Board of Directors Regular Meeting  
November 14, 2016

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

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

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

2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

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

3. CONSENT AGENDA

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

   3-1. Adopt Resolution 2017-09 recognizing Angelina Ruiz, HR Manager, as Employee of the Month for November 2016. (Kelly Halcon) (Pg. 5)

   3-2. Adopt Resolution of Appreciation 2017-10 for services rendered by Patricia Stephens. (Carl Sedoryk) (Pg.7)
3-3. Minutes of the MST Board Meeting of October 10, 2016. (Jeanette Alegar-Rocha) (Pg.9)

3-4. Minutes of the HR Committee October 10, 2016. (Jeanette Alegar-Rocha) (Pg.15)


3-6. Disposal of Property left aboard buses. (Sonia Bannister) (Pg.25)

3-7. Claim Rejection- Barrios. (Ben Newman) (Pg.27)

3-8. Approve Salinas Intermodal Transit Station MOU. (Hunter Harvath) (Pg.29)

3-9. Approve General Manager Performance Incentive. (Kelly Halcon) (Pg.53)

End of Consent Agenda

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. Employee of the Month November – Angelina Ruiz (Kelly Halcon)

4-2. Resolution of Appreciation for Services Rendered – Patricia Stephens, City of Soledad (Tony Barrera)

5. PUBLIC HEARINGS

6. ACTION ITEMS

6-1. Approve Gillig Bus Purchase (Michael Hernandez) (Pg.55)

6-2. Receive Update on Lease for Temporary Site (Michael Hernandez) (Pg.57)

6-3. Authorize Remodel Expenses for Temporary Site (Michael Hernandez) (Pg.59)

6-4. Receive verbal update on election results (Carl Sedoryk)

7. REPORTS & INFORMATION ITEMS

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

7-1. General Manager/CEO Report – September 2016 (Pg.61)

7-2. Washington, D.C. Lobby Report – November 2016 (Pg.87)

7-3. State Legislative Advocacy Update – November 2016 (Pg.89)

7-4. Staff Trip Reports (Pg.91)
8. CLOSED SESSION

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

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


8-2. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)

9. RETURN TO OPEN SESSION

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

10. BOARD REPORTS, COMMENTS, AND REFERRALS

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

10-2. Board member comments and announcements.

10-2.1 Board members years of service recognition.

10-2.2 The TDA Groundbreaking Ceremony will be after the next MST Board meeting on Monday, December 12.

10-3. Board member referrals for future agendas.

11. ATTACHMENTS

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

12. ADJOURN
NEXT MEETING DATE: December 12, 2016
19 Upper Ragsdale Dr., Suite 100, Monterey, CA 93940
Boardroom First Floor
10:00 a.m.

NEXT AGENDA DEADLINE: November 29, 2016
*Dates and times are subject to change.

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

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

Upon request, the Monterey-Salinas Transit will provide written agenda materials in
appropriate alternative formats, including disability-related modifications or
accommodations, auxiliary aids, or services to enable individuals with disabilities to
participate in public meetings. Please send a written request, including your name,
mailing address, phone number and brief description of the requested materials and
preferred alternative format or auxiliary aid or service at least three working days prior to
the meeting. Requests should be sent to MST – c/o Clerk to the Board, 19 Upper
Ragsdale Dr., Suite 200, Monterey, CA 93940 or clerk@mst.org. Taxi-related materials
and information are available on www.mst.org.
ANGELINA RUIZ
NOVEMBER 2016
EMPLOYEE OF THE MONTH

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

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

WHEREAS, Angelina Ruiz began her career as a Human Resources Administrator with Monterey-Salinas Transit District in July of 2007. Through her hard work and dedication, she was later promoted to Human Resources Generalist in September of 2012 and then Human Resources Manager in July 2016; and

WHEREAS, Angelina Ruiz has proved to be an asset to the HR Department. She was previously awarded Employee of the Month in March of 2009 and March of 2014 for her outstanding work of Drug and Alcohol Program compliance and recruitment skills; and

WHEREAS, Angelina Ruiz currently oversees all recruitment and benefit administration for MST. Over the summer, she helped to onboard 15 new employees and internally promoted five employees into new positions and roles. She has recently taken over the ACA compliance for MST and is currently working with outside vendors to take over the ACA required IRS reporting and COBRA administration; and

THEREFORE BE IT RESOLVED that the Board of Directors of Monterey-Salinas Transit recognizes Angelina Ruiz as Employee of the Month for November 2016; and

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

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT PASSED AND ADOPTED RESOLUTION 2017-09 this 14th day of November 2016.

____________________ ___ ______________________
Tony Barrera            Carl G. Sedoryk
Chairperson            Secretary
APPRECIATION FOR SERVICES RENDERED
BY PATRICIA STEPHENS

WHEREAS, Patricia Stephens has served on the Board of Directors of Monterey-Salinas Transit from July of 2010 to November of 2016; and

WHEREAS, as Patricia Stephens served on the Finance Committee; and

WHEREAS, as Patricia Stephens served as chair on the Human Resources Committee, from July 2010 to November 2016; and

WHEREAS, as Patricia Stephens was supportive of MST’s efforts to enact a special countywide sales tax to support transit services for veterans, seniors, and persons with disabilities; and

WHEREAS, as Patricia Stephens was a strong advocate for the citizens of Soledad who depend upon public transportation; and

WHEREAS, as Patricia Stephens remains a staunch advocate of public transportation; and

WHEREAS, Patricia Stephens has made a substantial and lasting contribution to the improvement of public transportation throughout Monterey County.

THEREFORE, BE IT RESOLVED that the Board of Directors gives Patricia Stephens its sincerest thanks and best wishes as she leaves the MST Board of Directors.

THE BOARD OF DIRECTORS OF MONTEREY–SALINAS TRANSIT
PASSED AND ADOPTED RESOLUTION 2017-10 this 14th day of November, 2016.

_______________________ _______________________
Tony Barrera Carl G. Sedoryk
Chairperson Secretary
1. CALL TO ORDER

1-1. Roll Call.

1-2. Pledge of Allegiance.

Chair Barrera called the meeting to order at 10:00 a.m. Roll call was taken the Pledge of Allegiance followed.

Chair Barrera requested that when primary board representatives are unable to attend the monthly MST Board meeting, they ask their alternates to attend to ensure representation for their city.

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
Carolyn Hardy City of Carmel-by-the-Sea
Mike LeBarre City of King
David Pacheco City of Seaside
David Pendergrass City of Sand City
Patricia Stephens City of Soledad

Absent: Leah Santibañez City of Greenfield
Frank O’Connell City of Marina
Dan Miller City of Pacific Grove

Staff: Carl Sedoryk General Manager/CEO
Hunter Harvath Asst. GM/Finance & Administration
Michael Hernandez Asst. GM/COO
Kelly Halcon Director of HR & Risk Management
2. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA

None

3. CONSENT AGENDA

3-1. Adopt Resolution 2017-07 recognizing Susie Ellis, Coach Operator, as Employee of the Month for October 2016. (Robert Weber)

3-2. Minutes of the MST Board Meeting of September 19, 2016. (Jeanette Alegar-Rocha)

3-3. Minutes of the Facilities Committee September 19, 2016. (Jeanette Alegar-Rocha)

3-4. Minutes of the Mobility Advisory Committee of July 27, 2016. (Kevin Allshouse)


3-6. Disposal of Property left aboard buses. (Sonia Bannister)

3-7. Authorize the Purchase of One Facilities Truck. (Michael Hernandez)

Mr. Sedoryk reported that the purchase price for the new facilities truck of $29K falls significantly under the original Board authorized purchase price not to exceed $34K.
3-8. Authorize the Purchase of a Portable Hoist. (Michael Hernandez)

3-9. Adopt Resolution 2017-08 recognizing Anthony Lewis, Coach Operator, for his 31 years of service. (Michael Hernandez)

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

4. RECOGNITION AND SPECIAL PRESENTATIONS

4-1. Employee of the Month, October – Susie Ellis. (Robert Weber)

Ms. Ellis was not in attendance for the presentation.

4-2. 31 Years of Service – Anthony Lewis. (Michael Hernandez)

Mike Hernandez recognized Anthony Lewis, Senior Mechanic, for his 31 years of Service at MST. Mr. Hernandez mentioned that Mr. Lewis accumulated 831,000 miles of safe driving at MST. Mr. Sedoryk recognized Mr. Lewis for this outstanding achievement and for his years of dedicated service at MST.

5. PUBLIC HEARINGS

6. ACTION ITEMS

6-1. Award Monterey Bay Area Feasibility Study. (Lisa Rheinheimer)

Ms. Rheinheimer presented the action item and requested approval to award the Monterey Bay Area Feasibility Study of the proposed Bus-on-Shoulder project to CDM Smith consultants and to authorize the General Manager/CEO to execute the contract.

Public Comment – none.

Director Pendergrass expressed his concern that the project would take precedence over highway widening. He encouraged staff to ensure that TAMC’s input was considered.

Director Pendergrass made a motion to approve and authorize MST to award contract to CDM Smith consultants and was seconded by Director Hardy. The motion passed unanimously.

7. REPORTS & INFORMATION ITEMS

7-1. General Manager/CEO Report – August 2016

Mr. Sedoryk announced that Congressman Sam Farr will visit the Frank J. Lichtanski Administrative Building on Wednesday, October 12 at which he will present Congressman Farr with the MST Transit Champion award.
Mr. Sedoryk also sadly announced the recent passing of public transit rider, advocate, and activist for persons with disabilities, Alma Almanza.

7-4. Staff Trip Reports.
7-5. Correspondence.

Chairperson Barrera thanked Beronica Carriedo, Community Relations Coordinator for her great work and congratulated her on being recognized and appreciated by the community for her participation in Monterey County Stand Down.

Chairperson Barrera thanked Zöe Shoats, Marketing Manager, and MST Staff for their overall contribution and support during the 2016 Monterey Jazz Festival.

8. CLOSED SESSION

Public Comment – none.

Chairperson Barrera moved to Closed Session to discuss the close session agenda items.


8-2. Conference with Labor Negotiators Gov. Code § 54957.6. Amalgamated Transit Union (ATU), and MST. (D. Laredo, K. Halcon) (No enclosure)


9. RETURN TO OPEN SESSION

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

Upon returning from Closed Session to discuss agenda items 8-1, 8-2 and 8-3, Mr. Laredo reported that on these items, the Board provided direction to staff, but no reportable action was taken. Chairperson Barrera continued with agenda item 10.

10. BOARD REPORTS, COMMENTS, AND REFERRALS
10-1. Reports on meetings attended by board members at MST expense. (AB 1234).

10-2. Board member comments and announcements.

Director Hardy announced that the City of Carmel is celebrating 100 years and will have a parade Saturday, October 29, at 11:00 a.m.

10-3. Board member referrals for future agendas.

11. ATTACHMENTS

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

12. ADJOURN

There being no further business, Chairperson Barrera adjourned the meeting in memory of Alma Almanza at 11:17 a.m.

Prepared by: Jeanette Alegar-Rocha, Deputy Secretary
Human Resources Committee  
Frank J. Lichtanski Administration Building  
19 Upper Ragsdale Drive, Suite 100, Monterey 93940

Minutes  
October 10, 2016  
9:00 a.m.

Present: Directors: Stephens (Chair), Clark, Pacheco
Absent: Dan Miller
Staff: Carl Sedoryk, General Manager/CEO; Michael Hernandez, Asst. GM/COO; Hunter Harvath, Asst. GM of Finance and Administration; Dave Laredo, General Counsel; Kelly Halcon, Director of Human Resources & Risk Management, Jeanette Alegar-Rocha, Executive Asst./Clerk to the Board; Eva Perez, Office Administrator
Public: None.

1. Call to order.
   Chairperson Stephens called the meeting to order at 9:00 a.m.

2. Public comment on matters not on the agenda.
   No public comment.

3. Update on Classification and Compensation Study.
   Kelly Halcon, Director of Human Resources, announced the agenda item and provided the status of the Classification and Compensation study which is estimated to be completed by January 2017.

   Kelly Halcon, Director of Human Resources, announced the agenda item and provided the status of the MST Employee Handbook. The updated MST Employee Handbook will be reviewed by Legal Counsel and MST ATU members and is estimated to be provided to the Board by December 2016.
5. **Closed session.**

Public Comment – none.

**Chair Stephens moved to Closed Session.**

5-1. General Manager Performance Evaluation, Gov. Code (§54957(b))
    (K. Halcon) (No Enclosure)

5-2. Conference with Labor Negotiators – Amalgamated Transit Union, Local 1225 (ATU) and MST (D. Laredo, K. Halcon) (§54957.6)

6. **Return to open session and report on closed session.**

6-1. Report on Closed Session and possible action.

Mr. Laredo reported that MST staff provided information and the Board provided direction to MST Staff on agenda items 5-1 and 5-2, but no reportable action was taken.

7. **Staff and Committee member comments, questions, or referrals.**

None

8. **Adjourn**

Director Stephens adjourned the meeting at 9:55 a.m.

Prepared by: _______________________

Jeanette Alegar-Rocha, Deputy Secretary
To: Board of Directors

From: Angela Dawson

Subject: Financial Reports – September 2016

RECOMMENDATION:

1. Accept report of September 2016 cash flow presented in Attachment #1
2. Approve September 2016 disbursements listed in Attachment #2
3. Accept report of September 2016 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, 2016</td>
<td>$16,458,862.80</td>
</tr>
<tr>
<td>Revenues</td>
<td>3,657,070.82</td>
</tr>
<tr>
<td>Disbursements</td>
<td>&lt;3,573,788.54</td>
</tr>
<tr>
<td>Ending balance September 30, 2016</td>
<td>$16,542,145.08</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:

At the end of the first quarter of the fiscal year, revenues overall are almost exactly on budget and expenses are 8% lower than budget, producing a year-to-date surplus of $879,013 for both Fixed-Route and RIDES combined. Positive variances for the month are occurring in many categories of expenses, with the exception of the following negative variances of greater than 5% or with a monetary value greater than $5,000 for the September Budget vs. Actual reports contained in Attachment #4:
1. **Labor** – The 7.2% negative variance in this category is due to the payout of the annual performance incentives approved by your Board at the September meeting. This is a one-time charge each year that produces a negative variance for the month of September that is not expected to be repeated for the remainder of the fiscal year.

2. **Supplies** – This significant 31.9% negative variance can be attributed to costs associated with moving into the new administrative headquarters as well as the cost of printing the MST Rider’s Guide, which is budgeted evenly over 12 months but is only incurred twice a year. September is one of two months in FY 2017 in which a Rider’s Guide is expected to be produced.

3. **Vehicle Maintenance** – This 16.6% negative variance can be attributed to the costs of maintaining an aging fleet. While staff increased the FY 17 budget in this category to try to account for this fact, vehicle maintenance costs are even higher than the increased budgeted amount. In that regard, staff is presenting to your Board at the November meeting both a request to purchase up to 25 new buses as well as an overall fleet replacement plan that would address this situation, thereby resulting in lower vehicle maintenance costs in the future.

# Cash Flow

## Revenues
- **Begining balance September 1, 2016**: $16,458,862.80

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Passenger Revenue</td>
<td>$396,476.57</td>
</tr>
<tr>
<td>DOD Revenue</td>
<td>$470,811.00</td>
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<tr>
<td>LTF / STA / 5307 / Sales Tax</td>
<td>$2,604,359.76</td>
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<tr>
<td>Grants</td>
<td>$142,384.78</td>
</tr>
<tr>
<td>TAMC Loan/Rabo LOC advance</td>
<td>-</td>
</tr>
<tr>
<td>Non Transit Revenue</td>
<td>$43,038.71</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$3,657,070.82</strong></td>
</tr>
</tbody>
</table>

## Disbursements

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations (See Attachment #2)</td>
<td>$3,188,574.15</td>
</tr>
<tr>
<td>Capital</td>
<td>$385,214.39</td>
</tr>
<tr>
<td>Property Acquisition –</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Disbursements</strong></td>
<td><strong>($3,573,788.54)</strong></td>
</tr>
</tbody>
</table>

## Ending balance September 30, 2016

- **$16,542,145.08**

## Composition of Ending Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking - Rabo Bank</td>
<td>$692,507.99</td>
</tr>
<tr>
<td>Checking(s) - Wells Fargo Bank</td>
<td>$63,090.60</td>
</tr>
<tr>
<td>Local Agency Investment Fund (LAIF)</td>
<td>$4,548,526.79</td>
</tr>
<tr>
<td>Money Market - Homeland Security</td>
<td>$443,052.52</td>
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<tr>
<td>Money Market - Rabo MM</td>
<td>$3,253,859.92</td>
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<tr>
<td>Money Market - PTMISEA</td>
<td>$5,576,141.77</td>
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<tr>
<td>Money Market - LCTOP</td>
<td>$565,415.63</td>
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<tr>
<td>Money Market - Rabo Prop. 1 B</td>
<td>$1,376,815.00</td>
</tr>
<tr>
<td>Bank of America - Escrow</td>
<td>$8,984.86</td>
</tr>
<tr>
<td>Petty cash fund, STC Coin Machine, and 2 change funds</td>
<td>$13,750.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$16,542,145.08</strong></td>
</tr>
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### PAYROLL ACCOUNT

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 02 Payroll &amp; Related Expenses</td>
<td>554,835.47</td>
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<tr>
<td>September 16 Payroll &amp; Related Expenses</td>
<td>537,957.54</td>
</tr>
<tr>
<td>September 30 Payroll</td>
<td>543,258.84</td>
</tr>
<tr>
<td>Pers &amp; 457</td>
<td>205,861.65</td>
</tr>
<tr>
<td>Garnishments</td>
<td>5,830.73</td>
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<tr>
<td>Payroll adj</td>
<td>-</td>
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Total: 1,847,744.23

### GENERAL ACCOUNT

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Disbursements on Attached Summary</td>
<td>1,652,210.76</td>
</tr>
<tr>
<td>Paydown loan</td>
<td>12,659.31</td>
</tr>
<tr>
<td>Workers Comp. Disbursements</td>
<td>43,472.82</td>
</tr>
<tr>
<td>Interest expense</td>
<td>6,648.24</td>
</tr>
<tr>
<td>Bank Service Charge</td>
<td>11,053.18</td>
</tr>
<tr>
<td>Wire transfers/ACH debits - PTMISEA</td>
<td>-</td>
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<tr>
<td>Transfer from WFB</td>
<td>-</td>
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</table>

Total: 1,726,044.31

Total Disbursements: 3,573,788.54

Less Capital Disbursements & Transfers: (385,214.39)

Operating Disbursements: 3,188,574.15
## DISBURSEMENTS SUMMARY:
### GENERAL ACCOUNT DISBURSEMENTS FOR September 1, 2016 - September 30, 2016

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<thead>
<tr>
<th>VENDOR / DESCRIPTION</th>
<th>CHECKS</th>
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<td>Accounts Payable 09/01/16</td>
<td>42509</td>
<td>29,814.04</td>
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<tr>
<td>Accounts Payable 09/09/16</td>
<td>42510 - 42595</td>
<td>511,335.57</td>
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<tr>
<td>Accounts Payable 09/19/16</td>
<td>42596 - 42611</td>
<td>2,036.78</td>
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<tr>
<td>Accounts Payable 09/23/16</td>
<td>42612 - 42726</td>
<td>392,644.91</td>
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<tr>
<td>Accounts Payable 09/26/16</td>
<td>42727 - 42733</td>
<td>22,177.82</td>
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<tr>
<td>Accounts Payable 09/28/16</td>
<td>42734 - 42740</td>
<td>665,038.19</td>
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<tr>
<td>Accounts Payable 09/29/16</td>
<td>42741 - 42742</td>
<td>29,163.45</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>1,652,210.76</strong></td>
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### CHECKS $100,000 AND OVER

<table>
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<tr>
<th>VENDOR / DESCRIPTION</th>
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<th>CHECK NUMBER</th>
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<th>AMOUNT</th>
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<tbody>
<tr>
<td>City of Monterey</td>
<td>November 2013</td>
<td>42527</td>
<td>09/09/16</td>
<td>181,486.26</td>
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<tr>
<td>MV Transportation</td>
<td>Recurring Expense</td>
<td>42737</td>
<td>09/28/16</td>
<td>655,587.38</td>
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### LAIF ACCOUNT

<table>
<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Balance Forward at 09/01/16</td>
<td></td>
<td></td>
<td></td>
<td>4,542,960.66</td>
</tr>
<tr>
<td>Deposit</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Local Agency Investment Fund:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quarterly interest earned</td>
<td>- .60%</td>
<td></td>
<td>5,566.13</td>
<td></td>
<td>5,566.13</td>
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<td>LAIF Treasury Balance at 09/30/16</td>
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<td></td>
<td></td>
<td></td>
<td>4,548,526.79</td>
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### RABOBANK MM ACCOUNT

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<thead>
<tr>
<th>Date</th>
<th>Account</th>
<th>Bank</th>
<th>Deposit</th>
<th>Withdrawal</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/16</td>
<td>To P/R &amp; A/P</td>
<td></td>
<td>675,000.00</td>
<td></td>
<td>2,779,426.42</td>
</tr>
<tr>
<td>09/09/16</td>
<td>To A/P</td>
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<td>150,000.00</td>
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<td>2,629,426.42</td>
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<tr>
<td>09/16/16</td>
<td>To P/R</td>
<td></td>
<td>70,000.00</td>
<td></td>
<td>2,559,426.42</td>
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<tr>
<td>09/28/16</td>
<td>LTF</td>
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<td>1,643,974.92</td>
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<td>4,203,401.34</td>
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<tr>
<td>09/30/16</td>
<td>To P/R &amp; A/P</td>
<td></td>
<td>950,000.00</td>
<td></td>
<td>3,253,401.34</td>
</tr>
<tr>
<td>09/30/16</td>
<td>Interest @ 0.30%</td>
<td></td>
<td>458.58</td>
<td></td>
<td>3,253,859.92</td>
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<tr>
<td>RABO MM Balance at 09/30/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,253,859.92</td>
</tr>
</tbody>
</table>
## MONTEREY - SALINAS TRANSIT
### Revenue & Expense - Consolidated
#### Budget vs Actual

For the Period from September 1, 2016 to September 30, 2016

(Amounts are in USD)

(Includes Fund: 001|004)

(Includes G/L Budget Name: BUDFY17)

<table>
<thead>
<tr>
<th>NOTES</th>
<th>Revenue</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></td>
<td>Passenger Fares</td>
<td>-343,065</td>
<td>-331,205</td>
<td>-11,860</td>
<td>-1,010,329</td>
<td>-993,615</td>
<td>-16,714</td>
</tr>
<tr>
<td></td>
<td>Special Transit</td>
<td>-565,920</td>
<td>-489,897</td>
<td>-75,933</td>
<td>-1,448,829</td>
<td>-1,469,961</td>
<td>21,132</td>
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<tr>
<td></td>
<td>Cash Grants &amp; Reimbursement</td>
<td>-2,441,543</td>
<td>-2,447,710</td>
<td>6,167</td>
<td>-7,324,629</td>
<td>-7,343,130</td>
<td>18,501</td>
</tr>
<tr>
<td></td>
<td>Total Revenue</td>
<td>-3,373,213</td>
<td>-3,292,101</td>
<td>-81,112</td>
<td>-9,996,549</td>
<td>-9,876,303</td>
<td>-30,246</td>
</tr>
</tbody>
</table>

| Expenses | Labor | 1,322,831 | 1,233,488 | 89,343 | 3,711,610 | 3,706,464 | 5,146 |
|          | Benefits | 681,885 | 702,952 | -10,477 | 2,176,472 | 2,288,865 | -112,414 |
|          | Advertising & Marketing | 3,646 | 14,294 | -10,648 | 18,522 | 42,882 | -24,360 |
|          | Professional & Technical | 42,492 | 65,993 | -23,501 | 125,115 | 197,979 | -72,864 |
|          | Outside Services | 27,765 | 26,321 | 1,444 | 86,024 | 78,563 | 7,461 |
|          | Outside Labor | 89,643 | 95,409 | -5,766 | 191,744 | 286,227 | -94,483 |
|          | Fuel & Lubricants | 170,774 | 305,144 | -134,370 | 463,747 | 915,432 | -451,685 |
|          | Supplies | 103,051 | 70,129 | 32,922 | 249,575 | 210,387 | 39,188 |
|          | Vehicle Maintenance | 100,169 | 83,544 | 16,625 | 261,978 | 250,632 | 11,346 |
|          | Marketing Supplies | 975 | 4,376 | -3,371 | 946 | 13,128 | -12,182 |
|          | Utilities | 34,534 | 38,598 | -4,064 | 106,201 | 115,794 | -9,593 |
|          | Insurance | 44,856 | 54,253 | -9,397 | 134,585 | 162,759 | -28,174 |
|          | Taxes | 16,328 | 17,309 | -981 | 35,821 | 51,927 | -16,106 |
|          | Purchased Transportation | 403,277 | 403,026 | 241 | 1,198,316 | 1,209,084 | -10,769 |
|          | Miscellaneous Expenses | 52,999 | 60,509 | -7,510 | 155,007 | 181,527 | -26,520 |
|          | Interfund transfers | 6,167 | -6,167 | -6,167 | 18,501 | -16,501 | |
|          | Pass Thru/Behalf of Others | 10,368 | 10,583 | -515 | 30,198 | 31,749 | -1,551 |
|          | Interest Expense | 20,107 | 24,212 | -4,105 | 55,351 | 72,636 | -17,285 |
|          | Total Operating Expenses | 3,124,799 | 3,276,319 | -151,520 | 9,021,180 | 9,828,957 | -807,777 |
## MONTEREY - SALINAS TRANSIT

### Revenue & Expense - Consolidated Budget vs Actual

For the Period from September 1, 2016 to September 30, 2016

(Amounts are in USD)

(Includes Fund: 002)

(Includes Gil. Budget Name: BUDFY17)

<table>
<thead>
<tr>
<th></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>
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<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Fares</td>
<td>-44,310</td>
<td>-38,909</td>
<td>-5,401</td>
<td>-125,687</td>
<td>-116,727</td>
<td>-8,960</td>
</tr>
<tr>
<td>Special Transit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Revenue</td>
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<td>-299,098</td>
<td></td>
<td>-897,294</td>
<td>-897,294</td>
<td></td>
</tr>
<tr>
<td>Cash Grants &amp; Reimbursement</td>
<td>-299,098</td>
<td>-299,098</td>
<td>-897,294</td>
<td>-897,294</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>-343,408</td>
<td>-338,007</td>
<td>-5,401</td>
<td>-1,022,981</td>
<td>-1,014,021</td>
<td>-8,960</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
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<td>4,984</td>
<td>20,507</td>
<td>14,310</td>
<td>6,197</td>
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<tr>
<td>Benefits</td>
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<td>3,029</td>
<td>-453</td>
<td>8,965</td>
<td>9,087</td>
<td>-122</td>
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<td>Professional &amp; Technical</td>
<td>417</td>
<td>-417</td>
<td></td>
<td>1,251</td>
<td>-1,251</td>
<td></td>
</tr>
<tr>
<td>Outside Services</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Outside Labor</td>
<td>2,113</td>
<td>6,584</td>
<td>-4,471</td>
<td>11,263</td>
<td>19,752</td>
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<tr>
<td>Fuel &amp; Lubricants</td>
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<td>86,777</td>
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<td>1,919</td>
<td>-816</td>
<td>2,608</td>
<td>5,757</td>
<td>-3,149</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Supplies</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
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<td>120</td>
<td>120</td>
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</tr>
<tr>
<td>Insurance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Purchased Transportation</td>
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<td>811,172</td>
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<td>40,578</td>
<td>41,079</td>
<td>-501</td>
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<td>Interfund transfers</td>
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<td></td>
<td></td>
</tr>
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<td>Pass Thru/Behalf of Others</td>
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<td></td>
</tr>
<tr>
<td>Interest Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leases &amp; Rentals</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>337,215</td>
<td>338,007</td>
<td>-792</td>
<td>981,990</td>
<td>1,014,021</td>
<td>-32,031</td>
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<tr>
<td><strong>Operating (Surplus) Deficit</strong></td>
<td>-6,193</td>
<td>-6,193</td>
<td>-40,990</td>
<td>-40,990</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

November 14, 2016 Meeting, Page 24
To: Board of Directors

From: Sonia Bannister, Customer Service Supervisor

Subject: Disposal of unclaimed property left on bus

St. Vincent De Paul (P.G.)

1 book 7 cell phones
1 coin purse 2 hair colors
5 rx glasses 1 pack guitar strings
1 hat 1 water bottle
3 jackets 1 head phones
2 shirts 1 make up bag
6 sunglasses 1 vest
4 wallets 1 toy

To be disposed

5 keys 2 coin purses
1 pair sunglasses 4 credit cards
1 beenie 7 i.d's
1 shoe 2 hats
1 wallet 1 expired pass
1 money clip 2 ear plugs
2 shirts 1 sweatshirt

To be retained

$ 01.12 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.
To: Board of Directors
From: Ben Newman, Risk Manager
Subject: Liability Claim Rejection

RECOMMENDATION:

Reject claim by the claimant below.

FISCAL IMPACT:

Up to $100,000

POLICY IMPLICATIONS:

None

DISCUSSION:

The claim was submitted on October 28, 2016 from the law offices of David F. Makkabi, APC regarding an accident that involved a vehicle driven by Elsa Barrios and an MST bus on September 30, 2016. The claim alleges Ms Barrios received injuries to her neck, shoulders, lower back, head and ear.

After conducting a preliminary investigation into this matter, it is determined that Monterey-Salinas Transit has not been provided proof of the above allegations that would support liability in this claim and recommends that it be rejected in its entirety.

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

PREPARED BY: Ben Newman
APPROVED BY: Carl Sedoryk
To: MST Board of Directors

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

Subject: Salinas Intermodal Transportation Center Memorandum of Understanding

RECOMMENDATION:

Approve Memorandum of Understanding (MOU) among the Transportation Agency for Monterey County (TAMC), the City of Salinas, and MST, regarding the Salinas Intermodal Transportation Center expansion.

FISCAL IMPACT:

None/Nominal. Once TAMC’s rail service to Salinas commences, select MST bus routes would be adjusted to meet train arrival and departure times, which may result in a nominal increase in operating costs. As the initial train operating plan identifies only two morning departures and two evening arrivals, any associated expenses with extending bus service to meet these trains would have nominal impact on MST’s annual operating budget.

POLICY IMPLICATIONS:

The MST Board of Directors may enter into memoranda of understanding with partner agencies for the purpose of stating common intent.

DISCUSSION:

Over the past 15 years, MST has actively participated in cooperative planning and engineering efforts with TAMC and the City of Salinas to transform this facility from a historic train station into an intermodal station accommodating rail, inter-city bus and public transit. As part of this process, the attached MOU has been drafted outlining the following roles and responsibilities of each agency as the project moves forward to construction and operation:

- TAMC would be the project sponsor and the rail agency for the County. As such, TAMC would be responsible for:
  - Environmental review: state environmental review is complete for the full buildout of the project, and the Kick-Start project is proceeding under that approval; federal environmental review has been initiated for future phases of the project;
  - Project design, now at 75% for the Kick-Start project;
  - Assembling the right-of-way, now in progress;
- Constructing the improvements; and
- Maintaining the train layover facility.

- City of Salinas is the current owner of the station and would continue to be the owner after construction of the station area, including the station and freight buildings, Lincoln Avenue and other associated roads, and the parking areas. The City would also be responsible for enforcing their agreements with various utilities through the project area and for assisting TAMC with stormwater permit requirements.

- Monterey-Salinas Transit would not own any of the land as part of the project, but would commit to provide bus service to the station to connect with future rail service. To that end, the station area has been designed based on input from MST.

The capital cost of the Salinas Rail Extension “Kick-Start” project (a phased implementation of the Salinas station and improvements in Gilroy, Morgan Hill and San Jose - Tamien) is estimated at a total of $70 million, including funds already expended on planning, environmental, and right-of-way to date. The Kick-Start project is now fully funded and proceeding with design and right-of-way acquisition under the adopted state environmental clearance.

Now that the project is at 75% design, the draft MOU is ready for approval by the three agencies. In that regard, the TAMC Board of Directors approved this draft MOU at its October 26, 2016, meeting, and the Salinas city council is expected to consider approval of the MOU at its November 15, 2016, meeting. As such, staff is requesting approval of this MOU by your Board.

Attachment: TAMC / Salinas / MST Memorandum of Understanding
MEMORANDUM OF UNDERSTANDING
AMONG
THE TRANSPORTATION AGENCY FOR MONTEREY COUNTY,
THE CITY OF SALINAS,
AND
MONTEREY-SALINAS TRANSIT DISTRICT,
REGARDING THE SALINAS INTERMODAL TRANSPORTATION CENTER

Effective Date: _____________________________

This Memorandum of Understanding (MOU) is among the Transportation Agency for Monterey County (TAMC), the City of Salinas (City), and Monterey-Salinas Transit District (MST), hereafter referred to as “Parties”, regarding the Salinas Intermodal Transportation Center (ITC) Project (“Project”).

WHEREAS, the Parties have a cooperative working relationship as members of the Steering Committee for planning, development, and implementation of improvements to and expansion of the Salinas ITC; and

WHEREAS, through previous transportation planning studies, TAMC and the State of California determined that they needed to invest in a system of premium transit services that could better compete with traveling by automobile and attract new riders from the automotive modes of travel in order to provide additional transportation capacity in the Highway 101 Corridor, thereby reducing congestion, improving air quality, and saving energy in the Monterey Bay Area and San Francisco Bay Area; and

WHEREAS, the Governor and the Legislature expressed their support and endorsement of this Project by providing funding for the Rail Extension to Salinas and Monterey County from the Traffic Congestion Relief Act of 2000, the Proposition 116 Rail Bond and the Public Transportation Account; and

WHEREAS, the former Salinas Redevelopment Agency and the City of Salinas acquired the Salinas Amtrak Train Station and surrounding property in 1998, established the ITC, and have made significant improvements to access, landscaping, lighting and parking facilities since that time; and

WHEREAS, the Transportation Concept Report for U.S. Route 101, prepared by Caltrans District 5, dated October 1, 2001 (updated December 22, 2014), identified the Rail Extension to Monterey County project as being an integral element for managing travel demand in the Highway 101 Corridor; and

WHEREAS, Caltrans included the project as an “Interregional Transportation Priority” for the Central Coast in the 2015 Interregional Transportation Strategic Plan; and
WHEREAS, AMBAG adopted the Rail Extension to Monterey County project as an element of the regional Sustainable Communities Strategy, known as the “Moving Forward 2035 Monterey Bay” plan, on June 11, 2014; and

WHEREAS, MST adopted a resolution supporting the Rail Extension to Monterey County Project on December 13, 2004 (reaffirmed June 8, 2015); and

WHEREAS, TAMP, as the Lead Agency under the California Environmental Quality Act (CEQA), certified the final Environmental Impact Report (EIR) on August 23, 2006, and adopted an Addendum to the EIR on August 28, 2013, which EIR and Addendum to the EIR contemplate the actions described herein; and

WHEREAS, the California Transportation Commission, as a responsible agency, approved TAMP’s Final EIR on September 7, 2006; and

WHEREAS, in order to provide safe, efficient and effective transportation alternatives to the automobile, TAMP adopted a resolution endorsing the Extension of Rail Service into Monterey County (formerly known as the “Caltrain Extension to Monterey County Project”), with stations in Salinas, Pajaro and Castroville as the Locally Preferred Alternative for the Highway 101 corridor on January 31, 2007; and

WHEREAS, the City of Salinas recognized the benefit and importance to the City of implementing new passenger rail service by adopting a resolution supporting the Rail Extension to Monterey County Project on October 2, 2007 (reaffirmed July 7, 2015); and

WHEREAS, the Capitol Corridor Joint Powers Authority (CCJPA) and TAMP jointly adopted Principles of Agreement for the extension of Capitol Corridor trains to Salinas in February 2013; and

WHEREAS, it is recognized that, with respect to some of the provisions set forth herein, numerous actions must be taken pursuant to federal, state and local laws and regulations before such policies can be implemented; and

NOW, THEREFORE, the Parties hereby agree as follows:

**Project Features and Limits**

1. The Parties agree to collaborate on the continued development of the Project located in downtown Salinas along the Union Pacific Railroad Coast Main Line Track at Milepost (MP) 114.94, generally bordered by West Market Street (Route 183) to the south, North Main Street to the east, the railroad tracks to the north, and Villa Street to the west. Local access roadways include Station Place, Lincoln Avenue, Palmetto Street, Happ Place, Vale Street, and New Street. (See Exhibit A, site map)

2. The Parties agree that the Project is intended to facilitate transportation uses, potentially including, but not limited to: Amtrak intercity passenger trains, commuter rail trains,
recreational trains, MST local and regional buses, paratransit vehicles and bus rapid transit vehicles, intercity bus services, and transit supportive land uses, which may include housing.

3. The Parties agree that the full buildout of the Project, as described in the EIR and EIR Addendum, includes, but is not limited to, the following capital improvement projects:

   a. Surface parking;
   b. Bicycle lockers, bicycle racks and/or a bicycle station;
   c. Reconstruction of a portion of the existing passenger loading platform and the addition of a second platform;
   d. Platform shelters, canopies, lighting, furniture and fixtures, information displays and landscaping;
   e. Modification and/or addition of site access and circulation roadways;
   f. Traffic signalization, signing, and striping;
   g. Construction of a transit exchange with passenger waiting and operations support facilities;
   h. Construction/relocation of track, turnouts, track removals, and railroad signaling, as may be required;
   i. Construction of intercity bus loading berths;
   j. Site drainage, lighting and landscaping;
   k. Stormwater facilities per City of Salinas National Pollutant Discharge Elimination System (NPDES) Permit;
   l. Real property acquisition;
   m. Building demolition;
   n. Train layover yard, including crew base and train servicing support facilities; and
   o. Adaptive reuse of a freight building.

4. The Parties agree that the “Kick-Start” first phase of the Project may defer some of the items listed under Paragraph 3, based on funding constraints, until additional funding may be secured, such as rail platform canopies and bus operations support facilities. The Parties agree to the scope, character and layout of the Kick-Start first phase of the Project, as defined by the 75% Design Plans dated March 22, 2016 (Exhibit B).

5. The Parties agree to the scope, character and layout of the full buildout of the Project as defined by the 60% Design Plans dated September 21, 2016 (Exhibit C).

6. The Parties agree that the precise limits, locations and/or alignments of Project features may be adjusted to accommodate design refinements, specifically:

   a. Right-of-way limits;
   b. Utilities and subsurface constraints, if any;
   c. Americans with Disability Act requirements; and
   d. Environmental impact mitigation, as may be required.

7. The Parties agree that the existing traffic signalized intersection of West Market Street (State Route [SR] 183) and Lincoln Avenue is intended to be modified to add a north leg extension.
to this intersection as depicted on Exhibit B, and as approved by Caltrans. The Parties additionally agree that West Market Street (SR 183) access to/from Station Place is intended to be converted into a limited access driveway. The Parties agree that the Project shall include pedestrian safety improvements at the intersection of West Market Street (SR 183) and North Main Street/ Salinas Street, and that these improvements are important whether included as part of the first phase or a future phase of the project, or whether constructed separately.

**Design Standards and Coordination**

8. The Parties agree that a Project Development Team, consisting of MOU Parties and California Department of Transportation (Caltrans) District 5, will be the vehicle for design coordination.

9. The Parties agree to collect input from Caltrans, Union Pacific, Amtrak, Capitol Corridor Joint Powers Authority, California Public Utilities Commission, Salinas Historic Resources Board, the Oldtown Salinas Association, the First Mayor's House, Greyhound, and ITC neighboring businesses, residents, property owners, and the general public and to reflect this input, consistent with the design framework described herein.

10. The Parties agree that the design of the Project shall be consistent with the most recent edition of the following documents, as appropriate:

   a. MST's *Designing for Transit Design Standards*
   b. Amtrak's *Standard Stations Program*
   c. Greyhound *Bus Slip Layout and Bus Turning Dimensions*
   d. City of Salinas *Standard Specifications Design Standards and Standard Plans and Stormwater Development Standards*
   e. Caltrans *Highway Design Manual*
   f. California *Manual on Uniform Traffic Control Devices*

11. The Parties agree that the selection of station fixtures, furnishings and finishes will be generally consistent with TAMC's inventory of *Commuter Rail Station Features*, most recent edition.

**Station Funding, Operation and Maintenance**

12. The Parties agree that the Project is a cooperative venture of the City of Salinas, TARC, and MST.

13. Parties agree to define the lead agencies as follows:

   a. TARC shall be the lead agency for project development, which includes the funding, planning, any further state and applicable federal environmental review, design, right-of-way acquisition, and construction of the intercity/intercounty and local transport related elements of the Project (e.g., items identified in Paragraph 3, (a)-(n)).
b. The City of Salinas shall be the lead agency for funding and renovating, as needed, the existing Amtrak Station building, the freight building identified in Paragraph 3(o), the First Mayor’s House and the Railway Express Agency building within the Salinas ITC.

c. The Parties agree that each Party shall be responsible for the maintenance and security of their property within the area of the Project, according to the land ownership as specified in Paragraph 14 below.

d. The Parties anticipate that separate instruments will govern the operations and maintenance of the Project.

14. The Parties agree to the right-of-way concepts described in the Project Study Report, Property Acquisition and Disposition Plan, dated October 2005, and Parties agree to coordinate in order to accomplish the right-of-way ownership reflected in the exhibits to this agreement: Exhibit D: “Salinas Commuter Rail Station and Layover Facility Existing Right Of Way Map” and Exhibit E: “Salinas Commuter Rail Station and Layover Facility Proposed Right Of Way Map”. TAMC may consider use of the real property acquisition process in full compliance with all applicable laws. However, nothing in this MOU commits TAMC to acquire any specific parcels or to use the power of eminent domain. Specifically:

a. Lincoln Avenue: If TAMC decides to acquire property for the Kick-Start phase of the project, TAMC shall convey to the City of Salinas approximately 1.27 acres of right-of-way (ROW) from private parties upon construction of the extension of Lincoln Avenue into the ITC. Of this ROW, approximately 0.53 acres is intended to be used for Lincoln Avenue and 0.59 acres for replacement parking. The Lincoln Avenue extension is needed to provide traffic signalized access to the transit exchange. (Land Owner: City of Salinas)

b. Transit Exchange: The City of Salinas intends to provide approximately 0.97 acres of ROW for the construction of a transit exchange at the ITC. This exchange will displace the ITC's existing off-street parking supply. The City of Salinas will dedicate an easement for access to the transit exchange. (Land Owner: City of Salinas)

c. Parking: If TAMC decides to acquire property, it shall convey to the City approximately 1.05 acres of private land to replace the off-street parking supply displaced by the transit exchange. (Land Owner: City of Salinas)

d. Railroad Avenue: Railroad Avenue runs between Station Place and Palmetto Street in front of the Amtrak Station and freight buildings. TAMC intends to reconfigure the use of this ROW for the Kick-Start phase of the Project to serve bus operations and ITC traffic circulation movements. (Land Owner: City of Salinas)

e. Buildings and Platform: The ITC includes a passenger station building, freight building, and a Railroad Express Agency (REA) building. These buildings and an adjacent First Mayor’s House (also known as the Harvey-Baker House) all rest on property owned by the City of Salinas. The City of Salinas shall retain the responsibility for maintaining and
making improvements to these buildings. The City of Salinas intends to dedicate to TARC an easement for the purpose of improving an operating rail platform. (Land Owner: City of Salinas)

f. Union Pacific: The Union Pacific Railroad owns the ROW adjacent to its Coast Main Line Track for a distance of 25 feet from the track centerline, in the direction of the Amtrak Station building. In both the Kick-Start phase and at full buildout of the Project, the Amtrak boarding platform, the proposed dual use of Amtrak platform, the dedicated use of a second passenger rail platform, as well as a portion of the layover facility, rest on these UPRR lands. (Land Owner: Union Pacific Railroad)

g. Layover Facility: TARC intends to consider acquiring approximately 6.1 acres of privately owned land, located immediately west of the freight building, for a new platform, a Layover Facility yard and lead track (Land Owner: Transportation Agency for Monterey County)

h. Station Place: If TARC utilizes the land acquisition process and after such process has been completed, the City of Salinas intends to abandon Station Place and the alley behind 20 West Market Street, at which time these public right-of-ways will revert to the adjacent property owner, which will be the City of Salinas, to be converted into parking for the ITC, in the Kick-Start phase. (Land Owner: City of Salinas)

i. New Street: If TARC utilizes the land acquisition process and after such process has been completed, the City of Salinas intends to abandon the portion of New Street within the layover facility area, at which time this public right-of-way will revert to the adjacent property owner, TARC, to be used as parking or an access road, in the full buildout project. (Land Owner: Transportation Agency for Monterey County)

15. The Parties agree that MST intends to provide connecting bus service for trains at the ITC. MST, in its sole discretion, shall schedule bus service according to demand.

16. The Parties agree that the Project shall include all mitigations identified or to be identified through CEQA and any applicable NEPA environmental documents, per the adopted Mitigation Monitoring and Reporting Program and each Party shall cooperate in achieving this goal.

17. Parties agree that the City shall authorize TARC to effect necessary utility relocations in accordance with the City's utility franchise agreement with utility owners.

18. Parties agree that off-site improvements shall be limited to Project mitigations identified for the intersection of Market Street (SR 183) and Lincoln Avenue and its approaches, as described in the EIR and Addendum to the EIR, and as depicted on Exhibit B; and utility connections as may be required. Parties agree that TARC will be the lead agency to apply for encroachment permits for Project work to be performed on the State-owned right-of-way.
19. Parties agree that the Project will not be assessed impact fees or exactions as a condition of permit approvals for the Project. The Project will be subject to standard City of Salinas water/fire line connections fees, building permits, and plan check fees.

20. Parties agree that Project implementation is contingent on funding availability.

**General Provisions**

21. This MOU shall be governed by and interpreted under the laws of the State of California.

22. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Memorandum.

23. Any individual executing this MOU on behalf of a party represents and warrants hereby that he or she has the requisite authority to enter into this MOU on behalf of such party and bind the party to the terms and conditions of this MOU.

24. If any of the provisions contained in the MOU are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. If a part of this MOU is valid, all valid parts that are severable from the invalid part remain in effect. If a part of this MOU is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

25. Parties agree that any work within the State right-of-way will require an encroachment permit issued from Caltrans. Detailed information such as complete drawings, biological and cultural resource findings, hydraulic calculations, environmental reports, traffic study, etc., may need to be submitted as part of the encroachment permit process.

26. **This MOU is effective on ______________________, 2016,** and shall remain in force until December 31, 2025, unless extended or sooner terminated by mutual consent of the Parties. The period of performance may be extended or shortened by written agreement of the Parties. Any Party hereto may terminate this MOU at any time by giving 180 days written notice to the other Parties as specified in Paragraph 31.

27. This MOU, together with the documents referenced herein, including the Project EIR and Addendum to the EIR, constitutes the entire agreement and understanding between the Parties and their successor agencies, and supersedes any prior or contemporaneous agreement, or understandings, if any, with regard to the purposes of this MOU. Any changes or modifications shall be accomplished by a written amendment to this MOU executed by the duly authorized representatives of the Parties.

28. In the event of a dispute arising out of the performance of this MOU, each of the Parties shall send a written notice of dispute to the other Parties. Within fifteen working days of receipt of such notice, the notified Party shall respond and agree to a meeting for the purpose of negotiating a settlement or procedure for settlement of the dispute.
29. The Parties shall defend, indemnify and hold each other and their respective officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney’s fees, or claims for injury or damages arising out of the performance of this MOU, but only in proportion to and to the extent such liability, loss, expense, attorney’s fees, or claims for injury or damages are caused by or result from the negligent acts or omissions or willful misconduct of their respective officers, agents, or employees.

30. Each Party to this Memorandum shall maintain books, accounts, records and data related to this Memorandum in accordance with federal and/or state requirements and shall maintain those books, accounts, records and data for three (3) years after termination of this Memorandum. For the duration of this Memorandum, and for a period of three (3) years thereafter, each Party’s representatives and representatives of the California Department of Transportation, the Auditor General of the State of California shall have the right to examine these books, accounts, records, data and other information relevant to this Memorandum for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this Memorandum.

31. Any notice to be given to the parties hereunder shall be addressed as follows (until notice of a different address is given to the parties):

a. TRANSPORTATION AGENCY FOR MONTEREY COUNTY
   Executive Director
   55 B Plaza Circle
   Salinas, CA 93901

b. CITY OF SALINAS
   City Manager
   200 Lincoln Avenue
   Salinas, CA  93901
   (with a copy to the Public Works Director)

c. MONTEREY-SALINAS TRANSIT
   General Manager/CEO
   One Ryan Ranch Road
   Monterey, CA  93940-5795

Attachments:
- Exhibit A: Site Map
- Exhibit B: Kick-Start first phase of the Project, dated March 22, 2016
- Exhibit C: Full buildout station design, dated September 21, 2016
- Exhibit D: Salinas Commuter Rail Station and Layover Facility Existing Right Of Way Map
- Exhibit E: Salinas Commuter Rail Station and Layover Facility Proposed Right Of Way Map
IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding as set forth below:

**Transportation Agency for Monterey County (TAMC)**

_______________________ ______________
Board Chair Date

Approved as to Form:

_______________________ ______________
TAMC Counsel Date

**City of Salinas**

_______________________ ______________
Mayor Date

Approved as to Form:

_______________________ ______________
City Attorney Date

**Monterey-Salinas Transit (MST)**

_______________________ ______________
Board Chair Date

Approved as to Form:

_______________________ ______________
MST Counsel Date
To: Board of Directors

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

Subject: Approve General Manager/CEO Performance Incentive

RECOMMENDATION:

Approve the Incentive Pay for the General Manager/CEO based upon his performance in accordance with achievement of the Board adopted goals and objectives of 4.5%.

FISCAL IMPACT:

Wages are included in the approved FY 2016 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 10, 2016 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 Mr. Sedoryk’s contract, The MST Board has the discretion to provide him with a lump sum incentive pay between 0%-5%. The incentive pay does not increase Mr. Sedoryk’s annual salary. The Ad Hoc committee is recommending the Board approves an incentive incentive of 4.5% in the amount of $9,276.06.

Staff is asking the Board to approve the 4.5% incentive pay for Mr. Sedoryk as previously agreed upon. The incentive pay will be paid out in the next pay date.

PREPARED BY: __________________ APPROVED BY: _______________________
Kelly Halcon                                Carl G. Sedoryk
To: Board of Directors

From: Michael Hernandez, Assistant General Manager/Chief Operating Officer

Subject: Approve the Purchase of Heavy-Duty Coaches and Training Budget

RECOMMENDATIONS:

Authorize MST to purchase twenty-five (25) low floor coaches from Gillig Corporation.

As a provision of the FTA 5339 competitive grant, authorize a workforce development and training budget for MST’s Maintenance Department in partnership with the Southern California Regional Transit Training Consortium (SCRTTC) and the National Transit Institute (NTI).

FISCAL IMPACT:

$12,353,462. This amount includes $12,321,462 for fleet replacement through the funding sources identified below and $32,000 for workforce development/training.

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Bus Purchase</th>
<th>SCRTTC @</th>
<th>NTI #</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Bus &amp; Bus Facilities 5339: Formula &amp; Competitive Grants</td>
<td>$5,552,214</td>
<td>$18,500</td>
<td>$4,250</td>
<td>$5,574,964</td>
</tr>
<tr>
<td>Rabobank Financing</td>
<td>$2,155,500</td>
<td>$0</td>
<td>$0</td>
<td>$2,155,500</td>
</tr>
<tr>
<td>State Transportation Improvement Program (STIP)</td>
<td>$2,000,000</td>
<td>$0</td>
<td>$0</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Fort Ord Reuse Authority (FORA)</td>
<td>$1,000,000</td>
<td>$0</td>
<td>$0</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>PTMISEA Prop 1B</td>
<td>$646,650</td>
<td>$0</td>
<td>$0</td>
<td>$646,650</td>
</tr>
<tr>
<td>MST Capital Reserves</td>
<td>$967,098</td>
<td>$8,500</td>
<td>$750</td>
<td>$976,348</td>
</tr>
<tr>
<td><strong>Total Budget</strong></td>
<td>$12,321,462</td>
<td>$27,000</td>
<td>$5,000</td>
<td><strong>$12,353,462</strong></td>
</tr>
</tbody>
</table>

@ - Southern Calif. Regional Transit Training Consortium
# - National Transit Institute

POLICY IMPLICATIONS:

Your Board approves purchase over $25,000.
DISCUSSION:

MST currently operates a fleet of 79 heavy-duty coaches. Forty out of MST’s 79 heavy-duty coaches are considered obsolete based on FTA’s criteria of 12 years or 500,000 miles. These 40 coaches represent 51% of the fleet in need of replacement.

This procurement will replace 25 of MST’s oldest coaches, which are model year 2000 and 2003 Gillig coaches with a fleet average of 600,000 miles, with some coaches having accumulated 900,000 miles.

Replacing MST’s oldest fleet will reduce MST’s operating costs as older coaches are more expensive to maintain. The cost to maintain MST’s oldest fleet (excluding fuel) from January through September 2016 averaged $.70 per mile; while MST’s newer fleet cost an average of $0.39 per mile to operate. Replacing 25 buses represents a savings of $320,000 over a 12 month period due to the higher cost of maintaining an older obsolete fleet.

MST and 21 other transit properties are members of the Central Contra Costa Transit Authority (CCCTA) purchasing consortium. As a member of the consortium, MST is able to purchase these coaches at a volume discount rate. Being a member of the purchasing consortium eliminates the need for staff to develop specifications independently and manage a lengthy procurement process.

As part of the FTA 5339 Competitive Grant MST identified the need for workforce development and staff training, MST will coordinate training needs with the SCRTTC and NTI for our Maintenance Department staff and other interested transit properties.

Beginning in FY2018, MST plans on implementing an annual fleet replacement campaign whereby 5-7 coaches are programmed for replacement each year. This will help reduce annual operating costs associated with operating older, obsolete coaches as compared to a modern fleet.

Approval of this item authorizes staff to issue a Purchase Order to Gillig Corporation for up to 25 coaches for an amount not to exceed $12,072,864 and includes a training budget of $32,000. Approval of this purchase will formally allow MST to be placed into Gillig’s production schedule, which quotes delivery at about 14 to 18 months.
To: Board of Directors

From: Michael Hernandez, Assistant General Manager/COO

Subject: Temporary Facility and Property Lease Status

RECOMMENDATION:

Receive staff update on the status of a property lease and temporary facility required during the construction and remodel of MST’s operations and maintenance facility located on Ryan Ranch Road.

FISCAL IMPACT:

None with this action. In September your Board authorized MST’s GM/CEO to execute a property lease up to $354,000 annually. Based on discussions with the Presidio of Monterey the lease is estimated to cost approximately $160,000 annually.

POLICY IMPLICATIONS:

Your Board approves expenditures over $25,000.

DISCUSSION:

MST staff has been searching for a temporary operations and bus yard required during the construction of MST’s Ryan Ranch facility for a number of months. In July a potential site was identified in Salinas. That location was estimated to have a lease ranging between $240,000 to $354,000. Site modifications were estimated at $250,000.

In late August MST identified a site on Joe Lloyd Way (JLW), part of the Presidio of Monterey Annex, which will accommodate MST’s fleet and support vehicles and has a 3,200 foot garage, with storage and office areas.

The JLW site will temporarily house over 50% of MST’s fleet and support vehicles. Additionally, about 85 MST staff members will report to this location, including bus drivers, mechanics, supervisors and other staff.
Additional information about the Joe Lloyd Way site and lease details will be provided at the November Board meeting.

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

From: Michael Hernandez, Assistant General Manager/COO

Subject: Authorize Expenses for Temporary Facility Relocation

RECOMMENDATIONS:

Authorize relocation expenses for a temporary Operations and Maintenance site during the remodel and construction of MST’s Ryan Ranch Road facility.

FISCAL IMPACT:

Not to exceed $275,000. Funding is available in MST’s operating budget.

POLICY IMPLICATIONS:

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

DISCUSSION:

In September your Board authorized MST’s GM/CEO to execute a contract for a temporary operating base required during the construction and remodel of MST’s Ryan Ranch Road facility. The temporary operating base is required as it would be impractical and unsafe for MST to attempt to operate its services in an active construction site. After looking at numerous properties staff identified a location on Joe Lloyd Way, at the Presidio of Monterey Annex (Fort Ord), which can accommodate MST’s operations and maintenance activities during the one year construction project.

This site is divided into one parcel for maintenance/fueling activities and a second separate parcel for Operations staff and fleet and support vehicle parking. The garage building has several bays for maintenance and a location for bus washing. The garage building and all office and storage areas require various levels of modification and improvements in order to accommodate MST’s fleet, staff and various maintenance activities which include fueling and bus washing.

The various site/facility improvements required include minor building/office remodel, repair of garage bay doors, electrical work, bus yard lighting and fencing/security improvements. The Equipment Leases and Facility Services categories listed below include the lease of a temporary fuel tank, emergency generator, security and other facility requirements. Staff requests spending authority to begin work and
prepare the site for use with a move in goal of about mid December, when construction is projected to commence at our Ryan Ranch Road facility.

Staff estimates a budget of $275,000 in the categories listed below is required to prepare the site for MST’s use.

$140,000  Site/Facility Improvements
$120,000  Equipment Leases & Facility Services
$15,000   Other/Contingency

$275,000  Total

The cost of the temporary relocation is offset by the reduced risk of injury to staff and construction cost increase that would occur if MST chose not to temporarily relocate during the construction phase of this project.
To: Board of Directors

From: C. Sedoryk, General Manager/CEO


Attached is a summary of monthly performance statistics for the Transportation, Maintenance, and Administration departments for September 2016 (Attachments 1-5).

For the quarter ending September 30, 2016 MST is meeting or exceeding nearly all relevant performance indicators. Two areas of concern include a decrease in the miles between preventable collisions and miles travelled between road calls. While there has been a slight increase in the number of preventable accidents the types of accidents have been minor in nature and staff is providing additional safety training and communications to our drivers. The decrease in miles travelled between road calls is directly related to the age and increasing obsolescence of the MST fleet. MST will have up to 27 new buses on order within the month that will arrive over the next 12 - 18 months wherein we anticipate seeing a substantial increase in mechanical reliability and a decrease in maintenance costs for our fleet.

September 8 - 14 I travelled to the American Public Transit Association annual conference in Los Angeles, CA where I participated in a number of committee meetings and educational workshops. September 9th I travelled to Long Beach, CA to participate in a meeting of the California Transit Association Executive Committee. September 27 - 29 I travelled to Washington DC with the California Transit Association federal legislative task force where over a twelve hour period I led a team of Northern California transit operators in 16 meetings with members of Congress, legislative staff and high ranking members of the Federal Transit Administration.

Attachment #1 – Dashboard Performance Statistics
Attachment #4 – Administration Dept. Report – September 2016
Attachment #5 - Annual Action Plan Update - September 2016
Attachment #6 – CTA Federal Lobby Day Schedule - September 2016
A complete detail of Monthly Performance Statistics can be viewed within the GM Report at http://www.mst.org/about-mst/board-of-directors/board-meetings/

Prepared by: [Signature]
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2015-2017

**Ridership**

- **Goal = 1,214,049 passengers**
- **Minimum = 1,071,220 passengers**

**Passengers Per Hour**

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

**On Time Performance**

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

**Percentage of Service Delivered**

- **Goal = 99% completed**
- **Minimum = 95% completed**

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November 14, 2016 Meeting, Page 63
MST Fixed Route
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2015-2017

Fare Box Recovery Ratio

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>25%</td>
<td>27%</td>
<td>22%</td>
</tr>
<tr>
<td>Minimum</td>
<td>15%</td>
<td>16%</td>
<td>19%</td>
</tr>
</tbody>
</table>

Cost Per Revenue Hour

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td>$153.28</td>
<td>$140.00</td>
<td>$129.69</td>
</tr>
<tr>
<td>Goal</td>
<td>$139.35</td>
<td>$120.00</td>
<td>$119.58</td>
</tr>
</tbody>
</table>

Miles Between Preventable Collisions

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>200K</td>
<td>220K</td>
<td>227K</td>
</tr>
<tr>
<td>Minimum</td>
<td>100K</td>
<td>137K</td>
<td>137K</td>
</tr>
</tbody>
</table>

Miles Between Road Calls

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>15K</td>
<td>22K</td>
<td>18K</td>
</tr>
<tr>
<td>Minimum</td>
<td>7K</td>
<td>11K</td>
<td>10K</td>
</tr>
</tbody>
</table>

November 14, 2016 Meeting, Page 64
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2015-2017

**Ridership**

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>29,297</td>
<td>25,730</td>
<td>27,339</td>
</tr>
<tr>
<td>Maximum</td>
<td>32,223 passengers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Passengers Per Hour**

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>1.80</td>
<td>1.95</td>
<td>1.86</td>
</tr>
<tr>
<td>Maximum</td>
<td>2.06 passengers p/h</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**On Time Performance**

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>78.5%</td>
<td>89.0%</td>
<td>90.2%</td>
</tr>
<tr>
<td>Minimum</td>
<td>80% on time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**One Way Trips**

<table>
<thead>
<tr>
<th></th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal</td>
<td>7,930</td>
<td>8,790</td>
<td>8,781</td>
</tr>
<tr>
<td>Maximum</td>
<td>8,723 one-way trips</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MST RIDES
YTD Dashboard Performance Comparative Statistics
Months of July - September
Fiscal Years 2015-2017

Fare Box Recovery Ratio
(Ratio of passenger fares to total operating costs)

Goal = 11%
Minimum = 10%

Cost Per Revenue Hour
(Total operating cost per hour of service)

Goal = $75.12
Maximum = $82.63

Miles Between Preventable Collisions
(Total miles travelled between preventable collisions)

Goal = 110K Miles
Minimum = 100K Miles

Miles Between Road Calls
(Miles travelled between mechanical failure)

Goal = 60,000 miles
Minimum = 30,000 miles
MST Fixed Route
Financial Performance Comparative Statistics
July - September
Fiscal Year 2017

MST Fixed Route Total Revenue
YTD Actual and Budget

$6,533,336
$6,584,202
Minimum 95%

MST Fixed Route Total Expenses
YTD Actual and Budget

$5,896,381
$6,552,638
Maximum 105%
MST RIDES
Financial Performance Comparative Statistics
July - September
Fiscal Year 2017

MST RIDES Total Revenue
YTD Actual and Budget

MST RIDES Total Expenses
YTD Actual and Budget

Minimum 95%
Maximum 105%
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 2016

FIXED ROUTE BUS OPERATIONS:

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

Preliminary boarding statistics indicate that ridership increased by 2.95% in September 2016, (427,367), as compared to September 2015, (415,116). Fiscal year to date – passenger boardings have increased by 4.58% as compared to the same period last year.

Productivity increased slightly from September of last year (17.2) to 17.9 passengers per hour for September of this year.

Supplemental / Special Services:

September 2-5: MST provided special shuttle services for the Monterey County Fair transporting 14,639 passengers during this four (4) day event. This represents a 33.81% increase in boarding over last year’s event, (10,940).

September 16-18: MST provided special shuttle services for the annual Jazz Festival held at the Monterey County fair Grounds transporting 12,329 passengers during this three (3) day event. This represents a 23.93% increase in boardings over last year’s event, (9,948).

September 24-25: MST provided special shuttle services for the Salinas International Airshow transporting 1,245 passengers during this two (2) day event. This represents a 162.11% increase in boarding over last year’s event, (475).

System Wide Statistics:

- Ridership: 427,367
- Vehicle Revenue Hours: 23,869
- Vehicle Revenue Miles: 388,327
- System Productivity: 17.9 Passengers Per Vehicle Revenue Hour
- One-Way Trips Provided: 34,215

Time Point Adherence: Of 133,297 total time-point crossings sampled for the month of September, the TransitMaster™ system recorded 20,666 delayed arrivals to MST’s
published time-points system-wide. This denotes that 84.50% 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 eight (8) 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>Collision</td>
<td>1</td>
<td>0</td>
<td>12.50%</td>
</tr>
<tr>
<td>Employee Shortage</td>
<td>3</td>
<td>0</td>
<td>37.50%</td>
</tr>
<tr>
<td>Mechanical Failure</td>
<td>4</td>
<td>0</td>
<td>50.00%</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>8</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**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 2015 and 2016:

<table>
<thead>
<tr>
<th>Occurrence Type</th>
<th>September-15</th>
<th>September-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision: MST Involved</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Employee Injury</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Medical Emergency</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Object Hits Coach</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Conflict</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Passenger Fall</td>
<td>6</td>
<td>3</td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>2</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>1</td>
</tr>
<tr>
<td>Unreported Damage</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>39</strong></td>
<td><strong>29</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 10,436 passenger boardings. This denotes a 4.05% increase in passenger boardings from September of 2015, (9,987). Fiscal year to date – passenger boardings have increased by 5.20% as compared to the same period last year.

- Productivity for September of this year was at 1.87 passengers per hour decreasing from September of 2015, (1.94).
- For the month of September, 88.90% of all scheduled trips for the MST RIDES Program arrived on time, decreasing from 89.50% in September of 2015.

COMMUNICATIONS CENTER:

In September, MST’s Communications Center summoned public safety agencies on fifteen (15) 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>6</td>
</tr>
<tr>
<td>EMS</td>
<td>Passenger Illness / Injury</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Hazardous Materials Incident</td>
<td>1</td>
</tr>
</tbody>
</table>

PREPARED BY: Robert Weber  REVIEWED BY: Carl Sedoryk
To: Carl G. Sedoryk, General Manager/CEO  
From: Michael Hernandez, Assistant General Manager/COO  
Subject: Monthly Maintenance/Facilities Report for September 2016

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

<table>
<thead>
<tr>
<th>FY17 Fuel Budget:</th>
<th>Average Fuel Price September 2016:</th>
<th>Average Fuel Price: FY2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel: $3.10</td>
<td>$1.86</td>
<td>$1.81</td>
</tr>
<tr>
<td>Gasoline: $3.20</td>
<td>$2.16</td>
<td>$2.12</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 2016</td>
<td>$0.87</td>
<td>17,940</td>
</tr>
<tr>
<td>FY2017</td>
<td>$0.91</td>
<td>18,483 YTD</td>
</tr>
<tr>
<td>FY2016</td>
<td>$0.93</td>
<td>22,269 YTD Comparison</td>
</tr>
<tr>
<td>FY2015</td>
<td>$1.01</td>
<td>21,306 Fiscal Year</td>
</tr>
</tbody>
</table>

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

Department Activities/Comments:

There were 17,940 miles between major mechanical road calls during the month of September. There were a total of 22 road calls, with 19 for major mechanical issues and four for minor/non-mechanical road calls. The highest number of road calls was for electrical issues (8).

Staff continued various site inspection efforts at a location under consideration for temporary operations and maintenance activities during the remodel of MST’s Ryan Ranch facility.

During the month of August and September the electric trolley and WAVE charging system had various repair and upgrade work on the in-ground wireless charging system and on the trolley electronic systems.
Date: November 14, 2016

To: C. Sedoryk, General Manager/CEO

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

Subject: Administration Department Monthly Report – September 2016

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

Human Resources

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

<table>
<thead>
<tr>
<th>Positions</th>
<th>Budget FY17</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Operators F/T</td>
<td>139</td>
<td>141</td>
<td>2</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>1</td>
<td>0</td>
<td>-1</td>
</tr>
<tr>
<td>Operations Staff</td>
<td>31</td>
<td>30</td>
<td>-1</td>
</tr>
<tr>
<td>Maintenance &amp; Facilities</td>
<td>49</td>
<td>45</td>
<td>-4</td>
</tr>
<tr>
<td>Administrative (Interns 1 PT)</td>
<td>30</td>
<td>28</td>
<td>-2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>250</strong></td>
<td><strong>244</strong></td>
<td><strong>-6</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>$24,108.59</td>
</tr>
<tr>
<td>Other (includes Legal)</td>
<td>$5,846.08</td>
</tr>
<tr>
<td>Medical includes Case Mgmt, UR, Rx &amp; PT</td>
<td>$13,374.03</td>
</tr>
<tr>
<td>TPA Administration Fee</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Excess Insurance</td>
<td>$7,512.08</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$55,840.78</strong></td>
</tr>
<tr>
<td><strong>Reserves</strong></td>
<td><strong>$1,197,505.61</strong></td>
</tr>
<tr>
<td><strong>Excess Reserved</strong></td>
<td><strong>($437,942.82)</strong></td>
</tr>
<tr>
<td># Ending Open Claims</td>
<td>34</td>
</tr>
</tbody>
</table>
Training

<table>
<thead>
<tr>
<th>Description</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire Coach Operator Orientation</td>
<td>6</td>
</tr>
<tr>
<td>New Hire Drug and Alcohol Training</td>
<td>6</td>
</tr>
<tr>
<td>Post-Accident/Incident Re-training</td>
<td>2</td>
</tr>
<tr>
<td>Harassment Prevention for Transit Employees</td>
<td>6</td>
</tr>
</tbody>
</table>

Risk Management

<table>
<thead>
<tr>
<th>Description</th>
<th>Preventable</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Yes</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV Vehicle hits MST Vehicle</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>MST bus hit stationary object</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>3</td>
<td>6</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

During the month of September there were three occurrences with the bus making contact with stationary objects.

![Accident Statistics Chart](chart.png)
There were $6,098.06 in 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 '15</th>
<th>% of reports received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improper Driving</td>
<td>2</td>
<td>5</td>
<td>1/4*</td>
<td>10.6%</td>
<td>6</td>
<td>10.2%</td>
</tr>
<tr>
<td>Request To Add Service</td>
<td>0</td>
<td>1</td>
<td></td>
<td>1.6%</td>
<td>3</td>
<td>5.1%</td>
</tr>
<tr>
<td>Passed By</td>
<td>10</td>
<td>0</td>
<td>6</td>
<td>15.1%</td>
<td>6</td>
<td>10.2%</td>
</tr>
<tr>
<td>Improper Employee Conduct</td>
<td>0</td>
<td>4</td>
<td>3*</td>
<td>6.1%</td>
<td>4</td>
<td>6.8%</td>
</tr>
<tr>
<td>Bus Stop Amenities</td>
<td>3</td>
<td>0</td>
<td></td>
<td>4.5%</td>
<td>2</td>
<td>3.4%</td>
</tr>
<tr>
<td>Late Arrival</td>
<td>2</td>
<td>2</td>
<td>1*</td>
<td>6.0%</td>
<td>2</td>
<td>3.4%</td>
</tr>
<tr>
<td>Fare / Transfer Dispute</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3.0%</td>
<td>3</td>
<td>5.1%</td>
</tr>
<tr>
<td>No Show</td>
<td>1</td>
<td>1</td>
<td></td>
<td>3.0%</td>
<td>8</td>
<td>13.6%</td>
</tr>
<tr>
<td>ADA Compliance</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>7</td>
<td>11.9%</td>
</tr>
<tr>
<td>Inaccurate Public Information</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>1.7%</td>
</tr>
<tr>
<td>Service Other</td>
<td>5</td>
<td>5</td>
<td>2/2*</td>
<td>15.1%</td>
<td>3</td>
<td>5.1%</td>
</tr>
<tr>
<td>Passenger Conduct</td>
<td>0</td>
<td>2</td>
<td></td>
<td>3.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Agency Policy</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0.0%</td>
<td>1</td>
<td>1.7%</td>
</tr>
<tr>
<td>Early Departure</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>3.0%</td>
<td>4</td>
<td>6.8%</td>
</tr>
<tr>
<td>Category</td>
<td>Count</td>
<td>Expected Count</td>
<td>Percentage</td>
<td>Total Complaints</td>
<td>Expected Total</td>
<td>Percentage</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
<td>----------------</td>
<td>------------</td>
<td>------------------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>Late Departure</td>
<td>0</td>
<td>1</td>
<td>1.6%</td>
<td>1</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Passenger Injury</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Full bus / Left behind</td>
<td>1</td>
<td>0</td>
<td>1.6%</td>
<td>1</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Routing</td>
<td>3</td>
<td>0</td>
<td>4.5%</td>
<td>1</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Employee Other</td>
<td>4</td>
<td>2</td>
<td>9.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Service Schedule</td>
<td>1</td>
<td>1</td>
<td>3.0%</td>
<td>4</td>
<td>6.8%</td>
<td></td>
</tr>
<tr>
<td>Title VI Complaint</td>
<td>1</td>
<td>0</td>
<td>1.6%</td>
<td>1</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Unsafe Conditions</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>1</td>
<td>1.7%</td>
<td></td>
</tr>
<tr>
<td>Discriminatory Behavior by Employee</td>
<td>1</td>
<td>0</td>
<td>1.6%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Harassment by Employee</td>
<td>0</td>
<td>2</td>
<td>3.0%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Off Route</td>
<td>0</td>
<td>1</td>
<td>1.6%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Overcrowding</td>
<td>0</td>
<td>1</td>
<td>1.6%</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Total Complaints</td>
<td>38</td>
<td>28</td>
<td>100.0%</td>
<td>59</td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Employee Compliment</td>
<td>1</td>
<td>2</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Compliment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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 FY16.

**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 and updated payroll schedules and rosters for new CO sign up.

**Grants**

During the month of September, staff initiated internal meetings for the $8 Million in federal grant awards and continued coordination with Caltrans and the consultant to advance grant documents for the $10 million grant award for the TDA construction project.

**Purchasing**

During the month of September, Parts Staff was busy with managing inventory levels, and ensuring continued supplies. Inventory levels are remaining under $200K and with the new buses added to the fleet, Parts staff is seeing a decline in the expenditure of
costly replacement components. September saw a 15% drop in inventory value. The decrease was due to costly components being placed on the buses and removed from inventory. Staff was also busy negotiating the agreement for the TDA construction contract with BlueScope, finalizing the review of the Bus on Shoulder RFP, and preparing a one-year renewal for DeLay & Laredo for legal services.

Information Technology Update

Staff monitored the hardware and software for the Trapeze Group TransitMaster (TM) Automatic Vehicle Location system. Staff ensured the Trapeze Enterprise Asset Management (EAM) vehicle maintenance system was operating as required. Staff continued to support the users of the Serenic Navision accounting/payroll system. Staff monitored the functionality of the customer service database. Staff worked with Giro in finalizing the Hastus system parallel testing period and the "Go-live" date.

Staff liaised with the County of Monterey Information Technology Department and Trapeze Group regarding the radio hardware to be installed to extend data/radio/cell coverage to include San Jose, Paso Robles, and other outlying areas of service. Staff monitored the virtual computer data systems.

Staff worked with AT&T in continuing the transition to a Voice Over IP (VOIP) telephone system at all MST sites.

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: “MST stretches bus line southward” (The Californian, 9/1/16); “Monterey-Salinas Transit trolley service extends to weekends and holidays” (The Californian, 9/7/16); “Deeply discounted bus and parking passes” (Weekly Update from the Carmel Chamber of Commerce, 9/6/16); “Hage still see [sic] Salinas as a tourist destination by rail” (The Californian, 9/8/16); “MST weekend trolley to run year-round” (Monterey County Business Council’s Friday Facts, 9/9/16); “Federal Transit Administration announced $211 million in competitive grants for new buses and bus facilities” (APTA Legislative Alert, 9/9/16); “Federal taxpayers give $8M to MST” (The Carmel Pine Cone, 9/9/16); “MST gets $8 million in federal transportation grants” (Monterey County Herald, 9/9/16); “Farr secures $8 million for MST” (The Californian, 9/10/16); “Central Coast transit agencies get more than $13.2 million for new buses” (KCBX, 9/12/16); “Deeply discounted bus and parking passes” (Weekly Update from the Carmel Chamber of Commerce, 9/13/16); “Salinas ‘hoods await traffic changes” (The Californian, 9/15/16); “Deeply discounted bus and parking passes” (Weekly Update from the Carmel Chamber of Commerce, 9/20/16); Quick Bites: Jacques Pépin incoming, huge hookups, new menus and more” (Monterey County Weekly, 9/20/16); “Holman Highway 68 Roundabout Update” (Monterey County Convention & Visitors Bureau Driving Business Member Update, 9/22/16); “Ciclovia let you walk or run to
better health” (The Californian, 9/27/16); “Deeply discounted bus and parking passes” (Weekly Update from the Carmel Chamber of Commerce, 9/27/16).

Press releases sent include: “MST bus service on Labor Day” (9/1/16); “MST service changes go into effect Saturday, September 3” (9/1/16); “MST Trolley service extended on weekends year-round” (9/7/16); “Monterey County Hospitality Association and Monterey-Salinas Transit team up to provide free transit passes to hospitality employees” (9/15/16); “Monterey-Salinas Transit offers real-time bus arrival information” (9/30/16).

Marketing activities: Coordinated MST bus service to Monterey County Fair and free entrance for MST employees; compiled and confirmed website updates for Sept. 3 service changes; ordered and received directional signage for bus drivers within Camp Roberts; updated signage design for MST-branded sign in LAB lobby after receiving comments from the building’s HOA members; hung metal prints of board members in LAB board room; coordinated bus service for the Monterey Jazz Festival; ordered MST promotional mugs and pens; held brainstorming meeting with staff and prepared outline for annual report article topics; moved photo canvases from TDA walls to CJW training room and stored remainder for future facilities; conducted passenger photo shoot at Salinas Transit Center for South County marketing campaign; designed Weekend Super and Weekend Super Discount GoPasses; ordered metal prints for LAB lobby walls; reformatted display card imagery to meet Costco’s new standards and ordered new cards for Sand City and Salinas warehouses; met with Aquarium staff to discuss upcoming Free to Learn trips; continued work on grant-funded South County marketing campaign to include surveying potential passengers; attended HWY 68 Roundabout Construction Project communications; managed MST website content, Facebook page, and Twitter account.

Community outreach: Set-up booth at Senior Day at the Monterey County Fair; set up booth at Veterans Day at the Monterey County Fair; set-up booth at Día del Grito in Salinas; set-up booth at Scholze Park Center Open House and Information Fair; made presentation to First 5 of Monterey County and had social service staff from various agencies in attendance ride MST OnCall in Greenfield; presented to two California Highway Patrol workshops for seniors in Salinas and Pebble Beach.

**Planning Update**

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 have fully made up for previous losses. During the month the Presidio, with assistance of MST Business Development Transit Planner, Mike Gallant, continued its targeted recruitment efforts to maximize military and civilian participation in the federal transit benefit program. This effort is intended to stabilize and grow revenues
for MST to continue operating the military-funded routes. Fortunately, Congress voted in December to raise the transit benefit again on a permanent basis. The benefit was raised for the Presidio participants on March 10, 2016. As such, staff will be coordinating with the Presidio to purchase some bus stop and IT improvements for passengers in the near future.

After many months of planning, service to Camp Roberts in southern Monterey County began on September 5. Funded by a federal rural transit grant and the military’s federal transit benefit, the new line 85 provides military service members and the public with a bus route from Templeton to Fort Hunter Liggett with stops in San Miguel, Paso Robles, and Camp Roberts.

Staff continued participation in coordination meetings with the City of Monterey while the Highway 68 Roundabout began construction. The project will impact traffic conditions throughout the area as well as MST routes serving the Monterey Peninsula.

Throughout the month, staff continued participating in meetings with various local agencies, including the Transportation Agency for Monterey County, Association of Monterey Bay Area Governments, Salinas Valley Chamber of Commerce Government Relations Committee, the Monterey County Hospitality Association, Monterey County Business Council, and the Fort Ord Reuse Authority.
FY 2017 Project Action Plan

   **Status:** Move in completed. Staff is still working on signage and parking issues.

2. Complete negotiations of ATU and MSTEA labor agreements. June 2017
   **Status:** ATU contract negotiations are ongoing. MSTEA agreement negotiations will begin in Spring 2017.

   **Status:** Construction groundbreaking set for December 12, 2016

4. Develop strategy for replacement/expansion of Salinas maintenance facility Jun 2017
   **Status:** Not started.

5. Conduct Board Strategic Planning Workshop. Jan 2017
   **Status:** Competitive quotes have been received and a facilitator selected. Meetings with facilitator in advance of the workshop have been scheduled.

6. Secure grants to fund south county maintenance facility project including environmental documentation, design, permitting, property acquisition, and construction. Jun 2017
   **Status:** Received $4.2M federal state-of-good-repair grant that with Department of Agriculture financing will allow MST to construct facility once all environmental documentation, design, permitting processes are completed.

   **Status:** Active recruitment and interviewing occurring for new positions.

8. Implement new projects from Measure Q transportation improvement plan as funding allows. Jun 2017
   **Status:** Hired mobility coordinator to act as liason to member of local veterans communities. Staff continues to work on an interactive voice response system for MST RIDES passengers to go live during Winter 2017.

9. Implement upgrade of Hastus software, and implement intelligent voice recording system. Mar 2017
   **Status:** Upgrade of HASTUS dispatching software complete. Fixed Route IVR system implementation ongoing with implementation scheduled for Winter 2017.
10. Commence Feasibility Study of Bus Operations on State Route 1 Shoulders and Monterey Branch Line in coordination with Santa Cruz Metro. Mar 2017

Status: Procurement of consultant services completed in October with first stakeholder meeting to take place November 2017.
**Wednesday, September 28, 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Office/Event</th>
<th>Participants</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 9:30 am</td>
<td>BREAKFAST/PRE-BRIEFING</td>
<td>N/A</td>
<td>Cafeteria - Longworth House Office Building</td>
</tr>
<tr>
<td>9:30 am – 10:00 am</td>
<td>Rep. Jeff Denham (Transportation &amp; Infrastructure)</td>
<td>Bret Manley, Legislative Director</td>
<td>1730 Longworth House Office Building</td>
</tr>
<tr>
<td>10:30 am – 11:00 am</td>
<td>Minority Leader Nancy Pelosi</td>
<td>Robert Edmonson, Chief of Staff</td>
<td>233 Cannon House Office Building</td>
</tr>
<tr>
<td>11:00 am – 11:30 am</td>
<td>Rep. Sam Farr (Appropriations)</td>
<td>Tom Tucker, Deputy Chief of Staff</td>
<td>1126 Longworth House Office Building</td>
</tr>
<tr>
<td>12:00 pm – 1:00 pm</td>
<td>LUNCH</td>
<td>N/A</td>
<td>Cafeteria - Longworth House Office Building</td>
</tr>
<tr>
<td>1:00 pm – 1:30 pm</td>
<td>Rep. Mark DeSaulnier (Sub. Transportation &amp; Public Assets)</td>
<td>Rep. Mark DeSaulnier Mark Copeland, Legislative Director</td>
<td>327 Cannon House Office Building</td>
</tr>
<tr>
<td>1:30 pm – 2:00 pm</td>
<td>Rep. Mike Thompson (Ways and Means)</td>
<td>Rep. Mike Thompson</td>
<td>231 Cannon House Office Building</td>
</tr>
<tr>
<td>2:30 pm – 3:00 pm</td>
<td>Rep. Mike Honda (Appropriations)</td>
<td>Eric Werwa, Deputy Chief of Staff/Legislative Director</td>
<td>1713 Longworth House Office Building</td>
</tr>
<tr>
<td>3:30 pm – 4:00 pm</td>
<td>Rep. Jared Huffman (Transportation &amp; Infrastructure)</td>
<td>Logan Ferree, Legislative Director</td>
<td>1630 Longworth House Office Building</td>
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<tr>
<td>4:00 pm – 4:30 pm</td>
<td>Rep. Anna Eshoo</td>
<td>Paul Beck, Legislative Counsel</td>
<td>241 Cannon House Office Building</td>
</tr>
<tr>
<td>5:00 pm – 7:00 pm</td>
<td>Evening Reception</td>
<td>N/A</td>
<td>Rayburn House Office Building, Room B-338</td>
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</table>
### Thursday, September 29, 2016

<table>
<thead>
<tr>
<th>Time</th>
<th>Office/Event</th>
<th>Participants</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am – 9:30 am</td>
<td>APTA</td>
<td>Dick White, President &amp; CEO</td>
<td>APTA - Conference Room 1&amp;2, 1300 I St NW, Suite 1200 East</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rob Healy, VP of Government Affairs</td>
<td></td>
</tr>
<tr>
<td>10:00 am – 10:30 am</td>
<td>Sen. Diane Feinstein</td>
<td>Trevor Higgins, Legislative Assistant</td>
<td>331 Hart Senate Office Building</td>
</tr>
<tr>
<td></td>
<td>(Appropriations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30 am – 12:00 pm</td>
<td>FTA</td>
<td>Matt Welbes, Executive Director</td>
<td>Office of the Administrator, 1201 4th Street SE</td>
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</tbody>
</table>
TO: Carl Sedoryk

FROM: Thomas P. Walters

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

**Budget Process and Outlook**
The Federal Government is operating under a temporary, short-term funding law, or "Continuing Appropriations Resolution" (CR) that will keep the government open until December 9. Several of the high-profile issues that had held up action were resolved in September as Congress finally provided funding to combat the Zika virus and to help flood victims in Louisiana and other states. After including that funding in the CR, Congress adjourned until after the election.

The budget will be a prime area of focus in the lame Duck Session. One of the typical approaches that Congressional leaders use to expedite appropriations bills that are at an impasse is to bundle all of the bills into a single "omnibus" bill for one up or down vote. Although this approach can help overcome the political logjams, it is also controversial because it limits debate and amendment of these bills. Leadership is now signaling that they will attempt to assemble smaller packages of two or three appropriations bills, labeled "mini-buses," together for easier passage in the Lame Duck Session.

**FY 2017 Transportation Appropriations**
Both the House and Senate Appropriations Committees succeeded in moving all 12 of the individual annual appropriations bills for FY 2017 out of committee in the first part of this year. House and Senate Appropriations Committee leaders will be utilizing these individual bills as components for assembling “mini-bus” legislation for floor votes in the Lame Duck Session.

The details of the House and Senate versions of the THUD bill that have been drafted generally follow the blueprint laid down by the FAST Act. The House Appropriations Committee approved its version of the *FY 2017 Transportation, HUD and Related Agencies Appropriations* bill on May 24 and included full funding for FTA’s bus and transit formula grant programs, as authorized last year by the FAST Act. Capital Investment Grants/New Starts would be funded at $2.5 billion, compared to $2.177
billion last year, and TIGER Infrastructure Grants would be funded at $450 million, $50 million less than last year.

The full Senate passed its version of the *FY 2017 Transportation, HUD and Related Agencies Appropriations* bill on May 19 and would also provide the full $9.734 billion authorized in the FAST Act for FTA Transit Formula Grants. It would fund the Capital Improvement Grants/New Starts at $2.338 billion, and provide $525 million for TIGER Grants for the discretionary surface transportation projects program.

**Tax Reform**
House Speaker Ryan (R-WI) and Senate Finance Committee Chairman Hatch (R-UT) continue to reiterate their intent to move tax reform proposals in the future, most likely in the 115th Congress. We continue to watch for any proposals that would impact transportation fuels taxes that support the Highway Trust Fund or any moves to eliminate tax exemptions or credits that potentially impact MST.

**Lobbying Strategies & Opportunities**
The agenda for the post-election Lame Duck Session of Congress could potentially impact appropriations, budget and tax issues that are critical to MST. Accordingly, we are recommending advocacy meetings for MST staff to coincide with the APTA’s Washington, DC, meetings in December so that you can advocate on additional issues that are specific to the MST Federal Agenda.

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

The Legislature is currently in the midst of a comprehensive transportation funding discussion as the special session on transportation continues through November 30. Currently, the Chair of the Senate Committee on Transportation and Housing, Senator Jim Beall (D-San Jose), and the Chair of the Assembly Transportation Committee, Assembly Member Jim Frazier (D-Oakley), are working with leadership in both the Senate and Assembly, as well as the Governor’s Office, to iron out the final details of what could ultimately become the transportation funding package capable of achieving the two-thirds vote necessary for passage.

MST staff continues to make contact with our local delegation to urge their strong support for an investment in public transit and to highlight the importance of investing additional state funds in transit operations, transit capital, and deferred maintenance needs.

MST staff continues to participate on the California Transit Association Legislative Committee to develop a legislative advocacy plan for the coming session. Staff also continues to collaborate regionally with the City of Salinas, County of Monterey and Transportation Agency for Monterey County (TAMC) and Fort Ord Reuse Agency (FORA) on state legislative advocacy strategies.

Submitted by  

[Signature]

November 14, 2016 Meeting, Page 89
To: Carl Sedoryk

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

Subject: TRIP REPORT – September 2016

From September 9th through 14th, I traveled to Los Angeles to attend the American Public Transportation Association’s 2016 Annual Meeting. During the conference I attended the following meetings and sessions:

- APTA Legislative Committee, Diversity Council, Small Operators Committee, and Lesbian Gay Bisexual Transgender (LGBT) Task Force
- Smart Cities – Reimagining Transportation
- First and Last Mile Planning Solutions
- Why Design Matters for Transit
- Advancing Transit: Perspectives on Multimodal Long Range and Strategic Planning
- Strategies for Integrated Mobility Management

From September 26th through 29th, I traveled to Washington, DC, to conduct legislative visits on behalf of MST as well as to participate in the third annual California Transit Association “Fly In,” which consisted of a day and a half of nearly 20 meetings with various elected officials and staff members of US Representatives from throughout California. In addition to the CTA program of meetings, I also visited with the following elected officials and legislative and administrative staff members on MST issues:

- Bruce Robinson, FTA Office of Program Management
- Adam York, Legislative Assistant to Congressman Lynn Jenkins
- Ruth Hazdovac, Legislative Assistant to Congressman Devin Nunes
- Caitlin Shannon, Deputy Chief of Staff to Congressman Devin Nunes
- John W. Deoudes, Legislative Assistant to Congressman Kenny Marchant
- Natalie Kamphaus, Senior Advisor/Counsel to Congressman David Reichert
- Tom Tucker, Professional Staff to Congressman Sam Farr
- Cecilia Comito, FTA Assistant Chief Counsel
November 1, 2016

To: C. Sedoryk, General Manager/CEO
From: L. Rheinheimer, Director of Planning and Marketing

Subject: Trip Report

I attended the American Public Transportation Association Annual Conference in Los Angeles, California September 11-14, 2016.

I attended the APTA Conference with MST colleagues and other transit professionals representing agencies throughout the US. I attended several sessions which I found very useful. A few of the highlights include:

- Marketing and Communications Committee Meeting. There were some interesting ideas presented for passenger amenities and how to market them.

- Why Design Matters. This session was an opportunity to hear about why the design of city streets and transit stops matter for ridership, the transit experience, economic development, community identity, protection of the environment, affordability, health, and safety.

- Transit Oriented Development. This session looked at transit oriented bus and rail stations at different transit properties. Transit professionals and cities are evolving their way of approaching transit oriented development and shifting to thinking about transit infrastructure as “community oriented design.” The first and last mile connection for passengers to transit stops and anchor stations are an integral part of this new community minded approach.
From September 26th through the 30th, I traveled to the City of Louisville, Kentucky to attend the National Transit Institute (NTI) Transit Maintenance Leadership Workshop. The workshop provided in depth information and training to include;

- Support and development of leadership skills
- Strategic maintenance planning
- Industry best practices in Maintenance Operations
- Comprehensive update on the newly opted Transit Asset Management (TAM) and state of good repair FTA Regulations.
- Building a network of transit maintenance professionals.

The workshop also included an extensive tour of the Transit Authority of River City’s (TARC) Maintenance operations and facilities, which included information on their fleet of 15 Proterra electric coaches.

The curriculum was developed by an advisory board comprised of transit General Managers, Maintenance Managers, and representatives of both the public and private sectors. The workshop was implemented by NTI in partnership with GannonConsult and supported by the Federal Transit Administration.