in the service changes to be implemented on December 4, 2015.

12-3. Board member Referrals for future agendas.

Director Armenta would like staff to agendize a presentation and discussion about fare and service equity within the next 60 days.

13. ATTACHMENTS

13-1. Detailed monthly Performance Statistics and Disbursement Journal, August 2015. (This item is located online within the GM Report at: http://www.mst.org/about-mst/board-of-directors/board-meetings/)

14. ADJOURN

There being no further business, Director Downey adjourned the meeting at 12:07 p.m.

Prepared by: Deanna Smith, Deputy Secretary
To: Board of Directors
From: Angela Dawson
Subject: Financial Reports – September 2015

RECOMMENDATION:

1. Accept report of September 2015 cash flow presented in Attachment #1
2. Approve September 2015 disbursements listed in Attachment #2
3. Accept report of September 2015 treasury transactions listed in Attachment #3

FISCAL IMPACT:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning balance September 1, 2015</td>
<td>$10,271,105.70</td>
</tr>
<tr>
<td>Revenues</td>
<td>4,387,650.57</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;2,763,222.06&gt;</td>
</tr>
<tr>
<td>Ending balance September 30, 2015</td>
<td>$11,895,534.21</td>
</tr>
</tbody>
</table>

POLICY IMPLICATIONS:

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

DISCUSSION:

With the first quarter of the fiscal year complete, revenues are coming in higher than budget and expenses are lower than budget, producing a year-to-date surplus of $759,534 for both Fixed-Route and RIDES combined. Positive variances are occurring on the revenue side (Special Transit – primarily from higher military pass sales and the new weekend Monterey Trolley, funded by the city), as well as in several categories of expenses (e.g., historically low fuel costs; timing issues as some expenditures, such as Advertising/Marketing, Professional/Technical, Outside Labor, and Supplies, are not
utilized evenly every month but are budgeted evenly over the fiscal year.) Please note the following negative variances of 5% or greater for the September Budget vs. Actual reports contained in Attachment 4:

1. **Labor** – A provision of the MST Employees Association MOU, the annual performance incentives for administrative employees, which were approved by your Board at its September 14th meeting, were paid out during the month, causing the 5% variance above budget for the month. As this is a once-a-year occurrence, staff expects labor costs to be back in line with budget during the remainder of the fiscal year.

2. **Vehicle Maintenance** – As our fleet ages, vehicle maintenance costs will continue to rise. Although 16 of MST’s oldest buses were replaced earlier this year, there are still approximately 40 vehicles that are near or have already reached the end of their useful lives as defined by the FTA (12 years old or 500,000 miles).

3. **Miscellaneous Expenses** – The primary source of this variance is due to fees charged by the state Board of Equalization. When these fees were originally budgeted in May 2015, staff did not have information from the Board of Equalization as to how the fees would be collected. As such, it utilized the same formula that Santa Cruz Metropolitan Transportation District budgets for the fee collected by the state to administer its local transit sales tax. Since MST’s first sales tax payment – and the associated collection fee – was received after the FY 16 budget was created and adopted by your Board, new information has been received from the Board of Equalization documenting how its collection fee is assessed for MST’s transit sales tax. In that regard, this expense line item will most likely have a negative variance for the remainder of the fiscal year. With the creation of the FY 17 budget, staff will have the correct formula to better estimate the expenses in this category next year.

## CASH FLOW

### (REVENUES & DISBURSEMENTS)

**Beginning balance September 1, 2015**

<table>
<thead>
<tr>
<th>Revenues</th>
<th>$10,271,105.70</th>
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<tbody>
<tr>
<td>Passenger Revenue</td>
<td>463,745.30</td>
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<tr>
<td>DOD Revenue</td>
<td>155,918.00</td>
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<td>LTF / STA / 5307 / Sales Tax</td>
<td>3,149,111.99</td>
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<tr>
<td>Grants</td>
<td>576,839.50</td>
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<tr>
<td>TAMC Loan/Rabo LOC advance</td>
<td>-</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>43,035.78</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>4,387,650.57</strong></td>
</tr>
</tbody>
</table>

**Disbursements**

| Operations (See Attachment #2)           | 2,683,443.17   |
| Capital                                  | 79,778.89      |
| **Total Disbursements**                  | **(2,763,222.06)**|

**Ending balance September 30, 2015**

| $11,895,534.21 |

## COMPOSITION OF ENDING BALANCE

| Checking - Rabo Bank                    | 337,313.54 |
| Checking(s) - Wells Fargo Bank          | 22,149.54  |
| Local Agency Investment Fund (LAIF)     | 42,813.19  |
| Money Market - Homeland Security        | 800,971.13 |
| Money Market - Rabo MM                  | 2,265,069.17|
| Money Market - PTM/SEA                  | 5,320,154.64|
| Money Market - Rabo Prop. 1 B           | 3,084,654.05|
| Bank of America - Escrow                | 8,983.95   |
| Petty cash fund, STC Coin Machine, and 2 change funds | 13,425.00 |
| **Total**                               | $11,895,534.21 |
### PAYROLL ACCOUNT

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<th>Description</th>
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<tbody>
<tr>
<td>September 4 Payroll &amp; Related Expenses</td>
<td>549,134.03</td>
</tr>
<tr>
<td>September 18 Payroll &amp; Related Expenses</td>
<td>622,930.67</td>
</tr>
<tr>
<td>Pers &amp; 457</td>
<td>209,960.74</td>
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<tr>
<td>Garnishments</td>
<td>5,046.36</td>
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<tr>
<td>Payroll adj</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,387,071.80</strong></td>
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### GENERAL ACCOUNT

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>1,323,786.92</td>
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<tr>
<td>Paydown loan</td>
<td>-</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>45,819.40</td>
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<tr>
<td>Interest expense</td>
<td>-</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>6,543.94</td>
</tr>
<tr>
<td>Transfer from WFB</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,376,150.26</strong></td>
</tr>
</tbody>
</table>

**Total Disbursements**  
2,763,222.06

**Less Capital Disbursements & Transfers**  
(79,778.89)

**Operating Disbursements**  
2,683,443.17
### DISBURSEMENTS SUMMARY:
GENERAL ACCOUNT DISBURSEMENTS FOR September 1, 2015 - September 30, 2015

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<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
<th>AMOUNT</th>
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<tr>
<td>Accounts Payable 09/02/15</td>
<td>39128</td>
<td>(355.00)</td>
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<tr>
<td>Accounts Payable 09/04/15</td>
<td>39191 - 39193</td>
<td>1,832.08</td>
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<tr>
<td>Accounts Payable 09/10/15</td>
<td>39142</td>
<td>(939.00)</td>
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<td>Accounts Payable 09/11/15</td>
<td>39194 - 39283</td>
<td>281,982.83</td>
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<td>Accounts Payable 09/15/15</td>
<td>39284 - 39297</td>
<td>4,066.00</td>
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<td>Accounts Payable 09/18/15</td>
<td>39298 - 39304</td>
<td>47,348.00</td>
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<td>Accounts Payable 09/25/15</td>
<td>39305 - 39438</td>
<td>981,672.01</td>
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<td>Accounts Payable 09/30/15</td>
<td>39439 - 39442</td>
<td>8,180.00</td>
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<td><strong>TOTAL</strong></td>
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<td><strong>1,323,786.92</strong></td>
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#### CHECKS $100,000 AND OVER

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<th>VENDOR / DESCRIPTION</th>
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<th>CHECK NUMBER</th>
<th>CHECK DATE</th>
<th>AMOUNT</th>
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<tr>
<td>MV Transportation</td>
<td>Recurring Expense</td>
<td>39381</td>
<td>09/25/15</td>
<td>593,882.92</td>
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## LAIF ACCOUNT

<table>
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<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Balance Forward at 09/01/15</td>
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<td></td>
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<td>42,778.75</td>
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<td>Transfer to checking for payroll</td>
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<td></td>
<td>-</td>
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<tr>
<td>Local Agency Investment Fund:</td>
<td>Interest earned - .33%</td>
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<td>34.44</td>
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<td>34.44</td>
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<td>LAIF Treasury Balance at 09/30/15</td>
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<td>42,813.19</td>
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## RABOBANK MM ACCOUNT

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<th>Date</th>
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<th>Withdrawal</th>
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<tr>
<td>09/12/15</td>
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<td>09/30/15</td>
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<td>LTF</td>
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<td>1,648,075.31</td>
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<td>09/30/15</td>
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<td>STA</td>
<td>618,981.28</td>
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<td>09/30/15</td>
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<td>Interest @ 0.20%</td>
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<td>RABO MM Balance at 09/30/15</td>
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### MONTEREY - SALINAS TRANSIT
Revenue & Expense - Consolidated

Budget vs Actual

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

(Amounts are in USD)

(Includes Fund: 001004)

(Includes G/L Budget Name: BUDFY16)

<table>
<thead>
<tr>
<th>NOTES</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
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<tbody>
<tr>
<td>Revenue</td>
<td></td>
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<tr>
<td>Passenger Fares</td>
<td>-375,802</td>
<td>-368,006</td>
<td>-7,796</td>
<td>-1,122,941</td>
<td>-1,104,018</td>
<td>-18,923</td>
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<tr>
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<td>-285,099</td>
<td>-220,557</td>
<td>-64,452</td>
<td>-887,393</td>
<td>-681,671</td>
<td>-205,722</td>
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<td>Cash Revenue</td>
<td>-18,783</td>
<td>-28,548</td>
<td>9,765</td>
<td>-97,344</td>
<td>-85,644</td>
<td>-11,700</td>
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<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,444,504</td>
<td>-2,471,880</td>
<td>27,176</td>
<td>-7,333,512</td>
<td>-7,415,040</td>
<td>81,528</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>-3,124,097</td>
<td>-3,088,791</td>
<td>-35,306</td>
<td>-9,421,190</td>
<td>-9,286,373</td>
<td>-154,817</td>
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<table>
<thead>
<tr>
<th>Expenses</th>
<th>Cur Mo. Actual</th>
<th>Cur Mo. Budget</th>
<th>Cur Mo. Variance</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,242,166</td>
<td>1,183,534</td>
<td>58,632</td>
<td>3,570,017</td>
<td>3,550,602</td>
<td>19,415</td>
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<td>Benefits</td>
<td>687,209</td>
<td>712,375</td>
<td>-25,164</td>
<td>2,056,976</td>
<td>2,137,119</td>
<td>-80,143</td>
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<td>Advertising &amp; Marketing</td>
<td>4,528</td>
<td>21,667</td>
<td>-17,139</td>
<td>21,194</td>
<td>65,001</td>
<td>-43,807</td>
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<td>21,432</td>
<td>21,559</td>
<td>-127</td>
<td>64,869</td>
<td>64,677</td>
<td>192</td>
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<tr>
<td>Outside Labor</td>
<td>62,047</td>
<td>78,322</td>
<td>-16,275</td>
<td>223,535</td>
<td>228,968</td>
<td>-5,431</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
<td>177,035</td>
<td>302,286</td>
<td>-125,251</td>
<td>581,969</td>
<td>905,858</td>
<td>-323,889</td>
</tr>
<tr>
<td>Supplies</td>
<td>42,928</td>
<td>63,927</td>
<td>-20,999</td>
<td>190,407</td>
<td>191,781</td>
<td>-1,374</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>74,291</td>
<td>67,262</td>
<td>7,029</td>
<td>214,497</td>
<td>201,786</td>
<td>12,711</td>
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<tr>
<td>Marketing Supplies</td>
<td>5,500</td>
<td>5,500</td>
<td>0</td>
<td>1,792</td>
<td>16,500</td>
<td>-14,708</td>
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<tr>
<td>Utilities</td>
<td>34,390</td>
<td>37,370</td>
<td>-2,980</td>
<td>100,285</td>
<td>112,128</td>
<td>-11,843</td>
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<tr>
<td>Insurance</td>
<td>34,494</td>
<td>37,920</td>
<td>-3,429</td>
<td>103,000</td>
<td>113,790</td>
<td>-10,790</td>
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<tr>
<td>Taxes</td>
<td>16,884</td>
<td>18,725</td>
<td>-1,841</td>
<td>38,907</td>
<td>50,175</td>
<td>-11,268</td>
</tr>
<tr>
<td>Purchased Transportation</td>
<td>371,261</td>
<td>383,924</td>
<td>-12,663</td>
<td>1,092,938</td>
<td>1,151,772</td>
<td>-58,834</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>60,872</td>
<td>32,299</td>
<td>28,573</td>
<td>106,722</td>
<td>96,897</td>
<td>9,825</td>
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<td>Interfund transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass Thru/Behalf of Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td>2,167</td>
<td>2,167</td>
<td>0</td>
<td>5,501</td>
<td>6,501</td>
<td>-1,000</td>
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<td>Leases &amp; Rentals</td>
<td>15,165</td>
<td>15,260</td>
<td>-1,075</td>
<td>37,232</td>
<td>48,780</td>
<td>-11,548</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>2,084,708</td>
<td>3,034,965</td>
<td>-150,247</td>
<td>8,508,163</td>
<td>9,104,865</td>
<td>-596,712</td>
</tr>
<tr>
<td>Operating (Surplus) Deficit</td>
<td>-239,389</td>
<td>-63,826</td>
<td>-185,563</td>
<td>-913,037</td>
<td>-161,508</td>
<td>-751,529</td>
</tr>
<tr>
<td>Notes</td>
<td>Revenue</td>
<td>Cur Mo. Actual</td>
<td>Cur Mo. Budget</td>
<td>Cur Mo. Variance</td>
<td>YTD Actual</td>
<td>YTD Budget</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>---------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-40,778</td>
<td>-38,909</td>
<td>-1,869</td>
<td>-113,706</td>
<td>-116,727</td>
</tr>
<tr>
<td></td>
<td>Special Transit</td>
<td>-273,688</td>
<td>-273,688</td>
<td></td>
<td>-821,064</td>
<td>-821,064</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Expenses | Labor | 5,871 | 4,665 | 1,205 | 14,561 | 13,998 | 563 |
|          | Benefits | 2,894 | 2,997 | -103  | 8,322  | 8,691  | -669 |
|          | Advertising & Marketing | 902 | 5,584 | -4,892 | 7,988 | 16,752 | -8,654 |
|          | Professional & Technical Services | 34,462 | 37,925 | -3,463 | 121,152 | 113,775 | -7,377 |
|          | Outside Services | 1,930 | 1,960 | -1,869 | 1,858 | 5,880 | -4,022 |
|          | Outside Labor | 34,462 | 37,925 | -3,463 | 121,152 | 113,775 | -7,377 |
|          | Fuel & Lubricants | 1,930 | 1,960 | -1,869 | 1,858 | 5,880 | -4,022 |
|          | Supplies | 902 | 5,584 | -4,582 | 7,988 | 16,752 | -8,654 |
|          | Vehicle Maintenance | 34,462 | 37,925 | -3,463 | 121,152 | 113,775 | -7,377 |
|          | Marketing Supplies | 1,930 | 1,960 | -1,869 | 1,858 | 5,880 | -4,022 |
|          | Utilities | 902 | 5,584 | -4,582 | 7,988 | 16,752 | -8,654 |
|          | Insurance | 34,462 | 37,925 | -3,463 | 121,152 | 113,775 | -7,377 |
|          | Taxes | 243,530 | 254,460 | -10,959 | 757,091 | 763,457 | -6,366 |
|          | Purchased Transportation | 27,888 | 4,976 | 22,712 | 38,722 | 14,928 | 21,794 |
|          | Miscellaneous Expenses | 243,530 | 254,460 | -10,959 | 757,091 | 763,457 | -6,366 |
|          | Interfund transfers | 27,888 | 4,976 | 22,712 | 38,722 | 14,928 | 21,794 |
|          | Pass Thru/Behalf of Others | 243,530 | 254,460 | -10,959 | 757,091 | 763,457 | -6,366 |
|          | Interest Expense | 27,888 | 4,976 | 22,712 | 38,722 | 14,928 | 21,794 |
|          | Leases & Rentals | 243,530 | 254,460 | -10,959 | 757,091 | 763,457 | -6,366 |
|          | Total Operating Expenses | 315,438 | 312,697 | 2,841 | 926,755 | 937,791 | -11,036 |
|          | Operating (Surplus) Deficit | 972 | 972 | -8,005 | -8,005 |
To:         Board of Directors

From:      Sonia Bannister, Customer Service Supervisor

Subject:   Disposal of unclaimed property left on bus

**Goodwill**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 binder</td>
<td></td>
</tr>
<tr>
<td>6 prescription eyeglasses</td>
<td></td>
</tr>
<tr>
<td>8 pairs of sunglasses</td>
<td></td>
</tr>
<tr>
<td>6 wallets</td>
<td></td>
</tr>
<tr>
<td>5 cell phones</td>
<td></td>
</tr>
<tr>
<td>4 books</td>
<td></td>
</tr>
<tr>
<td>1 stroller</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pocket knife</td>
<td></td>
</tr>
<tr>
<td>1 Super Mario game</td>
<td></td>
</tr>
<tr>
<td>1 bike</td>
<td></td>
</tr>
<tr>
<td>1 apron</td>
<td></td>
</tr>
<tr>
<td>1 backpack</td>
<td></td>
</tr>
<tr>
<td>1 key ring</td>
<td></td>
</tr>
</tbody>
</table>

**To be disposed**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 ID’s</td>
<td></td>
</tr>
<tr>
<td>2 sets of keys</td>
<td></td>
</tr>
<tr>
<td>2 cell phones</td>
<td></td>
</tr>
<tr>
<td>2 cell phone cases</td>
<td></td>
</tr>
<tr>
<td>1 phone charger</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 wallets</td>
<td></td>
</tr>
<tr>
<td>1 T-shirt</td>
<td></td>
</tr>
<tr>
<td>1 bike lock</td>
<td></td>
</tr>
<tr>
<td>5 credit cards</td>
<td></td>
</tr>
</tbody>
</table>

**To be retained**

$3.76  to accounting for deposit

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

PREPARED BY: Sonia Bannister

REVIEWED BY: Carl Sédoryk
Planning/Operations Committee  
Monterey Bay Unified Air Pollution Control District  
24580 Silver Cloud Ct., Monterey

Minutes  
October 12, 2015  
9:00 a.m.

Present: Directors: Clark (Chair), Bonincontri, Pacheco

Absent: Director LeBarre

Staff: Carl Sedoryk, General Manager/CEO; Michael Hernandez, Asst. GM/COO; Hunter Harvath, Asst. GM of Finance and Administration; Lisa Rheinheimer, Director of Planning & Development; Heidi Quinn, General Counsel; Deanna Smith, Executive Assistant/Clerk to the Board

Public: None.

1. Call to order.

Chairperson Clark called the meeting to order at 9:00a.m., and roll call was taken.

2. Public comment on matters not on the agenda.

No public comment.

3. Update on PEPRA as it relates to MST transit service.

Mr. Harvath stated that there is a mechanism by which other transit agencies have received grants by signing a document attesting to certain conditions the department of labor has laid out. MST General Counsel, Dave Laredo, has stated that MST could sign a similar letter if grants become available before a decision by the courts is achieved. MST is not expecting to propose any layoffs, although an emergency service reduction plan has been prepared and approved the MST board in the event a funding emergency arises.

4. Update on Measure Q planning effort – Lisa Rheinheimer

Ms. Rheinheimer passed out a timetable for the establishment of the Measure Q Transit Investment Plan. MST, along with the Measure Q Consultant, has formed a
steering committee and is in the process of holding stakeholder interviews. A Draft Q-Plan is expected to be completed in November and will be presented to the MST board at its December meeting. Staff anticipates requesting final board approval of the plan in January 2016.

5. **Update on MST Facilities and Fleet status/performance – Michael Hernandez**

Mr. Hernandez provided a PowerPoint summarizing MST fleet and staffing levels, performance measures, and a facilities update. MST is fully staffed with mechanics, utility and service workers, supervisors, parts support and facilities staff. MST operates 83 vehicles while MV Transportation operates approximately 70 vehicles.

MST has seen its cost per mile reduce over the last year. Even though MST has recently purchased buses, by spring of 2016, 33 percent of its fleet will be obsolete and in need of replacement. Staff will continue to identify funding sources to replace its rolling stock.


Mr. Weber provided an updated on the four areas his department oversees. Directly operated services is currently fully staffed with 142 coach operators. Boardings are strong, buses are currently averaging 270,000 miles between preventable collisions against an industry standard of 100,000 miles, and on time performance has increased over last fiscal year.

The MST Center has upgraded its TransitMaster system and has greatly increased functionality. Another major upgrade will soon be made to the daily dispatch software system with completion expected in early March. Last November MST took over dispatching MV’s fixed route service and continuity of operations has improved, connections are more efficient, and on time performance has increased on some lines.

MV Transportation provides approximately 40 percent of all MST’s service. Since taking over dispatching of this service, MV’s on time performance has improved; prior to this change, on time performance was 78 percent; recent performance numbers are over 89 percent for the first two months of this fiscal year. MV’s General Manager, Mary Ann Jackson has resigned and MST will work with them during their transition into new leadership.

MST’s mobility department will be directly involved in the Measure Q plan implementation and will result in a substantial restructuring of the department. As of now, new staff has not been hired. The mobility department continues to manage the taxi voucher program, provide travel training services, and will assist in the implementation of a new project that will certify all taxi drivers who provide MST Rides services. Taxis provide approximately 16 percent of MST’s ADA services. The training will help avoid potential violations of ADA service provision.
7. Committee member comments, questions, or referrals.

8. Adjourn.

There being no further business, Chairperson Clark adjourned the meeting at 9:49 a.m.

Prepared by: Deanna Smith, Deputy Secretary
To: Board of Directors

From: Michelle Overmeyer, Grants Analyst

Subject: Resolution 2016-11 Low or No Emission Vehicle Deployment Program (LoNo)

RECOMMENDATION:

Approve Resolution 2016-11 authorizing MST’s General Manager/CEO to execute all required documents of the Federal Transit Administration’s (FTA) Low or No (LoNo) Emission Vehicle Deployment Program.

FISCAL IMPACT:

Up to $4,000,000 in LoNo funds to pay for purchase five (5) electric buses, Wireless Power Transfer (WPT) charging equipment, and construction-related work. MST would contribute local matching funds from the State of California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project and the Fort Ord Reuse Authority Capital Improvement Program.

POLICY IMPLICATIONS:

Your Board must authorize the filing of the grant application requesting up to $4,000,000 from FTA’s LoNo Program funds.

DISCUSSION:

MST staff is continuously seeking ways to maintain and update MST vehicles and facilities. Greenhouse Gas Reduction regulations are pushing transit agencies to move toward all-electric vehicles in the coming years. The FTA’s LoNo Program provides funding for transit agencies for capital acquisitions and leases of zero-emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. With LoNo grant funding, MST could implement the next phase of its WPT program, to be located at the California State University, Monterey Bay campus. Grant funds would be used to purchase 5 electric buses and construct and install WPT charging equipment.
To apply for these grant funds your Board must approve the attached resolution, which authorizes the General Manager/CEO to execute all required documents of the LoNo program.

ATTACHMENT: Resolution 2016-11

PREPARED BY
Michelle Overmeyer

REVIEWED BY
Carl G. Sedoryk
RESOLUTION 2016–11

AUTHORIZATION TO APPLY FOR LOW OR NO EMISSION VEHICLE DEPLOYMENT PROGRAM

WHEREAS, Monterey-Salinas Transit’s strategic goal of implementing practices that encourage environmental sustainability and resource conservation aligns with the purpose of the Federal Transit Administration’s Low or Now Emission Vehicle Deployment Program; and

WHEREAS, the Federal Transit Administration administers the Low or No Emission Vehicle Deployment Program to deploy the cleanest and most energy efficient U.S.-made transit buses that have been largely proven in testing and demonstrations but are not yet widely deployed in transit fleets; and

WHEREAS, Monterey-Salinas Transit is an eligible project applicant for the Low or No Emission Vehicle Deployment Program; and

WHEREAS, Monterey-Salinas Transit is eligible to apply for grant program funds to purchase electric buses and construct and install related-equipment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Monterey-Salinas Transit that the General Manager/CEO, or its designee, is hereby authorized and empowered to execute on behalf of Monterey-Salinas Transit all grant-related documents and any amendments thereto with the Federal Transit Administration.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF MONTEREY-SALINAS TRANSIT this 9th day of November, 2015.

______________________  ____________________
Libby Downey                  Carl G. Sedoryk
Chairperson                  Secretary
To:       Board of Directors
From:    K. Halcon, Director of Human Resources/Risk Management
Subject: Approve General Manager/CEO Performance Incentive

RECOMMENDATION:

Approve the one-time performance incentive payment for the General Manager/CEO based upon his performance in accordance with achievement of the Board adopted goals and objectives.

FISCAL IMPACT:

$9,094.18. Wages are included in the approved FY 2015 Budget.

POLICY IMPLICATIONS:

Your Board approves and negotiates the wages and benefits of the General Manager/CEO.

DISCUSSION:

The General Manager Performance Evaluation Ad Hoc Committee met on October 8, 2015, to discuss the performance of Carl Sedoryk as the General Manager/CEO of Monterey-Salinas Transit District. During the discussion, the committee reviewed the comments and scores of the evaluations turned in by MST Board members.

In accordance with the GM/CEO contract, the MST Board has the discretion to provide him with a lump sum incentive payment of 0% - 5% of annual salary dependent upon the achievement of the Board adopted goals and objectives. The incentive pay is a one-time lump sum payment and does not increase Mr. Sedoryk’s annual salary. An ad hoc committee of the board recommends the Board approve an incentive of 4.5% in the amount of $9,094.18.

Staff seeks the Board to approve the 4.5% incentive pay for Mr. Sedoryk as recommended.

APPROVED BY: _______________________

31
To: MST Board of Directors
From: Michael Hernandez, Assistant General Manager/COO
Subject: Authorize the Purchase of Four Shelters

RECOMMENDATION:

Authorize staff to purchase four passenger shelters from Tolar Manufacturing Company.

FISCAL IMPACT:

Under $27,900, or $6,975 each, not including tax/shipping. This shelter purchase is fully funded through the County of Monterey Community Development Block Grant Program.

POLICY IMPLICATIONS:

Your Board approves all purchases that exceed $25,000. The Federal Transit Administration considers purchases under $100,000 as "small purchases" and eligible for an informal price quote instead of a more formal Request for Proposal.

DISCUSSION:

At the September 14, 2015 meeting, your Board approved the purchase of up to 26 passenger shelters from Tolar Manufacturing through the California Association for Coordinated Transportation (CalACT) purchasing consortium. Funds to purchase the 26 shelters are from two grants totaling $310,000, including $60,000 from a County of Monterey Community Development Block Grant Program and $250,000 from Prop.1B PTMISEA funds. These four shelters will be funded from the Community Development Grant.

In mid October MST received notice from CalACT that the existing contract with Tolar Manufacturing is expired and they anticipate issuing formal procurement documents by the end of the year. As a result, the ability to use the CalACT shelter contract will not be an option until approximately February or March of 2016.

In an effort to install shelters prior to the winter season staff reviewed recent shelter price quotes from other municipalities. Prices ranged from $7,410 for a slightly smaller size shelter to $8,300 for a larger shelter. The quote received from Tolar at $6,975 is the lowest price and fully meets MST’s specifications.
Approval of this item will provide four (4) new shelters to be installed in late December or early January, with four (4) existing shelters to be repaired as part of the Community Development Grant and installed in service soon after.

In an effort to fast track the remaining shelter purchases staff will begin a formal procurement process in early November for the 20-22 shelters funded by Prop.1B PTMISEA. That procurement will include options for additional shelters in future years for either expansion or replacement. Prior to awarding a contract for the 20-22 shelters that item will come back your Board for approval.

Approval of this item will authorize staff to purchase four (4) shelters at $27,900 plus tax/shipping from Tolar Manufacturing.

PREPARED BY: Michael Hernandez REVIEWED BY: Carl Sedoryk
To: MST Board of Directors

From: Hunter Harvath, Assistant General Manager/Finance and Administration

Subject: Property Acquisition – 19 Upper Ragsdale Rd., Suite 200 – APN# 259-184-004-000

RECOMMENDATION:

Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 200 in the amount of $2,549,250.

FISCAL IMPACT:

$2,549,250, 25% of which will be funded through MST’s capital reserves, and 75% of which will be financed through a 10-year commercial loan.

POLICY IMPLICATIONS:

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

DISCUSSION:

On October 27, 2015, the City of Monterey Planning Commission approved a use permit amendment for the renovation and expansion of MST’s Operations and Maintenance Facility at One Ryan Ranch Road. In addition, your Board and the Monterey Planning Commission have approved the environmental document (California Environmental Quality Act Mitigated Negative Declaration) for this project, clearing the way for construction to begin next year.

In order to expand the bus maintenance, storage and operational capacity of MST’s One Ryan Ranch Road facility, administrative staff must be relocated off-site. After several years of searching, staff has identified an office suite located at 19 Upper Ragsdale Road of approximately 10,300 square feet that is suitable to house administrative staff.

On behalf of MST, Carl G. Sedoryk (General Manager/CEO) and Hunter Harvath (Assistant General Manager – Finance & Administration) have negotiated price and terms of sale with the property owner (Justin Court Limited Partnership). At $247.50 per square foot, the total purchase price is $2,549,250. Staff has been working with a local financial institution to arrange financing for 75% of the purchase price. MST is able to fund the remaining 25% with cash, which is available through MST’s capital reserves from FY 2015.
Staff is seeking your Board’s authorization to sign a purchase agreement for 19 Upper Ragsdale Drive, Suite 200. Upon signing this agreement, a Due Diligence Contingency Period will commence, during which staff will investigate, analyze and perform testing or studies related to purchasing the Property, which may include, but not be limited to, the following:

- Physical Inspections
- Economic Analysis
- Title Review
- Property Survey
- Environmental Studies, including a Phase 1 and/or Phase 2 Assessment(s)
- Regulatory Matters
- CC&R’s and Association Documents
- Buyer’s Loan

Once staff is satisfied that the property is ready for purchase, escrow will close and ownership will transfer from Justin Court Limited Partnership to Monterey-Salinas Transit.
To: MST Board of Directors

From: Hunter Harvath, Assistant General Manager/Finance and Administration

Subject: Property Acquisition – 19 Upper Ragsdale Rd., Suite 100 – APN# 259-184-001-000

RECOMMENDATION:

Authorize staff to sign purchase agreement for 19 Upper Ragsdale Dr., Suite 100 in the amount of $933,750.

FISCAL IMPACT:

$933,750, 10% of which will be funded through MST’s capital reserves, and 90% of which will be financed over 15-years through the seller.

POLICY IMPLICATIONS:

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

DISCUSSION:

On October 27, 2015, the City of Monterey Planning Commission approved a use permit amendment for the renovation and expansion of MST’s Operations and Maintenance Facility at One Ryan Ranch Road. In addition, your Board and the Monterey Planning Commission have approved the environmental document (California Environmental Quality Act Mitigated Negative Declaration) for this project, clearing the way for construction to begin next year.

In order to expand the bus maintenance, storage and operational capacity of MST’s One Ryan Ranch Road facility, administrative staff must be relocated off-site. After several years of searching, staff has identified an office suite located on the second floor at 19 Upper Ragsdale Road of approximately 10,300 square feet that is suitable to house most of the administrative staff (see item 7-1). An additional office suite on the first floor of the building measuring approximately 3,393 square feet is also available for sale. This suite is suitable for a board meeting space as well as 3 or 4 offices for other administrative staff members.

On behalf of MST, Carl G. Sedoryk (General Manager/CEO) and Hunter Harvath (Assistant General Manager – Finance & Administration) have negotiated price and terms of sale with the property owner (James Pickney, Jr.). At $275 per square foot, the
total purchase price is $933,750. As part of the terms of sale, the owner desires to finance 90% of the purchase price himself at 5% interest, so as to have an income stream over the next 15 years. Staff has found this interest rate to be competitive and acceptable in the current marketplace. MST is able to fund the remaining 10% with cash, which is available through MST’s capital reserves from FY 2015.

Staff is seeking your Board’s authorization to sign a purchase agreement for 19 Upper Ragsdale Drive, Suite 100. Upon signing this agreement, a Due Diligence Contingency Period will commence, during which staff will investigate, analyze and perform testing or studies related to purchasing the Property, which may include, but not be limited to, the following:

- Physical Inspections
- Economic Analysis
- Title Review
- Property Survey
- Environmental Studies, including a Phase 1 and/or Phase 2 Assessment(s)
- Regulatory Matters
- CC&R’s and Association Documents
- Buyer’s Loan

Once staff is satisfied that the property is ready for purchase, escrow will close and ownership will transfer from James Pickney, Jr., to Monterey-Salinas Transit.
To: MST Board of Directors
From: Hunter Harvath, Assistant General Manager/Finance and Administration
Subject: Public hearing on proposed fare classification changes

RECOMMENDATION:

Conduct public hearing and approve RIDES fare classification changes.

FISCAL IMPACT:

None. No current RIDES customers take trips between 17.0 and 19.7 miles.

POLICY IMPLICATIONS:

The MST Board of Directors sets fares for fixed routes and for RIDES passengers, persons with disabilities and seniors. Additionally, Americans with Disabilities Act (ADA) regulations governing public transit require that a trip on MST RIDES cost no more than twice that of the base fare of a trip of equal distance ("as the crow flies") on MST fixed-route buses.

DISCUSSION:

Since MST implemented its current distance-based fare structure in 2012, new bus routes have been periodically added and existing routes have been modified. Staff has conducted an analysis of these route changes that now would require adjustments to be made to two of the three distance categories for MST RIDES fares in order to maintain compliance with ADA regulations.

The proposed change is to reduce the maximum distance for a $5.00 MST RIDES paratransit trip from 19.7 to 17.0 miles. The effective result of this proposed change would be a fare increase from $5 to $7 per one way trip for those traveling between 17.0 miles and 19.7 miles on MST RIDES. This proposed change is required in order to keep MST’s fare structure in compliance with the ADA. In advance of the public hearings on these proposed fare changes, staff researched RIDES trip patterns and found that no trips of a distance between 17.0 and 19.7 miles were made during the evaluation period (May, June and July 2015). Therefore, no customers would be adversely impacted by this fare change. The table below further describes the proposed change.
As required by MST's Public Hearing Policy, public notices were placed in the Salinas Californian and Monterey Herald, in both English and Spanish, at least two weeks before the public hearing. (See Attachments 1 through 4 for proofs of publication.)

At their October 14, 2015 meeting, MST’s Mobility Advisory Committee held the first public hearing to receive comments on the proposed fare change. No comments were submitted during the public hearing and the Committee recommended that the MST Board of Directors approve the change.

A second public hearing is being held at the November 9 meeting of your Board to solicit any additional comments. Should the proposed fare changes be approved, the effective date would be December 5, 2015.

### Current vs. Proposed MST RIDES Trip Distance Categories

<table>
<thead>
<tr>
<th>Current Fare</th>
<th>Current Trip Distance</th>
<th>Proposed Trip Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.00</td>
<td>2.7 miles or less</td>
<td>2.7 miles or less</td>
</tr>
<tr>
<td>$5.00</td>
<td>More than 2.7 or less than 19.7 miles</td>
<td>More than 2.7 or less than 17.0 miles</td>
</tr>
<tr>
<td>$7.00</td>
<td>More than 19.7 miles</td>
<td>More than 17.0 miles</td>
</tr>
</tbody>
</table>

Attachment 1: Proof of Publication – Salinas Californian (English)
Attachment 2: Proof of Publication – Salinas Californian (Spanish)
Attachment 3: Proof of Publication – Monterey Herald (English)
Attachment 4: Proof of Publication – Monterey Herald (Spanish)
Salinas Newspapers, Inc.
123 W. Alisal St.
Salinas, CA 93901
831-754-4138/Fax: 831-754-7156

State Of California ss:
County of Monterey

Deanna Smith

Advertiser: MONTEREY SALINAS TRANSIT
1 RYAN RANCH RD
MONTEREY, CA 93940

RE: PUBLIC HEARING NOTICE PROPOSED AD
Proposed ADA Paratransit Fare

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I hereby certify that the attached advertisement appeared in said newspaper on the following dates:

Newspaper: SNA-The Salinas Californian
9/26/2015

I acknowledge that I am a principal clerk of the printer of said paper, which is published in the City of Salinas, County of Monterey, State of California. The Salinas Californian is printed and published daily, except Sunday and has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California. The Salinas Californian is printed and published weekly on Saturday and has been adjudged a newspaper of general circulation by the Superior Court of Monterey, State of California.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.
Executed on this 26th day of Sept., 2015 at Salinas, California.

C. Clark
Declarant
Proof of Publication
(2015.5 C.C.P.)

Salinas Newspapers, Inc.
123 W. Alisal St.
Salinas, CA 93901
831-754-4138/Fax: 831-754-7156

State Of California ss;
County of Monterey

[Signature]

Deanne Smith
Advertiser: MONTEREY SALINAS TRANSIT
1 RYAN RANCH RD
MONTEREY , CA 93940

RE: AVISO DE AUDIENCIA PÚBLICA PROPUESTA
Spanish Proposed ADA Paratransit

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I hereby certify that the attached advertisement appeared in said newspaper on the following dates:

Newspaper: SNA-El Sol
9/26/2015

I acknowledge that I am a principal clerk of the printer of said paper, which is published in the City of Salinas, County of Monterey, State of California. The Salinas Californian is printed and published daily, except Sunday and has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California. El Sol is printed and published weekly on Saturday and has been adjudged a newspaper of general circulation by the Superior Court of Monterey, State of California.

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Executed on this 26th day of Sept., 2015 at Salinas, California.

C. Clark
Declarant

ATTACHMENT # 2

Our Order # 0000711926
Net Order Cost $ 396.94

MONTEREY-SALINAS TRANSIT
AVISOPROUESTADE REVIONDE TARIIFADE ADA PARATRANSITO
Monsant-Salinas Transit (MST) propone una revisión menor en la estructura de tarifas para el programa existente del servicio ADA Paratransit conocido como MST RIDES. MST tendrá dos audiencias públicas para solicitar y recibir comentarios de los clientes en la propuesta de revisión de tarifa.

Las audiencias públicas se llevarán a cabo en las siguientes localidades:

Miércoles, 14 de Octubre, 2015
1:00 p.m.
Oficina de Mobilidad de Salinas
247 S. Main Street, Salinas

Lunes, 8 de Noviembre, 2015
10:00 a.m.
Distrito Unificado de Control de Contaminación de Aire de la Bahía de Monterey
Board Room, 2nd Floor
24580 Silver Cloud Ct., Monterey

Personas interesadas que deseen hacer sus comentarios pero no puedan asistir a las audiencias públicas pueden mandar sus comentarios por escrito a la siguiente dirección.

MST Board of Directors
One Ryan Ranch Road
Monterey, CA 93940
Fax: 831-839-3954 o email: mst@mst.org

La fecha límite para enviar sus comentarios es el viernes, 6 de noviembre del 2015 a las 10:00 a.m. Por favor visite www.mst.org para más información.

CAMBIO PROPUESTO A LAS CATEGORÍAS DE TARIIFA DE MST RIDES

El cambio que se propone es reducir la distancia máxima por viaje paratransit (MST RIDES) de $5.00 19.7 millas a 17.2 millas. El resultado efectivo de esta propuesta será un incremento en la tarifa de $5 a $7 por viaje de ida para aquellos que viajan entre 17.2 millas y 19.7 millas con MST RIDES. Este cambio es requerido para poder mantener la tarifa de MST en conformidad con El Acta de Americanos Con Discapacidades. La fecha del cambio propuesto tomará efecto el 5 de Diciembre de 2015.

September 26, 2015 (71926)
MONTEREY SALINAS TRANSIT  
Account No. 3578968  
ATTN: ACCOUNTS PAYABLE  
1 RYAN RANCH ROAD  
MONTEREY, CA 93940  

Legal No. 0005569303  
Public Hearing Notice.  
Total Cost: $275.37  
Ordered by: dsmith@mst.org  

PROOF OF PUBLICATION  
STATE OF CALIFORNIA  
County of Monterey  

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of The Monterey Herald, a newspaper of general circulation, printed and published daily and Sunday in the City of Monterey, County of Monterey, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Monterey, State of California; that the notice, of which the annexed is a printed copy (set in type not smaller than 6 point), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:  

09/25/15  

I certify (or declare) under penalty of perjury that the foregoing is true and correct.  

Executed on 09/25/2015 at Monterey, California.  

Signature
MONTEREY SALINAS TRANSIT
Account No. 3578968
ATTN: ACCOUNTS PAYABLE
1 RYAN RANCH ROAD
MONTEREY, CA 93940

Legal No. 0005569315
Aviso De Audiencia
Total Cost: $288.84
Ordered by: dsmith@mst.org

PROOF OF PUBLICATION
STATE OF CALIFORNIA
County of Monterey

I am a citizen of the United States and a resident of the County aforesaid.
I am over the age of eighteen years, and not a party to or interested in
the above-entitled matter. I am the principal clerk of the printer of The
Monterey Herald, a newspaper of general circulation, printed and pub-
lished daily and Sunday in the City of Monterey, County of Monterey,
and which newspaper has been adjudged a newspaper of general circula-
tion by the Superior Court of the County of Monterey, State of California;
that the notice, of which the annexed is a printed copy (set in type not
smaller than 6 point), has been published in each regular and entire issue
of said newspaper and not in any supplement thereof on the following
dates, to wit:

09/25/15

I certify (or declare) under penalty of perjury that the foregoing is true
and correct.

Executed on 09/25/2015 at Monterey, California.

Danielle L. Landaker

Signature
To: MST Board of Directors

From: Hunter Harvath, Assistant General Manager/Finance and Administration

Subject: Veterans Half-Fare and Senior Shuttle Special 75-cent Discount Fare

RECOMMENDATION:

1. Approve including veterans in MST’s established half-fare discount program.

2. Create special 75-cent fare for half-fare discount-eligible passengers on all MST’s Senior Shuttle routes.

FISCAL IMPACT:

1. Veterans would pay only half price on all MST fixed-route and OnCall buses. Any loss in revenue would be offset by Measure Q Sales Tax funds.

2. Passengers eligible for the half-fare discount would continue to pay 75 cents on all Senior Shuttles no matter how long the route.

POLICY IMPLICATIONS:

The MST Board of Directors sets fares and designates groups who are eligible for half-fare and other discounts.

DISCUSSION:

Veterans Half Fare

MST currently has a half-fare program that offers a 50% discount off of all fare categories and pass types for travel on fixed-route and OnCall buses at all times of day. Those eligible for discounts are as follows:

- 18 years and under (voluntarily implemented by your Board)
- 65 years and over (required by the federal government)
- Individuals with disabilities (required by the federal government)
- Medicare Card holders of any age (required by the federal government)

With the passage of Measure Q in November 2014, staff has been researching and identifying new programs to offer to seniors, veterans and persons with disabilities. One of those programs would extend the half-fare benefit to veterans. While not required by the federal government, your Board has elected to offer the half fare benefit
to passengers 18 and younger. Staff recommends that this benefit be extended to veterans, too, in recognition of their service to the country. It is anticipated that this reduced fare for veterans will attract more riders to MST buses and will be especially useful for those veterans seeking job training, educational opportunities and other social services in the community. If your Board approves this veterans half-fare program, it would be implemented along with the other fare changes for MST RIDES (see item 8-1) and Senior Shuttles (see below) planned for December 5, 2015.

**Senior Shuttles 75-cent Fare**

In April of 2011, MST switched from a long-standing, cumbersome, 14-zone-based fare system to a simpler arrangement of four price categories based on route distance. In the years since that four-category system was implemented, MST has introduced a new transit concept – the “Senior Shuttle.” A result of the agency’s Mobility Management initiatives, the routes and schedules for these Senior Shuttles were designed in cooperation with residents of senior housing areas as well as participants in senior programs. These routes serve many destinations frequented by seniors – e.g., medical offices, hospitals, shopping areas – at the times of day they want to go. To encourage use of these special grant-funded routes rather than the non-grant funded MST RIDES program, the Senior Shuttles were priced at $1.50 base fare and 75 cents for half-fare eligible individuals.

As staff was reviewing its fixed-route and paratransit fare structures with regards to the requirements of the Americans with Disabilities Act (see item 8-1), the Senior Shuttle routes were found to be too long in mileage to fit within the $1.50 (75-cent discount) fare category. In order to remain compliant with the ADA, the Senior Shuttles must be priced at a $2.50 base fare. Under MST’s current fare structure, that base fare change to $2.50 would increase the half-fare rate from 75 cents to $1.25. So that the target populations of the Senior Shuttles continue to ride the Senior Shuttles and not use the highly-subsidized MST RIDES program instead, staff recommends creating a special fare of 75 cents for all half-fare-eligible passengers riding Senior Shuttle routes only. This special 75-cent fare would not be available on any other MST fixed-route or OnCall bus line. If your Board approves this special fare of 75 cents on all Senior Shuttle routes, it would be implemented along with the other fare changes for MST RIDES (see item 8-1) and veterans (see above) planned for December 5, 2015.
To: Board of Directors

From: C. Sedoryk, General Manager/CEO

Subject: Monthly Report – September 2015

Attached is a summary of monthly performance statistics for the transportation, maintenance, and administration departments for the September 2015 (Attachments 1-5). For the quarter ending September 30th we are meeting and/or exceeding all relevant performance standards.

September 10-11 I visited Washington, D.C., to attend a meeting of the executive committee of the board of directors of the American Public Transit Association (APTA). While in Washington, D.C., I took the opportunity to have a wide variety of meetings with legislative staff regarding federal issues impacting MST including transit benefits for military personnel, public employee pension reform, and authorization of transportation bill (Attachment 6).

September 27 – 30 I attended the International Association of Transportation Regulators (IATR) annual conference in Montreal, Canada. At the conference much time was spent in workshops discussing strategies to regulate transportation network companies (Uber, Lyft) especially in areas of safety, accessibility, financial responsibility, and social equity. In addition to workshops, the conference featured a trade show where new taxi equipment and technology was on display.

Attachment #1 – Dashboard Performance Statistics
Attachment #2 – Operations Dept. Report – September 2015
Attachment #4 – Administration Dept. Report – September 2015
Attachment #5– FY 2016 Action Plan Status Update
Attachment #6 – Washington, D.C. Itinerary – September 2015

Prepared by: [Signature]
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2014-2016

Ridership

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boarding</td>
<td>1,174,712</td>
<td>1,154,663</td>
<td>1,190,264</td>
</tr>
</tbody>
</table>

Goal = 1,177,756 passengers
Minimum = 1,039,197 passengers

Passengers Per Hour

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passengers per hour of service</td>
<td>19.47</td>
<td>17.31</td>
<td>16.72</td>
</tr>
</tbody>
</table>

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

On Time Performance

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of trips within 5 minutes of scheduled arrival</td>
<td>80.7%</td>
<td>85.4%</td>
<td>89.0%</td>
</tr>
</tbody>
</table>

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

Percentage of Service Delivered

<table>
<thead>
<tr>
<th>Year</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of scheduled trips completed</td>
<td>99.88%</td>
<td>99.94%</td>
<td>99.97%</td>
</tr>
</tbody>
</table>

Goal = 99% completed
Minimum = 95% completed

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

Fare Box Recovery Ratio

Goal = 25%
Minimum = 15%

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

Cost Per Revenue Hour

Goal = 200K Miles
Minimum = 100K Miles

Miles Between Preventable Collisions

Goal = 15K Miles
Minimum = 7K Miles

Miles Between Road Calls

(Miles travelled between mechanical failure)
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2014-2016

Ridership

Goal = 29,295 passengers
Maximum = 32,225 passengers

Goal = 1.87 passengers p/h
Maximum = 2.06 passengers p/h

Passengers Per Hour

Goal = 90% on time
Minimum = 80% on time

On Time Performance

Maximum = 25,408 one-way trips
Goal = 23,098 one-way trips

One Way Trips

(Total cumulative YTD one-way passenger trips completed)
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2014-2016

Fare Box Recovery Ratio

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour

Goal = $70.86
Maximum = $77.95

Miles Between Preventable Collisions

Goal = 110K Miles
Minimum = 100K Miles

Miles Between Road Calls

Goal = 60,000 miles
Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
July - September
Fiscal Year 2016

MST Fixed Route Total Revenue
YTD Actual and Budget

$11,500,000
$10,000,000
$8,500,000
$7,000,000
$5,500,000
$4,000,000
$2,500,000
$1,000,000

YTD Actual

Minimum 95%

$9,266,373

YTD Budget

$9,421,190

MST Fixed Route Total Expenses
YTD Actual and Budget

$10,000,000
$9,000,000
$8,000,000
$7,000,000
$6,000,000
$5,000,000
$4,000,000
$3,000,000
$2,000,000
$1,000,000

YTD Actual

Maximum 105%

$8,508,153

YTD Budget

$9,104,865
MST RIDES
Financial Performance Comparative Statistics
July - September
Fiscal Year 2016

MST RIDES Total Revenue
YTD Actual and Budget

Minimum 95%

$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0

YTD Actual
YTD Budget

MST RIDES Total Expenses
YTD Actual and Budget

Maximum 105%

$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0

YTD Actual
YTD Budget
ATTACHMENT 2

October 29, 2015

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

From: Robert Weber, Director - Transportation Services

Cc: MST Board of Directors

Subject: Transportation Department Monthly Report – September 2015

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 4.25% in September 2015, (415,116), as compared to September 2014, (397,149). Fiscal year to date – passenger boardings have increased by 3.08% as compared to the same period last year.

Productivity decreased slightly from 17.6 passengers per hour (September 2014) to 17.2 in September of this year.

Supplemental / Special Services:

September 4-6: MST provided supplemented service on the Jazz route in support of the annual Monterey County Fair. The service transported 10,940 passengers during this three day event. This represents a 38.42% decrease in passenger boardings compared to last year’s event (17,766).

September 18-20: MST provided supplemented service on the Jazz route in support of the annual Monterey County Jazz Festival. The service transported 9,498 passengers during this three day event. This represents a 12.99% increase in passenger boardings compared to last year’s event (8,804).

September 26-27: MST provided shuttle services in support of the annual Salinas International Air show. The service transported 475 passengers during this two day event. This represents a 38.63% decrease in passenger boardings compared to last year’s event (774).

System Wide Statistics:

- Ridership: 415,116
- Vehicle Revenue Hours: 23,999
- Vehicle Revenue Miles: 392,306
- System Productivity: 17.2 Passengers Per Vehicle Revenue Hour
One-Way Trips Provided: 35,258

Time Point Adherence: Of 135,810 total time-point crossings sampled for the month of September, the TransitMaster™ system recorded 17,902 delayed arrivals to MST’s published time-points system-wide. This denotes that **86.82%** of all scheduled arrivals at published time-points were on time. *(See MST Fixed-Route Bus ~ On Time Compliance Chart FY 2016.)*

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

Cancelled Trips: As listed below, there were a total of seven (7) cancelled trips for the month of September for both directly operated and contracted services:

<table>
<thead>
<tr>
<th>Category</th>
<th>MST</th>
<th>MV</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td>1</td>
<td>0</td>
<td>14.29%</td>
</tr>
<tr>
<td>Staffing</td>
<td>1</td>
<td>0</td>
<td>14.29%</td>
</tr>
<tr>
<td>Other ¹</td>
<td>2</td>
<td>3</td>
<td>71.43%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>4</td>
<td>3</td>
<td>100%</td>
</tr>
</tbody>
</table>

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

Documented Occurrences: MST Coach Operators are required to complete an occurrence report for any unusual incident that occurs during their work day. The information provided within these reports is used to identify trends, which often drive changes in policy or standard operating procedures. The following is a comparative summary of reported incidents for the month(s) of September 2014 and 2015:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>September-14</th>
<th>September-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Near Miss</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fuel / fluid Spill</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>23</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>
CONTRACTED TRANSPORTATION SERVICES:

MST RIDES ADA / ST Paratransit Program:

Preliminary boarding statistics for the MST RIDES program reflect that for the month of September there were 9,987 passenger boardings. This denotes a 3.49% increase in passenger boardings from September of 2014, (9,650). Fiscal year to date – passenger boardings have decreased by 0.96% as compared to the same period last year.

- Productivity for September of this year was at 1.94 passengers per hour – decreasing slightly from September of 2014, (1.98).

- For the month of September, 89.50 % of all scheduled trips for the MST RIDES Program arrived on time, increasing from 76.09 % in September of 2014.

COMMUNICATIONS CENTER:

In September, MST’s Communications Center summoned public safety agencies on seventeen (17) separate occasions to MST’s transit vehicles and facilities:

<table>
<thead>
<tr>
<th>Agency Type</th>
<th>Incident Type</th>
<th>Number Of Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>Passenger Incident / Other</td>
<td>12</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Illness</td>
<td>4</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Smoke / fire reported from bus’s engine compartment</td>
<td>1</td>
</tr>
</tbody>
</table>

Robert Weber

Attachment 1: Memo – Requests for Local Disaster Response Agreements
As the community prepares for what has been forecasted as a strong El Niño year, MST has been contacted by the Santa Rita School District and by the Hacienda Carmel requesting that MST enter into separate agreements with these agencies to provide transit buses in the event of a need to evacuate their facilities due to flooding, etc.

As I anticipate that we will be receiving more of these types of inquiries, I write to notify you of my response to these requests as to avoid any misunderstanding or miscommunication.

I have explained to the requesting agencies that MST is a public transportation provider and that as recipient of federal funds we are obligated under our Federal Master Agreement to provide resources to impacted communities in response to any disaster, or local emergency occurring within our service area.

In a real world scenario involving major flooding, there would likely be multiple impacted areas, many of which would require civil evacuation and a coordinated effort at a regional level. It is for these reasons that MST remains committed to work within the existing mass evacuation plan(s) which have been created by the County of Monterey’s Office of Emergency Service (OES) in consultation with FEMA.

I have informed these parties that MST will respond with its resources to any request made by a local public safety agency in support of a response to isolated local emergencies within Monterey County. I have also encouraged these organizations to contact the Monterey County OES office should they have any specific questions, or additional concerns. The OES office has been made aware of these requests.
ATTACHMENT 3

October 21, 2015

To: Carl G. Sedoryk, General Manager/CEO

From: Michael Hernandez, Assistant General Manager/COO

Subject: Monthly Maintenance/Facilities Report for September 2015

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.25</td>
<td>$2.01</td>
<td>$2.02</td>
</tr>
<tr>
<td>Gasoline: $3.35</td>
<td>$2.50</td>
<td>$2.81</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fleet Status:</th>
<th>Operating Cost Per Mile:</th>
<th>*Miles Between Major Mechanical Road Calls:</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2015:</td>
<td>$.92</td>
<td>17,183</td>
</tr>
<tr>
<td>FY2016 YTD</td>
<td>$.94</td>
<td>22,269</td>
</tr>
<tr>
<td>FY2015:</td>
<td>$1.01</td>
<td>24,373 YTD Comparison</td>
</tr>
<tr>
<td>FY2014</td>
<td>$1.20</td>
<td>15,403</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

Miles between major mechanical road calls for September were 17,183 for the fleet, with 19 road calls categorized as “major mechanical” and 5 road calls for minor or non-mechanical issues. The highest major road calls were for engine issues.

Scheduled preventative maintenance (PMs) was at 97% for the month of September. Facilities staff completed repairs for major vandalism at MST’s storage area in Fort Ord and at Salinas Transit Center restroom. One of the three CJW bus hoists was out of service during the month for repair. Shelter installation in San Adro and San Lucas was completed. MST took delivery of eight new RIDES buses, which will require paint, decal and component installation prior to being placed in service.

Michael Hernandez
Date: November 9, 2015

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – September 2015

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

**Human Resources**

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY16</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>137</td>
<td>140</td>
<td>3</td>
</tr>
<tr>
<td>Coach Operators Limited Duty</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CO Occupational Injuries</td>
<td>5</td>
<td>0</td>
<td>-5</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>30</td>
<td>29</td>
<td>-1</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>46</td>
<td>46</td>
<td>0</td>
</tr>
<tr>
<td>Administrative (Interns 2 PT)</td>
<td>26</td>
<td>25</td>
<td>-1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>244</strong></td>
<td><strong>240</strong></td>
<td><strong>-4</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>September Worker’s Compensation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Indemnity (paid to employees)</td>
<td>$30,658.35</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$14,730.91</td>
</tr>
<tr>
<td>Medical includes Case Mgmt,UR, Rx &amp; PT</td>
<td>$430.14</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$7,775.33</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$58,594.73</strong></td>
</tr>
<tr>
<td>Reserves</td>
<td><strong>$1,691,106.70</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($752,141.94)</strong></td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>42</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Collision Retraining</td>
<td>2</td>
</tr>
<tr>
<td>Post Incident Debriefing/Counseling</td>
<td>1</td>
</tr>
</tbody>
</table>

Risk Management Update

<table>
<thead>
<tr>
<th>Description</th>
<th>September 2015 Preventable</th>
<th>September 2014 Preventable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle hits bus</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Bus hit stationary object</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

During the month of September 2015, there were 3 preventable collisions; all in the minor type category. There was 1 non-revenue preventable collision where an employee backed into a barrier outside of the maintenance garage.

Accident Statistics

![Accident Statistics Chart](chart.png)
There were no claim recoveries during this period and no claims paid.

Customer Service Update

<table>
<thead>
<tr>
<th>Service Report Type</th>
<th>MST</th>
<th>*Other Provider</th>
<th># of valid reports</th>
<th>% of reports received</th>
<th>September '14</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Driving</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>12.3%</td>
<td>6</td>
<td>10.7%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Passed By</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>7.0%</td>
<td>7</td>
<td>12.5%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>7.0%</td>
<td>3</td>
<td>5.4%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>1</td>
<td>6</td>
<td>2</td>
<td>12.3%</td>
<td>6</td>
<td>10.7%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td></td>
<td></td>
<td></td>
<td>1.8%</td>
<td>3</td>
<td>5.4%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5.3%</td>
<td>7</td>
<td>12.5%</td>
</tr>
<tr>
<td>No Show</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>5.3%</td>
<td>7</td>
<td>12.5%</td>
</tr>
<tr>
<td>Late Departure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>ADA Compliance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Service Other</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>7.0%</td>
<td>8</td>
<td>14.3%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1.8%</td>
</tr>
</tbody>
</table>
Finance Update

General Accounting/Accounts Payable

During the month of September, staff processed timely and accurate payments to vendors, recorded appropriate revenues, and prepared monthly financial reporting and analysis. Staff continues to work effectively to meet financial reporting deadlines. During the last week of September, Vavrinek, Trine, Day & Co. LLP (VTD) performed MST’s financial audit for FY15.

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. During the month, staff also updated payroll schedules and rosters for a new Coach Operator sign up.

Grants

During the month of September staff participated in the FTA Region IX Title VI Workshop planning committee. Staff submitted a grant application to the Monterey Peninsula Regional Park District and also began working with AMBAG and Santa Cruz METRO on the joint grant application for a State Route 1 planning study. Reimbursement requests to Caltrans were prepared and federal draw downs were completed.
**Purchasing**
During the month of September, staff was busy with ordering parts and maintaining low inventory levels. By the end of the month, there was only a marginal decrease in inventory value. The month closed with inventory of parts at $196,345 value, which represents a negligible decrease over August. Parts purchases increased as the department has taken on the procurement of additional camera and electronic components that were previously procured by IT.

**IT Update**
Staff monitored the hardware and software for the Trapeze Group TransitMaster system. Staff worked with maintenance department Electronics Technician colleagues on the installation of the TM system hardware on contractor operated revenue vehicles.

Staff monitored and tweaked the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system after the EAM system upgrade. Staff continued to support the users of the Serenic Navision accounting/payroll system.

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

Staff worked with the new vehicle camera systems vendor to coordinate the delivery and installation timeline for November. And, staff continued to support other MST staff members as needed, proactively ensuring that all were supported fully with their IT needs.

**Marketing and Sales Update**
Published news stories include: “Senior Day at Monterey County Fair set for Thursday” (The Californian, 9/1/15); “Monterey mural at conference center to be restored” (Monterey County Herald, 9/2/15); “Labor Day closings” (The Californian, 9/3/15); “No matter what shape, focus on youth in Salinas” (The Californian, 9/6/15); “MST Trolley service extended on weekends” (Monterey County Herald, 9/8/15); “MST Trolley extended for weekends year-round” (Monterey County Business Council’s Friday Facts, 9/11/15); “Make bus rides more attractive to students” (The Californian, 9/13/15); “Motorsports group backs out of effort to take over Laguna Seca” (The Carmel Pine Cone, 9/18/15); “Sheriffs Log: MST transit late, poor customer service” (The Californian, 9/23/15); “Sheriff log: Complaint of public transit being excessively late” (Monterey County Herald, 9/23/15); “Greenfield Police Log: Juvenile problem” (The
Press releases sent include: “MST bus service on Labor Day” (9/2/15); “MST Trolley service extended on weekends year-round” (9/8/15); “Revised baggage, cargo, carts, and strollers policy” (9/17/15).

Marketing activities: Coordinated bus service to the Monterey County Fair; updated brochure for Lines 55/86 San Jose Express; updated website for service modifications to Lines 10, 20, 55, and 86 for 9/5/15; met with representative from Salinas Valley Chamber of Commerce; met with advertising sales vendor to determine possible price increases for bus advertising; updated website with weekend Trolley service and reached out to area partners to increase outreach efforts; distributed new Line 55/86 brochure to area San Jose locations; updated interview questions for customer service representative/English-Spanish translator; delivered Trolley brochures to area visitors centers, Monterey Parking Garage, and Monterey Bay Aquarium; coordinated bus service to the Monterey Jazz Festival; worked on messaging showing how Measure Q funds are being spent; attended Monterey Peninsula Chamber of Commerce’s Annual Membership Luncheon; conducted interviews to hire fourth customer service representative/English-Spanish translator; began updating public information materials for fare changes effective 12/5/15; researched updating/re-designing MST’s Busmobile; managed MST website content, Facebook page, and Twitter account.

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

Staff continued Measure Q planning efforts by coordinating with the consultant, Nelson\Nygaard, and steering committee; met with representatives from CSUMB to discuss the possibility of a new bus stop at the recently constructed Promontory housing; participated in CSUMB’s Master Plan workshop; and attended a TAMC sponsored walking tour of Highway 68 in Pacific Grove.
Staff met with and attended a Seaside Traffic Advisory meeting about new bus stops on Hilby Avenue. A member of the public requested MST to install stops to better serve Line 94, a senior shuttle. Additionally, staff participated in coordination meetings with the City of Monterey as the Highway 68 Roundabout moves closer to construction. The project will impact traffic throughout the area as well as MST routes serving the Monterey Peninsula.

Throughout the month, staff continued participating in TAMC"s Wayfinding Planning Advisory Committee, as well in meetings with various local agencies, including Monterey County Convention & Visitors Bureau, Monterey County Vintners and Growers Association, Salinas Valley Chamber of Commerce, Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, the Monterey County Hospitality Association, and the Fort Ord Reuse Authority.
FY 2016 Action Plan  
Quarterly Update 9/30/2016

Year-to-date, the following activities have taken place towards achieving the board-adopted action plan for FY 2016:

1. Develop and implement service levels appropriate to funding availability. Ongoing
   Status: Service changes to go in to effect December 8th reflecting current MST financial resources.

2. Develop succession planning strategy for key positions that will be vacant due to pending retirements. January 2016
   Status: Executive Leadership Team is having regular discussions to identify complete succession plan.

3. Develop and implement Measure Q service plan to serve veterans, seniors and persons with disabilities. January 2016
   Status: Regular meetings with your Board. Next update schedule for the December 2015 meeting of your Board.

4. Implement upgrade of telecommunications and intelligent transportation systems. June 2016
   Status: Ongoing work is occurring to replace outdated voice system, implement upgrades to dispatching software, and implement intelligent voice recording system.

5. Continue review of alternative sites and strategies for financing and construction of MST operating, maintenance, administrative and customer facilities. Ongoing
   Status: Rehabilitation of Monterey operating and maintenance facility is on track. Identifying sites and strategies for the purchase and construction of administrative facilities continues.

6. Provide administrative support in service to Monterey County RTA. Ongoing
   Status: The RTA has adopted a budget that repays MST start-up fees and begins repayment of RTA member jurisdiction start-up fees. City of Marina has joined the RTA.

7. Maintain adequate staffing and organizational structure for MST and RTA. Ongoing
   Status: For the first time in two years, MST is fully staffed with coach operators and fleet maintenance staff.
8. Implement email and document retention policy. March 2016
   Status: Ongoing and waiting for hiring of new executive assistant and clerk to the board position to restart activities related to this project.

9. Complete high/medium priority facility repair projects as funding allows. Ongoing
   Status: To date major facility projects have included installation of bus shelters in rural communities of San Ardo, San Lucas, and Chualar. Major plumbing repairs were made at the Salinas Transit Center, and electrical work was completed at the Monterey administrative facility.

10. Adopt and execute federal and state legislative programs. Ongoing
    Status: Staff continues remain actively involved with state and national trade associations and continues to collaborate with local jurisdictions and other stakeholders on key legislative initiatives.

11. Procure replacement buses and expand MST fleet of electric buses as funding allows. Ongoing
    Status: We have received eight new MST RIDES buses and one new medium-sized bus for south county service. Staff continues to apply for funds through a variety of federal state and local sources as available.

    Status: Completed. With the receipt of $10 Million of state of California Cap and Trade funding the financing of the remaining funds for the construction of Monterey Bay Operations and Maintenance Facility will be achieved through private financing.

13. Identify a location and financing plan for south county maintenance facility. March 2016
    Status: Staff has identified a preferred location and is in negotiations with property owner. Finalization of innovative financing through the US Department of Agriculture community facilities program is ongoing.

    Status: Project will begin after adoption of Measure Q Transit Investment Plan.

15. Actively participate in state and national trade associations to resolve issues related to Department of Labor dispute, California bus axle weights, and next federal transportation authorization funding bill. Ongoing
    Status: Staff is actively involved in a variety of interest groups and trade associations addressing these issues. Bus axle weight legislation was signed by Governor Brown.
16. Develop additional employee training and development opportunities through partnerships with local colleges, universities, and vendors. Ongoing

**Status:** Staff is actively participating with Southern California Regional Transit Training Consortium to identify training opportunities and funding.


**Status:** Completed.

18. Complete design and permitting of Monterey operations and maintenance facility rehabilitation. January 2016

**Status:** On schedule with final permitting to be submitted to city of Monterey by December 31, 2015. Final design scheduled for completion mid-2016.

19. Review CalPERS benefit programs to ensure compliance with federal Affordable Care Act. Ongoing

**Status:** Completed. No compliance issues with Affordable Care Act.

20. Review alternatives to limit frequency of Department of Labor objections to federal grants due to implementation of Public Employee Pension Reform Act. January 2016

**Status:** Staff believes it has identified a process to eliminate DOL objections and will be able to test this process once FTA provides apportionment of federal funds for FY 16.

21. Develop and implement a minimum cash balance reserve policy. February 2016

**Status:** Staff continues to research with a recommendation to come to your Board in February 2016.
MONTEREY-SALINAS TRANSIT
Washington, D.C. Itinerary

Carl Sedoryk, General Manager/CEO
Hunter Harvath, Assistant General Manager,
Finance & Administration

September 10-11, 2015

WEDNESDAY, SEPTEMBER 9, 2015

3:28 p.m. Carl Sedoryk and Hunter Harvath arrive Dulles Airport on United Flight #408. They are staying at the Capitol Hill Hotel, 200 C Street, S.E., Washington, D.C. 20003, (202) 543-6000

THURSDAY, SEPTEMBER 10, 2015

10:00 am Organizational Meeting

10:30 am Andrew Banducci, Workforce Policy Counsel to Chairman John Kline (R-MN)
John Martin, Majority Staff
House Committee on Education and the Workforce
B345C Rayburn House Office Building (or 2181 Rayburn)
Contact: John Martin – 225-7101
Subject: 13c Transportation Labor Issue

11:30 am Molly Lowe, Professional Staff to Congressman Calvert (R-CA)
2205 Rayburn House Office Building
Contact: Molly Lowe – 225-1986
Subject: 13c Transportation Labor Issue

12:15 pm Patrick Fleming, Professional Staff to Congressman Meadows (R-NC)
1024 Longworth House Office Building
Contact: Patrick Fleming - 225-6401
Subject: 13c Transportation Labor Issue /H.R. 1711, the Federal Transit Modernization Act
1:30 pm  Trevor Higgins, Professional Staff to Senator Dianne Feinstein (D-CA)  
SH-331 Hart Senate Office Building  
Contact: Trevor Higgins – 224-3841  
**Subject:** Wireless Power Transfer bus project, alternative fuel credit for electric vehicles and 13c Transportation Labor Issue

2:00 pm  Kyle Chapman, Professional Staff to Senator Barbara Boxer (D-CA)  
Anne Clement, Professional Staff to Senator Barbara Boxer (D-CA)  
SH-112 Hart Senate Office Building  
Contact: Anne Clement - 224 – 3553  
**Subject:** Wireless Power Transfer bus project, alternative fuel credit for electric vehicles and 13c Transportation Labor Issue

3:00 pm  Debbie Merrill, Legislative Director to Congressman Sam Farr (D-CA)  
1126 Longworth House Office Building  
Contact: Debbie Merrill – 225-2861  
**Subject:** MAP-21 Reauthorization, Tax Extenders, Wireless Power Transfer bus project, alternative fuel credit for electric vehicles and 13c Transportation Labor Issue

FRIDAY, SEPTEMBER 11, 2015

9:30 am  Emlyn Struthers, Legislative Assistant, Congressman DeSaulnier (D-CA)  
327 Cannon House Office Building  
Contact: Emlyn Struthers – (202) 225-2095  
**Subject:** 13c Transportation Labor Issue

10:00am – 2:00pm  America Public Transit Association  
1666 K Street, NW Washington DC  
**Subject:** Board of Directors Executive Committee meeting (Carl only)

10:30 am  Robert Andres, Professional Staff to Ranking Minority Member Ron Wyden (D-OR)  
Senate Committee on Finance  
SD-219 Dirksen Senate Office Building  
Contact: Robert Andres -224-4515  
**Subject:** alternative fuel credit for electric vehicles

FRIDAY, SEPTEMBER 11, 2015

5:30 pm  Carl and Hunter depart Dulles on United Airlines Flight #644.
TO: Carl Sedoryk
FROM: Thomas P. Walters

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

**FY 2016 APPROPRIATIONS PROCESS**
The Federal government is currently operating at FY 2015 funding levels under a short-term Continuing Resolution that expires December 11. President Obama has consistently indicated he would not sign into law any appropriations bills that adhere to the sequester-level budget caps put in place by the Budget Control Act of 2011, and none of the bills drafted by the House and Senate Appropriations Committees would be acceptable under those parameters. On the flip side, Congressional Defense hawks have also strongly indicated that the sequestration caps needed to be lifted to assure adequate Defense spending for FY 2016. Late on October 26, House and Senate Leadership and the White House announced that a two-year, bipartisan budget agreement had been reached. The deal would provide $80 billion in increased discretionary appropriations, with a $50 billion increase over the spending caps for FY 2016, and a $30 billion increase over the spending caps for FY 2017. The increases are split evenly between Defense and non-Defense spending. In addition, the agreement also suspends the debt limit until March 15, 2017. The existing debt limit ceiling is projected to be reached on November 3, and the proposed increase would remove another potential obstacle to completion of the FY 2016 spending process and ensure against a possible shutdown.

The House passed the budget agreement on October 28 and Senate passage is expected soon as well. Once the bill is signed into law by President Obama, the way will be cleared for negotiation of the final FY 2016 appropriations bills before the December 11 deadline.

**MAP 21 REAUTHORIZATION**
On October 22, the House Transportation and Infrastructure Committee marked up and approved Chairman Shuster’s (R-PA) H.R. 3767, the *Surface Transportation Reauthorization and Reform Act of 2015 (STRRA)*, which is the bipartisan House proposal for reauthorization of MAP-21

The STRRA would authorize $325 billion over six years for Federal highway, transit and highway safety programs, which would continue baseline funding levels with an annual inflation adjustment. However, the Committee-approved bill does not include the revenue sources
needed, and House Leaders and the Ways and Means Committee must identify new revenue measures or spending offsets to pay for any spending that exceeds the current Highway Trust Fund projections. The previously-approved Senate version of reauthorization, H.R. 22, the Developing a Reliable and Innovative Vision for the Economy Act (DRIVE Act), also included six years of authorization for transportation programs but only identified three years of funding. House Leaders are expected to take a similar approach and identify funding resources for just three years of the bill. Accessing the other three years of program funding would require additional legislative action to set aside the revenue needed for the Trust Fund at that time.

MAP-21 program authorities have been operating under a short-term extension of the law that expires today. A further three-week surface transportation extension bill has been passed by the House and the Senate to provide spending authority through November 20. It is hoped that this will provide enough time for the full House to approve its bill, and for House and Senate conferees to negotiate a final version of the legislation.

TPW:dwg
Governor Brown signed SB 413 (Wieckowski), SB 508 (Beall), and AB 1250 (Bloom) into law. When these bills go into effect on January 1, 2016, they will make the following critical changes to state law:

**AB 1250 (Bloom) [Chapter 484, Statutes of 2015] – Bus Axle Weights**

- Institutes a new, more realistic and statutorily enforceable schedule of new bus axle weights, starting January 1, 2016 – one which acknowledges that transit buses in operation today may not always comply with the state’s old, outdated bus axle weight limit;

- Decreases the maximum bus axle weight over time, to incentivize bus manufacturers and public transit operators to design, manufacture and ultimately put into operation increasingly lighter transit buses; and

- Converts the measurement and enforcement of bus axle weights to curb weight (i.e. as opposed to today’s “gross” weight standard).

**SB 413 (Wieckowski) [Chapter 765, Statutes of 2015] – Transit Violations**

- Allows transit operators to issue violations to minors using an administrative process;

- Aligns the definition of a noise violation under both the Penal and Public Utilities Codes; and

- Authorizes transit system to adopt an infraction for failing to yield priority seating to elderly and disabled passengers.
SB 508 (Beall) [Chapter 716, Statutes of 2015] – TDA Requirements

- Creates more flexible farebox recovery and operating cost criteria under the Transportation Development Act, by:
  - Deleting the requirement for transit operators to maintain higher farebox recovery ratios based on the 1978-79 fiscal year; and
  - Creating parity in the list of exclusions from the definition of operating costs for both the farebox recovery ratio and State Transit Assistance program qualifying criteria.

- Rationalizes the penalties for non-compliance by eliminating the “pass/fail” nature of the STA program qualifying criteria in favor of a sliding scale or proportional approach to penalizing operators.

Staff is actively participating with the American Public Transit Association (APTA), Community Transit Association of America (CTAA), California Transit Association (CTA), and California Association for Coordinated Transportation (CalACT), and local jurisdictions and agencies to develop a federal, state, and local legislative agenda.

Prepared by: [Signature]
To:  C. Sedoryk, General Manager/CEO

From:  L. Rheinheimer, Director of Planning and Development

Subject: Trip Report – September 2015

I attended a 2.5 day workshop entitled Multimodal Operations Planning Workshop sponsored by the American Public Transportation Association in Houston, Texas from August 10-12, 2015 along with other transit agency employees throughout the United States.

The workshop was designed for transit planners and schedulers providing information about the latest in facilities planning, scheduling, designing routes, technology advances, and bus rapid transit. It was an information sharing opportunity for established professionals and individuals who were new to the field. It was also an opportunity for me to meet others in the transit industry and share ideas.

Lisa Rheinheimer
To: Carl Sedoryk
From: Hunter Harvath, AICP – Assistant General Manager – Finance & Administration

Subject: TRIP REPORT – September 2015

From September 9th through 11th, I traveled to Washington, DC to conduct legislative advocacy on behalf of MST. While in the nation’s capital, I attended several meetings with key staff members to Senators and Congressmen who have oversight over transportation issues and other matters relevant to MST, including:

- Senator Dianne Feinstein
- Senator Barbara Boxer
- Senator Ron Wyden, Senate Committee on Finance
- Chairman John Kline, House committee on Education and the Workforce
- Congressman Ken Calvert (42nd California District)
- Congressman Mark Meadows (11th North Carolina District)
- Congressman Sam Farr (20th California District)
- Congressman Mike DeSaulnier (11th California District)

From September 21st through 23rd, I again traveled to Washington, DC to participate in the California Transit Association’s third annual Federal Transit Priorities Day at the US Capitol. While in Washington for the CTA event, I met with several staff members of key legislators who have oversight over public transit related issues and funding to advocate for MST’s projects and initiatives as well as for state-wide transportation priorities. Among the individuals I met with during my visit were:

- Ian Foley, Legislative Aide to Congressman Ken Calvert
- Sharon Wagener, Legislative Aide to Congresswoman Julia Brownley
- Logan Ferree, Senior Legislative Assistant to Congressman Jared Huffman
- Paul Beck, Legislative Assistant/Counsel, Congresswoman Anna Eshoo
- Eric Werma, Deputy Chief of Staff/Legislative Director for Congressman Mike Honda
- Joe Sheehy, Legislative Director for Congressman Grach Napolitano
- Robert Edmonson, Chief of Staff for Congresswoman/Minority Leader Nancy Pelosi
- Ben Kane, Legislative Assistant to Congressman Alan Lowenthal
• Congressman Mike DeSaulnier
• Trevor Higgins, Legislative Assistant to Senator Dianne Feinstein

In addition to the abovementioned meetings, I also participated in an evening reception hosted by the California Transit Association for legislative staff members as well as a morning meeting with representatives of the American Public Transportation Association.

Hunter Harvath
To: Carl Sedoryk  
From: Deanna Smith, Executive Assistant/Clerk to the Board  
Subject: Trip Report – September 2015

On September 23rd and 24th, I attended an Equal Employment Opportunity Commission (EEOC) Technical Assistance Program Seminar in San Jose, CA. This seminar focused on EEO compliance and reporting issues for state and local agencies. The plenary sessions detailed a broad range of recent EEO cases, highlighting the importance of employee education and training to prevent and mitigate harassment and discrimination in the workplace.

On September 23rd, I attended an Agency Update which included representatives from the EEOC, Department of Fair Employment and Housing (DFEH), the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP), and the National Labor Relations Board (NLRB), all of whom discussed current hot topics in EEOC reporting compliance. The speakers also discussed future issues of concern, particularly how innovative new technologies such as intuitive computer-based application and interview software may impact civil rights compliance in the workplace. I also attended a Harassment and Retaliation session which provided technical guidance on conducting effective investigations.

On September 24th, I attended Strategies for Workplace Equity which provided technical guidance on effectively evaluating an agency’s compliance in the areas of hiring and pay equity. The information was valuable in preparing EEO Program updates and avoiding program review deficiencies. The final session was a case study in the process of a formal EEOC investigation. The study was interactive and placed a spotlight on the importance of agency documentation, procedural compliance, and rendering appropriate final agency decisions.

Submitted by ______________________
September 28, 2015

Monterey Salinas Transit
Robert Weber
One Ryan Ranch Road
Monterey, CA 93940

Dear Robert:

On behalf of the Board of Directors of the California International Airshow, I want to thank you for all of your support and generosity in helping with this year’s Airshow. The 2015 show was a tremendous success, and would not have been possible without your generous support.

The Airshow is very proud to have Monterey Salinas Transit as a sponsor. We sincerely appreciate your continued support of this great community event. Our goal is to constantly improve so if you have any questions or suggestions, please let me know.

We’re already laying the groundwork for our 2016 show as we celebrate our 36th anniversary and we should be ready to announce our dates and performers in December.

Thanks again for helping to make our Airshow the successful event that it is.

Sincerely,

Bruce Adams
Executive Director

Thanks, Robert & Zoe!
Mr. Carl Sedoryk  
1 Ryan Ranch Rd  
Monterey, California 93940

Dear Mr. Sedoryk:

Thank you for writing to express your thoughts about patent legislation. Your input is important to me, and I welcome the opportunity to respond.

In California, we have a thriving high-tech industry with many of the country’s largest technology companies as well as many of the country’s smallest start-up ventures. California is also home to numerous cutting-edge biotechnology and pharmaceutical drug companies. Our state has many innovative and creative individual inventors and, of course, California universities are leading the way in discovering the new inventions of tomorrow.

I am proud to represent such an incredibly diverse state with so many dynamic and innovative organizations and individuals. As you may know, Senate Judiciary Committee Chairman Chuck Grassley (R-IA) and Ranking Member Patrick Leahy (D-VT), along with a bipartisan group of Committee members, have introduced the “Protecting American Talent and Entrepreneurship (PATENT) Act of 2015” (S. 1137). This bill would make a number of patent litigation reforms such as establishing pleading standards; allowing the stay of infringement cases against retailers and end users while the manufacturer is in the litigation process; placing limits on early discovery; shifting attorneys’ fees if the judge finds that the losing party took an unreasonable position or was engaged in unreasonable conduct; and curbing abusive demand letters.

I continue to have serious concerns about so-called patent trolls, including the practice of sending abusive demand letters. These letters too often target small businesses that lack the resources to fight expensive legal battles in court, and are tantamount to extortion. I also recognize legitimate inventors ought to have strong protections for their ideas. I remain committed to working with my colleagues on a comprehensive and balanced patent reform bill that cracks down on abuses, while
still maintaining strong patent protections for small inventors and universities, among others.

You may be interested to know that on June 4, 2015, the Senate Judiciary Committee considered the “PATENT Act,” and voted it out of committee by a vote of 16-4, with my support. It is now awaiting consideration by the full Senate. A similar House bill, the “Innovation Act” (H.R. 9) has been introduced by Representative Bob Goodlatte (R-VA). It was voted out of the House Judiciary Committee by a vote of 24-8, and is also awaiting consideration by the full House.

Once again, thank you again for writing. I hope you will continue to keep me informed on issues of importance to you. If you should have any further comments or questions, feel free to contact my Washington, D.C. staff at (202) 224-3841, or visit my website at www.feinstein.senate.gov. Best regards.

Sincerely,

Dianne Feinstein
United States Senator

For information about my positions on issues of concern to California and the nation, please visit http://feinstein.senate.gov. You can also follow me on Facebook, Twitter and YouTube.

DF:cb
October 16, 2015

DEPARTMENT OF PLANS & PUBLIC WORKS

Carl Sedoryk
General Manager
Monterey-Salinas Transit
1 Ryan Ranch Road
Monterey, CA 93940

Subject: MST Transit Stop - Del Monte Avenue / Conference Center

Dear Mr. Sedoryk:

Through the design process for the Monterey Conference Center Remodel project, some changes were necessary to the existing MST transit stops on the north side of Del Monte Avenue in front of the Conference Center, between Alvarado Street and Calle Principal, and on the east side of Pacific Street at the northeast corner of Del Monte / Pacific. While both transit stops will remain, both will have modifications. At the transit stop on the north side of Del Monte Avenue in front of the Conference Center, between Alvarado Street and Calle Principal, the existing bus bay will need to be removed. A new transit stop will be constructed in the same location, but will require MST buses to stop in the number 3 (far right) lane of Del Monte Avenue. The transit stop on the east side of Pacific Street at the northeast corner of Del Monte / Pacific will be moved to the north about 80 feet. While these changes are less than ideal for transit operations, they should continue to serve transit needs in the Downtown.

For the transit stop on Del Monte, in front of the Conference Center, various configurations were developed and considered to find a way to retain the existing bus bay. Unfortunately, there was not enough space on the Conference Center site to accommodate all of the uses, including drop-offs, valet, hotel loading, Conference Center deliveries, tour bus loading, and transit operations. Acknowledging the strong objections by MST staff on eliminating the bus bay, no other reasonable options were available to retain the bus bay and achieve the objectives of the Conference Center project.

We apologize for the inconvenience this change will have on bus operators and hope that all of the MST transit lines serving the Conference Center will continue to be highly successful.

Many thanks,

Rich Deal, PE, TE, PTOE
City Traffic Engineer

Attachment: Layout of new Del Monte / Conference Center Transit Stop

c. Hans Uslar, Assistant City Manager
   Dino Pick, Deputy City Manager Plans and Public Works
   Steve Wittry, City Engineer
   Bob Harary, Principal Engineer / Conference Center Project Manager
To: Carl Sedoryk, General Manager/CEO; MST Board of Directors

From: Mike LeBarre, City of King

Subject: Trip Report APTA 2015 Annual Conference, San Francisco CA.

I attended the annual American Public Transportation Association (APTA) conference in San Francisco from October 4th to 7th. The conference recognized and celebrated the 25th anniversary of the American with Disabilities act of 1990. APTA’s annual conference brings legislative and policy groups, industry professionals, and transit agencies together in a collaborative environment to encourage innovation and partnerships.

There were numerous sessions and committee meetings as well as a vendor expo highlighting new and emerging technologies. Many of the sessions built upon APTA’s strategic goals, such as Technological Innovation, Workforce Development, and Resource Advocacy. I was fortunate to have listened to several great talks, most notably, U.S. Department of Transportation Secretary Anthony Foxx and acting Administrator for the Federal Transit Administration (FTA) Therese W. McMillan. Another great speaker was former APTA vice-chair and now current chair Valarie J. McCall. Common to all talks was the importance of collaboration and partnerships to better serve the public transportation needs all across America.

I attended the following sessions:

- Governing: Transit Board Members as Impactful Leaders
  Learning about current trends in public transportation and enhancing governance skills

- Opening General Session: State of the Industry & Association

- Congress & the Federal Transportation Agenda
  Where we are now and what the future holds for Federal legislation on transportation
Strengthening Public Transportation through Strategic Collaboration
Building relationships that will create a better service

Products and Services Expo

General session: USDOT Secretary Anthony Foxx

General Session: Integrated Mobility / Transformative Technology 1: Positioning Public Transportation in a World of Game Changing Innovation

General Session: A Conversation with the FTA - Acting Administrator Therese W. McMillan and representatives of the Federal Transit Administration for a Q&A session.

Integrated Mobility / Transformative Technology 2 - Creating a Great Rider Experience

APTA awards Ceremony

Integrated Mobility / Transformative Technology 3 - Internal Use within Organizations

There were many important themes at the conference and I found three to be particularly interesting, they are 1) the focus on the rider's ability through new and emerging technologies to personalize and control their transportation routes, 2) ticketless options that allowed for purchases across different transit modes and operators via mobile devices to create a seamless ride, and 3) incorporating new transportation modes such as Uber and Lyft into the available options, giving riders another tool to fill the gap of the first and last mile of their trip.

Submitted by: Mike LeBarre